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Thought of the day: "It is our choices.... that show what we truly are, far more than abilities."

Author: J.K. Rowling

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

DATE: Tuesday, September 17, 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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- Parent/Family Support Unit Events and Activities: Ms. LaTasha Windham
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- C. Personnel/Bylaws Committee: Ms. LaTasha Windham, Ms. Alicia Kafka, Mr. Justin Fietzek, Ms. Colleen Fietzek
- D. Social/Hospitality Committee: Ms. Colleen Fietzek, Mr. Marshaun Tate, Ms. LaTasha Windham, Ms. Alicia Kafka, Mr. Justin Fietzek
- E. Men's Activities Affecting Children Committee: Mr. Marshaun Tate, Ms. LaTasha Windham, Mr. Justin Fietzek

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- Head Start Deputy Director's Monthly Report – Ms. Denise Lee
 - ✓ Monthly Head Start Report
 - ✓ Quality Assurance Report
 - ✓ Agency (summary) Infant/Toddler Environment Rating Scale and Agency – Early Childhood Environmental Rating Scale (all classrooms)
- Managers' Reports
 - Program Support Services Report – Ms. Brenda Campos
 - ✓ Covered California, Affordable Health Care Act Presentation – Ms. Brenda Campos
 - ✓ Program Information Report – Ms. Brenda Campos
 - Parent/Family Support Report – Ms. Lisa Carr
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DISTRIBUTION DATE: THURSDAY, SEPTEMBER 12, 2013

Parent Advisory Committee (PAC) meeting hosted by:
LaTasha Windham, Chair; Marshaun Tate, Vice Chair; Colleen Fietzek, Secretary;
Vacant, Treasurer; Vacant, 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
- ___ Vacant, Country Wood Head Start
- ___ Vacant, Crossroad Gardens Head Start
- ___ Vacant, Early Head Start (Home Base)
- ___ Vacant, Elkhorn Head Start
- ___ Vacant, Freedom Park Head Start
- ___ Vacant, Fruitridge Head Start
- ___ Vacant, Galt Head Start
- ___ **Alicia Kafka, Grizzly Hollow**
- ___ **Teresa Jay, Hillsdale Head Start**
- ___ Vacant, Home Based Head Start
- ___ Vacant, Home Base
- ___ Vacant, Hopkins Park Head Start
- ___ **LaTasha Windham, Illa Collin Head Start**
- ___ Vacant, Job Corps Head Start
- ___ Vacant, Kennedy Estates Head Start
- ___ Vacant, LaVerne Stewart Head Start
- ___ Vacant, (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
- ___ Vacant, 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
- ___ Vacant, Men's Activities Affecting Children Representative
- ___ Vacant, Past Parent/Community Representative
- ___ Vacant, Past Parent/Community Representative

ITEM I-A – ROLL CALL
(Continued)

Program Year 2012-2013 - New Representatives to be seated

New Members to be Seated:	
___ Colleen Fietzek, Northview Head Start	___ Ana Calderon, Early Head Start (Home Base)
___ Justin Fietzek, Men's Activities Affecting Children Committee	___ Zoila Lucero, Past Parent Representative
___ Vacant, Auberry Head Start	___ Vacant, New Helvetia I Head Start
___ Vacant, Bannan Creek Head Start	___ Vacant, New Helvetia II Head Start
___ Vacant, Broadway Head Start	___ Vacant, North Avenue
___ Vacant, Country Wood Head Start	___ Vacant, Phoenix Park
___ Vacant, Crossroad Gardens Head Start	___ Vacant, Sharon Neese Early Learning Center
___ Vacant, Elkhorn Head Start	___ Vacant, Solid Foundation Head Start
___ Vacant, Freedom Park Head Start	___ Vacant, Strizek Park Head Start
___ Vacant, Fruitridge Head Start	___ Vacant, Vineland Head Start
___ Vacant, Galt Head Start	___ Vacant, Foster Parent Representative
___ Vacant, Home Base Head Start Representative	___ Vacant, Past Parent Representative
___ Vacant, Hopkins Park Head Start	___ Vacant, Grandparent Representative
___ Vacant, Job Corps Head Start	
___ Vacant, Kennedy Head Start	
___ Vacant, LaVerne Stewart Head Start	
___ Vacant, (Marie Cleveland's) Bright Beginning Head Start	

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															
Vacant Seated	CW															
Vacant Seated	CR															
Mayra Partida Seated 11/20	EHS/HB	X	X		X		E		X	X	X	X	X			
Vacant	EHS/HB															
Vacant Seated	EL															
Vacant Seated	FP															
Vacant Seated	FT															
Vacant	G															
Alicia Kafka Seated 11/20	GH	X	X		X		X		X	X	X	X	X			
Teressa Jay Seated 11/20	H	X	X		X		X		X	X	X	X	X			
Colleen Fietzek Seated 11/20	HB	X	X		X		X		X	X	X	X	X			
Vacant	HB															
LaTasha Windham Seated 11/20	IC	X	X		X		X		X	X	X	X	X			
Vacant Seated	HP															
Vacant	JC															
Vacant Seated	K															
Vacant	LVS															
Yadira Lopez Seated 11/20	MCBB	X	X		X		U		X	X	E	X	U			
Vacant Seated	GSC															
Vacant Seated	M															
Vacant Seated	NA															
Praveena Chaudhary Seated 12/18	NC		X		X		X		U	X	X	X	X			
Celeste Casiano Seated 6/18	NJ										X	X	U			
Vacant	NH2															
Colleen Fietzek Seated	NV															
Marshaun Tate Seated 11/20	PA	X	X		X		X		E	X	X	X	X			
Vacant	PP															
Vacant	SF															
vacant Seated	SN															

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	MAAGC						✘		✘	✘	E	U	AP			
Justin Fietzek Seated	MAACC															
	OGC															
Zoila Lucero Seated	PPR															
Vacant Seated	PPR															

- Members: If you cannot attend a meeting and are going to be absent, you must:**
1. First, call your Alternate(s) to see if they can attend in your place;
 2. Second, call Head Start Social Services/Parent Involvement Coordinator, Ms. Marie Desha, at 263-4082; and
 3. Third, please call the PAC Chair, Ms. 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
MAACC:	Men's Activities Affecting Children
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 AUGUST 20, 2013 PAC MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the August 20, 2013 PAC meeting.

RECOMMENDATION:

Approve the minutes of the August 20, 2013 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, August 20, 2013
9:00 a.m.

I. Welcome

Call to Order/Roll Call: Ms. LaTasha Windham called the meeting to order at 9:07 a.m. Ms. Colleen Fietzek read the thought of the day. A quorum was established. The Pledge of Allegiance was recited.

Members Present:

Teressa Jay
Colleen Fietzek
LaTasha Windham
Praveena Chaudhary
Marshaun Tate 9:11
Alicia Kafka (arrived at 9:11 a.m.)
Justin Fietzek (AP)
Mayra Partida (arrived at 9:14 a.m.)

Members Absent:

Jonathan White (AP)
Yadira Lopez (unexcused)
Celeste Casiano (unexcused)

Mr. Justin Fietzek, MAACC alternate, was seated

II. Consent Item

A. Approval of the Minutes of the July 16, 2013 Meeting

Minutes were reviewed; no questions or comments.

Moved/Jay, second/Tate, to approve the minutes of the July 16, 2013 meeting.
Show of hands vote: Aye: 6, Nay: 0, Abstentions: 1 (Windham)

III. Action Items: None.

IV. Information Items

A. Standing Information

- PC/PAC Calendar of Events: Ms. Windham reminded board members of the Male Involvement Committee meeting tomorrow.
- Parent/Family Support Unit Events and Activities: None.
- Parent/Staff Recognitions: None.

- Fiscal Report/Corporate Card Monthly Statement of Account: Ms. D'et Patterson reviewed the fiscal report ending July 31. Ms. Patterson reported that there is \$130,000 left of the grant but bills/expenditures are still coming in; staff is expecting that the entire grant will be spent. Currently, administration is at 9.82% of the budget and the non-federal share is 25.6%.

Ms. Mayra Partida arrived at 9:14 a.m.

- Child Care Center Food Menu: No comments.
 - Community Resources-Parents/Staff: None.
- B. Governing Board Minutes of May 23, 2013: No comments.

V. Committee Reports

- A. Executive Committee: Ms. Alicia Kafka reviewed the Executive Committee critique.
- B. Budget/Planning Committee: Ms. Mayra Partida stated that the committee discussed program improvement grant, and increases for retirement and health benefit changes. In addition, the committee reviewed E-rate which is rebate for phone usage. The committee went over the upcoming budget and talked about some money that was not spent for the last fiscal year. Questions were answered about the fact that the money could not be rolled over; use it or lose it.
- C. Personnel/Bylaws Committee: Ms. Kafka stated that attendees made changes to the PAC and PC bylaws. There were some misspellings and some complete changes to paragraphs. Ms. Desha stated that the modifications to the bylaws will be presented to the board next month.
- D. Social/Hospitality Committee: Ms. Windham encouraged everyone to attend the next committee meeting. Ms. Desha has some information regarding changes. Very important that everyone attend the next committee meeting.
- E. Men's Activities Affecting Children Committee: Mr. Fietzek reported out that the committee discussed increasing male involvement in the classrooms and the guidelines involved.

VI. Other Reports

- Chair's Report: Ms. Windham encouraged more participation in meetings.
- Policy Council Report: Mr. Marshaun Tate reported out on the last PC meeting.
- Head Start Deputy Director's Monthly Report – Ms. Denise Lee encouraged parents to be the mouth and ears for the entire program. The program is always working to enroll new children. Even if your site is full, interested parents can always call the main number and be referred to the nearest center that has openings.

The Quality Assurance report was reviewed. A QA unit was set up that is focused on monitoring all aspects of the program. Every month there will be a report from this unit.

➤ **Managers' Reports**

- Program Support Services Report: No report.
- Parent/Family Support Report: Ms. Lisa Carr stated that the Agency met the 30-day enrollment and gave staff props for their work on the enrollment. Staff is doing recruitment for New Helvetia II and Northview; the two FSWs and site supervisors are working hard on recruitment. Word of mouth is the best way to recruit people for the program. Ms. Carr stated that this year, standardized parent meetings will be held with agendas so all parents are getting the same training.

Ms. Partida stated that her site has not had parent meetings. Ms. Carr stated that staff is in the process of getting funds for the parent meeting.

- Child Development and Education Services Report – Ms. Karen Gonzales the Food Services meeting will be September 19. This time of the year lots of new children coming in. Staff sat down with a group of parents to review the packets that will be rolled out in August which includes going over expectations of the teacher, the parents' role in the program, and their child's progress. Staff is going through a lot of changes since the Agency is transitioning to a traditional school year.

VII. Center Updates: No comments.

VIII. Discussion: No comments.

IX. Public Participation: None.

X. Adjournment: The meeting was adjourned at 10:00 a.m.

ITEM III-A – ACTION

**TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: FIRST READING OF THE
MODIFICATION TO THE BYLAWS OF THE SETA OPERATED HEAD START/EARLY
HEAD START PARENT ADVISORY COMMITTEE**

BACKGROUND:

The Personnel/Bylaws Committee 2012-2013 met during the program year to review and recommend revisions to the Bylaws of the SETA Operated Head Start/Early Head Start Parent Advisory Committee.

Additions are indicated by **green italic type**, deletions are indicated by **orange strikethrough**.

RECOMMENDATION:

Open a public hearing, hear any additional testimony, and continue this item to the next Parent Advisory Committee meeting where the action of the PAC will be to close the public hearing and approve the amendments to the PAC Bylaws as attached.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

BYLAWS

FOR THE

SETA HEAD START/EARLY HEAD START

PARENT ADVISORY COMMITTEE

PAC First Reading: 09/17/13
PAC Final Approval:

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**BYLAWS
FOR THE SETA HEAD START/EARLY HEAD START PARENT
ADVISORY COMMITTEE**

Article I

Name

This committee shall be named the SETA Head Start/Early Head Start Parent Advisory Committee, hereinafter referred to as the PAC. Head Start and Early Head Start shall be referred to as HS and EHS.

SECTION 1: Definition of Parents

Parents

Head Start parent means a Head Start child's mother or father, other family member who is a primary care giver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree [in accordance with the Head Start Performance Standards, 45CFR 1306.3(h)]. All future reference of parents will be defined as such.

Article II

Purpose, Powers, and Functions

SECTION 1: Purpose

The purpose of the PAC shall be to promote the objectives of the HS/EHS Child Development Program of the SETA Grantee Operated Head Start Program (referred to as SOP), State of California, as established by the Federal Economic Opportunity Act of 1964, as amended. The purpose of the PAC shall include, but not necessarily be limited to:

- A. Serve as a link between public and private organizations, the Grantee Policy Council, and the community it serves.
- B. Have the opportunity to initiate suggestions and ideas for program improvements and to receive a report on action taken by the administering agency with regard to its recommendations.
- C. Plan, coordinate, and organize activities for parents involved in the SOP with the assistance of staff, and ensure funds that are set aside from program budgets are used to support parent activities.

- D. Assist in communicating with parents and encourage their participation in the SOP to ensure that they understand their rights, responsibilities and opportunities in HS and EHS.
- E. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- F. Administer the Parent Activity funds for the SOP.

SECTION 2: Powers, Duties, and Functions

The PAC shall exercise all such powers, duties, and functions as granted to it, by the Policy Council.

- A. Individual members, shall not engage in any activities or assume any such powers, duties or functions that are contrary to or in conflict with state and federal law or applicable administrative regulations specifically including, but not limited to, the guidelines, regulations, or policies established by the Federal Department of Health and Human Services (DHHS), and the Administration for Children, and Families (ACF), SETA and the goals and objectives of the HS/EHS Program.
- B. The functions of the PAC, in partnership with staff and all other persons responsible, are as follows:
 - 1. Development and operation of all program content areas, including curriculum in the SOP.
 - 2. Assisting in carrying out SOP classroom activities.
 - 3. Planning, conducting, and participating in all programs and activities for SOP parents and staff.
 - 4. Participating in recruitment and screening of SOP employees (this function is contingent upon annual delegation from the Policy Council).
 - 5. Planning, developing, and ratifying the SOP Budget prior to final approval by the Policy Council (in reference to the Policy Council Bylaws).
 - 6. PAC reimbursements for reasonable expenses incurred by members conducting PAC business

Article III

Membership

SECTION 1: Election of Members

The PAC shall consist of elected voting representatives from SOP HS/EHS Early Learning center classrooms, SOP Home Base, EHS/Home Base Options, and Community Representatives (Past Parents, Grandparent, Foster Parent), elected by the PAC. The Outgoing PAC Chair shall have a reserved seat.

The Male Involvement Representative shall be elected by the SOP Men's Activities Affecting Children Committee (MAACC).

SECTION 2: Members

The membership of the PAC shall consist of:

A. Parent Representatives

Parent Representatives must be a parent of a child/children currently enrolled in the Head Start program.

1. One (1) voting Representative elected per HS/EHS SOP center.
2. Two (2) voting Representatives elected from the SOP Home Base Program.
3. One (1) voting Representative elected from the SOP EHS/Home Base Program.

B. Community Representatives

Additional PAC members will include:

1. Two (2) voting Community Representatives referred to as Past Parent Representatives shall be elected by the outgoing PAC. Representative may be elected by the current PAC if the outgoing PAC has been dissolved. The Past Parent elected to the PAC may not have a child/children currently enrolled in the HS/EHS program. Community members desiring to be reappointed must reapply for membership on a yearly basis. There will be two Alternates for Past Parents.
2. One (1) voting seat shall be specifically reserved for the Outgoing Chair, if not termed out. The Outgoing Chair reserves the right to relinquish this seat. The position may not be filled by any other party.
3. One (1) voting Male Involvement Representative (MIR) shall be elected by the SETA Operated Program Representative from *Men's Activities Affecting Children Committee (MAACC)* ~~Community Advocating Male Participation (C.A.M.P.)~~ to sit

on the committee. The Representative must be elected from the SOP MIRs or their Alternates based upon a recommendation from the SOP MIRs. This Representative may or may not be a current parent.

4. One (1) voting Foster Parent Representative selected by the outgoing PAC. Representative may be elected by the current PAC if the outgoing PAC has been dissolved. The Foster Parents elected to the PAC must have a child/children currently or previously enrolled in the HS/EHS Program. A Foster Parent desiring to be reappointed must reapply for membership on a yearly basis. There will be one Alternate for the Foster Parent Representative position.
5. One (1) voting Grandparent Representative elected by the Outgoing PAC. Representative may be elected by the current PAC if the outgoing PAC has been dissolved. The Grandparent elected to the PAC must have a child/children currently or previously enrolled in the SOP HS/EHS program. A Grandparent desiring to be reappointed must reapply for membership on a yearly basis. There will be one Alternate for the Grandparent Representative position.

SECTION 3 2: Policy Council Members

Six (6) SOP PAC Representatives and six (6) Alternates shall be elected to the Policy Council. Representatives must be a parent of a child/children currently enrolled in the Head Start program.

SECTION 4 3: Alternates

Each SETA HS/EHS center holding membership on the PAC shall have a minimum of one Alternate. The Alternate(s) shall be elected in the same manner as the center Representative.

- A. Upon recognition of his or her status by the PAC Chair, an Alternate may be seated as a voting member of the PAC during the temporary absence of the elected Representative for whom he or she serves as an Alternate. However, an Alternate may not hold an office.
 1. In the event an Alternate does not cast a vote during the Program Year, Alternate will not have served as a PAC Representative and term is not counted.
- B. Alternates are encouraged to attend meetings of the PAC on the same regular basis as members. However, the Alternate will not receive a reimbursement if the Alternate is not replacing the Representative.
- C. Should the Representative member be unable to fulfill their term of office, the first Alternate shall automatically serve in that capacity with all rights and privileges.
- D. Alternates are excluded from attending the following conferences: The National Head Start Association (NHSA) Parent Training Conference, the Region IX Head Start Association Annual Conference/Training, and the California Head Start Association (CHSA) Conference.

SECTION 5 4: Other Provisions

- A. By a two-thirds (2/3) vote of members present and voting, the PAC may establish and select additional voting members who shall serve as community members of the PAC.
- B. At least 51% of the voting membership of the PAC shall consist of parents whose children are currently enrolled in the program.
- C. Additional members may be added to ensure all program center options are proportionally represented on the PAC.
- D. No SETA HS/EHS **or Delegate Agency** staff (or member of their immediate families) shall serve on the PAC except parents who occasionally substitute for regular HS or EHS staff. Occasional subbing is defined as once a week and/or not to exceed four (4) consecutive days in a month.
- E. Members holding a seat at the Annual PAC meeting shall not be elected to represent PAC on the PC.**
- F. Members who currently have a child/children currently enrolled in the HS/EHS program shall be eligible for election to represent the PAC on PC.**

SECTION 6 5: California Head Start Association (CHSA) Representative/Alternate

If requested by CHSA, one Representative and one Alternate shall be elected by the PAC to serve as the Parent Representative to the California Head Start Association. Representative/Alternate must be a current parent. This is a two (2) year term limit.

SECTION 7 6: Term of Office

- A. The term of each member shall be for one (1) program year, and said person may not serve more than three (3) program years. During the term of office, present members (and Alternates) shall serve in that capacity until one of the following situations occur: the Representative's voluntary termination; a new Representative from the center/program they currently represent is seated; the Representative is removed per Section 6A; or the Representative is termed out. Until such occurrence, Representatives must continue to represent the center or agency they were chosen to represent.

SECTION 8 7: Attendance

It is each center Representative's responsibility to attend all PAC meetings and parent center meetings on a regular basis. If a member is unable to attend any PAC meeting, that member must notify: the Alternate and the Social Services/Parent Involvement (SS/PI) Coordinator, PAC Chair or the Clerk of the Boards.

- A. **Absences:**
Any member or Alternate missing two (2) consecutive meetings without an

excused absence or missing a total of three (3) meetings (regular or special) excused/unexcused will be automatically removed. An excused absence shall include but not be limited to sickness or death in the family. A member requesting an excused absence must call prior to the meeting: the Alternate, if the Alternate is known, and the SS/PI Coordinator, PAC Chair or the Clerk of the Boards.

B. **Reinstatement:**

The Representative or agency/group may request that a member who has been removed due to absences be reinstated in the event the Alternate declines. This request must be in writing and submitted to the Chair and SS/PI Coordinator within ten (10) calendar days. It is the final decision of the PAC Executive Committee whether any Representative shall be reinstated.

C. **PAC Business:**

Members conducting PAC business and not at the PAC meeting, shall be neither present nor absent, but rather identified as PAC.

D. **Punctuality:**

Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless approved by the Chair or SS/PI Coordinator.

Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Committee accordingly.

E. **Quorum:**

For purposes of transacting the business of the PAC at any annual, regular, special, or emergency meeting, a quorum of the PAC shall be 51% of the current membership. A majority of the quorum must be current parents.

SECTION 98: Removal

A PAC Representative may be removed by two-thirds (2/3) vote of all members present and voting whenever, in the judgment of the committee, the best interest would be served. Action to remove a member must be on the agenda.

Article IV

Meetings

SECTION 1: Meetings

The PAC shall hold annual, regular, and special meetings.

A. **Annual Meeting**

The annual meeting of the PAC shall be held in November of each year.

B. **Regular Meetings**

Regular meetings of the PAC shall be held on the third Tuesday of each month at 9:00 a.m. at the Administrative Office Board Room, unless notice is otherwise provided.

C. **Special Meetings**

Special meetings of the PAC may be called at anytime by the SETA Governing Board, SETA PC, SETA Executive Director, **Children and Family Services** ~~SETA Head Start~~ Deputy Director, PAC Chair, or upon petition by at least a majority of the members of the PAC.

SECTION 2: Meeting Notice

Meeting notices shall include an agenda for the next meeting and PAC members shall be provided with the minutes of the preceding (annual, regular, special or emergency) meeting notification as indicated below:

A. **Annual and Regular Meetings**

Notice of annual and regular meeting of the PAC shall be in writing and provided to all members of the PAC and posted at least seventy-two (72) hours in advance of the meeting as required by the Ralph M. Brown Act. Staff shall endeavor to postmark such notice at least five (5) calendar days prior to the meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied.

B. **Special Meetings**

Members of the PAC must be notified in writing of special meetings not less than twenty four (24) hours prior to any special meeting. Staff shall endeavor to provide such notice at least seventy two (72) hours prior to any special meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied. No other business or discussion may be transacted or entertained at a special meeting of the PAC, excepting that business and/or discussion for which the special meeting was called.

C. **Emergency Meetings**

The PAC may hold emergency meetings as defined in the Ralph M. Brown Act without complying with the notice provisions of either Section 2A or Section 2B of this Article IV, provided that the PAC determines that an emergency situation as defined by the Ralph M. Brown Act exists.

D. Committee Meetings

Members of the PAC must be notified in writing of committee meetings. Notice of regularly scheduled meetings shall be provided in compliance with section 2A and 2B, above, shall be delivered personally, or by mail, and shall be received at least twenty-four (24) hours before the time of such meeting as specified in the notice.

Any member missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/ unexcused may be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PAC business. A member requesting an excused absence must call the PAC Chair, SS/PI Coordinator or the Clerk of the Boards and request an excused absence prior to the meeting.

E. Mailing Address

1. Notices to all meetings of the PAC shall be in writing and delivered personally, or by mail, to the PAC members' address, as recorded in the PAC records. Representatives, Alternates, and Community members shall be personally responsible for the accuracy of mailing address.
2. Updated contact information should be submitted to the SS/PI Coordinator or Clerk of Committee within ten (10) calendar days of change.

SECTION 3: Meeting Reimbursement

Each PAC member will receive reimbursement for reasonable expenses. This amount is determined by the Head Start Division according to the PAC Reimbursement Policies and Procedures.

Parents are not to bring small children to the meetings. If small children are present, member will be reimbursed for mileage/transportation only.

- A. Members will receive reimbursement for the actual cost of child care (not to exceed \$30 in a 24-hour day, when attending conferences, workshops, trainings, orientation, Parent Leadership Institute or participation in the Agency hiring process) to be in alignment with PC/PAC Reimbursement Policies and Procedures. Additionally, mileage/transportation will be provided for attending required meetings/obligations listed below:
1. PAC (regular, annual, emergency and special meetings)
 2. Interview/screening/exam panels
 3. Standing Committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Social/Hospitality, Parent Ambassador)
 4. Office of Head Start (OHS) Monitoring Protocol Training/Review (reimbursement for training received after completion of first review – Monitoring/Evaluation Committee) and Program Self Assessment

5. Program Area Committees
 6. Community Partnerships Advisory Committee (CPAC)
 7. Health Services Advisory Committee (HSAC)
 8. Ad Hoc (special) Committee Meetings
 9. Governing Board meetings (only applies to the Chair or an Executive Officer in the absence of the Chair)
 10. Food Services Committee
 11. Workforce Investment Board and Committee Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
- B. Member/Alternates who are a spouse or significant other will not each receive reimbursement.
- C. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if a meeting or meetings exceed four (4) hours.

SECTION 4: Rules of Procedures

- A. The PAC shall conduct all meetings, regular, annual, special, or emergency in conformance with the Ralph M. Brown Act, California Government Code, Section 54950, et. seq.
- B. Except as specifically provided herein, Roberts Rules of Order¹ shall govern procedures in all meetings of the PAC. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these bylaws or Roberts Rule of Order, if a special meeting is called because a regular meeting has been canceled or because a quorum is unavailable at a regular meeting, any matter properly considered at a regular meeting may be considered at the special meeting, provided that all notice, quorum and meeting requirements of this Article IV regarding special meetings have been met.

SECTION 5: Nominations/Elections

PAC members or candidates must be present to be nominated or elected. However, if PAC member is absent due to PAC business, the member may be nominated or elected.

SECTION 6: Voting

Each PAC member has one vote which cannot be cast by proxy. In the event of a conflict of interest, affected members shall, consistent with the California Political Reform Act, disclose the existence of the conflict and shall neither participate in the deliberations regarding, nor vote on, the matter. Actions of the PAC may be taken only

¹Robert's Rules of Order: *Simplified and Applied*, 2nd ed., Copyright 2001.

by a majority vote of all the members of the PAC, provided that any abstentions shall be counted as votes with the majority of those members actually voting. If a member has not voted because of disqualification due to a conflict of interest, that fact shall be noted in the minutes, and his/her vote shall not be recorded either as an affirmative vote, a negative vote or an abstention.

Article V

Officers

SECTION 1: Officers

The officers of the PAC shall be the Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

SECTION 2: Election and Term of Office

- A. Officers of the PAC shall be elected at the next regularly scheduled meeting following the annual PAC meeting by a plurality vote of the PAC members present and voting, providing a quorum is present. Officers shall take office immediately following the election.
- B. All PAC members are eligible to run for an Office/Officer position **except members holding a seat**. The Executive Committee must have at least three members who are parents of child/children currently enrolled in the HS/EHS, Home Base Option.
- C. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office.

SECTION 3: Duties of Officers

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

- A. The Chair of the PAC shall preside over all meetings of the PAC and implement all policies and programs of the PAC. The Chair shall act as the official agent of the PAC in all matters relating to the PAC, and shall be the chief spokesperson and public relations officer for the PAC. The Chair shall have the power to appoint, both in and out of the PAC, any additional positions as needed with ratification of the PAC. The Chair shall represent the PAC at the National Head Start Parent Association Conference. The Chair shall be an ex-officio member of all committees and shall represent the PAC at all Governing Board meetings, but shall adhere to the provisions of Article IV, Meetings; Section 3, as it relates to reimbursement.

- B. The Vice Chair shall serve as Chair of the PAC in the absence of the Chair, and shall have all delegated powers. The Vice Chair will assume position of Chair if seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.
- C. The Secretary shall keep a record of the current and preceding minutes at each meeting, record resolutions or motions adapted, as may be necessary to expedite the PAC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.
- D. The Treasurer shall **work with staff and the PAC Secretary and** keep such records, files and accounts as may be necessary to expedite PAC's business; ~~work with staff and PAC Secretary and will oversee the Budget/Planning Committee.~~ The Treasurer shall be a member of the Social/Hospitality Committee, and the Parent Ambassador Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to Parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

SECTION 4: Vacancy

In the event an officer is unable to perform his/her duties, including failure to learn and/or comply with the rules governing PAC (Bylaws, Brown Act, Robert's Rules of Order), or failure to act in the best interest of the committee; the PAC Chair shall appoint an interim officer until the officer returns to duty or is replaced at the next regularly scheduled meeting. The appointment must be made from among the membership of the PAC.

- A. In the event of a vacancy in the position of Chair, the Vice Chair becomes Chair until the next regular election in December.
- B. In the event of a vacancy in any other office, an election shall take place at the next regular, annual or special meeting of the PAC.

Article VI

Committees

The quorum of the PAC shall be 51% of the committee membership. Membership is determined by the selection of the PAC. A majority (51%) of the quorum must be current parents. No committee meeting shall have a majority of PAC members present without proper public notice. Reference page Article III, Membership, Section 6, Attendance, A. Absences, for Standing and Program Area Committee meeting

attendance.

Any member missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/unexcused will be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PAC business. A member requesting an excused absence must call the PAC Chair, SS/PI Coordinator or Clerk of the Committee and request an excused absence prior to the meeting.

SECTION 1: Standing Committees

There is, hereby, created standing committees of the PAC. The following are standing committees: Executive, Budget/Planning, Personnel/Bylaws, Social/Hospitality, and Parent Ambassador.

A. Executive Committee

The Executive Committee shall be comprised of all elected officers (per Article V of these By-laws). The Executive Committee shall perform the powers, duties, and functions of the PAC in emergency situations when the PAC cannot be convened or quorum cannot be obtained and such other powers, duties, and functions, as deemed necessary, be established by the PAC. The meeting may be called by the PAC Chair, the **Children and Family Services SETA Head Start** Deputy Director, the SETA Executive Director, or the SETA Governing Board. The committee shall report to the full PAC, in writing, all actions for ratification at the next meeting.

B. Budget/Planning Committee

Budget/Planning Committee shall be comprised of the Treasurer and other Representatives who shall be selected by the PAC promptly after each annual meeting. This Committee shall review all HS/EHS budgets and modifications for the HS/EHS funding year and submit their review to the full PAC for approval. It is recommended that all HS/EHS budget modifications and amendments be approved by the PAC prior to Policy Council approval. A monthly fiscal report shall be provided to the full PAC on the fiscal status of the HS/EHS budget. It shall be the duty of this committee to oversee the expenditures of the PAC and to report the acquired and expended amount of money to the full PAC.

C. Personnel/Bylaws Committee

The Personnel/Bylaws Committee shall be comprised of the Parliamentarian and Representatives. They shall be selected by the PAC promptly after each annual meeting. It shall be the duty of this committee to deal with all personnel matters and recommend any changes in Bylaws to the full PAC.

D. Social/Hospitality Committee

The Social/Hospitality Committee shall be comprised of the Secretary, Treasurer and Representatives selected by the PAC promptly after each annual meeting. The primary duty of this committee shall be to report to the full PAC all social activities.

E. Parent Ambassador Committee

The Parent Ambassador Committee shall be composed of the Vice Chair, who shall oversee the Committee, and the Secretary, Treasurer, former parents and other members who shall be selected after each annual meeting of the PAC. Former parents who no longer serve on the PAC shall receive reimbursement for participation for one (1) program year. The duty of this committee shall be to promote all PAC trainings/events, and Head Start children activities. It shall be the sole duty of this Committee to report the expenditures of funds to the PAC monthly.

SECTION 2: Program Area Committees

There is hereby created Program Area Committees of the PAC. The following are Program Areas: Early Childhood Development and Health Services, ~~Parent/Family Support~~ **Parent, Family and Community Engagement**, and Monitoring and Evaluation.

- **Early Childhood Development and Health Services Committee** shall be comprised of one staff and Representatives who shall plan and review the Early Childhood Development and Health Services program content area participate in curriculum/instruction and health and safety.
- ~~Parent/Family Support~~ **Parent, Family and Community Engagement Committee** shall be comprised of one (1) staff and Representatives who shall plan and review the ~~Parent/Family Support~~ **Parent, Family and Community Engagement Committee** ~~Support~~ program area.
- **The Men’s Activities Affecting Children Committee (MAACC) Committee** shall be comprised of one (1) staff and Representatives who shall plan and review the Male Involvement program.
- **The Monitoring and Evaluation Committee** shall be comprised of one (1) staff and the Committee of the Whole who shall plan, review and oversee program.
- **The Food Services Committee** shall be comprised of one (1) staff and Representatives who shall plan, review and oversee program food service.

PAC Representatives shall select at least two (2) Program Area committees to serve on as described above. Special circumstances may be excused by the Chair.

SECTION 3: Special Committees

When necessary to carry on the work of the PAC, other committees, such as Ad Hoc (special committees), shall be appointed by the Chair. Such committee must have a purpose and time frame for committee appointment. All elected committee meeting members attending approved special committee meetings will receive the standard reimbursement.

A report will be provided to the full PAC.

Article VII

Reports

SECTION 1: Reports

The following reports shall be provided to the PAC monthly. The purpose of reports is to maintain control of program quality and program accountability:

- ✓ Fiscal Reports (Budget Reports)
- ✓ Corporate Card Statement of Accounts (Credit Card Expense Report)
- ✓ USDA Meal/Snacks Report - Child and Adult Care Food Program (CACFP) Report SOP
- ✓ Program Information Summaries (Monthly Head Start Report)
- ✓ Sacramento County HS/EHS Program Enrollment Report (Enrollment Report)

Article VIII

Bylaws Amendment

These Bylaws may be amended by a two-thirds (2/3) vote of the membership of the PAC present and voting, providing that:

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PAC. Proposals to amend these Bylaws must originate at least four full calendar weeks prior to the final voting and acceptance or rejection of the proposals.
- C. Written notice of the intention to amend these Bylaws be forwarded to members of the PAC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.
- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voting upon, and further, that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place except at a regular, annual or special meeting of the PAC.

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>
PC/PAC Budget/Planning Committee	Tuesday, September 10, 2013 9:00 a.m. Olympus Room
PAC Executive Committee	Tuesday, September 10, 2013 10:00 a.m. Olympus Room
PC/PAC Social/Hospitality Committee	Friday, September 13, 2013 9:00 a.m. Olympus Room
PAC Executive Committee	Wednesday, September 18, 2013 9:00 a.m. Olympus Room
PC/PAC Men's Activities Affecting Children Committee	Wednesday, September 18, 2013 10:00 – 11:30 a.m. Olympus Room
PAC Food Services Committee Field Trip to Central Kitchen	Thursday, September 19, 2013 12:30 p.m. 6043 Watt Avenue North Highlands, CA 95660
Health & Wellness Fair for Grandparents	Wednesday, September 25, 2013 5:30 p.m. – 8:30 p.m. SETA Conference Rooms 925 Del Paso Blvd. Sacramento
PC Executive Committee	Thursday, September 26, 2013 9:00 a.m. Olympus Room
Annual End-of-Year Parent Appreciation	Saturday, October 5, 2013 6:00 – 9:00 p.m. Evan's Kitchen 855 – 57 th Street, Suite C Sacramento, CA RSVP by Tuesday, September 24, 2013

PARENT/FAMILY SUPPORT UNIT EVENTS AND ACTIVITIES

EVENT

DATE

PC/PAC Men's Activities Affecting Children Committee	Wednesday, September 18, 2013 10:00 – 11:30 a.m. Olympus Room
Health & Wellness Fair for Grandparents	Wednesday, September 25, 2013 5:30 p.m. – 8:30 p.m. SETA Conference Rooms 925 Del Paso Blvd. Sacramento



Wednesday
September 25, 2013
5:30 - 8:30 p.m.
925 Del Paso Blvd.
Sacramento, CA 95815





Health & Wellness Fair
for
Grandparents
(Celebrating Grandparents' Day)

FREE!!!

- **Dinner**
- **Child Care**
- **Health Screening**
- **Legal Resources**
- **Massage**
- **Manicure**
- **Hair Cut**
- **Aromatherapy**



If you have any questions, please call Belinda at 263-4078.



The Head Start/Early Head Start

Policy Council and Parent Advisory Committee

cordially invite you to attend the 2012-2013

SETA Head Start Annual End-of-the-Year Parent Appreciation

“Our Children Today Make a Difference Tomorrow”



Evan’s Kitchen, 855 – 57th Street, Suite C, Sacramento, CA

Saturday, October 5, 2013, 6:00 p.m. – 9:00 p.m.

Attire: Semi Formal



Dinner Entrée Selections

Lemon Herb Chicken


Served with Roasted Red Potatoes and Seasonal Marinated Grilled Vegetables

- or -

Marinated Tri Tip

Roasted Red Potatoes and Marinated Grilled Vegetables

- or -



Mediterranean Vegetarian Pasta and Marinated Grilled Vegetables

House Salad, Rolls and Butter

DESSERT: Fresh Baked Cookies

BEVERAGES: Iced Tea




Keynote Speaker: Ms. Edenausageboye Davis, MPA

Guests (two per invitee) are responsible for their dinner fee
(Non-refundable, advance payment required) – Cash or money order only.

Dinner cost includes service fee, tax, plated crew, and servers fee.

Marinated Tri Tip (\$31.00), Lemon Herb Chicken (\$31.00), Vegetarian (\$28.00)







Guest dinner fees are due by Tuesday, September 24, 2013, 12:00 noon (no exceptions)





RSVP by Tuesday, September 24, 2013

Call Alma Hawkins at 263-0540

September 2013

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 4		<p>3</p> <p>Breakfast: Whole Wheat Blueberry Muffin Loaf, Cantaloupe, Milk Lunch: Teriyaki Chicken, Steamed Brown Rice, Sunomono Salad, Kiwi, Milk Snack: Tropical Treat Whole Grain Crackers, Apple</p>	<p>4</p> <p>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</p>	<p>5</p> <p>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</p>	<p>6</p> <p>Breakfast: Rice Krispies Cereal, Diced Apricot, Milk Lunch: Tuna Salad, Saltine Crackers, Baby Carrots, Cantaloupe, Milk Snack: Whole Grain Vanilla Fish Crackers, Milk</p>
Week 1	<p>9</p> <p>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</p>	<p>10</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>11</p> <p>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</p>	<p>12</p> <p>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</p>	<p>13</p> <p>Breakfast: Cheerios Whole Grain Cereal, Banana, Milk Lunch: Turkey Ham on Whole Wheat Bread, Cantaloupe, Baby Carrots, Mayonnaise, Milk Snack: Nutri Grain Whole Grain Bar, Pineapple Tidbits</p>
Week 2	<p>16</p> <p>Breakfast: Whole Wheat Raisin Bread, Apple, Milk Lunch: Oven Baked Chicken, Sweet Potatoes, Cantaloupe, Whole Wheat Dinner Roll, Milk Snack: Orange, Strawberry/Banana Yogurt</p>	<p>17</p> <p>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</p>	<p>18</p> <p>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</p>	<p>19</p> <p>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</p>	<p>20</p> <p>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</p>
Week 3	<p>23</p> <p>Breakfast: Whole Grain Cereal, Orange, Milk Lunch: Macaroni & Cheese, Broccoli/Ranch Dip, Cantaloupe, Milk Snack: Strawberry Waffle, Whole Grain Grahams, Milk</p>	<p>24</p> <p>Breakfast: Whole Wheat Waffles, Maple Syrup, Banana, Milk Lunch: Beef Ravioli, French Bread, Spinach Salad with Dressing, Orange, Milk Snack: Cheese Stick, Apple</p>	<p>25</p> <p>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</p>	<p>26</p> <p>Breakfast: Whole Wheat Bagel, Cream Cheese, Apple, Milk Lunch: Roasted Turkey/Whole Wheat Bread, Zucchini with Dip, Tangerine or Strawberries, Mayonnaise, Milk Snack: Cottage Cheese, Pineapple Tidbits</p>	<p>27</p> <p>Breakfast: Whole Grain Cheerios, Orange, Milk Lunch: Swiss Cheese on Whole Wheat Bread, Sliced Tomatoes, Diced Apricot, Milk Snack: Kiwi, Goldfish Whole Grain Crackers</p>
Week 4	<p>30</p> <p>Breakfast: Whole Wheat Blueberry Muffin Loaf, Cantaloupe, Milk Lunch: Spanish Rice, Green Beans, Tangerine or Strawberries, Milk Snack: Cheese-It Crackers, Apricot Halves</p>				

Septiembre 2013

	lunes	martes	miércoles	jueves	viernes
Semana 4		<p>3</p> <p>Desayuno: Barra de Mollete de Trigo y Arándanos Azules, Melón, Leche. Comida: Pollo Teriyaki, Arroz Integral a Vapor, Ensalada Sunomono, Kiwi, Leche. Bocadillo: Galletas Saladas Tropical Treat de Grano Integral, Manzana.</p>	<p>4</p> <p>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: Galleta de Arroz, Durazno Picado.</p>	<p>5</p> <p>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.</p>	<p>6</p> <p>Desayuno: Cereal Rice Krispies, Chabacano Picado, Leche. Comida: Ensalada de Atún, Galletas Saladas, Zanahorias, Melón, Leche. Bocadillo: Pescados de Galleta Salada de Grano Integral con Vainilla, Leche.</p>
Semana 1	<p>6</p> <p>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.</p>	<p>10</p> <p>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.</p>	<p>11</p> <p>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 Saladas de Trigo Integral Sunrise Bites, Plátano.</p>	<p>12</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, Leche. Bocadillo: Galletas Saladas Jungle de Grano Integral, Leche.</p>	<p>13</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: Barra de Grano Integral Nutri Grain, Golosinas de Piña.</p>
Semana 2	<p>16</p> <p>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.</p>	<p>17</p> <p>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: Pescados de Galleta Salada de Trigo Integral con Fresa, Plátano.</p>	<p>18</p> <p>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 Picada.</p>	<p>19</p> <p>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.</p>	<p>20</p> <p>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.</p>
Semana 3	<p>23</p> <p>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.</p>	<p>24</p> <p>Desayuno: Wafles 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.</p>	<p>25</p> <p>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.</p>	<p>26</p> <p>Desayuno: Bagel de Trigo Integral con Queso Crema, Manzana, Leche. Comida: Pavo Asado, Pan de Trigo, Mayonesa, Baritas de Calabacita, Aderezo, Tanjarina o Fresa, Leche. Bocadillo: Requesón, Golosinas de Piña.</p>	<p>27</p> <p>Desayuno: Cheerios de Grano Integral, Naranja, Leche. Comida: Queso Suizo con Pan de Trigo Integral, Rebanadas de Jitomate, Chabacano Picado, Leche. Bocadillo: Kiwi, Pescados Dorados de Galleta de Trigo Integral.</p>
Semana 4	<p>30</p> <p>Desayuno: Barra de Mollete de Trigo y Arándanos Azules, Melón, Leche. Comida: Arroz Español, Ejotes, Tanjarina o Fresa, Leche. Bocadillo: Galletas Saladas Cheese-It, Mitades de Chabacano.</p>				



Mental Health First Aid

FREE 8-hour Course

Date: Thursday, September 19th and Friday, September 20th
OR
Thursday, October 24th and Friday, October 25th
Time: 9:00 am – 2:00pm (both days)
Location: Sacramento County Sheriff's Community Room
7000 65th Street, Sacramento, CA 95823

What is Mental Health First Aid?

The initial help given to a person showing symptoms of mental illness or in a mental health crisis (severe depression, psychosis, panic attack, suicidal thoughts and behaviors...) until appropriate professional or other help, including peer and family support, can be engaged.

Who Should Take Mental Health First Aid?

Specific audiences for each training vary, but include key professions such as law enforcement and other first responders, primary care professionals, nursing home staff, and school administration and educators. Other participating entities include faith communities, employers and chambers of commerce, state policymakers, mental health advocacy organizations, shelter volunteers, families and the general public

What Will I Learn In Mental Health First Aid?

This course is highly interactive. It combines lecture, small and large group work, video presentations and interactive skill practice. Participants will learn:

- The potential risk factors and warning signs for a range of mental health problems, including: depression, anxiety/trauma, psychosis, eating disorders, substance use disorders, and self-injury
- An understanding of the prevalence of various mental health disorders in the U.S. and the need for reduced stigma and discrimination in their communities
- A 5-step action plan encompassing the skills, resources and knowledge to assess the situation, to select and implement appropriate interventions, and to help the individual in crisis connect with appropriate professional care
- The evidence-based professional, peer, social, and self-help resources available to help someone with a mental health problem.

For more information about this course or future training opportunities please contact Alex Rechs at MHFA@saccounty.net



ALGEE, the Mental Health First Aid Action Plan

- Assess for risk of suicide or harm*
- Listen nonjudgmentally*
- Give reassurance and information*
- Encourage appropriate professional help*
- Encourage self-help and other support strategies*

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 June 20, 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, June 20, 2013
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Supervisor Jimmie Yee called the meeting to order at 10:01 a.m.

Members Present:

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

Members Absent:

Allen Warren, Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the May 23, 2013 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Augment South County Services, Inc. Community Services Block Grant (CSBG) Funding and to Extend the Mather Community Campus Subgrant Agreement with Department of Human Assistance
- D. Approval of Staff Recommendation for the Adult Vendor Services (VS) List

The consent items were reviewed; no questions or comments.

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

- A. Approve the May 23, 2013 special meeting minutes.
 - B. Approve the claims and warrants for the period 5/17/13 through 6/13/13.
 - C. Approve the augmentation of \$119,314 in Community Services Block Grant funding for South County Services Inc. to continue the provision of safety-net services in South Sacramento County from July 1, 2013 through December 31, 2013, and extend the Mather Community Campus Subgrant Agreement for PY 2013-14 in the amount of \$222,600 to continue the provision of employment and self-sufficiency services to Mather Community Campus residents.
 - D. Approve the addition of Center for Employment Training to the Adult VS List.
- Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** First Reading of the Proposed Sacramento Employment and Training Agency Budget for Fiscal Year 2013-2014

Mr. Roy Kim stated that the Agency budget is required to be filed with the county no later than June 30.

Mr. Yee opened a public hearing.

Mr. Yee stated that he has looked over a lot of budgets over the years and stated that he likes to see a comparison with the current and previous years' budgets to see what the changes are. Mr. Kim agreed to do that. Mr. Nottoli agreed that it is good to see year over year data.

Moved/Schenirer, second/Nottoli, to continue this item to August 1, 2013, where the public hearing will be closed and the Agency budget adopted.

Voice Vote: Unanimous approval.

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services

1. Approval of Funding Recommendations for Workforce Investment Act Adult/Dislocated Worker and CalWORKs Programs for Sacramento Works Training Centers and Extension of WIA/ CalWORKs On-The-Job-Training/Subsidized Employment Subgrant Agreements
- and -
2. Concurrence with Sacramento Works, Inc. to Approve the Sacramento Five Year Workforce Development Plan - 2013-2018
- and -
3. Concurrence with the Sacramento Works, Inc. Board to Approve the Workforce Investment Act Sacramento Works Resource Allocation Plan for 2013-2014

Ms. Robin Purdy next three items are linked; she will provide an overview of the plan and then go into the funding recommendations and conclude with the resource allocation.

At the March 7 meeting, the Governing Board approved the release of an RFP. Thirteen proposals were received and staff is recommending eight of the 13 proposals to be funded to be training centers, and three more to be

recommended for vendor services. The driving force behind the change from career centers to training centers is the State's change in the provision of services utilizing WIA funds. To implement the State's plan, the Sacramento Works training system will be modified. Also recommended is the extension of OJT providers; the Agency has had really good success for the OJT program which targets the CalWORKs population. Around 700 OJTs have been done over the past three years and an 86% entered employment rate.

Mr. Schenirer asked if the board will be notified of the budgets that supports the work and Ms. Purdy replied yes; because there is so much prioritization and sequencing, it is important to see what can be done and the accountability. There are some things in the funding recommendations that may or not work. Next Economy has a long way to go to make things happen. It is important to make sure that SETA can show deliverables and immediate returns.

Ms. Schenirer inquired whether there were plans to work with the trades on apprenticeship program. There will be \$2-3 billion in construction in the next 10 years; how do we power up the training for potential construction staff. Will there be some funds available for potential training? As Sacramento moves forward, there will be a lot of job opportunities and Mr. Schenirer wants to ensure SETA will participate in all opportunities. Ms. Purdy replied that she just met with the apprenticeship program coordinators yesterday and there will definitely be coordination at all levels.

Ms. Purdy stated that staff is beginning the process of working with the apprenticeship programs on co-enrollment. It is currently being tested out with the electricians and will be moving to iron workers and sheet metal workers. Mr. Schenirer stated that there are large diversity gaps in the trades; it is important to do the recruitment in areas to ensure more ethnic diversity.

In response to a question from Mr. Nottoli, Ms. Purdy replied that the review team was comprised of 12 people, including representatives from the County of Sacramento, the Department of Human Assistance, Golden Sierra Workforce Development Board, Yolo County Department of Health and Social Services, North Central Counties Consortium, and SETA staff.

Ms. Purdy stated that the review team went through the proposals and looked for indications of leveraged core and intensive services for the training services. Ms. Purdy directed the Board to the pink attachment showing a sheet for the core leveraged services. Each proposal included a wide variety of core career center services. Each training center is expected to provide the customers job readiness training, connection to employers, life skills, computer literacy and connection to job search. Ms. Purdy feels comfortable that these services will be available throughout the county.

Ms. Purdy has a meeting with the library director on collaboration and to do a pilot in the Elk Grove community. CHDC will provide services to Elk Grove utilizing a mobile career center. CHDC has offered to use the mobile center on a scheduled basis to provide computer services, job matching and job services. Staff feels the recommendations take into account Ms. Scherman's request for more services to the Elk Grove community.

Staff has not met with Goodwill or Stride but will meet with them and then discuss how things will be; they proposed every activity in three different locations around the community.

Ms. Scherman expressed concern with customers going to the Elk Grove library for services; the parking is awful and there are no more than 55 parking spaces. Library patrons always complain about the lack of parking. Libraries in the City of Elk Grove are connected with the schools. Some research was done and it was found to be a problem because they close the same hours that the schools are closed. There are some hours that they keep open but it would be difficult to make it conducive for our customers.

Karen Malkiewicz, Elk Grove Unified School District answered a question raised by Ms. Scherman regarding how the district is connected to Bartholomew properties. Ms. Malkiewicz replied that the district is working with the property managers to lease the building which will be remodeled to provide training for allied health care pathways.

Ms. Purdy stated that staff is in the process of transition planning and will be meeting with the proposed training centers and OJT providers tomorrow. There is a plan to have SETA staff liaison with the training centers to assist with registration, enrollment, and how to use jobs.sacramentoworkd.org. Training will be set up in the very near future as to how to do things.

Ms. Purdy stated that there are 1,000 individuals enrolled in intensive training service and also enrolled in Gold Standard review; 600 are attached to career centers which will now be going to training center. Staff is recommending one staff member to coach the Gold Standard people.

Ms. Purdy stated that while the Agency did not receive training center proposals focusing on the agriculture area, some of the focus in the Next Economy will offer a lot in the agriculture and manufacturing area. Right now, the focus is trying to attract employers to the area.

Speaker before the board:

➤ Robert Sanger, Executive Director, Folsom Cordova School District: Mr. Sanger stated that Folsom/Cordova is excited to expand their OJT program. He pulled unemployment statistics for the community of Rancho Cordova and the Employment Development Department reported an unemployment rate of 11.3%.

This data makes a training center in the Rancho Cordova critical. Their proposal was a joint venture; they did not want to reinvent the wheel and decided to partner with someone already doing required services. Although their proposal was not recommended for standard funding they were recommended for OJT funds. He will meet with SETA staff to learn more why the proposal was not recommended for standard funding.

Moved/Schenirer, second/Scherman, to approve items B-1, B, 2, and B-3 as follows:

1. Approve funding recommendations for the Adult/Dislocated Program under the Workforce Investment Act as listed on the attached charts with the following stipulation:
 - The provision of Work Preparedness and Functional Training services is contingent upon required course and State ETPL approvals, as well as the required credentialing of staff.

Approve the OJT/SE staff funding extension recommendations for PY 2013-14 as reflected in the attached chart with the following stipulations:

- Provider operating costs must not exceed 40% of participant wages.
 - PY 2013-14 funding will be subject to satisfactory year-end program performance. OJT providers that do not meet year-end performance goals and benchmarks may face a reduction in funding.
2. Concur with the Sacramento Works, Inc. to approve the Sacramento Five Year Workforce Development Plan.
 3. Concur with Sacramento Works, Inc. to approve the Sacramento Works Resource Allocation Plan for 2013-14.
Roll call vote: Aye: 4, Nay: 0, Abstentions: 0

Community Services Block Grant

4. Approval of the 2014-2015 Community Services Block Grant Community Action Plan

Ms. Cindy Sherwood-Green reviewed the Community Action Plan which includes a community profile and which has been updated with the availability of new data sources. The plan includes information from the 2013 homeless count that was just released this month. The Community Action Board held two public hearings. Ms. Sherwood-Green acknowledged Mr. Victor Bonanno for his work on the plan.

Ms. Scherman stated that staff did an excellent job.

Moved/Schenirer, second/Nottoli, to approve the 2014-2015 Community Services Block Grant Community Action Plan.

Voice Vote: Unanimous approval.

C. CHILDREN AND FAMILY SERVICES: None.

IV. Information Items

A. Fiscal Monitoring Report: No questions or comments.

B. Employer Success Stories and Activity Report: No questions or comments.

C. Dislocated Worker Update: No questions or comments.

D. Head Start Reports: No questions or comments.

V. Reports to the Board

A. Chair: No report.

B. Executive Director: Ms. Kossick thanked staff for working so hard the past two months. Staff is in the middle of labor negotiations and there may be a need to meet with the board for guidance. Staff is working to schedule a meeting in July.

C. Deputy Directors: No report.

D. Counsel: Mr. Larsen mentioned that today is Ms. Purdy's birthday. Attendees all sang Happy Birthday to Ms. Purdy.

E. Members of the Board: No reports.

F. Public: None.

VI. Adjournment: The meeting was adjourned at 11:09 a.m.

ITEM V

COMMITTEE REPORTS

A. Executive Committee

Critique of the August 20, 2013 Parent Advisory Committee meeting.

GOOD!!!
Thank you, Madam Chair, for facilitating a timely meeting.
Thank you, managers for your reports.
Thank you, Ms. Mayra Partida, for an informative budget report.
Thank you, Ms. Denise Lee, Deputy Director, for your thorough report and ensuring full enrollment.
NEEDS IMPROVEMENT
Arrive on time and be seated by 8:50 a.m. to start the meeting.
Switch your phone/lpad to off.
Please be recognized by the Chair before leaving your seat.
Absolutely no food in the board room. No exceptions.
Please be careful of beverage spills in the board room and break room.
Please refrain from dropping food in the break room.
No side barring.

B. Budget/Planning Committee: Ms. LaTasha Windham, Ms. Alicia Kafka, Mr. Justin Fietzek, Ms. Colleen Fietzek

C. Personnel/Bylaws Committee: Ms. LaTasha Windham, Ms. Alicia Kafka, Mr. Justin Fietzek, Ms. Colleen Fietzek

ITEM V – REPORTS (continued)

Page 2

- D. Social/Hospitality Committee: Ms. Colleen Fietzek, Mr. Marshaun Tate, Ms. LaTasha Windham, Ms. Alicia Kafka, Mr. Justin Fietzek

- E. Men's Activities Affecting Children Committee: Mr. Marshaun Tate, Ms. LaTasha Windham, Mr. Justin Fietzek

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, Mr. Marshaun Tate, and Ms. Alicia Kafka
- Head Start Deputy Director's Monthly Report – Ms. Denise Lee
 - ✓ Monthly Head Start Report
 - ✓ Quality Assurance Report (hand out)
 - ✓ Agency (summary) Infant/Toddler Environment Rating Scale and Agency – Early Childhood Environmental Rating Scale (all classrooms)
- Managers' Reports
 - Program Support Services Report – Ms. Brenda Campos
 - ✓ Covered California, Affordable Health Care Act Presentation – Ms. Brenda Campos
 - ✓ Program Information 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

September 2013

SETA Operated Program

Family Engagement Unit

The SETA Operating Program was pleased to be fully enrolled on the first day of the new program year, and on the last day of the same month had also maintained full enrollment. Staff is in the process of completing all 45 day screenings, and ensuring that children who need referrals for any health concerns are being followed up.

County wide, all of the Family Outcomes surveys have been disseminated and are due back by the middle of October. There will be a spring survey to assess the amount of knowledge and information that families feel they received over the school year. This data will be used to provide feedback to staff on ways to improve systems, and to assess whether or not changes need to be made in the manner in which information is given to parents. The hope is that over a school year, families will be educated on ways it is important to be involved in children's schooling, how to prepare their child for transitions, including the transition into Kindergarten, and how to access job training and education for themselves if needed. Data will be shared in the spring about the percentage of change in the county for families receiving Head Start and Early Head Start services.

Program Support Services Unit

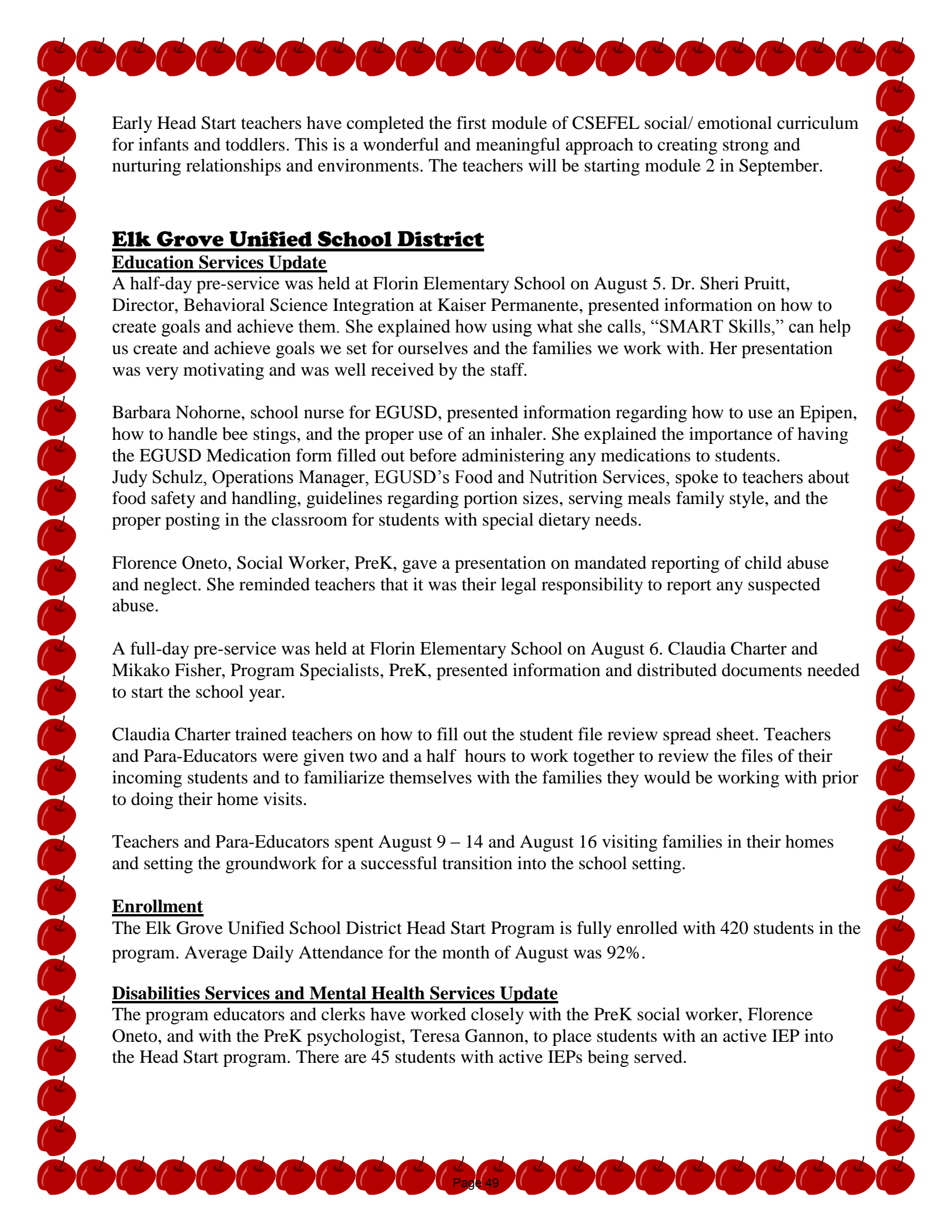
Quality Assurance Unit SETA-Operated Program (SOP) Head Start Center-Based Program (Phoenix Park, New Helvetia, Bright Beginnings, Hopkins, Northview and Norma Johnson centers) was monitored for the month of August. Delegates and SOP were monitored for the Governance and Human Resource program areas. QA Reports will be available later in the month.

Program Information Report (PIR) This annual report describing countywide enrollment demographics, services and performance indicators was submitted to ACF by August 30, 2013. Individual delegate agency reports are available upon request.

New Program Year 2013-2014 Program year 2013-2014 commenced on August 1, 2013. Program Support Services staff has been communicating closely with delegates to support changes for the new school year.

Program Operations Unit

August is a month of celebrating children moving on to their next educational adventure-kindergarten! It is also a time for new children to start preschool. Teachers and families are meeting for orientation to learn about each other. This is a great opportunity for sharing information such as the importance of regular attendance, the family's hopes for their child's preschool experience, and the classroom learning goals.



Early Head Start teachers have completed the first module of CSEFEL social/ emotional curriculum for infants and toddlers. This is a wonderful and meaningful approach to creating strong and nurturing relationships and environments. The teachers will be starting module 2 in September.

Elk Grove Unified School District

Education Services Update

A half-day pre-service was held at Florin Elementary School on August 5. Dr. Sheri Pruitt, Director, Behavioral Science Integration at Kaiser Permanente, presented information on how to create goals and achieve them. She explained how using what she calls, “SMART Skills,” can help us create and achieve goals we set for ourselves and the families we work with. Her presentation was very motivating and was well received by the staff.

Barbara Nohorne, school nurse for EGUSD, presented information regarding how to use an EpiPen, how to handle bee stings, and the proper use of an inhaler. She explained the importance of having the EGUSD Medication form filled out before administering any medications to students. Judy Schulz, Operations Manager, EGUSD’s Food and Nutrition Services, spoke to teachers about food safety and handling, guidelines regarding portion sizes, serving meals family style, and the proper posting in the classroom for students with special dietary needs.

Florence Oneto, Social Worker, PreK, gave a presentation on mandated reporting of child abuse and neglect. She reminded teachers that it was their legal responsibility to report any suspected abuse.

A full-day pre-service was held at Florin Elementary School on August 6. Claudia Charter and Mikako Fisher, Program Specialists, PreK, presented information and distributed documents needed to start the school year.

Claudia Charter trained teachers on how to fill out the student file review spread sheet. Teachers and Para-Educators were given two and a half hours to work together to review the files of their incoming students and to familiarize themselves with the families they would be working with prior to doing their home visits.

Teachers and Para-Educators spent August 9 – 14 and August 16 visiting families in their homes and setting the groundwork for a successful transition into the school setting.

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 August was 92%.

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 45 students with active IEPs being served.

Health Services Update

Height and Weight measurements for each student were completed by or Para-educators. Program educators are in the process of graphing each child's information and contacting the parents with health concerns related to underweight or overweight issues.

In August, 6,976 meals were served to our Head Start students. This month's Elk Grove meals/Snack calendars are attached.

Fiscal Update

This month's fiscal report is attached.

Recruitment

EGUSD's Pre-K Team has been focused on filling our classes and compiling waiting lists. Individual registrations have been held at all sites to increase the number of students on our waiting lists.

Sacramento City Unified School District

Teaching and Learning

In August, staff received two days of training for pre-service and orientation. The pre-service topics included CLASS updates and CSEFEL strategies. During orientation, staff received the annual training for Universal Precautions and Mandated Child Abuse Reporting. Individuals were also updated on procedures for Family Partnership Agreements, Community Resources, and the Individual Development Plan Orientation/Home Visits process.

Balanced Literacy implementation training was provided to our 15 teachers who are participating in our pilot program. They received in-depth training on the components of the literacy program, i.e., units of study, schedules, workshop structures.

All of our classrooms received a thorough cleaning over the summer months. Child Development (CHDV) children, parents and staff will be welcomed to bright and shiny classrooms this Fall.

Health and Nutrition

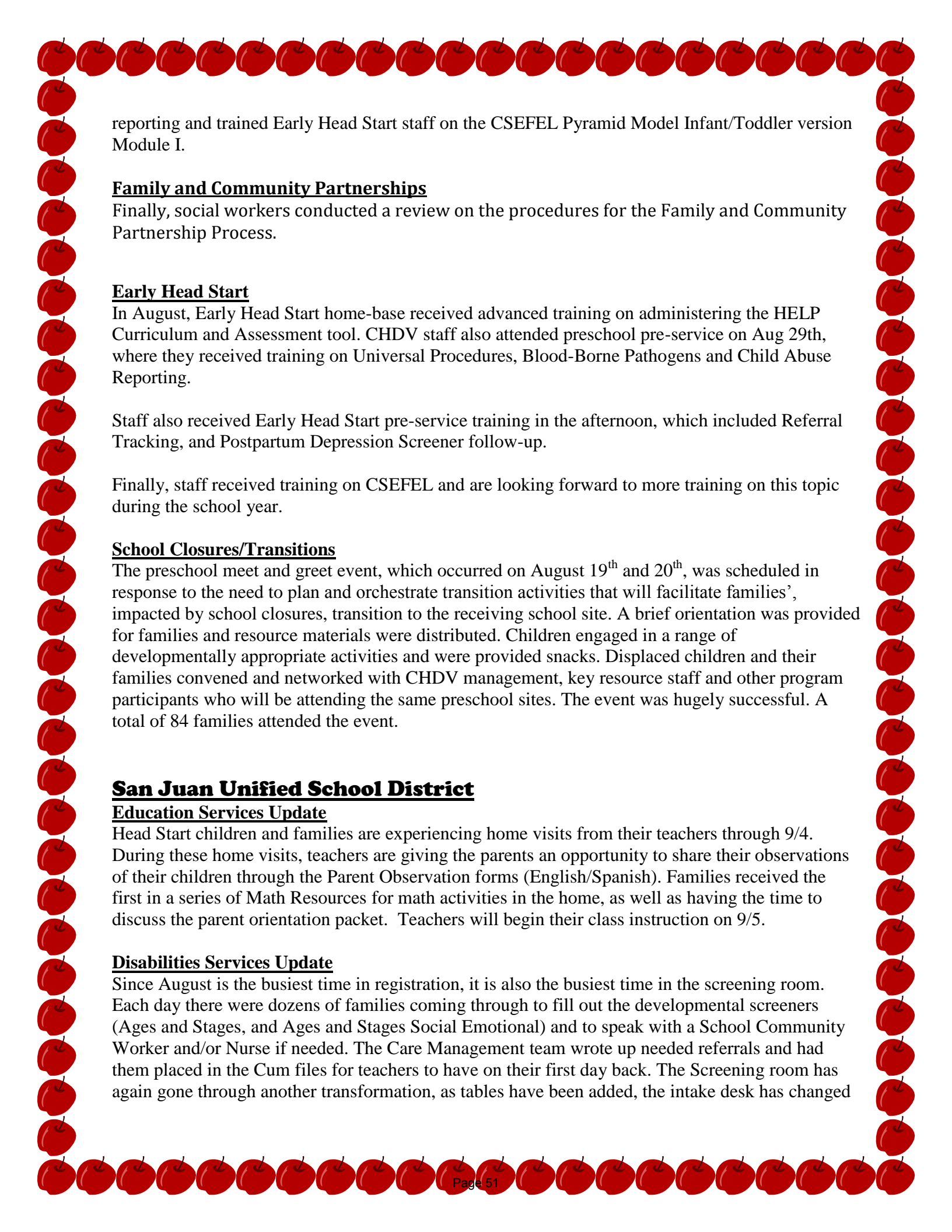
The Head Start nurses have been busy screening children for the start of school. Nurses have been engaged in processing special diet requests, medications, and writing care plans.

Special Needs

As of the end of August, the Child Development Department will have served 171 Head Start preschool children with special needs and 8 Early Head Start infant/toddlers with special needs.

Mental Health

One of the program's school social workers delivered an introductory training on Module 3A of the CSEFEL pyramid model. School social workers also distributed social emotional booklets. Topics included: *I Go to Preschool*, *I Can Be a Superfriend*, *How to Prepare Your Child For Behavioral Success in Preschool and Beyond*. Social Workers also conducted a training on Child Abuse



reporting and trained Early Head Start staff on the CSEFEL Pyramid Model Infant/Toddler version Module I.

Family and Community Partnerships

Finally, social workers conducted a review on the procedures for the Family and Community Partnership Process.

Early Head Start

In August, Early Head Start home-base received advanced training on administering the HELP Curriculum and Assessment tool. CHDV staff also attended preschool pre-service on Aug 29th, where they received training on Universal Procedures, Blood-Borne Pathogens and Child Abuse Reporting.

Staff also received Early Head Start pre-service training in the afternoon, which included Referral Tracking, and Postpartum Depression Screener follow-up.

Finally, staff received training on CSEFEL and are looking forward to more training on this topic during the school year.

School Closures/Transitions

The preschool meet and greet event, which occurred on August 19th and 20th, was scheduled in response to the need to plan and orchestrate transition activities that will facilitate families', impacted by school closures, transition to the receiving school site. A brief orientation was provided for families and resource materials were distributed. Children engaged in a range of developmentally appropriate activities and were provided snacks. Displaced children and their families convened and networked with CHDV management, key resource staff and other program participants who will be attending the same preschool sites. The event was hugely successful. A total of 84 families attended the event.

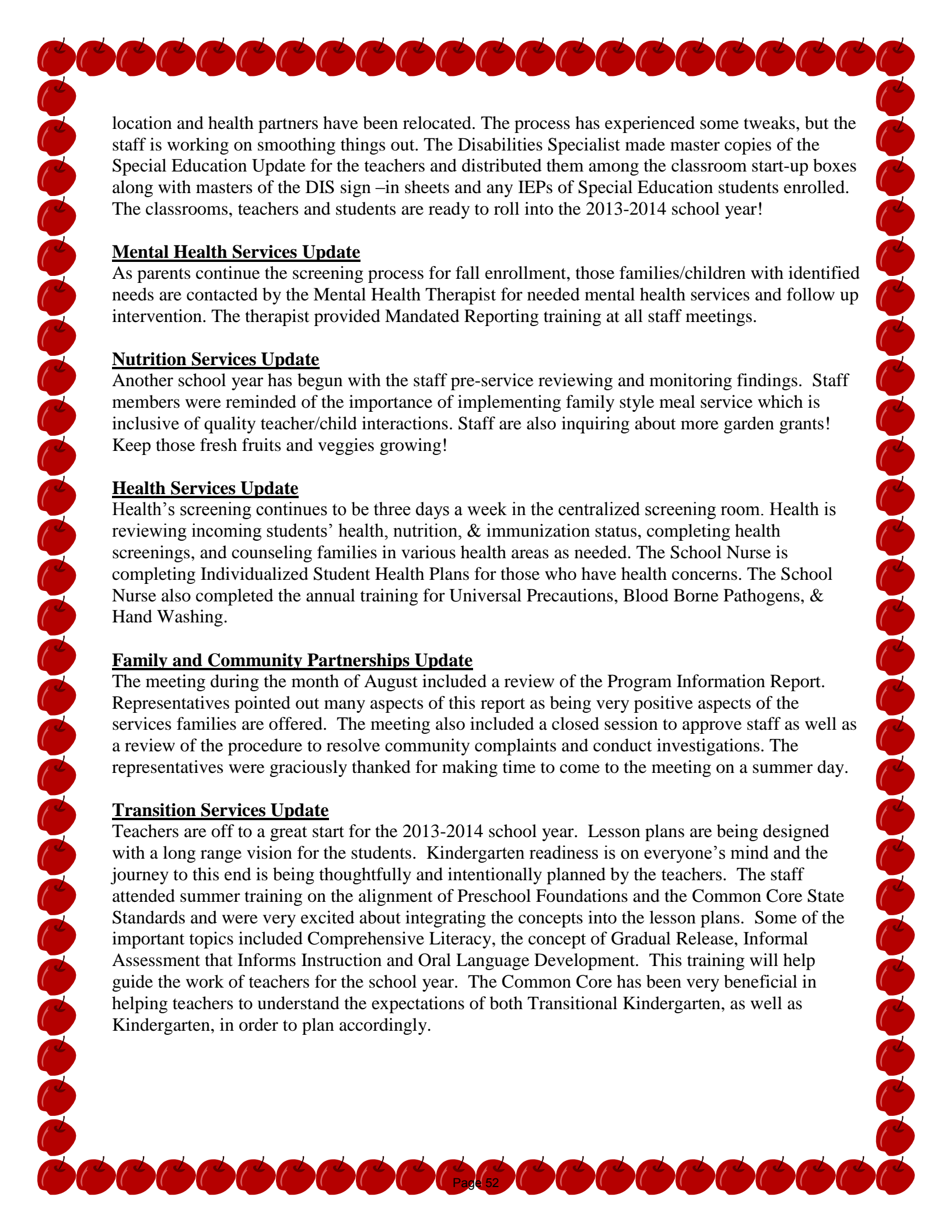
San Juan Unified School District

Education Services Update

Head Start children and families are experiencing home visits from their teachers through 9/4. During these home visits, teachers are giving the parents an opportunity to share their observations of their children through the Parent Observation forms (English/Spanish). Families received the first in a series of Math Resources for math activities in the home, as well as having the time to discuss the parent orientation packet. Teachers will begin their class instruction on 9/5.

Disabilities Services Update

Since August is the busiest time in registration, it is also the busiest time in the screening room. Each day there were dozens of families coming through to fill out the developmental screeners (Ages and Stages, and Ages and Stages Social Emotional) and to speak with a School Community Worker and/or Nurse if needed. The Care Management team wrote up needed referrals and had them placed in the Cum files for teachers to have on their first day back. The Screening room has again gone through another transformation, as tables have been added, the intake desk has changed



location and health partners have been relocated. The process has experienced some tweaks, but the staff is working on smoothing things out. The Disabilities Specialist made master copies of the Special Education Update for the teachers and distributed them among the classroom start-up boxes along with masters of the DIS sign –in sheets and any IEPs of Special Education students enrolled. The classrooms, teachers and students are ready to roll into the 2013-2014 school year!

Mental Health Services Update

As parents continue the screening process for fall enrollment, those families/children with identified needs are contacted by the Mental Health Therapist for needed mental health services and follow up intervention. The therapist provided Mandated Reporting training at all staff meetings.

Nutrition Services Update

Another school year has begun with the staff pre-service reviewing and monitoring findings. Staff members were reminded of the importance of implementing family style meal service which is inclusive of quality teacher/child interactions. Staff are also inquiring about more garden grants! Keep those fresh fruits and veggies growing!

Health Services Update

Health's screening continues to be three days a week in the centralized screening room. Health is reviewing incoming students' health, nutrition, & immunization status, completing health screenings, and counseling families in various health areas as needed. The School Nurse is completing Individualized Student Health Plans for those who have health concerns. The School Nurse also completed the annual training for Universal Precautions, Blood Borne Pathogens, & Hand Washing.

Family and Community Partnerships Update

The meeting during the month of August included a review of the Program Information Report. Representatives pointed out many aspects of this report as being very positive aspects of the services families are offered. The meeting also included a closed session to approve staff as well as a review of the procedure to resolve community complaints and conduct investigations. The representatives were graciously thanked for making time to come to the meeting on a summer day.

Transition Services Update

Teachers are off to a great start for the 2013-2014 school year. Lesson plans are being designed with a long range vision for the students. Kindergarten readiness is on everyone's mind and the journey to this end is being thoughtfully and intentionally planned by the teachers. The staff attended summer training on the alignment of Preschool Foundations and the Common Core State Standards and were very excited about integrating the concepts into the lesson plans. Some of the important topics included Comprehensive Literacy, the concept of Gradual Release, Informal Assessment that Informs Instruction and Oral Language Development. This training will help guide the work of teachers for the school year. The Common Core has been very beneficial in helping teachers to understand the expectations of both Transitional Kindergarten, as well as Kindergarten, in order to plan accordingly.

Program Support/Staff Training Update

Teachers and Assistants received the teaching guide, Beginning of the Year, a resource in developmentally appropriate activities to introduce children and families to their brand new classrooms and to promote a nurturing classroom community. Teachers were also given resources to accompany this guide in the form of “Intentional Teaching” cards and “Mighty Minutes”. The “Intentional Teaching” cards provide instructional strategies and a continuum of learning for each activity showing options for children 2-5 years of age. The “Mighty Minutes” are transitional activities with learning concepts embedded in the fun, quick activities!

Fiscal Update

Accounting has worked hard to close out the fiscal year for Early Head Start and Head Start. The current grant came to an end as of July 31, 2013. Accounting is now in the process of submitting final paperwork to SETA. The first PC meeting was held, and Accounting informed parents and staff of the end of the 12-13 grant year as well as the start of the 13-14 grant year.

Early Head Start

The new grant year has begun! The two new home visitors are enrolling new families as San Juan and Encina are allowing their enrollment to drop through attrition to their new capacity. Marshall and Davie Centers have ended their summer home visits and the classrooms are back open. Twenty-two toddlers have transitioned from Early Head Start into Head Start preschool for the new year. A leadership transition is in process for the Early Head Start coordinator position which became vacant on August 30, 2013.

Twin Rivers Unified School District

Events

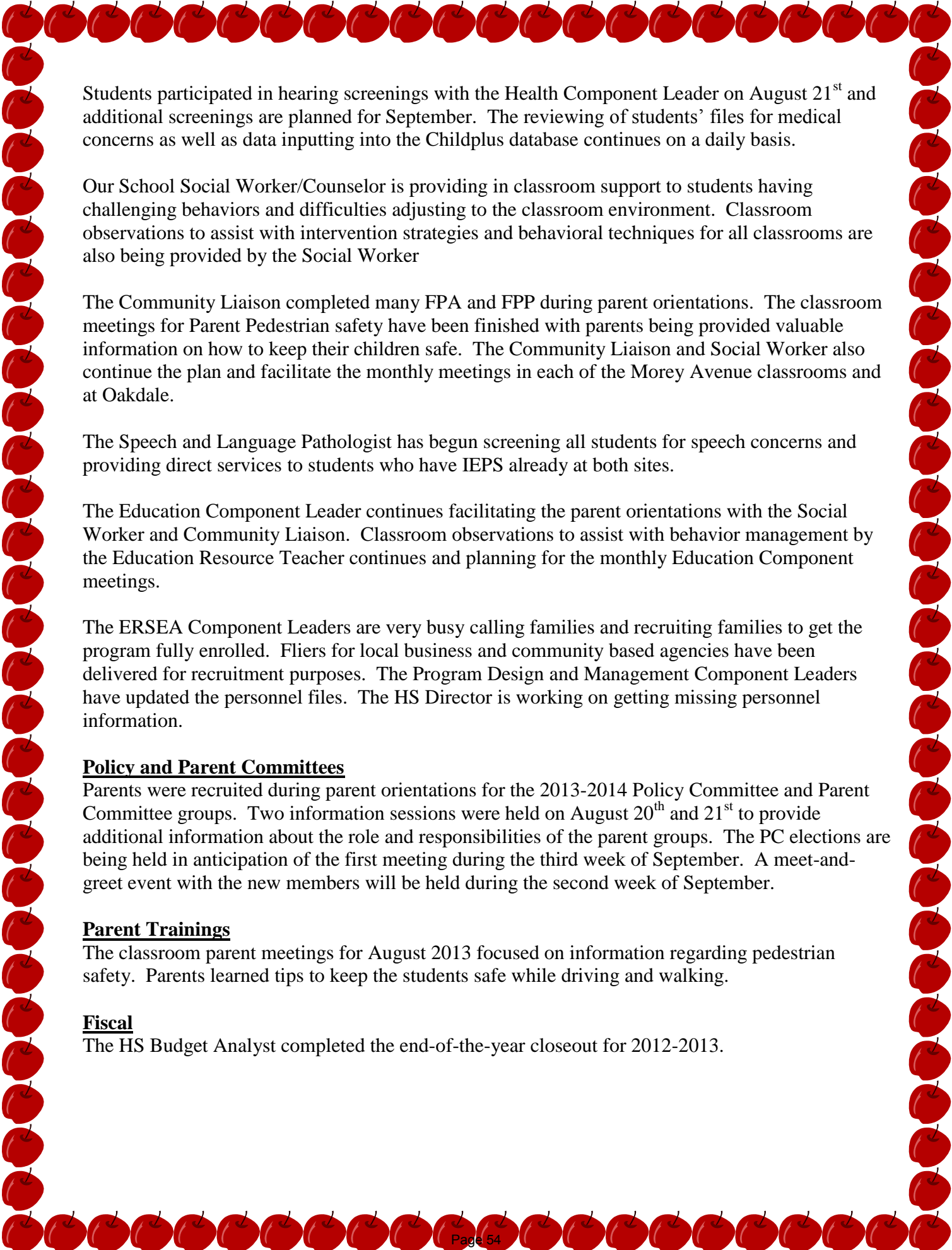
School for our Head Start programs resumed on August 15, 2013. Both sites welcomed back our returning students and a host of new faces. Prior to the start of school, parents participated in parent orientations which provided information on the Head Start program rules and procedures, an opportunity to meet the teaching staff and tours of the preschool classrooms.

Professional Development

On August 14th, the Head Start teaching staff participated in a Professional Development Day with the rest of the ECE Department of TRUSD. The training workshop included an introduction to 2nd step Curriculum focused on social/emotional concepts and behavior management. The teaching staff were also provided refresher training on the Enlightened Discipline philosophy of Be Kind, Be Safe and Be Clean.

Components

The Component Leader received feedback from teaching staff about the nutrition activities for the classrooms and will begin implementing food and physical education activities on a monthly basis. The tracking of lead, hemoglobin and lead risk continues along with inputting the information into the Childplus database for tracking purposes. The growth assessments have begun and will continue through September to measure the heights and weights of all students.



Students participated in hearing screenings with the Health Component Leader on August 21st and additional screenings are planned for September. The reviewing of students' files for medical concerns as well as data inputting into the Childplus database continues on a daily basis.

Our School Social Worker/Counselor is providing in classroom support to students having challenging behaviors and difficulties adjusting to the classroom environment. Classroom observations to assist with intervention strategies and behavioral techniques for all classrooms are also being provided by the Social Worker

The Community Liaison completed many FPA and FPP during parent orientations. The classroom meetings for Parent Pedestrian safety have been finished with parents being provided valuable information on how to keep their children safe. The Community Liaison and Social Worker also continue the plan and facilitate the monthly meetings in each of the Morey Avenue classrooms and at Oakdale.

The Speech and Language Pathologist has begun screening all students for speech concerns and providing direct services to students who have IEPS already at both sites.

The Education Component Leader continues facilitating the parent orientations with the Social Worker and Community Liaison. Classroom observations to assist with behavior management by the Education Resource Teacher continues and planning for the monthly Education Component meetings.

The ERSEA Component Leaders are very busy calling families and recruiting families to get the program fully enrolled. Fliers for local business and community based agencies have been delivered for recruitment purposes. The Program Design and Management Component Leaders have updated the personnel files. The HS Director is working on getting missing personnel information.

Policy and Parent Committees

Parents were recruited during parent orientations for the 2013-2014 Policy Committee and Parent Committee groups. Two information sessions were held on August 20th and 21st to provide additional information about the role and responsibilities of the parent groups. The PC elections are being held in anticipation of the first meeting during the third week of September. A meet-and-greet event with the new members will be held during the second week of September.

Parent Trainings

The classroom parent meetings for August 2013 focused on information regarding pedestrian safety. Parents learned tips to keep the students safe while driving and walking.

Fiscal

The HS Budget Analyst completed the end-of-the-year closeout for 2012-2013.



Women's Civic Improvement Club (WCIC)

Community Engagement

Clarence "CJ" King, Past Head Start Graduate, has been volunteering in the office: greeting customers, answering phones, typing, copying, researching male involvement activities throughout Sacramento County in order to recommend and/or coordinate for WCIC/Playmate Head Start Program, etc. Mr. King has been an asset to the Agency and Program.

Enrollment

During the month of August 2013 WCIC's Enrollment Team worked non-stop to achieve 100% enrollment on the first day of school, which was Tuesday, September 10, 2013.

Average Daily Attendance Training

WCIC/Playmate Head Start Programs received a Calculating and Analyzing Average Daily Attendance Training by Elsie Bowers, Program Officer from Sacramento Employment and Training Agency, on August 22, 2013. Ms. Bowers gave an overview on the ADA Reporting and Analysis. ADA Samples, ADA Worksheets, Head Start Class Actual Attendance Tracking Samples, Head Start Monthly ADA, and Enrollment Reports were discussed. The ADA Analysis is required only if the program falls below 85% in attendance. Ms. Bowers gave examples, as well as discussed the total number of absences in the month, program wide examples and reasons for absences/patterns to ensure staff understood the calculation analysis.

Recent Program Instruction or Information Memos from Administration for Children and Families (ACF) None to report for this month.

Agency (summary) - Infant/Toddler Environment Rating Scale

SETA Head Start

Report Starting and Ending Dates:

8/1/2012 to **7/31/2013**

Total number of classroom:	15
Total number of children with a disability:	4
Average number of children in a classroom with disability:	0.3
Average number of staff present in a classroom:	2.8
Average number of children present in a classroom:	4.7
Average observation time for a classroom:	2.8
Average interview time for a classroom:	0.4

I. Space and Furnishings	6.1
II. Personal Care Routines	6.7
III. Listening and Talking	5.9
IV. Activities	5.7
V. Interaction	6.8
VI. Program Structure	5.3
VII. Parents and Staff	6.4

Agency - Early Childhood Environment Rating Scale (All Classrooms)

SETA Head Start

Report Starting and Ending Dates:

8/1/2012 to 7/31/2013

Total number of classroom:	21
Total number of children with a disability:	38
Average number of children in a classroom with disability:	1.8
Average number of staff present in a classroom:	3.5
Average number of children present in a classroom:	18.2
Average observation time for a classroom:	2.8
Average interview time for a classroom:	0.2

I. Space and Furnishings	5.9
II. Personal Care Routines	4.2
III. Language-Reasoning	5.6
IV. Activities	5.6
V. Interactions	5.8
VI. Program Structure	5.8
VII. Parent and Staff	6.3



SETA Head Start Food Service Operations Monthly Report *August 2013

WCIC/Playmate Classes Closed all of August - Returning September 10th

August 1st through 9th - Traditional Centers Closed

August 2nd - Minimum Day - Preschool and EHS Full Day Classes
Preschool Part-Day Closed

August 26th - SCOE Children Return

Meetings and Trainings:

Cook/Driver Joyce Gray Attended a Serv Safe Certification Training on August 6th

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
39,056	23,400	26,156	220

Total Amount of Meals and Snacks Prepared **88,832**

Purchases:

Food	\$74,884.56
Non - Food	\$15,520.45

Building Maintenance and Repair: \$6,213.58

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$1,787.53

Vehicle Gas / Fuel:	\$2,031.64
Normal Delivery Days	20

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 08/31/13)***

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)	6	(3 %)	N/A	
Elk Grove USD (420)	45	(11 %)	N/A	
Sacramento City USD (1292)(147)	4	(0.3 %)	10	(7 %)
San Juan USD (693) (161)	48	(7 %)	13	(8 %)
WCIC (120)	0	(0 %)	N/A	
SETA (1974) (345)	92	(5 %)	40	(12 %)
County (4710)* (653)**	195	(4 %)	63	(10 %)

AFE = Annual Funded Enrollment

%AFE = Percentage of Annual Funded Enrollment

***August was summer break for several agencies and only 12-month programs were in operation

	SOP	Elk	Sac City	San	Iwin	WCIC	County
Administration							
Total Funded Enrollment	2796	420	1292	700	211	120	5539
Actual Enrollment	3285	467	1501	809	254	152	6468
# Enrolled < 45 days	264	9	70	35	14	8	400
# Total staff	491	66	190	110	36	18	911
# of classes	135	21	60	38	15	6	275
Age							
Age: 2 years old	4%	0%	0%	1%	2%	0%	2%
Age: 3 years old	50%	13%	33%	31%	44%	40%	40%
Age: 4 years old	46%	87%	64%	68%	55%	60%	57%
Age: 5 years old	0%	0%	2%	0%	0%	0%	1%
Ethnicity							
Hispanic	48%	40%	52%	45%	31%	27%	47%
Non -Hispanic	52%	60%	48%	55%	69%	73%	53%
Am. Indian/Alaska Native	1%	11%	1%	1%	1%	0%	2%
Asian	7%	24%	15%	3%	17%	11%	10%
Black or African America	29%	20%	23%	16%	36%	47%	26%
Native Hawaiian/Pac.Islander	1%	1%	1%	1%	2%	1%	1%
White	16%	15%	34%	61%	10%	2%	25%
Bi-racial/Multi-racial	6%	6%	5%	8%	9%	11%	6%
Other or Unspecified	40%	22%	21%	9%	25%	27%	29%
Language							
English	61%	58%	56%	68%	69%	68%	61%
Spanish	31%	23%	27%	25%	17%	22%	28%
Native Central/South Am.	0%	0%	0%	0%	0%	0%	0%
Middle Eastern/Indic	1%	4%	1%	2%	0%	0%	1%
East Asian	5%	14%	10%	0%	0%	10%	6%
Native No.American/Alaska	0%	0%	0%	0%	0%	0%	0%
Pacific Islander	0%	0%	0%	1%	0%	0%	0%
European/Slavic	1%	1%	0%	2%	0%	0%	1%
African	0%	0%	0%	0%	0%	0%	0%
Other or Unspecified	1%	0%	6%	3%	14%	0%	3%
Family Information							
# of Families	3170	459	1413	777	233	140	6192
Parental Status							
# of One Parent Families	53%	41%	49%	43%	55%	71%	51%
# of Two Parent Families:	47%	59%	51%	57%	45%	29%	49%
..1 or both Employed	32%	43%	37%	41%	27%	14%	35%
..In School/Job Training	18%	4%	8%	11%	5%	3%	9%
..Unemployed/Retired/Disable	15%	16%	14%	16%	17%	14%	15%

	SOP	Elk	Sac City	San	Twin	WCIC	County
Health							
Med. Screenings Complete	94%	102%	92%	105%	78%	99%	95%
Needing Med. Treatment	8%	44%	1%	6%	5%	8%	9%
Rec'd Med. Treatment	79%	100%	0%	80%	100%	100%	87%
Dental							
Up to date on oral health care	96%	92%	89%	102%	101%	96%	95%
Needing Dental Treatment	14%	43%	6%	20%	2%	42%	15%
Dental Treatment Rec'd	96%	76%	40%	100%	60%	83%	87%
Immunization							
Complete/up to date/exempt	97%	98%	96%	95%	100%	99%	97%
Health insurance							
Children with medical home	98%	100%	88%	97%	100%	100%	96%
Children with health insurance	97%	100%	87%	98%	100%	100%	95%
Staff Qualifications							
# of Teachers							
....Teachers with AA degree	50%	0%	20%	0%	38%	50%	33%
....Teachers with BA or higher	50%	100%	80%	100%	63%	50%	67%
ERSEA							
# over income	4%	4%	8%	13%	0%	0%	6%
# income below 100% poverty	59%	55%	67%	52%	39%	40%	58%
# children in foster care	2%	3%	3%	1%	2%	0%	2%
# families in homeless status	1%	0%	0%	0%	0%	0%	1%
# families receiving TANF	34%	36%	21%	33%	59%	60%	33%
Disabilities							
% Diagnosed	9%	13%	13%	16%	12%	10%	11%
% receiving special services	100%	100%	100%	100%	100%	100%	100%
Family Partnership							
% families receiving Family Services	90%	47%	99%	77%	70%	26%	85%
Education Screenings/Assessments							
# Completed Ed. Screenings	89%	89%	67%	96%	100%	100%	84%
Mental Health							
# of M.H.Consultations of kids	8%	20%	6%	16%	19%	1%	10%
# of Individual M.H. Assm'ts	216	82	85	21	35	2	441
# Referred outside for M.H.	205	30	91	7	35	2	368
# of Volunteers							
	1755	590	989	347	151	182	4014

2012-2013 Program Information Report (PIR) Summary-EHS revised 9-4-13

	SOP	Sac City	San Juan	County
Administration				
Total Funded Enrollment	345	147	161	653
Actual Enrollment	608	271	263	1142
Of enrollees, # Pregnant Women	12	42	0	54
# Enrolled < 45 days	42	22	42	106
# Total staff	58	24	59	141
# of classes	15	9	15	39
Child Demographics				
Age: under 1	19%	31%	22%	22%
Age: 1 years old	37%	32%	29%	34%
Age: 2 years old	39%	29%	33%	36%
Age: 3 years old	5%	7%	12%	7%
Hispanic	40%	55%	41%	44%
Non -Hispanic	60%	45%	59%	56%
Am. Indian/Alaska Native	1%	1%	0%	1%
Asian	4%	13%	2%	6%
Black or African America	35%	21%	21%	28%
Native Hawaiian/Pac.Islander	2%	0%	2%	1%
White	19%	2%	61%	24%
Bi-racial/Multi-racial	8%	20%	11%	11%
Other or Unspecified	32%	42%	4%	28%
English	74%	61%	72%	70%
Spanish	20%	25%	25%	22%
Native Central/South Am.	0%	0%	0%	0%
Middle Eastern/Indic	0%	0%	1%	0%
East Asian	3%	14%	0%	5%
Native No.American/Alaska	0%	0%	0%	0%
Pacific Islander	0%	0%	0%	0%
European/Slavic	1%	0%	2%	1%
African	0%	0%	0%	0%
Other or Unspecified	2%	1%	0%	1%
# of Families	533	234	201	968
# of One Parent Families	61%	68%	61%	62%
# of Two Parent Families:	39%	32%	53%	40%
..1 or Both Employed	24%	24%	35%	27%
..In School/Job Training	8%	9%	9%	8%
..Unemployed/Retired/Disabled	15%	8%	11%	12%

	SOP	Sac City	San Juan	County
Health				
Med Screenings Complete	73%	63%	88%	74%
Needing Med. Treatment	52%	7%	13%	32%
Rec'd Med. Treatment	98%	100%	100%	99%
Dental				
Up to date oral health care	76%	63%	88%	76%
Immunization				
Complete/up to date/exempt	70%	75%	76%	73%
Health insurance				
Children with medical home	100%	98%	95%	95%
Children with health insurance	99%	98%	91%	97%
Staff Qualifications				
# of Teachers				
..Teachers with AA degree	17%	86%	34%	37%
..Teachers with BA or higher degree	57%	14%	31%	38%
ERSEA				
% Over Income	3%	3%	2%	3%
# income below 100% poverty	45%	69%	64%	55%
# children in foster care	8%	4%	3%	6%
# families in homeless status	2%	0%	0%	1%
# families receiving TANF	43%	23%	26%	34%
Disabilities				
% Diagnosed	18%	13%	12%	16%
% receiving special services	100%	100%	100%	100%
Family Partnership				
% Families receiving Family Services	85%	81%	79%	83%
Education Screenings/Assessments				
# Completed Ed. Screenings	68%	83%	91%	77%
Mental Health				
# of M.H.Consultations of kids	9%	7%	6%	8%
# of Individual M.H. Assm'ts	52	9	9	70
# Referred outside for M.H.	50	9	1	60
Volunteers				
# of Volunteers	345	235	24	604

**SETA OPERATED PROGRAM MONTHLY ENROLLMENT/ADA REPORT FOR
APRIL 2013**

TRACK V

Extended Option - Up to 6 hours/day, 5 days/week					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Parker	12	13	22	13	108%
TOTAL	12	13	Varied	13	108%

AARA Expansion- Up to 4 hours/day, 5 days/week					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Walnut Grove	20	19	22	20	100%
TOTAL	20	19	Varied	20	100%

Early Head Start - Center Base Option					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Broadway	8	5	22	6	75%
Crossroad Gardens	8	7	22	8	100%
Elkhorn	16	15	22	14	88%
Grizzly Hollow	8	8	22	7	88%
Job Corp	16	14	22	12	75%
Mather	8	8	22	8	100%
New Helvetia I	16	12	22	11	69%
Norma Johnson	8	8	22	8	100%
Northview	8	6	22	7	88%
Phoenix Park	8	8	22	8	100%
Sharon Neese ELC	16	16	22	15	94%
TOTAL	120	107	Varied	104	87%

Early Head Start - Home Base Option								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits				Socializations	
Home Base	109	92	62	60	51	69	37	2
TOTAL	109	92	62	60	51	69	37	2

AARA EHS Expansion- Home Base Option								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits				Socializations	
EHS SOP	36	37	24	25	28	24	16	2
River Oak	60	58	38	44	50	27	18	1
SCOE	36	36	22	31	23	17	9	2
TOTAL	132	131	84	100	101	68	43	5

Head Start - Home Base Option								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits				Socializations	
Home Base	12	13	1	8	11	8	4	3
TOTAL	12	13	1	8	11	8	4	3

**SETA OPERATED PROGRAM MONTHLY ENROLLMENT/ADA REPORT FOR
MAY 2013**

TRACK II

Standard Option - Up to 6 hours/day, 5 days/week					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Auberry Park	20	20	22	20	100%
Bright Beginnings	80	80	22	79	99%
Country Woods	40	36	22	36	90%
Crossroad Gardens	20	20	22	20	100%
Elkhorn	20	20	22	20	100%
Freedom Park	20	19	22	17	85%
Fruitridge	20	19	22	19	95%
Galt	60	59	22	57	95%
Grizzly Hollow	20	20	22	20	100%
Hillsdale	40	36	22	38	95%
Hopkins Park	40	39	22	37	93%
Illa Collin	20	20	22	18	90%
Kennedy Estates	20	20	22	19	95%
LaVerne Stewart	20	20	22	19	95%
Mather	20	18	22	18	90%
Nedra Court	20	20	22	20	100%
North Avenue	40	40	22	40	100%
Northview	20	18	22	19	95%
Phoenix Park	40	38	22	36	90%
Solid Foundation	40	33	22	36	90%
Strizek Park	20	19	22	18	90%
Vineland	20	20	22	20	100%
TOTAL	660	634	Varied	626	95%

Full Day Option - More than 6 hours/day, 5 days/week					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Bannon Creek	20	20	22	20	100%
Broadway	20	22	22	21	105%
Crossroad Gardens	20	21	22	20	100%
Freedom Park	40	42	22	42	105%
Hillsdale	40	41	22	40	100%
Job Corp	20	20	22	20	100%
Mather	20	17	22	18	90%
Norma Johnson	20	21	22	20	100%
North Avenue	20	19	22	18	90%
Northview	20	21	22	20	100%
Phoenix Park	20	21	22	21	105%
Sharon Neese	20	21	22	20	100%
TOTAL	280	286	Varied	280	100%
Home Base Option					
Center Name	Funded Enrollment	Current Enrollment	Weekly Home Visits	Socializations	
Home Base	60	36	09 17 22 31 19	2	
TOTAL	60	36	Varied	2	

**SETA OPERATED PROGRAM MONTHLY ENROLLMENT/ADA REPORT FOR
MAY 2013**

TRACK V

Extended Option - Up to 6 hours/day, 5 days/week					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Parker	12	13	22	11	92%
TOTAL	12	13	Varied	11	92%

AARA Expansion- Up to 4 hours/day, 5 days/week					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Walnut Grove	20	20	22	20	100%
TOTAL	20	20	Varied	20	100%

Early Head Start - Center Base Option					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Broadway	8	8	22	6	75%
Crossroad Gardens	8	8	22	7	88%
Elkhorn	16	16	22	16	100%
Grizzly Hollow	8	7	22	7	88%
Job Corp	16	15	22	14	88%
Mather	8	8	22	8	100%
New Helvetia I	16	13	22	13	81%
Norma Johnson	8	6	22	6	75%
Northview	8	7	22	6	75%
Phoenix Park	8	7	22	7	88%
Sharon Neese ELC	16	14	22	14	88%
TOTAL	120	109	Varied	104	87%

Early Head Start - Home Base Option								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits				Socializations	
Home Base	109	94	43	73	72	54	74	2
TOTAL	109	94	43	73	72	54	74	2

AARA EHS Expansion- Home Base Option								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits				Socializations	
EHS SOP	36	38	7	17	29	22	23	2
River Oak	60	56	26	32	41	9	35	2
SCOE	36	36	14	24	25	9	21	2
TOTAL	132	130	47	73	95	40	79	6

Head Start - Home Base Option								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits				Socializations	
Home Base	12	14	5	8	9	9	11	2
TOTAL	12	14	5	8	9	9	11	2

**SETA OPERATED PROGRAM MONTHLY ENROLLMENT/ADA REPORT FOR
JUNE 2013**

TRACK III

Standard Option - Up to 6 hours/day, 5 days/week						Full Day Option - More than 6 hours/day, 5 days/week					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA	Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Auberry Park	20	18	20	19	95%	Broadway	20	22	20	21	105%
Bannon Creek	20	19	20	17	85%	Crossroad Gardens	20	21	20	18	90%
Bright Beginnings	80	79	20	75	94%	Freedom Park	40	41	20	36	90%
Country Woods	40	31	20	31	78%	Hillsdale	40	32	20	34	85%
Crossroad Gardens	20	20	20	19	95%	Job Corp	20	19	20	20	100%
Elkhorn	20	17	20	18	90%	Mather	20	15	20	14	70%
Freedom Park	20	20	20	16	80%	Norma Johnson	20	21	20	20	100%
Fruitridge	20	18	20	18	90%	North Avenue	20	15	20	18	90%
Galt	60	52	20	55	92%	Northview	20	20	20	20	100%
Grizzly Hollow	20	20	20	20	100%	Phoenix Park	20	20	20	21	105%
Hillsdale	40	36	20	34	85%	Sharon Neese	20	22	20	20	100%
Hopkins Park	40	40	20	39	98%						
Illa Collin	20	16	20	17	85%						
Kennedy Estates	20	18	20	19	95%						
LaVerne Stewart	20	18	20	17	85%						
Mather	20	15	20	14	70%						
Nedra Court	20	19	20	20	100%						
North Avenue	40	40	20	39	98%						
Northview	20	17	20	18	90%						
Phoenix Park	40	37	20	36	90%						
Solid Foundation	40	31	20	31	78%						
Strizek Park	20	20	20	19	95%						
Vineland	20	18	20	19	95%						
TOTAL	680	619	Varied	610	90%	**Bannon Creek went PD**					
						TOTAL	260	248	Varied	242	93%
Home Base Option											
						Funded	Current				
Center Name	Enrollment	Enrollment	Weekly Home Visits	Socializations							
Home Base	60	34	15 30 24 24 00	2							
TOTAL	60	34	Varied	2							

**SETA OPERATED PROGRAM MONTHLY ENROLLMENT/ADA REPORT FOR
JUNE 2013**

TRACK V

Extended Option - Up to 6 hours/day, 5 days/week					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Parker	12	13	20	13	108%
TOTAL	12	13	Varied	13	108%

AARA Expansion- Up to 4 hours/day, 5 days/week					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Walnut Grove	20	16	20	17	85%
TOTAL	20	16	Varied	17	85%

Early Head Start - Center Base Option					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Broadway	8	8	20	7	88%
Crossroad Gardens	8	8	20	8	100%
Elkhorn	16	14	20	15	94%
Grizzly Hollow	8	8	20	8	100%
Job Corp	16	11	20	14	88%
Mather	8	8	20	8	100%
New Helvetia I	16	15	20	14	88%
Norma Johnson	8	6	20	6	75%
Northview	8	8	20	8	100%
Phoenix Park	8	7	20	7	88%
Sharon Neese ELC	16	16	20	16	100%
TOTAL	120	109	Varied	111	93%

Early Head Start - Home Base Option								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits				Socializations	
Home Base	109	94	73	75	60	65	0	2
TOTAL	109	94	73	75	60	65	0	2

AARA EHS Expansion- Home Base Option								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits				Socializations	
EHS SOP	36	36	26	16	11	13	0	2
River Oak	60	51	25	33	41	35	0	2
SCOE	36	36	31	26	29	0	0	2
TOTAL	132	123	82	75	81	48	0	6

Head Start - Home Base Option								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits				Socializations	
Home Base	12	13	9	10	6	7	0	2
TOTAL	12	13	9	10	6	7	0	2

**SETA OPERATED PROGRAM MONTHLY ENROLLMENT/ADA REPORT FOR
JULY 2013**

TRACK III

Standard Option - Up to 6 hours/day, 5 days/week						Full Day Option - More than 6 hours/day, 5 days/week					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA	Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Auberry Park	20	19	20	19	95%	Broadway	20	22	21	21	105%
Bannon Creek	20	19	21	18	90%	Crossroad Gardens	20	20	21	19	95%
Bright Beginnings	80	64	21	56	70%	Freedom Park	40	36	21	33	83%
Country Woods	40	17	21	25	63%	Hillsdale	40	37	21	34	85%
Crossroad Gardens	20	17	21	18	90%	Job Corp	20	19	21	19	95%
Elkhorn	20	14	21	17	85%	Mather	20	19	21	17	85%
Freedom Park	20	16	21	15	75%	Norma Johnson	20	13	21	17	85%
Fruitridge	20	15	21	15	75%	North Avenue	20	17	21	14	70%
Galt	60	48	21	48	80%	Northview	20	22	21	22	110%
Grizzly Hollow	20	20	21	18	90%	Phoenix Park	20	22	21	21	105%
Hillsdale	40	34	21	32	80%	Sharon Neese	20	20	21	21	105%
Hopkins Park	40	38	21	36	90%						
Illa Collin	20	15	21	15	75%						
Kennedy Estates	20	19	21	18	90%						
LaVerne Stewart	20	18	21	16	80%						
Mather	20	9	21	11	55%						
Nedra Court	20	19	21	19	95%						
North Avenue	40	37	20	37	93%						
Northview	20	17	20	18	90%						
Phoenix Park	40	39	21	36	90%						
Solid Foundation	40	34	21	34	85%						
Strizek Park	20	16	21	17	85%						
Vineland	20	18	21	18	90%						
TOTAL	680	562	Varied	556	82%						
						Bannon Creek went PD					
						TOTAL	260	247	Varied	238	92%
						Home Base Option					
						Center Name	Funded Enrollment	Current Enrollment	Weekly Home Visits	Socializations	
						Home Base	60	34	16 26 18 20 20	2	
						TOTAL	60	34	Varied	2	

**SETA OPERATED PROGRAM MONTHLY ENROLLMENT/ADA REPORT FOR
JULY 2013**

TRACK V

Extended Option - Up to 6 hours/day, 5 days/week					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Parker	12	10	21	10	83%
TOTAL	12	10	Varied	10	83%

AARA Expansion- Up to 4 hours/day, 5 days/week					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Walnut Grove	20	20	21	17	85%
TOTAL	20	20	Varied	17	85%

Early Head Start - Center Base Option					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Broadway	8	7	21	8	100%
Crossroad Gardens	8	8	21	8	100%
Elkhorn	16	13	21	15	94%
Grizzly Hollow	8	7	21	7	88%
Job Corp	16	13	21	12	75%
Mather	8	8	21	6	75%
New Helvetia I	16	16	21	15	94%
Norma Johnson	8	8	21	7	88%
Northview	8	8	21	7	88%
Phoenix Park	8	8	21	7	88%
Sharon Neese ELC	16	15	21	16	100%
TOTAL	120	111	Varied	108	90%

Early Head Start - Home Base Option								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits				Socializations	
Home Base	109	93	38	64	73	70	31	2
TOTAL	109	93	38	64	73	70	31	2

AARA EHS Expansion- Home Base Option								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits				Socializations	
EHS SOP	36	37	5	21	25	19	16	2
River Oak	60	46	22	36	33	33	19	2
SCOE	36	37	17	28	22	32	13	2
TOTAL	132	120	44	85	80	84	48	6

Head Start - Home Base Option								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits				Socializations	
Home Base	12	13	8	8	9	8	7	2
TOTAL	12	13	8	8	9	8	7	2

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

REGION I

SITE	# OF CHILDREN	Beg. Bal	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Obligated	Remaining
Bright Beginnings 1201A	20	200.00	9.35													190.65
Bright Beginnings 1201B	20	200.00														200.00
Bright Beginnings 1201C	20	200.00														200.00
Bright Beginnings 1201D	20	200.00														200.00
Fruitridge 1216A	20	200.00	44.99													155.01
Fruitridge 1216B	20	200.00														200.00
Fruitridge 1216C	20	200.00														200.00
Fruitridge 1216D	20	200.00														200.00
Hopkins Park A	20	200.00														200.00
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	19.71													180.29
Illa Collin 1221B	20	200.00														200.00
Job Corp 1237X	20	200.00														200.00
Job Corp - EHS 1237M	8	120.00														120.00
Job Corp - EHS 1237U	8	120.00														120.00
Kennedy E 1240A	20	200.00														200.00
Kennedy E 1240B	20	200.00														200.00
La Verne Stewart 1219A	20	200.00	29.58													170.42
La Verne Stewart 1219B	20	200.00														200.00
Mather 1223A	20	200.00														200.00
Mather 1223B	20	200.00														200.00
Mather 1223C	20	200.00														200.00
Mather 1223D	20	200.00														200.00
Mather 1223X	20	200.00	5.90													194.10
Mather - E.H.S. 1223U	8	120.00														120.00
TOTAL		5160.00	109.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5050.47

APPROVED BY:


 Signature of Program Manager (Karen Gonzales)

DATE:

9/10/13

REVIEWED BY:


 Signature of Fiscal Manager (Det Patterson)


DATE:

9/10/13

REGION II
2013-2014
BUDGET BALANCE

PETTY CASH FUND 2013-2014
BUDGET \$10 PER CHILD (HS) and \$15 PER CHILD (EHS)


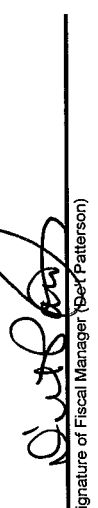
SITE	# OF CHILDREN	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Obligated	Remaining
Bannon Creek 1200A	20	200.00													200.00
Bannon Creek 1200B	20	200.00													200.00
Bannon Creek 1200C	20	200.00													200.00
Broadway 1246A	20	200.00													200.00
Broadway 1246R	20	200.00													200.00
Broadway 1246X	20	200.00													200.00
Broadway 1246U	8	120.00													120.00
New Helvetia I 1212U	16	240.00													240.00
New Helvetia II 1247A	20	200.00													200.00
New Helvetia II 1247B	20	200.00													200.00
North Ave 1256A	20	200.00													200.00
North Ave 1256B	20	200.00													200.00
North Ave 1256C	20	200.00													200.00
North Ave 1256D	20	200.00													200.00
North Ave 1256X	20	200.00													200.00
Northview - E.H.S. 1224U	8	120.00													120.00
Northview 1224A	20	200.00													200.00
Northview 1224B	20	200.00													200.00
Northview 1224C	20	200.00													200.00
Northview 1224D	20	200.00													200.00
Northview 1224X	20	200.00													200.00
Parker 1207E	12	144.00													144.00
Strizek 1225A	20	200.00													200.00
Strizek 1225B	20	200.00													200.00
Vineland 1211A	20	200.00													200.00
Vineland 1211B	20	200.00													200.00
TOTAL		5024.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5024.00

APPROVED BY:  DATE: 9/10/13
 REVIEWED BY:  DATE: 9/10/13

REGION III
2013-2014
BUDGET BALANCE

PETTY CASH FUND 2013-2014
BUDGET \$10 PER CHILD (HS) and \$15 PER CHILD (EHS)

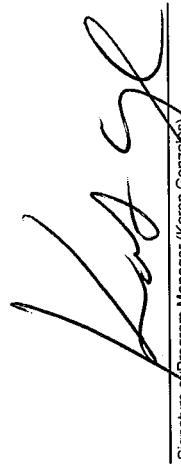
SITE	# OF CHILDREN	OF Beg Bal	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Obligated	Remaining
Elkhorn A	20	200.00														200.00
Elkhorn B	20	200.00														200.00
Elkhorn C	20	200.00														200.00
Elkhorn D	20	200.00														200.00
Elkhorn X	20	200.00														200.00
Elkhorn EHS	16	240.00														240.00
Freedom Park 1239A	20	200.00														200.00
Freedom Park 1239B	20	200.00														200.00
Freedom Park 1239C	20	200.00														200.00
Freedom Park 1239D	20	200.00	41.96													158.04
Freedom Park 1239R	20	200.00	41.99													158.01
Freedom Park 1239X	20	200.00	11.94													188.06
Hillsdale 1228A	20	200.00														200.00
Hillsdale 1228B	20	200.00														200.00
Hillsdale 1228C	20	200.00														200.00
Hillsdale 1228D	20	200.00														200.00
Hillsdale 1228R	20	200.00														200.00
Hillsdale 1228X	20	200.00														200.00
Norma Johnson 1214A	20	200.00	171.40													28.60
Norma Johnson 1214E	20	200.00	312.85													-112.85
Norma Johnson 1214X	20	200.00	243.16													-43.16
Norma Johnson - EHS	8	120.00	38.93													81.07
Sharon Neese 1249R	20	200.00														200.00
Sharon Neese 1249X	20	200.00														200.00
Sharon N-EHS 1249U	16	240.00														240.00
TOTAL		5000.00	862.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4137.77


APPROVED BY:  DATE: 9/16/13
 REVIEWED BY:  DATE: 9/16/13

REGION IV
2013-2014
BUDGET BALANCE

PETTY CASH FUND 2013-2014
BUDGET \$10 PER CHILD (HS) AND \$15 PER CHILD (EHS)

SITE	# OF CHILDREN	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Pending	Remaining
Auberry Park 1238A	20	200.00													200.00
Auberry Park 1238B	20	200.00													200.00
Crossroad - E.H.S. 1242U	8	120.00													120.00
Crossroad G 1242A	20	200.00													200.00
Crossroad G 1242R	20	200.00													200.00
Crossroad G 1242X	20	200.00													200.00
Galt 1234A	20	200.00													200.00
Galt 1234B	20	200.00													200.00
Galt 1234C	20	200.00													200.00
Galt 1234D	20	200.00													200.00
Galt 1234E	20	200.00													200.00
Galt 1234F	20	200.00													200.00
Grizzly Hollow 1252 A	20	200.00	33.08												166.92
Grizzly Hollow 1252B	20	200.00	54.28												145.72
Nedra 1244A	20	200.00													200.00
Nedra 1244B	20	200.00													200.00
Nedra 1244C	20	200.00													200.00
Phoenix Park EHS1248U	8	120.00													120.00
Phoenix Park 1248A	20	200.00													200.00
Phoenix Park 1248B	20	200.00													200.00
Phoenix Park 1248R	20	200.00	38.23												161.77
Solid Foundation A	20	200.00													200.00
Solid Foundation B	20	200.00													200.00
Solid Foundation C	20	200.00													200.00
Solid Foundation D	20	200.00													200.00
Walnut Grove 1235A	20	200.00													200.00
TOTAL		5040.00	125.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4914.41

APPROVED BY:  DATE: 9/10/13

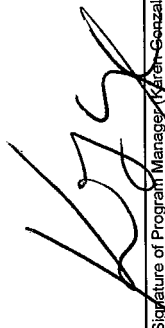
REVIEWED BY:  DATE: 9/10/13


Signature of Program Manager (Karen Gonzales)
Signature of Fiscal Manager (Det. Patterson)

HOME BASE
2013-2014
BUDGET BALANCE

PETTY CASH FUND 2013-2014
BUDGET \$10 PER CHILD and \$15 PER CHILD (EHS)

SITE	NUMBER OF CHILDREN	Begin Bal	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Obligated	Remaining
B. Parnell	12	180.00														180.00
C. Bunge	12	180.00														180.00
D. Nichols	12	180.00														180.00
J. Crawford Blair	12	180.00														180.00
J. Jimenez	12	180.00														180.00
K. Atoyán	12	180.00														180.00
K. Lee	12	180.00														180.00
L. Letourneaux	12	180.00														180.00
L. Moore	12	180.00														180.00
L. Schleicher	12	180.00														180.00
A. Parker	12	180.00														180.00
K. Yu	12	180.00														180.00
M. Supelveda	12	120.00														120.00
K. Barron	12	120.00														120.00
J. Isaac	12	120.00														120.00
L. Glines	12	120.00														120.00
M. Edwards	12	120.00														80.97
V. Oezhehovsky	12	120.00														120.00
R. Ramirez	12	120.00														120.00
TOTAL		3000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2960.97

APPROVED BY:  DATE: 9/10/13
 Signature of Program Manager (Kathleen Gonzales)

REVIEWED BY:  DATE: 9/10/13
 Signature of Fiscal Manager (Det Patterson)

FIELD TRIP FUND 2013-2014
 BUDGET \$7 PER CHILD

SITE	Beg. Bal	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Remaining
Head Start	14000.00	138.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13862.00
EHS	8500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8500.00
TOTAL	22500.00	138.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22362.00

APPROVED BY:



Signature of Program Manager (Karen Gorzales)

DATE:

9/10/13

REVIEWED BY:



Signature of Fiscal Manager (Det Patterson)

DATE:

9/10/13

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: