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THOUGHT OF THE DAY: *Individual commitment to a group effort--that is what makes a team work, a company work, a society work, a civilization work.*

Author: Vince Lombardi

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

DATE: Tuesday, March 18, 2014

TIME: 9:00 a.m.

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

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

AGENDA

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 - Men’s Activities Affecting Children Committee (MAACC): Mr. Justin Fietzek
 - Health Services Advisory Committee: Ms. Annette Pettis, Ms. Jasmine Jamison
 - Social/Hospitality Committee: Ms. Jasmine Jamison
 - Parent Ambassador Report: Ms. Jasmine Jamison

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

VII. Center Updates

VIII. Discussion

IX. **Public Participation**

X. **Adjournment**

DISTRIBUTION DATE: WEDNESDAY, MARCH 12, 2014

Parent Advisory Committee meeting hosted by:
Jasmine Jamison (Chair), Kenneth Tate (Vice Chair), Alacya Harris (Secretary),
Lenda Wheeler (Treasurer), Derek Adams (Parliamentarian).

ITEM I - A – ROLL CALL

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

- ___ Vacant, Auberry Park Head Start
- ___ **Yazmin Lopez, Bannan Creek Head Start**
- ___ **Derek Adams, Broadway Early Learning Center**
- ___ **Daisy Tafolla, Crossroad Gardens Head Start**
- ___ **Clifton Tucker, Early Head Start (Home Base)**
- ___ Vacant, Elkhorn Head Start
- ___ Vacant, Freedom Park Head Start
- ___ **Marcia Cajero, Fruitridge Head Start**
- ___ Vacant, Galt Head Start
- ___ **Alicia Kafka, Grizzly Hollow**
- ___ Vacant, Hillsdale Head Start
- ___ Vacant, Home Based Head Start
- ___ Vacant, Home Base
- ___ **Annette Pettis, Hopkins Park Head Start**
- ___ Vacant, Illa Collin Head Start
- ___ Vacant, Job Corps Head Start
- ___ Vacant, Kennedy Estates Head Start
- ___ Vacant, LaVerne Stewart Head Start
- ___ **Rodney Pontiflet, (Marie Cleveland's) Bright Beginning Head Start**
- ___ **Jasmine Jamison, Mather Head Start**
- ___ **Alacya Harris, Nedra Court Head Start**
- ___ Vacant, New Helvetia I Head Start
- ___ **Lenda Wheeler, New Helvetia II Head Start**
- ___ Vacant, Norma Johnson Head Start
- ___ Vacant, North Avenue
- ___ Vacant, Northview Head Start
- ___ **Kenneth Tate, Parker Head Start**
- ___ **LaShanda Banks, Phoenix Park Head Start**
- ___ Vacant, Sharon Neese Early Learning Center
- ___ Vacant, Solid Foundation Head Start
- ___ **Angeles Soberanes, Strizek Park Head Start**
- ___ Vacant, Vineland Head Start
- ___ **Debra Baro, Walnut Grove Head Start**
- ___ Vacant, Foster Parent Representative
- ___ Vacant, Grandparent Representative
- ___ **Justin Fietzek, Men's Activities Affecting Children Committee Representative**
- ___ Vacant, Past Parent/Community Representative
- ___ Vacant, Past Parent/Community Representative
- ___ **LaTasha Windham, Outgoing Chair**

ITEM I-A – ROLL CALL
(Continued)

Program Year 2013-2014 - New Representatives to be seated

___ Catherine Odurokwartan, Elkhorn Head Start
___ Lisa Humphrey, Hillsdale Head Start
___ Lucy Vue, Illa Collin Head Start
___ Vacant, Galt Head Start
___ Vacant, Job Corps Head Start
___ Vacant, Kennedy Estates Head Start
___ Vacant, LaVerne Stewart Head Start
___ Vacant, Early Head Start (Home Base)
___ Vacant, Northview Head Start

___ Grant Harper, New Helvetia I Head Start
___ Sabrina Rasmussen, Norma Johnson Head Start (Haley Joslin resigned 2/4/14)
___ Vacant, Sharon Neese Early Learning Center Head Start
___ Vacant, Solid Foundation Head Start
___ Vacant, Foster Parent Rep
___ Vacant, Home Base Head Start Representative
___ Vacant, Past Parent Representative
___ Vacant, Grandparent Representative

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

**The PAC was seated on November 18, 2013 & December 17, 2013
PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM
YEAR 2013-2014**

COMMITTEE MEMBER	CENTER	11/20	12/17		1/21	2/18 **	3/18									
Vacant Seated	AP															
Yazmin Lopez s/b/s 11/19; seated 12/17	BC	E	X		U											
Derek Adams Seated 11/19	BLC	X	X		X											
Daisy Tafolla Seated 11/19	CR	X	X		U											
Clifton Tucker s/b/s 11/19; seated 12/17	EHS/HB	U	X		X											
Vacant	EHS/HB															
Juan Mozuoda Seated	EL	AP	U		U											
Catherine Odurokwarton Seated	EL															
Vacant Seated	FP															
Marcia Cajero Seated 11/19	FT	X	E		X											
Vacant	G															
Alicia Kafka Seated 11/20	GH	X	X		U											
Lisa Humphrey Seated	H															
Mark Green s/b/s 11/19	HB	U	E		U											
Vacant	HB															
Precious White Seated 11/19	IC	X	U		U											
Lucy Vue Seated	IC															
Annette Pettis Seated 12/17	HP		X		X											
Vacant	JC															
Vacant Seated	K															
Vacant	LVS															
Rodney Pontiflet Seated 11/19	MCBB	X	E		X											
Vacant Seated	GSC															
Jasmine Jamison Seated 12/17	M		X		X											
Vacant Seated	NA															
Alacya Harris s/b/s 11/19; seated 12/17	NC	U	X		X											
Sabrina Rasmussen Seated	NJ															
Grant Harper Seated	NH1															
Lenda Wheeler Seated 11/19	NH2	X	X		PAC											
Colleen Fietzek Seated 11/19	NV	X	X		X											
Kenneth Tate Seated 11/19	PA	X	X		PC											
LaShanda Banks s/b/s 12/17; seated 1/21	PP		E		X											

COMMITTEE MEMBER	CENTER	11/20	12/17		1/21	2/18 **	3/18								
Vacant	SF														
Danielle Zovalles Seated 11/19	SN	X	U		X										
Angeles Soberanes Seated 11/19	SP	X	X		PAC										
Vacant Seated	V														
Debra Baro Seated 11/19	WG	X	X		X										
Vacant	FPR														
Seated	GPR														
Justin Fietzek Seated 9/17	MAACC	X	X		X										
LaTasha Windham Seated 11/19	OGC	X	X		PAC										
Vacant 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.**

**** Ethics training with Policy Council**
Special meeting

**PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE UPDATE
PROGRAM YEAR 2013-2014**

(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
EHS:	Early Head Start	NA:	North Avenue
EL:	Elkhorn	NC:	Nedra Court
FP:	Freedom Park	NH:	New Helvetia 2
FT:	Fruitridge	NA	North Avenue
G:	Galt	NV:	Northview
GH:	Grizzly Hollow	PA:	Parker Avenue
H:	Hillsdale	PP:	Phoenix Park
HB:	Home Based	SF:	Solid Foundation
HP:	Hopkins Park	SN:	Sharon Neese
IC:	Illa Collin	SP:	Strizek Park
JC:	Job Corps	V:	Vineland
		WG:	Walnut Grove

Representative Abbreviations

FPR:	Foster Parent Representative
GPR:	Grandparent Representative
MAACC:	Men's Activities Affecting Children Committee
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
PC:	PAC Board Business
R:	Resigned
S/B:	Should be, or should have been (seated)
CD:	Child Dropped.

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE JANUARY 21, 2014 PAC MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the January 21, 2014 PAC meeting.

RECOMMENDATION:

Approve the minutes of the January 21, 2014 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, January 21, 2014
9:00 a.m.

I. Welcome

Call to Order/Roll Call: Ms. Jasmine Jamison called the meeting to order at 9:06 a.m. Ms. Alacya Harris called the roll. The Pledge of Allegiance was recited.

Members Present:

Marcia Cajero
Colleen Fietzek
Justin Fietzek
Derek Adams
Debra Baro
Annette Pettis
Alacya Harris
Jasmine Jamison
Danielle Zevallos (arrived at 9:12 a.m.)
Clifton Tucker (arrived at 9:16 a.m.)
Rodney Pontiflet (arrived at 9:25 a.m.)

Member Absent:

Precious White (unexcused)
Daisy Tafolla (unexcused)
Lenda Wheeler (PAC)
Haley Joslin (unexcused)
Kenneth Tate (PC)
Angeles Soberanes (PAC)
Yazmin Lopez (unexcused)
Alicia Kafka (unexcused)
LaTasha Windham (PAC)

New representatives to be seated:

LaShanda Banks, Phoenix Park

New representatives to be seated but absent:

Juan Mozqueda, Elkhorn Head Start (unexcused)
Mark Green, Home Base (unexcused)

Ms. Jamison read a letter from legal counsel regarding modified voting procedures for boards. A law recently went into effect that requires all board to record their vote person by person.

II. Consent Item

A. Approval of the Minutes of the December 17, 2013 Regular Meeting

Minutes were reviewed; no questions or corrections.

Moved/J. Fietzek, second/Adams, to approve the December 17, 2013 minutes as distributed.

Roll Call Vote:

Aye: (Adams, Tucker, Banks, Cajero, Pettis, Harris, C. Fietzek, Zevallos, Baro, J. Fietzek): 10

Nay: 0

Abstentions: 1 (Jamison)

III. Action Items

A. Selection of Parent Advisory Committee Board Member Committees for 2013-2014

- ⇒ Personnel/Bylaws Committee: Ms. Marie Desha reviewed and what the committee does.

Mr. Rodney Pontiflet arrived at 9:25 a.m.

Those interested in participating: Derek Adams (already on the committee) Clifton Tucker, Jasmine Jamison, Alacya Harris.

- ⇒ Budget/Planning Committee: Ms. D'et Patterson reviewed the duties of the committee.

Those interested in participating: Lenda Wheeler (treasurer), Derek Adams, Annette Pettis,

- ⇒ Social/Hospitality Committee: Ms. Desha reviewed the duties of this committee.

Those interested in participating: Jasmine Jamison (Chair), Alacya Harris (Secretary), Lenda Wheeler (Treasurer) Annette Pettis, Colleen Fietzek)

- ⇒ Parent, Family & Community Engagement & Early Childhood Development & Health Services Committee: Ms. Brenda Campos reviewed the purpose of this committee

Those interested in participating: Jasmine Jamison, Derek Adams , Annette Pettis.

Monitoring and Evaluation: Ms. Campos reviewed the duties of this committee. This committee involves parents heavily to ensure the performance standards are met. This is a committee of the whole.

- ⇒ Food Services Committee: The performance standards require that parents have input on the menu and to food services. This committee meets quarterly.

Those interested in participating: Annette Pettis, Clifton Tucker, Danielle Zavallos, LaShanda Banks, Jasmine Jamison, Alacya Harris, Debra Baro.

- ⇒ Male Involvement Committee: Ms. Lisa Carr reviewed the purpose of this committee and stated that both men and women are welcome to participate.

This committee works to link what is going on in the classroom to participation with men. It is important to have a male role model in the classrooms.

Those interested in participating: Clifton Tucker, Justin Fietzek, Derek Adams, Colleen Fietzek, Jasmine Jamison.

- ⇒ Parent Ambassador Committee: Ms. Alma Hawkins stated that this committee goes over recruitment flyers. This year, the Committee will be focusing on the 'Two Dollars Per Child' Campaign.

Those interested in participating: Annette Pettis, Alacya Harris, Derek Adams, Jasmine Jamison.

Moved/Tucker, second/Harris, to confirm committee participation.

Show of hands vote:

Aye: 11 (Adams, Tucker, Cajero, Pettis, Pontiflet, Harris, C. Fietzek, Zavallos, Baro, J. Fietzek, Banks)

Nay: 0

Abstentions: 1 (Jamison)

- B. Selection of Representatives to the SETA Head Start Health Services Advisory Committee (HSAC)

Ms. Jamison reviewed the board item.

Show of hands vote:

Moved/J. Fietzek, second/Adams, that the PAC select representatives to serve on the Health Services Advisory Committee.

Aye: 11 (Adams, Tucker, Cajero, Pettis, Pontiflet, Harris, C. Fietzek, Zavallos, Baro, J. Fietzek, Banks)

Nay: 0

Abstentions: 1 (Jamison)

Those interested in serving: Annette Pettis, Jasmine Jamison, Alacya Harris.

- C. Selection of Community Partnerships Advisory Committee (CPAC) Representatives

Ms. Jamison reviewed the purpose of the CPAC; Ms. Lisa Carr offered to provide additional information.

Those interested in participating: Jasmine Jamison, Derek Adams, Alacya Harris.

Moved/Harris, second/J. Fietzek, that the Parent Advisory Committee ratify the selection of Jasmine Jamison, Derek Adams, Alacya Harris to serve on the Community Partnership Advisory Committee.

Show of hands vote:

Aye: Aye: 10 (Adams, Cajero, Pettis, Pontiflet, Harris, C. Fietzek, Zavallos, Baro, J. Fietzek, Banks)

Nay: 0

Abstentions: 1 (Jamison)

Mr. Clifton Tucker was out of the room during the vote.

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Jamison reviewed the calendar of events. The HSAC will be meeting on Wednesday, February 19, 5:30 p.m. in the Sequoia Room.
- Parent/Staff Recognitions: None.
- Community Resources-Parents/Staff: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Patterson reviewed the fiscal report for the program year up to December 31; the expenditures are around 41.7% spent and the non-federal share is at 25%. The administrative costs are at 10% which is far below the 15% allowed.
- PC/PAC Orientation & Officer Training Reports: Ms. Jamison provided a report on the orientation and the officer training.
- Child Care Center Food Menu: No comments.
- Community Resources – Parents/Staff: No comments.

B. Governing Board Minutes of November 7, 2013: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Fietzek reviewed the critique.
- Budget/Planning Committee: Mr. Adams reviewed the most recent budget committee. Ms. Jamison provided additional information.
- ⇨ Men's Activities Affecting Children Committee: Mr. Fietzek reviewed the most recent MAACC meeting. The Committee will be offering another Love and Logic class that assists parents on how to better parent their children.

VI. Other Reports

- Chair's Report: Ms. Jamison urged board members to attend all meetings. It helps to give you a better understanding of what is going on.
- Policy Council Report(s): No report.
- Head Start Deputy Director's Report: No report.
- Head Start Managers' Reports
 - ✓ Program Support Services Report: No report.
 - ✓ Parent/Family and Community Engagement Committee – Ms. Lisa Carr stated that her passion is encouraging parents to bring their children to school regularly.
 - ⇨ Attendance and Chronic Absences Presentation

Three board members participated in an activity that showed how crucial consistent attendance is for the development of children.

✓ Child Development & Education Services Report: No report.

VII. Center Updates

Ms. Harris (Nedra Court) stated that before break their children went on a field trip to Nimbus Fish Hatchery; it was great! At her parent meetings, she is trying to figure out a way to get more parents to volunteer for field trips and asked if a car pool could be organized. Ms. Carr stated that Head Start does not provide transportation; neither can Head Start assist in developing the car pools because it is a liability for the Agency. Ms. Carr suggests the parents talk amongst themselves to coordinate the participation of children and parents. This would have to be done outside of Head Start classroom time.

Ms. Marcia Cajero talked about how a parent at her center texted all parents to figure out who had room in their car; this could be a solution to getting more participation at field trips.

VIII. Discussion

Shared Governance Organization handout: Ms. Jamison reviewed the updated handout with the funding information.

Ms. Jamison stated that recruitment for an Associate Teacher/Infant/Toddler position is underway; a parent is needed for interviews on January 24.

IX. Public Participation: Ms. Leslie Lynn, staff member of River Oak was acknowledged.

X. Adjournment: The meeting was adjourned at 10:46 a.m.

ITEM III-A – ACTION

ELECTION OF POLICY COUNCIL ALTERNATES

BACKGROUND:

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

The duties of these Representatives and Alternates include:

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

RECOMMENDATION:

That the Parent Advisory Committee elect six (6) Alternates to the Policy Council.

NOTES:

Alternates nominated:

_____	_____
_____	_____
_____	_____

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM IV- A – INFORMATION

STANDING INFORMATION

BACKGROUND:

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

A. Standing Information Items

- PC/PAC Calendar of Events – Ms. Jasmine Jamison
- Parent/Staff Recognitions – Ms. Jasmine Jamison
- Community Resources-Parents/Staff – Ms. Jasmine Jamison
- CHSA Parent Training Conference Reports (attached)
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Patterson
- Child Care Center Food Menu (attached)
- Community Resources – Parents/Staff: Ms. Jasmine Jamison

NOTES:

PC/PAC CALENDAR OF EVENTS

EVENT

DATE

Budget Refunding Meeting	Tuesday, March 18, 2014 10:30 a.m. Sequoia Room (lunch will be provided)
Health Services Advisory Committee Marketing Task Force	Thursday, March 20, 2014 9:00 a.m. – 11:00 a.m. Redwood Room
PAC Executive Committee	Thursday, March 20, 2014 9:30 a.m. Olympus Room
Parent Aid Training (flyer attached)	Thursday, March 20, 2014 1:00 – 3:00 p.m. Sequoia Room
Parent Aid Training (flyer attached)	Friday, March 21, 2014 9:00 – 11:00 a.m. Sequoia Room
Parent Ambassador Committee	Thursday, March 21, 2014 12:00 p.m. Olympus Room
Budget Refunding Meeting	Tuesday, March 25, 2014 10:30 a.m. Sequoia Room (lunch will be provided)
PC Executive Committee	Thursday, March 27, 2014 9:00 a.m. Olympus Room
PC/PAC Men's Activities Affecting Children Committee	Friday, March 28, 2014 1:00 p.m. Olympus Room

PARENT/FAMILY SUPPORT UNIT EVENTS AND ACTIVITIES

EVENT

DATE

Parent Aid Training (flyer attached)	Thursday, March 20, 2014 1:00 – 3:00 p.m. Sequoia Room
Parent Aid Training (flyer attached)	Friday, March 21, 2014 9:00 – 11:00 a.m. Sequoia Room
PC/PAC Men's Activities Affecting Children Committee	Friday, March 28, 2014 1:00 p.m. Olympus Room



Parent Aid Training

**March 20, 1-3
Redwood Room**

or

**March 21, 9-11
Sequoia Room**

**RSVP: Belinda Malone
(916) 263-4078**

**Parent aid training for
new and current parents
volunteering in the class-
room.**

**★ Please make arrange-
ments to attend this im-
portant instruction.**

April

2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 1:00 PM Social/Hospitality Committee	3	4	5
6	7	8 9:00 AM Budget/Planning Committee Meeting Oak Room 9:00 AM Elk Grove PC Meeting Prairie Pre K-2 5251 Valley Hi Drive Sacramento 95823	9	10 11:00 AM Sacramento City PC Meeting Capital City Multipurpose Room, 7220 24th Street Sacramento 95823 9:00 AM San Juan PC Meeting General Davie Center 1500 Dom Way Sacramento 95864	11	12
13	14	15 9:00 AM PAC Meeting SETA Board Room	16 5:15 PM WCIC PC Meeting 3555 3rd Avenue Sacramento 95817	17 9:00 AM PAC Executive Committee Meeting Olympus Room 8:30 AM Twin Rivers PC Meeting 155 Morey Avenue Sacramento 95838	18 1:00 PM Parent Ambassador Mtg. Olympus Room	19
20	21	22 9:00 AM PC Meeting SETA Board Room	23	24 9:00 AM PC Executive Committee Meeting Olympus Room	25 1: 00 PM MAAC Meeting Olympus Room	26
27	28 9:30 Bylaws Committee Olympus Room	29	30	May 2 – 12:00 PM Parent Ambassador – Olympus Room		

California Head Start Association
Parent & Family Engagement Conference
January 21-22, 2014

Report by: Lenda Wheeler

I attended the Parent and Family Engagement Conference January 21-22nd, 2014. It was very informative.

The first seminar that I attended was Innovative Practices to Support Family Engagement. In this seminar I learned how to approach the family to involve the parent in their children's learning process. I learned the steps to take to engage children with their parents in learning, not just in school, but also at home. I learned there are so many ways and methods to engage the family in learning together which strengthens family bonds. Having a positive attitude with the parents and students are beneficial for everyone.

I was also able to take Childhood Stress: "Intrusions into the Magic Kingdom". I learned that you must experience stress, frustration, failing, and suffering. In order to experience sensitivity, support, and strength you must experience those feelings that you don't like. In order to build successful children you have to experience those feelings. I learned being the best you can be, is by being consistent. I went to six workshops but if I reported all I would have to go on and on.

Overall I feel this experience was a great enrichment to what I already knew. Thank you for the opportunity to participate. I feel all that I learned will help me in my participation with SETA Head Start. This information will be shared with other parents at my site.

Sincerely,
Lenda Wheeler

California Head Start Association
Parent & Family Engagement Conference
January 21-22, 2014

Report by: La Tasha M Windham

My report on CHSA Conference in Burlingame, CA Tuesday, January 21-Wednesday, January 22, 2014 was very educational.

My first class was Empowering Parents for School Choice. I learned the value of kindness and how to love more. When we are negative and yell or use put-downs or say unkind things to our children, it tears away at their self-esteem and to express love by telling them you love them. Expressing by hugs and kisses are very important and from the value of kindness all other values of love flow. The presenter discussed how to discipline your child in methods that teach them what they did wrong without being judgmental. It might take 100 times, but be consistent and eventually they will get it. Also, I learned the power of positive attitude, the importance of education and the significance of good clean fun. We as parents have the power to make it happen. Each family is a culture and we are the leaders that set the tone and pace of life within the family.

My second class gave tools on becoming a better member on the Policy Council. It was called; Get a Head Start on Your Role as a Policy Council Representative. I learned the things I didn't know and my role as a leader, decision maker, and other county bylaws. I also learned that every county is different and has its own bylaws. It is important to know your role and what is required to understand how to be a leader. I answered a lot of questions that were asked by the teacher and I helped give positive feedback to other countywide Head Start programs. I met a lot of important people from around California and I enjoyed my classes.

The next class I attended was called, How to Take Care of Yourself and Still Reach Your Goals. I really enjoyed this class because I learned self-care plans and knowing that having a plan is better than not having a plan. Some steps to relieve stress and wellness, reaching goals, spending time on what's an important and personal vision was also discussed. I learned about negative stress, how to turn the drawbacks around and taking inventory of what's going on in my family. I also learned that it is good to have some time for myself away from what's stressing me by getting a hobby or getting some kind of support group to relieve my stress before it allows me to go off the deep end. Many elements of stress reduction and wellness tools were mentioned. To name a few; daily mindfulness practices, exercise, eat healthy, surrounding yourself with friends and family; and the two that really seemed important to me

was change harmful habits and setting realistic goals for your personal life. I took all important classes the first day to learn and get positive information for my daily growth and family life.

I enjoyed a wonderful meal there and listened to a guest speaker, Ronald D. Herndon who talked about us parents being the most important in Head Start who don't get enough credit. He said without us parents, there would be no Head Start, that we help the program going, and our input matters around the world. He encouraged us to continue to be innovative to make Head Start continue to run. He told us to begin to talk to other parents about Head Start, "like you talk to your kids to brush their teeth. Get the word out." He asked what will be my legacy on leaving Head Start for my future. He said once I am gone to continue to be involved in PTA or something in my child's new school and get involved in a school improvement plan with other parents to give the principal information to change what I feel isn't right for my child's growth.

On my last day, I went to a team building class and a Spanish music class. I enjoyed the Spanish class even though I do not speak Spanish. I was the only English speaking person in the class and I felt not only a part of the group but others helped me learn sounds and music that made me laugh, dance, and feel like I also was part of the group. We sang songs in Spanish, using colors, names, and hand clapping tools that I can use to teach my child to become involved with other nationality events. I give this event thumbs up.

I learned a lot. I can also take what I learned and teach others. I would recommend Head Start to all others and tell my story over and over. Last, I told my Head Start story on the Internet about what Head Start has done for me and my children since 1992. I talked how my children have exceeded to the next level in their lives and what tools I have received. I want to thank Head Start for everything and allowing me to prove that I am someone and even though life seems like a struggle, there are things and people that truly care.

Thank you,

La Tasha Windham

California Head Start Association Conference 2014
Report From
Angeles Soberanes

Workshop: "Out of the Twilight Zone"- Discipline from the inside out

Dr. Ronald Mah

It is important to raise children to become powerful citizens in their community not just, as Dr. Mah puts it, "good boys and girls". This means that it is more important to achieve this security so that they will have the power to take a stand against injustice rather than simply aiming to produce well-behaved children. Parents must encourage and raise children in the context of belonging to a community to avoid narcissistic behavior because this will directly affect their future relationships. Humans have longer gestational and childhood times to allow intellectual growth. This is why childhood is so crucial in a person's development. A good childhood will allow him to keep up with the augmenting complexity of the world.

Self-soothing-

The process of learning to self-soothe is highly important to the development of a child. According to Dr. Mah, the "cry it out" method is ineffective and provides only insecurity and a sense of neglect in the child. When soothing-

- It is very important to ALWAYS soothe baby otherwise he will stay in that stress mode.
- Babies learn models about how to nurture others.
- After a while, baby will learn to soothe himself, which is imperative to their development.

The process of self-soothing is very important because those who learn how, will do better financially, socially, emotionally, academically, etc... A child will begin to behave poorly and act-out if he does not know how to self-soothe. It is important to remember that when children misbehave it is an evident cry for help; it means they are desperate for attention. Not learning how to self-soothe leads to dysfunctional behavior. The ability to self-soothe gives children the ability to avoid making bad choices

Anger-

Anger is empowering; it gives a person the courage to do something. When you tell a child to not be angry, you are taking away their power and self-determination. It is important to remember that you do not chose to be angry; you get to choose how to behave and act afterwards. We must remember that anger is a secondary emotion, it is important to determine what primary emotion such as sadness, vulnerability, or frustration, is triggering anger. Anger is also a manner of protecting yourself because a child is probably expecting consequences and/or criticism after a mistake. It is proven that it is virtually impossible to change human emotion but it is possible to divert it. When angry, a child is in a high state

of arousal-it cannot be stopped. One must aid the child to transform that anger into a different emotion such as humor or sadness, while remembering to honor the underlining vulnerability that causes the behavior.

Methods of discipline such as counting are really about not having the ability to confront due to the possibility of a potential lost battle. What this means is that a parent will often choose to utilize this method to avoid a confrontation and potentially having to give-in to the child's wishes eventually.

Communication-

Communication has two factors: verbal and non-verbal; non-verbal communication being body language and tone. If both factors do not match, the message will be rejected. If they do match, it will be perceived as the truth by the child. Do not underestimate the power of body language. Utilize the power position as often as possible. Young babies rely on tone of voice more than words. Lack of action is key to communication. It is important to learn to communicate non-verbally and remember that menial arguments are more about the symbolism of the object of the argument.

Workshop: Emotions-You and your Child

Lora Groppetti and Reena Mengotto

Child emotions-

All day long we experience a wide variety of emotions. Emotions come and go. It is important to remember that emotions are not permanent. It is not bad to feel angry or scared; it is what you do with that emotion that makes the difference. Positive and negative emotions are important. Be aware of what you are feeling, your environment, and your reaction. One must learn to recognize one's feelings and its range: mild, intense, or somewhere in-between.

Building emotional awareness-

- Knowing what you are feeling and why.
- Recognizing your moment-to-moment emotional experience.
- Learning how to handle your emotions versus simply reacting.

The process of becoming self-aware helps you:

- Better recognize who you are; needs, likes, dislikes, and/or needs.
- Understand and empathize with others.
- Communicate clearly and effectively.

- Make good decisions.
- Get motivated and take action.
- Build strong, healthy, and rewarding relationships.

Benefits of building emotional stability in children:

- Get a head start on your child's social and emotional development.
- Important part of school readiness
- Children's academic performance and life-long learning.
- Develop good planning skills and have lower risk of aggression and anxiety issues.
- Creates supportive and responsive parenting; understanding=positive support

Helpful strategies for dealing with your feelings:

- Listen to your child
- Pay attention to their body language and facial expressions, know their triggers
- Notice them when they are behaving positively
- Label feelings-for you and your child
- Model acceptable behaviors
- Maintain realistic expectations
- Seek alternatives to physical and emotional punishment

It is also important to remember that providing care to young children is intense and demanding and parents must learn to make themselves a priority since their emotional and physical well-being impacts everyone in their household and also stands in the way of positive parenting.

Workshop: Childhood Stress, "Intrusions into the Magic Kingdom"

Dr. Ronald Mah

Stress is very important in the development process. If the brain does not get stressed enough, it does not grow. Stress is necessary, it is what challenges you and gives you conceptual clarity that will allow you to be prepared for what will happen. Stress does not lead to anxiety; anxiety comes from unstable environments in the home and/or community. It also aids you in the process of making decisions, if one

does not learn how to handle stress, a dysfunctional pattern will follow. According to Dr. Mah, one should view events in this manner:

- The first time something bad happens it is bad luck
- The second time it is a coincidence
- The third time it is identified as a pattern

Stress and suffering are both a highly important part of a child's development and learning how to cope will enable them to become proficient and independent decision-makers.

How to build a powerful child:

- Stress the child
- Frustrate the child
- Fail=failure is part of trying and life
- Suffer=part of life and helps child grow
- Offer support based on: sensitivity, skills, strength
- Child will obtain survival skills and flourish

SETA Head Start Menu

March 2014

*We serve 1% Lowfat Milk

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 3	3 Breakfast: Whole Grain Berry Blossoms Kashi Cereal, Orange, Milk Lunch: Macaroni & Cheese, Green Peas, Cantaloupe, Milk Snack: Sound Bites Whole Grain Crackers, Milk	4 Breakfast: Whole Grain Waffle Sticks, Banana, Milk Lunch: Beef Ravioli, Mini Whole Grain Bun, Spinach Salad, Orange, Milk Snack: Apple Slices, Sun Butter	5 Breakfast: Whole Grain Biscuit, Diced Peach, Milk Lunch: Chicken Fajitas, Whole Wheat Tortilla, Whole Kernel Corn, Kiwi, Milk Snack: Raspberry Yogurt Fruit Cup	6 Breakfast: Whole Wheat Bagel, Banana, Milk Lunch: Sliced Turkey, Whole Wheat Bread, Vegetarian Vegetable Soup, Tangerine or Strawberries, Milk Snack: Cottage Cheese, Pineapple Tidbits	7 Breakfast: Whole Wheat Banana Muffin Loaf, Orange, Milk Lunch: Swiss American Cheese on Whole Wheat Bread, Zucchini Sticks, Canned Apricot, Milk Snack: Kiwi, Crackers, Strawberry Waffle
Week 4	10 Breakfast: Whole Grain Kellogg's Scooby-Doo! Cereal, Cantaloupe, Milk Lunch: Beef Hamburger on Whole Wheat Bun, Whole Kernel Corn, Kiwi, Milk Snack: Whole Grain Cheese-It Crackers, Canned Apricot	11 Breakfast: Waffle Sticks, Banana, Milk Lunch: Beef Ravioli, Mini Whole Grain Bun, Spinach Salad, Orange, Milk Snack: Apple Slices, Sun Butter	12 Breakfast: Oatmeal Cereal, Banana, Milk Lunch: Turkey Spaghetti, Mini Whole Grain Bun, Green Salad, Orange, Milk Snack: Nutri Grain Bar, Diced Peach	13 Breakfast: Whole Wheat French Toast Sticks, Canned Apricot, Milk Lunch: Turkey and Cheese Roll-up, Whole Wheat Tortilla, Cole Slaw, Mango Chunks, Milk Snack: Strawberry Yogurt, Banana	14 Breakfast: Blueberry Whole Grain Muffin Loaf, Apple, Milk Lunch: Tuna Salad, Wheat Thins Whole Grain Crackers, Baby Carrots, Cantaloupe, Milk Snack: Tropical Treats Crackers, Milk
Week 5	17 Breakfast: Whole Grain Pancakes, Diced Pear, Milk Lunch: Chicken Patty, Whole Wheat Bun, Carrots, Canned Apricot, Milk Snack: Apple Cinnamon Crackers, Mango Chunks	18 Breakfast: Whole Grain Cheerios, Banana, Milk Lunch: Refried Beans, Whole Wheat Tortilla, Tomato Salsa, Tangerine or Strawberries, Milk Snack: Multi Grain Flakes Cereal, Milk	19 Breakfast: Whole Wheat Biscuit, Diced Peach, Milk Lunch: Vegetarian Chili with Beans, Corn Bread Muffin, Cantaloupe, Milk Snack: Sound Bites Whole Grain Crackers, Banana	20 Breakfast: Oatmeal Cereal, Raisins, Pineapple Tidbits, Milk Lunch: Turkey Spaguetti, Green Salad, Orange, Milk Snack: Bean Dip, Whole Wheat Tortilla	21 Breakfast: Dreamy Orange Muffin Loaf, Kiwi, Milk Lunch: Sliced Turkey on Whole Wheat Bread, Broccoli, Banana, Milk Snack: Apple, Cheese Stick
Week 6	24 Breakfast: Oatmeal Cereal, Cantaloupe, Milk Lunch: Chicken Drumstick, Mixed Vegetables, Corn Bread Muffin, Canned Apricot, Milk Snack: Sunrise Bites Whole Grain Crackers, Milk	25 Breakfast: Kashi Berry Blossoms Cereal, Orange, Milk Lunch: Turkey Meat Sloppy Joes, Whole Wheat Bun, Whole Kernel Corn, Kiwi, Milk Snack: Peach Yogurt, Banana	26 Breakfast: Whole Grain Waffle Sticks, Diced Pear, Milk Lunch: Salisbury Beef Steak/Gravy, Mashed Potatoes, Mini Whole Grain Bun, Cantaloupe, Milk Snack: Sun Butter, Fresh Apple Slices	27 Breakfast: Whole Wheat Bagel, Canned Apricots, Milk Lunch: Chicken & Noodles, Peas & Carrots, Tangerine or Strawberries, Milk Snack: Sliced Turkey, Mini Whole Grain Buns	28 Breakfast: Whole Wheat Banana Muffin Loaf, Banana, Milk Lunch: Sliced Swiss American Cheese on Whole Wheat Bread, Broccoli, Orange, Milk Snack: Lemon Dinosaur Crackers, Milk
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SETA Head Start Menu

Marzo 2014

*Servimos Leche Descremada 1%.

	lunes	martes	miércoles	jueves	viernes
Semana 3	3 Desayuno: Cereal Kashi Berry Blossoms, Naranja, Leche. Comida: Macarrón con Queso, Chicharos, Melón, Leche. Bocadillo: Galletas Sound Bites, Leche.	4 Desayuno: Baritas de Waffle de Trigo Integral, Plátano, Leche. Comida: Ravioli de Res, Minipan de Grano Integral, Ensalada de Espinaca, Naranja, Leche. Bocadillo: Rebanadas de Manzana, Mantequilla Sun.	5 Desayuno: Bizcocho de Grano Integral, Durazno Picado Enlatado, Leche. Comida: Fajitas de Pollo, Granos de Elote, Kiwi, Leche. Bocadillo: Taza de Yogur de Frambuesa.	6 Desayuno: Bagel de Trigo Integral, Plátano Fresco, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Sopa Vegetariana, Tanjarina o Fresas, Leche. Bocadillo: Requesón, Piña Machacada Enlatada.	7 Desayuno: Barra de Mollete con Plátano, Naranja, Leche. Comida: Rebanada de Queso Suizo, Pan de Trigo Integral, Varitas de Calabacita, Tanjarina o Fresas, Leche. Bocadillo: Kiwi, Galletas de Waffle de Fresa.
Semana 4	10 Desayuno: Cereal Kellog's Scooby-Doo! De Grano Integral, Melón, Leche. Comida: Hamburguesa de Res, Pan de Trigo Integral, Granos de Elote, Kiwi, Leche. Bocadillo: Galletas Cheese-It, Chabacano Enlatado.	11 Desayuno: Baritas de Waffle, Plátano Fresco, Leche. Comida: Ravioli de Res, Minipan de Grano Integral, Ensalada de Espinaca, Naranja, Leche. Bocadillo: Rebanadas de Manzana, Mantequilla Sun.	12 Desayuno: Avena, Plátano Fresco, Leche. Comida: Espagueti con Pavo, Ensalada Verde de Lechuga, Naranja, Leche. Bocadillo: Barra Nutri Grain, Durazno Picado Enlatado.	13 Desayuno: Baritas de Pan Francés Tostado, Chabacano Enlatado, Leche. Comida: Burrito de Pavo y Queso en Tortilla de Trigo Integral, Ensalada de Col, Trozos de Mango, Leche. Bocadillo: Yogur de Fresa, Plátano Fresco.	14 Desayuno: Barra de Mollete con Arándanos Azules, Manzana, Leche. Comida: Ensalada de Atún, Galletas Saladas de Grano Integral, Zanahorias Tiernas Frescas, Melón, Leche. Bocadillo: Galletas Tropical Treat, Leche.
Semana 5	17 Desayuno: Jotqueis de Grano Integral, Pera Picada, Leche. Comida: Torta de Pollo en Pan de Trigo Integral, Zanahoria, Chabacano Enlatado, Leche. Bocadillo: Galletas de Manzana y Canela, Trozos de Mango.	18 Desayuno: Cereal Cheerios de Grano Integral, Plátano, Leche. Comida: Frijoles Refritos, Tortilla de Harina de Trigo Integral, Salsa de Jitomate, Tanjarina o Fresa, Leche. Bocadillo: Ojuelas de Cereal Multigrano, Leche.	19 Desayuno: Bizcocho de Trigo Integral, Durazno Picado Enlatado, Leche. Comida: Frijoles con Chile Vegetariano, Mollete de Harina de Maíz, Melón, Leche. Bocadillo: Galletas Sound Bites, Plátano.	20 Desayuno: Avena, Pasas, Piña Machacada Enlatada, Leche. Comida: Espagueti con Pavo, Ensalada Verde de Lechuga, Naranja, Leche. Bocadillo: Puré de Frijoles, Tortilla de Trigo Integral.	21 Desayuno: Barra de Mollete de Trigo Integral Dreamy Orange, Kiwi, Leche. Comida: Rebanada de Pavo Rostizado, Pan de Trigo Integral, Brócoli, Plátano, Leche. Bocadillo: Manzana, Barita de Queso.
Semana 6	24 Desayuno: Cereal de Avena, Melón, Leche. Comida: Pierna de Pollo, Verduras Mixtas, Mollete de Pan de Maíz, Chabacano Enlatado, Leche. Bocadillo: Galletas Sunrise Bites, Leche.	25 Desayuno: Cereal Kashi Berry Blossoms, Naranja, Leche. Comida: Sloppy Joes de Carne de Pavo, Pan de Trigo Integral para Hamburguesa, Granos de Elote, Kiwi, Leche. Bocadillo: Yogur de Durazno, Plátano Fresco.	26 Desayuno: Baritas de Waffle de Grano Integral, Pera Picada, Leche. Comida: Bistec de Res Salisbury con Gravy, Puré de Papa, Minipan de Grano Integral, Melón, Leche. Bocadillo: Rebanadas de Manzana, Mantequilla Sun.	27 Desayuno: Bagel de Trigo Integral, Chabacano Enlatado, Leche. Comida: Tallarines con Pollo, Chicharos y Zanahorias, Tanjarina o Fresa, Leche. Bocadillo: Rebanada de Pavo Rostizado, Minipan de Grano Integral.	28 Desayuno: Barra de Mollete con Plátano, Plátano Fresco, Leche. Comida: Rebanada de Queso Suizo, Pan de Trigo Integral, Brócoli, Naranja, Leche. Bocadillo: Dinosaurios de Galleta Salada de Limón, Leche.
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ITEM IV – B – INFORMATION

SCHOOL READINESS AND CHILDREN'S OUTCOMES PRESENTATION

BACKGROUND:

This item provides an opportunity for Manager, Karen Gonzales, to present Desired Results Developmental Profile results for kindergarten readiness and children's outcomes, education services, staff development, and special projects that support school readiness for children in the SETA-Operated Program.

NOTES:

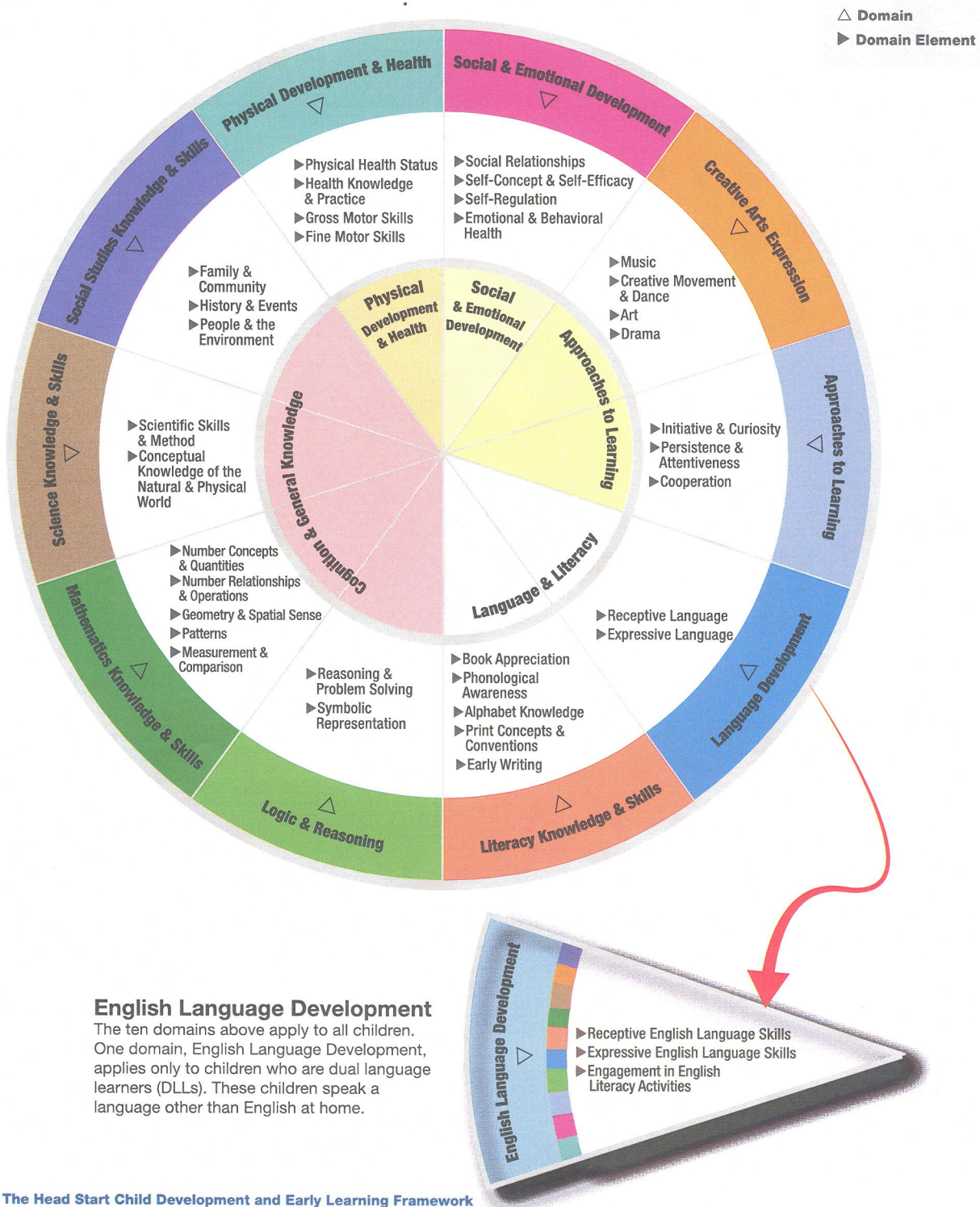
STAFF PRESENTER: Karen Gonzales

The Head Start Child Development and Early Learning Framework

Promoting Positive Outcomes in Early Childhood Programs Serving Children 3-5 Years Old

The *Framework* represents the foundation of the Head Start Approach to School Readiness. It aligns with and builds from the five essential domains of school readiness identified by the National Education Goals Panel (see inner circle) and lays out essential areas of learning and development. The *Framework* can be used to guide curriculum, implementation, and assessment to plan teaching and learning experiences that align to school readiness goals and track children's progress across developmental domains. The domains \triangle and domain elements \blacktriangleright apply to all 3 to 5 year olds in Head Start and other early childhood programs, including dual language learners and children with disabilities.

FIGURE 1



English Language Development

The ten domains above apply to all children. One domain, English Language Development, applies only to children who are dual language learners (DLLs). These children speak a language other than English at home.

SETA Head Start School Readiness Goals

Physical

- Exemplify physical health as well as understand and practice safe and healthy habits.
- Engage in physical activities that demonstrate the control of both small and large motor skills.

Social:

- Demonstrate the necessary skills to have a healthy relationships and interactions with adults and peers.
- Perceive that they are capable of successfully making decisions, accomplishing tasks and meeting goals.
- Demonstrate a healthy range of emotional expression and learn positive alternatives to aggressive or isolating behaviors.

Approaches to Learning

- Demonstrate an interest in varied topics & activities, a desire to learn and creativeness in independent & group learning.
- Demonstrate persistence and attentiveness while engaged in various activities.
- Use a wide range of media & materials as well as music, movement and dramatization to creatively express themselves.

Language/Literacy

- Exhibit the ability to comprehend understand and use language to communicate needs and share ideas.
- Indicate an interest in books, derive meaning and acquire information from stories and other texts.
- Demonstrate awareness that language can be broken into words, syllables and smaller pieces of sound and identify names and sounds associated with each letter.
- Demonstrate an understanding of the concept of print and early decoding.
- Display familiarity with writing implements, conventions, and show emerging communication skills through written representations, symbols and letters.

- Dual Language Learners will demonstrate the ability to understand the English language and speak or use English.
- Dual Language Learners will display understanding and respond to books, storytelling, and songs presented in English.

Cognition & General Knowledge

- Understand that numbers represent quantities & have ordinal properties and will be able to use them to describe relationships.
- Understand that shapes, their properties and how objects are related to one another including recognizing & predicting patterns as well as size, capacity & area of objects.
- Observe & collect information & use it to ask questions, predict, explain and draw conclusions in their varied environments.
- Demonstrate an understanding of self and their role in family, community and the environment in which they live.
- Recognize, understand, analyze a problem & draw knowledge or experience to seek solutions to a problem.

ITEM IV-C - 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 December 5, 2013 meeting.

NOTES:

**REGULAR MEETING OF THE
SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
GOVERNING BOARD**

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, December 5, 2013
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Supervisor Jimmie Yee called the meeting to order at 10:02 a.m.

Members Present:

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

Member Absent:

Jay Schenirer, Vice Chair, Governing Board; Councilmember, City of Sacramento

- ✓ **Recognition of Long-Term Employees:** Mr. José Diaz recognized Ms. Celia Lopez, Head Start Facilities Specialist, for her 25 years of service to SETA/Head Start. Ms. Lopez expressed her appreciation for the gift; all board members hugged Ms. Lopez.

II. Consent Items

- A. Minutes of the November 7, 2013 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council
- D. Appointment of Sacramento Works Youth Council Members
- E. Approval of Resolution to Accept Program Year 2014 Community Services Block Grant (CSBG) Funds and Authorize the SETA Executive Director to Sign the Agreement and any Amendments to the Agreement
- F. Approval of Memorandum of Understanding (MOU) with the Sacramento Housing and Redevelopment Agency and the Greater Sacramento Urban League
- G. Approval to Submit a Request to Transfer Workforce Investment Act (WIA) Dislocated Worker Funds to Adult Funds, Program Year (PY) 2013-14

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

- A. Approve the November 7, 2013 minutes.
- B. Approve claims and warrants for the period 10/31/13 through 11/26/13.
- C. Approve modifications to the Policy Council bylaws.

- D. Appoint Ms. Jessica Gomez and Mr. Matthew Rosario to the Sacramento Works Youth Council.
- E. Approve the resolution to accept PY 2014 CSBG funds and authorize the SETA Executive Director to sign the agreement and any amendments to the agreement.
- F. Approve the Memorandum of Understanding with the Sacramento Housing and Redevelopment Agency and the Greater Sacramento Urban League.
- G. Approve the submission to the State of California, EDD of a request to transfer \$2,256,072 in WIA dislocated worker formula funds to the WIA adult formula funding stream for PY 2013-14.
Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

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

Ms. Kossick stated that this is the annual opportunity to elect officers for the year. Mr. Warren talked with Mr. Schenirer and he suggested that Mr. Warren assume the position of Chair in his stead. Mr. Nottoli will then be in rotation to serve as Vice Chair.

Moved/Nottoli, second/Yee, to elect Mr. Allen Warren as Chair, and Mr. Don Nottoli as Vice Chair.

Voice Vote: Unanimous approval.

- 2. Approval of Procurement of Workers Compensation Insurance

Mr. Roy Kim introduced Mr. Ken Urrutia from Arthur J. Gallagher Insurance. Mr. Urrutia received the final premiums for general liability and umbrella coverage and is pleased to report the lower negotiated premiums. The net result is that all of the premiums are slightly less than last year. Mr. Nottoli acknowledged Mr. Urrutia and thanked him for the hard work.

Mr. Urrutia stated that the California workers compensation market has increased only 8-12% over last year. The Agency is still having dealings with carriers that the Agency did business with 10 years ago; some claims have a long life due to injuries employee sustained at work. The experience modifier that was published on Friday went from 127 to 143. The main reason was that there had been a spike in claims in one of the prior three years which is utilized to determine the experience modifier. This will be the last year that the very high year will be included in the calculation.

Mr. Urrutia stated that he found the incumbent vendor, AIG, who came in last year with the best quote, has indicated that they would be interested in renewing the business with an increase from last year. The quote is still the best option

available; Mr. Urrutia will continue to negotiate but will not have a firm quote until early next week.

Mr. Nottoli inquired about losses the Agency has that they ended up paying. The historical data shows the overview of incurred losses which is \$263,000 for the current year. Mr. Nottoli asked what was being done to mitigate the workers comp claims and Mr. Urrutia replied that there are a number of ways staff are provided ergonomic and safety training.

Mr. Urrutia stated that one thing favorable is that only 20 claims have been filed so far this year, which is lowest ever. Ms. Scherman asked for an explanation of major injuries and minor injuries. Mr. Urrutia stated that claims for minor injuries are for small issues. Major injuries are for employees more seriously injured and include paying lost time benefits to the employee.

Moved/Nottoli, second/Scherman, to grant authority to staff to continue the negotiation process and authorize the Executive Director to procure workers compensation insurance.

Voice Vote: Unanimous approval.

3. Approval to Receive Funds from the Sacramento Municipal Utility District (SMUD) for a SMUD/Sacramento Works for Youth Summer Internship Program and Authorize the Executive Director to Execute the Services Agreement

Ms. Christine Welsch has been coordinating this program for a couple of years. SMUD is interested in funding SETA to do the screening and boot camp and case manage and provide payroll for the youth participants. SMUD sets the hiring requirements relative to GPA and school attendance. Last year, over 400 applications were received for 25 slots; it is a very competitive program. SMUD is committed to reaching out to other employers and urge them to do a similar program. Ms. Welsch will notify board members of the school districts involved; the school districts rotate every year. Mr. Warren requested a history of previous years' stats.

Moved/Scherman, second/Warren, to approve the receipt of funds from SMUD for a SMUD/Sacramento Works for Youth Summer Internship program for 2014 and 2015 and authorize the Executive Director to execute the services Agreement.

Voice Vote: Unanimous approval.

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services: None.

Community Services Block Grant

1. Approval of Community Services Block Grant Funding Recommendations for Fiscal Year 2014

Ms. Cindy Sherwood-Green reviewed the funding recommendations. Most current service providers are being recommended for funding in addition to two new proposers: Roberts Family Development Center and Sacramento Self-Help Housing.

Mr. Yee expressed disappointment that additional funds are not available to fund more of the requests.

Moved/Warren, second/Scherman, to approve staff funding recommendations for the Fiscal Year 2014 Community Services Block Grant as outlined in the agenda packet; approve the continued funding of Daren Maeda as a SETA Consultant for an additional year in the amount of \$30,000; and authorize the Executive Director to execute the service agreements.

Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

C. CHILDREN AND FAMILY SERVICES

1. Approval of Ratification of the Submission of the Fiscal Year 2014-15 Annual Refunding Application to the California Department of Education

Ms. Denise Lee reviewed the item. These funds provide services to 340 full day preschool-aged children and 112 full day infant/toddlers.

Moved Nottoli, second/Scherman, to ratify the submission of the Fiscal Year 2014-15 annual refunding application to the California Department of Education with a maximum reimbursement amount of \$3,049,154.

Voice Vote: Unanimous approval.

IV. Information Items

- A. Children and Family Services Presentation on Child and Family Outcomes

Ms. Denise Lee introduced the Head Start Managers:

- ✓ Brenda Campos: Grantee Program Support Services
- ✓ Lisa Carr: Parent/Family Support Unit
- ✓ Karen Gonzales: Child Development & Education Services

Board members were given an overview of the services provided. Mr. Yee stated that he wished Head Start was available all the way up to high school; the world would be better to have this type of support over the years.

- B. CareerGPS 2013 Impact Report: No questions.
- C. Sacramento Regional Veteran's Energy Employment Project (SRVEEP)-- PowerPathways Program: No questions.
- D. Fiscal Monitoring Reports: No questions.

- E. Employer Success Stories and Activity Report: No questions.
- F. Dislocated Worker Update: Mr. Yee inquired whether staff contacted RAS. Mr. Walker replied that it was recently bought by Sutter Health Care and any staff will transition over to Sutter.
- G. Unemployment Update/Press Release from the Employment Development Department: No questions.
- H. Head Start Reports: No additional report.
- V. Reports to the Board**
 - A. Chair: No report.
 - B. Executive Director: Ms. Kossick thanked Mr. Yee for the year and his efforts as chair. Mr. Nottoli was wished a happy birthday. Ms. Kossick stated that the January meeting will be canceled; the next meeting will be held Thursday, February 6.
 - C. Deputy Directors: No report.
 - D. Counsel: Mr. Larsen
 - E. Members of the Board: No report.
 - F. Public: No comments.
- VI. Adjournment:** The meeting was adjourned at 11:27 a.m.

ITEM V

COMMITTEE REPORTS

➔ Executive Committee

Critique of the January 21, 2014 Parent Advisory Committee meeting.

GOOD!!!
Thank you members, officer elections went well.
Thank you Ms. D'et Patterson for a timely fiscal report.
NEEDS IMPROVEMENT
Please be recognized by the Chair before speaking.
Please be recognized by the Chair before leaving your seat.
Arrive on time and be seated by 8:50 a.m. to start the meeting.
Switch your phone/lpad to off.
Absolutely no side barring.
REMINDERS
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.

- Budget/Planning Committee: Lenda Wheeler, Derek Adams, Annette Pettis, Jasmine Jamison

- Personnel/Bylaws Committee: Derek Adams, Clifton Tucker, Jasmine Jamison, Alacya Harris

ITEM V (continued)
Page 2

- Parent, Family & Community Engagement & Early Childhood Development & Health Services Committee: Jasmine Jamison, Derek Adams, Annette Pettis, Lenda Wheeler

- Men's Activities Affecting Children Committee (MAACC): Clifton Tucker, Justin Fietzek, Derek Adams, Jasmine Jamison.

- Health Services Advisory Committee: Annette Pettis, Jasmine Jamison, Alacya Harris

- Social/Hospitality Committee: Alacya Harris, Lenda Wheeler, Jasmine Jamison, Annette Pettis

- Parent Ambassador Report: Kenneth Tate, Alacya Harris, Lenda Wheeler, Annette Pettis, Derek Adams, Jasmine Jamison.

ITEM VI

OTHER REPORTS

BACKGROUND:

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

- Chair's Report
- Policy Council Report(s): Mr. Derek Adams, Mr. Rodney Pontiflet, Ms. Angeles Soberanes, Mr. Kenneth Tate, Ms. LaTasha Windham, and Ms. Lenda Wheeler
- Head Start Deputy Director's Report – Ms. Denise Lee
 - ✓ Monthly Head Start Report (attached)
- Head Start Managers' Reports
 - ✓ Program Support Services Report – Ms. Brenda Campos
 - ✓ Parent/Family Support Report – Ms. Lisa Carr
 - ✓ Child Development & Education Services Report – Ms. Karen Gonzales

NOTES:



(Where is the rain?)

Monthly Head Start Report

March 2014

SETA Operated Program

Family Engagement

The new Program Officer for ERSEA, Monica Avila, has started her new position, and has been conducting eligibility training for some of the new Family Service Workers and EHS Educators. She also has been busy familiarizing herself with all of the requirements of her new position.

Staff has been busy enrolling new families into the program, and providing continued services to those children and parents who continue to stay enrolled. In an effort to continue to meet full enrollment, a new recruitment plan was implemented, and work has begun on developing new strategies for outreach countywide.

All of the Home Base staff completed a four-part training on supporting positive relationships between parents and children. This training came from our regional office and gave ideas on strategies to enhance relationship building, and building trust and competency in the birth to five year old home base clients we serve.

Program Support Services

Quality Assurance Unit - The following programs were monitored by QA Unit in February 2014: San Juan Unified School District Head Start/Early Head Start (five school locations); Elk Grove Unified School District Head Start (five school locations) and SETA-Operated Program (two site locations). Reports are available in March. Exit Meetings for the reviews completed in January 2014 are scheduled on Friday, March 7, 2014 for SETA-Operated Program and Thursday, March 13, 2014 for EHS Partners River Oak Center for Children EHS and SCOE EHS.

New Quality Assurance Staff - Beginning March 10, 2014, we welcome new staff Nancy Fugate and James Saetern into our unit. Former QA staff Heather Brandusa and Monica Avila accepted new positions in our SETA-Operated Program as Education Coordinator (Home-based HS and EHS) and Family Support Program Officer, respectively. Thank you and congratulations to incoming and outgoing Quality Assurance staff!



Program Operations

This month, teachers are focusing on increasing Instructional Support throughout the day. There are so many opportunities for learning that take place in all routines of the typical preschool day. How can tooth brushing be a time to introduce advanced language? How can transitions into the classroom from the playground be a time to model language? These are some of the questions that teachers are finding answers to. In February, Head Start Teachers and Site Supervisors attended training on how they can ensure we take advantage of all opportunities to get children kindergarten ready. Feedback from participants has been very positive and they are excitedly trying new strategies.

Our second assessment period data has been analyzed and we are seeing great growth! The areas we see as continuing to need concerted effort are in the domains of literacy and math. In literacy, emergent writing is a strength while phonemic awareness needs more support. In math concepts, number sense of quantity and counting is a strong skill while patterning needs support. These trends are very typical of this age group of children. Our data tells us that strong teaching strategies in these areas are exactly where our focus should continue to be.

Elk Grove Unified School District

Education Services Update

Vanessa Sibley from Risk Management delivered CPR and First Aid training to our teachers. The California Department of Social Services Community Care Licensing requirements stipulate that all teachers must receive CPR and First Aid training every other year.

Enrollment

The Elk Grove Unified School District Head Start program is funded to serve 420 students and is fully enrolled. The average daily attendance (ADA) in January was 88%.

Disabilities Services and Mental Health Services Update

Our program educators and clerks have worked closely with Teresa Gannon, PreK psychologist, to place students with active IEPs into the Head Start program. There are 65 (15%) Head Start students with active IEPs being served.

Health Services Update

Representatives from “Smile Keepers” are continuing their second round of visits to our Head Start classrooms this year. The representatives provide fluoride treatments and discuss dental health with our students.

Program Educators are taking results from height and weight graphs and contacting families whose children are underweight, overweight or obese to offer information regarding healthy eating and physical activity, and if desired, referral to a registered dietician or their personal physician.

In February, 10,192 meals were served to our Head Start students. The February Elk Grove Meals and Snack calendars are attached.



Family and Community Partnerships Update

Family education opportunities are offered in conjunction with the School Readiness grant funded by First 5 California. Class offerings are dictated, in part, by the desires and needs of families expressed in a yearly survey and, in part, by the School Readiness grant. Parents are informed of education opportunities at monthly meetings and by publication of a monthly calendar.

“Latino Family Literacy” workshops were held on February 5, 12, 19 and 26, 2014, at Samuel Kennedy Elementary School. These classes provided Spanish speaking parents with strategies for working with their children in the area of literacy and ways to establish a reading routine in their home. Two (2) families attended these workshops.

“English Family Literacy” workshops were held at Herman Leimbach Elementary School on February 4, 11, 18, and 25, 2014. This presentation provided our English speaking families with the same information on literacy, techniques and strategies as those provided in “Latino Family Literacy”. An average of four (4) families attended this workshop.

“What To Do with the Mad You Feel”, a class for parents to learn strategies on how to help their children learn the self-control necessary to manage anger and channel it into a productive activity, was held at Florin Elementary School on February 13. Two (2) families attended this workshop.

“Financial Fitness” was presented in partnership with KVIE, Sacramento at Charles Mack Elementary School on February 27. Six (6) parents attended this class. “Financial Fitness” is a workshop designed to help parents develop their children’s knowledge about spending, saving, and giving money away. In addition, parents learned strategies that can be applied to their money management.

Recruitment

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

An internal office calendar with registration dates for January through June has been created to ensure sufficient time is allowed to have full enrollment by the end of June for the 2014-2015 school year.

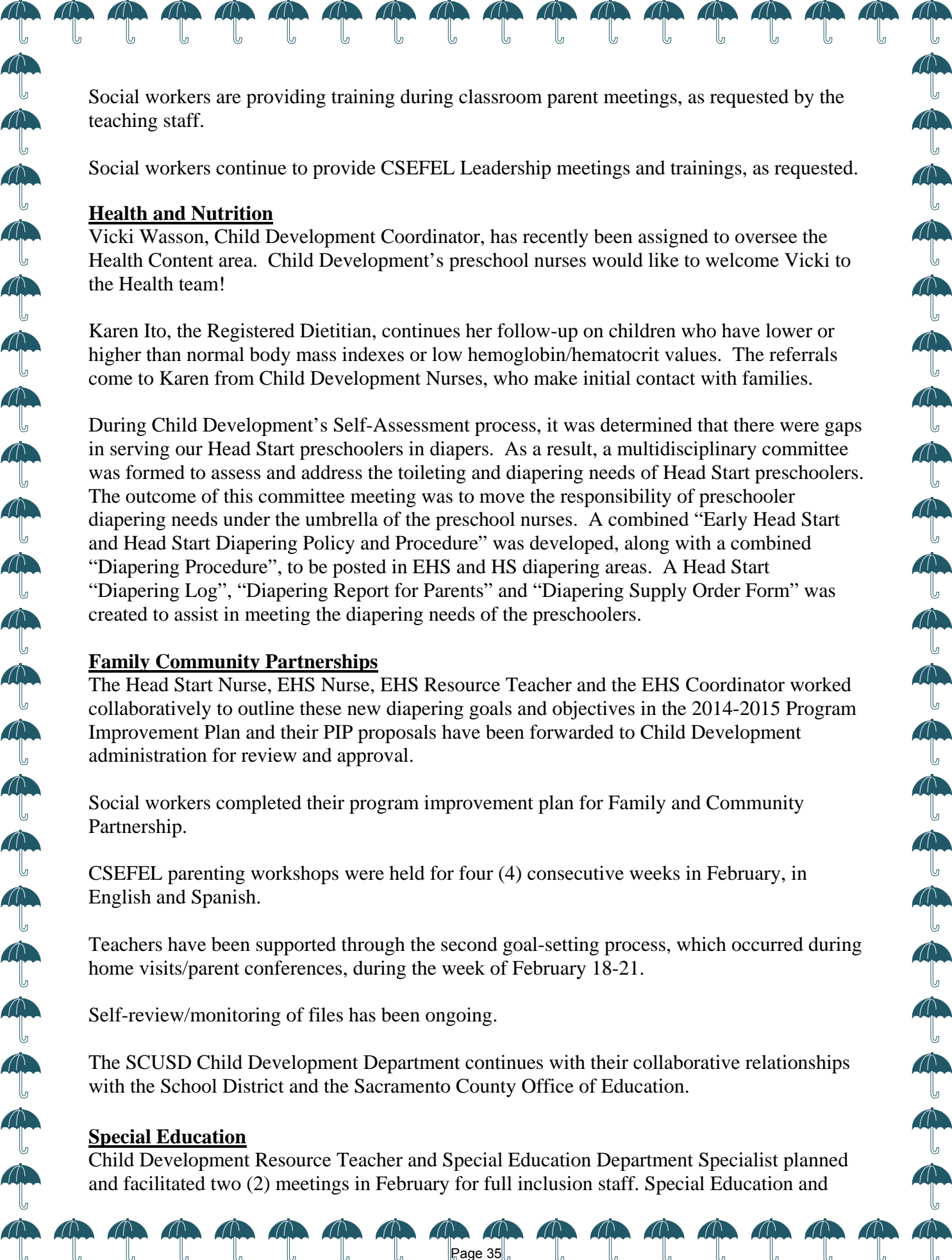
Sacramento City Unified School District

Mental Health

Training was provided to all the teachers regarding changes to our Child Discipline Policy, during the February 14th professional learning day.

Social workers will follow-up with teachers regarding rescreening children with needs initially identified from Social/Emotional screeners.

The social workers completed the program improvement plan for Family and Community Partnerships.



Social workers are providing training during classroom parent meetings, as requested by the teaching staff.

Social workers continue to provide CSEFEL Leadership meetings and trainings, as requested.

Health and Nutrition

Vicki Wasson, Child Development Coordinator, has recently been assigned to oversee the Health Content area. Child Development’s preschool nurses would like to welcome Vicki to the Health team!

Karen Ito, the Registered Dietitian, continues her follow-up on children who have lower or higher than normal body mass indexes or low hemoglobin/hematocrit values. The referrals come to Karen from Child Development Nurses, who make initial contact with families.

During Child Development’s Self-Assessment process, it was determined that there were gaps in serving our Head Start preschoolers in diapers. As a result, a multidisciplinary committee was formed to assess and address the toileting and diapering needs of Head Start preschoolers. The outcome of this committee meeting was to move the responsibility of preschooler diapering needs under the umbrella of the preschool nurses. A combined “Early Head Start and Head Start Diapering Policy and Procedure” was developed, along with a combined “Diapering Procedure”, to be posted in EHS and HS diapering areas. A Head Start “Diapering Log”, “Diapering Report for Parents” and “Diapering Supply Order Form” was created to assist in meeting the diapering needs of the preschoolers.

Family Community Partnerships

The Head Start Nurse, EHS Nurse, EHS Resource Teacher and the EHS Coordinator worked collaboratively to outline these new diapering goals and objectives in the 2014-2015 Program Improvement Plan and their PIP proposals have been forwarded to Child Development administration for review and approval.

Social workers completed their program improvement plan for Family and Community Partnership.

CSEFEL parenting workshops were held for four (4) consecutive weeks in February, in English and Spanish.

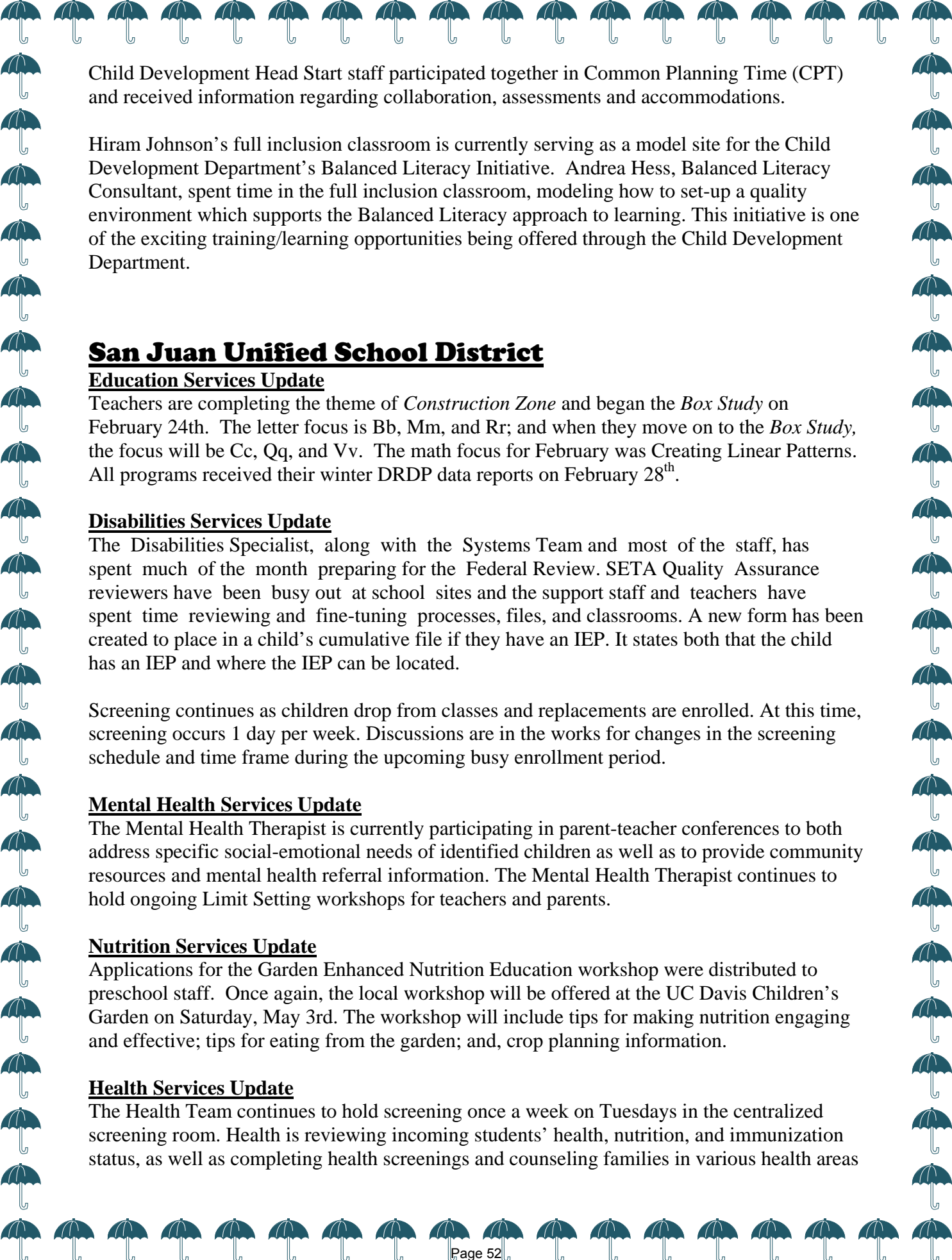
Teachers have been supported through the second goal-setting process, which occurred during home visits/parent conferences, during the week of February 18-21.

Self-review/monitoring of files has been ongoing.

The SCUSD Child Development Department continues with their collaborative relationships with the School District and the Sacramento County Office of Education.

Special Education

Child Development Resource Teacher and Special Education Department Specialist planned and facilitated two (2) meetings in February for full inclusion staff. Special Education and



Child Development Head Start staff participated together in Common Planning Time (CPT) and received information regarding collaboration, assessments and accommodations.

Hiram Johnson's full inclusion classroom is currently serving as a model site for the Child Development Department's Balanced Literacy Initiative. Andrea Hess, Balanced Literacy Consultant, spent time in the full inclusion classroom, modeling how to set-up a quality environment which supports the Balanced Literacy approach to learning. This initiative is one of the exciting training/learning opportunities being offered through the Child Development Department.

San Juan Unified School District

Education Services Update

Teachers are completing the theme of *Construction Zone* and began the *Box Study* on February 24th. The letter focus is Bb, Mm, and Rr; and when they move on to the *Box Study*, the focus will be Cc, Qq, and Vv. The math focus for February was Creating Linear Patterns. All programs received their winter DRDP data reports on February 28th.

Disabilities Services Update

The Disabilities Specialist, along with the Systems Team and most of the staff, has spent much of the month preparing for the Federal Review. SETA Quality Assurance reviewers have been busy out at school sites and the support staff and teachers have spent time reviewing and fine-tuning processes, files, and classrooms. A new form has been created to place in a child's cumulative file if they have an IEP. It states both that the child has an IEP and where the IEP can be located.

Screening continues as children drop from classes and replacements are enrolled. At this time, screening occurs 1 day per week. Discussions are in the works for changes in the screening schedule and time frame during the upcoming busy enrollment period.

Mental Health Services Update

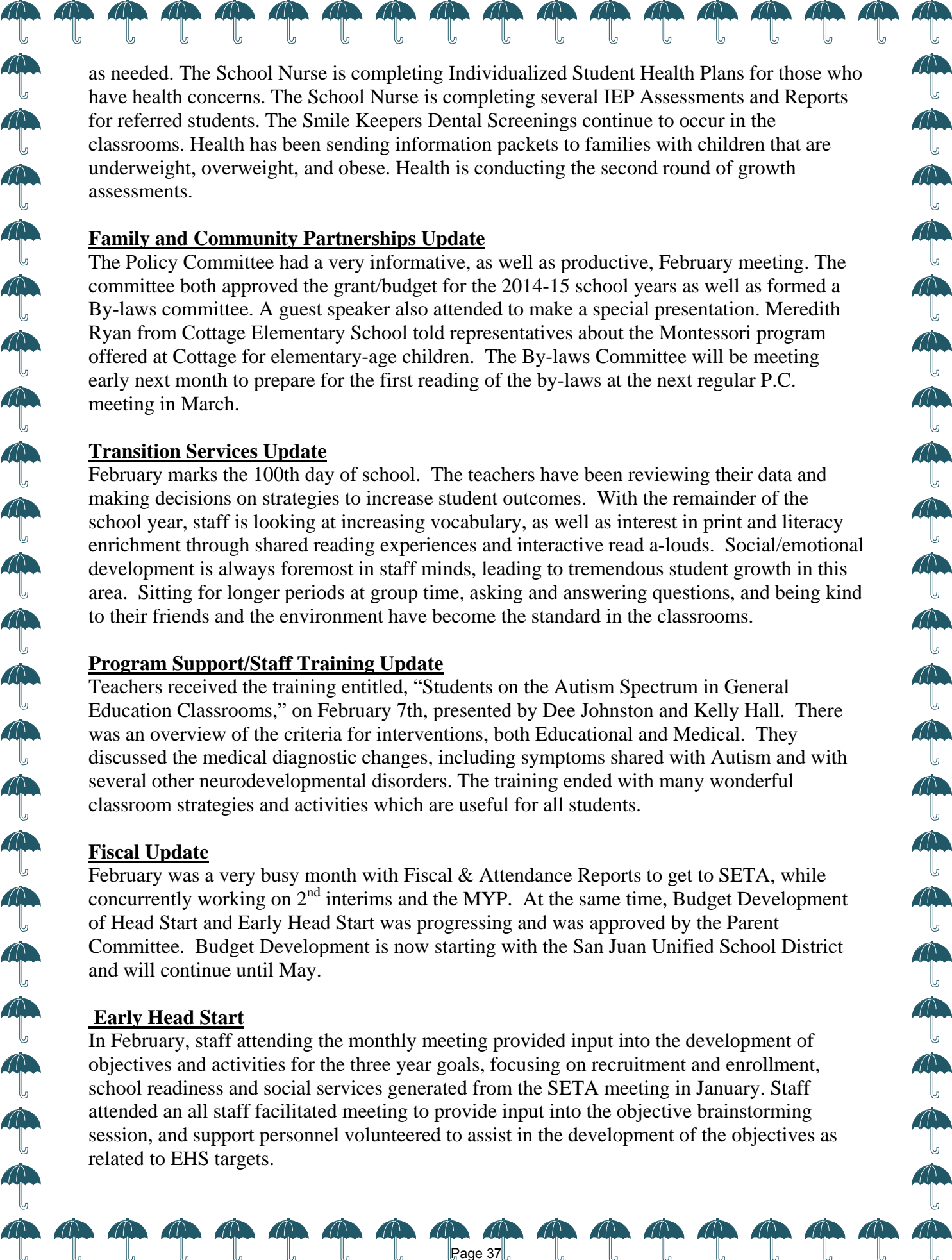
The Mental Health Therapist is currently participating in parent-teacher conferences to both address specific social-emotional needs of identified children as well as to provide community resources and mental health referral information. The Mental Health Therapist continues to hold ongoing Limit Setting workshops for teachers and parents.

Nutrition Services Update

Applications for the Garden Enhanced Nutrition Education workshop were distributed to preschool staff. Once again, the local workshop will be offered at the UC Davis Children's Garden on Saturday, May 3rd. The workshop will include tips for making nutrition engaging and effective; tips for eating from the garden; and, crop planning information.

Health Services Update

The Health Team continues to hold screening once a week on Tuesdays in the centralized screening room. Health is reviewing incoming students' health, nutrition, and immunization status, as well as 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 is completing several IEP Assessments and Reports for referred students. The Smile Keepers Dental Screenings continue to occur in the classrooms. Health has been sending information packets to families with children that are underweight, overweight, and obese. Health is conducting the second round of growth assessments.

Family and Community Partnerships Update

The Policy Committee had a very informative, as well as productive, February meeting. The committee both approved the grant/budget for the 2014-15 school years as well as formed a By-laws committee. A guest speaker also attended to make a special presentation. Meredith Ryan from Cottage Elementary School told representatives about the Montessori program offered at Cottage for elementary-age children. The By-laws Committee will be meeting early next month to prepare for the first reading of the by-laws at the next regular P.C. meeting in March.

Transition Services Update

February marks the 100th day of school. The teachers have been reviewing their data and making decisions on strategies to increase student outcomes. With the remainder of the school year, staff is looking at increasing vocabulary, as well as interest in print and literacy enrichment through shared reading experiences and interactive read a-louds. Social/emotional development is always foremost in staff minds, leading to tremendous student growth in this area. Sitting for longer periods at group time, asking and answering questions, and being kind to their friends and the environment have become the standard in the classrooms.

Program Support/Staff Training Update

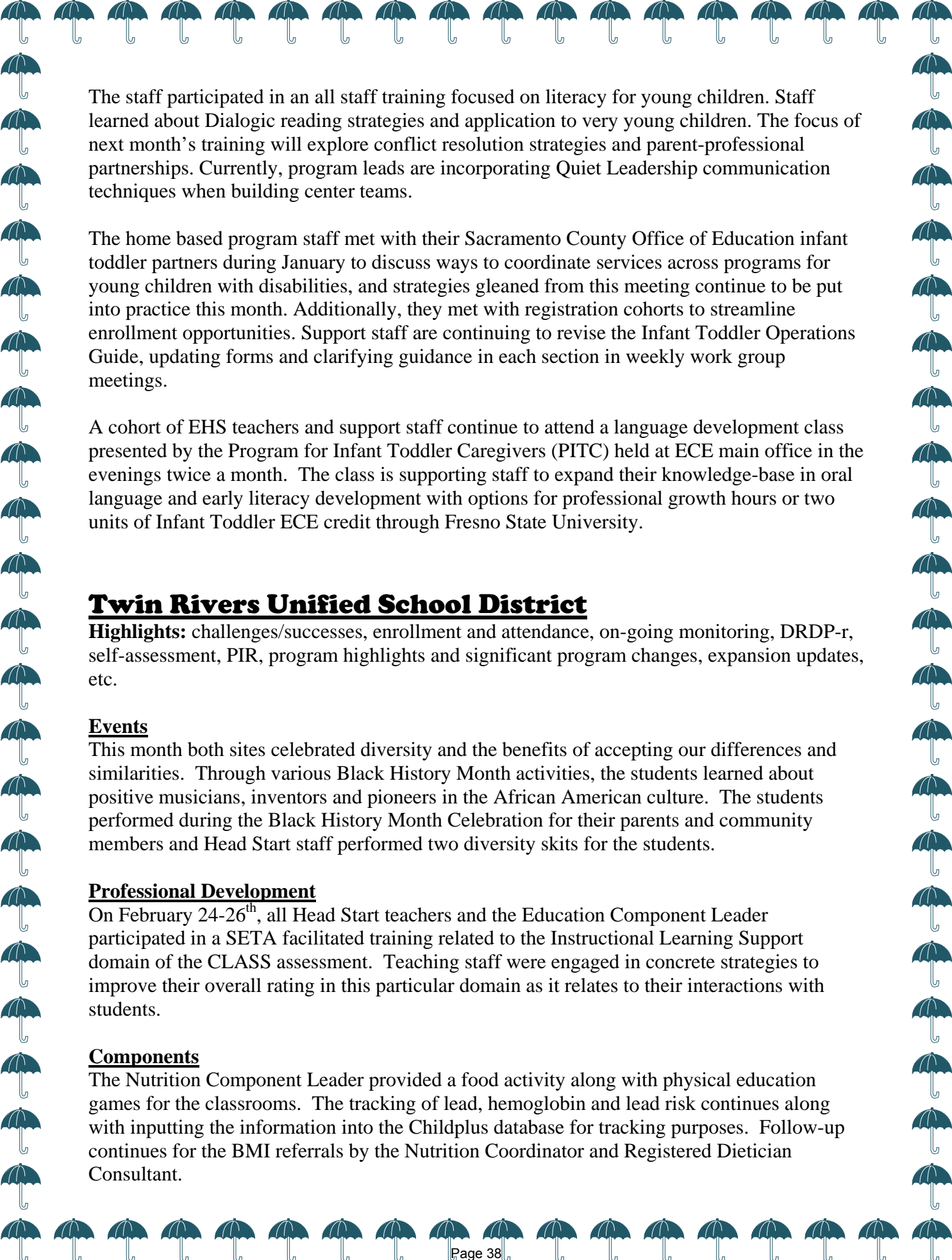
Teachers received the training entitled, “Students on the Autism Spectrum in General Education Classrooms,” on February 7th, presented by Dee Johnston and Kelly Hall. There was an overview of the criteria for interventions, both Educational and Medical. They discussed the medical diagnostic changes, including symptoms shared with Autism and with several other neurodevelopmental disorders. The training ended with many wonderful classroom strategies and activities which are useful for all students.

Fiscal Update

February was a very busy month with Fiscal & Attendance Reports to get to SETA, while concurrently working on 2nd interims and the MYP. At the same time, Budget Development of Head Start and Early Head Start was progressing and was approved by the Parent Committee. Budget Development is now starting with the San Juan Unified School District and will continue until May.

Early Head Start

In February, staff attending the monthly meeting provided input into the development of objectives and activities for the three year goals, focusing on recruitment and enrollment, school readiness and social services generated from the SETA meeting in January. Staff attended an all staff facilitated meeting to provide input into the objective brainstorming session, and support personnel volunteered to assist in the development of the objectives as related to EHS targets.



The staff participated in an all staff training focused on literacy for young children. Staff learned about Dialogic reading strategies and application to very young children. The focus of next month's training will explore conflict resolution strategies and parent-professional partnerships. Currently, program leads are incorporating Quiet Leadership communication techniques when building center teams.

The home based program staff met with their Sacramento County Office of Education infant toddler partners during January to discuss ways to coordinate services across programs for young children with disabilities, and strategies gleaned from this meeting continue to be put into practice this month. Additionally, they met with registration cohorts to streamline enrollment opportunities. Support staff are continuing to revise the Infant Toddler Operations Guide, updating forms and clarifying guidance in each section in weekly work group meetings.

A cohort of EHS teachers and support staff continue to attend a language development class presented by the Program for Infant Toddler Caregivers (PITC) held at ECE main office in the evenings twice a month. The class is supporting staff to expand their knowledge-base in oral language and early literacy development with options for professional growth hours or two units of Infant Toddler ECE credit through Fresno State University.

Twin Rivers Unified School District

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

Events

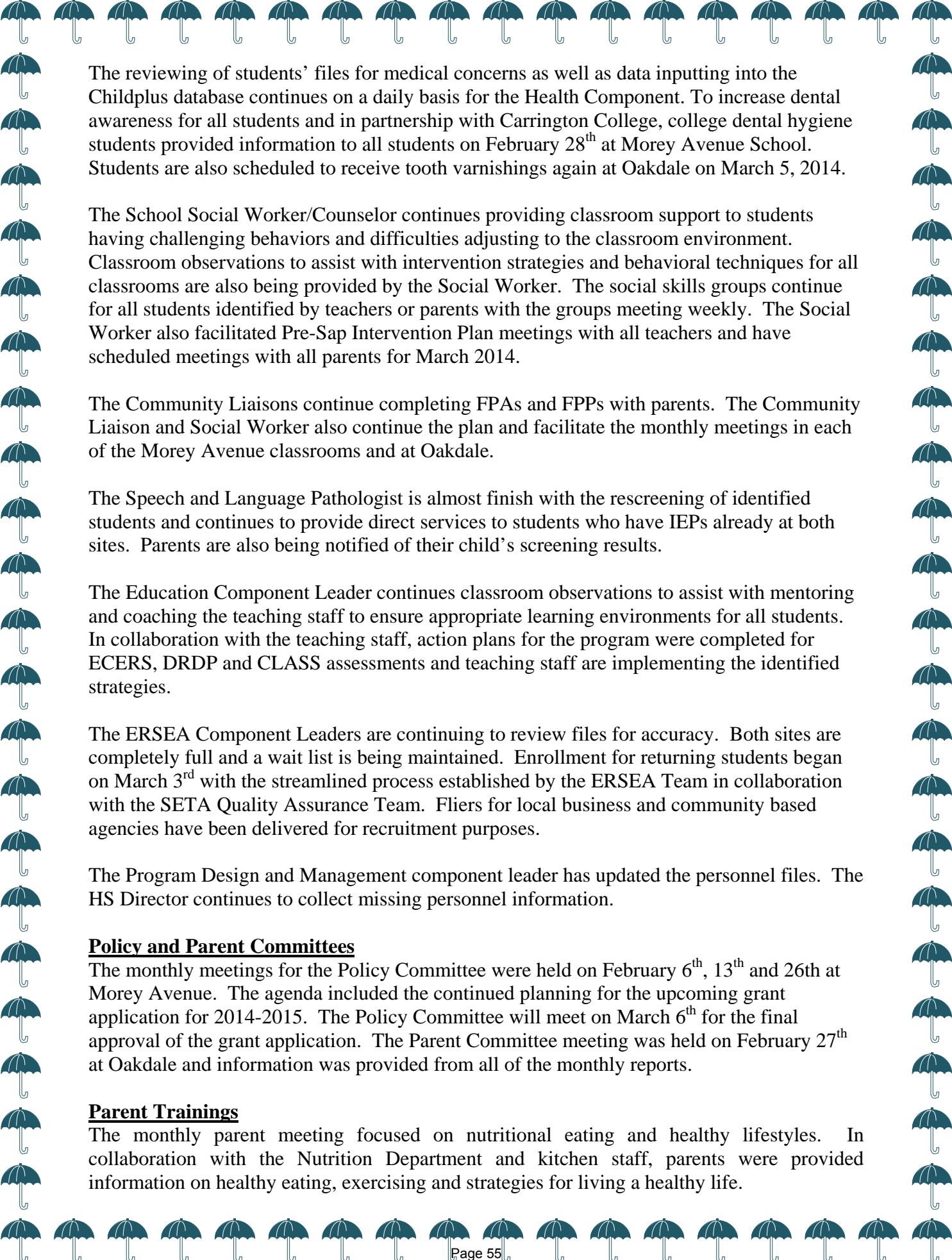
This month both sites celebrated diversity and the benefits of accepting our differences and similarities. Through various Black History Month activities, the students learned about positive musicians, inventors and pioneers in the African American culture. The students performed during the Black History Month Celebration for their parents and community members and Head Start staff performed two diversity skits for the students.

Professional Development

On February 24-26th, all Head Start teachers and the Education Component Leader participated in a SETA facilitated training related to the Instructional Learning Support domain of the CLASS assessment. Teaching staff were engaged in concrete strategies to improve their overall rating in this particular domain as it relates to their interactions with students.

Components

The Nutrition Component Leader provided a food activity along with physical education games for the classrooms. The tracking of lead, hemoglobin and lead risk continues along with inputting the information into the Childplus database for tracking purposes. Follow-up continues for the BMI referrals by the Nutrition Coordinator and Registered Dietician Consultant.



The reviewing of students' files for medical concerns as well as data inputting into the Childplus database continues on a daily basis for the Health Component. To increase dental awareness for all students and in partnership with Carrington College, college dental hygiene students provided information to all students on February 28th at Morey Avenue School. Students are also scheduled to receive tooth varnishings again at Oakdale on March 5, 2014.

The School Social Worker/Counselor continues providing 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 social skills groups continue for all students identified by teachers or parents with the groups meeting weekly. The Social Worker also facilitated Pre-Sap Intervention Plan meetings with all teachers and have scheduled meetings with all parents for March 2014.

The Community Liaisons continue completing FPAs and FPPs with parents. 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 is almost finish with the rescreening of identified students and continues to provide direct services to students who have IEPs already at both sites. Parents are also being notified of their child's screening results.

The Education Component Leader continues classroom observations to assist with mentoring and coaching the teaching staff to ensure appropriate learning environments for all students. In collaboration with the teaching staff, action plans for the program were completed for ECERS, DRDP and CLASS assessments and teaching staff are implementing the identified strategies.

The ERSEA Component Leaders are continuing to review files for accuracy. Both sites are completely full and a wait list is being maintained. Enrollment for returning students began on March 3rd with the streamlined process established by the ERSEA Team in collaboration with the SETA Quality Assurance Team. Fliers for local business and community based agencies have been delivered for recruitment purposes.

The Program Design and Management component leader has updated the personnel files. The HS Director continues to collect missing personnel information.

Policy and Parent Committees

The monthly meetings for the Policy Committee were held on February 6th, 13th and 26th at Morey Avenue. The agenda included the continued planning for the upcoming grant application for 2014-2015. The Policy Committee will meet on March 6th for the final approval of the grant application. The Parent Committee meeting was held on February 27th at Oakdale and information was provided from all of the monthly reports.

Parent Trainings

The monthly parent meeting focused on nutritional eating and healthy lifestyles. In collaboration with the Nutrition Department and kitchen staff, parents were provided information on healthy eating, exercising and strategies for living a healthy life.



Fiscal

Appropriate spending for items related to ECERS, DRDP and the CLASS assessment continues for all classrooms. Budget planning meetings with staff for the 2014-2015 school year were conducted on February 7th and 25th.

WCIC

Fiscal

WCIC/Playmate Head Start Program's June 30, 2013 Audit Exit Interview took place on February 13, 2014; the following Leadership/Management Members attended: Board's Executive Committee (Ms. Usher, Mr. Brixie, Mr. McKinney and Mr. Boyer); Ms. Davis, Executive Director/Head Start, and Mr. Anderson, Bookkeeper.

Fiscal Monitoring took place on February 11, 2014 by Ms. Mayxay Xiong, Fiscal Monitor with SETA (Grantee). Written Report Forthcoming.

Board and PC Training

WCIC's Board of Directors and Policy Committee (PC) Members received an Ethics Training on February 19, 2014 by Mr. Victor Bonanno.

Community Engagement

Ms. Davis, Executive Director/Head Start and Mr. Dale McKinney, WCIC's 1st Vice - President were elected to the Oak Park Business Association Board on February 12, 2014: **Congratulations!!!**

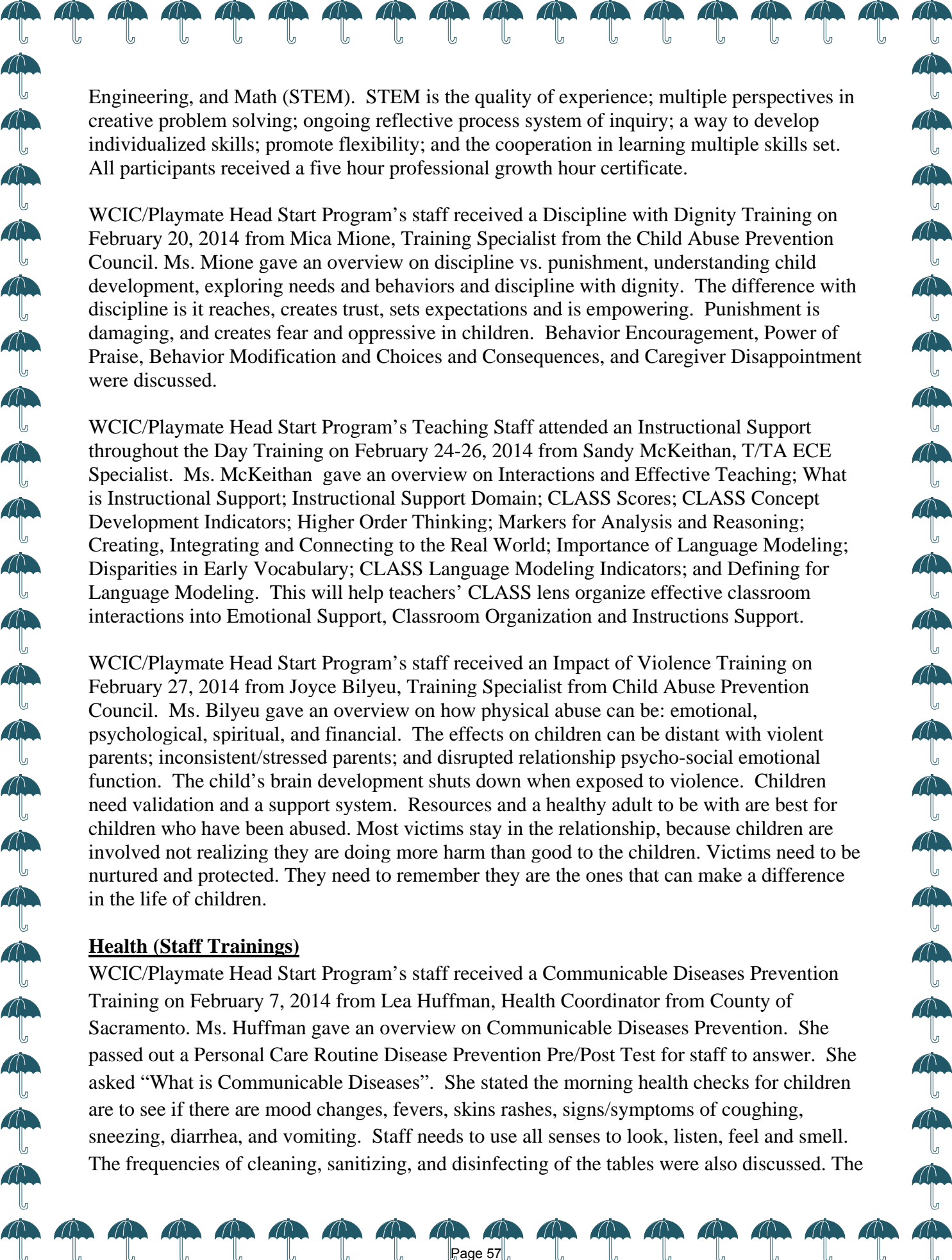
WCIC has a Memorandum of Understanding (MOU) with Sacramento City College to join the employee/student and Sacramento City College in a Job Placement Program. This Program gives both partners an opportunity to work together to allow students to partake in the interview process for job opportunities when openings occur. There are great benefits to both partners such as: a motivated and enthusiastic employee/student and time for the Education Coach to periodically "check in" with the employee/student.

Enrollment

During the month of February 2014, WCIC's Enrollment Team continued non-stop to maintain 100% Enrollment.

Education (Staff Trainings)

WCIC/Playmate Head Start Program's staff attended the Common Core State Standards and Early Childhood Education Workshop in Salida, California on Saturday, February 8, 2014. Teresa Ruiz and John Holanda were the presenters. John and Teresa discussed the Early Childhood Curriculum Alignment with the Common Core State Standards (CCSS). Handouts on Early Childhood Education Alignment, Open Ended Questions, Self and Parallel Talk CLASS, Linking STEM to the Creative Process Geometric Shape Activity were passed out. John gave several examples of the Arts and how it is related to the Science, Technology,



Engineering, and Math (STEM). STEM is the quality of experience; multiple perspectives in creative problem solving; ongoing reflective process system of inquiry; a way to develop individualized skills; promote flexibility; and the cooperation in learning multiple skills set. All participants received a five hour professional growth hour certificate.

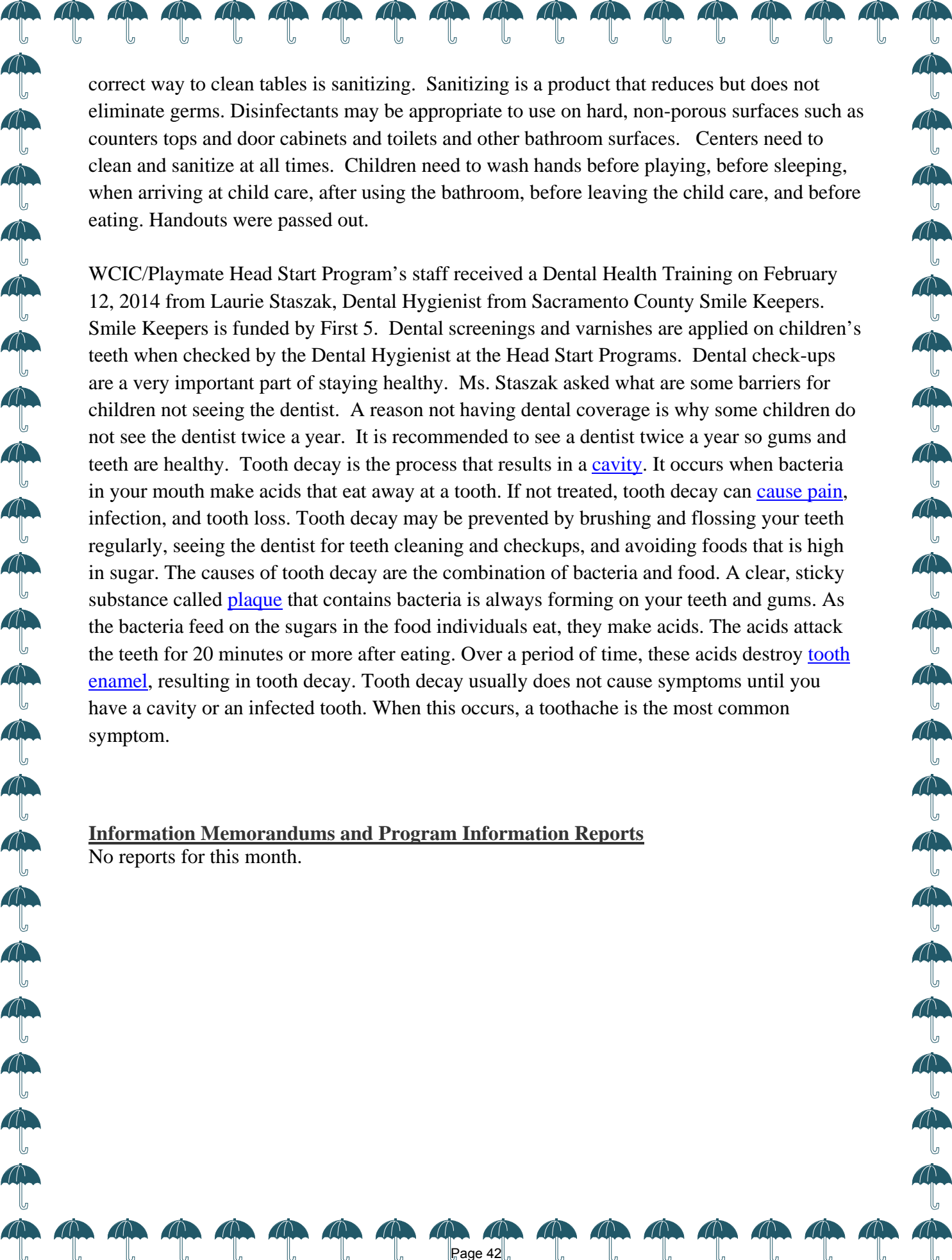
WCIC/Playmate Head Start Program's staff received a Discipline with Dignity Training on February 20, 2014 from Mica Mione, Training Specialist from the Child Abuse Prevention Council. Ms. Mione gave an overview on discipline vs. punishment, understanding child development, exploring needs and behaviors and discipline with dignity. The difference with discipline is it reaches, creates trust, sets expectations and is empowering. Punishment is damaging, and creates fear and oppressive in children. Behavior Encouragement, Power of Praise, Behavior Modification and Choices and Consequences, and Caregiver Disappointment were discussed.

WCIC/Playmate Head Start Program's Teaching Staff attended an Instructional Support throughout the Day Training on February 24-26, 2014 from Sandy McKeithan, T/TA ECE Specialist. Ms. McKeithan gave an overview on Interactions and Effective Teaching; What is Instructional Support; Instructional Support Domain; CLASS Scores; CLASS Concept Development Indicators; Higher Order Thinking; Markers for Analysis and Reasoning; Creating, Integrating and Connecting to the Real World; Importance of Language Modeling; Disparities in Early Vocabulary; CLASS Language Modeling Indicators; and Defining for Language Modeling. This will help teachers' CLASS lens organize effective classroom interactions into Emotional Support, Classroom Organization and Instructions Support.

WCIC/Playmate Head Start Program's staff received an Impact of Violence Training on February 27, 2014 from Joyce Bilyeu, Training Specialist from Child Abuse Prevention Council. Ms. Bilyeu gave an overview on how physical abuse can be: emotional, psychological, spiritual, and financial. The effects on children can be distant with violent parents; inconsistent/stressed parents; and disrupted relationship psycho-social emotional function. The child's brain development shuts down when exposed to violence. Children need validation and a support system. Resources and a healthy adult to be with are best for children who have been abused. Most victims stay in the relationship, because children are involved not realizing they are doing more harm than good to the children. Victims need to be nurtured and protected. They need to remember they are the ones that can make a difference in the life of children.

Health (Staff Trainings)

WCIC/Playmate Head Start Program's staff received a Communicable Diseases Prevention Training on February 7, 2014 from Lea Huffman, Health Coordinator from County of Sacramento. Ms. Huffman gave an overview on Communicable Diseases Prevention. She passed out a Personal Care Routine Disease Prevention Pre/Post Test for staff to answer. She asked "What is Communicable Diseases". She stated the morning health checks for children are to see if there are mood changes, fevers, skins rashes, signs/symptoms of coughing, sneezing, diarrhea, and vomiting. Staff needs to use all senses to look, listen, feel and smell. The frequencies of cleaning, sanitizing, and disinfecting of the tables were also discussed. The



correct way to clean tables is sanitizing. Sanitizing is a product that reduces but does not eliminate germs. Disinfectants may be appropriate to use on hard, non-porous surfaces such as counters tops and door cabinets and toilets and other bathroom surfaces. Centers need to clean and sanitize at all times. Children need to wash hands before playing, before sleeping, when arriving at child care, after using the bathroom, before leaving the child care, and before eating. Handouts were passed out.

WCIC/Playmate Head Start Program’s staff received a Dental Health Training on February 12, 2014 from Laurie Staszak, Dental Hygienist from Sacramento County Smile Keepers. Smile Keepers is funded by First 5. Dental screenings and varnishes are applied on children’s teeth when checked by the Dental Hygienist at the Head Start Programs. Dental check-ups are a very important part of staying healthy. Ms. Staszak asked what are some barriers for children not seeing the dentist. A reason not having dental coverage is why some children do not see the dentist twice a year. It is recommended to see a dentist twice a year so gums and teeth are healthy. Tooth decay is the process that results in a [cavity](#). It occurs when bacteria in your mouth make acids that eat away at a tooth. If not treated, tooth decay can [cause pain](#), infection, and tooth loss. Tooth decay may be prevented by brushing and flossing your teeth regularly, seeing the dentist for teeth cleaning and checkups, and avoiding foods that is high in sugar. The causes of tooth decay are the combination of bacteria and food. A clear, sticky substance called [plaque](#) that contains bacteria is always forming on your teeth and gums. As the bacteria feed on the sugars in the food individuals eat, they make acids. The acids attack the teeth for 20 minutes or more after eating. Over a period of time, these acids destroy [tooth enamel](#), resulting in tooth decay. Tooth decay usually does not cause symptoms until you have a cavity or an infected tooth. When this occurs, a toothache is the most common symptom.

Information Memorandums and Program Information Reports
No reports for this month.

Monthly Program Enrollment Report for School Year 2013 to 2014

Period: January 2014

Includes excused absences

Part Day Classes				
Center Name	Funded Enrollment	Total Days	ADA	% ADA
Auberry Park	40	15	37	93%
Bannon Creek	60	18	59	98%
Bright Beginnings	80	15	72	90%
Broadway	20	19	19	95%
Crossroad Gardens	20	19	20	100%
Elkhorn	80	19	75	94%
Freedom Park	80	19	73	91%
Fruitridge	80	19	75	94%
Galt	120	19	119	99%
Grizzly Hollow	40	7	38	95%
Hillsdale	80	19	72	90%
Hopkins Park	80	19	79	99%
Illa Collin	40	15	32	80%
Kennedy Estates	40	15	34	85%
La Verne Sterwart	40	19	34	85%
Mather	80	21	70	88%
Nedra Court	60	19	60	100%
New Helvetia 2	40	15	35	88%
Norma Johnson	40	19	34	85%
North Avenue	80	19	73	91%
Northview	80	19	75	94%
Parker	16	15	13	81%
Phoenix Park	40	19	37	93%
Solid Foundation	80	18	76	95%
Strizek Park	40	19	39	98%
Vineland	40	15	38	95%
Walnut Grove	20	15	20	100%

Full Day Classes				
Center Name	Funded Enrollment	Total Days	ADA	% ADA
Broadway	44	21	44	100%
Crossroad Gardens	44	21	44	100%
Elkhorn	22	21	21	95%
Freedom Park	44	21	42	95%
Hillsdale	44	20	41	93%
Job Corp	22	21	22	100%
Mather	22	21	22	100%
Norma Johnson	22	21	22	100%
North Avenue	22	21	15	68%
Northview	22	20	22	100%
Phoenix Park	22	21	22	100%
Sharon Neese	44	21	42	95%

Monthly Program Enrollment Report for School Year 2013 to 2014

Period: January 2014

Includes excused absences

Early Head Start Classes				
Center Name	Funded Enrollment	Total Days	ADA	% ADA
Broadway	8	21	8	100%
Crossroad Gardens	8	21	8	100%
Elkhorn	16	21	16	100%
Job Corp	16	21	14	88%
Mather	8	21	6	75%
New Helvetia 1	16	21	14	88%
Norma Johnson	8	21	8	100%
Northview	8	21	7	88%
Phoenix Park	8	21	7	88%
Sharon Neese	16	21	15	94%

Monthly Program Enrollment Report for School Year 2013 to 2014

Period: January 2014

Includes present only

Part Day Classes				
Center Name	Funded Enrollment	Total Days	ADA	% ADA
Auberry Park	40	15	30	75%
Bannon Creek	60	18	48	80%
Bright Beginnings	80	15	58	73%
Broadway	20	19	16	80%
Crossroad Gardens	20	19	17	85%
Elkhorn	80	19	62	78%
Freedom Park	80	19	63	79%
Fruitridge	80	19	66	83%
Galt	120	19	94	78%
Grizzly Hollow	40	7	33	83%
Hillsdale	80	19	55	69%
Hopkins Park	80	19	64	80%
Illa Collin	40	15	28	70%
Kennedy Estates	40	15	26	65%
La Verne Sterwart	40	19	29	73%
Mather	80	21	47	59%
Nedra Court	60	19	50	83%
New Helvetia 2	40	15	26	65%
Norma Johnson	40	19	30	75%
North Avenue	80	19	60	75%
Northview	80	19	57	71%
Parker	16	15	10	63%
Phoenix Park	40	19	31	78%
Solid Foundation	80	18	65	81%
Strizek Park	40	19	30	75%
Vineland	40	15	31	78%
Walnut Grove	20	15	16	80%

Full Day Classes				
Center Name	Funded Enrollment	Total Days	ADA	% ADA
Broadway	44	21	34	77%
Crossroad Gardens	44	21	37	84%
Elkhorn	22	21	17	77%
Freedom Park	44	21	35	80%
Hillsdale	44	20	32	73%
Job Corp	22	21	15	68%
Mather	22	21	16	73%
Norma Johnson	22	21	19	86%
North Avenue	22	21	12	55%
Northview	22	20	17	77%
Phoenix Park	22	21	18	82%
Sharon Neese	44	21	33	75%

Monthly Program Enrollment Report for School Year 2013 to 2014

Period: January 2014

Includes present only

Early Head Start Classes				
Center Name	Funded Enrollment	Total Days	ADA	% ADA
Broadway	8	21	6	75%
Crossroad Gardens	8	21	5	63%
Elkhorn	16	21	13	81%
Job Corp	16	21	10	63%
Mather	8	21	4	50%
New Helvetia 1	16	21	10	63%
Norma Johnson	8	21	6	75%
Northview	8	21	6	75%
Phoenix Park	8	21	5	63%
Sharon Neese	16	21	12	75%

Monthly Program Enrollment Report for School Year 2013 to 2014

Period: February 2014

Includes present only

Part Day Classes				
Center Name	Funded Enrollment	Total Days	ADA	% ADA
Auberry Park	40	15	30	75%
Bannon Creek	60	18	50	83%
Bright Beginnings	80	15	60	75%
Broadway	20	18	17	85%
Crossroad Gardens	20	18	16	80%
Elkhorn	80	18	65	81%
Freedom Park	80	18	64	80%
Fruitridge	80	18	66	83%
Galt	120	18	96	80%
Grizzly Hollow	40	15	32	80%
Hillsdale	80	18	56	70%
Hopkins Park	80	18	63	79%
Illa Collin	40	15	27	68%
Kennedy Estates	40	15	31	78%
La Verne Sterwart	40	18	29	73%
Mather	80	18	52	65%
Nedra Court	60	18	50	83%
New Helvetia 2	40	15	23	57%
Norma Johnson	40	18	31	78%
North Avenue	80	18	58	73%
Northview	80	18	62	78%
Parker	16	15	11	69%
Phoenix Park	40	18	33	83%
Solid Foundation	80	18	65	81%
Strizek Park	40	18	30	75%
Vineland	40	15	30	75%
Walnut Grove	20	15	15	75%

Full Day Classes				
Center Name	Funded Enrollment	Total Days	ADA	% ADA
Broadway	44	19	36	82%
Crossroad Gardens	44	19	38	86%
Elkhorn	22	19	18	82%
Freedom Park	44	19	33	75%
Hillsdale	44	19	35	80%
Job Corp	22	19	15	68%
Mather	22	19	15	68%
Norma Johnson	22	19	18	82%
North Avenue	22	19	14	64%
Northview	22	19	17	77%
Phoenix Park	22	19	18	82%
Sharon Neese	44	19	36	82%

Monthly Program Enrollment Report for School Year 2013 to 2014

Period: February 2014

Includes present only

Early Head Start Classes				
Center Name	Funded Enrollment	Total Days	ADA	% ADA
Broadway	8	19	6	75%
Crossroad Gardens	8	19	6	75%
Elkhorn	16	19	15	94%
Job Corp	16	19	10	63%
Mather	8	19	4	50%
New Helvetia 1	16	19	11	69%
Norma Johnson	8	19	7	88%
Northview	8	19	6	75%
Phoenix Park	8	19	5	63%
Sharon Neese	16	19	13	81%

Monthly Program Enrollment Report for School Year 2013 to 2014

Period: February 2014

Includes excused absences

Part Day Classes				
Center Name	Funded Enrollment	Total Days	ADA	% ADA
Auberry Park	40	15	37	93%
Bannon Creek	60	18	59	98%
Bright Beginnings	80	15	74	93%
Broadway	20	18	20	100%
Crossroad Gardens	20	18	20	100%
Elkhorn	80	18	78	98%
Freedom Park	80	18	76	95%
Fruitridge	80	18	73	91%
Galt	120	18	118	98%
Grizzly Hollow	40	15	39	98%
Hillsdale	80	18	73	91%
Hopkins Park	80	18	79	99%
Illa Collin	40	15	33	83%
Kennedy Estates	40	15	37	93%
La Verne Sterwart	40	18	35	88%
Mather	80	18	75	94%
Nedra Court	60	18	59	98%
New Helvetia 2	40	15	34	85%
Norma Johnson	40	18	38	95%
North Avenue	80	18	74	93%
Northview	80	18	78	98%
Parker	16	15	14	88%
Phoenix Park	40	18	39	98%
Solid Foundation	80	18	75	94%
Strizek Park	40	18	40	100%
Vineland	40	15	38	95%
Walnut Grove	20	15	18	90%

Full Day Classes				
Center Name	Funded Enrollment	Total Days	ADA	% ADA
Broadway	44	19	43	98%
Crossroad Gardens	44	19	44	100%
Elkhorn	22	19	22	100%
Freedom Park	44	19	41	93%
Hillsdale	44	19	42	95%
Job Corp	22	19	22	100%
Mather	22	19	21	95%
Norma Johnson	22	19	22	100%
North Avenue	22	19	17	77%
Northview	22	19	22	100%
Phoenix Park	22	19	22	100%
Sharon Neese	44	19	42	95%

Monthly Program Enrollment Report for School Year 2013 to 2014

Period: February 2014

Includes excused absences

Early Head Start Classes				
Center Name	Funded Enrollment	Total Days	ADA	% ADA
Broadway	8	19	7	88%
Crossroad Gardens	8	19	8	100%
Elkhorn	16	19	16	100%
Job Corp	16	19	14	88%
Mather	8	19	6	75%
New Helvetia 1	16	19	15	94%
Norma Johnson	8	19	8	100%
Northview	8	19	7	88%
Phoenix Park	8	19	7	88%
Sharon Neese	16	19	15	94%

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 1/31/14)

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

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

<u>Agency/AFE (HS)*(EHS)**</u>	<u>Head Start #IEP (% AFE)</u>	<u>Early Head Start #IFSP (% AFE)</u>
Twin Rivers USD (211)	10 (5 %)	N/A
Elk Grove USD (420)	63 (15%)	N/A
Sacramento City USD (1292)(147)	148 (11%)	16 (11%)
San Juan USD (693) (161)	86 (12%)	19 (12%)
WCIC (120)	12 (10%)	N/A
SETA (1974) (345)	156 (8%)	39 (11%)
County (4710)* (653)**	475 (10%)	74 (11%)

AFE = Annual Funded Enrollment

%AFE = Percentage of Annual Funded Enrollment

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 2/28/14)

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

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

<u>Agency/AFE (HS)*(EHS)**</u>	<u>Head Start #IEP (% AFE)</u>	<u>Early Head Start #IFSP (% AFE)</u>
Twin Rivers USD (211)	15 (7 %)	N/A
Elk Grove USD (420)	65 (15%)	N/A
Sacramento City USD (1292)(147)	158 (12%)	16 (11%)
San Juan USD (693) (161)	93 (13%)	20 (12%)
WCIC (120)	12 (10%)	N/A
SETA (1974) (345)	162 (8%)	42 (12%)
County (4710)* (653)**	505 (11%)	78 (12%)

AFE = Annual Funded Enrollment

%AFE = Percentage of Annual Funded Enrollment



SETA Head Start Food Service Operations Monthly Report *January 2014

January 2nd & 3rd - Preschool & EHS Full Day Classes Closed

January 6th - All Classes Re-Open after Winter Break
Morning Class Closed at Laverne Stewart due to gate code change

January 14th to 23rd - CACFP Review

January 20th - Holiday

January 22nd - The Grizzly Hollow Center Re-Opens

January 24th - Classes Closed for Co-Hort Training at Hillsdale and Northview

January 31st - Classes Closed for Co-Hort Trainig at Grizzly, Solid & Bannon

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
39,104	23,104	25,792	260

Total Amount of Meals and Snacks Prepared **88,260**

Purchases:

Food	\$83,772.67
Non - Food	\$13,613.40

Building Maintenance and Repair: \$3,370.14

Janitor & Restroom Supplies \$218.59

Kitchen Small Wares and Equipment: \$366.13

Vehicle Maintenance and Repair : \$5,465.37

Vehicle Gas / Fuel: \$1,838.94
Normal Delivery Days 21



SETA Head Start Food Service Operations Monthly Report *February 2014

February 7th - Closed Classes due to Co-Hort Training:
Hillsdale 2 AM Classes & Northview 1 PM Class.
Minimum Day Preschool & EHS Full Day Classes.

February 14th - North Avenue Daddy & Me 40 Guests for Breakfast & Lunch

February 17th - Holiday - President's Day

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
37,242	21,786	24,342	80

Total Amount of Meals and Snacks Prepared 83,450

Purchases:

Food	\$65,512.25
Non - Food	\$11,631.48

Building Maintenance and Repair: \$173.90

Janitor & Restroom Supplies \$0.00

Kitchen Small Wares and Equipment: \$1,514.88

Vehicle Maintenance and Repair : \$765.27

Vehicle Gas / Fuel: \$1,489.80
Normal Delivery Days 19

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: