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County of Sacramento

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THOUGHT OF THE DAY: *"To improve the golden moment of opportunity, and the good that is within our reach, is the great art of life."*

Author: Williams James

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

DATE: Tuesday, May 20, 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.

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- Budget/Planning Committee: Ms. Jasmine Jamison
- Personnel/Bylaws Committee: Ms. Jasmine Jamison
- Social/Hospitality Committee: Ms. Jasmine Jamison
- Parent Ambassador Report: Ms. Jasmine Jamison
- Parent, Family & Community Engagement & Early Childhood Development & Health Services Committee: Ms. Jasmine Jamison
- Men's Activities Affecting Children Committee (MAACC): Mr. Justin Fietzek

VI. Other Reports 38-59

- Chair's Report
- Policy Council Report(s): Mr. Derek Adams, Ms. Alacya Harris, Mr. Kenneth Tate, Ms. Lenda Wheeler, Ms. LaTasha Windham
- Head Start Deputy Director's Report – Ms. Denise Lee
 - ✓ Monthly Head Start Report (attached)
 - ✓ Quality Assurance Summary Reports (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, MAY 14, 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:

- ___ **Grant Harper, Alder Grove I Head Start**
- ___ **Lenda Wheeler, Alder Grove II Head Start**
- ___ Vacant, Auberry Park Head Start
- ___ **Claudia Vazquez, Bannon Creek Head Start**
- ___ Vacant, Crossroad Gardens Head Start
- ___ Vacant, Early Head Start (Home Base)
- ___ Vacant, Elkhorn Head Start
- ___ Vacant, Freedom Park Head Start
- ___ **Marcia Cajero, Fruitridge Head Start**
- ___ Vacant, Galt Head Start
- ___ Vacant, Grizzly Hollow
- ___ **Linda Aviluz, Hillsdale Head Start**
- ___ **Colleen Fietzek, 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
- ___ Vacant, (Marie Cleveland's) Bright Beginning Head Start
- ___ **Derek Adams, Marina Vista Early Learning Center**
- ___ **Jasmine Jamison, Mather Head Start**
- ___ **Alacya Harris, Nedra Court Head Start**
- ___ **Sabrina Rasmussen, 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
- ___ Vacant, 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

___ Ivette Navarrete, Crossroad Gardens Head Start
___ Joyce Turner, Kennedy Estates Head Start
___ Vacant, Grizzly Hollow Head Start
___ Vacant, Galt Head Start
___ Vacant, Early Head Start Home Base Head Start
___ Vacant, Illa Collin Head Start
___ Vacant, Job Corps Head Start
___ Vacant, LaVerne Stewart Head Start
___ Vacant, Marie Cleveland's Bright Beginnings Head Start

___ Erica Curtis, Sharon Neese Early Learning Center
___ Justin Fietzek, Men's Activities Affecting Children Committee Representative
___ Vacant, Northview Head Start
___ Vacant, Solid Foundation Head Start
___ Vacant, Strizek Park 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	4/22 *	5/20	6/17	7/15					
Grant Harper Seated 3/18	AG I						X	U								
Lenda Wheeler Seated 11/19	AG II	X	X		PAC		X	X								
Vacant Seated	AP															
Claudia Vazquez Seated 4/22	BC							X								
Ivette Navarrete s/b/Seated 4/22	CR							U								
Clifton Tucker s/b/s 11/19; seated 12/17	EHS/HB	U	X		X		X	X								
Vacant	EHS/HB															
Gatherine Odurekwaran Seated 3/18	EE						X	U								
Vacant Seated	FP															
Marcia Cajero Seated 11/19	FT	X	E		X		U	X								
Vacant	G															
Vacant Seated	GH															
Linda Aviluz Seated 4/22	H							X								
Vacant Seated	HB															
Colleen Fietzek Seated 3/18	HB						X	X								
Lucy Vue s/b/s 3/18	IG						U	U								
Annette Pettis Seated 12/17	HP		X		X		X	X								
Vacant	JC															
Joyce Turner Seated	K															
Vacant	LVS															
Redney Pontiflet Seated 11/19	MCBB	X	E		X		U	E								
Derek Adams Seated 11/19	MVELC	X	X		X		X	U								
Jasmine Jamison Seated 12/17	M		X		X		X	X								
Vacant Seated	NA															
Alacya Harris s/b/s 11/19; seated 12/17	NC	U	X		X		X	X								
Sabrina Rasmussen s/b/s 3/18; seated 4/22	NJ						E	X								
Vacant Seated	NV															
Kenneth Tate Seated 11/19	PA	X	X		PC		X	X								
LaShanda Banks s/b/s 12/17; seated 1/21	PP		E		X		X	U								
Vacant	SF															
Erica Curtis s/b/seated 4/22	SN							E								
Angeles Seboranes Seated 11/19	SP	X	X		PAC		X	E								

COMMITTEE MEMBER	CENTER	11/20	12/17		1/21	2/18 **	3/18	4/22 *	5/20	6/17	7/15					
Vacant Seated	V															
Debra Baro Seated 11/19	WG	X	X		X		X	AP								
Vacant	FPR															
Seated	GPR															
Justin Fietzek Seated 9/17/13 New term:	MAACC	X	X		X		E	E								
LaTasha Windham Seated 11/19	OGC	X	X		PAC		U	X								
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. Jasmine Jamison, at 220-8736, or the Clerk of the Boards, Ms. Nancy Hogan, at 263-3827.

** Ethics training with Policy Council
 # Special meeting

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

(Continued)

Head Start Center Abbreviations

AG I	Alder Grove Early Learning Ctr.	K:	Kennedy Estates
AG II:	Alder Grove Infant/Toddler	LVS:	LaVerne Stewart
AP:	Auberry Park	MVELC	Marina Vista Early Learning Center
BC:	Bannon Creek	M:	Mather
BB:	Bright Beginnings	MCBBNJ	Marie Cleveland's Bright Beginnings
CR:	Crossroad Gardens	:	Norma Johnson
EHS:	Early Head Start	NA:	North Avenue
EL:	Elkhorn	NC:	Nedra Court
FP:	Freedom Park	NA	North Avenue
FT:	Fruitridge	NV:	Northview
G:	Galt	PA:	Parker Avenue
GH:	Grizzly Hollow	PP:	Phoenix Park
H:	Hillsdale	SF:	Solid Foundation
HB:	Home Based	SN:	Sharon Neese
HP:	Hopkins Park	SP:	Strizek Park
IC:	Illa Collin	V:	Vineland
JC:	Job Corps	WG:	Walnut Grove

Representative Abbreviations

FPR:	Foster Parent Representative
GPR:	Grandparent Representative
MAACC:	Men's Activities Affecting Children 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 APRIL 22, 2014 PAC MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the April 22, 2014 PAC meeting.

RECOMMENDATION:

Approve the minutes of the April 22, 2014 PAC meeting.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL
SPECIAL MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE

(Minutes reflect the actual progress of the meeting.)

SETA Board Room
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Tuesday, April 22, 2014
10:30 a.m.

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

Ms. Windham called the meeting to order at 11:15 a.m. and read the thought of the day.

Roll Call: Policy Council

Members Present:

Toni Espinoza, Elk Grove Unified School District
Jill Julian, Sacramento City Unified School District
Steven Wormley, Sacramento City Unified School District
Benjamin Bailey, Sacramento City Unified School District
Lynda Williams, San Juan Unified School District
Linda Litka, San Juan Unified School District
Kristyn Ingram, Twin Rivers Unified School District
Saleema Ali, Twin River Unified School District
Richina Siackasorn, WCIC/Playmate Child Development Center
Kenneth Tate, SETA-Operated Program
LaTasha Windham, SETA-Operated Program
Lenda Wheeler, SETA-Operated Program
Jenna Kline, Community Representative, KVIE Public Television
Annette Duran, Past Parent Representative
Colleen Fietzek, Home Base Representative

Members Absent:

Genevieve Deignan, Sacramento Food Bank & Family Services (excused)
Alexis Barajas, Elk Grove Unified School District (excused)
Angeles Soberanes, SETA-Operated Program (excused)
Derek Adams, SETA-Operated Program (unexcused)
Justin Fietzek, Men's Activities Affecting Children Committee (excused)
Willie Jean Peck, Foster Parent Representative (excused)

Ms. Windham seated the following new members:

- ✓ Jasmine Thomas, Playmate/WCIC
- ✓ Alacya Harris, SETA-Operated Program
- ✓ Charles White, Early Head Start/SOP

Roll Call: Parent Advisory Committee

Members Present:

Debra Baro
Annette Pettis
Alacya Harris
Jasmine Jamison
Kenneth Tate
Clifton Tucker
Lenda Wheeler
Colleen Fietzek,
Marcia Cajero
LaTasha Windham

Member Absent:

Derek Adams (unexcused)
Rodney Pontiflet (excused)
Grant Harper (unexcused)
Angeles Soberanes (excused)
LaShanda Banks (unexcused)
Catherine Odurokwartan (unexcused)

New representatives to be seated:

Sabrina Rasmussen, Norma Johnson
Claudia Vazquez, Bannon Creek
Linda Aviluz, Hillsdale

New representatives to be seated but absent:

Ivette Navarrete, Crossroad Gardens (unexcused)
Lucy Vue, Illa Collin (unexcused)
Justin Fietzek, MAACC (excused)
Erica Curtis, Sharon Neese (excused)

II. Consent Items (Policy Council)

- A. Approval of the Minutes of the March 25, 2014 Regular Meeting
- B. Approval of Annual Self-Assessment for 2014-2015 and Resulting Program Improvement Plan SETA-Operated Program

The consent items were reviewed; no questions or corrections.

Moved/Wheeler, second/Williams, to approve:

- A. The minutes of the March 25, 2014 meeting as distributed.
- B. Approve Program Year 2013-14 Self-Assessment and resulting Program Improvement Plan.

Show of hands vote:

Aye: 17 (Ali, Bailey, Duran, Espinoza, C. Fietzek, Ingram, Julian, Kline, Litka, Siackasorn, Soberanes, Tate, Thomas, Wheeler, White, Williams, Wormley)

Nay: 0

Abstention: 1 (Windham)

II. Consent Items (Parent Advisory Committee)

- A. Approval of the Minutes of the March 18, 2014 Regular Meeting

- B. Approval of Annual Self-Assessment for 2014-2015 and Resulting Program Improvement Plan SETA-Operated Program

Moved/Harris, second/Wheeler, to approve consent items as follows:

- A. Approve the March 18, 2014 minutes as distributed.
- B. Approve the Program Year 2013-2014 Self-Assessment and resulting Program Improvement Plan.

Show of hands vote:

Aye: 11 (Aviluz, Cajero, C. Fietzek, Harris, Pettis, Rasmussen, Tate, Tucker, Vazquez, Wheeler, Windham)

Nay: 0

Abstentions: 1 (Jamison)

III. **Action Items** (Policy Council)

- A. Approval of Fiscal Year 2014-2015 Head Start/Early Head Start Budget

Moved/Williams, second/Espinoza, to approve the Fiscal Year 2014-2015 Head Start/Early Head Start Budget in the amount of \$51,057,991 for Basic including sequestration restoration and COLA funds and Training/Technical Assistance.

Show of hands vote:

Aye: 17 (Ali, Bailey, Duran, Espinoza, C. Fietzek, Ingram, Julian, Kline, Litka, Siackasorn, Soberanes, Tate, Thomas, Wheeler, White, Williams, Wormley)

Nay: 0

Abstention: 1 (Windham)

Ms. Saleema Ali left at 11:30 a.m.

- B. Approval of Fiscal Year 2014-2015 Head Start/Early Head Start Refunding Application

Moved/Williams, second/Litka, to approve the Fiscal Year 2014-2015 Head Start/Early Head Start Refunding Application.

Show of hands vote:

Aye: 16 (Bailey, Duran, Espinoza, C. Fietzek, Ingram, Julian, Kline, Litka, Siackasorn, Soberanes, Tate, Thomas, Wheeler, White, Williams, Wormley)

Nay: 0

Abstention: 1 (Windham)

- C. Approval of Fiscal Year 2014-2015 Head Start/Early Head Start Training/Technical Assistance Grant Application to be in Alignment with Established Three-Year Goals

Moved/C. Fietzek, second/Siackasorn, to approve the Fiscal Year 2014-2015 Head Start/Early Head Start Training/Technical grant application as aligned with established three-year goals.

Show of hands vote:

Aye: 16 (Bailey, Duran, Espinoza, C. Fietzek, Ingram, Julian, Kline, Litka, Siackasorn, Soberanes, Tate, Thomas, Wheeler, White, Williams, Wormley)

Nay: 0

Abstention: 1 (Windham)

D. Approval of Fiscal 2014-2015 Sacramento County Program Options/Grantee and Delegate Agencies

Moved/Williams, second/Siackasorn, to approve Fiscal Year 2014-2015 Sacramento County Program Options/Grantee and Delegate Agencies.

Show of hands vote:

Aye: 16 (Bailey, Duran, Espinoza, C. Fietzek, Ingram, Julian, Kline, Litka, Siackasorn, Soberanes, Tate, Thomas, Wheeler, White, Williams, Wormley)

Nay: 0

Abstention: 1 (Windham)

E. Election of Alternate to the Maternal, Child and Adolescent Health Advisory Board

Ms. Siackasorn reviewed the last meeting and the items reviewed at the meeting. She also reviewed the staff report.

Those interested in serving as alternate: Lenda Wheeler and Lynda Williams

First vote:

L. Williams: 8

L. Wheeler: 8

Second vote:

Williams: 9

Wheeler: 7

Ms. Williams was congratulated as the alternate.

Moved/Wheeler, second/Julian, to ratify the election of Ms. Lynda Williams as the alternate to the Maternal, Child and Adolescent Health Advisory Board.

Show of hands vote:

Aye: 16 (Bailey, Duran, Espinoza, C. Fietzek, Ingram, Julian, Kline, Litka, Siackasorn, Soberanes, Tate, Thomas, Wheeler, White, Williams, Wormley)

Nay: 0

Abstention: 1 (Windham)

F. **TIMED ITEM 10:30 A.M. AND PUBLIC HEARING:** Approval of New Job Classification of Children and Family Services (CFS) Program Specialist

Ms. Windham reviewed the board item and opened a public hearing.

Ms. Lee reviewed the new job specification. Ms. Lee stated that three years ago, the Agency performed a classification study to update jobs to align with current job duties. During that same time, SETA Head Start had an opportunity to bring on new partners River Oak and the Sacramento County Office of Education. With the new grant application, this position was put back in the budget which meets the needs which includes health/mental health in addition to education. The salary range is similar to similar positions already providing similar services.

Ms. Siackasorn left at 12:01 p.m.

Ms. Lee is hoping to launch this August 1.

Ms. Jasmine Thomas left at 12:00 p.m.

Moved/Espinoza, second/Wheeler, to close the public hearing and approve the job classification and proposed pay range for the Children and Family Services Program Specialist.

Show of hands vote:

Aye: 14 (Bailey, Duran, Espinoza, C. Fietzek, Ingram, Julian, Kline, Litka, Siackasorn, Soberanes, Thomas, Wheeler, White, Williams, Wormley)

Nay: 1 (Tate)

Abstention: 1 (Windham)

G. **CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957**

The board went into closed session at 12:07 p.m. The Board went into open session at 12:18 p.m. and Ms. Windham reported out of closed session that the eligible list for Head Start Teacher was approved.

Ms. Saleema Ali left during closed session at 12:15 p.m.

H. Approval of SETA Head Start/Early Head Start Written Service Plans 2013-2014

Ms. Windham reviewed the staff report for the written service plan.

Moved/Williams, second/Julian, to approve the SETA Head Start/Early Head Start Written Service Plans 2013-2014.

Show of hands vote:

Aye: 13 (Duran, Espinoza, C. Fietzek, Ingram, Julian, Kline, Litka, Siackasorn, Soberanes, Tate, Thomas, Wheeler, White, Williams, Wormley)

Nay: 0
Abstentions: 2 (Bailey and Windham)

III. Action Items (Parent Advisory Committee)

A. Approval of Fiscal Year 2014-2015 Head Start/Early Head Start Budget

Moved/Wheeler, second/Harris, to approve the Fiscal Year 2014-2015 Head Start/Early Head Start Budget in the amount of \$51,057,991 for Basic including sequestration restoration and COLA funds and Training/Technical Assistance.

Show of hands vote:

Aye: 11 (Aviluz, Cajero, C. Fietzek, Harris, Pettis, Rasmussen, Tate, Tucker, Vazquez, Wheeler, Windham)

Nay: 0

Abstention: 1 (Jamison)

B. Approval of Fiscal Year 2014-2015 Head Start/Early Head Start Refunding Application

Moved/Tucker, second/Tate, to approve the Fiscal Year 2014-2015 Head Start/Early Head Start Refunding Application.

Show of hands vote:

Aye: 11 (Aviluz, Cajero, C. Fietzek, Harris, Pettis, Rasmussen, Tate, Tucker, Vazquez, Wheeler, Windham)

Nay: 0

Abstention: 1 (Jamison)

C. Approval of Fiscal Year 2014-2015 Head Start/Early Head Start Training/Technical Assistance Grant Application to be in Alignment with Established Three-Year Goals

Moved/C. Fietzek, second/Harris, to approve the Fiscal Year 2014-2015 Head Start/Early Head Start Training/Technical grant application as aligned with established three-year goals.

Show of hands vote:

Aye: 11 (Aviluz, Cajero, C. Fietzek, Harris, Pettis, Rasmussen, Tate, Tucker, Vazquez, Wheeler, Windham)

Nay: 0

Abstention: 1 (Jamison)

D. Approval of Fiscal 2014-2015 Sacramento County Program Options/Grantee and Delegate Agencies

Moved/C. Fietzek, second/Pettis, to approve Fiscal Year 2014-2015 Sacramento County Program Options/Grantee and Delegate Agencies.

Show of hands vote:

Aye: 11 (Aviluz, Cajero, C. Fietzek, Harris, Pettis, Rasmussen, Tate, Tucker, Vazquez, Wheeler, Windham)

Nay: 0

Abstention: 1 (Jamison)

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Jamison reviewed the calendar of events.
- Parent/Staff Recognitions: None.
- Community Resources-Parents/Staff: Mr. Clifton Tucker reported that on Thursday, April 24, the Dragon Theater will offer a customer appreciation night by offering a free movie night. Secondly, he stated that he needs to resign as a PAC member due to family issues.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: No report.
- Child Care Center Food Menu: No comments.

B. Governing Board Minutes: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Windham reviewed the PC critique and Ms. Jamison reviewed the PAC critique.
- Budget/Planning Committee: Ms. Wheeler (PAC) reported that everything looks great. Mr. Wormley (PC) stated that the programs that were cut are being restored.
- Personnel/Bylaws Committee: Ms. Jamison reported that the next meeting will take place May 29, 9:30 a.m., in the Olympus Room
- Parent, Family & Community Engagement & Early Childhood Development & Health Services Committee: No report.
- Men's Activities Affecting Children Committee (MAACC): Mr. Tate reported that the attendees went over several areas regarding male involvement in the classroom, in the community, and at home. Several different topics were exchanged. A five-week workshop for men or male figures called the 'Art of Being a Man' will be held; the workshop will begin next month. The MAACC is working on a Daddy and Me breakfast and lunch, perhaps at a local park. Ms. Williams's husband Kenny will be nominated for MAACC Alternate at the upcoming MAACC meeting. The next meeting is the last Friday of the month, May 30, 1:00 p.m. Meetings are open to everyone.
- Social/Hospitality Committee: The next meeting is scheduled for Wednesday, May 7, 1 p.m. Ms. Espinoza reported on the last meeting where attendees discussed parent activities and what they are thinking of doing; committee members will come back with ideas.
- Parent Ambassador Report: Ms. Jamison reported out that this is a very new committee and that they are working to involve more parents. The next meeting is scheduled for May 16 at 1:00 p.m.

- Sacramento Medi-Cal Dental Advisory Committee: No additional report.
- Community Representative: Ms. Kline reported that KVIE just launched a Facebook page geared toward parents; they are trying to expand knowledge around the community. Go to the KVIE website: KVIE kids or Facebook\KVIE

VI. Other Reports

- Executive Director: Ms. Kossick thanked everyone very much for their participation. She commended board members for doing a wonderful job in helping to present ourselves as an outstanding program.
- Chair's Report: Ms. Windham had no report; Ms. Jamison had no additional report but she thanked all board members for their participation.
- Policy Council Report(s): No report.
- Head Start Deputy Director's Report: Ms. Lee thanked all board members for their participation.
- Head Start Managers' Reports: No report.
- Open discussion: Ms. Williams stated that she has been investigating Facebook for the Head Start program and found three pages: federal, state and local agency. SETA's page has very few 'likes' and it has not been updated in quite some time. She posted on the Facebook page and challenged other board members to post items. Ms. Williams wished her husband Kenny a Happy Birthday.

- VII. Center Updates:** Ms. Harris stated that information has been provided at her center regarding the Sacramento Arena apprenticeship program. There are specific ZIP codes to assist in the building of the new arena. Everyone is encouraged to get on the job line. Ms. Kossick stated that SETA is a big part of the process; SETA staff is working on a flyer listing all partners and phone numbers.

In response to a question from Mr. Tate regarding children at Parker, Ms. Lee stated that parents will be meeting with her on the placement of children during the summer. Staff has come up with a plan where the children are placed near their parents' employment.

Mr. Tucker reported that part of EHS group activity for parents and children was to visit the Sacramento Zoo.

- VIII. Discussion** None.

- IX. Public Participation** None.

- X. Adjournment:** The meeting was adjourned at 1:00 p.m.

ITEM III-A – ACTION

APPROVAL OF POLICY COUNCIL/PARENT ADVISORY COMMITTEE
JOINT PARENT ACTIVITY

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to discuss and approve a joint parent activity with the Policy Council.

See attached information on the Parent Activity Fund.

RECOMMENDATION:

That the Parent Advisory Committee approve a joint parent activity with the Policy Council.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

PARENT ACTIVITY FUND

How can the parent activity fund be used?

Interpretation: Programs must be cautioned that 45 CFR, Part 74, Appendix F, prohibits expenditure of grant funds solely for entertainment purposes. Entertainment expenditures are defined as the cost of amusement, diversion, social activities, ceremonials, and incidental cost relating thereto, such as meals, lodging, transportation and gratuities. It should be noted that the restriction on expenditures applies to activities which are solely for entertainment. Expenditures for project related purposes are allowable even though entertainment may play an incidental part in the activities. Therefore, programs are required to justify the expenditure of parent activity funds on the basis of project relatedness. For example, a visit by a parent group to a museum can be justified if parents utilize the experience to train parents in ways of providing educational activities for their children in the community. Banquets given in conjunction with parent training and seminars can be justified based on the performance standards. Once the program justifies the activity as primarily project related, with entertainment being incidental, then the related costs of lodging, transportation, refreshments, meals, etc., are also allowable.

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
 - Public Speaking (Toastmasters) Training Oral Reports – Ms. Jasmine Jamison
 - Community Resources-Parents/Staff – Ms. Jasmine Jamison
 - Free Prescription Drug Discount Cards – Mr. Victor Bonanno
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Patterson
 - Child Care Center Food Menu (attached)

NOTES:

PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PC/PAC Social/Hospitality Committee	Wednesday, May 21, 2014 1:00 – 3:00 p.m. Olympus Room
PAC Executive Committee	Thursday, May 22, 2014 9:00 a.m. Olympus Room
PC Executive Committee	Thursday, May 29, 2014 9:00 a.m. Olympus Room
PC/PAC Bylaws Committee	Thursday, May 29, 2014 10:30 a.m. Olympus Room
PC/PAC Men's Activities Affecting Children Committee	Friday, May 30, 2014 1:00 p.m. Olympus Room
PC/PAC Social/Hospitality Committee	Wednesday, June 4, 2014 1:00 p.m. Olympus Room
PC/PAC Budget/Planning Committee	Tuesday, June 10, 2014 9:00 a.m. Oak Room
PAC Executive Committee	Thursday, June 19, 2014 9:00 a.m. Olympus Room
PAC Food Service Committee	Thursday, June 19, 2014 10:30 a.m. Olympus Room
PC/PAC Parent Ambassador	Friday, June 20, 2014 1:00 p.m. Olympus Room
PC/PAC Bylaws Committee	Thursday, June 26, 2014 10:30 a.m. Olympus Room

PC/PAC CALENDAR OF EVENTS
(continued)

<u>EVENT</u>	<u>DATE</u>
PC Executive Committee	Thursday, June 26, 2014 9:00 a.m. Olympus Room
PC/PAC Men's Activities Affecting Children Committee	Friday, June 27, 2014 1:00 p.m. Olympus Room
PC/PAC Social/Hospitality Committee	Wednesday, July 2, 2014 1:00 p.m. Olympus Room

PARENT/FAMILY SUPPORT UNIT EVENTS AND ACTIVITIES

EVENT

DATE

PC/PAC Men's Activities Affecting Children Committee	Friday, May 30, 2014 1:00 p.m. Olympus Room
PC/PAC Men's Activities Affecting Children Committee	Friday, June 27, 2014 1:00 p.m. Olympus Room

June

2014

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1	2	3	4 1:00 PM Social/Hospitality Committee Olympus Room	5 9:00 AM Sacramento City PC Meeting Capital City Multipurpose Room, 7220 24th Street Sacramento 95823	6	7
8	9	10 9:00 AM Budget/Planning Committee Meeting Oak Room	11	12	13	14
15	16	17 9:00 AM PAC Meeting SETA Board Room	18	19 9:00 AM PAC Executive Committee Meeting Olympus Room 10:30 AM-12:00 PM Food Service Committee Meeting Olympus Room	20 1:00 PM Parent Ambassador Olympus Room	21
22	23	24 9:00 AM PC Meeting SETA Board Room	25	26 9:00 AM PC Executive Committee Meeting Olympus Room 10:30 AM Bylaws Committee Olympus Room	27 1:00 PM MAAC Meeting Olympus Room	28
29	30					
July 2, 2014 - 1:00 PM Social/Hospitality Committee Elk Grove – San Juan - Twin Rivers – WCIC: Closed						



FREE PRESCRIPTION DRUG DISCOUNT CARDS

United Way California Capital Region has partnered with FamilyWize to provide free prescription drug discount cards to help as many people throughout the community save money on their prescription drug costs.

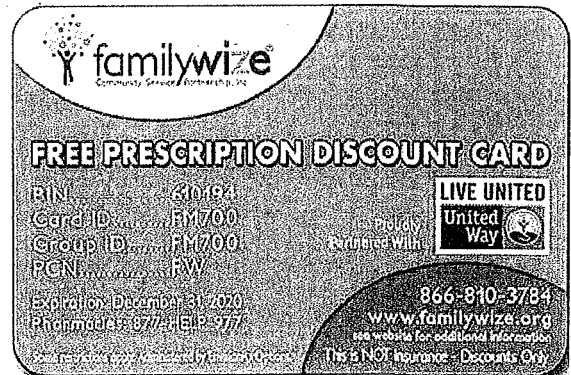
FamilyWize essentially acts like a huge consumer group buying service for the uninsured and underinsured. The discounts and savings on medications are provided voluntarily by the more than 61,000 participating pharmacies that have agreed to provide prices similar to what they give large insurance companies and employers. The participating pharmacies get more business, in three ways:

1. FamilyWize directs people with FamilyWize cards to their stores;
2. People are able to fill more of their prescriptions because of the savings;
3. People often buy other things when they go into the store to get their prescriptions.

All funding for the FamilyWize program is provided by part of the dispensing fee that is included in the cost of medicines when a FamilyWize card is used to save you money, and by in-kind donations and reduced costs from the program sponsors.

It's easy to use a FamilyWize card.

There are no forms to fill out, waiting period or registration. The card is really just like a reusable prescription coupon on all FDA approved medicines. Anyone in your family, your work, your church or your neighborhood can use it. Immediately. You can even use it if you have health insurance, both during deductible periods and for anything your insurance does not pay for.



You **ALWAYS** get the lowest price. Your cost will be the discount price with the FamilyWize card or the pharmacy's usual and customary retail prices, whichever is lower. You are responsible for the entire payment of the prescription medicine purchased after any discounts are applied. The FamilyWize card cannot lower the co-pay for medicine covered by insurance.

Together, **with very little effort, and no cost**, we can reduce the cost of medicine by an average of 30% or more. All we have to do is get one of these cards to everyone we can.

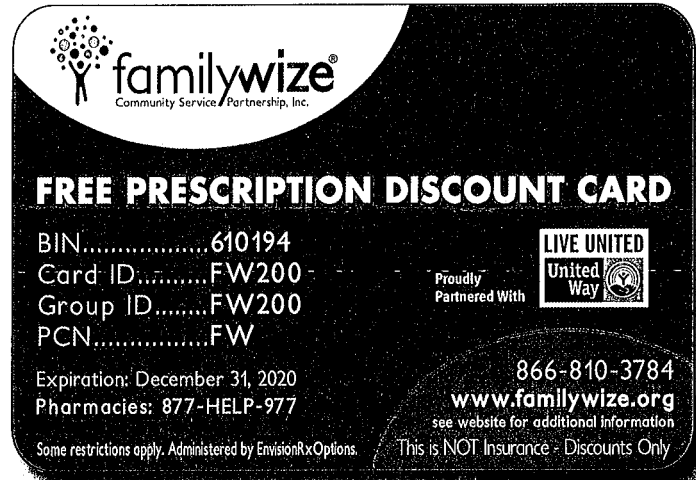
Please distribute these free FamilyWize cards to as many people as you can throughout the community. We can provide you with as many cards as you can distribute.

For additional FamilyWize cards, please contact
Kristina Ricci at Kristina.Ricci@uwccr.org



Free Prescription Savings Card

- Save Up to 75%
- Use Immediately
- No Paperwork
- No Activation
- Unlimited Use
- Share with Family
- Discounts Applied Automatically



Get Your Free Card Now

ASK at work or **VISIT** www.familywize.org or **TEXT** "FAMILY" to 700700

For Employees and Family Members Who:

- Opt out of the medical plan
- Aren't eligible for benefits; part-timers and new employees
- Have HSA and High Deductible Plans
- Need medicine not covered
- Have a family member without coverage



Non-Federal Share Site Summary as of APRIL 2014



YTD SOP HOURS


	Parent Volunteers - Class			FLIP			Parent Food Aides			School Readiness Aides		
	Last Month	Current	YTD Total	Last Month	Current	YTD Total	Last Month	Current	YTD Total	Last Month	Current	YTD Total
	Total	Month		Total	Month		Total	Total		Month	Total	
Auberry Park	133.83	7.50	141.33	443.49	242.50	685.99	120	32	152	40		40
Bannon Creek	1,091.03	151.92	1,242.95	2,714.00	698.67	3,412.67	376	64	440	196	86	282
Bright Beginnings	157.19	9.50	166.69	1,522.23	140.00	1,662.23	194		194	96		96
Broadway	68.92	14.25	83.17	306.83		306.83	406	142	548	130	56	186
Crossroad	933.75	84.92	1,018.67	5,233.00	721.50	5,954.50	-		-	80	84	164
Elkhorn	397.87	8.58	406.45	1,859.51	619.50	2,479.01	303	62	365	213	40	253
Freedom Park	489.61	98.58	588.19	5,044.33	1,036.67	6,081.00	66		66	380	71	451
Fruitridge	1,908.23	308.92	2,217.15	2,057.50	94.17	2,151.67	376	129	505	276	60	336
Galt	267.67		267.67	2,254.32	215.33	2,469.65	404	38	442	504	110	614
Grizzly Hollow	-	174.50	174.50	167.50		167.50	118	60	178	89	44	133
Hillsdale	448.54	68.33	516.87	1,161.16	519.50	1,680.66	261	46	307	22	12	34
Hopkins Park	243.12	21.17	264.29	866.67	88.83	955.50	176	144	320	96	58	154
Illa Collins	87.75		87.75	263.00	24.67	287.67	142		142	14		14
Job Corp	106.50	2.17	108.67	407.84	106.83	514.67	-		-	-		-
Kennedy Estates	4.00		4.00	301.17	84.83	386.00	14		14	132		132
LaVerne Stewart	418.50		418.50	131.00	31.00	162.00	90		90	12		12
Mather	613.67		613.67	763.84	152.00	915.84	162		162	58	8	66
Nedra Court	588.05	83.00	671.05	3,873.48	640.33	4,513.81	422	24	446	68		68
New Helvetia I	136.01	9.67	145.68	992.00	140.17	1,132.17	-		-	-		-
New Helvetia II	149.75		149.75	56.00	112.00	168.00	176	26	202	88	48	136
Norma Johnson	421.40	17.50	438.90	945.81	458.00	1,403.81	189	52	241	184	44	228
North Ave.-Grant Skills	1,070.70	126.45	1,197.15	2,259.33	176.50	2,435.83	452	34	486	144	12	156
Northview	560.44	68.32	628.76	1,102.16		1,102.16	296	84	380	140	34	174
Parker	148.59	63.00	211.59	233.66	244.67	478.33	-	24	24	166	58	224
Phoenix Park	593.14	44.57	637.71	3,074.84	450.00	3,524.84	124	44	168	104	68	172
Sharon Neese	177.39		177.39	1,977.83	214.00	2,191.83	110		110	98	10	108
Solid Foundation	118.83	4.00	122.83	252.17	31.00	283.17	298	58	356	82	38	120
Strizek Park	53.50		53.50	32.33		32.33	82		82	36	110	146
Vineland	269.67	18.08	287.75	1,582.00	562.00	2,144.00	38		38	36		36
Walnut Grove	294.42		294.42	759.50	46.00	805.50	172	60	232	144	60	204
No Center Marked	-		-	127.50		127.50	-		-	-		-
Home Base	17,651.82	2,618.25	20,270.07	-		-	-		-	-		-
Early Head Start	44,505.06	6,768.00	51,273.06	-		-	-		-	-		-
TOTALS	74,108.95	10,771.18	84,880.13	42,766.00	7,850.67	50,616.67	5,567	1,123	6,690	3,628	1,111	4,739

YTD SETA Non-Federal Share % (includes all forms of NFS) - 30.1%

May 2014

*We Serve 1% Lowfat Milk

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 4				1 Breakfast: French Toast Sticks, Canned Apricots, Milk Lunch: Turkey and Cheese Rollup in a Whole Wheat Tortilla, Cole Slaw, Mango, Milk Snack: Strawberry Yogurt, Banana	2 Breakfast: Banana Muffin, Apple, Milk Lunch: Tuna Salad, Wheat Thins Crackers, Baby Carrots, Cantaloupe, Milk Snack: Tropical Treats Crackers, Milk
Week 5	5 Breakfast: Pancakes, Diced Pear, Milk Lunch: Chicken Patty, Whole Wheat Bun, Carrots, Canned Apricots, Milk Snack: Appole Cinnamon Crackers, Mango Chunks	6 Breakfast: Whole Wheat Bagel, Orange, Milk Lunch: Chicken Teriyaki, Brown Rice, Sunomono Salad, Apple, Milk Snack: Whole Grain Cheerios Cereal, Milk	7 Breakfast: Whole Wheat Biscuit, Diced Peaches, Milk Lunch: Vegetarian Chili with Beans, Cornbread Muffin, Cantaloupe, Milk Snack: Sound Bites Crackers, Banana	8 Breakfast: Oatmeal Ceral, Pineapple Tidbits, Raisins, Milk Lunch: Turkey Spaghetti, Green Salad, Orange, Milk Snack: Bean Dip, Whole Wheat Tortilla	9 Breakfast: Dreamy Orange Muffin Loaf, Kiwi, Milk Lunch: Sliced Turkey, Whole Wheat Bread, Broccoli, Banana, Milk Snack: Apple, Cheese Stick
Week 6	12 Breakfast: Oatmeal Cereal, Cantaloupe, Milk Lunch: Chicken Drumstick, Cornbread Muffin, Mixed Vegetables, Canned Apricots, Milk Snack: Sunrise Bites Crackers, Milk	13 Breakfast: Kashi Berry Blossoms Cereal, Orange, Milk Lunch: Turkey Meat Sloppy Joes, Whole Wheat Bun, Whole Kernel Corn, Kiwi, Milk Snack: Peach Yogurt, Banana	14 Breakfast: Waffle Sticks, Diced Pear, Milk Lunch: Salisbury Beef Steak/Gravy, Mini Whole Grain Buns, Mashed Potatoes, Cantaloupe, Milk Snack: Sun Butter, Apple Slices	15 Breakfast: Whole Wheat Bagel, Canned Apricots, Milk Lunch: Chicken and Noodles, Peas & Carrots, Tangerine or Strawberries, Milk Snack: Mini Whole Grain Buns, Sliced Turkey	16 Breakfast: Banana Muffin Loaf, Banana, Milk Lunch: Swiss-American Cheese on Whole Wheat Bread, Broccoli, Orange, Milk Snack: Lemon Dinosaur Crackers, Milk
Week 7	19 Breakfast: Crispix Cereal, Apple, Milk Lunch: Chicken, Rice, Peas/Carrots, Orange, Milk Snack: Cheese Stick, Mango Chunks	20 Breakfast: Oatmeal Cereal, Pineapple Tidbits, Milk Lunch: Macaroni & Cheese, Green Beans, Strawberries or Tangerine, Milk Snack: Strawberry Waffle Crackers, Milk	21 Breakfast: Rice Krispies Cereal, Diced Peaches, Milk Lunch: BBQ Chicken, Whole Wheat Bun, Whole Kernel Corn, Cantaloupe, Milk Snack: Hummus, Pita Chips	22 Breakfast: French Toast Sticks, Apple, Milk Lunch: Beef Meatloaf and Sauce, Mashed Potatoes, Mini Whole Grain Bun, Canned Apricots, Milk Snack: Strawberry Yogurt Fruit Cup	23 Breakfast: Blueberry Muffin Loaf, Banana, Milk Lunch: Sliced Turkey, Whole Wheat Bread, Carrot Sticks, Kiwi, Milk Snack: Sunrise Bites Crackers, Apple
Week 1		26 Breakfast: Whole Grain Cheerios Cereal, Cantaloupe, Milk Lunch: Sliced American Cheese, Whole Wheat Bread, Potato Salad, Watermelon or Apple, Milk Snack: Lemon Dinosaur Crackers, Mango Chunks	27 Breakfast: Whole Wheat Biscuit, Diced Peaches, Milk Lunch: Build a Burrito: Beans, Tortilla, Cheese, Lettuce, Tomato, Tangerine or Strawberries, Milk Snack: Sunrise Bites Crackers, Banana	28 Breakfast: Whole Wheat Bagel, Pineapple Tidbits, Milk Lunch: Spanish Rice with Chicken, Whole Kernel Corn, Kiwi, Milk Snack: Apple Slices, Sun Butter	29 Breakfast: Blueberry Muffin Loaf, Banana, Milk Lunch: Turkey Ham, Whole Wheat Bread, Baby Carrots, Cantaloupe, Milk Snack: Whole Wheat Tortilla, Bean Dip

	lunes	martes	miércoles	jueves	viernes
Semana 4				<p>1</p> <p>Desayuno: Baritas de Pan Francés Tostado, Chabacano Enlatado, Leche. Comida: Tortilla de Trigo Integral, Rollo de Pavo y Queso, Ensalada de Col, Trozos de Mango, Leche. Bocadillo: Yogur de Fresa, Plátano.</p>	<p>2</p> <p>Desayuno: Barra de Mollete con Plátano, Manzana, Leche. Comida: Ensalada de Atún, Galletas Saladas Wheat Thins, Zanahorias Tiernas, Melón, Leche. Bocadillo: Galletas Saladas Tropical Treats, Leche.</p>
Semana 5	<p>5</p> <p>Desayuno: Jotqueis (Pancakes), Pera Picada, Leche. Comida: Torta de Pollo, Pan de Trigo Integral, Chabacanos Picados, Leche. Bocadillo: Galletas Saladas con Manzana y Canela, Trozos de Mango.</p>	<p>6</p> <p>Desayuno: Bagel de Trigo Integral, Naranja, Leche. Comida: Pollo Teriyaki, Arroz Integral, Ensalada Sunomono, Manzana, Leche. Bocadillo: Cereal Cheerios de Grano Integral, Leche.</p>	<p>7</p> <p>Desayuno: Bizcocho de Trigo Integral, Durazno Picado, Leche. Comida: Frijoles con Chile Vegetariano, Mollete de Harina de Maíz, Melón, Leche. Bocadillo: Galletas Saladas Sound Bites, Plátano.</p>	<p>8</p> <p>Desayuno: Cereal de Avena, Piña Machacada, Leche. Comida: Espagueti con Carne de Pavo, Ensalada Verde, Naranja, Leche. Bocadillo: Puré de Frijoles, Tortilla de Harina de Trigo Integral.</p>	<p>9</p> <p>Desayuno: Dreamy Orange Muffin Loaf, Kiwi, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Brócoli, Plátano, Leche. Bocadillo: Barrita de Queso, Manzana.</p>
Semana 6	<p>12</p> <p>Desayuno: Cereal de Avena, Melón, Leche. Comida: Pierna de Pollo, Mollete de Harina de Maíz, Verduras Mixtas, Chabacano Enlatado, Leche. Bocadillo: Galletas Saladas Sunrise Bites, Leche.</p>	<p>13</p> <p>Desayuno: Cereal Kashi Berry Blossoms, Naranja, Leche. Comida: Carne Molida de Pavo, Pan de Trigo Integral, Granos de Elote, Kiwi, Leche. Bocadillo: Yogur de Durazno, Plátano.</p>	<p>14</p> <p>Desayuno: Baritas de Waffle, Pera Picada, Leche. Comida: Bistec de Res Salisbury con Gravy, Puré de Papa, Minipanes de Grano Integral, Melón, Leche. Bocadillo: Rebanadas de Manzana, Crema de Semillas de Girasol.</p>	<p>15</p> <p>Desayuno: Bagel de Trigo Integral, Chabacano Enlatado, Leche. Comida: Tallarines con Pollo, Chicharos y Zanahorias, Tanjarina o Fresa, Leche. Bocadillo: Minipanes de Grano Integral, Rebanada de Pavo.</p>	<p>16</p> <p>Desayuno: Barra de Mollete con Plátano, Plátano Fresco, Leche. Comida: Rebanada de Queso Suizo-Americano, Pan de Trigo Integral, Brócoli, Naranja, Leche. Bocadillo: Galletas Saladas Lemon Dinosaur, Leche.</p>
Semana 7	<p>19</p> <p>Desayuno: Cereal Crispix, Manzana, Leche. Comida: Arroz con Pollo, Chicharos y Zanahorias, Naranja, Leche. Bocadillo: Barrita de Queso, Trozos de Mango.</p>	<p>20</p> <p>Desayuno: Avena, Piña Machacada, Leche. Comida: Macarrón con Queso, Ejotes, Fresa o Tanjarina, Leche. Bocadillo: Galletas Saladas de Waffle de Fresa, Leche.</p>	<p>21</p> <p>Desayuno: Cereal Rice Krispies, Durazno Picado, Leche. Comida: Pollo Asado, Pan de Trigo Integral, Granos de Elote, Melón, Leche. Bocadillo: Puré de Garbanzos, Trocizcos de Pita.</p>	<p>22</p> <p>Desayuno: Baritas de Pan Francés Tostado, Manzana, Leche. Comida: Pastel de Carne de Res con Salsa, Puré de Papa, Minipan de Grano Integral, Chabacanos Enlatados, Leche. Bocadillo: Taza con Fresas y Yogur.</p>	<p>23</p> <p>Desayuno: Barra de Mollete con Arándanos Azules, Plátano, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Baritas de Zanahoria, Kiwi, Leche. Bocadillo: Galletas Saladas Sunrise Bites, Manzana.</p>
Semana 1	 <p>26</p>	<p>27</p> <p>Desayuno: Cereal Cheerios de Grano Integral, Melón, Leche. Comida: Rebanada de Queso Americano, Pan de Trigo Integral, Manzana o Sandía, Leche. Bocadillo: Galletas Saladas Lemon Dinosaur, Trozos de Mango.</p>	<p>28</p> <p>Desayuno: Bizcocho de Trigo Integral, Durazno Picado, Leche. Comida: Tortilla de Trigo Integral, Frijoles, Queso, Lechuga, Jitomate, Tanjarina o Fresas, Leche. Bocadillo: Galletas Saladas Sunrise Bites, Plátano.</p>	<p>29</p> <p>Breakfast: Whole Wheat Bagel, Pineapple Tidbits, Milk Lunch: Spanish Rice with Chicken, Whole Kernel Corn, Kiwi, Milk Snack: Apple Slices, Sun Butter</p>	<p>30</p> <p>Breakfast: Blueberry Muffin Loaf, Banana, Milk Lunch: Turkey Ham, Whole Wheat Bread, Baby Carrots, Cantaloupe, Milk Snack: Whole Wheat Tortilla, Bean Dip</p>

ITEM IV-B - INFORMATION

GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the attached Governing Board minutes of the April 3, 2014 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, April 3, 2014
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Councilmember Allen Warren called the meeting to order at 10:03 a.m.

Members Present:

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

Member Absent:

Don Nottoli, Vice Chair, Governing Board; Member, Board of Supervisors

- ➔ **Recognition of Long-Term Employees** (both 30 years)
- ◆ **Barbara Meyer**, Workforce Development Professional III: Barbara introduced her son, Robert.
 - ◆ **Marty Araiza**, Workforce Development Quality Control Sup.: Marty's daughter Janelle was introduced.
- ➔ **Presentation on SB 837:** Karen Ziebron - Sen. Steinberg's Office: Ms. Ziebron reviewed SB 837 which is under discussion. This bill is has been amended to satisfy some issues. It would provide one year of voluntary pre-kindergarten education to be available to all four-year olds. There have been studies that it would be cost effective since every dollar spent on early learning and prevention will save seven dollars down the road. Ms. Ziebron referenced the fact that three things are keeping people from joining the military: illiteracy, having a criminal record, and/or obesity. Ms. Ziebron offered to discuss this bill with anyone interested. President Obama is very interested in this bill. Senator Steinberg stated that the President is looking to California to champion this bill.

Ms. Ziebron stated that the funding will come from ADA, and will not be available to just low income students. Sometimes kids fall through the cracks because their parents make too much money; this bill would ensure all children would receive pre-kindergarten education. Mr. Schenirer stated that it is his plan is to bring this bill to the City Law and Legislative committee to get an endorsement. He hopes the county is aligned with this important legislation.

II. Consent Items

- A. Minutes of the March 6, 2014 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Modify Greater Sacramento Urban League's Adult Vendor Services Contract
- D. Approval to Submit an Application to the Office of Refugee Resettlement Under the Rescue & Restore Victims of Human Trafficking Program and Authorize the Executive Director to Execute the Agreement and any Modifications to the Agreement
- E. Appointment of Private Sector Applicant to the Sacramento Works, Inc. Board

The consent items were reviewed; there were no questions or corrections.

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

- A. Approve the March 6, 2014 minutes
- B. Approve claims and warrants for the period 3/1/14 through 3/27/14.
- C. Approve the recommendation to add the Adult Literacy activity, specifically ABE, to GSUL's Adult VS contract.
- D. Approve the submission of an application to ORR in response to its Rescue & Restore Victims of Human Trafficking Program funding opportunity requesting \$150,000 per year to continue Sacramento's Rescue & Restore Regional Program, and authorize SETA's Executive Director to execute the agreement and other documents required by ORR.
- E. Approve the appointment of Dale Waldschmitt, Pacific Coast Companies, to the Sacramento Works, Inc. board.

Roll call vote:

Aye: 4 (Schenirer, Scherman, Yee, Warren)

Nay: 0

Abstentions: 0

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval of Selection of Audit Firm

Ms. Loretta Su reviewed the item and the process by which the staff recommendation was developed.

In response to a question from Ms. Scherman, Ms. Su stated that Gilbert and Associates is located in Sacramento.

Moved/Schenirer, second/Yee, to approve the selection of Gilbert Associates, Inc. for audit services for SETA for the fiscal year ending June 30, 2014 for a fee not to exceed \$45,500 for one year with two optional, additional one-year terms.

Roll call vote:
Aye: 4 (Schenirer, Scherman, Yee, Warren)
Nay: 0
Abstentions: 0

2. Ratification of the Submission of the Capital Region MC3 Grant Application to the California Workforce Investment Board

Ms. Christine Welsch stated that SETA and Golden Sierra Job Training Agency have joined together to submit a regional proposal in partnership with community partners to provide training, “earn and learn” activities, support services, and job placement assistance to serve youth and veterans. Participants will be able to take pre-apprenticeship programs to be certified MC3. The program will be working to bring people into this training venue and then be sent out to a pre-apprenticeship program.

Moved/Scherman, second/Yee, to ratify the submission of the Capital Region MC3 grant application requesting \$750,000 to the California Workforce Investment Board.

Roll call vote:
Aye: 4 (Schenirer, Scherman, Yee, Warren)
Nay: 0
Abstentions: 0

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant: None.

One Stop Services

1. Approval to Augment North State Building Industry Foundation WIA Dislocated Worker 25 Percent Additional Assistance Funds for On-the-Job Training (OJT) Opportunities to Eligible Dislocated Workers and Veterans

Ms. Michelle O’Camb reviewed this item requesting augmentation of North State Building Industry Foundation. Mr. Walker was asked about the percentage of veterans participating; he replied that although eligibility has changed, the participation is quite high. There are a lot of veterans that reach out to us for the Power Pathways program.

Mr. Warren asked if there were any provisions in this program to positively impact the homeless population. Mr. Walker replied that this program is mostly for dislocated workers (Campbell’s Soup) and veterans were added to the program to increase the veterans’ services currently available. Agency staff

works very closely with Sacramento Veteran's Resource Center so we do reach out to all veterans.

Moved/Scherman, second/Yee, to approve the augmentation of \$57,890 in WIA Dislocated Worker 25 Percent Additional Assistance funding to NSBIF to provide 10 OJT opportunities to eligible dislocated workers and veterans.

Roll call vote:

Aye: 4 (Schenirer, Scherman, Yee, Warren)

Nay: 0

Abstentions: 0

C. CHILDREN AND FAMILY SERVICES: None.

IV. Information Items

- A. Update on Creating a Workforce Pipeline for the Sacramento Downtown Entertainment and Sports Complex: Mr. William Walker stated that the Agency is working to create a pipeline to apprenticeships to work on the new sports complex. Classes have begun at American River College and NCCT. Turner Construction is an admirable partner that has worked with several groups in the area. The demolition is scheduled to begin in June, 2014. Mr. Warren stated that this is a real opportunity to positively impact low-income communities and he will continue to make himself available to staff to ensure the program is successful. Other partners also have to be held accountable in the process. Mr. Warren asked to be utilized to make sure all of the partners are working together and doing what they're supposed to do.

Mr. Yee stated that he has always encouraged local developers to hire local people, local designers, etc.

- B. Fiscal Monitoring Reports: No comments.
- C. Employer Success Stories and Activity Report: Mr. William Walker stated that Fresh Market was taken off the report because they came and went fast.
- D. Dislocated Worker Update: Mr. Walker stated that he received notice by Sprint that they will be closing their call center. The Sacramento Airport will be laying off 40 individuals; staff is already talking with union representatives.
- E. Unemployment Update/Press Release from the Employment Development Department: No comments.
- F. Head Start Reports: Ms. Denise Lee stated that the Agency will be going through three reviews in the current year. Two reviews have been completed: the State review and the food program review. The federal government will be here to review the program on Tuesday, April 22 with a team of 18 people; the entrance review will be held Tuesday, April 22 at 8:30 a.m. There will be several

on-site interviews with parents, staff and board members. Governing Board members will meet with federal reviewers at 9:00 a.m. on April 24; the annual grant application will be presented for approval on the same day. Ms. Kossick stated that if there are three members participating in the interview, the meeting will be posted to comply with the Brown Act. The actual board meeting will begin at 10:00 a.m. Mr. Nottoli is already scheduled to participate in the interview.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: No report.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Ms. Scherman stated that she would like SETA to do something special for former SETA Board member, Ms. Bonnie Pannell; SETA needs to recognize her in a special way. Ms. Kossick stated that staff will think what would be appropriate and set something up very soon.
- F. Public: No comments.

VI. Adjournment: The meeting was adjourned at 11:03 a.m.

ITEM V

COMMITTEE REPORTS

➔ Executive Committee

Critique of the April 22, 2014 Parent Advisory Committee meeting.

GOOD!!!
Well facilitated meeting by both Ms. Jasmine Jamison (PAC Chair) and LaTasha Windham (PC Chair).
Thank you, Board members, for great parent participation during the federal review.
Thank you, Ms. Denise Lee, Deputy Director, Children & Family Services, for your awesome leadership in preparing for the federal review.
Thank you, Ms. Marie Desha, for your support and guidance in preparing us for the federal review.
NEEDS IMPROVEMENT
Attendance.
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

ITEM V (continued)
Page 2

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

- 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): Justin Fietzek, Derek Adams, Jasmine Jamison.

- 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. Kenneth Tate, Ms. LaTasha Windham, Ms. Alacya Harris, and Ms. Lenda Wheeler
- Head Start Deputy Director's Report – Ms. Denise Lee
 - ✓ Monthly Head Start Report (attached)
 - ✓ Quality Assurance Summary Reports (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:

Monthly Head Start Report

May 2014



SETA-Operated Program

Program Operations

Though essentially important at all times, in the next month our centers will be focusing on safety. Each center will be looking at their safety and supervision practices to ensure utmost compliance and effectiveness. One aspect of this includes the PAWS for Safety Curriculum. PAWS is a standardized, weekly classroom curriculum designed to enhance the overall safety of the children in our care. This includes supervision, awareness of danger areas (the cone zone), pedestrian safety and specific summer safety ideas.

Each month, teachers receive prescribed lesson plans with assigned PAWS activities to be completed weekly. Each classroom is supplied with the materials needed to implement each weekly activity and each activity card has ideas for project expansion. This curriculum was created to correlate with the updated Policies and Procedures regarding supervision. “Paws” the Safety Raccoon was created specifically for this safety curriculum and is being used to create familiarity and continuity for safety throughout our program.

Program Support Services

Quality Assurance Unit: Staff provided follow-up visits to SOP and Delegates in preparation for the OHS Triennial Review held on April 22-May 1, 2014. Unit staff assisted OHS Reviewers in taking them to the sites that were monitored. Completed Quality Assurance Monitoring Reports for SCUSD and TRUSD were submitted to respective delegate agencies.

Elk Grove Unified School District

Education Services Update

Karin Nakahira-Young, Instructional Coach, presented information about the Classroom Assessment Scoring System (CLASS), in the domain Instructional Support. Teachers worked in small groups to create and practice using questions that would promote higher level groups; teachers participated in a large group activity which consisted of moving around the room writing down questions that could be asked when doing various activities with students. The questions were written down and sent out for teachers to reference when creating their lesson plans.

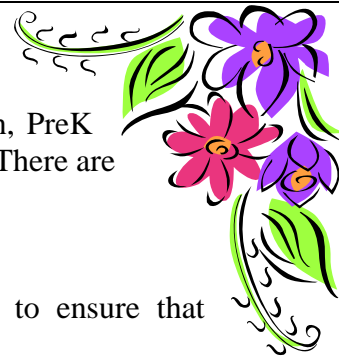
Enrollment

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 April was 89%.



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 73 (17%) Head Start students with active IEPs being served.



Health Services Update

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

In April, 9,326 meals were served to our Head Start students. The April 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. Every opportunity is utilized to inform parents of upcoming parent meetings and to encourage their attendance. Parents are informed of education opportunities during monthly classroom parent meetings, by publication of a monthly parent calendar, by their child's classroom teacher, and by the Academic Program Coordinator at their school site.

The following classes or workshops were held in April:

"Positive Parenting" classes were held in Spanish at Charles Mack Elementary School on April 1 and 8, and in English at David Reese Elementary School on April 1 and 8. These classes teach parents positive approaches to discipline, stress management techniques, communication skills, and developmental milestones. An average of eight (8) parents attended the classes at Charles Mack and an average of two (2) parents attended the classes at David Reese.

"I Am Moving, I Am Learning" was held at Florin Elementary on April 3, at Charles Mack Elementary on April 8, and at David Reese Elementary School on April 10. This class teaches parents that children who have daily physical activity perform better in school and how to use simple materials found at home to create fun, physically active experiences for their children. Eleven (11) families attended the class at Florin Elementary, eleven (11) families attended the class at Charles Mack, and five (5) families attended the class at David Reese Elementary School.

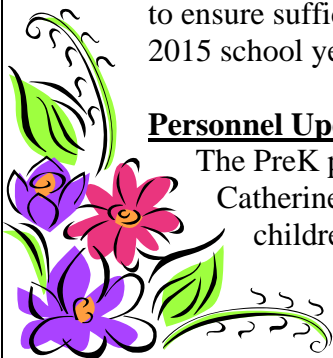
Recruitment

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.

Personnel Update

The PreK program is excited to have hired Catherine Barbero as our new social worker. Catherine comes to our program with many years of experience working with young children and their families in both school settings and with private agencies.



Sacramento City Unified School District

Health and Nutrition

This month, nurses have been quite busy preparing for the Head Start/Early Head Start Federal Review. Preschool nurses had the unique opportunity to engage with the reviewers, which was an edifying experience for them all. Sacramento City Unified School District (SCUSD) nurses viewed the review as a very positive learning experience and appreciated receiving feedback from the reviewers about their content area.

The Preschool Nurses are actively screening new preschool applicants for the 2014-2015 school year now that Head Start preschool open enrollment has been launched.

Nurses provided health information on the topics of dental health and hygiene, lead risks and how to avoid them, nutrition information and iron information and distributed this important information to all prospective parents at both registration sites located at Cap City and Hiram Johnson during the enrollment launch.

The vacant Child Development Nurse position will be filled in the next two months. Nurses look forward to having the additional help and assistance as SCUSD seeks to provide the needed health assistance and support to newly enrolled families in the subsequent year.

SCUSD is happy to report that preschool nurses' layoff notices have all been rescinded for the 2014-2015 school year, with the exception of one. SCUSD anticipates that the final one will also be rescinded in the very near future.

The dental varnish clinics will be continuing through the month of May. Nurses are happy to report that there has been a marked improvement in preschoolers' oral health status in some of the preschool classrooms this spring. Nurses will be comparing current preschooler dental assessment data with last year's data results. Nurses continue to follow-up with parents whose preschool children were noted to have dental health needs during the dental varnish clinics.

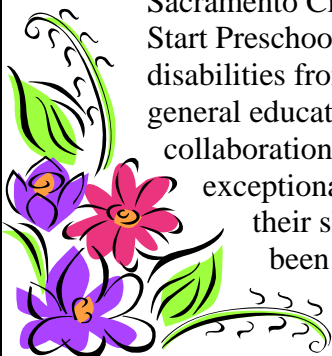
The lead nurse just completed the last rotation of LVN student mentorship before their graduation in May. The experience was a rewarding one and the nurses look forward to a continued positive working relationship with CAJ Skills Center.

Social Services

Social workers have been diligently preparing for the Head Start/Early Head Start federal review. Tasks included reviewing files, providing needed services and support to assigned caseloads and engaging families in the process of completing their Family Partnership Agreements.

Disabilities

Sacramento City Unified School District Child Development Program has served 170 Head Start Preschool Children and 19 Early Head Start Preschool Children with a variety of disabilities from September 2013 through April 2014. These children have been served in the general education classrooms as well as the 9 full-inclusion classrooms. Through ongoing collaboration and teamwork, Head Start and SCUSD Special Education staff is providing exceptional teaching and care to these children and families and they continue to display their skills to a range of classroom visitors and guests. Teachers and staff have also been focusing on the topic of "transitions" this past April on a variety of levels:



assisting parents with preschool applications to continue preschoolers in the subsequent year; assisting parents with the kindergarten registration process; encouraging and accompanying families to visits to the new school; and attending annual and transition IEP meetings along with families in order to assist parents in determining the best fall school placements for youngsters.



San Juan Unified School District

Education Services Update

Teachers began the Flower Study on Thursday, April 24th. Their letter focus was on Gg, Ee, and Dd. Their math focus continues to be adding and subtracting hidden objects in sets. This study will blend into the theme of *Growing and Changing* in mid-May. The final DRDP assessment ends May 9th.

Disabilities Services Update

This month the screening team finalized the screening schedule for the 2014-15 school year registration/enrollment seasons. The Disabilities Lead teachers took inventory in the screening room and made a list of supplies they need to replenish. The team also organized and stocked the ASQ and ASQ-Es that were recently ordered and delivered.

Final preparations were completed for the upcoming Federal Review. The Monitoring forms and Special Education paperwork were organized and updated as necessary. Interview questions have been reviewed and the protocol box contents have been double checked. The Disabilities Specialist visited classrooms for a double check in areas requiring a response plan in accordance with the Quality Assurance Review.

Mental Health Services Update

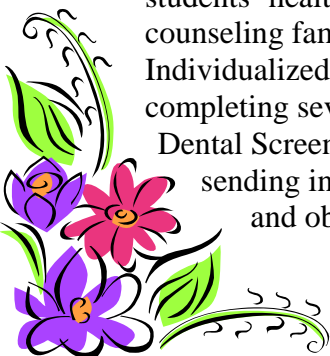
The Mental Health Therapist is lending extra support to kindergarten-bound children's parents who have concern for the child's social and emotional readiness. He is also providing resources for counseling cases that are preparing to close in order to continue future mental health services.

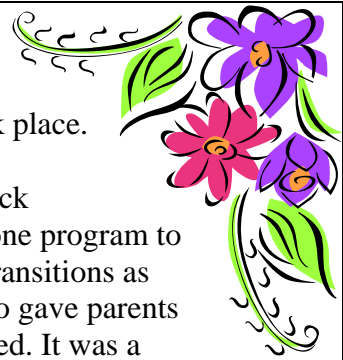
Nutrition Services Update

The CDE Shaping Healthy Impressions through Nutrition and Exercise (SHINE) is offering Meal Quality Forums. Cooks from early child care programs will present culinary techniques in one of the professional kitchens located at the Le Cordon Bleu College of Culinary Arts in Sacramento. Staff is confident this culinary experience will promote healthy meal choices and preparation.

Health Services Update

Health is not screening during the month of April, but will start screening again twice a week in May on Tuesdays and Thursdays in the centralized screening room. Health is reviewing students' health, nutrition, and immunization status, completing health screenings, and counseling families in various health areas as needed. The School Nurse is completing Individualized Student Health Plans for those who have health concerns. The School Nurse is completing several IEP Assessments and Reports for referred students. The Smile Keepers Dental Screenings will continue to run in classrooms through May 1st. Health has been sending information packets to families with children that are underweight, overweight, and obese.





Family and Community Partnerships Update

At the April Policy Committee meeting, the second reading of the by-laws took place. There were also two guest speakers. The first was Kate Lasarian, the district coordinator for Family Community Engagement, who asked parents for feedback regarding any experience they might have had with a child transitioning from one program to another (from Early Head Start to Head Start or any elementary or secondary transitions as well). The second was Laura Williams, Lead Teacher for Early Head Start, who gave parents information regarding assessment data for infants and toddlers and how it is used. It was a productive and very informative meeting.

Transition Services Update

Parent education has been an important part of the transition process. Teachers have been working with parents to become equal partners in planning their child's transition. Teachers have been assisting families by individualizing the process based on the needs of each individual family. Parents have been educated on new environments and routines, as well as kindergarten expectations and readiness skills.

Program Support/Staff Training Update

Teachers received a training titled "Instructional Support Throughout the Day," which was presented by Liz Aguilar from SETA. The content was taken from the *Train the Trainer* presentation given at SETA in March. This was an interactive training in which teachers participated in activities where the different teaching strategies were paired with different times in the daily class schedule, thus demonstrating teachable moments throughout the day. Teachers and Assistants attended training on *Reflective Planning* where teams viewed several video clips with children exploring cut flowers. Teams then reflected on what they thought the children were thinking and then looked at the teacher interactions to gauge how this affected the children's experiences. This training was presented by Mary Jane MacGuire-Fong and Marie Jones from American River College.

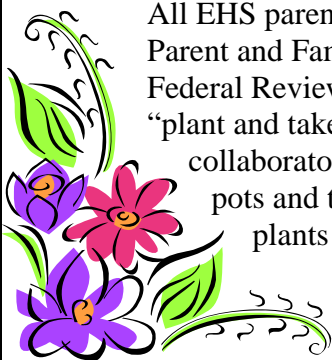
Fiscal Update

This was a very busy month for the fiscal team. They completed estimated actuals for the end of the year as well as completed budget development. The Head Start and Early Head Start grant applications were completed. All resources were reconciled, the SETA reports were submitted, and the CCTR quarterly reports were filed. This was possible because of the great group of willing and able team players in the fiscal department.

Early Head Start

This month, the EHS staff worked on finishing the third round of DRDP assessments for the year. They also participated in the annual mandated reporter training, with some staff doing the training online. The EHS leadership team planned for the upcoming program-wide staff development training in May.

All EHS parents had an opportunity to give feedback to the program through the countywide Parent and Family Engagement survey, with results to be shared next month. During the OHS Federal Review this month, two of the centers celebrated Earth Day with a cross program "plant and take" parent meeting sponsored by Home Depot, one of the local community collaborators. During the parent meeting, the parents and children planted seeds in clay pots and took them home afterward, eagerly looking forward to watching their new plants sprout and grow.



Twin Rivers Unified School District

Events

During the month of April both sites participated in Open House events to showcase our classrooms and school to our parents and the community. At Morey, community vendors set up booths to provide contact information and resources to our families related to lead prevention and healthy eating. Each classroom displayed art work and guests were treated to delicious yogurt treats from the Nutrition Department.

Starting April 21st, all staff also participated in the triennial Federal Review Visit. Component leaders were busily preparing for the intense visit that included the monitoring of all aspects of the preschool program. The visit is scheduled to be completed on May 2nd.

Professional Development

On May 1st, the teaching staff will participate in the last ECE District wide professional development workshop at Morey Avenue for the 2013-2014 school year. The workshop will focus on Common Core standards alignment with the Preschool Learning Foundations.

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.

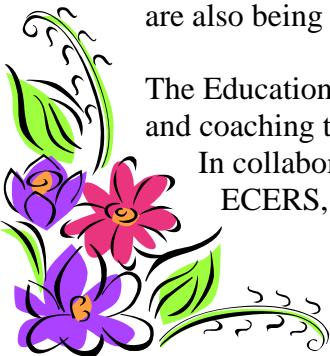
The School Social Worker/Counselor continues providing classroom support to students having challenging behaviors and difficulties adjusting to the classroom environment. Classroom observations to assist with intervention strategies and behavioral techniques for all classrooms are also being provided 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 meetings with a few parents of students identified with challenging behaviors.

The Community Liaisons continue completing FPA and FPP with parents. The Community Liaison and Social Worker also continue to plan and facilitate the monthly meetings in each of the Morey Avenue classrooms and at Oakdale.

The Speech and Language Pathologist is finishing 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 for the second assessment period.





The ERSEA Component Leaders are continuing to review files for accuracy. Both sites are completely full and a wait list is being maintained. The final enrollment date for 2013-14 was April 11th. Enrollment for returning students continues and almost all students eligible to return for the upcoming school year have been re-enrolled.

Enrollment has begun for the 2014-15 school year with the group enrollment process. Fliers for local business, churches and community based agencies have been delivered for recruitment purposes by the Community Liaisons.

Policy and Parent Committees

The monthly meeting for the Policy Committee was held on April 10th at Morey Avenue. The agenda included the approval of the teacher assistant hiring list and the approval of the meeting minutes. The Policy Committee will meet next on May 15th at Morey. The Parent Committee meeting was held on April 29th at Oakdale and information was given from all of the monthly reports. The next meeting will be May 29th.

Parent Trainings/Meetings

The two Community Liaisons facilitated the monthly meeting for April in collaboration with Mutual Assistance Network with a focus on researching local resources in the community.

Fiscal

Appropriate spending for items related to ECERS, DRDP and the CLASS assessment will be finished by April 30th for all classrooms.

WCIC

Federal Review

The WCIC Team has been engaged in the 2014 Federal Review process from April 22, 2014 through May 1, 2014. OHS will provide a Written Report within 60 days. Congratulations Sacramento County Head Start Programs for a job well done!

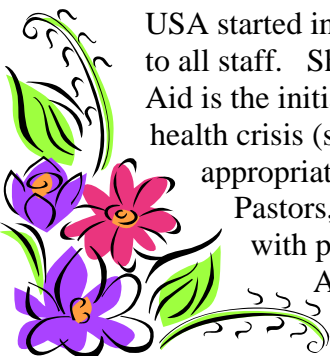
Enrollment

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

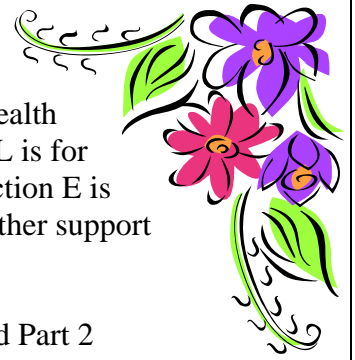
Mental Health (Staff Trainings)

WCIC/Playmate Head Start Program's staff received a Mental Health First Aid Training from Alexandra Rechs, Program Coordinator Quality Management from Sacramento County, Division of Behavioral Health on April 4, 2014. Ms. Rechs stated Mental Health First Aid USA started in Austria. She passed out Mental Health First Aid USA 2009 Edition Manuals to all staff. She gave an overview on "What is Mental Health First Aid?" Mental Health First Aid is the initial help given to a person showing symptoms of mental illness or in a mental health crisis (severe depression, psychosis, panic attack, suicidal thoughts and behavior) until appropriate professional or other help, including peer and family support, can be engaged.

Pastors, office staff, elders, deacons, and anyone with present or potential ministry with persons who are mentally ill could benefit from taking the Mental Health First Aid training. The more common mental disorders are anxiety, major depression,



substance use, bipolar disorder, eating disorders and schizophrenia. Mental Health First Aid Action Plan is: Action A: Assess for risk of suicide or harm; Action L is for Listen nonjudgmentally; Action G is for Give reassurance and information; Action E is for Encourage appropriate help; and Action E is for Encourage self-help and other support strategies.



WCIC/Playmate Head Start Program's staff received a Mental Health First Aid Part 2 Training from Alexandra Rechs, Program Coordinator Quality Management from Sacramento County, Division of Behavioral Health on April 11, 2014. The second part of Mental Health First Aid Training was on the potential risk factors and warning signs for a range of mental health problems, including: depression, anxiety/trauma, psychosis, substance use disorders, and self-injury. Psychosis is a general term used to describe a situation in which a person has lost some contact with reality, resulting in severe disturbances in thinking, emotion, and behavior. Psychosis can severely disrupt a person's relationships, work, and usual activities. Self-care can be difficult to initiate or maintain. Substance use disorder is how different substances affect the brain in different ways. People use substances because of these effects, which increasing feelings of pleasure or decreasing feelings or distress. Using alcohol and other drugs does not in itself mean that a person has a substance use disorder. Ms. Rechs gave more examples of an understanding of the prevalence of various mental health disorders in the U.S. and the need for reduced stigma and discrimination in the communities. A 5-step action plan encompassing the skills, resources and knowledge to assess the situation, to select and implement appropriate interventions, and to help the individual in crisis connect with appropriate professional care and the evidence-based professional, peer, social, and self-help resources are available to help someone with a mental health problem.

Information Memorandums and Program Information Reports

ACF-PI-HS-14-01 FY (Fiscal Year) 2014 Head Start Funding Increase





Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council and SETA Governing Board members
 RE: SETA Quality Assurance/Monitoring Results – March 2014

Agency	Centers Visited	# of Classrooms	# of Files	Monitoring Purpose
Sacramento City Unified School District	Edward Kemble HS Rosa Parks HS Mark Twain HS Pacific HS Hollywood HS Hiram Johnson EHS	6 5 in Head Start 1 in Early Head Start	17	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- Several teachers used natural events and routines as ‘teachable moments’ and engaged students in conversations
- Classroom activities at Hiram Johnson EHS were enriched by joining music class in SCOE/HS Inclusion class and parent input

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	91% HS 73% EHS	No significant findings for HS. Noted items for are EHS. 1- Not all children have a medical/dental home identified 2- Some ChildPlus did not match contents of the child’s file 3 – Some dental follow-up is limited 4 – Two noted incidents where medication policy was not followed 5 – One class observed did not perform tooth-brushing
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	95% HS 100% EHS	No significant noted findings

Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	97% HS 89% EHS	1- Earthquake preparedness poster not displayed nor practiced 2- Food prep area/kitchen inspection did not meet food safety standards
Family , Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	82%	1-Limited evidence that all immediate needs or information requested had adequate follow-up (not documented in the child's file) 2- Limited documentation/evidence of parent meetings and parent rep elections 3 – Inconsistent documentation of pedestrian safety training for parents
Adult Mental Health <i>(Parent/Guardian Mental Health)</i>	64%	1-Mental Health professional information was clearly posted at the center
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	91% HS 71% EHS	No significant findings for HS. Noted items for are EHS. 1-Screenings had inconsistent dates between the file and ChildPlus 2- Transition plan was not found in one EHS child file 3- Documentation was unclear if home visit/parent conference was performed
Written Individualization <i>(Assessments, Individual Development Plans, Transition)</i>	88% HS 88% EHS	1-Observation dates were not consistent with other dates in file challenging the validity of written observations. 2- Ratios were not met at all times 3-Little/no children's art was displayed
Curriculum/Implementation of Individualization <i>(Ratios, Supervision, Daily Schedule, Lesson Plans, Indoor/Outdoor Environments)</i>	93% 100%	No significant noted findings
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	96%	No significant noted findings

*Scores between 90-99% will be addressed by the program but do not require a formal Monitoring Response Plan. Scores less than 90% require a written Monitoring Response Plan. Thresholds will be adjusted in the future when historical data is available.

Corrective Action Plans:

The program has 30 days to submit a written Monitoring Response Plan for areas under 90%. Follow-up visits by the SETA Quality Assurance team will be scheduled within 120 days or less.



Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council and SETA Governing Board members
 RE: Quality Assurance/Monitoring Results – March 2014

Agency	Centers Visited	# of Classrooms	# of Files	Monitoring Purpose
Twin Rivers Unified School District	Morey Avenue Oakdale	5	12	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- Strong parent participation observed. Numerous parent/family volunteers in the classrooms.
- Children's art work was nicely displayed at children's eye level. The art work was commendable. The children were provided several experiences to create 3- D art.

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	83%	1- Not all heights/weights were graphed within two weeks 2- Not all health screens, results and/or follow-up were on file 3- Hand-washing procedures and supervision were inadequate
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	96%	No significant noted findings
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	88%	1-Doors were not paper-free 2-Licensing notification to parents was not evident in each child's file 3-Food prep areas did not meet cleanliness requirements 4-Some classrooms have clutter 5-Some areas on the play yard need maintenance and may pose safety concerns for children

<p>Family, Parent and Community Engagement (<i>Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition</i>)</p>	75%	<p>1-Not all children's files had evidence of timely completion of Family Partnership Agreements (FPA) 2-Goals/strategies were either lacking or not clearly identified 3-Follow-up documentation did not clearly link with the steps or goals of FPA 4-Documentation indicated approaches to follow up with parents regarding FPA needed to be evaluated for effectiveness.</p>
<p>Adult Mental Health (<i>Parent/Guardian Mental Health</i>)</p>	100%	No significant noted findings
<p>Education (<i>Screenings, Referrals, Follow-up, Individual Education Plans</i>)</p>	77%	<p>1-Documentation on screen results was unclear in the child's file if completed in a timely manner 2-Not all contents of the child's file matched in ChildPlus</p>
<p>Written Individualization (<i>Assessments, Individual Development Plans, Home Visits/Parent Conferences</i>)</p>	86%	<p>1-Not all Individual Development Plans were completed and/or on file 2-ChildPlus dates did not match contents of the files</p>
<p>Curriculum/Implementation of Individualization (<i>Ratios, Supervision, Daily Schedule, Lesson Plans, Indoor/Outdoor Environments</i>)</p>	79%	<p>1-Supervision and adult-child ratios at all times continues to need improvement 2-Lesson plans not posted at one center 3-Classroom management and transitions needs improvement 4-Some furnishings and classroom materials need repair/replacement 5-Some interest areas of the classroom were closed off/unavailable for children</p>
<p>ERSEA (<i>Eligibility, Recruitment, Selection, Enrollment, Attendance</i>)</p>	88%	<p>1-Eligibility verification forms were inconsistently kept in files 2-Inaccuracies between data in ChildPlus and information in the child's file 3-Waiting lists were not well organized and updated</p>

*Scores between 90-99% will be addressed by the program but do not require a formal Monitoring Response Plan. Scores less than 90% require a written Monitoring Response Plan. Thresholds will be adjusted in the future when historical data is available.

Corrective Action Plans:

The program has 30 days to submit a written Monitoring Response Plan for areas under 90%. Follow-up visits will be scheduled within 120 days or less.

SETA Head Start/Early Head Start Enrollment Report**(Enrollment as of the last service day of the month)****Last Service Day of Month: 4/30/14**

Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Auberry Park	1238A	17	13	4	2	19
Auberry Park	1238B	20	17	3	0	20
Bannon Creek	1200A	19	18	1	1	20
Bannon Creek	1200B	20	15	5	0	20
Bannon Creek	1200C	20	19	1	0	20
Bright Beginnings	1201A	19	18	1	1	20
Bright Beginnings	1201B	19	16	3	0	19
Bright Beginnings	1201C	20	13	7	0	20
Bright Beginnings	1201D	17	16	1	3	20
Broadway	1246A	20	17	3	2	22
Broadway	1246R	24	19	5	1	25
Broadway	1246X	22	19	3	1	23
Crossroad Gardens	1242A	20	17	3	0	20
Crossroad Gardens	1242R	22	21	1	0	22
Crossroad Gardens	1242X	22	21	1	0	22
Elkhorn	1255A	20	15	5	0	20
Elkhorn	1255B	20	16	4	0	20
Elkhorn	1255C	19	13	6	2	21
Elkhorn	1255D	19	16	3	2	21
Elkhorn	1255X	22	18	4	1	23
Freedom Park	1239A	20	18	2	2	22
Freedom Park	1239B	20	14	6	0	20
Freedom Park	1239C	20	17	3	0	20
Freedom Park	1239D	19	16	3	3	22
Freedom Park	1239R	22	18	4	1	23
Freedom Park	1239X	22	18	4	1	23
Fruitridge	1216A	20	18	2	0	20
Fruitridge	1216B	20	19	1	2	22
Fruitridge	1216C	20	18	2	0	20
Fruitridge	1216D	20	17	3	1	21
Galt	1234A	20	19	1	0	20
Galt	1234B	20	18	2	0	20
Galt	1234C	20	14	6	0	20
Galt	1234D	20	17	3	0	20
Galt	1234E	20	17	3	0	20
Galt	1234F	20	19	1	1	21
Grizzly Hollow	1252A	20	17	3	0	20
Grizzly Hollow	1252B	20	16	4	0	20
Hillsdale	1228A	20	14	6	1	21

Hillsdale	1228B	20	17	3	1	21
Hillsdale	1228C	19	17	2	2	21
Hillsdale	1228D	20	17	3	0	20
Hillsdale	1228R	21	20	1	1	22
Hillsdale	1228X	20	19	1	2	22
Hopkins Park	1253A	20	17	3	0	20
Hopkins Park	1253B	20	18	2	1	21
Hopkins Park	1253C	19	15	4	0	19
Hopkins Park	1253D	19	14	5	1	20
Illa Collin	1221A	17	16	1	3	20
Illa Collin	1221B	18	12	6	1	19
Job Corp	1237X	22	20	2	0	22
Kennedy Estates	1240A	19	15	4	1	20
Kennedy Estates	1240B	20	18	2	0	20
La Verne Sterwart	1219A	19	17	2	2	21
La Verne Sterwart	1219B	19	16	3	2	21
Mather	1223A	18	15	3	2	20
Mather	1223B	19	15	4	2	21
Mather	1223C	19	16	3	1	20
Mather	1223D	18	12	6	4	22
Mather	1223X	22	21	1	0	22
Nedra Court	1244A	20	18	2	0	20
Nedra Court	1244B	19	19	0	1	20
Nedra Court	1244C	20	17	3	0	20
New Helvetia 2	1247A	19	13	6	0	19
New Helvetia 2	1247B	17	15	2	1	18
Norma Johnson	1214A	18	16	2	2	20
Norma Johnson	1214B	14	12	2	7	21
Norma Johnson	1214X	21	19	2	2	23
North Avenue	1256A	19	18	1	1	20
North Avenue	1256B	20	18	2	0	20
North Avenue	1256C	20	16	4	0	20
North Avenue	1256D	20	15	5	0	20
North Avenue	1256X	17	13	4	1	18
Northview	1224A	20	14	6	1	21
Northview	1224B	20	18	2	0	20
Northview	1224C	20	15	5	0	20
Northview	1224D	20	18	2	1	21
Northview	1224X	22	18	4	0	22
Parker	1207E	15	13	2	2	17
Phoenix Park	1248A	18	16	2	4	22
Phoenix Park	1248B	20	17	3	1	21
Phoenix Park	1248X	18	15	3	5	23
Sharon Neese	1249R	22	21	1	1	23
Sharon Neese	1249X	21	19	2	1	22

Solid Foundation	1254A	20	15	5	0	20
Solid Foundation	1254B	20	18	2	0	20
Solid Foundation	1254C	20	17	3	1	21
Solid Foundation	1254D	19	16	3	1	20
Strizek Park	1225A	17	15	2	3	20
Strizek Park	1225B	20	16	4	0	20
Vineland	1211A	20	17	3	0	20
Vineland	1211B	20	17	3	0	20
Walnut Grove	1235A	19	15	4	1	20
Broadway	1246U	6	6	0	2	8
Crossroad Gardens	1242U	8	7	1	2	10
Elkhorn	1255M	8	6	2	0	8
Elkhorn	1255U	7	7	0	1	8
Job Corp	1237M	7	5	2	2	9
Job Corp	1237U	8	6	2	2	10
Mather	1223U	7	6	1	1	8
New Helvetia 1	1212M	8	8	0	1	9
New Helvetia 1	1212U	8	5	3	0	8
Norma Johnson	1214U	8	8	0	0	8
Northview	1224U	7	6	1	1	8
Phoenix Park	1248U	8	8	0	1	9
Sharon Neese	1249M	8	6	2	1	9
Sharon Neese	1249U	8	7	1	2	10
TOTALS for Head Start		1933	1638	295	107	2040
HS Totals	1827					
Drops w/in 30	91					
P/S Home Base	84					
Total	2002					
EHS Totals	106					
Drops w/in 30	16					
EHS Home Base	144					
River Oaks	36					
SCOE	36					
Total	338					
GRAND TOTAL	2340					

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2013 to 2014

Period: April 2014

Full Day Classes

Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	%ADA	ADA	%ADA
Broadway	44	17	37	84%	45	102%
Crossroad Gardens	44	22	39	89%	44	100%
Elkhorn	22	22	18	82%	22	100%
Freedom Park	44	22	35	80%	43	98%
Hillsdale	44	22	36	82%	42	95%
Job Corp	22	22	17	77%	22	100%
Mather	22	22	17	77%	22	100%
Norma Johnson	22	22	18	82%	21	95%
North Avenue	22	22	12	55%	16	73%
Northview	22	22	16	73%	22	100%
Phoenix Park	22	22	15	68%	20	91%
Sharon Neese	44	22	36	82%	42	95%

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2013 to 2014

Period: April 2014

Early Head Start Classes

Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	%ADA	ADA	%ADA
Broadway	8	17	5	63%	6	75%
Crossroad Gardens	8	22	6	75%	8	100%
Elkhorn	16	22	13	81%	14	88%
Job Corp	16	22	9	56%	13	81%
Mather	8	22	5	63%	7	88%
New Helvetia 1	16	22	12	75%	15	94%
Norma Johnson	8	22	7	88%	8	100%
Northview	8	22	6	75%	8	100%
Phoenix Park	8	22	6	75%	8	100%
Sharon Neese	16	22	13	81%	16	100%

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2013 to 2014

Period: April 2014

Part Day Classes

Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	%ADA	ADA	%ADA
Auberry Park	40	14	30	75%	39	98%
Bannon Creek	60	21	47	78%	59	98%
Bright Beginnings	80	14	59	74%	74	93%
Broadway	20	16	16	80%	19	95%
Crossroad Gardens	20	21	15	75%	20	100%
Elkhorn	80	21	60	75%	77	96%
Freedom Park	80	21	63	79%	75	94%
Fruitridge	80	21	65	81%	76	95%
Galt	120	21	93	78%	120	100%
Grizzly Hollow	40	14	33	83%	40	100%
Hillsdale	80	21	55	69%	76	95%
Hopkins Park	80	21	58	73%	76	95%
Illa Collin	40	14	29	73%	35	88%
Kennedy Estates	40	14	34	85%	39	98%
La Verne Sterwart	40	21	32	80%	38	95%
Mather	80	21	51	64%	71	89%
Nedra Court	60	21	49	82%	59	98%
New Helvetia 2	40	14	26	65%	36	90%
Norma Johnson	40	21	28	70%	33	83%
North Avenue	80	21	60	75%	76	95%
Northview	80	21	59	74%	78	98%
Parker	16	14	12	75%	15	94%
Phoenix Park	40	21	31	78%	38	95%
Solid Foundation	80	21	62	78%	79	99%
Strizek Park	40	21	26	65%	38	95%
Vineland	40	14	35	88%	40	100%
Walnut Grove	20	14	16	80%	19	95%

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 4/30/14)

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)	17 (8 %)	N/A
Elk Grove USD (420)	73 (17%)	N/A
Sacramento City USD (1292)(147)	180 (14%)	19 (13%)
San Juan USD (693) (161)	107 (15%)	22 (13%)
WCIC (120)	13 (11%)	N/A
SETA (1974) (345)	197 (10%)	54 (16%)
County (4710)* (653)**	587 (12%)	95 (14%)

AFE = Annual Funded Enrollment

%AFE = Percentage of Annual Funded Enrollment



SETA Head Start

Food Service Operations Monthly Report

*April 2014

April 4th - Minimum Day Preschool & EHS Full Day Classes.

April 11th - Home Base Field Trip, Special Field Trip menu provided for 84 guests.

April 14th through 18th - Spring Break - Traditional Centers Closed.
Broadway Center closed for floor repair.

April 25th - EHS Home Base Field Trip. Special Field Trip menu provided for 150 guests.

Meetings:

Food Service Staff Meeting at WCIC - All Food Service Staff attended on April 4th.

AB 1825 - Preventing Sexual Harassment attended by Cheryl Barton & Connie Otwell on April 17.

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
40,150	23,964	26,706	400

Total Amount of Meals and Snacks Prepared **91,220**

Purchases:

Food	\$77,373.99
Non - Food	\$12,870.73

Building Maintenance and Repair: \$622.50

Janitor & Restroom Supplies \$0.00

Kitchen Small Wares and Equipment: \$3,183.28

Vehicle Maintenance and Repair : \$1,131.29

Vehicle Gas / Fuel: \$2,110.65
 Normal Delivery Days 22

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: