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*THOUGHT OF THE DAY: "Happy are those who dream dreams and are willing to pay the price for making them come true."*

*Author: Unknown*

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

**DATE:** Tuesday, June 17, 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](http://www.seta.net).

**AGENDA**

**PAGE NUMBER**

- |             |   |      |
|-------------|---|------|
| <b>I.</b>   | <b><u>Call to Order/Roll Call/Review of Board Member Attendance</u></b> | 1-5  |
|             | ➤ PAC Meeting Attendance Update   |      |
|             | ➤ Introduction of Newly Seated Representatives                          |      |
| <b>II.</b>  | <b><u>Consent Item</u></b>  |      |
| A.          | Approval of the Minutes of the May 20, 2014 Regular Meeting             | 6-10 |
| <b>III.</b> | <b><u>Action Items:</u></b> None.                                       |      |
| <b>IV.</b>  | <b><u>Information Items</u></b>   |      |
| A.          | Ex-Offenders Expungement Presentation - Ms. Joyce Keith                 | 11   |

|       |   |       |
|-------|---|-------|
| B.    | Standing Information Items  | 12-21 |
| ➤     | PC/PAC Calendar of Events – Ms. Jasmine Jamison   |       |
| ➤     | Parent/Staff Recognitions – Ms. Jasmine Jamison   |       |
| ➤     | PC/PAC Parent Activity - Shriner’s Hospitals for Children Tour – Ms. Jasmine Jamison                  |       |
| ➤     | Community Resources-Parents/Staff – Ms. Jasmine Jamison   |       |
| ➤     | Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Patterson                |       |
| ➤     | Child Care Center Food Menu (attached)  |       |
| B.    | Governing Board Minutes: April 24, 2014 (attached)  | 22-28 |
| V.    | <b><u>Committee Reports</u></b>   | 29-30 |
| ➤     | Executive Committee Meeting Critique: Ms. Jasmine Jamison   |       |
| ➤     | Budget/Planning Committee: Ms. Jasmine Jamison  |       |
| ➤     | Personnel/Bylaws Committee: Ms. Jasmine Jamison   |       |
| ➤     | Social/Hospitality Committee: Ms. Jasmine Jamison   |       |
| ➤     | Men’s Activities Affecting Children Committee (MAACC): Mr. Justin Fietzek                             |       |
| ➤     | PC/PAC Food Service Committee: Ms. Jasmine Jamison  |       |
| VI.   | <b><u>Other Reports</u></b>   | 31-52 |
| ➤     | Chair’s Report  |       |
| ➤     | Policy Council Report(s): 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.  | <b><u>Center Updates</u></b>  | 53    |
| VIII. | <b><u>Discussion</u></b>  | 53    |
| IX.   | <b><u>Public Participation</u></b>  | 53    |
| X.    | <b><u>Adjournment</u></b>   |       |

**DISTRIBUTION DATE: WEDNESDAY, JUNE 11, 2014**

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

ITEM I - A – ROLL CALL

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

- \_\_\_ Vacant, 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
- \_\_\_ Vacant, 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
- \_\_\_ **Joyce Turner, Kennedy Estates Head Start**
- \_\_\_ Vacant, LaVerne Stewart Head Start
- \_\_\_ Vacant, (Marie Cleveland's) Bright Beginning Head Start
- \_\_\_ Vacant, 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 Head Start
- \_\_\_ Vacant, Northview Head Start
- \_\_\_ **Kenneth Tate, Parker Head Start**
- \_\_\_ Vacant, Phoenix Park Head Start
- \_\_\_ Vacant, Sharon Neese Early Learning Center
- \_\_\_ Vacant, Solid Foundation Head Start
- \_\_\_ **Todd Woods, 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**

|   |
|---|
| ___ Chelveat Moore, North Avenue Head Start       |
|   |
|   |
| ___ Vacant, Alder Grove I Head Start              |
| ___ Vacant, Crossroad Gardens Head Start          |
| ___ Vacant, Fruitridge 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            |
|   |

|  |
|--|
| ___ Erica Curtis, Sharon Neese Early Learning Center       |
|  |
|  |
| ___ Vacant, Marie Cleveland's Bright Beginnings Head Start |
| ___ Vacant, Marina Vista Early Learning Center             |
| ___ Vacant, Northview Head Start                           |
| ___ Vacant, Phoenix Park Head Start                        |
| ___ Vacant, Solid Foundation Head Start                    |
| ___ Vacant, Foster Parent Rep                              |
| ___ Vacant, Home Base Head Start Representative            |
| ___ Vacant, Past Parent Representative                     |
| ___ Vacant, Grandparent Representative                     |
|  |

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

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

| COMMITTEE MEMBER                                       | CENTER | 11/20 | 12/17 |  | 1/21 | 2/18<br>** | 3/18 | 4/22<br>* | 5/20 | 6/17 | 7/15 |  |  |  |  |
|--|--------|-------|-------|--|------|------------|------|-----------|------|------|------|--|--|--|--|
| <del>Grant Harper<br/>Seated 3/18</del>                | AG I   |       |       |  |      |            | X    | U         | U    |      |      |  |  |  |  |
| Lenda Wheeler<br>Seated 11/19                          | AG II  | X     | X     |  | PAC  |            | X    | X         | X    |      |      |  |  |  |  |
| Vacant<br>Seated                                       | AP     |       |       |  |      |            |      |           |      |      |      |  |  |  |  |
| Claudia Vazquez<br>Seated 4/22                         | BC     |       |       |  |      |            |      | X         | X    |      |      |  |  |  |  |
| <del>Ivette Navarrete<br/>s/b Seated 4/22</del>        | CR     |       |       |  |      |            |      | U         | U    |      |      |  |  |  |  |
| Vacant<br>Seated                                       | EHS/HB |       |       |  |      |            |      |           |      |      |      |  |  |  |  |
| Vacant<br>Seated                                       | EHS/HB |       |       |  |      |            |      |           |      |      |      |  |  |  |  |
| Vacant<br>Seated                                       | EL     |       |       |  |      |            |      |           |      |      |      |  |  |  |  |
| Vacant<br>Seated                                       | FP     |       |       |  |      |            |      |           |      |      |      |  |  |  |  |
| <del>Marcia Cajero<br/>Seated 11/19</del>              | FT     | X     | U     |  | X    |            | U    | X         | U    |      |      |  |  |  |  |
| Vacant<br>Seated                                       | G      |       |       |  |      |            |      |           |      |      |      |  |  |  |  |
| Vacant<br>Seated                                       | GH     |       |       |  |      |            |      |           |      |      |      |  |  |  |  |
| Linda Aviluz<br>Seated 4/22                            | H      |       |       |  |      |            |      | X         | X    |      |      |  |  |  |  |
| Vacant<br>Seated                                       | HB     |       |       |  |      |            |      |           |      |      |      |  |  |  |  |
| Colleen Fietzek<br>Seated 3/18                         | HB     |       |       |  |      |            | X    | X         | X    |      |      |  |  |  |  |
| Vacant<br>Seated                                       | IC     |       |       |  |      |            |      |           |      |      |      |  |  |  |  |
| Annette Pettis<br>Seated 12/17                         | HP     |       | X     |  | X    |            | X    | X         | X    |      |      |  |  |  |  |
| Vacant<br>Seated                                       | JC     |       |       |  |      |            |      |           |      |      |      |  |  |  |  |
| Joyce Turner<br>Seated 5/20                            | K      |       |       |  |      |            |      |           |      |      |      |  |  |  |  |
| Vacant<br>Seated                                       | LVS    |       |       |  |      |            |      |           |      |      |      |  |  |  |  |
| Vacant<br>Seated                                       | MCBB   |       |       |  |      |            |      |           |      |      |      |  |  |  |  |
| <del>Derek Adams<br/>Seated 11/19</del>                | MV     | X     | X     |  | X    |            | X    | U         | U    |      |      |  |  |  |  |
| Jasmine Jamison<br>Seated 12/17                        | M      |       | X     |  | X    |            | X    | X         | X    |      |      |  |  |  |  |
| Chelvat Mooret<br>s/b/seated 5/20                      | NA     |       |       |  |      |            |      |           | U    |      |      |  |  |  |  |
| Alacya Harris<br>s/b/s 11/19; seated 12/17             | NC     | U     | X     |  | X    |            | X    | X         | X    |      |      |  |  |  |  |
| Sabrina Rasmussen<br>s/b/s 3/18; seated 4/22           | NJ     |       |       |  |      |            | E    | X         | U    |      |      |  |  |  |  |
| Vacant<br>Seated                                       | NV     |       |       |  |      |            |      |           |      |      |      |  |  |  |  |
| Kenneth Tate<br>Seated 11/19                           | PA     | X     | X     |  | PC   |            | X    | X         | X    |      |      |  |  |  |  |
| <del>LaShanda Banks<br/>s/b/s 12/17; seated 1/21</del> | PD     |       | U     |  | X    |            | X    | U         | U    |      |      |  |  |  |  |
| Vacant<br>Seated                                       | SF     |       |       |  |      |            |      |           |      |      |      |  |  |  |  |
| Erica Curtis<br>s/b/seated 4/22                        | SN     |       |       |  |      |            |      | E         | E    |      |      |  |  |  |  |

| COMMITTEE MEMBER                                     | CENTER | 11/20 | 12/17 |  | 1/21 | 2/18<br>** | 3/18 | 4/22<br>* | 5/20 | 6/17 | 7/15 |  |  |  |  |
|--|--------|-------|-------|--|------|------------|------|-----------|------|------|------|--|--|--|--|
| <b>Todd Woods</b><br>Seated 5/20                     | SP     |       |       |  |      |            |      |           | X    |      |      |  |  |  |  |
| Vacant<br>Seated                                     | V      |       |       |  |      |            |      |           |      |      |      |  |  |  |  |
| <b>Debra Baro</b><br>Seated 11/19                    | WG     | X     | X     |  | X    |            | X    | AP        | E    |      |      |  |  |  |  |
| Vacant   | FPR    |       |       |  |      |            |      |           |      |      |      |  |  |  |  |
| Seated   | GPR    |       |       |  |      |            |      |           |      |      |      |  |  |  |  |
| <b>Justin Fietzek</b><br>Seated 9/17/13<br>New term: | MAACC  | X     | X     |  | X    |            | E    | E         | X    |      |      |  |  |  |  |
| <b>LaTasha Windham</b><br>Seated 11/19               | OGC    | X     | X     |  | PAC  |            | U    | X         | X    |      |      |  |  |  |  |
| Vacant<br>Seated                                     | PPR    |       |       |  |      |            |      |           |      |      |      |  |  |  |  |
| Vacant<br>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**

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

**Representative Abbreviations**

|               |   |
|---------------|---|
| <b>FPR:</b>   | Foster Parent Representative                  |
| <b>GPR:</b>   | Grandparent Representative                    |
| <b>MAACC:</b> | Men's Activities Affecting Children Committee |
| <b>OGC:</b>   | Out Going Chair                               |
| <b>PPR:</b>   | Past Parent Representative                    |

**Attendance Record Abbreviations**

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

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE MAY 20, 2014 PAC MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the May 20, 2014 PAC meeting.

RECOMMENDATION:

Approve the minutes of the May 20, 2014 PAC meeting.

**NOTES:**

**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

**VOTE:** Aye \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_



**REGULAR 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, May 20, 2014  
9:00 a.m.

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

Ms. Jasmine Jamison called the meeting to order at 9:07 a.m.; Ms. Alacya Harris read the thought of the day and called the roll.

**Members Present:**

Annette Pettis  
Alacya Harris  
Jasmine Jamison  
Kenneth Tate  
Colleen Fietzek  
LaTasha Windham  
Claudia Vazquez, Bannon Creek  
Linda Aviluz, Hillsdale  
Lenda Wheeler (arrived at 9:17 a.m.)  
Joyce Turner (arrived at 9:23 a.m.)

**Member Absent:**

Debra Baro (excused)  
Derek Adams (unexcused)  
Grant Harper (unexcused)  
LaShanda Banks (unexcused)  
Sabrina Rasmussen (unexcused)  
Marcia Cajero (unexcused)

**New representatives to be seated:**

Justin Fietzek, MAACC  
Todd Woods, Striezek Park

**New representatives to be seated but absent:**

Ivette Navarrete, Crossroad Gardens (unexcused)  
Erica Curtis, Sharon Neese (unexcused)  
Chelveat Moore, North Avenue (unexcused)

Ms. LaTasha Windham left at 9:10 a.m.

**II. Consent Item**

**A. Approval of the Minutes of the April 22, 2014 Special Meeting**

The minutes were reviewed; no questions or corrections.

Moved/J. Fietzek, second/Harris, to approve the minutes of the April 22, 2014 meeting.

Show of Hands Vote:

Aye: 8 (Aviluz, C. Fietzek, J. Fietzek, Harris, Pettis, Tate, Vazquez, Woods)  
Nay: 0  
Abstention: 1 (Jamison)

### **III. Action Item**

#### **A. Approval of the Parent Advisory Committee and Policy Council Joint Parent Activity**

Ms. Jamison reviewed the parent activity. More information will be distributed to parents as soon as possible.

Moved/Harris, second/C. Fietzek

Show of hands Vote:

Aye: 8 (Aviluz, C. Fietzek, J. Fietzek, Harris, Pettis, Tate, Vazquez, Woods)

Nay: 0

Abstention: 1 (Jamison)

### **IV. Information Items**

#### **A. Standing Information Items**

- Free Prescription Drug Discount Cards: Mr. Victor Bonanno stated that the discount cards are being made available through United Way. The Executive Director and Deputy Directors all have approved the distribution of this discount card. There will be a small display of the discount cards at all Head Start centers. These cards are for family, friends, neighbors for prescription drugs that may not be covered 100% by insurance.

Ms. Lenda Wheeler arrived at 9:17 a.m.

Ms. Joyce Turner was seated at 9:23 a.m.

- PC/PAC Calendar of Events: Ms. Jamison reviewed upcoming meetings.
- Parent/Staff Recognitions: None.
- Public Speaking (Toastmasters) Training Oral Reports: Copies of Toastmaster slides are available to those interested.
- Community Resources-Parents/Staff: Ms. Jamison reviewed the MediCal Advisory Committee minutes.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. Patterson reviewed the expenditures as of April 30, nine months into the program year so the budget should be 75% spent. Most of the delegates are closed during the summer so their budgets will be expended by the beginning of the summer. The non-federal share is well above the minimum and Ms. Patterson thanked parents for their participation. Ms. Paterson thanked all members that attended the most recent Budget/Planning Committee.
- Child Care Center Food Menu: No questions.

B. Governing Board Minutes: No questions.

**V. Committee Reports**

- Executive Committee Meeting Critique: Mr. Kenneth Tate reviewed the meeting critique.
- Budget/Planning Committee: No additional report.
- Personnel/Bylaws Committee: Ms. Jamison reported that the committee reviewed the bylaws for the PAC.
- Parent, Family & Community Engagement & Early Childhood Development & Health Services Committee: No meeting.
- Men's Activities Affecting Children Committee (MAACC): Mr. Fietzek reported that the last meeting was held on April 28; attendees approved Mr. Kenny Williams as his alternate. The planning has begun for the end-of-year activity for fathers; he stated that it will probably be a BBQ.
- Social/Hospitality Committee: Ms. Jamison reviewed the PAC/PC parent activity (bonding) and discussed various activities. Committee members discussed the age limit for the guests and it was decided that guests should be 18 years of age and older. Committee members are to research various activities and bring back information to the committee.
- Parent Ambassador Report: Mr. Tate reviewed the most recent meeting held on May 16. There were four attendees who reviewed the purpose of this committee and will be working on a new mission statement.

**VI. Other Reports**

- Chair's Report: Ms. Jamison asked board members to send their positive thoughts and prayers for Ms. Hawkins.
- Policy Council Report(s): No report.
- Head Start Deputy Director's Report: Ms. Denise Lee stated that there are some center name changes. The SETA-operated program had three centers undergo name changes. The names match the community changes and align with the changes in the community.
  - Broadway Early Learning Center is now Marina Vista Early Learning Center
  - New Helvetia I is now Alder Grove Infant/Toddler Center
  - New Helvetia II is now Alder Grove Early Learning Center

Ms. Lee thanked board members for their participation in the recent federal review. The reviewers visited 218 classrooms throughout the county. Staff is awaiting the final report which should be completed between 30-60 days. If there are findings, the program will be given 120 days to resolve the findings.

The Agency has an opportunity to apply for EHS funds; it is expected that approximately \$50 million will be available in California. This grant award will focus on Head Start reaching out to child care providers and partnering with the

providers so they raise the level of services to Head Start standards. Staff will be applying for funds to increase the number slots to 82. If awarded, the funds will be braided with State funds. This program would provide assistance to child care centers that are privately funded.

➤ **Head Start Managers' Reports**

- ✓ Program Support Services Report: No report.
- ✓ Parent/Family and Community Engagement Committee: Ms. Lisa Carr stated that the topic for this month's parent meetings is 'Ready, Set, Go, Go, Go', which is for kindergarten preparation. It will be the last parent meeting until August. Staff is re-certifying families to ensure are still eligible for the program. SETA can no longer use Laurel Hills for socialization; staff is working to secure another location for home base socialization events. Ms. Carr referred parents to the attendance reports and reminded parents that their children need to attend school every day; it's important for the kids not to have a summer drop off. There is an ironworker's boot camp training course. Ms. Carr has flyers and read the minimum qualifications.
- ✓ Child Development & Education Services Report: No report.

**VII. Center Updates**

Ms. Harris announced that Zumba classes are being held at Nedra Court, 8-9:30 a.m.; these classes are open to everyone

**VIII. Discussion: None.**

**IX. Public Participation: None.**

**X. Adjournment: The meeting was adjourned at 10:12 a.m.**

## ITEM IV-A – INFORMATION

### EX-OFFENDERS EXPUNGEMENT PRESENTATION

#### BACKGROUND:

The Sacramento Employment and Training Agency provides assistance to ex-offenders to expunge their records. Ms. Joyce Keith, Workforce Development Professional II from the South County Career Center, will be available to talk about the services provided.

#### Expungement vs. Rehabilitation Certificate:

- What is the difference between an Expungement and Rehabilitation Certificate?
- Who is eligible?
- What is the process?
- How long does a client have to wait before applying?
- When a record is expunged, how do they answer the question, “have you been convicted of a crime?”
- After the record is expunged, what can an employer see when they do a background check?

Ms. Keith will be available to answer questions.

#### NOTES:

## ITEM IV- B – INFORMATION

### STANDING INFORMATION

#### BACKGROUND:

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

- B. Standing Information Items
  - PC/PAC Calendar of Events – Ms. Jasmine Jamison
  - Parent/Staff Recognitions – Ms. Jasmine Jamison
  - PC/PAC Parent Activity - Shriner's Hospitals for Children Tour – Ms. Jasmine Jamison
  - Community Resources-Parents/Staff – Ms. Jasmine Jamison
  - 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>  |
|--|--|
| PAC Executive Committee                              | Thursday, June 19, 2014<br>9:00 a.m.<br>Olympus Room   |
| PAC Food Service Committee                           | Thursday, June 19, 2014<br>10:30 a.m.<br>Central Kitchen<br>6043 Watt Avenue<br>North Highlands, CA 95660                                    |
| PC/PAC Parent Activity                               | Friday, June 20, 2014<br>Shriner's Hospitals for Children tour<br>8:15 a.m.: arrive at SETA/Head Start<br>Central Office<br>Tour: 10:00 a.m. |
| PC Executive Committee                               | Thursday, June 26, 2014<br>9:00 a.m.<br>Olympus Room   |
| PC/PAC Bylaws Committee                              | Monday, June 30, 2014<br>10:30 a.m.<br>Olympus Room  |
| PC/PAC Social/Hospitality Committee                  | Wednesday, July 2, 2014<br>1:00 p.m.<br>Olympus Room   |
| PC/PAC Budget/Planning Committee                     | Tuesday, July 8, 2014<br>9:00 a.m.<br>Oak Room   |
| PC/PAC Parent Ambassador Committee                   | Friday, July 11<br>1:00 p.m.<br>Olympus Room   |
| PC/PAC Men's Activities Affecting Children Committee | Friday, July 25, 2014<br>1:00 p.m.<br>Olympus Room   |
| PC/PAC Bylaws Committee                              | Monday, July 28, 2014<br>9:30 a.m.<br>Olympus Room   |

**PARENT/FAMILY SUPPORT UNIT EVENTS AND ACTIVITIES**

**EVENT**

**DATE**

|  |  |
|--|--|
| PC/PAC Men's Activities Affecting Children Committee | Friday, June 27, 2014<br>1:00 p.m.<br>Olympus Room |
| PC/PAC Men's Activities Affecting Children Committee | Friday, July 25, 2014<br>1:00 p.m.<br>Olympus Room |
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# July

2014

| <i>Sun</i> | <i>Mon</i>  | <i>Tue</i>  | <i>Wed</i>   | <i>Thu</i>   | <i>Fri</i>  | <i>Sat</i> |
|------------|---|---|--|--|---|------------|
|            |   | <b>1</b>  | <b>2</b><br>1:00 PM<br>Social/Hospitality<br>Committee<br><br>6-8:30 PM<br>Ex-Offender<br>Employment Workshop<br>Shasta Room | <b>3</b>   | <b>4</b>  | <b>5</b>   |
| <b>6</b>   | <b>7</b>  | <b>8</b><br>9:00 AM<br>Budget/Planning<br>Committee Meeting<br>Oak Room     | <b>9</b>   | <b>10</b>  | <b>11</b>   | <b>12</b>  |
| <b>13</b>  | <b>14</b>   | <b>15</b><br>9:00 AM<br><b>PC/PAC Joint Meeting</b><br>SETA Board Room      | <b>16</b>  | <b>17</b><br>9:00 AM<br>PC/PAC Joint<br>Executive<br>Committee Meeting<br>Olympus Room | <b>18</b>   | <b>19</b>  |
| <b>20</b>  | <b>21</b><br>Ms. Nancy's B-Day  | <b>22</b><br>9:00 AM<br>PC Meeting -<br><b>CANCELLED</b><br>SETA Board Room | <b>23</b>  | <b>24</b><br>9:00 AM<br>PC Executive<br>Committee Meeting<br>Olympus Room              | <b>25</b><br>1:00 PM<br>MAACC<br>Meeting<br>Olympus<br>Room | <b>26</b>  |
| <b>27</b>  | <b>28</b><br>9:30 PC/PAC<br>Personnel/Bylaws<br>committee meeting<br>Olympus Room | <b>29</b>   | <b>30</b>  | <b>31</b>  |   |            |

Elk Grove – Sac City – San Juan - Twin Rivers – WCIC: (Traditional-Closed)

SETA Head Start Menu

# June 2014

\*We Serve 1% Lowfat Milk

|        | Monday  | Tuesday   | Wednesday   | Thursday   | Friday  |
|--------|---|---|---|--|---|
| Week 2 | 2<br>Breakfast: Multi Grain Flakes Cereal, Apple, Milk<br>Lunch: Beef BBQ Burger, Whole Wheat Bun, Mixed Vegetables, Cantaloupe, Milk<br>Snack: Strawberry Banana Yogurt, Orange  | 3<br>Breakfast: French Toast Sticks, Diced Pear, Milk<br>Lunch: Chicken Drumstick, Corn Bread Muffin, Sweet Potatoes, Apple or Watermelon, Milk<br>Snack: Scooby-Do! Cereal, Milk                           | 4<br>Breakfast: Oatmeal Cereal, Raisins, Pineapple Tidbits, Milk<br>Lunch: Orange Chicken & Vegetables, Brown Rice, Strawberries or Tangerine, Milk<br>Snack: Hummus, Vegetable Stick Melody            | 5<br>Breakfast: Crispix Cereal, Banana, Milk<br>Lunch: Turkey Ham on Whole Wheat Bread, Baby Carrots, Orange, Milk<br>Snack: Nutri Grain Bar, Milk                                       | 6<br>Breakfast: Dreamy Orange Muffin Loaf, Apple, Milk<br>Lunch: Sliced Turkey on Whole Wheat Croissant, Sliced Cucumbers, Kiwi, Milk<br>Snack: American Cheese Quesadilla                |
| Week 3 | 9<br>Breakfast: Kashi Berry Blossoms Cereal, Orange, Milk<br>Lunch: Macaroni & Cheese, Green Peas, Cantaloupe, Milk<br>Snack: Sound Bites Crackers, Milk                          | 19<br>Breakfast: Waffle Sticks, Banana, Milk<br>Lunch: Beef Ravioli, Mini Whole Grain Bun, Spinach Salad, Orange, Milk<br>Snack: Apple Slices, Sun Butter   | 11<br>Breakfast: Whole Wheat Biscuit, Diced Peaches, Milk<br>Lunch: Chicken Fajitas, Whole Kernel Corn, Kiwi, Milk<br>Snack: Raspberry Yogurt Fruit Cup   | 12<br>Breakfast: Whole Wheat Bagel, Banana, Milk<br>Lunch: Sliced Turkey on Whole Wheat Bread, Baby Carrots, Tangerine or Strawberries, Milk<br>Sanck: Cottage Cheese, Pineapple Tidbits | 13<br>Breakfast: Banana Muffin Loaf, Orange, Milk<br>Lunch: Swiss-American Cheese on Whole Wheat Bread, Zucchini Sticks, Canned Apricots, Milk<br>Snack: Kiwi, Strawberry Waffle Crackers |
| Week 4 | 16<br>Breakfast: Scooby-Do! Cereal, Cantaloupe, Milk<br>Lunch: Beef Hamburger, Whole Wheat Bun, Whole Kernel Corn, Kiwi, Milk<br>Snack: Cheese-It Crackers, Canned Apricots       | 17<br>Breakfast: Whole Wheat Bagel, Orange, Milk<br>Lunch: Teriyaki Chicken, Brown Rice, Sunomono Salad, Apple, Milk<br>Snack: Whole Grain Cheerios Cereal, Milk  | 18<br>Breakfast: Oatmeal Cereal, Banana, Milk<br>Lunch: Cheese Enchilada and Sauce, Green Salad, Orange, Milk<br>Snack: Nutri Grain Bar, Diced Peaches  | 19<br>Breakfast: French Toast Sticks, Canned Apricots, Milk<br>Lunch: Turkey and Cheese Rollup in a Whole Wheat Tortilla, Cole Slaw, Mango, Milk<br>Snack: Strawberry Yogurt, Banana     | 20<br>Breakfast: Blueberry Muffin Loaf, Apple, Milk<br>Lunch: Tuna Salad, Wheat Thins Crackers, Baby Carrots, Cantaloupe, Milk<br>Snack: Tropical Treats Crackers, Milk                   |
| Week 1 | 23<br>Breakfast: Pancakes, Diced Pear, Milk<br>Lunch: Lemon Pepper Chicken, Peas & Carrots, Brown Rice, Orange, Milk<br>Snack: Cottage Cheese, Cheese-It Crackers                 | 24<br>Breakfast: Whole Grain Cheerios Cereal, Cantaloupe, Milk<br>Lunch: Sliced American Cheese, Whole Wheat Bread, Potato Salad, Watermelon or Apple, Milk<br>Snack: Lemon Dinosaur Crackers, Mango Chunks | 25<br>Breakfast: Whole Wheat Biscuit, Diced Peaches, Milk<br>Lunch: Build a Burrito: Beans, Tortilla, Cheese, Lettuce, Tomato, Tangerine or Strawberries, Milk<br>Snack: Sunrise Bites Crackers, Banana | 26<br>Breakfast: Whole Wheat Bagel, Pineapple Tidbits, Milk<br>Lunch: Spanish Rice with Chicken, Whole Kernel Corn, Kiwi, Milk<br>Snack: Apple Slices, Sun Butter                        | 27<br>Breakfast: Blueberry Muffin Loaf, Banana, Milk<br>Lunch: Turkey Ham, Whole Wheat Bread, Baby Carrots, Cantaloupe, Milk<br>Snack: Whole Wheat Tortilla, Bean Dip                     |
| Week 2 | 30<br>Breakfast: Multi Grain Flakes Cereal, Apple, Milk<br>Lunch: Beef BBQ Burger, Whole Wheat Bun, Mixed Vegetables, Cantaloupe, Milk<br>Snack: Strawberry Banana Yogurt, Orange |   |   |  |    |

SETA Head Start Menu

# Junio 2014

\*Servimos leche descremada 1%

|          | lunes   | martes   | miércoles   | jueves   | viernes   |
|----------|---|--|---|--|---|
| Semana 2 | 2<br>Desayuno: Ojuelas de Cereal Multigrano, Manzana, Leche.<br>Comida: Hamburguesa de Res, Pan de Trigo Integral, Verduras Mixtas, Melón, Leche.<br>Bocadillo: Naranja, Yogur de Fresa y Plátano.          | 3<br>Desayuno: Baritas de Pan Francés Tostado, Pera Picada, Leche.<br>Comida: Pierna de Pollo, Mollete de Pan de Maíz, Camote, Manzana o Sandía, Leche.<br>Bocadillo: Cereal Scooby-Do!, Leche.  | 4<br>Desayuno: Cereal de Avena, Piña Machacada, Pasas, Leche.<br>Comida: Pollo a la Naranja, Arroz Integral, Fresas o Tanjarina, Leche.<br>Bocadillo: Puré de Garbanzos, Baritas de Verduras.                                   | 5<br>Desayuno: Cereal Crispix, Plátano, Leche.<br>Comida: Rebanada de Jamón de Pavo, Pan de Trigo Integral, Zanahorias Tiernas, Naranja, Leche.<br>Bocadillo: Barra Nutri Grain, Leche.                                  | 6<br>Desayuno: Barra de Mollete Dreamy Orange, Manzana, Leche.<br>Comida: Rebanada de Pavo, Pan de Trigo Integral, Rebanadas de Pepino, Kiwi, Leche.<br>Bocadillo: Quesadilla de Queso Americano.                       |
| Semana 3 | 9<br>Desayuno: Cereal Kashi Berry Blossoms, Naranja, Leche.<br>Comida: Macarrón con Queso, Chicharos, Melón, Leche.<br>Bocadillo: Galletas Saladas Sound Bites, Leche.                                      | 10<br>Desayuno: Baritas de Waffle, Plátano, Leche.<br>Comida: Ravioli de Res, Minipan de Grano Integral, Ensalada de Espinacas, Naranja, Leche.<br>Bocadillo: Rebanadas de Manzana, Crema de Semillas de Girasol.                          | 11<br>Desayuno: Bizcocho de Trigo Integral, Durazno Picado, Leche.<br>Comida: Fajitas de Pollo, Granos de Elote, Kiwi, Leche.<br>Bocadillo: Taza de Fruta de Frambuesa y Yogur.   | 12<br>Desayuno: Bagel de Trigo Integral, Plátano, Leche.<br>Comida: Rebanada de Pavo, Pan de Trigo Integral, Zanahorias Tiernas, Tanjarina o Fresas, Leche.<br>Bocadillo: Requesón, Piña Machacada.                      | 13<br>Desayuno: Barra de Mollete con Plátano, Naranja, Leche.<br>Comida: Queso Suizo, Pan de Trigo Integral, Baritas de Calabacita, Chabacano Enlatado, Leche.<br>Bocadillo: Galletas de Waffle de Fresa, Kiwi.         |
| Semana 4 | 16<br>Desayuno: Cereal Scooby-Do!, Melón, Leche.<br>Comida: Hamburguesa de Res, Pan de Trigo Integral, Granos de Elote, Kiwi, Leche.<br>Bocadillo: Galletas Saladas Cheese-It, Chabacano Enlatado.          | 17<br>Desayuno: Bagel de Trigo Integral, Naranja, Leche.<br>Comida: Pollo Teriyaki, Arroz Integral, Ensalada Sunomono, Manzana, Leche.<br>Bocadillo: Cereal Cheerios de Grano Integral, Leche.   | 18<br>Desayuno: Cereal de Avena, Plátano, Leche.<br>Comida: Enchilada de Queso con Salsa, Ensalada Verde, Naranja, Leche.<br>Bocadillo: Barra Nutri Grain, Durazno Picado.  | 19<br>Desayuno: Baritas de Pan Francés Tostado, Chabacano Enlatado, Leche.<br>Comida: Tortilla de Trigo Integral, Rollo de Pavo y Queso, Ensalada de Col, Trozos de Mango, Leche.<br>Bocadillo: Yogur de Fresa, Plátano. | 20<br>Desayuno: Barra de Mollete con Plátano, Manzana, Leche.<br>Comida: Ensalada de Atún, Galletas Saladas Wheat Thins, Zanahorias Tiernas, Melón, Leche.<br>Bocadillo: Galletas Saladas Tropical Treats, Leche.       |
| Semana 1 | 23<br>Desayuno: Jotqueis (Pancakes), Pera Picada, Leche.<br>Comida: Pollo con Limón y Pimienta, Arroz Integral, Chicharos y Zanahorias, Naranja, Leche.<br>Bocadillo: Requesón, Galletas Saladas Cheese-It. | 24<br>Desayuno: Cereal Cheerios de Grano Integral, Melón, Leche.<br>Comida: Rebanada de Queso Americano, Pan de Trigo Integral, Ensalada de Papa, Manzana o Sandía, Leche.<br>Bocadillo: Galletas Saladas Lemon Dinosaur, Trozos de Mango. | 25<br>Desayuno: Bizcocho de Trigo Integral, Durazno Picado, Leche.<br>Comida: Tortilla de Trigo Integral, Frijoles, Queso, Lechuga, Jitomate, Tanjarina o Fresas, Leche.<br>Bocadillo: Galletas Saladas Sunrise Bites, Plátano. | 26<br>Desayuno: Bagel de Trigo Integral, Piña Machacada, Leche.<br>Comida: Arroz Español con Pollo, Granos de Elote, Kiwi, Leche.<br>Bocadillo: Rebanadas de Manzana, Crema de Semillas de Girasol.                      | 27<br>Desayuno: Barra de Mollete con Arándanos Azules, Plátano, Leche.<br>Comida: Jamón de Pavo en Pan de Trigo Integral, Zanahorias Tiernas, Melón, Leche.<br>Bocadillo: Puré de Frijoles, Tortilla de Trigo Integral. |
| Semana 2 | 30<br>Desayuno: Ojuelas de Cereal Multigrano, Manzana, Leche.<br>Comida: Hamburguesa de Res, Pan de Trigo Integral, Verduras Mixtas, Melón, Leche.<br>Bocadillo: Naranja, Yogur de Fresa y Plátano.         |  |   |  |    |

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 24, 2014 meeting.

NOTES:

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

Minutes/Synopsis

*(Minutes reflect the actual progression of the meeting.)*

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

Thursday, April 24, 2014  
10:00 a.m.

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

Members Present:

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

Member Absent:

Jay Schenirer, Councilmember, City of Sacramento

**II. Consent Items**

- A. Minutes of the April 3, 2014 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Annual Self-Assessment for 2014-2015 and Resulting Program Improvement Plan SETA-Operated Program
- D. Approval of Resolution Renaming Three Head Start/Early Head Start Early Learning Centers to Align with Community Changes
- E. Concurrence with the Sacramento Works Executive Committee to Ratify the Submission of the Business Outreach and Layoff Aversion Pilot Project Application to the California Employment Development Department
- F. Appointment of Private Sector Applicant to the Sacramento Works, Inc. Board

Mr. Nottoli commended staff on the annual self assessment and program survey and stated that this is indicative that this staff does good work.

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

- A. Approve the April 3, 2014 minutes.
- B. Approve the claims and warrants for the period 3/28/14 through 4/17/14.
- C. Approve Program Year 2013-2014 Self-Assessment and resulting Program Improvement Plan.
- D. Approve the resolution naming the Broadway Early Learning Center the Marina Vista Early Learning Center, the New Helvetia I Early Learning Center the Alder

Grove Infant/Toddler Center, and the New Helvetia II Early Learning Center the Alder Grove Early Learning Center.

- E. Ratify the submission of the Business Outreach and Layoff Aversion grant application requesting \$441,650 per year for three years to the California Employment Development Department.
- F. Approve the appointment of Ms. Lisa Clawson to a Private Sector slot on the Sacramento Works, Inc. board.

Roll Call Vote:

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

Nay: 0

Abstention: 0

### III. Action Items

#### A. GENERAL ADMINISTRATION/SETA

- 1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of New Job Classification of Children and Family Services (CFS) Program Specialist and the Related Salary Schedule

Mr. Roy Kim reviewed the new job classification and stated that the union has no issues with this.

Mr. Warren opened a public hearing; there was no testimony.

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

Roll Call Vote:

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

Nay: 0

Abstention: 0

- 2. Approval to Extend the Due Date for the Request for Proposals (RFP) for Office and Classroom Space for a Job Center

Ms. Robin Purdy stated that in March, the Board approved an RFP for Office and Classroom space. The Agency did not receive any proposals. Staff is requesting that the Board extend the RFP deadline and authorize staff to contact brokers.

Mr. Yee asked if there was any reason proposals were not submitted; Ms. Purdy replied that the current landlord failed to respond; it 'fell through the cracks.' Ms. Purdy is hoping that by contacting brokers directly there will be more responses.

Moved/Yee, second/Scherman, to the due date for the Request for Proposals for Office and Classroom space for a Job Center in South Sacramento to May 30..

Roll Call Vote:  
Aye: 4 (Nottoli, Scherman, Warren, Yee)  
Nay: 0  
Abstention: 0

## **B. WORKFORCE DEVELOPMENT DEPARTMENT**

### Refugee Services

1. Approval of the Three-Year Plan for the Provision of Refugee Social Services (RSS) and Targeted Assistance (TA) Funded Services to Refugees Program Years (PYs) 2014-2017

Ms. Michelle O’Camb stated that a new plan is required every three years.

Mr. Warren asked why ESL was not allowed to be a stand-alone activity. Ms. O’Camb replied that participants must be actively participating in another skill besides learning the English language in order to get a job. It is expected that the curriculum will be inclusive of qualifying for a work activity and ESL.

Moved/Nottoli, second/Yee, to approve the three-year Plan for the Provision of Refugee Social Services (RSS) and Targeted Assistance (TA) Services to Refugees, Program Years 2014-2017.

Roll Call Vote:  
Aye: 4 (Nottoli, Scherman, Warren, Yee)  
Nay: 0  
Abstention: 0

2. Approval of the Release of the Request for Proposals (RFP) for the Refugee Social Services (RSS) and Targeted Assistance (TA) Funded Programs, Program Year (PY) 2014-15

Ms. O’Camb reviewed the proposed RFP and the services expected to be provided. The allocation is unknown but is anticipated to be around \$780,000 for providers.

Moved/Scherman, second/Yee, to approve the release of the Request for Proposals (RFP) for the Refugee Social Services (RSS) and Targeted Assistance (TA) Funded Programs, Program Year 2014-2015.

Roll Call Vote:  
Aye: 4 (Nottoli, Scherman, Warren, Yee)  
Nay: 0  
Abstention: 0

Community Services Block Grant: None.

One Stop Services: None.

### **C. CHILDREN AND FAMILY SERVICES**

Ms. Denise Lee reviewed all of the grant documents which are due on May 1. The documents include the restoration of sequestration funds of approximately \$2.4 million and a 1.3% COLA increase. Ms. Lee stated that 147 Head Start slots will be restored next year.. Several program option changes were addressed. With the opportunity of new EHS partnership/expansion funds, some of the changes may be reversed. We are awaiting funding opportunity announcement. . The top focus will be programs partnering with family child care homes and other child care providers to raise their quality standards for in-home providers.

Mr. Nottoli stated that this is a good opportunity to talk about our accomplishments and appeal to the broader community to let them know about Head Start. There is room on the agenda for City Council and/or Board of Supervisors to have a presentation on the Head Start program.

Ms. Scherman urged Head Start to contact Kaiser South for potential EHS parents.

#### **1. Approval of Fiscal Year 2014-2015 Head Start/Early Head Start Budget**

Moved/Scherman, second/Yee, 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.

Roll Call Vote:

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

Nay: 0

Abstention: 0

#### **2. Approval of Fiscal Year 2014-2015 Head Start/Early Head Start Refunding Application**

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

Roll Call Vote:

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

Nay: 0

Abstention: 0

#### **3. 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/Nottoli, second/Yee, to approve the Fiscal Year 2014-2015 Head Start/Early Head Start Training/Technical grant application as aligned with established three-year goals.

Roll Call Vote:

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

Nay: 0

Abstention: 0

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

Moved/Yee, Second/Scherman, to approve Fiscal Year 2014-2015 Sacramento County Program Options/Grantee and Delegate Agencies.

Roll Call Vote:

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

Nay: 0

Abstention: 0

#### IV. **Information Items**

- A. Summary of Findings - Fiscal Year 2013-2014 California Department of Education Triennial Review: Ms. Lee spoke about the attendance issue and that there needs to be a corrective action plan with board approved policy. The policies are in place but not in as much detail as needed. Families that have children enrolled have only 10 excused days over the year. There has to be an actual reason for the child's absence.
- B. Fiscal Monitoring Reports: No comments.
- C. Employer Success Stories and Activity Report: Mr. Yee had an opportunity to go to the old Campbell's Soup facility. Mr. Nottoli wants to encourage the employers coming to the facility to utilize SETA services to recruit their employees. Mr. Yee suggested that staff be in constant contact with Troy Givans.
- D. Dislocated Worker Update: Ms. Scherman asked why Sprint declined services and Mr. Walker replied that they did an in-lieu of layoff. They paid people for 30 days, kept them on the books and then after the 30 days they issued a WARN notice. A lot of companies utilize their own services to assist their dislocated employees.
- E. Head Start Reports: Ms. Denise Lee thanked Mr. Nottoli and Ms. Scherman for agreeing to be interviewed by the federal review team.

Ms. Scherman stated that the federal team was very pleased, comfortable, and impressed that they had all of the necessary documentation without asking for it. Ms. Lee acknowledged her staff for their hard work.

Ms. Lee stated that ACF may be moving to five year grants and if so, it may move the reviews to every four to five years.

Mr. Nottoli asked if the numbers are up at the Walnut Grove Head Start center. Ms. Lee replied that she looked hard at that center but there was nothing that raised red flags. She would like to work on attendance program wide and transportation seems to be an issue across the board. Mr. Nottoli offered assistance if there are issues at the Walnut Grove center.

**V. Reports to the Board**

- A. Chair: Mr. Warren spoke of the new program between the community and workforce pipeline to build the new arena. There was a press conference and there is an article in the Sacramento Bee. It is extraordinary that these organizations were brought together to deal with high unemployment.

Ms. Scherman asked how the ZIP codes were identified for the program. Ms. Purdy stated that the ZIP codes were identified using census data for poverty rates with poverty with over 30% and the highest unemployment data in Sacramento County. This data was provided to ACT and they came up with the ZIP codes to be targeted for the program. This data was provided to the Governing Board members on a quarterly basis.

- B. Executive Director: Ms. Kossick reminded the board that the next meeting will be June 5; there will not be a May meeting. Ms. Kossick urged board members to write a special note to Councilmember Pannell; the notes will be part of a gift to Ms. Pannell. The notecards are the artwork of the children at the Sharon Neese center.

Ms. Kossick thanked Ms. Scherman and Mr. Nottoli for their participation in the federal interview.

- C. Deputy Directors: No report.  
D. Counsel: No report.  
E. Members of the Board: No report.  
F. Public: No comments.

**VI. Adjournment: The meeting was adjourned at 11:27 a.m.**

ITEM V  
COMMITTEE REPORTS

➔ Executive Committee

Critique of the May 20, 2014 Parent Advisory Committee meeting.

| <b>GOOD!!!</b>   |
|--|
| Thank you, Mr. Victor Bonanno, for shared information on Free Prescription Drug Discount card. |
| Thank you, Ms. Consuelo Lopez, for your assistance with translation.                           |
| Thank you, Ms. Nancy Hogan and Ms. LaShaun Burke, for providing reimbursements.                |
| Thank you, Ms. Jasmine Jamison, PAC Chair, for conducting a timely and efficient meeting.      |
| <b>NEEDS IMPROVEMENT</b>   |
| 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.  |
| <b>REMINDERS</b>   |
| 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, Annette Pettis, Jasmine Jamison

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ITEM V (continued)  
Page 2

- Personnel/Bylaws Committee: Jasmine Jamison, Alacya Harris

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

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

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- PC/PAC Food Service Committee: Annette Pettis, Jasmine Jamison, Alacya  
Harris, Debra Baro, Lenda Wheeler, Kenneth Tate.

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## 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): 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 Support Report – Ms. Lisa Carr
  - ✓ Child Development & Education Services Report – Ms. Karen Gonzales

#### NOTES:

# Head Start Monthly Report

## June 2014

### **SETA Operated Program** **Program Operations Unit**

Over the last few weeks, we have had the distinct pleasure of hosting two incredible International interns. Mahi Parveen (pronounced Ma-he) lives in Pakistan and Fikile Mdluli (pronounced Fa-Key-Lay) lives in Swaziland. Both ladies had been living in Tennessee for the prior nine months studying at Vanderbilt University through the Humphrey Program.



The Humphrey Program is sponsored by the US Department of State and brings professionals from designated countries to the United States for a year of non-degree graduate-level study, leadership development, and professional collaboration with U.S. counterparts.

Mahi & Fikile came to learn about our quality preschool programs, with intentions of establishing and improving quality programs in their own countries. In addition to touring our centers and learning about our professional development approaches, they spent a substantial amount of time working on math activities for SETA Head Start classrooms. Their work will have a great impact on the curriculum enhancements that will be rolled out in the fall. Mahi and Fikile will leave SETA at the completion of their 6 week internship on June 14th. They will then fly home the following day and reunite with their husbands and children for the first time in 12 months! This wonderful opportunity for shared learning has been an amazing experience that will affect children here in Sacramento County as well as across the world.

### **Program Support Services**

*Quality Assurance Unit.:* WCIC Head Start was monitored during the month of May. Exit meetings were held for SCUSD and TRUSD for the March 2014 monitoring reviews.

*Content Meetings:* The following countywide content meetings were held in May: Education Content Meeting (May 13); Family Engagement (May 15); Countywide EHS (May 15); Governance (May 16); Mental Health (May 20) and ERSEA (May 22). Agenda items included OHS Review evaluation, PIR and planning for meetings and activities in 2014-2015.

*Self-Assessment 2013-2014 Program Improvement Plans (PIP):* PIP documents submitted by delegates were reviewed by QA staff for follow up. These plans, together with information on QA corrective action plans, would guide future training and technical assistance.

### **Family Engagement Unit**

Recruitment and outreach has been at the top of the agenda for the Family Engagement unit. Staff has provided presentations to a local teen parenting program, a transitional housing agency in Rancho Cordova, and job training center also located in Rancho Cordova. In addition, staff has been working at community events on the weekends, staffing tables and providing potential families with information about Early Head Start and Head Start.

Early Learning Centers have been busy engaging with parents about the transition to kindergarten, and the kind of things they will need to think about come the first day of elementary school. All of our families that were enrolled in a traditional Head Start site (closed in May) were given three months of books to encourage reading during the summer months, literacy activity sheets, directions on how to apply for a library card, and notification of summer reading programs at their local library.

## **Elk Grove Unified School District**

### **Education Services Update**

At the May 19, 2014 teacher in-service, teachers looked at the results of their School Readiness assessments and their Desired Results Development Profile (DRDP) class summary results to evaluate students' social and academic growth over the course of the school year. Time was allotted for teachers to discuss their results, to share ideas with one another, and to write a short reflection regarding what they would like to do differently in their classroom next school year. Teachers looked at the agency-wide results of school readiness assessments and DRDP summary results to evaluate agency-wide strengths and weaknesses and to discuss professional development needs for next school year. A decision was made to provide additional professional development in the use of the California Preschool Learning Foundations and Frameworks for creating lesson plans and to continue to have teachers share best practices at each in-service.

The thirteen Head Start classes on a Traditional calendar have successfully completed the school year. The eight Head Start classes on a Modified Traditional calendar will end on June 5, 2014.

### **Enrollment**

The Elk Grove Unified School District Head Start Program is fully enrolled with 420 students in the program. Average Daily Attendance (ADA) for the month of May was 89%.

### **Disabilities Services and Mental Health Services Update**

Our program educators and clerks have worked closely with Catherine Barbero, PreK social worker and with Teresa Gannon, PreK psychologist, to place students with an active IEP into the Head Start program. There are 70 students with active IEPs being served which is seventeen percent (17%) of our Head Start student population.

### **Health Services Update**

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



In May, 9,870 meals were served to our Head Start students. This month's Elk Grove Meals/Snack calendars are attached.

**Fiscal Update**

This month's Fiscal report is attached.

**Family and Community Partnerships Update**

Family education activities are offered in conjunction with the School Readiness grant funded by First 5 California. Class offerings are dictated in part by the desires and needs of families expressed in a yearly survey and in part by the School Readiness grant. Parents are notified of classes at monthly meetings, by publication of a monthly newsletter, and individually by teachers when a teacher knows that a workshop will be of particular benefit to a family.

An "I Am Moving, I Am Learning" class was held at Herman Leimbach Elementary School on May 1. This class provided information to parents about the benefits of physical activities and how to use simple materials found at home to create fun, physically active experiences for their children. Nineteen (19) families attended this class.

Only one class was offered in May due to many other end-of-the-school year activities.

**Recruitment**

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

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

**Sacramento City Unified School District**

**Health and Nutrition**

The Child Development (CHDV) Department recently hired Nurse Lori Hemmingsen Souza. Lori comes to the department with a wealth of experience as a registered nurse in the health care delivery systems through both the private and corporate sectors.

All CHDV nurses attended a webinar in May on Hearing Screening in the preschool-age population to further bolster their skills in this area. Nurses have been extremely busy completing health screenings for newly registering children at the SCUSD's two registration sites—Capital City and Hiram Johnson. Additionally, nurses have been reviewing, revising and updating children's health forms as needed and completing forms for all newly admitted children.

**Mental Health-Family and Community Partnerships**

CHDV social workers have been working on collecting and reporting data for the PIR in the area of mental health services and referrals, etc. Additionally, staff will be following-up on needs expressed by participating families. Year-end planning meetings have been held to verify that all the necessary follow-up with regard to mental health referrals and goals indicated in the Family Partnership Agreements, etc. are completed in a timely manner. To ensure that services and support to both teachers and parents are firmly in place for the



2014-2015 school year, planning meetings for the delivery of the CSEFEL Teaching Pyramid, the Family Development Credential and parent workshops have also taken place.

**Education**

Professional learning foci for the month of May included the following topics/facilitators: Phonological Awareness, presented by Andy Hess, and Atypical Developing Children, presented by Anne Bolden-Shultze. Teachers received strategies and ideas from both topics that could be implemented in the classroom and ideas for parents to use at home. Teachers involved in Balanced Literacy (Cohort 1) attended training and a session reflecting on the year of instruction and staff explored ways of rendering support the next cohort of teachers. Sixteen additional teachers (Cohort II) will be participating in the Balanced Literacy Institute during the first week in June.

Teachers arranged parent conferences and conducted home visits for participating Head Start families in an effort to work conjointly with families to complete the Individual Development Plan (IDP's) and Family Partnership Goal Sheets.

The evening parent education workshop "Gardening 101" was presented at the Hiram Johnson Family Education Center. Field trips for some classes occurred to the Fog Willow Science Farm and the Folsom City Zoo. Three of CHDV' Head Start classrooms entered their wheelbarrow gardens into the competition at Sacramento County Fair, and these classes also spent a day out at the fair.

**Disabilities**

During the month of May, SCUSD California Social and Emotional Foundations for Early Learning Leadership had the opportunity to meet with Craig Zercher, Senior Research Associate, WestEd Center for Children and Families. As a partner site with California Social and Emotional Foundations for Early Learning, CHDV is excited about the prospects for continuing the work around increasing teachers' and parents' effective interaction with children and the deployment of sound practices to facilitate children's social-emotional growth. During this leadership meeting, staff carefully reviewed "benchmarks of quality" implementation for the Teaching Pyramid to determine status, needs and future strength-based plans.

A collaborative meeting was held during May between SCUSD's Special Education and Child Development Departments. Both departments are committed to working proactively over the course of the summer to ensure full-enrollment on the first day of school in all classrooms. The teams finalized specific strategies to ensure full enrollment in CHDV's/SCUSD's full-inclusion classrooms.

SCUSD's disabilities staff presented at May's professional learning workshop. The particular emphasis during this workshop focused on the concerns with developing children. More specifically, speech and language and social and emotional concerns were addressed during the presentation. Among the resources and information received, full-inclusion teachers were very pleased to receive an inclusion readiness checklist, which will be revisited with all staff at the beginning of the next school year.



# **San Juan Unified School District**

## **Education Services Update**

Teachers finished their *Flower Study* in mid-May and began their final theme of *Growing and Changing*. The letter focus for May was Ll, Nn, and Kk. The math focus included activities which compare weights, lengths, and graphing. Teachers have math resources in their Staff Calendars for a Take Home Activity to support comparing weights and lengths.

## **Disabilities Services Update**

At the beginning of May, the Federal Reviewers concluded their visit of the ECE department and facilities. It seems to have gone well. All of the San Juan Head Start staff breathed a sigh of relief as the 2<sup>nd</sup> week of May rolled around. The remainder of the month was spent screening newly enrolling families, as well as instructing teachers on end-of-the-year procedures regarding turning in IEPs and other year-end tasks. A mini training was conducted with the AFSTs regarding the new Special Education Transition checklist, but it was also decided at that meeting to meet with the EHS team to make possible revisions. On the rescinded furlough day, a full-day training was held. Many breakout sessions were offered, and the Disabilities Specialist, along with many preschool teachers and CDAs, attended the Developmentally Appropriate Accommodations workshop that featured many clever and cheap ideas to provide accommodations for children with special needs in the classrooms.

## **Mental Health Services Update**

The Mental Health Therapist is lending extra support to kindergarten-bound children's parents, who have concern for their child's social/emotional development as the year comes to a close. He gave a special talk to staff about Second Step Social Emotional interventions to further their understanding of the role social and emotional health strategies can assist in a child's classroom success.

## **Nutrition Services Update**

The San Juan Unified School District is once again offering all children 18 and younger a free lunch this summer as part of the Summer Fun Café program. The Cafés will be located at 4 sites within the district, including Coyle Avenue Elementary, Howe Avenue Elementary, Carriage Drive Elementary, and San Juan Central. The program runs from June 9<sup>th</sup> through July 31<sup>st</sup>, and is open for lunch from 11:30 a.m. through 12:30 p.m., Monday through Thursday. Parents can eat with their children by purchasing a meal for \$3. There are no additional qualifications to receive the free meals.

## **Health Services Update**

Health started screening for the 2014-2015 school year in the centralized screening room. Health is reviewing students' health, nutrition, and immunization status, as well as completing health screenings and counseling families in various health areas as needed. The School Nurse is completing Individualized Student Health Plans for those who have health concerns. She is also completing several IEP Assessments and Reports for referred students. The Smile Keepers Dental Screenings that were offered in classrooms are finished for the year, but the Health Team is following up with students to be sure they get in to see the dentist. Health continues to send information packets to families with children that are underweight, overweight, and obese.

### **Family and Community Partnerships Update**

The May Policy Committee meeting was busy with lots of business and information. The final reading of the By-Laws took place, and a personnel candidate was approved. Linda Litka was voted in for the co-chair position. Additionally, Community Partner Oneia Hawkins from Barnes and Noble shared summer reading programs that the store will be offering, and Stacy Blocker, the Policy Committee chair, shared the success of a story time field trip her class took to the store. Information about summer passes for State parks was also distributed, courtesy of SETA Representative Lynda Williams. The next meeting will be held on Tuesday, August 12, 2014.

### **Transition Services Update**

The end of the year is here and there is a great deal of excitement. The students have shown great growth in all areas, including Literacy and Language development, Math skills, Physical development and Social/Emotional development. All of these areas are paving the way for a smooth transition into kindergarten. The staff has supplied the families with information on summer activities in these areas to help keep the children moving forward as everyone prepares for the start of Kindergarten. These students have been prepared to become lifelong learners.

### **Program Support/Staff Training Update**

Teachers attended training on the social/emotional curriculum *Second Step*. Teachers broke into small groups and shared their strategies for children with challenging behaviors, and then shared out in the larger group setting the solutions and techniques they had discussed. Teachers and Assistants received CPR and First Aid training in mid-May.

### **Fiscal Update**

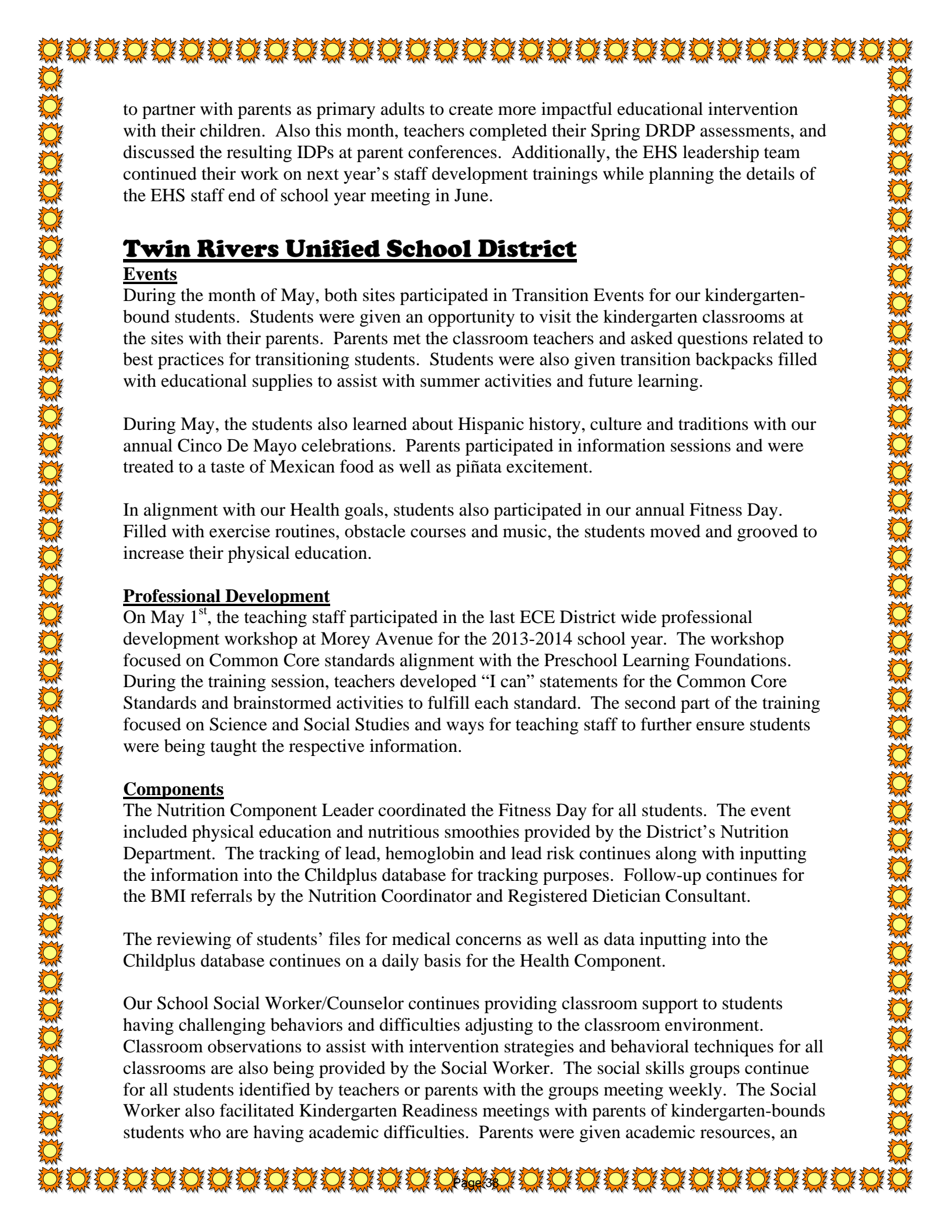
The month of May concluded preparing the 3<sup>rd</sup> Interims/Estimated Actuals for fiscal year 2013-14 and the Final Budget Development numbers for 2014-15. These projects are now finished and the year-end close is fast approaching.

Both Head Start and Early Head Start Fiscal Reports were submitted on time before May 10<sup>th</sup>. Both programs are within the prospective budgets for Head Start and Early Head Start and should spend the entire budgets set up by July 31<sup>st</sup>.

### **Early Head Start**

This month the Early Head Start program staff participated in day long cross-program training for the entire ECE department. The training was done in a mini conference format, with a keynote speaker, morning and afternoon breakout sessions, and a closing session. EHS staff members were able to choose two breakout sessions to attend, with topics ranging from technology, to home literacy strategies, to curriculum, to accommodations for children with special needs. Many staff remarked on how enjoyable it was to network with other teachers in the department and learned new concepts in a larger collaborative setting.

San Juan EHS also hosted training on home visiting strategies presented by home visitors from the Sacramento County Office of Education. The EHS home based teachers and support staff invited home based teachers from several countywide Head Start/Early Head Start programs, creating opportunities to network with home based staff from a variety of programs. Participants discussed ways to use the materials available in the home, and how



to partner with parents as primary adults to create more impactful educational intervention with their children. Also this month, teachers completed their Spring DRDP assessments, and discussed the resulting IDPs at parent conferences. Additionally, the EHS leadership team continued their work on next year's staff development trainings while planning the details of the EHS staff end of school year meeting in June.

## **Twin Rivers Unified School District**

### **Events**

During the month of May, both sites participated in Transition Events for our kindergarten-bound students. Students were given an opportunity to visit the kindergarten classrooms at the sites with their parents. Parents met the classroom teachers and asked questions related to best practices for transitioning students. Students were also given transition backpacks filled with educational supplies to assist with summer activities and future learning.

During May, the students also learned about Hispanic history, culture and traditions with our annual Cinco De Mayo celebrations. Parents participated in information sessions and were treated to a taste of Mexican food as well as piñata excitement.

In alignment with our Health goals, students also participated in our annual Fitness Day. Filled with exercise routines, obstacle courses and music, the students moved and grooved to increase their physical education.

### **Professional Development**

On May 1<sup>st</sup>, the teaching staff participated in the last ECE District wide professional development workshop at Morey Avenue for the 2013-2014 school year. The workshop focused on Common Core standards alignment with the Preschool Learning Foundations. During the training session, teachers developed "I can" statements for the Common Core Standards and brainstormed activities to fulfill each standard. The second part of the training focused on Science and Social Studies and ways for teaching staff to further ensure students were being taught the respective information.

### **Components**

The Nutrition Component Leader coordinated the Fitness Day for all students. The event included physical education and nutritious smoothies provided by the District's Nutrition Department. 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.

Our 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 Kindergarten Readiness meetings with parents of kindergarten-bound students who are having academic difficulties. Parents were given academic resources, an

application for Kinder Kamp summer school and educational supplies for students to practice their academic skills.

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

The Speech and Language Pathologist (SLP) finished rescreening 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 for the third assessment period.

The ERSEA Component Leaders continue enrollment 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 May 20<sup>th</sup> 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 June 4<sup>th</sup> at Morey. The Parent Committee meeting was held on May 29<sup>th</sup> at Oakdale and information was given from all of the monthly reports. The next meeting will be June 10<sup>th</sup>.

#### **Parent Trainings/Meetings**

The two Community Liaisons facilitated the monthly meeting for May with a focus on summer activities and water safety. Parents were given information on local events occurring during the summer months and tips to keep kids safe while participating in water activities.

#### **Fiscal**

The majority of supplies and/or ordering has been completed for the 2013-2014 school year.

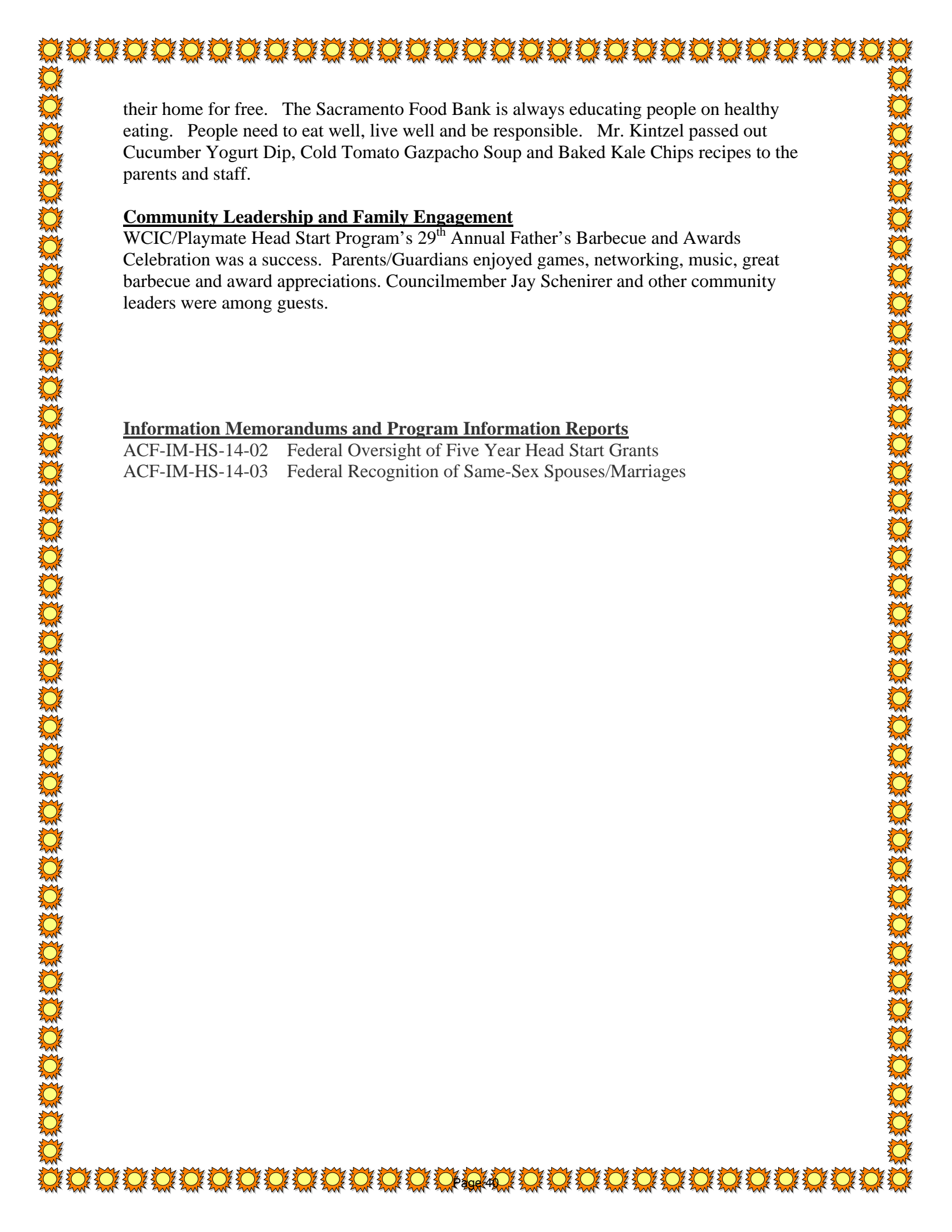
### **WCIC**

#### **Enrollment**

WCIC/Playmate Head Start Program May 2014 enrollment was 100%.

#### **Training**

WCIC/Playmate Head Start Program parents and staff received information on the Sacramento Food Bank from Erik Kintzel, Food and Operations Director on May 21, 2014. He discussed the services offered by the Sacramento Food Bank to the community: Food/Clothes Giveaway, Parent Education, Adult Education, and Youth Education. They also offer computer classes. Food is given out for free on Tuesdays and Thursdays at 11:30 a.m. The Sacramento Food Bank has a ¼ acre garden. If parents are interested, parents can sign up for free gardening classes. If parents complete all 4 sessions they will get a garden planted at



their home for free. The Sacramento Food Bank is always educating people on healthy eating. People need to eat well, live well and be responsible. Mr. Kintzel passed out Cucumber Yogurt Dip, Cold Tomato Gazpacho Soup and Baked Kale Chips recipes to the parents and staff.

**Community Leadership and Family Engagement**

WCIC/Playmate Head Start Program's 29<sup>th</sup> Annual Father's Barbecue and Awards Celebration was a success. Parents/Guardians enjoyed games, networking, music, great barbecue and award appreciations. Councilmember Jay Schenirer and other community leaders were among guests.

**Information Memorandums and Program Information Reports**

- ACF-IM-HS-14-02 Federal Oversight of Five Year Head Start Grants
- ACF-IM-HS-14-03 Federal Recognition of Same-Sex Spouses/Marriages

**SETA Head Start/Early Head Start Enrollment Report****(Enrollment as of the last service day of the month)****Last Service Day of Month: 5/30/2014**

| <b>Site</b>       | <b>Loc Id</b> | <b># Enrolled</b> | <b># Present</b> | <b># Absent</b> | <b># Term W/I 30</b> | <b>Total</b> |
|-------------------|---------------|-------------------|------------------|-----------------|----------------------|--------------|
| Auberry Park      | 1238A         | 16                | 16               | 0               | 1                    | 17           |
| Auberry Park      | 1238B         | 20                | 19               | 1               | 0                    | 20           |
| Bannon Creek      | 1200A         | 20                | 17               | 3               | 0                    | 20           |
| Bannon Creek      | 1200B         | 19                | 18               | 1               | 4                    | 23           |
| Bannon Creek      | 1200C         | 19                | 15               | 4               | 1                    | 20           |
| Bright Beginnings | 1201A         | 19                | 14               | 5               | 13                   | 32           |
| Bright Beginnings | 1201B         | 19                | 15               | 4               | 14                   | 33           |
| Bright Beginnings | 1201C         | 20                | 11               | 9               | 8                    | 28           |
| Bright Beginnings | 1201D         | 17                | 12               | 5               | 12                   | 29           |
| Broadway          | 1246A         | 20                | 17               | 3               | 0                    | 20           |
| Broadway          | 1246R         | 22                | 16               | 6               | 1                    | 23           |
| Broadway          | 1246X         | 22                | 19               | 3               | 0                    | 22           |
| Crossroad Gardens | 1242A         | 20                | 15               | 5               | 0                    | 20           |
| Crossroad Gardens | 1242R         | 22                | 21               | 1               | 1                    | 23           |
| Crossroad Gardens | 1242X         | 22                | 19               | 3               | 0                    | 22           |
| Elkhorn           | 1255A         | 19                | 17               | 2               | 2                    | 21           |
| Elkhorn           | 1255B         | 20                | 14               | 6               | 1                    | 21           |
| Elkhorn           | 1255C         | 19                | 15               | 4               | 2                    | 21           |
| Elkhorn           | 1255D         | 18                | 15               | 3               | 2                    | 20           |
| Elkhorn           | 1255X         | 21                | 18               | 3               | 3                    | 24           |
| Freedom Park      | 1239A         | 20                | 16               | 4               | 1                    | 21           |
| Freedom Park      | 1239B         | 20                | 17               | 3               | 2                    | 22           |
| Freedom Park      | 1239C         | 20                | 18               | 2               | 1                    | 21           |
| Freedom Park      | 1239D         | 20                | 19               | 1               | 2                    | 22           |
| Freedom Park      | 1239R         | 21                | 18               | 3               | 1                    | 22           |
| Freedom Park      | 1239X         | 21                | 18               | 3               | 1                    | 22           |
| Fruitridge        | 1216A         | 20                | 19               | 1               | 0                    | 20           |
| Fruitridge        | 1216B         | 19                | 15               | 4               | 1                    | 20           |
| Fruitridge        | 1216C         | 20                | 20               | 0               | 1                    | 21           |
| Fruitridge        | 1216D         | 20                | 17               | 3               | 0                    | 20           |
| Galt              | 1234A         | 20                | 18               | 2               | 0                    | 20           |
| Galt              | 1234B         | 20                | 17               | 3               | 0                    | 20           |
| Galt              | 1234C         | 20                | 16               | 4               | 0                    | 20           |
| Galt              | 1234D         | 20                | 12               | 8               | 0                    | 20           |
| Galt              | 1234E         | 20                | 15               | 5               | 0                    | 20           |
| Galt              | 1234F         | 20                | 13               | 7               | 0                    | 20           |
| Grizzly Hollow    | 1252A         | 20                | 20               | 0               | 11                   | 31           |
| Grizzly Hollow    | 1252B         | 20                | 17               | 3               | 12                   | 32           |
| Hillsdale         | 1228A         | 16                | 11               | 5               | 4                    | 20           |

|                   |       |    |    |    |   |    |
|-------------------|-------|----|----|----|---|----|
| Hillsdale         | 1228B | 17 | 16 | 1  | 4 | 21 |
| Hillsdale         | 1228C | 15 | 10 | 5  | 5 | 20 |
| Hillsdale         | 1228D | 19 | 18 | 1  | 2 | 21 |
| Hillsdale         | 1228R | 22 | 19 | 3  | 0 | 22 |
| Hillsdale         | 1228X | 22 | 20 | 2  | 0 | 22 |
| Hopkins Park      | 1253A | 20 | 14 | 6  | 2 | 22 |
| Hopkins Park      | 1253B | 20 | 16 | 4  | 0 | 20 |
| Hopkins Park      | 1253C | 18 | 15 | 3  | 1 | 19 |
| Hopkins Park      | 1253D | 20 | 17 | 3  | 2 | 22 |
| Illa Collin       | 1221A | 13 | 9  | 4  | 4 | 17 |
| Illa Collin       | 1221B | 14 | 9  | 5  | 4 | 18 |
| Job Corp          | 1237X | 22 | 15 | 7  | 0 | 22 |
| Kennedy Estates   | 1240A | 17 | 12 | 5  | 3 | 20 |
| Kennedy Estates   | 1240B | 20 | 17 | 3  | 0 | 20 |
| La Verne Sterwart | 1219A | 20 | 20 | 0  | 1 | 21 |
| La Verne Sterwart | 1219B | 18 | 16 | 2  | 2 | 20 |
| Mather            | 1223A | 19 | 13 | 6  | 2 | 21 |
| Mather            | 1223B | 16 | 12 | 4  | 4 | 20 |
| Mather            | 1223C | 20 | 12 | 8  | 1 | 21 |
| Mather            | 1223D | 18 | 9  | 9  | 2 | 20 |
| Mather            | 1223X | 21 | 13 | 8  | 2 | 23 |
| Nedra Court       | 1244A | 20 | 16 | 4  | 0 | 20 |
| Nedra Court       | 1244B | 20 | 18 | 2  | 0 | 20 |
| Nedra Court       | 1244C | 20 | 18 | 2  | 0 | 20 |
| New Helvetia 2    | 1247A | 19 | 12 | 7  | 1 | 20 |
| New Helvetia 2    | 1247B | 17 | 13 | 4  | 0 | 17 |
| Norma Johnson     | 1214A | 20 | 18 | 2  | 0 | 20 |
| Norma Johnson     | 1214B | 17 | 15 | 2  | 3 | 20 |
| Norma Johnson     | 1214X | 21 | 18 | 3  | 1 | 22 |
| North Avenue      | 1256A | 20 | 18 | 2  | 0 | 20 |
| North Avenue      | 1256B | 20 | 19 | 1  | 0 | 20 |
| North Avenue      | 1256C | 19 | 16 | 3  | 1 | 20 |
| North Avenue      | 1256D | 19 | 17 | 2  | 1 | 20 |
| North Avenue      | 1256X | 15 | 15 | 0  | 3 | 18 |
| Northview         | 1224A | 20 | 2  | 18 | 0 | 20 |
| Northview         | 1224B | 20 | 11 | 9  | 0 | 20 |
| Northview         | 1224C | 20 | 17 | 3  | 0 | 20 |
| Northview         | 1224D | 20 | 16 | 4  | 0 | 20 |
| Northview         | 1224X | 22 | 21 | 1  | 0 | 22 |
| Parker            | 1207E | 15 | 15 | 0  | 0 | 15 |
| Phoenix Park      | 1248A | 20 | 15 | 5  | 0 | 20 |
| Phoenix Park      | 1248B | 20 | 14 | 6  | 0 | 20 |
| Phoenix Park      | 1248X | 18 | 13 | 5  | 1 | 19 |
| Sharon Neese      | 1249R | 22 | 20 | 2  | 2 | 24 |



|                       |             |      |      |     |     |      |
|-----------------------|-------------|------|------|-----|-----|------|
| Sharon Neese          | 1249X       | 21   | 18   | 3   | 1   | 22   |
| Solid Foundation      | 1254A       | 20   | 15   | 5   | 0   | 20   |
| Solid Foundation      | 1254B       | 20   | 18   | 2   | 0   | 20   |
| Solid Foundation      | 1254C       | 20   | 18   | 2   | 0   | 20   |
| Solid Foundation      | 1254D       | 20   | 17   | 3   | 0   | 20   |
| Strizek Park          | 1225A       | 19   | 15   | 4   | 0   | 19   |
| Strizek Park          | 1225B       | 19   | 15   | 4   | 2   | 21   |
| Vineland              | 1211A       | 20   | 18   | 2   | 0   | 20   |
| Vineland              | 1211B       | 20   | 18   | 2   | 0   | 20   |
| Walnut Grove          | 1235A       | 19   | 14   | 5   | 11  | 30   |
| Broadway              | 1246U       | 7    | 3    | 4   | 1   | 8    |
| Crossroad Gardens     | 1242U       | 8    | 6    | 2   | 1   | 9    |
| Elkhorn               | 1255M       | 7    | 5    | 2   | 1   | 8    |
| Elkhorn               | 1255U       | 8    | 7    | 1   | 0   | 8    |
| Job Corp              | 1237M       | 8    | 3    | 5   | 0   | 8    |
| Job Corp              | 1237U       | 7    | 6    | 1   | 1   | 8    |
| Mather                | 1223U       | 8    | 6    | 2   | 0   | 8    |
| New Helvetia 1        | 1212M       | 8    | 8    | 0   | 2   | 10   |
| New Helvetia 1        | 1212U       | 7    | 5    | 2   | 4   | 11   |
| Norma Johnson         | 1214U       | 8    | 8    | 0   | 2   | 10   |
| Northview             | 1224U       | 7    | 5    | 2   | 1   | 8    |
| Phoenix Park          | 1248U       | 8    | 4    | 4   | 0   | 8    |
| Sharon Neese          | 1249M       | 8    | 5    | 3   | 2   | 10   |
| Sharon Neese          | 1249U       | 8    | 7    | 1   | 0   | 8    |
| TOTALS for Head Start |             | 1911 | 1542 | 369 | 185 | 2096 |
|                       |             |      |      |     |     |      |
| HS Totals             | 1804        |      |      |     |     |      |
| Drops w/in 30         | 170         |      |      |     |     |      |
| P/S Home Base         | 84          |      |      |     |     |      |
| Total                 | <b>2058</b> |      |      |     |     |      |
|                       |             |      |      |     |     |      |
| EHS Totals            | 107         |      |      |     |     |      |
| Drops w/in 30         | 15          |      |      |     |     |      |
| EHS Home Base         | 150         |      |      |     |     |      |
| River Oaks            | 36          |      |      |     |     |      |
| SCOE                  | 36          |      |      |     |     |      |
| Total                 | <b>344</b>  |      |      |     |     |      |
|                       |             |      |      |     |     |      |
| GRAND TOTAL           | <b>2402</b> |      |      |     |     |      |

## SETA Head Start/Early Head Start

## Monthly Program Enrollment Report for School Year 2013 to 2014

Period: May 2014

| Early Head Start Classes |                   |            |              |       |                 |      |
|--------------------------|-------------------|------------|--------------|-------|-----------------|------|
|                          |                   |            | Present Only |       | Present/Excused |      |
| Center Name              | Funded Enrollment | Total Days | ADA          | % ADA | ADA             | %ADA |
| Broadway                 | 8                 | 21         | 5            | 63%   | 6               | 75%  |
| Crossroad Gardens        | 8                 | 21         | 7            | 88%   | 8               | 100% |
| Elkhorn                  | 16                | 21         | 14           | 88%   | 16              | 100% |
| Job Corp                 | 16                | 21         | 11           | 69%   | 16              | 100% |
| Mather                   | 8                 | 21         | 7            | 88%   | 8               | 100% |
| New Helvetia 1           | 16                | 21         | 12           | 75%   | 15              | 94%  |
| Norma Johnson            | 8                 | 21         | 7            | 88%   | 8               | 100% |
| Northview                | 8                 | 21         | 6            | 75%   | 7               | 88%  |
| Phoenix Park             | 8                 | 21         | 6            | 75%   | 8               | 100% |
| Sharon Neese             | 16                | 21         | 13           | 81%   | 16              | 100% |

## SETA Head Start/Early Head Start

## Monthly Program Enrollment Report for School Year 2013 to 2014

Period: May 2014

| Full Day Classes  |                   |            |              |       |                 |      |
|-------------------|-------------------|------------|--------------|-------|-----------------|------|
|                   |                   |            | Present Only |       | Present/Excused |      |
| Center Name       | Funded Enrollment | Total Days | ADA          | % ADA | ADA             | %ADA |
| Broadway          | 44                | 21         | 37           | 84%   | 44              | 100% |
| Crossroad Gardens | 44                | 21         | 40           | 91%   | 44              | 100% |
| Elkhorn           | 22                | 21         | 17           | 77%   | 19              | 86%  |
| Freedom Park      | 44                | 21         | 36           | 82%   | 42              | 95%  |
| Hillsdale         | 44                | 21         | 37           | 84%   | 42              | 95%  |
| Job Corp          | 22                | 21         | 17           | 77%   | 22              | 100% |
| Mather            | 22                | 21         | 16           | 73%   | 21              | 95%  |
| Norma Johnson     | 22                | 21         | 19           | 86%   | 22              | 100% |
| North Avenue      | 22                | 21         | 13           | 59%   | 16              | 73%  |
| Northview         | 22                | 21         | 18           | 82%   | 22              | 100% |
| Phoenix Park      | 22                | 21         | 14           | 64%   | 18              | 82%  |
| Sharon Neese      | 44                | 21         | 38           | 86%   | 43              | 98%  |

## SETA Head Start/Early Head Start

## Monthly Program Enrollment Report for School Year 2013 to 2014

Period: May 2014

| Part Day Classes  |                   |            |              |       |                 |      |
|-------------------|-------------------|------------|--------------|-------|-----------------|------|
| Center Name       | Funded Enrollment | Total Days | Present Only |       | Present/Excused |      |
|                   |                   |            | ADA          | % ADA | ADA             | %ADA |
| Auberry Park      | 40                | 16         | 30           | 75%   | 36              | 90%  |
| Bannon Creek      | 60                | 19         | 50           | 83%   | 58              | 97%  |
| Bright Beginnings | 80                | 16         | 62           | 78%   | 73              | 91%  |
| Broadway          | 20                | 19         | 16           | 80%   | 19              | 95%  |
| Crossroad Gardens | 20                | 19         | 15           | 75%   | 20              | 100% |
| Elkhorn           | 80                | 19         | 62           | 78%   | 75              | 94%  |
| Freedom Park      | 80                | 19         | 66           | 83%   | 76              | 95%  |
| Fruitridge        | 80                | 19         | 68           | 85%   | 77              | 96%  |
| Galt              | 120               | 19         | 102          | 85%   | 120             | 100% |
| Grizzly Hollow    | 40                | 16         | 34           | 85%   | 40              | 100% |
| Hillsdale         | 80                | 20         | 57           | 71%   | 73              | 91%  |
| Hopkins Park      | 80                | 19         | 64           | 80%   | 77              | 96%  |
| Illa Collin       | 40                | 16         | 23           | 57%   | 31              | 78%  |
| Kennedy Estates   | 40                | 16         | 29           | 73%   | 36              | 90%  |
| La Verne Sterwart | 40                | 19         | 32           | 80%   | 38              | 95%  |
| Mather            | 80                | 20         | 50           | 63%   | 71              | 89%  |
| Nedra Court       | 60                | 19         | 51           | 85%   | 60              | 100% |
| New Helvetia 2    | 40                | 16         | 27           | 68%   | 36              | 90%  |
| Norma Johnson     | 40                | 19         | 30           | 75%   | 36              | 90%  |
| North Avenue      | 80                | 19         | 63           | 79%   | 77              | 96%  |
| Northview         | 80                | 20         | 61           | 76%   | 79              | 99%  |
| Parker            | 16                | 16         | 12           | 75%   | 15              | 94%  |
| Phoenix Park      | 40                | 19         | 33           | 83%   | 38              | 95%  |
| Solid Foundation  | 80                | 19         | 67           | 84%   | 79              | 99%  |
| Strizek Park      | 40                | 19         | 30           | 75%   | 36              | 90%  |
| Vineland          | 40                | 16         | 36           | 90%   | 40              | 100% |
| Walnut Grove      | 20                | 16         | 16           | 80%   | 19              | 95%  |

# SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start  
(As of 5/31/14)

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

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

| <u>Agency/AFE (HS)*(EHS)**</u>  | <u>Head Start #IEP (% AFE)</u> | <u>Early Head Start #IFSP ( % AFE)</u> |
|---------------------------------|--------------------------------|--|
| Twin Rivers USD (211)           | 18 (8 %)                       | N/A                                    |
| Elk Grove USD (420)             | 70 (17%)***                    | N/A                                    |
| Sacramento City USD (1292)(147) | 186 (14%)                      | 19 (13%)                               |
| San Juan USD (693) (161)        | 109 (16%)                      | 22 (14%)                               |
| WCIC (120)                      | 13 (11%)                       | N/A                                    |
| SETA (1974) (345)               | 207 (10%)                      | 57 (16%)                               |
| <b>County (4710)* (653)**</b>   | <b>603 (13%)</b>               | <b>98 (15%)</b>                        |

AFE = Annual Funded Enrollment

%AFE = Percentage of Annual Funded Enrollment

NOTE: \*\*\*EGUSD number correction: April report should be 70 and not 73 children with IEP. 17% still exceeded the 10% minimum



# SETA Head Start Food Service Operations Monthly Report \*May 2014

May 2nd - Minimum Day Preschool & EHS Full Day Classes.

May 15th - Daddy & Me at Mather.

May 22nd - EHS Field Trip Special Menu Provided.

May 29th - Last Day for the SETA Traditional Classes for the Summer except for the WCIC/Playmate Center.

May 30th - All Part-Day Classes Closed except for Hillsdale and Northview.

**Meetings:**

The Food Service Staff had a Meeting at WCIC on May 30th.

**Total Number of Meals and Snacks Prepared for All Kitchens**

| Lunch  | PM Snack | Breakfast | Field Trips |
|--------|----------|-----------|-------------|
| 38,726 | 23,146   | 25,188    | 1108        |

**Total Amount of Meals and Snacks Prepared** 88,168

**Purchases:**

|            |             |
|------------|-------------|
| Food       | \$74,192.36 |
| Non - Food | \$9,626.87  |

Building Maintenance and Repair: \$254.91

Janitor & Restroom Supplies \$0.00

Kitchen Small Wares and Equipment: \$1,863.87

Vehicle Maintenance and Repair : \$601.87

Vehicle Gas / Fuel: \$1,828.25  
     Normal Delivery Days 21



## Quality Assurance Summary Report

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

| Agency                            | Centers Visited                                       | # of Classrooms   | # of Files           | Monitoring Purpose  |
|-----------------------------------|---|---|----------------------|---|
| Elk Grove Unified School District | Union House<br>Sierra Enterprise<br>Leimbach<br>McKee | 6<br><br>6 class observations<br>4 facilities inspections | 18<br><br>Head Start | <input checked="" type="checkbox"/> Initial<br><input type="checkbox"/> Follow-up<br><input type="checkbox"/> Special<br><input type="checkbox"/> Final |

### ***Exemplary Practices (Above Compliance)***

- High quality of comprehensive services is being provided to children and families
- Strong partnership between teachers, para-educators and families: warm social interactions, up-to-date knowledge of each child and each family’s status
- Follow-up documentation on content service areas is consistent, easy to read and follow
- Numerous parent/family volunteers in the classrooms
- Tooth brushing procedure was effective (orderly and flowed smoothly in daily schedule)

| Areas Reviewed  | Percentage Of Compliance* | Issues/Concerns   |
|---|---------------------------|---|
| <b>Health</b><br><i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>  | 91%                       | No significant noted findings   |
| <b>Nutrition</b><br><i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>   | 99%                       | No significant noted findings   |
| <b>Safe Environments</b><br><i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>  | 89%                       | 1-Not all required center postings were displayed<br>2-One school site has classroom doors covered in paper and posters |
| <b>Family , Parent and Community Engagement</b><br><i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition))</i> | 96%                       | No significant noted findings   |
| <b>Adult Mental Health</b><br><i>(Parent/Guardian Mental Health)</i>  | 89%                       | No significant noted findings   |

|  |      |  |
|--|------|--|
| <b>Education</b><br><i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>  | 100% | No significant noted findings  |
| <b>Written Individualization</b><br><i>(Assessments, Individual Development Plans, Home Visits/Parent Conferences)</i>                           | 89%  | 1-Lack or limited evidence on file to support children's assessments   |
| <b>Curriculum/Implementation of Individualization</b><br><i>(Ratios, Supervision, Daily Schedule, Lesson Plans, Indoor/Outdoor Environments)</i> | 80%  | 1-Supervision of all children needs improvement when children are using the restroom<br>2-Teacher-directed and large group activities dominate the daily class schedule<br>3-Inadequate interesting materials available for child-initiated activities |
| <b>ERSEA</b><br><i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>   | 86%  | 1-Inaccuracies between data in ChildPlus and information in the child's file   |

\*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.





## 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  |
|-----------------------|---|-----------------|------------|---|
| SETA Operated Program | Hillsdale<br>Nedra<br>Parker<br>Strizek | 6               | 18         | <input checked="" type="checkbox"/> Initial<br><input type="checkbox"/> Follow-up<br><input type="checkbox"/> Special<br><input type="checkbox"/> Final |

### ***Exemplary Practices (Above Compliance)***

- Education services were generally a strong area for the group of centers reviewed. Teaching Pyramid strategies were observed in some classes. DRDP assessment records were clear and easy to follow.
- Maintaining appropriate group ratio and children’s supervision indoors and outdoors was a priority.
- Full inclusion classrooms ran seamlessly.
- Great working relationship between staff
- Warm, welcoming atmosphere that encouraged parent participation
- Well-organized and dedicated family support staff who knew the community as evidenced by local collaborations.

| Areas Reviewed   | Percentage Of Compliance* | Issues/Concerns  |
|--|---------------------------|--|
| <b>Health</b><br><i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>   | 89%                       | 1- Results of blood lead level not recorded in a timely manner<br>2- Some ChildPlus did not match contents of the child’s file                                 |
| <b>Nutrition</b><br><i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>                                    | 98%                       | No significant noted findings  |
| <b>Safe Environments</b><br><i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i> | 89%                       | 1-Some paper posted on doors<br>2-Some restrooms had odor and/or were not clean<br>3-Not all staff could articulate disaster procedures to address emergencies |

|   |      |  |
|---|------|--|
| <b>Family, Parent and Community Engagement</b><br><i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i> | 89%  | 1-Strategies or time lines were not always clearly identified on the Family Partnership Agreements |
| <b>Adult Mental Health</b><br><i>(Parent/Guardian Mental Health)</i>  | 100% | No significant noted findings  |
| <b>Education</b><br><i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>   | 99%  | No significant noted findings  |
| <b>Written Individualization</b><br><i>(Assessments, Individual Development Plans, Home Visits/Parent Conferences)</i>  | 97%  | No significant noted findings  |
| <b>Curriculum/Implementation of Individualization</b><br><i>(Ratios, Supervision, Daily Schedule, Lesson Plans, Indoor/Outdoor Environments)</i>  | 96%  | No significant noted findings  |
| <b>ERSEA</b><br><i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>  | 93%  | 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 will be scheduled within 120 days or less.

## 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: