

**GOVERNING BOARD**

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Board of Supervisors  
County of Sacramento

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City of Sacramento

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**SOPHIA SCHERMAN**  
Public Representative

**JIMMIE YEE**  
Board of Supervisors  
County of Sacramento

**ADMINISTRATION**

**KATHY KOSSICK**  
Executive Director

**DENISE LEE**  
Deputy Director

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**THOUGHT OF THE DAY:** "Act the way you'd like to be  
and soon you'll be the way you act."

Author: Leonard Cohen

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

**DATE:** Tuesday, July 29, 2014

**TIME:** 9:45 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**

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**DISTRIBUTION DATE: WEDNESDAY, JULY 23, 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
- \_\_\_ Vacant, 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**

___ Kenny Williams, Men's Activities Affecting Children Committee (MAACC)
___ 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
___ Vacant, Marie Cleveland's Bright Beginnings Head Start

___ Vacant, Marina Vista Early Learning Center
___ Vacant, North Avenue Head Start
___ Vacant, Northview Head Start
___ Vacant, Phoenix Park Head Start
___ Vacant, Sharon Neese Early Learning Center
___ Vacant, Solid Foundation Head Start
___ Vacant, Foster Parent Rep
___ Vacant, Home Base Head Start Representative
___ Vacant, Past Parent Representative
___ Vacant, Grandparent Representative

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

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

COMMITTEE MEMBER	CENTER	11/20	12/17		1/21	2/18 **	3/18	4/22 *	5/20	6/17	7/29 *				
Vacant Seated	AG I														
<b>Lenda Wheeler Seated 11/19</b>	AG II	X	X		PAC		X	X	X	X					
Vacant Seated	AP														
<b>Claudia Vazquez Seated 4/22</b>	BC							X	X	E					
Vacant Seated	CR														
Vacant Seated	EHS/HB														
Vacant Seated	EHS/HB														
Vacant Seated	EL														
Vacant Seated	FP														
Vacant Seated	FT														
Vacant Seated	G														
Vacant Seated	GH														
<b>Linda Aviluz Seated 4/22</b>	H							X	X	U					
Vacant Seated	HB														
<b>Colleen Fietzek Seated 3/18</b>	HB						X	X	X	X					
Vacant Seated	IC														
<b>Annette Pettis Seated 12/17</b>	HP		X		X		X	X	X	E					
Vacant Seated	JC														
<b>Joyce Turner Seated 5/20</b>	K								X	X					
Vacant Seated	LVS														
Vacant Seated	MCBB														
Vacant Seated	MV														
<b>Jasmine Jamison Seated 12/17</b>	M		X		X		X	X	X	X					
<del>Chelvet Mooret s/b/seated 5/20</del>	NA								U	U					
<b>Alacya Harris s/b/s 11/19; seated 12/17</b>	NC	U	X		X		X	X	X	X					
<b>Sabrina Rasmussen s/b/s 3/18; seated 4/22</b>	NJ						E	X	U	X					
Vacant Seated	NV														
<b>Kenneth Tate Seated 11/19</b>	PA	X	X		PC		X	X	X	X					
Vacant Seated	PP														
Vacant Seated	SF														
<b>Erica Curtis s/b/seated 4/22</b>	SN							U	U	U					

COMMITTEE MEMBER	CENTER	11/20	12/17		1/21	2/18 **	3/18	4/22 *	5/20	6/17	7/29 *				
Todd Woods Seated 5/20	SP								X	X					
Vacant Seated	V														
Debra Baro Seated 11/19	WG	X	X		X		X	AP	E	U					
Vacant	FPR														
Seated	GPR														
Justin Fietzek Seated 04/7/13 New terms	MAAGG	X	X		X		E	E	X	AP					
Kenny Williams Seated:	MAACC														
LaTasha Windham Seated 11/19	OGC	X	X		PAC		U	X	X	X					
Vacant Seated	PPR														
Vacant Seated	PPR														

**Members: If you cannot attend a meeting and are going to be absent, you must:**

1. First, call your Alternate(s) to see if they can attend in your place;
2. Second, call Head Start Social Services/Parent Involvement Coordinator, Ms. Marie Desha, at 263-4082; and
3. Third, please call the PAC Chair, Ms. Jasmine Jamison, at 220-8736, or the Clerk of the Boards, Ms. Nancy Hogan, at 263-3827.

\*\* Ethics training with Policy Council

# Special meeting

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

(Continued)

**Head Start Center Abbreviations**

<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 JUNE 17, 2014 PAC MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the June 17, 2014 PAC meeting.

RECOMMENDATION:

Approve the minutes of the June 17, 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, June 17, 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 9:03 a.m. and read the thought of the day; Ms. Alacya Harris called the roll.

**Members Present:**

Jasmine Jamison  
Kenneth Tate  
Colleen Fietzek  
LaTasha Windham  
Joyce Turner  
Todd Woods  
Sabrina Rasmussen  
Alacya Harris  
Lenda Wheeler  
Kenneth Williams (alternate for MAACC)

**Member Absent:**

Debra Baro (unexcused)  
Annette Pettis (excused)  
Claudia Vazquez (excused)  
Justin Fietzek (excused)  
Linda Aviluz (unexcused)

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

Erica Curtis, Sharon Neese (unexcused)  
Chelveat Moore, North Avenue (unexcused)

**II. Consent Item**

**A. Approval of the Minutes of the May 20, 2014 Regular Meeting**

Ms. Jamison reviewed the minutes; no questions or comments.

Moved/Woods, second/Harris, to approve the minutes of the May 20, 2014.

Show of hands vote:

Aye: 9 (Fietzek, Harris, Rasmussen, Tate, Turner, Wheeler, Williams, Windham, Woods)

Nay: 0

Abstention: 1 (Jamison)

III. **Action Items:** None.

IV. **Information Items**

- A. Ex-Offenders Expungement Presentation: Information was distributed.
- B. Standing Information Items
- PC/PAC Calendar of Events: Ms. Jamison reviewed the calendar of events.
  - Parent/Staff Recognitions: None.
  - PC/PAC Parent Activity - Shriner's Hospitals for Children Tour – Ms. Jamison reviewed the details of the upcoming parent activity.
  - Community Resources-Parents/Staff: None.
  - Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Patterson reported expenditures as of May 31. The budget is currently 85.1% spent mostly due to delegate expenditures. Ms. Patterson expects the budget to be completely expended by the end of the fiscal year; the in-kind totals are good.
  - Child Care Center Food Menu: No questions.
- B. Governing Board Minutes: No questions.

V. **Committee Reports**

- Executive Committee Meeting Critique: Ms. Harris reviewed the meeting critique.
- Budget/Planning Committee: No additional report.
- Personnel/Bylaws Committee: Last month's meeting was canceled; the next meeting is scheduled for June 30.
- Social/Hospitality Committee: Ms. Windham reported on the last meeting. The committee is in the process of planning the end-of year parent appreciation dinner. She asked more parents to attend the meeting to help plan this event.
- Men's Activities Affecting Children Committee (MAACC): Mr. Kenny Williams stated that the last meeting was May 30 and the next meeting is June 27. The attendees discussed The Art of Being a Man training dates. McKinley Park was selected for the next Daddy and Me event.
- PC/PAC Food Service Committee: No report.

VI. **Other Reports**

- Chair's Report: The Executive Committee is Thursday, June 19; all officers were urged to attend.
- Policy Council Report(s): Mr. Kenneth Tate reported on the last PC meeting.
- Head Start Deputy Director's Report: No report.
  - Monthly Head Start Report: No questions.
  - Quality Assurance Summary Reports: No questions.
- Head Start Managers' Reports

- Program Support Services Report: Ms. Brenda Campos stated that families continue to have challenges getting dental services for their children. A new dental office will be opening in Galt which will help. Food Services Committee meeting on Thursday; there will be a tour and lunch after the tour.
- Parent/Family and Community Engagement Committee: Ms. Lisa Carr announced an Ex-offender employment workshop in July where ex-offender training services will be discussed. Child care and dinner will be provided. The Parent Ambassador Committee will be planned soon. There will be a nutrition workshop at the Hillsdale center; more on-site trainings will be done.
- Child Development & Education Services Report: Ms. Karen Gonzales distributed a graph showing the comparison between the Fall and Spring assessments. Ms. Gonzales reviewed the report and explained the areas that were assessed. A new math program will be 'rolled out' next school; SETA participated in a study with UC Berkeley a few years ago and the results will be reported in the new school year.

## **VII. Center Updates**

Ms. Jamison reminded board members that it is imperative that parents go through the chain of command if there are issues.

Ms. Harris stated that a teacher at her school has been talking about having a water day at the school as well as a petting zoo to the school. Zumba training is still going strong on Tuesdays and Thursdays; all are welcome. Ms. Lee stated that the program generally sees low enrollment and attendance during the summer. It is crucial to fill any vacant slots quickly. Ms. Lee asked board members to spread the word about Head Start.

Mr. Tate asked how parents can help with enrollment and attendance even though his center is closed for the summer, Ms. Lee urged board members to work with Ms. Carr and maybe staff can attend at a parent meeting to talk about recruitment. Perhaps parents can assist staff at recruitment events; parents connect with parents. Ms. Carr urged board members to connect with the FSW because they go out to do neighborhoods to do recruitment.

## **VIII. Discussion**

Ms. Harris announced that Belle Coolidge is offering a summer camp program from June 23 to August 26; there are slots open for children from kindergarten to eighth grade. The program goes from 7:30 a.m. – 6:00 p.m. every day and includes breakfast, lunch and snacks. The camp is \$90 per week but a sliding scale fee is available. The Boys and Girls Club is also doing a summer camp; sliding scale fee is also available.

Ms. Jamison referred board member to the Twin Rivers Summer Community Camp flyer.

Ms. Jamison reminded board members that if you commit to serve on this board, please show up and follow through; attendance is very important at the board and committee level.

**IX. Public Participation**

Ms. Fietzek stated that her son has two more months in the Head Start program; he starts kindergarten August 14.

Ms. Windham reported that her daughter has been in kindergarten this year and she got straight A's on her report card.

**X. Adjournment: The meeting was adjourned at 9:48 a.m.**

ITEM III-A – ACTION

APPROVAL OF THE SUBMISSION OF THE EARLY HEAD  
START-CHILD CARE PARTNERSHIP AND EHS EXPANSION APPLICATION  
TO THE OFFICE OF HEAD START

BACKGROUND:

On June 6, 2014, the Office of Head Start/Administration for Children and Families released a Funding Opportunity Announcement for Early Head Start (EHS) Expansion and EHS-Child Care Partnership Grants.

This agenda item provides an opportunity for the Policy Council to approve the submission of an application in the amount of \$1,265,600 to serve 104 new Early Head Start children in Sacramento County. Funds provide services to 104 full-day, year-round infant/toddlers. Funding requests are as follows:

EHS-Child Care Partnership	\$1,097,600	(96 infant/toddlers)
EHS Expansion	\$ 168,000	(8 infants/toddlers)

Ms. Denise Lee, Deputy Director, will provide detailed information during her presentation. The application due date is August 20, 2014.

RECOMMENDATION:

Approve the submission of the Early Head Start Child Care-Partnership and EHS Expansion application to the Office of Head Start in the amount of \$1,265,600 to expand services to 104 infant/toddlers in Sacramento County.

NOTES:

## ITEM IV- A – INFORMATION

### STANDING INFORMATION

#### BACKGROUND:

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

- A. Standing Information Items
  - PC/PAC Calendar of Events – Ms. Jasmine Jamison
  - Parent/Family Support Unit Events and Activities
  - Parent/Staff Recognitions – 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:

# August

2014

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1	2
3	4	5	6 1:00 AM Social/Hospitality Committee Meeting Olympus Room	7	8	9
10	11	12 9:00 AM Budget/Planning Committee Meeting Oak Room	13	14	15 1:00 PM Parent Ambassador Olympus Room	16
17	18	19 9:00 AM PAC Meeting SETA Board Room	20	21 9:00 AM PAC Executive Committee Meeting Olympus Room	22	23
24	25	26 9:00 AM PC Meeting SETA Board Room	27	28 9:00 AM PC Executive Committee Meeting Olympus Room	29 1: 00 PM MAAC Meeting Olympus Room	30
31	<p>Elk Grove – Sac City – San Juan - Twin Rivers – WCIC: Closed (Traditional)</p> <p>September 3 - 1:00 PM Social/Hospitality Committee September 8 – 9:30 AM Personnel/Bylaws Committee</p>					

## PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PC/PAC Social/Hospitality Committee	Wednesday, August 6, 2014 1:00 p.m. Olympus Room
PC/PAC Budget/Planning Committee	Tuesday, August 12, 2014 9:00 a.m. Oak Room
PC/PAC Parent Ambassador Committee	Friday, August 15, 2014 1:00 p.m. Olympus Room
PC/PAC Men's Activities Affecting Children Committee	Friday, August 29, 2014 1:00 p.m. Olympus Room
PC/PAC Social/Hospitality Committee	Wednesday, September 3, 2014 1:00 p.m. Olympus Room
PC/PAC Personnel/Bylaws Committee	Monday, September 8, 2014 9:30 a.m. Olympus Room



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

**EVENT**




**DATE**

PC/PAC Men's Activities Affecting Children Committee	Friday, August 29, 2014 1:00 p.m. Olympus Room

SETA Head Start Menu

# July 2014

\*We Serve 1% Lowfat Milk

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 2		<p>1</p> <p>Breakfast: French Toast Sticks, Diced Pear, Milk Lunch: Chicken Drumstick, Corn Bread Muffin, Sweet Potatoes, Apple or Watermelon, Milk Snack: Scooby-Do! Cereal, Milk</p>	<p>2</p> <p>Breakfast: Oatmeal Cereal, Raisins, Pineapple Tidbits, Milk Lunch: Chicken, Rice, Peas &amp; Carrots, Strawberries or Tangerine, Milk Snack: Hummus, Vegetable Stick Melody</p>	<p>3</p> <p>Breakfast: Crispix Cereal, Banana, Milk Lunch: Turkey Ham on Whole Wheat Bread, Baby Carrots, Orange, Milk Snack: Nutri Grain Bar, Milk</p>	<p>4</p> 
Week 3	<p>7</p> <p>Breakfast: Kashi Berry Blossoms Cereal, Orange, Milk Lunch: Macaroni &amp; Cheese, Green Peas, Cantaloupe, Milk Snack: Sound Bites Crackers, Milk</p>	<p>8</p> <p>Breakfast: Waffle Sticks, Banana, Milk Lunch: Beef Ravioli, Mini Whole Grain Bun, Spinach Salad, Orange, Milk Snack: Apple Slices, Sun Butter</p>	<p>6</p> <p>Breakfast: Whole Wheat Biscuit, Diced Peaches, Milk Lunch: Chicken Fajitas, Whole Kernel Corn, Kiwi, Milk Snack: Raspberry Yogurt Fruit Cup</p>	<p>10</p> <p>Breakfast: Whole Wheat Bagel, Banana, Milk Lunch: Sliced Turkey on Whole Wheat Bread, Baby Carrots, Tangerine or Strawberries, Milk Sanck: Cottage Cheese, Pineapple Tidbits</p>	<p>11</p> <p>Breakfast: Banana Muffin Loaf, Orange, Milk Lunch: Swiss-American Cheese on Whole Wheat Bread, Zucchini Sticks, Canned Apricots, Milk Snack: Kiwi, Strawberry Waffle Crackers</p>
Week 4	<p>14</p> <p>Breakfast: Scooby-Do! Cereal, Cantaloupe, Milk Lunch: Beef Hamburger, Whole Wheat Bun, Whole Kernel Corn, Kiwi, Milk Snack: Cheese-It Crackers, Canned Apricots</p>	<p>15</p> <p>Breakfast: Whole Wheat Bagel, Orange, Milk Lunch: Teriyaki Chicken, Brown Rice, Sunomono Salad, Apple, Milk Snack: Whole Grain Cheerios Cereal, Milk</p>	<p>16</p> <p>Breakfast: Oatmeal Cereal, Banana, Milk Lunch: Cheese Enchilada and Sauce, Green Salad, Orange, Milk Snack: Nutri Grain Bar, Diced Peaches</p>	<p>17</p> <p>Breakfast: French Toast Sticks, Canned Apricots, Milk Lunch: Turkey and Cheese Rollup in a Whole Wheat Tortilla, Cole Slaw, Mango, Milk Snack: Strawberry Yogurt, Banana</p>	<p>18</p> <p>Breakfast: Blueberry Muffin Loaf, Apple, Milk Lunch: Tuna Salad, Wheat Thins Crackers, Baby Carrots, Cantaloupe, Milk Snack: Tropical Treats Crackers, Milk</p>
Week 1	<p>21</p> <p>Breakfast: Pancakes, Diced Pear, Milk Lunch: Lemon Pepper Chicken, Chicken Broth, Peas &amp; Carrots, Brown Rice, Orange, Milk Snack: Cottage Cheese, Cheese-It Crackers</p>	<p>22</p> <p>Breakfast: Whole Grain Cheerios Cereal, Cantaloupe, Milk Lunch: Sliced American Cheese, Whole Wheat Bread, Potato Salad, Watermelon or Apple, Milk Snack: Lemon Dinosaur Crackers, Mango Chunks</p>	<p>23</p> <p>Breakfast: Whole Wheat Biscuit, Diced Peaches, Milk Lunch: Build a Burrito: Beans, Tortilla, Cheese, Lettuce, Tomato, Tangerine or Strawberries, Milk Snack: Sunrise Bites Crackers, Banana</p>	<p>24</p> <p>Breakfast: Whole Wheat Bagel, Pineapple Tidbits, Milk Lunch: Spanish Rice with Chicken, Whole Kernel Corn, Kiwi, Milk Snack: Apple Slices, Sun Butter</p>	<p>25</p> <p>Breakfast: Blueberry Muffin Loaf, Banana, Milk Lunch: Turkey Ham, Whole Wheat Bread, Baby Carrots, Cantaloupe, Milk Snack: Whole Wheat Tortilla, Bean Dip</p>
Week 2	<p>28</p> <p>Breakfast: Multi Grain Flakes Cereal, Apple, Milk Lunch: Beef BBQ Burger, Whole Wheat Bun, Mixed Vegetables, Cantaloupe, Milk Snack: Strawberry Banana Yogurt, Orange</p>	<p>29</p> <p>Breakfast: French Toast Sticks, Diced Pear, Milk Lunch: Chicken Drumstick, Corn Bread Muffin, Sweet Potatoes, Apple or Watermelon, Milk Snack: Scooby-Do! Cereal, Milk</p>	<p>30</p> <p>Breakfast: Oatmeal Cereal, Raisins, Pineapple Tidbits, Milk Lunch: Chicken, Rice, Peas &amp; Carrots, Strawberries or Tangerine, Milk Snack: Hummus, Vegetable Stick Melody</p>	<p>31</p> <p>Breakfast: Crispix Cereal, Banana, Milk Lunch: Turkey Ham on Whole Wheat Bread, Baby Carrots, Orange, Milk Snack: Nutri Grain Bar, Milk</p>	

SETA Head Start Menu

# Julio 2014

\*Servimos leche descremada 1%

	lunes	martes	miércoles	jueves	viernes
Semana 2		<p>1</p> <p>Desayuno: Baritas de Pan Francés Tostado, Pera Picada, Leche. Comida: Pierna de Pollo, Mollete de Pan de Maíz, Camote, Manzana o Sandía, Leche. Bocadillo: Cereal Scooby-Do!, Leche.</p>	<p>2</p> <p>Desayuno: Cereal de Avena, Piña Machacada, Pasas, Leche. Comida: Pollo, Arroz Integral, Fresas o Tanjarina, Leche. Bocadillo: Puré de Garbanzos, Baritas de Verduras.</p>	<p>3</p> <p>Desayuno: Cereal Crispix, Plátano, Leche. Comida: Rebanada de Jamón de Pavo, Pan de Trigo Integral, Zanahorias Tiernas, Naranja, Leche. Bocadillo: Barra Nutri Grain, Leche.</p>	<p>4</p> 
Semana 3	<p>7</p> <p>Desayuno: Cereal Kashi Berry Blossoms, Naranja, Leche. Comida: Macarrón con Queso, Ejotes, Melón, Leche. Bocadillo: Galletas Saladas Sound Bites, Leche.</p>	<p>8</p> <p>Desayuno: Baritas de Waffle, Plátano, Leche. Comida: Ravioli de Res, Minipan de Grano Integral, Ensalada de Espinacas, Naranja, Leche. Bocadillo: Rebanadas de Manzana, Crema de Semillas de Girasol.</p>	<p>9</p> <p>Desayuno: Bizcocho de Trigo Integral, Durazno Picado, Leche. Comida: Fajitas de Pollo, Granos de Elote, Kiwi, Leche. Bocadillo: Taza de Fruta de Frambuesa y Yogur.</p>	<p>10</p> <p>Desayuno: Bagel de Trigo Integral, Plátano, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Zanahorias Tiernas, Tanjarina o Fresas, Leche. Bocadillo: Requesón, Piña Machacada.</p>	<p>11</p> <p>Desayuno: Barra de Mollete con Plátano, Naranja, Leche. Comida: Queso Suizo, Pan de Trigo Integral, Baritas de Calabacita, Chabacano Enlatado, Leche. Bocadillo: Galletas de Waffle de Fresa, Kiwi.</p>
Semana 4	<p>14</p> <p>Desayuno: Cereal Scooby-Do!, Melón, Leche. Comida: Hamburguesa de Res, Pan de Trigo Integral, Granos de Elote, Kiwi, Leche. Bocadillo: Galletas Saladas Cheese-It, Chabacano Enlatado.</p>	<p>15</p> <p>Desayuno: Bagel de Trigo Integral, Naranja, Leche. Comida: Pollo Teriyaki, Arroz Integral, Ensalada Sunomono, Manzana, Leche. Bocadillo: Cereal Cheerios de Grano Integral, Leche.</p>	<p>16</p> <p>Desayuno: Cereal de Avena, Plátano, Leche. Comida: Enchilada de Queso con Salsa, Ensalada Verde, Naranja, Leche. Bocadillo: Barra Nutri Grain, Durazno Picado.</p>	<p>17</p> <p>Desayuno: Baritas de Pan Francés Tostado, Chabacano Enlatado, Leche. Comida: Tortilla de Trigo Integral, Rollo de Pavo y Queso, Ensalada de Col, Trozos de Mango, Leche. Bocadillo: Yogur de Fresa, Plátano.</p>	<p>18</p> <p>Desayuno: Barra de Mollete con Arándanos Azules, Manzana, Leche. Comida: Ensalada de Atún, Galletas Saladas Wheat Thins, Zanahorias Tiernas, Melón, Leche. Bocadillo: Galletas Saladas Tropical Treats, Leche.</p>
Semana 1	<p>21</p> <p>Desayuno: Jotqueis (Pancakes), Pera Picada, Leche. Comida: Pollo, Sopa de Pollo, Arroz Integral, Chicharos y Zanahorias, Naranja, Leche. Bocadillo: Requesón, Galletas Saladas Cheese-It.</p>	<p>22</p> <p>Desayuno: Cereal Cheerios de Grano Integral, Melón, Leche. Comida: Queso Americano, Pan de Trigo Integral, Ensalada de Papa, Manzana o Sandía, Leche. Bocadillo: Galletas Saladas Lemon Dinosaur, Trozos de Mango.</p>	<p>23</p> <p>Desayuno: Bizcocho de Trigo Integral, Durazno Picado, Leche. Comida: Tortilla de Trigo Integral, Frijoles, Queso, Lechuga, Jitomate, Tanjarina o Fresas, Leche. Bocadillo: Galletas Saladas Sunrise Bites, Plátano.</p>	<p>24</p> <p>Desayuno: Bagel de Trigo Integral, Piña Machacada, Leche. Comida: Arroz Español con Pollo, Granos de Elote, Kiwi, Leche. Bocadillo: Rebanadas de Manzana, Crema de Semillas de Girasol.</p>	<p>25</p> <p>Desayuno: Barra de Mollete con Arándanos Azules, Plátano, Leche. Comida: Jamón de Pavo en Pan de Trigo Integral, Zanahorias Tiernas, Melón, Leche. Bocadillo: Puré de Frijoles, Tortilla de Trigo Integral.</p>
Semana 2	<p>28</p> <p>Desayuno: Ojuelas de Cereal Multigrano, Manzana, Leche. Comida: Hamburguesa de Res, Pan de Trigo Integral, Verduras Mixtas, Melón, Leche. Bocadillo: Naranja, Yogur de Fresa y Plátano.</p>	<p>29</p> <p>Desayuno: Baritas de Pan Francés Tostado, Pera Picada, Leche. Comida: Pierna de Pollo, Mollete de Pan de Maíz, Camote, Manzana o Sandía, Leche. Bocadillo: Cereal Scooby-Do!, Leche.</p>	<p>30</p> <p>Desayuno: Cereal de Avena, Piña Machacada, Pasas, Leche. Comida: Pollo, Arroz Integral, Fresas o Tanjarina, Leche. Bocadillo: Puré de Garbanzos, Baritas de Verduras.</p>	<p>31</p> <p>Desayuno: Cereal Crispix, Plátano, Leche. Comida: Rebanada de Jamón de Pavo, Pan de Trigo Integral, Zanahorias Tiernas, Naranja, Leche. Bocadillo: Barra Nutri Grain, Leche.</p>	

ITEM IV-B - INFORMATION

GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the attached Governing Board minutes of the June 5, 2014 meeting.

NOTES:

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

Minutes/Synopsis

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

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

Thursday, June 5, 2014  
10:00 a.m.

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

Members Present:

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

- ➔ **Recognition of Retiring Employee:** Ms. Robin Purdy announced that Ms. Christine Welsch has decided to retire after 24 years; she will be moving to Oregon. Ms. Welsch was instrumental in the development of the career center system and the outstanding youth program.

II. **CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

The board went into closed session at 10:21 a.m.; the board came back into open session at 10:28 a.m. There was no report out of closed session.

III. **Consent Items**

- A. Minutes of the April 24, 2014 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Augment South County Services, Inc. with Community Services Block Grant (CSBG) Funding and to Extend the Mather Community Campus Subgrant Agreement with the Department of Human Assistance
- D. Ratification of the Submission of the Proposal to the AARP Foundation for the "Back To Work 50+ Network Workforce Investment Board (WIB) Expansion" Grant and Authorize the Executive Director to Execute the Funding Agreement and any Modifications or other Documents Required by the Funding Source

- E. Approval of One-Stop Share of Cost Agreement with the County Department of Human Assistance, PY 2014-2015 and Authorize the Executive Director to Sign the Agreement and any Required Documents Pertaining to the Agreement

The consent items were reviewed; no questions or corrections.

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

- A. Approve the April 24, 2014 minutes.
- B. Approve the claims and warrants for the period 4/18/14 through 5/29/14.
- C. Approve the augmentation of \$119,314 in Community Services Block Grant funding for South County Services Inc. to continue the provision of safety-net services in South Sacramento County from July 1, 2014 through December 31, 2014, and extend the Mather Community Campus Subgrant Agreement with the Department of Human Assistance for PY 2014-15 in the amount of \$222,600 to continue the provision of employment and self-sufficiency services to Mather Community Campus residents.
- D. Ratify the submission of the proposal to the AARP Foundation in response to the requesting BTW 50+ Network WIB Expansion Grant opportunity in the amount of \$100,000 for a two-year (24 month) project period, and authorize SETA's Executive Director to execute the funding agreement, modifications and any other documents required by the funding source.
- E. Approve the One Stop Share of Cost agreement for \$4,000,000 with the Department of Human Assistance and authorize SETA's Executive Director to negotiate and execute the agreement.

Roll Call Vote:

Aye: 5 (Nottoli, Schenirer, Scherman, Warren, Yee)

Nay: 0

Abstention: 0

#### **IV. Action Items**

##### **A. GENERAL ADMINISTRATION/SETA**

- 1. Approval of Tentative Agreement to the Labor Contract

Mr. Roy Kim stated that the Agency received a 1.3% COLA adjustment in the new year Head Start funding. The Agency and AFSCME have agreed on a 1% cost of living increase to be effective July 1, 2014. The additional .3% will be absorbed by the increase in retirement rates for the employer which exceeds 2%.

Moved/Yee, second/Scherman, to approve the tentative agreement.

Roll Call Vote:

Aye: 5 (Nottoli, Schenirer, Scherman, Warren, Yee)

Nay: 0

Abstention: 0

2. Approval of 2014-15 Compensation Recommendations for Unrepresented Confidential and Management Personnel and the Personnel Resolution Covering Unrepresented Employees

Mr. Roy Kim reviewed the unrepresented personnel resolution. There were no questions or comments.

Moved/Schenirer, second/Nottoli, to approve the report on 2014-2015 compensation recommendations for unrepresented confidential and exempt management employees on the effective days given in the report and approve the personnel resolution covering unrepresented employees.

Roll Call Vote:

Aye: 5 (Nottoli, Schenirer, Scherman, Warren, Yee)

Nay: 0

Abstention: 0

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** First Reading of the Proposed Sacramento Employment and Training Agency Budget for Fiscal Year 2014-2015

Ms. Loretta Su reviewed this item. The final budget will be offered for final approval on August 7; this budget which will include all funding sources.

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

Moved/Scherman, second/Schenirer, to continue this item to August 7, 2014, where the public hearing will be closed and the Agency budget adopted.

Roll Call Vote:

Aye: 5 (Nottoli, Schenirer, Scherman, Warren, Yee)

Nay: 0

Abstention: 0

4. Approval to Authorize Lease Negotiations for South Sacramento Job Center Office and Classroom Space

Mr. Thatch stated that only one proposal has been submitted and that proposal is from the current landlord. Mr. Thatch recommends extending the deadline until July 31 and during that time period staff can work with the brokerage firm, Cornish and Carrey to seek additional proposals.

Moved/Nottoli, second/Schenirer, to authorize staff to extend the deadline to July 31.

Roll Call Vote:

Aye: 5 (Nottoli, Schenirer, Scherman, Warren, Yee)

Nay: 0

Abstention: 0

**B. WORKFORCE DEVELOPMENT DEPARTMENT**

Refugee Services: None.

Community Services Block Grant: None

One Stop Services

1. Concurrence with the Sacramento Works, Inc. Board to Approve the Workforce Investment Act Sacramento Works Resource Allocation Plan for 2014-2015

Ms. Robin Purdy stated that this is a concurrence item with the Sacramento Works board; this was approved on May 28. The Resource Allocation Plan is a planning document for how WIA funds are spent for the year. The WIA and CalWORKs allocations is \$11 million, which decreased by \$781,782 for the next fiscal year.

Moved/Yee, second/Schenirer, to concur with the Sacramento Works, Inc. Board to approve the Resource Allocation Plan for 2014-15.

Roll Call Vote:

Aye: 5 (Nottoli, Schenirer, Scherman, Warren, Yee)

Nay: 0

Abstention: 0

2. Approval of Funding Recommendations and Funding Extensions for Workforce Investment Act Adult/Dislocated Worker, Dislocated Worker 25 Percent Additional Assistance and CalWORKs Programs

Ms. Purdy reviewed this board item which requests approval to extend contracts for the Sacramento Works Training Centers and the OJT/subsidized employment providers. Ms. Purdy stated that while there were challenges over the past year, staff and DHA staff is working diligently to develop a better referral system. In addition, staff worked with providers to eliminate activities that were not successful and augment those activities that were successful.

Ms. Purdy reviewed the monitoring and evaluation that is done throughout the year to ensure contract compliance.

Moved/Yee, second/Scherman, to approve the following:

***Sacramento Works Training Centers (SWTCs) Extensions –***

Approve funding recommendations in the amount of \$3,054,016 for the Workforce Investment Act Adult/Dislocated Worker SWTCs as listed on the attached charts with the following stipulation:

***The provision of Work Preparedness and Functional Training services is contingent upon required course and State ETPL approvals, as well as the required credentialing of staff.***



### **On-the-job Training/Subsidized Employment (OJT/SE) Extensions -**

Approve the OJT/SE staff funding extension recommendations in the amount of \$4,011,493 for PY 2014-15 as reflected in the attached chart with the following stipulations:

- ⇒ **Provider operating costs must not exceed 40% of participant wages.**
- ⇒ **PY 2014-15 funding will be subject to satisfactory year-end program performance. OJT providers that do not meet year-end performance goals and benchmarks may face a reduction in funding.**

### **Expanded Subsidized Employment (ESE) Extension -**

Approve augmenting CalWORKs ESE funds to existing WIA/CalWORKs funded Training Center and OJT providers in the chart below and approve the use of the State's ETPL for customized training providers:

<b>Agency</b>	<b>Activity/Service</b>	<b>Amount</b>	<b># of Participants</b>
FCCP*	Job Retention and OJT	\$102,600	30
GSUL	Job Retention and Development	\$76,550	50
NSBIF*	Job Retention and OJT	\$30,870	10

\*Allocations for wages for OJTs included in OJT funding chart (FCCP - \$126,390 and NSBIF - \$27,000)

Roll Call Vote:

Aye: 5 (Nottoli, Schenirer, Scherman, Warren, Yee)

Nay: 0

Abstention: 0

3. Concurrence with the Sacramento Works, Inc. Board to Approve Funding Extension Recommendations for the WIA Youth Program for 2014-15

Ms. Christine Welsch reviewed the funding extension recommendations for the youth program for program year 2014-15. The Sacramento Works Youth Council met and approved these funding recommendations at their May 21 meeting.

The Youth Council has been closely monitoring the performance of California Indian Manpower Consortium, and has recommended no funding due to on-going performance failures. CIMC has, however, been recommended for funding in the amount of \$20,000 to phase out services by September 30, 2014.

Moved/Nottoli, second/Scherman, to approve the Youth Council's funding extension recommendation for the WIA, Title I, Youth Program, PY 2014-2015 with the program year beginning July 1, 2014. In addition, approve with the stipulation that all funding recommendations are subject to satisfactory year-end program performance reviews. Subgrantees that do not meet performance goals and benchmarks will be evaluated in fall 2014 and may face deobligation of funds.

Roll Call Vote:

Aye: 5 (Nottoli, Schenirer, Scherman, Warren, Yee)

Nay: 0

Abstention: 0

**C. CHILDREN AND FAMILY SERVICES: None**

**V. Information Items**

**A. Update on Implementation of Workforce Investment Act Eligible Training Provider List Policy Directive**

Ms. Purdy reported that the state is implementing new policies regarding eligibility on the training provider list. SETA staff has volunteered to be on the state committee. This new policy is affecting SETA program implementation.

**B. Update on Creating a Workforce Pipeline for the Sacramento Downtown Entertainment and Sports Complex**

Mr. William Walker reported that to date, 2,281 phone calls have been received, staff has assessed 800 individuals, and 338 people have been entered into the system to be career apprentices. Mr. Warren requested a breakdown by impacted ZIP code in all three categories. Mr. Walker stated that staff is working on all three areas and all of this has been done by ZIP code. The ZIP code with the highest response is 95832 because that is the Job Corps location. The next highest is 95838 ZIP code with 30 people enrolled, and 95823 is the third highest. One ZIP code, 95652, has zero enrolled. Mr. Warren requested a written report.

**C. Fiscal Monitoring Reports: Mr. Nottoli asked whether Crossroads needs to have more oversight and perhaps modify their internal procedures. Ms. Su stated that Crossroads has submitted a corrective action plan. Additional internal controls have been put in place according to their corrective action plan.**

**D. Employer Success Stories and Activity Report: Mr. William Walker stated that the most active employers have been Volt and Almond Growers via Nelson Staffing.**

**E. Dislocated Worker Update: Mr. Walker stated that staff is working with IBM and there may be more impacts.**

- F. Head Start Reports: Ms. Denise Lee stated that at the last meeting, Mr. Nottoli recommended staff make presentations before local city councils; she is scheduled to make presentations for three of the six councils. Staff will also make a presentation at Kaiser South and at Kaiser North on the Head Start/Early Head Start program.

**VI. Reports to the Board**

- A. Chair: Mr. Warren stated that he is the co-chair of a new advisory council created to support the partners for the new arena. This council will assist with the things the partnership has agreed to do relative to employment. It is important that we set a high mark for our region and to take advantage of every opportunity so this project hits the highest potential.
- B. Executive Director: Ms. Kossick withed an early Happy Birthday to Mr. Warren. Ms. Kossick also reminded the board that the next meeting will be on July 17, if there are enough agenda items to have the meeting. Mr. Schenirer and Mr. Nottoli were congratulated for the election results.
- C. Deputy Directors: Ms. Kossick stated that Congress is looking at a new legislation to replace WIA: the Workforce Innovation and Opportunities Act. There may be action coming out this summer.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No report.

- VII. Adjournment**: The meeting was adjourned at 11:20 a.m.

ITEM V  
COMMITTEE REPORTS

➔ Executive Committee

Critique of the June 17, 2014 Parent Advisory Committee meeting.

<b>GOOD!!!</b>
Thank you, Ms. Alma Hawkins, for your support and assistance during Ms. Marie Desha's absence.
Thank you, Ms. Nancy Hogan and Ms. LaShaun Burke, for providing reimbursements.
Thank you, Ms. Jasmine Jamison, PAC Chair, for conducting a timely and efficiently run meeting.
Thank you committee members for arriving on time and being seated by 8:50 a.m. to start the meeting.
Thank you committee members for being recognized by the Chair before speaking and/or leaving your seat.
Thank you committee members for refraining from side barring.
<b>NEEDS IMPROVEMENT</b>
Attendance.
Switch your phone/lpad to off.
<b>REMINDERS</b>
Please committee members, if you have information to share with the committee, bring your forms/flyers to Ms. Marie three to four days prior to the meeting to be approved.

➤ Budget/Planning Committee: Lenda Wheeler, Annette Pettis, Jasmine Jamison, Kenny Williams

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ITEM V (continued)  
Page 2

- Personnel/Bylaws Committee: Jasmine Jamison, Alacya Harris, Kenneth Tate

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- Social/Hospitality Committee: Alacya Harris, Lenda Wheeler, Jasmine Jamison  
Annette Pettis, Linda Aviluz, Kenny Williams.

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- Parent Ambassador Committee: Annette Pettis, Jasmine Jamison, Alacya  
Harris, Lenda Wheeler, Kenneth Tate, Kenny Williams.

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- Men's Activities Affecting Children Committee (MAACC): Kenny Williams,  
Jasmine Jamison, Todd Woods.

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## ITEM VI

### OTHER REPORTS

#### BACKGROUND:

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

- Head Start Deputy Director's Report – Ms. Denise Lee
  - ✓ Monthly Head Start Report (attached)
  - ✓ Quality Assurance Summary Reports (attached)

#### NOTES:



# Head Start Monthly Report

## July 2014

### **SETA Operated Program**

#### **Program Operations Unit**

SETA's Children and Family Services annual environmental reports are available for both preschool and toddler classrooms. These scores represent quality across specific measures in early childhood programs. See attached ECER and ITER reports.

#### **Program Support Services**

*Quality Assurance (QA) Monitoring Unit:* (1) SJUSD and SCUSD Early Head Start Home Base Programs were monitored for the month of June. QA Summary Reports will be available in mid-July. (2) QA Unit, Program Officer and Program Support Services Manager met with each Delegate to follow-up on their Self-Assessment Program Improvement Plan (PIP) for current program year. Information from QA Reports and Self Assessment Reports are used to develop a more targeted approach in supporting delegates.

*Program Support Services:* (1) Countywide Head Start PIR (Program Information Report) Overview Meeting was held on June 3, 2014. SETA approves reports from delegates and submits grantee-level and delegate-level information reports to Office of Head Start (OHS) by August 31, 2014. (2) Countywide Education Content Meeting was held on June 17, 2014 for Math Curriculum Resources. This supports one of the countywide 3-year goals and objectives of strengthening math instruction to improve assessment scores in this area. (3) A planning meeting with delegate representatives was held on June 26, 2014 to provide input on content and format of future meetings and training events for the 2014-2015 program year. A countywide calendar for 2014-2015 is being finalized for distribution in July.

#### **Family Engagement Unit**

No report.

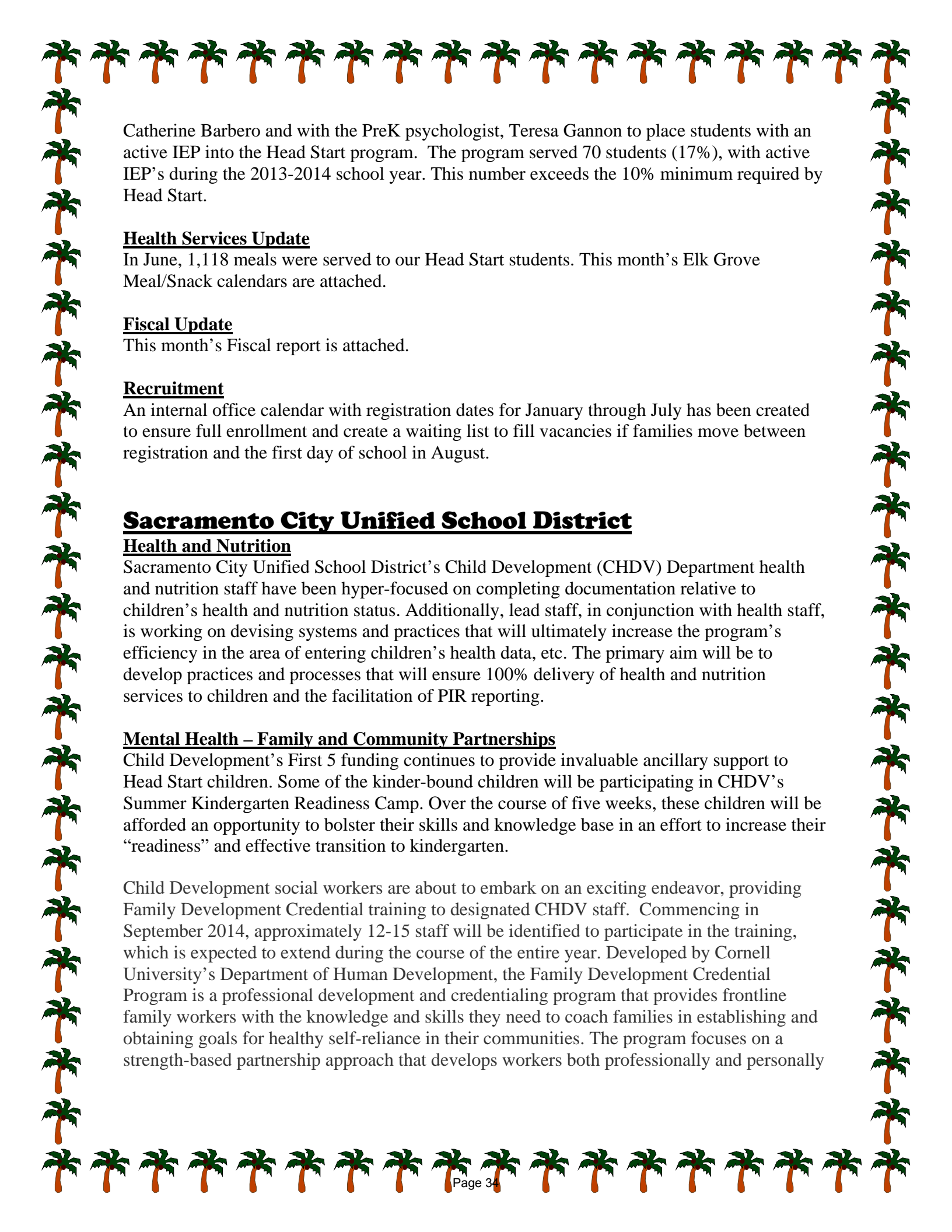
### **Elk Grove Unified School District**

#### **Enrollment**

Elk Grove Unified School District Head Start has thirteen (13) classes on a traditional calendar which ended the school year on May 21, and eight (8) classes on a modified traditional calendar which ended the school year on June 5. Average daily attendance in the eight (8) classes that remained open in June was 91%.

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

The program educators and clerks have worked closely with the PreK social worker,



Catherine Barbero and with the PreK psychologist, Teresa Gannon to place students with an active IEP into the Head Start program. The program served 70 students (17%), with active IEP's during the 2013-2014 school year. This number exceeds the 10% minimum required by Head Start.

**Health Services Update**

In June, 1,118 meals were served to our Head Start students. This month's Elk Grove Meal/Snack calendars are attached.

**Fiscal Update**

This month's Fiscal report is attached.

**Recruitment**

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

**Sacramento City Unified School District**

**Health and Nutrition**

Sacramento City Unified School District's Child Development (CHDV) Department health and nutrition staff have been hyper-focused on completing documentation relative to children's health and nutrition status. Additionally, lead staff, in conjunction with health staff, is working on devising systems and practices that will ultimately increase the program's efficiency in the area of entering children's health data, etc. The primary aim will be to develop practices and processes that will ensure 100% delivery of health and nutrition services to children and the facilitation of PIR reporting.

**Mental Health – Family and Community Partnerships**

Child Development's First 5 funding continues to provide invaluable ancillary support to Head Start children. Some of the kinder-bound children will be participating in CHDV's Summer Kindergarten Readiness Camp. Over the course of five weeks, these children will be afforded an opportunity to bolster their skills and knowledge base in an effort to increase their "readiness" and effective transition to kindergarten.

Child Development social workers are about to embark on an exciting endeavor, providing Family Development Credential training to designated CHDV staff. Commencing in September 2014, approximately 12-15 staff will be identified to participate in the training, which is expected to extend during the course of the entire year. Developed by Cornell University's Department of Human Development, the Family Development Credential Program is a professional development and credentialing program that provides frontline family workers with the knowledge and skills they need to coach families in establishing and obtaining goals for healthy self-reliance in their communities. The program focuses on a strength-based partnership approach that develops workers both professionally and personally





## Education

In early June, 15 additional teachers participated in a Balanced Literacy Institute, which was facilitated by Andy Hess, a consultant from Accelerated Literacy Learning. These teachers, who comprise Cohort II, will join the initial set of teachers from Cohort I in the implementation of Balanced Literacy in 2014-2015. To date, 31 teachers, 6 managers and 7 resource teachers have participated in the Balanced Literacy Institute. During the month of July, a small team comprised of lead staff and teachers will be working to devise curriculum map and sample mini-lessons, which will ensure teachers' effective implementation of Balanced Literacy in 2014-2015 in 31 preschool classrooms.

## **San Juan Unified School District**

### Education Services Update

The last day of preschool for children was June 4<sup>th</sup>. Classrooms had various end-of-the-year celebrations where families and children were honored for their work during the academic year. All teachers completed end-of-the-year paperwork and submitted CUM files for processing. Teachers also provided input for the Staff Calendar as well as for the 2014-15 school year Professional Development trainings.

### Disabilities Services Update

The screening room is now in full swing. School is over for the 2013-14 school year, so staff is available full time. The screening center is open three days a week and is staffed with Bilingual Teaching Assistants, School Community Workers and Lead Teachers, all of whom are assisting families with the Ages and Stages Questionnaires. This is also the time of year the Disabilities Specialist collects the IEPs from the classroom teachers and divides the IEPs into two sections: those children returning to the preschool program, and those aging out into kindergarten. The aged out IEPs get boxed up, documented and placed in storage. The returning children's IEPs get put together with the file copies and placed in the corresponding drawer for next year. As new children with IEPs are enrolled, the Content Lead inputs the information into Child Plus, makes the appropriate copies, and then files them until the copies are returned to the teachers at the beginning of the school year. A list of the newly enrolled children with IEPs is then sent to the Special Education Department of the school district as a cross-check.

### Mental Health Services Update

The Mental Health Therapist is providing support to the School Readiness Summer Camp program. Students who will be moving on to kindergarten in the fall are being given social/emotional tools to help them as they transition into this next stage of their education. The Mental Health Therapist is also providing support with the screening/intake process for new and returning enrollees in the preschool program.

### Nutrition Services Update

Congratulations to Julia Neuhauser (Preschool) and Bertha Hernandez (Infant/Toddler), two San Juan Unified School District Early Childhood Education teachers who were the recipients of the Western Garden grant! This will provide their students with the "farm to fork" experiences currently dominating the Sacramento scene! The children and families will benefit greatly from the opportunities this grant offers in the upcoming school year.



### **Health Services Update**

Health is screening for the 2014-15 school year in the centralized screening room throughout the summer. The team is reviewing students' health, nutrition, and immunization status, completing health screenings, and counseling families in various health areas as needed. The School Nurse is completing Individualized Student Health Plans for those who have health concerns. Health is working on compiling and checking the information for the PIR Report.

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

There was no Policy Committee meeting for the month of June. There was a personnel interview scheduled in early June and a Policy Committee parent was sought to be on that panel. It has been requested that the by-laws for the Policy Committee be put on the agenda for the August School Board meeting. There will be no Policy Committee meeting in July. The next meeting is scheduled for August 12, 2014.

### **Transition Services Update**

Summer is here and parents have been given many fun activities to engage their children. Learning will continue for the students throughout the summer season with the support of their parents. Water activities provide for science and physical activity, sitting with parents on a summer evening reading books and telling stories lend to language and literacy, bar-b-ques with family and friends encourage food safety and healthy eating habits, and counting bugs that are found engage math activities. The many activities suggested during the summer months all continue to prepare the students for a successful kindergarten experience and beyond.

Summer Camp Academy is also in full swing. Ninety-six students, many of whom have never experienced preschool before, are being exposed to rich classroom environments and learning experiences that will give them a boost in the upcoming school year.

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

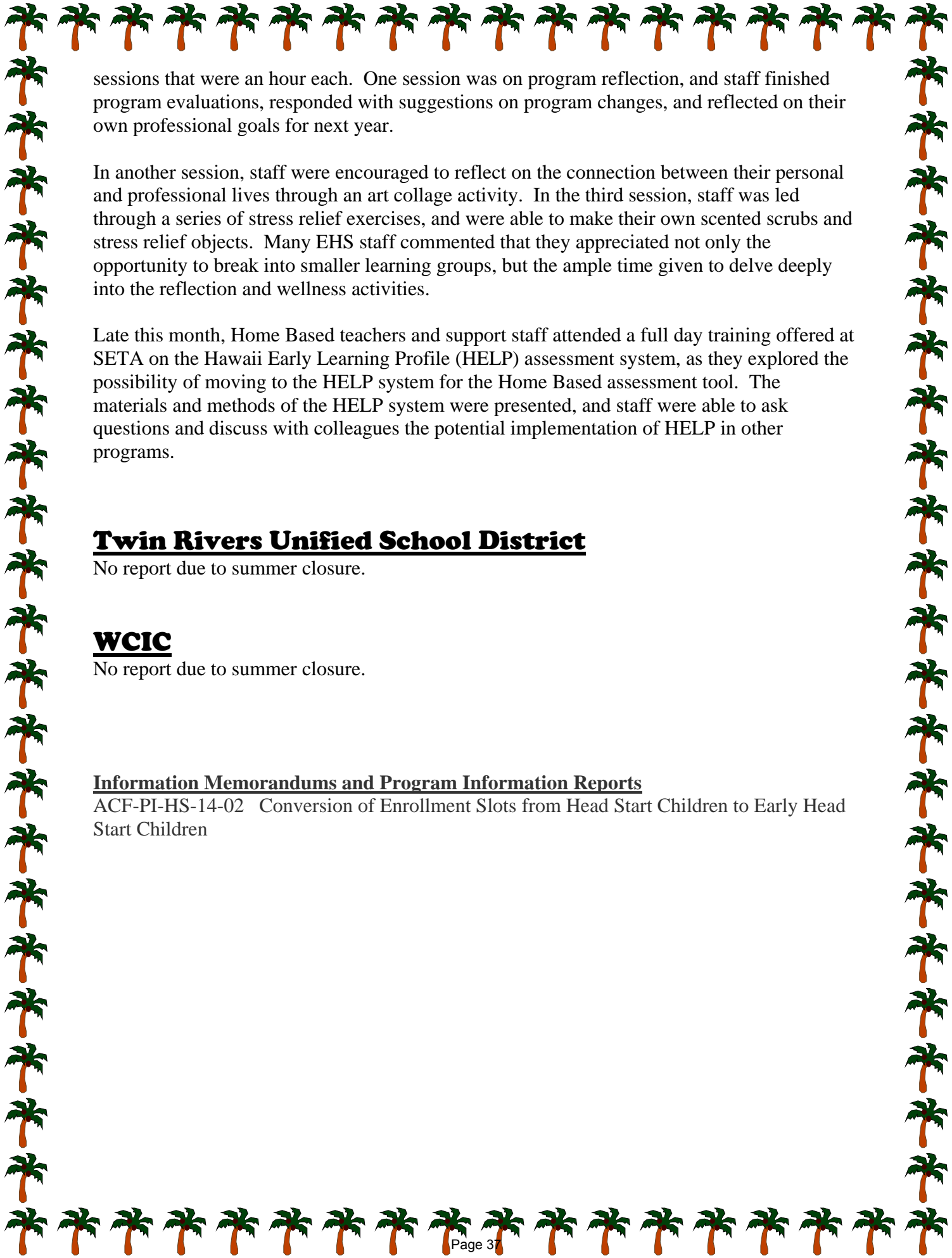
There were no trainings in June. There was an end-of-the-year celebration with team building activities and lunch for all Preschool staff on June 6<sup>th</sup>. The morning started with time for networking, and then announcements about the coming year were shared and retiring employees were honored. Then there were team building games which were enjoyed by all! The event ended with a luncheon provided by administrators.

### **Fiscal Update**

The fiscal department of Head Start and Early Head Start has been busy wrapping up loose ends as many staff is finishing for the summer. The team is also coordinating the close of the fiscal year in June with the close of the grant year in July. Purchase Orders are being reviewed to make sure that all items have been received and payments have been made. Preparation is also taking place to establish and make sure that the 2014-15 budgets are up and running in time for the start of the upcoming fiscal year.

### **Early Head Start**

This month the EHS staff participated in a staff meeting designed to foster self-reflection and wellness, while celebrating the informal end of the school year. After the initial large group meeting, staff broke up into small groups and was able to rotate through three facilitated



sessions that were an hour each. One session was on program reflection, and staff finished program evaluations, responded with suggestions on program changes, and reflected on their own professional goals for next year.

In another session, staff were encouraged to reflect on the connection between their personal and professional lives through an art collage activity. In the third session, staff was led through a series of stress relief exercises, and were able to make their own scented scrubs and stress relief objects. Many EHS staff commented that they appreciated not only the opportunity to break into smaller learning groups, but the ample time given to delve deeply into the reflection and wellness activities.

Late this month, Home Based teachers and support staff attended a full day training offered at SETA on the Hawaii Early Learning Profile (HELP) assessment system, as they explored the possibility of moving to the HELP system for the Home Based assessment tool. The materials and methods of the HELP system were presented, and staff were able to ask questions and discuss with colleagues the potential implementation of HELP in other programs.

### **Twin Rivers Unified School District**

No report due to summer closure.

### **WCIC**

No report due to summer closure.

### **Information Memorandums and Program Information Reports**

ACF-PI-HS-14-02 Conversion of Enrollment Slots from Head Start Children to Early Head Start Children



## Quality Assurance Summary Report

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

Agency	Program	# of Home Visits Observed	# of Files	Monitoring Purpose
Sacramento City Unified School District	Early Head Start Home Base and Socialization Activity	4 1 socialization activity	8	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

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

- Socialization event at the park was very well attended and appeared to be enjoyed by all families and staff. All elements of EHS socialization in an outdoor setting were met. Staff's team work and creativity were evident in the planning and conduct of socialization in atypical setting.
- Parents' milestones and achievements were recognized and celebrated at the socialization. A community gathered to focus on families' strengths and successes.
- Family and staff relationships were warm, caring and supportive. This was evident at home visits and during the socialization event.

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
<b>Health</b> <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	91%	No significant noted concerns
<b>Nutrition</b> <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	91%	No significant noted concerns
<b>Services to Pregnant Women/New Mothers</b> <i>(Prenatal Services, New Mother Services)</i>	100%	No significant noted concerns
<b>Family , Parent and Community Engagement</b> <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition))</i>	95%	No significant noted concerns

<b>Adult Mental Health</b> <i>(Parent/Guardian Mental Health)</i>	100%	No significant noted concerns
<b>Education</b> <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	98%	No significant noted concerns
<b>Written Individualization</b> <i>(Assessments, Individual Development Plans, Transition)</i>	88%	No significant noted concerns
<b>Home Based Option</b> <i>(Group Size, Home Visits, Socializations)</i>	89%	1 - Not all home visit sessions were completed for 90 minutes 2-Not all home visit plans reviewed were complete, some were missing content areas; writing was not readable
<b>ERSEA</b> <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	94%	No significant noted concerns

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

**Corrective Action Plans:**

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



## Quality Assurance Summary Report

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

Agency	Program	# of Home Visits Observed	# of Files	Monitoring Purpose
San Juan Unified School District	Early Head Start Home Base and Socialization Activity	4 2 socialization activities	8	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

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

- Exemplary home visit interactions: acknowledged parenting behaviors; home materials were used, learning objectives were clear, parents were partners in the process.
- Home Visitors respected and supported families’ home language and development of a second language.
- Excellent follow-up on parents’ mental health services
- Excellent use of Family Partnership Agreements (FPA)
- Socialization events were well-organized with ‘Water Play’ activities set up and enjoyed by children and families

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
<b>Health</b> <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	91%	No significant noted concerns
<b>Nutrition</b> <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	93%	No significant noted concerns
<b>Services to Pregnant Women/New Mothers</b> <i>(Prenatal Services, New Mother Services)</i>	100%	No significant noted concerns
<b>Family , Parent and Community Engagement</b> <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition))</i>	97%	No significant noted concerns

<b>Adult Mental Health</b> <i>(Parent/Guardian Mental Health)</i>	100%	No significant noted concerns
<b>Education</b> <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	97%	No significant noted concerns
<b>Written Individualization</b> <i>(Assessments, Individual Development Plans, Transition)</i>	94%	No significant noted concerns
<b>Home Based Option</b> <i>(Group Size, Home Visits, Socializations)</i>	98%	No significant noted concerns
<b>ERSEA</b> <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	88%	1-Inaccuracies on Child Plus data entry and Head Start application had missing or incorrect information

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

## SETA Head Start/Early Head Start

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

Period: June 2014

Early Head Start Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	% ADA	ADA	%ADA
Alder Grove Infant/Toddler Center	16	21	11	69%	14	88%
Crossroad Gardens	8	21	6	75%	8	100%
Elkhorn	16	21	12	75%	15	94%
Job Corp	16	21	10	63%	16	100%
Marina Vista ELC	8	21	5	63%	6	75%
Mather	8	21	6	75%	8	100%
Norma Johnson	8	21	7	88%	8	100%
Northview	8	21	5	63%	6	75%
Phoenix Park	8	21	4	50%	8	100%
Sharon Neese	16	21	12	75%	16	100%



## SETA Head Start/Early Head Start

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

Period: June 2014

Part Day Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	% ADA	ADA	%ADA
Bannon Creek	60	20	48	80%	58	97%
Crossroad Gardens	20	20	14	70%	18	90%
Elkhorn	80	20	59	74%	74	93%
Freedom Park	80	20	52	65%	65	81%
Fruitridge	80	20	62	78%	74	93%
Galt	120	20	82	68%	113	94%
Hillsdale	80	20	49	61%	67	84%
Hopkins Park	80	20	54	68%	74	93%
La Verne Sterwart	40	20	29	73%	37	93%
Marina Vista ELC	20	20	14	70%	18	90%
Mather	80	20	45	56%	67	84%
Nedra Court	60	20	48	80%	59	98%
Norma Johnson	40	20	28	70%	35	88%
North Avenue	80	20	57	71%	74	93%
Northview	80	20	52	65%	77	96%
Phoenix Park	40	20	29	73%	38	95%
Solid Foundation	80	20	60	75%	76	95%
Strizek Park	40	20	26	65%	38	95%

## SETA Head Start/Early Head Start

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

Period: June 2014

Full Day Classes						
			Present Only		Present/Excused	
Center Name	Funded Enrollment	Total Days	ADA	% ADA	ADA	%ADA
Crossroad Gardens	44	21	39	89%	44	100%
Elkhorn	22	21	17	77%	20	91%
Freedom Park	44	21	32	73%	38	86%
Hillsdale	44	21	35	80%	42	95%
Job Corp	22	21	14	64%	21	95%
Marina Vista ELC	44	21	29	66%	39	89%
Mather	22	21	14	64%	20	91%
Norma Johnson	22	21	17	77%	21	95%
North Avenue	22	21	12	55%	16	73%
Northview	22	21	16	73%	22	100%
Phoenix Park	22	21	15	68%	20	91%
Sharon Neese	44	21	35	80%	44	100%



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

June 2nd - New routes begin, due to staffing cuts, Galt and Mather kitchens are closed for the summer, all food production is out of the Central and WCIC kitchens.

June 5th - WCIC Playmate last day of classes.

June 6th - Home Base Preschool field trip special menu provided for 84 guests.

June 10th - PAC Food Service Committee visited the Central Kitchen.

June 13th - Daddy & Me at Norma Johnson, breakfast and lunch provided.

June 26th - Crossroad Gardens convection oven was moved to the WCIC kitchen.

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

Lunch	PM Snack	Breakfast	Field Trips
33,686	20,450	22,826	820

Total Amount of Meals and Snacks Prepared 77,782

## Purchases:

Food	\$58,987.65
Non - Food	\$10,569.91

Building Maintenance and Repair: \$2,385.24

Janitor & Restroom Supplies \$515.31

Kitchen Small Wares and Equipment: \$4,487.22

Vehicle Maintenance and Repair : \$0.00

Vehicle Gas / Fuel: \$2,054.20  
Normal Delivery Days 21

# SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start  
(As of 6/30/14)

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

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

<u>Agency/AFE (HS)*(EHS)**</u>	<u>Head Start #IEP (% AFE)</u>	<u>Early Head Start #IFSP ( % AFE)</u>
Twin Rivers USD (211)	18 (8 %)	N/A
Elk Grove USD (420)	71 (17%)	N/A
Sacramento City USD (1292)(147)	192 (15%)	19 (13%)
San Juan USD (693) (161)	109 (16%)	22 (14%)
WCIC (120)	13 (11%)	N/A
SETA (1974) (345)	218 (11%)	57 (16%)
<b>County (4710)* (653)**</b>	<b>621 (13%)</b>	<b>98 (15%)</b>

AFE = Annual Funded Enrollment

%AFE = Percentage of Annual Funded Enrollment

## 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: