

GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

ALLEN WARREN
Councilmember
City of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

JIMMIE YEE
Board of Supervisors
County of Sacramento

ADMINISTRATION

KATHY KOSSICK
Executive Director

DENISE LEE
Deputy Director

925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Phone: (916) 263-3804
Fax: (916) 263-3779

Website:
<http://www.headstart.seta.net>

THOUGHT OF THE DAY: *"It's choices, not chance,
that determines your destiny."*

Jean Didatch

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

DATE: Tuesday, October 21, 2014

TIME: 9:00 a.m.

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

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

AGENDA

	<u>PAGE NUMBER</u>
I. <u>Call to Order/Roll Call/Review of Board Member Attendance</u>	1-5
➤ PAC Meeting Attendance Update	
II. <u>Consent Item</u>	
A. Approval of the Minutes of the September 16, 2014 Regular Meeting	6-9
III. <u>Action Item</u>	
A. <u>TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:</u> First Reading of the Modification to the Bylaws of the SETA Operated Head Start/Early Head Start Parent Advisory Committee	10-27

B.	Election of Community Representatives: Past Parents, Grandparent and Foster Parent	28-29
IV.	<u>Information Items</u>	
A.	<i>Life After Head Start...</i> Ms. Mary Brown (Former PAC Chair & PC Representative)	30
B.	Standing Information Items	31-39
➤	PC/PAC Calendar of Events – Ms. Jasmine Jamison	
➤	PC/PAC End-of-Year Appreciation Oral Reports: 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)	
C.	Governing Board Minutes: September 4, 2014 (attached)	40-45
V.	<u>Committee Reports</u>	46-47
➤	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. Kenny Williams	
➤	Parent Ambassador Report: Ms. Jasmine Jamison	
VI.	<u>Other Reports</u>	48-70
➤	Chair's Report	
➤	Policy Council Report(s): Mr. Kenneth Tate, Ms. Lenda Wheeler, Ms. LaTasha Windham	
➤	Head Start Deputy Director's Report – Ms. Denise Lee	
✓	Monthly Head Start Report (attached)	
✓	Program Information Report (attached)	
➤	Head Start Managers' Reports	
✓	Program Support Services Report – Ms. Brenda Campos	
✓	Parent/Family and Community Engagement Committee – Ms. Lisa Carr	
✓	Child Development & Education Services Report – Ms. Karen Gonzales	
VII.	<u>Center Updates</u>	71
VIII.	<u>Discussion</u>	71
IX.	<u>Public Participation</u>	71
X.	<u>Adjournment</u>	

DISTRIBUTION DATE: WEDNESDAY, OCTOBER 15, 2014

Parent Advisory Committee meeting hosted by:
 Jasmine Jamison (Chair), Kenneth Tate (Vice Chair), Vacant (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
- ___ Vacant, Bannon Creek Head Start
- ___ Vacant, Crossroad Gardens Head Start
- ___ Vacant, Early Head Start (Home Base)
- ___ Vacant, Elkhorn Head Start
- ___ Vacant, Freedom Park Head Start
- ___ **Kenneth Tate, Fruitridge Head Start**
- ___ Vacant, Galt Head Start
- ___ Vacant, Grizzly Hollow
- ___ **Linda Aviluz, Hillsdale Head Start**
- ___ **Colleen Fietzek, Home Based Head Start**
- ___ Vacant, Home Base
- ___ Vacant, 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**
- ___ Vacant, Nedra Court Head Start
- ___ **Sabrina Rasmussen, Norma Johnson Head Start**
- ___ Vacant, North Avenue Head Start
- ___ Vacant, Northview Head Start
- ___ Vacant, 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
- ___ Vacant, Walnut Grove Head Start
- ___ Vacant, Foster Parent Representative
- ___ Vacant, Grandparent Representative
- ___ **Kenny Williams, 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

___ Vacant, Alder Grove I Head Start	___ Vacant, Nedra Court Head Start
___ Vacant, Bannon Creek Head Start	___ Vacant, North Avenue Head Start
___ Vacant, Crossroad Gardens Head Start	___ Vacant, Northview Head Start
___ Vacant, Grizzly Hollow Head Start	___ Vacant, Parker Head Start
___ Vacant, Galt Head Start	___ Vacant, Phoenix Park Head Start
___ Vacant, Hopkins Park Head Start	___ Vacant, Sharon Neese Early Learning Center
___ Vacant, Early Head Start Home Base Head Start	___ Vacant, Solid Foundation Head Start
___ Vacant, Illa Collin Head Start	___ Vacant, Walnut Grove Head Start
___ Vacant, Job Corps Head Start	___ Vacant, Foster Parent Rep
___ Vacant, LaVerne Stewart Head Start	___ Vacant, Home Base Head Start Representative
___ Vacant, Marie Cleveland's Bright Beginnings Head Start	___ Vacant, Past Parent Representative
___ Vacant, Marina Vista Early Learning Center	___ 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 *	8/19	9/16	10/21	11/18
Vacant Seated	AG I														
Lenda Wheeler Seated 11/19	AG II	X	X		PAC		X	X	X	X	X	X	X		
Vacant Seated	AP														
Vacant Seated	BC														
Vacant Seated	CR														
Vacant Seated	EHS/HB														
Vacant Seated	EHS/HB														
Vacant Seated	EL														
Vacant Seated	FP														
Kenneth Tate Seated 9/16	FT													X	
Vacant Seated	G														
Vacant Seated	GH														
Linda Aviluz Seated 4/22	H							X	X	U	X	U	X		
Vacant Seated	HB														
Colleen Fietzek Seated 3/18	HB						X	X	X	X	X	X	X		
Vacant Seated	IC														
Annette Pottis Seated 12/17	HP		X		X		X	X	X	E	U	X	E		
Vacant Seated	JC														
Joyce Turner Seated 5/20	K								X	X	X	X	X		
Vacant Seated	LVS														
Vacant Seated	MCBB														
Vacant Seated	MV														
Jasmine Jamison Seated 12/17	M		X		X		X	X	X	X	X	E	X		
Vacant Seated	NA														
Vacant Seated	NC														
Sabrina Rasmussen s/b/s 3/18; seated 4/22	NJ						E	X	U	X	X	X	X		
Vacant Seated	NV														
Vacant Seated	PA														
Vacant Seated	PP														
Vacant Seated	SF														
Vacant Seated	SN														

COMMITTEE MEMBER	CENTER	11/20	12/17		1/21	2/18 **	3/18	4/22 *	5/20	6/17	7/29 *	8/19	9/16	10/21	11/18
Todd Woods Seated 5/20	SP								X	X	X	E	X		
Vacant Seated	V														
Vacant Seated	WG														
Vacant	FPR														
Seated	GPR														
Kenny Williams Seated 6/17	MAACC										X	X	X		
LaTasha Windham Seated 11/19	OGC	X	X		PAC		U	X	X	X	X	X	E		
Vacant Seated	PPR														
Vacant Seated	PPR														

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

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

**** Ethics training with Policy Council**

Special meeting

PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE UPDATE
PROGRAM YEAR 2013-2014
(Continued)

Head Start Center Abbreviations

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

Representative Abbreviations

FPR:	Foster Parent Representative
GPR:	Grandparent Representative
MAACC:	Men's Activities Affecting Children Committee
OGC:	Out Going Chair
PPR:	Past Parent Representative

Attendance Record Abbreviations

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

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE SEPTEMBER 16, 2014 PAC MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the September 16, 2014 PAC meeting.

RECOMMENDATION:

Approve the minutes of the September 16, 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, September 16, 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 9:06 a.m. and read the thought of the day; Ms. Jamison called the roll.

Members Present:

Kenneth Tate
Colleen Fietzek
Sabrina Rasmussen
Kenny Williams
Todd Woods
Joyce Turner
Jasmine Jamison
Linda Aviluz (was seated at 9:11 a.m.)
Lenda Wheeler (was seated at 9:28 a.m.)

Member Absent:

Annette Pettis (excused)
LaTasha Windham (excused)

Mr. Kenneth Tate will now be serving as the Fruitridge representative.

Ms. Melanie Nicolas introduced two new Education Coordinators: Ms. Kim Bonnema has 15 years of Head Start experience. Ms. Karen Taylor was a previous child care provider and former SETA/Head Start consultant.

II. Consent Item

A. Approval of the Minutes of the August 19, 2014 Regular Meeting

There were no modifications to the minutes.

Moved/Fietzek, second/Woods, to approve the minutes
Aye: 6 (Fietzek, Rasmussen, Tate, Turner, Williams, Woods)
Nay: 0
Abstentions: 1 (Jamison)

III. Action Item: None.

IV. Information Items

A. Standing Information Items

Ms. Aviluz was seated at 9:11 a.m.

- PC/PAC Calendar of Events: Ms. Jamison reviewed upcoming meetings.
- PC/PAC End-of-Year Appreciation: Attendees were reminded that the money for their guests must be submitted to Ms. Desha by September 18.
- Introduction to Toastmasters Club (Speechcraft): Ms. Marie Desha shared information on Toastmasters Club opportunities. The introduction course will start in November 2014 and will be facilitated by Ms. Jackie Bates DTM, Distinguished Toastmaster. If attendance is good and consistent, a Toastmasters Club will be started at SETA for PC/PAC. Ms. Tamara Knox, former PAC/PC Representative, attended the first Toastmasters training offered at SETA. She continued to be coached by Ms. Jackie Bates, and is now an awesome keynote speaker. She is the author of ***My Journey*** and ***Standing Tall*** and works at Sacramento City College as a photographer and assistant in the Cultural Awareness Center.
- Parent/Family Support Unit Events and Activities: No additional report.
- Parent/Staff Recognitions: None.
- Community Resources-Parents/Staff: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Patterson reviewed the fiscal expenditures for August, the first month of the fiscal year. The delegates have not yet turned in their expenditures so those expenditures will be reflected in next month’s fiscal report. The expenditures and in-kind numbers are low because it is the beginning of the fiscal year.
- Child Care Center Food Menu: No questions.

B. Governing Board Minutes: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Jamison reviewed the critique.
- Budget/Planning Committee: Mr. Tate reported on the most recent committee meeting.

Ms. Lenda Wheeler was seated at 9:28 a.m.

- Personnel/Bylaws Committee: The next meeting is to be announced.
- Social/Hospitality Committee: Committee members will be going to purchase items for the end-of-year event. There will also be a meeting to put together parent appreciation certificates on September 25.
- Men’s Activities Affecting Children Committee (MAACC): Mr. Kenny Williams reported that the MAACC BBQ will be held Wednesday, September 17, McKinley Park, off “H” Street. The time will be from 5-7 p.m. The next MAACC meeting is scheduled for Friday, September 26.
- Parent Ambassador Report: Mr. Tate reported on the most recent meeting. With the start of the school year, recruitment for new board members will begin.

VI. **Other Reports**

- Chair's Report: None.
- Policy Council Report(s): Mr. Tate reported on the last PC meeting.
- Head Start Deputy Director's Report: Ms. Denise Lee reported on a recent meeting with ACF Training/Technical Assistance members; the TA members will be coming back for a more thorough review. Part of their review will include coming back as 'secret shoppers' in the various classrooms. The sign in/out system was also discussed. Staff is in the process of securing the approval of SETA's sign in/out system. The Agency is going through a 'cleansing' process so parents will see an increased emphasis on the requirement of parents signing their children in and out. These signatures are required to prove transfer of accountability of the parents for their children to SETA. The state is looking at the sign in/sign out procedure at the SETA program for potential approval at the delegate level.
- Head Start Managers' Reports
- ✓ Program Support Services Report – Ms. Brenda Campos stated that ACF recently conducted 45 and 60 day reviews; SETA did well. As the grantee we have to make sure the delegates are doing well also. All of the children are having their height, weight and vision and hearing screening done. The PAC Food Service meeting on October 16 has been canceled. The Health Services Advisory Committee will be on October 15. Ms. Campos suggested that perhaps a good male involvement activity would be to have the male involvement committee to assist in washing the Head Start vans; lunch would be provided to the MAACC. Children in centers have to have up-to-date immunizations but children receiving home base services, it is not as crucial.

Former PAC board member, Ms. Mayra Partida, was introduced. Ms. Partida is a Family Services Worker. Policy Council member, Ms. Lynda Williams, was introduced; Ms. Williams is a representative from San Juan.

- ✓ Parent/Family and Community Engagement Committee: No report.
- ✓ Child Development & Education Services Report: Ms. Karen Gonzales the T/TA specialists came out August 26-27; Ms. Gonzalez accompanied the specialists to review how staff did the counting and roll call of children to ensure the transitions go well. Ms. Gonzales reviewed the five steps taken during the transitions.

VII. **Center Updates:** None.

VIII. **Discussion:** None.

IX. **Public Participation:** None.

X. **Adjournment:** The meeting was adjourned at 10:08 a.m.

ITEM III-A – ACTION

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

BACKGROUND:

The Personnel/Bylaws Committee 2013-2014 met during the program year to review and recommend revisions to the Bylaws of the SETA Operated Head Start/Early Head Start Parent Advisory Committee.

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

RECOMMENDATION:

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

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

BYLAWS

FOR THE

SETA HEAD START/EARLY HEAD START

PARENT ADVISORY COMMITTEE

PAC First Reading: 09/21/14
PAC Final Approval:

TABLE OF CONTENTS

<u>ARTICLE/TITLE</u>	<u>PAGE NUMBER</u>
Article I: Name	
Section 1: Definition of Parents.....	1
Article II: Purpose, Powers and Functions	
Section 1: Purpose (A - F)	1-2
Section 2: Powers, Duties and Functions (A-B)	2
Article III: Membership	
Section 1: Election of Members	3
Section 2: Members (A - B).....	3-4
Section 3: Policy Council Members.....	4
Section 4: Alternates (A-D)	4
Section 5: Other Provisions (A-F)	5
Section 6: California Head Start Association (CHSA), Representative/Alternate	5
Section 7: Term of Office	5
Section 8: Attendance (A-E)	5-6
Section 9: Removal.....	6
Article IV: Meetings	
Section 1: Meetings (A - C).....	7
Section 2: Meeting Notice (A – E)	7-8
Section 3: Meeting Reimbursement.....	8-9
Section 4: Rules of Procedures (A - B)	9
Section 5: Nominations/Elections	10
Section 6: Voting.....	10
Article V: Officers	
Section 1: Officers	10
Section 2: Election and Term of Office (A - C)	10
Section 3: Duties of Officers (A - E)	10-11
Section 4: Vacancy (A-B).....	11
Article VI: Committees	
Section 1: Standing Committees (A-E)	12-13
Section 2: Program Area Committees	13
Section 3: Special Committees.....	14
Article VII: Reports	
Section 1: Reports	14
Article VIII: Bylaws: Bylaws Amendment (A-E).....	14-15

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

Article I

Name

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

SECTION 1: Definition of Parents

Parents

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

Article II

Purpose, Powers, and Functions

SECTION 1: Purpose

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

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

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

SECTION 2: Powers, Duties, and Functions

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

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

Article III

Membership

SECTION 1: Election of Members

As outlined in Article III, Section 2, the PAC shall consist of elected voting representatives from SOP HS/EHS Early Learning center classrooms, SOP Home Base, EHS/Home Base Options, and Community Representatives (Past Parents, Grandparent, Foster Parent), elected by the PAC. The Outgoing PAC Chair shall have a reserved seat.

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

SECTION 2: Members

The membership of the PAC shall consist of:

A. Parent Representatives

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

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

B. Community Representatives

Additional PAC members will include:

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

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

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

SECTION 3: Policy Council Members

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

SECTION 4: Alternates

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

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

SECTION 5: Other Provisions

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

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

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

SECTION 7: Term of Office

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

SECTION 8: Attendance

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

- A. **Absences:**
Any member or Alternate missing two (2) consecutive meetings without an excused absence or missing a total of three (3) meetings (regular or special) excused/unexcused will be automatically removed. An excused absence shall include but not be limited to sickness or death in the family. A member requesting an excused absence must call prior to the meeting: the Alternate, if the Alternate is known, and the SS/PI Coordinator, PAC Chair or the Clerk of the Boards.
- B. **Reinstatement:**
The Representative or agency/group may request that a member who has been removed due to absences be reinstated in the event the Alternate declines. This request must be in writing and submitted to the Chair and SS/PI Coordinator within ten (10) calendar days. It is the final decision of the PAC Executive Committee whether any Representative shall be reinstated.
- C. **PAC Business:**
Members conducting PAC business and not at the PAC meeting, shall be neither present nor absent, but rather identified as PAC.
- D. **Punctuality:**
Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless approved by the Chair or SS/PI Coordinator.
- Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the ~~Committee~~ Boards accordingly.
- E. **Quorum:**
For purposes of transacting the business of the PAC at any annual, regular, special, or emergency meeting, a quorum of the PAC shall be 51% of the current membership. A majority of the quorum must be current parents.

SECTION 9: Removal

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

Article IV

Meetings

SECTION 1: Meetings

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

A. **Annual Meeting**

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

B. **Regular Meetings**

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

C. **Special Meetings**

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

SECTION 2: Meeting Notice

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

A. **Annual and Regular Meetings**

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

B. **Special Meetings**

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

or discussion may be transacted or entertained at a special meeting of the PAC, excepting that business and/or discussion for which the special meeting was called.

C. **Emergency Meetings**

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

D. **Committee Meetings**

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

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

E. **Mailing Address**

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

SECTION 3: Meeting Reimbursement

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

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

- A. Members will receive reimbursement for the actual cost of child care (not to exceed \$30 in a 24-hour day, when attending conferences, workshops, trainings, orientation, Parent Leadership Institute or participation in the

Agency hiring process) to be in alignment with PC/PAC Reimbursement Policies and Procedures. Additionally, mileage/transportation will be provided for attending required meetings/obligations listed below:

1. PAC (regular, annual, emergency and special meetings)
2. Interview/screening/exam panels
3. Standing Committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Social/Hospitality, Parent Ambassador)
4. Office of Head Start (OHS) Monitoring Protocol Training/Review (reimbursement for training received after completion of first review – Monitoring/Evaluation Committee) and Program Self Assessment
5. Program Area Committees
6. Community Partnerships Advisory Committee (CPAC)
7. Health Services Advisory Committee (HSAC)
8. Ad Hoc (special) Committee Meetings
9. Governing Board meetings (only applies to the Chair or an Executive Officer in the absence of the Chair)
10. Food Services Committee
11. Workforce Investment Board and Committee Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)

- B. Member/Alternates who are a spouse or significant other will not each receive reimbursement.
- C. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if a meeting or meetings exceed four (4) hours.

SECTION 4: Rules of Procedures

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

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

SECTION 5: Nominations/Elections

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

SECTION 6: Voting

Each PAC member has one vote which cannot be cast by proxy. In the event of a conflict of interest, affected members shall, consistent with the California Political Reform Act, disclose the existence of the conflict and shall neither participate in the deliberations regarding, nor vote on, the matter. Actions of the PAC may be taken only by a majority vote of all the members of the PAC, provided that any abstentions shall be counted as votes with the majority of those members actually voting. If a member has not voted because of disqualification due to a conflict of interest, that fact shall be noted in the minutes, and his/her vote shall not be recorded either as an affirmative vote, a negative vote or an abstention.

Article V

Officers

SECTION 1: Officers

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

SECTION 2: Election and Term of Office

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

SECTION 3: Duties of Officers

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

- A. The Chair of the PAC shall preside over all meetings of the PAC and implement all policies and programs of the PAC. The Chair shall act as the official agent of the PAC in all matters relating to the PAC, and shall be the chief spokesperson and public relations officer for the PAC. The Chair shall have the power to appoint, both in and out of the PAC, any additional positions as needed with ratification of the PAC. The Chair shall represent the PAC at the National Head Start Parent Association Conference. The Chair shall be an ex-officio member of all committees and shall represent the PAC at all Governing Board meetings, but shall adhere to the provisions of Article IV, Meetings; Section 3, as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PAC in the absence of the Chair, and shall have all delegated powers. The Vice Chair will assume position of Chair if seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.
- C. The Secretary shall keep a record of the current and preceding minutes at each meeting, record resolutions or motions adapted, as may be necessary to expedite the PAC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.
- D. The Treasurer shall work with staff and the PAC Secretary and keep such records, files and accounts as may be necessary to expedite PAC's business. The Treasurer shall be a member of the Social/Hospitality Committee, and the Parent Ambassador Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to Parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

SECTION 4: Vacancy

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

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

Article VI

Committees

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

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

SECTION 1: Standing Committees

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

A. **Executive Committee**

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

B. **Budget/Planning Committee**

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

C. **Personnel/Bylaws Committee**

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

D. **Social/Hospitality Committee**

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

E. **Parent Ambassador Committee**

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

SECTION 2: Program Area Committees

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

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

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

SECTION 3: Special Committees

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

A report will be provided to the full PAC.

Article VII

Reports

SECTION 1: Reports

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

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

Article VIII

Bylaws Amendment

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

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PAC. Proposals to amend these Bylaws must originate at least four full calendar weeks prior to the final voting and acceptance or rejection of the proposals.
- C. Written notice of the intention to amend these Bylaws be forwarded to members of the PAC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.

- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voting upon, and further, that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place except at a regular, annual or special meeting of the PAC.

Current as of 10/3/14

ITEM III-B – ACTION

ELECTION OF COMMUNITY REPRESENTATIVES:
PAST PARENTS, FOSTER PARENT, AND GRANDPARENT

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to elect community representatives to serve for Program Year 2014-2015.

Past Parent Representatives and Alternates:

Two (2) voting Community Representatives referred to as Past Parent Representatives shall be elected by the outgoing PAC. Representative may be elected by the current PAC if the outgoing PAC has been dissolved. The Past Parent elected to the PAC may not have a child/children currently enrolled in the HS/EHS program. Community members desiring to be reappointed must reapply for membership on a yearly basis. There will be two alternates for Past Parents.

Foster Parent and Alternate:

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

Grandparent Representative and Alternate:

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

RECOMMENDATION:

That the Parent Advisory Committee elect two (2) Past Parent Representatives and two (2) Alternates, one Foster Parent representative and one alternate, and one Grandparent representative and one alternate.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

Past Parent Representatives and Alternates:

Representatives nominated:

Representatives elected (2):

Alternates nominated:

Alternates elected (2):

Foster Parent and Alternate:

Representatives nominated:

Representative elected (1):

Alternates nominated:

Alternate elected (1):

Grandparent and Alternate:

Representatives nominated:

Representative elected (1):

Alternates nominated:

Alternate elected (1):

ITEM IV- A – INFORMATION

LIFE AFTER HEAD START

BACKGROUND:

This agenda item provides an opportunity for Ms. Marie Desha (Social Services/Parent Involvement Coordinator) to introduce Ms. Mary Brown, former Parent Advisory Committee (PAC) Chair and Policy Council (PC) Representative (2008-2011). Ms. Brown will share her Head Start experience with PAC, life after Head Start, and the importance of parent involvement after children transition from Head Start to public school.

NOTES:

ITEM IV- B – 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
 - PC/PAC End-of-Year Appreciation Oral Reports: 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:

November

2014



<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	October 28 – 9 a.m. PC Meeting in Board Room October 30 – 9 a.m. PC Executive in Olympus Room					1
2	3	4	5	6	7 1:00 p.m. Parent Ambassador Magnolia Room	8
9	10	11 Veterans Day Agency Closed	12	13 11:00 a.m. Sacramento City PC Meeting Capital City Multipurpose Room, 7220 24th Street Sacramento 95823 9:00 a.m. San Juan PC Meeting General Davie Center 1500 Dom Way Sacramento 95864	14 1:00 p.m. Budget/Planning Oak Room	15
16	17	18 9:00 a.m. PAC Meeting SETA Board Room	19 5:15 p.m. WCIC PC Meeting 3555 3rd Avenue Sacramento 95817	20 8:30 a.m. Twin Rivers PC Meeting 155 Morey Avenue Sacramento 95838	21	22
23	24	25 9:00 a.m. PC Meeting SETA Board Room	26	27	28	29
30			Agency Closed			
			Dec 5 – Parent Ambassador Meeting - 1 p.m. Olympus Room			



PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PAC Executive Committee	Thursday, October 23, 2014 9:00 a.m. Olympus Room
PC Executive Committee	Thursday, October 30, 2014 9:00 a.m. Olympus Room
Parent Ambassador Committee	Friday, November 7, 2014 1:00 p.m. Magnolia Room
PC/PAC Budget/Planning Committee	Friday, November 14, 2014 1:00 p.m. Oak Room
Parent Ambassador Committee	Friday, December 5, 2014 1:00 p.m. Olympus Room

October 2014

*We Serve 1% Lowfat Milk

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 7			1 Breakfast: Rice Krispies Cereal, Diced Peaches, Milk Lunch: BBQ Chicken, Whole Wheat Bun, Whole Kernel Corn, Cantaloupe, Milk Snack: Hummus, Pita Chips	2 Breakfast: French Toast Sticks, Apple, Milk Lunch: Beef Meatloaf and Sauce, Mashed Potatoes, Mini Whole Grain Bun, Canned Apricots, Milk Snack: Strawberry Yogurt Fruit Cup	3 Breakfast: Blueberry Muffin Loaf, Banana, Milk Lunch: Sliced Turkey, Whole Wheat Bread, Carrot Sticks, Kiwi, Milk Snack: Milk, Strawberry Waffle Crackers
Week 1	6 Breakfast: Pancakes, Diced Pear, Milk Lunch: Lemon Pepper Chicken, Peas & Carrots, Brown Rice, Orange, Milk Snack: Cottage Cheese, Cheese-It Crackers	7 Breakfast: Whole Grain Cheerios Cereal, Cantaloupe, Milk Lunch: Sliced American Cheese, Whole Wheat Bread, Potato Salad, Watermelon or Apple, Milk Snack: Lemon Dinosaur Crackers, Diced Mango	8 Breakfast: Whole Wheat Biscuit, Diced Peaches, Milk Lunch: Beans, Whole Wheat Tortilla, Cheese, Lettuce, Tomato, Tangerine or Strawberries, Milk Snack: Sunrise Bites Crackers, Banana	9 Breakfast: Whole Wheat Bagel, Pineapple Tidbits, Milk Lunch: Spanish Rice with Chicken & Corn, Whole Kernel Corn, Mandarin Oranges, Milk Snack: Apple Slices, Sun Butter	10 Breakfast: Blueberry Muffin Loaf, Banana, Milk Lunch: Turkey Ham, Whole Wheat Bread, Baby Carrots, Cantaloupe, Milk Snack: Whole Wheat Tortilla, Bean Dip
Week 2	13 Breakfast: Multi Grain Flakes Cereal, Apple, Milk Lunch: Beef BBQ Burger, Whole Wheat Bun, Mixed Vegetables, Cantaloupe, Milk Snack: Strawberry Banana Yogurt, Orange	14 Breakfast: French Toast Sticks, Diced Pear, Milk Lunch: Chicken Drumstick, Macaroni Salad, Sliced Tomato, Apple or Watermelon, Milk Snack: Rice Krispies Cereal, Milk	15 Breakfast: Oatmeal Cereal, Raisins, Pineapple Tidbits, Milk Lunch: Chicken, Rice, Peas & Carrots, Strawberries or Tangerine, Milk Snack: Hummus, Vegetable Stick Melody	16 Breakfast: Crispix Cereal, Banana, Milk Lunch: Turkey Ham on Whole Wheat Croissant, Baby Carrots, Orange, Milk Snack: Nutri Grain Bar, Milk	17 Breakfast: Dreamy Orange Muffin Loaf, Apple, Milk Lunch: Sliced Turkey on Whole Wheat Bread, Sliced Cucumbers, Cantaloupe, Milk Snack: American Cheese Quesadilla
Week 3	20 Breakfast: Kashi Berry Blossoms Cereal, Orange, Milk Lunch: Macaroni & Cheese, Green Peas, Cantaloupe, Milk Snack: Sound Bites Crackers, Milk	21 Breakfast: Waffle Sticks, Applesauce, Milk Lunch: Beef Ravioli, Mini Whole Grain Bun, Spinach Salad, Orange, Milk Snack: Apple Slices, Sun Butter	22 Breakfast: Whole Wheat Biscuit, Diced Peaches, Milk Lunch: Chicken Fajitas, Whole Kernel Corn, Cantaloupe, Milk Snack: Raspberry Yogurt Fruit Cup	23 Breakfast: Whole Wheat Bagel, Banana, Milk Lunch: Sliced Turkey on Whole Wheat Bread, Baby Carrots, Tangerine or Strawberries, Milk Snack: Cottage Cheese, Pineapple Tidbits	24 Breakfast: Banana Muffin Loaf, Orange, Milk Lunch: Swiss-American Cheese on Whole Wheat Tortilla, Zucchini Sticks, Canned Apricots, Milk Snack: Milk, Strawberry Waffle Crackers
Week 4	27 Breakfast: Rice Krispies Cereal, Cantaloupe, Milk Lunch: Beef Hamburger, Whole Wheat Bun, Whole Kernel Corn, Orange, Milk Snack: Cheese-It Crackers, Canned Fruit Mix	28 Breakfast: Whole Wheat Bagel, Pineapple Tidbits, Milk Lunch: Teriyaki Chicken, Brown Rice, Sunomono Salad, Canned Apricot, Milk Snack: Whole Grain Cheerios Cereal, Milk	29 Breakfast: Oatmeal Cereal, Banana, Milk Lunch: Cheese Enchilada and Sauce, Green Salad, Orange, Milk Snack: Nutri Grain Bar, Diced Peaches	30 Breakfast: French Toast Sticks, Canned Apricots, Milk Lunch: Turkey and Cheese Rollup in a Whole Wheat Tortilla, Cole Slaw Salad, Diced Mango, Milk Snack: Strawberry Yogurt, Banana	31 Breakfast: Blueberry Muffin Loaf, Apple, Milk Lunch: Tuna Salad, Wheat Thins Crackers, Baby Carrots, Cantaloupe, Milk Snack: Tropical Treats Crackers, Milk

	lunes	martes	miércoles	jueves	viernes
Semana 7			<p>1</p> <p>Desayuno: Cereal Rice Krispies, Durazno Picado, Leche. Comida: Pollo Asado, Pan de Trigo Integral, Granos de Elote, Melón, Leche. Bocadillo: Puré de Garbanzos, Trocizcos de Pita.</p>	<p>2</p> <p>Desayuno: Baritas de Pan Francés Tostado, Manzana, Leche. Comida: Pastel de Carne de Res con Salsa, Puré de Papa, Minipan de Grano Integral, Chabacano Enlatado, Leche. Bocadillo: Taza con Fresas y Yogur.</p>	<p>3</p> <p>Desayuno: Barra de Mollete con Arándanos Azules, Plátano, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Baritas de Zanahoria, Naranja, Leche. Bocadillo: Galletas Saladas Sunrise Bites, Manzana.</p>
Semana 1	<p>6</p> <p>Desayuno: Jotqueis (Pancakes), Pera Picada, Leche. Comida: Pollo con Limón y Pimienta, Arroz Integral, Chicharos y Zanahorias, Naranja, Leche. Bocadillo: Requesón, Galletas Saladas Cheese-It.</p>	<p>7</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>8</p> <p>Desayuno: Bizcocho de Trigo Integral, Durazno Picado, Leche. Comida: Tortilla de Trigo Integral, Frijoles, Queso, Lechuga, Jitomate, Fresa o Tanjarina, Leche. Bocadillo: Galletas Saladas Sunrise Bites, Plátano.</p>	<p>9</p> <p>Desayuno: Bagel de Trigo Integral, Piña Machacada, Leche. Comida: Arroz Español con Pollo y Elote, Granos de Elote, Mandarina, Leche. Bocadillo: Rebanadas de Manzana, Crema de Semillas de Girasol.</p>	<p>10</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>13</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>14</p> <p>Desayuno: Baritas de Pan Francés Tostado, Pera Picada, Leche. Comida: Pierna de Pollo, Ensalada de Macarrón, Rebanada de Jitomate, Manzana o Sandía, Leche. Bocadillo: Cereal Rice Krispies, Leche.</p>	<p>15</p> <p>Desayuno: Cereal de Avena, Piña Machacada, Pasas, Leche. Comida: Pollo, Arroz Integral, Chicharos y Zanahorias, Fresa o Tanjarina, Leche. Bocadillo: Puré de Garbanzos, Baritas de Verduras.</p>	<p>16</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>17</p> <p>Desayuno: Barra de Mollete Dreamy Orange, Manzana, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Rebanadas de Pepino, Melón, Leche. Bocadillo: Quesadilla de Queso Americano.</p>
Semana 3	<p>20</p> <p>Desayuno: Cereal Kashi Berry Blossoms, Naranja, Leche. Comida: Macarrón con Queso, Ejotes, Melón, Leche. Bocadillo: Galletas Saladas Sound Bites, Leche.</p>	<p>21</p> <p>Desayuno: Baritas de Waffle, Puré de Manzana, 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>22</p> <p>Desayuno: Bizcocho de Trigo Integral, Durazno Picado, Leche. Comida: Fajitas de Pollo, Granos de Elote, Melón, Leche. Bocadillo: Taza de Fruta de Frambuesa y Yogur.</p>	<p>23</p> <p>Desayuno: Bagel de Trigo Integral, Plátano, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Zanahorias Tiernas, Fresa o Tanjarina, Leche. Bocadillo: Requesón, Piña Machacada.</p>	<p>24</p> <p>Desayuno: Barra de Mollete con Plátano, Naranja, Leche. Comida: Queso Suizo-Americano, Tortilla de Trigo, Baritas de Calabacita, Chabacano Enlatado, Leche. Bocadillo: Galletas de Waffle de Fresa, Leche.</p>
Semana 4	<p>27</p> <p>Desayuno: Cereal Rice Krispies, Melón, Leche. Comida: Hamburguesa de Res, Pan de Trigo Integral, Granos de Elote, Naranja, Leche. Bocadillo: Galletas Saladas Cheese-It, Mezcla de Fruta Enlatada.</p>	<p>28</p> <p>Desayuno: Bagel de Trigo Integral, Piña Machacada, Leche. Comida: Pollo Teriyaki, Arroz Integral, Ensalada Sunomono, Chabacano Enlatado, Leche. Bocadillo: Cereal Cheerios de Grano Integral, Leche.</p>	<p>29</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>30</p> <p>Desayuno: Baritas de Pan Francés Tostado, Chabacano Enlatado, Leche. Comida: Tortilla de Trigo Integral, Rollo de Pavo y Queso, Ensalada de Col, Mango Picado, Leche. Bocadillo: Yogur de Fresa, Plátano.</p>	<p>31</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>

ITEM IV-C - INFORMATION

GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the attached Governing Board minutes of the September 4, 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, September 4, 2014
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Councilmember Allen Warren called the meeting to order at 10:00 a.m.

Members Present:

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

Member Absent:

Jay Schenirer, Councilmember, City of Sacramento

- Recognition of long-term employees:
- ♦ **Brigette Sullivan**, Workforce Development Professional III: Mr. Mario Montes thanked Ms. Sullivan for her 20 years of service to SETA.
 - ♦ **Sylvia Vera**, Head Start Teacher: Ms. Dana McVey spoke of Ms. Vera's years in the classroom and how much of an impact she has had on the children over her 20 years at SETA/Head Start.

II. Consent Items

- A. Minutes of the August 7, 2014 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Resolution Providing Signature Authority for the Executive Director for Office of Head Start, Administration for Children and Families Program Documents

The consent items were reviewed; no questions or comments.

Moved/Nottoli, second/Yee, to approve the consent items as follow:

- A. Approve the minutes of the August 7, 2014 meeting.
- B. Approve the claims and warrants for the period 7/31/14 through 8/28/14.
- C. Approve a resolution providing signatory authority to the SETA Executive Director for Office of Head Start, Administration for Children and Families program documents.

Roll call vote:

Aye: 4 (Nottoli, Scherman, Yee, Warren)
Nay: 0
Abstention: 0
Absent: 1 (Schenirer)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Retiree Medical Insurance Subsidy for Calendar Year 2015

Ms. Kossick stated that this is an annual staff report brought before the board to consider whether to continue the medical insurance subsidy for retirees.

Moved/Yee, second/Scherman, to approve Option A, maintain the current subsidy in the amount of \$25,920 for 22 individuals, for the next calendar year effective January 1, 2015.

Roll Call Vote:

Aye: 4 (Nottoli, Scherman, Yee, Warren)
Nay: 0
Abstention: 0
Absent: 1 (Schenirer)

2. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Modification of the Agency Classification Plan to Establish the New Classification of Personnel/Human Resources Department Chief

Ms. Kossick stated that Mr. Roy Kim will be transferring over to Ms. Robin Purdy's position when she retires. The job classification being recommended for modification has been reinstated from years ago. It is a position lower than Deputy Director. This classification was utilized many years ago. It has been revised to comply with ADA requirements.

Mr. Warren opened a public hearing; no comments.

Moved/Nottoli, second/Scherman, to close the public hearing, and approve the job classification of Personnel/Human Resources Department Chief.

Roll Call Vote:

Aye: 4 (Nottoli, Scherman, Yee, Warren)
Nay: 0
Abstention: 0
Absent: 1 (Schenirer)

3. Approval to Amend Appendix A of the Conflict of Interest Code for the Sacramento Employment and Training Agency

Mr. Thatch stated that the new job classification would be required to file the Form 730 every year. This will go on to the Board of Supervisors for approval with the new job classification included.

The job will be open to the public soon and it is anticipated that a person will be in place by December.

Moved/Scherman, second/Yee, to approve the revised Appendix A of the Conflict of Interest Code and direct Legal Counsel to forward it to the Sacramento County Board of Supervisors for ratification.

Roll Call Vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Schenirer)

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

Mr. William Walker reported that SETA received three proposals and only one was responsive to the RFQ. The current space SETA is renting was non-responsive because of the bathroom.

Mr. Walker stated that the proposal submitted is offering a location on West Stockton Blvd. and Elk Grove Blvd.

Mr. Nottoli expressed disappointment that the current landlord is not being more accommodating. SETA has been at this center for a number of years and people know us at that location. It says a lot of the attitudes of the people submitting proposals that they will not improve the office to accommodate our needs.

Mr. Thatch stated that over the years, he has never seen a more difficult real estate search. Secondly, if the item is approved today, the board is only approving the ability to negotiate a lease. The board will need to make a sole source finding when the lease is brought forward for approval. The owner of the site is the John and Nancy Zender Family Partnership.

Mr. Yee stated that the rent is \$5,000 a month higher. A lot of renovation can be done at the current location and the restroom could be fixed. Florin Road and Franklin is a neighborhood in need. He and Supervisor Nottoli have worked over the years to upgrade the area and staying in the neighborhood would have been ideal. Mr. Yee also expressed disappointment that the current landlord would not update the building to accommodate an excellent tenant.

Moved/Scherman, second/Nottoli, to authorize staff to enter into lease negotiations with representatives of the top ranked proposal. Upon successful

negotiations, staff will return to the board for action to approve a lease agreement.

Roll Call Vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Schenirer)

Mr. Nottoli stated that we have been at that location for 15 years. Mr. Nottoli suggested that as we depart, perhaps contact the property manager and inform them why we are leaving. It is insulting to the community that landlords take little or no interest in their property. Ms. Kossick was asked to draft a letter to the property manager and send a copy to the board.

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services

1. Approval of Staff Funding Recommendations for the Refugee Social Services (RSS), Targeted Assistance (TA), Older Refugee Discretionary (ORD), Targeted Assistance Discretionary (TAD) Programs, Program Year 2014-2015

Ms. Michelle O'Camb reviewed the funding recommendations for program year 2014-15. The proposals received were solicited under a recently released RFP.

Staff may be returning to the board to recommend funding for IRC in the event SETA gets a higher level of allocation and it is reasonable to operate the program.

Moved/Nottoli, second/Scherman, to approve staff funding recommendations for the Refugee Social Services (RSS), Targeted Assistance (TA), Targeted Assistance Discretionary (TAD), and Older Refugee Discretionary (ORD) Grant programs, PY 2014-2015, as indicated in the funding charts included in the board packet. Additionally, approve the following stipulations:

- 1) VESL/ES service providers must ensure open entry and prompt placement into VESL classes for all clients that are assessed to be in need of English language training.
- 2) All VESL/ES and ES Stand Alone budgets must include a minimum allocation of 5% for supportive services.
- 3) Providers with case management and job development staff budgeted for less than 12 months, or budgeted for part-time employment, must ensure program services are available Monday through Friday, at least eight (8) hours a day, from October 1, 2014 through September 30, 2015.

- 4) If the final allocations for RSS, TA, TAD, and/or ORD are less than the anticipated awards, SETA reserves the right to reduce amounts allocated to providers accordingly.
- 5) If the final allocations for RSS and TA are more than anticipated, staff may return with an augmentation recommendation.

Roll Call Vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Schenirer)

Community Services Block Grant: None.

One Stop Services: None.

C. CHILDREN AND FAMILY SERVICES: None.

IV. Information Items

- A. Fiscal Monitoring Reports: No questions.
- B. Employer Success Stories and Activity Report: No additional report.
- C. Dislocated Worker Update: Mr. William Walker received notification from Verizon that they will be moving their teleservice to Rancho Cordova.
- D. Unemployment Update/Press Release from the Employment Development Department: Ms. Kossick reminded board members that the author of these reports will be speaking at the October 2 meeting.
- E. Head Start Reports: No additional report.

V. Reports to the Board

- A. Chair: Mr. Warren there will be a request for a status update for stake holders before the City Council in September. Mr. Warren requested a written report to be prepared.
- B. Executive Director: No report.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Mr. Nottoli thanked Ms. Kossick and Mr. Bill Walker working on the realignment issues of ex-offenders. This is a difficult population to serve and he extended appreciation for SETA's support.
- F. Public: None.

VI. Adjournment: The meeting was adjourned at 11:14 a.m.

ITEM V

COMMITTEE REPORTS

➔ Executive Committee

Critique of the September 16, 2014 Parent Advisory Committee meeting.

GOOD!!!
Thank you Ms. Marie for shared information on Toastmasters opportunity for PC/PAC parents.
Thank you Ms. Melanie Nicolas for introduction of new staff, Ms. Karen Taylor, Education Coordinator for School Readiness, and Ms. Kim Bonnema, Education Coordinator (Education/Disabilities).
Thank you Ms. Jasmine Jamison, Chair, for an exceptionally well facilitated meeting.
NEEDS IMPROVEMENT
Please be on time.
Call or e-mail Ms. Marie Desha, Ms. Nancy Hogan, or Ms. Jasmine Jamison if you will not be present or on time.
Please turn off cell phone and I-pads.
REMINDERS
No eating in the Board room.
Please be recognized by the Chair before leaving your seat.

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

ITEM V (continued)
Page 2

- Personnel/Bylaws Committee: Jasmine Jamison, Kenneth Tate

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

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

- Parent Ambassador Committee: Jasmine Jamison, Lenda Wheeler, Kenneth Tate, Kenny Williams.

ITEM VI

OTHER REPORTS

BACKGROUND:

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

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

NOTES:

Head Start Monthly Report

October 2014



SETA Operated Program

Program Support Services Unit

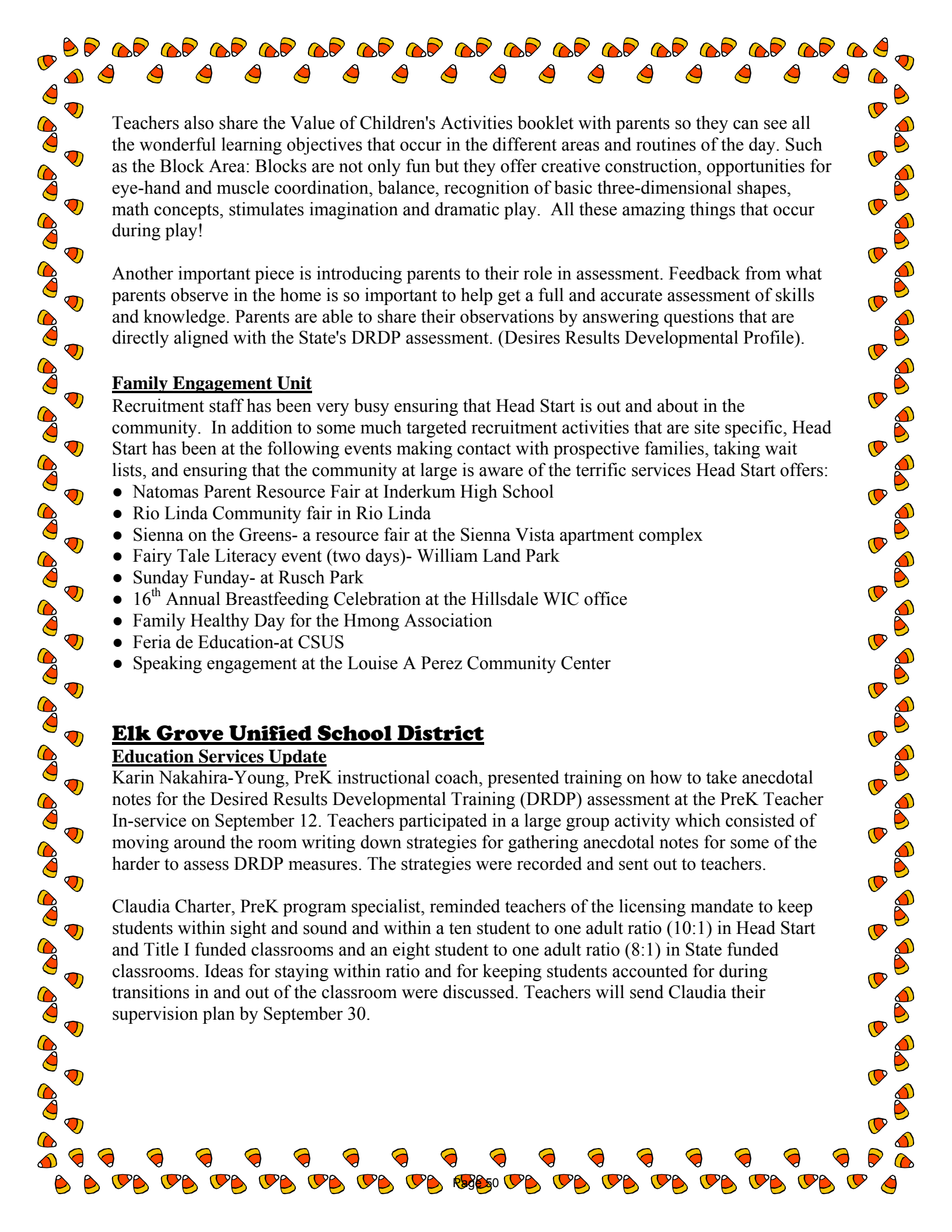
Quality Assurance Monitoring Review: SETA-Operated Program was monitored during the month of September. The following centers were monitored: Marina Vista, Mather, Crossroads, Fruitridge, Elkhorn, Bannon Creek, Freedom Park, Galt and LaVerne Stewart. Report is being finalized and will be available in mid-October. Unannounced safety and supervision visits by Quality Assurance Unit staff are continuing countywide. Since August 1, 2014, over 50 unannounced site visits have been conducted.

Program Support Services Unit.: Three new staff joined our unit in September. Kim Bonnema and Karen V. Taylor were hired as Education Coordinators to provide support to Delegates and Partners. Ms. Bonnema is assigned to provide guidance, training and technical assistance in the areas of Education and Disabilities. Ms. Taylor is assigned to provide leadership in meeting program's School Readiness Outcomes by assisting delegates in their CLASS implementation plans and coaching/mentoring projects. Laura Moore, a former EHS Educator was promoted to her new position as Program Specialist in our unit. Ms. Moore provides support to our EHS Partners SCOE and River Oak Center for Children.

Training and Meetings: SETA Head Start hosted the Aligned Monitoring Expo launch on 9/10/2014 and various delegate representatives attended the meeting. Education and Disabilities Content Meeting was held on 9/30/2014.

Program Operations Unit

Teachers have been working on the Building Relationships Home Visit Packet. This is a time for families and teachers to really get to know each other. One topic discussed is identifying their child's temperament and learning style. Is the child feisty and a go getter or is the child a bit shy and slow to warm up? Does the child learn best by listening to directions or do hands on activities work best? These are important questions because the answers help guide an individualized approach to helping children meet their learning goals.



Teachers also share the Value of Children's Activities booklet with parents so they can see all the wonderful learning objectives that occur in the different areas and routines of the day. Such as the Block Area: Blocks are not only fun but they offer creative construction, opportunities for eye-hand and muscle coordination, balance, recognition of basic three-dimensional shapes, math concepts, stimulates imagination and dramatic play. All these amazing things that occur during play!

Another important piece is introducing parents to their role in assessment. Feedback from what parents observe in the home is so important to help get a full and accurate assessment of skills and knowledge. Parents are able to share their observations by answering questions that are directly aligned with the State's DRDP assessment. (Desires Results Developmental Profile).

Family Engagement Unit

Recruitment staff has been very busy ensuring that Head Start is out and about in the community. In addition to some much targeted recruitment activities that are site specific, Head Start has been at the following events making contact with prospective families, taking wait lists, and ensuring that the community at large is aware of the terrific services Head Start offers:

- Natomas Parent Resource Fair at Inderkum High School
- Rio Linda Community fair in Rio Linda
- Sienna on the Greens- a resource fair at the Sienna Vista apartment complex
- Fairy Tale Literacy event (two days)- William Land Park
- Sunday Funday- at Rusch Park
- 16th Annual Breastfeeding Celebration at the Hillsdale WIC office
- Family Healthy Day for the Hmong Association
- Feria de Education-at CSUS
- Speaking engagement at the Louise A Perez Community Center

Elk Grove Unified School District

Education Services Update

Karin Nakahira-Young, PreK instructional coach, presented training on how to take anecdotal notes for the Desired Results Developmental Training (DRDP) assessment at the PreK Teacher In-service on September 12. Teachers participated in a large group activity which consisted of moving around the room writing down strategies for gathering anecdotal notes for some of the harder to assess DRDP measures. The strategies were recorded and sent out to teachers.

Claudia Charter, PreK program specialist, reminded teachers of the licensing mandate to keep students within sight and sound and within a ten student to one adult ratio (10:1) in Head Start and Title I funded classrooms and an eight student to one adult ratio (8:1) in State funded classrooms. Ideas for staying within ratio and for keeping students accounted for during transitions in and out of the classroom were discussed. Teachers will send Claudia their supervision plan by September 30.



Enrollment

The Elk Grove Unified School District Head Start Program is fully enrolled with 480 students in the program. Average Daily Attendance (ADA) for the month of September was 89%.

Disabilities Services and Mental Health Services Update

Our program educators and clerks have worked closely with Catherine Barbero, PreK social worker and Teresa Gannon, PreK psychologist, to place students with an active IEP into the Head Start program. There are 30 students with active IEPs being served, which is six percent (6%) of our Head Start student population.

Health Services Update

Parents of children who need immunizations are being contacted and student files are being monitored to assure that all students who needed to be screened for vision and hearing have had this completed.

USDA Meals/Snacks

In September, 13,782 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.

“Junior Amazing Reader”, a workshop designed to help parents understand the importance of reading with their children and the link between reading with children and brain development, vocabulary development, and future school success, was presented at Samuel Kennedy, Herman Leimbach, Charles Mack and Florin Elementary Schools during the first two weeks of September. These workshops took place in the classroom at the beginning or end of class periods in order to maximize parent participation. An average of 60 parents attended from each of the sites.

“Discover Art” was presented in partnership with KVIE, Sacramento, at Charles Mack on September 16, at Samuel Kennedy on September 17, at David Reese on September 19, at Florin Elementary on September 24, and at Herman Leimbach on September 25. Thirteen parents attended the class held at Charles Mack, twenty-three parents attended the class held at Samuel Kennedy, twenty-one parents attended the class held at David Reese, six parents attended the class held at Florin Elementary, and twelve parents attended the class held at Herman Leimbach. Discover Art is designed to help parents learn the importance of art as a form of expression, creativity and problem solving in their child's life. Parents participate in hands-on art experiences that they can do with their children at home.

Recruitment

Individual registrations are taking place and students are being placed on a waiting list. There is a waiting list at each of the school sites.

Sacramento City Unified School District

Health and Nutrition

Child Development (CHDV) nurses are extremely busy performing health screenings on Head Start preschoolers in order to meet the 45 day timeline. Each nurse reports that they are on schedule and are slated to complete their screenings in a timely basis. Each week, CHDV nurses submit their screening data to their respective Health Clerk to be entered into the ChildPlus database and CHDV's Data Technician Specialist aggregates the data to submit to SETA.

On September 18, SETA's Monitoring and Quality Assurance Team met with Early Head Start coordinator, ERSEA supervisor, Education Coordinator and Lead Nurse to discuss the status of screenings in an effort monitor and provide support in order to ensure the timeliness of EHS and HS screenings. A plan was formulated that entails ongoing communication and reporting to SETA with regard to screening data and updates.

The recently hired nurse has assumed the lead role in coordinating the CHDV's dental varnish clinics. This nurse met with the state dental hygienist to prepare a clinic schedule for the fall and spring dental varnish clinics. Fall dental varnish clinics will commence on October 8th.


On September 19, a CHDV nurse will attend the Smiles for Kids orientation. CHDV's participation will allow the department to participate in the Smiles for Kids day in February, which provides uninsured preschoolers an opportunity to obtain free dental care.

Nurses also participated in the first quarter of "Unannounced Safety and Supervision Visit" audits along with other CHDV leadership staff and completed their site visits for their randomly assigned schools. Nurses shared that their participation in these audits helps them to become better acquainted and mindful of teacher-child ratios in the classroom—at all times. Nurses' input in this area also facilitates their efforts in providing additional health related (impromptu) support to preschool teachers.

The lead CHDV nurse attended the Health Services Professional Development workshop in August 2014 along with other SCUSD nurses. The primary foci for this year's workshop were legal issues and their impact on school nursing. Several case studies were reviewed and discussed among the nurses.

Family and Community Partnerships

Social Worker attended the first Teaching Pyramid Leadership Team meetings in Sept. for the 2014-2015 Family Coaching for Early Intervention and Home Visitors. SCOE and West Ed are facilitating and hosting these leadership meetings and trainings for the home visitors, conjointly. The EJHS social worker continues to support EHS expectant families and parenting teens by consulting with home visitors and making joint home visits.



Additionally, social workers continue to work closely with CHDV staff to ensure that they are adhering to the new FPA process. Staff is required to take the additional steps necessary to follow-up with families after resources and services have been provided by using the newly revised FPA forms.

Family Health and Family Engagement

Early Head Start home based staff received training on the process of providing social emotional support for pregnant and post-delivery women, including how to administer the Postpartum Depression Screener. Additionally, Early Head Start home-based staff received training on the revised family partnership agreement process, which included an introduction to the newly revised FPA forms.

The Early Head Start home visitors and the resource teachers were invited to be a part of the upcoming Teaching Pyramid Training for home visitors offered by WestEd. Social Workers will be a part of this leadership team as well. Some designated home visitors will also be a part of the Cohort I Family Development Credentialing Program.

Special Education

SCUSD- CHDV is serving 76 preschool and 12 Early Head Start children with current IEPs. CHDV has three full-inclusion classes at Ethel I Baker, Edward Kemble, and Isador Cohen. Slots are available for 36 children who will have the opportunity to be enrolled in a preschool classroom consisting mostly of typically developing Head Start preschool. These children receive specialized support and instruction from a special education teacher and assistant and from a Head Start teacher and assistant. CHDV also has three SCOE full-inclusion Head Start preschool classrooms that are administered similarly to the full-inclusion classrooms described above. However, in the SCOE full-inclusion classrooms, the staffing structure consists of the SCOE lead teacher, two SCOE paraprofessionals as well as a Head Start teacher and assistant. CHDV is pleased to welcome all of the newly hired staff at all of its full-inclusion sites. These collaborative endeavors have been extremely rewarding and fruitful for SCUSD children, their families and for staff.

San Juan Unified School District

Education Services Update

Teachers are all following the study on “Beginning of the Year,” which focuses on child interests while highlighting the activities necessary to build a class community. Children learn who the safe adults on campus are by meeting the secretaries and custodians and creating interview questions for them. Children walked the campus to become familiar with the school and the different parts of the campus, i.e., kitchen, bathrooms, classrooms, and office. Children were involved in learning about their classroom environments by visiting each learning center during a small group time. They also helped to create their classroom rules and have begun to learn the daily routine. This time was well used to build relationships with children and families and to familiarize children and families with the experience of being a part of a school community.

Disabilities Services Update

Classes are now in full swing at all of the program sites. Home visits were a success and children have settled into classrooms. At the home visits and the first days of school, teachers noted any red flags and talked with parents regarding any concerns relating to additional supports, possible assessments and/or student accommodations.

The teachers received initial referrals in their CUM files. These referrals were filled out during the screening/care management process during the summer months. The teachers have had the parents sign the referrals and have submitted them to the special education staff at their sites. The Disabilities Specialist also received copies of the referrals and she has begun to compile the tracking binder. So far there are 73 children with IEPs enrolled in Head Start preschool classes.

Mental Health Services Update

The Mental Health Therapist has given talks on a variety of subjects to staff, teachers, and parents. Topics have included the Mental Health Referral Process, Positive Parenting Tips, Limit Setting, and Stress Management. The Mental Health Therapist's focus continues to be on providing support and referrals for children whose social and emotional functioning is lacking. Additionally, teachers continue to be the recipients of support on implementation of the Operations Guide mental health criteria.

Nutrition Services Update

The San Juan Unified Early Childhood Education Department is pleased to be sending 3 representatives to the annual CACFP Roundtable Conference in Rancho Mirage! This exciting event occurs at the end of October. Information will be presented regarding the new Meal Pattern, Reauthorization, Let's Move, Child Obesity, and much, much more. The participants will be learning valuable information, and will come back ready to share their experiences with the group.

Health Services Update

Health is screening for the 2014-2015 school year in the centralized screening room one day a week. The Health 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 also working with several families this year that are missing immunizations, especially the HiB on or after the first birthday. Health has started working with Smile Keepers to complete dental screenings in the classrooms.

Family and Community Partnerships Update

The Policy Committee met for the final meeting of the 2013-14 school year in September. A quorum was not reached, so no business was conducted. However, a lot of information was shared. This included information about Male Involvement events through SETA, the \$2.00 per Child Campaign, and information from the Barnes and Noble Community Partner about exciting events taking place in the store. An animated discussion also took place regarding the October meeting, during which the committee will be welcoming new representatives and electing a new board.



Transition Services Update

School is underway with the theme “Beginning the Year.” Parent participation has been high. The teachers have been preparing the parents for the school year events and curriculum and how it will relate to a smooth transition by the end of the year. The parents are being informed now about the changing eligibility age for kindergarten so that they are better prepared when the enrollment period for the 2015-2016 school year begins. Everything is off to a great start.

Program Support/Staff Training Update

In early September, teachers and assistants received their first trainings on CSEFEL, presented by Dee Johnston. It was an interactive training where teachers reflected on their own practices and their reactions to different types of child behaviors. The teaching point was that all behaviors have meaning. In mid-September, teachers were updated on the Anecdotal Note Pacing Guide and the expectations around that tool. Two classroom teachers spoke about their experiences with the narrative system of gathering evidence for DRDP ratings, and the group discussed different ways to enhance interest in literacy in the home. Resources for Bring Me a Book and Raising a Reader were made available to teachers.

Fiscal Update

September officially began the full operation of Head Start classes, which started on September 8. Since Early Head Start is year round, it officially began its center based care on August 1 and its combo classes on August 14. All final fiscal reports for FY 2013-14 were submitted on September 5 to SETA. Along with the final fiscal reports, In-Kind Policy and Procedures had to be developed along with valuation tables for the various in-kind that the department uses. This was completed and submitted to SETA on September 16. Fiscal Reports/Invoices for August 2014 were submitted to SETA by September 10. This concludes the various reports and activities that were completed by the fiscal department.

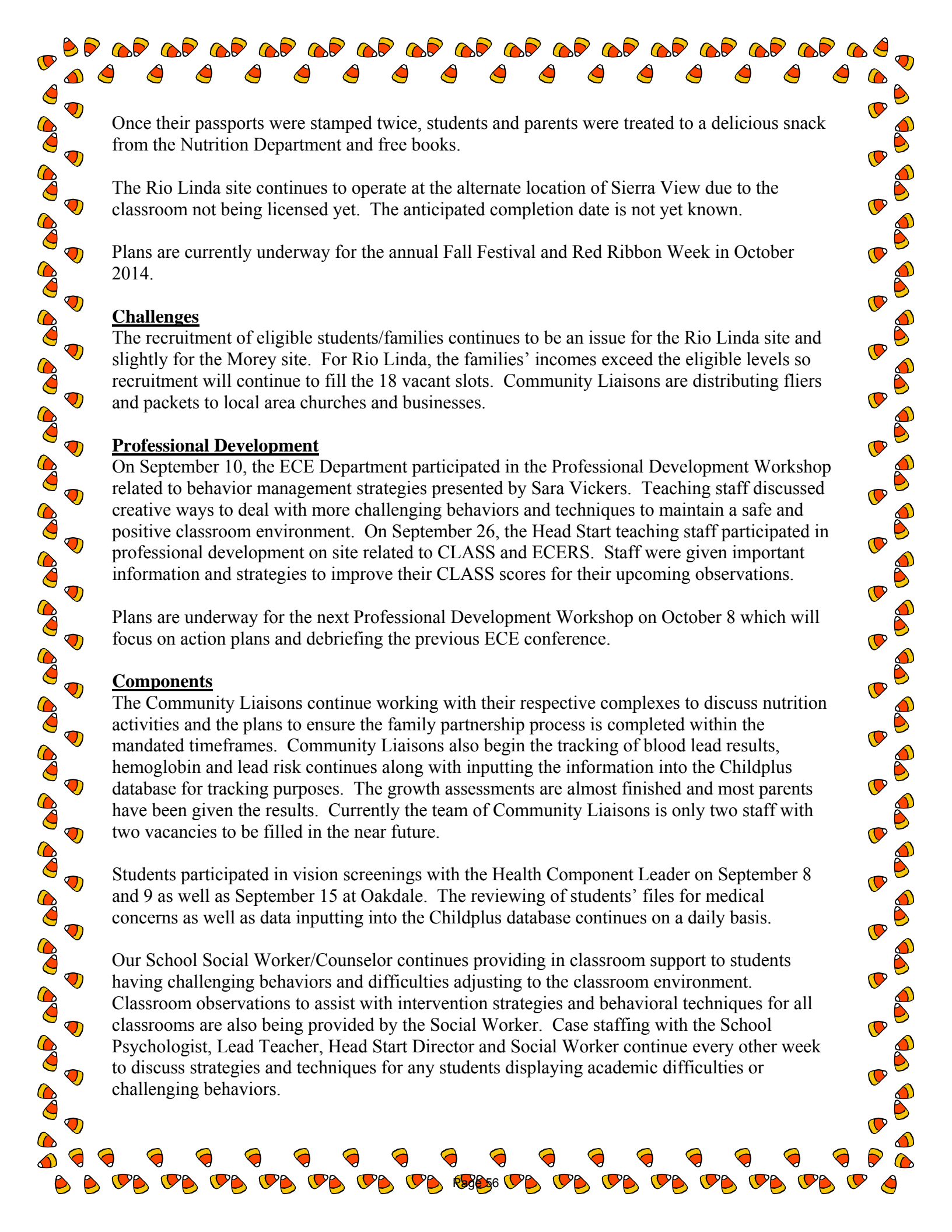
Early Head Start

This month the whole staff participated in CPR/First Aid training for the monthly First Friday training. The centers did the ITERS environmental assessment tool, and the Home Base teachers received additional training and support on their newly adopted HELP curriculum and assessment system. Support staff attended two collaboration meetings with the district and County Office of Education special education partners. All teachers continued to work on their first 60 day assessments as the new school year got well underway.

Twin Rivers Unified School District

Events

During the month of September, Oakdale and Morey Avenue facilitated Back to School Night events for the students and parents. At Oakdale, the students participated in a scavenger hunt and learned about how to find locations and important areas in their classroom with the help of the teaching staff and their parents. Students’ artwork was also displayed for the enjoyment of their parents. At Morey, the theme was literacy and the chosen book was Brown Bear Brown Bear by Eric Carlisle. The Head Start Director and all teaching staff read the book to the students and parents in Room 9. After the book reading, all attendees gathered their Literacy Passports and headed to various classrooms to do make-and-take activities related to the story.



Once their passports were stamped twice, students and parents were treated to a delicious snack from the Nutrition Department and free books.

The Rio Linda site continues to operate at the alternate location of Sierra View due to the classroom not being licensed yet. The anticipated completion date is not yet known.

Plans are currently underway for the annual Fall Festival and Red Ribbon Week in October 2014.

Challenges

The recruitment of eligible students/families continues to be an issue for the Rio Linda site and slightly for the Morey site. For Rio Linda, the families' incomes exceed the eligible levels so recruitment will continue to fill the 18 vacant slots. Community Liaisons are distributing fliers and packets to local area churches and businesses.

Professional Development

On September 10, the ECE Department participated in the Professional Development Workshop related to behavior management strategies presented by Sara Vickers. Teaching staff discussed creative ways to deal with more challenging behaviors and techniques to maintain a safe and positive classroom environment. On September 26, the Head Start teaching staff participated in professional development on site related to CLASS and ECERS. Staff were given important information and strategies to improve their CLASS scores for their upcoming observations.

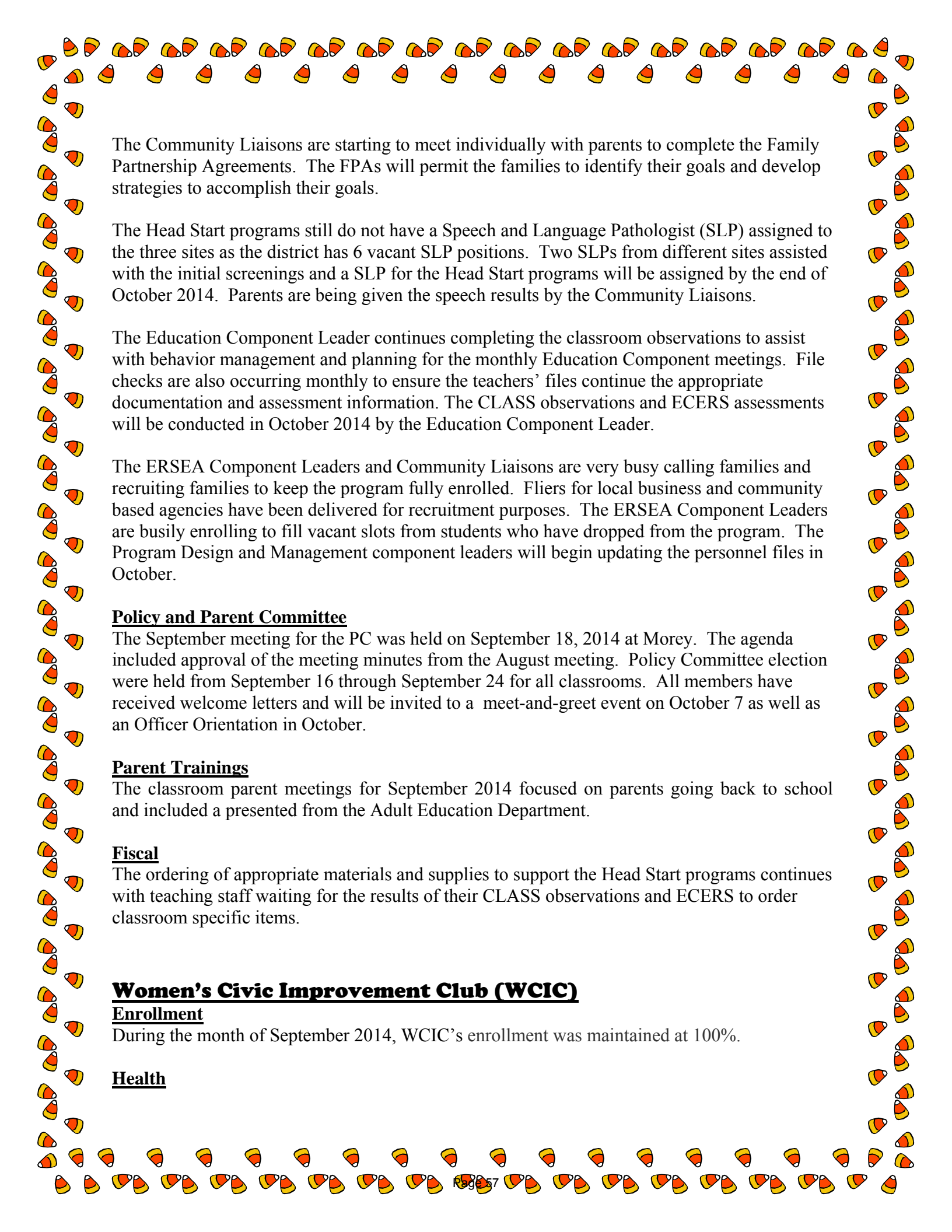
Plans are underway for the next Professional Development Workshop on October 8 which will focus on action plans and debriefing the previous ECE conference.

Components

The Community Liaisons continue working with their respective complexes to discuss nutrition activities and the plans to ensure the family partnership process is completed within the mandated timeframes. Community Liaisons also begin the tracking of blood lead results, hemoglobin and lead risk continues along with inputting the information into the Childplus database for tracking purposes. The growth assessments are almost finished and most parents have been given the results. Currently the team of Community Liaisons is only two staff with two vacancies to be filled in the near future.

Students participated in vision screenings with the Health Component Leader on September 8 and 9 as well as September 15 at Oakdale. The reviewing of students' files for medical concerns as well as data inputting into the Childplus database continues on a daily basis.

Our School Social Worker/Counselor continues providing in classroom support to students having challenging behaviors and difficulties adjusting to the classroom environment. Classroom observations to assist with intervention strategies and behavioral techniques for all classrooms are also being provided by the Social Worker. Case staffing with the School Psychologist, Lead Teacher, Head Start Director and Social Worker continue every other week to discuss strategies and techniques for any students displaying academic difficulties or challenging behaviors.



The Community Liaisons are starting to meet individually with parents to complete the Family Partnership Agreements. The FPAs will permit the families to identify their goals and develop strategies to accomplish their goals.

The Head Start programs still do not have a Speech and Language Pathologist (SLP) assigned to the three sites as the district has 6 vacant SLP positions. Two SLPs from different sites assisted with the initial screenings and a SLP for the Head Start programs will be assigned by the end of October 2014. Parents are being given the speech results by the Community Liaisons.

The Education Component Leader continues completing the classroom observations to assist with behavior management and planning for the monthly Education Component meetings. File checks are also occurring monthly to ensure the teachers' files continue the appropriate documentation and assessment information. The CLASS observations and ECERS assessments will be conducted in October 2014 by the Education Component Leader.

The ERSEA Component Leaders and Community Liaisons are very busy calling families and recruiting families to keep the program fully enrolled. Fliers for local business and community based agencies have been delivered for recruitment purposes. The ERSEA Component Leaders are busily enrolling to fill vacant slots from students who have dropped from the program. The Program Design and Management component leaders will begin updating the personnel files in October.

Policy and Parent Committee

The September meeting for the PC was held on September 18, 2014 at Morey. The agenda included approval of the meeting minutes from the August meeting. Policy Committee election were held from September 16 through September 24 for all classrooms. All members have received welcome letters and will be invited to a meet-and-greet event on October 7 as well as an Officer Orientation in October.

Parent Trainings

The classroom parent meetings for September 2014 focused on parents going back to school and included a presented from the Adult Education Department.

Fiscal

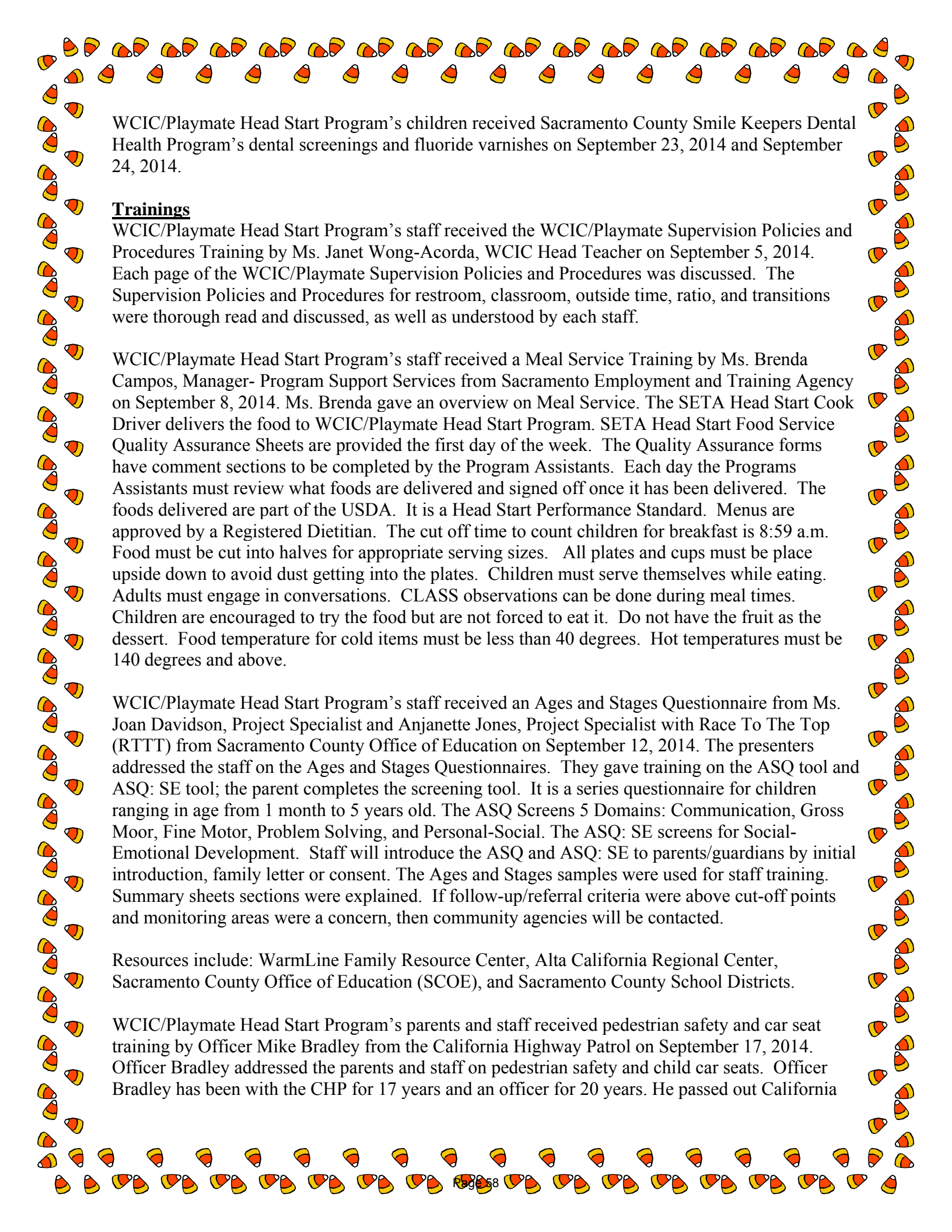
The ordering of appropriate materials and supplies to support the Head Start programs continues with teaching staff waiting for the results of their CLASS observations and ECERS to order classroom specific items.

Women's Civic Improvement Club (WCIC)

Enrollment

During the month of September 2014, WCIC's enrollment was maintained at 100%.

Health



WCIC/Playmate Head Start Program's children received Sacramento County Smile Keepers Dental Health Program's dental screenings and fluoride varnishes on September 23, 2014 and September 24, 2014.

Trainings

WCIC/Playmate Head Start Program's staff received the WCIC/Playmate Supervision Policies and Procedures Training by Ms. Janet Wong-Acorda, WCIC Head Teacher on September 5, 2014. Each page of the WCIC/Playmate Supervision Policies and Procedures was discussed. The Supervision Policies and Procedures for restroom, classroom, outside time, ratio, and transitions were thorough read and discussed, as well as understood by each staff.

WCIC/Playmate Head Start Program's staff received a Meal Service Training by Ms. Brenda Campos, Manager- Program Support Services from Sacramento Employment and Training Agency on September 8, 2014. Ms. Brenda gave an overview on Meal Service. The SETA Head Start Cook Driver delivers the food to WCIC/Playmate Head Start Program. SETA Head Start Food Service Quality Assurance Sheets are provided the first day of the week. The Quality Assurance forms have comment sections to be completed by the Program Assistants. Each day the Programs Assistants must review what foods are delivered and signed off once it has been delivered. The foods delivered are part of the USDA. It is a Head Start Performance Standard. Menus are approved by a Registered Dietitian. The cut off time to count children for breakfast is 8:59 a.m. Food must be cut into halves for appropriate serving sizes. All plates and cups must be placed upside down to avoid dust getting into the plates. Children must serve themselves while eating. Adults must engage in conversations. CLASS observations can be done during meal times. Children are encouraged to try the food but are not forced to eat it. Do not have the fruit as the dessert. Food temperature for cold items must be less than 40 degrees. Hot temperatures must be 140 degrees and above.

WCIC/Playmate Head Start Program's staff received an Ages and Stages Questionnaire from Ms. Joan Davidson, Project Specialist and Anjanette Jones, Project Specialist with Race To The Top (RTTT) from Sacramento County Office of Education on September 12, 2014. The presenters addressed the staff on the Ages and Stages Questionnaires. They gave training on the ASQ tool and ASQ: SE tool; the parent completes the screening tool. It is a series questionnaire for children ranging in age from 1 month to 5 years old. The ASQ Screens 5 Domains: Communication, Gross Motor, Fine Motor, Problem Solving, and Personal-Social. The ASQ: SE screens for Social-Emotional Development. Staff will introduce the ASQ and ASQ: SE to parents/guardians by initial introduction, family letter or consent. The Ages and Stages samples were used for staff training. Summary sheets sections were explained. If follow-up/referral criteria were above cut-off points and monitoring areas were a concern, then community agencies will be contacted.

Resources include: WarmLine Family Resource Center, Alta California Regional Center, Sacramento County Office of Education (SCOE), and Sacramento County School Districts.

WCIC/Playmate Head Start Program's parents and staff received pedestrian safety and car seat training by Officer Mike Bradley from the California Highway Patrol on September 17, 2014. Officer Bradley addressed the parents and staff on pedestrian safety and child car seats. Officer Bradley has been with the CHP for 17 years and an officer for 20 years. He passed out California

Amber Alert Child Abduction Emergency and Safety Tips for the Summer Heat for our Kids' Sake Pamphlet. He stated jaywalking is illegal. If pedestrians are wearing dark clothing people can get hit by a car. Pedestrians should not step off the curb side due to drivers that may not see the pedestrians, because pedestrians cannot estimate the speed of the car. Cyclists need to ride the same direction as vehicles. People who drive cars must make a complete stop at stop signs. Pedestrians must pay attention to cars at all times to avoid being hit.

Car seats laws for children must for be 4'9" in height and 8 years old. Infant children car seat must be 1 year old and 20lbs and under must face rear seating. Car Seats that are expired are not safe anymore. Never buy a used car seat. Correct car seat installation is a must. Parents/Guardians must read instructions manual. Child who can face forward in a car seat must be at least 20 - 45 lbs. The brand name of a car seat does not matter as long as they fit correctly in the vehicle.

WCIC/Playmate Head Start Program's staff received the Mandated Reporting Training by Courtney Wells, Training Specialist from The Child Abuse Prevention Center (CAPC) on September 26, 2014.

Ms. Wells gave an overview on physical abuse, sexual abuse, and emotional abuse. She discussed the Strengthening Families Six Protective Factors, which are: parental resilience, social connections, knowledge of parenting and child and youth development, social and emotional competence of children, concrete supports for parents and nurturing, and attachment.

Ms. Wells stated Sacramento County is dealing with approximately 32% physical abuse; 9% sexual abuse; 3% emotional abuse; and 56% neglect.

Child Care workers who work in the field of childcare are Mandated Reporters; they must make a report if there is at all a reason to suspect child abuse of any kind. There are steps for making a child abuse report; call CPS, (916) 875-KIDS or law enforcement and complete a written report within 36 hours. Safe Surrender Law website is: www.babysafe.ca.gov; phone number: 877-babysaf.

Fiscal

Ms. Davis, Executive Director/Head Start and Mr. Anderson, Bookkeeper had Fiscal Monitoring by Ms. Mayxay Xiong, Fiscal Monitor with Grantee (Sacramento Employment and Training Agency) on September 30, 2014. Report is forthcoming.

Recent Program Instruction or Information Memos from Administration for Children and Families (ACF)

ACF-PI-HS-14-03 Electronic Grant Application and Program Communications

ACF-IM-HS-14-04 Bus Transportation and Safety

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2013 to 2014

Period: September 2014

Full Day Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	% ADA	ADA	%ADA
Crossroad Gardens	44	21	38	86%	42	95%
Elkhorn	22	21	20	91%	21	95%
Freedom Park	44	21	38	86%	43	98%
Hillsdale	44	17	31	70%	39	89%
Job Corp	22	21	16	73%	18	82%
Marina Vista ELC	44	21	27	61%	30	68%
Mather	22	21	14	64%	16	73%
Norma Johnson	22	21	18	82%	20	91%
North Avenue	22	21	7	32%	7	32%
Northview	22	21	17	77%	20	91%
Phoenix Park	22	21	16	73%	19	86%
Sharon Neese	44	21	37	84%	43	98%

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2013 to 2014

Period: September 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%	15	94%
Crossroad Gardens	8	21	7	88%	8	100%
Elkhorn	16	21	13	81%	15	94%
Job Corp	16	21	11	69%	15	94%
Marina Vista ELC	8	21	7	88%	8	100%
Mather	8	21	6	75%	7	88%
Norma Johnson	8	21	7	88%	8	100%
Northview	8	21	6	75%	8	100%
Phoenix Park	8	21	6	75%	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: September 2014

Part Day Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	% ADA	ADA	%ADA
Alder Grove ELC	40	17	26	65%	33	83%
Auberry Park	40	17	33	83%	39	98%
Bannon Creek	80	20	64	80%	74	93%
Bright Beginnings	80	17	54	68%	62	78%
Crossroad Gardens	20	20	16	80%	19	95%
Elkhorn	80	20	66	83%	74	93%
Freedom Park	80	20	65	81%	72	90%
Fruitridge	80	20	67	84%	76	95%
Galt	120	20	95	79%	110	92%
Grizzly Hollow	40	17	34	85%	38	95%
Hillsdale	80	17	58	73%	72	90%
Hopkins Park	80	20	44	55%	53	66%
Illa Collin	40	17	20	50%	23	57%
Kennedy Estates	40	17	31	78%	38	95%
La Verne Sterwart	40	20	34	85%	37	93%
Marina Vista ELC	20	20	13	65%	15	75%
Mather	80	21	42	53%	56	70%
Nedra Court	60	20	39	65%	46	77%
Norma Johnson	40	20	18	45%	23	57%
North Avenue	80	20	58	73%	65	81%
Northview	80	21	57	71%	72	90%
Phoenix Park	40	20	25	63%	30	75%
Solid Foundation	80	20	61	76%	68	85%
Strizek Park	40	20	30	75%	38	95%
Vineland	40	18	31	78%	35	88%
Walnut Grove	20	17	14	70%	16	80%

SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 9/30/2014						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Alder Grove ELC	1247A	18	17	1	2	20
Alder Grove ELC	1247B	18	15	3	4	22
Auberry Park	1238A	20	17	3	1	21
Auberry Park	1238B	19	18	1	1	20
Bannon Creek	1200A	20	18	2	1	21
Bannon Creek	1200B	20	19	1	3	23
Bannon Creek	1200C	20	18	2	1	21
Bannon Creek	1200D	18	16	2	2	20
Bright Beginnings	1201A	20	12	8	0	20
Bright Beginnings	1201B	13	10	3	8	21
Bright Beginnings	1201C	19	19	0	0	19
Bright Beginnings	1201D	18	16	2	6	24
Crossroad Gardens	1242A	20	15	5	1	21
Crossroad Gardens	1242R	22	21	1	0	22
Crossroad Gardens	1242X	21	17	4	2	23
Elkhorn	1255A	18	14	4	3	21
Elkhorn	1255B	17	17	0	3	20
Elkhorn	1255C	20	19	1	1	21
Elkhorn	1255D	19	16	3	1	20
Elkhorn	1255X	22	20	2	1	23
Freedom Park	1239A	20	15	5	3	23
Freedom Park	1239B	19	17	2	2	21
Freedom Park	1239C	20	18	2	3	23
Freedom Park	1239D	18	15	3	2	20
Freedom Park	1239R	22	19	3	3	25
Freedom Park	1239X	22	19	3	0	22
Fruitridge	1216A	20	19	1	4	24
Fruitridge	1216B	19	15	4	1	20
Fruitridge	1216C	20	20	0	3	23
Fruitridge	1216D	20	16	4	3	23
Galt	1234A	20	17	3	2	22
Galt	1234B	20	19	1	2	22
Galt	1234C	17	16	1	0	17
Galt	1234D	17	15	2	1	18
Galt	1234E	20	18	2	1	21
Galt	1234F	20	16	4	0	20
Grizzly Hollow	1252A	20	16	4	0	20
Grizzly Hollow	1252B	20	19	1	0	20
Hillsdale	1228A	18	16	2	2	20
Hillsdale	1228B	20	18	2	0	20

Hillsdale	1228C	20	18	2	0	20
Hillsdale	1228D	20	16	4	1	21
Hillsdale	1228R	21	17	4	2	23
Hillsdale	1228X	21	16	5	5	26
Hopkins Park	1253A	14	7	7	8	22
Hopkins Park	1253B	10	8	2	3	13
Hopkins Park	1253C	14	10	4	2	16
Hopkins Park	1253D	16	12	4	3	19
Illa Collin	1221A	16	16	0	2	18
Illa Collin	1221B	9	9	0	3	12
Job Corp	1237X	20	17	3	1	21
Kennedy Estates	1240A	20	15	5	1	21
Kennedy Estates	1240B	19	15	4	2	21
La Verne Sterwart	1219A	20	17	3	1	21
La Verne Sterwart	1219B	20	18	2	3	23
Marina Vista ELC	1246A	20	17	3	4	24
Marina Vista ELC	1246R	17	16	1	3	20
Marina Vista ELC	1246X	15	14	1	2	17
Mather	1223A	17	14	3	2	19
Mather	1223B	16	14	2	5	21
Mather	1223C	18	14	4	5	23
Mather	1223D	13	8	5	6	19
Mather	1223X	17	16	1	4	21
Nedra Court	1244A	17	17	0	0	17
Nedra Court	1244B	16	10	6	4	20
Nedra Court	1244C	15	12	3	5	20
Norma Johnson	1214A	18	16	2	2	20
Norma Johnson	1214B	18	11	7	3	21
Norma Johnson	1214X	22	21	1	1	23
North Avenue	1256A	18	12	6	0	18
North Avenue	1256B	20	18	2	0	20
North Avenue	1256C	20	20	0	0	20
North Avenue	1256D	20	17	3	4	24
North Avenue	1256X	8	8	0	1	9
Northview	1224A	20	17	3	3	23
Northview	1224B	20	16	4	0	20
Northview	1224C	20	15	5	2	22
Northview	1224D	20	17	3	0	20
Northview	1224X	22	19	3	0	22
Phoenix Park	1248A	17	13	4	2	19
Phoenix Park	1248B	14	13	1	4	18
Phoenix Park	1248X	20	17	3	3	23
Sharon Neese	1249R	22	20	2	1	23
Sharon Neese	1249X	22	21	1	1	23

Solid Foundation	1254A	19	19	0	4	23
Solid Foundation	1254B	20	20	0	1	21
Solid Foundation	1254C	17	17	0	1	18
Solid Foundation	1254D	17	16	1	1	18
Strizek Park	1225A	20	16	4	1	21
Strizek Park	1225B	20	16	4	1	21
Vineland	1211A	17	15	2	3	20
Vineland	1211B	19	16	3	2	21
Walnut Grove	1235A	16	13	3	1	17
Alder Grove Infant/Toddler Center	1212M	8	5	3	1	9
Alder Grove Infant/Toddler Center	1212U	8	5	3	1	9
Crossroad Gardens	1242U	8	6	2	0	8
Elkhorn	1255M	7	5	2	1	8
Elkhorn	1255U	7	6	1	1	8
Job Corp	1237M	8	6	2	0	8
Job Corp	1237U	8	5	3	2	10
Marina Vista ELC	1246U	8	8	0	0	8
Mather	1223U	7	7	0	0	7
Norma Johnson	1214U	8	6	2	0	8
Northview	1224U	8	7	1	0	8
Phoenix Park	1248U	8	7	1	0	8
Sharon Neese	1249M	8	6	2	1	9
Sharon Neese	1249U	8	8	0	2	10
TOTALS for Head Start		1830	1566	264	201	2031
HS Totals	1721					
Drops w/in 30	192					
P/S Home Base	94					
Total	2007					
EHS Totals	109					
Drops w/in 30	9					
EHS Home Base	142					
River Oaks	60					
SCOE	36					
Total	356					
GRAND TOTAL	2363					

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 09/30/14)

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 (243)	12 (5 %)	N/A
Elk Grove USD (480)	30 (6 %)	N/A
Sacramento City USD (1312)(144)	76 (6 %)	12 (8%)
San Juan USD (700) (160)	74 (10.6%)	16 (10 %)
WCIC (120)	2 (1.6 %)	N/A
SETA (2002) (349)	125 (6 %)	47 (12%)
County (4857)* (653)**	319 (7%)	75 (11%)

AFE = Annual Funded Enrollment

%AFE = Percentage of Annual Funded Enrollment

	SOP	Elk Grove	Sac City	San Juan	Twin Rivers	WCIC	County Totals
Administration							
Total Funded Enrollment	1974	420	1292	693	211	120	4710
Actual Enrollment	2790	480	1556	807	251	154	6038
# Enrolled < 45 days	145	15	118	48	9	12	347
# Total staff	418	56	169	95	35	17	790
# of classes	93	21	58	39	15	6	232
Age: 2 years old	5%	0%	1%	3%	4%	0%	3%
Age: 3 years old	39%	19%	34%	30%	37%	41%	35%
Age: 4 years old	46%	81%	63%	67%	59%	59%	57%
Age: 5 years old	9%	0%	2%	0%	0%	0%	5%
Hispanic	48%	43%	50%	43%	23%	31%	46%
Non -Hispanic	52%	57%	50%	57%	77%	69%	54%
Am. Indian/Alaska Native	1%	8%	0%	1%	2%	2%	1%
Asian	7%	22%	15%	5%	21%	11%	11%
Black or African America	29%	20%	25%	18%	42%	37%	26%
Native Hawaiian/Pac.Islander	2%	2%	2%	1%	1%	0%	2%
White	16%	12%	45%	62%	10%	6%	29%
Bi-racial/Multi-racial	7%	8%	4%	8%	7%	12%	6%
Other or Unspecified	38%	29%	9%	4%	18%	31%	24%
English	62%	60%	63%	68%	75%	64%	63%
Spanish	29%	23%	25%	23%	11%	25%	26%
Native Central/South Am.	0%	0%	0%	0%	0%	0%	0%
Middle Eastern/Indic	2%	5%	1%	4%	1%	0%	2%
East Asian	5%	11%	10%	1%	12%	0%	6%
Native No.American/Alaska	0%	0%	0%	0%	0%	11%	0%
Pacific Islander	0%	0%	1%	0%	0%	0%	0%
European/Slavic	2%	1%	0%	1%	0%	0%	1%
African	0%	0%	0%	0%	0%	0%	0%
Other or Unspecified	1%	0%	0%	2%	0%	0%	1%
# of Families	2602	468	1477	768	232	140	5687
# of One Parent Families	53%	40%	52%	44%	58%	60%	51%
# of Two Parent Families:	47%	60%	48%	56%	42%	40%	49%
..1 or both Employed	33%	44%	34%	44%	28%	25%	35%
..In School/Job Training	15%	1%	5%	7%	6%	19%	7%
..Unemployed/Retired/Disabled	14%	16%	14%	12%	14%	15%	14%
Health							
Med. Screenings Complete	100%	102%	91%	103%	92%	104%	98%
Needing Med. Treatment	3%	9%	0%	3%	3%	1%	3%
Rec'd Med. Treatment	67%	100%	100%	100%	100%	100%	82%

	SOP	Elk Grove	Sac City	San Juan	Twin Rivers	WCIC	County Totals
Dental							
Up to date on oral health care	91%	103%	79%	104%	100%	99%	91%
Needing Dental Treatment	6%	44%	6%	4%	22%	39%	11%
Dental Treatment Rec'd	95%	79%	64%	100%	79%	100%	85%
Immunization							
Complete/up to date/exempt	99%	100%	99%	100%	100%	100%	100%
Health insurance							
Children with medical home	96%	100%	97%	100%	100%	100%	97%
Children with health insurance	99%	100%	96%	100%	100%	100%	98%
Staff Qualifications							
# of Teachers							
..Teachers with AA degree	47%	0%	16%	0%	33%	17%	27%
..Teachers with BA or higher	53%	100%	84%	100%	67%	83%	73%
# of Teacher Assistants							
..Teacher Assistants with permit	54%	6%	14%	0%	45%	25%	32%
..Teacher Assistants w/AA degree	26%	28%	27%	28%	27%	25%	27%
..Teacher Assistants with BA degree or higher	14%	33%	5%	16%	27%	0%	14%
ERSEA							
# over income	6%	4%	7%	7%	1%	0%	6%
# income below 100% poverty	60%	59%	47%	52%	57%	44%	55%
# children in foster care	2%	3%	3%	1%	0%	1%	2%
# families in homeless status	1%	0%	0%	0%	0%	0%	0%
# families receiving TANF	31%	35%	40%	34%	40%	55%	35%
Disabilities							
% Diagnosed	12%	17%	15%	16%	10%	11%	13%
# of Health Impairments	2%	3%	2%	1%	0%	0%	2%
# Speech/language impairments	79%	61%	81%	82%	95%	100%	79%
#Intellectual disabilities	5%	11%	2%	4%	0%	0%	4%
Hearing impairment, include deaf	1%	0%	1%	1%	0%	0%	1%
Orthopedic impairment	2%	4%	1%	0%	0%	0%	1%
Visual impairment, include blind	0%	0%	0%	2%	0%	0%	0%
Special learning disability	0%	0%	0%	0%	0%	0%	0%
Autism	7%	6%	9%	7%	5%	0%	7%
Non-categorical/develop. delay	3%	0%	5%	4%	0%	0%	3%
Multiple disabilities	0%	15%	0%	0%	0%	0%	2%
Deaf-blind	0%	0%	1%	0%	0%	0%	0%
Family Partnership							
% families receiving Family Services	97%	100%	100%	86%	100%	86%	96%
Education Screenings/Assessments							
# Completed Ed. Screenings	83%	97%	80%	98%	88%	86%	86%
Mental Health							
# of M.H.Consultations of kids	10%	14%	8%	15%	22%	1%	11%
# of Individual M.H. Assm'ts	211	35	64	10	47	1	368
# Referred outside for M.H.	200	11	6	5	47	1	269
# of Volunteers	2269	706	853	461	102	178	4569

	SOP	Sac City	San Juan	County
Administration				
Total Funded Enrollment	328	147	161	636
Actual Enrollment	574	272	290	1136
Of enrollees, # Pregnant Women	10	47	8	65
# Enrolled < 45 days	27	25	50	102
# Total staff	60	25	44	129
# of classes	14	5	11	30
Child Demographics				
Age: under 1	19%	32%	21%	22%
Age: 1 years old	36%	33%	28%	33%
Age: 2 years old	43%	30%	37%	39%
Age: 3 years old	2%	4%	13%	6%
Hispanic	38%	66%	42%	46%
Non -Hispanic	62%	34%	58%	54%
Am. Indian/Alaska Native	1%	1%	0%	1%
Asian	6%	8%	4%	6%
Black or African America	41%	17%	23%	31%
Native Hawaiian/Pac.Islander	2%	0%	0%	1%
White	17%	8%	63%	27%
Bi-racial/Multi-racial	6%	22%	6%	10%
Other or Unspecified	27%	43%	2%	25%
English	75%	60%	66%	69%
Spanish	19%	31%	26%	24%
Native Central/South Am.	0%	0%	0%	0%
Middle Eastern/Indic	1%	0%	3%	1%
East Asian	5%	8%	0%	4%
Native No.American/Alaska	0%	0%	0%	0%
Pacific Islander	0%	0%	0%	0%
European/Slavic	1%	0%	3%	1%
African	0%	0%	0%	0%
Other or Unspecified	1%	0%	1%	1%
# of Families	510	218	255	983
# of One Parent Families	58%	68%	45%	57%
# of Two Parent Families:	42%	32%	55%	43%
..1 or Both Employed	28%	21%	41%	30%
..In School/Job Training	6%	8%	11%	8%
..Unemployed/Retired/Disabled	14%	11%	13%	14%
Health				
Med Screenings Complete	72%	68%	96%	76%
Needing Med. Treatment	2%	20%	7%	7%
Rec'd Med. Treatment	86%	82%	100%	88%
Dental				
Up to date oral health care	72%	66%	116%	81%
Immunization				
Complete/up to date/exempt	86%	69%	97%	85%

	SOP	Sac City	San Juan	County
Health insurance				
Children with medical home	96%	100%	99%	99%
Children with health insurance	98%	100%	93%	97%
Staff Qualifications				
# of Teachers	28	10	22	60
..Teachers with AA degree	32%	70%	64%	31%
..Teachers with BA or higher degree	57%	30%	36%	28%
# of Teacher Assistants	7	0	0	7
..Teacher Assistants with permit	100%	0%	0%	50%
..Teacher Assistants with AA degree	0%	0%	0%	0%
..Teacher Assistants with BA or higher	0%	0%	0%	0%
% Over Income	5%	1%	4%	4%
# income below 100% poverty	50%	67%	61%	57%
# children in foster care	8%	4%	1%	5%
# families in homeless status	1%	0%	0%	1%
# families receiving TANF	37%	29%	27%	32%
Disabilities				
% Diagnosed	16%	13%	16%	15%
% receiving special services	100%	100%	100%	100%
Family Partnership				
% Families receiving Family Services	83%	94%	78%	84%
Education Screenings/Assessments				
# Completed Ed. Screenings	65%	72%	91%	75%
Mental Health				
# of M.H.Consultations of kids	10%	3%	7%	7%
# of Individual M.H. Assm'ts	52	5	3	60
# Referred outside for M.H.	38	1	0	39
Services to Pregnant Women				
# of Pregnant Women	10	47	8	65
Prenatal Health-1st trimester	0%	9%	25%	5%
Prenatal Health-2nd trimester	30%	36%	50%	20%
Prenatal Health-3rd trimester	70%	55%	25%	30%
# with medical insur.	20%	100%	100%	48%
# rec'd professional dental exam	40%	15%	0%	9%
# identified medically high risk	30%	11%	0%	7%
Pregnant Women receiving the following services				
prenatal health care	70%	87%	100%	47%
postpartum health care	70%	53%	63%	31%
mental health interventions	0%	15%	50%	9%
substance abuse prevention	10%	11%	100%	12%
substance abuse treatment	0%	0%	0%	0%
prenatal education on fetal develop.	70%	83%	100%	46%
information on benefits of breastfeedi	-60%	74%	100%	40%
# of Volunteers	225	222	33	480

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: