

GOVERNING BOARD

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County of Sacramento

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County of Sacramento

ADMINISTRATION

KATHY KOSSICK
Executive Director

DENISE LEE
Deputy Director

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Sacramento, CA 95815

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

*Thought of the day: "Yesterday is but a vision. Tomorrow is only a dream. But today well-lived makes every yesterday a dream of happiness and every tomorrow a dream of hope."
Esteemed Human Development International*

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

DATE: Tuesday, November 18, 2014

TIME: 9:00 a.m.

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

While the SETA/Head Start Parent Advisory Committee welcomes and encourages participation in the 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 Parent Advisory Committee 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 Parent Advisory Committee limits testimony on matters not on the agenda to three minutes per person and not more than ten minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

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DISTRIBUTION DATE: WEDNESDAY, NOVEMBER 12, 2014

Parent Advisory Committee (PAC) meeting hosted by:
Jasmine Jamison, Chair; Vacant, Vice Chair;
Vacant, Secretary; Vacant, 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
- ___ Vacant, 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 – 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	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	X
Vacant Seated	G														
Vacant Seated	GH														
Linda Aviluz Seated 4/22	H							X	X	U	X	U	X	U	
Vacant Seated	HB														
Colleen Fietzek Seated 3/18	HB						X	X	X	X	X	X	X	X	
Vacant Seated	IC														
Vacant Seated	HP														
Vacant Seated	JC														
Joyce Turner Seated 5/20	K								X	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	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	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	X	
Vacant Seated	V														
Vacant Seated	WG														
Vacant Seated	FPR														
Vacant Seated	GPR														
Kenny Williams Seated 6/17	MAACC										X	X	X	X	
LaTasha Windham Seated 11/19	OGC	X	X		PAC		U	X	X	X	X	X	E	X	
Vacant Seated	PPR														
Vacant Seated	PPR														

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

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

**** Ethics training with Policy Council**

Special meeting

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

Head Start Center Abbreviations

AG I	Alder Grove Early Learning Ctr.	K:	Kennedy Estates
AG II:	Alder Grove Infant/Toddler	LVS:	LaVerne Stewart
AP:	Auberry Park	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 I-A – ROLL CALL
(Continued)

Program Year 2014-2015 - New Representatives to be seated

___ Vanessa Diego, Bannon Creek Head Start
___ Amanda Self, Early Head Start Home Base Head Start
___ Deanna Yee, Elkhorn Head Start
___ Destini Shephard, Freedom Park Head Start
___ Enrique Esparza, Galt Head Start
___ Elianna Mendoza, Grizzly Hollow Head Start
___ Maria Sutton, Hillsdale Head Start
___ Vacant, Alder Grove I Head Start
___ Vacant, Crossroad Gardens Head Start
___ Vacant, Home Base Head Start Rep.
___ Vacant, Hopkins Park Head Start
___ Vacant, Illa Collin Head Start
___ Vacant, Marie Cleveland's Bright Beginnings Head Start
___ Vacant, Marina Vista Early Learning Center

___ Lucia Charboneau, Home Base Head Start
___ Alofalusi Baty, Job Corps Head Start
___ Susana Hernandez, Nedra Court Head Start
___ Natalie Craig, Northview Head Start
___ Rafaela Casillas, Walnut Grove Head Start
___ Lenda Wheeler, Grandparent Rep.
___ Jasmine Jamison, Outgoing Chair
___ Kenneth Tate, Past Parent Representative
___ Vacant, North Avenue Head Start
___ Vacant, Parker Head Start
___ Vacant, Phoenix Park Head Start
___ Vacant, Sharon Neese Early Learning Center
___ Vacant, Solid Foundation Head Start
___ Vacant, Foster Parent Rep

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

**The PAC was seated on November 18, 2014 & December 16, 2015
PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM
YEAR 2014-2015**

COMMITTEE MEMBER	CENTER	11/18	12/16		1/20	2/17 **	3/17	4/21 *	5/19	6/16	7/21 *	8/18	9/15	10/20	11/17
Vacant Seated	AG I														
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Deanna Yee Seated	EL														
Vacant Seated	FP														
	FT														
Enrique Esparza Vacant	G														
Elianna Mendoza Seated	GH														
Maria Sutton Seated	H														
Lucia Charboneau Seated	HB														
Vacant Seated	HB														
Vacant Seated	IC														
	HP														
Alofalusi Baty Vacant	JC														
	K														
	LVS														
Vacant Seated	MCBB														
Vacant Seated	MV														
	M														
Vacant Seated	NA														
Susana Hernandez Seated	NC														
	NJ														
Natalie Craig Seated	NV														
Vacant Seated	PA														
Vacant Seated	PP														
Vacant	SF														
Vacant Seated	SN														

COMMITTEE MEMBER	CENTER	11/18	12/16		1/20	2/17 **	3/17	4/21 *	5/19	6/16	7/21 *	8/18	9/15	10/20	11/17
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Vacant	FPR														
Lenda Wheeler Seated	GPR														
Kenny Williams Seated 6/17	MAACC														
Jasmine Jamison Seated	OGC														
Kenneth Tate Seated	PPR														
Vacant Seated	PPR														

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**** Ethics training with Policy Council**

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PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE UPDATE
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PC:	PAC Board Business
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S/B:	Should be, or should have been (seated)
CD:	Child Dropped.

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE OCTOBER 21, 2014 PAC MEETING

BACKGROUND:

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

RECOMMENDATION:

Approve the minutes of the October 21, 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, October 21, 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 9:04 a.m., read the thought of the day. The Pledge of Allegiance was recited. Ms. Jamison called the roll.

Members Present:

Kenneth Tate
Sabrina Rasmussen
Kenny Williams
Todd Woods
Joyce Turner
Jasmine Jamison
Colleen Fietzek
Lenda Wheeler (seated at 9:18 a.m.)
LaTasha Windham (seated at 9:18 a.m.)

Member Absent:

Linda Aviluz (unexcused)

II. Consent Item

A. Approval of the Minutes of the September 16, 2014 Regular Meeting

Minutes were reviewed; no questions or corrections.

Moved/Fietzek, second/Woods, to approve the September 16 minutes.

Show of hands vote:

Aye: 6 (Fietzek, Rasmussen, Tate, Turner, Williams, Woods)

Nay: 0

Abstentions: 1 (Jamison)

Ms. Desha stated that Ms. Denise Lee and management staff are not present because they are on a conference call with ACF.

III. Action Item

A. **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

Ms. Jamison reviewed the modifications to the bylaws. Ms. Jamison opened a public hearing and requested testimony.

Moved/Tate, second/Williams, to continue this item to the November PAC meeting where the public hearing

Show of hands vote:

Aye: 6 (Fietzek, Rasmussen, Tate, Turner, Williams, Woods)

Nay: 0

Abstentions: 1 (Jamison)

B. Election of Community Representatives: Past Parents, Grandparent and Foster Parent

Applications for the Past Parent Representative and Grandparent slot were distributed.

Mr. Tate spoke of his interest in serving as a Past Parent Representative.

Ms. LaTasha Windham was seated at 9:18

Ms. Lenda Wheeler was seated at 9:18 a.m.

Ms. Jasmine Jamison spoke of her interest in serving as a Past Parent Representative as did Ms. Lenda Wheeler for the Grandparent Representative position.

Ms. Desha stated that there are two seats available for Past Parent. No applications were received for the Foster Parent seat.

Moved/Fietzek, second/Rasmussen, to accept all applicants for Past Parent and Grandparent.

Show of hands vote:

Aye: 8 (Fietzek, Rasmussen, Tate, Turner, Wheeler, Williams, Windham, Woods)

Nay: 0

Abstentions: 1 (Jamison)

IV. **Information Items**

A. *Life After Head Start...*Ms. Mary Brown (Former PAC Chair & PC Representative)

Ms. Desha introduced Ms. Mary Brown, a PAC board member from 2008-2011. Ms. Brown urged all board members to be involved in their child's classroom and to get to know the teachers.

B. Standing Information Items

- PC/PAC Calendar of Events: Ms. Jamison reviewed the calendar of events.
- Parent/Family Support Unit Events and Activities
- PC/PAC End-of-Year Appreciation Oral Reports: Ms. Fietzek enjoyed the event and the food was really good.

- Parent/Staff Recognitions: Ms. Jamison presented Mr. Kenneth Tate, Mr. Todd Woods, and Ms. LaShaun Burke with certificates of appreciation.
 - Community Resources-Parents/Staff: Ms. Jamison reviewed information from the Sacramento Food Bank providing dates for turkey distribution during October and November.
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Patterson: Staff not present.
 - Child Care Center Food Menu: No questions or comments.
- C. Governing Board Minutes: No questions or comments.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Jamison reviewed the critique.
- Personnel/Bylaws Committee: No report.
- Social/Hospitality Committee: The meetings are complete for the year.
- Men’s Activities Affecting Children Committee (MAACC): Mr. Kenny Williams provided a report on the recent end-of-year BBQ held at McKinley Park.
- Parent Ambassador Report: Ms. Lenda Wheeler reported that the committee is working on cards for the \$2 Per Child Campaign.
- Budget/Planning Committee: Mr. Kenneth Tate reviewed the most recent meeting. He was most impressed with a report showing the hours parents spent for the board and the PC is converted into money. The time that is spent for the fiscal year converted to \$33,000, and committee meetings was \$32,000

VI. Other Reports

- Chair’s Report: No report.
- Policy Council Report(s): No report.

IV. Information Items (continued)

B. Standing Information Items (continued)

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Patterson reported that expenses for the program through September 30 appear to be low because the year is still ramping up. The administrative expenditures are still low. During the Budget/Planning Committee meeting, expenses were reviewed. While reviewing the occupancy costs we noticed that the security costs were over budget. Ms. Patterson said she would look into it to see why it was high. After doing some research Ms. Patterson found that the Agency is providing additional security at Nedra Court which greatly increases the security costs. The non-federal share is still being accrued. For the last fiscal year, time was totaled for parents working in the in classroom, as school readiness aide, food aides, and the FLIP, which totaled over \$2 million in time. This makes a huge impact over the year. The next Budget/Planning meeting is scheduled for Friday, November 14 at 1 p.m. All board members were urged to attend.

The PAC took a break until 10:11 a.m.

- Head Start Deputy Director's Report: No report.
- Head Start Managers' Reports
 - ✓ Program Support Services Report – Ms. Brenda Campos

Ms. Brenda Campos distributed a survey requesting groups that parents identify with for potential participation in the program. Staff found that last year when doing planning, that there are a number of agencies we use but others we do not know about. This is an opportunity for parents to provide input on community agencies. Classroom staff are still working on 45 day health assessments.

The PIR is a summary report that is provided every year. Ms. Campos introduced Ms. Laura Moore, a new Program Specialist. Ms. Moore will be working as a liaison with SCOE and River Oak to provide training and resources. Ms. Moore introduced herself and spoke of her experience in Early Head Start.

- ✓ Parent/Family and Community Engagement Committee – Ms. Lisa Carr reported that full enrollment was not met in the SOP for September. In addition, full enrollment in the County was not met; three delegate agencies were not fully enrolled. Staff is working with the delegate agencies to ensure will be fully enrolled by the end of the month. Home base families are doing their pumpkin field trips. Seventeen new school readiness aides have been trained. Ms. Carr recently received a resignation from Christie Bolling at Mather.

- ✓ Child Development & Education Services Report – Ms. Karen Gonzales reported that the DRDP assessment time has begun and will continue for two weeks. Teachers do their assessment at the beginning of the year and an additional two assessments will be done throughout the year. Staff is also recruiting and bringing on Sac State substitutes and ACES (Accelerating Curriculum Enhancement Students); they help mostly with literacy. We are at a substitute deficit right now and it is affecting the classrooms. The agency is always recruiting for teaching staff.

Ms. Windham stated that she will be joining Ms. Tamara Knox (former PAC/PC representative) at Sacramento City College on October 24 for Domestic Violence Prevention Day to provide Head Start/Early Head Start program information.

VII. Center Updates

Ms. Sabrina Rasmussen stated that the Norma Johnson Center is having their Harvest Festival on October 27. The children are making decorations.

VIII. Discussion

Ms. Jamison asked the Social/Hospitality Committee and board members who signed up for Introduction to Toastmasters training to see Ms. Desha after the meeting.

IX. Public Participation

Ms. Fietzek inquired whether she could still volunteer in Head Start although her son is no longer in the program. Ms. Carr replied that she could but it is a different process since she is no longer a Head Start parent.

X. Adjournment: The meeting was adjourned at 10:25 a.m.

ITEM III-A – ACTION

TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: SECOND READING AND APPROVAL OF MODIFICATIONS 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**.

A public hearing was opened at the October 21 Parent Advisory Committee to take testimony on this board item.

RECOMMENDATION:

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: 10/21/14
PAC Final Approval: 11/18/14

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**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 11/7/14

ITEM IV- A – INFORMATION

STANDING INFORMATION

BACKGROUND:

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

- A. Standing Information
 - Parent/Staff Recognitions: Ms. Jasmine Jamison
 - Introduction to Toastmasters Reports(s)
 - Committee Reports:
 - ✓ Executive Committee: Ms. Jasmine Jamison
 - ✓ Budget/Planning Committee: Ms. Jasmine Jamison
 - ✓ Parent Ambassador Committee Report: Ms. Jasmine Jamison
 - Seating of New Parent Advisory Committee Representatives (2014-2015)
 - Introduction of PAC Representatives (2014-2015)
 - Introduction of SETA Head Start Staff
 - How to Make and Present Motions – Ms. Jasmine Jamison
 - Fiscal Report/Corporate Card Monthly Statement of Account – Ms. D’et Patterson (attached)
 - Board Procedures
 - ✓ Reimbursements and Budget/Planning – Ms. D’et Patterson
 - ✓ Personnel – Ms. Bonnie Bilger
 - ✓ Conflict of Interest – Ms. Nancy Hogan
 - Officer Elections – December 16, 2014 (Board Meeting)

NOTES:

COMMITTEE REPORTS

➤ Executive Committee

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

GOOD!!!
Thank you Ms. Mary Brown (former PAC Chair) for shared experience with Head Start and the importance of parent involvement when children transition from Head Start to public school.
Thank you Mr. Kenny Williams for shared MAACC Bar-B-Que PowerPoint Presentation.
Thank you Ms. Jasmine Jamison, Chair, on a timely and well facilitated meeting.
NEEDS IMPROVEMENT
During presentations, members are to remain seated.
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

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

Non-Federal Share Site Summary as of OCTOBER 2014

YTD SOP HOURS

	Parent Volunteers - Class			FLIP			Parent Food Aides			School Readiness Aides		
	Last Month	Current	YTD Total	Last Month	Current	YTD Total	Last Month	Current	YTD Total	Last Month	Current	YTD Total
	Total	Month		Total	Month		Total	Month		Total	Month	
Alder Grove IT	-	-	-	126.67	121.33	248.00	-	-	-	-	-	-
Alder Grove ELC	-	142.92	142.92	-	201.33	201.33	34.00	-	34.00	24.00	42.00	66.00
Auberry Park *	-	-	-	79.50	257.33	336.83	-	-	-	-	-	-
Bannon Creek	64.50	141.75	206.25	376.67	585.00	961.67	8.00	68.00	76.00	-	-	-
Bright Beginnings *	12.00	65.25	77.25	66.17	324.33	390.50	-	-	-	-	-	-
Crossroad	117.83	53.72	171.55	729.17	480.67	1,209.84	-	-	-	84.00	-	84.00
Elkhorn	9.83	8.00	17.83	179.83	282.17	462.00	60.00	-	60.00	8.00	-	8.00
Freedom Park	-	194.85	194.85	820.83	1,027.33	1,848.16	-	-	-	-	-	-
Fruitridge	-	158.58	158.58	51.33	382.00	433.33	110.00	-	110.00	38.00	40.00	78.00
Galt	-	67.00	67.00	26.17	-	26.17	-	40.00	40.00	-	40.00	40.00
Grizzly Hollow *	-	-	-	-	341.83	341.83	-	-	-	-	6.00	6.00
Hillsdale	-	-	-	582.00	482.83	1,064.83	20.00	-	20.00	-	-	-
Hopkins Park	31.50	92.58	124.08	81.50	383.83	465.33	36.00	-	36.00	-	-	-
Illa Collins *	-	67.05	67.05	-	-	-	-	34.00	34.00	-	-	-
Job Corp	4.95	2.50	7.45	52.83	15.67	68.50	-	-	-	-	-	-
Kennedy Estates *	-	31.78	31.78	-	248.67	248.67	30.00	-	30.00	-	-	-
LaVerne Stewart	76.00	52.00	128.00	-	35.17	35.17	-	-	-	-	-	-
Marina Vista	-	-	-	-	-	-	148.00	42.00	190.00	-	-	-
Mather	-	4.00	4.00	307.00	-	307.00	-	-	-	-	-	-
Nedra Court	-	124.93	124.93	435.17	403.83	839.00	42.00	42.00	84.00	-	-	-
Norma Johnson	-	-	-	301.33	382.50	683.83	-	41.50	41.50	-	24.00	24.00
North Ave	87.66	131.57	219.23	207.33	249.17	456.50	62.00	28.00	90.00	-	-	-
Northview	-	90.10	90.10	140.33	128.50	268.83	36.00	-	36.00	-	-	-
Parker *	-	-	-	-	4.67	4.67	-	-	-	-	-	-
Phoenix Park	67.03	129.80	196.83	428.83	497.67	926.50	-	40.00	40.00	-	-	-
Sharon Neese	-	26.52	26.52	237.67	736.67	974.34	-	-	-	-	-	-
Solid Foundation	-	-	-	31.00	39.17	70.17	34.00	74.00	108.00	78.00	-	78.00
Strizek Park	-	-	-	-	79.17	79.17	-	-	-	-	-	-
Vineland *	-	3.33	3.33	82.67	-	82.67	-	-	-	-	-	-
Walnut Grove *	-	-	-	-	29.17	29.17	-	-	-	-	-	-
TOTAL HOURS:	471.30	1,588.23	2,059.53	5,344.00	7,720.01	13,064.01	620.00	409.50	1,029.50	232.00	152.00	384.00

\$ 53,177.06

\$ 337,312.74

\$ 26,581.69

\$9,914.88

* Traditional sites open August to May

YTD SETA Non-Federal Share % (includes all forms of NFS) - 28.2%

ITEM III-B – ACTION

ELECTION OF SETA-OPERATED REPRESENTATIVES AND
ALTERNATES TO THE POLICY COUNCIL

BACKGROUND:

This agenda item provides an opportunity for the PAC to elect SETA-Operated Representatives and Alternates to the Sacramento County Head Start Policy Council (PC).

The duties of Representatives include:

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

PAC Bylaws referenced – Article V – Officers, Section 1: Officers, B: All PAC members are eligible to run for office/officer position except members holding a seat.

RECOMMENDATION:

That the Parent Advisory Committee elect six Representatives and six Alternates.

NOTES:

Representative nominated:

Alternates nominated:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM IV- A – INFORMATION
(continued)

STANDING INFORMATION

BACKGROUND:

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

- PC/PAC Calendar of Events – Ms. Jasmine Jamison
- Community Resources – Parent/Staff
- Child Care Center Food Menu (attached)





PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PAC Executive Committee	Thursday, November 20, 2014 9:00 a.m. Olympus Room (Chair only – all other officer positions null and void.)
PC/PAC Parent Ambassador Committee <i>meeting canceled</i>	Thursday, December 4, 2014 1:00 p.m. Olympus Room
PC Executive Committee	Friday, December 5, 2014 9:00 a.m. Olympus Room (Chair only – all other officer positions null and void.)
PC/PAC Budget/Planning Committee	Tuesday, December 9, 2014 1:00 p.m. Oak Room
PC/PAC Parent Ambassador Committee <i>meeting canceled</i>	Friday, December 12, 2014 1:00 p.m. Olympus Room
PAC Officer Elections	Tuesday, December 16, 2014 9:00 a.m. SETA Board Room
PC Officer Elections	Thursday, December 18, 2014 9:00 a.m. SETA Board Room
PC/PAC New Member Orientation	Friday, January 9, 2015 9:00 a.m. – 1:00 p.m. (Registration at 8:30 a.m.) SETA Board Room
County-wide Officer Training	Friday, January 16, 2015 9:00 a.m. – 12:30 p.m. (Registration at 8:30 a.m.) Redwood Room

SETA Head Start Menu

November 2014





*We Serve 1% Lowfat Milk

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 5	3 Breakfast: Pancakes, Diced Pear, Milk Lunch: Chicken Patty, Whole Wheat Bun, Carrots, Canned Apricots, Milk Snack: Apple Cinnamon Crackers, Diced Mango	4 Breakfast: Whole Grain Cheerios Cereal, Apple, Milk Lunch: Refried Beans, Whole Wheat Tortilla, Tomato Salsa, Tangerine, Milk Snack: Multi Grain Flakes Cereal, Milk	5 Breakfast: Whole Wheat Biscuit, Diced Peaches, Milk Lunch: Sliced Turkey, Mini Whole Grain Bun, Potato Salad, Cantaloupe, Milk Snack: Sound Bites Crackers, Banana	6 Breakfast: Oatmeal Cereal, Pineapple Tidbits, Raisins, Milk Lunch: Turkey Spaghetti, Green Salad, Canned Apricots, Milk Snack: Bean Dip, Whole Wheat Tortilla	7 Breakfast: Dreamy Orange Muffin Loaf, Orange, Milk Lunch: Sliced Turkey, Whole Wheat Bread, Broccoli, Banana, Milk Snack: Apple, Cheese Stick
Week 6	10 Breakfast: Oatmeal Cereal, Cantaloupe, Milk Lunch: Chicken Drumstick, Cornbread Muffin, Coleslaw, Canned Apricots, Milk Snack: Sunrise Bites Crackers, Milk	11 	12 Breakfast: Kashi Berry Blossoms Cereal, Orange, Milk Lunch: Salisbury Beef Steak/Gravy, Mini Whole Grain Bun, Mashed Potatoes, Cantaloupe, Milk Snack: Sun Butter, Apple Slices	13 Breakfast: Whole Wheat Bagel, Canned Apricots, Milk Lunch: Chicken & Noodles, Peas & Carrots, Tangerine, Milk Snack: Mini Whole Grain Bun, Sliced Turkey	14 Breakfast: Banana Muffin Loaf, Banana, Milk Lunch: Swiss-American Cheese on Whole Wheat Bread, Broccoli, Orange, Milk Snack: Lemon Dinosaur Crackers, Milk
Week 7	17 Breakfast: Crispix Cereal, Apple, Milk Lunch: Chicken, Rice, Peas/Carrots, Orange, Milk Snack: Cheese Stick, Diced Mango	18 Breakfast: Oatmeal Cereal, Pineapple Tidbits, Milk Lunch: Macaroni & Cheese, Green Beans, Tangerine, Milk Snack: Strawberry Waffle Crackers, Milk	19 Breakfast: Rice Krispies Cereal, Diced Peaches, Milk Lunch: BBQ Chicken, Whole Wheat Bun, Whole Kernel Corn, Cantaloupe, Milk Snack: Hummus, Pita Chips	20 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	21 Breakfast: Blueberry Muffin Loaf, Banana, Milk Lunch: Sliced Turkey, Whole Wheat Bread, Carrot Sticks, Orange, Milk Snack: Sunrise Bites Crackers, Apple
Week 1	24 Breakfast: Pancakes, Diced Pear, Milk Lunch: Lemon Pepper Chicken, Peas & Carrots, Brown Rice, Orange, Milk Snack: Cottage Cheese, Cheese-It Crackers	25 Breakfast: Whole Grain Cheerios Cereal, Cantaloupe, Milk Lunch: Sliced American Cheese, Whole Wheat Bread, Potato Salad, Apple, Milk Snack: Lemon Dinosaur Crackers, Diced Mango	26 Breakfast: Whole Wheat Biscuit, Diced Peaches, Milk Lunch: Turkey Ham Sandwich on Whole Wheat Bread, Baby Carrots, Cantaloupe, Milk Snack: MJM Crackers, Milk	27 	28 
					

SETA Head Start Menu

Noviembre 2014

*Servimos leche descremada 1%

	lunes	martes	miércoles	jueves	viernes
Semana 5	3 Desayuno: Jotqueis (Pancakes), Pera Picada, Leche. Comida: Torta de Pollo, Pan de Trigo Integral, Zanahorias, Chabacano Enlatado, Leche. Bocadillo: Galletas con Manzana y Canela, Mango Picado.	4 Desayuno: Cereal Cheerios de Grano Integral, Manzana, Leche. Comida: Frijoles Refritos, Tortilla de Trigo Integral, Salsa de Jitomate, Tanjarina, Leche. Bocadillo: Cereal de Ojuelas Multigrano, Leche.	5 Desayuno: Bizcocho de Trigo Integral, Durazno Picado, Leche. Comida: Rebanada de Pavo, Minipan de Grano Integral, Ensalada de Papa, Melón, Leche. Bocadillo: Galletas Saladas Sound Bites, Plátano.	6 Desayuno: Cereal de Avena, Pasas, Piña Machacada, Leche. Comida: Espagueti con Carne de Pavo, Ensalada Verde, Chabacano Enlatado, Leche. Bocadillo: Puré de Frijoles, Tortilla de Harina de Trigo Integral.	7 Desayuno: Barra de Mollete Dreamy Orange, Naranja, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Brócoli, Plátano, Leche. Bocadillo: Barita de Queso, Manzana.
Semana 6	10 Desayuno: Cereal de Avena, Melón, Leche. Comida: Pierna de Pollo, Mollete de Harina de Maíz, Ensalada de Col, Chabacano Enlatado, Leche. Bocadillo: Galletas Saladas Sunrise Bites, Leche.	11 	12 Desayuno: Cereal Kashi Berry Blossoms, Naranja, Leche. Comida: Bistec de Res Salisbury con Gravy, Puré de Papa, Minipan de Grano Integral, Melón, Leche. Bocadillo: Rebanadas de Manzana, Crema de Semillas de Girasol.	13 Desayuno: Bagel de Trigo Integral, Chabacano Enlatado, Leche. Comida: Tallarines con Pollo, Chicharos y Zanahorias, Tanjarina, Leche. Bocadillo: Minipan de Grano Integral, Rebanada de Pavo.	14 Desayuno: Barra de Mollete con Plátano, Plátano Fresco, Leche. Comida: Rebanada de Queso Suizo-Americano, Pan de Trigo Integral, Brócoli, Naranja, Leche. Bocadillo: Galletas Saladas Lemon Dinosaur, Leche.
Semana 7	17 Desayuno: Cereal Crispix, Manzana, Leche. Comida: Arroz con Pollo, Chicharos y Zanahorias, Naranja, Leche. Bocadillo: Barita de Queso, Mango Picado.	18 Desayuno: Avena, Piña Machacada, Leche. Comida: Macarrón con Queso, Ejotes, Tanjarina, Leche. Bocadillo: Galletas de Waffle de Fresa, Leche.	19 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.	20 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.	21 Desayuno: Barra de Mollete con Arándanos Azules, Plátano, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Barita de Zanahoria, Naranja, Leche. Bocadillo: Galletas Saladas Sunrise Bites, Manzana.
Semana 1	24 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.	25 Desayuno: Cereal Cheerios de Grano Integral, Melón, Leche. Comida: Queso Americano, Pan de Trigo Integral, Ensalada de Papa, Manzana, Leche. Bocadillo: Galletas Saladas Lemon Dinosaur, Trozos de Mango.	26 Desayuno: Bizcocho de Trigo Integral, Durazno Picado, Leche. Comida: Jamón de Pavo en Pan de Trigo Integral, Zanahorias Tiernas, Melón, Leche. Bocadillo: Galletas MJM, Leche.	27 	28 
					

ITEM IV-B - INFORMATION

GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the attached Governing Board minutes of the October 2, 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, October 2, 2014
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:01 a.m.

Members Present:

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

Member Absent:

Allen Warren, Chair, Governing Board; Councilmember, City of Sacramento

Mr. Nottoli stated that Item II-D- Consent - Approval of Staff Recommendation for the Adult Vendor Services List would be dropped from the agenda.

- ➔ **Recognition of long-term employee:** Richard Davis, Network Engineer (20 years): Mr. Edward Proctor acknowledged Mr. Richard Davis, a 20 year employee with the IT department.
- ➔ **Presentation by George Marley,** Labor Market Information Consultant, Employment Development Department: Mr. Marley reviewed the process by which data is processed to produce the monthly LMI report.

II. **Consent Items**

- A. Minutes of the September 4, 2014 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Temporary Reclassification for Position of Early Head Start Educator
- E. Approval of Resolution Providing Signature Authority for the Executive Director to Sign all Documents, both Federal and State Governments, as well as Private Sources, Provide other and Additional Financial Assistance to Local Governments to Conduct Human Service Programs or Components of such Programs
- F. Approval of Revised Fiscal Policies and Procedures

The consent calendar was reviewed; no questions or comments.

Moved/Yee, second/Scherman, to approve items A,B,C,E and F as follows:

- A. Approve the September 4, 2014 minutes.
- B. Approve the claims and warrants for the period 8/29/14 through 9/25/14.
- C. Extend the temporary reclassification of Ms. Malia Xiong, Early Head Start Educator from October 7, 2014 to November 7, 2014.
- E. Approve a resolution providing signatory authority to the SETA Executive Director for all documents, both federal and state governments, as well as private sources.
- F. Approve the revised Head Start fiscal Policies and Procedures.
Voice vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Reappointment of the Public Representative Member to the SETA Governing Board

Ms. Kossick stated that this item is brought forward every two years. Once approved, Ms. Scherman's reappointment will be presented to the City Council and Board of Supervisors for approval.

Moved/Schenirer, second/Yee, to approve the reappointment of Ms. Sophia Scherman as a public representative to the SETA Governing Board for the current term ending in November, 2016 and forward this nomination for approval to the City Council and Board of Supervisors.
Voice vote: Unanimous approval.

- 2. Approval to Submit an Application to the Sacramento County Department of Human Assistance Under the Subsidized Employment Program and Authorize the Executive Director to Execute the Agreement and any Modification to the Agreement and Enter into Subcontracts with Collaborating Organizations

Ms. Robin Purdy stated that the Department of Human Assistance recently released an RFP for this program. This board item is requesting approval to submit a proposal on behalf of a collaboration of organizations that have gone through a procurement for OJT. The first contract for this RFP would be for six months through June 30 and includes two extensions.

The SETA collaborative is proposing to serve 250 CalWORKs recipients in the first six months of the program for a cost of \$1,726,709. SETA has been operating this program successfully for the last ten years.

Moved/Yee, second/Scherman, to approve submission of the Subsidized Employment/Short Term Vocational Training proposal to the Sacramento County

Department of Human Assistance. Authorize the Executive Director to execute the funding agreement, any modifications, or other documents required by the funding source, and enter into subcontracts with collaborating organizations.

Voice Vote: unanimous.

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant: None.

One Stop Services

1. Concurrence on the Submission of a Project Slingshot Proposal to Grow Jobs and Supportive Economic Mobility By Creating the Conditions for Entrepreneurs and Start-Up Companies to Thrive in the Sacramento Region

Ms. Purdy stated that this is an initiative of the CWIB and has been in process since early 2014. The WIB has been working to identify challenges and three regional challenges were identified. The four regional WIBs got together to work on a regional approach to this proposal.

Staff is requesting approval to move forward to submit a proposal for the first \$20,000. This is an exciting and new way to help build companies that will turn around and hire our customers. Staff will be coming to the board to develop the action plan.

Moved/Scherman, second/Schenirer, to concur with the Sacramento Works Board to submit a SlingShot proposal to **Support Entrepreneurs and Start-ups**.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Warren)

2. Concurrence on Local Workforce Investment Area Performance Goals, PY 2014-15

Ms. Purdy stated that the performance goals were increased because the Agency met or exceeded last year's goals. Staff will look at second quarter data to determine if the goals could be met; if not, staff will negotiate the goals with the State.

Moved/Schenirer, second/Scherman, to concur with the Sacramento Works Board on the proposed performance goals for Workforce Investment Act (WIA) Adult, Dislocated Worker, and Youth programs for PY 2014-15.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Warren)

C. CHILDREN AND FAMILY SERVICES: None.

IV. Information Items

- A. Media Coverage Summary for Period January 1, 2014 – June 30, 2014: No questions.
- B. Fiscal Monitoring Reports: No questions.
- C. Employer Success Stories and Activity Report: Mr. William Walker reported that staff continues to work with employers and have recently added 541 additional openings for 31 employers.
- D. Dislocated Worker Update: Mr. William Walker reported that Verizon did issue a WARN notice but they are moving employees from one facility to another.
- E. Unemployment Update/Press Release from the Employment Development Department: No additional report.
- F. Head Start Reports: Ms. Denise Lee stated that the Agency has been on corrective action from the Office of Head Start (OHS) monitoring review. The due date for the full response is November 6. Staff is working diligently to address the safety issue for children by doing unannounced visits to centers. Each center will receive one visit per quarter by a Program Officer, Manager or other support staff. There has been a lot of staff training and documentation around child safety. The regional office has been providing technical assistance to staff. Parents, staff and volunteers are all working together to ensure the issue will be resolved.

The Office of Head Start is moving away from indefinite grants where a grant is funded every year. OHS will move to five year designated grants which will align with monitoring protocol according to the contract. In the future, OHS will be taking chunks of the contract in the first three years to ensure a comprehensive approach to the review. OHS has been proactive and engaging in dialogue with grantees to ensure accountability and keeping standards high. This begins the 2015/2016 fiscal year with the five-year grant process.

Staff is continuing recruitment efforts to keep classes fully enrolled. It has made it more challenging to find four-year olds coming into Head Start, so we are now serving very young three-year olds. Ms. Lee stated that 84% of all California grantees have been experiencing difficulty in getting 4 year olds. Ms. Lee stated

that she has spoken before all of the city councils to spread the word about our program.

Ms. Scherman stated that the Ebola outbreak has become a very important concern. Is staff trained to be aware symptoms in the Head Start children? Ms. Lee stated that staff does a quick physical health check and if children have any symptoms, the child would be sent home and there would be communication with parents. Ms. Lee will discuss this idea with the health team.

V. Reports to the Board

- A. Chair: None.
- B. Executive Director: No report.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Ms. Scherman announcement Debbie Travis, President of Cosumnes River College is retiring October 10. Ms. Scherman asked that the board adjourn the meeting in memory of Isabelle Reynoso. Ms. Reynoso was on vacation in Mexico, felt ill and died suddenly. She was an Elk Grove resident and long term employee of Healthy Start.
- F. Public: No comments.

VI. Adjournment: The meeting was adjourned at 11:11 a.m. in memory of Isabelle Reynoso.

ITEM IV-C – INFORMATION

REGION IX SCHOLARSHIP OPPORTUNITIES

BACKGROUND:

Ms. Jasmine Jamison will provide information on scholarship opportunities available through the Office of Head Start, Region IX.

NOTES:

[Contact Us](#)



RIXHSA Annual Scholarship Opportunity

The Region 9 Head Start Association is pleased to announce this year's R9HSA scholarship awards. R9HSA offers (3) memorial scholarships, in commemoration of Al Orozco, Torcey Wiley, and Ron Bernard, three people who supported Head Start's efforts and were committed to its goals. Each scholarship is \$1,000. See below for requirements and instructions.

- **Al Orozco Memorial Scholarship** is offered to present or former Head Start parents who will be or are presently attending college or an accredited vocational or technical school.
- **Torcey Wiley Memorial Scholarship** is offered to current Head Start employees who will be or are currently attending college or an accredited vocational or technical school.
- **Ron Bernard Memorial Scholarship** is offered to high school seniors who graduated from a Region 9 Head Start program who will be attending college or an accredited vocational or technical school.

Current RIXHSA membership is required: Parents and staff applying for a scholarship must be from agencies that are current members of RHSA. Non-member applications will not be considered.

Scholarship Application:

- **Part One:** Online application ([here](#))
- **Part Two:** Submit application attachments via one single email
- **Full Applications (Part 1 + 2) DUE BY JANUARY 31, 2015**

Application Attachments:

- Be prepared to scan and email 1). either high school or college transcripts, and 2). four letters of recommendation.

Letters of Recommendation:

- For the Al Orozco and Torcey Wiley Scholarships: submit 4 letters of recommendation; At least one must be from your Head Start Grantee or Delegate Agency Director, and at least one must be from another Head Start staff member.
- For the Ron Bernard Scholarship: submit 4 letters of recommendation; At least one must be from your high

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school counselor, and at least two must be from other teachers at your high school.

How to Submit Attachments:

- Submit one single email with attachments to headstartr9@region9hsa.org
- Subject line must read "Scholarship Submission – Your Last Name, Your First Name"
- Email must be received by January 31, 2015 to be considered.

[Complete Part One Here](#)

Recent Posts

“Children learn more in their first 5 years than any other time. We can’t lose this window.”

Alumni of the Head Start Program

If you are a Head Start Alumni from Arizona, California, Hawaii & the Outer Pacific, or Nevada, we want to hear about your experience and memories at Head Start. Contact us to share your story!

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ITEM V

OTHER REPORTS

BACKGROUND:

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

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

NOTES:

Head Start Monthly Report

November 2014



SETA Operated Program

Program Support Services Unit

Quality Assurance and Monitoring Unit: QA staff conducted unannounced health and safety supervision co-observations with visiting OHS Grantee Specialists on October 2-3 at all 5 Delegates. Comprehensive QA monitoring visits were also conducted at SOP centers namely Marina Vista, Mather, Crossroads, Fruitridge, Elkhorn, Bannon Creek, Freedom Park, Galt and LaVerne Stewart Head Start centers. Individual Exit Meetings with centers are being scheduled to share monitoring results.

Delegate Kick-Off Meeting: 'Head Start: 50 Years of Opportunity October; SETA: 32 Years of Success: Celebrating Our Diversity': Our annual meeting and training event was held on October 16, 2014 at the Citrus Heights Community Center. WCIC/Head Start received special recognition and award for their 50 years as a Head Start Program. Guests included Rick Mockler, Executive Director of CHSA and Carl Mack, Ph.D. who facilitated a group discussion on revisiting the concept of diversity and its meaning in our current times, 50 years after Head Start was started.

Step Up to SUPERVision Training and Protocol: As of October 31, 2014, all Delegates have participated in this mandatory training to enhance our current systems of child safety and supervision at the centers. Continuing unannounced child safety and supervision site visits will be based on this enhanced system. This training was developed and provided by SETA-Operated Program Operations Education staff led by Karen Gonzales, Manager and Program Support Services Education Coordinators.

Program Operations Unit

SETA has been in a multi-year process with full implementation of The Teaching Pyramid, which is based on CSEFEL strategies (Center on Social Emotional Foundations for Early Learning). All teaching staff has now completed the standard 3 modules of the training program with many classrooms also receiving enhanced coaching supports.

We are excited to be taking this project farther with the participation in the “Teaching Pyramid Going Deeper Training Series” that occurred this month. Teaching staff who are participating are learning additional strategies to strengthen their teaching methods, classroom environments and relationships with children and families.

In addition, all lead Teachers attended a session to discuss the new mental health policies and procedures that reflect the Teaching Pyramid tools and expectations. By putting consistent referral expectations and practices in place, the response and plans developed for children will be much more effective.

Family Engagement Unit

This month, Family Service workers participated in the following community events to increase visibility and recruitment opportunities for our Head Start/ Early Head Start Programs:

- Harvest Festival sponsored by the Mutual Assistance Network
- Sacramento County Farm Bureau Health and Safety Fair
- Fall into Health Community and Outreach Fair sponsored by Bridge Network
- North Highlands Jubilee Sponsored by the Rotary Club

The Family Service Worker is a standing agenda item the last Wednesday of every month at the Louise A Perez community center in the south area. This helps keep the community aware of the Illa Collin Head Start program.

In addition to the on-going recruitment, the Head Start website gets about 10-20 inquiry requests for information almost every day. These requests are forwarded to either a delegate agency for potential enrollment, or to a grantee site for possible enrollment.

Elk Grove Unified School District Education Services Update

Karen Taylor, Education Specialist from the Sacramento Employment and Training Agency (SETA), presented training on how to keep children within sight and sound in the classroom and accounted for during transitions in and out of the classroom. Her presentation included, “Six Steps To Supervision” as a model for staff to use to assure no child is left alone or unsupervised while under their care. Teachers were asked to use the “Six Steps to Supervision” plan as a guide for creating their own supervision plan. These plans will be posted in our classrooms.

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 31 students with active IEPs being served, which is six percent (6%) of our Head Start student population.

Health Services Update

Files are being monitored by our Program Educators to assure that all students needing follow-up from their 45 day screenings for height, weight, and vision and hearing screenings are referred to a health care provider.

USDA Meals/Snacks

In October, 15,222 meals were served to our Head Start students. October'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 David Reese Elementary School and William Daylor High School. These workshops took place in the classroom at the beginning or end of class periods in order to maximize parent participation. An average of 16 parents attended from each of the sites.

An "English Family Literacy" workshop was held on October 7, October 14, October 21 and October 28, at Herman Leimbach Elementary School. The class provides English speaking parents with information to assist them with strategies for establishing a reading routine in their home. An average of seven (7) parents attended the workshop.

"Read To Me Daddy/Pizza With Papa", a workshop designed to help males learn the critical impact the male role-model has upon a child's development and success in life, as well as give strategies for making the most of the time they spend with their children, was held at Herman Leimbach on October 1, at David Reese on October 8, at Charles Mack on October 15, at Samuel Kennedy on October 22, and at Florin Elementary on October 29. Thirty-nine (39) parents attended the workshop at Herman Leimbach Elementary, forty-three (43) parents attended the workshop at David Reese Elementary, thirty (30) parents attended the workshop at Charles Mack Elementary, thirty-nine (39) parents attended the workshop at Samuel Kennedy Elementary, and eighteen (18) parents attended the workshop at Florin Elementary.

Recruitment

Individual registrations are taking place and 16 students are on the wait list for the Head Start program.

Sacramento City Unified School District

Health and Nutrition

Preschool Nurses have completed all the sensory screenings within the 45 day time line and are now screening children who were late entries to the Head Start program.

All three Preschool Nurses attended the SETA Head Start Annual Delegate Kick-Off on October 16th. The nurses reported that the keynote speaker's interactive presentation on "Celebrating Our

Diversity” was informative and interesting. The audience participation gave additional emphasis to this important topic and challenged the ways that a person thinks of and approaches diversity.

The Dental Varnish clinics for fall season began with good preschool participation to date. Nurses are all contacting families to assist and ensure Head Start and State students with dental needs have a dental provider to render care for them.

All three preschool nurses are currently conducting telephone or in-person contact with Head Start parents regarding BMI follow-up from September heights and weights measurements. In addition, children with low hemoglobin/hematocrit status are being referred for follow-up by our Registered Dietitian, Karen Ito. The Child Development (CHDV) Department is fortunate to have a contracted Registered Dietitian to provide counseling for the families of preschoolers who are underweight, overweight, obese, anemic or have been exposed to lead.

The Registered Dietitian will be conducting Nutrition Workshops at 19 preschool locations this year. She will be presenting these nutrition topics at the monthly Parent Meetings held at the school site.

The preschool nurses continue to remain vigilant regarding communicable illnesses in the classroom and continue to instruct teachers on symptoms of various communicable illnesses and ways to prevent the spread of infectious illness in the classroom. As well, the nurses provided each preschool Head Start and State classroom with Enterovirus D68 color posters and Parent Factsheets in English and Spanish from the Center for Disease Control (CDC).

Mental Health and Family Engagement

Early Head Start home visitors, Resource Teacher, and the social worker attended the first of Four Module Trainings of the Teaching Pyramid for Family Coaching Infant/Toddlers through SCOE and presented by West Ed. The social worker and home visitor attended the second Leadership Team meeting this month also.

Selected home visitors continue to attend the monthly Family Development Credentialing Training.

The Early Head Start Professional Learning trainings included a presentation by, Tracy Tomasky, Ed.D., who is continuing her work with the EHS team on managing change. Her work included group discussions, team building exercises, break-out groups, and facilitation of discussion regarding creating and establishing the home visitors’ mission and purpose when engaging with families.

Special Education

During the month of October, Sacramento City Unified School District Child Development Department served 91 Head Start preschool children with IEPs and 14 Early Head Start children with IFSPs.

In collaboration with the Special Education Department and SCOE programs that co-teach in our Head Start full inclusion preschool programs, Child Development staff engaged in training all the staff in the newly devised Child Safety and Supervision Policy and Procedures.

The collaborative staff also had the opportunity to attend additional CSEFEL, social emotional development trainings. These trainings have increased staff’s previous knowledge in this

framework, which have been a part of CHDV's professional learning agenda over the course of the past three years. The topics engage attendees in "Deeper" discussion and thought compared to previous presented information/material. These opportunities have significantly helped staff to maintain fidelity with regard to the implementation of CSEFEL strategies—to "freshen up" and "reboot" the social emotional teachings for this school year.

Early Head Start

Early Head Start has had great success thus far, with one home visitor recently transferred to EHS who is currently facilitating meeting with home visitor staff.

Home visitors are working on serving younger, pregnant moms who speak a language other than English. Additionally, CHDV has ordered curriculums in Spanish in order to better support monolingual Spanish families.

Children's smooth transitions from the home visiting option to preschool have also been occurring with much success. Successes in this area are being vetted and discussed among staff during staff professional learning events.

CHDV sponsored a Fall Festival on October 28th; approximately 100 Head Start and Early Head Start enrollees attended. Families reported they had a lot of fun and shared their hope the event will be an annual one.

Five of the home visitors are participating in the Family Education Credential program, indicated above. Individuals are learning a lot of critical information that will help to bolster their work with families.

Six staff members are participating in the Infant/Toddler Teaching Pyramid for Home Visitors, which is being sponsored by SCOE. This is yet another training venue that is providing staff a wealth of information relative to working effectively with participating families.

Child Development has set up an account with WellSpace Health in order to provide assistance to the families in acquiring a TB test. Hopefully, this will increase families' ability to volunteer in the program. Please note that SCUSD is no longer providing this service to families.

San Juan Unified School District

Education Services Update

Teachers are finishing their first DRDP assessments of all children in late October. This will give them information to begin to plan for strategies to use with their whole class as well as with individual children. This data will be shared with families in November and December in the first parent conferences. Those classes piloting the *Creative Curriculum* studies are beginning the study of "Trees" and those using *Houghton Mifflin* are beginning the theme of "My Family, My Community". All classes are focusing on the letters Ss and Pp. Children continue their math work on counting and cardinal numbers. By the end of the month they will be introduced to the construction of simple sets of 1-5 objects.

Disabilities Services Update

There are currently 77 children with IEPs enrolled in the San Juan preschool program. The month of October is also the deadline for rescreening certain children that have been enrolled since the first day of school. Many, many referrals have been submitted to the Special Education Department's Speech Therapists, who also serve the preschools. The timeline for many of these referrals is quickly coming to a close, so results are beginning to emerge and more students are being placed in the preschool programs with Special Education support, entering Special Education classes, or they are being referred for further assessment. The hours have been reduced in the screening center used for initial screenings to one day a week for two hours per day.

Mental Health Services Update

The Mental Health Therapist has given talks to staff, teachers, and parents on 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. Also, teachers continue to be given support on the implementation of mental health criteria found in the Operations Guide.

Nutrition Services Update

The annual CACFP Roundtable conference provided a variety of workshops addressing the needs of multiple program types. Since most providers were anxiously awaiting the updated USDA meal pattern, it was disappointing to be informed that the document is still in review! As a keynote speaker, Dr. Barbara Bettencourt of the Children's Television Workshop presented a nostalgic walk through the history of Sesame Street and the strong influence the characters, specifically Elmo, have on families throughout the world.

Health Services Update

Health is screening for the 2014-15 school year in the centralized screening room one day per week. The team is reviewing students' health, nutrition, and immunization status, completing health screenings, and counseling families in various health areas as needed. The School Nurse is completing Individualized Student Health Plans for those who have health concerns. The Health Team is continuing to work with Smile Keepers to complete dental screenings in the classrooms through November.

Family and Community Partnerships Update

The Policy Committee held its first meeting of the 2014-15 school year that included new representatives in attendance. Outgoing board members were recognized and the newly elected executive board was welcomed. At next month's meeting the committee will begin creating subcommittees as well as taking the names of those interested in sitting in on interviews to hire staff. The new executive board met for the first time to set next month's agenda and create orientation folders for new representatives.

Transition Services Update

October has been a very busy month with many fall harvest literacy events occurring. Connections between the families and the classroom have been strong with many families attending these events. The families are gaining a better understanding of how their children are being prepared for kindergarten by all the fun and meaningful activities that are occurring in the preschool classrooms.

Program Support/Staff Training Update

Teachers participated in various Professional Learning Community gatherings in early October. They were able to choose from a variety of topics, including “Creative Curriculum Studies and Planning for Activities Generated by Student Interest,” “How the Preschool Learning Foundations and Curriculum Framework Lay the Foundation for Common Core Standards,” and “Successful Science Activities Shared by Teachers.” The mid-month training was on “Communication Judo” where different strategies for conflict resolution were discussed. This topic pertained to difficult communication between adults.

Fiscal Update

All reports were submitted on time for the month of October, including the End Of Month Attendance and Enrollment Reports, which are due the 3rd of each month; the In-Kind and Attendance Report due to SETA on the 10th of each month; the Credit Card Report (which provides all charges made to both the HS and EHS programs), the Parent In-Kind and Attendance Report, the CCFP HS and EHS Meal Count Report, and the Attendance and Enrollment Report, all of which are due for the Parent Committee meeting on the second Thursday of the month; and all Board Communiqué Reports due to San Juan Unified School District’s Board of Education. Not only were all the reports submitted to SETA and to other groups, but a preliminary 1st Interim was done so that Early Childhood Education could see if all budgeted lines were budgeted at the correct amount for Fiscal Year 2014-15. A Multi-Year Projection was also completed so that costs could be considered across three years. With this report one is able to look at the whole ECE department and make changes accordingly.

Early Head Start Update

This month the Early Head Start staff heard from a panel of local community partners in a Disability Awareness discussion at the First Friday Training. The panel included representatives from the Sacramento County Office of Education, Alta Regional Center, and the San Juan Unified Special Education department. The referral process was discussed, as well as what kind of services each program provides. As part of the training, each site received a binder with information about the common types of special needs that are encountered in the program, as well as resources for staff and the updated referral process. In addition, several support and teaching staff attended a two day web-based conference on inclusion that was hosted at the Sacramento County Office of Education. The information gathered there will help staff to further support each other and the families of children with special needs.

Twin Rivers Unified School District

Events

During the month of October, all sites participated in the annual Red Ribbon Week celebration which emphasizes healthy lifestyles, free of drugs and alcohol. As part of the celebration, every classroom decorated their classroom doors with anti-drug slogans that were judged by District personnel and parents. During the week, the School Social Worker facilitated classroom lessons on the effects of drugs on your body and focused on the need for students to make positive choices. Students also participated in spirit days along with teaching staff to show their support for being drug-free.

On October 30th, all sites gathered at Morey Avenue for the annual Fall Festival celebration. The exciting event was well attended by parents and students who had fun with sensory tables, pumpkin picking games, classroom photos and hay wagon rides.

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 projected to be November or December.

The Oakdale site continues to operate with substitute staffing until further notice.

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 October 23rd, the ECE Department participated in the Professional Development Workshop related to action plans for the recent CLASS observations. The CLASS scores for TRUSD were discussed overall and teaching staff also reviewed their individual scores. On October 31st, all teaching staff also participated in a district wide Professional Development Day with an emphasis on CLASS and Safety and Supervision. Education Coordinators from SETA facilitated SUPERvision training with teaching staff and safety plans for all classrooms were developed. The next workshop is scheduled for November 12th and will focus on developing action plans for ECERS and DRDP assessments.

Components

The third Community Liaison, Claudia Rodgers, came onboard on October 27th with the fourth position possibly being filled by December 2014. Community Liaisons continue working with their respective Complexes to complete Family Partnership Agreements with all parents and provide services/resources as needed. The staffing group also continues providing monthly nutrition activities and the tracking of blood lead results, hemoglobin and lead risk assessments for Childplus tracking purposes.

Students participated in dental varnishings with the Health Component Leader on October 7, 8 and 9th as well as October 14th at Oakdale. The reviewing of students' files for medical concerns as well as data inputting into the Childplus database continues on a daily basis. The District Nurse and Health Assistant completed hearing and vision screenings for Rio Linda students on October 15th.

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 School Social Worker is also scheduling the first round of meetings with parents to discuss any behavior or academic concerns noted by teaching staff.

The Community Liaisons continue meeting 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 5 vacant SLP positions. Two SLPs from different sites assisted with the initial screenings and a SLP for the Head Start programs will be assigned as soon as the district finds an available SLP.

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 have been completed and teaching staff are working on their respective action plans.

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 Committees

The first meeting for 2014-2015 group was held on October 23rd at Morey. The new group was seated by the former group and an Officer Orientation was also held. The agenda included approval of the meeting minutes from the September meeting and the election of Committee Officers. Parent Committee meetings were held at Oakdale and Rio Linda on October 21, 2014. Each group elected a Chair and Vice Chair.

The classroom parent meetings for October 2014 focused on lead prevention and included a presentation from the County Office of Health.

Fiscal

The ordering of appropriate materials and supplies to support the Head Start programs has started as results of the CLASS observations and ECERS have been provided.

Women's Civic Improvement Club (WCIC)

Enrollment

During the month of October 2014, WCIC's Enrollment was maintained at 100%.

Health

WCIC/Playmate Head Start Program's children received Dental Screenings on October 6, 2014 from Dr. Eric D. Phillips.

Trainings

WCIC/Playmate Head Start Program staff received a Strengthening Families by Building Protective Factors Training by Ms. Kalyca Seabrook, MCART Training Specialist from The Child Abuse

Prevention Center (CAPC) on October 3, 2014. Ms. Seabrook gave an overview on Strengthening Families by Building Protective Factors. Families thrive when protective factors are robust in their lives and communities. There are 6 Protective Factors: Nurturing and Attachment; Knowledge of Parenting and Child Development; Parental Resilience; Social Connections; Concrete Supports in Times of Need; and Social and Emotional Competence of Children.

WCIC/Playmate Head Start Program received training on Safety and Supervision by Kim Bonnema and Karen Taylor, Education Coordinators from SETA Head Start on October 31, 2014. They gave an overview of Safety and Supervision. They passed out the following: “1248A Classroom Safety Plan, SETA Head Start Transition Log, Classroom Supervision Plan, Transition Form Guidance and STEP Up to S.U.P.E.R.” Ms. Bonnema and Ms. Taylor discussed “What is S.U.P.E.R. vision?” S-Stop, U-Unite and Gather, P-Perform a Sweep, E-Exact Count, R-Roll Call and Recount. Stop is a clear attention getter and signals the stopping of what the children are doing. Unite and Gather is a designated spot to gather all the children away from traffic. Perform a Sweep is when a designated staff does a sweep of the area to ensure children are not hiding or unsupervised for any reason. Exact Count is when a staff person counts out loud and compares a head count to see if all the children are in the designated area. Roll Call and Re-Count is when staff use a transition log to make visual and physical contact with each child and marks them off to ensure they are there and moving to the next area. When used correctly the Transition Log is an essential tool to ensure children transition from one area to another in full supervision.

Fiscal

Ms. Davis, Executive Director/Head Start received WCIC’s Fiscal Monitoring Letter dated October 22, 2014 from Ms. Mayxay Xiong, Fiscal Monitor with Grantee (Sacramento Employment and Training Agency). There are no corrective actions required.

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

ACF-IM-HS-14-05 2014 Head Start Audit Compliance Supplement
ACF-IM-HS-14-06 Helping Children and Families Experiencing Domestic/Intimate Partner Violence





SETA Head Start Food Service Operations Monthly Report *September 2014

September 4th - Bright Beginnings afternoon class canceled all week.

September 5th - Minimum Day Preschool & EHS Full Day (C) Classes.

September 9th - WCIC Playmate classes start.

September 11th - Norma Johnson one less class until air conditioner is replaced.

September 23rd to 26th - Hillsdale closed due to flooding.

Training:

First Aid/CPR Training at Plaza Del Paso on September 12th & 19th was attended by most of the Food Service Staff.

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
40,122	23,674	26,182	200

Total Amount of Meals and Snacks Prepared **90,178**

Purchases:

Food	\$76,859.43
Non - Food	\$12,732.00

Building Maintenance and Repair: \$222.16

Janitor & Restroom Supplies \$0.00

Kitchen Small Wares and Equipment: \$2,558.01

Vehicle Maintenance and Repair : \$2,558.01

Vehicle Gas / Fuel: \$1,732.66
 Normal Delivery Days 21



SETA Head Start Food Service Operations Monthly Report *October 2014

October 3rd - Minimum Day Preschool & EHS Full Day Classes

October 10th - Closed the Mather Kitchen due to staffing issues.
Mather staff and production moved to the WCIC and Central kitchens.
Some classes closed due to WestEd Training.
The morning class closed at Vineland due to staffing issues.
The Phoenix Park Center closed due to lack of water.

October 16th - The morning class closed at Illa Collin due to staffing issues.

October 17th - Delegate Kick-Off - Supplemental food and supplies provided for 120 guests.
Some classes closed due to WestEd Training.

October 22nd - Home Base Field Trip Special Field Trip Menu provided for 96 guests.

October 24th - Home Base Field Trip Special Field Trip Menu provided for 160 guests.
Daddy & Me at the North Avenue Center - 20 extra breakfasts & lunches sent for the event.

October 28th - Daddy & Me at the Sharon Neese Center - 20 extra breakfasts sent for the event.

October 29th - Kennedy Estates closed for pest management.

Meetings:

October 16th - Central Kitchen Staff Meeting- email sent to all kitchens on items discussed.

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
43,462	25,980	28,338	640

Total Amount of Meals and Snacks Prepared 98,420

Purchases:

Food	\$82,217.97
Non - Food	\$14,360.72

Building Maintenance and Repair: \$591.97

Janitor & Restroom Supplies \$0.00

Kitchen Small Wares and Equipment: \$501.87

Vehicle Maintenance and Repair : \$17.59

Vehicle Gas / Fuel: \$1,904.42
Normal Delivery Days 23

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 10/31/14)

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

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

<u>Agency/AFE (HS)*(EHS)**</u>	<u>Head Start #IEP (% AFE)</u>	<u>Early Head Start #IFSP (% AFE)</u>
Twin Rivers USD (243)	13 (5 %)	N/A
Elk Grove USD (480)	31 (6.4 %)	N/A
Sacramento City USD (1312)(144)	91 (7 %)	14 (10%)
San Juan USD (700) (160)	77 (11%)	19 (11.8 %)
WCIC (120)	2 (1.6 %)	N/A
SETA (2002) (349)	143 (7 %)	59 (17%)
County (4857)* (653)**	357 (7.3%)	92 (14%)

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

SETA Head Start/Early Head Start Enrollment Report

(Enrollment as of the last service day of the month)

Last Service Day of Month: 10/31/2014

Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Alder Grove ELC	1247A	18	17	1	1	19
Alder Grove ELC	1247B	18	14	4	2	20
Auberry Park	1238A	20	16	4	1	21
Auberry Park	1238B	20	18	2	0	20
Bannon Creek	1200A	20	13	7	0	20
Bannon Creek	1200B	20	13	7	0	20
Bannon Creek	1200C	20	16	4	0	20
Bannon Creek	1200D	20	12	8	0	20
Bright Beginnings	1201A	16	14	2	4	20
Bright Beginnings	1201B	12	7	5	3	15
Bright Beginnings	1201C	20	17	3	1	21
Bright Beginnings	1201D	16	11	5	3	19
Crossroad Gardens	1242A	20	18	2	2	22
Crossroad Gardens	1242R	22	20	2	0	22
Crossroad Gardens	1242X	22	19	3	0	22
Elkhorn	1255A	20	19	1	1	21
Elkhorn	1255B	20	16	4	0	20
Elkhorn	1255C	19	17	2	1	20
Elkhorn	1255D	20	10	10	1	21
Elkhorn	1255X	22	15	7	0	22
Freedom Park	1239A	20	17	3	1	21
Freedom Park	1239B	20	17	3	0	20
Freedom Park	1239C	20	17	3	2	22
Freedom Park	1239D	20	19	1	2	22
Freedom Park	1239R	22	16	6	0	22
Freedom Park	1239X	22	15	7	0	22
Fruitridge	1216A	20	17	3	0	20
Fruitridge	1216B	20	13	7	0	20
Fruitridge	1216C	20	16	4	0	20
Fruitridge	1216D	18	15	3	3	21
Galt	1234A	20	18	2	1	21
Galt	1234B	20	14	6	0	20
Galt	1234C	17	13	4	0	17
Galt	1234D	17	12	5	1	18
Galt	1234E	20	18	2	1	21
Galt	1234F	20	14	6	0	20
Grizzly Hollow	1252A	20	18	2	0	20
Grizzly Hollow	1252B	19	17	2	1	20
Hillsdale	1228A	20	9	11	0	20
Hillsdale	1228B	18	10	8	2	20

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

Solid Foundation	1254A	18	13	5	2	20
Solid Foundation	1254B	20	19	1	0	20
Solid Foundation	1254C	18	17	1	0	18
Solid Foundation	1254D	17	13	4	2	19
Strizek Park	1225A	20	14	6	2	22
Strizek Park	1225B	20	14	6	1	21
Vineland	1211A	20	15	5	0	20
Vineland	1211B	18	18	0	2	20
Walnut Grove	1235A	16	5	11	0	16
Alder Grove Infant/Toddler Center	1212M	8	4	4	0	8
Alder Grove Infant/Toddler Center	1212U	7	3	4	2	9
Crossroad Gardens	1242U	8	8	0	0	8
Elkhorn	1255M	8	6	2	0	8
Elkhorn	1255U	8	4	4	0	8
Job Corp	1237M	6	4	2	2	8
Job Corp	1237U	8	7	1	1	9
Marina Vista ELC	1246U	8	7	1	2	10
Mather	1223U	8	6	2	1	9
Norma Johnson	1214U	8	7	1	0	8
Northview	1224U	7	4	3	1	8
Phoenix Park	1248U	8	8	0	0	8
Sharon Neese	1249M	8	4	4	3	11
Sharon Neese	1249U	8	7	1	1	9
TOTALS for Head Start		1876	1414	462	107	1983
HS Totals	1768					
Drops w/in 30	94					
P/S Home Base	102					
Total	1964					
EHS Totals	108					
Drops w/in 30	13					
EHS Home Base	143					
River Oaks	60					
SCOE	36					
Total	360					
GRAND TOTAL	2324					

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2014 to 2015

Period: October 2014

Part Day Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	% ADA	ADA	%ADA
Alder Grove ELC	40	18	28	70%	35	88%
Auberry Park	40	18	34	85%	40	100%
Bannon Creek	80	22	66	83%	76	95%
Bright Beginnings	80	18	50	63%	65	81%
Crossroad Gardens	20	22	16	80%	19	95%
Elkhorn	80	22	63	79%	74	93%
Freedom Park	80	22	65	81%	76	95%
Fruitridge	80	22	67	84%	77	96%
Galt	120	22	95	79%	113	94%
Grizzly Hollow	40	18	34	85%	40	100%
Hillsdale	80	22	60	75%	75	94%
Hopkins Park	80	22	48	60%	60	75%
Illa Collin	40	18	24	60%	27	68%
Kennedy Estates	40	17	29	73%	36	90%
La Verne Sterwart	40	22	33	83%	38	95%
Marina Vista ELC	20	22	15	75%	18	90%
Mather	80	23	46	57%	64	80%
Nedra Court	60	22	43	72%	48	80%
Norma Johnson	40	22	27	68%	34	85%
North Avenue	80	22	65	81%	78	98%
Northview	80	22	56	70%	76	95%
Phoenix Park	40	22	29	73%	34	85%
Solid Foundation	80	22	66	83%	73	91%
Strizek Park	40	22	29	73%	39	98%
Vineland	40	18	31	78%	36	90%
Walnut Grove	20	18	14	70%	16	80%

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2014 to 2015

Period: October 2014

Full Day Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	% ADA	ADA	%ADA
Crossroad Gardens	44	23	37	84%	44	100%
Elkhorn	22	23	20	91%	22	100%
Freedom Park	44	23	39	89%	43	98%
Hillsdale	44	23	35	80%	42	95%
Job Corp	22	23	15	68%	19	86%
Marina Vista ELC	44	23	29	66%	34	77%
Mather	22	23	15	68%	18	82%
Norma Johnson	22	23	19	86%	22	100%
North Avenue	22	23	9	41%	10	45%
Northview	22	23	19	86%	22	100%
Phoenix Park	22	23	18	82%	20	91%
Sharon Neese	44	23	38	86%	44	100%

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2014 to 2015

Period: October 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	23	12	75%	15	94%
Crossroad Gardens	8	23	6	75%	8	100%
Elkhorn	16	23	13	81%	16	100%
Job Corp	16	23	11	69%	15	94%
Marina Vista ELC	8	23	7	88%	8	100%
Mather	8	23	6	75%	7	88%
Norma Johnson	8	23	7	88%	8	100%
Northview	8	23	6	75%	8	100%
Phoenix Park	8	23	6	75%	8	100%
Sharon Neese	16	23	12	75%	16	100%

ITEM VI – CENTER UPDATES

BACKGROUND:

This agenda item allows Parent Advisory Committee Representatives the opportunity to discuss events going on at their center.

NOTES:

ITEM VII - DISCUSSION

BACKGROUND:

This agenda item allows Parent Advisory Committee Representatives the opportunity to discuss items not on the agenda.

NOTES:

ITEM VIII – 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: