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***THOUGHT OF THE DAY:** "If your actions inspire others to dream more, learn more, do more and become more, you are a leader."*

John Quincy Adams.

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

DATE: Tuesday, January 20, 2015

TIME: 9:00 a.m.

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

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

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VII. Center Updates

VIII. Discussion

IX. Public Participation

X. Adjournment

DISTRIBUTION DATE: THURSDAY, JANUARY 15, 2015

Parent Advisory Committee meeting hosted by:
Jasmine Jamison (Chair), Dawnna Paniagua (Vice Chair), Sabrina Rasmussen (Secretary),
Lenda Wheeler (Treasurer), Kenneth Tate (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
- ___ Vacant, Alder Grove II Head Start
- ___ Vacant, Auberry Park Head Start
- ___ **Vanessa Diego, Bannon Creek Head Start**
- ___ Vacant, Crossroad Gardens Head Start
- ___ **Amanda Self, Early Head Start (Home Base)**
- ___ **Deanna Yee, Elkhorn Head Start**
- ___ **Destini Shepherd, Freedom Park Head Start**
- ___ Vacant, Fruitridge Head Start
- ___ **Enrique Esparza, Galt Head Start**
- ___ **Eliana Mendoza, Grizzly Hollow**
- ___ **Maria Sutton, Hillsdale Head Start**
- ___ Vacant, Home Based Head Start
- ___ Vacant, Home Base
- ___ Vacant, Hopkins Park Head Start
- ___ Vacant, Illa Collin Head Start
- ___ **Alofalsi Baty, 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
- ___ Vacant, Mather Head Start
- ___ **Susana Hernandez, Nedra Court Head Start**
- ___ **Sabrina Rasmussen, Norma Johnson Head Start**
- ___ Vacant, North Avenue Head Start
- ___ **Natalie Craig, Northview Head Start**
- ___ Vacant, Parker Head Start
- ___ Vacant, Phoenix Park Head Start
- ___ **Dawanna Paniagua, Sharon Neese Early Learning Center**
- ___ Vacant, Solid Foundation Head Start
- ___ **Todd Woods, Strizek Park Head Start**
- ___ Vacant, Vineland Head Start
- ___ **Rafaela Casillas, Walnut Grove Head Start**
- ___ Vacant, Foster Parent Representative
- ___ **Lenda Wheeler, Grandparent Representative**
- ___ **Kenny Williams, Men's Activities Affecting Children Committee Representative**
- ___ **Kenneth Tate, Past Parent/Community Representative**
- ___ Vacant, Past Parent/Community Representative
- ___ **Jasmine Jamison, Outgoing Chair**

ITEM I-A – ROLL CALL
(Continued)

Program Year 2014-2015 - New Representatives to be seated

| |
|--|
| ___ Shalita Calhoun, Crossroad Gardens Head Start |
| |
| |
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| |
| ___ Vacant, Home Base Head Start |
| ___ Vacant, Alder Grove I 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 |
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| ___ Vacant, North Avenue Head Start |
| ___ Vacant, Parker Head Start |
| ___ Vacant, Phoenix Park Head Start |
| ___ Vacant, Solid Foundation Head Start |
| ___ Vacant, Foster Parent Rep |
| |
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| |

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

**The PAC was seated on November 18, 2014 & December 16, 2014
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 | | | | | | | | | | | | | | |
| | AG II | | | | | | | | | | | | | | |
| Vacant Seated | AP | | | | | | | | | | | | | | |
| Vanessa Diego Seated 11/18 | BC | X | X | | | | | | | | | | | | |
| Shalita Calhoun s/b/seated 12/16 | CR | | U | | | | | | | | | | | | |
| Amanda Self Seated 11/18 | EHS/HB | X | X | | | | | | | | | | | | |
| Vacant | EHS/HB | | | | | | | | | | | | | | |
| Deanna Yee Seated 11/18 | EL | X | X | | | | | | | | | | | | |
| Destini Shepherd Seated 11/18 | FP | X | X | | | | | | | | | | | | |
| | FT | | | | | | | | | | | | | | |
| Enrique Esparza Seated 11/18 | G | X | X | | | | | | | | | | | | |
| Eliana Mendoza Seated 11/18 | GH | X | U | | | | | | | | | | | | |
| Maria Sutton Seated 11/18 | H | X | U | | | | | | | | | | | | |
| Lucia Charboneau s/b/seated 11/18 | HB | U | U | | | | | | | | | | | | |
| Vacant Seated | HB | | | | | | | | | | | | | | |
| Vacant Seated | IC | | | | | | | | | | | | | | |
| | HP | | | | | | | | | | | | | | |
| Alofalusi Baty s/b/seated 11/18; seated 12/16 | JC | E | X | | | | | | | | | | | | |
| Joyce Turner Seated 5/20/14 | K | E | X | | | | | | | | | | | | |
| Vacant | LVS | | | | | | | | | | | | | | |
| Vacant Seated | MCBB | | | | | | | | | | | | | | |
| Vacant Seated | MV | | | | | | | | | | | | | | |
| Vacant Seated | M | | | | | | | | | | | | | | |
| Vacant Seated | NA | | | | | | | | | | | | | | |
| Susana Hernandez Seated 11/18 | NC | X | E | | | | | | | | | | | | |
| Sabrina Rasmussen reseated 12/16 | NJ | X | X | | | | | | | | | | | | |
| Natalie Craig s/b/seated 11/18; seated 12/16 | NV | U | X | | | | | | | | | | | | |
| Vacant Seated | PA | | | | | | | | | | | | | | |
| Vacant Seated | PP | | | | | | | | | | | | | | |
| Vacant | SF | | | | | | | | | | | | | | |
| Dawwna Paniagua Seated 11/18 | SN | X | X | | | | | | | | | | | | |
| Todd Woods reseated 12/16 | SP | X | X | | | | | | | | | | | | |

| 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 | V | | | | | | | | | | | | | | |
| Rafaela Casillas Seated 11/18 | WG | X | X | | | | | | | | | | | | |
| Vacant | FPR | | | | | | | | | | | | | | |
| Lenda Wheeler Seated 11/18 | GPR | X | X | | | | | | | | | | | | |
| Kenny Williams Seated 6/17 | MAACC | E | E | | | | | | | | | | | | |
| Jasmine Jamison Seated 11/18 | OGC | X | X | | | | | | | | | | | | |
| Kenneth Tate Seated 11/18 | PPR | X | X | | | | | | | | | | | | |
| 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 2014-2015
(Continued)**

Head Start Center Abbreviations

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

Representative Abbreviations

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

Attendance Record Abbreviations

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

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE DECEMBER 16, 2014 PAC MEETING

BACKGROUND:

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

RECOMMENDATION:

Approve the minutes of the December 16, 2014 PAC meeting.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

**REGULAR MEETING OF THE
HEAD START PARENT ADVISORY COMMITTEE**
(Minutes reflect the actual progress of the meeting.)

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

Tuesday, December 16, 2014
9:00 a.m.

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

Ms. Jasmine Jamison called the meeting to order at 9:00 a.m. and read the thought of the day. The Pledge of Allegiance was recited. Ms. Jamison appointed Ms. Rasmussen to call the roll.

Members Present:

Destini Shepherd
Dawna Paniagua
Rafaela Casillas
Jasmine Jamison
Joyce Turner
Sabrina Rasmussen
Lenda Wheeler
Kenneth Tate
Todd Woods
Amanda Self
Deanna Yee
Enrique Esparza (seated at 9:20 a.m.)
Vanessa Diego (seated at 9:55 a.m.)

Members Absent:

Kenny Williams (excused)
Susana Hernandez (excused)
Eliana Mendoza (unexcused)
Maria Sutton (unexcused)

New Member seated:

Alofalsi Baty, Job Corps Head Start
Natalie Craig, Northview Head Start

New Members to be seated but not present:

Shalita Calhoun (unexcused)
Lucia Charboneau, Home Base (unexcused)

II. Consent Item

A. Approval of the Minutes of the November 18, 2014 Regular Meeting

Moved/Rasmussen, second/Self, to approve the minutes of the November 18 meeting.

Aye: 12 (Baty, Craig, Casillas, Paniagua, Rasmussen, Self, Shepherd, Tate, Turner, Wheeler, Woods, Yee)

Nay: 0

Abstentions: 1 (Jamison)

III. **Action Items**

A. Election of Parent Advisory Committee Officers 2014-2015

Ms. Jamison reviewed the officer positions.

Moved/Rasmussen, second/ Wheeler, to elect a Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

Show of hands vote:

Aye: 12 (Baty, Craig, Casillas, Paniagua, Rasmussen, Self, Shepherd, Tate, Turner, Wheeler, Woods, Yee)

Nay: 0

Abstentions: 1 (Jamison)

Those interested in serving as **Chair**:

Jasmine Jamison, Dawnna Paniagua, Lenda Wheeler, Todd Woods; nominees spoke of their interest in serving as Chair.

Ms. Desha reminded the board that three of the five officers must have children currently enrolled in the Head Start program.

Result of the vote:

Jasmine: 10

Dawnna: 0

Lenda: 1

Todd: 1

Ms. Jamison was congratulated on her new position as Chair.

Those interested in serving as **Vice Chair**:

Dawnna Paniagua, Lenda Wheeler, Natalie Craig, Amanda Self; nominees spoke of their interest in serving as Vice Chair.

Mr. Enrique Esparza was seated at 9:20 a.m.

Result of the vote:

Dawnna: 8

Lenda: 3

Natalie: 1

Amanda: 1

Ms. Paniagua was congratulated on her new position as Vice Chair.

Those interested in serving as **Secretary**:

Sabrina Rasmussen, Destini Shepherd, Lenda Wheeler, Amanda Self; nominees spoke of their interest in serving as Secretary.

Result of the vote:

Sabrina: 7

Destini: 1

Lenda: 4

Amanda: 1

Ms. Sabrina Rasmussen was congratulated on her new position as Secretary.

Those interested in serving as **Treasurer**:

Lenda Wheeler, Amanda Self, Natalie Craig; nominees spoke of their interest in serving as Treasurer.

Result of the vote:

Lenda: 9

Amanda: 2

Natalie: 2

Ms. Lenda Wheeler was congratulated on her new position as Treasurer.

Those interested in serving as **Parliamentarian**:

Kenneth Tate, Natalie Craig, Amanda Self; nominees spoke of their interest in serving as Parliamentarian.

Result of the Vote:

Kenneth: 10

Natalie: 1

Amanda: 2

Mr. Kenneth Tate was congratulated on his new position as Parliamentarian.

New officers assumed their position on the dais.

B. Election of SETA-Operated Representatives and Alternates to the Policy Council

Ms. Jamison reviewed the duties of the SETA-Operated Representatives.

Moved/Rasmussen, second/Wheeler, to elect three representatives and three alternates.

Show of hands vote:

Aye: 13 (Baty, Craig, Casillas, Esparza, Paniagua, Rasmussen, Self, Shepherd, Tate, Turner, Wheeler, Woods, Yee)

Nay: 0

Abstentions: 1 (Jamison)

Those interested in the SOP position: Natalie Craig, Sabrina Rasmussen, Alofa Baty, Todd Woods; nominees spoke of their interest in serving on the Policy Council.

Result of the Vote:

Natalie: 3

Sabrina: 3

Alofa: 3

Todd: 4

Mr. Todd Woods will serve as a PC representative. Ms. Jamison broke the tie and chose Alofa and Natalie to serve as representatives, with Sabrina serving as the alternate.

Ms. Desha stated that an item will be placed on the January agenda for the election of alternates to the Policy Council.

C. Selection of Representatives and Alternates to Attend the Annual California Head Start Association (CHSA) Parent Training Conference

Ms. Desha reviewed the conference details. Reimbursement of expenses will be done once all paperwork has been submitted.

Moved/Rasmussen, second/Self, that the PAC elect three representatives

Show of hands vote:

Aye: 13 (Baty, Craig, Casillas, Esparza, Paniagua, Rasmussen, Self, Shepherd, Tate, Turner, Wheeler, Woods, Yee)

Nay: 0

Abstentions: 1 (Jamison)

Ms. Vanessa Diego was seated at 9:55 a.m.

Those interested in attending:

Natalie Craig, Dawnna Paniagua, Jasmine Jamison, Sabrina Rasmussen, Deanna Yee, Amanda Self, Todd Woods

Votes:

Natalie: 2

Dawnna: 2

Jasmine: 4

Sabrina: 1

Deanna: 1

Amanda: 2

Todd: 2

Those attending the conference: Jasmine Jamison, Dawnna Paniagua, and Todd Woods.

Ms. Lee stated that funding is available to send those that received two votes. This will allow for Natalie Craig and Amanda Self to attend the conference.

Sabrina Rasmussen and Deanna Yee will be alternates.

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events – Ms. Jamison reviewed the calendar of events.
- Parent/Staff Recognitions: None.
- Community Resources-Parents/Staff: The Sacramento Food Bank’s monthly calendar was distributed.
- Child Care Center Menu: No questions.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Patterson reported that the program is four months into the fiscal year and everything is doing well. The non-federal share is currently at 23.9% which is a little low than the required 25%. The administrative numbers are low as well. Ms. Patterson reviewed the credit card expenditures. It takes about a month to get the numbers in from the school sites so the numbers may be a bit ‘off’.

Ms. Deanna Yee questioned whether the non-federal shares were dollars or hours. Ms. Patterson replied that the last page for the non-federal share shows the four different types of volunteerism that parents provide. These are the hours provided by parents. Ms. Patterson thanked parents for doing a wonderful job!

Mr. Tate asked what ‘various’ means in the charges and Ms. Patterson replied that those are charges that are charged to Workforce Development; none of the charges apply to Head Start.

- B. Governing Board Minutes of November 6, 2014: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Jasmine Jamison

VI. Other Reports

- Chair’s Report: Ms. Crystal Martinez was thanked for serving as translator. Ms. Jamison also recognized Mr. Calvin Sheppard a Sacramento City Policy Council board member.
- Policy Council Report: None.
- Head Start Deputy Director’s Report: Ms. Denise Lee wished all board members a wonderful holiday.

- **Head Start Managers' Reports**
- **Program Support Services Report** – Ms. Brenda Campos reported that with the inclement weather, all staff are prepared to deal with whatever issues that come up. Each center has an emergency radio in the site supervisor's office. The radio is to be utilized when electricity is turned off. This will allow staff to know of disaster information. Each center has a disaster preparedness binder and staff is trained on proper procedures. Emergency and disaster supplies and food are available at each center. It is also important for families to have their own disaster plan preparations at home.
 - **Parent/Family Support Report:** Ms. Lisa Carr reviewed the enrollment report for last month which showed the program was under-enrolled. By December 5, all of the centers were fully enrolled. We have been fully enrolled in preschool and Early Head Start home based services. There are two sites that are struggling for children: Bright Beginnings and Hopkins. Ms. Carr reviewed the Home Base enrollment report; this report does not show how many families had to reschedule their home base visit. Ms. Carr offered to meet with parents after the meeting to provide additional information on home based services.
 - **Child Development & Education Services Report:** Ms. Karen Gonzales distributed information for childrens' first screening for the year. Ms. Gonzales reviewed the results showing that literacy and math had lower numbers; these competencies usually come slower for the preschool aged children. Ms. Gonzales answered a number of questions regarding the report.

VII. Center Updates

Mr. Enrique Esparza read a site introduction (Galt) letter to the PAC introducing himself and his alternate. This is a great way to connect with center parents.

VIII. Discussion

Mr. Tate stated that he has information on how to get free cell phones with texting as well as information on low cost internet. Ms. Paniagua stated that this service is only good for those that have coaxial cable already in your home. Mr. Tate stated that he is a licensed certified electrician and would be happy to install this cable in board members' homes free of charge.

Ms. Paniagua stated that she has a new alternate, Ms. Terri McMillian.

Ms. Desha asked all board members attending the conference to see her after this meeting.

IX. Public Participation: None.

X. Adjournment: The meeting was adjourned at 11:04 a.m.

ITEM III-A – ACTION

APPROVAL OF SELECTION CRITERIA FOR ENROLLMENT IN
EARLY HEAD START OR HEAD START

BACKGROUND:

On annual basis the Parent Advisory Committee is required to review and approve the Countywide Enrollment Selection Criteria for the Head Start and Early Head Start programs. While the Head Start Selection Criteria remains unchanged from last year, the Early Head Start Selection Criteria has slight revisions.

On November 14, 2014, a working committee comprised of delegate agency and grantee staff gathered to discuss and review the Selection Criteria for Head Start and Early Head Start enrollment. Changes are reflected in the revised Early Head Start selection criteria for infants, toddlers and pregnant women and represent two key factors for change:

- Reduced teen pregnancies in Sacramento County - Due to the reduction in the number of teen pregnancies over the past decade in Sacramento County, the committee determined that there is no longer a need to prioritize pregnant women under the age of 21 as exclusively outlined in each category within the current selection criteria. Teen parents are still prioritized as High Risk in the selection criteria.
- Condensed duplicate wording - Some wording was moved due to being repetitive. For example: The statement “Within the same priority ranking, selection is based on age, with the youngest child receiving priority” was listed under several categories. This statement was moved to the box at the top with a notation that it applies to numbers 1-7.

Both, the Selection Criteria for Sacramento County Early Head Start and the Selection Criteria for Head Start meet all requirements contained in 45 CFR 1305 Eligibility, Recruitment, Selection, Enrollment and Attendance and updated guidelines in accordance with the Head Start Act. A copy with redline changes of each Selection Criteria is included in this packet.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the Early Head Start Enrollment Selection Criteria and the Head Start Enrollment Selection Criteria for Sacramento County as attached.

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

HEAD START SELECTION CRITERIA SACRAMENTO COUNTY

Instructions: Place an “X” by the category that is applicable to applicant. Selection is based on the “X” that is the highest on the scale.

The following criteria is to be used when prioritizing Waiting Lists for enrollment:

- Within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, the oldest child will be selected.
- Each delegate/grantee agency has the option to determine transfer criteria within its own program.
- All efforts will be made to enroll children with certified Special Education needs to meet the mandated minimum service level of 10% per program.
- For State Collaborative, families must meet Head Start income and age requirements (unless waived) and State admissions priorities.

1. 2nd year enrollment within Sacramento County. _____
2. Transfer Head Start child to the same or another Sacramento Head Start agency within the same program option (full day, part day, home base). _____
3. Transition from Early Head Start whose family meets Federal Income Guidelines. _____
4. A previously enrolled child (who dropped on good standing) who requests to return to original agency within 60 days whose family meets Federal Income Guidelines. _____
5. Documented High Risk Families (with child 4-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency:
 - abuse (physical, substance, sexual & emotional abuse)
 - homeless
 - foster care
 - death of a parent/guardian, sibling
 - other special circumstances (which shall include a child with diagnosed disability (s)). _____
6. 4-year-old child whose family meets Federal Income Guidelines. _____
7. Documented High Risk families (with child 3-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency:
 - abuse (physical, substance, sexual & emotional abuse)
 - homeless
 - foster care
 - death of a parent/guardian, sibling
 - other special circumstances (which shall include a child with diagnosed disability (s)). _____
8. 3-year-old child whose family meets Federal Income Guidelines. _____
9. 4-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____
10. 4-year-old child whose family exceeds Federal Income Guidelines with no cap (waiver necessary). _____
11. 3-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____
12. 3-year-old child whose family exceeds Federal Income Guidelines with no cap (waiver necessary). _____

Head Start Staff Signature

Date

Child's Name

Date of Birth

Date of Application

Status Enrolled Date Enrolled: _____ Waiting List

EARLY HEAD START SELECTION CRITERIA: SACRAMENTO COUNTY

Unless otherwise indicated, all applicants must meet Head Start Family Income Guidelines

INSTRUCTIONS: Place an “X” by the category(s) that is applicable to applicant. Selection/ranking is based on the ~~the~~ “X” that is the highest on the scale (#1 being the highest).

The following criteria is to be used when prioritizing Waiting Lists for enrollment:

- For 1-7 in same priority ranking, selection is based on the age of the child, with the youngest child receiving priority
- For #8 – ~~115~~, within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, selection for enrollment will be based on individual family needs.
- Center based availability to be determined by individual child’s age and family need.
- For State Collaboratives, families must meet Early Head Start income and age requirements (unless waived) and State admissions priorities.

The Early Head Start program can consider individual child and family needs

1. Transfer Early Head Start child within Sacramento County with documentation. _____
2. Family with a child birth to 36 months of age, ~~referred by Sacramento County Office of Education Infant Development Program and/or other Part C providers~~ with a current IFSP. ~~NOTE: Of these referrals, up to 10% may exceed Federal Income Guidelines. It is necessary to complete an income waiver before enrollment can be considered. Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority.~~
3. A previously enrolled child (who dropped on good standing) who requests to return to original agency within 60 days. _____
4. Pregnant woman/parent/guardian ~~under 22 years of age~~ with a child birth to 12 months of age having one or more documented family situations within the past year such as:
 - Abuse (physical, substance, sexual & emotional) _____ ● CPS
 - High Risk Pregnancy (includes moms >35 or < 18) _____ ● ~~Foster care~~ Homelessness
 - Death of a parent/guardian, sibling _____ ● Foster care
 - Homelessness
 - Parent with developmental delay or other disabling condition ● Teen Parent~~Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority.~~ _____
5. Pregnant woman/parent/guardian ~~under 22 years of age~~ with a child 13 to 36 months of age having one or more documented family situations within the past year such as:
 - Abuse (physical, substance, sexual & emotional) _____ ● CPS
 - High Risk Pregnancy (includes moms >35 or < 18) _____ ● ~~Foster care~~ Homelessness
 - Death of a parent/guardian, sibling _____ ● Foster care
 - Homelessness
 - Parent with developmental delay or other disabling condition ● Teen Parent~~Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority.~~ _____
6. Pregnant woman/parent/guardian ~~under 22 years of age~~ with a child birth to 12 months of age. ~~Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority.~~
7. Pregnant woman/parent/guardian ~~under 22 years of age~~ with a child 13 to 36 months of age. ~~Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority.~~ _____

8. ~~Pregnant woman/parent/guardian over 21 years of age with a child birth to 12 months of age having one or more documented family situations within the past year such as:~~
~~•Abuse (physical, substance, sexual & emotional)~~
~~•Foster care~~
~~•Death of a parent/guardian, sibling~~
~~•Homelessness~~
~~•Parent with developmental delay or other disabling condition~~ _____

9. ~~Pregnant woman/parent/guardian over 21 years of age with a child 13 to 36 months of age having one or more documented family situations within the past year such as:~~
~~•Abuse (physical, substance, sexual & emotional)~~
~~•Foster care~~
~~•Death of a parent/guardian, sibling~~
~~•Homelessness~~
~~•Parent with developmental delay or other disabling condition~~ _____

10. ~~Pregnant woman/parent/guardian over 21 years of age with a child birth to 12 months of age.~~ _____

11. ~~Pregnant woman/parent/guardian over 21 years of age with a child 13 to 36 months of age.~~ _____

12.8. ~~Pregnant woman/parent/guardian under 22 years of age~~ with a child birth to 12 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____

13.9. ~~Pregnant woman/parent/guardian under 22 years of age~~ with a child birth to 12 months of age who exceeds Federal Income Guidelines with no cap (waiver necessary). _____

14.10. ~~Pregnant woman/parent/guardian under 22 years of age~~ with a child 13 to 36 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____

15.11. ~~Pregnant woman/parent/guardian under 22 years of age~~ with a child 13 to 36 months of age who exceeds Federal Income Guidelines with no cap (waiver necessary). _____

16. ~~Pregnant woman/parent/guardian over 21 years of age with a child birth to 12 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary).~~ _____

17. ~~Pregnant woman/parent/guardian over 21 years of age with a child birth to 12 months of age who exceeds Federal Income Guidelines with no cap (waiver necessary).~~ _____

18. ~~Pregnant woman/parent/guardian over 21 years of age with a child 13 to 36 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary).~~ _____

19. ~~Pregnant woman/parent/guardian over 21 years of age with a child 13 to 36 months of age who exceeds Federal Income Guidelines with no cap (waiver necessary).~~ _____

Head Start Staff Signature

Date

Child's Name

Date of Birth

Status:

Enrolled Date Enrolled: _____

Waiting List

**EARLY HEAD START SELECTION CRITERIA:
SACRAMENTO COUNTY**

Unless otherwise indicated, all applicants must meet Head Start Family Income Guidelines

INSTRUCTIONS: Place an "X" by the highest applicable category on the scale (#1 being the highest).

The following criteria is to be used when prioritizing Waiting Lists for enrollment:

- For #1-7, within the same priority ranking, selection is based on age, with the youngest child receiving priority.
- For #8-11, within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, selection for enrollment will be based on individual family needs.
- Center based availability to be determined by individual child's age and family need.
- For State Collaboratives, families must meet Early Head Start income and age requirements (unless waived) and State admissions priorities.

The Early Head Start program can consider individual child and family needs

1. Transfer Early Head Start child within Sacramento County with documentation.
(copy of Application and Eligibility Verification Form must be attached to wait list) _____
2. Family with a child birth to 36 months of age with a current IFSP.
(up to 10% may exceed Federal Income Guidelines) (waiver necessary) _____
3. A previously enrolled child (who dropped on good standing)
who requests to return to original agency within 60 days. _____
4. Pregnant woman/parent/guardian with a child birth to 12 months of age having
one or more documented family situations within the past year such as:

| | |
|--|----------------|
| • Abuse (physical, substance, sexual & emotional) | • Teen Parent |
| • High Risk Pregnancy (includes moms >35 or <18) | • Homelessness |
| • Death of a parent/guardian, sibling | • Foster care |
| • Parent with developmental delay or other disabling condition | • CPS |

5. Pregnant woman/parent/guardian with a child 13 to 36 months of age having
one or more documented family situations within the past year such as:

| | |
|--|----------------|
| • Abuse (physical, substance, sexual & emotional) | • Teen Parent |
| • High Risk Pregnancy (includes moms >35 or <18) | • Homelessness |
| • Death of a parent/guardian, sibling | • Foster care |
| • Parent with developmental delay or other disabling condition | • CPS |

6. Pregnant woman/parent/guardian with a child birth to 12 months of age. _____
7. Pregnant woman/parent/guardian with a child 13 to 36 months of age. _____
8. Pregnant woman/parent/guardian with a child birth to 12 months of age
who exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____
9. Pregnant woman/parent/guardian with a child birth to 12 months of age
who exceeds Federal Income Guidelines with no cap (waiver necessary). _____
10. Pregnant woman/parent/guardian with a child 13 to 36 months of age who
exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____
11. Pregnant woman/parent/guardian with a child 13 to 36 months of age who
exceeds Federal Income Guidelines with no cap (waiver necessary). _____

ITEM III-B – ACTION

ELECTION OF SETA-OPERATED
ALTERNATES TO THE POLICY COUNCIL

BACKGROUND:

This agenda item provides an opportunity for the PAC to elect five SETA-Operated Alternates to the Sacramento County Head Start Policy Council (PC). Bylaws provide six SOP slots on the Policy Council. There are six seated representatives and no alternates. Alternates will attend and serve as representatives when the representative is not able to attend.

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

PC Bylaws referenced – Article III – Membership, Section 2A: Parent Representatives:
The above parent representatives must be a parent of a child/children currently enrolled in the Head Start/Early Head Start program.

RECOMMENDATION:

That the Parent Advisory Committee elect five Alternates.

NOTES:

Alternates nominated:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-C – ACTION

SELECTION OF PARENT ADVISORY COMMITTEE MEMBERS 2014-2015

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee Representatives to select Standing and Program Area Committees for Program Year 2014-2015.

- 1) Head Start Personnel/Bylaws Committee Representatives
Overseen by: Marie Desha

Parliamentarian (Kenneth Tate),

- 2) Head Start Budget/Planning Committee Representatives
Overseen by: D'et Patterson & Denise Lee

Treasurer (Lenda Wheeler),

- 3) Head Start Social/Hospitality Committee
Overseen by: Marie Desha

Secretary (Sabrina Rasmussen), Treasurer (Lenda Wheeler),

- 4) Parent Ambassador Committee
Overseen by: Alma Hawkins

- 5) Food Services Committee
Overseen by: Brenda Campos

ITEM III-C – ACTION (continued)
Page 2

- 6) Men’s Activities Affecting Children Committee (MAACC)
Overseen by: Robert Silva

- 7) Program Area Committees
- ◆ Early Childhood Development & Health Services Committee
 - ◆ Parent, Family & Community Engagement Committee
- Overseen by: Brenda Campos, Lisa Carr and Karen Gonzales

- 8) Monitoring and Evaluation, AKA Self-Assessment Committee
(Committee of the Whole)
Overseen by: Robyn Caruso

RECOMMENDATION:

That PAC members select committees in which they will participate.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-D – ACTION

SELECTION OF REPRESENTATIVES TO THE SETA HEAD START
HEALTH SERVICES ADVISORY COMMITTEE (HSAC)

BACKGROUND:

The Parent Advisory Committee is requested to select Representatives to serve on the Head Start Health Services Advisory Committee. This committee is an advisory group to the health program area plan, assists with creation of policies, and serves as one of our primary community resources for health information. Members on the committee include Head Start staff and parents and health professionals from the community with an interest in Head Start. The group meets two times per year for a dinner meeting. The next meeting is scheduled for Wednesday, January 28, 2015, 5:30 p.m. – 7:00 p.m. in the Sequoia Room at SETA. An interest in health would be appropriate for those serving on this committee. Ms. Brenda Campos will be available to share information and answer questions.

RECOMMENDATION:

That the Parent Advisory Committee select Representatives to serve on the Health Services Advisory Committee.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM IV- A – INFORMATION

STANDING INFORMATION

BACKGROUND:

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

- A. Standing Information Items
 - PC/PAC Calendar of Events – Ms. Jasmine Jamison
 - Parent/Staff Recognitions – Ms. Jasmine Jamison
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Patterson
 - Toastmasters Training – Ms. Jasmine Jamison
 - PC/PAC Orientation & Officer Training Reports (oral) – Ms. Jasmine Jamison
 - Child Care Center Food Menu (attached)
 - Community Resources – Parents/Staff: Ms. Jasmine Jamison

NOTES:

CALENDAR OF EVENTS

| <u>EVENT</u> | <u>DATE</u> |
|------------------------------------|---|
| PC/PAC Toastmasters Training | Tuesday, January 20, 2015 11:30 a.m. Shasta Room (lunch provided) |
| PAC Executive Committee | Thursday, January 22, 2015 11:00 a.m. Olympus Room |
| Health Services Advisory Committee | Wednesday, January 28, 2015 5:30 p.m. – 7:00 p.m. Sequoia Room |
| PC Executive Committee | Thursday, January 29, 2015 9:00 a.m. Olympus Room |
| PAC/PC Toastmasters Training | Tuesday, February 17, 2015 11:30 a.m. Shasta Room (lunch provided) |
| PAC Executive Committee | Thursday, February 19, 2015 9:00 – 10:00 a.m. Olympus Room |
| PC Executive Committee | Thursday, February 26, 2015 9:00 a.m. Olympus Room |

**SACRAMENTO EMPLOYMENT & TRAINING AGENCY
CORPORATE CARD - AMERICAN EXPRESS
STATEMENT OF ACCOUNT
AS OF 12/10/14**

| DATE | VENDOR NAME | DESCRIPTION | AMOUNT | HS/ADMIN/WD |
|----------------|------------------------------|---------------------------------------|------------------|-------------|
| 11/10/2014 | Amazon | Classroom Supplies | \$ 488.20 | HS |
| 11/10/2014 | American Express | Annual Membership Renewal Fee | 55.00 | ADMIN |
| 11/12/2014 | Toys R Us | Classroom Supplies - Returned | (113.90) | HS |
| 11/14/2014 | Dos Coyotes | CSEFEL Training | 276.46 | HS |
| 11/14/2014 | Inland Business Systems | Copier/Printer Maintenance & Supplies | 1,370.37 | ADMIN |
| 11/15/2014 | Subway | PC/PAC Toastmasters Training | 59.00 | HS |
| 11/15/2014 | Dos Coyotes | Delegate Content Meeting | 288.57 | HS |
| 11/18/2014 | Costco | Office Supplies | 715.97 | HS |
| 11/19/2014 | Advantage Business Equipment | Office Supplies | 126.85 | ADMIN |
| 11/20/2014 | Things Remembered | Anniversary/Retirement Items | 546.81 | ADMIN |
| 11/20/2014 | Inland Business Systems | Copier/Printer Maintenance & Supplies | 1,142.73 | ADMIN |
| 11/26/2014 | Discovery Door | Office Supplies | 42.96 | HS |
| 11/27/2014 | Rackspace | Web Hosting Service | 60.26 | ADMIN |
| 12/1/2014 | American Express | Member Rewards Annual Program Fee | 90.00 | ADMIN |
| 12/3/2014 | Amazon | Classroom Supplies | 68.88 | HS |
| 12/4/2014 | Hannibals Catering | Laserfiche Training | 118.93 | ADMIN |
| 12/4/2014 | Advance Gases & Equipment | Propane | 52.85 | HS |
| 12/9/2014 | Uline | Classroom Supplies | 680.41 | HS |
| 12/10/2014 | Rubberstamps | Office Supplies | 22.57 | ADMIN |
| 11/10/2014 | American Express | Annual Membership Renewal Fee | 55.00 | ADMIN |
| 11/11/2014 | Hyatt Place | Life You Want Tour | 126.82 | HS |
| 11/11/2014 | Hyatt Place | Life You Want Tour | 446.04 | HS |
| 11/14/2014 | Southwest Airlines | Laserfiche Training | 188.20 | ADMIN |
| 11/14/2014 | Southwest Airlines | Laserfiche Training | 188.20 | ADMIN |
| 11/14/2014 | Southwest Airlines | Laserfiche Training | 188.20 | ADMIN |
| 11/14/2014 | NIS - The Parent Institute | Annual Subscription Renewal | 478.00 | HS |
| 11/21/2014 | Toastmasters | Toastmaster Membership Fees | 1,265.40 | ADMIN |
| 11/22/2014 | Portola Hotel | CALPELRA Training | 674.16 | ADMIN |
| 11/22/2014 | Portola Hotel | CALPELRA Training | 674.16 | ADMIN |
| 11/22/2014 | Portola Hotel | CALPELRA Training | 674.16 | ADMIN |
| 11/25/2014 | FEMA | Annual Flood Insurance | 3,592.00 | HS |
| 11/25/2014 | FEMA | Annual Flood Insurance | 517.00 | HS |
| 11/25/2014 | FEMA | Annual Flood Insurance | 2,641.00 | HS |
| 11/25/2014 | FEMA | Annual Flood Insurance | 851.00 | HS |
| 11/25/2014 | FEMA | Annual Flood Insurance | 394.00 | HS |
| 12/3/2014 | Things Remembered | Anniversary/Retirement Items | 223.48 | ADMIN |
| 12/4/2014 | FEMA | Annual Flood Insurance | 3,394.00 | HS |
| 12/5/2014 | Teaching Strategies | Creative Curriculum | 1,156.32 | HS |
| 12/9/2014 | Go Airport Shuttle | Zero to Three Conference | 27.90 | HS |
| 12/10/2014 | Go Airport Shuttle | Zero to Three Conference | 94.50 | HS |
| <i>various</i> | <i>various</i> | <i>various</i> | <u>22,503.26</u> | WD |

Total American Express Bill

\$ 46,445.72

Note: Administrative charges are allocated between Head Start and Workforce Development.

Non-Federal Share Site Summary as of DECEMBER 2014

YTD SOP HOURS

| | Parent Volunteers - Class | | | FLIP | | | Parent Food Aides | | | School Readiness Aides | | |
|---------------------|---------------------------|---------------|---------------------|------------------|-----------------|----------------------|-------------------|---------------|---------------------|------------------------|---------------|---------------------|
| | Last Month | Current | YTD Total | Last Month | Current | YTD Total | Last Month | Current | YTD Total | Last Month | Current | YTD Total |
| | Total | Month ** | | Total | Month | | Total | Total | | Month | Total | |
| Alder Grove ELC | 217.92 | | 217.92 | 375.50 | 292.17 | 667.67 | 70.00 | 24.00 | 94.00 | 102.00 | 4.00 | 106.00 |
| Alder Grove IT | - | | - | 350.67 | 118.50 | 469.17 | - | | - | 14.00 | | 14.00 |
| Auberry Park * | 4.77 | | 4.77 | 558.16 | 156.17 | 714.33 | - | | - | - | | - |
| Bannon Creek | 206.25 | 44.23 | 250.48 | 1,438.84 | 813.50 | 2,252.34 | 158.00 | 120.00 | 278.00 | 60.00 | 88.00 | 148.00 |
| Bright Beginnings * | 85.75 | | 85.75 | 514.00 | 105.50 | 619.50 | 72.00 | 54.00 | 126.00 | 16.00 | | 16.00 |
| Crossroad | 199.63 | | 199.63 | 1,422.51 | 402.17 | 1,824.68 | - | | - | 162.00 | 68.00 | 230.00 |
| Elkhorn | 27.08 | | 27.08 | 693.00 | 108.67 | 801.67 | 104.00 | 82.00 | 186.00 | 20.00 | | 20.00 |
| Freedom Park | 416.17 | | 416.17 | 2,939.83 | 1,008.17 | 3,948.00 | - | 16.00 | 16.00 | 32.00 | 30.00 | 62.00 |
| Fruitridge | 238.83 | | 238.83 | 486.50 | 98.67 | 585.17 | 190.00 | 108.00 | 298.00 | 118.00 | 114.00 | 232.00 |
| Galt | 163.00 | | 163.00 | 583.84 | 97.67 | 681.51 | 98.00 | | 98.00 | 104.00 | 28.00 | 132.00 |
| Grizzly Hollow * | 82.00 | | 82.00 | 563.00 | 177.83 | 740.83 | 18.00 | 26.00 | 44.00 | 22.00 | | 22.00 |
| Hillsdale | 224.72 | | 224.72 | 1,735.33 | 771.50 | 2,506.83 | 58.00 | 16.00 | 74.00 | - | | - |
| Hopkins Park | 230.95 | | 230.95 | 883.50 | 368.33 | 1,251.83 | 68.00 | 48.00 | 116.00 | 30.00 | | 30.00 |
| Illa Collins * | 67.05 | | 67.05 | 117.17 | 210.50 | 327.67 | 68.00 | 40.00 | 108.00 | - | | - |
| Job Corp | 37.12 | | 37.12 | 107.67 | 78.50 | 186.17 | - | | - | - | | - |
| Kennedy Estates * | 77.40 | | 77.40 | 513.67 | 139.17 | 652.84 | 52.00 | 20.00 | 72.00 | - | | - |
| LaVerne Stewart | 128.00 | | 128.00 | 64.17 | 11.33 | 75.50 | - | | - | - | | - |
| Marina Vista | - | | - | - | | - | 230.00 | 30.00 | 260.00 | 26.00 | | 26.00 |
| Mather | 140.00 | | 140.00 | 580.50 | | 580.50 | - | | - | - | | - |
| Nedra Court | 219.98 | | 219.98 | 1,341.17 | 544.33 | 1,885.50 | 128.00 | 62.00 | 190.00 | - | | - |
| Norma Johnson | - | | - | 1,112.83 | | 1,112.83 | 69.50 | 18.00 | 87.50 | 50.00 | | 50.00 |
| North Ave | 219.23 | 120.22 | 339.45 | 672.00 | 140.50 | 812.50 | 90.00 | 22.00 | 112.00 | 56.00 | 22.00 | 78.00 |
| Northview | 90.10 | | 90.10 | 406.66 | 147.33 | 553.99 | 62.00 | 20.00 | 82.00 | 38.00 | 26.00 | 64.00 |
| Parker * | - | | - | 4.67 | | 4.67 | - | | - | - | | - |
| Phoenix Park | 196.83 | | 196.83 | 1,732.50 | 729.00 | 2,461.50 | 72.00 | 18.00 | 90.00 | 32.00 | 16.00 | 48.00 |
| Sharon Neese | 86.04 | 11.83 | 97.87 | 1,382.17 | 371.83 | 1,754.00 | - | | - | 16.00 | 28.00 | 44.00 |
| Solid Foundation | - | | - | 88.00 | 16.17 | 104.17 | 152.00 | 42.00 | 194.00 | 120.00 | 28.00 | 148.00 |
| Strizek Park | - | | - | 492.34 | 453.67 | 946.01 | - | 12.00 | 12.00 | - | 144.00 | 144.00 |
| Vineland * | 4.83 | | 4.83 | 199.34 | 112.50 | 311.84 | - | 36.00 | 36.00 | - | | - |
| Walnut Grove * | - | | - | 97.34 | 154.00 | 251.34 | - | | - | 24.00 | 48.00 | 72.00 |
| TOTAL HOURS: | 3,363.65 | 176.28 | 3,539.93 | 21,456.88 | 7,627.68 | 29,084.56 | 1,759.50 | 814.00 | 2,573.50 | 1,042.00 | 644.00 | 1,686.00 |
| | | | \$ 91,400.99 | | | \$ 750,963.34 | | | \$ 66,447.77 | | | \$ 43,532.52 |

* Traditional sites open August to May

** Due to the holiday closure, the classroom volunteer hours turned in were not recorded prior to the creation of this report. All hours turned in will be on next months report.


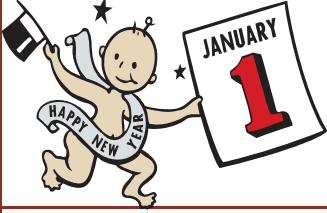


Home Base - HS YTD Hours: 12,691.50 \$327,694.53


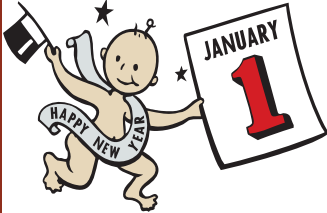


Home Base - EHS YTD Hours: 25,065.00 \$647,178.30

YTD SETA Non-Federal Share % (includes all forms of NFS) - 28.0%

January 2015

*We Serve 1% Lowfat Milk

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---|---|--|---|---|
| |  | | |  |  |
| | 5 | 6 | 7 | 8 | 9 |
| Week 6 | Breakfast: Oatmeal Cereal, Pineapple, Milk Lunch: Chicken Drumstick, Cornbread Muffin, Coleslaw, Canned Apricots, Milk Snack: Sunrise Bites Crackers, Milk | Breakfast: Kashi Berry Blossoms Cereal, Orange, Milk Lunch: Turkey Meat Sloppy Joes, Whole Wheat Bun, Whole Kernel Corn, Apple, Milk Snack: Peach Yogurt, Banana | Breakfast: Waffle Sticks, Diced Pear, Milk Lunch: Salisbury Beef Steak & Gravy, Mini Whole Grain Bun, Mashed Potatoes, Cantaloupe, Milk Snack: Sun Butter, Apple Slices | Breakfast: Whole Wheat Bagel, Canned Apricots, Milk Lunch: Chicken, Noodles, Mini Whole Grain Bun, Baby Carrots, Strawberries or Tangerine, Milk Snack: Mini Whole Grain Bun, Sliced Turkey | Breakfast: Banana Muffin Loaf, Banana, Milk Lunch: Swiss-American Cheese on Whole Wheat Bread, Broccoli, Orange, Milk Snack: Lemon Dinosaur Crackers, Milk Turkey |
| | 12 | 13 | 14 | 15 | 16 |
| Week 7 | Breakfast: Crispix Cereal, Apple, Milk Lunch: Chicken, Rice, Peas & Carrots, Orange, Milk Snack: Cheese Stick, Diced Mango | Breakfast: Oatmeal Cereal, Pineapple Tidbits, Milk Lunch: Macaroni & Cheese, Green Beans, Strawberries or Tangerine, Milk Snack: Strawberry Waffle Crackers, Milk | Breakfast: Rice Krispies Cereal, Diced Peaches, Milk Lunch: BBQ Chicken, Whole Wheat Bun, Whole Kernel Corn, Cantaloupe, Milk Snack: Hummus, Pita Chips | 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 | Breakfast: Blueberry Muffin Loaf, Banana, Milk Lunch: Sliced Turkey, Whole Wheat Bread, Carrot Sticks, Orange, Milk Snack: Sunrise Bites Crackers, Apple |
| | 19 | 20 | 21 | 22 | 23 |
| Week 1 |  | Breakfast: Pancakes, Pear, Milk Lunch: Sliced American Cheese, Whole Wheat Bread, Potato Salad, Apple or Watermelon, Milk Snack: Lemon Dinosaur Crackers, Diced Mango | Breakfast: Whole Wheat Biscuit, Diced Peaches, Milk Lunch: Whole Wheat Tortilla, Beans, Cheddar Cheese, Lettuce, Tomato, Strawberries or Tangerine, Milk Snack: Sunrise Bites Crackers, Banana | Breakfast: Whole Wheat Bagel, Pineapple Tidbits, Milk Lunch: Spanish Rice with Chicken & Corn, Whole Kernel Corn, Mandarin Orange, Milk Snack: Apple Slices, Sun Butter | Breakfast: Blueberry Muffin Loaf, Banana, Milk Lunch: Turkey Ham, Whole Wheat Bread, Baby Carrots, Cantaloupe, Milk Snack: Whole Wheat Tortilla, Bean Dip |
| | 26 | 27 | 28 | 29 | 30 |
| Week 2 | Breakfast: Multi Grain Flakes Cereal, Apple, Milk Lunch: Beef BBQ Burger, Whole Wheat Bun, Mixed Vegetables, Cantaloupe, Milk Snack: Strawberry Banana Yogurt, Orange | Breakfast: French Toast Sticks, Diced Pear, Milk Lunch: Chicken Drumstick, Macaroni Salad, Sliced Tomato, Apple, Milk Snack: White Cheddar Popcorn, Milk | Breakfast: Oatmeal Cereal, Raisins, Pineapple Tidbits, Milk Lunch: Chicken, Rice, Peas & Carrots, Strawberries or Tangerine, Milk Snack: Hummus, Vegetable Stick Melody | Breakfast: Crispix Cereal, Banana, Milk Lunch: Turkey Ham on Whole Wheat Croissant, Baby Carrots, Orange, Milk Snack: Nutri Grain Bar, Milk | Breakfast: Dreamy Orange Muffin Loaf, Apple, Milk Lunch: Sliced Turkey on Whole Wheat Bread, Sliced Cucumbers, Cantaloupe, Milk Snack: American Cheese Quesadilla |

| | lunes | martes | miércoles | jueves | viernes |
|----------|---|---|---|---|--|
| |  | | |  |  |
| | 5 | 6 | 7 | 8 | 9 |
| Semana 6 | Desayuno: Cereal de Avena, Piña, Leche. Comida: Pierna de Pollo, Mollete de Harina de Maíz, Ensalada de Col, Chabacano Enlatado, Leche. Bocadillo: Galletas Saladas Sunrise Bites, Leche. | Desayuno: Cereal Kashi Berry Blossoms, Naranja, Leche. Comida: Sloppy Joes de Carne de Pavo, Pan de Trigo Integral, Granos de Elote, Manzana, Leche. Bocadillo: Yogur de Durazno, Plátano. | Desayuno: Baritas de Waffle, Pera Picada, 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. | Desayuno: Bagel de Trigo Integral, Chabacano Enlatado, Leche. Comida: Pollo, Tallarines, Pan de Trigo Integral, Zanahorias Tiernas, Tanjarina, Leche. Bocadillo: Minipan de Grano Integral, Rebanada de Pavo. | 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. |
| | 12 | 13 | 14 | 15 | 19 |
| Semana 7 | Desayuno: Cereal Crispix, Manzana, Leche. Comida: Arroz con Pollo, Chicharos y Zanahorias, Naranja, Leche. Bocadillo: Barita de Queso, Mango Picado. | Desayuno: Avena, Piña Machacada, Leche. Comida: Macarrón con Queso, Ejotes, Fresas o Tanjarina, Leche. Bocadillo: Galletas de Waffle de Fresa, Leche. | 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. | Desayuno: Baritas de Pan Francés Tostado, Manzana, Leche. Comida: Pastel de Carne de Res y Salsa, Puré de Papa, Pan de Grano Integral, Chabacano Enlatado, Leche. Bocadillo: Taza con Fresas y Yogur. | 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. |
| | 19 | 20 | 21 | 22 | 23 |
| Semana 1 |  | Desayuno: Jotqueis, Pera, Leche. Comida: Queso Americano, Pan de Trigo Integral, Ensalada de Papa, Manzana o Sandía, Leche. Bocadillo: Galletas Saladas Lemon Dinosaur, Trozos de Mango. | Desayuno: Bizcocho de Trigo Integral, Durazno Picado, Leche. Comida: Tortilla de Trigo Integral, Frijoles, Queso Cheddar Rayado, Lechuga, Fresas o Tanjarina, Leche. Bocadillo: Galletas Sunrise Bites, Plátano. | Desayuno: Bagel de Trigo Integral, Piña Machacada, Leche. Comida: Arroz Español con Pollo y Elote, Granos de Elote, Mandarina, Leche. Bocadillo: Rebanadas de Manzana, Crema de Semillas de Girasol. | Desayuno: Barra de Mollete Dreamy Orange, Manzana, Leche. Comida: Jamón de Pavo en Pan de Trigo Integral, Zanahorias Tiernas, Melón, Leche. Bocadillo: Puré de Frijoles, Tortilla de Trigo Integral. |
| | 26 | 27 | 28 | 29 | 30 |
| Semana 2 | Desayuno: Cereal de Ojuelas Multigrano, Manzana, Leche. Comida: Hamburguesa de Res, Pan de Trigo Integral, Verduras Mixtas, Melón, Leche. Bocadillo: Naranja, Yogur de Fresa y Plátano. | Desayuno: Baritas de Pan Francés Tostado, Pera Picada, Leche. Comida: Pierna de Pollo, Ensalada de Macarrón, Rebanada de Jitomate, Manzana o Sandía, Leche. Bocadillo: Palomitas con Queso Cheddar Blanco, Leche. | Desayuno: Cereal de Avena, Piña Machacada, Pasas, Leche. Comida: Pollo, Arroz Integral, Chicharos y Zanahorias, Fresa o Tanjarina, Leche. Bocadillo: Puré de Garbanzos, Baritas de Verduras. | Desayuno: Cereal Crispix, Plátano, Leche. Comida: Rebanada de Jamón de Pavo, Pan de Trigo Integral, Zanahorias Tiernas, Naranja, Leche. Bocadillo: Barra Nutri Grain, Leche. | Desayuno: Barra de Mollete Dreamy Orange, Manzana, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Rebanadas de Pepino, Melón, Leche. Bocadillo: Quesadilla de Queso Americano. |

ITEM V
COMMITTEE REPORTS

➤ Executive Committee

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

| GOOD!!! |
|---|
| Thank you Mr. Enrique Esparza for sharing Galt Head Start center representative/alternate introduction letter with the Parent Advisory Committee. |
| Thank you Ms. Denise Lee and fiscal staff for seeking additional funds for greater parent representation at the 2015 CHSA Parent Training Conference. |
| Thank you Ms. Marie Desha for shared information on the CHSA Parent Training Conference. |
| Congratulations to the newly elected PC Executive Officers. |
| NEEDS IMPROVEMENT |
| Attendance. |
| REMINDERS |
| Please be on time and be seated by 8:50 a.m. |
| No eating in the Board room. |
| Please be recognized by the Chair before leaving your seat. |
| If you will be late or will not attend the PAC board meetings, please call or e-mail Jasmine Jamison, Chair, Marie Desha, or Nancy Hogan. |

ITEM VI

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)
 - ✓ Quality Assurance 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

January 2015



SETA Operated Program

Program Governance:

The first PC/PAC Meet & Greet Breakfast held Wednesday, December 10, at SETA, was a success with much positive feedback from parents and staff. Parent attendance was great; ice breaker activity brought high energy, laughter, and provided an opportunity for great connections and bonding.

Toastmasters training held Tuesday, December 16 at SETA had great parent attendance and participation. Ms. Jackie Bates (DTM) reviewed lesson 2 (Meetings) of Stagecraft workbook covering table topics, prepared speeches and evaluations. Table topic selected by Ms. Bates was to pick your favorite color and share why you liked color. Next, parents who had assignments from the last meeting presented their prepared speech followed by an evaluation by Mr. Dan Bates who is also a Toastmaster and provides awesome support to the group. Next month assignments were given out and parents asked to come prepared.

The PC/PAC elected officers at their December's meeting and will select committees/program area committee in January they would like to participate in this program year. Orientation is scheduled Friday, January 9 and Countywide Officer training Friday, January 16.

Parents are a great group, asked good questions (eager to learn), excited about being a part of their child's educational environment and to have a voice in Head Start/Early Head Start program operation decision making.

Program Operations:

SETA is excited to be participating in the Race to the Top quality efforts in the state. This month we added eight more centers bringing the total of participating sites to 18. Each center is evaluated on state wide quality indicators including the ECERS environmental scales, the CLASS teacher interaction assessment tool and implementation of the Teaching Pyramid. Coaches are then asked to come in and provide training and technical assistance to staff directly in their classrooms. Staff is also able to attend local professional development opportunities as well as early childhood education college courses for free.

This project is part of the efforts of the agency to include coaching as a significant professional development tool. SETA is also participating in Practice Based Coaching training including the TLC approach that promotes teachers working with peers in learning groups.

Program Support Services:

Quality Assurance Unit. EGUSD was monitored in December 15-18, 2014 and to be continued in January 5-9, 2015. Unannounced safety and supervision visits were ongoing for the second quarter of the program year. QA staff also followed up on corrective action plans and safety plans submitted by the delegates.

Training and Meetings. Countywide Curriculum Training with Education Consultant Cathy Cole was held on December 5, 2014. Various content meetings were held in December: *Mental Health* (December 9), *Family Engagement* (December 9), *Nutrition, Health and Safe Environments* (December 12) and *Education/Disabilities* (December 16).

School Readiness Goals Implementation. Delegates have received their program DRDP Fall 2014 Reports (1st of 3 assessments). Education Coordinator for School Readiness had scheduled follow-up meetings to follow up on DRDP action plans.

CLASS Implementation Plan. Grantee has conducted CLASS observations at TRUSD and WCIC in December. Delegates have submitted their internal CLASS observation calendars for 2014-2015. An enhanced CLASS Implementation Plan was rolled out to include a dual coding practice and twice-a-year observations at selected classes. Practice-based Coaching will also be implemented as part of professional development.

Family Engagement:

After a much need winter break, staff, parent s and children have returned to school ready to work and learn. We are happy to announce that as a county, Head Start and Early Head Start were fully enrolled. Our goal now is to continue to stay fully enrolled and to educate parents on the importance of bringing their children to school daily. We have opened a new part day class room at our Cross Roads site, and have increased our Home Base enrollment by 12. We are happy to say that both of these options are fully enrolled.

The topic for this month's parent meeting is Budgeting and Financial Stability. Staff will offer handouts and guest speakers at their parent meeting on this topic. Based on our Family Partnership Agreements, many parents are interested in setting up family budgets, and learning new ways to save money. We have been very pleased with our Family Literacy Involvement Project (FLIP). Parents have been very good about filling out their literacy logs and returning them to their teacher. This month books were given to all of our children which support the topic of Animals.

Elk Grove Unified School District

Education Services Update

Karin Nakahira-Young and Anita Tong, Instructional Coaches, presented training on the California Preschool Learning Foundations and Frameworks and how teachers can use them to enhance instruction in their classrooms. Teachers were given the opportunity to tag sections in the Frameworks and time to discuss how they will use the information when creating lesson plans.

Enrollment

The Elk Grove Unified School District is funded to serve 480 students and is fully enrolled. The average daily attendance (ADA) was 81%.

Disabilities Services and Mental Health Services Update

Our program educators and clerks have worked closely with Kate Barbero, PreK Social Worker and with Alicia Valero-Kerrick, PreK Psychologist, to place students with an active IEP into the Head Start program. There are 38 students with active IEPs being served which is eight percent (8%) of our Head Start student population.

Health Services Update

Program Educators continue to monitor files and provide additional support to families to ensure that children who need health services receive them.

Head Start students were served 7,906 meals during the month of December.

This month's Elk Grove Meals/Snack calendars are attached.

Fiscal Update

This month's Fiscal report is attached.

Recruitment

Individual registrations are taking place and 13 students are on the wait list for the Head Start program.

An internal office calendar with registration dates for January through June has been created to ensure sufficient time is allotted to have full enrollment by the end of June for the 2015 -2016 school year.

New Staff

Two new staff joined the PreK department in December. Dr. Alicia Valero-Kerrick has joined the department as a PreK Psychologist. She is taking the place of Dr. Teresa Gannon who left the department and the school district to be with her husband whose employment moved out of California. Dr. Kerrick comes to the program with several years of experience working with preschool children in a private setting as well as several years of experience working for the PreK Special Education Department. She will work for the PreK Department on a 20% contract and the PreK Special Education Department on an 80% contract.

Anita Tong has joined the department as a PreK Instructional Coach working on a 50% contract. She comes to the program with many years of experience teaching preschool, kindergarten and first grade in the Bay Area as well as having opened a Charter School in Natomas. In addition to working for the PreK department, she is currently working on a 50% contract as a Vice Principal at Raymond Case.

Sacramento City Unified School District

Health and Nutrition:

- Nurses, Lisa Stevens, Lori Souza and Victoria Benson attended an Appreciation Luncheon for registration staff, hosted by management staff on December 4, 2014. At this gathering there was discussion led by Noel Estacio, Registration Supervisor, about the State audit results, and the summer registration process. It was suggested that there be a Summer Registration Committee to look at ways to work more efficiently and productively especially during the busy summer season. Nurse Souza was appointed to lead the Health sub-committee on the Registration Process and Nurse Stevens will also serve on this sub-committee. Nurse Benson will serve on the Green Folders (class files) sub-committee. The various sub-committees will begin meeting in Jan., 2015.

- Registration Supervisor Noel Estacio is planning a field trip for interested members of the Summer Registration Committee to visit the San Juan Child Development Program to get another perspective on their enrollment and screening process. Several of our nurses will be participating in this field trip.
- The Preschool Dental Varnish Clinics for fall have concluded with Nurse Benson reporting good participation at the majority of preschool sites. Follow-up on dental concerns will continue to be made by the preschool nurses.
- Nurses Benson, Souza and Stevens attended the Office of Head Start (OHS) Safe Environments Webinar on December 17. In addition, The Child Development Nurses, Health Clerk, Registered Dietician, Data Specialist and Health/Nutrition Content Lead attended the Child Development Department's Health, Nutrition and Safe Environments Committee meeting on December 3, 2014.

Mental Health:

- Staff continues to work with families and make referrals to outside agencies for students based on TABS scores and requests from teachers and parents. Parent meetings are being held in the classrooms based on CSEFEL/Teaching Pyramid, positive discipline, stress management, etc. The Teaching Pyramid Leadership team met and is planning for activities for the remainder of the school year. Cohort 4 attended the Module 2 Teaching Pyramid training on December 12th.

Family Engagement:

- Staff completed the fourth segment of the Family Development Credential. These will continue monthly throughout the year until the end of August.
- Goal setting was primarily done the last week of November before the Thanksgiving break. Teachers are following up with families that were unable to meet for the parent conference to establish goals. Social workers and School Community Liaisons are working on following up on assisting families with their established goals.

Special Education:

- For the month of December, 2014, SCUSD Child Development Department served 111 Head Start Preschoolers with IEPs and 14 Early Head Start Children with IFSPs.
- During this month our program was able to collaborate with some of the SCUSD Special Education staff in discussing and learning Teaching Pyramid strategies to help promote strong social emotional development in young children at a training on December 12 held at SETA. Our Special Education staff also had the opportunity to join our programs Professional Learning on the 12 of December, and collaborate on early childhood math lessons presented by John Dueck.
- Our department met with the Special Education Directors from SCUSD and SCOE to discuss ongoing enhancements in the enrollment process for incoming and returning families we share in our full inclusion classrooms. We discussed what has been working and what needs to be adjusted in our processes. This meeting will take place again in late winter and early spring as we gear up for next year's preschool students to ensure the enrollment process and transition into the full inclusion classrooms are as seamless as possible, while meeting the requirements of each individual program.

Preschool Education:

- In the month of December, a new Teacher training was conducted to further orient teachers on curriculum planning and implementation. Nine teachers were involved in the training which was led by the Education Coordinator and Resource Teachers.
- Balanced Literacy Cohorts 1 & 2 met this month with consultant, Andy Hess. A few classroom teachers and Resource Teachers also met with Andy Hess to review Balanced Literacy lessons and activities that are occurring in the classrooms.
- Math consultant, Jon Dueck, presented at this month's Professional Learning and focused on math activities throughout the classroom. Prior to his presentation, he visited over 20 of our preschool classrooms to look at materials and how math is integrated into the active classroom environment.

Early Head Start & Home Based:

- The Home Based program is very grateful for the new MOU with SCOE and ALTA which was spearheaded by Kim B. at SETA. Jennifer Osalbo, resource teacher for Early Head Start, has already spoken with Becky Maclay at ALTA and we have a form for referring families directly to ALTA for assessments, which was not possible a few weeks ago. This was a great need in the community, especially when SCOE Infant Development Program said they were at funding capacity, and ALTA did not take referrals. The MOU is a great asset to the Child Development program in order to help families who may need extra support.
- One of the pregnant moms in the Early Head Start program, said that out of her five pregnancies, this one is her happiest because of all of the prenatal knowledge she is receiving. She now knows and understands what is happening to her body and baby and is more aware and is appreciative of it.
- The Creative Curriculum training with Cathy Cole was very informative. It was helpful to use our own copies of the books and have access to additional resources. Having time to go through the different sections of the books and see how they are divided will help us use them as a resource in the future.
- Selected EHS home visitors continue to attend the monthly Family Development Credentialing Training and have expressed how they are really enjoying and learning from the class. EHS staff has completed their first FPA goals with families.
- The EHS social worker attended the 3rd Leadership Team meeting for Teaching Pyramid for Family Coaching for Infant/Toddlers through SCOE and presented by West Ed. Social Worker continues to monitor and support the FPA process by providing feedback and recommendations to EHS staff on their documentation. Social Worker continues to provide support and consultation/case management to staff. Social Worker continues to provide mental health support to referred children and families in EHS families. Social Worker presented at EHS Professional Learning on CA CSEFEL materials.

San Juan Unified School District

Education Services Update

All classes are finishing the Clothes Study before Winter Break. Different classrooms have settled on specific topics of clothing, such as fasteners, hats, shoes, and general rain gear, which they have seen a lot of lately due to all of the stormy weather. Other classrooms have been interested in the uniforms that different people wear in our communities. The math focus for this month is the introduction of division. The letter focus is the same as it was last month; Uu, Yy, and Ww along with the letters which authentically become of interest during the Clothes Study.

Disabilities Services Update

During the month of December the Disabilities Content Lead met with the Preschool Program Specialist for the LEA's Special Education Department. Discussions revolved around IEP schedules, referrals and mutual supports. Many kinks were worked out and it was agreed that a good working partnership continues to be in place. The screening center remained open for one day a week for children just enrolling in the preschool programs. Several IEPs have been held and those children have begun receiving services. The total number of IEPs in the Head Start preschool programs is currently 82. Permanent Instructional Assistants have been hired and placed in the two Full Inclusion classes that have been added this year, bringing the total to five classes.

Mental Health Services Update

The Mental Health Therapist has been busy providing Holiday Stress Management parent support workshops throughout the month of December, as the holidays can put a number of additional stressors on families. The Mental Health Therapist provided families with community resource phone numbers in the event of need or crisis over the school break.

Health & Nutrition Services Update

Health is screening in the centralized screening room one day per week. Health is reviewing students' health, nutrition, and immunization status, completing health screenings, and counseling families in various health areas as needed. The School Nurse is completing Individualized Student Health Plans for those who have health concerns. Children that do not have dental insurance and need treatment will be called to see if they would like to participate in the Smiles for Kids program. The Health and Nutrition content specialists attended the content meeting this month. Also, the health team attended a meeting to work on specifications for Child Plus. Smile Keepers screenings will begin again in January.

Family and Community Partnerships Update

The Policy Committee had a successful December meeting even though it was scheduled on the day Sacramento was slated to get hit with a major storm. Kudos to the representatives that braved the weather conditions to make the meeting. Policy committee subcommittees have been hard at work reviewing program area plans and the Policy Committee by-laws. The budget subcommittee will begin its work next month. The executive board is working well together and making positive suggestions that increase the efficiency of the meeting and the ability to get important information out to parents.

Program Support/Staff Training Update

There were no trainings in the month of December. The next training is scheduled for January.

Fiscal Update

With only three weeks in December, the shortened month becomes a challenge. All Fiscal, Enrollment, and In-Kind Reports were due on the 10, and they were completed on time. The End-of-the Month Report, which was due December 3, was also submitted on time. Since the salary increase was approved by the San Juan USD Board, all budgets needed to be reworked to include a 4.5% increase. Early Childhood Education was also required to complete a three year Multi-year projection. The School Readiness Grant had to be completed by Friday, December 19, and it included a Program Narrative and Budget Narrative, along with a Budget for Fiscal Years 15-16; 16-17; and 17-18. These projects were all completed on time.

Early Head Start Update

This month the Early Head Start center based teaching and support staff attended a full day training at SETA focused on the Creative Curriculum books. The training was a useful refresher for staff familiar with the curriculum as well as a good introduction for those new to it. Staff took advantage of the time for discussion of the curriculum elements and how to implement or tweak them in their classrooms. Support staff also had the opportunity to discuss various topics related to curriculum and assessment with the trainer, and gather more information for program next steps.

The Home Base program and support staff did internal monitoring and file checks this month, followed by the SETA monitoring follow up visit. Also this month, the Early Head Start program welcomed a new School Community Worker, who comes with extensive background in both mental health and family support. And finally, the support staff continue to work on updates of current procedures in the Disabilities, Education, and ERSEA content areas.

Twin Rivers Unified School District

Events

The month of December provided an opportunity for the other two sites (Oakdale and Rio Linda) to join the students at Morey for the annual Winterfest celebration. During the joyous event, students performed for their parents and relatives and engaged in fun arts and crafts activities in their classrooms. Lots of parent volunteers assisted with the event and all attendees had a wonderful and fun time.

The Rio Linda site continues to operate at the alternate location of Sierra View due to the classroom not being licensed yet. The anticipated return date to Rio Linda is January 5.

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

Challenges

The lack of a Speech Therapist continues to be a struggle for the Head Start programs. The district's Special Education Department is currently recruiting staff from outside agencies to provide the services but to date no staff have been assigned to the Head Start programs. We currently are at 5% for the special needs population and are striving to reach the 10% as soon as possible.

Professional Development

Due to the holiday break, the ECE workshops did not occur in December. The next workshop is scheduled for January 14 with a focus on the CLASS domain of Instructional Support.

Components

The fourth Community Liaison has been selected and will be on board starting January 5. Community Liaisons continue working with their respective Complexes to 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 these goals. 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 as well as coordinate the parent involvement events.

The 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. Beginning in late January 2015, the programs will have a Sacramento State Intern onsite who will assist with the student groups. The School Social Worker will tentatively be on maternity leave through February 2015.

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. The district's Special Education Department is in the process of trying to contract with outside agencies to provide the services.

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 Coordinator has also finalized the program wide Action Plans for the DRDP, ECERS and CLASS assessments.

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. Fliers were also placed in the backpacks of elementary students at two TRUSD school sites. The Program Design and Management component leaders will begin updating the personnel files in December.

Policy and Parent Committees

The monthly meeting was held on December 17 at Morey. The agenda included the approval of the last meeting minutes and completion of Conflict of Interest forms. Parent Committee meetings were held at Rio Linda on December 17 and December 15 at Oakdale.

Fiscal

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

WCIC

Enrollment:

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

Health:

WCIC/Playmate Head Start Program's children received Hearing Screenings on December 15, 2014 from Dr. James McCartney and his Audiology Class (Graduate Students) of California State University, Sacramento. We are grateful for their consistent positive community service, support, and leadership!

Training:

WCIC/Playmate Head Start Program’s Teachers received a Creative Curriculum Training on December 5, 2014 at SETA (Grantee location) by Ms. Cathy Cole, Early Care and Education from Riddle, Oregon. Ms. Cole gave an overview on “What is Curriculum?” Curriculum: Children who attend high-quality preschools benefit from rich opportunities through play. It is stated that children benefit from curriculum that integrates all the developmental areas of leaning (social/emotional, language, cognitive and physical) in a way that is developmentally, culturally and linguistically appropriate. Family cultures and background provide valuable insight to a center’s curriculum. When it is combined, children, teachers, and families have essential and valuable information that help to create the framework for curriculum. By having an appropriate curriculum, it can promote balance planned experiences that help children progress towards a goal. The curriculum must provide areas of development in Social and Emotional, Physical, Cognitive, Language and Process skills. All centers need to develop and maintain learning centers; daily activities and schedules and to be able to evaluate the physical environment. Teachers must build relations with the children; promote self-regulation, develop a sense of community, and to always provide positive strategies for working with children with challenging behaviors. Staff needs to partner with families. Staff needs to get to know the families; make families feel welcomed; communicate effectively with the families and enhance children’s learning. This will ensure the best help in providing the best learning experiences for children and families.

Information Memorandums and Program Information Reports

No reports for this month.



SETA Head Start Food Service Operations Monthly Report *December 2014

December 5th - Minimum Day Preschool & EHS Classes.

December 11th - Walnut Grove closed.

December 24th noon through January 4th - Winter Break - All Kitchens and Centers closed.

Meetings:

Food Service Meeting Friday, December 5th at the WCIC Center. All Food Service Staff attended.

Total Number of Meals and Snacks Prepared for All Kitchens:

| Lunch | PM Snack | Breakfast | Field Trips |
|--------|----------|-----------|-------------|
| 29,420 | 17,688 | 19,384 | 220 |

Total Amount of Meals and Snacks Prepared 66,712

Purchases:

| | |
|------------|-------------|
| Food | \$52,259.18 |
| Non - Food | \$10,535.53 |

Building Maintenance and Repair: \$653.10

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$868.54

Vehicle Maintenance and Repair : \$1,225.40

Vehicle Gas / Fuel: \$879.49
Normal Delivery Days 17

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 12/31/14)

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) | 38 (7.9 %) | N/A |
| Sacramento City USD (1312)(144) | 111 (8.5%) | 14 (10%) |
| San Juan USD (700) (160) | 82 (11.7%) | 17 (10.6 %) |
| WCIC (120) | 5 (8.3 %) | N/A |
| SETA (2002) (349) | 168 (8.4 %) | 61 (17%) |
| County (4857)* (653)** | 417 (8.5%) | 92 (14%) |

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2014 to 2015

Period: December 2014

| Full Day Classes | | | | | | |
|-------------------|-------------------|------------|--------------|-------|-----------------|------|
| Center Name | Funded Enrollment | Total Days | Present Only | | Present/Excused | |
| | | | ADA | % ADA | ADA | %ADA |
| Crossroad Gardens | 44 | 17 | 34 | 77% | 42 | 95% |
| Elkhorn | 22 | 17 | 19 | 86% | 22 | 100% |
| Freedom Park | 44 | 17 | 30 | 68% | 41 | 93% |
| Hillsdale | 44 | 17 | 31 | 70% | 40 | 91% |
| Job Corp | 22 | 17 | 14 | 64% | 20 | 91% |
| Marina Vista ELC | 44 | 17 | 32 | 73% | 40 | 91% |
| Mather | 22 | 17 | 14 | 64% | 20 | 91% |
| Norma Johnson | 22 | 17 | 18 | 82% | 22 | 100% |
| North Avenue | 22 | 17 | 17 | 77% | 19 | 86% |
| Northview | 22 | 17 | 18 | 82% | 22 | 100% |
| Phoenix Park | 22 | 17 | 17 | 77% | 22 | 100% |
| Sharon Neese | 44 | 17 | 33 | 75% | 44 | 100% |

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2014 to 2015

Period: December 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 | 17 | 9 | 56% | 16 | 100% |
| Crossroad Gardens | 8 | 17 | 6 | 75% | 8 | 100% |
| Elkhorn | 16 | 17 | 11 | 69% | 14 | 88% |
| Job Corp | 16 | 17 | 9 | 56% | 14 | 88% |
| Marina Vista ELC | 8 | 17 | 7 | 88% | 8 | 100% |
| Mather | 8 | 17 | 4 | 50% | 6 | 75% |
| Norma Johnson | 8 | 17 | 6 | 75% | 7 | 88% |
| Northview | 8 | 17 | 5 | 63% | 8 | 100% |
| Phoenix Park | 8 | 17 | 6 | 75% | 8 | 100% |
| Sharon Neese | 16 | 17 | 10 | 63% | 15 | 94% |

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2014 to 2015

Period: December 2014

| Part Day Classes | | | | | | |
|-------------------|-------------------|------------|--------------|-------|-----------------|------|
| Center Name | Funded Enrollment | Total Days | Present Only | | Present/Excused | |
| | | | ADA | % ADA | ADA | %ADA |
| Alder Grove ELC | 40 | 12 | 25 | 63% | 36 | 90% |
| Auberry Park | 40 | 12 | 33 | 83% | 40 | 100% |
| Bannon Creek | 80 | 14 | 64 | 80% | 79 | 99% |
| Bright Beginnings | 80 | 12 | 50 | 63% | 69 | 86% |
| Crossroad Gardens | 20 | 15 | 18 | 90% | 29 | 145% |
| Elkhorn | 80 | 14 | 61 | 76% | 74 | 93% |
| Freedom Park | 80 | 14 | 56 | 70% | 72 | 90% |
| Fruitridge | 80 | 14 | 64 | 80% | 77 | 96% |
| Galt | 120 | 15 | 91 | 76% | 112 | 93% |
| Grizzly Hollow | 40 | 12 | 30 | 75% | 40 | 100% |
| Hillsdale | 80 | 14 | 52 | 65% | 74 | 93% |
| Hopkins Park | 80 | 14 | 48 | 60% | 67 | 84% |
| Illa Collin | 40 | 12 | 27 | 68% | 33 | 83% |
| Kennedy Estates | 40 | 12 | 29 | 73% | 38 | 95% |
| La Verne Sterwart | 40 | 14 | 33 | 83% | 39 | 98% |
| Marina Vista ELC | 20 | 14 | 14 | 70% | 17 | 85% |
| Mather | 80 | 14 | 50 | 63% | 72 | 90% |
| Nedra Court | 60 | 14 | 45 | 75% | 55 | 92% |
| Norma Johnson | 40 | 14 | 30 | 75% | 37 | 93% |
| North Avenue | 80 | 14 | 54 | 68% | 72 | 90% |
| Northview | 80 | 14 | 56 | 70% | 78 | 98% |
| Phoenix Park | 40 | 14 | 30 | 75% | 38 | 95% |
| Solid Foundation | 80 | 14 | 62 | 78% | 74 | 93% |
| Strizek Park | 40 | 14 | 30 | 75% | 39 | 98% |
| Vineland | 40 | 12 | 29 | 73% | 39 | 98% |
| Walnut Grove | 20 | 11 | 15 | 75% | 18 | 90% |

SETA Head Start/Early Head Start Enrollment Report

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

Last Service Day of Month: 12/23/2014

| Site | Loc Id | # Enrolled | # Present | # Absent | # Term W/I 30 | Total |
|-------------------|---------------|-------------------|------------------|-----------------|----------------------|--------------|
| Alder Grove ELC | 1247A | 20 | 14 | 6 | 0 | 20 |
| Alder Grove ELC | 1247B | 17 | 14 | 3 | 1 | 18 |
| Auberry Park | 1238A | 20 | 17 | 3 | 0 | 20 |
| Auberry Park | 1238B | 20 | 17 | 3 | 0 | 20 |
| Bannon Creek | 1200A | 20 | 15 | 5 | 0 | 20 |
| Bannon Creek | 1200B | 20 | 11 | 9 | 1 | 21 |
| Bannon Creek | 1200C | 20 | 18 | 2 | 0 | 20 |
| Bannon Creek | 1200D | 20 | 14 | 6 | 1 | 21 |
| Bright Beginnings | 1201A | 20 | 14 | 6 | 0 | 20 |
| Bright Beginnings | 1201B | 15 | 12 | 3 | 1 | 16 |
| Bright Beginnings | 1201C | 19 | 13 | 6 | 0 | 19 |
| Bright Beginnings | 1201D | 16 | 12 | 4 | 1 | 17 |
| Crossroad Gardens | 1242A | 20 | 15 | 5 | 0 | 20 |
| Crossroad Gardens | 1242B | 19 | 15 | 4 | 0 | 19 |
| Crossroad Gardens | 1242R | 23 | 15 | 8 | 2 | 25 |
| Crossroad Gardens | 1242X | 22 | 20 | 2 | 1 | 23 |
| Elkhorn | 1255A | 19 | 16 | 3 | 2 | 21 |
| Elkhorn | 1255B | 20 | 12 | 8 | 2 | 22 |
| Elkhorn | 1255C | 20 | 14 | 6 | 1 | 21 |
| Elkhorn | 1255D | 20 | 10 | 10 | 2 | 22 |
| Elkhorn | 1255X | 23 | 10 | 13 | 1 | 24 |
| Freedom Park | 1239A | 19 | 12 | 7 | 1 | 20 |
| Freedom Park | 1239B | 19 | 12 | 7 | 2 | 21 |
| Freedom Park | 1239C | 18 | 12 | 6 | 1 | 19 |
| Freedom Park | 1239D | 18 | 13 | 5 | 1 | 19 |
| Freedom Park | 1239R | 22 | 8 | 14 | 1 | 23 |
| Freedom Park | 1239X | 21 | 5 | 16 | 1 | 22 |
| Fruitridge | 1216A | 19 | 16 | 3 | 0 | 19 |
| Fruitridge | 1216B | 20 | 12 | 8 | 0 | 20 |
| Fruitridge | 1216C | 20 | 15 | 5 | 0 | 20 |
| Fruitridge | 1216D | 19 | 10 | 9 | 2 | 21 |
| Galt | 1234A | 20 | 18 | 2 | 0 | 20 |
| Galt | 1234B | 20 | 18 | 2 | 0 | 20 |
| Galt | 1234C | 20 | 17 | 3 | 3 | 23 |
| Galt | 1234D | 20 | 10 | 10 | 0 | 20 |
| Galt | 1234E | 20 | 14 | 6 | 0 | 20 |
| Galt | 1234F | 20 | 16 | 4 | 0 | 20 |
| Grizzly Hollow | 1252A | 20 | 15 | 5 | 0 | 20 |
| Grizzly Hollow | 1252B | 20 | 18 | 2 | 0 | 20 |
| Hillsdale | 1228A | 20 | 12 | 8 | 1 | 21 |

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

| | | | | | | |
|-----------------------------------|-------------|------|------|-----|----|------|
| Sharon Neese | 1249X | 22 | 10 | 12 | 2 | 24 |
| Solid Foundation | 1254A | 19 | 16 | 3 | 0 | 19 |
| Solid Foundation | 1254B | 20 | 18 | 2 | 0 | 20 |
| Solid Foundation | 1254C | 18 | 17 | 1 | 0 | 18 |
| Solid Foundation | 1254D | 19 | 13 | 6 | 0 | 19 |
| Strizek Park | 1225A | 20 | 15 | 5 | 2 | 22 |
| Strizek Park | 1225B | 20 | 15 | 5 | 0 | 20 |
| Vineland | 1211A | 20 | 17 | 3 | 1 | 21 |
| Vineland | 1211B | 20 | 17 | 3 | 0 | 20 |
| Walnut Grove | 1235A | 19 | 14 | 5 | 0 | 19 |
| Alder Grove Infant/Toddler Center | 1212M | 6 | 2 | 4 | 2 | 8 |
| Alder Grove Infant/Toddler Center | 1212U | 8 | 4 | 4 | 1 | 9 |
| Crossroad Gardens | 1242U | 8 | 5 | 3 | 2 | 10 |
| Elkhorn | 1255M | 8 | 3 | 5 | 0 | 8 |
| Elkhorn | 1255U | 7 | 5 | 2 | 2 | 9 |
| Job Corp | 1237M | 8 | 3 | 5 | 0 | 8 |
| Job Corp | 1237U | 8 | 2 | 6 | 1 | 9 |
| Marina Vista ELC | 1246U | 8 | 6 | 2 | 0 | 8 |
| Mather | 1223U | 6 | 1 | 5 | 1 | 7 |
| Norma Johnson | 1214U | 7 | 6 | 1 | 1 | 8 |
| Northview | 1224U | 8 | 4 | 4 | 0 | 8 |
| Phoenix Park | 1248U | 8 | 3 | 5 | 0 | 8 |
| Sharon Neese | 1249M | 8 | 3 | 5 | 2 | 10 |
| Sharon Neese | 1249U | 8 | 2 | 6 | 2 | 10 |
| TOTALS for Head Start | | 1952 | 1282 | 670 | 83 | 2035 |
| | | | | | | |
| HS Totals | 1846 | | | | | |
| Drops w/in 30 | 69 | | | | | |
| P/S Home Base | 122 | | | | | |
| Total | 2037 | | | | | |
| | | | | | | |
| EHS Totals | 106 | | | | | |
| Drops w/in 30 | 14 | | | | | |
| EHS Home Base | 146 | | | | | |
| River Oaks | 60 | | | | | |
| SCOE | 36 | | | | | |
| Total | 362 | | | | | |
| | | | | | | |
| GRAND TOTAL | 2399 | | | | | |



Quality Assurance Summary Report

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

| Agency | Centers Visited | # of Classrooms | # of Files | Monitoring Purpose |
|-----------------------|--|---|---|---|
| SETA-Operated Program | Alder Grove Auberry Bannon Creek Bright Beginnings Crossroad Gardens Elkhorn Freedom Park Fruitridge Galt Illa Collin Kennedy Estates LaVerne Stewart Marina Vista (HS/EHS) Mather (HS/EHS) Vineland | 37 35 Head Start 2 Early Head Start | 111 105 Head Start 6 Early Head Start | <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final |

Exemplary Practices (Above Compliance)

- Strong teamwork among staff
- Relationship between staff and families was observed to be friendly, warm and comfortable
- Creativity in a variety of class activities
- Organized and neat classrooms in a number of centers

| Areas Reviewed | Percentage Of Compliance* | Issues/Concerns |
|---|---------------------------|--|
| Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i> | 88% HS 94% EHS | 1- Incomplete Emergency Cards 2- Health screens were completed by not all within the 30-45 day time line 3- Not all dental exam results were in the child's file 4- Some ChildPlus did not match contents of the child's file |
| Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i> | 97% HS 97% EHS | No significant noted findings |

| | | |
|---|-------------------|---|
| Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i> | 90% HS 95% EHS | No significant noted findings |
| Family , Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition))</i> | 78% | 1-Limited evidence that all immediate need or information requested had adequate follow-up (not documented in the child's file) 2- Documentation of parent meetings was inconsistent |
| Adult Mental Health <i>(Parent/Guardian Mental Health)</i> | 87% | No significant noted findings |
| Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i> | 93% HS 90% EHS | No significant noted findings |
| Written Individualization <i>(Assessments, Individual Development Plans, Home Visits/Parent Conferences)</i> | 91% HS 77% EHS | 1-Not all assessments were completed in a timely manner and/or contained limited written observations (EHS) |
| Curriculum/Implementation of Individualization <i>(Ratios, Supervision, Daily Schedule, Lesson Plans, Indoor/Outdoor Environments)</i> | 83% HS 75% EHS | 1-Teacher-child interactions need improvement when working with children with challenging behaviors |
| ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i> | 91% | No significant noted findings |

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

Corrective Action Plans:

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

ITEM VII – CENTER UPDATES

BACKGROUND:

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

NOTES:

ITEM VIII - DISCUSSION

BACKGROUND:

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

NOTES:

ITEM IX – PUBLIC PARTICIPATION

BACKGROUND:

Participation of the general public at the SETA-Operated Program Parent Advisory Committee meeting is encouraged. Members of the audience are asked to address their request to the Chair if they wish to speak.

NOTES: