

GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

ALLEN WARREN
Councilmember
City of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

ADMINISTRATION

KATHY KOSSICK
Executive Director

DENISE LEE
Deputy Director

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

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

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

THOUGHT OF THE DAY: "What you get by achieving your goals is not as important as what you become by achieving your goals."

Author: Zig Ziglar

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

DATE: Tuesday, March 17, 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.

AGENDA

PAGE NUMBER

- | | | |
|-------------|---|-------|
| I. | <u>Call to Order/Roll Call/Review of Board Member Attendance</u> | 1-5 |
| | ➤ PAC Meeting Attendance Update | |
| | ➤ Introduction of Newly Seated Representatives | |
| II. | <u>Consent Item</u> | |
| A. | Approval of the Minutes of the January 20, 2015 Regular Meeting | 6-11 |
| III. | <u>Action Items</u> | |
| A. | Election of SETA-Operated Representative and Alternates to the Policy Council | 12 |
| B. | Approval of Annual Self Assessment for 2014-2015 and Resulting Program Improvement Plan | 13-21 |

| | | |
|--------------|--|-------|
| C. | Approval of the Parent Advisory Committee and Policy Council Joint Parent Activity | 22-23 |
| IV. | <u>Information Items</u> | |
| A. | Standing Information Items | 24-42 |
| ➤ | 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 | |
| ➤ | CHSA Conference Reports (attached) – Ms. Jasmine Jamison | |
| ➤ | Child Care Center Food Menu (attached) | |
| ➤ | Community Resources – Parents/Staff: Ms. Jasmine Jamison | |
| B. | Governing Board Minutes – December 4, 2015 | 43-49 |
| V. | <u>Committee Reports</u> | 50-51 |
| ➤ | Executive Committee Meeting Critique: Ms. Jasmine Jamison | |
| ➤ | Budget/Planning Committee: Ms. Jasmine Jamison | |
| ➤ | Personnel/Bylaws Committee: Ms. Jasmine Jamison | |
| ➤ | Social/Hospitality Committee: Ms. Jasmine Jamison | |
| ➤ | Men's Activities Affecting Children Committee (MAACC): Ms. Jasmine Jamison | |
| VI. | <u>Other Reports</u> | 52-71 |
| ➤ | Chair's Report | |
| ➤ | Policy Council Report(s): Ms. Destini Shepherd, Ms. Dawnna Paniagua, Mr. Todd Woods, Ms. Natalie Craig, and Ms. Sabrina Rasmussen | |
| ➤ | Head Start Deputy Director's Report – Ms. Denise Lee | |
| ✓ | Monthly Head Start Report (attached) | |
| ➤ | Head Start Managers' Reports | |
| ✓ | Program Support Services Report – Ms. Brenda Campos | |
| ✓ | Parent/Family and Community Engagement Committee – Ms. Lisa Carr | |
| ✓ | Child Development & Education Services Report – Ms. Karen Gonzales | |
| VII. | <u>Center Updates</u> | 72 |
| VIII. | <u>Discussion</u> | 72 |
| IX. | <u>Public Participation</u> | 72 |
| X. | <u>Adjournment</u> | |

DISTRIBUTION DATE: THURSDAY, MARCH 12, 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**
- ___ **Shalita Calhoun, 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
- ___ Vacant, Galt Head Start
- ___ Vacant, Grizzly Hollow
- ___ Vacant, 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
- ___ Vacant, 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**
- ___ Vacant, 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

| | |
|--|--|
| ___ Joyce Turner, Kennedy Estates Head Start | |
| ___ Nayeli Meza, Nedra Court Head Start | |
| | |
| ___ Vacant, Alder Grove I Head Start | ___ Vacant, Marie Cleveland's Bright Beginnings Head Start |
| ___ Vacant, Galt Head Start | ___ Vacant, Marina Vista Early Learning Center |
| ___ Vacant, Grizzly Hollow Head Start | ___ Vacant, North Avenue Head Start |
| ___ Vacant, Hillsdale Head Start | ___ Vacant, Parker Head Start |
| ___ Vacant, Home Base Head Start | ___ Vacant, Phoenix Park Head Start |
| ___ Vacant, Home Base Head Start Rep. | ___ Vacant, Solid Foundation Head Start |
| ___ Vacant, Hopkins Park Head Start | ___ Vacant, Foster Parent Rep |
| ___ Vacant, Illa Collin Head Start | ___ Vacant, Men's Activities Affecting Children Committee Representative |
| | |
| | |
| | |

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

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

| COMMITTEE MEMBER | CENTER | 11/18 | 12/16 | | 1/20 | 2/24 ** | 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 | | U | | | | | | | | | | |
| Shalita Calhoun s/b/seated 12/16; seated 1/20 | CR | | U | | X | | | | | | | | | | |
| Amanda Self Seated 11/18 | EHS/H B | X | X | | X | | | | | | | | | | |
| Vacant | EHS/H B | | | | | | | | | | | | | | |
| Deanna Yee Seated 11/18 | EL | X | X | | X | | | | | | | | | | |
| Destini Shepherd Seated 11/18 | FP | X | X | | X | | | | | | | | | | |
| | FT | | | | | | | | | | | | | | |
| Enrique Esparza Seated 11/18 | G | X | X | | U | | | | | | | | | | |
| Vacant Seated | GH | | | | | | | | | | | | | | |
| Vacant Seated | H | | | | | | | | | | | | | | |
| Vacant Seated | HB | | | | | | | | | | | | | | |
| Vacant Seated | HB | | | | | | | | | | | | | | |
| Vacant Seated | IC | | | | | | | | | | | | | | |
| | HP | | | | | | | | | | | | | | |
| Alofalusi Baty s/b/seated 11/18; seated 12/16 | JC | E | X | | U | | | | | | | | | | |
| Joyce Turner Seated 5/20/14 | K | E | X | | X | | | | | | | | | | |
| Vacant | LVS | | | | | | | | | | | | | | |
| Vacant Seated | MCBB | | | | | | | | | | | | | | |
| Vacant Seated | MV | | | | | | | | | | | | | | |
| Vacant Seated | M | | | | | | | | | | | | | | |
| Vacant Seated | NA | | | | | | | | | | | | | | |
| Nayeli Meza Seated | NC | | | | | | | | | | | | | | |
| Sabrina Rasmussen reseated 12/16 | NJ | X | X | | X | | | | | | | | | | |
| Natalie Craig s/b/seated 11/18; seated 12/16 | NV | U | X | | X | | | | | | | | | | |
| Vacant Seated | PA | | | | | | | | | | | | | | |
| Vacant Seated | PP | | | | | | | | | | | | | | |
| Vacant | SF | | | | | | | | | | | | | | |
| Dawna Paniagua Seated 11/18 | SN | X | X | | X | | | | | | | | | | |

| COMMITTEE MEMBER | CENTER | 11/18 | 12/16 | | 1/20 | 2/24 ** | 3/17 | 4/21 * | 5/19 | 6/16 | 7/21 * | 8/18 | 9/15 | 10/20 | 11/17 |
|---|--------|-------|-------|--|------|------------|------|-----------|------|------|-----------|------|------|-------|-------|
| Todd Woods reseated 12/16 | SP | X | X | | E | | | | | | | | | | |
| Vacant Seated | V | | | | | | | | | | | | | | |
| Rafaela Casillas Seated 11/18 | WG | X | X | | U | | | | | | | | | | |
| Vacant | FPR | | | | | | | | | | | | | | |
| Lenda Wheeler Seated 11/18 | GPR | X | X | | X | | | | | | | | | | |
| Vacant Seated | MAACC | | | | | | | | | | | | | | |
| Jasmine Jamison Seated 11/18 | OGC | X | X | | E | | | | | | | | | | |
| Kenneth Tate Seated 11/18 | PPR | X | 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 JANUARY 20, 2015 PAC MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the January 20, 2015 PAC meeting.

RECOMMENDATION:

Approve the minutes of the January 20, 2015 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, January 20, 2015
9:00 a.m.

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

Ms. Dawnna Paniagua called the meeting was called to order at 9:10 a.m. The pledge of allegiance was recited; Ms. Paniagua read the thought of the day.

Ms. Sabrina Rasmussen called the roll; a quorum was established.

Members Present:

Destini Shepherd
Dawnna Paniagua
Natalie Craig
Joyce Turner
Sabrina Rasmussen
Lenda Wheeler
Kenneth Tate
Amanda Self
Deanna Yee

Members Absent:

Kenny Williams (unexcused)
Susana Hernandez (resigned)
Eliana Mendoza (unexcused)
Maria Sutton (resigned)
Jasmine Jamison (excused)
Vanessa Diego (unexcused)
Enrique Esparza (unexcused)
Alofalsi Baty (unexcused)
Rafaela Casillas (unexcused)
Todd Woods (unexcused)

New Member seated:

Shalita Calhoun, Crossroad Gardens

II. Consent Item

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

The minutes were reviewed; no questions or comments.

Moved/Self, second/Yee, to approve the December 16, 2014 meeting.

Show of hands vote:

Aye: 8 (Craig, Rasmussen, Self, Shepherd, Tate, Turner, Wheeler, Yee)

Nay: 0

Abstentions: 1 (Paniagua)

Ms. Shalita Calhoun was welcomed to the board and seated at 9:15 a.m.

III. Action Items

A. Approval of Selection Criteria for Enrollment in Early Head Start or Head Start

Ms. Monica Avila reviewed the staff report for the modification to the selection criteria. There is no longer a need to prioritize pregnant women less than 21 years of age.

Ms. Denise Lee stated that the selection criteria are used if we have more families than we have slots; it's a prioritization of families. There is one criteria for Early Head Start and one for Head Start. The Agency will potentially be bringing in new EHS partners so this is a good time to modify the selection criteria

Moved/Rasmussen, second/Self, to approve the Early Head Start Enrollment Selection Criteria and the Head Start Enrollment Selection Criteria for Sacramento County.

Show of hands vote:

Aye: 9 (Calhoun, Craig, Rasmussen, Self, Shepherd, Tate, Turner, Wheeler, Yee)

Nay: 0

Abstentions: 1 (Paniagua)

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

Ms. Desha stated that six alternates are needed for the Policy Council

Moved/Self, second/Wheeler, to elect six alternates to serve on the Policy Council.

Show of hands vote:

Aye: 9 (Calhoun, Craig, Rasmussen, Self, Shepherd, Tate, Turner, Wheeler, Yee)

Nay: 0

Abstentions: 1 (Paniagua)

Those interested in serving as an alternate: None.

Moved/Self, second/Wheeler, to table this item to the next meeting.

Aye: 9 (Calhoun, Craig, Rasmussen, Self, Shepherd, Tate, Turner, Wheeler, Yee)

Nay: 0

Abstentions: 1 (Paniagua)

C. Selection of Parent Advisory Committee Board Member Committees for 2014-2015

- Personnel/ Bylaws Committee: Ms. Desha reviewed the purpose of this committee. There were no board members interested in serving.
- Budget/Planning Committee: Ms. D'et Patterson reviewed the purpose of this committee and urged those interested in seeing how the funds are disbursed to consider joining this committee.

Those interested: Lenda Wheeler, Kenneth Tate, Amanda Self, and Sabrina Rasmussen.

- Social/Hospitality Committee: Ms. Desha stated this is a lot of work but a very fun committee. This committee is responsible for planning the end-of-year parent appreciation dinner.

Those interested: Sabrina Rasmussen, Dawnna Paniagua, Natalie Craig, Joyce Turner, Lenda Wheeler, Amanda Self, and Shalita Calhoun

- Parent Ambassador Committee: Ms. Hawkins stated that this committee participates in recruitment events.

Those interested: Amanda Self, Lenda Wheeler, Sabrina Rasmussen, and Dawnna Paniagua

- Food Services Committee: Ms. Brenda Campos stated that this committee is a requirement due to USDA regulations. This committee meets every other month. There will be a minimum of three meetings.

Those interested: Destini Shepherd, Dawnna Paniagua, Sabrina Rasmussen, Deanna Yee, Shalita Calhoun, and Amanda Self.

- Men's Activities Affecting Children Committee (MAACC): Ms. Lisa Carr stated that the purpose of this committee is to get male participation at the center level. This committee works on various ways to get more men participating in the centers.

Those interested: Kenneth Tate, Sabrina Rasmussen,

- Early Childhood Development & Health Services & Parent, Family & Community Engagement Committee: Ms. Lisa Carr stated that this committee meets once a quarter. This committee focuses on school readiness and ways for parents to participate in their child's readiness, especially math activities and attendance.

Those interested: Destini Shepherd, Dawnna Paniagua, Sabrina Rasmussen, Shalita Calhoun, Lenda Wheeler, Natalie Craig, and Amanda Self.

- Monitoring and Evaluation, AKA Self-Assessment Committee: Ms. Campos supervises the Quality Assurance Unit. The self-assessment provides a way for staff to know if the performance standards are being met. The self-assessment will be held January 26 through February 14. There will be training for those interested in participating on Monday, January 26. Parents would be paired with staff to do the site reviews.

Those interested: Dawnna Paniagua, Amanda Self, Sabrina Rasmussen, Kenneth Tate, Shalita Calhoun, Lenda Wheeler, Natalie Craig, and Joyce Turner.

Moved/Self, second/Shepherd, to approve the committee selections for 2014-2015.

Show of hands vote:

Aye: 9 (Calhoun, Craig, Rasmussen, Self, Shepherd, Tate, Turner, Wheeler, Yee)

Nay: 0

Abstentions: 1 (Paniagua)

D. Selection of Representatives to the SETA Head Start Health Services Advisory Committee (HSAC)

Ms. Brenda Campos reported that this committee meets twice a year and is required in the Head Start performance standards. We enlist dentists, doctors, nurses for resources and input. The next meeting is January 28, 5:30 – 7:00 p.m. This is a dinner meeting and those intending to attend must notify staff. The goal of this committee is to focus on working on MOUs with some of the participating groups. These meetings are very interesting. Next meeting will be sometime between July-October.

Those interested: Amanda Self, Joyce Turner, Sabrina Rasmussen, Destini Shepherd, Deanna Yee, and Shalita Calhoun.

Moved/Wheeler, second/Yee, to approve the selection of representatives to serve on the Health Services Advisory Committee.

Show of Hands Vote:

Aye: 9 (Calhoun, Craig, Rasmussen, Self, Shepherd, Tate, Turner, Wheeler, Yee)

Nay: 0

Abstentions: 1 (Paniagua)

Ms. Amanda Self was excused at 10:00 a.m.

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events – Ms. Paniagua reviewed the calendar of events.
- Parent/Staff Recognitions: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Patterson provided the fiscal report. The November and December fiscal reports are included in the packet. Mr. Tate asked if we are slightly over budget, and Ms. Patterson stated that we are right on budget. Ms. Patterson reviewed the in-kind hours. Ms. Yee stated that she works with companies that provide donations. Ms. Yee was asked to speak directly to Ms. Patterson after the meeting.
- Toastmasters Training – Mr. Kenneth Tate reported on the December 16 training. There will be another meeting after this meeting.

- PC/PAC Orientation & Officer Training Reports – Ms. Destini Shepherd reported out on the orientation and how much she learned. Mr. Tate reviewed the officer training which provided good training on the various responsibilities.
- Child Care Center Food Menu: No questions.
- Community Resources – Parents/Staff: None.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Paniagua reviewed the critique of the December 16 meeting.

VI. Other Reports

- Chair's Report Chari: Ms. Paniagua encouraged committee commitment and participation.
- Policy Council Report(s): No report.
- Head Start Deputy Director's Report – Ms. Denise Lee stated that staff is working to deal with issues brought up in the OHS federal review. A corrective action plan has been submitted to the regional office. SETA has always had indefinite Head Start grants. Now, the OHS has moved to five year designated grants. Staff received notification from ACF that we are up for the first year beginning in the new fiscal year (August 1).
- Head Start Managers' Reports
 - ✓ Program Support Services Report – Ms. Brenda Campos spoke of the upcoming self-assessment process. Parents will be invited to work with staff to begin the self-assessment process. Training will be provided. The Quality Assurance summary report is for the SETA-Operated Program.
 - ✓ Parent/Family and Community Engagement Committee: Ms. Lisa Carr referred the board members to the attendance reports included in the packet. Regular attendance is crucial for all children. The parent meeting topic for the month is 'financial.'
 - ✓ Child Development & Education Services Report – Ms. Karen Gonzales reported that the Stated received a grant to increase the professionalism of teachers. "Race to the Top" provides resources and assessment of centers. They will start with 10 centers that are joint Head Start and the County Office of Education. There will be additional centers as funding is received. The grant goes through 2015.

VII. Center Updates: None.

VIII. Discussion: None.

IX. Public Participation: Board members were reminded that Toastmasters would be held immediately after the meeting in the Shasta Room.

X. Adjournment: The meeting was adjourned at 10:45 a.m.

ITEM III-A – ACTION

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

BACKGROUND:

This agenda item provides an opportunity for the PAC to elect SETA-Operated Representatives and Alternates to the Sacramento County Head Start Policy Council (PC). Bylaws provide six SOP slots on the Policy Council; there is one representative seat open and six alternate seats open.

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 one Representatives and six Alternates.

NOTES:

Representative nominated:

Alternates nominated:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-B - ACTION

APPROVAL OF ANNUAL SELF ASSESSMENT FOR 2014-2015
AND RESULTING PROGRAM IMPROVEMENT PLAN

BACKGROUND:

This agenda item provides an opportunity for the SETA Governing Board to review and approve the results of the Head Start/Early Head Start Annual Self Assessment.

In January 2014, a team of staff and parents were assembled for the 2014-2015 self-assessment process. Teams reviewed and analyzed all service areas, including Program Governance, Planning, Communication, Record-keeping/Reporting, On-going Monitoring, Human Resources, Fiscal, Prevention/Early Intervention, Tracking/Follow-up, Disabilities, Individualization, Family Community Engagement, Eligibility/Recruitment/Selection/Enrollment/Attendance, Safe Environments, Child Development and Education including child outcomes, curriculum and individualization. A summary report of strengths and areas of improvement are attached.

Additionally, a separate program governance summary report and a copy of the screener are attached for review. The Program Governance self-assessment team utilized the *Governance and Leadership Capacity Screener* to ensure all governance and board oversight requirements are being met. Board certification is required for this section of the self-assessment and will be submitted to the Office of Head Start in support of the EHS-Child Care Partnership grant.

While many positive outcomes and strengths were noted during the review, staff continues to strive for excellence. As part of the 2014-2015 Program Improvement Plan, staff will focus on a few areas of improvement, including staff development in CLASS and DRDP data application, family case management, internal file review and supervisory monitoring processes and record-keeping efficiencies.

A summary report and resulting Program Improvement Plan are attached for review and approval.

Staff will be available to answer questions.

RECOMMENDATION:

Approve Program Year 2014-2015 Self-Assessment and resulting Program Improvement Plan.

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____



Self Assessment Summary of Results 2014-2015

Project Background:

During the fall of 2014, SETA Head Start/Early Head Start developed a self assessment plan that included parents, administrative and field staff, as well as management. The self assessment process resulted in a review of the quality and compliance of the SETA Head Start/Early Head Start program as well as a comprehensive safe environments review of all classrooms countywide.

To conduct the self assessment, the teams utilized the *2015 Fiscal Integrity Monitoring and Environmental Health and Safety Protocols, Governance and Leadership Capacity Screener, 2014 OHS Monitoring Protocol, the Head Start Self Assessment: Your Foundation for Building Program Excellence* tool, the *SETA Head Start/Early Head Start Monitoring and Quality Assurance Tool*, and *SETA's standard file checklist tool*. Each team developed a review plan and the team leaders trained all staff, parents and volunteers to ensure they were clear on the protocols. The teams conducted site visits in the winter. All Early Learning Centers were visited by at least the Safe Environments, Disabilities, Education and Mental Health teams. Team reviews included, but were not limited to the following: children's files, on-going monitoring (Quality Assurance) reports, program information reports, policies and procedures manuals, personnel and licensing files, enrollment applications, attendance reports, human resource and fiscal documents, monthly reports, *Childplus* reports, self assessment results, goals and objectives, ECERS, ITERS, and CLASS results, DRDP data, home visit and classroom observations, etc. Results from the self assessment were analyzed and resulted in a detailed Self Assessment Program Improvement Plan (PIP).

Team Composition:

A total of eight teams were assembled for the Self Assessment. Each team had an appointed team leader to facilitate the process and was composed of staff as well as parents in some cases. Some parents and staff may have served on more than one team. In addition to staff and parents, the Safe Environments team also included two outside consultants and staff from all Delegate Agencies. The teams were as follows:

Program Governance
Screenings
Fiscal
Human Resources

Parent and Family Engagement
Disabilities, Education and Mental Health
ERSEA
Health, Nutrition and Safe Environments

Summary of Program Strengths: SETA Head Start/Early Head Start has many notable strengths, including some of the following:

Education, Disabilities and Mental Health:

- The Home Visit packet system in both Head Start and Early Head Start is effective in providing guided meetings with parents.
- IDPs are clearly linked to assessment results and parent input is evident.
- Vast majority of child files were neat, organized, current and complete.
- Classrooms were well stocked and contained a variety of learning materials.
- There are partnerships with Race to the Top in 18 centers.
- Individualization is evident in the forms of modified schedules, adaptive materials and equipment in both preschool and Early Head Start classrooms.
- Strong communication between Special Education Field Technicians and teaching staff.
- Implementation of CSEFEL/ Teaching Pyramid in preschool classrooms
- PIWI training for teachers in Early Head Start.
- Visual schedules and classroom expectations are evident in most classrooms.
- Positive Behavior Support Plans for children are clear and provide ample supports.

Parent and Family Engagement:

- Relationships between staff and families are friendly, warm and comfortable.
- Resources for parents are current and available in multiple languages.
- Parent meetings are consistently occurring at the centers.
- Both parents and staff are very happy with the School Readiness Aides at the sites.

Screenings:

- High percentage of health screenings were done within required time frames.
- Good documentation in files on staff follow-up on dental exams.
- Family Service Workers are utilize *ChildPlus* and enter data in a timely manner.
- All children's files had emergency cards.
- Lead assessments are consistently completed.

Program Design and Management (including Governance, ERSEA, Fiscal and Human Resources):

- Strong relationships between SETA and its delegate agencies and partners.
- Good fiscal checks and balances to ensure accuracy.
- Consistently meeting and exceeding the federal in-kind requirement.
- Close working relationship with site and administrative staff to ensure thorough in-kind documentation.
- Applications and enrollment documents completed by new (hired within past 12 months) Family Service Workers had minimal findings.
- The use of the EZ-ID system (classroom electronic sign-in and out system to track attendance).
- SETA's agency-wide wellness program continues to thrive.
- Staff receive ongoing trainings to increase competencies.
- Education collaboration with CSUS assists teaching staff obtains their college degrees.
- Ongoing tuition reimbursement program for all staff.

- Good documentation of PC and PAC agendas, minutes, and training materials.
- Training opportunities for PC and PAC members.
- Timely and useful monthly reports that contribute and support PC's decision-making.

Health, Nutrition and Safe Environments:

Overall, most centers and classrooms were furnished with safe and child appropriate equipment, materials and supplies. Unique strengths for each program are noted below:

- SCUSD: Organized medication storage procedure.
- SJUSD: Uniform and well-organized system for emergency contact information.
- TRUSD: Consistent diapering procedure with written plans and adequate supplies.
- WCIC: Implementation of daily health checks and well-maintained facility.
- EGUSD: Consistent implementation of Step Up SUPERvision protocol.
- SOP: Consistent procedures for first aid and sleeping arrangements.

Summary of Program Growth Opportunities: During the Self Assessment process, teams identified areas for improvement and opportunities for growth. Areas of improvement do not necessarily indicate systemic issues and/or areas of non-compliance. Below is a summary of some of the highlighted areas. A complete Program Improvement Plan (PIP) with action steps, timelines, and staff responsible is attached.

Education, Disabilities & Mental Health:

- Missed opportunities for Instructional Support during small group time.
- Concept development at higher CLASS levels is not occurring regularly in classrooms.
- DRDP results show math as an area needing increased support.
- Delayed response time from LEA when referrals are made from SETA staff.
- Speech screener requires an additional filter to avoid over-identification of referrals.
- IEP/ IFSP goals are not consistently integrated into lesson plans for children with disabilities.
- DECA's completed outside of timelines (before 30 days or after 45).

Parent and Family Engagement:

- Some Family Partnership Agreements are missing information (i.e. family strengths, strategies and timelines).
- Goals on FPAs are not always clear.
- Incomplete or missing follow up on emergency needs and goals.

Screenings:

- Some dental exams and body mass index (BMI) graphs not completed within required timeframes.
- Blood lead level results and Hgb/Hct results were not consistently received within required timeframes.
- Some emergency cards were missing dentist information.

Program Design and Management (including Governance, ERSEA, Fiscal and Human Resources):

- Increased staff time for input of increase parent volunteer hours.
- There has been a decrease in allowable space donation.
- Due to the highly structured nature of SETA's HR Department, simple seeming requests can require a long time for processing.
- Difficulty in recruiting enough qualified Teachers, Associate Teachers, Associate Teacher/Infant Toddler, and Site Supervisors.
- Some minor accuracy issues related to the income calculations on enrollment paperwork due to incorrect formulas (semi-monthly vs. bi-weekly).
- Some of the Enrollment Verification Forms were not completed or didn't completely match verification information on the application.
- Most classroom staff not following written procedures regarding attendance tracking.

Health, Nutrition and Safe Environments:

- Procedures for medication management (tracking of expirations and medication storage) were not consistently followed.
- Missing or inconsistent systems to verify if all centers were checked regularly for pesticide control or air pollutants or to verify if all outdoor and indoor plants were safe and non-poisonous.
- Some classrooms (including bathrooms) required better maintenance (i.e. hazardous or chemical supplies were out of reach of children, but not always in locked cabinets, cluttered classes, dirty bathrooms).
- Some outdoor play areas were not well-maintained.
- SETA-Operated Program (SOP) uses a 12:1 ratio.

Delegate agencies will be addressing concerns that came up during the countywide *Health, Nutrition, and Safe Environments* review in their individual Program Improvement Plans. Individual self assessment reports are on file.

**Sacramento Employment and Training Agency
Heads Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2014-2015**

| <i>Action Steps:</i> | <i>Responsible Person/Department</i> | <i>Start Date</i> | <i>Progress Update</i> | <i>Complete Date</i> |
|--|--|-------------------|------------------------|----------------------|
| <i>SCHOOL READINESS/CHILD OUTCOMES</i> | | | | |
| <i>Goal: Continue to support teacher's growth and development regarding CLASS, DRDP and data analysis</i> | | | | |
| Continuing training and/or apply coaching to increase concept development approaches in the classrooms. | Karen Gonzales, Manager Program Officers (ED) Education Coordinators | August 2014 | | |
| Enhance approaches to small group time to support Instruction Support concepts. | Karen Gonzales, Manager Program Officers (ED) Education Coordinators | September 2015 | | |
| Continuing training for number concepts and how to apply scientific method (process) in work with children | Karen Gonzales, Manager Program Officers (ED) Education Coordinators | March 2016 | | |
| Assess currently used speech screening instrument to ensure appropriate referrals are being made. Enhance relations with LEA to ensure open and timely communication on referrals made. Re-train staff on integrating IEP/IFSP goals on lessons plans. | Karen Gonzales, Manager Program Officers (ED) Education Coordinators | January 2016 | | |

**Sacramento Employment and Training Agency
Heads Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2014-2015**

| | | | | |
|--|--|--------------|--|--|
| Revise policies and procedures to include 10:1 teacher-child ratios in all HS classrooms (not CDE). Re-train staff in changed expectations. | Karen Gonzales, Manager Program Officers (ED) | March 2015 | | |
| <i>FAMILY AND COMMUNITY OUTCOMES</i> | | | | |
| <i>Goal: Continue to strengthen family case management and internal monitoring systems to ensure high quality family outcomes is documented</i> | | | | |
| Provide ideas for goals and strategies for FPAs based on the Parent, Family, and Community Engagement framework. | Lisa Carr, Manager Program Officers (SS) | October 2015 | | |
| <i>RECORD-KEEPING AND REPORTING</i> | | | | |
| <i>Goal: Improve efficiency and effectiveness of record-keeping and reporting systems</i> | | | | |
| Develop written procedures to support systems regarding regular pesticide control and air pollutants. | Jose Diaz, Facilities Coordinator Brenda Campos, Manager | August 2015 | | |
| Develop a manual to verify safety of all indoor and outdoor plants at the centers. | | | | |
| Provide refresher training to individual staff on classroom maintenance and repair, indoors and outdoors. | Karen Gonzales, Manager Program Officers (SS) | August 2015 | | |
| Re-train staff on updated medication management systems. Monitor to ensure procedures are being adhered to. | Brenda Campos, Manager | July 2015 | | |

**Sacramento Employment and Training Agency
Heads Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2014-2015**

| | | | | |
|--|---|--------------|--|--|
| <i>HUMAN RESOURCES/STAFF TRAINING AND STAFF DEVELOPMENT</i> | | | | |
| <i>Goal: Provide additional staff development and training sessions to enhance quality and systems delivery</i> | | | | |
| Assess effectiveness of recruitment outreach and/or candidate success rates for landing on the eligibility list. Filling vacancies has been difficult. | Bonnie Bilger, Manager John Allen, HR Chief Karen Gonzales, Manager | March 2015 | | |
| Continue to provide annual Income Eligibility Training (including attendance tracking) to all enrollment staff to be sure everyone has the knowledge to complete and enroll families accurately. | Lisa Carr, Manager Monica Avila, Program Officer (SS) | March 2015 | | |
| Develop automated scanning and tracking system for in-kind to reduce staff time required on data entry. | D'et Patterson, Manager Donald Schmidt, IT | July 2015 | | |
| <i>ON-GOING MONITORING SYSTEMS</i> | | | | |
| <i>Goal: Staff will enhance the Quality Assurance/on-going monitoring system to include supervisory and secondary level monitoring which will help ensure high quality services and programming</i> | | | | |
| Ensure on-going monitoring of children's files by Supervisors to ensure all required services are provided in a timely manner | Lisa Carr, Manager Karen Gonzales, Manager Program Officers (ED and SS) | October 2015 | | |

**Sacramento Employment and Training Agency
Heads Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2014-2015**

| | | | | |
|--|---|--------------|--|--|
| Develop an on-going monitoring system than ensures ChildPlus data is consistent with the contents in the child's file | Lisa Carr, Manager Karen Gonzales, Manager Brenda Campos, Manager | October 2015 | | |
| Continue and ensure consistent use of Daily/Weekly Safe Environments Checklist at all sites with periodic evaluation/review of outdoor/indoor areas to ensure checklists are used and necessary corrective actions are completed | Brenda Campos, Manager Karen Gonzales, Manager Program Officers (ED) | April 2015 | | |
| Conduct routine monitoring of enrollment applications to ensure all applications are error-free | Lisa Carr, Manager Monica Avila, Program Officer (SS) | October 2015 | | |

ITEM III-C – ACTION

APPROVAL OF POLICY COUNCIL/PARENT ADVISORY COMMITTEE
JOINT PARENT ACTIVITY

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to discuss and approve a joint parent activity with the Policy Council.

See attached information on the Parent Activity Fund.

RECOMMENDATION:

That the Parent Advisory Committee approve a joint parent activity with the Policy Council.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

PARENT ACTIVITY FUND

How can the parent activity fund be used?

Interpretation: Programs must be cautioned that 45 CFR, Part 74, Appendix F, prohibits expenditure of grant funds solely for entertainment purposes. Entertainment expenditures are defined as the cost of amusement, diversion, social activities, ceremonials, and incidental cost relating thereto, such as meals, lodging, transportation and gratuities. It should be noted that the restriction on expenditures applies to activities which are solely for entertainment. Expenditures for project related purposes are allowable even though entertainment may play an incidental part in the activities. Therefore, programs are required to justify the expenditure of parent activity funds on the basis of project relatedness. For example, a visit by a parent group to a museum can be justified if parents utilize the experience to train parents in ways of providing educational activities for their children in the community. Banquets given in conjunction with parent training and seminars can be justified based on the performance standards. Once the program justifies the activity as primarily project related, with entertainment being incidental, then the related costs of lodging, transportation, refreshments, meals, etc., are also allowable.

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
 - CHSA Conference Reports (attached) – 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> |
|---|--|
| PAC/PC Toastmasters Training | Tuesday, March 17, 2015 11:30 a.m. Shasta Room (lunch provided) |
| PAC Executive Committee | Thursday, March 19, 2015 9:00 a.m. Olympus Room |
| PC Executive Committee | Thursday, March 26, 2015 9:00 a.m. Olympus Room |
| Men's Activities Affecting Children Committee | Friday, March 27, 2015 10:00 a.m. Olympus Room |
| PC/PAC Bylaws Committee | Friday, March 27, 2015 11:00 a.m. Olympus Room |
| PC/PAC Social Hospitality Committee | Wednesday, April 1, 2015 1:00 – 2:30 p.m. Magnolia Room |
| PC/PAC Budget/Planning Committee | Tuesday, April 14, 2015 1:30 p.m. Oak Room |
| PC/PAC Parent Ambassador Committee | Friday, April 17, 2015 1:00 p.m. Olympus Room |
| PAC Executive Committee | Thursday, April 23, 2015 9:00 – 10:00 a.m. Olympus Room |
| PC Executive Committee | Thursday, April 30, 2015 9:00 a.m. Olympus Room |

April

2015

| <i>Sun</i> | <i>Mon</i> | <i>Tue</i> | <i>Wed</i> | <i>Thu</i> | <i>Fri</i> | <i>Sat</i> |
|------------|------------|--|--|--|--|------------|
| | | | 1 9:00 a.m. Social/Hospitality Committee Olympus Room | 2 | 3 | 4 |
| | | | | | | |
| 5 | 6 | 7 | 8 | 9 9:00 a.m. San Juan PC Meeting General Davie Center 1500 Dom Way Sacramento 95864 9:00 a.m. Sacramento City PC Meeting Capital City Multipurpose Room, 7220 24th Street Sacramento 95823 | 10 | 11 |
| 12 | 13 | 14 9:00 a.m. Elk Grove PC Meeting Prairie Pre-K 2 5251 Valley Hi Drive Sacramento 95823 1:30 p.m. PC/PAC Budget/Planning Oak Room | 15 5:15 p.m. WCIC PC Meeting 3555 3rd Avenue Sacramento 95817 | 16 8:30 a.m. Twin Rivers PC Meeting 155 Morey Avenue Sacramento 95838 | 17 1:00 p.m. Parent Ambassadors Meeting Olympus Room | 18 |
| 19 | 20 | 21 9:00 a.m. PAC Meeting SETA Board Room 11:30 a.m. Toastmaster's Meeting Shasta Room | 22 | 23 9:00 a.m. Sacramento City PC Meeting Capital City Multipurpose Room, 7220 24th Street Sacramento 95823 | 24 10 a.m. MAAC Meeting Olympus Room | 25 |
| 26 | 27 | 28 9:00 a.m. PC Meeting SETA Board Room | 29 | 30 9:00 a.m. PC Executive Meeting Olympus Room 6:00-8:00 p.m. Daddy Read to Me | | |

Jasmine K. Jamison
PAC Chair

CHSA Conference Report

On February second, five board members and I, members of the Parent Advisory Committee and Policy Council, were given the opportunity to attend the 50th Anniversary California Head Start Conference. The goal we set out to accomplish was to attend conference workshops in which we could obtain helpful life-changing information to bring home to share with our family, as well as other Head Start families. I chose to take part in two very amazing workshops.

The first workshop that I took part in was “Engaging and Goal Setting with Families: We Do It Together.” The basis of this workshop was giving insight on how to engage families of different backgrounds and cultures more into the Head Start and Early Head Start Program. This is accomplished by helping families thrive while supporting them in reaching new heights for themselves and their children.

Although I felt this workshop was more so aimed towards the staff working for Head Start, I was thankfully able to pull important concepts from the instructor’s lesson. She spoke of understanding expectations that a family has for their household. Understanding the expectation of one’s needs help you to goal set in such away that it is feasible for families to achieve. She also spoke of purpose for the goal. What will be done once the goal has been achieved and what purpose will it serve in the household of the families that Head Start services.

What I pulled from this as a family serviced by Head Start is, how can I help Head Start help me? I understood I first have to know myself, and where I’d like to go in order to obtain balance even in my child’s life. How can I guide my child’s goals, if I don’t understand the concept on purpose, execution, expectation and outcome?

One must be aware of the skills at hand that each individual family member has to offer. Once aware of capability and strengths, next is learning and understanding each family’s stressor’s that have made it difficult achieving goals. Then support is provided which will then lead to a family’s success. This is shown as a six step process.

The second workshop I attended was “Setting the Tone for Effective Discipline.” This workshop was a positive discipline workshop. The workshop used different hands-on activities that could be used to promote effective social and emotional learning environments in the home. During this workshop we were organized into groups. Each group was given items that could make up a game, but as a group we had to figure out how that specific game or activity would be done. My specific group was given a board game set up and from there we determined the concept.

This workshop gave us a positive outlook on discipline methods that opt out of physical discipline, and instead suggested positive verbal discipline, with the understanding that we all make mistakes. This also gave options with removal of prize possessions and instead having to earn things back rather than giving them back once time has passed.

From this workshop I obtained great information, some of which I was already aware of, but what stuck out the most was information on how to effectively communicate emotions - be attentive and solving social problems. Most important to me was communication of emotions. Just gaining the insight on how to understand my child's emotions when it comes to my discipline methods was amazing to me. This helped me to understand every mistake or action doesn't need the same disciplinary action.

The Effective Discipline workshop gave me an opportunity as a mother to connect more in depth with my child's reasoning for choices, as well as my own for why I choose the methods of discipline that I see fit for my household. Most reasoning on my end was because how I was raised and disciplined as a child.

The opportunity of going to this conference was an amazing opportunity that I took a lot from. During my attendance at the conference I've walked away with greater insight on myself, my child, and the people that service my child. I now as a parent and future educator promote balance, positive discipline, family engagement, Goal setting etc... This opportunity allowed me to gain knowledge I will not only apply in my household but can pass on as a friend, parent and future educator.

Parent Conference 2015

By: Amanda Self

Lyndon B. Johnson said, "Five and six year old children are inheritors of poverty's curse and not its creators. Unless we act, these children will pass it on to the next generation, like a family birthmark." That is when Head Start was born. Head Start was created so that our children and future generations to come can be prepared for the harsh realities of life; and also to be better prepared for the lifelong journey to obtain higher and better education. The annual conference in Los Angeles was beyond rewarding and educational. I learned so many things not only to incorporate into my own family but also to incorporate into my community. I went to five different workshops and was greeted warmly and welcoming at every one. I thoroughly enjoyed being a part of something so great.

Probably my most favorite workshop was the Sensory Integration workshop. We were given many recipes on things to make for our children that are sensory oriented. One of the recipes given was for clean mud, a great way for kids to explore the feeling of "mud" squished through their fingers. I also re-learned the shaving cream trick, for those curious about color manipulation but not wanting to get dirty. A Ziploc bag, shaving cream, and some food coloring is all it takes. Other ideas for calming a fussy child or anxious child could be silky blankets, weighted vests, and even resistance bands. All of these things are sensory oriented and could be a great use in the classroom or even at home.

My second workshop was Renew Yourself to your Children. This was a very interesting class in that it was all about creativity and arts. We were taken back to our own childhood and finger painting. We made a mandala art piece, and learned about how children learn to solve problems through exploring different creative outlets. It was really fun to paint and act like a kid again, remembering the fun of getting messy and how carefree it was.

The third workshop was Fun with Literacy. We learned how to put an education and lucrative spin on musical chairs. A way to bring exercise and reading together. We played different versions of classic school games and at the same time learned to incorporate reading into it all. Literacy is a pivotal part of anyone's education, not just the kids but everyone. Stop, Sit, and Read. The three things needed for reading musical chairs. Place a book on every chair involved. Just as in classic musical chairs when the music plays walk around the chairs. Instead of removing a chair remove a book. When the music stops you must find a chair with a book and start reading while waiting for the next round. It was very fun and interactive for me.

My fourth workshop was Using the Home as a Learning Environment. We learned how to use everyday items and turn them into learning/teaching aids. Use bottle caps, buttons, and cotton swabs as counters for math. Use magazines and cereal boxes to make puzzles and matching games. Use string for measurements and growing charts. All of these ideas were very educational and helpful for me. I homeschool my 5th grader and it gave me some great ideas to help him.

The last workshop I was in was Self-Regulation and Yoga studies. It showed how learning just a few simple easy steps can enhance your attitude and lower your stress levels. Most parents and teachers are so busy caring for the children that they forget to regulate and care for themselves. Yoga exercises and breathing techniques help to release pent up aggravations and stresses. We learned that we need to prioritize how we feel instead of what we can get done. This helped me to take a step back and really focus on myself as well as my kids.

I thoroughly enjoyed this conference and would recommend Head Start to any person. I love how this company not only looks for the best for our children but also for the families and the people within the community. The people I went with and the people I met while at the conference were warm and inviting and helpful. I would love to go back if given the chance again.

California Head Start Conference

By Natalie Craig

On February second and third I attended the 2015 Annual California Head Start Conference in Los Angeles, CA. I am grateful for being able to attend this conference. I learned a lot of useful information.

Mr. Tom Grayson was the opening keynote speaker and he was very good. I really enjoyed listening to him. Some of the issues he discussed were the absent father and why and how a young man learns to be a father. He talked about how important it is for a father to be active in his son's life and how he learns to be a father to his children and relate to the mother of that child.

He also touched on why many times a man or young man disrespects the mother of his children and is abusive. A mother can teach her son how to be loving and caring but it is really important for a man to raise a boy. If that boy has no positive male influence present in his life he will not learn how to respect woman, let alone the mother of his child or children. The cycle of the absent father will just keep repeating itself most of the time. Yes there are times when there is an exception to the rule, but most often than not, when a young man has no positive "father figure" in his life he has nothing to model after. Any boy can make a child but it takes a "Man" to raise one.

It is not just boys who will have issues. Girls will also have issues if they do not have that positive male figure role model in their life. They will look for love in all the wrong people and places; have multiple partners and multiple children. Not having a positive male figure or involvement is very important for both males and females, but especially important for young men. Mr. Grayson also touched on the issue of why some young men/boys are incarcerated and not having that male involvement plays a big role.

There were a few times during Mr. Grayson's speech that brought tears to my eyes. He also spoke on why sometimes girls will find guys like their fathers. Many times if "daddy" is not present they will have "daddy issues" and go with bad boys.

I lost my father at a young age, but he was very much present in my life. He showed me what a healthy relationship is and what a husband and father should be. I really enjoyed Mr. Grayson and I learned a lot of important and interesting information about male parent and family engagement.

I also attended two workshops. The first workshop that I attended was geared more towards educators, family services workers, and staff. I really did not enjoy that workshop that

much but got some important information from it. The workshop was called, Engaging and Goal-Setting with Families: We do it Together. It was mostly for staff and supervisors who work with families. It talked about goal setting and parent involvement and how to engage families. As a PC/PAC parent I did learn some techniques on how to get parents more involved and how to encourage parents to come to the parent meetings at their site. I did learn about learn about setting short and long term goals for me and my family. For the most part, I got some information that I can use at home and at my center.

The second workshop that I attended I enjoyed very much. It was called Setting the Tone for Effective Discipline. The workshop showed how to use different hands-on activities that can be used to promote effective social and emotional learning environments at home. I learned ways to have a meaningful relationship that will promote a positive environment to create successful learning. I learned some different ways of discipline for certain children because what works for one child may not work for the other child. I learned the different styles of parenting and which one I am toward my own children. They are:

- Authoritative Parent – sets limits, reasoning with kids and responsive to their emotional needs. Kids who are raised by these kinds of parents are likely to become independent, self-reliant, socially accepted, successful and well-behaved. They are less likely to engage in anti-social behavior like drug use and delinquency.
- Permissive Parent – has low expectations for self-control and maturity. They rarely discipline their children.
- Authoritarian Parent – shows high expectations of their children and has very strict rules that they expect to be followed. They provide little nurturing and doesn't usually explain the reason for rules and doesn't encourage verbal give-and-take. It is not the best way to raise a kid and these kids tend to have poor social skills and lower self-esteem.

I learned that I am the Authoritative parent and for the most part it fits and for the most part my children are fairly well-behaved. Yes they have their moments but I have found that this parenting style is effective. This workshop was very fun and interesting and I use what I learned currently in disciplining my children. I am glad that I had the opportunity to attend this conference and I was able to take away some important information that I currently use daily.

Sincerely Grateful

s/Natalie Craig

California Head Start Association Conference
Los Angeles, CA
2015
By Todd Woods

The overall classes were educational. I received a lot of good advice from the speakers. I particularly liked the Setting the Tone for Effective Discipline and the Project Fatherhood workshops.

Project Fatherhood

Presenters: Jeff Williams, Anthony Young and Allen Grays

Father absence is considered by many the major social problem in our society today. I plan to use the information I received at my center to encourage more male involvement in our children's lives.

Engagement = Resolutions

Presenters = Joseph and Tina

This workshop gave information on words to use and not use with family while communicating. Topics included:

1. Connect comprehensive – Use the word “we” (inclusive words)
2. Saying things nicely
3. Tools to engage with families
4. Strength-based practices
5. Active Listening

Setting the Tone for Effective Discipline

Presenter: Shalex

This workshop gave me a lot of ways to be flexible in dealing with my own son. The foundation of this workshop was a great way to show parents how to communicate with children, especially with parents who are a single mom.

The speaker spoke a lot about relationship and how children may feel about being protected and safe/unsafe. She also discussed limits and what is an okay limitation. She defined discipline as:

- Training that correct, mold or perfect the mental facilities or moral character.

I liked discovering that Head Start has been around 50 years. I learned how Head Start began by viewing a video presentation.

This was my first time flying, first time in Los Angeles and first time everything. It was a great opportunity. I can't wait to see what other possibilities Head Start offers. I want to thank all the staff for allowing me this wonderful opportunity.



SETA Head Start Menu

March 2015

*We Serve 1% Lowfat Milk

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---|--|--|--|---|
| Week 7 | 2 Breakfast: Crispix Cereal, Apple, Milk Lunch: Chicken, Rice, Peas & Carrots, Orange, Milk Snack: Cheese Stick, Diced Mango | 3 Breakfast: Oatmeal Cereal, Pineapple Tidbits, Milk Lunch: Macaroni & Cheese, Green Beans, Strawberries or Tangerine, Milk Snack: Strawberry Waffle Crackers, Milk | 4 Breakfast: Rice Krispies Cereal, Diced Peaches, Milk Lunch: BBQ Chicken, Whole Wheat Bun, Whole Kernel Corn, Cantaloupe, Milk Snack: Hummus, Pita Chips | 5 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 | 6 Breakfast: Blueberry Muffin, Banana, Milk Lunch: Sliced Turkey, Whole Wheat Bread, Carrot Sticks, Orange, Milk Snack: Sunrise Bites Crackers, Apple |
| Week 1 | 9 Breakfast: Pancakes, Diced Pear, Milk Lunch: Lemon Pepper Chicken, Peas & Carrots, Brown Rice, Orange, Milk Snack: Cottage Cheese, Cheese-It Crackers | 10 Breakfast: Whole Grain Cheerios Cereal, Cantaloupe, Milk Lunch: Sliced American Cheese, Whole Wheat Bread, Potato Salad, Apple or Watermelon, Milk Snack: Lemon Dinosaur Crackers, Diced Mango | 11 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 | 12 Breakfast: Whole Wheat Bagel, Pineapple Tidbits, Milk Lunch: Spanish Rice with Chicken & Corn, Whole Kernel Corn, Mandarin Orange, Milk Snack: Apple Slices, Sun Butter | 13 Breakfast: Blueberry Muffin, Banana, Milk Lunch: Turkey Ham, Whole Wheat Bread, Baby Carrots, Cantaloupe, Milk Snack: Whole Wheat Tortilla, Bean Dip |
| Week 2 | 17 Breakfast: Multi Grain Flakes Cereal, Apple, Milk Lunch: Beef BBQ Burger, Whole Wheat Bun, Mixed Vegetables, Cantaloupe, Milk Snack: Strawberry Banana Yogurt, Orange | 18 Breakfast: French Toast Sticks, Diced Pear, Milk Lunch: Chicken Drumstick, Macaroni Salad, Tomato Slice, Apple or Watermelon, Milk Snack: White Cheddar Popcorn, Milk | 19 Breakfast: Oatmeal Cereal, Raisins, Pineapple Tidbits, Milk Lunch: Chicken, Rice, Peas & Carrots, Strawberries or Tangerine, Milk Snack: Hummus, Vegetable Stick Melody | 20 Breakfast: Crispix Cereal, Banana, Milk Lunch: Turkey Ham on Whole Wheat Croissant, Baby Carrots, Orange, Milk Snack: Nutri Grain Bar, Milk | 21 Breakfast: Dreamy Orange Muffin Loaf, Apple, Milk Lunch: Sliced Turkey on Whole Wheat Bread, Cucumber Slices, Cantaloupe, Milk Snack: Cheese Quesadilla |
| Week 3 | 23 Breakfast: Whole Grain Cheerios Cereal, Orange, Milk Lunch: Macaroni & Cheese, Green Peas, Cantaloupe, Milk Snack: Sound Bites Crackers, Milk | 24 Breakfast: Waffle Sticks, Applesauce, Milk Lunch: Beef Ravioli, Mini Whole Grain Bun, Spinach Salad, Orange, Milk Snack: Apple Slices, Sun Butter | 25 Breakfast: Whole Wheat Biscuit, Diced Peaches, Milk Lunch: Chicken Fajitas, Whole Kernel Corn, Cantaloupe, Milk Snack: Raspberry Yogurt Fruit Cup | 26 Breakfast: Whole Wheat Bagel, Banana, Milk Lunch: Sliced Turkey on Whole Wheat Bread, Baby Carrots, Strawberries or Tangerine, Milk Snack: Cottage Cheese, Pineapple Tidbits | 27 Breakfast: Banana Muffin, Orange, Milk Lunch: Swiss-American Cheese on Whole Wheat Tortilla, Zucchini Sticks, Canned Apricots, Milk Snack: Milk, Strawberry Waffle Crackers |
| Week 4 |  | 31 Breakfast: Rice Krispies Cereal, Cantaloupe, Milk Lunch: Beef Hamburger, Whole Wheat Bun, Whole Kernel Corn, Orange, Milk Snack: Cheese-It Crackers, Canned Fruit Mix |  | |  |

SETA Head Start Menu

Marzo 2015

*Servimos leche descremada 1%

| | lunes | martes | miércoles | jueves | viernes |
|----------|--|---|--|--|--|
| Semana 7 | 2 Desayuno: Cereal Crispix, Manzana, Leche. Comida: Arroz con Pollo, Chicharos y Zanahorias, Naranja, Leche. Bocadillo: Barita de Queso, Mango Picado. | 3 Desayuno: Avena, Piña Machacada, Leche. Comida: Macarrón con Queso, Ejotes, Fresas o Tanjarina, Leche. Bocadillo: Galletas de Waffle de Fresa, Leche. | 4 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. | 5 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. | 6 Desayuno: Mollete con Arándanos Azules, Plátano, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Barita de Zanahoria, Naranja, Leche. Bocadillo: Galletas Sunrise Bites, Manzana. |
| Semana 1 | 9 Desayuno: Jotqueis (Pancakes), Pera Picada, Leche. Comida: Pollo con Limón y Pimienta, Arroz Integral, Chicharos y Zanahorias, Naranja, Leche. Bocadillo: Requesón, Galletas Saladas Cheese-It. | 10 Desayuno: Cheerios de Grano Integral, Melón, Leche. Comida: Queso Americano, Pan de Trigo Integral, Ensalada de Papa, Manzana o Sandía, Leche. Bocadillo: Galletas Lemon Dinosaur, Trozos de Mango. | 11 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. | 12 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. | 13 Desayuno: Mollete con Arándanos Azules, Plátano, Leche. Comida: Jamón de Pavo en Pan de Trigo Integral, Zanahorias Tiernas, Melón, Leche. Bocadillo: Puré de Frijoles, Tortilla de Trigo Integral. |
| Semana 2 | 17 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. | 18 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. | 19 Desayuno: Cereal de Avena, Piña Machacada, Pasas, Leche. Comida: Pollo, Arroz, Chicharos y Zanahorias, Fresa o Tanjarina, Leche. Bocadillo: Puré de Garbanzos, Baritas de Verduras. | 20 Desayuno: Cereal Crispix, Plátano, Leche. Comida: Rebanada de Jamón de Pavo, Pan de Trigo Integral, Zanahorias Tiernas, Naranja, Leche. Bocadillo: Barra Nutri Grain, Leche. | 21 Desayuno: Barra de Mollete Dreamy Orange, Manzana, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Rebanadas de Pepino, Melón, Leche. Bocadillo: Barita de Queso, Manzana. |
| Semana 3 | 23 Desayuno: Cereal Cheerios de Grano Integral, Naranja, Leche. Comida: Macarrón con Queso, Ejotes, Melón, Leche. Bocadillo: Galletas Sound Bites, Leche. | 24 Desayuno: Baritas de Waffle, Puré de Manzana, Leche. Comida: Ravioli de Res, Minipan de Grano Integral, Ensalada de Espinacas, Naranja, Leche. Bocadillo: Rebanadas de Manzana, Crema de Semillas de Girasol. | 25 Desayuno: Bizcocho de Trigo Integral, Durazno Picado, Leche. Comida: Fajitas de Pollo, Granos de Elote, Melón, Leche. Bocadillo: Taza de Fruta de Frambuesa y Yogur. | 26 Desayuno: Bagel de Trigo Integral, Plátano, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Zanahorias Tiernas, Fresa o Tanjarina, Leche. Bocadillo: Requesón, Piña Machacada. | 27 Desayuno: Mollete con Plátano, Naranja, Leche. Comida: Queso Suizo-Americano, Tortilla de Trigo, Baritas de Calabacita, Chabacano Enlatado, Leche. Bocadillo: Galletas de Waffle de Fresa, Leche. |
| Semana 4 |  | 31 Desayuno: Cereal Rice Krispies, Melón, Leche. Comida: Hamburguesa de Res, Pan de Trigo Integral, Granos de Elote, Naranja, Leche. Bocadillo: Galletas Cheese-It, Mezcla de Fruta Enlatada. |  | |  |



Assistance and Services

Family Services
 4350 Raley Blvd, Ste. 200
 Sacramento, CA 95838
 (916) 678-4010

The Salvation Army - Sacramento is committed to serving the local community by providing a breadth of social service assistance:

| Services | Amount | Notes |
|--|--|---|
| Food Boxes Tues, Wed & Thurs 9:00 a.m. to 3:30 p.m. ONLY | 6 times per year with 30-day waiting period between boxes. | <ul style="list-style-type: none"> • Tuesdays-Wednesdays-Thursdays only 9 am to 3:30 pm. • I.D., Social Security card and proof of income required • Contents are non-perishable items. • Number of boxes received varies with number of people in household. • Walk in for service. |
| Rental Assistance Move In and Eviction Avoidance | \$200 to \$600 | <ul style="list-style-type: none"> • Must bring current month's 3 day pay or quit notice from landlord and complete rental agreement • Requires proof of hardship documentation. • Move in requires rental agreement or letter from landlord. • By zip code. |
| Utility Assistance REACH PG&E (Pacific Gas & Electric) | Up to \$300 | <ul style="list-style-type: none"> • Current disconnect notice with documented hardship required in the past 60 days. • Monthly income and 2 pay stubs required. • Section 8 will only receive assistance with elderly or disabled in the home. |
| Utility Assistance Energy HELP SMUD (Sac Municipal Utility Dist) | Up to \$200 | <ul style="list-style-type: none"> • Must have a notice of termination of service or medical rate disconnect letter. • Cannot be used towards deposit or reconnection fees. |
| Water, Sewer & Garbage City of Sacramento | Up to \$100 | <ul style="list-style-type: none"> • Must be City of Sacramento homeowner or show proof that you are responsible for paying the utility bill. • Past due notice required. |
| Disaster Victims Emergency Food, Clothing & Incidentals | \$100 per person in household. | <ul style="list-style-type: none"> • Assistance may be in the form of vouchers. • Must have pre-registered with Red Cross/FEMA. |
| Emergency Lodging/Shelter Motel Assistance | 1 to 3 nights | <ul style="list-style-type: none"> • Must have a transition into housing pending or a referral from a community agency. • Must be a resident of the County of Sacramento (by zip code). |
| Bus Tickets & Gasoline Vouchers | Not a stand-alone assistance. | <ul style="list-style-type: none"> • For gas voucher, must show valid California driver's license, current auto registration and current proof financial responsibility. • Must be a resident of the County of Sacramento. |

Assistance programs based on residence, income qualifications and availability of funding.

ITEM IV-B - INFORMATION

GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the attached Governing Board minutes of the December 4, 2014 meeting.

NOTES:

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, December 4, 2014
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:06 a.m.

Members Present:

Don Nottoli, Chair, Governing Board; Member, Board of Supervisors
Sophia Scherman, Vice Chair, Governing Board; Public Representative
Jimmie Yee, Member, Board of Supervisors

Members Absent:

Allen Warren, Councilmember, City of Sacramento
Jay Schenirer, Councilmember, City of Sacramento

- **Recognition of Supervisor Jimmie Yee:** Children from the Sharon Neese Early Learning Center sang a song 'One Little Finger' which teaches body parts. Ms. Denise Lee presented Mr. Yee with a certificate of appreciation on behalf of the SETA/Head Start program.

Mr. Yee took over as Chair. He stated that every time he served on a board it was a learning experience. Over the eight years at SETA, he has learned a lot about our programs and services and what it means for the community.

- Recognition of long-term employees (20 years): **Mary Degnan**, Head Start Teacher and **Karen Gonzales**, Head Start Manager

Ms. Karen Gonzales presented Ms. Degnan, Head Start teacher. Ms. Degnan thanked the Agency and stated that this is an opportunity for her to be on earth is to spread her love. If you don't have the heart for teaching, don't get into it.

Ms. Denise Lee presented Ms. Karen Gonzales for her 20 years at SETA. Ms. Gonzales is the SETA/Head Start Martha Stewart and loves to decorate for all seasons and reasons.

II. **Consent Items**

- A. Minutes of the November 6, 2014 Regular Board Meeting
B. Approval of Claims and Warrants

- C. Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council
- D. Appointment of Labor Sector Member to the Sacramento Works, Inc. Board
- E. Approval of Resolution to Accept Program Year 2015 Community Services Block Grant (CSBG) Funds and Authorize the SETA Executive Director to Sign the Agreement and any Amendments to the Agreement

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

- A. Approve the November 6 minutes
- B. Approve the claims and warrants for the period 10/30/14 through 11/25/14.
- C. Approve the modifications to the Policy Council bylaws.
- D. Appoint Mr. David Kieffer to the vacant Labor seat on the Sacramento Works, Inc. Board of Directors.
- E. Approve a resolution authorizing the Executive Director to sign the agreement and any amendments to the agreement.

Roll Call Vote:

Aye: 3 (Nottoli, Scherman, Yee)

Nay: 0

Abstentions: 0

Absent: 2 (Warren and Schenirer)

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. Approval of Procurement of Workers Compensation Insurance

Mr. Roy Kim introduced Mr. Ken Urrudia. At the last meeting, the board granted permission to Mr. Urrudia to negotiate for insurance quotes; and he came up with a 20% reduction on the original quote.

Mr. Urrudia stated that he received a quote for Workers Compensation Insurance from our incumbent carrier, AIG. He is not particularly happy with the quote and will continue negotiations. The good news is that the quote reflects what believes SETA's current state of safety and loss control improvement. The Experience Modifier has gone down 20%, which gives him the ability to negotiate more vigorously than before. They want a 10% increase in the rate but he will negotiate the amount downward. One idea is to consider loss sensitive options which mean that SETA could take a little risk themselves. There is a guarantee cost reduction. He is still working the quotes; it will not get worse, but it will probably be better.

Moved/Yee, second/Nottoli, delegate authority to Executive Director to procure insurance quotes for the agency.

Roll Call Vote:

Aye: 3 (Nottoli, Scherman, Yee)

Nay: 0
Abstentions: 0
Absent: 2 (Warren and Schenirer)

2. Review and Approval of Annual Auditor's Report and Financial Statements for Fiscal Year Ended June 30, 2014

Ms. Loretta Su presented the audit and thanked staff for the hard work preparing the documents.

Mr. Yee thanked Ms. Su and staff for the hard work and the excellent audit.

Ms. Kossick acknowledged Ms. Su, Mr. Kim, and all staff that assisted to produce an outstanding audit.

Moved/Yee, second/Scherman, to approve the Annual Auditor's Report and Financial Statements of the Agency for the fiscal year ended June 30, 2014.

Roll Call Vote:

Aye: 3 (Nottoli, Scherman, Yee)

Nay: 0

Abstentions: 0

Absent: 2 (Warren and Schenirer)

3. **T** **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Job Classification of Executive Coordinator and Establish the Salary Range for the Classification

Mr. Roy Kim stated that in December of 2012 the Facilities Coordinator retired and the duties were distributed among many staff. The Executive Assistant was assigned the duties of working with building issues. This is a proposed new job classification that combines the Executive Assistant job specification with the Facilities Coordinator job specification. There is a financial impact of \$5,000 per year

Mr. Yee opened a public hearing; there were no comments.

Moved/Yee, second/Scherman, to close the public hearing and approve the job classification of Executive Coordinator and the related salary range noted above.

Roll Call Vote:

Aye: 3 (Nottoli, Scherman, Yee)

Nay: 0

Abstentions: 0

Absent: 2 (Warren and Schenirer)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services

1. Approval to Submit a Request to Transfer Workforce Investment Act (WIA) Dislocated Worker Funds to Adult Funds, Program Year (PY) 2014-15

Ms. Robin Purdy stated that this item allows the transfer of funds between one funding pot to another pot. This will allow for the streamlining of the processes and reduce paperwork. The Agency is able to serve dislocated workers as adults so it does not diminish the number of people served.

Moved/Yee, second/Nottoli, to approve the submission to the State of California, EDD of a request to transfer \$1,986,752 in WIA dislocated worker formula funds to the WIA adult formula funding stream for PY 2014-15.

Roll Call Vote:

Aye: 3 (Nottoli, Scherman, Yee)

Nay: 0

Abstentions: 0

Absent: 2 (Warren and Schenirer)

2. Approval to Augment Valley Vision with Regional Industry Cluster of Opportunity (RICO) Funds

Ms. Robin Purdy stated that one subcontractor, Sacramento Area Electrical Contractors, was unable to spend their allocation; these funds are being recommended to be added to Valley Vision to increase the hours to revamp the Take Charge web site; this will be a one stop website for electric vehicles and technology.

Moved/Nottoli, second/Yee, to approve the augmentation of Valley Vision for \$10,000, bringing the total contract award to \$112,180.

Roll Call Vote:

Aye: 3 (Nottoli, Scherman, Yee)

Nay: 0

Abstentions: 0

Absent: 2 (Warren and Schenirer)

3. Approval to Augment the Elk Grove Unified School District Sacramento Works Training Center (SWTC)

Ms. Robin Purdy staff is requesting approval to augment this program for their Medical Assistant program. This is a very successful program and this item requests the addition of five slots.

Moved/Scherman, second/Yee, to approve the augmentation of WIA Adult funds in the amount of \$27,500 to the Elk Grove Unified School District to provide an

additional five (5) WIA Adult training opportunities for the National Certified Medical Assistant course.

Roll Call Vote:

Aye: 3 (Nottoli, Scherman, Yee)

Nay: 0

Abstentions: 0

Absent: 2 (Warren and Schenirer)

Community Services Block Grant

4. Approval of Community Services Block Grant Funding Extensions for FY 2015

Ms. Cindy Sherwood-Green stated that this will be her last board meeting. All program operators were reviewed and are being recommended for extension. Information Item A supports the funding extension recommendation.

Ms. Sherwood-Green reviewed the recommendations brought forward from the Community Action Board.

Ms. Sherwood-Green stated that Roberts Family Services was funded \$20,000 operating a family self-sufficiency program which is staff intensive. This program had a startup issues because case management programs were different. There was a lot of technical assistance provided and the program has brought their service level up.

Ms. Marylou Powers thanked SETA for the support. This program is celebrating 40 years in South Sacramento. Ms. Powers thanked Ms. Purdy, Ms. Sherwood-Green, and Ms. Kossick for the help they provided to ensure their program would survive.

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

1. Extend all CSBG subcontracts for an additional one year term.
2. Maintain Daren Maeda as a SETA consultant for an additional year at \$30,000.
3. Permit South County Services to carry over any unused amount remaining of the \$119,314 augmentation into the 2015 program year.

Roll Call Vote:

Aye: 3 (Nottoli, Scherman, Yee)

Nay: 0

Abstentions: 0

Absent: 2 (Warren and Schenirer)

C. CHILDREN AND FAMILY SERVICES: None.

IV. Information Items

- A. Community Services Block Grant Program Performance Report: No additional report.

- B. Employer Success Stories and Activity Report: No additional report.
- C. Dislocated Worker Update: No additional report.
- D. Unemployment Update/Press Release from the Employment Development Department: No additional report.
- E. Head Start Reports: No additional report.

V. Reports to the Board

- A. Chair: Mr. Yee thanked SETA for the eight years of memories.
- B. Executive Director: Ms. Kossick wished Supervisor Nottoli Happy Birthday. The new Human Resources Department Chief, John Allen, was introduced.
- C. Deputy Directors: Ms. Purdy recognized Ms. Sherwood-Green for the work she did over the years. Ms. Purdy stated that she will be taking a part-time job with the CWIB offering a local view of the services needed.
- D. Counsel: Mr. Thatch has known Mr. Yee since 1988. He has dealt with a lot of elected officials and praised Mr. Yee for his integrity. In addition, Mr. Thatch acknowledged Ms. Sherwood-Green and Ms. Purdy's work which formed this agency and it was fun to watch it grow.

E. Members of the Board

Mr. Nottoli offered thanks to Ms. Sherwood-Green and Ms. Purdy for their outstanding work over the years.

Ms. Scherman thanked Toby Johnson and he recommended Sophia to the PIC board 20 years ago.

Mr. Yee reminded the audience to stay active; it keeps you young!!

F. Public: No comments.

Mr. Nottoli asked that we adjourn the meeting in memory of Toby Johnson. He was a friend and mentor to Mr. Nottoli and Mr. Johnson truly stood for integrity. Everything he did represented his heart and soul and dedication to the community.

VI. Adjournment: The meeting was adjourned at 11:17 a.m. in memory of Toby Johnson.

ITEM V
COMMITTEE REPORTS

➤ Executive Committee

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

| |
|---|
| GOOD!!! |
| Thank you Ms. Dawnna Paniagua, Vice Chair, for a well-facilitated meeting. |
| Thank you Ms. Denise Lee, for detailed information on the new monitoring review process. |
| Thank you, Ms. Karen Gonzales, for shared information on the Race to the Top program. |
| Thank you committee members for signing up to participate in the program self assessment. |
| Thank you, Ms. Monica Avila, for shared information on the updated Selection Criteria for Enrollment in Early Head Start. |
| 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. |

➤ Budget/Planning Committee

➤ Personnel/Bylaws Committee

ITEM V – COMMITTEE REPORTS (continued)

Page 2

➤ Social/Hospitality Committee

➤ Men's Activities Affecting Children Committee

ITEM VI

OTHER REPORTS

BACKGROUND:

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

- Chair's Report
- Policy Council Report(s): Ms. Destini Shepherd, Ms. Dawnna Paniagua, Mr. Todd Woods, Ms. Natalie Craig, and Ms. Sabrina Rasmussen
- Head Start Deputy Director's Report – Ms. Denise Lee
 - ✓ Monthly Head Start Report (attached)
- Head Start Managers' Reports
 - ✓ Program Support Services Report – Ms. Brenda Campos
 - ✓ Parent/Family and Community Engagement Committee – Ms. Lisa Carr
 - ✓ Child Development & Education Services Report – Ms. Karen Gonzales

NOTES:



Head Start Monthly Report March 2015

SETA-Operated Program

Program Support Services Unit

Quality Assurance and Monitoring. Quality Assurance Unit staff, Education Coordinators, Program Support Services Manager and Program Officer joined a countywide team to conduct a comprehensive Health, Nutrition and Safe Environments Self-Assessment Review . All 210 (HS/EHS) classes countywide received an onsite visit from internal reviewers. Review period was from January 13-February 13, 2015. Summary reports have been submitted to SETA Head Start Management and individual Delegates.

Countywide Training on Disability Awareness and Reflective Practice. On February 19, 2015 SETA Head Start hosted an all-day training event attended by various content area staff from Delegate Agencies, EHS Partners, EHS Home Base staff and parents from PAC/PC. A Touch of Understanding (ATOU) presented a 3-hour training on disability awareness by sharing insightful and moving personal testimonies from speakers with disabilities. An interactive, experiential training followed by having participants move to 3 different stations (Mobility, Vision and Invisible Disability Stations) to experience the use of accommodations such as wheelchairs, mobility canes, use of speech software for cell phones and others. In the afternoon, participants had the opportunity to reflect on the morning's experience through a structured Reflective Practice exercise facilitated by Carl Mack, Ph.D.

Program Operations Unit

It is an exciting time for integrating STEM into the classrooms! STEM stands for Science, Technology, Engineering and Mathematics. Educators are finding new and interesting ways to bring these concepts into the classroom for younger children. STEM activities tie into children's natural curiosity and interest in the world around them and also promote critical thinking and problem solving. SETA has partnered with Lakeshore Learning to product test new materials that are aimed at increasing these concepts in the classroom.

We also find that increasing STEM in the classroom also leads to higher CLASS scores for our teachers. This is because these activities lend themselves to rich questions and conversations as well as advanced language modeling. The SETA Education team is working on resources and products that will continue to support teachers as we encourage these little scientists in our classrooms.

Family Support Services Unit

With spring approaching, community fairs are heating up. Family Service Workers will be at the North Sacramento Family Resource Center, and at the Sutter Children's Wellness Fair , both being held in March. We are always looking for ways to get Head Start and Early Head Start's name out to let parents know the type of services we provide. If you know of an event

that Head Start should have a booth, please call Lisa Carr at 263-8123 or email Lacarr@headstart.seta.net and let us know.

We have been working with EMRL, a marketing firm, to help design and update the Head Start website. One of the exciting bits of information they were able to provide for us was our new inquiry form that over 20% of the people who come to our website end up filling out asking for more information. Last year, 2,800 people asked for additional information on Head Start/Early Head Start services. According to EMRL, 20% is an extremely high number, and we see that we average 6-8 inquiry forms a day

Program Governance Update

Eight PC/PAC Representatives attended the CHSA Parent Conference February 2-3, 2015. The conference was hosted at the Los Angeles Airport Marriott. Conference theme: 50 Years of Opportunity. Parent conference attendees are responsible for submitting a report on workshops attended. Reports are included in the March PC/PAC agenda packet.

Parents have been very busy screening applications and participating on oral exam panels (Human Resource Department). "THANK YOU PC/PAC" for taking time out of your busy schedules to participate in agency's hiring practice.

Parents teamed with Quality Assurance Unit staff in the Self-Assessment of Health & Safe Environment by monitoring SETA-Operated and delegate agency centers. Again, "THANK YOU, PC/PAC." Parents and staff partnering together to ensure HS/EHS children and families continue to receive high quality service delivery.

On February 24, 2015 PC/PAC was provided AB 1234 Ethics training by Mr. Victor Bonanno, Workforce Development Analyst Supervisor. Board members learned the importance of valuing what's morally right (the right thing to do) as elected representatives, Ethics laws and penalties for violation. Mr. Bonanno set the tone by exhibiting high energy and welcoming parent participation. He began training by asking "What is Ethics?" The training was excellent; many good examples/scenarios, feedback and clear responses to parent questions. This was Mr. Victor Bonanno's best ethics training ever; he always does an awesome job. "THANK YOU, Mr. Bonanno for your unwavering support to parents."

Elk Grove Unified School District

Enrollment

The Elk Grove Unified School District is funded to serve 480 students and is fully enrolled. The average daily attendance (ADA) was 85%.

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 44 students with active IEPs being served which is nine percent (9%) of our Head Start student population.

Health Services Update

Representatives from "Smile Keepers" are continuing their second round of visits to our Head Start classrooms this year. The representatives provide fluoride treatments and discuss dental health with our students.

Program Educators assessed students for their height and weight. Data collected was reported to parents whose children are underweight, overweight or obese. Information about healthy eating and physical activity was provided to parents. Additionally, a referral to a registered dietician or their personal physician was offered.

USDA Meals/Snacks

Head Start students were served 11,320 meals during the month of February.

Family and Community Partnerships Update

Family education opportunities are offered in conjunction with the School Readiness grant funded by First 5 California. Class offerings are dictated, in part, by the desires and needs of families expressed in a yearly survey and, in part, by the School Readiness grant. Every opportunity is utilized to inform parents of upcoming parent meetings and to encourage their attendance. Parents are informed of education opportunities during monthly classroom parent meetings, by publication of a monthly parent calendar, by their child's classroom teacher, and by the Academic Program Coordinator at their school site.

The following classes or workshops were held in February:

“Positive Parenting” classes were held in Spanish at Charles Mack Elementary on February 3, 10, and 17 and in English at David Reese Elementary on February 3, 10, and 17, 2015. These classes teach parents positive approaches to discipline, stress management techniques, communication skills, and developmental milestones. An average of three (3) parents attended the classes at Charles Mack Elementary and an average of two (2) parents attended the classes at David Reese Elementary.

“Latino Family Literacy” workshops were held on February 4, and 11, at Herman Leimbach Elementary and on February 5, and 12, 2015 at David Reese Elementary. These classes provide Spanish speaking parents with strategies for working with their children in the area of literacy and ways to establish a reading routine in their home. An average of eight (8) families attended the workshops at Herman Leimbach Elementary. An average of seven (7) families attended the workshops at David Reese Elementary.

“Supporting Positive Behavior in Children” workshops were held on February 6, 12, 19, and 26, 2015 at Prairie Elementary. The “Supporting Positive Behavior in Children” workshop provides information and support to families to promote their child's social/emotional development. An average of six (6) parents attended these workshops.

“Financial Fitness” was presented in partnership with KVIE, Sacramento at Samuel Kennedy Elementary School on February 25. Four (4) parents attended this class. “Financial Fitness” is a workshop designed to help parents develop their children's knowledge about spending, saving, and giving money away. In addition, parents learned strategies that can be applied to their money management.

Recruitment

Individual registrations are taking place and twelve (12) 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.

Sacramento City Unified School District

Health and Nutrition

Preschool Nurses Lori Souza, Lisa Stevens and Victoria Benson worked collaboratively on the Head Start Health and Nutrition Program Improvement Plan (PIP) Goals for this year. Preschool program strengths were identified by the preschool nurses and a written narrative of these strengths were delineated by Nurse Benson and submitted as part of the overall Program Improvement Plan.

Nurse Souza and Licensing Specialist, Patti Lewkowitz, presented their Countywide Self - Assessment report to members of the Health, Nutrition and Safe Environments (HNSE) Committee on February 26th. Various members of the committee felt that this information was useful in discovering how other preschool programs in Sacramento County handle medical issues and concerns such as special diets and medications in the classroom.

Hurst Philpot and Melissa Peacock, Supervisors 1, Food Service Area, Nutrition Services, joined the Health, Nutrition and Safe Environments Committee (HNSE) to review current Early Head Start and Head Start menus. The children's food likes and dislikes were shared by various committee members and presented to Nutrition Services for consideration. Committee members also discussed nutritional concerns in the area of Special Diets and made suggestions for changes to the Diet Prescription form. After the meeting, several members of the HNSE committee commended Nutrition Services staff for always being receptive and responsive to feedback from children, staff and parents, and for making nutritional changes to meet the needs of our young children.

Nurses Souza and Benson, Health/Nutrition Coordinator, Tammy Sanchez, and Facilities Specialist, Patti Lewkowitz, attended SETA's Countywide Combined Content Meeting on Disability Awareness February 19. Conference participants were able to use a variety of assisted living devices and discover firsthand how challenging activities of daily living can be when one has a medical disability.

Mental Health

EHS social worker attended CSEFEL Teaching Pyramid Coaching Training through West Ed at SETA.

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 and moving towards second goal setting. Social workers provide mental health support to referred children and families in EHS through consultation with families via joint home visitors

Social workers continue to monitor, provide support and consultation/case management to staff.

Social workers presented a parent workshop at the EHS School Readiness Day/ socialization on the topic: Making a Connection, which focused on social emotional development for young children and relationship building between parent and child (CA CSEFEL materials)

Family Engagement

Home visits and parent conferences were held February 17-20. During the meeting, the second goal setting process was completed with families. The parents are able to share about the progress on original goals and decide whether to continue with the goal or to establish a new goal.

Social workers began presenting an evening parenting workshop: Positive Solutions for Families which is a four week series. The social workers also continue to provide parent meetings in the class on a number of topics.

The Family Development Credential Training continues with a chapter on diversity.

Special Education

SCUSD Child Development Program currently served 141 HS Preschool students with disabilities and served 15 EHS students with IFSPs.

The Special Education Teachers collaborated with HS teachers at Common Planning Time, after school hours, to look at child data and plan individualized student goals as well as classroom enhancements to meet the students' current needs. The teachers also collaborated at HS parent conferences.

Education

Two resource teachers and one social worker attended the Safety Curriculum Planning Meeting at SETA. The delegates are meeting to create a 6-week Safety Curriculum to be implemented in the Head Start classrooms next fall. CLASS observations were conducted in the classrooms by SETA and SCUSD reliable observers.

Balanced Literacy Cohorts 1 & 2 met with the resource teachers and consultant, Andy Hess, to discuss curriculum planning and implementation. Professional Learning focused on the topics of Supervision and Safety Policy updates and CSEFEL: Going Deeper into Environments and Super Friends.

Early Head Start and Home-Based

The EHS Socialization went well. Janet Love, Social Worker, presented on positive solutions for families, which the parents found very helpful. Janet assigned homework for the parents to work on at home with their babies, which can be captured as in-kind.

Child Development learned about the organization, Safe Kids, who will be presenting for the EHS socialization on April 24. The parents are encouraged to provide car seats for families.

Patti Lewkowitz, Facilities Manager, Sally Evey, Jennifer Osalbo, and resource teachers, are working on converting a classroom at Elder Creek for EHS. The room was measured, along with observing the outdoor environment, to ensure it can accommodate 8 toddlers beginning on July 1.

The resource teachers have started to meet regarding creating a safety curriculum for the delegates. The activities have been grouped together and hope the curriculum can be year-long for both Head Start and Early Head Start, and are working on the parent component as well.

San Juan Unified School District

Education Services Update

In February, teachers finished the theme of *Construction Zone* and moved into the study on *Boxes*. Teachers considered the interest expressed by their class during this theme and worked to extend this child interest as they explored different aspects of boxes. Their letter focus this month was Cc, Qq, and Vv. The math concept for this month was *Creating Linear Patterns*. Teachers completed their second DRDP assessments in early February. The *Best Practices* monitoring tool was due a second and final time on February 27.

Disabilities Services Update

The Disabilities Specialist has obtained the upcoming schedule from the Registration Coordinator and is preparing for the upcoming registration season. Screening continued one day a week for the month of February, and though it is traditionally a slow time of the year, over 25 children were screened. A few changes were made to the current Summary forms that the Care Management Team uses when processing screening results. These will be printed and ready for the upcoming year. More IEPs were held for children already enrolled and there are now 89 children enrolled in the HS programs who have IEPs. The Content Specialist along with other Leads attended the very informative and enlightening countywide content meeting at SETA on the 19th of February. The Touch of Understanding Group presented the topic of Disabilities Awareness in an entertaining and thought-provoking way.

Mental Health Services Update

The Mental Health Therapist participated in parent-teacher conferences to address both specific social-emotional needs of identified children as well as to provide community resources and mental health referral information. The Mental Health Therapist continues to provide Limit Setting workshops for parents and staff throughout the program.

Health & Nutrition Services Update

As one of the mandated Professional Learning Communities, teachers selected gardening as a topic. Seven teachers attended this collaboration, sharing websites, resources, grants and personal experiences. Staff took this opportunity to assess gardens conducive to each classroom. Hopefully, gardens will be springing up all over! Health continued screening in the centralized screening room one day a week. Health continues to review students' health, nutrition, and immunization status, complete health screenings, and counsel families in various health areas as needed. The School Nurse completed Individualized Student Health Plans for those who have health concerns. Smile Keepers' second round screenings continue through the end of March.

Family and Community Partnerships Update

The Grant/Budget subcommittee was acknowledged for their work on carefully examining the current program structure and making recommendations for changes for 2015-2016. The Policy Committee received the recommendation of the Grant/Budget subcommittee and approved the grant application for 2015-2016 on February 27, 2015.

Transition Services Update

Family Partnership and Involvement continues to be an essential component of successful transitions. One of the many activities during the month of February was Friendship parties.

Many families participated in this activity by volunteering in the classroom and assisting teachers with small group activities. The children loved seeing their family members in the classroom and helping out the classroom staff. On any given day, parents can be seen in the

classrooms assisting staff, helping with breakfast and lunch, participating in field trips, and attending parent meetings. All of these activities help staff and parents work in harmony for the success of their child's transition.

Program Support/Staff Training Update

Professional Learning Communities occurred during February, and various topics were chosen by teachers. Some of the topics included were the DRDP Portfolio online system, work with Cindy Pitts on the Preschool Learning Foundations alignment to Common Core, strategies for initiating and maintaining class lending libraries, and with spring learning just around the corner, there was a gardening topic offered as well! Dr. Anne Kress from American River College presented on the topic of *Creative Expression*. This topic was linked to problem solving and logic and reasoning when children are truly creating their own vision for an art project. The links to math, language and literacy were highlighted as well. Common Core funds allowed for the purchase of art materials for this training, which included jewelry loupes, small sized clip boards, black ink pens, water color pencils and water color pads of paper.

Fiscal Update

This was a very busy month for the fiscal team. They completed 2nd interims and worked on numerous calculations for the redesign team, as well as possible budget saving measures for ECE. All resources were reconciled, and SETA reports were submitted. A great deal of work has been done for the Head Start and Early Head Start grant applications for 2015-16, which will be completed in March. Teamwork continued to be a crucial factor in completing the many necessary fiscal tasks on time.

Early Head Start Update

Early this month, the EHS program support staff and selected teacher leaders attended either the California Head Start Association Family Engagement or CHSA Education conference, gathering valuable resources and learning various new strategies to support families and staff. The conferences gave the support staff a chance to network with other Early Head Start programs and to discuss new initiatives and best practices in various content areas and across EHS and HS programs.

Also this month, classroom teachers did Parent Conferences, developing Individualized Development Plans in partnership with parents. They also received and reflected on their aggregate class data from the most recent DRDP results, incorporating the new data into their regular lesson planning and reflection. In addition, the classroom teachers received a full day CSEFEL training and follow up action planning visits from the CSEFEL trainer. The training was well received, with new information discussed as to how it related to familiar best practices and strategies. The action planning visits gave each site a chance to individualize their follow up plans and focus on what their group considered to be necessary next steps.

Twin Rivers Unified School District

Events

All students celebrated Black History Month as a part of our February parent involvement event. Students entertained staff and their families with singing and dancing at their respective sites. Planning is underway for our annual Dr. Seuss Reading Day in March 2015.

Oakdale site also welcomed their new teacher, Maryam Khatami on February 11th! Mrs. Khatami comes with tremendous preschool experience and a wide array of work experience in various preschool programs!

Challenges

The sites continue to have a contract with Bright Therapies to assist with screening and testing the students for speech. The speech screenings and testing are still delayed but the team is working hard to get the rest of the students screened, tested and provided services.

Professional Development

The latest workshop was held on February 11. The Head Start staff joined the rest of the ECE Department at the District Office for training related to the CLASS assessment. Medical and child abuse training were also held in February for all new staff. The next workshop is tentatively scheduled for March 26 to develop action plans and discuss Practice Based Coaching.

Components

Each Community Liaison continues working with their respective Complexes including meeting individually with parents to complete the Family Partnership Agreements and following up on the families' goals. The FPAs will permit the families to identify their goals and develop strategies to accomplish their 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 coordinating the parent involvement events.

Our School Social Worker/Counselor is still on maternity leave so the programs are in search of a substitute as the Social Workers will not return until August 2015. In the meantime, the school sites have a CSUS Graduate Intern assisting with the Mental Health component. The Intern is on-site two days per week and assists with friendship and social skills groups with the students. He is participating in classroom support for behavioral concerns.

Head Start programs continue with a contracted SLP to assist with the speech screenings and testing while the district still looks for permanent staff. The SLP has started speech services for the students with IEPs and continues the testing process for students with failed screenings.

The Education Component Leader continues completing the classroom observations to assist with classroom 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.

ERSEA Team continues to be busy ensuring all sites maintain full enrollment. Planning is underway for enrollment for 2015-2016 to begin on March 16 for returning students and new enrollment on April 7.

Policy and Parent Committees

The monthly meeting was held on February 12 and then rescheduled for February 26 at Morey Avenue. The agenda included the re-approval of the last meeting minutes and minutes from the October 2014 meetings, along with the election of the Secretary and Community Representative. Parent Committee meeting was held at Rio Linda on February 25, 2015 with a great turnout of parents, however, the Oakdale Parent Committee Meeting on February 26, 2015 did not yield any participants.

Fiscal

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

Women's Civic Improvement Club (WCIC)

Enrollment

During the month of February 2015, WCIC's Enrollment was maintained at 100%.

Health

WCIC/Playmate Head Start Program children received second dental screening and fluoride varnishes from Sacramento County Smile Keeper Dental Health Program on February 10 and 11, 2015.

WCIC/Playmate Head Start Program staff received Epi-Pen Training by Garnett Volkens, Health Coordinator from Sacramento Employment and Training Agency on February 13, 2015. Ms. Volkens addressed the staff on "Epi-Pen". She stated Epi-Pen is an anaphylaxis. Ms. Volkens stated anaphylaxis is a severe allergic reaction that can involve several body systems and can even lead to death if left untreated. The most common food triggers of anaphylaxis are peanut, tree nut, shellfish, fish, milk, eggs, wheat, soy, and sesame. Staff needs to be familiar with the three A's, which are: Awareness, Avoidance, and Action. Awareness is to know what to do in an emergency; Avoidance: Read labels each and every time and clean counters, tables and utensils well to avoid cross contamination; and Action: Carry emergency medication at all times and have the child's care plan posted in the classroom at all times. Epi-pens must be stored at room temperature. If a child were to go into shock, the staff must make sure another staff calls 911 in order for the child to get help. Ms. Volkens demonstrated where to inject the intramuscular area using the Epi-Pen. If this pen is used, it can be used on the child's thigh and through the pants he/she is wearing. The sign of an allergic reaction is swelling of the mouth, eyes, itching, nausea, vomiting, cold skin, rash, and swelling of the tongue.

Trainings

WCIC/Playmate Head Start Program Board of Directors, Policy Committee, Executive Director/Head Start, and Head Teacher received Ethics Training by Victor Bonanno, WD Analyst Supervisor, from Sacramento Employment and Training Agency on February 18, 2015. Mr. Bonanno's presentation was on AB 1234, 2015 Ethics Training. State law requires certain local officials to receive specified ethics training every two years. The requirement applies to elected and appointed officials that receive either compensation for their public service or reimbursement for their expenses. Mr. Bonanno discussed Lesson One: Principles of Public Service Ethics; Lesson Two: Scope of Public Service Ethics Laws; Lesson Three: Personal Financial Gain; Lesson Four: "No Perks" Rule; Lesson Five: Governmental Transparency Laws; Lesson Six: Fair Process Laws; and Lesson Seven: Good Ethics is Good Politics. Proof-of-participation certificates were received by participants for having reviewed the content of the AB 1234 2015 Ethics Training. By signing the certificates, participants certified that they have reviewed the entire course. The original signed certificate by each participant was given to the custodian of records for WCIC. Ms. Davis, Executive Director/Head Start thanked all WCIC Board Members, Policy Committee Members, and Head Teacher for attending the AB 1234 2015 Ethics Training.

WCIC/Playmate Head Start Program staff received Math Training by Kim Bonnema, Education Coordinator from Sacramento Employment and Training Agency on February 20, 2015. Ms.

Bonnema addressed the staff on Mathematics Training. Ms. Bonnema passed out the Mathematics California Preschool Curriculum Framework Guiding Principles. Mathematics should build on children's natural interest in math, intuition and informal knowledge. DRDP-PS Measure 32: Number Sense of Quality and Counting; Measure 33: Number Sense of Mathematical Operations; Measure 34: Classification; and Measure 35: Measurement was addressed and are aligned with the DRDP-PS. Teachers need to introduce math concepts through intentionally planned activities and introduce language of mathematics by numbers, shapes, comparing words, quantity, size and position. Teachers need to observe and listen to children to identify thought and provoke moments throughout the day. Teachers need to respond to each child individually and with disabilities children who benefit multiple opportunities to experience hands on math activities. By supporting dual language learners, math is acquired through English simplified terms and use of words and model actions. Staff needs to provide a rich environment of math material in the classroom.

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

ACF-IM-HS-15-01 Real Property Reporting and Request Requirements



SETA Head Start Food Service Operations Monthly Report *January 2015

January 1st & 2nd - Winter Break all Centers closed.

January 5th - SETA reopens.
Nedra Court Center closed afternoon class.

January 16th - Northview C & D classes and Strizek Park afternoon class closed.

January 19th - Holiday.

January 29th - Kennedy Estates morning class closed.

January 30th - Daddy & Me - Breakfast provided for 175 guests. - \$237.17

Total Number of Meals and Snacks Prepared for All Kitchens:

| Lunch | PM Snack | Breakfast | Field Trips |
|--------|----------|-----------|-------------|
| 39,196 | 23,552 | 24,840 | 160 |

Total Amount of Meals and Snacks Prepared 87,748

Purchases:

| | |
|------------|-------------|
| Food | \$70,263.11 |
| Non - Food | \$17,852.35 |

Building Maintenance and Repair: \$220.00

Janitorial & Restroom Supplies: \$175.57

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$636.30

Vehicle Gas / Fuel: \$1,247.07
 Normal Delivery Days 19



SETA Head Start Food Service Operations Monthly Report *February 2015

February 6th - Minimum Day Preschool and EHS Full Day Classes..

February 16th - Holiday, President's Day.

Total Number of Meals and Snacks Prepared for All Kitchens:

| Lunch | PM Snack | Breakfast | Field Trips |
|--------|----------|-----------|-------------|
| 37,174 | 22,048 | 23,752 | 320 |

Total Amount of Meals and Snacks Prepared 83,294

Purchases:

| | |
|------------|-------------|
| Food | \$70,100.25 |
| Non - Food | \$13,870.72 |

Building Maintenance and Repair: \$4,422.90

Janitorial & Restroom Supplies: \$85.84

Kitchen Small Wares and Equipment: \$2,575.40

Vehicle Maintenance and Repair : \$2,641.31

Vehicle Gas / Fuel: \$1,060.68
Normal Delivery Days 19

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(February 28, 2015)

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) | 23 (9.5 %) | N/A |
| Elk Grove USD (480) | 44 (9 %) | N/A |
| Sacramento City USD (1312)(144) | 141 (10.7 %) | 15 (10%) |
| San Juan USD (700) (160) | 89 (12.7%) | 20 (12.5 %) |
| WCIC (120) | 7 (6 %) | N/A |
| SETA (2002) (349) | 206 (10.2 %) | 62 (17.8%) |
| County (4857)* (653)** | 510 (10.5%) | 97 (14.8%) |

*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: February 2015

| Part Day Classes | | | | | | |
|-------------------|-------------------|------------|--------------|-------|-----------------|------|
| | | | Present Only | | Present/Excused | |
| Center Name | Funded Enrollment | Total Days | ADA | % ADA | ADA | %ADA |
| Alder Grove ELC | 40 | 15 | 29 | 73% | 39 | 98% |
| Auberry Park | 40 | 15 | 29 | 73% | 38 | 95% |
| Bannon Creek | 80 | 18 | 63 | 79% | 77 | 96% |
| Bright Beginnings | 80 | 15 | 58 | 73% | 76 | 95% |
| Crossroad Gardens | 20 | 18 | 31 | 155% | 39 | 195% |
| Elkhorn | 80 | 18 | 66 | 83% | 76 | 95% |
| Freedom Park | 80 | 18 | 63 | 79% | 75 | 94% |
| Fruitridge | 80 | 18 | 63 | 79% | 76 | 95% |
| Galt | 120 | 18 | 94 | 78% | 117 | 98% |
| Grizzly Hollow | 40 | 15 | 33 | 83% | 40 | 100% |
| Hillsdale | 80 | 18 | 55 | 69% | 74 | 93% |
| Hopkins Park | 80 | 18 | 59 | 74% | 78 | 98% |
| Illa Collin | 40 | 15 | 30 | 75% | 36 | 90% |
| Kennedy Estates | 40 | 15 | 30 | 75% | 36 | 90% |
| La Verne Sterwart | 40 | 18 | 32 | 80% | 38 | 95% |
| Marina Vista ELC | 20 | 18 | 14 | 70% | 17 | 85% |
| Mather | 80 | 18 | 57 | 71% | 73 | 91% |
| Nedra Court | 60 | 18 | 48 | 80% | 59 | 98% |
| Norma Johnson | 40 | 18 | 30 | 75% | 34 | 85% |
| North Avenue | 80 | 18 | 61 | 76% | 80 | 100% |
| Northview | 80 | 18 | 57 | 71% | 79 | 99% |
| Phoenix Park | 40 | 18 | 29 | 73% | 38 | 95% |
| Solid Foundation | 80 | 18 | 63 | 79% | 78 | 98% |
| Strizek Park | 40 | 18 | 30 | 75% | 39 | 98% |
| Vineland | 40 | 15 | 31 | 78% | 39 | 98% |
| Walnut Grove | 20 | 15 | 15 | 75% | 20 | 100% |

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2014 to 2015

Period: February 2015

| Full Day Classes | | | | | | |
|-------------------|-------------------|------------|--------------|-------|-----------------|------|
| | | | Present Only | | Present/Excused | |
| Center Name | Funded Enrollment | Total Days | ADA | % ADA | ADA | %ADA |
| Crossroad Gardens | 44 | 19 | 38 | 86% | 46 | 105% |
| Elkhorn | 22 | 19 | 19 | 86% | 23 | 105% |
| Freedom Park | 44 | 19 | 36 | 82% | 41 | 93% |
| Hillsdale | 44 | 19 | 36 | 82% | 44 | 100% |
| Job Corp | 22 | 19 | 13 | 59% | 18 | 82% |
| Marina Vista ELC | 44 | 19 | 34 | 77% | 42 | 95% |
| Mather | 22 | 19 | 18 | 82% | 22 | 100% |
| Norma Johnson | 22 | 19 | 18 | 82% | 21 | 95% |
| North Avenue | 22 | 19 | 17 | 77% | 20 | 91% |
| Northview | 22 | 19 | 17 | 77% | 21 | 95% |
| Phoenix Park | 22 | 19 | 17 | 77% | 22 | 100% |
| Sharon Neese | 44 | 19 | 36 | 82% | 43 | 98% |

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2014 to 2015

Period: February 2015

| Early Head Start Classes | | | | | | |
|-----------------------------------|-------------------|------------|--------------|-------|-----------------|------|
| | | | Present Only | | Present/Excused | |
| Center Name | Funded Enrollment | Total Days | ADA | % ADA | ADA | %ADA |
| Alder Grove Infant/Toddler Center | 16 | 19 | 11 | 69% | 15 | 94% |
| Crossroad Gardens | 8 | 19 | 6 | 75% | 8 | 100% |
| Elkhorn | 16 | 19 | 14 | 88% | 16 | 100% |
| Job Corp | 16 | 19 | 9 | 56% | 13 | 81% |
| Marina Vista ELC | 8 | 19 | 7 | 88% | 8 | 100% |
| Mather | 8 | 19 | 5 | 63% | 6 | 75% |
| Norma Johnson | 8 | 19 | 6 | 75% | 7 | 88% |
| Northview | 8 | 19 | 4 | 50% | 7 | 88% |
| Phoenix Park | 8 | 19 | 6 | 75% | 8 | 100% |
| Sharon Neese | 16 | 19 | 13 | 81% | 16 | 100% |

| SETA Head Start/Early Head Start Enrollment Report | | | | | | |
|--|--------|------------|-----------|----------|---------------|-------|
| (Enrollment as of the last service day of the month) | | | | | | |
| Last Service Day of Month: 2/27/2015 | | | | | | |
| Site | Loc Id | # Enrolled | # Present | # Absent | # Term W/I 30 | Total |
| Alder Grove ELC | 1247A | 20 | 13 | 7 | 1 | 21 |
| Alder Grove ELC | 1247B | 20 | 16 | 4 | 1 | 21 |
| Auberry Park | 1238A | 19 | 14 | 5 | 1 | 20 |
| Auberry Park | 1238B | 18 | 14 | 4 | 2 | 20 |
| Bannon Creek | 1200A | 19 | 12 | 7 | 1 | 20 |
| Bannon Creek | 1200B | 20 | 17 | 3 | 0 | 20 |
| Bannon Creek | 1200C | 20 | 16 | 4 | 0 | 20 |
| Bannon Creek | 1200D | 20 | 14 | 6 | 2 | 22 |
| Bright Beginnings | 1201A | 20 | 17 | 3 | 0 | 20 |
| Bright Beginnings | 1201B | 20 | 16 | 4 | 1 | 21 |
| Bright Beginnings | 1201C | 20 | 18 | 2 | 0 | 20 |
| Bright Beginnings | 1201D | 17 | 12 | 5 | 1 | 18 |
| Crossroad Gardens | 1242A | 20 | 12 | 8 | 2 | 22 |
| Crossroad Gardens | 1242B | 20 | 17 | 3 | 1 | 21 |
| Crossroad Gardens | 1242R | 23 | 19 | 4 | 0 | 23 |
| Crossroad Gardens | 1242X | 23 | 16 | 7 | 0 | 23 |
| Elkhorn | 1255A | 19 | 15 | 4 | 0 | 19 |
| Elkhorn | 1255B | 20 | 19 | 1 | 0 | 20 |
| Elkhorn | 1255C | 19 | 13 | 6 | 0 | 19 |
| Elkhorn | 1255D | 20 | 15 | 5 | 0 | 20 |
| Elkhorn | 1255X | 23 | 19 | 4 | 0 | 23 |
| Freedom Park | 1239A | 19 | 13 | 6 | 2 | 21 |
| Freedom Park | 1239B | 19 | 17 | 2 | 2 | 21 |
| Freedom Park | 1239C | 19 | 15 | 4 | 1 | 20 |
| Freedom Park | 1239D | 20 | 15 | 5 | 1 | 21 |
| Freedom Park | 1239R | 21 | 18 | 3 | 2 | 23 |
| Freedom Park | 1239X | 22 | 21 | 1 | 2 | 24 |
| Fruitridge | 1216A | 20 | 18 | 2 | 0 | 20 |
| Fruitridge | 1216B | 20 | 14 | 6 | 0 | 20 |
| Fruitridge | 1216C | 19 | 14 | 5 | 1 | 20 |
| Fruitridge | 1216D | 20 | 13 | 7 | 0 | 20 |
| Galt | 1234A | 20 | 19 | 1 | 0 | 20 |
| Galt | 1234B | 20 | 17 | 3 | 0 | 20 |
| Galt | 1234C | 19 | 16 | 3 | 1 | 20 |
| Galt | 1234D | 19 | 12 | 7 | 1 | 20 |
| Galt | 1234E | 20 | 18 | 2 | 0 | 20 |
| Galt | 1234F | 20 | 14 | 6 | 0 | 20 |
| Grizzly Hollow | 1252A | 20 | 17 | 3 | 0 | 20 |
| Grizzly Hollow | 1252B | 20 | 13 | 7 | 0 | 20 |
| Hillsdale | 1228A | 20 | 12 | 8 | 1 | 21 |

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

| | | | | | | |
|-----------------------------------|-------|------|------|-----|----|------|
| Sharon Neese | 1249X | 22 | 21 | 1 | 0 | 22 |
| Solid Foundation | 1254A | 19 | 15 | 4 | 1 | 20 |
| Solid Foundation | 1254B | 20 | 13 | 7 | 0 | 20 |
| Solid Foundation | 1254C | 20 | 14 | 6 | 0 | 20 |
| Solid Foundation | 1254D | 19 | 9 | 10 | 1 | 20 |
| Strizek Park | 1225A | 20 | 15 | 5 | 3 | 23 |
| Strizek Park | 1225B | 20 | 19 | 1 | 1 | 21 |
| Vineland | 1211A | 20 | 18 | 2 | 0 | 20 |
| Vineland | 1211B | 20 | 18 | 2 | 1 | 21 |
| Walnut Grove | 1235A | 20 | 18 | 2 | 1 | 21 |
| Alder Grove Infant/Toddler Center | 1212M | 8 | 6 | 2 | 0 | 8 |
| Alder Grove Infant/Toddler Center | 1212U | 7 | 4 | 3 | 1 | 8 |
| Crossroad Gardens | 1242U | 8 | 6 | 2 | 0 | 8 |
| Elkhorn | 1255M | 8 | 7 | 1 | 0 | 8 |
| Elkhorn | 1255U | 8 | 6 | 2 | 2 | 10 |
| Job Corp | 1237M | 6 | 4 | 2 | 2 | 8 |
| Job Corp | 1237U | 8 | 3 | 5 | 0 | 8 |
| Marina Vista ELC | 1246U | 8 | 6 | 2 | 0 | 8 |
| Mather | 1223U | 6 | 4 | 2 | 0 | 6 |
| Norma Johnson | 1214U | 8 | 6 | 2 | 0 | 8 |
| Northview | 1224U | 7 | 4 | 3 | 3 | 10 |
| Phoenix Park | 1248U | 8 | 5 | 3 | 1 | 9 |
| Sharon Neese | 1249M | 8 | 7 | 1 | 1 | 9 |
| Sharon Neese | 1249U | 8 | 5 | 3 | 1 | 9 |
| TOTALS for Head Start | | 1973 | 1524 | 449 | 92 | 2065 |
| | | | | | | |
| HS Totals | 1867 | | | | | |
| Drops w/in 30 | 81 | | | | | |
| P/S Home Base | 119 | | | | | |
| Total | 2067 | | | | | |
| | | | | | | |
| EHS Totals | 106 | | | | | |
| Drops w/in 30 | 11 | | | | | |
| EHS Home Base | 146 | | | | | |
| River Oaks | 60 | | | | | |
| SCOE | 36 | | | | | |
| Total | 359 | | | | | |
| | | | | | | |
| GRAND TOTAL | 2426 | | | | | |

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: