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THOUGHT OF THE DAY: "The impossible is often the untried."

- Jim Goodwin

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

DATE: Tuesday, June 16, 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

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DISTRIBUTION DATE: THURSDAY, JUNE 11, 2015

Parent Advisory Committee meeting hosted by:
 Jasmine Jamison (Chair), Dawonna Paniagua (Vice Chair), Sabrina Lovelady (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, Bannan Creek Head Start**
- ___ **Shalita Calhoun, Crossroad Gardens Head Start**
- ___ **Amanda Self, Early Head Start (Home Base)**
- ___ **Deanna Yee, Elkhorn Head Start**
- ___ Vacant, 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
- ___ **Carlos Gutierrez, 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 Lovelady, Norma Johnson Head Start**
- ___ Vacant, North Avenue Head Start
- ___ Vacant, Northview Head Start
- ___ Vacant, Parker Head Start
- ___ Vacant, Phoenix Park Head Start
- ___ **Dawna 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**
- ___ **Calvin Sheppard, 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

___ Bianca Beruman, North Ave. Head Start
___ Vacant, Alder Grove I Head Start
___ Vacant, Freedom Park Head Start
___ Vacant, Galt Head Start
___ Vacant, Grizzly Hollow Head Start
___ Vacant, Hillsdale Head Start
___ Vacant, Home Base Head Start
___ Vacant, Home Base Head Start Rep.
___ Vacant, Hopkins Park Head Start
___ Vacant, Illa Collin Head Start

___ Vacant, Marie Cleveland's Bright Beginnings Head Start
___ Vacant, Marina Vista Early Learning Center
___ Vacant, Nedra Court Head Start
___ Vacant, Northview Head Start
___ Vacant, Parker Head Start
___ Vacant, Phoenix Park Head Start
___ Vacant, Solid Foundation Head Start
___ Vacant, Foster Parent Rep

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

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

COMMITTEE MEMBER	CENTER	11/18	12/16		1/20	2/24 **	3/17	4/28 #	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		X	X	X						
Shalita Calhoun s/b/seated 12/16; seated 1/20	CR		U		X		X	E	X						
Amanda Self Seated 11/18	EHS/HB	X	X		X		X	X	E						
Vacant	EHS/HB														
Deanna Yee Seated 11/18	EL	X	X		X		X	X	E						
Vacant Seated	FP														
	FT														
Vacant Seated	G														
Vacant Seated	GH														
Vacant Seated	H														
Vacant Seated	HB														
Vacant Seated	HB														
Vacant Seated	IC														
	HP														
Vacant Seated	JC														
Carlos Gutierrez Seated 4/28	JC							X	U						
Joyce Turner Seated 5/20/14; reseated 3/17	K	E	X		X		X	X	E						
Vacant	LVS														
Vacant Seated	MCBB														
Vacant Seated	MV														
Vacant Seated	M														
Bianca Berumen Seated	NA								U						
Gabriela Perez Seated	NC							U	U						
Sabrina Lovelady reseated 12/16	NJ	X	X		X		U	X	X						
Natalie Craig s/b/seated 11/18; seated 12/16	NV	U	X		X		X	E	E						
Vacant Seated	PA														
Vacant Seated	PP														
Vacant	SF														
Dawanna Paniagua Seated 11/18	SN	X	X		X		AP	X	E						

COMMITTEE MEMBER	CENTER	11/18	12/16		1/20	2/24 **	3/17	4/28 #	5/19	6/16	7/21	8/18	9/15	10/20	11/17
Todd Woods reseated 12/16	SP	X	X		E		X	X	X						
Vacant Seated	V														
Rafaela Casillas Seated 11/18	WG	X	X		U		X	X	X						
Vacant	FPR														
Lenda Wheeler Seated 11/18	GPR	X	X		X		X	U	X						
Calvin Sheppard Seated	MAACC														
Jasmine Jamison Seated 11/18	OGC	X	X		E		X	X	X						
Kenneth Tate Seated 11/18	PPR	X	X		X		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 MAY 19, 2015 PAC MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the May 19, 2015 PAC meeting.

RECOMMENDATION:

Approve the minutes of the May 19, 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, May 19, 2015
9:00 a.m.

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

Ms. Jasmine Jamison called the meeting was called to order at 9:01 a.m. The pledge of allegiance was recited; Ms. Jamison read the thought of the day. Ms. Sabrina Lovelady called the roll and a quorum was established.

Members Present:

Vanessa Diego
Shalita Calhoun
Kenneth Tate
Rafaela Casillas
Jasmine Jamison
Todd Woods
Dawna Paniagua
Sabrina Lovelady
Calvin Sheppard
Lenda Wheeler (seated at 9:08 a.m.)

Members Absent:

Natalie Craig (excused)
Joyce Turner (excused)
Amanda Self (excused)
Deanna Yee (excused)
Carlos Gutierrez (unexcused)

New Members seated:

Gabriela Perez, Nedra Court (unexcused)
Bianca Berumen, North Avenue (unexcused)

II. Consent Item

A. Approval of the Minutes of the April 28, 2015 Special Meeting

The minutes were reviewed; no questions or corrections.

Moved/Lovelady, second/Woods, to approve the April 28, 2015 minutes.
Aye: 8 (Calhoun, Casillas, Diego, Lovelady, Paniagua, Sheppard, Tate, Woods)
Nay: 0
Abstentions: 1 (Jamison)

III. Action Items: No items.

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events – Ms. Jasmine Jamison reviewed the upcoming meetings and urged all committee members to attend meetings.

Ms. Lenda Wheeler was seated at 9:08 a.m.

- Parent, Family & Community Engagement - Events and Activities: None.
- Parent/Staff Recognitions – Ms. Natalie Craig’s daughter’s birth was announced.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Patterson reported on the fiscal expenditures ending April 30. The budget is on track at 75% expended and the non-federal share is at 27.3%. The administrative expenditures are far below the allowable percentage.

Ms. Dawna Paniagua inquired why the Craigslist ad was so high and Ms. Patterson replied that the job listing was for quite a few job listings which is why it was \$250.00.

- Toastmasters Training – Ms. Jamison distributed the sign-up sheet for the June 5 Toastmasters class.
- Child Care Center Food Menu: No questions.
- Community Resources – Parents/Staff: Flyers were distributed and Ms. Jamison reviewed the various events coming up.

B. Governing Board Minutes – April 2, 2015: No questions.

- ➔ Attendance and Chronic Absences Presentation: Ms. Lisa Carr reported that two thirds of children that are absent from school more than two days a month are not reading at grade level. Children missing 10% of school days is associated with low performance, especially with Latino students. Every day a child is not sick, they must be in school; not attending school is not an option for children. Nearly 1 in 10 children in kindergarten are missing a month of school cumulatively and it is higher in preschool children.

Ms. Carr led the board through a visual description of how missing school affects a child’s learning experience. Ms. Carr asked board members to take this important information to their centers.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Jamison reviewed the critique.
- Budget/Planning Committee: Mr. Tate reported that the last meeting was on May 12 and attendees reviewed the deferred maintenance list and Ms. Patterson’s

monthly report. The budget is still 2% under budget. The parent child care reimbursement will be going from \$8.00 per hour to \$8.50 per hour beginning August 1.

- Personnel/Bylaws Committee: Meeting listed in the PC/PAC calendar of events.
- Men's Activities Affecting Children Committee (MAACC): Mr. Calvin Sheppard missed the last meeting and deferred to Mr. Todd Woods. Mr. Woods reported that the "Read to Me Daddy" event was wonderful and the children all had a great time. There will be another event in June with the date to be announced.
- Social/Hospitality Committee: Ms. Jamison reported that the parent activity will include a tour of the Sacramento Railroad Museum. Attendees will have breakfast at Perko's. The event is scheduled for Friday, June 19 beginning at 8:30 a.m. Attendees will be transported by light rail. The agency is responsible for PC and PAC members' light rail fare, meal, and entrance fee to the Railroad Museum; guests must pay for their own fares/meals.
- Parent Ambassador Report: Ms. Jamison reported that the attendees went over the SETA/Head Start recruitment for families and different locations to go to recruit families. Parent Ambassadors hand out information to parents at a fairs or carnivals. Ms. Jamison will be going to Galt to pass out information to potential Head Start parents.

VI. Other Reports

- Chair's Report: No report.
- Policy Council Report(s): There was no additional report.
- Head Start Deputy Director's Report: No report.
- Head Start Managers' Reports
 - Program Support Services Report: No report.
 - Parent/Family and Community Engagement Committee: No additional report.
 - Child Development & Education Services Report: Ms. Karen Gonzales reported on an on-site training where 35-40 teachers participated in creative curriculum for infants and toddlers. This was a great way for teachers to work on their classrooms and teaching environments. There is a Pyramid Symposium in Stockton including the social/emotional impact of curriculum in the classroom. The teachers had an opportunity to meet and talk with other teachers utilizing the teaching pyramid. It is important to make sure the substitute teachers are aware of the system and implement it.

VII. Center Updates: None.

VIII. Discussion: Ms. Jamison stated that Ms. Jackie Bates was not available to attend the PAC due to illness and sent wishes for her quick recovery.

IX. Public Participation: No comments.

X. Adjournment: The meeting was adjourned at 9:42 a.m.

ITEM IV- A – INFORMATION

STANDING INFORMATION

BACKGROUND:

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

- A. Standing Information Items
 - PC/PAC Calendar of Events – Ms. Jasmine Jamison
 - Parent, Family & Community Engagement - Events and Activities – Ms. Jasmine Jamison
 - Parent/Staff Recognitions – Ms. Jasmine Jamison
 - Parent Leadership Institute Reports – Ms. Jasmine Jamison
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – D’et Patterson
 - Toastmasters Training – Ms. Jasmine Jamison
 - Child Care Center Food Menu (attached)
 - Community Resources – Parents/Staff: Ms. Jasmine Jamison

NOTES:

July

2015

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1 <u>1:00 p.m.</u> Social/Hospitality Meeting Olympus Room	2	3 FOURTH OF JULY HOLIDAY (see note below)	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21 <u>9:00 a.m.</u> PAC Meeting SETA Board Room	22	23 <u>9:00 a.m.</u> PAC Executive Meeting Olympus Room	24 <u>10:00 a.m.</u> MAACC Meeting Olympus Room <u>11:30 a.m.</u> Bylaws Committee Olympus Room	25
26	27	28 <u>9:00 a.m.</u> PC Meeting SETA Board Room	29	30 <u>9:00 a.m.</u> PC Executive Meeting Olympus Room	31	

Due to Fourth of July Holiday falling on the first Friday of the month, Parent Ambassadors and Toastmasters will be canceled; SETA offices will be closed.




CALENDAR OF EVENTS



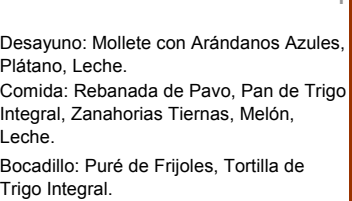

<u>EVENT</u>	<u>DATE</u>
PAC Executive Committee	Thursday, June 18, 2015 9:00 a.m. Olympus Room
PC Executive Committee	Thursday, June 26, 2015 9:00 a.m. Olympus Room
Men's Activities Affecting Children Committee	Friday, June 26, 2015 10:00 a.m. Olympus Room
PC/PAC Bylaws Committee	Friday, June 26, 2015 11:30 a.m. Olympus Room
PC/PAC Social Hospitality Committee	Wednesday, July 1, 2015 1:00 – 2:30 p.m. Olympus Room
PC/PAC Parent Ambassadors – and – Toastmasters Training	Friday, July 3, 2015 <i>Due to Fourth of July Holiday falling on the first Friday of the month, Parent Ambassadors and Toastmasters will be canceled; SETA offices will be closed.</i>
PAC Executive Committee	Thursday, July 23, 2015 9:00 a.m. Olympus Room
Men's Activities Affecting Children Committee	Friday, July 24, 2015 10:00 a.m. Olympus Room
PC/PAC Bylaws Committee	Friday, July 24, 2015 11:30 a.m. Olympus Room
PC Executive Committee	Thursday, July 30, 2015 9:00 a.m. Magnolia Room

SETA Head Start Menu

May 2015

*We Serve 1% Lowfat Milk

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1					1 Breakfast: Blueberry Muffin, Banana, Milk Lunch: Sliced Turkey, Whole Wheat Bread, Baby Carrots, Cantaloupe, Milk Snack: Whole Wheat Tortilla, Bean Dip
Week 2	4 Breakfast: Multi Grain Flakes Cereal, Apple, Milk Lunch: Beef BBQ Burger, Whole Wheat Bun, Mixed Vegetables, Cantaloupe, Milk Snack: Strawberry Banana Yogurt, Orange	5 Breakfast: French Toast Sticks, Diced Pear, Milk Lunch: Chicken Drumstick, Macaroni Salad, Tomato Slice, Apple or Watermelon, Milk Snack: Brown Rice Krispies Cereal, Milk	6 Breakfast: Oatmeal Cereal, Raisins, Pineapple Tidbits, Milk Lunch: Rice & Beans, Cabbage Salad, Strawberries or Tangerine, Milk Snack: Hummus, Vegetable Stick Melody	7 Breakfast: Crispix Cereal, Banana, Milk Lunch: Turkey or Turkey Ham, Whole Wheat Bread or Croissant Roll, Baby Carrots, Orange, Milk Snack: Gold Fish Crackers, Milk	8 Breakfast: Dreamy Orange Muffin Loaf, Apple, Milk Lunch: Sliced Turkey, Whole Wheat Bread, Cucumber Slices, Cantaloupe, Milk Snack: Cheese Quesadilla
Week 3	11 Breakfast: Whole Grain Cheerios Cereal, Orange, Milk Lunch: Macaroni & Cheese, Green Peas, Cantaloupe, Milk Snack: Baby Carrots, String Cheese	12 Breakfast: Waffle Sticks, Applesauce, Milk Lunch: Salisbury Steak, Corn Muffin, Spinach Salad, Orange, Milk Snack: Apple Slices, Sun Butter	13 Breakfast: Whole Wheat Biscuit, Diced Peaches, Milk Lunch: Bean Fajitas, White Corn Tortilla, Whole Kernel Corn, Cantaloupe, Milk Snack: Mini Whole Grain Bun, Sliced Turkey	14 Breakfast: Whole Wheat Bagel, Banana, Milk Lunch: Sliced Turkey, Whole Wheat Bread, Baby Carrots, Strawberries or Tangerine, Milk Snack: Cottage Cheese, Pineapple Tidbits	15 Breakfast: Banana Muffin, Orange, Milk Lunch: Swiss-American Cheese, Whole Wheat Tortilla, Zucchini Sticks, Canned Apricots, Milk Snack: Milk, Lemon Dinosaur Crackers
Week 4	18 Breakfast: Rice Krispies Cereal, Cantaloupe, Milk Lunch: Beef Hamburger, Whole Wheat Bun, Whole Kernel Corn, Orange, Milk Snack: Cheese-It Crackers, Canned Fruit Mix	19 Breakfast: Whole Wheat Bagel, Pineapple Tidbits, Milk Lunch: Black Bean Teriyaki, Brown Rice, Sunomono Salad, Canned Apricots, Milk Snack: Whole Grain Cheerios Cereal, Milk	20 Breakfast: Oatmeal Cereal, Banana, Milk Lunch: Cheese Enchilada with Sauce, Romaine Lettuce Salad, Orange, Milk Snack: Hummus, Vegetable Stick Melody	21 Breakfast: French Toast Sticks, Canned Apricots, Milk Lunch: Turkey and Cheese Rollup, Whole Wheat Tortilla, Cole Slaw Salad, Diced Mango, Milk Snack: Strawberry Yogurt, Banana	22 Breakfast: Blueberry Muffin Loaf, Apple, Milk Lunch: Tuna Salad, Wheat Thins Crackers, Baby Carrots, Cantaloupe, Milk Snack: Gold Fish Crackers, Milk
Week 5		25 Breakfast: Whole Grain Cheerios Cereal, Apple, Milk Lunch: Refried Beans, Whole Wheat Tortilla, Tomato Salsa, Strawberries or Tangerine, Milk Snack: Multi Grain Flakes Cereal, Milk	26 Breakfast: Whole Wheat Biscuit, Diced Peaches, Milk Lunch: Sliced Turkey, Mini Whole Grain Bun, Potato Salad, Cantaloupe, Milk Snack: Lemon Dinosaur Crackers, Banana	27 Breakfast: Oatmeal Cereal, Pineapple Tidbits, Raisins, Milk Lunch: Spaghetti Casserole, Green Salad, Canned Apricots, Milk Snack: Bean Dip, Whole Wheat Tortilla	28 Breakfast: Dreamy Orange Muffin Loaf, Orange, Milk Lunch: Sliced Turkey, Whole Wheat Bread, Broccoli, Banana, Milk Snack: Apple, Cheese Stick

	lunes	martes	miércoles	jueves	viernes
Semana 1					
Semana 2	4 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.	5 Desayuno: Baritas de Pan Francés Tostado, Pera Picada, Leche. Comida: Pierna de Pollo, Ensalada de Macarrón, Rebanada de Jitomate, Manzana o Sandía, Leche. Bocadillo: Cereal Integral Rice Krispies, Leche.	6 Desayuno: Cereal de Avena, Piña Machacada, Pasas, Leche. Comida: Arroz y Frijoles, Ensalada de Col (Repollo), Fresa o Tanjarina, Leche. Bocadillo: Puré de Garbanzos, Baritas de Verduras.	7 Desayuno: Cereal Crispix, Plátano, Leche. Comida: Pavo o Jamón de Pavo, Pan de Trigo Integral o en Forma de Cuerno, Zanahorias Tiernas, Naranja, Leche. Bocadillo: Galletas de Pescados Dorados, Leche.	8 Desayuno: Barra de Mollete Dreamy Orange, Manzana, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Rebanadas de Pepino, Melón, Leche. Bocadillo: Quesadilla.
Semana 3	11 Desayuno: Cereal Cheerios de Grano Integral, Naranja, Leche. Comida: Macarrón con Queso, Ejotes, Melón, Leche. Bocadillo: Zanahorias Tiernas, Queso.	12 Desayuno: Baritas de Waffle, Puré de Manzana, Leche. Comida: Bistec Salisbury, Mollete de Maíz, Ensalada de Espinacas, Naranja, Leche. Bocadillo: Rebanadas de Manzana, Crema de Semillas de Girasol.	13 Desayuno: Bizcocho de Trigo Integral, Durazno Picado, Leche. Comida: Fajitas de Frijoles Negros, Tortilla de Maíz Blanco, Granos de Elote, Melón, Leche. Bocadillo: Minipan de Grano Integral, Rebanada de Pavo.	14 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.	15 Desayuno: Mollete con Plátano, Naranja, Leche. Comida: Queso Suizo-Americano, Tortilla de Trigo, Baritas de Calabacita, Chabacano Enlatado, Leche. Bocadillo: Galletas de Limón Dinosaur, Leche.
Semana 4	18 Desayuno: Cereal Integral Rice Krispies, Melón, Leche. Comida: Hamburguesa de Res, Pan de Trigo Integral, Granos de Elote, Naranja, Leche. Bocadillo: Galletas Cheese-It, Fruta Enlatada Mixta.	19 Desayuno: Bagel de Trigo Integral, Piña Machacada, Leche. Comida: Frijoles Negros Teriyaki, Arroz Integral, Ensalada Sunomono, Chabacano Enlatado, Leche. Bocadillo: Cereal Cheerios de Grano Integral, Leche.	20 Desayuno: Cereal de Avena, Plátano, Leche. Comida: Enchilada de Queso con Salsa, Ensalada de Lechuga Romana, Naranja, Leche. Bocadillo: Puré de Garbanzo, Varitas de Verdura.	21 Desayuno: Baritas de Pan Francés Tostado, Chabacano Enlatado, Leche. Comida: Tortilla de Trigo Integral, Rollo de Pavo y Queso, Ensalada de Col, Mango Picado, Leche. Bocadillo: Yogur de Fresa, Plátano.	22 Desayuno: Barra de Mollete con Arándanos Azules, Manzana, Leche. Comida: Ensalada de Atún, Galletas Wheat Thins, Zanahorias Tiernas, Melón, Leche. Bocadillo: Galletas de Pescados Dorados, Leche.
Semana 5	25 	26 Desayuno: Cereal Cheerios de Grano Integral, Manzana, Leche. Comida: Frijoles Refritos, Tortilla de Trigo Integral, Salsa de Jitomate, Fresas o Tanjarina, Leche. Bocadillo: Ojuelas de Cereal Multigrano, Leche.	27 Desayuno: Bizcocho de Trigo Integral, Durazno Picado, Leche. Comida: Rebanada de Pavo, Minipan de Grano Integral, Ensalada de Papa, Melón, Leche. Bocadillo: Galletas de Limón Dinosaur, Plátano.	28 Desayuno: Cereal de Avena, Pasas, Piña Machacada, Leche. Comida: Espagueti Horneado, Ensalada Verde, Chabacano Enlatado, Leche. Bocadillo: Puré de Frijoles, Tortilla de Harina de Trigo Integral.	29 Desayuno: Barra de Mollete Dreamy Orange, Naranja, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Brócoli, Plátano, Leche. Bocadillo: Barita de Queso, Manzana.

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 April 30, 2015 meeting.

NOTES:

**SPECIAL 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, April 30, 2015
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:04 a.m.

Members Present:

Don Nottoli, Chair, Governing Board; Member, Board of Supervisors
Sophia Scherman, Vice Chair, Governing Board; Public Representative
Patrick Kennedy, Member, Board of Supervisors
Allen Warren, Councilmember, City of Sacramento (arrived at 10:10 a.m.)

Members Absent:

Jay Schenirer, Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the April 2, 2015 Regular Board Meeting
- B. Approval of Claims and Warrants
- D. Ratification of the Submission of an Application to the Employment Development Department for the Supervised Population Workforce Training Grant Program and Authorize the Executive Director to Sign the Agreement and any other Required Documents Pertaining to the Agreement
- E. Ratification of the Submission of an Application to the Employment Development Department for Workforce Investment Act 15% and 25% funds for a Veteran's Employment-Related Assistance Program (VEAP) and Authorize the Executive Director to Execute the Agreement and Any Other Documents Required by the Funding Source

Mr. Thatch requested that IIC be moved to the action calendar.

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

- A. Approve the April 2, 2015 minutes.
- B. Approve the claims and warrants for the period 3/27/15 through 4/22/15.
- D. Ratify the submission of an application for up to \$200,000 to the California Workforce Investment Board and the Employment Development Department (EDD) for a Supervised Population Workforce Training Grant Program, and authorize the Executive Director to sign the agreement and any other required documents pertaining to the agreement.

- E. Ratify the submission of the Veterans Employment Assistance Program application to the California Employment Development Department requesting \$500,000 to provide services to 65 veterans, and authorize the SETA Executive Director to execute the agreements, modifications and any other documents required by the funding sources.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

- C. Approval of Resolution and Ratification of the Submission of a Proposal for the Community Services Block Grant (CSBG) Discretionary Funding for Targeted Initiatives to the State of California Department of Community Services and Development, and Authorize the Executive Director to Execute the Agreement and any other Documents Required by the Funding Source

There were no questions or comments on this item.

Moved/Scherman, second/Kennedy, to Approve the resolution and ratify the submission of a proposal for the Community Services Block Grant (CSBG) Discretionary Funding to the State of California, Department of Community Services and Development, and authorize SETA's Executive Director to execute the agreement and any other documents required by the funding source.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval to Adjust the Pay Ranges for the Classifications of Associate Teacher, Associate Teacher – Infant/Toddler, and Head Start Child Care Teacher Assistant

Ms. Denise Lee reviewed this item.

Mr. Warren arrived at 10:10 a.m.

Ms. Lee stated that the recruitment of teaching staff has been challenging and the pay increase will allow for better recruitment. The minimum wage recently increased and this allows for a greater separation.

This board item affects around 145 employees. Some of the teaching staff are working their way to earning their AA degree. A lot of the employees are making great strides and management is providing several pathways to ensure their success in achieving their AA degree.

Mr. Nottoli opened a public hearing.

Moved/Kennedy, second/Scherman, to close the public hearing and approve the proposed pay range as listed above for the classifications of Associate Teacher (Tier I, II and III), Associate Teacher – Infant/Toddler, and Head Start Child Care Teacher Assistant.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant: None.

One Stop Services

1. Approval of the Submission of the Capital Region SlingShot Compact Development Plan/ Proposal to the California Workforce Investment Board and Authorization for the Executive Director to Execute the Funding Agreement, any Modifications, or other Documents Required by the Funding Source

Mr. Roy Kim stated that in October, 2014 an initial proposal was submitted to receive \$20,000 to develop a SlingShot initiative proposal. The funds can reach up to a million dollars for an out-of-the-box proposal. Regional partners include SETA, NCCT, Golden Sierra, and Yolo County and the proposal focuses on entrepreneurs. The Compact development plan agreement is expected by the end of June and will launch the implementation phase. Valley Vision worked on the initial development of the design phase and the partners wish to continue working with Valley Vision. Mr. Kim read a non-competitive procurement finding into the record.

Moved/Scherman, second/Warren, that the board finds that noncompetitive procurement of the services of Valley Vision is appropriate for the reasons set forth in the Background and approve the submission of the Capital Region Slingshot Compact Development Plan/Proposal to the CWIB, and authorize the Executive Director to execute the funding agreement, any modifications, or other documents required by the funding source.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

C. CHILDREN AND FAMILY SERVICES

1. Approval to Submit a Head Start Budget Modification Request for Program Year 2014-2015

Ms. Denise Lee stated that this item is brought forward due to expected underspent funds in the personnel area. It is the intent to move underspent funds from personnel to equipment, supplies, and deferred maintenance at the centers. The list of deferred maintenance was distributed and many of the maintenance items will be mostly performed after hours when children are not present.

Mr. Nottoli suggested perhaps upgrading the outdoor watering systems to meet goals for water savings. Ms. Lee replied that the majority of our sites are leased so the landlords manage water conservation efforts. Parents have been notified that there will be less green grass due to the severe drought. This is important to conserve water. Staff is looking at artificial grass in areas where it is difficult to grow grass. This will help with long-term conservation as well.

Ms. Lee stated that there is a lot of play yard rubber surface replacement due to very dry grounds from natural water shortages as well as outlived life span of the rubber surface.

Moved/Scherman, second/Kennedy, to approve the submission of a Head Start budget modification to the Administration for Children and Families (ACF) in the amount of \$600,000.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

Ms. Lee asked to review items 2-5 together.

2. Approval of Fiscal Year 2015-2016 Head Start/Early Head Start Budget
3. Approval of Fiscal Year 2015-2016 Head Start/Early Head Start Refunding Application
4. Approval of Fiscal Year 2015-2016 Head Start/Early Head Start Training/Technical Assistance Grant Application to be in Alignment with Established Five-Year Goals

5. Approval of Fiscal 2015-2016 Sacramento County Program Options/Grantee and Delegate Agencies

Ms. Denise Lee introduced Robyn Caruso and D'et Patterson and thanked them for their work on the grant documents.

The grant application is just over \$51 million and the funds will serve 4,700 preschoolers and 673 infants/ toddlers. Staff is requesting to covert 58 preschool slots to 8 center based slots at Mather ELC and 12 home base infant/toddler slots. Mather is connected to the Mather Transitional Housing and there is a wait list for services. There are over 400 families on the home base wait list. The Parker Avenue Early Learning Center has been renovated and it now accommodates 20 children so an additional 25 slots will be offered there.

Staff is negotiating with ACF on the change of services from preschool to infant/toddler. The federal government has really pushed quality of services rather than quantity of services. Staff is requesting to move \$350,000 from Head Start to Early Head Start in conjunction with the conversion of preschool to EHS.

There are 100 locations with 231 classrooms serving children across the county. The locations have not changed significantly. ACF is asking that we align our goals from three years to five years to match the new 5-year grant cycle. The goals include school readiness, mental health and marketing/recruitment.

Ms. Lee reviewed the variety of options available to families. Options available range from three and half to ten hours per day, full year and year round. Mr. Nottoli asked why checks cost \$205; he thinks this is way too high for checks. Loretta Su provided feedback.

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

2. Approve the Fiscal Year 2015-2016 Head Start/Early Head Start Budget in the amount of \$51,057,991 for Basic and Training/Technical Assistance.
3. Approve the Fiscal Year 2015-2016 Head Start/Early Head Start Refunding Application.
4. Approve the Fiscal Year 2015-2016 Head Start/Early Head Start Training/Technical grant application as aligned with established five-year goals and objectives.
5. Approve Fiscal Year 2015-2016 Sacramento County Program Options/Grantee and Delegate Agencies.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

IV. Information Items

- A. Review of Fiscal Monitoring Report from the Employment Development Department

Ms. Kossick stated that this is the first time we have had a monitor respond within five days of the monitoring visit.

- B. Sacramento Works Quarterly Dashboard: No comments.
- C. Employer Success Stories and Activity Report: No comments.
- D. Dislocated Worker Update: Mr. William Walker spoke of layoffs at Health Net that has a potential of impacting 950 employees. Staff has been working with Health Net staff. Bank of America is thinking of closing their Rancho Cordova call center; 800 employees will be impacted.
- E. Unemployment Update/Press Release from the Employment Development Department: Mr. George Marley has been promoted to another position and staff will be reaching out to his replacement.
- F. Head Start Reports: No comments.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick: announced that Bill Walker has been selected Professional of the Year by the California Workforce Association (CWA). He will be recognized and honored on May 14 in Anaheim. Ms. Kossick thanked the board for accommodating staff to have the Board meeting a week early to approve the Head Start grant submission.
- C. Deputy Directors: No comments.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No comments.

- VI. Adjournment:** The meeting was adjourned at 10:47 a.m.

ITEM V
COMMITTEE REPORTS

➤ Executive Committee

Critique of the May 19, 2015 Parent Advisory Committee meeting.

GOOD!!!
Thank you Ms. Lisa Carr for the shared presentation on Attendance and Chronic Absences.
Thank you Ms. Lisa Carr for filling in for Ms. Denise Lee during her absence.
Thank you Ms. Jasmine Jamison for an exuberant and timely meeting!
NEEDS IMPROVEMENT
Attendance.
PAC Representative recruitment.
REMINDERS
Please be on time and be seated by 8:50 a.m.
Please turn off <u>all</u> electronic devices.
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

➤ Men's Activities Affecting Children Committee

➤ Social/Hospitality Committee

➤ Parent Ambassador Report

ITEM VI

OTHER REPORTS

BACKGROUND:

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

- Chair's Report
- Policy Council Report(s): Mr. Todd Woods, Ms. Sabrina Lovelady, and Ms. Amanda Self
- 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:



Monthly Head Start Report

June 2015

SETA Operated Program

Program Operations

The Desired Results Developmental Profile (DRDP) assessment data for children has been completed for this program year.

For preschool age children, key findings show:

In the Mathematics domain of the DRDP, 84.5 % of children that are kindergarten eligible in the next school year are rated at the Building and Integrating level. The measures showing the highest number of children scoring at this highest rating level were Number Sense of Counting and Quantity and Shapes while the lower areas were Number Sense of Mathematical Operations and Patterning. In Cognitive Development, 87.6% of children that are kindergarten eligible in the next school year are rated at the Building and Integrating level for measures that support logic and reasoning. These critical thinking skills are necessary as children transition into common core and are supported through strong instructional support by teachers.

For Early Head Start, key findings show:

In the Cognitive Development domain of the DRDP-I/T, 74.9% of toddler age children are displaying skill in the Discovering Ideas & Developing Ideas levels. The measures showing the highest number of children scoring at these rating levels were Attention Maintenance, while the lower areas were Classification and Matching. In the Language and Literacy Developmental domain of the DRDP-I/T, 54.1% of toddler age children are displaying skill in the Developing Ideas & Connecting Ideas levels. The measures showing the highest number of children scoring at these rating levels were Communication of Needs, Feelings and Interests, while the lower areas were Recognition of Symbols.

Family Engagement

Our Early Head Start home based program had a very successful socialization, with over 100 people in attendance. They met their families at the county fair, and were able to see all the animals and go to the petting zoo. Everyone had a great time! Our preschool home based program also had a successful socialization at the Sacramento Zoo. Again, for this socialization we had over 100 people in attendance.

For our center based programs, our SNAP-ED program has begun for three of our sites. In this program, the Health Education Council goes out to the Head Start program, and meets six times with our parent group. At the end of the six sessions, families will have learned how to make quick and healthy meals, how to eat healthy on a budget, how to cook with less sugar and salt, ideas for exercising with the family, and how to add more fruit and vegetables to their meals. At the end of each class, parents receive a recipe, and get to taste whatever they had made for that class session.



Our recruitment efforts have also been going strong. Every weekend, staff is manning tables at community fairs and events, in an effort to ensure that families are aware of our Head Start and Early Head Start program.

Program Support

Quality Assurance and Monitoring - Sacramento City Unified School District (SCUSD) Head Start was monitored on May 15-June 5, 2015. Report is being finalized and will be available later in the month. Unannounced follow-up visits for safety and supervision continued in the month of May.

Training and Technical Assistance (T/TA) - Numerous training and meetings took place this month: (1) Program Information Report 2015 (PIR) Informational Meeting on 5/5/2015; (2) Education/Disabilities Content Meeting on 5/12/2015; (3) Curriculum Training for the EHS-CC Partners on 5/16/2015; (4) Child Plus.Net 4.2 Training on 5/19 and 5/20/2015. Technical Assistance meeting with TRUSD on 5/12/2015, and onsite follow-up visits by Quality Assurance staff and Education/Disabilities Coordinator.

Teaching Pyramid (TP) Implementation 2015-2016 - Planning meetings are taking place for next program year's plan to expand use of Teaching Pyramid practices countywide. This will be incorporated in coaching activities for teaching staff as part of regular professional development activities.

Governance

PC/PAC Toastmasters training was held Friday, May 1.st Ms. Jackie Bates, Facilitator, reviewed lesson 6, which covered knowing the specific purpose of your presentation, facts that support presentation, and the importance of having an opening, body and closing. Assigned speech presented and evaluated. Next month, parents will make 3-5 or 5-7 minute presentations on: Get to the Point and Vocal Variety.

Ms. Lisa Carr, Parent and Community Engagement Manager, provided an excellent and enlightening visual presentation on Attendance and Chronic Absences. Ms. Carr asked parents to assist her in demonstration. The exercise showed how children miss out on learning opportunities when they are not in class. Ms. Carr reported poor attendance predicts children who will more than likely to drop out of high school. One in ten children in kindergarten miss a month in class cumulatively and it is higher in preschool children. By 3rd grade, children are ready to learn; not knowing how to read can cause low self-esteem. Latino children fall behind because of the language barrier. Children lose 2 months of learning when they are not in an enrichment program during the summer. Ms. Carr offered to make copies of demonstrations for parents to share at their center parent meeting. Parents really appreciated the visual activity because they could actually see the importance of having their child in class versus child having poor attendance; and that a child is not getting full classroom experience when their attendance is irregular. Parents learned a child is more likely to excel academically when they have good attendance.

The PC/PAC Joint Parent Activity is Friday, June 19. Activity is to tour the Railroad Museum, Old Sacramento, 10-11 a.m. After activity, parents will have brunch at Perko's on 3rd and 'J' Streets.

PC/PAC has been very busy assisting the Human Resource (HR) Dept. by participating on various oral exam panels and screening applications of prospective HS/EHS candidates. For example,





there were 166 applications screened and 6 oral exam panels. PC/PAC commitment to the agency's hiring practice is greatly appreciated and welcomed. Thank you, Ms. Robin Blanks, (PC), Mr. Tyrone Broxton (PC), Ms. Linda Litka (PC), Mr. Brian Short (PC) and Ms. Deanna Yee, (PAC); HR, parents and staff teaming together in efforts to hire the most qualified HS/EHS candidate.

Sacramento City Unified School District **Health and Nutrition**

All preschool nurses were at the registration offices at Hiram Johnson and Capital City to screen new preschool applicants during the month of May. Every parent received written information regarding dental hygiene, general nutrition, lead poisoning and iron food sources.

Nurse Lori Souza met with the Hiram Johnson registration staff to review how the summer enrollment process could be streamlined and how to improve nursing services to Head Start parents during the registration process.

The last Health, Nutrition and Safe Environments Committee Meeting for the year was held on May 21st. There was discussion regarding the "No Outside Food" policy and how this differs from a "No Nut" policy in the district. It was also brought to the attention of the committee that further clarification is needed with the teaching staff regarding bringing in their own personal outside foods, where their personal foods can be stored and consumed, and what eating behaviors need to be more consistently modeled at the preschool meal-time tables.

Nurse Victoria Benson was in communication this month with Nutrition Services requesting that Nutrition Services create an updated Meal Plan Modification each school year in an effort to provide greater clarity to Special Diets for preschoolers. The district's Nutrition Services Department has been very receptive to the needs of the preschoolers in the Child Development program, and has expressed willingness to carry out this request.

The revisions for the health/nutrition section of the Staff Handbook and Parent Handbook were submitted by Nurse Victoria Benson and review/approved by Tammy Sanchez, Content Lead. Several forms were updated and referenced in the "Addendum" section of the Staff Handbook with directions on how teachers may access these forms on the Child Development website. These changes were recommended by the administrative staff in an effort to keep all forms current through the use of the Child Development website.

Preschool Nurses visited their preschool sites to place breakaway zip ties on all disaster backpacks in the classroom. A large "Disaster Backpack" sign was created depicting a red disaster backpack graphic and was placed near the disaster backpack storage place in an effort to more easily identify the disaster backpack location in case of emergency.

Several staff members representing Child Development Health Content attended the PIR meeting at SETA on May 5 and also attended the Child Plus training at Serna Center on May 13th. PIR updates were also shared with Child Development staff at the monthly SETA Health, Nutrition and Safe Environments Content Meeting on May 15.

The preschool nurses performed sensory screenings for rescreens and returning preschoolers during the last part of the month. They were also busy completing any outstanding dental, health or sensory screening needs identified throughout the school year.





Health Content Lead, Tammy Sanchez & Nurse Lisa Stevens attended the SETA Safe Environments/ Quality Assurance audit meeting chaired by Melanie Nicholas on May 15.

Nurse Victoria Benson attended the multidisciplinary Child Development PIR meeting chaired by Data Specialist May Song on May 13.

Nurse Victoria Benson gave end-of-the-year instructions to teaching staff, relating to preschooler health issues, at Professional Learning on May 8.

Education

In the month of May, SCUSD Special Education Department presented during Professional Learning. The topics included disabilities and the referral process. SETA began their classroom safety and supervision Quality Assurance monitoring visits.

The spring DRDP data was received by the teachers and their fourth home visits or parent conferences were completed.

Mental Health and Family Engagement

The district has been working with West Ed, as a partner site for the Teaching Pyramid Foundations. They collaborated together with the SCUSD internal Teaching Pyramid Leadership team.

The Leadership Team met and discussed the previous year. Partner site classrooms for 2015-2016 trainings for upcoming years, and coaching as part of the new 5-year goals were discussed.

A new matrix was created and will be placed in the employee handbook regarding the referral process for children exhibiting challenging behaviors. The new process is based on the Teaching Pyramid model.

Social workers continue to work with students, families, and teachers to provide support in the areas of mental health.

Family and Community Engagement

The third and final goal setting was completed with families during conferences the third week of May. Social Workers and School Community Liaisons will be working in the final two weeks of school to follow-up on any remaining needs.

Staff continues to provide positive feedback regarding the ongoing Family Development Credential training.

Special Education

SCUSD Child Development program has served 162 Preschoolers with IEPs and 17 Early Head Start students with IFSPs during May. The program has been actively enrolling students in collaboration with SCUSD's Special Education Department and Sacramento County Office of Education, to fully include students with disabilities in our preschool and infant toddler programs for the upcoming 2015-2016 school year.

The Head Start preschool full inclusion classrooms will continue collaborative programs at Edward Kemble, Earl Warren, Isador Cohen, Hiram Johnson, and Ethel I Baker, as in previous years. Children





with disabilities are fully included throughout the Early Head Start program.

Early Head Start and Home Based

Our families have been doing very well and are excited for the summer. Many of the parents have reached their goals or have progressed towards them, including graduating from high school, earning their GED, and getting driver’s licenses!

Child Development has a collaborative relationship with ALTA and SCOE, to provide services to our children with special needs.

These combined efforts have resulted in measureable growth in the children’s skills; especially in the area of language and mobility.

San Juan Unified School District

Education Services Update

Teachers are completing the theme of *Growing and Changing* and some classes have blended their study of *Flowers* with this theme. Their math focus ends with Comparing Lengths and Weights and Graphing, which has prompted many trips out to the class gardens to measure and compare plant growth. The last letters to be covered are Ll, Nn, and Kk.

Disabilities Services Update

The Disabilities Specialist attended the Content meeting at SETA on May 12th. At the meeting, the new Monthly Special Education Report form was reviewed and distributed. This form will more accurately reflect not only the number of current IEPs, but the students referred and the students pending in the IEP process. No screening was done in the month of May, but supplies were ordered for the upcoming “busy season” for both enrollment and screening. Purchasing the new updated version of the ASQ was approved and the items have been delivered. The final Disability data was double checked and entered into Child Plus and the final PIR before sending it off to SETA.

Mental Health Services Update

The Mental Health Therapist is lending extra support to those kindergarten-bound children’s parents who have expressed a concern for their child’s social and/or emotional development as the year comes to a close. Topics include but are not limited to limit setting, self-esteem building, and self-regulation skill building.

Health & Nutrition Services Update

Health is screening in the centralized screening room one day a week as needed. The Health Team is reviewing students’ health, nutrition, and immunization status, completing health screenings, and counseling families in various health areas on a case by case basis. The School Nurse is completing Individualized Student Health Plans for those who have health concerns. Smile Keepers second round screenings have been completed. Health is working diligently on the PIR Report, and is also preparing for the 2015-2016 enrollment year.

Family and Community Partnerships Update

Judy Ellis, the Preschool Education Content Lead Teacher, presented a review of child data for the 2014-2015 school year to the Policy Committee. Amy Slavensky also presented at this meeting on the Common Core State Standards as related to reading with young children. Wishes for a happy retirement were offered as Coordinator Karen Finley is retiring in June. The Policy Committee will not





meet in June but is planning to have a summer meeting on August 11, 2015.

Transition Services Update

The School Readiness team has been busy recruiting and registering families for participation in the Summer Camp Program, which includes some former Head Start students. The preschool teachers are compiling lists of their kindergarten-bound students' elementary school site choices, and they have turned in articulation cards to the future sites. These lists will also assure the CUM files go to the proper site late in the summer. Teachers completed sharing transition information with parents and have taken their pre-K students on visits to kindergarten classes.

Program Support/Staff Training Update

Teachers and Special Education staff attended an Introduction to the DRDP 2015 assessment tool in early May. They had opportunities for hands on experience with the tool as they viewed videos of children in typical classroom routines while trying to identify the new measures in the 2015 assessment. In mid May teachers attended a training on the DRDP Tech online process where they will create their child class rosters, enter individual child information, and then rate the child. This training was held in San Juan Unified School District computer lab where all teachers had access to a laptop to explore the new online system.

Fiscal Update

The fiscal team was busy in May preparing for the end of the year as well as gearing up for summer school, which includes many fun and adventurous field trips. Programs were reconciled and reports were submitted. Budget changes for the 2015-2016 school year were finished and multi-year projections were updated. Head Start and Early Head Start worked on the PIR in preparation for the deadline.

Early Head Start Update

This month the Early Head Start center-based staff participated in the second CSEFEL module training, and enjoyed several make-and-take activities that revolved around visual schedules and routines-based interventions. Teachers also shared IDPs at parent conferences this month, as two of the five sites prepared to close and shift into home visiting for the summer. Home-based teachers received some additional support on implementing and scoring the HELP assessment they have been using this year.

In addition, during the regularly scheduled staff meetings, center-based and home-based teachers were celebrated as part of Teacher Appreciation Week with special pins and gifts from the administration. EHS support staff have been working on planning for next year, including staff and parent calendars, updates to content procedures and guidelines, and plans to support the next level of reflective teaching practice through a shared "book club" approach.

Twin Rivers Unified School District

Events

The month of May is time for our annual celebration of diversity and cultural awareness. The other two Head Start sites rode the bus to Morey Avenue on May 28th and joined their fellow school peers for lots of fun and entertainment. During the event, the students performed along with several groups from the Grant High School. This year also showcased the Norwood Middle School Jazz band, Hispanic dancers, Thai dancers and even a Rio Linda parent who belly-danced! Students played carnival games with their parents and relatives as well as tasted many cultural foods in collaboration





with various vendors and the TRUSD Nutrition Department. This year-end event continues to be a major success and enjoyed by all from the three sites.

The Oakdale site had their annual Open House event on May 14, 2015. During this event, students were treated to a make-and-take activity with their parents and parents interacted with teaching staff to learn more about expectations for next year and student progress.

Professional Development

The last ECE workshop for 2014-15 was on May 20th for all teachers at the District Office. The workshop included a brief discussion on the new DRDP 2015 and alignment with the previous assessment as well as a celebration of our ECE Director, Sara Haycox. Head Start teaching staff will complete one last workshop at the Morey Avenue site to finalize plans for the upcoming school year.

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. Many hours are currently being devoted to Childplus and ensuring the appropriate information has been inputted for the 2014-15 PIR report.

Our School Social Worker/Counselor is still on maternity leave until August 2015 and the programs have a substitute Social Worker, Mr. Grant and the MSW Intern. Mr. Grant is on all sites from Monday through Thursday and assist with classroom support, behavior plans and facilitating parent meetings. The MSW 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. Mr. Chris' internship ended on May 18th so Mr. Grant will continue to support the students until the end of the school year. Mr. Grant facilitated the School Readiness meetings for students going to kindergarten and TK next year and parents were provide information about Kinder Kamp and summer academic activities.

The 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.

The enrollment for the 2015-16 school year has begun and the program is about 50% full to date. Recruitment efforts continue including fliers to the local business, personal calls to parents who have picked up packets. Door hangers and mailers to the respective zip codes will also be delivered in August when the school office opens back up from the summer break.





Policy and Parent Committees

The monthly meeting was held on May 21, 2015 at Morey. The agenda included the approval of revised grant application with slot reduction corrected information and final reading of the Bylaws. Parent Committee meeting was held at Rio Linda on May 26, 2015 however the Oakdale Parent Committee Meeting on May 27, 2015 did not yield any participants. The Head Start Director continues working with the Community Liaison and teaching staff to recruit parents to attend the upcoming meetings.

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 Spring assessments and ECERS have been provided.

WCIC

Enrollment

During the month of May 2015, WCIC’s enrollment was maintained at 100%.

Trainings

WCIC/Playmate Head Start Program staff and parents received a Birth and Beyond Family Resource Center Training on May 20, 2015 by Ms. Leslie Lem, Program Manager and Ejiro Okoro, Family Resource Center Coordinator from River Oak Family Resource Center. They provided “Birth and Beyond Family Resource Brochures” and “River Oak Family Resource Center Calendar of Events”. The center serves birth to 17 year old children. The center helps build strong families, meet the needs of growing children and ensure they receive the necessary resources or support families need. There is no cost to families. They provide family support services to pregnant women; parenting education classes, home visitations, and crisis intervention. There are 9 Family Resource Centers in Sacramento County. They offer school readiness which is linked to local school districts and helps families with enrollment. They have Saturday classes at the Sacramento Food Bank and Oak Park Community Center.

WCIC/Playmate Head Start Program staff and parents received School Readiness Training by Ms. Karen Taylor, Education Coordinator from Sacramento Employment and Training Agency on May 20, 2015. Ms. Taylor provided “Kindergarten Summer Academy Handouts”. Ms. Taylor stated that change for preschool children to Kindergarten can be difficult. Children need to learn a new set of school rules and adjust to meet new friends in the classroom. Kindergarten is a critical period for learning and development. Children will need to recite their full name, address and phone number. Children will need to share and take turns and model good manners. Children are expected to have good manners to say “please”, “thank you”, and “excuse me”. Children will need to prepare for bed early and get 10 to 12 hours of sleep each night in order to be ready for learning. Parents need to read daily to children to increase vocabulary. Parents need to encourage children to share school experiences and become involved with the teacher.

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

None to report.



SETA Head Start/Early Head Start Enrollment Report

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

Last Service Day of Month: 5/29/15

Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Alder Grove ELC	1247A	20	11	9	3	23
Alder Grove ELC	1247B	19	12	7	0	19
Auberry Park	1238A	19	17	2	10	29
Auberry Park	1238B	18	15	3	14	32
Bannon Creek	1200A	20	13	7	0	20
Bannon Creek	1200B	19	16	3	1	20
Bannon Creek	1200C	20	14	6	1	21
Bannon Creek	1200D	20	17	3	0	20
Bright Beginnings	1201A	14	9	5	7	21
Bright Beginnings	1201B	15	3	12	4	19
Bright Beginnings	1201C	12	11	1	13	25
Bright Beginnings	1201D	16	9	7	8	24
Crossroad Gardens	1242A	20	20	0	0	20
Crossroad Gardens	1242B	20	11	9	0	20
Crossroad Gardens	1242R	23	18	5	0	23
Crossroad Gardens	1242X	22	20	2	1	23
Elkhorn	1255A	20	16	4	0	20
Elkhorn	1255B	19	13	6	1	20
Elkhorn	1255C	16	15	1	5	21
Elkhorn	1255D	20	15	5	1	21
Elkhorn	1255X	23	18	5	2	25
Freedom Park	1239A	20	14	6	0	20
Freedom Park	1239B	19	15	4	1	20
Freedom Park	1239C	20	17	3	0	20
Freedom Park	1239D	20	16	4	0	20
Freedom Park	1239R	21	17	4	0	21
Freedom Park	1239X	21	19	2	1	22
Fruitridge	1216A	19	13	6	1	20
Fruitridge	1216B	20	17	3	0	20
Fruitridge	1216C	19	14	5	1	20
Fruitridge	1216D	20	15	5	0	20
Galt	1234A	20	16	4	1	21
Galt	1234B	20	18	2	0	20
Galt	1234C	19	17	2	1	20
Galt	1234D	20	14	6	0	20
Galt	1234E	20	16	4	0	20
Galt	1234F	20	13	7	0	20
Grizzly Hollow	1252A	20	19	1	16	36
Grizzly Hollow	1252B	20	16	4	14	34
Hillsdale	1228A	17	14	3	3	20

Hillsdale	1228B	17	15	2	3	20
Hillsdale	1228C	16	15	1	5	21
Hillsdale	1228D	20	15	5	2	22
Hillsdale	1228R	23	17	6	9	32
Hillsdale	1228X	22	20	2	4	26
Hopkins Park	1253A	20	14	6	0	20
Hopkins Park	1253B	19	14	5	0	19
Hopkins Park	1253C	19	18	1	1	20
Hopkins Park	1253D	20	13	7	0	20
Illa Collin	1221A	19	16	3	11	30
Illa Collin	1221B	16	9	7	11	27
Job Corp	1237X	22	14	8	0	22
Kennedy Estates	1240A	20	18	2	13	33
Kennedy Estates	1240B	17	14	3	9	26
La Verne Sterwart	1219A	19	15	4	1	20
La Verne Sterwart	1219B	20	16	4	0	20
Marina Vista ELC	1246A	20	13	7	0	20
Marina Vista ELC	1246R	23	21	2	1	24
Marina Vista ELC	1246X	22	16	6	0	22
Mather	1223A	19	12	7	1	20
Mather	1223B	18	10	8	3	21
Mather	1223C	20	11	9	0	20
Mather	1223D	18	9	9	3	21
Mather	1223X	22	16	6	2	24
Nedra Court	1244A	20	15	5	0	20
Nedra Court	1244B	18	14	4	1	19
Nedra Court	1244C	18	16	2	0	18
Norma Johnson	1214A	19	17	2	2	21
Norma Johnson	1214B	19	16	3	1	20
Norma Johnson	1214X	22	21	1	0	22
North Avenue	1256A	20	16	4	1	21
North Avenue	1256B	20	19	1	0	20
North Avenue	1256C	20	19	1	3	23
North Avenue	1256D	20	16	4	0	20
North Avenue	1256X	22	18	4	0	22
Northview	1224A	18	8	10	3	21
Northview	1224B	19	12	7	1	20
Northview	1224C	20	14	6	0	20
Northview	1224D	20	14	6	0	20
Northview	1224X	22	20	2	1	23
Phoenix Park	1248A	19	15	4	2	21
Phoenix Park	1248B	20	17	3	0	20
Phoenix Park	1248X	22	17	5	1	23
Sharon Neese	1249R	21	16	5	2	23

Sharon Neese	1249X	23	19	4	0	23
Solid Foundation	1254A	19	15	4	0	19
Solid Foundation	1254B	19	8	11	0	19
Solid Foundation	1254C	19	13	6	1	20
Solid Foundation	1254D	20	14	6	0	20
Strizek Park	1225A	19	15	4	1	20
Strizek Park	1225B	20	15	5	0	20
Vineland	1211A	19	12	7	1	20
Vineland	1211B	19	8	11	0	19
Walnut Grove	1235A	20	18	2	10	30
Alder Grove Infant/Toddler Center	1212M	8	5	3	1	9
Alder Grove Infant/Toddler Center	1212U	8	8	0	0	8
Crossroad Gardens	1242U	8	8	0	0	8
Elkhorn	1255M	8	6	2	0	8
Elkhorn	1255U	7	5	2	2	9
Job Corp	1237M	8	6	2	0	8
Job Corp	1237U	6	6	0	2	8
Marina Vista ELC	1246U	8	6	2	1	9
Mather	1223U	7	6	1	1	8
Norma Johnson	1214U	8	7	1	0	8
Northview	1224U	8	6	2	0	8
Phoenix Park	1248U	8	4	4	1	9
Sharon Neese	1249M	8	4	4	1	9
Sharon Neese	1249U	8	5	3	0	8
TOTALS for Head Start		1945	1483	462	229	2174
HS Totals	1837					
Drops w/in 30	220					
P/S Home Base	127					
Total	2184					
EHS Totals	108					
Drops w/in 30	9					
EHS Home Base	151					
River Oaks	60					
SCOE	36					
Total	364					
GRAND TOTAL	2548					

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2014 to 2015

Period: May 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	32	80%	38	95%
Bannon Creek	80	19	66	83%	78	98%
Bright Beginnings	80	15	51	64%	66	83%
Crossroad Gardens	20	19	31	155%	40	200%
Elkhorn	80	19	66	83%	76	95%
Freedom Park	80	19	64	80%	77	96%
Fruitridge	80	19	60	75%	78	98%
Galt	120	19	97	81%	119	99%
Grizzly Hollow	40	15	33	83%	40	100%
Hillsdale	80	19	58	73%	77	96%
Hopkins Park	80	19	60	75%	77	96%
Illa Collin	40	15	29	73%	37	93%
Kennedy Estates	40	15	28	70%	37	93%
La Verne Sterwart	40	19	31	78%	39	98%
Marina Vista ELC	20	19	15	75%	20	100%
Mather	80	19	53	66%	73	91%
Nedra Court	60	19	46	77%	56	93%
Norma Johnson	40	19	32	80%	38	95%
North Avenue	80	19	64	80%	78	98%
Northview	80	19	58	73%	77	96%
Phoenix Park	40	19	33	83%	39	98%
Solid Foundation	80	19	62	78%	77	96%
Strizek Park	40	19	31	78%	39	98%
Vineland	40	15	29	73%	37	93%
Walnut Grove	20	15	17	85%	20	100%

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2014 to 2015

Period: May 2015

Full Day Classes						
			Present Only		Present/Excused	
Center Name	Funded Enrollment	Total Days	ADA	% ADA	ADA	%ADA
Crossroad Gardens	44	20	41	93%	46	105%
Elkhorn	22	20	20	91%	23	105%
Freedom Park	44	20	35	80%	42	95%
Hillsdale	44	20	37	84%	43	98%
Job Corp	22	20	17	77%	21	95%
Marina Vista ELC	44	20	37	84%	44	100%
Mather	22	20	17	77%	21	95%
Norma Johnson	22	20	18	82%	21	95%
North Avenue	22	20	20	91%	22	100%
Northview	22	20	18	82%	22	100%
Phoenix Park	22	20	17	77%	22	100%
Sharon Neese	44	20	37	84%	44	100%

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2014 to 2015

Period: May 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	20	12	75%	15	94%
Crossroad Gardens	8	20	7	88%	8	100%
Elkhorn	16	20	12	75%	15	94%
Job Corp	16	20	12	75%	15	94%
Marina Vista ELC	8	20	7	88%	8	100%
Mather	8	20	6	75%	7	88%
Norma Johnson	8	20	7	88%	8	100%
Northview	8	20	7	88%	8	100%
Phoenix Park	8	20	5	63%	7	88%
Sharon Neese	16	20	13	81%	16	100%



SETA Head Start Food Service Operations Monthly Report *May 2015

May 1st - Minimum Day Preschool & EHS Full Day Classes.

May 6th - Home Base Field Trip Food and Supplies provided for 320 guests for the Sacramento Zoo.

May 14th - Denise Lee visited the Central Kitchen and rode with Cook/Driver Juan Barragan on his delivery run to the Centers on Route 3.
The Hillsdale Center canceled one afternoon class due to no staff.

May 21st - EHS Home Base Field Trip Special Menu for food and supplies provided for 150 guests for the Sacramento County Fair.

May 25th - Holiday, Memorial Day.

May 28th - Last day of Traditional Classes for the Summer.

Meetings & Trainings:

The Food Service Staff attended a training on May 29th at Plaza Del Paso on Heat Illness/ Recovery Period (SB 1360), Driving Distractions of the Everyday Driver and Back Injury.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
38,418	22,842	25,128	2580

Total Amount of Meals and Snacks Prepared **88,968**

Purchases:

Food	\$69,132.89
Non - Food	\$16,028.43

Building Maintenance and Repair: \$1,195.79

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$2,468.16

Vehicle Maintenance and Repair : \$605.27

Vehicle Gas / Fuel: \$1,605.08
Normal Delivery Days 20

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(May 31, 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)	25 (10 %)	N/A
Elk Grove USD (480)	47 (9.8 %)	N/A
Sacramento City USD (1312)(144)	162 (12.3 %)	17 (11.8%)
San Juan USD (700) (160)	95 (13.3%)	25 (15.6 %)
WCIC (120)	12 (10 %)	N/A
SETA (2002) (349)	244 (12 %)	85 (24%)
County (4857)* (653)**	585 (12%)	127 (19.4%)

*AFE = Annual Funded Enrollment

**% AFE = Percentage of Annual Funded Enrollment

ITEM VII – CENTER UPDATES

BACKGROUND:

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

NOTES:

ITEM VIII - DISCUSSION

BACKGROUND:

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

NOTES:

ITEM IX – PUBLIC PARTICIPATION

BACKGROUND:

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

NOTES: