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*THOUGHT OF THE DAY: "The meaning of life is to find your gift. The purpose of life is to give it away."  
Author unknown*

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

**DATE:** Tuesday, July 21, 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](http://www.seta.net).

**AGENDA**

	<b><u>PAGE NUMBER</u></b>
<b>I. <u>Call to Order/Roll Call/Review of Board Member Attendance</u></b>	1-5
➤ PAC Meeting Attendance Update	
➤ Introduction of Newly Seated Representatives	
<b>II. <u>Consent Item</u></b>	
A. Approval of the Minutes of the June 16, 2015 Regular Meeting	6-10
<b>III. <u>Action Item</u></b>	
A. Election of Parent Advisory Committee Vice Chair	11

<b>IV.</b>	<b><u>Information Items</u></b>	
A.	Child Enrichment and Parent Employment Project presentation: Ms. Pam Moore, Workforce Development Analyst III	12-13
B.	Presentation on Office of Head Start (OHS) Performance Standards Notice of Proposed Rulemaking (NPRM): Mr. Rick Mockler, CHSA Executive Director	14
C.	Standing Information Items	15-24
➤	PC/PAC Calendar of Events – Ms. Jasmine Jamison	
➤	Parent/Staff Recognitions – 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	
➤	PC/PAC Joint Parent Activity Reports (California State Railroad Museum Tour)	
<b>V.</b>	<b><u>Committee Reports</u></b>	25-26
➤	Executive Committee Meeting Critique: Ms. Jasmine Jamison	
➤	Personnel/Bylaws Committee: Ms. Jasmine Jamison	
➤	Men’s Activities Affecting Children Committee (MAACC): Ms. Jasmine Jamison	
➤	Social/Hospitality Committee: Ms. Jasmine Jamison	
<b>VI.</b>	<b><u>Other Reports</u></b>	27-46
➤	Chair’s Report	
➤	Policy Council Report(s): Todd Woods, Sabrina Lovelady, Amanda Self	
<b>VII.</b>	<b><u>Center Updates</u></b>	47
<b>VIII.</b>	<b><u>Discussion</u></b>	47
<b>IX.</b>	<b><u>Public Participation</u></b>	47
<b>X.</b>	<b><u>Adjournment</u></b>	

**DISTRIBUTION DATE: TUESDAY, JULY 14, 2015**

Parent Advisory Committee meeting hosted by:  
Jasmine Jamison (Chair), Vacant (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, Bannon Creek Head Start**
- \_\_\_ Vacant, 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
- \_\_\_ Vacant, Job Corps Head Start
- \_\_\_ **Joyce Turner, Kennedy Estates Head Start**
- \_\_\_ Vacant, LaVerne Stewart Head Start
- \_\_\_ Vacant, (Marie Cleveland's) Bright Beginning Head Start
- \_\_\_ Vacant, Marina Vista Early Learning Center
- \_\_\_ 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
- \_\_\_ **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**
- \_\_\_ **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**

___ Vacant, Alder Grove I Head Start	___ Vacant, Illa Collin Head Start
___ Vacant, Crossroad Gardens Head Start	___ Vacant, Marie Cleveland's Bright Beginnings Head Start
___ Vacant, Freedom Park Head Start	___ Vacant, Marina Vista Early Learning Center
___ Vacant, Galt Head Start	___ Vacant, Nedra Court Head Start
___ Vacant, Grizzly Hollow Head Start	___ Vacant, North Avenue Head Start
___ Vacant, Hillsdale Head Start	___ Vacant, Northview Head Start
___ Vacant, Home Base Head Start	___ Vacant, Parker Head Start
___ Vacant, Home Base Head Start Rep.	___ Vacant, Phoenix Park Head Start
___ Vacant, Hopkins Park Head Start	___ Vacant, Solid Foundation Head Start
___ Vacant, Job Corps 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														
<b>Vanessa Diego Seated 11/18</b>	BC	X	X		U		X	X	X	X					
<del>Shalita Calhoun s/b/seated 12/16; seated 1/20</del>	<del>CR</del>		U		X		X	E	X	E					
<b>Amanda Self Seated 11/18</b>	EHS/HB	X	X		X		X	X	E	X					
Vacant	EHS/HB														
<b>Deanna Yee Seated 11/18</b>	EL	X	X		X		X	X	E	X					
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														
<b>Carlos Gutierrez Seated 4/28</b>	<del>JG</del>							X	U	U					
<b>Joyce Turner Seated 5/20/14; reseated 3/17</b>	K	E	X		X		X	X	E	X					
Vacant	LVS														
Vacant Seated	MCBB														
Vacant Seated	MV														
Vacant Seated	M														
<b>Bianca Berumen Seated</b>	<del>NA</del>								U	U					
Vacant Seated	NC														
<b>Sabrina Lovelady reseated 12/16</b>	NJ	X	X		X		U	X	X	X					
Vacant Seated	NV														
Vacant Seated	PA														
Vacant Seated	PP														
Vacant	SF														
<b>Dawna Paniagua Seated 11/18</b>	SN	X	X		X		AP	X	X	AP					

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 re-seated 12/16	SP	X	X		E		X	X	X	X					
Vacant Seated	V														
Rafaela Casillas Seated 11/18	WG	X	X		U		X	X	X	X					
Vacant	FPR														
Lenda Wheeler Seated 11/18	GPR	X	X		X		X	U	X	U					
Calvin Sheppard Seated 4/28	MAACC							X	X	X					
Jasmine Jamison Seated 11/18	OGC	X	X		E		X	X	X	X					
Kenneth Tate Seated 11/18	PPR	X	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**

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

**Representative Abbreviations**

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

**Attendance Record Abbreviations**

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

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE JUNE 16, 2015 PAC MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the June 16, 2015 PAC meeting.

RECOMMENDATION:

Approve the minutes of the June 16, 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, June 16, 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 9:02 a.m. The pledge of allegiance was recited. Ms. Jamison read the thought of the day and called the roll; a quorum was established.

**Members Present:**

Vanessa Diego  
Kenneth Tate  
Rafaela Casillas  
Jasmine Jamison  
Todd Woods  
Sabrina Lovelady  
Calvin Sheppard  
Joyce Turner  
Amanda Self  
Deanna Yee  
Terri McMillin (alternate)

**Members Absent:**

Carlos Gutierrez (unexcused)  
Lenda Wheeler (unexcused)  
Shalita Calhoun (excused)  
Dawnna Paniagua (alternate present)

**New Member seated:**

Bianca Berumen, North Avenue (unexcused)

**II. Consent Item**

**A. Approval of the Minutes of the May 19, 2015 Regular Meeting**

Moved/Sheppard, second/Woods, to approve the May 19, 2015 minutes.

Show of hands vote:

Aye: 10 (Casillas, Diego, Lovelady, McMillin, Self, Sheppard, Tate, Turner, Woods, Yee)

Nay: 0

Abstention: 1 (Jamison)

**III. Action Items: None**

#### **IV. Information Items**

##### **A. Standing Information Items**

- PC/PAC Calendar of Events: Ms. Jamison reviewed the calendar of events and corrected PC Executive Committee meeting date.
- Parent, Family & Community Engagement - Events and Activities: No report.
- Parent Leadership Institute Reports: Mr. Kenneth Tate stated that the guest speaker was off the chain. Ms. Debra Crumpton was awesome and he learned a lot that he can apply to his life. Mr. Todd Woods found it very educational and he learned a lot about himself. Ms. Amanda Self said it was a great leadership training and Ms. Crumpton was a phenomenal speaker. She highly recommends it for upcoming parents. Ms. Jamison's favorite part of the exercise recognizing what type of leader you are. It was interesting because you learn how others perceive you as a leader. Mr. Sheppard acknowledged Ms. Shondell for her participation in the event.
- Parent/Staff Recognitions – Ms. Marie Desha thanked all parents and Family Services Workers and center parent leaders for their attendance at the Parent Leadership Institute. It was a life changing event. Ms. Desha read a certificate of appreciation that was presented to: Jasmine Jamison, Kenneth Tate, Vanessa Diego, Jazmin Gonzales, Rodriguez Gutierrez, Octavio Contreras, Denise Lee, Wendy Tanner, Nancy Hogan, Shondell Pearson, (Shondell's daughter), Olga Mercado, Stevie Caplinger, Angie Cristobal, and Alma Hawkins. Ms. Self reminded the board that this amazing event would not have been possible without the tireless work of Ms. Marie Desha.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Patterson reviewed expenditures through May 31. Ms. Patterson thanked the board members that continue to attend the budget meetings. There will not be a budget meeting in July but there will be a meeting in August. The budget is spent 83.6% of county-wide expenditures. The non-federal share is 27.6% and everything is looking good. Ms. Patterson reported that staff received notification that ACF approved the budget modification; the next report will reflect the modifications. Mr. Tate asked Ms. Patterson to explain fiscal year and program year. The fiscal year for the agency is July 1 through June 30. The Head Start fiscal year begins August 1 and runs through July 31. The fiscal year and the program year are one month off.
- Toastmasters Training: Ms. Jamison reported on the last meeting with Ms. Jackie Bates and her husband (facilitators). Ms. Jamison provided a speech and the Mr. Tate kept track of her errors. Ms. Jamison stated that you get insight of what you are doing incorrectly while giving your speech. Mr. Tate thanked all participants; the last speakers had great topics. The next chapter in the book will work on body gestures.
- Child Care Center Food Menu: No questions.
- Community Resources – Parents/Staff: Ms. Amanda Self reviewed a flyer for Junior Giants. This program is not just playing baseball but includes training in reading, anti-bullying, and has a health/nutrition component. Everything is free and the kids get a free shirt and free hat. Ms. Terri McMillin recently attended the

program parent meeting. She received a packet and stated that it is pretty amazing what is involved in this program. Two-thirds of the coaches are not parents; they just volunteer to do the coaching. There are coach clinics available for those interested. There is also a program for 13/14 year olds. It is non-competitive but it will be life changing for the kids participating.

B. Governing Board Minutes: No questions.

## **V. Committee Reports**

- Executive Committee Meeting Critique: Ms. Sabrina Lovelady reviewed the critique of the last meeting.
- Budget/Planning Committee: Ms. Self reported on the last meeting. It really is an eye opening experience to see what goes into running this big organization. Ms. Self stated that more parents need to become involved in this committee.
- Personnel/Bylaws Committee: Mr. Tate reported on the May 22 meeting where attendees finished up reading the PAC bylaws and entertaining modifications. There was a great turnout of parents. If you want to be a part of making modifications to the bylaws, please attend future meetings.
- Men's Activities Affecting Children Committee: Mr. Todd Woods reported that a Daddy fishing day is coming up June 28, 9:00 a.m. to noon, at Hagin Park. Everything is provided for attendees. Mr. Woods encouraged attendees to come early because there were 200 people at the last event.
- Social/Hospitality Committee: Ms. Jasmine Jamison reported that the attendees went over the location for the end-of-year event which will be a breakfast/brunch event on a weekday. Attendees reviewed the catering vendors, colors, and the theme is 'Head Start/Early Head Start Sowing Seeds Together'. Another meeting is scheduled for July 1 where attendees will discuss the centerpieces.
- Parent Ambassador Report: Mr. Tate reported that at the last meeting was June 5 and there was tremendous parent turnout. Attendees went over a few items and report out on current drives. The new Parent Ambassador buttons will be distributed once the revisions are complete. Parents went to Susan B. Gaines site and there will be a recruitment drive at the Sacramento Food Bank recruiting for Head Start. Ms. Desha stated that recruitment for PC and PAC community representatives will begin in August.

## **VI. Other Reports**

- Chair's Report: Ms. Jamison there is a need for a parent on June 18 for an oral interview panel for Health/Nutrition Specialist. Ms. Lovelady offered to assist.
- Policy Council Report: No report.
- Head Start Deputy Director's Report: Ms. Denise Lee thanked board members for showing up during the summer. The Parent Leadership Institute was a great job and Ms. Lee acknowledged Ms. Desha and Ms. Hawkins for their work and passion to bring parents along and encouraging their growth. Ms. Lee thanked all attendees. She really liked the panel that showed that there really is life after

Head Start. The Early Head Start partnership partners are working diligently on the grant that brought Kinderworld and National Human Development Foundation with SCOE. National Human Development pulled out of the partnership so staff is looking for another partner. Kinderworld continues to be a great partner and excited about the program.

➤ **Head Start Managers' Reports**

- **Program Support Services Report:** Ms. Brenda Campos stated that during summer months, staff is gearing up for the next year. Parents were reminded of the June 18 Food Services Committee; Connie Otwell will be bringing in samples of what the children are served. This will show the correct portion size provided children. Ms. Campos reminded parents to provide their children with water and sunscreen during the summer months. The EHS partnership is going well and it is expected that the program will be fully enrolled in two weeks. Staff is in the process of purchasing supplies for Kinderworld. There was a Saturday training for staff to get them up to speed on the Head Start philosophy. At some point, there may be an open house or celebration.
- **Parent/Family and Community Engagement Committee:** No report.
- **Child Development & Education Services Report:** Ms. Karen Gonzales distributed the results of the spring assessment specifically for children transitioning to kindergarten. Mathematics and literacy continue to be areas where children need continued work because these are more difficult areas to grasp. MathWorks is being utilized and Ms. Gonzales expects to see a 5% increase in the assessments. Every other month, parents should be receiving at-home activities to increase math training. DRDP 2010 is changing to DRDP 2015 and all teachers will be brought in and trained on the 53 measures. MathWorks is a resource that is provided to teachers; it gives the teachers certain activities to do to increase counting abilities. The block area is a wonderful area where children can grasp counting concepts.

**VII. Center Updates:** None.

**VIII. Discussion:** Ms. Jamison reminded board members of the parent bonding activity this Friday. Attendees are going to tour the Sacramento Rail Road Museum.

Ms. Lee invited parents to the Parker Avenue grand opening scheduled for June 30. This program has been closed due to a major renovation of the homeless shelter.

**IX. Public Participation:** No report.

**X. Adjournment:** The meeting was adjourned at 10:13 a.m.

ITEM III-A – ACTION

ELECTION OF PARENT ADVISORY COMMITTEE VICE CHAIR

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect a Vice Chair for the remaining Program Year 2014-2015. The duties of PAC officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PAC that are not in conflict with these Bylaws, Article V – Officers, Section 2B: All PAC members are eligible to run for an Office/Officer position except members holding a seat. The Executive Committee must have at least three members who are parents of child/children currently enrolled in the HS/EHS, Home Base Option.

**SECTION 3: Duties of Officers**

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

- B. The Vice Chair shall serve as Chair of the PAC in the absence of the Chair, and shall have all delegated powers. The Vice Chair will assume position of Chair if seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.

RECOMMENDATION:

That the Parent Advisory Committee elect a Vice Chair.

Vice Chair:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

**VOTE:** Aye \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

ITEM IV-A – INFORMATION

CHILD ENRICHMENT AND PARENT EMPLOYMENT PROJECT PRESENTATION

BACKGROUND:

Ms. Pam Moore, Workforce Development Analyst III, will provide an oral report on the Child Enrichment and Parent Employment Project.

NOTES:

## SINGLE PARENTS: ARE YOU LOOKING TO GET AHEAD?

If you want to:

- get a job, or get a better job;
- get job training;
- find your strengths, and learn how to use them to help yourself, your family, your job and your life;
- get personal support and guidance in changing your life or becoming independent;
- enroll your children at Head Start, or keep them there,



the Child Enrichment and Client Employment Project is for you!

You will have a team of people working with you, including a job coach, a mentor, teachers, and specialists. They will help you move beyond problems that may keep you from being self-reliant. You can get help with transportation, job training, and learn how to get a job that pays a living wage. You and the team work together on your success and your children's success.



What you need:

- Right to Work documents (driver's license/ID & Social Security card);
- The desire to succeed;
- Be available for program services until you start working.

Interested? Contact Pam Moore, SETA, at 263-3734

ITEM IV-B – INFORMATION

PRESENTATION ON OFFICE OF HEAD START (OHS) PERFORMANCE  
STANDARDS NOTICE OF PROPOSED RULEMAKING (NPRM)

BACKGROUND:

Mr. Rick Mockler, Executive Director of the California Head Start Association, will be reviewing the proposed modifications to the Head Start regulations and provide ways in which parents can provide input during this process.

NOTES:



## ITEM IV- C – 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 – D'et Patterson
  - Toastmasters Training – Ms. Jasmine Jamison
  - Child Care Center Food Menu (attached)
  - Community Resources – Parents/Staff: Ms. Jasmine Jamison
  - PC/PAC Joint Parent Activity Reports (California State Railroad Museum Tour)

#### NOTES:

**EVENT****DATE**

PC/PAC Joint Executive Committee	Thursday, July 23, 2015 9:00 a.m. Olympus Room
PC/PAC Social Hospitality Committee	Thursday, July 23, 2015 11:00 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/PAC Social Hospitality Committee	Wednesday, August 5, 2015 1:00 – 2:30 p.m. Olympus Room
Parent Ambassadors Meeting	Friday, August 7, 2015 1:00 p.m. Olympus Room
PC/PAC Budget/Planning Committee	Tuesday, August 11, 2015 1:00 p.m. Oak Room
PAC Executive Committee	Thursday, August 20, 2015 9:00 a.m. Olympus Room
PC Executive Committee	Thursday, August 27, 2015 9:00 a.m. Olympus Room
Parent Ambassadors Recruiting Event	Saturday, August 22, 2015 1:00 p.m. – 7:00 p.m. Hagginwood Park 3271 Marysville Blvd
Men's Activities Affecting Children Committee	Friday, August 28, 2015 10:00 a.m. Olympus Room
PC/PAC Bylaws Committee	Friday, August 28, 2015 11:30 a.m. Olympus Room

# August

2015

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	Thursday, July 23 – PC/PAC Joint Executive Committee – <b>9:00 a.m.</b> – Olympus Room Friday, July 24 – MAACC – <b>10:00 a.m.</b> - Olympus Room Friday, July 24 – Bylaws Committee – <b>11:30 a.m.</b> – Olympus Room					<b>1</b>
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b> <b>1:00 p.m.</b> Social/Hospitality Meeting Olympus Room	<b>6</b>	<b>7</b> <b>11:30 a.m.</b> Toastmaster's Meeting Shasta Room  <b>1:00 p.m.</b> Parent Ambassadors Meeting Olympus Room	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b> <b>1:00 p.m.</b> Budget/Planning Committee Oak Room	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b> <b>9:00 p.m.</b> PAC Meeting SETA Board Room	<b>19</b>	<b>20</b> <b>9:00 a.m.</b> PAC Executive Meeting Olympus Room	<b>21</b>	<b>22</b> <b>1:00 – 7:00 p.m.</b> Parent Ambassador Recruitment Event Hagginwood Park 3271 Marysville Blvd
<b>23</b>	<b>24</b>	<b>25</b> <b>9:00 p.m.</b> PC Meeting SETA Board Room	<b>26</b>	<b>27</b> <b>9:00 a.m.</b> PC Executive Meeting Olympus Room	<b>28</b> <b>10 a.m.</b> MAACC Meeting Olympus Room  <b>11:30 a.m.</b> Bylaws Committee Olympus Room	<b>29</b>
<b>30</b>	<b>31</b>					

	lunes	martes	miércoles	jueves	viernes
Semana 5			1 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.	2 Desayuno: Barra de Mollete Dreamy Orange, Naranja, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Brócoli, Plátano, Leche. Bocadillo: Barita de Queso, Manzana.	
Semana 1	6 Desayuno: Jotqueis (Pancakes), Pera Picada, Leche. Comida: Pollo con Limón y Pimienta, Arroz Integral con Chicharos y Zanahorias, Naranja, Leche. Bocadillo: Requesón, Galletas Cheese-It.	7 Desayuno: Cheerios de Grano Integral, Melón, Leche. Comida: Queso Americano, Pan de Trigo Integral, Ensalada de Papa, Manzana o Sandía, Leche. Bocadillo: Galletas de Limón Dinosaur, Trozos de Mango.	8 Desayuno: Bizcocho de Trigo Integral, Durazno Picado, Leche. Comida: Tortilla de Trigo Integral, Frijoles, Queso Cheddar, Lechuga y Jitomate, Fresas o Tanjarina, Leche. Bocadillo: Plátano, Yogur de Fresa.	9 Desayuno: Bagel de Trigo Integral, Piña Machacada, Leche. Comida: Arroz Español con Pollo y Granos de Elote, Mandarina, Leche. Bocadillo: Manzana, Crema de Semillas de Girasol.	10 Desayuno: Mollete con Arándanos Azules, Plátano, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Zanahorias Tiernas, Melón, Leche. Bocadillo: Puré de Frijoles, Tortilla de Trigo Integral.
Semana 2	13 Desayuno: Cereal de Ojuelas Multigrano, Manzana, Leche. Comida: Macarrón con Queso, Ejotes, Melón, Leche. Bocadillo: Naranja, Yogur de Fresa y Plátano.	14 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.	15 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.	16 Desayuno: Cereal Crispix, Plátano, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Zanahorias Tiernas, Naranja, Leche. Bocadillo: Galletas de Pescados Dorados, Leche.	17 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	20 Desayuno: Cereal Cheerios de Grano Integral, Naranja, Leche. Comida: Macarrón con Queso, Ejotes, Melón, Leche. Bocadillo: Zanahorias Tiernas, Galletas Wheat Thins.	21 Desayuno: Baritas de Waffle, Puré de Manzana, Leche. Comida: Ravioli de Res, Minimollete de Grano Integral, Ensalada de Espinacas, Naranja, Leche. Bocadillo: Manzana, Crema de Semillas de Girasol.	22 Desayuno: Bizcocho de Trigo Integral, Durazno Picado, Leche. Comida: Cena Fiesta con Tortilla de Maiz, Melón, Leche. Bocadillo: Minipan de Grano Integral, Rebanada de Pavo.	23 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.	24 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	27 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.	28 Desayuno: Bagel de Trigo Integral, Piña Machacada, Leche. Comida: Frijoles Negros y Arroz Integral Teriyaki, Ensalada Sunomono, Chabacano Enlatado, Leche. Bocadillo: Cereal Cheerios de Grano Integral, Leche.	29 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.	30 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.	31 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.

ITEM V  
COMMITTEE REPORTS

➤ Executive Committee

Critique of the June 16, 2015 Parent Advisory Committee meeting.

<b>GOOD!!!</b>
Thank you Ms. Debra Crumpton for an inspiring and captivating Parent Leadership Institute training.
Thank you Parent Leadership Institute panel for your shared unique experiences with Head Start/Early Head Start
Thank you Ms. Ms. Marie Desha and Ms. Alma Hawkins for being our pillars and mentors while inspiring and cultivating our journey as leaders.
Thank you Ms. Denise Lee for your continuous support on behalf of us parents on our road through and after Head Start.
Thank you Board for your exceptional involvement with committee reports and discussion.
Attendance.
Thank you Ms. Jasmine Jamison for a timely and efficient meeting.
<b>NEEDS IMPROVEMENT</b>
PAC Representative recruitment.
<b>REMINDERS</b>
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.

➤ Personnel/Bylaws Committee

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ITEM V – COMMITTEE REPORTS (continued)  
Page 2

➤ Men's Activities Affecting Children Committee

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➤ Social/Hospitality Committee

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## 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

#### NOTES:

# Monthly Head Start Report

## July 2015

### **SETA Operated Program**

#### **Program Support Services**

*Quality Assurance (QA) and Monitoring:* SCUSD Head Start Center-Based Program was monitored on May 18-June 5, 2015 with 10 school sites participating in the review. Summary Report was completed and Exit Meeting was scheduled for July 8, 2015. SJUSD QA Exit Meeting was held on June 8, 2015.

*Unannounced Safety and Supervision Visits:* SETA-Operated Program and SCUSD Full-Day Collaboration Programs that operate year-round received unannounced visits for the last quarter of program year.

*Delegate Closeout for 2014-2015 and Action Plans for 2015-2016:* Closeout letters for Self-Assessment and QA Monitoring have been sent to 2 Delegates in June. Remaining 3 delegates will receive their letters in July. Priority areas for continued monitoring, training and technical assistance for 2015-2016 will be identified on the letters.

#### **Family Engagement**

We are so excited that our Parent Intern project has launched! In the Family Engagement Unit we have a paid Parent Intern who will be working with our unit to develop data entry and computer skills. We have also teamed up with Workforce development to provide a job coach for our parent interns. Not only will they be learning a skill and getting paid for it through Head Start, they will also be working with a job coach to help them through resume writing, assessing skills and looking for a career. We are excited that throughout Head Start that five parents in total will have this opportunity to develop and cultivate job skills.

We are also collaborating with Girls Scouts of America on another parent project. As part of her effort to earn her Silver Award, this Girl Scout will be interviewing parents about their Head Start experience and how Head Start has helped them and their children succeed. These stories will be posted on our web page for potential clients and the public to read. We are looking forward to highlighting all the ways that Head Start works not only with children, but also parents.

During the last month, parents in our Home Based program participated in a BBQ to celebrate summer and as a training on encouraging male participation in the lives of children. This event was very successful with over 50 families participating.

#### **Program Operations**

Summer is here and we are embracing these last couple months before the children leave for kindergarten. Teachers are planning activities that are both fun and educational. This is also a time



where our programs are celebrating the transition of students with family friendly events. We are so excited for the bright futures and educational adventures in store for Head Start graduates.



### **Governance**

The Annual Parent Leadership Institute Training was held Friday, June 12, 2015 at SETA; it was a great success. A panel of former HS/EHS parents and former HS/EHS children, who are now adults, kicked off the training by sharing their stories. Panel participants included:

- Ms. Denise Nelson, former PC/PAC Rep. and current Chair of the Community Action Board (CAB). Ms. Nelson shared ideas and encouragement for staying engaged in your child's education beyond Head Start.
- Ms. Tracy Camille, former HS child and the daughter of Denise. Tracy's story was shared by her mother Denise via letter. Ms. Camille is a successful nurse in Denver, CO.
- Ms. Katherine Yaipen-Faulter, former HS/EHS PAC Rep. and Secretary. Ms. Yaipen-Faulter shared her experience immersing herself in ESL while attending Head Start and ultimately using her volunteer hours to how her "work" experience which landed her a job with AmeriCorp.
- Mr. Joshua Stewart, former HS child and son of Mr. Steven Stewart. Mr. Steven Stewart, former PC/PAC Rep., is currently employed with SETA HS as a Facilities Analyst. Steven's story was shared by his son Joshua. Joshua shared his passion for reading and higher education which were fostered by his parents at a young age.
- Ms. Shondell Pearson, former PAC Rep., currently employed as a HS Intervention Specialist and Shenille Fleming, former HS child and daughter of Shondell. Ms. Pearson shared the importance of being a strong role model for children, life-long pursuits of excellence, and to harness all opportunities that Head Start has to offer. Her daughter Shenille shared her mother was a positive role model for her family and encouraged them to get an education. Shenille plans to further her education in business management; she graduated for Carrington College of California as a Dental Assistant.
- Ms. Tamara Knox, former HS PC/PAC Rep. and Vice Chair. Ms. Knox shared her story of overcoming an abusive relationship and moving on to provide a new life for her and her son. Ms. Knox has published a book and is a freelance photographer.

Each story was unique, inspirational, and heartfelt. It was rewarding to hear how SETA HS/EHS staff had made positive impacts on parents' lives and to know there is life after HS.

The Parent Leadership Institute trainer was Debra Crumpton and the theme was, "My Life, My Quest, Where Do I Go from Here"? Ms. Crumpton is a professor at Sacramento City College teaching business and business technology. She has a Master's Degree in Business Administration from Golden State College in San Francisco and currently completing her doctorate in Leadership & Organizational Behavior through Walden University. Ms. Crumpton was powerful, energizing, enlightening, thought provoking, and engaging. Mr. Kenneth Tate, PC/PAC Vice Chair and Parliamentarian, described her as "off the chain; where did you get her?" Ms. Amanda Self, PC Secretary, commented that Debra was a phenomenal speaker and recommended her for future parent leadership trainings. Parents really enjoyed an exercise on identifying their leadership traits and how others perceive them as leaders. Ms. Jasmine Jamison, PAC Chair, described the exercise as "A blessing to see how someone else perceives you; it was a once in a lifetime opportunity." The goal of training was to bring about positive life changes. Parents were encouraged to connect with their inner self to discover their purpose and mission in life. They were made to feel worthy and valued. To believe in themselves, to know they deserve only the best in life and to fulfill their dreams, whatever they may be. Thanks to parent leaders and Family Services Workers for attendance and participation, and in-house staff for assistance in making the training a big success. Finally, thank you to Debra and panel members for an awesome training. It was all that it was meant to be and more. Thank you Ms. Alma Hawkins!

The PC/PAC Annual Parent Activity was held Friday, June 19, with a tour of the California State Railroad Museum. The tour guide shared a wealth of history on the railroad. After the tour, attendees enjoyed brunch at Perko's. An amnesty citizenship celebration was observed and parents shared it was nice to see smiles on faces of those who had just become US citizens. Mr. Calvin Sheppard shared it was his first experience riding the light rail and city bus. The activity provided an opportunity for parents to spend quality time together during an educational activity.

Ms. Kathy Kossick, Executive Director, shared information on the Sacramento Promise Zone at the June PC meeting. Sacramento is one of eight new Promise Zones selected by the Obama Administration. The Administration will provide federal support to communities with high poverty and economic disadvantages. The Sacramento Housing and Redevelopment Agency and key partner's goals include an interest to increase economic activity, improve educational opportunities, improve health and wellness, and facilitate neighborhood revitalization. The Sacramento Promise Zone includes some of the economically hardest hit neighborhoods in the city. This is a positive move in getting money into our communities.

## **Elk Grove Unified School District**

### **Enrollment**

Elk Grove Unified School District Head Start had fourteen (14) classes on a traditional calendar which ended the school year on May 26, and ten (10) classes on a modified traditional calendar which ended the school year on June 9. Average daily attendance in the ten (10) classes that remained open in June was 89%.

### **Disabilities Services and Mental Health Services Update**

The program educators and clerks have worked closely with the PreK social worker, Catherine Barbero and with the PreK psychologist, Alicia Valero-Kerrick to place students with an active IEP into the Head Start program. The program served 47 students (10%), with active IEP's during the 2013-2014 school year.

### **Health Services Update**

In June, 1032 meals were served to our Head Start students. This month's Elk Grove Meal/Snack calendars are attached.

### **Fiscal Update**

This month's Fiscal report is attached.

### **Recruitment**

An internal office calendar with registration dates for January through July has been created to ensure full enrollment and create a waiting list to fill vacancies if families move between registration and the first day of school in August.

## **Sacramento City Unified School District**

### **Health and Nutrition**

- Summer is a busy time for our Child Development Nurses. Nurse Lori and Nurse Lisa have been working hard on classroom files so everything will be ready in the Fall for new and returning students. All Head Start files are being reviewed, calls are being made to physicians for clarification of labs (low Hgb, high leads, etc.) and nurses have been busy assisting staff and families with questions regarding the health information portion of their enrollment packets.
- Nurses have been engaged in a variety of other tasks as well. Throughout the summer, parents are being called to pick-up, complete and return health conditions packets. Parents are also being asked to bring in medications so that Emergency Care Plans can be written and med bags/med boxes can be prepared for the start of school. The nurses are continuing to work closely with Nutrition Services to ensure that they will have the information needed for Special Diets so teachers can be trained before the first day of school.
- As families are coming in to register and children are being screened for hearing, vision, and blood pressure. In addition to information about nutrition, iron, lead and dental, families are being given a Poison Control magnet and the phone number for Dial-A-Story.
- Nurse Lori coordinates the dental varnish calendar with the County of Sacramento's Smilekeepers program and she has begun preparing the dental varnish classroom packets for the coming year. While conducting all the normal summer tasks, nurses are also continuing to provide support to five Children Center classrooms that have remained open in the summer.

### **Education**

- June 12, 2015 was the last day of instruction for the 10 month Head Start classrooms.
- Six resource staff and three Early Head Start teachers attended the DRDP 2015 training at SCOE.

### **Mental Health & Family Engagement**

- Social workers continued to support teaching staff in classrooms to provide intervention and strategies for children, families and staff.
- Social Worker, Janet Love, presented at a parent workshop for home-base and preschool families. The focus of the workshop was on Stress Management and Stranger Danger.

### **Family and Community Engagement**

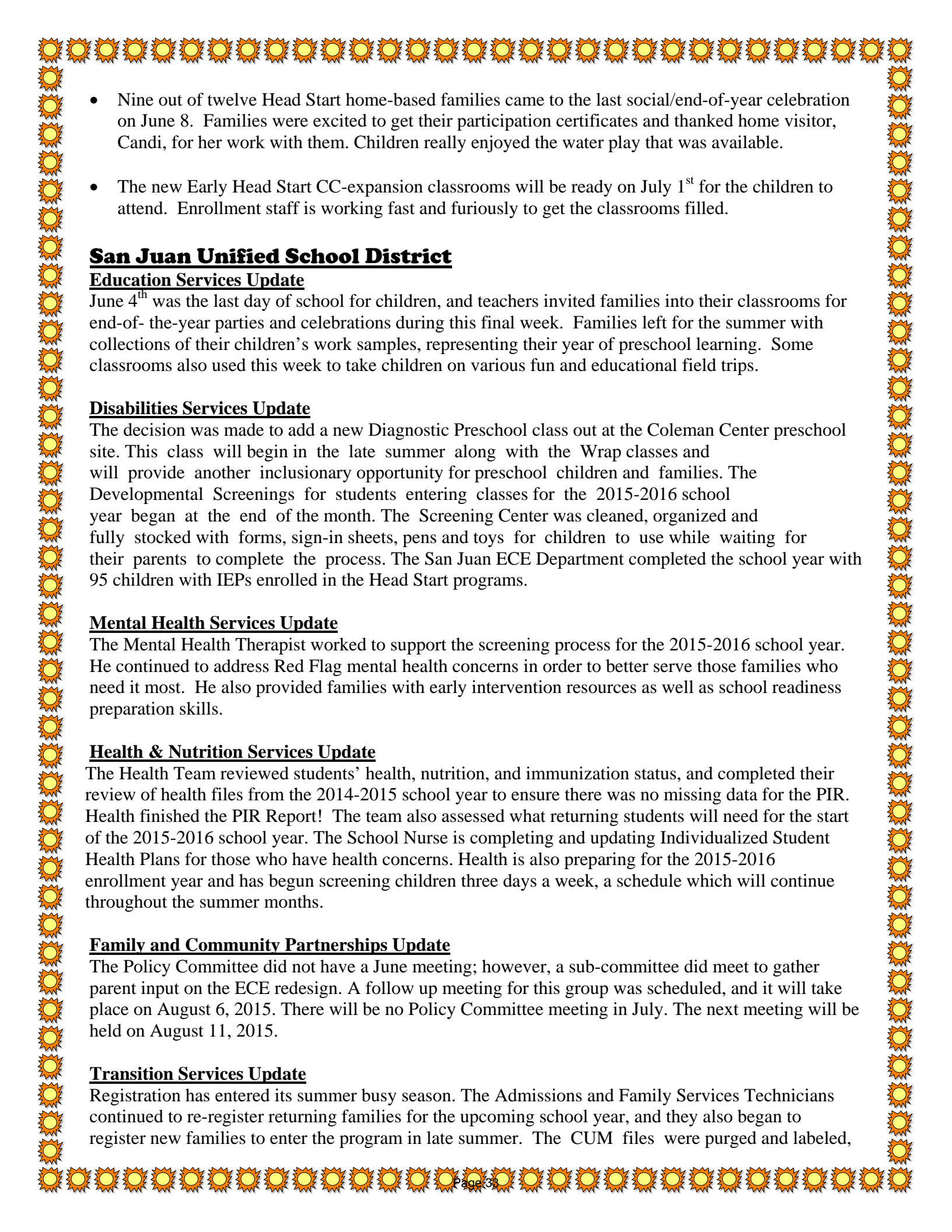
- June 4<sup>th</sup> was the last meeting of the Policy Committee for the 2014-2015 school year. Policy committee representatives were presented with certificates of appreciation, honoring their commitment to the children and families of the SCUSD Child Development Program. Following the meeting, parents were treated to a variety of deserts and fun conversations. The committee will reconvene in September for the 2015-2016 school year.
- Summer Staff will be working together to plan parent engagement workshops and activities for the 2015-2016 school years.
- Social Workers continued monitoring the FPA process during the final goal setting period for SCUSD families enrolled in the 2014-2015 school year. Social Workers and School Community Liaisons followed up with families as needed.
- Social Workers and the Data Specialist are finalizing the PIR. Staff is preparing for the 2015-16 PIR changes regarding the Father Involvement data collection.
- Family Development Credential (FDC) training will continue during the summer.
- SCUSD's Teaching Pyramid Leadership Team continues planning for CA Teaching Pyramid/CSEFEL implementation, including additional coaching and training for staff in the 2015-16 school year.
- SCUSD is preparing for the opening of the additional EHS centers by July 1<sup>st</sup>. Resource staff teams are working together in planning and coordination for the EHS Program. EHS staff is receiving training regarding EHS policies and procedures.

### **Special Education**

- In June, the SCUSD Child Development program served 162 preschoolers with IEPs and 17 Early Head Start students with IFSPs. 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 and in our EHS expansion programs.
- 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, for children with mild to moderate and moderate to severe special needs. Children with disabilities are fully included throughout the Early Head Start program year.

### **Early Head Start and Home-Based**

- Teachers for the new EHS Expansion classrooms have been assigned and training began June 23. Other EHS positions have been posted.
- The EHS social on June 19 had around 8 families that attended and enjoyed being at the Hiram Johnson Family Education Center. Families learned about summer and water safety and received free life jackets of different sizes for their whole family.

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- Nine out of twelve Head Start home-based families came to the last social/end-of-year celebration on June 8. Families were excited to get their participation certificates and thanked home visitor, Candi, for her work with them. Children really enjoyed the water play that was available.
  - The new Early Head Start CC-expansion classrooms will be ready on July 1<sup>st</sup> for the children to attend. Enrollment staff is working fast and furiously to get the classrooms filled.

## **San Juan Unified School District**

### **Education Services Update**

June 4<sup>th</sup> was the last day of school for children, and teachers invited families into their classrooms for end-of-the-year parties and celebrations during this final week. Families left for the summer with collections of their children's work samples, representing their year of preschool learning. Some classrooms also used this week to take children on various fun and educational field trips.

### **Disabilities Services Update**

The decision was made to add a new Diagnostic Preschool class out at the Coleman Center preschool site. This class will begin in the late summer along with the Wrap classes and will provide another inclusionary opportunity for preschool children and families. The Developmental Screenings for students entering classes for the 2015-2016 school year began at the end of the month. The Screening Center was cleaned, organized and fully stocked with forms, sign-in sheets, pens and toys for children to use while waiting for their parents to complete the process. The San Juan ECE Department completed the school year with 95 children with IEPs enrolled in the Head Start programs.

### **Mental Health Services Update**

The Mental Health Therapist worked to support the screening process for the 2015-2016 school year. He continued to address Red Flag mental health concerns in order to better serve those families who need it most. He also provided families with early intervention resources as well as school readiness preparation skills.

### **Health & Nutrition Services Update**

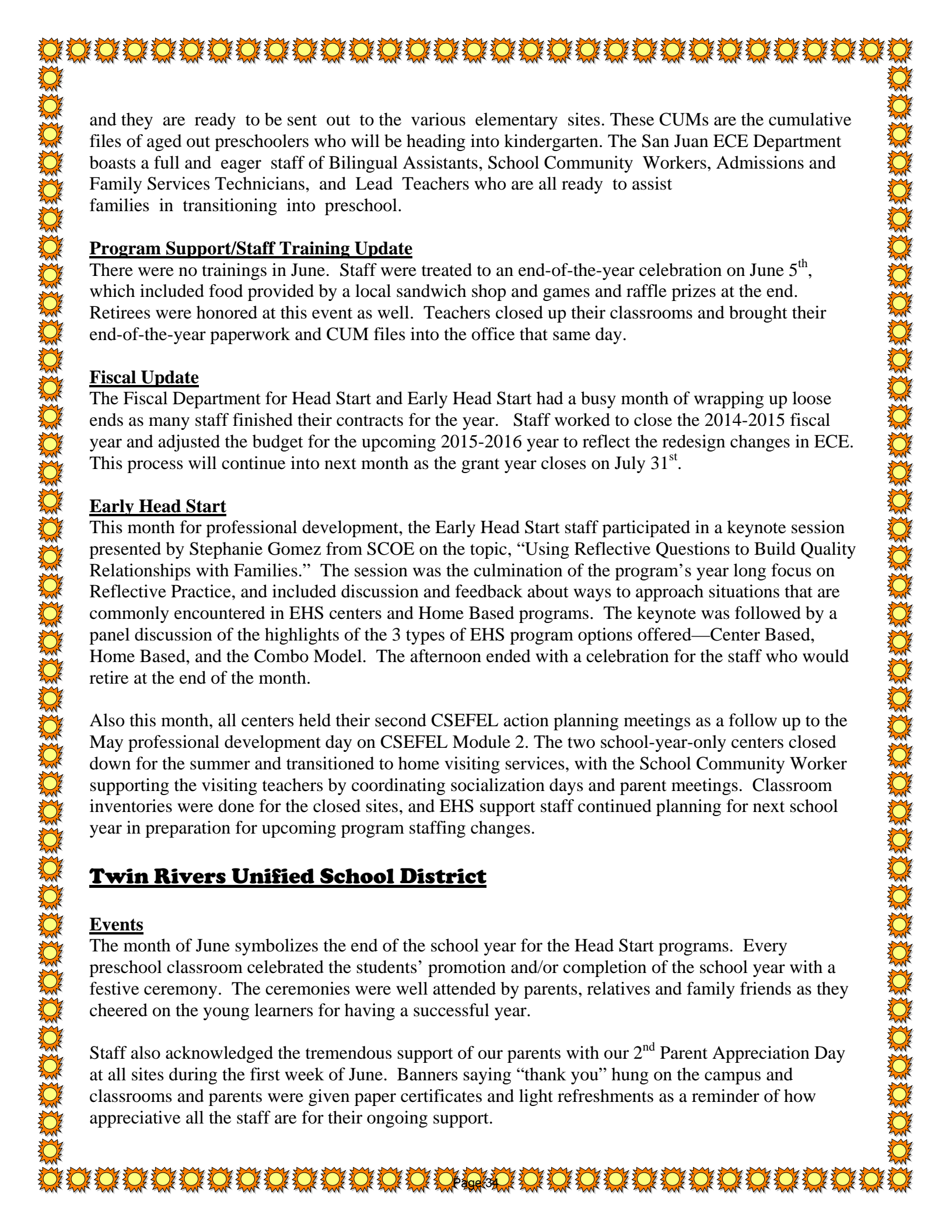
The Health Team reviewed students' health, nutrition, and immunization status, and completed their review of health files from the 2014-2015 school year to ensure there was no missing data for the PIR. Health finished the PIR Report! The team also assessed what returning students will need for the start of the 2015-2016 school year. The School Nurse is completing and updating Individualized Student Health Plans for those who have health concerns. Health is also preparing for the 2015-2016 enrollment year and has begun screening children three days a week, a schedule which will continue throughout the summer months.

### **Family and Community Partnerships Update**

The Policy Committee did not have a June meeting; however, a sub-committee did meet to gather parent input on the ECE redesign. A follow up meeting for this group was scheduled, and it will take place on August 6, 2015. There will be no Policy Committee meeting in July. The next meeting will be held on August 11, 2015.

### **Transition Services Update**

Registration has entered its summer busy season. The Admissions and Family Services Technicians continued to re-register returning families for the upcoming school year, and they also began to register new families to enter the program in late summer. The CUM files were purged and labeled,



and they are ready to be sent out to the various elementary sites. These CUMs are the cumulative files of aged out preschoolers who will be heading into kindergarten. The San Juan ECE Department boasts a full and eager staff of Bilingual Assistants, School Community Workers, Admissions and Family Services Technicians, and Lead Teachers who are all ready to assist families in transitioning into preschool.

### **Program Support/Staff Training Update**

There were no trainings in June. Staff were treated to an end-of-the-year celebration on June 5<sup>th</sup>, which included food provided by a local sandwich shop and games and raffle prizes at the end. Retirees were honored at this event as well. Teachers closed up their classrooms and brought their end-of-the-year paperwork and CUM files into the office that same day.

### **Fiscal Update**

The Fiscal Department for Head Start and Early Head Start had a busy month of wrapping up loose ends as many staff finished their contracts for the year. Staff worked to close the 2014-2015 fiscal year and adjusted the budget for the upcoming 2015-2016 year to reflect the redesign changes in ECE. This process will continue into next month as the grant year closes on July 31<sup>st</sup>.

### **Early Head Start**

This month for professional development, the Early Head Start staff participated in a keynote session presented by Stephanie Gomez from SCOE on the topic, “Using Reflective Questions to Build Quality Relationships with Families.” The session was the culmination of the program’s year long focus on Reflective Practice, and included discussion and feedback about ways to approach situations that are commonly encountered in EHS centers and Home Based programs. The keynote was followed by a panel discussion of the highlights of the 3 types of EHS program options offered—Center Based, Home Based, and the Combo Model. The afternoon ended with a celebration for the staff who would retire at the end of the month.

Also this month, all centers held their second CSEFEL action planning meetings as a follow up to the May professional development day on CSEFEL Module 2. The two school-year-only centers closed down for the summer and transitioned to home visiting services, with the School Community Worker supporting the visiting teachers by coordinating socialization days and parent meetings. Classroom inventories were done for the closed sites, and EHS support staff continued planning for next school year in preparation for upcoming program staffing changes.

## **Twin Rivers Unified School District**

### **Events**

The month of June symbolizes the end of the school year for the Head Start programs. Every preschool classroom celebrated the students’ promotion and/or completion of the school year with a festive ceremony. The ceremonies were well attended by parents, relatives and family friends as they cheered on the young learners for having a successful year.

Staff also acknowledged the tremendous support of our parents with our 2<sup>nd</sup> Parent Appreciation Day at all sites during the first week of June. Banners saying “thank you” hung on the campus and classrooms and parents were given paper certificates and light refreshments as a reminder of how appreciative all the staff are for their ongoing support.

### **Professional Development**

The training calendar for 2015-16 has been created for the upcoming Professional Development Days during the school year and in August. The training focus will continue to be the CLASS domains, ECERS refresher and the implementation of the ASQ and ASQ-SE assessments for all teaching staff.

### **Components**

Each Community Liaison finalized their Family Partnership Agreements with the Head Start families prior to the end of the school year. The staffing group completed the final monthly nutrition activities and finished tracking of blood lead results, hemoglobin and lead risk assessments for Childplus tracking purposes. The Community Liaisons inputted the final data into Childplus and finished analyzing their numeric data for the PIR.

Our School Social Worker/Counselor is still on maternity leave until August 2015 and the programs have a substitute Social Worker, Mr. Grant, who is on all sites from Monday through Thursday and assists 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. Grant finished the remaining School Readiness meetings for students going to kindergarten and TK next year and parents were provided 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 Head Start Director continues to be in constant communication about the plans for speech services for the upcoming school year.

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 58% full to date. Recruitment efforts continue including fliers to the local business and personal calls to parents who have picked up packets. Door hangers and mailers to the respective zip codes will also be delivered in June and the school office will remain open 2 days during the summer months for enrollment.

### **Policy and Parent Committees**

The monthly meeting was held on June 8, 2015 at Morey. The agenda included the approval of the minutes from the May meeting and a celebration potluck. Meetings will resume in August 2015 after the summer break.

### **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 June 2015, WCIC's Enrollment was maintained at 100%.

### **Training**

WCIC/Playmate Head Start Program's Teachers attended the Desired Results Developmental Profile 2015 (DRDP 2015) Training by Sacramento County Office of Education on June 26, 2015 at Mather, CA. The DRDP is an observation tool for teachers to record the individual progress. The DRDP is administered through observation in natural settings either through teacher observations, family observations or examples of children's work. The session was on how to effectively use the DRDP 2015 with children in the program. There are eight Domains of the DRDP (2015). The focus of each domain is on the acquisition of knowledge, skills, or behaviors that reflect each domain's developmental constructs. Domain 1: Approaches to Learning- Self-Regulation (ATL-REG); Domain 2: Social and Emotional Development (SED); Domain 3: Language and Literacy Development (LLD); Domain 4: English-Language Development (ELD); Domain 5: Cognition, Including Math and Science (COG); Domain 6: Physical Development-Health (PD-HLTH); Domain 7: History-Social Science (HSS); and Domain 8: Visual and Performing Arts (VPA). The levels for each DRDP (2015) measure describe a developmental continuum, ranging from earlier developing to later developing competencies. The number of levels in a measure varies depending on the competencies that are appropriate for that measure's developmental continuum. The levels are organized under four categories that reflect a developmental continuum from early infancy up to kindergarten entry: Responding, Exploring, Building, and Integrating.

### **Education**

Ms. Edenausageboye Davis, Executive Director/Head Start; Ms. Janet Wong-Acorda, Head Teacher; and Ms. Irene Ladd, Coach from Sacramento County Office of Education met on June 17, 2015 to discuss the Early Childhood Environment Rating Scale (ECERS-R) Summary Report dated May 27, 2015 on Class 1600 E. Ms. Ladd stated that on a substantial portion of the day for at least one hour and twenty minutes there needs to be books available to children during indoor and outdoor time. Therefore, the WCIC/Playmate Head Start Program's Daily Schedule will be revised in 2015-2016 school year to ensure more time is given for literacy. Ms. Ladd provided a copy of a more thorough Hand Washing and Sanitizer Policy as a guide for developing a revised policy for WCIC/Playmate Head Start Program. Other suggestions included: musical instruments for outside activities and 4 or more items of math materials available for the children during free choice/work time. Ms. Ladd will schedule the next meeting for August 2015.

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

None to report.





# SETA Head Start Food Service Operations Monthly Report \*June 2015

**June 4th** - Last day for WCIC Classes.

**June 5th** - Minimum day Preschool & EHS full day classes.

**June 8th to 12th** - Painting at Marina Vista & Fruitridge - one full day class will be held at Alder Grove.

**June 15th to 30th** - Marina Vista still at Alder Grove.

**June 15th to 26th** - Painting at Mather - classes held at Bright Beginnings.

**June 19th** - Home Base Preschool Daddy & Me BBQ - potato salad provided.

**June 20th** - Daddy & Me Fishing Activity - breakfast provided for 200 guests.

**June 22nd** - Norma Johnson Daddy & Me 20 extra breakfast & lunch provided.

**June 26th** - North Avenue Daddy & Me 35 extra breakfast & 25 extra lunches provided.  
Daddy & Me also at Sharon Neese for a BBQ, potato salad provided.

**Meetings & Trainings:**

None

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
33,264	20,740	21,860	1460

Total Amount of Meals and Snacks Prepared 77,324

Purchases:

Food	\$60,631.57
Non - Food	\$11,189.20

Building Maintenance and Repair: \$349.38

Janitorial & Restroom Supplies: \$496.82

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$514.92

Vehicle Gas / Fuel: \$1,537.07  
Normal Delivery Days 22

# SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start  
(June 30, 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)	26 (10.6 %)	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%)	27 (17 %)
WCIC (120)	12 (10 %)	N/A
SETA (2002) (349)	244 (12 %)	84 (24%)
<b>County (4857)* (653)**</b>	<b>589 (12%)</b>	<b>128 (19.2%)</b>

\*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: June 2015

Part Day Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	% ADA	ADA	%ADA
Bannon Creek	80	21	57	71%	74	93%
Crossroad Gardens	20	16	27	135%	38	190%
Elkhorn	80	21	56	70%	70	88%
Freedom Park	80	22	52	65%	65	81%
Fruitridge	80	16	52	65%	68	85%
Galt	120	21	90	75%	117	98%
Hillsdale	80	21	50	63%	70	88%
Hopkins Park	80	21	54	68%	75	94%
La Verne Sterwart	40	21	31	78%	40	100%
Marina Vista ELC	20	4	16	80%	17	85%
Mather	80	11	46	57%	67	84%
Nedra Court	60	21	43	72%	55	92%
Norma Johnson	40	21	31	78%	38	95%
North Avenue	80	21	55	69%	74	93%
Northview	80	21	47	59%	74	93%
Phoenix Park	40	21	29	73%	38	95%
Solid Foundation	80	21	57	71%	76	95%
Strizek Park	40	21	29	73%	38	95%

## SETA Head Start/Early Head Start

## Monthly Program Enrollment Report for School Year 2014 to 2015

Period: June 2015

Full Day Classes						
			Present Only		Present/Excused	
Center Name	Funded Enrollment	Total Days	ADA	% ADA	ADA	%ADA
Crossroad Gardens	44	22	29	66%	36	82%
Elkhorn	22	22	17	77%	21	95%
Freedom Park	44	22	34	77%	41	93%
Hillsdale	44	22	27	61%	34	77%
Job Corp	22	22	13	59%	20	91%
Marina Vista ELC	44	5	36	82%	43	98%
Mather	22	22	12	55%	20	91%
Norma Johnson	22	22	17	77%	22	100%
North Avenue	22	22	17	77%	20	91%
Northview	22	22	16	73%	22	100%
Phoenix Park	22	22	15	68%	21	95%
Sharon Neese	44	22	34	77%	43	98%

## SETA Head Start/Early Head Start

## Monthly Program Enrollment Report for School Year 2014 to 2015

Period: June 2015

Early Head Start Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	% ADA	ADA	%ADA
Alder Grove Infant/Toddler Center	16	21	12	75%	16	100%
Crossroad Gardens	8	17	7	88%	8	100%
Elkhorn	16	22	13	81%	16	100%
Job Corp	16	22	9	56%	14	88%
Marina Vista ELC	8	12	3	38%	7	88%
Mather	8	12	6	75%	7	88%
Norma Johnson	8	22	7	88%	8	100%
Northview	8	22	6	75%	8	100%
Phoenix Park	8	22	6	75%	8	100%
Sharon Neese	16	22	11	69%	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: 6/30/15**

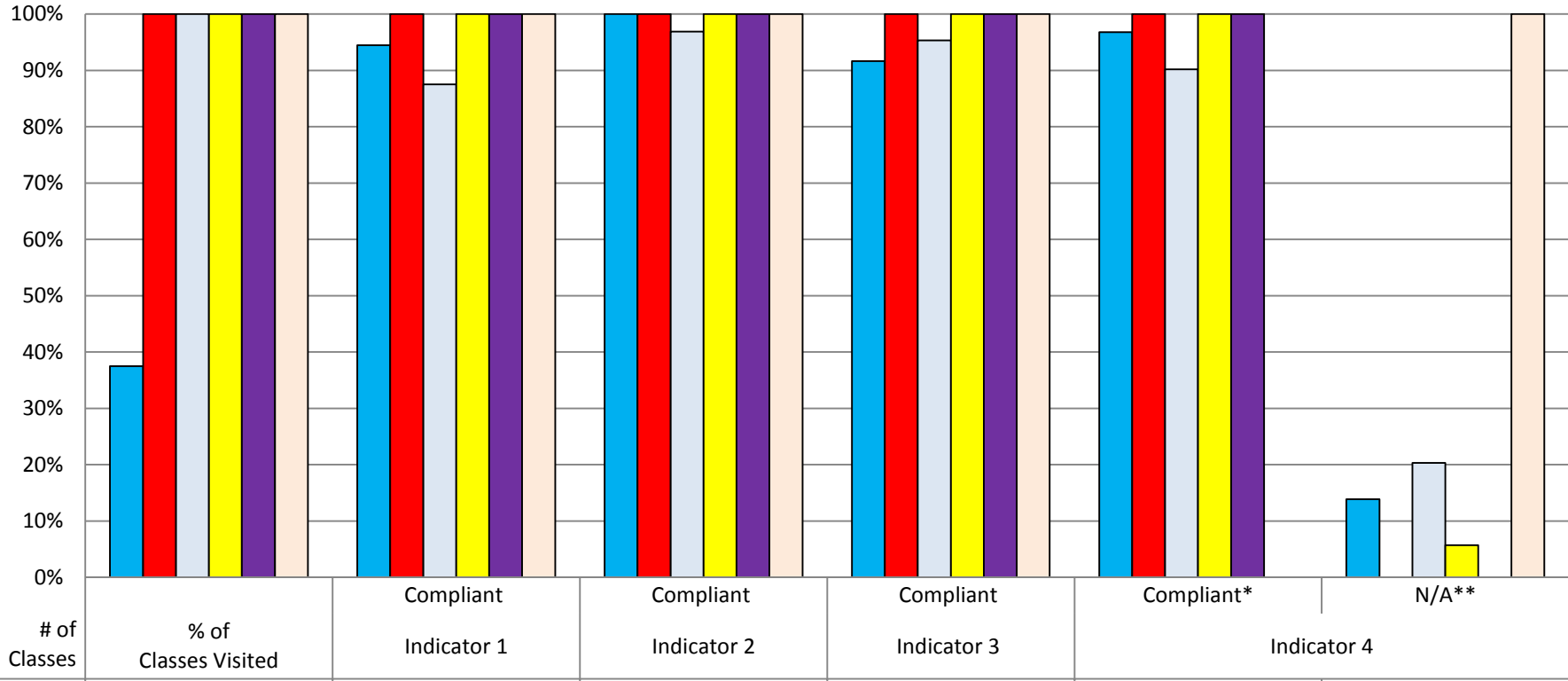
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Bannon Creek	1200A	19	16	3	4	23
Bannon Creek	1200B	19	16	3	2	21
Bannon Creek	1200C	18	13	5	7	25
Bannon Creek	1200D	20	15	5	0	20
Crossroad Gardens	1242A	18	10	8	3	21
Crossroad Gardens	1242B	19	10	9	2	21
Crossroad Gardens	1242R	23	16	7	1	24
Crossroad Gardens	1242X	23	17	6	1	24
Elkhorn	1255A	18	15	3	2	20
Elkhorn	1255B	14	11	3	8	22
Elkhorn	1255C	19	14	5	2	21
Elkhorn	1255D	15	13	2	5	20
Elkhorn	1255X	21	16	5	3	24
Freedom Park	1239A	17	12	5	8	25
Freedom Park	1239B	16	12	4	7	23
Freedom Park	1239C	12	12	0	11	23
Freedom Park	1239D	16	9	7	7	23
Freedom Park	1239R	21	14	7	4	25
Freedom Park	1239X	22	19	3	2	24
Fruitridge	1216A	15	11	4	6	21
Fruitridge	1216B	15	7	8	5	20
Fruitridge	1216C	14	11	3	7	21
Fruitridge	1216D	20	13	7	1	21
Galt	1234A	20	14	6	1	21
Galt	1234B	20	19	1	0	20
Galt	1234C	20	16	4	0	20
Galt	1234D	20	17	3	0	20
Galt	1234E	20	15	5	1	21
Galt	1234F	20	16	4	1	21
Hillsdale	1228A	19	13	6	1	20
Hillsdale	1228B	19	10	9	3	22
Hillsdale	1228C	13	12	1	7	20
Hillsdale	1228D	16	11	5	5	21
Hillsdale	1228R	18	12	6	2	20
Hillsdale	1228X	17	13	4	5	22
Hopkins Park	1253A	19	12	7	1	20
Hopkins Park	1253B	20	14	6	0	20
Hopkins Park	1253C	15	9	6	5	20
Hopkins Park	1253D	20	15	5	0	20
Job Corp	1237X	20	12	8	3	23

La Verne Sterwart	1219A	20	17	3	1	21
La Verne Sterwart	1219B	20	12	8	0	20
Marina Vista ELC	1246A	15	15	0	0	15
Marina Vista ELC	1246R	23	12	11	0	23
Marina Vista ELC	1246X	20	13	7	2	22
Mather	1223A	15	9	6	4	19
Mather	1223B	13	8	5	6	19
Mather	1223C	19	11	8	1	20
Mather	1223D	16	12	4	2	18
Mather	1223X	21	12	9	3	24
Nedra Court	1244A	20	12	8	0	20
Nedra Court	1244B	15	8	7	5	20
Nedra Court	1244C	19	15	4	3	22
Norma Johnson	1214A	20	13	7	1	21
Norma Johnson	1214B	19	16	3	1	20
Norma Johnson	1214X	22	21	1	1	23
North Avenue	1256A	16	13	3	4	20
North Avenue	1256B	19	14	5	2	21
North Avenue	1256C	14	8	6	6	20
North Avenue	1256D	17	11	6	4	21
North Avenue	1256X	19	14	5	3	22
Northview	1224A	18	11	7	3	21
Northview	1224B	18	16	2	2	20
Northview	1224C	18	8	10	4	22
Northview	1224D	19	15	4	1	20
Northview	1224X	22	15	7	2	24
Phoenix Park	1248A	20	10	10	1	21
Phoenix Park	1248B	19	9	10	1	20
Phoenix Park	1248X	21	17	4	2	23
Sharon Neese	1249R	22	19	3	0	22
Sharon Neese	1249X	22	15	7	1	23
Solid Foundation	1254A	20	13	7	0	20
Solid Foundation	1254B	18	13	5	1	19
Solid Foundation	1254C	19	7	12	1	20
Solid Foundation	1254D	20	14	6	0	20
Strizek Park	1225A	18	16	2	4	22
Strizek Park	1225B	20	14	6	1	21
Alder Grove Infant/Toddler Center	1212M	8	6	2	0	8
Alder Grove Infant/Toddler Center	1212U	7	5	2	1	8
Crossroad Gardens	1242U	8	7	1	2	10
Elkhorn	1255M	7	5	2	1	8
Elkhorn	1255U	8	8	0	0	8
Job Corp	1237M	6	3	3	2	8
Job Corp	1237U	8	6	2	1	9

Marina Vista ELC	1246U	6	0	6	1	7
Mather	1223U	7	5	2	1	8
Norma Johnson	1214U	8	8	0	0	8
Northview	1224U	8	7	1	0	8
Phoenix Park	1248U	8	5	3	2	10
Sharon Neese	1249M	8	6	2	1	9
Sharon Neese	1249U	8	7	1	3	11
TOTALS for Head Start		1531	1088	443	221	1752
HS Totals	1426					
Drops w/in 30	206					
P/S Home Base	125					
Total	<b>1757</b>					
EHS Totals	105					
Drops w/in 30	15					
EHS Home Base	150					
River Oaks	60					
SCOE	36					
Total	<b>366</b>					
GRAND TOTAL	<b>2123</b>					



## Unannounced Safety and Supervision Visits Conducted by Delegates 2/13/15 - 5/15/15 Compliance %



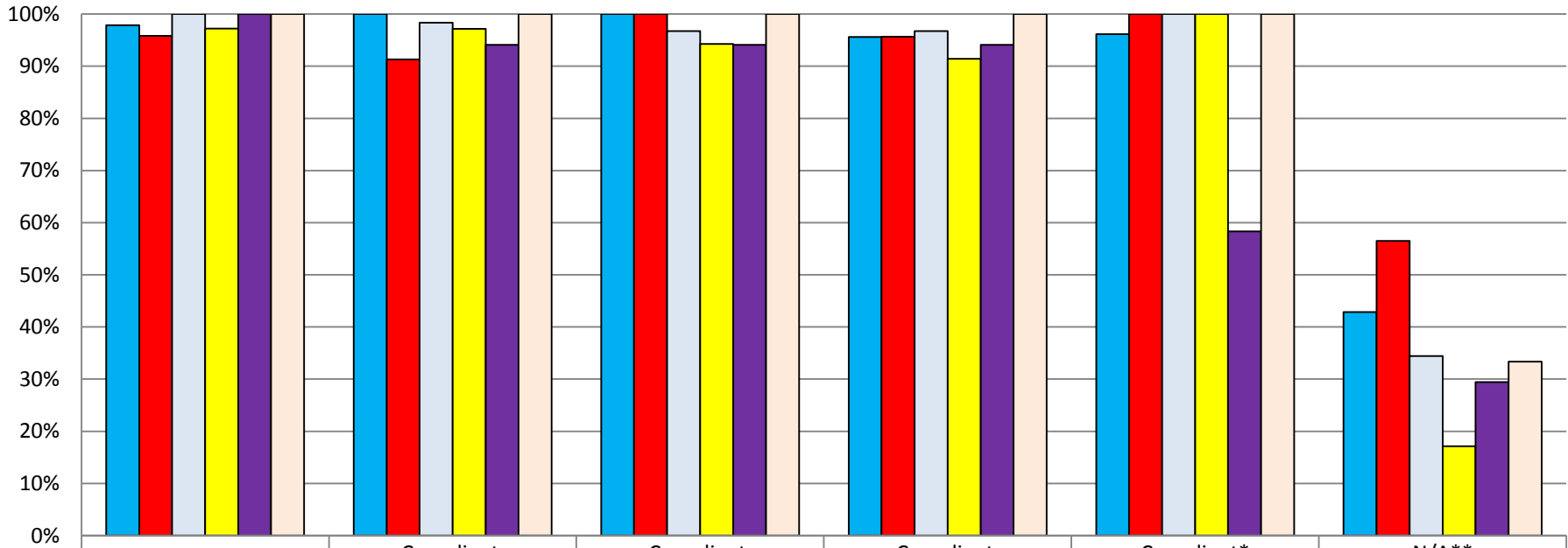
	# of Classes	% of Classes Visited	Indicator 1	Indicator 2	Indicator 3	Indicator 4	Indicator 4
SOP	96	38%	94%	100%	92%	97%	14%
EGUSD	24	100%	100%	100%	100%	100%	0%
SCUSD	64	100%	88%	97%	95%	90%	20%
SJUSD	35	100%	100%	100%	100%	100%	6%
TRUSD	17	100%	100%	100%	100%	100%	0%
WCIC	6	100%	100%	100%	100%	0%	100%

- Indicator 1** - Children are within sight and sound of teaching staff at all times.
- Indicator 2** - Appropriate teacher/child ratio is maintained at all times (indoor and outdoor).
- Indicator 3** - Teaching staff are able to reply immediately and accurately as to how many children are in attendance at time of visit.
- Indicator 4** - Teaching staff ensure all children are safe and accounted for during transitions.

\* Percentage reported is based on number of classes where transitions were observed during time of visit

\*\* Did not apply at time of visit

## Unannounced Safety and Supervision Visits Conducted by QA Unit 2/14/15 - 5/15/15 Compliance %



	# of Classes	% of Classes Visited	Indicator 1	Indicator 2	Indicator 3	Indicator 4
■ SOP	94	98%	100%	100%	96%	96%
■ EGUSD	24	96%	91%	100%	96%	100%
□ SCUSD	61	100%	98%	97%	97%	100%
■ SJUSD	36	97%	97%	94%	91%	100%
■ TRUSD	17	100%	94%	94%	94%	58%
□ WCIC	6	100%	100%	100%	100%	100%

- Indicator 1** - Children are within sight and sound of teaching staff at all times.
- Indicator 2** - Appropriate teacher/child ratio is maintained at all times (indoor and outdoor).
- Indicator 3** - Teaching staff are able to reply immediately and accurately as to how many children are in attendance at time of visit.
- Indicator 4** - Teaching staff ensure all children are safe and accounted for during transitions.

\* Percentage reported is based on number of classes where transitions were observed during time of visit

\*\* Did not apply at time of visit

## 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: