

GOVERNING BOARD

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County of Sacramento

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DENISE LEE
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THOUGHT OF THE DAY: "The growth and development of people is the highest calling of leadership."

- Harvey S. Firestone

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

DATE: Tuesday, August 18, 2015

TIME: 9:00 a.m.

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

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

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DISTRIBUTION DATE: THURSDAY, AUGUST 13, 2015

Parent Advisory Committee meeting hosted by:
 Jasmine Jamison (Chair), Calvin Sheppard (Vice Chair), Sabrina Lovelady (Secretary),
 Vacant (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
- ___ Vacant, 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
- ___ Vacant, 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
- ___ Vacant, 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

<input type="checkbox"/> Terri McMillin, Sharon Neese Early Learning Center	
<input type="checkbox"/> Vacant, Alder Grove I Head Start	<input type="checkbox"/> Vacant, Illa Collin Head Start
<input type="checkbox"/> Vacant, Crossroad Gardens Head Start	<input type="checkbox"/> Vacant, Marie Cleveland's Bright Beginnings Head Start
<input type="checkbox"/> Vacant, Freedom Park Head Start	<input type="checkbox"/> Vacant, Marina Vista Early Learning Center
<input type="checkbox"/> Vacant, Galt Head Start	<input type="checkbox"/> Vacant, Nedra Court Head Start
<input type="checkbox"/> Vacant, Grizzly Hollow Head Start	<input type="checkbox"/> Vacant, North Avenue Head Start
<input type="checkbox"/> Vacant, Hillsdale Head Start	<input type="checkbox"/> Vacant, Northview Head Start
<input type="checkbox"/> Vacant, Home Base Head Start	<input type="checkbox"/> Vacant, Parker Head Start
<input type="checkbox"/> Vacant, Home Base Head Start Rep.	<input type="checkbox"/> Vacant, Phoenix Park Head Start
<input type="checkbox"/> Vacant, Hopkins Park Head Start	<input type="checkbox"/> Vacant, Solid Foundation Head Start
<input type="checkbox"/> Vacant, Job Corps Head Start	<input type="checkbox"/> Vacant, Foster Parent Rep
<input type="checkbox"/> Vacant, Kennedy Estates Head Start	<input type="checkbox"/> Vacant, Grandparent Representative

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

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

COMMITTEE MEMBER	CENTER	11/18	12/16		1/20	2/24 **	3/17	4/28 #	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	X	X				
Vacant Seated	CR														
Amanda Self Seated 11/18	EHS/HB	X	X		X		X	X	E	X	X				
Vacant	EHS/HB														
Deanna Yee Seated 11/18	EL	X	X		X		X	X	E	X	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														
Vacant Seated	JC														
Joyce Turner Seated 5/20/14; reseated 3/17	K	E	X		X		X	X	E	X	U				
Vacant	LVS														
Vacant Seated	MCBB														
Vacant Seated	MV														
Vacant Seated	M														
Seated Seated	NA														
Vacant Seated	NC														
Sabrina Lovelady reseated 12/16	NJ	X	X		X		U	X	X	X	X				
Vacant Seated	NV														
Vacant Seated	PA														
Vacant Seated	PP														
Vacant	SF														

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
Dawna Paniagua Seated 11/18; R 7/27	SN	✕	✕		✕		AP	✕	✕	AP	AP				
Terri McMillin Seated	SN														
Todd Woods re-seated 12/16	SP	X	X		E		X	X	X	X	AP				
Vacant Seated	V														
Rafaela Casillas Seated 11/18	WG	X	X		U		X	X	X	X	X				
Vacant	FPR														
Linda Wheeler Seated 11/18	GPR	✕	✕		✕		✕	U	✕	U	U				
Calvin Sheppard Seated 4/28	MAACC							X	X	X	X				
Jasmine Jamison Seated 11/18	OGC	X	X		E		X	X	X	X	X				
Kenneth Tate Seated 11/18	PPR	X	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

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 JULY 21, 2015 PAC MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the July 21, 2015 PAC meeting.

RECOMMENDATION:

Approve the minutes of the July 21, 2015 PAC meeting.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

**JOINT MEETING OF THE HEAD START
POLICY COUNCIL AND PARENT ADVISORY COMMITTEE**

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, July 21, 2015
9:00 a.m.

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

Mr. Kenneth Tate called the meeting to order at 9:05 a.m. The Pledge of Allegiance was recited. Ms. Amanda Self called the roll. A quorum was established.

PC Members Present:

Robin Blanks, Elk Grove Unified School District
Tyrone Broxton, Elk Grove Unified School District
Feuy Saelee, Sacramento City Unified School District
Brian Short, Women's Civic Improvement Club
Tawana Craig, Women's Civic Improvement Club
Sabrina Lovelady, SETA-Operated Program
Amanda Self, Home Base Option
Kenneth Tate, Past Parent Representative
Jenna Kline, KVIE Public Television
Calvin Sheppard, Men's Activities Affecting Children Committee
Nicole Chilton, Birth and Beyond
Jasmine Jamison, Past Parent

PC Members Absent:

Sonia Torres, Sacramento City Unified School District (unexcused)
Linda Litka, San Juan Unified School District (unexcused)
Lynda Williams, San Juan Unified School District (excused)
Joe Morales, Twin Rivers Unified School District (unexcused)
Todd Woods, SETA-Operated Program (excused)

New PC Member to be Seated:

Stacy Wilson, Twin Rivers Unified School District

Ms. Wilson was welcomed to the board. She provided a brief overview of her family and her Head Start participation.

III. Action Items (PC)

**B. CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT
CODE SECTION 54957**

The Policy Council went into closed session at 9:05 a.m.; the board went back into open session at 9:11 a.m. Mr. Tate reported that during closed session, the following eligible lists were approved: 1) Associate Teacher, Tier III, and 2) Associate Teacher Infant Toddler.

PAC Member Roll Call:

The PAC was seated at 9:14 a.m. Ms. Jasmine Jamison read the Thought of the Day. Ms. Sabrina Lovelady called the roll. A quorum was established.

Members Present:

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

Members Absent:

Joyce Turner (unexcused)
Dawanna Paniagua (alternate present)
Todd Woods (alternate present)
Lenda Wheeler (unexcused)

II. Consent Item (PC)

A. Approval of the Minutes of the June 23, 2015 Regular Meeting

Moved/Blanks, second/Sheppard, to approve the June 23, 2015 minutes as distributed.

Show of hands vote:

Aye: 12 (Blanks, Broxton, Chilton, Craig, Jamison, Kline, Lovelady, Saelee, Self, Short, Sheppard, Wilson)

Nay: 0

Abstentions: 1 (Tate)

II. Consent Item (PAC)

A. Approval of the Minutes of the June 16, 2015 Regular Meeting

Moved/Self, second/McMillin, to approve the June 16, 2015 minutes as distributed.

Show of hands vote:

Aye: 8 (Casillas, Diego, Gonzales, Lovelady, McMillin, Self, Sheppard, Yee)

Nay: 0

Abstentions: 2 (Jamison and Tate)

Ms. Wendy Tanner was thanked for staffing the board meeting today.

A. Approval of Changes to the SETA Personnel Policies and Procedures

Mr. John Allen reviewed the revisions to the Personnel Policies and Procedures. These modifications are a result of recent updates in technology, laws, regulations, and the work environment.

Moved/Lovelady, second/Blanks, to approve the changes in the SETA Personnel Policies and Procedures.

Show of hands vote:

Aye: 12 (Blanks, Broxton, Chilton, Craig, Jamison, Kline, Lovelady, Saelee, Self, Short, Sheppard, Wilson)

Nay: 0

Abstentions: 1 (Tate)

III. **Action Item** (PAC)

A. Election of Parent Advisory Committee Vice Chair

Ms. Jasmine Jamison reviewed the board item and asked for those interested in the Vice Chair position: Amanda Self, Calvin Sheppard. Nominees spoke of their interest in serving as Vice Chair.

Votes:

Amanda: 2

Calvin: 5

Abstentions: 3 (Jamison, Gonzales, & Tate)

Moved/Lovelady, second/Yee, to elect Calvin Sheppard as Vice Chair

Show of hands vote:

Aye: 7 (Casillas, Diego, Lovelady, McMillin, Self, Sheppard, Yee)

Nay: 0

Abstentions: 3 (Jamison, Gonzales, and Tate)

Mr. Sheppard assumed his position on the dais.

IV. **Information Items**

A. Child Enrichment and Parent Employment Project presentation by Ms. Pam Moore, Workforce Development Analyst III.

Ms. Pam Moore, Workforce Development Analyst III, addressed the board about a new program seeking participants.

The Community Action Plan is done every two years to research the needs of those in poverty in the county. In the newest CAP, the poverty rate of single mothers was found to be 56%. A new program was developed, Child Enrichment and Parent Employment Project, with the cooperation of Birth and Beyond, Waking the Village, and Head Start. The two goals of the program are to enroll the pre-school children in Early Head Start/Head Start to keep them on a positive path, and to get parents employed full time and earning a living wage. This program involves single fathers as well.

A key component is that each participant is assigned a job coach and will have access to all kinds of tools for training. This will support both the parents and children each step of the way. There is an orientation on Monday, July 27 and August 3. Anyone interested can contact Ms. Moore for more information. There is a checklist that will be utilized to determine whether a parent is suitable for the program.

B. Presentation on Office of Head Start (OHS) Performance Standards Notice of Proposed Rulemaking (NPRM): Mr. Rick Mockler, CHSA Executive Director

Ms. Denise Lee introduced Mr. Rick Mockler, California Head Start Association Executive Director. Mr. Mockler will review the new Performance Standards that are being proposed to be implemented in 2016. The last time the performance standards were modified was in 2007.

Mr. Mockler stated that the membership organization for all Head Start organizations in California. CHSA is the voice of Head Start in California and advocates on behalf of parents for continued Head Start funding and services. The SETA Head Start program has worked very closely with CHSA over the years.

The last time Congress reauthorized Head Start funding was in 2007 and this new notice of proposed rulemaking is the government's way of seeking input. The Performance Standards are the actual rules by which programs run their programs. All Head Start grantees have 60 days to submit their input on the proposed rulemaking.

Mr. Mockler reviewed a Power Point with the overviews of changes being proposed. One-third of the current standards will be cut out. Maintaining core Head Start principles will continue.

The most significant proposed changes include:

- ✓ Potential shift from four to three year old children.
- ✓ Shift to require a minimum day of six hours and minimum of 180 days per year.

- ✓ Programs can only offer less-than-six-hour services and home base services unless locally designed model and justified with evidence and research.
- ✓ There are significant impact on priorities around family services; in the future, there are three expected outcomes:
 - Enhanced parenting skills
 - Increased parental engagement child learning & development
 - Improved family wellbeing in order to support child learning
 - ✓ OHS would require programs to offer research based parenting curriculum
 - ✓ Eliminate the need for written family partnership agreements.
 - ✓ The length of Policy Council membership will be adjusted to five year contracts
 - ✓ Eliminate the requirement for parent committees
 - ✓ Creates an impasse procedure.
 - ✓ Requirements for improved attendance and the requirement that programs do a home visit after four unexcused absences.
 - ✓ Education requirement for program directors and support staff.
 - ✓ Agencies create data governance councils
 - ✓ Would give the grantee agency more authority to terminate a low performing delegate agency for cause.

Mr. Mockler stated that parents are welcome to provide input electronically by going to the OHS website no later than August 18. The draft initial comments will be released later in the month. The CHSA will be commenting and will be commenting on more California issues.

Ms. Lee shared some local data on how the proposed changes would affect Sacramento County children and families. It is expected that the new performance standards will take effect in the 2017 program year.

C. Standing Information Items

- PC/PAC Calendar of Events: Ms. Jamison reviewed the calendar of events.
- Parent/Staff Recognitions: Mr. Brian Short received a plaque from WCIC in appreciation of his service. He was also presented with a PC leadership award from WCIC.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Patterson reviewed the expenditures as of June 30, 11 months into the program. It is expected that all delegates will spend their allocation; less than 10% of funds will be returned to OHS. The overall picture for the program looks great. Ms. Patterson reviewed the new report for the Child Care Partnership program. This is a new program and little has been spent as of June 30.
- Toastmasters Training: Due to the holiday schedule the July meeting was canceled; this will resume in August.
- Community Resources-Parents/Staff: None.

- PAC Joint Parent Activity Reports (Tour of Old Sacramento Railroad Museum): Ms. Vanessa Diego stated that it was very educational and that it was nice to get to know other board members on a more personal level. Ms. Lovelady stated that she is a native Sacramentan and it was her first visit to the museum. She really enjoyed it. Ms. Self stated that it was also her first time visiting the museum. The day they attended there was a citizenship event and it took her to a new level of appreciation for the country and Head Start. Ms. Tate also had a great time and was particularly proud that there was a ten mile track record and his wife's relative is part of the history of the railroad system in Sacramento. Ms. McMillin mentioned how large the museum was! Ms. Blanks had a great time.

D. Fiscal Monitoring Reports: No additional report.

V. Committee Reports

- A. Executive Committee: Mr. Tate read the PC Executive Committee critique. Ms. Jamison reviewed the PAC Executive Committee critique.
- B. Personnel/Bylaws Committee: Mr. Tate reviewed the most recent committee meeting. The next meeting will be held July 24.
- C. Men's Activities Affecting Children Committee (MAACC): No report.
- D. Social/Hospitality Committee: Ms. Lovelady provided an update on the most recent meeting. The End-of-Year Parent Appreciation Breakfast will be held at Shriner's Hospital with the date to be decided.
- E. Maternal, Child and Adolescent Health Advisory Board: No report.
- F. Sacramento Medi-Cal Dental Advisory Committee: Ms. Amanda Self stated that there is a meeting coming up and she will report out next month.
- G. Community Reports: Ms. Jenna Kline reported that the Odd Squad for older children; she has cards for distribution. She also has a reading journal and a chart for children. Ms. Nicole Chilton reported that Birth and Beyond is gearing up for the new school year.
- H. Community Action Board: No report.

VI. Other Reports

- A. Chair's Report: Ms. Jamison asked for some parents, both PC and PAC, to be available July 24 to be videotaped; the link would be uploaded to the SETA/Head Start website. Ms. Carr clarified that Head Start is working with a local Girl Scout to achieve her award. This would help the Girl Scout to achieve this award and the parents to provide a mini-parent success story. What has Head Start meant to you and what impact has it had on you and your family? Ms. Self, Mr. Broxton, Ms. McMillin, and Ms. Wilson all expressed interest in participating.
- B. Open Discussion and Comments: None.
- C. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 11:12 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/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

NOTES:



CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PAC Executive Committee	Thursday, August 20, 2015 9:00 a.m. Olympus Room
PC/PAC Social Hospitality Committee	Friday, August 21, 2015 1:00 p.m. Olympus Room
PC Executive Committee	Thursday, August 27, 2015 9:00 a.m. Olympus Room
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
PC/PAC Social Hospitality Committee	Wednesday, September 2, 2015 1:00 – 2:30 p.m. Olympus Room
PC/PAC Budget/Planning Committee	Tuesday, September 8, 2015 1:00 p.m. Oak Room
PC/PAC Toastmasters	Friday, September 11, 2015 11:30 a.m. Magnolia Room
Parent Ambassadors Meeting	Friday, September 11, 2015 1:00 p.m. Olympus Room

SETA Head Start Menu

August 2015



*We Serve 1% Lowfat Milk

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 5	3 Breakfast: Pancakes, Diced Pear, Milk Lunch: Chicken Patty, Whole Wheat Bun, Carrots, Canned Apricots, Milk Snack: Raspberry Yogurt, Diced Mango	5 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	5 Breakfast: Whole Wheat Biscuit, Diced Peaches, Milk Lunch: Sliced Turkey, Mini Whole Grain Bun, Potato Salad, Cantaloupe, Milk Snack: Lemon Dinosaur Crackers, Banana	6 Breakfast: Oatmeal Cereal, Pineapple Tidbits, Raisins, Milk Lunch: Spaghetti Casserole, Romaine Lettuce Salad, Canned Apricots, Milk Snack: Bean Dip, Whole Wheat Tortilla	7 Breakfast: Dreamy Orange Muffin Loaf, Orange, Milk Lunch: Sliced Turkey, Whole Wheat Bread, Broccoli, Banana, Milk Snack: Apple, Cheese Stick
Week 1	10 Breakfast: Pancakes, Diced Pear, Milk Lunch: Lemon Pepper Chicken, Peas, Carrots & Brown Rice, Orange, Milk Snack: Cottage Cheese, Cheese-It Crackers	11 Breakfast: Whole Grain Cheerios Cereal, Cantaloupe, Milk Lunch: Sliced American Cheese, Whole Wheat Bread, Potato Salad, Apple or Watermelon, Milk Snack: Lemon Dinosaur Crackers, Diced Mango	12 Breakfast: Whole Wheat Biscuit, Diced Peaches, Milk Lunch: Whole Wheat Tortilla, Beans, Shredded Cheddar Cheese, Lettuce, Diced Tomato, Strawberries or Tangerine, Snack: Banana, Strawberry Yogurt	13 Breakfast: Whole Wheat Bagel, Pineapple Tidbits, Milk Lunch: Spanish Rice with Chicken & Corn, Mandarin Orange, Milk Snack: Apple, Sun Butter	14 Breakfast: Blueberry Muffin, Banana, Milk Lunch: Sliced Turkey, Whole Wheat Bread, Baby Carrots, Cantaloupe, Milk Snack: Whole Wheat Tortilla, Bean Dip
Week 2	17 Breakfast: Multi-Grain Flakes Cereal, Apple, Milk Lunch: Beef BBQ Burger, Whole Wheat Bun, Mixed Vegetables, Cantaloupe, Milk Snack: Strawberry Banana Yogurt, Orange	18 Breakfast: French Toast Sticks, Diced Pear, Milk Lunch: Chicken Drumstick, Macaroni Salad, Tomato Slice, Apple or Watermelon, Milk Snack: Brown Rice Krispies Cereal, Milk	19 Breakfast: Oatmeal Cereal, Raisins, Pineapple Tidbits, Milk Lunch: Rice & Beans, Cabbage Salad, Strawberries or Tangerine, Milk Snack: Hummus, Vegetable Stick Melody	20 Breakfast: Crispix Cereal, Banana, Milk Lunch: Sliced Turkey, Whole Wheat Bread, Baby Carrots, Orange, Milk Snack: Gold Fish Crackers, Milk	21 Breakfast: Dreamy Orange Muffin Loaf, Apple, Milk Lunch: Sliced Turkey, Whole Wheat Bread, Cucumber Slices, Cantaloupe, Milk Snack: Cheese Quesadilla
Week 3	2 Breakfast: Cheerios Cereal, Orange, Milk Lunch: Macaroni & Cheese, Green Peas, Cantaloupe, Milk Snack: Baby Carrots, Wheat Thins Crackers	25 Breakfast: Waffle Sticks, Applesauce, Milk Lunch: Beef Ravioli, Mini Whole Grain Bun, Spinach Salad, Orange, Milk Snack: Apple, Sun Butter	26 Breakfast: Whole Wheat Biscuit, Diced Peaches, Milk Lunch: Fiesta Dinner with Corn, Whole Wheat Tortilla, Cantaloupe, Milk Snack: Mini Whole Grain Bun, Sliced Turkey	27 Breakfast: Whole Wheat Bagel, Banana, Milk Lunch: Sliced Turkey, Whole Wheat Bread, Baby Carrots, Strawberries or Tangerine, Milk Snack: Cottage Cheese, Pineapple Tidbits	28 Breakfast: Banana Muffin, Orange, Milk Lunch: Swiss-American Cheese, Whole Wheat Tortilla, Zucchini Sticks, Canned Apricots, Milk Snack: Milk, Lemon Dinosaur Crackers
Week 4	31 Breakfast: Brown Rice Krispies Cereal, Cantaloupe, Milk Lunch: Beef Hamburger, Whole Wheat Bun, Whole Kernel Corn, Orange, Milk Snack: Cheese-It Crackers, Canned Fruit Mix				

SETA Head Start Menu

Agosto 2015

*Servimos leche descremada 1%

	lunes	martes	miércoles	jueves	viernes
Semana 5	3 Desayuno: Jotqueis (Pancakes), Pera Picada, Leche. Comida: Torta de Pollo, Pan de Trigo Integral, Zanahorias, Chabacano Enlatado, Leche. Bocadillo: Mango Picado, Yogur de Frambuesa.	4 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.	5 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.	6 Desayuno: Cereal de Avena, Pasas, Piña Machacada, Leche. Comida: Espagueti Horneado, Ensalada de Lechuga Romana, Chabacano Enlatado, Leche. Bocadillo: Puré de Frijoles, Tortilla de Harina de Trigo Integral.	7 Desayuno: Barra de Mollete Dreamy Orange, Naranja, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Brócoli, Plátano, Leche. Bocadillo: Barita de Queso, Manzana.
Semana 1	10 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.	11 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.	12 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.	13 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.	14 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	17 Desayuno: Cereal de Ojuelas Multigrano, Manzana, Leche. Comida: Macarrón con Queso, Ejotes, Melón, Leche. Bocadillo: Naranja, Yogur de Fresa y Plátano.	18 Desayuno: Baritas de Pan Francés Tostado, Pera Picada, Leche. Comida: Pierna de Pollo, Ensalada de Macarrón, Rebanada de Jitomate, Manzana o Sandía, Leche. Bocadillo: Cereal Integral Rice Krispies, Leche.	19 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.	20 Desayuno: Cereal Crispix, Plátano, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Zanahorias Tiernas, Naranja, Leche. Bocadillo: Galletas de Pescados Dorados, Leche.	21 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	24 Desayuno: Cereal Cheerios de Grano Integral, Naranja, Leche. Comida: Macarrón con Queso, Ejotes, Melón, Leche. Bocadillo: Zanahorias Tiernas, Galletas Wheat Thins.	25 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.	26 Desayuno: Bizcocho de Trigo Integral, Durazno Picado, Leche. Comida: Cena Fiesta con Elote, Tortilla de Trigo Integral, Melón, Leche. Bocadillo: Minipan de Grano Integral, Rebanada de Pavo.	27 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.	28 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	31 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.				

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 June 4, 2015 meeting.

NOTES:

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, June 4, 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
Jay Schenirer, Councilmember, City of Sacramento

Members Absent:

Allen Warren, Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the April 30, 2015 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Ratification of the Submission of the Regional Industry Cluster of Opportunity (RICO) III Application to the California Workforce Investment Board and Authorize the Executive Director to Accept the Funds, Negotiate Agreements, Execute the Contracts and make any Modifications Necessary to the Agreements
- D. Ratification of the Submission of the Workforce Accelerator Application to the California Workforce Investment Board and Authorize the Executive Director to Accept the Funds, Negotiate Agreements, Execute the Contracts and make any Modifications Necessary to the Agreements
- E. Ratification of the Submission of an Application in Response to the Department of Health & Human Services, Administration for Children and Families, Health Profession Opportunity Grant to Serve TANF Recipients and other Low-Income Individuals, and Authorize the Executive Director to Execute the Agreement and any other Documents Required by the Funding Source

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

- A. Approve the April 30, 2015 minutes.
- B. Approve the claims and warrants for the period 4/23/15 through 5/28/15.
- C. Ratify the submission of the RICO III grant application requesting \$155,000 to the California Workforce Investment Board and authorize the Executive Director to

accept the funds, negotiate agreements, execute the contracts and make any necessary modifications to the agreements.

- D. Ratify the submission of the Workforce Accelerator grant applications requesting \$250,000 to the California Workforce Investment Board and authorize the Executive Director to accept the funds, negotiate the agreements, execute the contract and make any necessary modification to the agreement.
- E. Ratify the submission of a proposal for the Health Profession Opportunity Grant to serve TANF recipients and other low-income individuals 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, Schenirer, Scherman)

Nay: 0

Abstention: 0

Absent: 1 (Warren)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval of Sacramento Employment and Training Agency Recommended Budget for Fiscal Year 2015-2016

Ms. Loretta Su reviewed this item. There is a \$4 million reduction in WIA funds due to reduction in the formula grant and the expiration of 25% discretionary grant. As the final numbers become available, staff will present the final budget in August.

Moved/Scherman, second/Schenirer, to approve the Recommended Budget and a Resolution and direct staff to print the Recommended Budget and make it available to the public. Schedule a Public Hearing on the Final Budget and direct staff to post and publish notice of that Public Hearing on the Final Budget to commence on August 6, 2015 at 10:00 a.m. or as soon thereafter as is practicable in the Governing Board meeting room at 925 Del Paso Boulevard, Sacramento, California.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Warren)

- 2. Approval of Use of Fund Balance

Ms. Su stated that SETA received notification from the County of Sacramento that they made an error in the calculation of earned interest for fiscal years 2009 2014. The County conducted a full review of how the interest is calculated and it

was determined that SETA needs to repay \$14,931. Because this is a prior years' transaction, the auditors recommended that the fund balance be used to repay this.

Mr. Thatch stated that there is no rule for how far back they can go. The fund balance needs to be utilized for this situation since our grants do not go back that far.

Moved/Schenirer, second/Scherman, to approve of use of fund balance to cover the interest allocation error of \$14,931.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Warren)

3. Approval of the Sacramento Employment and Training Agency Record Retention and Destruction Policy

Mr. John Allen stated that the purpose of this policy is to condense documents. This document was prepared in consultation with legal counsel.

Moved//Schenirer, second/Kennedy, to approve the SETA Record Retention and Destruction Policy.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Warren)

4. Approval to Extend Janitorial Services Agreements for Fiscal Year Ending June 30, 2016 and Authorize the Executive Director to Sign the Agreements

Ms. Denise Lee stated that Head Start currently has four janitorial contracts; we started with five contractors and ended with four contractors. The three year agreements include an option for contract extensions for one year. Ms. Lee stated that the companies have been very responsive.

Ms. Scherman asked if the restroom problem was resolved since the review team made their comment. Ms. Lee replied that when there are complaints from the field, the Head Start Facilities unit responds; if there is a discrepancy between the contractor and staff, facilities staff goes to the site before it opens to ensure the room has been cleaned correctly. There is a lot of follow up.

There is a janitor on call, but no on-site janitorial service.

Moved/Scherman, second/Schenirer, to approve the extension of the agreement with Custom Hi Tech Maintenance, MCH Janitorial Services, New Generation Building Services, and TEE Janitorial and Maintenance for janitorial services for an additional year, ending on June 30, 2016, and authorize the Executive Director to negotiate and sign the agreements.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Warren)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant

1. Approval of the 2016-2017 Community Services Block Grant Community Action Plan

Ms. Julie Davis- Jaffe stated that the Community Action Plan(CAP) is brought forward from the Community Action Board. Mr. Victor Bonnano stated that the plan is developed every two years to ensure SETA adheres to state mandates. This also provides for projections of the families that will be served over the next few years. The main purpose is to research and analyze poverty in the community. It helps to identify target groups and target areas where the CSBG funds are to be utilized. The CAP provides for funding 40% Safety Net, 40% Family Self Sufficiency, and 20% Youth and Senior Support.

Ms. Davis-Jaffe stated that the Community Action Board approved the Community Action Plan with the following language: "to approve the Community Action Plan with the added language to serve the African American children ages 10-17 years old in the areas where more crime & poverty is shown in high numbers, and to introduce a broader range of services including continued homeless, working poverty families, and senior services in a broader range of services, including some evening services."

The CAB had a second vote to discuss the percentage breakdown of the funds available. The current breakdown is 40% to Safety Net Services and 60% to Self-Sufficiency; they talked about changing the funding split 50/50. This issue is being sent to the Governing board for direction.

Ms. Kossick spoke of the vote held at the recent CAB board meeting. There was an alternative decision to bring the change more gradually from 60/40 to 50/50. This issue will be revisited two years from now. The Request for Proposals will specify certain amounts of money that will be available in certain areas.

Mr. Kennedy thought adjustments will need to be made but the safety net is still important. Staff has done a great job of making the analysis.

Speakers before the Board:

Rene John, Folsom Community Partnership: have taken a creative approach in the funding because they receive both funds. What people really need to get out of poverty is really not available. It's not enough to move them into a job or to get a job. They try to set aside some of their funds to help with employment support. It is crisis work that they're doing and it is a Band-Aid to what is needed.

Lynda Williams, Policy Council: Spoke of the continued need for this support in the community and shared her own experiences.

Moved/Scherman, second/Kennedy, to approve the 2016-2017 Community Services Block Grant Community Action Plan, .

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Warren)

One Stop Services

2. Concurrence with the Sacramento Works, Inc. Board to Approve the Workforce Innovation and Opportunity Act, Sacramento Works, Inc., Resource Allocation Plan for 2015-2016

Mr. Roy Kim reviewed this concurrence item. There was a slight reduction of \$280,000 in our adult/dislocated worker funds. There were some changes included with the recent legislation interpretation and some significant programmatic changes are expected.

Moved/Schenirer, second/Kennedy, to concur with the Sacramento Works, Inc. board to approve the Resource Allocation Plan for 2015-16.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Warren)

4. Approval of Funding Extension Recommendations for the Workforce Investment Act/Workforce Innovation and Opportunity Act Adult/Dislocated Worker and CalWORKs Programs, PY2015-2016

Mr. Roy Kim reviewed the funding recommended. The original procurement was

done in 2013 and as we transition to the new legislation, the Agency will go forward with a new procurement process. In addition to the allocation decrease, there was a significant decrease in National Emergency Grant funds that has an impact on this budget. Staff will continue to work toward maximizing the CalWORKs funds we get from the county.

This board item sets aside \$700,000 for individual training scholarships. As the funding procurement becomes clearer over the year, staff will return with recommended funding augmentations. Staff recommends the extension of all service providers.

Ms. Michelle O'Camb was recognized for the preparation of this item.

Moved/Scherman, second/Kennedy, to concur with the Sacramento Works, Inc. Board to approve the funding recommendation extensions for the WIA/WIOA Title I, Youth Program, PY 2015-2016.

In addition, approve with the stipulation that all funding recommendations are contingent upon satisfactory year-end program performance reviews. Subgrantees that do not meet performance goals and benchmarks will be evaluated in Fall 2015 and funds may be deobligated.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Warren)

3. Concurrence with the Sacramento Works, Inc. Board to Approve Funding Extension Recommendations for the Workforce Investment Act (WIA)/Workforce Innovation and Opportunity Act (WIOA), Title I, Youth Program, for Program Year 2015-2016

Ms. Terri Carpenter reviewed this item. Staff does a "deep dive" of the evaluation of services and conducted a thorough review over the past year.

Mr. Nottoli asked why the goals are so low and Ms. Carpenter replied that the state sets the goals and the economy is also taken into consideration. The rates are set by the Youth Council and they will probably be increasing the rates moving forward.

Ms. Carpenter stated that the state negotiates the goals with the feds and these goals are passed down to the Local Workforce Investment Area. As mentioned in the last meeting, our goals are much higher internally. There are goals but there will also be a 'stretch' goal that is not necessarily included in the state documents.

Staff will be working over the next year to implement WIOA by July 2016 which will include a 75% target of funds to serve out of school youth. One of the new program elements includes financial literacy. There is a large emphasis on work experience.

Ms. Carpenter reviewed the Youth Council funding recommendations. This recommendation is subject to the service providers meeting their goals. The recommendations were reviewed by the Youth Council and the Sacramento Works Board.

Moved/Kennedy/Schenirer, to approve the following:

Sacramento Works Training Centers (SWTCs) Extensions –

Approve funding recommendations in the amount of \$2,679,256 for the Workforce Investment Act/Workforce Innovation and Opportunity Act SWTCs as listed on the attached charts with the following stipulation:

- The provision of Work Preparedness and Functional Training services is contingent upon required course and State ETPL approvals, as well as the required credentialing of staff.
- PY 2015-16 funding will be subject to satisfactory year-end program performance. Providers that do not meet year-end performance goals and benchmarks may face a reduction in funding.

On-the-Job Training/Subsidized Employment (OJT/SE) Extensions -

Approve the OJT/SE staff funding extension recommendations in the amount of \$3,883,913 as reflected in the attached chart with the following stipulations:

- Provider operating costs must not exceed the amount authorized by the County Department of Human Assistance.
- PY 2015-16 funding will be subject to satisfactory year-end program performance. Providers that do not meet year-end performance goals and benchmarks may face a reduction in funding.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Warren)

5. Approval of One-Stop Share of Cost Agreement with the County Department of Human Assistance, PY 2014-2015, Extend Subgrant Agreements with the Department of Human Assistance and the South County Services, and Authorize the Executive Director to Sign the Agreement and any Required Documents Pertaining to the Agreement

Mr. Roy Kim reviewed the funding this item. SETA has worked with the Department of Human Assistance since 2003 and staff seeks approval of the current year's agreement.

Moved/Scherman, second/Kennedy, to approve the One Stop Share of Cost agreement for \$4,000,000 with the Department of Human Assistance and authorize SETA's Executive Director to negotiate and execute the agreement. Extend the Subgrant Agreement with the Department of Human Assistance for PY2015-16 in the amount of \$354,810 to continue the provision of employment and self-sufficiency services to Mather Community Campus residents, extend the Subgrant Agreement with the South County Services for PY2015-16 in the amount of \$119,314 to continue the provision of safety-net services in South Sacramento County.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Warren)

C. CHILDREN AND FAMILY SERVICES: None.

IV. Information Items

- A. Community Services & Development Fiscal Monitoring Review Report: No comments.
- B. Fiscal Monitoring Reports: No comments.
- C. Employer Success Stories and Activity Report: No comments.
- D. Dislocated Worker Update: Mr. William Walker stated that staff is working with Bank of America on their dislocations.
- E. Unemployment Update/Press Release from the Employment Development Department: No comments.
- F. Head Start Reports: No additional report.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick reported that SETA will be participating with the City internship program by taking two youth interns; one will be assigned to fiscal, and one will work in Head Start administration. Mr. Schenirer stated that the City program has 110 kids participating. The youth participants are working in several departments, and they get stipends.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Ms. Scherman wished Ms. Kossick a Happy Birthday on Sunday, June 7.
- F. Public: No comments.

VI. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to subdivision (b) of Government Code Section 54956.9

One potential case

Mr. Thatch stated that there will be no report out of closed session.

The board adjourned to closed session at 11:21 a.m.

VII. Adjournment: The meeting was adjourned at 11:27 a.m. with no report out of closed session.

ITEM V

COMMITTEE REPORTS

➤ Executive Committee

Critique of the July 21, 2015 Parent Advisory Committee meeting.

GOOD!!!
Thank you Ms. Pam Moore for providing an informative oral report on the Child Enrichment & Parent Employment project.
Thank you Mr. Rick Mockler for your informative presentation on the Head Start Performance Standards Notice of Proposed Rulemaking (NPRM).
Thank you Mr. Kenneth Tate and Ms. Jasmine Jamison for a timely and well facilitated joint meeting.
Thank you Ms. Wendy Tanner for clerical support.
Thank you Mr. Jaime Serrano for your technical support.
Thank you Ms. Denise Lee for additional program information as it relates to NPRM.
NEEDS IMPROVEMENT
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

ITEM V – COMMITTEE REPORTS (continued)
Page 2

➤ Personnel/Bylaws Committee

➤ Social/Hospitality Committee

➤ Men's Activities Affecting Children Committee

➤ Parent Ambassador Committee

ITEM VI
OTHER REPORTS

BACKGROUND:

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

- Chair's Report
- Policy Council Report(s): Mr. Todd Woods, Ms. Sabrina Lovelady, and Ms. Amanda Self
- Head Start Deputy Director's Report: Ms. Denise Lee
- 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

Monthly Head Start Report
August 2015

SETA Operated Program

Program Support Services

Quality Assurance Monitoring Unit SETA-Operated Program HS/EHS Home Based Option was monitored in July 2015. Report is being finalized for submission. Delegate closeout letters for 2014-2015 program year were sent in July. Letters addressed the results and status on safety and supervision unannounced monitoring, safe environment self-assessment and Quality Assurance Monitoring Reviews.

Training and Technical Assistance CLASS Reliable Observer Training was offered to countywide staff on July 7-8, 2015. New CLASS Reliable Observers were added to the countywide roster. HOVRS (Home Visit Rating Scale) Training was offered to countywide home visiting staff on July 30, 2015. Planning is underway for the 2015-2016 Teaching Pyramid implementation. SETA Head Start and Delegates are part of the community-wide Teaching Pyramid collaborative in Sacramento County. A variety of training events and site visits were conducted by Program Support Services staff to Kinderworld, SETA's new partner in the EHS-CCP program.

Family Engagement

This month we welcome a new addition to our Home Based team: Debbie Wacker. Debbie is one of the new Education Coordinators, supervisory, who is in charge of our home visitors. Debbie was previously a site supervisor in our center based programs, and she comes with a wealth of information about providing quality services to the families we serve.

Site staff has been busy ramping up enrollment appointments in order to be fully enrolled in our center based and home based programs. This is probably one of the busiest times in our program. Between new enrollments and new children starting in the classrooms, early learning centers are a beehive of activity.

Enrollment and recruitment staff have also been very busy attending community events. This month we attended the SACA Fun in the Sun event, the Multi-Cultural festival for district 2, and small event in North Highlands.

Program Operations

We have been gearing up for another great school year. The Intervention Team has been working to update policies and procedures to reflect The Teaching Pyramid. With Special Education and Mental Health now being approached in an integrated manner, staff are being cross-trained and resources are being developed. This includes referral checklists to ensure teachers are implementing the necessary tools and adaptations to support children in their classes. These processes provide information for Intervention Specialists to set the stage for effective coaching (*see illustration attached*). Training schedules for the year are also being developed.





Governance

Mr. Rick Mockler, CHSA Executive Director, gave an overview of the OHS new proposed Performance Standards Rule Making at the PC/PAC Joint meeting on July 21. It was shared these are the biggest changes in the history of Head Start. The last Improving Head Start for School Readiness Act was reauthorized by Congress December 12, 2007. The proposed standards focus largely on school readiness and parent engagement activities that will most likely lead to stronger child outcomes. Mr. Mockler stated the OHS is constantly looking at quality and accountability and wants programs to plan and learn from measuring outcomes as they grow. It will take about a year (2016) for OHS provide the final Performance Standards with an anticipated implementation date of the fall of 2017. Mr. Mockler shared that one-third of the standards were completed eliminated. However, Head Start will maintain its core principals.

The most significant proposed changes in Governance are:

- The elimination of the requirement for parent center committees
- The creation of an impasse procedure
- The length of the Policy Council membership adjusted to a five year term limit, and agencies creation of data governance councils.

The deadline for grantees to provide input on the proposed changes is in 60 days. Mr. Mockler responded to parent questions and welcomed them to share comments electronically via OHS website www.regulations.gov by Tuesday, August 18. The PC/PAC Chairs, Mr. Kenneth Tate, PC Vice Chair, and Ms. Jasmine Jamison, PAC Chair, thanked Mr. Mockler for the presentation.

Ms. Denise Lee shared local data on how the new proposed OHS Performance Standards Rule Making would impact Sacramento County children and families.

Ms. Pam Moore, Workforce Development Analyst III, provided a presentation on the Child Enrichment and Parent Employment Project. Research was done by the Community Action Plan in Sacramento County; subject of concern was single mothers because of the 56% poverty rate. A new program was formed called Child Enrichment and Parent Employment Project, joined partnerships with Birth and Beyond, Waking the Village and Head Start. The twin goals of the project, is to enroll children in Early Head Start and Head Start and to keep them on a positive path and to get parents employed full time.

A series of workshops to identify parent's strengths and to improve their skills will be provided. Each participant will be assigned a job coach and will be hired by a company as a regular employee. SETA will pay salary while on the job training. Ms. Moore welcomed parents to attend the upcoming orientation (Monday, July 27) at 9 a.m. at SETA and provided her phone number for parents having additional questions. Fathers were welcomed to participate in the program. The Chairs thanked Ms. Moore for her presentation.

Elk Grove Unified School District

Closed for summer



Sacramento City Unified School District

Health and Nutrition

In the month of July, Nurse Lori coordinated the dental varnish calendar with Smile Keepers (County of Sacramento) staff for the coming year. She will have packets ready for every classroom with permission slips and information for the parents and the teachers.



Classes are filling up and the nurses are very busy writing Emergency Care Plans, collecting medications from parents, conducting hearing and vision screenings, collaborating with Nutrition Services to ensure special diets are in place before school starts and clearing files. In addition, the Nurses continue to provide nurse support to the five year-round children center classrooms that remain open during the summer.



Our Health Clerks spent the month of July preparing parent information boards with required health, nutrition and emergency postings. They also assembled first aid kits and assembled safety data sheet folders in preparation for the 2015-2016 school-year.



Mental Health/Social Services

Social workers continue to provide training in Family Development Credentialing Program.



Education

The last day of instruction for the 10 month Head Start classrooms was June 12, 2015. Six resource staff and 3 early head start teachers attended the DRDP 2015 training at SCOE.



Special Education

SCUSD Child Development program has served 162 Preschoolers with IEPs and 17 Early Head Start students with IFSPs in July.



The program has been actively enrolling students in collaboration with SCUSD's special education department and SCOE, 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 at Edward Kemble, Earl Warren, Isador Cohen, Hiram Johnson, and Ethel I Baker, are enrolling children with mild to moderate and moderate to severe special needs.



Early Head Start-Center-Based and Home-Based

Staff Orientation trainings were held for center-based and home-based staff. The Social workers trained in the following areas:



- FPA process
- Case management process
- Behavior support process
- Postpartum Depression Screening process
- Home visitation for classroom teachers
- Home Visitors Corner meeting format





Early Head Start & Home Based

Home visitors have been busy and had a successful socialization outdoors on July 17; families did sensorimotor activities, playing with different materials like play dough, paint, water, and listening to sound boxes.



At Capital City one of our toddlers did her first sign “more”, which was very exciting for the family as this is her first word.



Early Head Start Expansion

The EHS Expansion opened on July 1, 2015 with classrooms at Hiram Johnson, American Legion, and Elder Creek. Families and their children are now comfortable coming to school and enjoy their time with their teachers.



San Juan Unified School District

Education Services Update

The revision of the Preschool Staff Calendar was a main task for education over the summer, and included the addition of new resources, ongoing assessment system due dates and updated pacing guides for curricula. The new 2015 DRDP tool required new forms to be adapted and revised for the San Juan Unified agency. The Assessment Committee met once weekly in July and finalized the DRDP forms and resources necessary to begin the school year.



Disabilities Services Update

Developmental Screening began for those students enrolling in the 2015-2016 program year. The Screening Center opened its doors on June 30 and served families three days a week for the entirety of July. The center was staffed with School Community Workers, Bilingual Assistants and the Health Team, all of whom were ready to assist families with any needs or concerns and to support the screening process. Several children have enrolled with current IEPs and several more have been identified during the screening process as needing assessments. For those children, a referral form has been filled out and placed in the child’s CUM file, so the parent signature can be obtained and the form can be submitted to the Special Education Department as soon as school begins in August.



Mental Health Services Update

The Mental Health Therapist continued to lend direct support to families/children with identified mental health needs as parents begin the screening process for fall enrollment. Children with elevated ASQ-SE assessment scores will receive ongoing follow up mental health services as needed.



Health & Nutrition Services Update

Health is reviewing students’ health, nutrition, and immunization status, as well as completing and reviewing health files for the upcoming 2015-2016 school year. For returning students, the team is reviewing files to see what they will need for the start of the 2015-2016 program year. The School Nurse is completing and updating Individualized Student Health Plans for those who have health concerns. Health is screening children three days a week during the summer.



Family and Community Partnerships Update

There was no Policy Committee meeting for the month of July. Most of the Program Governance work this month surrounded the transition of this content from Janet Schwartz-Edmisten to Cathy Carpenter





and Catherine De La Torre, the Preschool Lead Teachers now in charge of this content area. The next Policy Committee meeting is scheduled for August 11, 2015.



Transition Services Update



File purging for the outgoing T-K and Kindergarten children was completed in July and the files were then placed in groups to be sent out to the corresponding elementary schools. Registration is in full swing as so many new families are transitioning into Head Start in San Juan Unified. Some class lists are already filled to capacity and many others are on their way. New families are met in the screening center by various staff members, including School Community Workers, who assist in answering questions about the program and assure parents that the whole family is supported within the Head Start framework.



Program Support/Staff Training Update



There was no training in July due to teachers being off contract. Teachers and Child Development Assistants return on August 19, at which point trainings will resume. These will focus on various content areas and updates in order to ensure that all teaching staff have the knowledge and resources to best serve their students.



Fiscal Update



All HS and EHS June Preliminary reports were submitted to SETA by the 10 of July. Final reports will be submitted for June by August 5, along with the final FY: 2014-2015 HS/EHS Fiscal and In-kind Report to be submitted at the end of August.



During the month of July, accounting staff attended a weeklong conference given by WIPFLI that dealt with the new Uniform Guidance, which became effective for federal funds under the FY: 2016 federal funding levels. These new rules and regulations will begin for San Juan Unified School District on August 1, 2015 for the HS and EHS Contract, and July 1 for the State CCTR and CSPP Contracts.



The accounting staff is in the process of closing FY 2014-2015, and doing the required 45 Day Budget Revisions that are due in the middle of August. All revenue changes or corrections need to be adjusted to actual contracts and grants during this time.



Early Head Start



An EHS Administrator and Lead Teacher attended the CHSA management conference held in Monterey in mid-July. Topics addressed included implementation of school readiness goals and safe environment considerations.



Center Based programs operated full time at Encina EHS, Fair Oaks Annex, and San Juan EHS. Home Based programs were also in operation in July. Roxanne Aurelio replaced Mary Jo Luscombe in the Home Based program. The Infant Toddler School Community Worker organized several library days for families and provided trainings on cribs donated from a community organization. Whole Foods donated a gift card for a special socialization day picnic for Marvin Marshall and General Davie families, which was held on Friday, July 24 at Seely Park.



New parent calendars were created for families that included parent handbook information in an easily accessible format. EHS staff created reflective practice-based staff calendars for the next school year that will be introduced during the kick-off training on August 11 and 12.





Twin Rivers Unified School District

Closed for summer



WCIC

Enrollment Update

WCIC/Playmate Head Start Program has 60 children returning from the 2014-2015 Program Year.

During the month of July 2015, WCIC/Playmate Head Start Program's staff worked on recruitment of an additional 60 children in order to meet 100% of funded enrollment @ 120 slots:

- Made Phone Calls.
- Passed out Recruitment /Enrollment Fliers.
- Posted Fliers on Oak Park Community Center's Bulletin Boards.
- Made Home Visits.



Classroom Reorganization

ECERS-R Summary Report recommendations included the revision of the classroom schedules in order to allow frequent times for handwashing.

1. Ordered more classroom furnishings/supplies in order to increase the quality of the classrooms environment.
2. Ordered more Disability Supplies for all classrooms.
3. Ordered more Disability Books to increase more awareness of Disabilities and Literacy.



Safe Environment Indoors and Outdoors Update

1. City of Sacramento's Maintenance Staff installed Velcro to eliminate and prevent safety issues with computers hanging cords.
2. City of Sacramento's Maintenance Staff installed new Outlet Covers to prevent safety issues throughout the facility.
3. WCIC/Playmate Head Start Program's Staff Members continue daily reviews of the Head Start and Administration Facilities for Safety Concerns:
 - Daily Safety Checks Indoors and Outdoors.
 - Playground Equipment Checked for Cleanliness and Safety.
 - Ongoing Parking Lot and Pedestrian Safety.



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

ACF-PI-HS-15-01 Notice of Proposed Rule Making: Head Start Program Performance Standards

ACF-IM-HS-15-03 Policy and Program Guidance for the Early Head Start-Child Care Partnerships (EHS-CCP)



Strategic Plan 2015-2018

Year 1 of 3

Over the next three years, how will SETA's Children and Family Services engage its stakeholders, partners and community to be a premier agency for employment and enrollment by providing and sustaining creative, high quality services?

Strategy 1: By supporting staff with change and technology through COACHING AND TRAINING.

SMART Goals:

Provide positive coaching ► *Develop and implement a fully functional coaching template by: training staff on the TLC model; using GoPro cameras for coaching; creating a group email and core group forum to check in on process*

Support staff with technology ► *Ensuring all staff has access to a computer at all locations (sites, dept, and home base) by: surveying staff needs, taking inventory of current unassigned systems; confirming wireless options; and deploying new/unassigned computers for staff use.*

Strategy 2: By enhancing CUSTOMER SERVICE to strengthen relationships with parents, community, partners and staff.

SMART Goals:

Cultivate community partners ► *Broaden community connections by establishing 3 new partnerships with written MOUs by: creating an internal database; updating template MOU for staff to use; creating a policy/procedure to communicate with staff on how to formalize community partnerships; adding partners to SETA website; creating a feedback loop to evaluate customer's experiences; creating different venues for recognizing partners*

Develop internal and external customer service ► *Develop and implement a comprehensive customer service initiative by: creating a staff/parent task force; defining what SETA customer service means; creating a mystery shopper system; creating training videos/materials of exemplary customer service from staff, developing information/training materials; creating medium to deliver message; and training staff on customer service*

Empower parents beyond Head Start ► *Develop multiple pathways for parents to transition from the program by: building on current IDP process about what to expect in public school; enhancing parent meeting topic for transition in early summer; developing training for PAC/PC on getting involved in elementary school after HS*

Strategy 3: By recruiting, hiring and retaining staff through IMPROVED SYSTEMS, INFORMATION and exploring FUNDING RESOURCES.

SMART Goals:

Understand wage packages and pursuing additional resources ► *Create multiple visual tools on 3 topic areas (financial info, benefits, and resources/reimbursements) to inform employees and potential applicants by: gathering detailed information about benefits, resources, etc.; developing visuals to share information effectively; and developing webinars/videos for future viewing*

Improve recruitment, hiring and promotional processes ► *Develop four effective recruitment, interview and hiring processes by: piloting conversational interview style; expanding recruitment outreach to universities and colleges; reviewing and improving current exam processes; improving information provided to applicants regarding hiring process, benefits and work descriptions*

Develop a promotion model for specific job classifications ► *Develop a promotion model for some job classifications by: recruiting task force committee members; exploring ideas, models, obstacles and classification priorities; developing a plan; vetting the plan through appropriate channels; and piloting the plan*

Strategy 4: By MARKETING AND BRANDING to make SETA Head Start/Early Head Start a household name.

SMART Goals:

Develop marketing and branding materials ► *Increase program recognition by: creating multi-media tools to use on TV, radio and the website; creating family/parent/child success videos; creating a catchy jingle/phrase to instill name recognition/branding; wrapping agency vehicles in student dictations/art work and new catch phrase; identifying new advertisement outlets to attract new enrollment; developing a staff/parent speakers bureau to send out to community events; creating a culture of everyone being a walking advertisement/testimony for SETA; coordinating outreach/advertisements with current and new developed partnerships*

If successful in three years, SETA will...

Have well-paid, effective, enthusiastic and knowledgeable staff

Have streamlined, effective recruiting and hiring processes for internal and external candidates

Be a household name with waiting lists for enrollment and staff positions

Have sustainable, effective coaching for a quality workforce

Have improved programs through staff access to and use of technology

Have high quality internal and external customer service

Have strong community collaborations that strengthen program services

Have successful and self-sufficient parents

SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 07/31/2015						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Bannon Creek	1200A	16	10	6	4	20
Bannon Creek	1200B	10	6	4	10	20
Bannon Creek	1200C	15	13	2	5	20
Bannon Creek	1200D	16	10	6	7	23
Crossroad Gardens	1242A	20	10	10	2	22
Crossroad Gardens	1242B	20	10	10	2	22
Crossroad Gardens	1242R	23	17	6	1	24
Crossroad Gardens	1242X	22	17	5	4	26
Elkhorn	1255A	20	17	3	3	23
Elkhorn	1255B	20	17	3	2	22
Elkhorn	1255C	20	18	2	3	23
Elkhorn	1255D	20	16	4	1	21
Elkhorn	1255X	22	19	3	4	26
Freedom Park	1239A	20	17	3	1	21
Freedom Park	1239B	20	15	5	3	23
Freedom Park	1239C	20	15	5	2	22
Freedom Park	1239D	20	10	10	1	21
Freedom Park	1239R	22	15	7	3	25
Freedom Park	1239X	22	14	8	1	23
Fruitridge	1216A	16	12	4	2	18
Fruitridge	1216B	15	11	4	4	19
Fruitridge	1216C	13	9	4	3	16
Fruitridge	1216D	17	7	10	4	21
Galt	1234A	20	16	4	5	25
Galt	1234B	20	13	7	3	23
Galt	1234C	17	9	8	5	22
Galt	1234D	18	14	4	4	22
Galt	1234E	20	11	9	8	28
Galt	1234F	17	9	8	6	23
Hillsdale	1228A	20	17	3	1	21
Hillsdale	1228B	15	10	5	6	21
Hillsdale	1228C	14	11	3	2	16
Hillsdale	1228D	15	10	5	5	20
Hillsdale	1228R	22	16	6	1	23
Hillsdale	1228X	21	17	4	2	23
Hopkins Park	1253A	20	11	9	2	22
Hopkins Park	1253B	20	13	7	3	23
Hopkins Park	1253C	15	6	9	4	19
Hopkins Park	1253D	20	11	9	1	21
Job Corp	1237X	21	13	8	4	25

La Verne Sterwart	1219A	20	11	9	0	20
La Verne Sterwart	1219B	20	9	11	3	23
Mather	1223A	19	11	8	3	22
Mather	1223B	14	7	7	3	17
Mather	1223C	16	9	7	4	20
Mather	1223D	20	11	9	3	23
Mather	1223X	21	16	5	3	24
Nedra Court	1244A	15	8	7	6	21
Nedra Court	1244B	14	7	7	3	17
Nedra Court	1244C	13	9	4	8	21
Norma Johnson	1214A	19	14	5	4	23
Norma Johnson	1214B	14	5	9	7	21
Norma Johnson	1214X	19	17	2	7	26
North Avenue	1256A	16	11	5	0	16
North Avenue	1256B	20	16	4	1	21
North Avenue	1256C	12	4	8	2	14
North Avenue	1256D	15	11	4	4	19
North Avenue	1256X	15	13	2	4	19
Northview	1224A	18	5	13	1	19
Northview	1224B	18	14	4	3	21
Northview	1224C	14	8	6	7	21
Northview	1224D	19	10	9	0	19
Northview	1224X	21	13	8	4	25
Phoenix Park	1248A	18	11	7	7	25
Phoenix Park	1248B	11	5	6	10	21
Phoenix Park	1248X	20	12	8	4	24
Sharon Neese	1249R	21	14	7	5	26
Sharon Neese	1249X	22	14	8	7	29
Solid Foundation	1254A	13	8	5	7	20
Solid Foundation	1254B	12	8	4	6	18
Solid Foundation	1254C	12	11	1	8	20
Solid Foundation	1254D	16	9	7	4	20
Strizek Park	1225A	15	10	5	7	22
Strizek Park	1225B	20	14	6	5	25
Alder Grove Infant/Toddler Center	1212M	6	5	1	2	8
Alder Grove Infant/Toddler Center	1212U	7	3	4	2	9
Crossroad Gardens	1242U	8	8	0	0	8
Elkhorn	1255M	7	6	1	1	8
Elkhorn	1255U	8	4	4	0	8
Job Corp	1237M	7	4	3	0	7
Job Corp	1237U	6	5	1	3	9
Marina Vista ELC	1246U	1	1	0	0	1
Mather	1223U	4	4	0	1	5
Norma Johnson	1214U	8	7	1	2	10
Northview	1224U	8	6	2	0	8

Phoenix Park	1248U	8	5	3	1	9
Sharon Neese	1249M	8	3	5	1	9
Sharon Neese	1249U	8	5	3	2	10
TOTALS for Head Start		1410	933	477	299	1709
HS Totals	1316					
Drops w/in 30	284					
P/S Home Base	121					
Total	1721					
EHS Totals	94					
Drops w/in 30	15					
EHS Home Base	145					
River Oaks	56					
SCOE	37					
Total	347					
GRAND TOTAL	2068					

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2014 to 2015

Period: July 2015

Full Day Classes						
			Present Only		Present/Excused	
Center Name	Funded Enrollment	Total Days	ADA	% ADA	ADA	%ADA
Crossroad Gardens	44	22	33	75%	44	100%
Elkhorn	22	22	19	86%	21	95%
Freedom Park	44	22	31	70%	38	86%
Hillsdale	44	22	28	64%	37	84%
Job Corp	22	22	12	55%	19	86%
Mather	22	22	12	55%	17	77%
Norma Johnson	22	22	16	73%	19	86%
North Avenue	22	22	13	59%	16	73%
Northview	22	22	16	73%	22	100%
Phoenix Park	22	22	13	59%	20	91%
Sharon Neese	44	22	31	70%	41	93%

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2014 to 2015

Period: July 2015

Part Day Classes						
			Present Only		Present/Excused	
Center Name	Funded Enrollment	Total Days	ADA	% ADA	ADA	%ADA
Bannon Creek	80	21	56	70%	71	89%
Crossroad Gardens	20	21	23	115%	33	165%
Elkhorn	80	21	58	73%	71	89%
Freedom Park	80	21	56	70%	68	85%
Fruitridge	80	21	41	51%	54	68%
Galt	120	21	79	66%	111	93%
Hillsdale	80	21	43	54%	61	76%
Hopkins Park	80	21	46	57%	70	88%
La Verne Sterwart	40	21	29	73%	38	95%
Mather	80	21	38	48%	53	66%
Nedra Court	60	21	33	55%	49	82%
Norma Johnson	40	22	25	63%	33	83%
North Avenue	80	21	45	56%	60	75%
Northview	80	21	45	56%	70	88%
Phoenix Park	40	21	19	48%	29	73%
Solid Foundation	80	21	38	48%	62	78%
Strizek Park	40	21	26	65%	35	88%

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2014 to 2015

Period: July 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	22	9	56%	14	88%
Crossroad Gardens	8	22	6	75%	8	100%
Elkhorn	16	22	12	75%	15	94%
Job Corp	16	22	8	50%	13	81%
Marina Vista ELC	8	1	1	13%	1	13%
Mather	8	22	4	50%	6	75%
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	12	75%	16	100%

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(July 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)	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)	247 (12 %)	84 (24%)
County (4857)* (653)**	592 (12%)	128 (19.2%)

*AFE = Annual Funded Enrollment

**% AFE = Percentage of Annual Funded Enrollment



SETA Head Start Food Service Operations Monthly Report *July 2015

July 6th - Food Service Parent Intern Starts.

July 16th - Job Corps closed the afternoon classes due to a water line break.

June 29th to July 30th - SCOC Summer Program.
Marina Vista classes held at Alder Grove due to construction.

Meetings & Trainings:

None

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
33,790	20,992	22,286	800

Total Amount of Meals and Snacks Prepared 77,868

Purchases:

Food	\$66,858.80
Non - Food	\$13,332.75

Building Maintenance and Repair: \$305.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$2,383.19

Vehicle Gas / Fuel: \$1,632.85
 Normal Delivery Days 22

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: