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*THOUGHT OF THE DAY: "If everyone is moving forward together, then success takes care of itself."*

- Henry Ford

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

**DATE:** Tuesday, September 15, 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).

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**DISTRIBUTION DATE: THURSDAY, SEPTEMBER 10, 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
- \_\_\_ **Terri McMillin, 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**

___ 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
___ Vacant, Kennedy Estates Head Start	___ 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														
<b>Vanessa Diego Seated 11/18</b>	BC	X	X		U		X	X	X	X	X	X			
Vacant Seated	CR														
<b>Amanda Self Seated 11/18</b>	EHS/HB	X	X		X		X	X	E	X	X	X			
Vacant	EHS/HB														
<b>Deanna Yee Seated 11/18</b>	EL	X	X		X		X	X	E	X	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														
Vacant	LVS														
Vacant Seated	MCBB														
Vacant Seated	MV														
Vacant Seated	M														
Seated Seated	NA														
Vacant Seated	NC														
<b>Sabrina Lovelady reseated 12/16</b>	NJ	X	X		X		U	X	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
Terri McMillin Seated 8/18	SN											X			
Todd Woods reseated 12/16	SP	X	X		E		X	X	X	X	AP	X			
Vacant Seated	V														
Rafaela Casillas Seated 11/18	WG	X	X		U		X	X	X	X	X	X			
Vacant	FPR														
Calvin Sheppard Seated 4/28	MAACC							X	X	X	X	X			
Jasmine Jamison Seated 11/18	OGC	X	X		E		X	X	X	X	X	X			
Kenneth Tate Seated 11/18	PPR	X	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**

<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 AUGUST 18, 2015 PAC MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the August 18, 2015 PAC meeting.

RECOMMENDATION:

Approve the minutes of the August 18, 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, August 18, 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. Ms. Sabrina Lovelady called the roll; a quorum was established.

**Members Present:**

Vanessa Diego  
Kenneth Tate  
Rafaela Casillas  
Jasmine Jamison  
Todd Woods  
Sabrina Lovelady  
Calvin Sheppard  
Amanda Self  
Deanna Yee

**New Member to be Seated:**

Ms. Terri McMillin, Sharon Neese Early Learning Center, was seated.

**II. Consent Item**

**A. Approval of the Minutes of the July 21, 2015 Regular Meeting**

Minutes were reviewed; no questions or corrections.

Moved/Lovelady, second/Diego, to approve the minutes of the July 21, 2015 meeting.

Show of hands vote:

Aye: 9 (Casillas, Diego, Lovelady, McMillin, Self, Sheppard, Tate, Woods, Yee)

Nay: 0

Abstentions: 1 (Jamison)

**III. Action Item: None.**

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

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

- PC/PAC Calendar of Events: Ms. Jamison reviewed the calendar of events. There is an additional Social/Hospitality Committee meeting scheduled in September. Mr. Tate reported that the September 4 Parent Ambassadors meeting has been canceled.
- Parent/Staff Recognitions: New Parent Interns were introduced: Shalita Calhoun and Tamora Smith. Ms. Denise Lee stated that this is the first year launching the parent intern program in years. It was decided to create a parent intern opportunity in five different departments: Data entry, secretary/data entry, health, and facilities. This program is being done in cooperation with the Workforce Development Department. The parent interns will receive job search information to assist them in securing employment after their 600 hours are up.

Ms. Shalita Calhoun stated that she is a former PAC member and now works as a data entry clerk. She loves coming to work every day. It is a great experience and she really enjoys being here.

Ms. Tamora Smith is a parent from Alder Grove. She works very closely with Ms. Desha doing filing and parent reimbursements. Ms. Smith really enjoys all of the experiences she has had so far.

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. Denise Lee stated that Ms. D'et Patterson Saurbourne is absent since she is on her honeymoon; Ms. Lee extended congratulations. Ms. Lee reviewed the fiscal report. The goal is to spend 100% of the grant; all expenses must be encumbered by July 31 but there is a very small amount being sent back. The delegates are in the process of closing out their fiscal report. Staff expects that there will be a small amount coming back from Elk Grove.
- Toastmasters Training: Mr. Kenneth Tate attended the last toastmasters training; newest speaker was Ms. Terri McMillin. The speeches were very good. The next meeting is September 11.
- Child Care Center Food Menu: No questions.
- Community Resources – Parents/Staff: Ms. Jamison reviewed the Fairytale Town event scheduled for September 26-27. This is a free event for all attendees. Ms. Amanda Self stated that she has attended this event every year and it is an outstanding event.

##### **B. Governing Board Minutes: No questions.**

#### **V. Committee Reports**

- Executive Committee Meeting Critique: Ms. Sabrina Lovelady reviewed the critique.

- Budget/Planning Committee: No report.
- Personnel/Bylaws Committee: Mr. Tate reported that this is a very busy subcommittee; if you are not a part of this committee, you are missing out. At the last bylaws meeting, members reviewed modifications to wording of the bylaws. Mr. Tate encouraged all board members to attend upcoming bylaws committees.
- Social/Hospitality Committee: Ms. Lovelady reported that the End-of-Year Appreciation Event is scheduled for October 14 at Shriner's Hospital for Children. Ms. Lovelady reviewed details of the upcoming event.
- Men's Activities Affecting Children Committee (MAACC): Mr. Woods stated that a new flyer was developed but it is not yet ready.
- Parent Ambassador Committee: Mr. Tate reported that the committee members are in the process of recruitment. At the last meeting, attendees discussed some old business and had report out of members attending other events. One event was at Safetyville and another at Susan B. Gaines; both had good turnouts. There are a few events coming up including Rio Linda Country Fair. He is pleased that there are a good number of members volunteering to go out to events to make Head Start known. The next meeting is September 11 and all members are encouraged to attend.

## **VI. Other Reports**

- Chair's Report: Ms. Jamison stated that Ms. Hawkins is asking for parent volunteers for dates in August to copy PC/PAC Community Representative recruitment documents for center mail boxes. The volunteers can come and do the work on their own time. Additionally, parents will be needed on August 20 for the oral exam for Site Supervisor interviews. Ms. Sabrina Lovelady expressed interest in serving on the panel.
- Policy Council Report: No additional report.
- Head Start Deputy Director's Report: Ms. Denise Lee reviewed the strategic plan for 2015-2018. From now on, there will be five-year goals and objectives. Staff will look at a community assessment to determine what is best for the program. We will continue to focus generally on school readiness, health, and social services/mental stability. We also have to look within ourselves to see how we can build the strongest organization. Staff get together annually to do strategic planning. We want to make sure that parents look to Head Start for child care/preschool training for their children.

Over the next three years, SETA/Head Start will engage stakeholders, partners, and the community to be a premier agency for employment and enrollment by providing and sustaining creative high quality services by:

- 1) Support staff with change and technology through coaching and training.
- 2) Enhance customer service to strengthen relationships with parents, community, partners, and staff
- 3) Recruit/hire and retaining staff through improved systems, information, and exploring funding resources. Management is looking at how hard it is for employees to get on an eligibility list.

- 4) By marketing and branding to make Head Start a household name is out in the community.

Ms. Lee reported that the Agency received funding for eight months of a five year grant of EHS partnership; an application must be submitted for the remainder of the funds. The Policy Council will take action to amend the budget and request a drawdown of the funds. Initially Kinder World and National Human Development Foundation were partners, now, only Kinder World is a partner. There are eight slots that need to be placed. The application is moving forward and staff is moving forward seeking a provider for the eight slots.

➤ Head Start Managers' Reports

- ✓ Program Support Services Report: Ms. Brenda Campos and her staff are working to train Kinder World personnel for the EHS Partnership program. Staff are working to get the classrooms set up and it is anticipated that there will be full enrollment by the end of August. KinderWorld staff have gone through several trainings. Staff has done prevention and early intervention screening identifying children with potential health issues. In a future PAC meeting, the KinderWorld director will be invited to attend and there may be a KinderWorld representative on the PAC.

Senate Bill 277, regarding the vaccination issue, was introduced and passed. This bill eliminates the exemption based on personal beliefs; a parent can no longer state that they will not vaccinate children based on personal beliefs. This is only for a classroom based environment. There has to be a letter in the child's file by January 1, 2016. Right now, if a family is enrolled and they choose not to vaccinate their child, they will be allowed to enter Head Start; after 1/2016, that will not be allowed. Ms. Campos stated that Head Start's vaccination rate is 97-89% of the children.

Next year, the Agency will take on the Shine Project. Gardens will be planted at four selected centers: Phoenix Park, Freedom Park, Solid Foundation and Strizek Park. Ms. Self inquired what if a different center is interested in participating and Ms. Campos replied that there was funding for only four center.

Ms. Campos announced that she has decided to retire after 31 years at SETA. Her passion over the years has been to ensure the health and safety of children in the program. Ms. Campos thanked the board for their support over the years.

Mr. Tate asked whether the letter requesting exemption from vaccination follows the child and Ms. Campos replied that the letter is only good for Head Start. This applies to any child care center statewide.

- ✓ Parent/Family and Community Engagement Committee: No report.
- ✓ Child Development & Education Services Report: Ms. Karen Gonzales spoke of modified assessment tools. SETA staff is still utilizing the state development

desired profile but it has been revised recently. The state has taken three tools and put it into one assessment tools. All staff were trained last week on the new assessment tool so when class starts up, all teaching staff will know about the new assessment tool.

Ms. Lovelady left at 10:04 a.m.

VII. **Center Updates**: None.

VIII. **Discussion** : None.

IX. **Public Participation**: None.

X. **Adjournment**: The meeting was adjourned at 10:06 a.m.

ITEM III-A – ACTION

**TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: FIRST READING OF  
MODIFICATIONS TO THE BYLAWS OF THE SETA OPERATED HEAD  
START/EARLY HEAD START PARENT ADVISORY COMMITTEE**

BACKGROUND:

The Personnel/Bylaws Committee 2014-2015 met during the program year to review and recommend revisions to the Bylaws of the SETA Operated Head Start/Early Head Start Parent Advisory Committee.

Additions are indicated by **green italic type**, deletions are indicated by **orange strikethrough**.

RECOMMENDATION:

Open a public hearing, hear any additional testimony, and continue this item to the next Parent Advisory Committee meeting where the action of the PAC will be to close the public hearing and approve the amendments to the PAC Bylaws as attached.

NOTES:

**ACTION:** Moved \_\_\_\_\_ Seconded \_\_\_\_\_

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

**BYLAWS**

**FOR THE**

**SETA HEAD START/EARLY HEAD START**

**PARENT ADVISORY COMMITTEE**

**PAC First Reading: 9/15/15**  
**PAC Final Approval:**

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**BYLAWS  
FOR THE SETA HEAD START/EARLY HEAD START PARENT  
ADVISORY COMMITTEE**

## **Article I**

### **Name**

This committee shall be named the SETA Head Start/Early Head Start Parent Advisory Committee, hereinafter referred to as the PAC. Head Start and Early Head Start shall be referred to as HS and EHS.

### **SECTION 1: Definition of Parents**

#### **Parents**

Head Start parent means a Head Start child's mother or father, other family member who is a primary care giver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree [in accordance with the Head Start Performance Standards, 45CFR 1306.3(h)]. All future reference of parents will be defined as such.

## **Article II**

### **Purpose, Powers, and Functions**

### **SECTION 1: Purpose**

The purpose of the PAC shall be to promote the objectives of the HS/EHS Child Development Program of the SETA Grantee Operated Head Start Program (referred to as SOP), State of California, as established by the Federal Economic Opportunity Act of 1964, as amended. The purpose of the PAC shall include, but not necessarily be limited to:

- A. Serve as a link between public and private organizations, the Grantee Policy Council, and the community it serves.
- B. Have the opportunity to initiate suggestions and ideas for program improvements and to receive a report on action taken by the administering agency with regard to its recommendations.
- C. Plan, coordinate, and organize activities for parents involved in the SOP with the assistance of staff, and ensure funds that are set aside from program budgets are used to support parent activities.

- D. Assist in communicating with parents and encourage their participation in the SOP to ensure that they understand their rights, responsibilities and opportunities in HS and EHS.
- E. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- F. Administer the Parent Activity funds for the SOP.

## **SECTION 2: Powers, Duties, and Functions**

The PAC shall exercise all such powers, duties, and functions as granted to it, by the Policy Council.

- A. Individual members, shall not engage in any activities or assume any such powers, duties or functions that are contrary to or in conflict with state and federal law or applicable administrative regulations specifically including, but not limited to, the guidelines, regulations, or policies established by the Federal Department of Health and Human Services (DHHS), and the Administration for Children, and Families (ACF), SETA and the goals and objectives of the HS/EHS Program.
- B. The functions of the PAC, in partnership with staff and all other persons responsible, are as follows:
  - 1. Development and operation of all program content areas, including curriculum in the SOP.
  - 2. Assisting in carrying out SOP classroom activities.
  - 3. Planning, conducting, and participating in all programs and activities for SOP parents and staff.
  - 4. Participating in recruitment and screening of SOP employees (this function is contingent upon annual delegation from the Policy Council).
  - 5. Planning, developing, and ratifying the SOP Budget prior to final approval by the Policy Council (in reference to the Policy Council Bylaws).
  - 6. PAC reimbursements for reasonable expenses incurred by members conducting PAC business

## **Article III**

### **Membership**

#### **SECTION 1: Election of Members**

As outlined in Article III, Section 2, the PAC shall consist of elected voting representatives from SOP HS/EHS Early Learning center classrooms, SOP Home Base, EHS/Home Base Options, and Community Representatives (Past Parents, Grandparent, Foster Parent), elected by the PAC. The Outgoing PAC Chair shall have a reserved seat.

The Male Involvement Representative shall be elected by the SOP Men's Activities Affecting Children Committee (MAACC).

## **SECTION 2: Members**

The membership of the PAC shall consist of:

### **A. SOP Parent Representatives**

Parent Representatives must be a parent of a child/children currently enrolled in the **SOP** Head Start program.

1. One (1) voting Representative elected per HS/EHS SOP center.
2. Two (2) voting Representatives elected from the SOP Home Base Program.
3. One (1) voting Representative elected from the SOP EHS/Home Base Program.

### **B. Partner Representatives**

4. *One (1) voting Representative elected from EHS Partnership (River Oak)*
5. *One (1) voting Representative elected from EHS Partnership (SCOE)*
6. *One (1) voting Representative elected per EHS Child Care Partnership Provider (non-delegate agency)*

### **~~B.~~ C. Community Representatives**

Additional PAC members will include:

1. Two (2) voting Community Representatives referred to as Past Parent Representatives shall be elected by the outgoing PAC. Representative may be elected by the current PAC if the outgoing PAC has been dissolved. The Past Parent elected to the PAC may not have a child/children currently enrolled in the HS/EHS program. Community members desiring to be reappointed must reapply for membership on a yearly basis. There will be two Alternates for Past Parents.
2. One (1) voting seat shall be specifically reserved for the Outgoing Chair, if not termed out. The Outgoing Chair reserves the right to relinquish this seat. The position may not be filled by any other party.

3. One (1) voting Male Involvement Representative (MIR) shall be elected by the SETA Operated Program Representative from Men's Activities Affecting Children Committee (MAACC) to sit on the committee. The Representative must be elected from the SOP MIRs or their Alternates based upon a recommendation from the SOP MIRs. This Representative may or may not be a current parent.
4. One (1) voting Foster Parent Representative selected by the outgoing PAC. Representative may be elected by the current PAC if the outgoing PAC has been dissolved. The Foster Parents elected to the PAC must have a child/children currently or previously enrolled in the **SOP** HS/EHS Program. A Foster Parent desiring to be reappointed must reapply for membership on a yearly basis. There will be one Alternate for the Foster Parent Representative position
5. One (1) voting Grandparent Representative elected by the Outgoing PAC. Representative may be elected by the current PAC if the outgoing PAC has been dissolved. The Grandparent elected to the PAC must have a child/children currently or previously enrolled in the SOP HS/EHS program. A Grandparent desiring to be reappointed must reapply for membership on a yearly basis. There will be one Alternate for the Grandparent Representative position.

### **SECTION 3: Policy Council Members**

Six (6) SOP PAC Representatives and six (6) Alternates shall be elected to the Policy Council. Representatives must be a parent of a child/children currently enrolled in the **SOP** Head Start program. *Partner Representatives are not eligible to hold an SOP PAC Representative seat on the PC.*

### **SECTION 4: Alternates**

Each SETA HS/EHS center holding membership on the PAC shall have a minimum of one Alternate. The Alternate(s) shall be elected in the same manner as the center Representative.

- A. Upon recognition of his or her status by the PAC Chair, an Alternate may be seated as a voting member of the PAC during the temporary absence of the elected Representative for whom he or she serves as an Alternate. However, an Alternate may not hold an office.
  1. *A Representative missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings (regular/special, excused or unexcused) will automatically be removed and replaced by the Alternate.*
  2. *The Alternate who attends meetings on behalf of an absent Representative will be recorded as Alternate Present (AP). An Alternate's AP attendance will not count as "present" for the Representative.*

- ~~4.~~ **3.** In the event an Alternate does not cast a vote during the ~~Program~~ ~~Year~~ **program year**, Alternate will not have served as a PAC Representative and term is not counted.
- B. Alternates are encouraged to attend meetings of the PAC on the same regular basis as members. However, the Alternate will not receive a reimbursement if the Alternate is not replacing the Representative.
- C. Should the Representative member be unable to fulfill their term of office, the first Alternate shall automatically serve in that capacity with all rights and privileges.
- D. Alternates are excluded from attending the following conferences: The National Head Start Association (NHSA) Parent Training Conference, the Region IX Head Start Association Annual Conference/Training, and the California Head Start Association (CHSA) Conference.

## **SECTION 5: Other Provisions**

- A. By a two-thirds (2/3) vote of members present and voting, the PAC may establish and select additional voting members who shall serve as community members of the PAC.
- B. At least 51% of the voting membership of the PAC shall consist of parents whose children are currently enrolled in the program.
- C. Additional members may be added to ensure all program center options are proportionally represented on the PAC.
- D. No SETA HS/EHS or Delegate Agency staff (or member of their immediate families) shall serve on the PAC except parents who occasionally substitute for regular HS or EHS staff. Occasional subbing is defined as once a week and/or not to exceed four (4) consecutive days in a month.
- E. Members holding a seat (member who has not been re-elected/replaced) at the Annual PAC meeting shall not be elected to represent PAC on the PC.
- F. Members who currently have a child/children currently enrolled in the HS/EHS program shall be eligible for election to represent the PAC on PC.

## **SECTION 6: California Head Start Association (CHSA) Representative/Alternate**

If requested by CHSA, one Representative and one Alternate shall be elected by the PAC to serve as the Parent Representative to the California Head Start Association. Representative/Alternate must be a current parent. This is a two (2) year term limit.

## **SECTION 7: Term of Office**

- A. The term of each member shall be for one (1) program year, and said person may not serve more than three (3) program years. During the term of office, present members (and Alternates) shall serve in that capacity until one of the following situations occur: the Representative's voluntary termination; a new Representative from the center/program they currently represent is seated; the Representative is removed per Section 6A; or the Representative is termed out. Until such occurrence, Representatives must continue to represent the center or agency they were chosen to represent.

## **SECTION 8: Attendance**

It is each center Representative's responsibility to attend all PAC meetings and parent center meetings on a regular basis. If a member is unable to attend any PAC meeting, that member must notify: the Alternate and the Social Services/Parent Involvement (SS/PI) Coordinator, PAC Chair or the Clerk of the Boards.

- A. **Absences:**  
Any member or Alternate missing two (2) consecutive meetings without an excused absence or missing a total of three (3) meetings (regular or special) excused/unexcused will be automatically removed. An excused absence shall include but not be limited to sickness or death in the family. A member requesting an excused absence must call prior to the meeting: the Alternate, if the Alternate is known, and the SS/PI Coordinator, PAC Chair or the Clerk of the Boards.
- B. **Reinstatement:**  
The Representative or agency/group may request that a member who has been removed due to absences be reinstated in the event the Alternate declines. This request must be in writing and submitted to the Chair and SS/PI Coordinator within ten (10) calendar days. It is the final decision of the PAC Executive Committee whether any Representative shall be reinstated.
- C. **PAC Business:**  
Members conducting PAC business and not at the PAC meeting, shall be neither present nor absent, but rather identified as PAC.
- D. **Punctuality:**  
Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless approved by the Chair or SS/PI Coordinator.
- Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Boards accordingly.
- E. **Quorum:**  
For purposes of transacting the business of the PAC at any annual, regular, special, or emergency meeting, a quorum of the PAC shall be 51% of the current membership. A majority of the quorum must be current parents.

## **SECTION 9: Removal**

A PAC Representative may be removed by two-thirds (2/3) vote of all members present and voting whenever, in the judgment of the committee, the best interest would be served. Action to remove a member must be on the agenda.

# **Article IV**

## **Meetings**

### **SECTION 1: Meetings**

The PAC shall hold annual, regular, and special meetings.

#### **A. Annual Meeting**

The annual meeting of the PAC shall be held in November of each year.

#### **B. Regular Meetings**

Regular meetings of the PAC shall be held on the third Tuesday of each month at 9:00 a.m. at the Administrative Office Board Room, unless notice is otherwise provided.

#### **C. Special Meetings**

Special meetings of the PAC may be called at anytime by the SETA Governing Board, SETA PC, SETA Executive Director, Children and Family Services Deputy Director, PAC Chair, or upon petition by at least a majority of the members of the PAC.

### **SECTION 2: Meeting Notice**

Meeting notices shall include an agenda for the next meeting and PAC members shall be provided with the minutes of the preceding (annual, regular, special or emergency) meeting notification as indicated below:

#### **A. Annual and Regular Meetings**

Notice of annual and regular meeting of the PAC shall be in writing and provided to all members of the PAC and posted at least seventy-two (72) hours in advance of the meeting as required by the Ralph M. Brown Act. Staff shall endeavor to postmark such notice at least five (5) calendar days prior to the meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied.

#### **B. Special Meetings**

Members of the PAC must be notified in writing of special meetings not less than twenty four (24) hours prior to any special meeting. Staff shall endeavor to provide such notice at least seventy two (72) hours prior to any special meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied. No other business or discussion may be transacted or entertained at a special meeting of the PAC, excepting that business and/or discussion for which the special meeting was called.

C. **Emergency Meetings**

The PAC may hold emergency meetings as defined in the Ralph M. Brown Act without complying with the notice provisions of either Section 2A or Section 2B of this Article IV, provided that the PAC determines that an emergency situation as defined by the Ralph M. Brown Act exists.

D. **Committee Meetings**

Members of the PAC must be notified in writing of committee meetings. Notice of regularly scheduled meetings shall be provided in compliance with section 2A and 2B, above, shall be delivered personally, or by mail, and shall be received at least twenty-four (24) hours before the time of such meeting as specified in the notice.

Any member missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/ unexcused ~~may be~~ **will be** removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PAC business. A member requesting an excused absence must call the PAC Chair, SS/PI Coordinator or the Clerk of the Boards and request an excused absence prior to the meeting.

E. **Mailing Address**

1. Notices to all meetings of the PAC shall be in writing and delivered personally, or by mail, to the PAC members' address, as recorded in the PAC records. Representatives, Alternates, and Community members shall be personally responsible for the accuracy of mailing address.
2. Updated contact information should be submitted to the SS/PI Coordinator or Clerk of the Boards within ten (10) calendar days of change.

**SECTION 3: Meeting Reimbursement**

Each PAC member will receive reimbursement for reasonable expenses. This amount is determined by the Head Start Division according to the PAC Reimbursement Policies and Procedures.

Parents are not to bring small children to the meetings. If small children are



present, member will be reimbursed for mileage/transportation only.

- A. Members will receive reimbursement for the actual cost of child care (not to exceed \$30 in a 24-hour day, when attending conferences, workshops, trainings, orientation, Parent Leadership Institute or participation in the Agency hiring process) to be in alignment with PC/PAC Reimbursement Policies and Procedures. Additionally, mileage/transportation will be provided for attending required meetings/obligations listed below:
1. PAC (regular, annual, emergency and special meetings)
  2. Interview/screening/exam panels
  3. Standing Committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Social/Hospitality, Parent Ambassador)
  4. Office of Head Start (OHS) Monitoring Protocol Training/Review (reimbursement for training received after completion of first review – Monitoring/Evaluation Committee) and Program Self Assessment
  5. Program Area Committees
  6. Community Partnerships Advisory Committee (CPAC)
  7. Health Services Advisory Committee (HSAC)
  8. Ad Hoc (special) Committee Meetings
  9. Governing Board meetings (only applies to the Chair or an Executive Officer in the absence of the Chair)
  10. Food Services Committee
  11. Workforce Investment Board and Committee Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
- B. Member/Alternates who are a spouse or significant other will not each receive reimbursement.
- C. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if a meeting or meetings exceed four (4) hours.

#### **SECTION 4: Rules of Procedures**

- A. The PAC shall conduct all meetings, regular, annual, special, or emergency in conformance with the Ralph M. Brown Act, California Government Code, Section 54950, et. seq.
- B. Except as specifically provided herein, Roberts Rules of Order<sup>1</sup> shall govern procedures in all meetings of the PAC. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these bylaws or Roberts Rule of Order, if a special meeting is called because a regular meeting has been canceled or because a quorum is unavailable at a regular meeting, any matter properly considered at a regular meeting may be considered at the special meeting, provided that all notice, quorum and meeting requirements of this Article IV regarding special meetings have been met.

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<sup>1</sup>Robert's Rules of Order: *Simplified and Applied*, 2<sup>nd</sup> ed., Copyright 2001.

## **SECTION 5: Nominations/Elections**

PAC members or candidates must be present to be nominated or elected. However, if PAC member is absent due to PAC business, the member may be nominated or elected.

## **SECTION 6: Voting**

Each PAC member has one vote which cannot be cast by proxy. In the event of a conflict of interest, affected members shall, consistent with the California Political Reform Act, disclose the existence of the conflict and shall neither participate in the deliberations regarding, nor vote on, the matter. Actions of the PAC may be taken only by a majority vote of all the members of the PAC, provided that any abstentions shall be counted as votes with the majority of those members actually voting. If a member has not voted because of disqualification due to a conflict of interest, that fact shall be noted in the minutes, and his/her vote shall not be recorded either as an affirmative vote, a negative vote or an abstention.

# **Article V**

## **Officers**

### **SECTION 1: Officers**

The officers of the PAC shall be the Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

### **SECTION 2: Election and Term of Office**

- A. Officers of the PAC shall be elected at the next regularly scheduled meeting following the annual PAC meeting by a plurality vote of the PAC members present and voting, providing a quorum is present. Officers shall take office immediately following the election.
- B. 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.
- C. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office.

### **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.

- A. The Chair of the PAC shall preside over all meetings of the PAC and implement all policies and programs of the PAC. The Chair shall act as the official agent of the PAC in all matters relating to the PAC, and shall be the chief spokesperson and public relations officer for the PAC. The Chair shall have the power to appoint, both in and out of the PAC, any additional positions as needed with ratification of the PAC. The Chair shall represent the PAC at the National Head Start Parent Association Conference. The Chair shall be an ex-officio member of all committees and shall represent the PAC at all Governing Board meetings, but shall adhere to the provisions of Article IV, Meetings; Section 3, as it relates to reimbursement.
- 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.
- C. The Secretary shall keep a record of the current and preceding minutes at each meeting, record resolutions or motions adopted, as may be necessary to expedite the PAC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.
- D. The Treasurer shall work with staff and the PAC Secretary and keep such records, files and accounts as may be necessary to expedite PAC's business. The Treasurer shall be a member of the Social/Hospitality Committee, and the Parent Ambassador Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to Parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

### **SECTION 4: Vacancy**

In the event an officer is unable to perform his/her duties, including failure to learn and/or comply with the rules governing PAC (Bylaws, Brown Act, Robert's Rules of Order), or failure to act in the best interest of the committee; the PAC Chair shall appoint an interim officer until the officer returns to duty or is replaced at the next regularly scheduled meeting. The appointment must be made from among the membership of the PAC.

- A. In the event of a vacancy in the position of Chair, the Vice Chair becomes Chair until the next regular election in December.
- B. In the event of a vacancy in any other office, an election shall take place at the next regular, annual or special meeting of the PAC.

## **Article VI**

### **Committees**

The quorum of the PAC shall be 51% of the committee membership. Membership is determined by the selection of the PAC. A majority (51%) of the quorum must be current parents. No committee meeting shall have a majority of PAC members present without proper public notice. Reference page Article III, Membership, Section 6, Attendance, A. Absences, for Standing and Program Area Committee meeting attendance.

Any member missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/unexcused will be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PAC business. A member requesting an excused absence must call the PAC Chair, SS/PI Coordinator or Clerk of the Boards and request an excused absence prior to the meeting.

#### **SECTION 1: Standing Committees**

There is, hereby, created standing committees of the PAC. The following are standing committees: Executive, Budget/Planning, Personnel/Bylaws, Social/Hospitality, and Parent Ambassador.

A. **Executive Committee**

The Executive Committee shall be comprised of all elected officers (per Article V of these By-laws). The Executive Committee shall perform the powers, duties, and functions of the PAC in emergency situations when the PAC cannot be convened or quorum cannot be obtained and such other powers, duties, and functions, as deemed necessary, be established by the PAC. The meeting may be called by the PAC Chair, the Children and Family Services Deputy Director, the SETA Executive Director, or the SETA Governing Board. The committee shall report to the full PAC, in writing, all actions for ratification at the next meeting.

B. **Budget/Planning Committee**

Budget/Planning Committee shall be comprised of the Treasurer and other Representatives who shall be selected by the PAC promptly after each annual meeting. This Committee shall review all HS/EHS budgets and modifications for the HS/EHS funding year and submit their review to the full PAC for approval. It is recommended that all HS/EHS budget modifications and amendments be approved by the PAC prior to Policy Council approval. A monthly fiscal report

shall be provided to the full PAC on the fiscal status of the HS/EHS budget. It shall be the duty of this committee to oversee the expenditures of the PAC and to report the acquired and expended amount of money to the full PAC.

C. **Personnel/Bylaws Committee**

The Personnel/Bylaws Committee shall be comprised of the Parliamentarian and Representatives. They shall be selected by the PAC promptly after each annual meeting. It shall be the duty of this committee to deal with all personnel matters and recommend any changes in Bylaws to the full PAC.

D. **Social/Hospitality Committee**

The Social/Hospitality Committee shall be comprised of the Secretary, Treasurer and Representatives selected by the PAC promptly after each annual meeting. The primary duty of this committee shall be to report to the full PAC all social activities.

E. **Parent Ambassador Committee**

The Parent Ambassador Committee shall be composed of the Vice Chair, who shall oversee the Committee, and the Secretary, Treasurer, former parents and other members who shall be selected after each annual meeting of the PAC. Former parents who no longer serve on the PAC shall receive reimbursement for participation for one (1) program year. The duty of this committee shall be to promote all PAC trainings/events, and Head Start children activities. It shall be the sole duty of this Committee to report the expenditures of funds to the PAC monthly.

## **SECTION 2: Program Area Committees**

There is hereby created Program Area Committees of the PAC. The following are Program Areas: Early Childhood Development and Health Services, Parent, Family and Community Engagement, Monitoring and Evaluation.

- ♦ **Early Childhood Development and Health Services Committee** shall be comprised of one staff and Representatives who shall plan and review the Early Childhood Development and Health Services program content area participate in curriculum/instruction and health and safety.
- ♦ **Parent, Family and Community Engagement Committee** shall be comprised of one (1) staff and Representatives who shall plan and review the Parent, Family and Community Engagement Committee program area.
- ♦ **The Men's Activities Affecting Children Committee (MAACC)** shall be comprised of one (1) staff and Representatives who shall plan and review the Male Involvement program.
- ♦ **The Monitoring and Evaluation Committee** shall be comprised of one (1) staff and the Committee of the Whole who shall plan, review and oversee program.

- ♦ **The Food Services Committee** shall be comprised of one (1) staff and Representatives who shall plan, review and oversee program food service.

PAC Representatives shall select at least two (2) Program Area committees to serve on as described above. Special circumstances may be excused by the Chair.

### **SECTION 3: Special Committees**

When necessary to carry on the work of the PAC, other committees, such as Ad Hoc (special committees), shall be appointed by the Chair. Such committee must have a purpose and time frame for committee appointment. All elected committee meeting members attending approved special committee meetings will receive the standard reimbursement.

A report will be provided to the full PAC.

## **Article VII**

### **Reports**

#### **SECTION 1: Reports**

The following reports shall be provided to the PAC monthly. The purpose of reports is to maintain control of program quality and program accountability:

- ✓ Fiscal Reports (Budget Reports)
- ✓ Corporate Card Statement of Accounts (Credit Card Expense Report)
- ✓ USDA Meal/Snacks Report - Child and Adult Care Food Program (CACFP) Report SOP
- ✓ Program Information Summaries (Monthly Head Start Report)
- ✓ Sacramento County HS/EHS Program Enrollment Report (Enrollment Report)

## **Article VIII**

### **Bylaws Amendment**

These Bylaws may be amended by a two-thirds (2/3) vote of the membership of the PAC present and voting, providing that:

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PAC. Proposals to amend these Bylaws must originate at least four full calendar weeks prior to the final voting and acceptance

or rejection of the proposals.

- C. Written notice of the intention to amend these Bylaws be forwarded to members of the PAC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.
- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voting upon, and further, that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place except at a regular, annual or special meeting of the PAC.

*Current as of*

## 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:



# October

2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				<b>1</b>	<b>2</b> 9:30 AM Toastmaster's Meeting Shasta Room 1:00 PM Parent Ambassadors Meeting Olympus Room	<b>3</b> 10 am-3 pm Parent Ambassadors Recruitment Event Healthy Kids Day Sleep Train Area 1 Sports Drive
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b> 9:00 AM Sacramento City PC Meeting Capital City Multipurpose Room, 7220 24th Street Sacramento 95823	<b>9</b>	<b>10</b> 9 am-2 pm Parent Ambassadors Recruitment Event Health Education & Career Faire 6376 Fruitridge Rd
<b>11</b>	<b>12</b>	<b>13</b> 9:00 AM Elk Grove PC Meeting Prairie Pre-K 2 5251 Valley Hi Drive Sacramento 95823 1:00 PM PC/PAC Budget/Planning Oak Room	<b>14</b>	<b>15</b> 8:30 AM Twin Rivers USD 155 Morey Avenue Sacramento 95838 9:00 AM San Juan PC Meeting General Davie Center 1500 Dom Way Sacramento 95864	<b>16</b> <b>PC/PAC End-of-Year Appreciation</b> <b>10:30 a.m.</b> <b>Shriner's Hospital for Children</b> <b>2425 Stockton Blvd.</b> <b>1<sup>st</sup> Floor Auditorium</b> <b>Sacramento, CA 95817</b>	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b> 9:00 AM PAC Meeting SETA Board Room	<b>21</b> 5:15 PM WCIC PC Meeting 3555 3rd Avenue Sacramento 95817	<b>22</b> 9:00 AM PAC Executive Olympus Room	<b>23</b> 10 AM MAAC Meeting Olympus Room	<b>24</b>
<b>25</b>	<b>26</b>	<b>27</b> 9:00 AM PC Meeting SETA Board Room	<b>28</b>	<b>29</b> 9:00 AM PC Executive Meeting Olympus Room	<b>30</b>	<b>31</b>

## CALENDAR OF EVENTS

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<u>EVENT</u>	<u>DATE</u>
PAC Executive Committee	Thursday, September 17, 2015 9:00 a.m. Olympus Room
Men's Activities Affecting Children Committee	Friday, September 18, 2015 10:00 a.m. Board Room
PC Executive Committee	Thursday, October 1, 2015 9:00 a.m. Olympus Room
PC/PAC Social Hospitality Committee	Wednesday, October 1, 2015 10:30 a.m. Olympus Room
PC/PAC Toastmasters	Friday, October 2, 2015 11:30 a.m. Shasta Room
Parent Ambassadors Meeting	Friday, October 2, 2015 1:00 p.m. Olympus Room
PC/PAC Budget/Planning Committee	Tuesday, October 13, 2015 1:00 p.m. Oak Room
PC/PAC End-of-Year Appreciation	Wednesday, October 14, 2015 10:30 a.m. Shriner's Hospital for Children 2425 Stockton Blvd. 1 <sup>st</sup> Floor Auditorium Sacramento, CA 95817

The Head Start/Early Head Start  
**Policy Council and  
Parent Advisory Committee**

Cordially invite you to attend the 2014-2015

SETA Head Start Annual  
End-of-the-Year Parent Appreciation

**Head Start / Early Head Start  
“SOWING SEEDS TOGETHER”**

Shriner’s Hospitals for Children,  
2425 Stockton Blvd, Sacramento, CA  
Wednesday, October 14, 2015  
10:30 AM

Attire: Business Casual

**Brunch Selections**

**Continental and From the Grill**

- Fresh fruit salad, pastries/bagels/muffins,
- French toast with sausage or bacon OR
- Scrambled eggs, potatoes served with sausage or bacon.
  - Coffee, and orange juice

**Keynote Speakers:**

Mrs. Jackie Bates, DTM  
Ms. Alma Walton Hawkins

Guests (two per invitee) are responsible for their brunch fee  
(Non-refundable, advance payment required) – Cash or money order only.

**\$7.95**

Guest fees are due by

**Thursday, October 1, 2015, 12:00 noon** (no exceptions)

RSVP by Tuesday, September 22, 2015

Call Alma Hawkins at 263-0540



# September 2015

\*We Serve 1% Lowfat Milk

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 4		<p>1</p> <p>Breakfast: Whole Wheat Bagel, Pineapple Tidbits, Milk Lunch: Vegetarian Chili, Saltine Crackers, Sunomono Salad, Canned Apricots, Milk Snack: Whole Grain Cheerios Cereal, Milk</p>	<p>2</p> <p>Breakfast: Oatmeal Cereal, Banana, Milk Lunch: Cheese Enchilada with Sauce, Romaine Lettuce Salad, Orange, Milk Snack: Hummus, Vegetable Stick Melody</p>	<p>3</p> <p>Breakfast: French Toast Sticks, Canned Apricots, Milk Lunch: Turkey and Cheese Rollup, Whole Wheat Tortilla, Cole Slaw Salad, Diced Mango, Milk Snack: Strawberry Yogurt, Banana</p>	<p>4</p> <p>Breakfast: Blueberry Muffin, Apple, Milk Lunch: Tuna Salad, Wheat Thins Crackers, Baby Carrots, Cantaloupe, Milk Snack: Gold Fish Crackers, Milk</p>
Week 5		<p>7</p> <p>Breakfast: Pancakes, Diced Pear, Milk Lunch: Chicken Patty, Whole Wheat Bun, Carrots, Canned Apricots, Milk Snack: Raspberry Yogurt, Diced Mango</p>	<p>8</p> <p>Breakfast: Whole Wheat Biscuit, Diced Peaches, Milk Lunch: Sliced Turkey, Mini Whole Grain Bun, Potato Salad, Cantaloupe, Milk Snack: Lemon Dinosaur Crackers, Banana</p>	<p>9</p> <p>Breakfast: Oatmeal Cereal, Pineapple Tidbits, Raisins, Milk Lunch: Spaghetti Casserole, Romaine Lettuce Salad, Canned Apricots, Milk Snack: Bean Dip, Whole Wheat Tortilla</p>	<p>10</p> <p>Breakfast: Dreamy Orange Muffin Loaf, Orange, Milk Lunch: Sliced Turkey, Whole Wheat Bread, Broccoli, Banana, Milk Snack: Apple, Cheese Stick</p>
Week 1	<p>14</p> <p>Breakfast: Pancakes, Diced Pear, Milk Lunch: Lemon Pepper Chicken, Peas, Carrots &amp; Brown Rice, Orange, Milk Snack: Cottage Cheese, Cheese-It Crackers</p>	<p>15</p> <p>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</p>	<p>16</p> <p>Breakfast: Whole Wheat Biscuit, Diced Peaches, Milk Lunch: Whole Wheat Tortilla, Beans, Shredded Cheddar Cheese &amp; Lettuce, Tomato, Strawberries or Tangerine, Milk Snack: Banana, Strawberry Yogurt</p>	<p>17</p> <p>Breakfast: Whole Wheat Bagel, Pineapple Tidbits, Milk Lunch: Spanish Rice with Chicken &amp; Corn, Mandarin Orange, Milk Snack: Apple, Sun Butter</p>	<p>18</p> <p>Breakfast: Blueberry Muffin, Banana, Milk Lunch: Sliced Turkey, Whole Wheat Bread, Baby Carrots, Cantaloupe, Milk Snack: Whole Wheat Tortilla, Bean Dip</p>
Week 2	<p>21</p> <p>Breakfast: Multi-Grain Flakes Cereal, Apple, Milk Lunch: Beef BBQ Burger, Whole Wheat Bun, Mixed Vegetables, Cantaloupe, Milk Snack: Strawberry Banana Yogurt, Orange</p>	<p>22</p> <p>Breakfast: French Toast Sticks, Diced Pear, Milk Lunch: Chicken Drumstick, Macaroni Salad, Tomato Slice, Apple or Watermelon, Milk Snack: Brown Rice Krispies Cereal, Milk</p>	<p>23</p> <p>Breakfast: Oatmeal Cereal, Raisins, Pineapple Tidbits, Milk Lunch: Rice &amp; Beans, Cabbage Salad, Strawberries or Tangerine, Milk Snack: Hummus, Vegetable Stick Melody</p>	<p>24</p> <p>Breakfast: Crispix Cereal, Banana, Milk Lunch: Sliced Turkey, Whole Wheat Bread, Baby Carrots, Orange, Milk Snack: Gold Fish Crackers, Milk</p>	<p>25</p> <p>Breakfast: Dreamy Orange Muffin Loaf, Apple, Milk Lunch: Sliced Turkey, Whole Wheat Bread, Cucumber Slices, Cantaloupe, Milk Snack: Cheese Quesadilla</p>
Week 3	<p>28</p> <p>Breakfast: Cheerios Cereal, Orange, Milk Lunch: Macaroni &amp; Cheese, Green Peas, Cantaloupe, Milk Snack: Baby Carrots, Wheat Thins Crackers</p>	<p>29</p> <p>Breakfast: Waffle Sticks, Applesauce, Milk Lunch: Beef Ravioli, Mini Whole Grain Bun, Spinach Salad, Orange, Milk Snack: Apple, Sun Butter</p>	<p>30</p> <p>Breakfast: Whole Wheat Biscuit, Diced Peaches, Milk Lunch: Fiesta Dinner with Corn, Whole Wheat Tortilla, Cantaloupe, Milk Snack: Mini Whole Grain Bun, Sliced Turkey</p>		

# Septiembre 2015

\*Servimos leche descremada 1%

	lunes	martes	miércoles	jueves	viernes
Semana 4		<p>1</p> <p>Desayuno: Bagel de Trigo Integral, Piña Machacada, Leche. Comida: Verduras con Frijoles, Ensalada Sunomono, Galletas Saladas, Chabacano Enlatado, Leche. Bocadillo: Cereal Cheerios de Grano Integral, Leche.</p>	<p>2</p> <p>Desayuno: Cereal de Avena, Plátano, Leche. Comida: Enchilada de Queso con Salsa, Ensalada de Lechuga Romana, Naranja, Leche. Bocadillo: Puré de Garbanzo, Baritas de Verdura.</p>	<p>3</p> <p>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.</p>	<p>4</p> <p>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.</p>
Semana 5		<p>7</p> <p>Desayuno: Jotqueis (Pancakes), Pera Picada, Leche. Comida: Torta de Pollo, Pan de Trigo Integral, Zanahorias, Chabacano Enlatado, Leche. Bocadillo: Mango Picado, Yogur de Frambuesa.</p>	<p>8</p> <p>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.</p>	<p>9</p> <p>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.</p>	<p>10</p> <p>Desayuno: Barra de Mollete Dreamy Orange, Naranja, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Brócoli, Plátano, Leche. Bocadillo: Barita de Queso, Manzana.</p>
Semana 1	<p>14</p> <p>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.</p>	<p>15</p> <p>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.</p>	<p>16</p> <p>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.</p>	<p>17</p> <p>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.</p>	<p>18</p> <p>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.</p>
Semana 2	<p>21</p> <p>Desayuno: Cereal de Ojuelas Multigrano, Manzana, Leche. Comida: Hamburguesa de Res, Pan de Trigo Integral, Verduras Mixtas, Melón, Leche. Bocadillo: Naranja, Yogur de Fresa y Plátano.</p>	<p>22</p> <p>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.</p>	<p>23</p> <p>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.</p>	<p>24</p> <p>Desayuno: Cereal Crispix, Plátano, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Zanahorias Tiernas, Naranja, Leche. Bocadillo: Galletas de Pescados Dorados, Leche.</p>	<p>25</p> <p>Desayuno: Barra de Mollete Dreamy Orange, Manzana, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Rebanadas de Pepino, Melón, Leche. Bocadillo: Quesadilla.</p>
Semana 3	<p>28</p> <p>Desayuno: Cereal Cheerios de Grano Integral, Naranja, Leche. Comida: Macarrón con Queso, Ejotes, Melón, Leche. Bocadillo: Zanahorias Tiernas, Galletas Wheat Thins.</p>	<p>29</p> <p>Desayuno: Baritas de Wafle, Puré de Manzana, Leche. Comida: Ravioli de Res, Minimollete de Grano Integral, Ensalada de Espinacas, Naranja, Leche. Bocadillo: Manzana, Crema de Semillas de Girasol.</p>	<p>30</p> <p>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.</p>		

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 August 6, 2015 meeting.

NOTES:

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

Minutes/Synopsis

*(Minutes reflect the actual progression of the meeting.)  
(as corrected 9/3/15)*

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

Thursday, August 6, 2015  
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:02 a.m.

Members Present:

Don Nottoli, Chair, Governing Board; Member, Board of Supervisors  
Sophia Scherman, Vice Chair, Governing Board; Public Representative  
Patrick Kennedy, Member, Board of Supervisors  
Allen Warren, Councilmember, City of Sacramento

Members Absent:

Jay Schenirer, Councilmember, City of Sacramento

- ➔ Recognition of long-term employee: Marsha Strode, Workforce Development Professional Supervisor (20 years): Ms. Julie Davis-Jaffe congratulated Ms. Marsha Strode on her 20 year anniversary. Ms. Strode has been a member of the CAIZ training team for 12 years.

II. **CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to (subdivision (b) of Section 54956.9): ONE POTENTIAL CASE

The board went into closed session at 10:08 a.m.; the board went back into open 10:20 a.m. with no report out of closed session.

Mr. Thatch requested that items G and H be acted upon separately.

III. **Consent Items**

- A. Minutes of the June 4, 2015 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Modify California Employers Association's Adult Vendor Services Agreement

- D. Approval to Add Leaders in Community Alternatives, Inc. to SETA's Vendor Services (VS) List
- E. Approval to Revise SETA's Vendor Services (VS) Request for Qualifications
- F. Appointment of Member to the Community Action Board
- I. Approval to Participate in the Submission of an Application to the California Department of Industrial Relations, Division of Apprenticeship Standards to Establish a Workforce Development Professional Apprenticeship Program
- J. Approval to Accept National Emergency Grant Funds from the California Employment Development Department and Authorize the Executive Director to Execute the Agreement, any Subgrants or Other Documents Required by the Funding Source

There were no questions.

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

- A. Approve the minutes of the April 30, 2015 meeting.
- B. Approve the claims and warrants for the period 5/29/15 through 7/28/15.
- C. Approve the recommendation to modify CEA's VS contract.
- D. Approve the recommendation to add Leaders in Community Alternatives, Inc. to SETA's VS List.
- E. Approve the release of SETA's *Revised* Vendor Services (VS) RFQ to combine Adult and Youth Workforce Development services, to expand on service descriptions, and to add Entrepreneurial Skills to the list of services.
- F. Appoint Sacramento Public Library Authority to represent the Public Sector on the SETA Community Action Board.
- I. Approve SETA's participation in the submission of an application to the State Division of Apprenticeship Standards to establish a Workforce Development Professional Apprenticeship Program.
- J. Accept NEG funds from the EDD and authorize the Executive Director to execute the agreement, any subgrants or other documents required by the funding source.

Roll Call Vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Schenirer)

~~G. Approval of Use of Fund Balance~~

~~There were no questions or comments on this item.~~

~~Moved/Nottoli, second/Kennedy, to approve the use of Agency fund balance to cover the unallowable cost of \$5,401.99.~~

~~Roll Call Vote:~~



~~Aye: 4 (Kennedy, Nottoli, Scherman, Warren)  
Nay: 0  
Abstention: 0  
Absent: 1 (Schenirer)~~

~~H. Ratification of the Community College Foundation (CCF) Participant Payroll Services Contract Extension~~

~~No questions or comments on this item.~~

~~Moved/Kennedy, second/Scherman, to ratify the Community College Foundation payroll services contract extension.~~

~~Roll Call Vote:~~

~~Aye: 4 (Kennedy, Nottoli, Scherman, Warren)  
Nay: 0  
Abstention: 0  
Absent: 1 (Schenirer)~~

**IV. Action Items**

**A. GENERAL ADMINISTRATION/SETA**

*G. Approval of Use of Fund Balance*

*There were no questions or comments on this item.*

*Moved/Nottoli, second/Kennedy, to approve the use of Agency fund balance to cover the unallowable cost of \$5,401.99.*

*Roll Call Vote:*

*Aye: 4 (Kennedy, Nottoli, Scherman, Warren)  
Nay: 0  
Abstention: 0  
Absent: 1 (Schenirer)*

*H. Ratification of the Community College Foundation (CCF) Participant Payroll Services Contract Extension*

*No questions or comments on this item.*

*Moved/Kennedy, second/Scherman, to ratify the Community College Foundation payroll services contract extension.*

*Roll Call Vote:*

*Aye: 4 (Kennedy, Nottoli, Scherman, Warren)  
Nay: 0  
Abstention: 0  
Absent: 1 (Schenirer)*

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of the Sacramento Employment and Training Agency Final Budget for Fiscal Year 2015-2016

Ms. Loretta Su reviewed this item. A public hearing was opened in June and was continued to today. Staff posted and published this public hearing as directed by the board. The budget has increased by \$294,000 primarily due to additional funding for Early Head Start Community Partnership grant. There was a lowering in some of the Workforce grants. The budget will be submitted to the city and county for approval.

Mr. Nottoli asked for public input.

Moved/Scherman, second/Warren, to close the public hearing and adopt a Resolution approving the Sacramento Employment and Training Agency Final Budget for Fiscal Year 2015-2016.

Roll Call Vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Schenirer)

2. Approval of Revised Fiscal and Procurement Policies and Procedures

Ms. Loretta Su reported that the Office of Management and Budget released Uniform Guidance. The requirements combined or replaced previous regulations. This board item ensures SETA is in compliance with these changes. To ensure SETA is in compliance with the Uniform Guidance requirements, the Fiscal Policies and Procedures were modified to update the following:

- Fixed Assets, Information Technology and Low-Value Inventory Policy
- Procurement Policies and Procedures (include Executive Director Contract Authority)
- Fiscal Monitoring Policies and Procedures
- Audit Requirements, Audit Resolution, Audit Appeal, and Debt Collection Policies and Procedures

The Executive Director's authority is for goods and services that cost less than \$100,000.

Moved/Kennedy, second/Nottoli, to approve the revised Fiscal Policies and Procedures as presented.

Roll Call Vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Schenirer)

3. Approval of Changes to the SETA Personnel Policies and Procedures: Dropped from the agenda.
4. Reappointment of Workforce Investment/Development Board Members

Ms. Kossick stated that staff is working to facilitating the new Workforce Innovation and Opportunity Act. In August 2012, the WIB board was appointed to a three year term. This board item requests the continuance of these board members to March 31, 2016. There will be a workshop at the next meeting on changes for the new workforce program.

Moved/Warren, Scherman, to reappoint Sacramento Works, Inc. board members for a term to end March 31, 2016.

Roll Call Vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Schenirer)

**B. WORKFORCE DEVELOPMENT DEPARTMENT: None.**

**C. CHILDREN AND FAMILY SERVICES: None.**

**V. Information Items**

- A. SETA Children and Family Services Department Year-In-Review Presentation

Ms. Denise Lee reported that the fiscal year just ended on Friday. This item provides Head Start managers an opportunity to provide an oral update of the previous year.

Ms. Lisa Carr, Ms. Karen Gonzales, and Ms. Brenda Campos spoke before the board. Ms. Campos announced that she will be retiring in September.

Ms. Lee stated that the federal government released some new rulemaking which allows for public comment and feedback. Each public comment received must be addressed. The last modification was in 2007.

Ms. Lee stated that there will be a shift in the performance standards. Currently, there are 1,400 performance standards and 1/3 of them have been eliminated. Head Start will begin to work with much younger children. More significantly, the program will be expanded to six hours with a minimum of 180 day school day per year. There may be a change in the requirement for teachers to have at least a BA degree. The updated plan will cost approximately \$1 billion across the country.

Mr. Nottoli expressed concern regarding the six hour schedule. Ms. Kossick and Ms. Lee will provide some additional information regarding how the proposed changes would affect the Agency's program.

B. Workforce Innovation and Opportunity Act Implementation

Mr. Roy Kim stated that staff will present an in-depth overview on the new Workforce Act at the September 3 meeting. The agency will be going through procurement for adult and youth service providers and Mr. Kim reviewed the two planning calendars.

C. Update on Creating a Workforce Pipeline for the Sacramento Downtown Entertainment and Sports Complex: No comments.

D. Review of Fourth Quarter Workforce Investment Act Performance Dashboard: No comments.

E. List of Pending/Received Grants: No comments.

F. Community Services and Development On-site Monitoring Report: No comments.

G. Fiscal Monitoring Reports: No comments.

H. Employer Success Stories and Activity Report: No additional report.

I. Dislocated Worker Update: No comments.

J. Unemployment Update/Press Release from the Employment Development Department: No comments.

K. Head Start Reports: No additional comments.

**VI. Reports to the Board**

A. Chair: No report.

B. Executive Director: Ms. Kossick wished an early Happy Birthday to Ms. Scherman; her birthday is 8/18.

C. Deputy Directors: No report.

D. Counsel: No report.

E. Members of the Board: No report.

F. Public: No comments.

**VII. Adjournment:** The meeting was adjourned at 11:40 a.m.

ITEM V  
COMMITTEE REPORTS

➤ Executive Committee

Critique of the August 18, 2015 Parent Advisory Committee meeting.

<b>GOOD!!!</b>
Thank you Ms. Denise Lee for introductions on Parent Internship.
Congratulations Ms. Shalita Calhoun and Ms. Tamora Smith on your Parent Internship positions.
Thank you Ms. Brenda Campos for your outstanding service and dedication in health and safety with the SETA Head Start program.
Congratulations Ms. D'et Patterson Saurbourne on your recent marriage.
Congratulations Ms. Jasmine Jamison on your new addition, Deandre Kyden Love Fugate.
Thank you Ms. Jasmine Jamison for a well facilitated and timely 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.

➤ Budget/Planning Committee

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ITEM V – COMMITTEE REPORTS (continued)  
Page 2

➤ Personnel/Bylaws Committee

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➤ Social/Hospitality Committee

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➤ Men's Activities Affecting Children Committee

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➤ Parent Ambassador 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
- 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

## September 2015

### **SETA Operated Program**

#### **Family Engagement**

We are very pleased that the SETA operated programs stayed fully enrolled for the month, even though we had many children transitioning to kindergarten. The sites have been full with new children getting used to being away from their parents, and anxious parents leaving their babies with new people. August always brings new and exciting changes for staff, children and parents.

Last month we had the opportunity to forage some new partnerships. We will be working closer with HUD and their clients who have recently moved from homelessness, into some stable housing. HUD has a legislative directive to work with Head Start programs in order to increase the availability of birth to five services for those families with the most need. We look forward to seeing how we can collaborate to ensure families whether in transitional housing or in more stable housing are able to enroll their children into Head Start and Early Head Start programs. We are also looking at a way to increase access and awareness of Head Start and Early Head Start services to foster youth/young adults who are parents. This is a populations that increasingly needs services for their young children.

During August we were able to participate in Phoenix Park's National Night out, the District 2 Multi-Cultural Faire and the grand opening of the Blue Line Lite Rail at Cosumnes River College. This gave our parent ambassadors and our recruitment staff an opportunity to present to interested parties about the services SETA offers.

#### **Program Support Services**

Program Information Report (PIR 2015) - Delegate PIR Reports were reviewed and approved by Grantee for final submission to Office of Head Start by August 31, 2015 due date. A thorough review and verification process at the Grantee level is completed each year for accuracy.

School Readiness Goals (SRG) - Grantee participated in a conference call with ACF Program Specialist on 8/24/2015 to discuss SRG outcomes for 2014-2015 and action plans for upcoming year. With the release of the new Head Start Early Learning Outcomes Framework: Ages 0-5 and the roll-out of the DRDP 2015, our countywide School Readiness Goals are being revised using a stakeholder review and approval process.

Countywide Health and Safety Screenings 2015 - Required screening for all classrooms started in August (continuing until September 17) to meet new Head Start 5-year grant requirements. A summary report will be submitted to the Policy Council and Governing Board for approval in order to submit necessary certification to Office of Head Start.



### **Program Operations**

Teachers went through the training to transition from the DRDP 2010 to the DRDP 2015 (Desired Results Developmental Profile.) This new assessment tool for children combines the previous preschool, infant-toddler and special education documents into one assessment that looks at the continuum of birth-5 for all children.

This California state tool is aligned with the Head Start Early Learning Outcomes Framework which sets the expectations for children's development. The assessment will measure learning across the domains of Approaches to Learning, Social and Emotional, Language, Literacy, Mathematics, Cognitive, Science, and Motor and Perceptual in our toddler and preschool classrooms. The program will use the data gathered from this assessment to make curriculum changes and improvements.

### **Governance**

The Policy Council and Parent Advisory Committee members are diligently engaged with many activities. The bylaws committee is finished with revisions and is ready to present them to the boards for consideration.

The End of Year Parent Appreciation Brunch will be held at Shriners Hospitals for Children on Wednesday, October 14<sup>th</sup> at 10:30 a.m. The event theme is "*Head Start/Early Head Start Sowing Seeds Together.*" Event colors orange, lime green and yellow. The keynote speakers are Ms. Jackie Bates and Ms. Alma Walton-Hawkins.

A special thank you and recognition is extended to the following parents for participating in Head Start/Early Head Start HR application screening and oral exams: Ms. Robin Blanks, Mr. Brian Short, Ms. Amanda Self, and Ms. Deanna Yee.

Toastmaster training for the board members continues to be well-liked. The parents are now facilitating the meetings with assistance from Ms. Jackie Bates, DTM (Distinguished Toastmaster), facilitator.

The Parent Ambassadors are a group of PC/PAC board members who in addition to receiving public speaking training also attend events in the community. These recruitment events provide information about Head Start/Early Head Start services from the parents' point-of-view. The enthusiasm from the Parent Ambassadors has enhanced our recruitment efforts. Thank you:

- Ms. Linda Litka and Mr. Todd Woods – August 22<sup>nd</sup> District 2 Multi-Cultural Faire in Hagginwood Park
- Ms. Sabrina Lovelady and Mr. Todd Woods – September 12<sup>th</sup> Rio Linda Country Faire
- Ms. Robin Blanks and Ms. Linda Litka – September 26<sup>th</sup> Fairytale Town Book Faire
- Mr. Joe Morales and Ms. Sabrina Lovelady – October 3<sup>rd</sup> Sleep Train Arena - Healthy Kids Day

PC/PAC Community Representative (Past Parent, Grandparent and Foster Parent) recruitment information went out to SOP Early Learning Centers via courier last week. Mr. Tyrone Broxton, PC member and Ms. Tamora Smith, Parent Intern, sorted, organized and distributed letters, memos and flyers within two days. This was a big project and their assistance was greatly appreciated.

## **Elk Grove Unified School District**

### **Education Services Update**

A half-day pre-service was held in the Board Room at Florin Elementary School on August 5. Jo Ellen Kauble, school nurse for EGUSD, presented information regarding how to use an EpiPen, how to handle bee stings, and the proper use of an inhaler. She explained the importance of having the EGUSD Medication form filled out before administering any medications to students.

Sneh Nair, operations manager, EGUSD's Food and Nutrition Services, spoke to teachers about food safety and handling, guidelines regarding portion sizes, serving meals family style, and the proper posting in the classroom for students with special dietary needs.

Catherine Barbero, PreK social worker, gave a presentation on mandated reporting of child abuse and neglect. She reminded teachers that it was their legal responsibility to report any suspected abuse.

A full-day pre-service was held at James McKee Elementary School on August 6. Claudia Charter and Mikako Fisher, and Kimberly Potter, PreK program specialists, presented information and distributed documents needed to start the school year.

Claudia Charter trained teachers on how to fill out the student file review spread sheet. Teachers and para-educators were given two and a half hours to work together to review the files of their incoming students and to familiarize themselves with the families they would be working with prior to doing their home visits.

Teachers and para-educators spent August 10-14 visiting families in their homes and setting the groundwork for a successful transition into the school setting.

### **Enrollment**

The Elk Grove Unified School District Head Start Program is fully enrolled with 440 students in the program. Average Daily Attendance for the month of August was 91%.

### **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, Dr. Valero-Kerrick, to place students with an active IEP into the Head Start program. There are 26 or 5.9% students with active IEPs being served at all PreK sites.

### **Health Services Update**

Height and Weight measurements for each student were completed by para-educators. Program educators are in the process of graphing each child's information and contacting the parents with health concerns related to underweight or overweight issues.



### **USDA Meals/Snacks**

In August, 7,138 meals were served to our Head Start students. This month's Elk Grove Meals/Snack calendars are attached.

### **Fiscal Update**

This month's fiscal report is attached.

### **Recruitment**

EGUSD's Pre-K Team has been focused on filling our classes and compiling waiting lists. Individual registrations have been held at all sites to increase the number of students on our waiting lists.

## **Sacramento City Unified School District**

### **Mental Health/Family & Community Engagement**

Social workers continue to consult with teaching staff and home visitors regarding children and families.

The Family Development Credentialing classes have ended and the social workers are now following up with students to finalize their credentialing requirements.

Early Head Start resource team is developing home visitation safety protocols.

### **Education**

During August, Child Development provided training on the DRDP 2015 tool which is to be implemented by fall. There was also a workshop on Meaningful Observation and How to Relate the Data to the DRDP 2015.

The 12-month programs have started their 45-day screenings and parent orientation home visits and conferences.

### **Special Education**

During August, Child Development has served 7 Preschoolers with IEPs and 11 Early Head Start students with IFSPs, including 2 children in the expansion program.

Child Development is actively enrolling students in collaboration with SCUSD's special Education Department and SCOE, and Sacramento County Office of Education, to fully include students with disabilities in our preschool and infant toddler programs for the upcoming 2015-2016 school year.

The Head Start full-inclusion classrooms will continue collaborative programs at Edward Kemble, Earl Warren, Isador Cohen, Hiram Johnson, and Ethel I Baker, as in previous years, serving children with mild to moderate and moderate to severe special needs. Children with disabilities are fully included throughout the Early Head Start program options.

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

Early Head Start Home-Base families indulged in two very exciting socializations. The Nurses have collaborated with the Food Literacy Program to provide a hands-on cooking experience for families and children.

The parents participated in preparing healthy organic meals such as salsa and bean and cheese burritos. The families were provided with information on nutritious meals and how to easily prepare them in their own homes.

The second socialization was focused on pedestrian and car seat safety. A county police officer came and spoke with families on the new car seat laws for infants and toddlers. The officer used a car seat to demonstrate how to properly install a car seat. Resources were also provided to the families on availability of car seats to the public.

We also welcomed two new staff to the program, as one of our home visitors retired. Anna Rodriguez replaced Rona Hammond and Sandra Gonzalez is the new Itinerant teacher that supports the new expansion classrooms.

## **San Juan Unified School District**

### **Education Services Update**

Teachers started their Home Visits August 20<sup>th</sup> and they ran through August 31<sup>st</sup>. Head Start classes begin on September 1<sup>st</sup>. Teachers open with the *Beginning of the Year* study from *The Creative Curriculum*. This unit has a focus on building class community, establishing class routines and class rules, and becoming familiar with their individual class campuses. They also begin the year with the social emotional curriculum entitled *Second Step*.

### **Disabilities Services Update**

The Screening Center has been a buzz of activity during the month of August. Over 400 children have come through with their families to complete the developmental and the behavioral screeners. From that group, 14 referrals have been written and placed in childrens' Cumulative files awaiting parents' signatures, so the teacher may then submit the referral to the appropriate special education staff member. There are over 50 IEPs in place and ready for services to kick in when school begins on September 1<sup>st</sup>. Almost all of the 20 Full Inclusion spaces are filled and classroom staffs in the 5 Inclusion classrooms are preparing to welcome those students into the classes. These programs have been so successful that the Special Education department has been negotiating for more of those spaces. It's going to be a great year.

### **Mental Health Services Update**

As parents continued the screening process for fall enrollment, families/children with identified needs were contacted by the Mental Health Therapist for needed mental health services and follow up intervention. The Mental Health Therapist will provide Mandated Reporting training to all staff at the September 4<sup>th</sup> professional development training.

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

Health continued reviewing students' health, nutrition, and immunization status, as well as completing and reviewing health files for the 2015-16 school year. For returning students, files were reviewed to see what they will need for the start of the 2015-16 school year. The School Nurse worked on completing and updating Individualized Student Health Plans for those who have health concerns. Health continued screening children on Tuesdays, Wednesdays, and Thursdays during the month of August. The School Nurse will also conduct a staff training for the health issues of the children on September 4<sup>th</sup>.

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

This month, the August 11<sup>th</sup>, 2015 Policy Committee meeting was rescheduled to August 20<sup>th</sup>, 2015 to accommodate parent needs and staff transition. A quorum was established at that meeting to conduct closed session business. Also during the meeting, the Community Services representative from Barnes and Noble Bookstore shared stories about the successful community event held at the Arden store. She commented that she saw many San Juan families at the event. The next scheduled event will be held in September, with more information to follow at the next Policy Committee meeting.

### **Transition Services Update**

Many families have been introduced to the Early Childhood Education Department of San Juan Unified by way of the registration and screening departments. Families have been greeted and guided through the process with the help of enrollment technicians, secretaries, school community workers, health team and others all willing and ready to help families transition into EHS and HS. As teachers and classroom staff returned to work from summer break, they began preparing their rooms for orientations, home visits and soon busy feet and hands. Home visits began on Friday the 21<sup>st</sup>. Cum files keep rolling out and teachers continue to contact parents in order to get the classes full.

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

On August 21<sup>st</sup>, Teachers and Child Development Assistants attended a DRDP 2015 training presented by First Five coach Ramee Serwanga. Teachers received a new Education Binder containing extensive resources for the new DRDP 2015 tool and accompanying 2015 assessment system.

This new assessment system was created by the Assessment Committee of teachers who met through the month of July. They reviewed the DRDP 2015 documents available online and made changes where they thought they were necessary to meet the needs of the agency programs.

### **Fiscal Update**

HS/EHS year 5 wrapped up at the end of July and the Fiscal Team is in the final stages of preparing the reports for year-end close. The new year is off to a great start and SJUSD ECE is working through the changes as the new design is rolled out. The fiscal staff is shorthanded again which creates additional work for those remaining. They are grateful for everyone picking up part of the load.

### **Early Head Start**

This month, the Early Head Start classroom and Home Base teachers, along with the support staff, participated in two full day trainings to kick off the new school year. The group was pleased to hear a keynote presentation from noted local author and Early Childhood Education advocate Mary Jane Maguire-Fong. Her keynote presentation focused on the theme of "Teaching and Learning with Infants and Toddlers", and involved group discussions and reflection as part of the presentation. That afternoon, all I/T staff rotated through breakout sessions focused on program updates and mandated annual training topics.

During the all staff training day, all staff also received copies of two books that will be used in the program this year as a training and reflection focus—*Teaching and Learning with Infants and Toddlers: Where Meaning-Making Begins* by our keynote speaker, Mary Jane Maguire-Fong and *Gracious Space: A Practical Guide For Working Better Together* by Patricia M. Hughes. Information and reflective questions from the second book have also been incorporated into this year's staff calendar, which has a continuing theme of focusing on reflective practice. Further reflective practice work will occur at each of the upcoming monthly staff meetings to reinforce the skills and practices established last school year.

The second full day of I/T staff training was devoted to a focus on DRDP 2015, the updated assessment tool that encompasses birth through 5 years old and is inclusive of children with special needs. Ramee Serwanga, a certified DRDP 2015 trainer and manager with the Sacramento County Office of Education, led the EHS classroom teachers and support staff through a variety of activities, discussions and reflective exercises designed to acquaint participants with the new features of the DRDP assessment tool.

In addition this month, several Infant/Toddler staff openings were filled with experienced teaching staff from other parts of the program, some of whom had previous experience with the I/T program. The hiring included permanent and Limited Term classroom teaching positions as well as a Home Based teacher position. Finally this month, the new combined program parent handbook and calendars were distributed to new, returning and continuing families.

## **Twin Rivers Unified School District**

### **Events**

Students returned to school for the 2015-16 school year on August 20<sup>h</sup> at all three sites: Morey Avenue, Rio Linda and Oakdale Head Start. All sites welcomed back our returning students and a host of new faces. Prior to the start of school, parents participated in parent orientations which provided information on the Head Start program rules and procedures, and presented an opportunity to meet the teaching staff and get tours of the preschool classrooms. Parents also attended pedestrian safety as a part of the parent orientations and completed ASQ assessments with the teaching staff.

### **Professional Development**

On August 19<sup>h</sup>, the entire district participated in the annual Preservice Professional Development Day. After the Welcome Back Rally with Superintendent Martinez, the Head Start staff focused on training related to SUPERVISION ratio/supervision policy, new ASQ questionnaire as well as the new file system for student information. Staff also reviewed and revised the playground schedule, reviewed the staff handbook and discussed expectations for the school year.

### **Components**

At the start of the school year, the program has one vacant Community Liaison position and one Community Liaison on maternity leave until mid-September. The short staffed Community Liaisons are continuing to assist with parent orientations and begin scheduling for the completion of the Family Partnership Agreement. Community Liaisons are also beginning the tracking of blood lead results, hemoglobin and lead risk. The inputting of information will begin after the file review. Plans are also underway to begin growth assessments within the next 2 weeks to measure the heights and weights of all students.

Students participated in hearing screenings with the Health Component Leader on August 31<sup>st</sup> at Oakdale. The dental screenings for all sites will occur on the 8<sup>th</sup>, 15<sup>th</sup> and 16<sup>th</sup> of September. Vision screenings will also occur on September 29<sup>th</sup> and 30<sup>th</sup>. The reviewing of students' files for medical concerns as well as data inputting into the Childplus database continues on a daily basis. All staff will complete Medical training on September 10<sup>th</sup> related to bloodborne pathogens, epipens and inhalers etc.

Our School Social Worker/Counselor is providing in classroom support to students having challenging behaviors and difficulties adjusting to the classroom environment. Classroom observations to assist

with intervention strategies and behavioral techniques for all classrooms are also being provided by the Social Worker. All teaching staff will participate in a refresher training with the Social Worker to review the Student Assistant Plan (SAP) and how to refer students with possible behavior concerns on September 24<sup>th</sup>. Our first case staffing will occur on September 17<sup>th</sup> to determine which students may require additional support from staff related to academic, behavioral or health concerns.

The Community Liaison completed many FPPs during parent orientations. The Community Liaisons also begin to plan the monthly meetings for all three sites that will occur during the third week of September with a focus on pedestrian safety.

The Head Start programs has a newly assigned Speech and Language Pathologist (SLP) who has begun screening student that have come to our attention from parent referrals during enrollment/intake process. Services for students with IEPs also started during the week of August 31<sup>st</sup>.

The Education Component Leader continues assisting with parent orientations with the Community Liaisons. Classroom observations to assist with academic strategies and teacher coaching by the Education Resource Teacher continues and planning for the monthly Education Component meetings.

The ERSEA Component Leaders and Community Liaisons are very busy calling families and recruiting families to get the program fully enrolled. Fliers for local business and community based agencies have been delivered for recruitment purposes. The ERSEA Component Leaders are busily enrolling to ensure fully enrollment of all sites is reached as soon as possible and the program is 80% full. The Program Design and Management component leaders will begin updating the personnel files.

### **Policy and Parent Committees**

Parents were provided preliminary information about the Parent and Policy Committees during parent orientations. Information sessions will be held on September 8<sup>th</sup>, 9<sup>th</sup>, 16<sup>th</sup> and 17<sup>th</sup> at all sites to solicit parents for the PC for 2015-16. The September meeting will be held at Morey on September 30, 2015 with a meet and greet training opportunity on September 23, 2015. The agenda will include monthly reports from August 2015. The PC elections will be held in the third week of September so new members can attend the first meeting and be seated.

### **Parent Trainings**

The classroom parent meetings for September 2015 will focus on information regarding pedestrian safety. Parents will learn tips to keep the students safe while driving and walking.

### **Fiscal**

The HS Budget Analyst completed the end-of-the-year closeout for 2014-2015.

### **WCIC**

#### **Enrollment**

During the month of August 2015, WCIC's Enrollment Team was busy enrolling 120 children to meet Funded Enrollment for the 2015-2016 Program Year. The goal was accomplished!

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

None to report



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

**August 3rd to 25th** - Marina Vista Classes held at Alder Grove due to construction.

**August 3rd** - The Food Service Committee toured the Central Kitchen.

**August 11th** - Central Valley Fire Control serviced all ANSIL systems and fire extinguishers at all the kitchens.

**August 24th & 25th** - Marina Vista closed - Reopens August 26th.

**August 28th** - Marina Vista closed in the afternoon due to plumbing problems.

## **Meetings & Trainings:**

Food Service Meeting held at Plaza del Paso August 4th, all Food Service Staff in attendance.

Connie attended CPR Training on August 13th.

## **Total Number of Meals and Snacks Prepared for All Kitchens:**

Lunch	PM Snack	Breakfast	Field Trips
35,400	21,392	22,850	300

**Total Amount of Meals and Snacks Prepared** 79,942

## **Purchases:**

Food	\$63,385.96
Non - Food	\$16,109.47

**Building Maintenance and Repair:** \$1,442.00

**Janitorial & Restroom Supplies:** \$0.00

**Kitchen Small Wares and Equipment:** \$0.00

**Vehicle Maintenance and Repair :** \$2,310.80

**Vehicle Gas / Fuel:** \$1,484.91  
Normal Delivery Days 21



# 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 Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 08/31/2015						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Alder Grove ELC	1247A	17	13	4	3	20
Alder Grove ELC	1247B	19	13	6	1	20
Auberry Park	1238A	20	17	3	0	20
Auberry Park	1238B	19	14	5	2	21
Bannon Creek	1200A	19	11	8	5	24
Bannon Creek	1200B	20	18	2	2	22
Bannon Creek	1200C	20	17	3	4	24
Bannon Creek	1200D	20	20	0	6	26
Bright Beginnings	1201A	20	18	2	1	21
Bright Beginnings	1201C	20	16	4	4	24
Bright Beginnings	1201D	20	12	8	0	20
Crossroad Gardens	1242A	17	17	0	10	27
Crossroad Gardens	1242B	20	12	8	10	30
Crossroad Gardens	1242R	22	18	4	12	34
Crossroad Gardens	1242X	22	16	6	9	31
Elkhorn	1255A	20	18	2	3	23
Elkhorn	1255B	20	18	2	5	25
Elkhorn	1255C	20	17	3	3	23
Elkhorn	1255D	20	16	4	11	31
Elkhorn	1255X	20	17	3	6	26
Freedom Park	1239A	20	16	4	7	27
Freedom Park	1239B	14	10	4	8	22
Freedom Park	1239C	17	11	6	8	25
Freedom Park	1239D	12	8	4	10	22
Freedom Park	1239R	20	18	2	10	30
Freedom Park	1239X	20	15	5	10	30
Fruitridge	1216A	19	17	2	6	25
Fruitridge	1216B	14	11	3	9	23
Fruitridge	1216C	14	11	3	7	21
Fruitridge	1216D	16	10	6	10	26
Galt	1234A	18	16	2	7	25
Galt	1234B	17	14	3	12	29
Galt	1234C	20	16	4	8	28
Galt	1234D	19	15	4	8	27
Galt	1234E	19	16	3	5	24
Galt	1234F	16	14	2	11	27
Grizzly Hollow	1252A	20	18	2	0	20
Grizzly Hollow	1252B	20	18	2	0	20
Hillsdale	1228A	16	14	2	9	25
Hillsdale	1228B	16	13	3	6	22

Hillsdale	1228C	18	16	2	6	24
Hillsdale	1228D	13	11	2	8	21
Hillsdale	1228R	18	15	3	11	29
Hillsdale	1228X	22	19	3	4	26
Hopkins Park	1253A	15	12	3	8	23
Hopkins Park	1253B	15	12	3	9	24
Hopkins Park	1253C	14	9	5	4	18
Hopkins Park	1253D	8	7	1	14	22
Illa Collin	1221A	18	13	5	3	21
Illa Collin	1221B	14	11	3	4	18
Job Corp	1237X	22	16	6	4	26
Kennedy Estates	1240A	17	11	6	3	20
La Verne Sterwart	1219A	18	16	2	8	26
La Verne Sterwart	1219B	17	13	4	9	26
Marina Vista ELC	1246A	10	4	6	15	25
Marina Vista ELC	1246R	17	13	4	8	25
Marina Vista ELC	1246X	18	12	6	9	27
Mather	1223A	19	18	1	6	25
Mather	1223B	16	12	4	9	25
Mather	1223C	19	14	5	6	25
Mather	1223D	16	12	4	9	25
Mather	1223X	20	19	1	7	27
Nedra Court	1244A	13	11	2	9	22
Nedra Court	1244B	10	7	3	10	20
Nedra Court	1244C	14	12	2	2	16
Norma Johnson	1214A	19	18	1	13	32
Norma Johnson	1214B	19	14	5	4	23
Norma Johnson	1214X	20	19	1	5	25
North Avenue	1256A	12	7	5	9	21
North Avenue	1256B	14	9	5	9	23
North Avenue	1256C	16	13	3	8	24
North Avenue	1256D	13	12	1	8	21
North Avenue	1256E	13	11	2	5	18
North Avenue	1256F	13	10	3	1	14
North Avenue	1256X	4	4	0	15	19
Northview	1224A	14	13	1	8	22
Northview	1224B	20	17	3	6	26
Northview	1224C	20	17	3	7	27
Northview	1224D	11	10	1	13	24
Northview	1224X	18	16	2	6	24
Phoenix Park	1248A	16	15	1	7	23
Phoenix Park	1248B	14	11	3	6	20
Phoenix Park	1248X	17	12	5	6	23
Sharon Neese	1249R	22	21	1	3	25

Sharon Neese	1249X	20	16	4	7	27
Solid Foundation	1254A	15	12	3	6	21
Solid Foundation	1254B	16	11	5	7	23
Solid Foundation	1254C	17	13	4	2	19
Solid Foundation	1254D	9	8	1	11	20
Strizek Park	1225A	16	10	6	4	20
Strizek Park	1225B	20	14	6	9	29
Vineland	1211A	20	18	2	2	22
Vineland	1211B	17	15	2	2	19
Walnut Grove	1235A	14	12	2	0	14
Alder Grove Infant/Toddler Center	1212M	7	5	2	0	7
Alder Grove Infant/Toddler Center	1212U	8	6	2	1	9
Crossroad Gardens	1242U	8	8	0	0	8
Elkhorn	1255M	8	7	1	0	8
Elkhorn	1255U	7	6	1	1	8
Job Corp	1237M	8	6	2	1	9
Job Corp	1237U	6	4	2	1	7
Marina Vista ELC	1246U	7	7	0	0	7
Mather	1223U	8	8	0	1	9
Norma Johnson	1214U	8	8	0	0	8
Northview	1224U	8	7	1	0	8
Phoenix Park	1248U	8	7	1	0	8
Sharon Neese	1249M	8	7	1	2	10
Sharon Neese	1249U	8	7	1	0	8
<b>TOTALS for Head Start</b>		<b>1709</b>	<b>1385</b>	<b>324</b>	<b>629</b>	<b>2338</b>
<b>HS Totals</b>						
HS Totals	1602					
Drops w/in 30	622					
P/S Home Base	139					
<b>Total</b>	<b>2363</b>					
<b>EHS Totals</b>						
EHS Totals	107					
Drops w/in 30	7					
EHS Home Base	160					
River Oaks	60					
SCOE	36					
<b>Total</b>	<b>370</b>					
<b>GRAND TOTAL</b>						
<b>GRAND TOTAL</b>	<b>2733</b>					

## SETA Head Start/Early Head Start

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

Period: August 2015

Part Day Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	% ADA	ADA	%ADA
Alder Grove ELC	40	1	26	65%	31	78%
Auberry Park	40	5	32	80%	39	98%
Bannon Creek	80	20	63	79%	76	95%
Bright Beginnings	80	5	46	57%	56	70%
Crossroad Gardens	20	20	23	115%	30	150%
Elkhorn	80	20	65	81%	75	94%
Freedom Park	80	20	55	69%	65	81%
Fruitridge	80	20	57	71%	68	85%
Galt	120	20	81	68%	107	89%
Grizzly Hollow	40	5	35	88%	39	98%
Hillsdale	80	20	45	56%	60	75%
Hopkins Park	80	20	46	57%	64	80%
Illa Collin	40	5	26	65%	32	80%
Kennedy Estates	40	4	13	33%	16	40%
La Verne Sterwart	40	20	28	70%	35	88%
Marina Vista ELC	20	4	13	65%	17	85%
Mather	80	20	49	61%	64	80%
Nedra Court	60	20	36	60%	45	75%
Norma Johnson	40	20	30	75%	36	90%
North Avenue	80	20	63	79%	80	100%
Northview	80	20	47	59%	69	86%
Phoenix Park	40	20	25	63%	30	75%
Solid Foundation	80	20	42	53%	54	68%
Strizek Park	40	20	26	65%	35	88%
Vineland	40	5	32	80%	38	95%
Walnut Grove	20	5	13	65%	14	70%

## SETA Head Start/Early Head Start

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

Period: August 2015

Full Day Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	% ADA	ADA	%ADA
Crossroad Gardens	44	21	34	77%	40	91%
Elkhorn	22	20	16	73%	19	86%
Freedom Park	44	20	32	73%	37	84%
Hillsdale	44	20	33	75%	41	93%
Job Corp	22	21	15	68%	21	95%
Marina Vista ELC	44	4	26	59%	39	89%
Mather	22	21	16	73%	19	86%
Norma Johnson	22	21	17	77%	19	86%
Northview	22	20	17	77%	19	86%
Phoenix Park	22	21	16	73%	21	95%
Sharon Neese	44	21	32	73%	41	93%

## SETA Head Start/Early Head Start

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

Period: August 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	9	56%	13	81%
Crossroad Gardens	8	21	7	88%	8	100%
Elkhorn	16	21	13	81%	15	94%
Job Corp	16	21	10	63%	13	81%
Marina Vista ELC	8	4	8	100%	8	100%
Mather	8	21	6	75%	7	88%
Norma Johnson	8	21	7	88%	8	100%
Northview	8	21	6	75%	8	100%
Phoenix Park	8	21	7	88%	8	100%
Sharon Neese	16	21	12	75%	15	94%

## 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: