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THOUGHT OF THE DAY: "Seventy percent of success in life is showing up."

Author: Woody Allen

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

DATE: Tuesday, October 20, 2015

TIME: 9:00 a.m.

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

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

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DISTRIBUTION DATE: TUESDAY, OCTOBER 13, 2015

Parent Advisory Committee meeting hosted by:
 Jasmine Jamison (Chair), Calvin Sheppard (Vice Chair), Sabrina Lovelady (Secretary),
 Vacant (Treasurer), Kenneth Tate (Parliamentarian).

ITEM I - A – ROLL CALL

The Parent Advisory Committee Secretary will call the roll for the following members:

- ___ Vacant, Alder Grove I Head Start
- ___ Vacant, Alder Grove II Head Start
- ___ Vacant, Auberry Park Head Start
- ___ **Vanessa Diego, Bannon Creek Head Start**
- ___ Vacant, Crossroad Gardens Head Start
- ___ **Amanda Self, Early Head Start (Home Base)**
- ___ **Deanna Yee, Elkhorn Head Start**
- ___ Vacant, Freedom Park Head Start
- ___ Vacant, Fruitridge Head Start
- ___ Vacant, Galt Head Start
- ___ Vacant, Grizzly Hollow
- ___ Vacant, Hillsdale Head Start
- ___ Vacant, Home Based Head Start
- ___ Vacant, Home Base
- ___ Vacant, Hopkins Park Head Start
- ___ Vacant, Illa Collin Head Start
- ___ Vacant, Job Corps Head Start
- ___ Vacant, Kennedy Estates Head Start
- ___ Vacant, LaVerne Stewart Head Start
- ___ Vacant, (Marie Cleveland's) Bright Beginning Head Start
- ___ Vacant, Marina Vista Early Learning Center
- ___ Vacant, Mather Head Start
- ___ Vacant, Nedra Court Head Start
- ___ **Sabrina Lovelady, Norma Johnson Head Start**
- ___ Vacant, North Avenue Head Start
- ___ Vacant, Northview Head Start
- ___ Vacant, Parker Head Start
- ___ Vacant, Phoenix Park Head Start
- ___ **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														
Vanessa Diego Seated 11/18	BC	X	X		U		X	X	X	X	X	X	U		
Vacant Seated	CR														
Amanda Self Seated 11/18	EHS/HB	X	X		X		X	X	E	X	X	X	X		
Vacant	EHS/HB														
Deanna Yee Seated 11/18	EL	X	X		X		X	X	E	X	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														
Sabrina Lovelady reseated 12/16	NJ	X	X		X		U	X	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	X		
Todd Woods reseated 12/16	SP	X	X		E		X	X	X	X	AP	X	X		
Vacant Seated	V														
Rafaela Casillas Seated 11/18	WG	X	X		U		X	X	X	X	X	X	X		
Vacant	FPR														
Calvin Sheppard Seated 4/28	MAACC							X	X	X	X	X	X		
Jasmine Jamison Seated 11/18	OGC	X	X		E		X	X	X	X	X	X	X		
Kenneth Tate Seated 11/18	PPR	X	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

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

Representative Abbreviations

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

Attendance Record Abbreviations

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

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE SEPTEMBER 15, 2015 PAC MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the September 15, 2015 PAC meeting.

RECOMMENDATION:

Approve the minutes of the September 15, 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, September 15, 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 9:09 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:

Kenneth Tate
Rafaela Casillas (seated at 9:11 a.m.)
Jasmine Jamison
Terri McMillin
Todd Woods
Sabrina Lovelady
Calvin Sheppard (seated at 9:20 a.m.)
Amanda Self
Deanna Yee

Members Absent:

Vanessa Diego (unexcused)

II. Consent Item

A. Approval of the Minutes of the August 18, 2015 Regular Meeting

Minutes were reviewed; corrections were noted by the clerk.

Moved/Self, second/Woods, to approve the minutes of the August 18, 2015 meeting as corrected.

Show of hands vote:

Aye: 7 (Casillas, Lovelady, McMillin, Self, Tate, Woods, Yee)

Nay: 0

Abstentions: 1 (Jamison)

III. Action Item

A. 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

The modifications were reviewed. Ms. Jamison opened a public hearing.

Moved/Tate, second/Self, that a public hearing be opened and this item be continued to the October meeting where the action of the PAC will be to close the public hearing and approve the amendments to the PAC Bylaws.

Show of hands vote:

Aye: 7 (Casillas, Lovelady, McMillin, Self, Tate, Woods, Yee)

Nay: 0

Abstentions: 1 (Jamison)

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Jamison reviewed the calendar of events.
- Parent/Staff Recognitions: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Saurbourne reviewed the fiscal report ending August 31, the first month of the new fiscal year. The expenditure for \$55,000 is for child plus software. This is the only expenditure above budget. Staff is still working on the closeout for the last fiscal year; everything must be closed out by October 30. Overall, everything still looks good but the agency may be sending a little bit of money back to ACF. The final report will be reviewed at the next Budget/Planning Committee meeting.

Mr. Sheppard seated at seated at 9:20 a.m.

- Toastmasters Training: Mr. Woods urged other board members to attend this training. It is a great opportunity to learn how to speak better and get over being nervous.
- Child Care Center Food Menu: No questions.
- Community Resources – Parents/Staff: No questions.

B. Governing Board Minutes: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Lovelady reviewed the critique of the last meeting.
- Budget/Planning Committee: No additional report.
- Personnel/Bylaws Committee: Mr. Tate reported that the boards are in the process of approving modifications to the bylaws.
- Social/Hospitality Committee: Ms. Lovelady reported that the End of the Year Parent Appreciation Bunch is planned for October 14 at Shriner’s Hospitals for Children.
- Men’s Activities Affecting Children Committee (MAACC): Mr. Woods reported that the committee is planning a fatherhood BBQ; the date will be announced.
- Parent Ambassador Committee: Mr. Tate reported that committee members are diligently planning recruitment events. Mr. Woods reported that he and Ms. Lovelady attended the county fair to recruit parents; it was a wonderful event.

everyone to feel more comfortable. Mr. Tate stated that there are two more events, September 26 and 27, at Fairytale Town Book Fair.

VI. Other Reports

- Chair's Report: No report.
- Policy Council Report(s): Ms. Amanda Self reviewed the recent Policy Council meeting.
- Head Start Deputy Director's Report: Ms. Denise Lee reported that the EHS childcare partnership review is tomorrow. This review will provide a baseline for future reviews. The review will include KinderWorld and three Sacramento City sites. Ms. Lee thanked the parents for participating in the community fairs/recruitment activities. She stated that parent testimonies are one of the most effective marketing strategies for recruiting new families. Ms. Lee thanked the parents for increasing awareness in the community.
- Head Start Managers' Reports
 - ✓ Program Support Services Report: No report.
 - ✓ Parent/Family and Community Engagement Committee: Ms. Carr stated that we were fully enrolled for the month of August. However, September will be a bit of a struggle. Ms. Carr appreciates having parent testimony about how wonderful the HS/EHS program is. The SOP is struggling for enrollment at the following centers: Nedra, Kennedy Estates, and Walnut Grove. Staff is working on recruitment plan with FSWs. Staff is very busy enrolling new families.

Ms. Yee stated that she went on line to enroll her daughter in the Rio Linda preschool. Ms. Carr stated that although her e-mail went to Twin Rivers, it will also go to other sites as well.

✓ Child Development & Education Services Report – Ms. Karen Gonzales distributed the draft school readiness goals for 2015; there are now eight goals. The goals are in draft form right now and are aligned with Head Start framework and DRDP. Staff will be setting up a committee of parents to determine how the goals will be measured throughout the year.

Ms. Denise Lee stated that the last Budget/Planning Committee meeting was canceled due to manager interviews; the meeting will be back on schedule in October. Toastmasters training will be at 11:30 a.m., not 9:30 a.m. for October 2.

VII. Center Updates: None.

VIII. Discussion: None.

IX. Public Participation: None.

X. Adjournment: The meeting was adjourned at 9:50 a.m.

ITEM III-A – ACTION

TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: FINAL READING AND APPROVAL 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**.

A public hearing was opened at the September 15 Parent Advisory Committee to take testimony on this board item.

RECOMMENDATION:

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 Order¹ 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,

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

quorum and meeting requirements of this Article IV regarding special meetings have been met.

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 III-B – ACTION

APPROVAL OF MODIFICATIONS TO THE REIMBURSEMENT POLICIES AND PROCEDURES OF THE SETA-OPERATED HEAD START/EARLY HEAD START POLICY COUNCIL AND PARENT ADVISORY COMMITTEE

BACKGROUND:

The CFS Management is recommending a revision to the Policies and Procedures of the SETA Head Start/Early Head Start Policy Council and Parent Advisory Committee to modify the language regarding reimbursements of child care.

The revisions are identified in *italic* type.

RECOMMENDATION:

That the Parent Advisory Committee approve the modifications to the Reimbursement Policies and Procedures of the SETA Head Start/Early Head Start Policy Council/Parent Advisory Committee as proposed.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

Head Start/Early Head Start Policies and Procedures

PC/PAC Reimbursement

Policy & Procedure

MILEAGE

1. Reimbursements will be made for actual costs of attending the REQUIRED meetings and other obligations associated with your participation as a member/officer of SETA Head Start PC/PAC.
 - a. Reimbursement will not be made for attendance at optional meetings or training meetings.

2. **Roundtrip** mileage will be calculated from your residence or workplace to the SETA offices or other location where the meeting is being held. ***If additional stops are required the additional mileage will not be reimbursed.*** If you come to the meeting directly from home and then proceed to your workplace, SETA will reimburse you for the total mileage incurred.
 - a. For example, assume that your home is 5 miles from the SETA offices, but your workplace is 20 miles from the SETA offices. You attend a meeting held at the SETA offices at 8:30am and then proceed directly to your workplace. You would be reimbursed for 25 total miles.
 - b. However, if you attend the meeting at 8:30 and then return home prior to proceeding to work, you would be reimbursed for 10 miles.
 - c. If you came directly from work to attend a meeting held at 1:00pm and then returned directly to work, you would be reimbursed for 40 miles.

Head Start/Early Head Start Policies and Procedures

3. If you utilized public transportation to attend a meeting at SETA, you would be reimbursed for the actual costs of that transportation.
 - a. Assume that you attended a meeting and rode RT Light Rail from your house to SETA offices and back to your house. You would be reimbursed for the cost of a round trip ticket.
 - b. If you were working out of town and rode Greyhound and RT Light Rail to attend a meeting at SETA and then rode RT Light Rail to your home after the meeting, you would be reimbursed for the cost of the Greyhound ticket to Sacramento and the RT Light Rail passes to SETA and home.

CHILD CARE

1. SETA will reimburse you at the rate of ~~\$8.00~~50 per hour, up to a maximum of \$30 per day, for the number of hours of child care necessitated by your attendance/participation in REQUIRED PC/PAC meetings when your child(ren) are cared for by a non-SETA care provider.
 - a. Reimbursement will not be made for child care provided by spouse/significant other.
 - b. Reimbursement will be for actual costs incurred up to a maximum of ~~\$8.00~~50 per hour, no matter how many children are cared for.
 - c. If the PC/PAC meeting that you attend runs for 2 hours, but you must incur child care for an additional hour for the travel time to and from SETA offices, you will be reimbursed for 3 hours. If you arrange child care for the day in order to run some errands, attend

Head Start/Early Head Start Policies and Procedures

the PC/PAC meeting, and meet a friend for lunch, you will be reimbursed only for the 2 hours of the PC/PAC meeting.

- d. For attendance at conferences as a representative of SETA Head Start, the maximum reimbursement will be \$8.~~00~~50 per hour up to \$30 for each 24 hour period of time away from home.
- e. No reimbursement for child care will be available when attendance at meetings, conferences, or training events is voluntary.
- f. No reimbursement for child care will be available for children thirteen (13) years of age and older, unless special circumstances exist. An example of special circumstances might be a special needs child.
- g. No reimbursement for child care will be available for children of any age who are in a Head Start program or who would normally be in school unless the child is out of school for a valid reason, such as being off track or being ill. Home schooled children might be a reasonable exception to this policy.

FREQUENCY OF REIMBURSEMENT

1. Following the submission of the appropriate requests for reimbursement, every reasonable effort will be made to process reimbursements and have either cash or petty cash checks available to be picked up from a petty cash custodian one week following the meeting, or at the next meeting attended.

Effective Date _____

ITEM III-C – ACTION

ELECTION OF COMMUNITY REPRESENTATIVES:
PAST PARENTS, FOSTER PARENT, AND GRANDPARENT

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to elect community representatives to serve for Program Year 2015-2016.

Past Parent Representatives and Alternates:

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.

Foster Parent and Alternate:

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 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.

Grandparent Representative and Alternate:

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.

RECOMMENDATION:

That the Parent Advisory Committee elect two (2) Past Parent Representatives and two (2) Alternates, one Foster Parent representative and one alternate, and one Grandparent representative and one alternate.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

Past Parent Representatives and Alternates:

Representatives nominated:

Representatives elected (2):

Alternates nominated:

Alternates elected (2):

Foster Parent and Alternate:

Representatives nominated:

Representative elected (1):

Alternates nominated:

Alternate elected (1):

Grandparent and Alternate:

Representatives nominated:

Representative elected (1):

Alternates nominated:

Alternate elected (1):

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
 - PC/PAC End-of-Year Appreciation Brunch Oral Reports: 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:

EVENT

DATE

Daddy & Me Day at the Crocker Art Museum	Saturday, October 17, 2015 10:00 a.m. – 1:00 p.m. Tour starts at 11:00 a.m. 216 "O" Street Sacramento, CA 95814
PAC Executive Committee	Thursday, October 22, 2015 9:00 a.m. Olympus Room
PC Executive Committee	Thursday, October 29, 2015 9:00 a.m. Olympus Room
PC/PAC Budget/Planning Committee	Tuesday, November 10, 2015 1:30 p.m. Oak Room
PC/PAC Toastmasters	Friday, November 13, 2015 11:30 a.m. Redwood Room

SETA In-Kind by Site

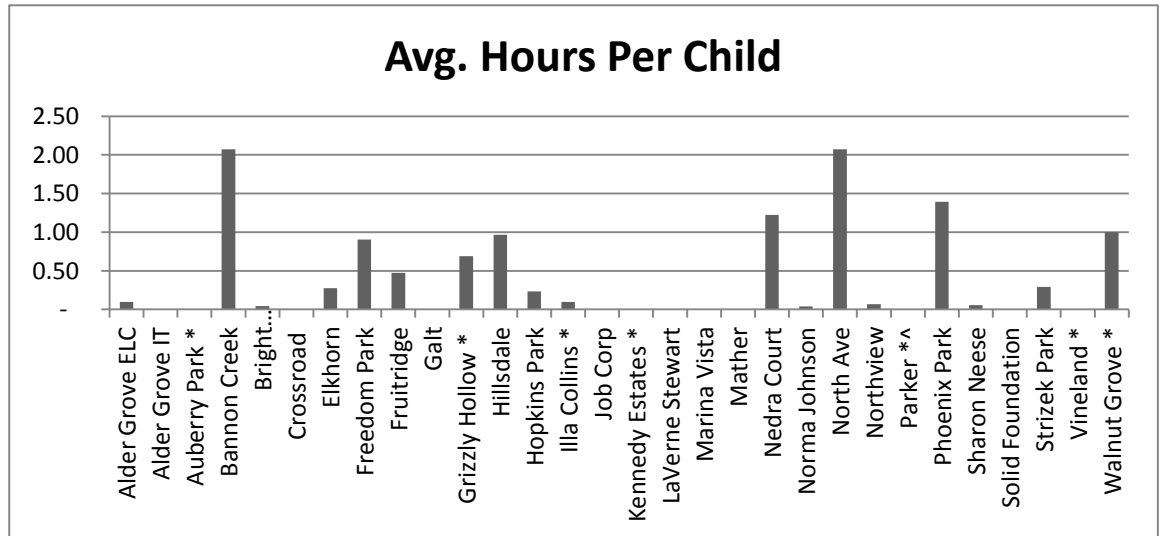
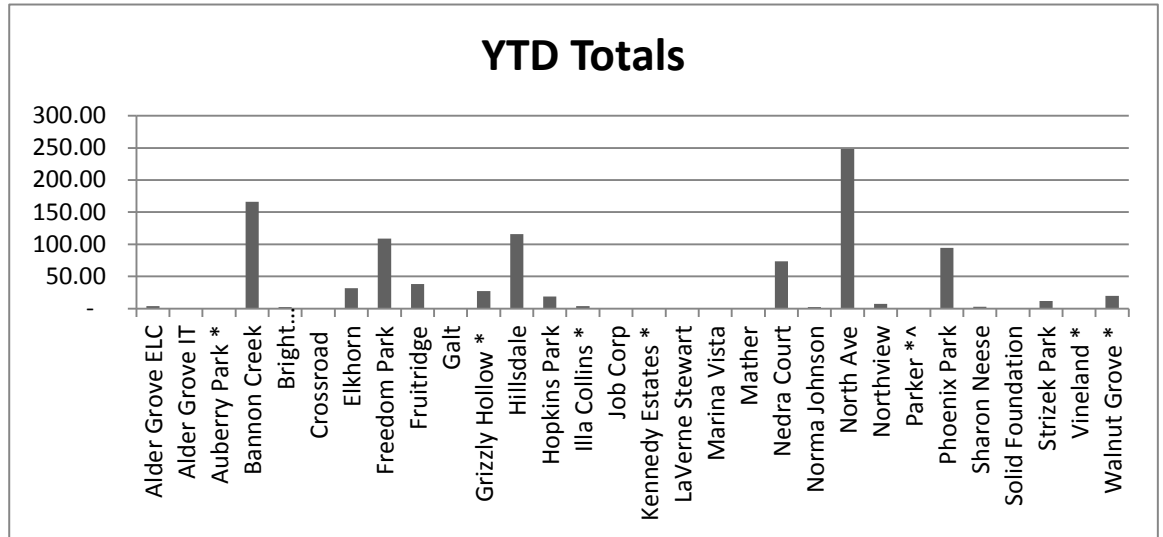
As of: **September 2015**

Parent Classroom Volunteers

	YTD Total		Avg. Hours
	Hours	# Children	Per Child
Alder Grove ELC	3.90	40	0.10
Alder Grove IT	-	16	-
Auberry Park *	-	40	-
Bannon Creek	165.92	80	2.07
Bright Beginnings *	2.50	60	0.04
Crossroad	-	88	-
Elkhorn	31.87	116	0.27
Freedom Park	108.65	120	0.91
Fruitridge	38.00	80	0.48
Galt	-	120	-
Grizzly Hollow *	27.50	40	0.69
Hillsdale	115.78	120	0.96
Hopkins Park	18.78	80	0.23
Illa Collins *	3.83	40	0.10
Job Corp	0.25	36	0.01
Kennedy Estates *	-	40	-
LaVerne Stewart	-	40	-
Marina Vista	-	88	-
Mather	-	114	-
Nedra Court	73.45	60	1.22
Norma Johnson	2.58	68	0.04
North Ave	248.42	120	2.07
Northview	7.45	108	0.07
Parker *^	-	-	-
Phoenix Park	94.65	68	1.39
Sharon Neese	3.03	56	0.05
Solid Foundation	-	80	-
Strizek Park	11.67	40	0.29
Vineland *	-	40	-
Walnut Grove *	20.00	20	1.00
TOTAL HOURS:	978.23	2,018.00	0.48

* Traditional sites open August to May

^ Parker - closed for renovations



SETA In-Kind by Site

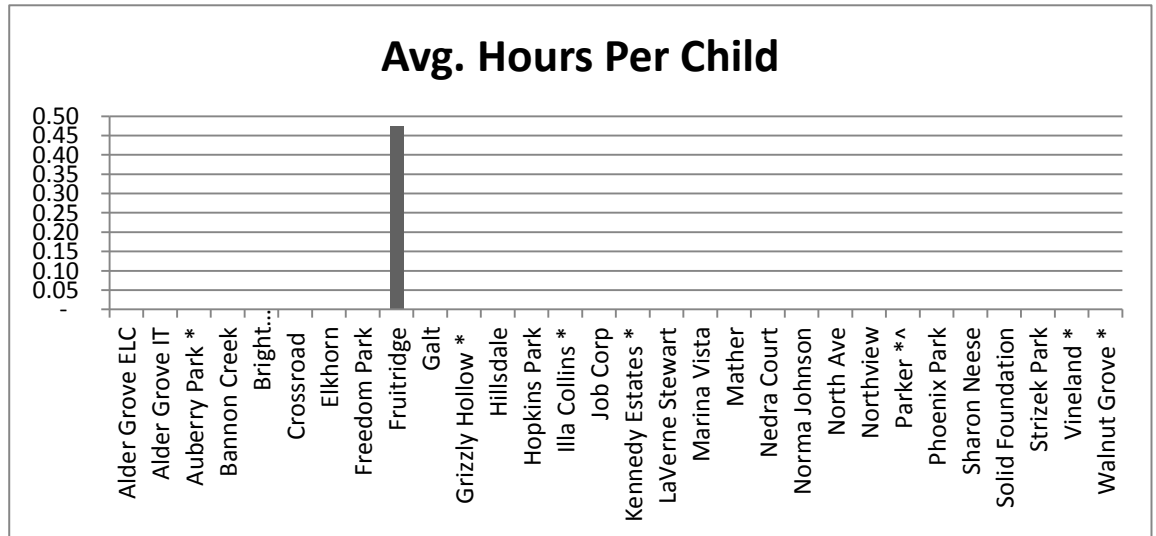
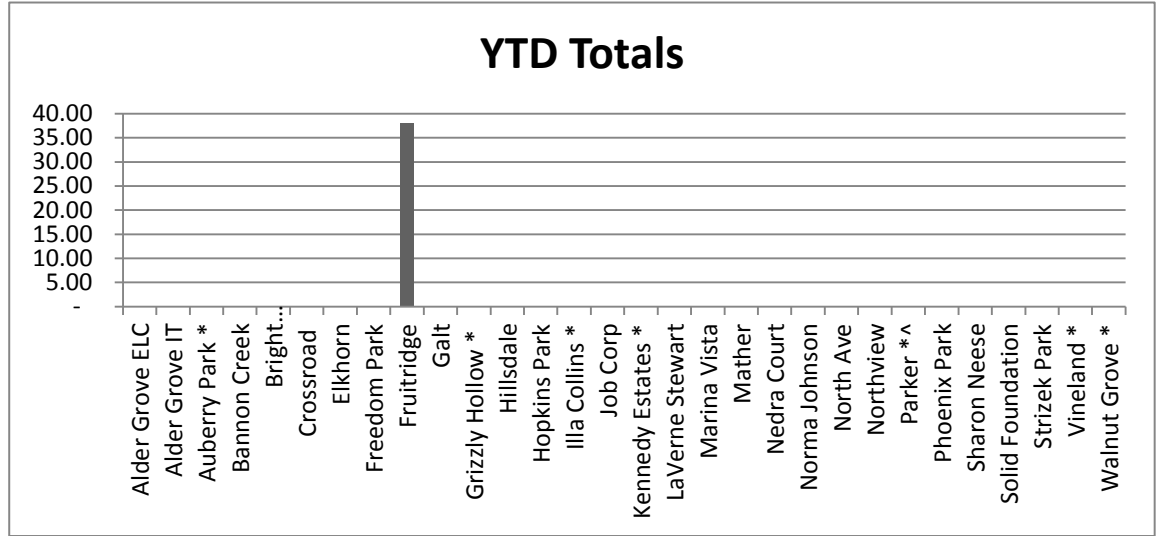
As of: **September 2015**

School Readiness Aides

	YTD Total		Avg. Hours
	Hours	# Children	Per Child
Alder Grove ELC	-	40	-
Alder Grove IT	-	16	-
Auberry Park *	-	40	-
Bannon Creek	-	80	-
Bright Beginnings *	-	60	-
Crossroad	-	88	-
Elkhorn	-	116	-
Freedom Park	-	120	-
Fruitridge	38.00	80	0.48
Galt	-	120	-
Grizzly Hollow *	-	40	-
Hillsdale	-	120	-
Hopkins Park	-	80	-
Illa Collins *	-	40	-
Job Corp	-	36	-
Kennedy Estates *	-	40	-
LaVerne Stewart	-	40	-
Marina Vista	-	88	-
Mather	-	114	-
Nedra Court	-	60	-
Norma Johnson	-	68	-
North Ave	-	120	-
Northview	-	108	-
Parker *^	-	-	-
Phoenix Park	-	68	-
Sharon Neese	-	56	-
Solid Foundation	-	80	-
Strizek Park	-	40	-
Vineland *	-	40	-
Walnut Grove *	-	20	-
TOTAL HOURS:	38.00	2,018.00	0.02

* Traditional sites open August to May

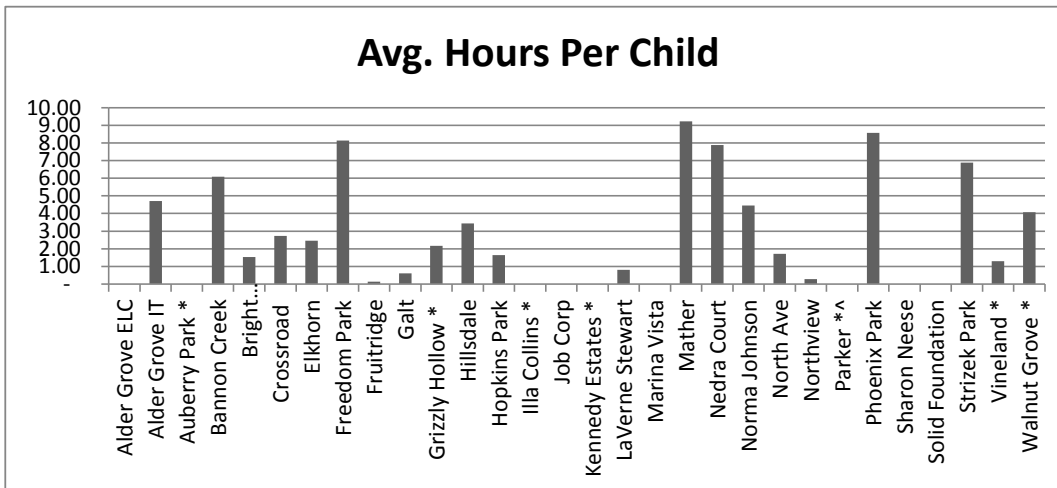
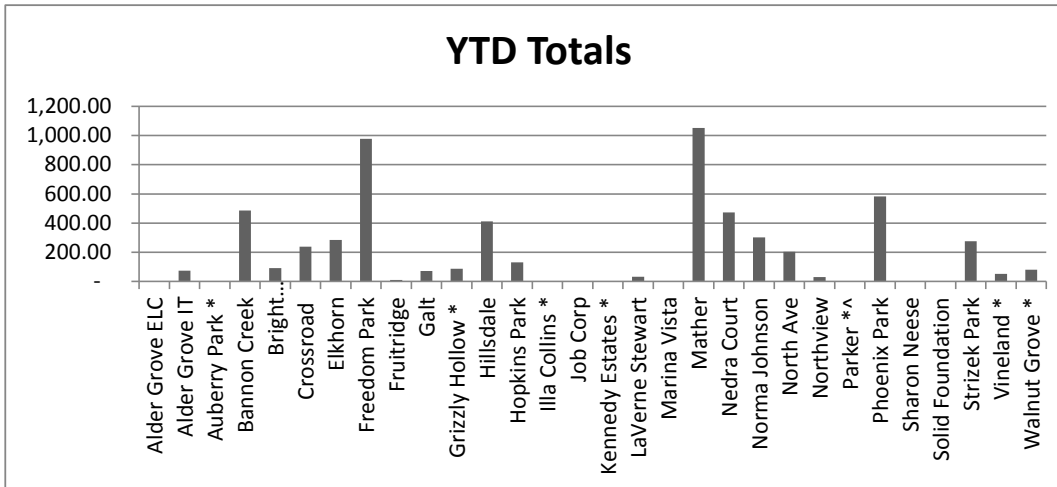
^ Parker - closed for renovations



	YTD Total		Avg. Hours
	Hours	# Children	Per Child
Alder Grove ELC	-	40	-
Alder Grove IT	75.33	16	4.71
Auberry Park *	-	40	-
Bannon Creek	486.50	80	6.08
Bright Beginnings *	92.17	60	1.54
Crossroad	239.67	88	2.72
Elkhorn	285.67	116	2.46
Freedom Park	977.83	120	8.15
Fruitridge	10.67	80	0.13
Galt	71.67	120	0.60
Grizzly Hollow *	86.50	40	2.16
Hillsdale	411.50	120	3.43
Hopkins Park	130.67	80	1.63
Illa Collins *	-	40	-
Job Corp	-	36	-
Kennedy Estates *	-	40	-
LaVerne Stewart	32.33	40	0.81
Marina Vista	-	88	-
Mather	1,051.33	114	9.22
Nedra Court	472.67	60	7.88
Norma Johnson	302.67	68	4.45
North Ave	204.50	120	1.70
Northview	29.50	108	0.27
Parker *^	-	-	-
Phoenix Park	582.83	68	8.57
Sharon Neese	-	56	-
Solid Foundation	-	80	-
Strizek Park	275.17	40	6.88
Vineland *	52.00	40	1.30
Walnut Grove *	81.33	20	4.07
TOTAL HOURS:	5,952.51	2,018.00	2.95

* Traditional sites open August to May

^ Parker - closed for renovations



SETA In-Kind by Site

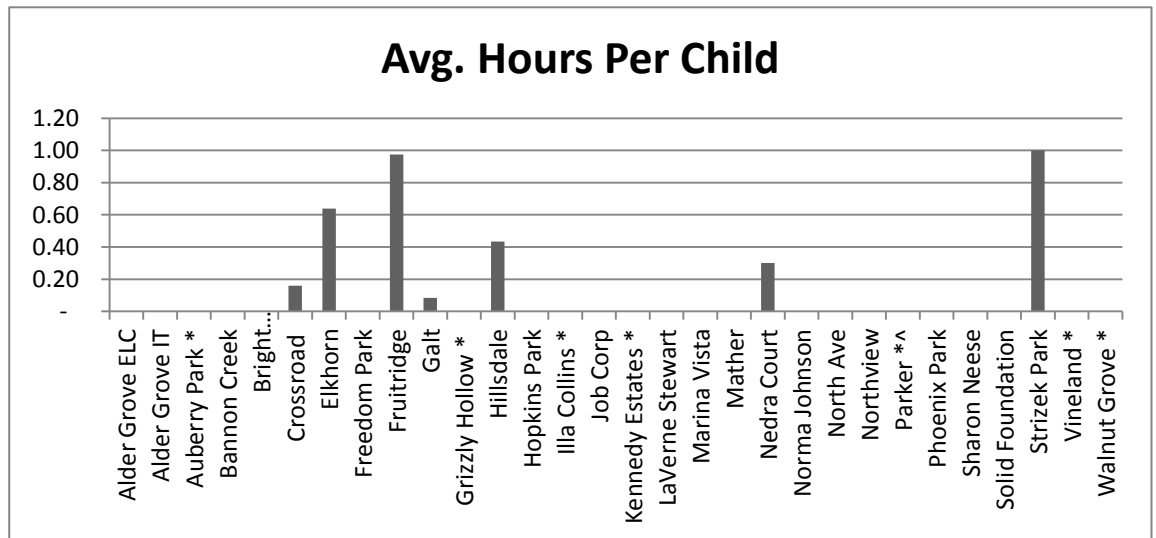
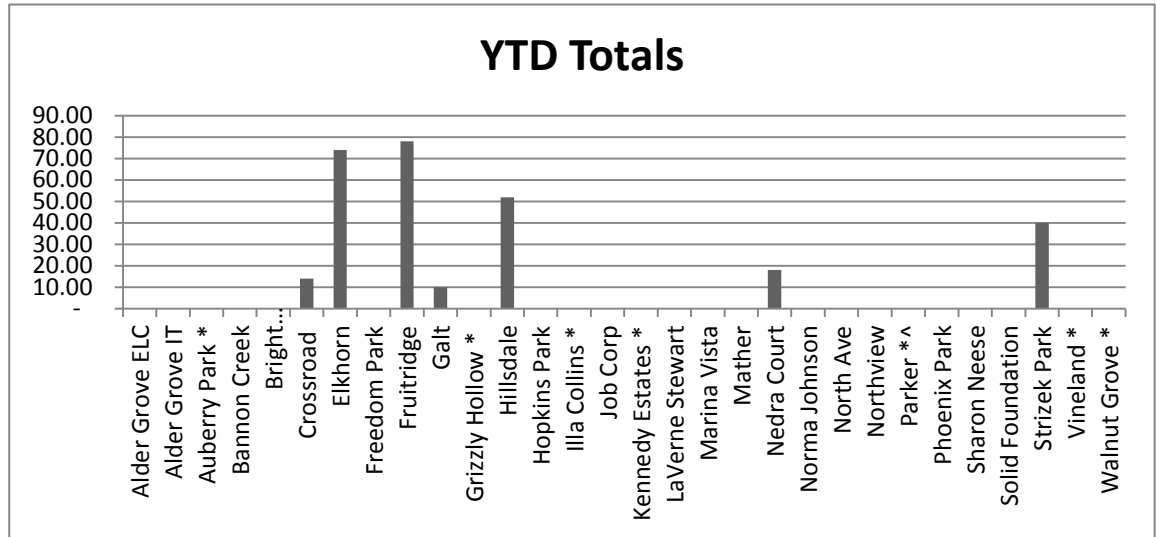
As of: **September 2015**

Parent Food Aides

	YTD Total		Avg. Hours
	Hours	# Children	Per Child
Alder Grove ELC	-	40	-
Alder Grove IT	-	16	-
Auberry Park *	-	40	-
Bannon Creek	-	80	-
Bright Beginnings *	-	60	-
Crossroad	14.00	88	0.16
Elkhorn	74.00	116	0.64
Freedom Park	-	120	-
Fruitridge	78.00	80	0.98
Galt	10.00	120	0.08
Grizzly Hollow *	-	40	-
Hillsdale	52.00	120	0.43
Hopkins Park	-	80	-
Illa Collins *	-	40	-
Job Corp	-	36	-
Kennedy Estates *	-	40	-
LaVerne Stewart	-	40	-
Marina Vista	-	88	-
Mather	-	114	-
Nedra Court	18.00	60	0.30
Norma Johnson	-	68	-
North Ave	-	120	-
Northview	-	108	-
Parker *^	-	-	-
Phoenix Park	-	68	-
Sharon Neese	-	56	-
Solid Foundation	-	80	-
Strizek Park	40.00	40	1.00
Vineland *	-	40	-
Walnut Grove *	-	20	-
TOTAL HOURS:	286.00	2,018.00	0.14



* Traditional sites open August to May



^ Parker - closed for renovations



October 2015

*We Serve 1% Lowfat Milk

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 3				1 Breakfast: Whole Wheat Bagel, Banana, Milk Lunch: Sliced Turkey, Whole Wheat Bread, Baby Carrots, Strawberries or Tangerine, Milk Sanck: Cottage Cheese, Pineapple Tidbits	2 Breakfast: Banana Muffin, Orange, Milk Lunch: Swiss-American Cheese, Whole Wheat Tortilla, Zucchini Sticks, Canned Apricots, Milk Snack: Milk, Lemon Dinosaur Crackers
Week 4	5 Breakfast: Brown Rice Krispies Cereal, Cantaloupe, Milk Lunch: Beef Hamburger, Whole Wheat Bun, Whole Kernel Corn, Orange, Milk Snack: Cheese-It Crackers, Canned Fruit Mix	6 Breakfast: Whole Wheat Bagel, Pineapple Tidbits, Milk Lunch: Vegetarian Chilli, Saltine Crackers, Sunomono Salad, Canned Apricots, Milk Snack: Whole Grain Cheerios Cereal, Milk	7 Breakfast: Oatmeal Cereal, Banana, Milk Tidbits, Milk Lunch: Cheese Enchilada with Sauce, Romaine Lettuce Salad, Orange, Milk Snack: Hummus, Vegetable Stick Melody	8 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	9 Breakfast: Blueberry Muffin, Apple, Milk Lunch: Tuna Salad, Wheat Thins Crackers, Baby Carrots, Cantaloupe, Milk Snack: Gold Fish Crackers, Milk
Week 5	12 Breakfast: Pancakes, Diced Pear, Milk Lunch: Chicken Patty, Whole Wheat Bun, Carrots, Canned Apricots, Milk Snack: Raspberry Yogurt, Diced Mango	13 Breakfast: Whole Grain Cheerios Cereal, Apple, Milk Lunch: Refried Beans, Whole Wheat Tortilla, Tomato Salsa, Strawberries or Tangerine, Milk Snack: Multi Grain Flakes Cereal, Milk	14 Breakfast: Whole Wheat Biscuit, Diced Peaches, Milk Lunch: Sliced Turkey, Mini Whole Grain Bun, Potato Salad, Cantaloupe, Milk Snack: Lemon Dinosaurs Crackers, Banana	15 Breakfast: Oatmeal Cereal, Pineapple Tidbits, Raisins, Milk Lunch: Spaghetti Casserole, Romaine Lettuce Salad, Canned Apricots, Milk Snack: Bean Dip, Whole Wheat Tortilla	16 Breakfast: Dreamy Orange Muffin Loaf, Orange, Milk Lunch: Sliced Turkey, Whole Wheat Bread, Broccoli, Banana, Milk Snack: Apple, Cheese Stick
Week 1	19 Breakfast: Pancakes, Diced Pear, Milk Lunch: Lemon Pepper Chicken, Peas, Carrots & Brown Rice, Orange, Milk Snack: Cottage Cheese, Cheese-It Crackers	20 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	21 Breakfast: Whole Wheat Biscuit, Diced Peaches, Milk Lunch: Whole Wheat Tortilla, Beans, Shredded Cheddar Cheese & Lettuce, Tomato, Strawberries or Tangerine, Milk Snack: Banana, Strawberry Yogurt	22 Breakfast: Whole Wheat Bagel, Pineapple Tidbits, Milk Lunch: Spanish Rice with Chicken & Corn, Mandarin Orange, Milk Snack: Apple, Sun Butter	23 Breakfast: Blueberry Muffin, Banana, Milk Lunch: Sliced Turkey, Whole Wheat Bread, Baby Carrots, Cantaloupe, Milk Snack: Whole Wheat Tortilla, Bean Dip
Week 2	26 Breakfast: Multi-Grain Flakes Cereal, Apple, Milk Lunch: Beef BBQ Burger, Whole Wheat Bun, Mixed Vegetables, Cantaloupe, Milk Snack: Strawberry Banana Yogurt, Orange	27 Breakfast: French Toast Sticks, Diced Pear, Milk Lunch: Chicken Drumstick, Macaroni Salad, Tomato Slice, Apple or Watermelon, Milk Snack: Brown Rice Krispies Cereal, Milk	28 Breakfast: Oatmeal Cereal, Raisins, Pineapple Tidbits, Milk Lunch: Rice & Beans, Cabbage Salad, Strawberries or Tangerine, Milk Snack: Hummus, Vegetable Stick Melody	29 Breakfast: Crispix Cereal, Banana, Milk Lunch: Sliced Turkey, Whole Wheat Bread, Baby Carrots, Orange, Milk Snack: Gold Fish Crackers, Milk	30 Breakfast: Dreamy Orange Muffin Loaf, Apple, Milk Lunch: Sliced Turkey, Whole Wheat Bread, Cucumber Slices, Cantaloupe, Milk Snack: Cheese Quesadilla

	lunes	martes	miércoles	jueves	viernes
Semana 3				1 Desayuno: Bagel de Trigo Integral, Plátano, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Zanahorias Tiernas, Fresa o Tanjarina, Leche. Bocadillo: Requesón, Piña Machacada.	2 Desayuno: Mollete con Plátano, Naranja, Leche. Comida: Queso Suizo-Americano, Tortilla de Trigo, Baritas de Calabacita, Chabacano Enlatado, Leche. Bocadillo: Galletas de Limón Dinosaur, Leche.
Semana 4	5 Desayuno: Cereal Integral Rice Krispies, Melón, Leche. Comida: Hamburguesa de Res, Pan de Trigo Integral, Granos de Elote, Naranja, Leche. Bocadillo: Galletas Cheese-It, Fruta Enlatada Mixta.	6 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.	7 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.	8 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.	9 Desayuno: Barra de Mollete con Arándanos Azules, Manzana, Leche. Comida: Ensalada de Atún, Galletas Wheat Thins, Zanahorias Tiernas, Melón, Leche. Bocadillo: Galletas de Pescados Dorados, Leche.
Semana 5	12 Desayuno: Jotqueis (Pancakes), Pera Picada, Leche. Comida: Torta de Pollo, Pan de Trigo Integral, Zanahorias, Chabacano Enlatado, Leche. Bocadillo: Mango Picado, Yogur de Frambuesa.	13 Desayuno: Cereal Cheerios de Grano Integral, Manzana, Leche. Comida: Frijoles Refritos, Tortilla de Trigo Integral, Salsa de Jitomate, Fresas o Tanjarina, Leche. Bocadillo: Ojuelas de Cereal Multigrano, Leche.	14 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.	15 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.	16 Desayuno: Barra de Mollete Dreamy Orange, Naranja, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Brócoli, Plátano, Leche. Bocadillo: Barita de Queso, Manzana.
Semana 1	19 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.	20 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.	21 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.	22 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.	23 Desayuno: Mollete con Arándanos Azules, Plátano, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Zanahorias Tiernas, Melón, Leche. Bocadillo: Puré de Frijoles, Tortilla de Trigo Integral.
Semana 2	26 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.	27 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.	28 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.	29 Desayuno: Cereal Crispix, Plátano, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Zanahorias Tiernas, Naranja, Leche. Bocadillo: Galletas de Pescados Dorados, Leche.	30 Desayuno: Barra de Mollete Dreamy Orange, Manzana, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Rebanadas de Pepino, Melón, Leche. Bocadillo: Quesadilla.

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 September 3, 2015 meeting.

NOTES:

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, September 3, 2015
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:10 a.m.; no quorum was achieved.

Members Present:

Sophia Scherman, Vice Chair, Governing Board; Public Representative
Patrick Kennedy, Member, Board of Supervisors
Allen Warren, Councilmember, City of Sacramento (arrived at 10:18 a.m.)

Members Absent:

Jay Schenirer, Councilmember, City of Sacramento
Don Nottoli, Chair, Governing Board; Member, Board of Supervisors

- Recognition of long-term employees: Manager Ms. Brenda Campos recognized **Judy Weber**, Quality Assurance Analyst for her 25 years of service to SETA. Manager Ms. Karen Gonzales recognized **Betsy Uda**, Education Program Officer, also for her 25 years of service to SETA.
- Recognition of Retiring Head Start Manager Brenda Campos: Ms. Denise Lee acknowledged Ms. Brenda Campos for her 31 years at SETA. The EHS Child Care Partnership is a great testimony of Brenda's commitment to children and families in Head Start.
- Presentation on Workforce Investment and Opportunity Act (WIOA): continued to the October meeting.

II. **Consent Items**

- A. Minutes of the August 6, 2015 Regular Board Meeting
B. Approval of Claims and Warrants
C. Approval to Modify California Capital FDC's Vendor Services (VS) Contract

Mr. Thatch noted a correction to the minutes

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

- A. Approve the August 6, 2015 minutes as corrected.
B. Approve the claims and warrants for the period 7/28/15 through 8/26/15.

C. Approve the recommendation to modify California Capital's Vendor Services contract.

Roll Call Vote:

Aye: 3 (Kennedy, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent 2 (Nottoli and Schenirer)

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Changes to the SETA Personnel Policies and Procedures

Mr. John Allen reviewed the recommended changes to the personnel policies and procedures.

A public hearing was opened; there were no speakers

Moved/Warren, second/Kennedy, to close the public hearing and approve the above noted

changes in the SETA Personnel Policies and Procedures .

Roll Call Vote:

Aye: 3 (Kennedy, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent 2 (Nottoli and Schenirer)

2. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Job Classification Revisions of Workforce Development Professional (I, II and III)

Mr. Allen stated that the proposed changes will bring the job specs in line with the apprenticeship program standards.

A public hearing was opened; there were no speakers.

Moved/Warren, second/Kennedy, to close the public hearing and take action to approve the revised job classifications of Workforce Development Professional I, II, and III.

Roll Call Vote:

Aye: 3 (Kennedy, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent 2 (Nottoli and Schenirer)

3. Approval of Retiree Medical Insurance Subsidy for Calendar Year 2016

Ms. Kossick offered to answer questions.

Moved/Kennedy, second/Warren, to approve Option A for the next calendar year effective January 1, 2016.

Roll Call Vote:

Aye: 3 (Kennedy, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent 2 (Nottoli and Schenirer)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services:

1. Approval of Staff Funding Extension Recommendations for Refugee Social Services (RSS), Targeted Assistance (TA), RSS Set-Aside, and TA Discretionary Programs, Program Year (PY) 2015-2016

Ms. O'Camb offered to answer questions; there were no questions.

Moved/Warren, second/Kennedy, to approve the funding extensions for the Refugee Social Services (RSS), Targeted Assistance (TA), Refugee Social Services (RSS) Set-Aside, and Targeted Assistance Discretionary (TAD) programs for PY 2015-16 effective October 1, 2015, as indicated in the attached charts.

Additionally, approve the following funding stipulations:

1. If final TA, RSS Set-Aside and TAD allocations are different than anticipated, SETA will adjust the amounts allocated to Refugee Program providers proportionately.
2. TA and TAD funds will be allocated in two increments. The first increments will cover program services from October 1, 2015 through April 30, 2016. The second increments will be allocated contingent upon receipt of funds from ORR, and will cover program services from May 1, 2016 through September 30, 2016.
3. PY 2015-16 funding will be subject to satisfactory year-end program performance and satisfactory fiscal reviews.
4. VESL/ES service providers must ensure open-entry and prompt placement into VESL classes for all clients that are assessed to be in need of English language training.
5. All VESL/ES and ES Stand Alone service providers must allocate a minimum of 10% of their awards for supportive services.

6. Providers with case management and job development staff budgeted for less than 12 months, or budgeted for part-time employment, must ensure program services are available Monday through Friday, eight hours per day, from October 1, 2015, through September 30, 2016.
7. Refugees receiving resettlement or Match Grant employment services from IRC are not eligible to participate in IRC's RSS-funded VESL/ES program.

Roll Call Vote:

Aye: 3 (Kennedy, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent 2 (Nottoli and Schenirer)

Community Services Block Grant:

2. Approval of the Community Services Block Grant (CSBG) Request for Proposals for the 2016 Program Year

Ms. Julie Davis-Jaffe offered to answer questions.

Moved/Warren, second/Kennedy, to approve the CSBG Request for Proposals for the 2016 Program Year.

Roll Call Vote:

Aye: 3 (Kennedy, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent 2 (Nottoli and Schenirer)

One Stop Services

3. Approval to Accept Workforce Innovation and Opportunity Act (WIOA) Discretionary Funds from the California Workforce Investment Board and Authorize the Executive Director to Execute the Agreement, any Subgrants or Other Documents Required by the Funding Source

Moved/Warren, second/Kennedy, to accept WIOA Discretionary funds from the CWIB and authorize the Executive Director to execute the agreement, any subgrants or other documents required by the funding source.

Roll Call Vote:

Aye: 3 (Kennedy, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent 2 (Nottoli and Schenirer)

C. CHILDREN AND FAMILY SERVICES:

1. Approval of the Submission of the Amendment Application for the Early Head Start-Child Care Partnership (EHS-CCP) Program to the Office of Head Start

There were no questions or comments.

Moved/Kennedy, second/Warren, to approve the submission of the Early Head Start-Child Care Partnership and Expansion Amended Application to the Office of Head Start in the amount of \$918,735 including Basic and Training/Technical Assistance.

Roll Call Vote:

Aye: 3 (Kennedy, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent 2 (Nottoli and Schenirer)

2. Approval of the SETA Early Head Start-Child Care Partnership Health and Safety Screener Summary Report

Mr. Warren requested a quick summary of this item. Ms. Denise Lee stated that this is a requirement of the new EHS grant. Four centers were reviewed, which includes 11 classrooms. Part of it is to raise the quality of the services to Head Start standards.

Moved/Warren, second/Kennedy, to approve and certify the SETA Early Head Start-Child Care Partnership Health and Safety Screener results.

Roll Call Vote:

Aye: 3 (Kennedy, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent 2 (Nottoli and Schenirer)

IV. Information Items

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

V. Reports to the Board

- A. Chair: No report.
 - B. Executive Director: No report.
 - C. Deputy Directors: No report.
 - D. Counsel: No report.
 - E. Members of the Board: Ms. Scherman inquired how long has Mr. Thatch been here. Mr. Thatch replied he has served 37 years. November 1 is his anniversary date.
 - F. Public: No comments.
- VI. Adjournment:** Meeting was adjourned at 10:52 a.m.

ITEM V
COMMITTEE REPORTS

➤ Executive Committee

Critique of the September 15, 2015 Parent Advisory Committee meeting.

GOOD!!!
Thank you Ms. Alma Walton Hawkins for standing in during Ms. Marie's vacation.
Thank you Mr. Jaime Serrano for technical support.
Thank you Ms. Jenna Jamison for a well-facilitated and timely meeting.
Thank you Ms. Denise Lee for EHS partnership update and parent recruitment efforts.
NEEDS IMPROVEMENT
PAC Representative recruitment.
REMINDERS
Please be on time and be seated by 8:50 a.m.
Please turn off <u>all</u> electronic devices.
No eating in the Board room.
Please be recognized by the Chair before leaving your seat.
If you will be late or will not attend the PAC board meetings, please call or e-mail Jasmine Jamison, Chair, Marie Desha, or Nancy Hogan.

➤ Budget/Planning Committee

➤ Men's Activities Affecting Children Committee

ITEM V – COMMITTEE REPORTS (continued)
Page 2

➤ Parent Ambassador Committee

ITEM VI

OTHER REPORTS

BACKGROUND:

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

- Chair's Report
- Policy Council Report(s): Mr. Todd Woods, Ms. Sabrina Lovelady, and Ms. Amanda Self
- Head Start Deputy Director's Report: Ms. Denise Lee
- Head Start Managers' Reports
 - ✓ Program Support Services Report –Ms. Lisa Carr
 - ✓ Parent/Family and Community Engagement Committee – Ms. Lisa Carr
 - ✓ Child Development & Education Services Report – Ms. Karen Gonzales

NOTES:



Monthly Head Start Report October 2015

SETA Operated Program

Family Engagement

Our home based preschool teachers and our home based Early Head Start educators just started a quarterly county-wide training with WestEd on facilitating social/emotional competencies with the children they serve. This is an exciting opportunity for home based teachers to receive the same information as our center based teachers, but tailored for a home based population. This superb training really allows teachers who go into the home, opportunities to facilitate that relationship between the parent, the child and the teacher.

During the month of September our recruitment staff participated in many recruitment events. The largest by far was the event held at Fairytale Town to promote children's literacy. This was a great opportunity for both staff, and our parent ambassadors to connect with, and talk about the Head Start and Early Head Start program. We have to really applaud those parents who volunteer to help staff our recruitment tables, because of their experience and their love of the Head Start program, they are really able to talk to other potential families about the importance of early education. There is nothing like getting the seal of approval from someone who has used our services and found them valuable.

In addition to the Children's Book Festival, other events SETA participated in were: the Rio Linda Country Fair, the Fruit and Veggie Festival, and Feria De Education.

Program Support Services

Health and Safety Screening Review. Program Support Services staff completed the mandatory health and safety screener within 45 days of start date at all Head Start/Head Start locations countywide. Using the 40-item checklist provided by Office of Head Start, onsite inspection was conducted at 104 centers/ outdoor environments and 198 classrooms by September 18. Reports are being finalized and will be submitted to individual programs for follow-up.

Content Meetings and Training. Education and Disabilities Content Meeting was held on September 29, 2015. Agenda items included Safety and Supervision, School Readiness Goals and the new OHS Birth to 5 Head Start Learning Outcomes, coaching programs and 45-day screenings. ERSEA Meeting was held on September 24, 2015.

Unannounced Safety and Supervision Visits. First quarter (August to October 2015) unannounced safety and supervision visits by Quality Assurance and Monitoring Unit is going on. This process is part of a comprehensive approach to keep safety and supervision of children a priority at all times. Additionally, Delegate/SOP programs conduct and track their own internal unannounced visits which are submitted to SETA on a quarterly basis.

Program Operations

It is the season for screenings. Teachers are using standardized screening tools to determine preliminary developmental levels for new students. Information gathered will be used to determine if additional supports are needed as well as to individualize curriculum to meet the needs of all children.

- For Social and Emotional screening, DECA is a Nationally standardized assessment of protective factors and a screener for behavioral concerns. The behavior rating scale includes a total of 37 items--- 27 of which assess a child's protective factors related to resilience (initiative, self-control and attachment) and 10 of which screen for behavior concerns.
- For Speech, the Fluharty articulation screen provides rapid identification of those preschool children whom a complete speech and language evaluation is recommended. If needed, a secondary screening using the speech section of the Ages & Stages tool is used to gather parent input as well.
- For overall development, The Learning Accomplishment Profile - Diagnostic Edition (LAP-D) provides a systematic method for observing children functioning in the 30-72 month age-range. The purpose of this normed-referenced assessment is to assist teachers, clinicians, and parents in assessing individual skill development in four major developmental domains (each contains two subscales): gross motor, fine motor, cognitive, and language.

Governance

Mr. Jerry Gomez provided WCIC Board of Director's orientation training on Monday, September 14. He'll provide TRUSD Board of Trustee orientation on Tuesday, October 20 at 7 p.m. Ms. Denise Lee will host a Governance meeting on the same day from 1:30-3:30 p.m. at SETA to provide an opportunity for Mr. Gomez to review the Office of Head Start new governance protocol questions which are said to be very different. This will be a great time to understand questions and prep for review.

The parents in Toastmasters continue to improve and develop their public speaking skills. During the September meeting the focus was gestures, manipulating the voice and speaking without notes. The Toastmasters training for the 2014-2015 year is coming to a close. The last session is scheduled for November 13th at 1:30 PM. At that time, parents will present speeches to staff using the skills they have learned throughout the year.

This will be a time to applaud the dedication to a training that will provide marketable skills. A special thank you is given to Mrs. Jackie Bates, DTM (Distinguished Toastmaster) for her unique skills and talent that has made an impact to those completing her training.

The Parent Ambassadors have selected a design for T-shirts and buttons that will distinguish them at various recruitment and community events. These recruitment events provide information about Head Start services from the parents' point-of-view. The Parent Ambassadors have reported positive experiences at the following events:

- September 13th – Fruit and Veggie Fest at La Superior Supermarket – Mr. Brian Short said the event was a “blast.” There were 16 stations in which information was given, Head Start being one.

- September 26th Fairytale Town Book Faire - Ms. Robin Blanks and Ms. Linda Litka reported that they had a great time helping to sign up families for Head Start. They were particularly made aware of the need to promote Head Start services.
- October 3rd Sleep Train Arena - Healthy Kids Day - Mr. Joe Morales and Ms. Sabrina Lovelady – was also a great event to publicize the great services provided by Head Start.

The Parent End of Year of Brunch will be held Wednesday, October 14 at Shriners Hospitals for Children from 10:30 a.m. to 1:30 p.m. Event theme: *Head Start/Early Head Start Sowing Seeds Together*. The PC/PAC Chairs, Ms. Lynda Williams and Ms. Jasmine Jamison, will host event. Ms. Alma Walton Hawkins and Ms. Jackie Bates are the keynote speakers.

Elk Grove Unified School District

Education Services Update

Karin Nakahira-Young, PreK instructional coach, presented training on the new Desired Results Developmental Profile 2015 (DRDP 2015) assessment at the PreK Teacher in-service on September 18. Teachers had an opportunity to talk through the differences between the previous assessment, the DRDP-R, and the new assessment, the DRDP 2015. They shared strategies for taking anecdotal notes for new measures on the assessment and for documenting observations.

Claudia Charter, PreK program specialist, reminded teachers of the Early Childhood Environment Rating Scale (ECERS) requirement that children wash their hands when entering the classroom and the beginning of the day, after recess, and before eating meals. Strategies were shared for how to fulfill the requirement without it taking away from instruction time by using the time to sing songs, chant poems, count, and do finger plays.

Enrollment

The Elk Grove Unified School District Head Start Program is fully enrolled with 440 students in the program. Average Daily Attendance (ADA) for the month of September was 89%.

Disabilities Services and Mental Health Services Update

Our program educators and clerks have worked closely with Catherine Barbero, PreK social worker and Dr. Alicia Valero -Kerrick, PreK psychologist, to place students with active IEPs into the Head Start program. There are 32 students with active IEPs being served, which is seven percent (7%) of our Head Start student population.

Health Services Update

Parents of children who need immunizations are being contacted and student files are being monitored to assure that all students who needed to be screened for vision and hearing have had this completed.

USDA Meals/Snacks

In September, 12,994 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.

Family and Community Partnerships Update

Family education activities are offered in conjunction with the School Readiness grant funded by First 5 California. Class offerings are dictated in part by the desires and needs of families expressed in a yearly survey and in part by the School Readiness grant. Parents are notified of classes at monthly meetings, by our monthly newsletter, and individually by teachers.

“Junior Amazing Reader”, a workshop designed to help parents understand the importance of reading with their children and the link between reading with children and brain development, vocabulary development, and future school success, was presented at Samuel Kennedy Elementary School, Herman Leimbach Elementary School, Charles Mack Elementary School, Florin Elementary School, David Reese Elementary School, and Daylor High School during the first two weeks of September. These workshops took place in the classroom at the beginning or end of class periods in order to maximize parent participation. An average of 55 parents attended from each of the sites.

“Discover Art” was presented in partnership with KVIE, Sacramento, at Samuel Kennedy Elementary School on September 15, at Herman Leimbach on September 16, at David Reese Elementary School on September 17, at Charles Mack Elementary School on September 22, and at Florin Elementary School on September 23. Twenty four (24) parents attended the class held at Samuel Kennedy Elementary School, thirty (30) parents attended the class held at Herman Leimbach Elementary School, seventeen (17) parents attended the class held at David Reese Elementary School, eighteen (18) parents attend the class held at Charles Mack Elementary School, and eight (8) parents attended the class held at Florin Elementary School. Discover Art is designed to help parents learn the importance of art as a form of expression, creativity and problem solving in their child’s life. Parents participate in hands-on art experiences that they can do with their children at home.

A “Latino Family Literacy” class was held on September 29 at Charles Mack Elementary School. This class provides Spanish speaking parents with strategies for working with their children in the area of literacy and ways to establish a reading routine in their home. Twelve (12) families attended this class.

An “English Family Literacy” class was held at Herman Leimbach Elementary on September 29. This presentation provided our English speaking families with the same information on literacy, techniques and strategies as those provided in “Latino Family Literacy”. Seventeen (17) families attended this workshop.

A “Supporting Positive Behavior in Children” workshop was held on September 30, at Prairie Elementary School. The “Supporting Positive Behavior in Children” workshop provides information and support to families to promote their child’s social/emotional development. Seventeen parents attended this workshop.

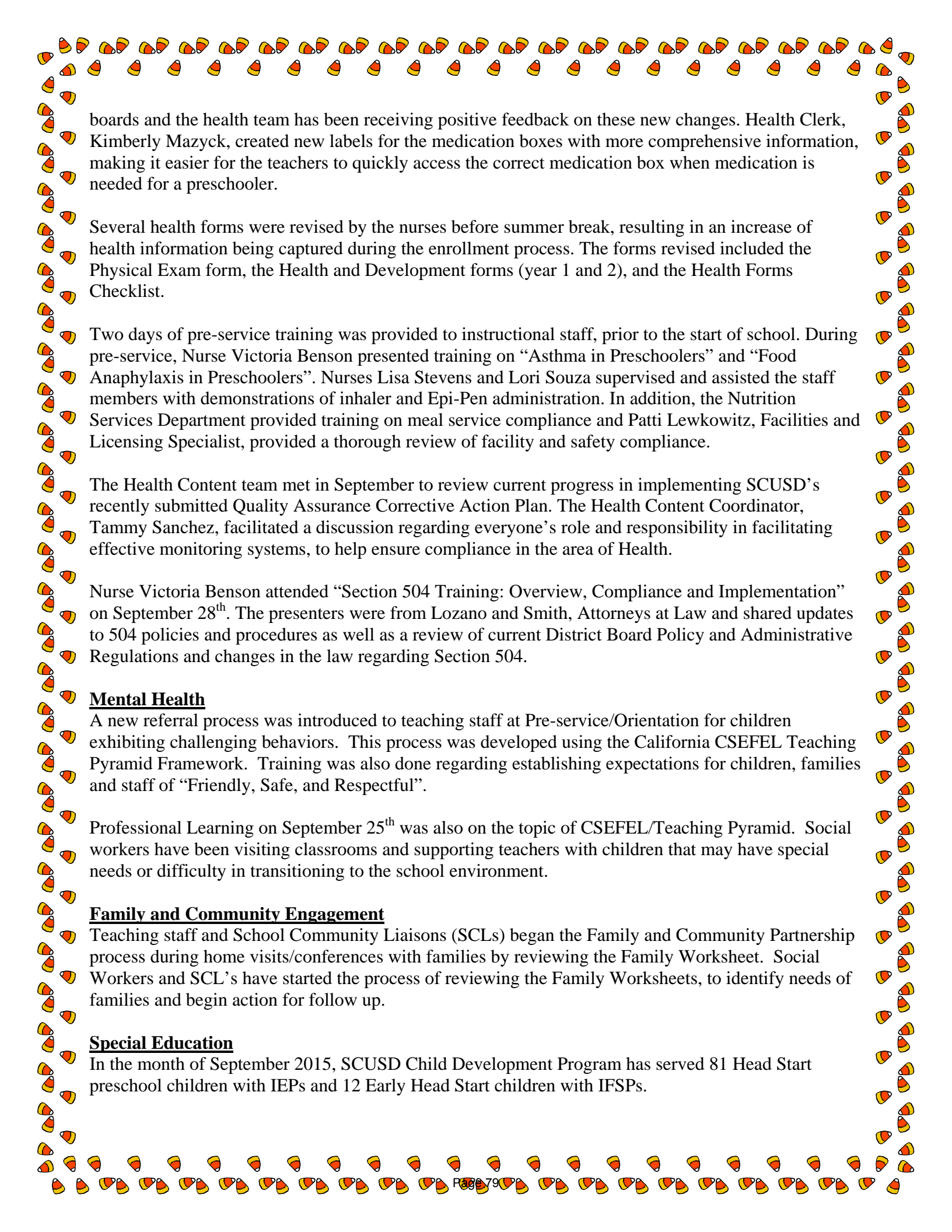
Recruitment

Individual registrations are taking place and 14 students are on the wait list for the Head Start program.

Sacramento City Unified School District

Health and Nutrition

Each preschool classroom has two new green boards that display “Health and Nutrition” and “Emergency” information thanks to the diligent efforts of Health Clerks, Chia Cha and Kimberly Mazyck! Chia Cha was instrumental in creating more colorful graphics for several items on the green



boards and the health team has been receiving positive feedback on these new changes. Health Clerk, Kimberly Mazyck, created new labels for the medication boxes with more comprehensive information, making it easier for the teachers to quickly access the correct medication box when medication is needed for a preschooler.

Several health forms were revised by the nurses before summer break, resulting in an increase of health information being captured during the enrollment process. The forms revised included the Physical Exam form, the Health and Development forms (year 1 and 2), and the Health Forms Checklist.

Two days of pre-service training was provided to instructional staff, prior to the start of school. During pre-service, Nurse Victoria Benson presented training on “Asthma in Preschoolers” and “Food Anaphylaxis in Preschoolers”. Nurses Lisa Stevens and Lori Souza supervised and assisted the staff members with demonstrations of inhaler and Epi-Pen administration. In addition, the Nutrition Services Department provided training on meal service compliance and Patti Lewkowitz, Facilities and Licensing Specialist, provided a thorough review of facility and safety compliance.

The Health Content team met in September to review current progress in implementing SCUSD’s recently submitted Quality Assurance Corrective Action Plan. The Health Content Coordinator, Tammy Sanchez, facilitated a discussion regarding everyone’s role and responsibility in facilitating effective monitoring systems, to help ensure compliance in the area of Health.

Nurse Victoria Benson attended “Section 504 Training: Overview, Compliance and Implementation” on September 28th. The presenters were from Lozano and Smith, Attorneys at Law and shared updates to 504 policies and procedures as well as a review of current District Board Policy and Administrative Regulations and changes in the law regarding Section 504.

Mental Health

A new referral process was introduced to teaching staff at Pre-service/Orientation for children exhibiting challenging behaviors. This process was developed using the California CSEFEL Teaching Pyramid Framework. Training was also done regarding establishing expectations for children, families and staff of “Friendly, Safe, and Respectful”.

Professional Learning on September 25th was also on the topic of CSEFEL/Teaching Pyramid. Social workers have been visiting classrooms and supporting teachers with children that may have special needs or difficulty in transitioning to the school environment.

Family and Community Engagement

Teaching staff and School Community Liaisons (SCLs) began the Family and Community Partnership process during home visits/conferences with families by reviewing the Family Worksheet. Social Workers and SCL’s have started the process of reviewing the Family Worksheets, to identify needs of families and begin action for follow up.

Special Education

In the month of September 2015, SCUSD Child Development Program has served 81 Head Start preschool children with IEPs and 12 Early Head Start children with IFSPs.

During September Professional Learning, the teaching staff were retrained in the area of the program's referral processes to help teaching staff refer and support students who may need additional services or accommodations. These support systems may include Student Study Teams, Speech Referrals, observations from Resource staff, one-on-one adult support, as well as the possibility of a more formal assessment plan that leads to an IEP or IFSP.

We now have a new Disabilities Coordinator, Jennifer Osalbo, who will be supporting all the classrooms within the program options in the area of special needs. We welcome her and look forward to her support and assistance.

We have begun collaborating at campuses where our preschools are located to connect with their Administrators, building relationships.

We have also been fortunate to be able to hire back this year two Itinerant Aides. Their job duties include supporting students who need additional assistance, observing students and providing teaching staff with strategies to support these student's individual needs, as well as sharing the use of materials used to accommodate children to fully access the curriculum within their daily routines at school.

Early Head Start and Home-Based

Early Head Start CCP programs had the Baseline audit this month. The reviewer visited all five classrooms. The teachers and staff were very excited to show off their hard work and the high quality classroom environments. American Legion infant/toddler classroom had their annual licensing visit and passed with no concerns or violations. This month First 5 started their play groups at three of our EHS sites. The collaboration and team work has been a great asset to the community and families being served within SCUSD. This has brought more awareness to EHS sites and has helped to increase our waitlist and spread the word in our community about our centers.

The EHS home base program had another successful socialization this month. The parents learned about early literacy for infants and toddlers and also elected a new PC representative.

San Juan Unified School District

Education Services Update

All classrooms began the year with the *Beginning of the Year* study. This study helped children to become aware of the classroom routines, the class rules, and the basic expectations of being at school with friends and teachers. Teachers started their social emotional curriculum called *Second Step*. They presented one oral language card for this curriculum weekly. All classrooms have introduced the Alphabet through emphasis on the first letter of each child's name.

Disabilities Services Update

The Screening Center has continued to remain steadily busy throughout the month of September. Screening has been reduced to two days per week during this month, and will drop to one day per week beginning in October. The Special Education Department is following up with assessments for referrals that were submitted in August and September. In September staff said good bye and good luck to Cindy Morris, the Disabilities Content Lead Teacher, who retired on August 31st. Temporarily, Cathy Carpenter will be handling her workload until a replacement is hired.

Mental Health Services Update

The Mental Health Therapist has given a number of talks to staff, teachers and parents. He has covered topics such as the Mental Health Referral Process, Positive Parenting Tips, Limit Setting, and Stress Management. His focus continues to be on providing support and referrals for children whose social and emotional functioning is lacking. Teachers continue to be given support on the implementation of the Operations Guide mental health criteria.

Health & Nutrition Services Update

Health screened children two days per week during September, continued reviewing students' health, nutrition, and immunization status, and worked to complete and review health files for children enrolling in the 2015-16 school year. The School Nurse also focused on completing and updating Individualized Student Health Plans for those children who have health concerns. She gave Staff Trainings preparing teachers for the care of health issues of their students. Smile Keepers started screening children at the preschool sites. Health is traveling to sites to screen and rescreen children as needed to meet performance standards. Additionally, the Nurse is completing the Annual Immunization Assessment of Children Enrolled in Child Care Centers (the preschool classrooms).

Juliann Wolney has jumped right into the world of CACFP as the new content area administrator. At this time, site observations are scheduled for May with the fiscal audit occurring in August.

Family and Community Partnerships Update

This month, the Policy Committee welcomed some new representatives who attended the September meeting ahead of being formally seated next month. In addition, the Executive Board met to develop the agenda for the month as well as to discuss plans and agendas for upcoming months. During the PC meeting, volunteers signed up to sit on the Program Area Plan subcommittee.

Transition Services Update

Classes began on September 1st as many children made their way into the classroom for the first time. The transition into this structured learning environment was facilitated by prior home visits, which were conducted by teachers and other support staff to help ease the children into this new setting. Classroom staff also implemented norms and routines with both children and parents to further acclimate families to the school environment, as well as prepare them for the eventual transition into elementary school.

Program Support/Staff Training Update

Teachers and assistants received professional development training on the topics of Education updates, CCFP, Safe Environments, Mandated Reporting, and various mandated Health subjects on September 4th. On September 18th six more teachers were trained on the implementation of *The Creative Curriculum for Preschool* edition 5. This is now officially an implementation of the new curriculum which began as a pilot in the preschool programs.

Fiscal Update

Fiscal Year 2014-15 was reconciled, closed and submitted to SETA at the end of August. The new Fiscal Year 2015-16 began and all Head Start and Early Head Start reports were submitted to SETA by the 10th of the month. With the beginning of Fiscal Year 2015-16, San Juan Unified School District's Head Start and Early Head Start are fully under the new Uniform Guidance. This entails revised regulations for purchasing, allowable expenditures, cost allocation, Personnel time studies, and many other regulations. At this time a new cost allocation will be put into place due to the ECE redesign.

Early Head Start

This month the Infant Toddler teaching and support staff focused on early math in the First Friday professional development meeting. Teachers had an opportunity to work with classroom materials and discuss ways to enhance early math experiences, as well as ways to observe for existing logico-mathematical behavior in infants and toddlers. In addition, teachers delved further into their Gracious Space reflective book study, pulling a reading activity from selected pages in the book and discussing in pairs the primary question from the staff calendar, "What is Gracious Space?" Planning continued this month for upcoming PD sessions, including iPad technology for October and Meaningful Observation for November.

Twin Rivers Unified School District

Events

All three TRUSD Head Start sites facilitated Back to School Events for the preschool parents. The events focused on literacy and the book chosen by the students was "Hungry, Hungry Caterpillar." At Morey Avenue, the Del Paso Heights Librarian read the book to the students and parents who then completed fun art activities in each classroom related to the book. All participants were then treated to free books and a delicious snack from the Nutrition Department. At Oakdale, parents were treated to a Power Point Presentation showcasing their child's daily activities as well as all the benefits of attending preschool. At Rio Linda, parents were entertained with an Art Walk where students were able to be the tour guide for their parents as they showcased their classroom and art projects.

Professional Development

On September 25th, the entire district participated in the Professional Development Day. Preschool Staff participated in DRDP 2015 training with WestEd at the District Office along with their fellow preschool colleagues. The training focused on the new measures in the assessment as well as ways to incorporate the measures into your daily schedule and lesson plans.

Components

The program continues to have one vacant Community Liaison position. The short staffed Community Liaisons are continuing to assist with parent orientations and 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.

Students participated in hearing, vision and dental screenings with the Health Component Leaders at all three sites. The dental screenings for all sites occurred on the 8th, 15th and 16th of September. Vision screenings occurred on September 29th and 30th. 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 completed medical training on September 10th related to bloodborne pathogens, epipens, and inhalers.

The 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 participated 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 10th. The first case staffing occurred on September 24th to determine which students may require additional support (related to academic, behavioral or health concerns).

The Community Liaison completed most of the Family Partnership Agreements during parent orientations. The Community Liaisons facilitated the first parent meeting for September related to adult pedestrian safety for all parents at all three sites.

The Speech and Language Pathologist (SLP) continues to screen students that have come to our attention from parent referrals during enrollment/intake process and the multidisciplinary meeting. Services for students with IEPs continue on a weekly basis.

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 90% 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 were held on September 8th, 9th, 16th and 17th at all sites to solicit parents for the PC for 2015-16. The September meeting was held at Morey 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 in anticipation of the first meeting in October 2015.

Parent Trainings

The classroom parent meetings for September 2015 focused 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 August 2015 Fiscal reports which were provided to the PC group and Board of Trustees.

WCIC

Enrollment

WCIC/Playmate Head Start Program's 2015-2016 Program Year first day of school was Tuesday, September 8, 2015.

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

Health

WCIC/Playmate Head Start Program's children received Sacramento County Smile Keepers Dental Health Program dental screening and fluoride varnishes on September 23, 2015 and September 24, 2015.

WCIC/Playmate Head Start Program's children received dental screenings from Dr. Kristi Alexander on September 29, 2015.

Trainings

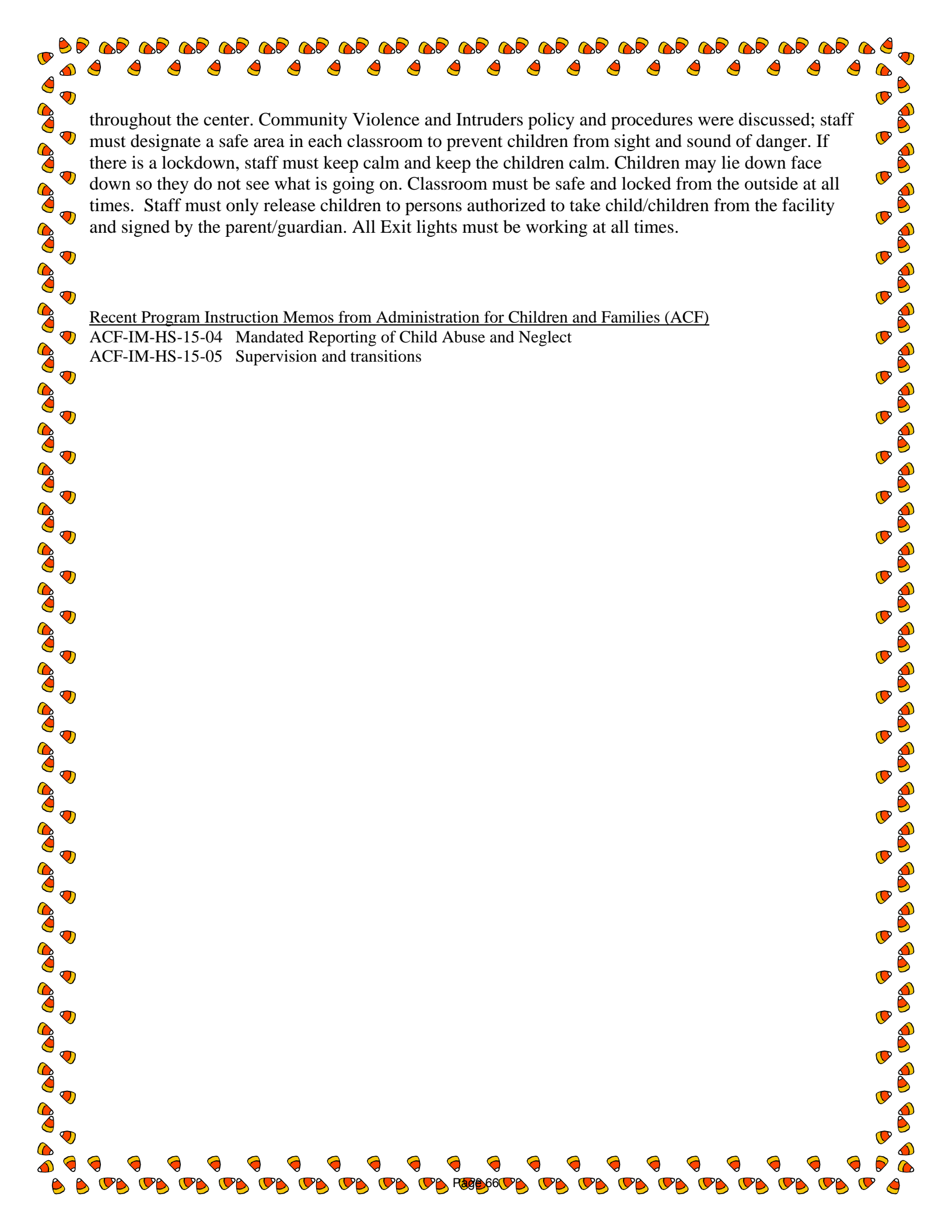
WCIC/Playmate Head Start Program's staff received the WCIC/Playmate Head Start Program's Safety and Supervision Policies and Procedures Training by Ms. Janet Wong-Acorda, Head Teacher on September 11, 2015. Each page of the Safety and Supervision Policies and Procedures was read and discussed. The Safety and Supervision Policies and Procedures include the following: Restroom, Classroom, Indoors and Outdoors Time, Ratio, and Transitions.

WCIC/Playmate Head Start Program's staff received a training on In-Kind Activity Forms on September 11, 2015 by Ms. De't Patterson, Fiscal Manager from Sacramento Employment and Training Agency. Ms. Patterson addressed staff on the new In-Kind Activity Scantron Forms. She stated the scantron forms are to be filled out by the staff who is verifying the parent/volunteers hour. The In-Kind Home Activities Scantron Forms are to be signed and dated by parents. All questions on the forms need to be bubbled in, dated and signed in order to receive credit. Photo copies of the scantrons are not accepted. Original scantrons are to be submitted only to Donald Schmidt, SETA School Readiness Support. A cover sheet from the Grantee will be submitted to the center once it has been scanned and counted for. Ms. De't stated each agency must meet the required In-Kind match. Any volunteer hours given are valuable!

WCIC/Playmate Head Start Program's staff and parents received a Pedestrian Safety and Car Seat Training by Officer Mike Bradley from CHP on September 16, 2015. Officer Bradley addressed staff and parents on Pedestrian Safety and Child Car Seats. He has been with the CHP for 18 years and an officer for 21 years. At night pedestrians should not wear dark clothing, because people can get hit by a vehicle. Pedestrians should not step off the curb, because drivers may not always see them. Pedestrians cannot estimate the speed of a vehicle. Cyclists need to ride the same direction as vehicles. Drivers must always make a complete stop at Stop Signs. Pedestrians must pay attention to cars at all times to avoid being hit. Officer Bradley also stated that J-walking is illegal. Studies have shown that 12 year old children perceive oncoming cars at a much further distance. Texting and talking on cell phones are considered distractions when driving or walking.

Car Seats Laws for children have changed. The children must be 4'9" in height and 8 years old. Infant children car seat must be 20lbs and under and must face rear seating. Car Seats that are expired are not good anymore. Never buy a used car seat. Correct car seat installation is a must. Parents/Guardians must read instructions manual. Child who can face forward in car seat must be at least 20lbs - 45 lbs. The name brand of a car seat does not matter as long as they fit correctly in the vehicle.

WCIC/Playmate Head Start Program's staff received the WCIC/Playmate Head Start Program's Disaster Recovery Staff Training: Planning, Preparation and Execution Policies and Procedures on September 25, 2015 by Ms. Edenaugboye Davis, Executive Director/Head Start. Ms. Davis gave a thorough overview on making sure all staff and children are always safe in case of emergencies. The policies and procedures were read and discussed on the following: Natural Disasters, Community Violence, Intruders, and Attempted Removal of a Child by Unauthorized Adult or Adult Who Appears Intoxicated. Monthly Fire Drills and Earthquake Drills are done in AM and PM Classes. In case of a disaster staff needs to have on file an out-of-the area telephone contact. The Emergency Preparedness of food supplies is on site. The Emergency Disaster Plan for Child Care Center form is located



throughout the center. Community Violence and Intruders policy and procedures were discussed; staff must designate a safe area in each classroom to prevent children from sight and sound of danger. If there is a lockdown, staff must keep calm and keep the children calm. Children may lie down face down so they do not see what is going on. Classroom must be safe and locked from the outside at all times. Staff must only release children to persons authorized to take child/children from the facility and signed by the parent/guardian. All Exit lights must be working at all times.

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

ACF-IM-HS-15-04 Mandated Reporting of Child Abuse and Neglect

ACF-IM-HS-15-05 Supervision and transitions



SETA Head Start Food Service Operations Monthly Report *September 2015

September 4th - Minimum day Preschool & EHS full day classes.

September 8th - WCIC classes reopen after Summer break.

September 10th - Auberry Park 1238 A class closed due to a scheduled power outage.

September 14th - Illa Collin morning class closed due to lack of substitute coverage.

September 25th - Freedom Park closed A&C classes due to lack of substitute coverage.

Meetings & Trainings:

The Food Service Team attended an Outlook Computer Training on 9/1/15 at Plaza Del Paso.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
41,048	24,146	26,436	0

Total Amount of Meals and Snacks Prepared **91,630**

Purchases:

Food	\$83,716.50
Non - Food	\$14,634.97

Building Maintenance and Repair: **\$562.90**

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

Kitchen Small Wares and Equipment: **\$8,263.72**

Vehicle Maintenance and Repair : **\$1,338.02**

Vehicle Gas / Fuel: **\$1,604.64**
 Normal Delivery Days **21**

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(September 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 (233)	9 (4%)	N/A
Elk Grove USD (440)	32 (7%)	N/A
Sacramento City USD (1,211)(144)	81 (6.5%)	12 (8%)
San Juan USD (668) (160)	66 (10%)	(%)
WCIC (120)	4 (3 %)	N/A
SETA (2028) (369)	151 (7.5 %)	72 (19.4%)
County (4700)* (673)**	343 (6.8%)	84 (12.6%)

*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: 9/30/15

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

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

Sharon Neese	1249X	22	18	4	1	23
Solid Foundation	1254A	14	13	1	3	17
Solid Foundation	1254B	20	20	0	0	20
Solid Foundation	1254C	19	19	0	0	19
Solid Foundation	1254D	12	9	3	0	12
Strizek Park	1225A	20	15	5	2	22
Strizek Park	1225B	19	11	8	1	20
Vineland	1211A	20	17	3	0	20
Vineland	1211B	20	16	4	1	21
Walnut Grove	1235A	15	15	0	0	15
Alder Grove Infant/Toddler Center	1212M	8	8	0	0	8
Alder Grove Infant/Toddler Center	1212U	8	7	1	0	8
Crossroad Gardens	1242U	8	8	0	0	8
Elkhorn	1255M	7	7	0	1	8
Elkhorn	1255U	8	8	0	0	8
Job Corp	1237M	8	8	0	0	8
Job Corp	1237U	7	5	2	1	8
Marina Vista ELC	1246U	8	7	1	0	8
Mather	1223U	6	6	0	2	8
Norma Johnson	1214U	8	5	3	0	8
Northview	1224U	8	7	1	1	9
Phoenix Park	1248U	7	6	1	1	8
Sharon Neese	1249M	7	6	1	1	8
Sharon Neese	1249U	8	5	3	1	9
TOTALS for Head Start		1870	1563	307	124	1994
HS Totals						
HS Totals	1764					
Drops w/in 30	116					
P/S Home Base	119					
Total	1999					
EHS Totals						
EHS Totals	106					
Drops w/in 30	8					
EHS Home Base	164					
River Oaks	60					
SCOE	36					
Total	374					
GRAND TOTAL	2373					

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2014 to 2015

Period: September 2015

Full Day Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	% ADA	ADA	%ADA
Crossroad Gardens	44	21	37	84%	43	98%
Elkhorn	22	20	20	91%	21	95%
Freedom Park	44	20	39	89%	43	98%
Hillsdale	44	20	33	75%	39	89%
Job Corp	22	21	18	82%	21	95%
Marina Vista ELC	44	21	28	64%	33	75%
Mather	22	21	18	82%	21	95%
Norma Johnson	22	21	18	82%	22	100%
Northview	22	20	18	82%	20	91%
Phoenix Park	22	21	17	77%	19	86%
Sharon Neese	44	21	35	80%	42	95%

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2014 to 2015

Period: September 2015

Part Day Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	%ADA	ADA	%ADA
Alder Grove ELC	40	17	27	68%	32	80%
Auberry Park	40	17	31	78%	37	93%
Bannon Creek	80	20	68	85%	78	98%
Bright Beginnings	80	17	46	57%	54	68%
Crossroad Gardens	20	20	30	150%	37	185%
Elkhorn	80	20	70	88%	78	98%
Freedom Park	80	20	54	68%	66	83%
Fruitridge	80	20	55	69%	65	81%
Galt	120	20	95	79%	116	97%
Grizzly Hollow	40	17	36	90%	40	100%
Hillsdale	80	20	56	70%	73	91%
Hopkins Park	80	20	52	65%	64	80%
Illa Collin	40	17	29	73%	33	83%
Kennedy Estates	40	17	18	45%	20	50%
La Verne Sterwart	40	20	30	75%	36	90%
Marina Vista ELC	20	20	6	30%	10	50%
Mather	80	21	56	70%	71	89%
Nedra Court	60	20	39	65%	44	73%
Norma Johnson	40	20	31	78%	37	93%
North Avenue	80	20	66	83%	83	104%
Northview	80	20	55	69%	69	86%
Phoenix Park	40	20	28	70%	32	80%
Solid Foundation	80	20	53	66%	60	75%
Strizek Park	40	20	29	73%	38	95%
Vineland	40	17	35	88%	39	98%
Walnut Grove	20	17	13	65%	14	70%

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2014 to 2015

Period: September 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	13	81%	16	100%
Crossroad Gardens	8	21	7	88%	8	100%
Elkhorn	16	21	14	88%	15	94%
Job Corp	16	21	12	75%	14	88%
Marina Vista ELC	8	21	8	100%	8	100%
Mather	8	21	7	88%	7	88%
Norma Johnson	8	21	8	100%	8	100%
Northview	8	21	7	88%	8	100%
Phoenix Park	8	21	6	75%	7	88%
Sharon Neese	16	21	13	81%	16	100%

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: