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County of Sacramento

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Deputy Director

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*Thought of the day: "The strength of the team is each individual member. The strength of each member is the team."
Author: Phil Jackson*

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

DATE: Tuesday, November 17, 2015

TIME: 9:00 a.m.

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

While the SETA/Head Start Parent Advisory Committee welcomes and encourages participation in the 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 Parent Advisory Committee 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 Parent Advisory Committee limits testimony on matters not on the agenda to three minutes per person and not more than ten minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

AGENDA

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| I. | <u>Welcome</u>
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| III. | <u>Action Items</u> (2014-2015 Parent Advisory Committee) | |
| A. | Approval of the Submission of a Change in Scope for
the Early Head Start-Child Care Partnership Grant
to the Administration for Children and Families (ACF) | 15 |

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 - ✓ PAC Meeting Perfect Attendance Recognition
 - ✓ Parent Yearbook – Ms. Alma Walton Hawkins
 - Committee Reports:
 - ✓ Executive Committee: Ms. Jasmine Jamison
 - ✓ Budget/Planning Committee: Ms. Jasmine Jamison
 - ✓ Parent Ambassador Committee Report: Ms. Jasmine Jamison
 - Seating of New Parent Advisory Committee Representatives (2015-2016)
 - Introduction of PAC Representatives (2015-2016)
 - Introduction of SETA Head Start Staff
 - How to Make and Present Motions – Ms. Jasmine Jamison
 - Fiscal Report/Corporate Card Monthly Statement of Account – Ms. D'et Saurbourne (attached)
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 - ✓ Reimbursements and Budget/Planning – Ms. D'et Saurbourne
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 - Officer Elections – December 15, 2015 (Board Meeting)

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- Head Start Deputy Director's Monthly Report – Ms. Denise Lee
 - ✓ Monthly Head Start Report
- Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, and ERSEA Services

- Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services
 - ✓ Unannounced Safety & Supervision Visits Conducted by Delegates
 - ✓ Unannounced Safety & Supervision Visits Conducted by QA Unit
- Martha Cisneros - Health, Nutrition and Safe Environments Services
- Karen Gonzales - School Readiness, Special Education and Mental Health Services

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DISTRIBUTION DATE: TUESDAY, NOVEMBER 10, 2015

Parent Advisory Committee (PAC) meeting hosted by:
 Jasmine Jamison, Chair; Vacant, Vice Chair; Vacant, Secretary; Vacant, Treasurer; Vacant, 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 – 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	X	
Vacant Seated	CR														
Amanda Self Seated 11/18	EHS/HB	X	X		X		X	X	E	X	X	X	X	X	
Vacant	EHS/HB														
Deanna Yee Seated 11/18	EL	X	X		X		X	X	E	X	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	U	
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	X	
Todd Woods reseated 12/16	SP	X	X		E		X	X	X	X	AP	X	X	X	
Vacant Seated	V														
Rafaela Casillas Seated 11/18	WG	X	X		U		X	X	X	X	X	X	X	X	
Vacant	FPR														
Calvin Sheppard Seated 4/28	MAACC							X	X	X	X	X	X	U	
Jasmine Jamison Seated 11/18	OGC	X	X		E		X	X	X	X	X	X	X	X	
Kenneth Tate Seated 11/18	PPR	X	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 I-A – ROLL CALL
(Continued)

Program Year 2015-2016 - New Representatives to be seated

<input type="checkbox"/> Monica Reynoso, Bannon Creek
<input type="checkbox"/> Emilia Herrera, Crossroad Gardens Head Start
<input type="checkbox"/> Marina Gallegos, Early Head Start/Home Base Head Start
<input type="checkbox"/> Yesenia Rodriguez, Elkhorn Head Start
<input type="checkbox"/> Diane Lopez, Fruitridge Head Start
<input type="checkbox"/> Alicia Strouse, Grizzly Hollow Head Start
<input type="checkbox"/> Stacey Webster, Home Base Head Start
<input type="checkbox"/> Fabian Gonzales, Illa Collin Head Start
<input type="checkbox"/> Rachael Abila, Kennedy Estates Head Start
<input type="checkbox"/> Susana Hernandez, Nedra Court Head Start
<input type="checkbox"/> Charlotte Johnson, Mather Head Start
<input type="checkbox"/> Vacant, Alder Grove I Head Start
<input type="checkbox"/> Vacant, Freedom Park Head Start
<input type="checkbox"/> Vacant, Galt Head Start
<input type="checkbox"/> Vacant, Hillsdale Head Start
<input type="checkbox"/> Vacant, Hopkins Park Head Start
<input type="checkbox"/> Vacant, Job Corps Head Start

<input type="checkbox"/> Laura Guzman, Norma Johnson Head Start
<input type="checkbox"/> Deron James, North Avenue Head Start
<input type="checkbox"/> Natalie Craig, Northview Head Start
<input type="checkbox"/> Georgina Schroeder, Sharon Neese Early Learning Center
<input type="checkbox"/> Stephanie Brussard, Strizek Park Head Start
<input type="checkbox"/> Rafaela Casillas, Walnut Grove Head Start <i>Seated</i>
<input type="checkbox"/> Penelope Scott, Grandparent Rep.
<input type="checkbox"/> Kenneth Tate, Past Parent Representative <i>Seated</i>
<input type="checkbox"/> Terri McMillin, Past Parent Representative
<input type="checkbox"/> Jasmine Jamison, Outgoing Chair <i>Seated</i>
<input type="checkbox"/> Vacant, Marie Cleveland's Bright Beginnings
<input type="checkbox"/> Vacant, Marina Vista Early Learning Center
<input type="checkbox"/> Vacant, Parker Head Start
<input type="checkbox"/> Vacant, Phoenix Park Head Start
<input type="checkbox"/> Vacant, Solid Foundation Head Start
<input type="checkbox"/> Vacant, Foster Parent Rep

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

**The PAC was seated on November 17, 2015 & December 15, 2015
PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM
YEAR 2015-2016**

COMMITTEE MEMBER	CENTER	11/17	12/15		1/19	2/23 **	3/15	4/26 #	5/17	6/21	7/19	8/15	9/20	10/18	11/15
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	AG II														
Vacant Seated	AP														
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Vacant	EHS/HB														
Yesenia Rodriguez Seated	EL														
Vacant Seated	FP														
Diane Lopez Seated	FT														
Vacant Seated	G														
Alicia Strouse Seated	GH														
Vacant Seated	H														
Stacey Webster Seated	HB														
Vacant Seated	HB														
Fabian Gonzales Seated	IC														
	HP														
Vacant Seated	JC														
Vacant Seated	JC														
Rachael Abila Seated	K														
Vacant	LVS														
Vacant Seated	MCBB														
Vacant Seated	MV														
Charlotte Johnson Seated	M														
Deron James Seated	NA														
Susana Hernandez Seated	NC														
Laura Guzman Seated	NJ														
Natalie Craig Seated	NV														
Vacant Seated	PA														
Vacant Seated	PP														
Vacant	SF														

COMMITTEE MEMBER	CENTER	11/17	12/15		1/19	2/23 **	3/15	4/26 #	5/17	6/21	7/19	8/15	9/20	10/18	11/15
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Kenneth Tate Seated	PPR														
Terri McMillin Seated	PPR														

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** Ethics training with Policy Council

Special meeting

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PROGRAM YEAR 2015-2016
(Continued)

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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 OCTOBER 20, 2015 PAC MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the October 20, 2015 PAC meeting.

RECOMMENDATION:

Approve the minutes of the October 20, 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, October 20, 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 9:10 a.m. The pledge of allegiance was recited. The roll was called and a quorum was established. Ms. Jamison read the thought of the day.

Members Present:

Kenneth Tate
Jasmine Jamison
Terri McMillin
Todd Woods
Vanessa Diego
Amanda Self
Deanna Yee
Rafaela Casillas (seated at 9:25 a.m.)

Members Absent:

Sabrina Lovelady (unexcused)
Calvin Sheppard (unexcused)

II. Consent Item

A. Approval of the Minutes of the September 15, 2015 Regular Meeting

Two corrections to the minutes were noted by the clerk.

Moved/Woods, second/Self, to approve the September 15, 2015 minutes as corrected.

Show of hands vote:

Aye: 6 (Diego, McMillin, Self, Tate, Woods, Yee)

Nay: 0

Abstentions: 1 (Jamison)

Absent: 3 (Casillas, Lovelady, Sheppard)

Ms. Jamison acknowledged Ms. LaShaun Burke and Ms. Belinda Malone who were not able to attend the End of Year Parent Appreciation Brunch; Ms. Malone was presented with a certificate of appreciation.

III. Action Item

A. 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

Ms. Jamison reviewed this item and asked for public testimony.

Moved/Self, second/Woods, to close the public hearing and approve modifications to the bylaws of the SETA-Operated Head Start/Early Head Start Parent Advisory Committee

Show of hands vote:

Aye: 6 (Diego, McMillin, Self, Tate, Woods, Yee)

Nay: 0

Abstentions: 1 (Jamison)

Absent: 3 (Casillas, Lovelady, Sheppard)

B. Approval of Modifications to the Reimbursement Policies and Procedures of the SETA-Operated Head Start/Early Head Start Policy Council and Parent Advisory Committee

Ms. D'et Saurbourne addressed the board regarding this item. This modifies the amount of child care reimbursement for parent participation in meetings. This updates the reimbursement of child care to \$8.50 per hour.

Ms. Self stated that the hourly rate was moved from \$8 to \$8.50 but maximum per day is still the same. Mr. Tate stated that this was discussed in the budget meeting so anyone interested in these changes should have attended. As it stands, the committee agreed to increase only the hourly amount not the max to ensure the budget is not overspent in this particular line item.

Moved/Tate, second/Woods, to approve the modifications to the Reimbursement Policies and Procedures for the SETA Head Start/Early Head Start Policy Council/Parent Advisory Committee as proposed.

Show of hands vote:

Aye: 6 (Diego, McMillin, Self, Tate, Woods, Yee)

Nay: 0

Abstentions: 1 (Jamison)

Absent: 3 (Casillas, Lovelady, Sheppard)

Ms. Denise Lee introduced one of two new managers, Ms. Robyn Caruso. Management decided to bring on two new managers. The second candidate is in the process of getting her fingerprints and TB test and it is hoped to have her on board shortly. Ms. Caruso is an internal candidate working directly in operations and program oversight.

Ms. Lee stated that Ms. Caruso will be responsible for program support and the special projects unit. She will be taking on the Quality Assurance unit, EHS partnership, and continue with resources that support administration and delegate agencies through grants, contracts, and leases. The second candidate will be working in health/nutrition/safe environments. Each delegate will take on grantee and delegate duties. Ms. Carr will be taking on Home Base and expanding that in Early Head start. All managers will continue having a county wide focus on parent engagement.

Ms. Rafaela Casillas was seated at 9:25 a.m.

Ms. Jamison turned the Chair position over to Mr. Tate and left the room.

C. Election of Community Representatives: Past Parents, Grandparent and Foster Parent

Mr. Tate reviewed the Community Representative positions. Applications for Grandparents and Past Parents were distributed.

Mr. Tate reviewed the applications received for the Past Parent Representative position from him and Ms. Terri McMillin. Ms. McMillin spoke of her interest in continuing to serve on the board. Mr. Tate also spoke of his interest in serving on the PAC for an additional year. This will be his last year in Head Start.

Ms. Penelope Scott submitted her application for Grandparent. She spoke of her interest in serving on the PAC in the Grandparent position.

Moved/Diego, second/Self, to confirm two Past Parent Representatives, Mr. Kenneth Tate and Ms. Terri McMillin and Ms. Penelope Scott for Grandparent Representative.

Show of hands vote:

Aye: 6 (Casillas, Diego, McMillin, Self, Woods, Yee)

Nay: 0

Abstentions: 1 (Tate)

Absent: 3 (Jamison, Lovelady, Sheppard) Ms. Jamison was out of the room during the vote.)

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events – The calendar of events was reviewed.

Ms. Jamison resumed her position as chair at 9:45 a.m.

- PC/PAC End-of-Year Appreciation Brunch Oral Reports: Ms. Self stated that the brunch was fun but a lot of members were absent; the food was great. The slide show was her favorite part and it was interesting to see the year go by in pictures. Mr. Tate stated it was a very nice event; lots of accomplishment of the board members. Ms. Alma Hawkins was a fabulous keynote speaker; Ms. Jamison's favorite thing was when Ms. Hawkins asked attendees to draw a picture of a child and how emotions affect children.
- Parent/Staff Recognitions – Ms. Jamison and Mr. Tate presented Ms. Deanna Yee and Ms. Terri McMillin with certificates of appreciation.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Saurbourne reviewed the fiscal report. The non-federal share is 18.5% which is not bad for this time in the program year. Overall, the program is doing very well.

The final report for last fiscal year is due October 30. As of right now, the Agency is returning \$60,000 out of a \$51 million grant. Ms. Saurbourne noted a correction on page 38; the new EHS CCP grant should be T/TA start up. SETA is introducing a new program to KinderWorld and there are startup funds available to KinderWorld and Sacramento City Unified School District.

Ms. Self asked about why the pre-k CLASS Training was canceled; Ms. Saurbourne will find out and report back. Ms. Saurbourne asked board members to attend the upcoming Budget/Planning meeting in November.

- Toastmasters Training – Mr. Tate reported that five people provided speeches at the last Toastmasters training. He encouraged all board members to take advantage of the Toastmasters training.
- Child Care Center Food Menu: No questions.
- Community Resources – Parents/Staff: None.

B. Governing Board Minutes: September 3, 2015: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Jamison reviewed the critique.
- Budget/Planning Committee: No additional report.
- Men's Activities Affecting Children Committee (MAACC): Mr. Todd Woods reported the Crocker Art Museum event was awesome. Mr. Woods encouraged all board members to attend all events.
- Parent Ambassador Committee: Mr. Woods stated that all of the committees are awesome and he has had fun on all of the committees he has been involved with.

Ms. McMillin reported that Ms. Lovelady was at a children's health fair recruiting for Head Start; there was a lot of interest.

VI. Other Reports

- Chair's Report: Ms. Jamison announced several opportunities for parents to participate in personnel screening.
- Policy Council Report(s): No report.
- Head Start Deputy Director's Report: Ms. Denise Lee received information regarding the cancellation of the pre-k CLASS training; the staff member registered for training and resigned before the training took place. Ms. Erica Franzon from the Sacramento County Office of Education was introduced. She assists in the EHS home base program and has been instrumental in the startup of KinderWorld. Ms. Lee thanked board members for a wonderful End of Year Parent Appreciation brunch. The speeches given at the event were very polished and professional. Ms. Lee reported that there are a couple of organizational changes. Two teams have merged to support FSWs. The Governance unit merged with Social Service/Parent Involvement staff will be

working with Ms. Desha to merge support services to the parents and FSWs in the field.

➤ **Head Start Managers' Reports**

- ✓ **Program Support Services Report** – Ms. Lisa Carr stated that she loved the brunch and really liked that it was on a workday. She loved Nikki Hill's poem; it was very powerful. She congratulated all parents for all of their successes. She congratulated Ms. Jamison on achieving her Bachelors of Arts degree. Ms. Carr stated that the FSWs adore the Parent Ambassador Representatives. The FSWs have been doing a concerted recruitment at North Avenue and Marina Vista. Staff will be pulling the rental agreements at Marina Vista to determine the number of children living in the area and will be working with the landlord to encourage parents to enroll their children in EHS. One of the parent interns, Shalita Calhoun, has been doing a fabulous job and she really enjoys working with her.
- ✓ **Child Development & Education Services Report** – Ms. Karen Gonzales also expressed thanks for the End of Year Parent Appreciation brunch. This year, staff is focusing on the mandated training for all teachers. In addition, mandated child abuse reporting training is part of this training as well. The teachers are in the process of updating their safety plans. Each classroom is unique and the plans need to be updated each year. The Agency is constantly recruiting for substitute teachers. Now utilizing a service to get substitute teachers.

VII. Center Updates: None.

VIII. Discussion: Mr. Tate inquired about the progress at the Parker Avenue center; Ms. Lee replied that the Agency has procured fencing for the Parker playground and is in the process of contracting with bidders to install the playground. Staff hopes to have it up and running by the first of the year.

IX. Public Participation

Ms. Alma Walton Hawkins stated that she is working on a yearbook and asked board members to send her any pictures for inclusion in the yearbook. Please send pictures to her at alma.walton@seta.net

X. Adjournment: The meeting was adjourned at 10:30 a.m.

ITEM III-A – ACTION

APPROVAL OF THE SUBMISSION OF A CHANGE IN SCOPE FOR THE EARLY HEAD START-CHILD CARE PARTNERSHIP GRANT TO THE ADMINISTRATION FOR CHILDREN AND FAMILIES (ACF)

BACKGROUND:

In August, 2014 SETA applied for a nearly \$1.6 million discretionary grant to serve 84 children ages 0-3 in a new operating model within a 12-month period. SETA and its partner, the Sacramento County Office of Education (SCOE), had recruited and secured two child care providers within Sacramento County, Kinder World and the National Human Development Foundation (NHDF) to provide services under the newly funded Early Head Start-Child Care Partnership (EHS-CCP) project.

Due to other program funding priorities (state preschool expansion) along with significant changes in key personnel, the National Human Development Foundation has withdrawn from the project. NHDF was scheduled to serve eight infant/toddlers in the EHS-CCP project.

After significant efforts to identify and secure a replacement provider that meets all criteria of the project, SETA is seeking to re-program the enrollment slots. Specifically, SETA is requesting to convert four of the eight enrollment slots from the EHS-CCP Partnership to EHS-CCP Expansion and operate the slots within the grantee operated program. For the remaining four enrollment slots, SETA is requesting an enrollment reduction without a reduction in funding. Funds would be used to serve the four expansion enrollment slots within the grantee without available layered funding. Since SETA does not have alternate funds to layer and off-set costs for the project, four enrollment slots is the maximum SETA can operate within the cost structure. A detailed Program Narrative, Budget and Budget Narrative will be sent under separate cover.

Ms. Denise Lee, Deputy Director, will provide detailed information during her presentation.

RECOMMENDATION:

Approve the submission of the Early Head Start Child Care-Partnership Change of Scope to the Administration for Children and Families/Office of Head Start, resulting in a total funded enrollment of 80 infants/toddlers with a budget of \$2,516,160 for the project period of February 1, 2015 through July 31, 2016 (18-month project period).

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM IV- A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information
 - Parent/Staff Recognition: Ms. Jasmine Jamison
 - ✓ PAC Meeting Perfect Attendance Recognition
 - ✓ Parent Yearbook – Ms. Alma Walton Hawkins
 - Committee Reports:
 - ✓ Executive Committee: Ms. Jasmine Jamison
 - ✓ Budget/Planning Committee: Ms. Jasmine Jamison
 - ✓ Parent Ambassador Committee Report: Ms. Jasmine Jamison
 - Seating of New Parent Advisory Committee Representatives (2015-2016)
 - Introduction of PAC Representatives (2015-2016)
 - Introduction of SETA Head Start Staff
 - How to Make and Present Motions – Ms. Jasmine Jamison
 - Fiscal Report/Corporate Card Monthly Statement of Account – Ms. D’et Saurbourne (attached)
 - Board Procedures
 - ✓ Reimbursements and Budget/Planning – Ms. D’et Saurbourne
 - ✓ Personnel – Ms. Bonnie Bilger
 - ✓ Conflict of Interest – Ms. Nancy Hogan
 - Officer Elections – December 15, 2015 (Board Meeting)

NOTES:

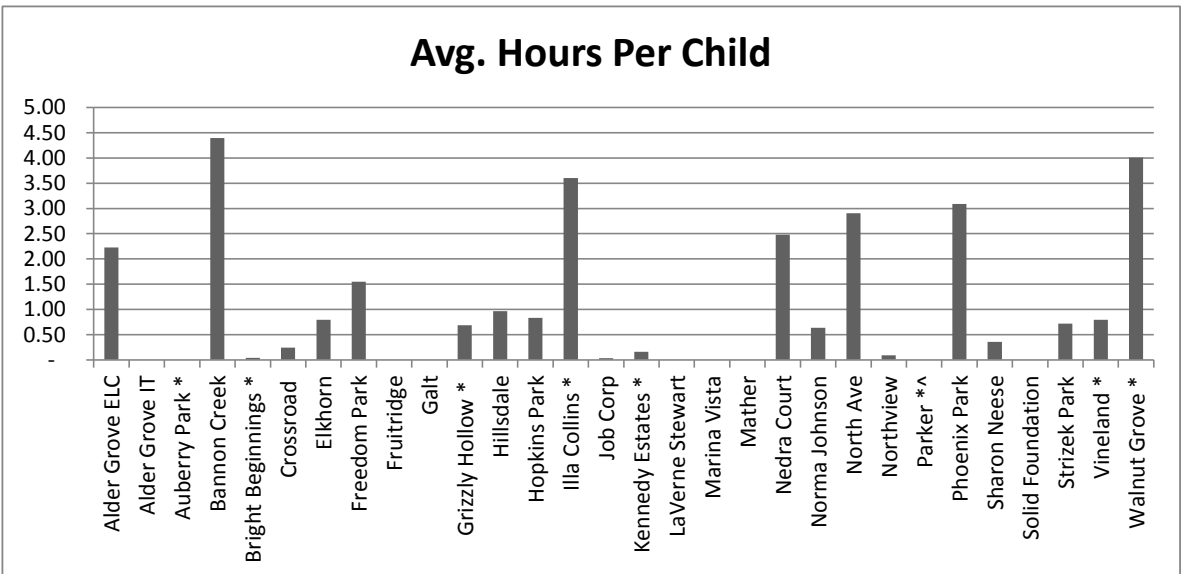
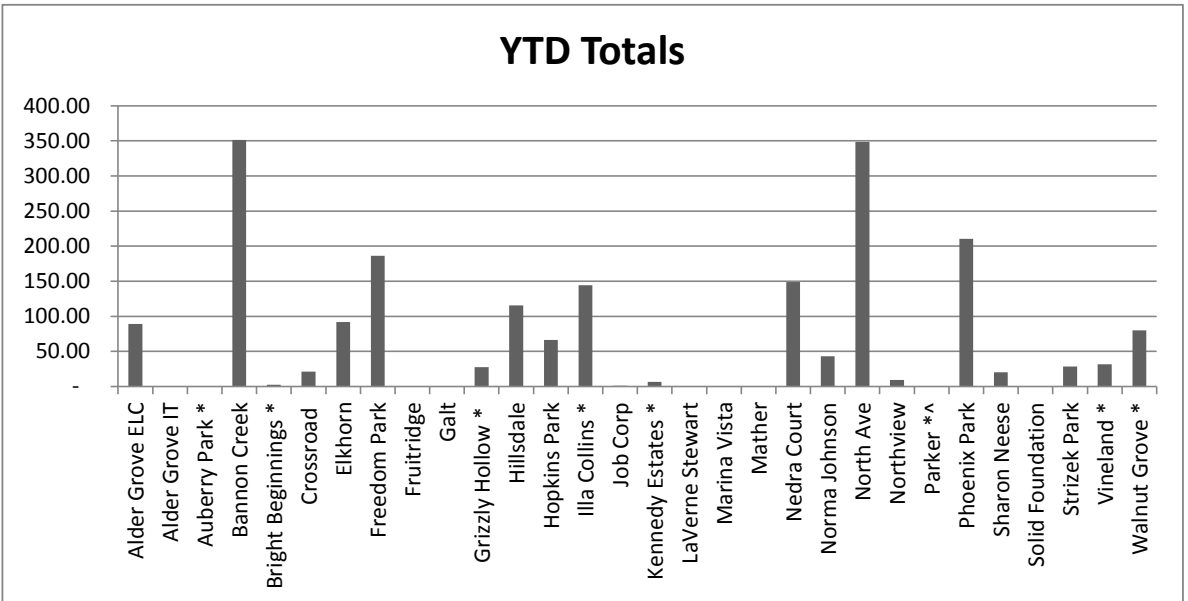
SETA In-Kind by Site
As of: **October 2015**

Parent Classroom Volunteers

	YTD Total		Avg. Hours
	Hours	# Children	Per Child
Alder Grove ELC	88.98	40	2.22
Alder Grove IT	-	16	-
Auberry Park *	-	40	-
Bannon Creek	351.33	80	4.39
Bright Beginnings *	2.50	60	0.04
Crossroad	21.17	88	0.24
Elkhorn	91.78	116	0.79
Freedom Park	186.08	120	1.55
Fruitridge	-	80	-
Galt	-	120	-
Grizzly Hollow *	27.50	40	0.69
Hillsdale	115.78	120	0.96
Hopkins Park	66.43	80	0.83
Illa Collins *	144.15	40	3.60
Job Corp	1.25	36	0.03
Kennedy Estates *	6.50	40	0.16
LaVerne Stewart	-	40	-
Marina Vista	-	88	-
Mather	-	114	-
Nedra Court	148.73	60	2.48
Norma Johnson	43.05	68	0.63
North Ave	348.35	120	2.90
Northview	9.55	108	0.09
Parker *^	-	-	-
Phoenix Park	210.25	68	3.09
Sharon Neese	20.13	56	0.36
Solid Foundation	-	80	-
Strizek Park	28.67	40	0.72
Vineland *	31.68	40	0.79
Walnut Grove *	80.17	20	4.01
TOTAL HOURS:	2,024.03	2,018.00	1.00

* Traditional sites open August to May

^ Parker - closed for renovations



SETA In-Kind by Site

As of: **October 2015**

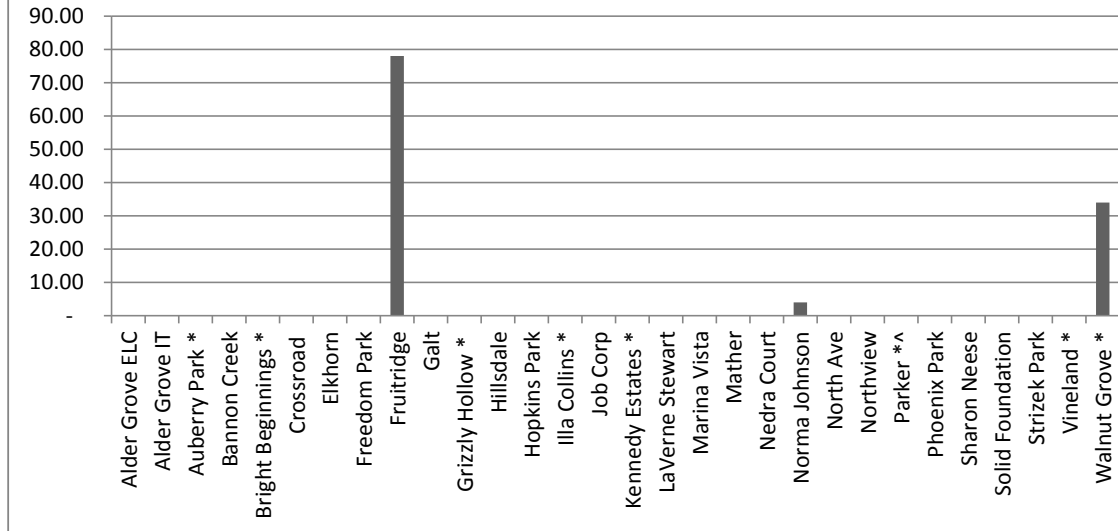
	YTD Total		Avg. Hours
	Hours	# Children	Per Child
Alder Grove ELC	-	40	-
Alder Grove IT	-	16	-
Auberry Park *	-	40	-
Bannon Creek	-	80	-
Bright Beginnings *	-	60	-
Crossroad	-	88	-
Elkhorn	-	116	-
Freedom Park	-	120	-
Fruitridge	78.00	80	0.98
Galt	-	120	-
Grizzly Hollow *	-	40	-
Hillsdale	-	120	-
Hopkins Park	-	80	-
Illa Collins *	-	40	-
Job Corp	-	36	-
Kennedy Estates *	-	40	-
LaVerne Stewart	-	40	-
Marina Vista	-	88	-
Mather	-	114	-
Nedra Court	-	60	-
Norma Johnson	4.00	68	0.06
North Ave	-	120	-
Northview	-	108	-
Parker *^	-	-	-
Phoenix Park	-	68	-
Sharon Neese	-	56	-
Solid Foundation	-	80	-
Strizek Park	-	40	-
Vineland *	-	40	-
Walnut Grove *	34.00	20	1.70
TOTAL HOURS:	116.00	2,018.00	0.06

* Traditional sites open August to May

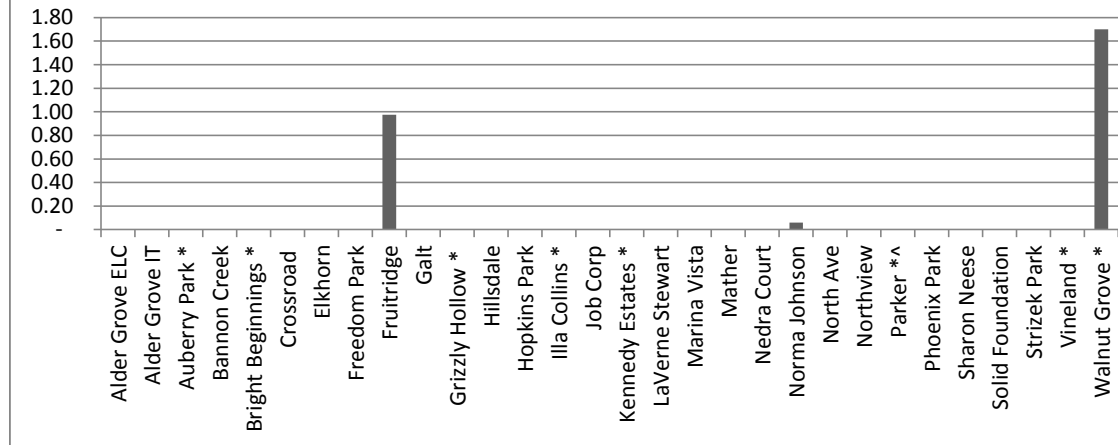
^ Parker - closed for renovations

School Readiness Aides

YTD Totals



Avg. Hours Per Child



SETA In-Kind by Site

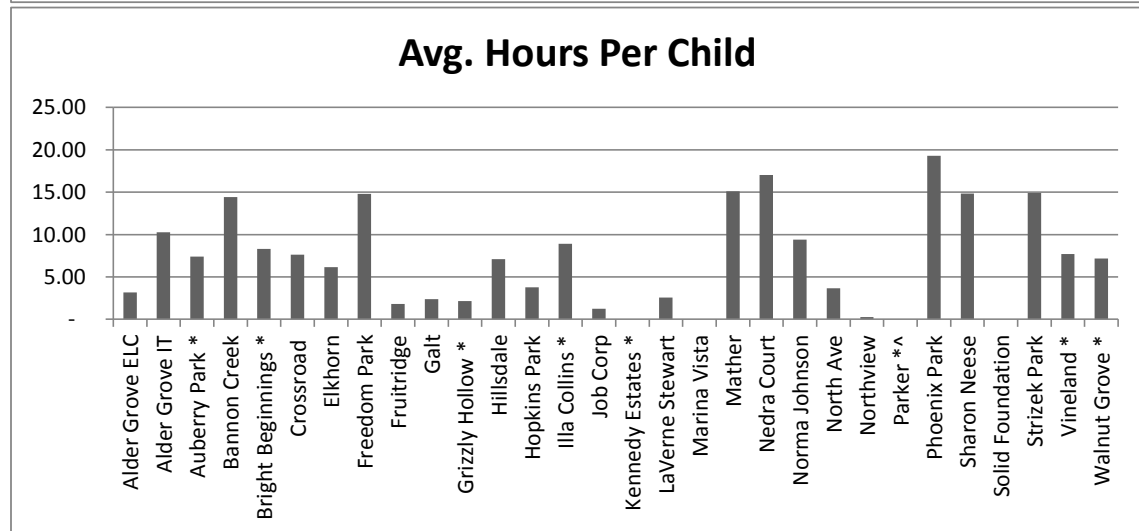
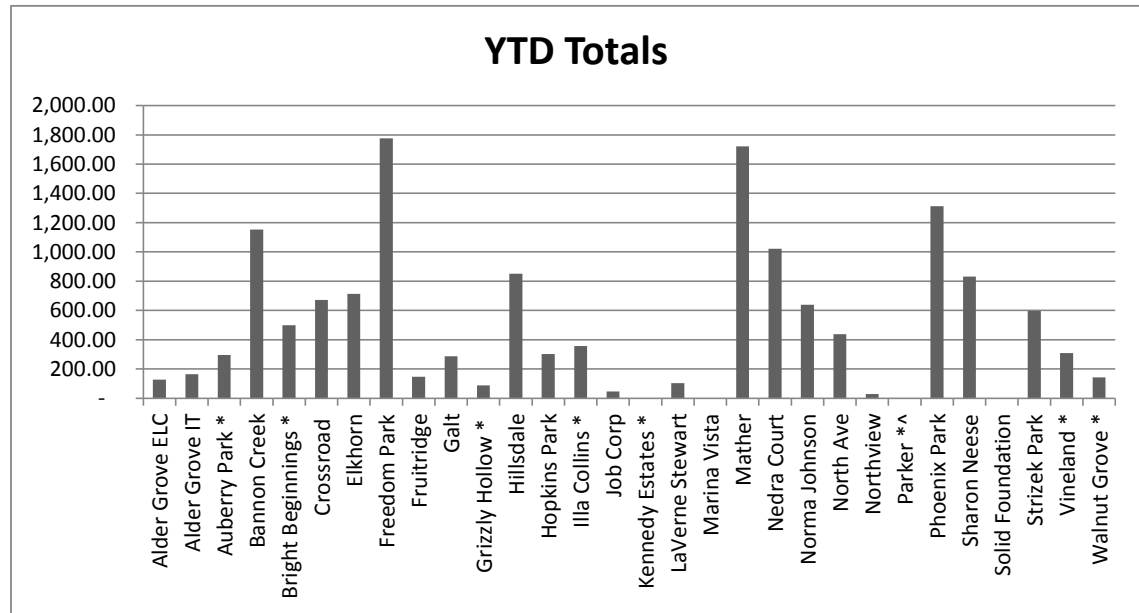
As of: **October 2015**

FLIP

	YTD Total		Avg. Hours
	Hours	# Children	Per Child
Alder Grove ELC	126.17	40	3.15
Alder Grove IT	164.16	16	10.26
Auberry Park *	295.83	40	7.40
Bannon Creek	1,153.67	80	14.42
Bright Beginnings *	498.50	60	8.31
Crossroad	671.67	88	7.63
Elkhorn	714.00	116	6.16
Freedom Park	1,775.83	120	14.80
Fruitridge	146.17	80	1.83
Galt	286.17	120	2.38
Grizzly Hollow *	86.50	40	2.16
Hillsdale	850.33	120	7.09
Hopkins Park	302.84	80	3.79
Illa Collins *	356.83	40	8.92
Job Corp	45.17	36	1.25
Kennedy Estates *	-	40	-
LaVerne Stewart	103.00	40	2.58
Marina Vista	-	88	-
Mather	1,721.00	114	15.10
Nedra Court	1,021.67	60	17.03
Norma Johnson	638.67	68	9.39
North Ave	437.67	120	3.65
Northview	29.50	108	0.27
Parker ^	-	-	-
Phoenix Park	1,312.00	68	19.29
Sharon Neese	831.00	56	14.84
Solid Foundation	-	80	-
Strizek Park	596.17	40	14.90
Vineland *	308.33	40	7.71
Walnut Grove *	143.16	20	7.16
TOTAL HOURS:	14,616.01	2,018.00	7.24

* Traditional sites open August to May

^ Parker - closed for renovations



SETA In-Kind by Site

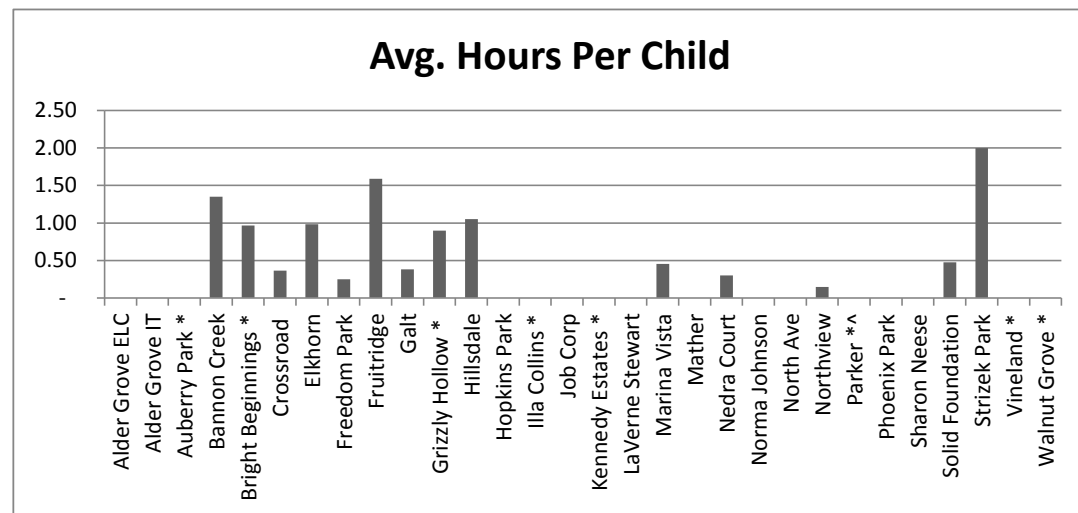
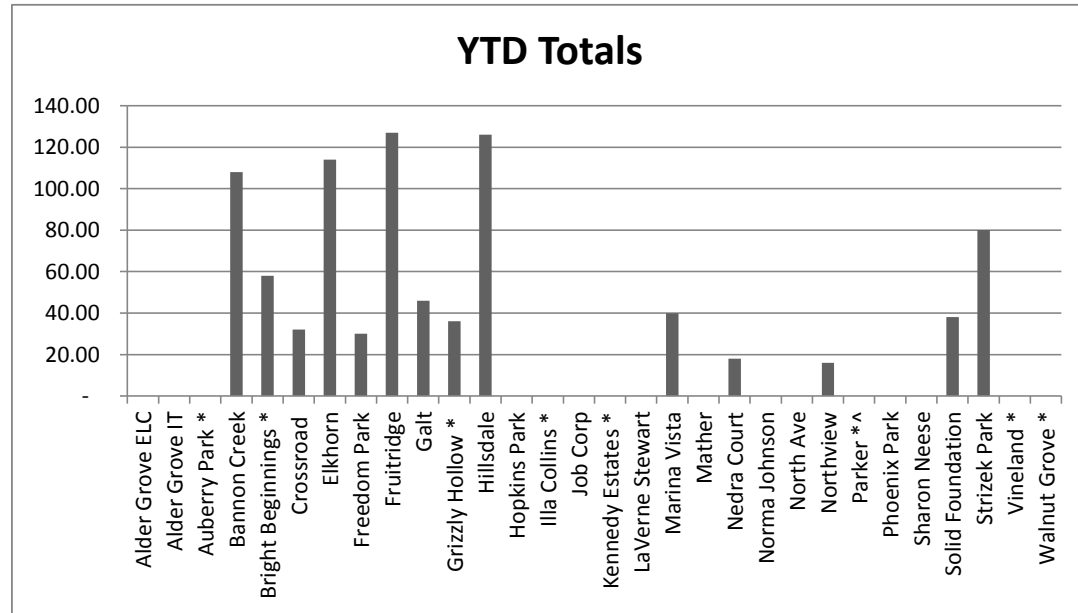
As of: **October 2015**

	YTD Total		Avg. Hours
	Hours	# Children	Per Child
Alder Grove ELC	-	40	-
Alder Grove IT	-	16	-
Auberry Park *	-	40	-
Bannon Creek	108.00	80	1.35
Bright Beginnings *	58.00	60	0.97
Crossroad	32.00	88	0.36
Elkhorn	114.00	116	0.98
Freedom Park	30.00	120	0.25
Fruitridge	127.00	80	1.59
Galt	46.00	120	0.38
Grizzly Hollow *	36.00	40	0.90
Hillsdale	126.00	120	1.05
Hopkins Park	-	80	-
Illa Collins *	-	40	-
Job Corp	-	36	-
Kennedy Estates *	-	40	-
LaVerne Stewart	-	40	-
Marina Vista	40.00	88	0.45
Mather	-	114	-
Nedra Court	18.00	60	0.30
Norma Johnson	-	68	-
North Ave	-	120	-
Northview	16.00	108	0.15
Parker *^	-	-	-
Phoenix Park	-	68	-
Sharon Neese	-	56	-
Solid Foundation	38.00	80	0.48
Strizek Park	80.00	40	2.00
Vineland *	-	40	-
Walnut Grove *	-	20	-
TOTAL HOURS:	869.00	2,018.00	0.43

* Traditional sites open August to May

^ Parker - closed for renovations

Parent Food Aides



COMMITTEE REPORTS

➤ Executive Committee

Critique of the October 20, 2015 Parent Advisory Committee meeting.

GOOD!!!
Thank you Ms. Ms. Denise Lee for introduction of Ms. Robyn Caruso and providing overview of SETA Head Start/Early Head Start restructure..
Thank you Ms. Jasmine Jamison for a well-facilitated and timely meeting.
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

➤ Parent Ambassador Committee

ITEM III-B – ACTION

ELECTION OF SETA-OPERATED REPRESENTATIVES AND
ALTERNATES TO THE POLICY COUNCIL

BACKGROUND:

This agenda item provides an opportunity for the PAC to elect SETA-Operated Representatives and Alternates to the Sacramento County Head Start Policy Council (PC).

The duties of Representatives include:

- ✓ Attend monthly Policy Council meetings held at the SETA Boardroom on the fourth Tuesday of each month at 9:00 a.m.
- ✓ Attend Committee meetings as needed
- ✓ Report to the PAC members information received and decisions made by the Policy Council
- ✓ Policy Council Representatives must be a parent of children currently enrolled in the Head Start/Early Head Start program

PAC Bylaws referenced :

Article III – Membership, Section 3: Policy Council Members, B:

“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.”

In addition, refer to:

Article III – Membership, Section 5: Other Provisions, 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.”

ITEM III-B – ACTION (continued)

Page 2

RECOMMENDATION:

That the Parent Advisory Committee elect six Representatives and six Alternates.

NOTES:

Representative nominated:

Alternates nominated:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM IV- A – INFORMATION
(continued)

STANDING INFORMATION

BACKGROUND:

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

- A. Standing Information (continued)
 - PC/PAC Calendar of Events – Ms. Jasmine Jamison
 - Community Resources – Parent/Staff
 - Child Care Center Food Menu (attached)

EVENT

DATE

PAC Executive Committee (Chair only – all other officer positions null and void.)	Thursday, November 19, 2015 9:00 a.m. Oak Room
PC Executive Committee (Chair only – all other officer positions null and void.)	Thursday, December 3, 2015 9:00 a.m. Olympus Room
Budget/Planning Committee	Tuesday, December 8, 2015 1:00 p.m. Oak Room
PC and PAC Meet and Greet Breakfast	Thursday, December 10, 2015 9:00 a.m. – 10:30 a.m. Registration: 8:30 a.m. Sequoia Room
PAC Officer Elections	Tuesday, December 15, 2015 9:00 a.m. SETA Board Room
PC Officer Elections	Wednesday, December 16, 2015 9:00 a.m. Sequoia Room
PC/PAC New Member Orientation	Friday, January 8, 2016 9:00 a.m. – 3:00 p.m. (Registration at 8:30 a.m.) SETA Board Room
County-wide Officer Training	Friday, January 16, 2016 9:00 a.m. – 12:30 p.m. (Registration at 8:30 a.m.) Redwood Room

December

Mon

Tue

Wed

Thu

Fri

Meet & Greet Breakfast
December 10

2

3

4

9:00 a.m.
PC Executive
Olympus Room

7

8

9

10

11

9:00 a.m.
Elk Grove PC Meeting
Prairie Pre-K 2
5251 Valley Hi Drive
Sacramento 95823

1:00 p.m.
Budget/Planning
Committee
Olympus Room

8:30 a.m.
Meet and Greet Breakfast
Sequoia Room

14

15

16

17

18

9:00 a.m.
PAC Meeting
SETA Board Room

9:00 a.m.
Special PC Meeting
Sequoia Room

5:15 p.m.
WCIC PC Meeting
3555 3rd Avenue
Sacramento 95817

8:30 a.m.
Twin Rivers USD
155 Morey Avenue
Sacramento 95838

9:00 a.m.
Sacramento City PC Meeting Capital
City Multipurpose Room, 7220 24th
Street Sacramento 95823

9:00 a.m.
San Juan PC Meeting
General Davie Center
1500 Dom Way Sacramento 95864

1:00 a.m.
PAC Executive
Magnolia Room

21

22

23

24

25

28

AGENCY CLOSED December 24 – January 1

31





2015

January 8, 2016 – NEW MEMBER ORIENTATION 8:30 a.m. Registration in SETA Board Room
January 15, 2016 – COUNTY-WIDE OFFICER TRAINING – 8:30 a.m. Registration in Redwood Room

SETA Head Start Menu

November 2015





*We Serve 1% Lowfat Milk

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 3	2 Breakfast: Cheerios Cereal, Orange, Milk Lunch: Macaroni & Cheese, Green Peas, Cantaloupe, Milk Snack: Baby Carrots, Wheat Thins Crackers	3 Breakfast: Waffle Sticks, Applesauce, Milk Lunch: Beef Ravioli, Mini Whole Grain Bun, Spinach Salad, Orange, Milk Snack: Apple, Sun Butter	4 Breakfast: Whole Wheat Biscuit, Diced Peaches, Milk Lunch: Fiesta Dinner with Corn, Whole Wheat Tortilla, Cantaloupe, Milk Snack: Mini Whole Grain Bun, Sliced Turkey	5 Breakfast: Whole Wheat Bagel, Banana, Milk Lunch: Sliced Turkey, Whole Wheat Bread, Baby Carrots, Strawberries or Tangerine, Milk Sanck: Cottage Cheese, Pineapple Tidbits	6 Breakfast: Banana Muffin, Orange, Milk Lunch: Swiss-American Cheese, Whole Wheat Tortilla, Zucchini Sticks, Canned Apricots, Milk Snack: Milk, Lemon Dinosaur Crackers
Week 4	9 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	10 Breakfast: Whole Wheat Bagel, Pineapple Tidbits, Milk Lunch: Vegetarian Chili, Saltine Crackers, Sunomono Salad, Canned Apricots, Milk Snack: Whole Grain Cheerios Cereal, Milk	11 	12 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	13 Breakfast: Blueberry Muffin, Apple, Milk Lunch: Tuna Salad, Wheat Thins Crackers, Baby Carrots, Cantaloupe, Milk Snack: Gold Fish Crackers, Milk
Week 5	16 Breakfast: Pancakes, Diced Pear, Milk Lunch: Chicken Patty, Whole Wheat Bun, Carrots, Canned Apricots, Milk Snack: Raspberry Yogurt, Granola or Pineapple	17 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	18 Breakfast: Whole Wheat Biscuit, Diced Peaches, Milk Lunch: Sliced Turkey, Mini Whole Grain Bun, Potato Salad, Cantaloupe, Milk Snack: Lemon Dinosaur Crackers, Banana	19 Breakfast: Oatmeal Cereal, Pineapple Tidbits, Raisins, Milk Lunch: Spaghetti Casserole, Romaine Lettuce Salad, Canned Apricots, Milk Snack: Bean Dip, Whole Wheat Tortilla	20 Breakfast: Dreamy Orange Muffin Loaf, Orange, Milk Lunch: Sliced Turkey, Whole Wheat Bread, Broccoli, Banana, Milk Snack: Apple, Cheese Stick
Week 1	23 Breakfast: Pancakes, Diced Pear, Milk Lunch: Lemon Pepper Chicken, Cole Slaw, Tortilla, Orange, Milk Snack: Cottage Cheese, Cheese-It Crackers	24 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	25 Breakfast: Whole Wheat Biscuit, Diced Peaches, Milk Lunch: Sliced Turkey, Whole Wheat Bread, Baby Carrots, Cantaloupe, Milk Snack: Whole Wheat Tortilla, Bean Dip	26 	27 
Week 2	30 Breakfast: Multi-Grain Flakes Cereal, Apple, Milk Lunch: Beef BBQ Burger, Whole Wheat Bun, Mixed Vegetables, Cantaloupe, Milk Snack: Strawberry Banana Yogurt, Orange		31 		

SETA Head Start Menu

Noviembre 2015

*Servimos leche descremada 1%

	lunes	martes	miércoles	jueves	viernes
Semana 3	2 Desayuno: Cereal Cheerios de Grano Integral, Naranja, Leche. Comida: Macarrón con Queso, Ejotes, Melón, Leche. Bocadillo: Zanahorias Tiernas, Galletas Wheat Thins.	3 Desayuno: Cereal Cheerios de Grano Integral, Naranja, Leche. Comida: Ravioli de Res, Minimollete de Grano Integral, Ensalada de Espinacas, Naranja, Leche. Bocadillo: Manzana, Crema de Semillas de Girasol.	4 Desayuno: Bizcocho de Trigo Integral, Durazno Picado, Leche. Comida: Cena Fiesta con Elote, Tortilla de Trigo Integral, Melón, Leche. Bocadillo: Minipan de Grano Integral, Rebanada de Pavo.	5 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.	6 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	9 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.	10 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.	11 	12 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.	13 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	16 Desayuno: Jotqueis (Pancakes), Pera Picada, Leche. Comida: Torta de Pollo, Pan de Trigo Integral, Zanahorias, Chabacano Enlatado, Leche. Bocadillo: Granola o Piña, Yogur de Frambuesa.	17 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.	18 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.	19 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.	20 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	23 Desayuno: Jotqueis (Pancakes), Pera Picada, Leche. Comida: Pollo con Limón y Pimienta, Tortilla de Trigo Integral, Ensalada de Col, Leche. Bocadillo: Requesón, Galletas Cheese-It.	24 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.	25 Desayuno: Bizcocho de Trigo Integral, Durazno Picado, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Zanahorias Tiernas, Melón, Leche. Bocadillo: Puré de Frijoles, Tortilla de Trigo Integral.	26 	27 
Semana 2	30 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.		31 		

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 October 1, 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, October 1, 2015
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:05 a.m.

Members Present:

Sophia Scherman, Vice Chair, Governing Board; Public Representative
Patrick Kennedy, Member, Board of Supervisors
Jay Schenirer, Councilmember, City of Sacramento
Allen Warren, Councilmember, City of Sacramento
Don Nottoli, Chair, Governing Board; Member, Board of Supervisors (arrived at 10:16 a.m.)

- ➔ Recognition of long-term employee: **Lisa Jones Ball**, Workforce Development Professional II (20 years): Mr. William Walker acknowledged Ms. Jones Ball's 20 years of service to SETA. Ms. Jones Ball expressed how much she enjoyed her job and introduced her mother and oldest son.
- ➔ Presentation on Workforce Innovation and Opportunity Act (WIOA): Mr. Roy Kim provided an overview of the WIOA which will be fully implemented by July 1, 2016.

II. Consent Items

- A. Minutes of the September 3, 2015 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Accept the "Weldforce" Apprenticeship Funds from the Los Rios Community College District
- D. Approval to Add One More Chance, TAD Grants, and Academic Records Evaluation Center to SETA's Vendor Services (VS) List

The consent items were reviewed;

Mr. Thatch requested that the addition of, "subject to legal counsel review," be added to the recommendation for II-C.

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

- A. Approve the September 3, 2015 minutes
- B. Approve the claims and warrants for the
- C. Accept funds from the Los Rios Community College in the amount of \$288,600 to provide case management for the Northern California Community College American Apprenticeship Initiative and authorize the Executive Directive to sign the agreement, subject to legal counsel review.
- D. Approve the addition of One More Chance, TAD Grants, and Academic Records Evaluation Center to SETA's VS List.

Roll Call Vote:

Aye: 5 (Kennedy, Nottoli, Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Use of Agency Fund Balance

No questions or comments.

Moved/Schenirer, second/Scherman, to approve the use of the agency fund balance of \$3,494.49 to correct underpayments of the vehicle allowance and technology allowance.

Roll Call Vote:

Aye: 5 (Kennedy, Nottoli, Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

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

Ms. Scherman asked if the janitorial services were being monitored closely and Ms. Kossick replied that staff is highly concerned with health and safety issues in the Head Start classrooms.

Moved/Scherman, second/Warren, to approve the modification of the service agreements with the correct total dollar amounts for MCH Janitorial Services and TEE Janitorial and Maintenance for janitorial services for an additional year, ending on June 30, 2016, and authorize the Executive Director to sign the agreements.

Roll Call Vote:

Aye: 5 (Kennedy, Nottoli, Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant: None

One Stop Services

1. Approval to Transfer Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Funds to Adult Funds, Program Year (PY) 2015-16, and Authorize Staff to Submit a Request to the State of California, Employment Development Department

Ms. Michelle O’Camb reviewed this item which allows flexibility for local market needs and workforce population. It relieves some level of data collection and accounting.

Moved/Scherman, second/Schenirer, to approve the transfer of up to \$2,977,341 in WIOA dislocated worker formula funds to the WIOA adult formula funding stream for PY 2015-16, and authorize staff to submit a request to the State of California, EDD.

Roll Call Vote:

Aye: 5 (Kennedy, Nottoli, Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

C. CHILDREN AND FAMILY SERVICES

1. Approval of the SETA Head Start/Early Head Start Health and Safety Screener Summary Report

Ms. Denise Lee stated that this report focuses on the safety and supervision of children at all times. There are more opportunities for preschoolers in the community which means there are more three-year olds in the program. Teaching staff must be diligent in their supervision of the children.

There are still some concerns regarding the janitorial services. The more time teachers have to clean the bathroom areas, the less they are working with the children. At the September 29 Policy Council meeting, parents felt that they can play a volunteer role in the classroom and help out in a general sweep to ensure the bathrooms stay clean. This supports teachers to ensure they can focus on their jobs. Ms. Lee was very pleased that the parents were so engaged in this issue. Staff will also put some systems in place for yard duty and ensuring the toilet areas remain clean.

Mr. Nottoli stated that staff need to make sure all of the normal maintenance is done regularly and not put off. If there is funding or program support needed, let

the board know. Ms. Lee replied that staff will work on a system where each quarter certain centers are thoroughly cleaned.

Moved/Warren, second/Scherman, to approve and certify the SETA Head Start/Early Head Start Health and Safety Screener results.

Roll Call Vote:

Aye: 5 (Kennedy, Nottoli, Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

IV. Information Items

A. Fiscal Monitoring Reports: None.

B. Employer Success Stories and Activity Report

Mr. Kennedy stated that he would be interested in knowing not just the quantity but the quality of the jobs. Mr. Walker stated that he will include whether positions are temporary or permanent and additional definition as requested.

C. Dislocated Worker Update

Mr. Kennedy asked about the closure of Raley's on Mack Road. Mr. Walker stated that many of those employees transitioned to other stores. There are plans to build a new Raley's where Capital Nursery was operating.

Mr. Walker stated that he recently spoke with Mr. Troy Givans regarding the company moving into the old Campbell's Soup building. The employer will be setting up a website for applicants and Mr. Walker expects that they will include the Employer Services in the very near future.

Mr. Walker reported that there is a company, VoxPro, moving into the Folsom or Rancho Cordova area. They build the round thermometers that are programmable.

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: Mr. Kennedy recently toured several schools in the Elk Grove USD, especially with the Head Start program. He received tremendous reports back from the staff; their only complaint is the waiting list.
- F. Public: None.

VI. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Pursuant to Government Code Section 54956.8. The Governing Board may discuss negotiations concerning the following property(ies) and person(s):

Address: 925 Del Paso Boulevard, Sacramento

Agency Negotiator: Kathy Kossick

Negotiating Party: McCuen Acoma Street Investors, LP

Under Negotiation: Price and Terms of Payment for Extension of Existing Lease

The board went into closed session at 11:12 a.m. Mr. Thatch stated that there would be no report out of closed session.

- VII. Adjournment:** The meeting was adjourned at 11:33 a.m. with no report out of closed session.

ITEM V

OTHER REPORTS

BACKGROUND:

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

- Chair's Report – Ms. Jasmine Jamison
- Head Start Deputy Director's Report: Ms. Denise Lee
 - Monthly Head Start Report
- Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, and ERSEA Services
 - Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services
 - Martha Cisneros - Health, Nutrition and Safe Environments Services
 - Karen Gonzales - School Readiness, Special Education and Mental Health Services

NOTES:



SETA-Operated Program

Family Engagement

We are very pleased that as an agency and as a county, that SETA Head Start has again made full enrollment. Through the efforts of all staff that enroll, they have been doing a phenomenal job of replacing families as soon as they drop.

The Mark Sanders job center and the staff at Marina Vista have been working together to bring Head Start families into the job centers and working with them to access job training and job resources. Ginger Brunson, a liaison from the Mark Sanders work site, has been coming to parent meetings to share how to access services, the services available and to cross train Head Start staff. We are looking forward to a strong partnership in helping parents to continue to move to self-sufficiency.

Our parent intern project has also been a successful collaboration. Head Start has four parent interns working under either a manager or coordinator to get real life experiences in the work place, and then the parent is assigned a job coach from the workforce development side of the agency. These coaches provide resume help, job access resources, testing, and act as mentors for our parents. One of the interns was hired by a large retail company based only on the experience he has had here at SETA. We are very pleased with this new project, and continue to look for ways to provide opportunities for parent success.

Program Operations

Relationships are the foundation to a strong partnership when it comes to School Readiness. Teachers are working on the IDP packet #2 Building Relationships this month. By getting to know families, teachers are able to work collaboratively to ensure children are being supported with common goals. In this home visit, conversation focuses on family dynamics, values and parent's goals for their child's preschool and EHS experience. This is also the time to follow up on any health concerns, social emotional questions and special education plans to develop support strategies. By putting these partnerships in place, school and home build a strong base for ensuring an effective school year.

Governance

The End of Year Parent Brunch was a great success. The PAC Chair and PC Vice Chair, Ms. Jasmine Jamison and Mr. Kenneth Tate, did an excellent job co-hosting the event. Ms. Alma Walton Hawkins and Ms. Jackie Bates were awesome keynotes. Ms. Linda Litka made impressive introductions of Mr. Tate and Ms. Jamison in showcasing her Toastmasters skills. Ms. Nikki Hill wrote and recited a poem on event theme: *HS/EHS Sowing Seeds Together*, which was very inspirational, well written and delivered. Parents, staff and guests enjoyed the

PC/PAC power point of committee meetings/activities and trainings created by Ms. Wendy Tanner and Ms. Alma Walton Hawkins. Ms. Tamora Smith, Parent Intern, did an excellent job on parent/staff certificates and provides many creative ideas on projects. Parents have exhibited outstanding leadership skills, positive attitudes and great team spirit this program year. There was togetherness among each of them; it was apparent they cared about each other.

Parent Ambassadors continue to participate in community recruitment outreach events; bringing about awareness of HS/EHS program and its services. FSW'S have expressed they love teaming with parents in recruitment efforts because parents have an opportunity to share their HS/EHS experience as a recipient of the services. Thank you to Mr. Brian Short, Ms. Linda Litka, Ms. Robin Blanks, Mr. Joe Morales and Ms. Sabrina Lovelady.

The Administration team, SS/PI Specialist and Coordinator (Ms. Alma Walton Hawkins, Ms. Belinda Malone, and Mr. Robert Silva) have been busy cross-training and providing support to FSW's, Home Base staff, and parents as well as working on lead projects. Ms. Malone provided Parent Aide training on October 19th as well as co-facilitated School Readiness training with Ms. Susan Fields on October 29th. Training was interactive and user friendly; parents were made to feel welcome and appreciated for their volunteer service. A total of 12 parents attended the training. Belinda and Susan did an excellent job and make a great team. The team has been actively assisting staff with PAC representative recruitment efforts for the 2015-2016 program year.

Mr. Robert Silva delivered pumpkins to several SOP Early Learning Centers for the annual Fatherhood Harvest Activity. Mr. Silva shared parent participation and attendance was great, especially with the number of fathers/male role models. Many dads were present and engaged in decorating a pumpkin with their child. There were also many resources available for parents. Thank you, Bob, for making this event possible. Your commitment to the project is appreciated. A big job well done.

Elk Grove Unified School District

Education Services Update

The agency-wide results from the Desired Results Developmental Profile (DRDP) used by teachers to assess their students' social and academic strengths and weaknesses during the fall was presented by Gerri LaCalle, PreK instructional coach, at the teacher in-service held on October 30, 2015. Teachers were given an opportunity to review and discuss the results and to review the plan of action created by Gerri LaCalle and Claudia Charter, PreK program specialist, to address the areas of weakness. Based on these results, all Head Start teachers need to focus on teaching expressions of empathy, awareness of diversity in others, letter, symbol and print recognition, as well as fine motor skills and personal safety.

Teachers were provided the results of the DRDP for their individual classes. Time was allotted to discuss the results, develop their individual classroom plans, and develop individual student goals and action plans.

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 October was 89%.

Disabilities Services and Mental Health Services Update

Our program educators and clerks have worked closely with Catherine Barbero, PreK social worker and with Dr. Alicia Valero-Kerrick, PreK psychologist, to place students with an active IEP into the Head Start Program. There are 36 students with active IEPs being served which is eight percent (8%) of our Head Start student population.

Health Services Update

Files are being monitored by our Program Educators to assure that all students needing follow-up from their 45 day screenings for height, weight, and vision and hearing screenings are referred to a health care provider.

USDA Meals/Snacks

Head Start students were served 13,150 meals during the month of October. 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.

"Latino Family Literacy" workshops were held on October 6, 13, and 20, at Charles Mack Elementary and on October 1, 8, 15, 22, and 29, at Samuel Kennedy Elementary. These classes provide 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. An average of sixteen (16) families attended the workshops at Charles Mack Elementary. An average of eight (8) families attended the workshops at Samuel Kennedy Elementary.

"English Family Literacy" workshops were held on October 6, 13, 20, and 27, at Herman Leimbach Elementary and on October 1, 8, 15, 22, and 29, at David Reese Elementary. These workshops provide our English speaking families the same information on literacy and strategies as those provided in "Latino Family Literacy". An average of nine (9) families attended the workshops at Herman Leimbach Elementary. An average of eight (8) families attended the workshop at David Reese Elementary.

"Supporting Positive Behavior in Children" workshops were held on October 7, 14, 21, and 28, 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. An average of thirteen (13) parents attended these workshops.

"Read To Me Daddy/Pizza With Papa", a workshop designed to help males learn the critical impact the male role-model has upon a child's development and success in life, as well as give strategies for making the most of the time they spend with their children, was held at David Reese Elementary on October 7, at Charles Mack Elementary on October 14, at Samuel Kennedy Elementary on October 21, and at Florin Elementary on October 28. Fifty-nine (59) families attended the workshop at David Reese Elementary, thirty-nine (39) families attended the workshop at Charles Mack Elementary, forty-five (45) families attended the workshop at Samuel Kennedy Elementary, and thirty-four (34) families attended the workshop at Florin Elementary.

Recruitment

Individual registrations are taking place and thirty-three (33) students are on the wait list for the Head Start program.

Sacramento City Unified School District

Health and Nutrition

Fall Dental Varnish Clinics have begun for our Head Start and State preschoolers! Our Dental Hygienist is from the Sacramento County Smile Keepers program and was the provider of oral assessments and dental varnishes last year and is familiar with many of our returning preschoolers. Our preschool nurses are subsequently following up with the parents of preschoolers who have cavities or gum disease, as noted by the dental hygienist, to ensure these preschoolers receive timely dental care.

Preschool Nurses Lisa Stevens, Lori Souza and Victoria Benson have been out to the preschool sites for completion of their sensory screenings within the first 45 days of enrollment. The nurses will be returning to their preschool sites to perform rescreens and screen preschoolers who entered the Head Start program late. Our three preschool nurses have been conducting file reviews at the preschool sites. The files will then be shared with the Child Development Specialists and Health Clerks for corrective action as part of the Child Development Department's internal monitoring system.

The preschool nurses developed a "Policy and Procedure for the Transfer of Preschool files for Preschoolers with Special Diets, Emergency Care Plans and Medications". This policy and procedure will be discussed at the Health, Nutrition and Safe Environments committee meeting on November 2nd in preparation for presentation to the Enrollment Committee on November 6.

The preschool nurses are following up with Head Start preschool parents on BMI results for children who are underweight, overweight and obese. The nurses are offering nutrition consultation with our Registered Dietitian, Karen Ito, who has been contracted to work with our families for weight issues, low hemoglobin levels, high lead levels along with any special requests from parents of medically fragile preschoolers. School Nurse, Victoria Benson, is mentoring a BSN student from California State University Sacramento this semester.

Preschool Nurses Lisa Stevens, Lori Souza and Victoria Benson are also presenting health related talks at the monthly preschool parent meetings. Some of the topics the nurses have covered include hand-washing, common communicable illnesses and how to prevent their transmission, tooth-brushing and dental health, nutrition, lead poisoning and lead risks, nutrition and head lice.

Mental Health

Teachers completed their social and emotional screeners and will be submitting referrals for behavior support on children that did not pass.

Social workers are supporting teachers and parents with children exhibiting challenging behaviors in the classroom and at home.

Professional Learning was provided on CA CSEFEL Teaching Pyramid on the topics of teaching friendship skills using a number of strategies including peer support and emotional literacy.

Ten staff attended Cohort 5 Module 1 of the CA CSEFEL Teaching Pyramid training. SCUSD staff assisted in the facilitation of the training by presenting and working with teaching teams that will be supported through coaching.

SCUSD CA CSEFEL Teaching Pyramid Leadership Team for partner sites met to discuss the benchmarks of quality for our department to work towards implementation with fidelity. The team will meet quarterly.

Family and Community Engagement

Four social workers and coordinator, Vicki Wasson, participated in recertification training for the Family Development Credential Training program.

Final homework and documentation are being submitted for review by the California Head Start Association for the FDC participants to receive their credentials. Eight participants will be receiving a Family Development Credential.

Social Workers and School Community Liaisons have been following up with families that have expressed needs based on the Family Worksheet.

Social work staff participated in the department Harvest Festival providing information on CA CSEFEL Teaching Pyramid and Male Involvement.

Parent meetings are being provided in classrooms on the area of positive discipline.

Education

The topics presented at Professional Learning included CSEFEL Teaching Pyramid and Disabilities, Re-Screens, and the Referral Process. Sac City also hosted a Countywide CSEFEL cohort training, and Balanced Literacy Cohort 3 had their first training session. Two Resource Teachers attended the Connecting Creative Curriculum with the DRDP 2015 workshop at SETA. The DRDP 2015 was submitted for the first reporting period.

Special Education

As of 10/28/15 in Head Start we have 99 children with current IEPs to date and 13 pending. In EHS and Expansion we have 15 children with IFSPs and 2 pending.

So far this school year we have referred 68 children to Special Education for further assessment for speech and language services. We receive in-kind for services provided by Special Education for our preschool children and are working collaboratively with that department.

Jennifer Osalbo, Disabilities Coordinator, Doris Reese, Education Coordinator, and Lauri Mayfield, Disabilities Resource Teacher, attended the Inclusion Conference held by satellite at the Sacramento County Office of Education on Thursday, October 29 and Friday, October 30. They brought back great information on how to better serve children with special needs with inclusion classrooms.

Early Head Start & Home-Based

Early Head Start kicked off the first of a four part series of professional learning for the 2015-2016 school year. This was the first gathering of all of our Early Head Start staff since we have reopened our expansion centers. Teachers, Teacher Assistants, and Home Visitors met to learn about the power of play, with trainer Sharron Krull. The first training of the series was called "The Connection Between the Body and the Brain". Sharron gave the staff valuable information about the importance of play in the development of a child's brain. Most importantly she stressed the importance of the work that we do in the field of Early Childhood Education to help "grow the brains" of the children in our care!

The Home-Base staff hosted another fabulous fall social this month. There were over 40 families in attendance! The social included a puppet show that featured Farmer Fran who promoted nutritious eating habits. There was a music and movement session that got all of the children and families up to dance and sing along. To add to the fun each home visitor planned out a developmentally appropriate activity booth that kept the children engaged throughout the social.

We are also happy to announce that Early Head Start has a new Resource teacher. We want to welcome Christy Andlovec to our team. She comes with many years' experience in both center-base and home-base with EHS. She will be a great addition to the team.

San Juan Unified School District

Education Services Update

Classroom themes for one group of teachers are My Family and My Community and My 5 Senses. The other group implementing The Creative Curriculum System for Preschool finished the Beginning of the Year study and are now in the Trees study. All classes are focused on the letters Ss and Pp. All teachers are presenting the final oral language cards for the first unit of the Second Step curriculum. The math skills for this month are cardinality, one to one correspondence, as well as beginning to construct simple sets using classification with up to five objects.

Disabilities Services Update

The majority of children identified during the summer referral process have gone through assessments at this point. Teachers are reporting the results, and IEPs are being scheduled and held weekly. The Screening Center

days of operation have been reduced to one day per week, and will continue running on the one day schedule until the registration department begins to ramp up for spring enrollment.

Mental Health Services Update

The Mental Health Referral Process, Positive Parenting Tips, Limit Setting, and Stress Management are all topics that have been covered in talks given by the Mental Health Therapist to staff, teachers, and parents. The Mental Health Therapist's focus continues to be on providing support and referrals for children whose social and emotional functioning is lacking. Also, teachers continue to be given support on implementation of the mental health criteria found in the Operations Guide.

Health & Nutrition Services Update

Health has continued to review students' health, nutrition, and immunization status while also completing and reviewing health files. The School Nurse is completing and updating Individualized Student Health Plans for those who have health concerns. Health screening is ongoing, with the Health Team opening the Screening Center to families each Tuesday of the month. Health is also going out to sites to screen and rescreen children as needed to meet performance standards. Smile Keepers has also continued to screen children at their preschool sites. The School Nurse has given staff trainings on various health issues relating to the children. She has also completed the Annual Immunization Assessment of Children Enrolled in Child Care Centers (the preschool classrooms).

Family and Community Partnerships Update

The Policy Committee Executive Board is seeking a parent volunteer to attend the monthly meetings. The ECE staff that provide support to the monthly PC meetings were introduced, and incoming committee members were given "Welcome Packets" for the 2015-2016 school year. Elections were also held for a number of positions, including Chairperson, Treasurer, Parliamentarian and SETA Representatives, among others. The Community Partner Representative announced that the first ever "Mini-Maker Faire" presented by Barnes & Noble will run Friday-Sunday, November 6th-9th. Additionally, two fundraisers were approved; the Garfield SPS Trike-a-thon and the Pasadena HS Park Walk at Gibson Park.

Transition Services Update

October brought with it many opportunities for forming connections between families and classrooms thanks to the many successful fall harvest events occurring throughout the month. Parent attendance at trike-a-thons, trips to the pumpkin patch, and other class excursions have helped families to gain insight into how students are being prepared to be engaged students when they make the transition to kindergarten.

Program Support/Staff Training Update

Teachers and assistants were trained on the new Portfolio system for this academic year. There are new forms which align with the 2015 DRDP tool. Teachers will be gathering evidence for DRDP ratings in the form of anecdotal notes, which may include narratives and various work samples that were outlined in regard to type of sample and quantity to collect per assessment period. This evidence may be stored as a hard copy or on a device. Most teachers at this point have new iPads which they are beginning to use.

Fiscal Update

October has been a busy month as salary allocation changes continue to reflect the redesign of ECE. The preliminary 1st interims based on September's salaries were completed, and now the fiscal department has begun working on the regular 1st interims with the posting of October salaries and encumbrances. Fiscal welcomed Natalia Demyanenko to the team this month and also welcomed back Diann Smith after her LTA at Casa Robles. Programs were reconciled and the SETA reports for HS and EHS were signed and submitted on the 10th. State reports were completed and filed on September 20th.

Early Head Start

This month, the Early Head Start staff participated in iPad app training for their First Friday Professional Development meeting. Participants were able to choose 2 of 3 sessions focused on how to use certain iPad apps to enhance their current curriculum, assessment and family engagement strategies. Support staff and a guest

preschool teacher walked through how to use the apps in the classroom, and staff were able to share their own skills and experiences as they were reminded that leadership can come from within the group and be shared in a collaborative way. Apps included some to help capture and caption photos and videos for assessment, some to share with parents to promote family engagement in the classroom and at home, and most important of all, working with the new versions of the DRDP app and DRDP Tech to directly support their work in gathering data and doing the 60 day DRDP 2015.

In addition this month, staff continued with the monthly Reflective Practice sessions that have been woven into the staff calendar. During their First Friday PD, EHS staff discussed the reflection pieces from last time, sharing what they noticed related to reflective practice during the last month. The focus of the questions this month revolved around building empathy and compassion for others, and a lively discussion and impromptu video viewing ensued that captured both the spirit of reflective practice and the intent to embrace and draw forth the knowledge and skill of the group.

This month the EHS Home Based teachers met with the nurse to streamline student health documentation procedures. They developed an internal checklist to better monitor and ensure accurate and up to date records. In addition, the HB Teachers fine-tuned their file monitoring checklist to make it clearer and easier to use. Most of the Home Based Teachers also participated in the Countywide Teaching Pyramid training and are actively working to incorporate what they learned into their home visits. Additionally, the Home Based Teachers collectively planned and carried out a field trip with their students and families to the Pumpkin Patch, both to build community and to encourage socialization amongst the students and their families.

Twin Rivers Unified School District

Highlights

Challenges/successes, enrollment and attendance, on-going monitoring, DRDP-r, self assessment, PIR, program highlights and significant program changes, expansion updates, etc.

Events

All three TRUSD Head Start sites participated in the annual Red Ribbon Week celebration of saying no to drugs and living healthy lifestyles. The week-long event included spirit days in which students “Teamed up against drugs” and wore their school shirts/athlete jerseys, “turned their backs to drugs” and wore their clothing backwards as well as pajamas “to dream of a drug-free world”. During this week, students from all three sites also participated in our annual Fall Festival. The Festival including an opportunity for students to pick their own pumpkins from the school “pumpkin patch”, crawl through the hay maze and participate in fun carnival style games as well as dance during the fog party. Parents volunteered during the event and assisted with the games as well. Fun was had by all attendees!

Professional Development

On October 7th, the Head Start staff participated in the evening Professional Development workshop which focused on the Safe Environment component. As part of our ongoing monitoring process, teaching staff assessed their colleagues’ classroom and provided feedback on appropriate strategies to ensure the safest environments possible. The next PD workshop in November 2015 will focus on developing action plans from the DRDP and ECERS assessments that were recently completed.

Components

The program continues to have one vacant Community Liaison position. The short staffed Community Liaisons are continuing to meet with parents to complete the Family Partnership Agreements. Community Liaisons also continue tracking the blood lead results, hemoglobin and lead risk. The inputting of information into Childplus also continues.

All students who did not participate in hearing, vision and dental screenings due to absences are being screened by the District Nurse at all three sites. The District Nurse and Health Assistant are also finished reviewing the students’ files for medical concerns as well as data inputting into the Childplus database.

Our School Social Worker/Counselor continues providing 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. Our second case staffing is scheduled for November 3rd to determine which students may require additional support from staff related to academic, behavioral or health concerns and parent meetings to further discuss any concerns.

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 first set of parent meetings will be held on November 12th.

The Education Component Leader continues classroom observations to assist with academic strategies and teacher coaching/mentoring. The first DRDP assessment for students has been completed with the results pending. The Education Component Leader has also completed the CLASS observations and ECERS assessments are underway for all staff. Action plans will be developed in November 2015 from both assessments.

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

The October meeting was held at Morey on October 15, 2015. The agenda will include monthly reports from September 2015, election of the Group Officers and planning for the Fall Festival. The Parent Committee meetings were held at Rio Linda on October 14th and Oakdale on October 13th. Both Parent Committees selected Chairs, Vice Chairs and Secretaries to be the officers for the 2015-16 school year. Meetings will be held at all three sites in November 2015.

Parent Trainings/Meetings

The Community Liaison facilitated parent meetings for October 2015 with a guest speaker from the North Highlands area Birth and Beyond program. Information about services offered and resources for families were provided to our parents during the parent meeting at all three sites. The November meeting will focus on Nutrition.

Fiscal

Any information on recent audits, overview of projects and expenditures of ARRA funds as well as basic funds. The HS Budget Analyst completed the September 2015 Fiscal reports which were provided to the PC group and Board of Trustees.

WCIC

Enrollment

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

Trainings

WCIC/Playmate Head Start Program's staff and parents/guardians received a Lead Poisoning Training by Ms. Lea Huffman, Health Educator from County of Sacramento on October 21, 2015. Ms. Huffman passed out a pamphlet on "Learn about Poisoning", and a flyer on "Child Health and Disability Prevention (CHDP) Program". Ms. Huffman gave a brief overview on Lead Poisoning. She stated ages 0-6 year olds and pregnant women are most vulnerable in getting Lead Poisoning. Lead Poisoning is a naturally occurring metal. Lead is a

heavy metal that is found naturally in the Earth's crust. Homes built before 1978 are more likely to have lead. The most common cause of lead poisoning today is old paint. Many older houses and apartment buildings have lead-based paint on the walls. Toddlers explore their world by putting things in their mouths. Children who live in older buildings are at especially high risk of getting lead poisoning. Children can get lead poisoning by chewing on pieces of peeling paint or by swallowing house dust or soil that contains tiny chips of the leaded paint from the buildings. Lead can also be in air, water and food. Lead can also be found in food or juice stored in foreign-made cans or improperly fired ceramic containers. Staff and parents/guardians were engaged, and shared their appreciation for the Lead Poisoning training.

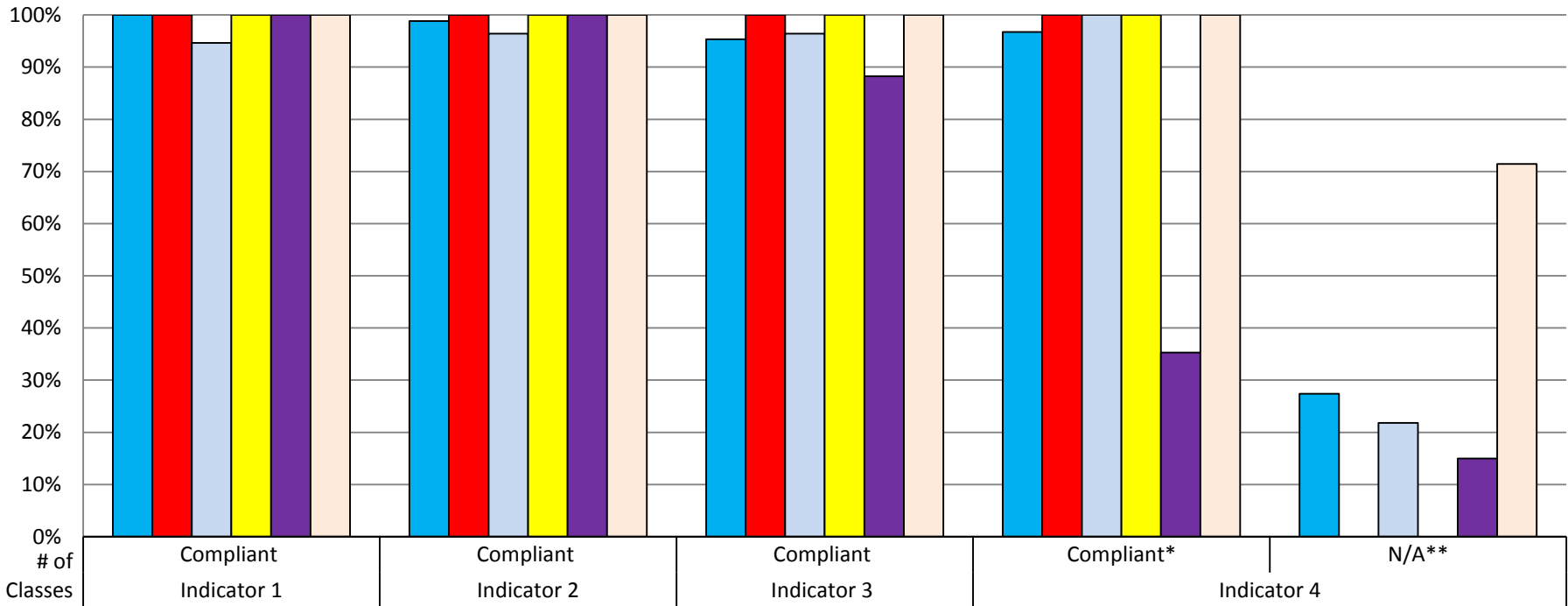
WCIC/Playmate Head Start Program's Head Teacher, Ms. Janet Wong-Acorda and Teacher, Ms. Holly Mar attended the Teaching Pyramid Cohort 5 Preschool 2015-2016 Training at Sacramento Employment and Training Agency on October 23, 2015. The presenters were Joy Bard, Denise Gale and Allison Ferry. The Teaching Pyramid Framework Preschool: Promoting the Social-Emotional Competence and Preventing Challenging Behavior in Young Children is research based. It is currently called the California CSEFEL. There are several series to the trainings. The training was on Module 1a and 1b which are on Building Relationships and Creative Supportive Environments. The Teaching Pyramid Framework Preschool is not a curriculum. It is a reference guide on how teachers can implement strategies to redirect children with behavior concerns. It is stated that generic praise statements are not specific enough to let a child know what they should do more of. Praise promotes external/extrinsic motivation, doing something only for a reward or attention.

Acknowledgement vs. Praise, acknowledgment helps children develop a sense of self-efficacy and agency to have an impact on the world. By building a relationship, it sets a foundation for everything teachers do. Teachers need to build relationships early and do not wait for a problem to occur. Strong relationships allow children to learn and practice appropriate and acceptable behaviors as individuals and as a group. Children with the most challenging behaviors need strong relationships and behaviors often prevent them from benefitting from those relationships. Classrooms need to be grouped together under three expectations: 1) We are Safe; 2) We are Respectful; and 3) We are Friendly. Teachers need to keep positive and begin using PDA examples: Challenging Behavior: 1) When children are hitting other children, teachers need the child to play cooperatively and say this to the child "You are sharing with Tyrone. You gave him a turn with your car". 2) Getting up with food. The behavior teachers want. "Look at you sitting while you eat. You look so safe and comfortable. This is very safe"! 3) Screaming to get what she wants; showing you what she wants. "Wow! You pointed at the refrigerator. You must want something inside; let's go look together. When you raise your arms up, I know you want me to pick you up". That is helpful. By talking to children about their actions is one way to help connect the emotional part of the brain. The connection can prevent challenging behaviors and promote emotional regulation. The connection also builds toward executive function.

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

None to report.

Unannounced Safety and Supervision Visits Conducted by Delegates 8/1/15 - 11/16/15 Compliance %



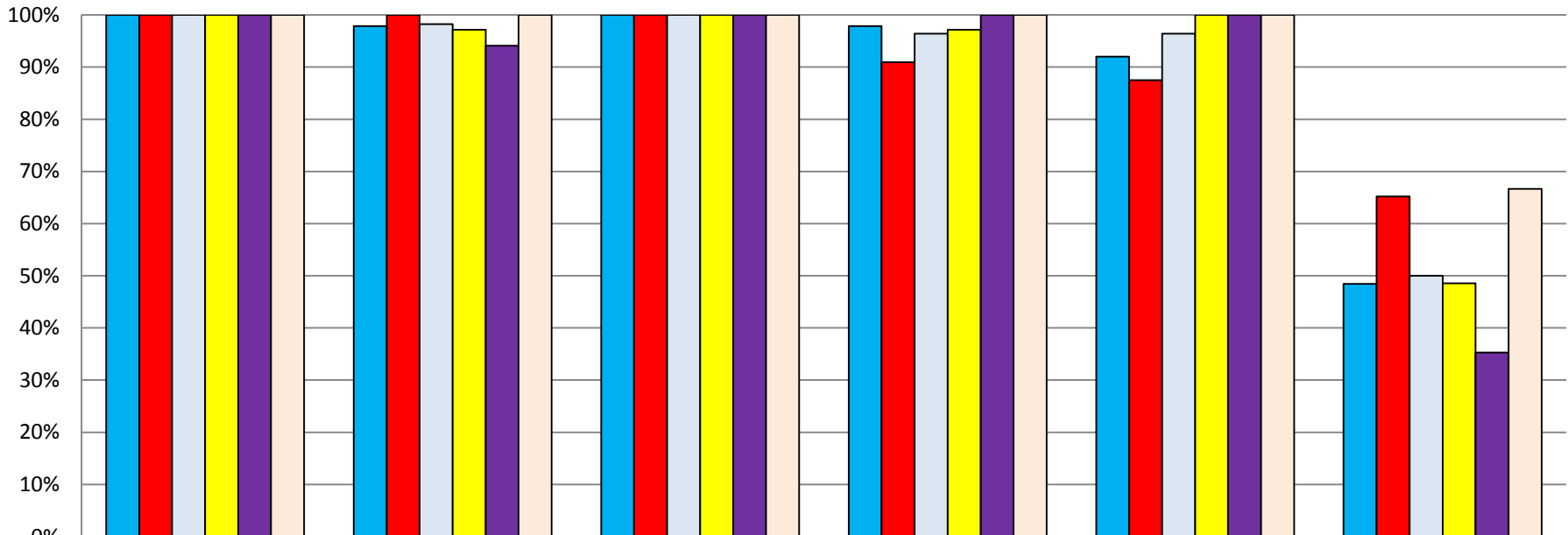
	# of Classes	Compliant Indicator 1	Compliant Indicator 2	Compliant Indicator 3	Compliant* Indicator 4	N/A**
■ SOP	94	100%	99%	95%	97%	27%
■ EGUSD	22	100%	100%	100%	100%	0%
■ SCUSD	56	95%	96%	96%	100%	22%
■ SJUSD	35	100%	100%	100%	100%	0%
■ TRUSD	17	100%	100%	88%	35%	15%
■ WCIC	6	100%	100%	100%	100%	71%

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

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

** Did not apply at time of visit

Unannounced Safety and Supervision Visits Conducted by QA Unit 8/1/15 - 11/6/15 Compliance %



	# of Classes	% of Classes Visited	Indicator 1	Indicator 2	Indicator 3	Indicator 4	N/A**
■ SOP	94	100%	98%	100%	98%	92%	48%
■ EGUSD	22	100%	100%	100%	91%	88%	65%
□ SCUSD	56	100%	98%	100%	96%	96%	50%
■ SJUSD	35	100%	97%	100%	97%	100%	49%
■ TRUSD	17	100%	94%	100%	100%	100%	35%
□ WCIC	6	100%	100%	100%	100%	100%	67%

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

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

** Did not apply at time of visit

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(October 31, 2015)

The Special Education Report shows the percentage of enrolled preschool aged children with a diagnosed disability receiving services through an Individualized Education Plan (IEP). For Early Head Start, the Special Education Report shows the number of children ages 0-3 who are receiving early intervention services through an Individualized Family Services Plan (IFSP).

Head Start Program Performance Standards Reference: 1305.6 (c) states that at least 10% of the total number of enrollment in each grantee and delegate agency must be made available to children with disabilities.

<u>Agency/AFE (HS)*(EHS)**</u>	<u>Head Start #IEP (% AFE)</u>	<u>Early Head Start #IFSP (% AFE)</u>
Twin Rivers USD (233)	12 (5.1%)	N/A
Elk Grove USD (440)	36 (8.1%)	N/A
Sacramento City USD (1,211)(144)	99 (8.1%)	15 (10.4%)
San Juan USD (668) (160)	70 (10.4%)	17 (10.6 %)
WCIC (120)	4 (3.3 %)	N/A
SETA (2028) (369)	175 (8.6 %)	90 (24.3%)
County (4700)* (673)**	396 (8.4%)	122 (18.1%)

*AFE = Annual Funded Enrollment

**% AFE = Percentage of Annual Funded Enrollment

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2015 to 2016

Period: October 2015

Full Day Classes						
			Present Only		Present/Excused	
Center Name	Funded Enrollment	Total Days	ADA	% ADA	ADA	%ADA
Crossroad Gardens	44	22	40	91%	44	100%
Elkhorn	22	21	20	91%	21	95%
Freedom Park	44	21	37	84%	43	98%
Hillsdale	44	21	35	80%	41	93%
Job Corp	22	22	17	77%	21	95%
Marina Vista ELC	44	22	29	66%	36	82%
Mather	22	22	17	77%	20	91%
Norma Johnson	22	22	19	86%	22	100%
Northview	22	21	17	77%	21	95%
Phoenix Park	22	22	18	82%	21	95%
Sharon Neese	44	22	35	80%	42	95%

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2015 to 2016

Period: October 2015

Part Day Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	%ADA	ADA	%ADA
Alder Grove ELC	40	17	25	63%	32	80%
Auberry Park	40	17	33	83%	38	95%
Bannon Creek	80	20	67	84%	79	99%
Bright Beginnings	80	17	48	60%	55	69%
Crossroad Gardens	20	20	30	150%	38	190%
Elkhorn	80	20	68	85%	78	98%
Freedom Park	80	20	65	81%	76	95%
Fruitridge	80	20	61	76%	75	94%
Galt	120	21	96	80%	119	99%
Grizzly Hollow	40	17	36	90%	40	100%
Hillsdale	80	20	54	68%	76	95%
Hopkins Park	80	20	62	78%	74	93%
Illa Collin	40	16	32	80%	36	90%
Kennedy Estates	40	17	20	50%	22	55%
La Verne Sterwart	40	21	30	75%	37	93%
Marina Vista ELC	20	21	10	50%	13	65%
Mather	80	20	57	71%	72	90%
Nedra Court	60	20	43	72%	50	83%
Norma Johnson	40	21	30	75%	37	93%
North Avenue	80	20	69	86%	86	108%
Northview	80	20	60	75%	75	94%
Phoenix Park	40	21	30	75%	34	85%
Solid Foundation	80	20	61	76%	69	86%
Strizek Park	40	21	30	75%	40	100%
Vineland	40	17	35	88%	39	98%
Walnut Grove	20	16	13	65%	15	75%

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2015 to 2016

Period: October 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	22	12	75%	16	100%
Crossroad Gardens	8	22	7	88%	8	100%
Elkhorn	16	22	13	81%	15	94%
Job Corp	16	22	13	81%	16	100%
Marina Vista ELC	8	22	7	88%	8	100%
Mather	8	22	11	138%	13	163%
Norma Johnson	8	22	6	75%	7	88%
Northview	8	22	6	75%	8	100%
Phoenix Park	8	22	6	75%	8	100%
Sharon Neese	16	22	12	75%	16	100%

ITEM VI – CENTER UPDATES

BACKGROUND:

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

NOTES:

ITEM VII - DISCUSSION

BACKGROUND:

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

NOTES:

ITEM VIII – 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: