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THOUGHT OF THE DAY: "Vision without action is merely a dream. Action without vision is just passing the time. Vision with action can change the world."

Author: Joel Barker

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

Date: Tuesday, August 21, 2012
Time: 9:00 a.m.
Location: SETA Board Room
925 Del Paso Blvd.
Sacramento, CA 95815

While the Head Start Parent Advisory Committee (PAC) welcomes and encourages participation in the Committee meetings, it would be appreciated if you would limit your comments to five minutes so that everyone may be heard. Matters under the jurisdiction of the Head Start Parent Advisory Committee and not on the posted agenda may be addressed by the general public under the Public Participation item of this agenda. The Head Start Parent Advisory Committee limits testimony on matters not on the agenda to five minutes per person and not more than fifteen minutes for a particular subject.

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- D. Personnel/Bylaws Committee: Ms. Rebecca Lewis, Ms. Socorro Gutierrez, Ms. Amber Taylor, Ms. Tamara Knox, and Mr. Hodari Polk
- E. Social/Hospitality Committee: Ms. Rebecca Lewis, Ms. Tamara Knox, Ms. Amber Taylor, Ms. Connie Wallace, Mr. Johnny Sanders, Ms. Erika Contreras, Ms. Socorro Gutierrez, Mr. Hodari Polk, and Ms. LaTasha Windham
- F. Male Involvement Committee: Mr. Anthony Nelson, Mr. Juan Mozqueda, Ms. Rebecca Lewis, Ms. Connie Wallace, Ms. Tamara Knox, Mr. Johnny Sanders
- G. Community Partnerships Advisory Committee (CPAC): Ms. Tamara Knox, Ms. Socorro Gutierrez, Ms. Amber Taylor, Mr. Johnny Sanders, Mr. Juan Mozqueda
- H. Health Services Advisory Committee (HSAC): Ms. Amber Taylor

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- Chair's Report
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- Head Start Deputy Director's Monthly Report – Ms. Denise Lee
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- Managers' Reports
 - Program Support Services Report – Ms. Brenda Campos
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 - Parent/Family Support Report – Ms. Lisa Carr
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 - ✓ Region IX Reports (attached)

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DISTRIBUTION DATE: WEDNESDAY, AUGUST 15, 2012

Parent Advisory Committee (PAC) meeting hosted by:
Socorro Gutierrez, Chair; Amber Taylor, Vice Chair;
Connie Wallace, Secretary; Vacant, Treasurer;
Rebecca Lewis, Parliamentarian

ITEM I - A – ROLL CALL

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

- ___ Vacant, Auberry Park Head Start
- ___ **Amber Taylor, Bannon Creek Head Start,**
- ___ **Derek Adams, Broadway Early Learning Center**
- ___ Vacant, Country Wood Head Start
- ___ Vacant, Crossroad Gardens Head Start
- ___ Vacant, Early Head Start/ Home Base
- ___ **Juan Mozqueda, Elkhorn Head Start**
- ___ Vacant, Freedom Park Head Start
- ___ **Zoila Lucero, Fruitridge Head Start**
- ___ Vacant, Galt Head Start
- ___ Vacant, Grizzly Hollow Head Start
- ___ **Hodari Polk, Hillsdale Head Start**
- ___ Vacant, Home Base
- ___ Vacant, Home Base
- ___ Vacant, Hopkins Park Head Start
- ___ Vacant, Illa Collin Head Start
- ___ **Danielle Tillis, Job Corps Head Start**
- ___ Vacant, Kennedy Estates Head Start
- ___ Vacant, LaVerne Stewart Head Start
- ___ Vacant, (Marie Cleveland's) Bright Beginning Head Start
- ___ Vacant, Mather Head Start
- ___ **Praveena Chaudhary, Nedra Court Head Start**
- ___ Vacant, New Helvetia I Head Start
- ___ Vacant, New Helvetia II Head Start
- ___ **Connie Wallace, Norma Johnson Head Start**
- ___ Vacant, North Avenue
- ___ **Erika Contreras, Northview Head Start**
- ___ **Johnny Sanders, Parker Avenue Head Start**
- ___ Vacant, Phoenix Park Head Start
- ___ Vacant, Sharon Neese Early Learning Center
- ___ Vacant, Solid Foundation Head Start
- ___ Vacant, Strizek Park Head Start
- ___ **Socorro Gutierrez, Vineland Head Start**
- ___ **Laura Meza, Walnut Grove Head Start**
- ___ Vacant, Whispering Pines Head Start
- ___ Vacant, Foster Parent Representative
- ___ **Rebecca Lewis, Grandparent Representative**
- ___ Vacant, Male Involvement Representative
- ___ **Tamara Knox, Past Parent/Community Representative**
- ___ Vacant, Past Parent/Community Representative

MEMBERS TO BE SEATED:

- ___ LaTasha Windham, Illa Collin Head Start
- ___ Asontie Hudson, Phoenix Park Head Start
- ___ Anthony Nelson, Male Involvement Representative
- ___ Angelique Foster, North Avenue

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

The PAC was seated on November 15, 2011 & December 20, 2011
PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM YEAR 2011-2012

COMMITTEE MEMBER	CENTER	11/15	12/20	01/17	02/21	03/20	04/24*	05/15	06/19	07/17	08/21	09/18	10/16	11/20
Vacant	AP													
Amber Taylor Seated 11/15	BC	X	X	X		X	X	X	X	X				
Derek Adams Seated 6/19	BLC								X	E				
Vacant	COP													
Vacant Seated	CW													
Vacant	CR													
Reina Florez Re-seated 12/20	EHS/HB		X	E		X	X	X	U	U				
Vacant	EHS/HB													
Juan Mozqueda Seated 1/17	EL	E	X	X		X	X	X	U	X				
Vacant Seated	FP													
Zoila Lucero Seated 11/15	FT	X	X	U		X	X	X	X	E				
Vacant	G													
Vacant	GH													
Hodari Polk s/b Seated 3/20	H					U	X	X	X	X				
Vacant	HB													
Vacant	HB													
LaTasha Windham Seated 4/24	IC						X	X	X	ED				
Vacant	IC													
Vacant Seated	HP													
Danielle Tillis Seated 6/19	JC								X	E				
Vacant Seated	K													
Vacant	LVS													
Vacant	MCBB													
Amanda Sokol Seated 11/15	M	X	E	X		X	X	E	X	U				
Vacant	M													
Angelique Foster Seated	NA													
Praveena Chadhary Seated 11/15	NC	X	X	X		X	X	E	E	X				
Connie Wallace Seated 11/15	NJ	X	X	X		X	X	X	X	X				
Vacant	NH2													
Erika Contreras Seated 11/15	NV	X	U	X		X	E	X	X	X				
Johnny Sanders Seated 11/15	PA	X	X	X		E	X	X	X	X				
Asontie Hudson s/b seated 7/17	PP									U				
Vacant	SF													
Vacant	SN													
Vacant	SP													
Socorro Gutierrez Seated 11/15	V	X	X	X		X	X	X	X	X				
Laura Meza Seated 11/15	WG	X	X	X		X	X	X	X	X				
Vacant	WP													
	FPR													
Rebecca Lewis Seated 11/15	GPR	X	X	X		X	X	X	X	X				
Anthony Nelson s/b seated 7/17	MIR									U				
	OGC													
Tamara Knox Seated 12/20	PPR	E	X	X		X	X	X	X	X				
Vacant	PPR													

*** Special Meeting**

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. Socorro Gutierrez, at 402-3822, or the Clerk of the Boards, Ms. Nancy Hogan, at 263-3827.

PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE UPDATE
PROGRAM YEAR 2011-2012
(Continued)

Head Start Center Abbreviations

AP:	Auberry Park	LVS:	LaVerne Stewart
BC:	Bannon Creek	M:	Mather
BB:	Bright Beginnings	MCBB	Marie Cleveland's Bright Beginnings
BLC:	Broadway Early Learning Center	NJ:	Norma Johnson
CR:	Crossroad Gardens	NA:	North Avenue
CW:	Countrywood	NC:	Nedra Court
EHS:	Early Head Start	NH:	New Helvetia 2
EL:	Elkhorn	NA	North Avenue
FP:	Freedom Park	NV:	Northview
FT:	Fruitridge	PA:	Parker Avenue
G:	Galt	PP:	Phoenix Park
GH:	Grizzly Hollow	SF:	Solid Foundation
H:	Hillsdale	SN:	Sharon Neese
HB:	Home Based	SP:	Strizek Park
HP:	Hopkins Park	V:	Vineland
IC:	Illa Collin	WG:	Walnut Grove
JC:	Job Corps	WP:	Whispering Pines
K:	Kennedy Estates		

Representative Abbreviations

FPR:	Foster Parent Representative
GPR:	Grandparent Representative
MIR:	Male Involvement Representative
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
R:	Resigned
S/B:	Should be, or should have been (seated)
CD:	Child Dropped.

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE JULY 17, 2012 PAC MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the July 17, 2012 PAC meeting.

RECOMMENDATION:

Approve the minutes of the July 17, 2012 PAC meeting.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

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

Minutes/Synopsis

(The minutes reflect the actual progression of the meeting.)

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

Tuesday, July 17, 2012
9:00 a.m.

I. Welcome

Call to Order/Roll Call: Ms. Socorro Gutierrez called the meeting to order at 9:10 a.m. and read the Thought of the Day. Ms. Consuelo Lopez will serve as today's translator. The Pledge of Allegiance was recited. Ms. Connie Wallace, Secretary, called the roll and a quorum was confirmed.

Members Present:

Amber Taylor
Praveena Chaudhary
Hodari Polk
Johnny Sanders
Connie Wallace
Erika Contreras
Juan Mozqueda
Socorro Gutierrez
Rebecca Lewis
Laura Meza
Tamara Knox

Members Absent:

Reina Florez (unexcused)
Zoila Lucero (excused)
Derek Adams (unexcused)
Danielle Tillis (excused)
Amanda Sokol (excused)

- Introduction of Newly Seated Representatives: Ms. Asontie Hudson and Mr. Anthony Nelson were not present (both unexcused).

II. Consent Item

- A. Approval of Minutes for PAC Meeting June 19, 2012

The minutes were reviewed; no questions or corrections.

Moved/Lewis, second/Sanders, to approve the June 19, 2012 PAC minutes.
Show of hands vote: Aye: 8, Nay: 0, Abstention: 1 (Gutierrez)

III. Action Items: None.

IV. Information Items

- A. Standing Information

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Roger Bartlett stated that the agency is 11 months through the grant year with projected expenditures of 91.7%; currently, the expenditures are at 84/85%. The non-federal share is running at 26% and Mr. Bartlett thanked board members and parents for volunteering in the classroom. Mr. Bartlett stated that the budget is expected to be underspent by 2-2.5%. Lump sum payments to staff and improvements at the centers will be reviewed. The activities on the credit card were reviewed.

Ms. Rebecca Lewis left at 9:16 a.m.

- PC/PAC Calendar of Events and Activities: Ms. Gutierrez reviewed the calendar of events for July and August.
- Parent/Family Support Unit Calendar of Events: No additional report.
- Parent/Staff Recognition: Ms. Gutierrez recognized former PAC Chair, Ms. Mary Brown. Ms. Brown introduced some Boy Scouts that are working toward their Eagle Scout award. Introduced Mr. Darrian Jacobs, Mr. Dejon Jacobs, Mr. Michael Taylor, and Mr. Nathan Taylor. Scout Leader is Mr. Joseph Jacobs and Mr. Bryon Taylor parent. The boys are working towards their citizenship in the community badge. They are required to attend a community board meeting. The boys will be asking questions which are part of their merit badge.
- PC/PAC Parent Activity Reports: Ms. Gutierrez reported on the recent PC/PAC Parent Activity; attendees went to Discovery Museum Science and Space Center/Planetarium. Ms. Gutierrez reported that attendees had a really good time and she thanked parents that participated from the PAC and PC. Ms. Amber Taylor spoke of her experience at the museum. She is looking forward to taking her family to the museum. Mr. Polk enjoyed the museum as well. Mr. Polk plans to take his son to the museum so he can see the dinosaurs. The attendees also had a nice lunch at Denny's Restaurant.

Ms. Gutierrez reported on the Toastmasters training held on June 29. There were parents present that learned how to find their voice. Ms. Jackie Bates, Toastmasters trainer, will be recognized at the PC meeting in August.

- Community Resources - Parent/Staff: No questions.
- Child Care Center Food Menu: No questions.

B. Governing Board Minutes of April 30, 2012: No questions.

V. Committee Reports

- A. Executive Committee: Ms. Wallace reviewed the critique of the last meeting.
- B. PC/PAC Joint Executive Committee Meeting: No comments..
- C. Budget/Planning Committee: The next meeting will be held Tuesday, August 14, 9:00 a.m. in the Oak Room.

- D. Personnel/Bylaws Committee: Ms. Gutierrez reviewed the last meeting; the changes to the bylaws will be presented to the PAC at an upcoming meeting. Ms. Desha asked that changes be given to the committee members. It is hoped the PC and PAC will have the bylaws reviewed in August and finalized in September. The next committee meeting is July 26.
- E. Social/Hospitality Committee: Ms. Taylor reported that the End-of-Year Parent Appreciation event will be relocated to another venue and members will be notified of the new location. The date may also be affected. It was decided that the End-of-Year event will be a dinner event. The Committee is hoping to have the event on a Saturday but it could also be on a Thursday.
- F. Male Involvement Committee: Next meeting is July 18, 10:30 a.m. in the Magnolia Room.
- G. Community Partnerships Advisory Committee: No report.
- H. Health Services Advisory Committee: No report.

VI. Other Reports

- Chair's Report: Ms. Gutierrez welcomed the Boy Scouts to the meeting. Mr. Joseph Jacobs addressed the board. He has two sons achieving the Eagle Scout award. Mr. Jacobs stated that working with the Boy Scouts teaches him patience and it has been a new experience on how to go out and learn how to participate in the community with the children. Mr. Byron Taylor addressed the board. He teaches middle-school science. Mr. Taylor stated that he can see the kids that have an early start in education have the best potential. Mr. Taylor thanked the board for the opportunity to speak. Mr. Dejon Jacobs spoke before the board about his experience. Mr. Darrian Jacobs spoke of his experience at Boy Scouts. Mr. Michael Taylor reported that he joined Cub Scouts in first grade.
- Policy Council Report: The next meeting is July 24.

Ms. Laura Meza arrived at 9:45 a.m.

- Head Start Deputy Director's Monthly Report – Ms. Lisa Carr welcomed the Boy Scouts. The Head Start budget is slightly underspent by 2.5% which is better than being overspent. The offices are much cleaner because the staff members cleaned the areas at the administrative building; center staff will be working overtime to clean the centers. Staff that choose are able to take advantage for the overtime. Ms. Gonzalez reported that 25-30 Hatch computers have been ordered for the classrooms. This year 25 classrooms will get new computers and next year the remaining classes will get new computers. They will be in English and Spanish. Based on the Environment Rating Scale, site staff and program officers have been making purchases for the classrooms. The Agency has purchased enough books so families will be getting one book a month; this will begin in August. Parents are urged to continue to do the FLIP logs. Recruitment flyers are at 15 bus shelters. It is important for FSWs to fill the drops in the centers. There are a lot of families not present in July. The wait list for 4 year olds has been exhausted so younger children will be enrolled.

The Agency has not yet received the state contract so potential budget cuts are not yet known. The only change is in the part-day CSPP classes (Bannon, North View) three hours that are charged off to the state. For some families that are income eligible for Head Start but not the State, there will be a slight fee.

This year the CAMP will be working with the Center for Fathers. SETA will be collaborating with them to do workshops at the SETA administration building and various Head Start centers. Classes will be available for parents that are in court-mandated anger management classes. It is hoped that parenting classes will also be provided.

Ms. Knox left at 9:54 a.m.

Ms. LaTasha Windham (in audience, removed from PAC) asked about the pick-up requirements. Ms. Carr stated that there is a policy that is gone over at the time of enrollment. Ms. Carr stated that there is a process that parents must adhere to regarding drop off/pick up times as well as attendance. Ms. Carr offered to review the process with Ms. Windham personally.

➤ Managers' Reports

- Program Support Services Report – Ms. Brenda Campos reported that staff is still working with the deferred maintenance issues. Staff is also working to procure work contracts by the end of this month. The bugs at Vineland were not termites. An exterminator was hired to kill the bugs and the baseboards were replaced. If there are any facilities concerns, parents are urged to go to the site supervisor. The Agency just signed a five-year contract with Grizzly Hollow and a one-year contract with Walnut Grove.
- Parent/Family Support Report: No report.
- Child Development and Education Services Report: No report.
- ✓ Region IX Reports: No questions.

VII. Discussion

Birthdays in July include Ms. Erika Contreras and Ms. Nancy Hogan.

Ms. Gutierrez reported that she has a five year old that will be finishing with the Head Start program and will begin kindergarten on August 9.

Ms. Taylor expressed appreciation to Ms. Hogan for her work with the PAC.

Ms. Wallace thanked board members for the get well card for her mother.

VIII. Public Participation: No comments.

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

ITEM III-A – ACTION

APPOINTMENT OF PARENT ADVISORY COMMITTEE TREASURER

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect a Treasurer for Program Year 2011-2012. The duties of the Treasurer shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PAC that are not in conflict with these Bylaws, Article V – Officers, Section 3: Duties of Officers.

SECTION 3: Duties of Officers

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

- D. The Treasurer shall keep such records, files and accounts as may be necessary to expedite PAC's business, work with staff and PAC Secretary and will oversee the Budget/Planning Committee. The Treasurer shall be a member of the Social/Hospitality Committee.

RECOMMENDATION:

That the Parent Advisory Committee elect a Treasurer.

Secretary:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

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

- A. Standing Information
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Roger Bartlett
 - PC/PAC Calendar of Events and Activities (attached)
 - Parent/Family Support Unit Calendar of Events (attached)
 - Parent/Staff Recognition – Ms. Socorro Gutierrez
 - PC/PAC Parent Activity Reports
 - Community Resources- Parent/Staff: Ms. Socorro Gutierrez
 - Child Care Center Food Menu (attached)

NOTES:

PC/PAC CALENDAR OF EVENTS



<u>EVENT</u>	<u>DATE</u>
PAC Executive Committee	Thursday, August 23, 2012 9:00 a.m. 10:00 a.m. Olympus Room
PC Executive Committee Meeting	Thursday, August 30, 2012 9:00 – 10:00 a.m. Olympus Room
PC/PAC Personnel/Bylaws Committee Meeting	Thursday, August 30, 2012 10:30 a.m. – 12:00 p.m. Olympus Room
PC/PAC Social/Hospitality Committee	Tuesday, August 31, 2012 9:30 a.m. – 11:30 a.m. Redwood Room
PC/PAC Budget/Planning Committee Meeting	Tuesday, September 11, 2012 9:00 a.m. – 10:00 a.m. Oak Room
Male Involvement Committee Meeting	Wednesday, Sept. 19, 2012 10:00 – 11:30 a.m. Magnolia Room
Food Service Committee Filed Trip to Central Kitchen	Thursday, September 20, 2012 11:00 a.m.
PC/PAC Social/Hospitality Committee	Friday, September 21, 2012 10:00 a.m. – 12:30 p.m. Redwood Room

PARENT/FAMILY SUPPORT UNIT EVENTS AND ACTIVITIES



<u>EVENT</u>	<u>DATE</u>
Male Involvement Committee Meeting	Wednesday, Sept. 19, 2012 10:00 – 11:30 a.m. Magnolia Room

SETA Head Start Menu

August 2012

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 2			1 Breakfast: Oatmeal/Raisins, Pineapple Tidbits, Brown Sugar, Milk Lunch: Chicken Chow Mein, Steamed Brown Rice, Apple or Watermelon, Milk Snack: Tropical Treat, Whole Grain Crackers, Diced Pears	2 Breakfast: Crispix Cereal, Banana, Milk Lunch: Turkey Ham on Whole Wheat Bread, Cucumbers with Dip, Orange, Mayonnaise, lowfat Milk Snack: Dreamy Orange Whole Grain Mini Loaf, Milk	3 Breakfast: Whole Wheat Blueberry Muffin, Diced Mango, Milk Lunch: Roasted Sliced Turkey on Whole Wheat Bread, Baby Carrots, Kiwi, Milk Snack: American Cheese Quesadilla, Butter
Week 3	6 Breakfast: Multi Grain Cereal, Orange, Milk Lunch: Macaroni & Cheese, Broccoli/Ranch Dip, Cantaloupe, Milk Snack: Strawberry Waffle, Whole Grain Grahams, Milk	7 Breakfast: Whole Wheat Apple Cinnamon Muffin, Banana, Milk Lunch: Beef Ravioli, French Bread, Spinach Salad with Dressing, Orange, Milk Snack: Whole Wheat Banana Mini Loaf, Apple	8 Breakfast: Whole Grain Biscuit/Jelly, Diced Peaches, Milk Lunch: Enchilada Casserole with Tomato Sauce and Cheese, Sweet Corn Kernels, Kiwi, Milk Snack: Sound Bites Whole Grain Crackers, Peach Yogurt	9 Breakfast: Bagelette/Cream Cheese, Apple, Milk Lunch: Roasted Turkey/Whole Wheat Bread, Zucchini with Dip, Tangerine or Strawberries, Mayonnaise, Milk Snack: Cottage Cheese, Pineapple Tidbits	10 Breakfast: Whole Grain Cheerios, Orange, Milk Lunch: Swiss Cheese on Whole Wheat Bread, Sliced Tomatoes, Diced Apricots, Butter, Milk Snack: Fresh Kiwi, Goldfish Crackers
Week 4	13 Breakfast: Whole Wheat Blueberry Muffin, Cantaloupe, Milk Lunch: Spanish Rice, Sweet Kernel Corn, Tangerine or Strawberries, Milk Snack: Cheese-It Crackers, Apricot Halves	14 Breakfast: Bagel/Cream Cheese, Orange, Milk Lunch: Teriyaki Chicken, Steamed Brown Rice, Sunomono Salad, Kiwi, Milk Snack: Tropical Treat Whole Grain Crackers, Apple	15 Breakfast: Oatmeal Cereal, Banana, Brown Sugar, Milk Lunch: Whole Wheat Pasta with Beef and Tomato Sauce, Green Salad with Italian Dressing, Orange, Milk Snack: Rice Cakes, Diced Peaches	16 Breakfast: Whole Grain Pancakes, Apple, Maple Syrup, Milk Lunch: Turkey and Cheese Roll-up in a Tortilla, Cole Slaw, Mango, Milk Snack: Strawberry Yogurt, Banana	17 Breakfast: Whole Grain Kix Cereal, Diced Apricots, Milk Lunch: Tuna Salad, Saltine Crackers, Baby Carrots, Cantaloupe, Milk Snack: Whole Wheat Apple Cinnamon Muffin, Milk
Week 1	20 Breakfast: Whole Grain Pancakes, Maple Syrup, Mango chunks, Milk Lunch: Lemon Pepper Chicken, Peas/Carrots, Steamed Brown Rice, Orange, Milk Snack: Cottage Cheese, Cheese-It Crackers	21 Breakfast: Whole Wheat Sweet Corn Muffin, Orange, Milk Lunch: Beef Hamburger on whole Wheat bun, whole Kernel Corn, Pickle, Kiwi, Mustard & Ketchup, Milk Snack: String Cheese, Apple	22 Breakfast: Whole Grain Biscuit/Jelly, Diced Peaches, Milk Lunch: Build a Burrito, Beans, Tortilla, Shredded Cheese/Lettuce, Tomato, Tangerine or Strawberries, Milk Snack: Sunrise Bites Whole Grain Crackers, Banana	23 Breakfast: Whole Wheat Banana Muffin, Diced Pears, Milk Lunch: Cheese on Whole Wheat Bread, Cauliflower with Dip, Apples or Watermelon, Butter, Milk Snack: Kix Whole Grain Cereal, Milk	24 Breakfast: Whole Grain Cheerios, Banana, Milk Lunch: Turkey Ham on Whole Wheat Bread, Cantaloupe, Baby Carrots, Mayonnaise, Milk Snack: Rice Cakes, Pineapple Tidbits
Week 2	27 Breakfast: Whole Grain Kix Cereal, Apples, Milk Lunch: Oven Baked Chicken, Sweet Potatoes, Cantaloupe, Whole Wheat Sweet Corn Muffin, Milk Snack: Oranges, Strawberry Yogurt	28 Breakfast: Whole Grain Pancakes, Maple Syrup, Kiwi, Milk Lunch: BBQ Beef Burger on Whole Wheat Bun, Mixed Vegetables, Tangerine or Strawberries, Milk Snack: Whole Wheat Apple Cinnamon Muffin, Banana	29 Breakfast: Oatmeal/Raisins, Pineapple Tidbits, Brown Sugar, Milk Lunch: Chicken Chow Mein, Steamed Brown Rice, Apple or Watermelon, Milk Snack: Tropical Treat, Whole Grain Crackers, Diced Pears	30 Breakfast: Crispix Cereal, Banana, Milk Lunch: Turkey Ham on Whole Wheat Bread, Cucumbers with Dip, Orange, Mayonnaise, lowfat Milk Snack: Dreamy Orange Whole Grain Mini Loaf, Milk	31 Breakfast: Whole Wheat Blueberry Muffin, Diced Mango, Milk Lunch: Roasted Sliced Turkey on Whole Wheat Bread, Baby Carrots, Kiwi, Milk Snack: American Cheese Quesadilla, Butter

Agosto 2012

	lunes	martes	miércoles	jueves	viernes
Semana 2			1 Desayuno: Avena con Pasas, Golosinas de Piña, Azúcar, Leche. Comida: Chow Mein de Pollo, Arroz Integral a Vapor, Manzana o Sandía, Leche. Bocadillo: Obsequio Tropical, Galletas Saladas de Grano Integral, Pera.	2 Desayuno: Cereal Crispix, Plátano, Leche. Comida: Jamón de Pavo con Pan de Trigo Integral, Pepino con Aderezo, Naranja, Mayonesa, Leche. Bocadillo: Minibarra de Pan de Trigo Integral Dreamy Orange, Leche.	3 Desayuno: Mollete de Trigo Integral con Arándanos Azules, Mango, Leche. Comida: Rebanada de Pavo Asado en Pan de Trigo Integral, Zanahorias, Kiwi, Leche. Bocadillo: Quesadilla de Queso Americano, Mantequilla.
Semana 3	6 Desayuno: Cereal Multigrano, Naranja, Leche. Comida: Macarrón con Queso, Brócoli con Aderezo Ranch, Melón, Leche. Bocadillo: Waffle de Fresa, Galletas Graham de Grano Integral, Leche.	7 Desayuno: Mollete de Trigo Integral con Manzana y Canela, Plátano, Leche. Comida: Ravioli de Res, Pan Francés, Ensalada de Espinaca con Aderezo, Naranja, Leche. Bocadillo: Minibarra de Pan de Trigo Integral, Manzana.	8 Desayuno: Bizcocho de Grano Integral con Jalea, Durazno Picado, Leche. Comida: Enchilada Horneada con Salsa de Jitomate y Queso, Granos de Elote, Kiwi, Leche. Bocadillo: Galletas Saladas de Grano Integral, Yogur de Durazno.	9 Desayuno: Bagelette con Queso Crema, Manzana, Leche. Comida: Pavo Asado con Pan de Trigo Integral, Barritas de Calabacita con Aderezo, Tanjarina o Fresa, Leche. Bocadillo: Requesón, Golosinas de Piña.	10 Desayuno: Cheerios de Grano Integral, Naranja, Leche. Comida: Queso Suizo con Pan de Trigo Integral, Rebanadas de Jitomate, Chabacano Picado, Mantequilla, Leche. Bocadillo: Kiwi, Galletas en forma de Pez.
Semana 4	13 Desayuno: Mollete de Trigo Integral con Arándanos Azules, Melón, Leche. Comida: Arroz Español, Granos de Elote, Tanjarina o Fresa, Leche. Bocadillo: Galletas Saladas Cheese-It, Mitades de Chabacano.	14 Desayuno: Bagel con Queso Crema, Naranja, Leche. Comida: Pollo Teriyaki, Arroz Integral a Vapor, Ensalada Sunomono, Kiwi, Leche. Bocadillo: Galletas Saladas de Grano Entero Tropical Treat, Manzana.	15 Desayuno: Cereal de Avena, Plátano, Azúcar Morena, Leche. Comida: Pasta de Trigo Integral con Res y Salsa de Jitomate, Ensalada Verde con Aderezo, Naranja, Leche. Bocadillo: Galletas de Arroz, Durazno Picado.	16 Desayuno: Jotqueis de Grano Integral, Manzana, Miel de Arce (Maple), Leche. Comida: Pavo y Queso Enrollado en una Tortilla, Ensalada de Col, Mango, Leche. Bocadillo: Yogur de Fresa, Plátano.	17 Desayuno: Cereal Kix de Grano Integral, Chabacano Picado, Leche. Comida: Ensalada de Atún, Galletas Saladas, Zanahorias, Melón, Leche. Bocadillo: Mollete de Trigo Integral con Manzana y Canela, Leche.
Semana 1	20 Desayuno: Jotqueis de Grano Integral, Miel de Arce, trozos de Mango, Leche. Comida: Pollo con Limón y Pimienta, Chicharos y Zanahorias, Arroz Integral a Vapor, Naranja, Leche. Bocadillo: Requesón, Galletas Cheese-It.	21 Desayuno: Mollete de Trigo Integral y Elote, Naranja, Leche. Comida: Hamburguesa de Res en Pan de Trigo Integral, Granos Enteros de Elote, Pepino en Vinagre, Kiwi, Leche. Bocadillo: Barrita de Queso, Manzana.	22 Desayuno: Bizcocho de Grano Integral con Jalea, Durazno Picado, Leche. Comida: Haga su Propio Burrito, Frijoles, Tortilla, Queso y Lechuga, Jitomate, Tanjarina o Fresa, Leche. Bocadillo: Minigalletas Sunrise Bites de Trigo Integral, Plátano.	23 Desayuno: Mollete de Trigo Integral con Plátano, Pera Picada, Leche. Comida: Queso en Pan de Trigo Integral, Coliflor con Aderezo, Manzana o Sandía, Mantequilla, Leche. Bocadillo: Cereal Kix de Grano Integral, Leche.	24 Desayuno: Cheerios de Grano Integral, Plátano, Leche. Comida: Jamón de Pavo en Pan de Trigo Integral, Melón, Zanahorias, Mayonesa, Leche Baja en Grasa. Bocadillo: Galletas de Arroz, Golosinas de Piña.
Semana 2	27 Desayuno: Cereal Kix de Grano Integral, Manzana, Leche. Comida: Pollo Horneado, Camote, Melón, Mollete de Trigo Integral y Elote, Leche. Bocadillo: Naranja, Yogur de Fresa.	28 Desayuno: Jotqueis (Pancakes) de Grano Integral con Miel, Kiwi, Leche. Comida: Hamburguesa Asada de Res en Pan de Trigo Integral, Verduras Mixtas, Tanjarina o Fresa, Leche. Bocadillo: Mollete de Trigo Integral con Manzana y Canela, Plátano.	29 Desayuno: Avena con Pasas, Golosinas de Piña, Azúcar, Leche. Comida: Chow Mein de Pollo, Arroz Integral a Vapor, Manzana o Sandía, Leche. Bocadillo: Obsequio Tropical, Galletas Saladas de Grano Integral, Pera.	30 Desayuno: Cereal Crispix, Plátano, Leche. Comida: Jamón de Pavo con Pan de Trigo Integral, Pepino con Aderezo, Naranja, Mayonesa, Leche. Bocadillo: Minibarra de Pan de Trigo Integral Dreamy Orange, Leche.	31 Desayuno: Mollete de Trigo Integral con Arándanos Azules, Mango, Leche. Comida: Rebanada de Pavo Asado en Pan de Trigo Integral, Zanahorias, Kiwi, Leche. Bocadillo: Quesadilla de Queso Americano, Mantequilla.

ITEM IV-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the attached Governing Board minutes of the June 7, 2012 meeting.

NOTES:

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, June 7, 2012
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.

Members Present:

Sophia Scherman, Chair, SETA Governing Board; Public Representative Bonnie Pannell, Vice Chair, SETA Governing Board; Councilmember, City of Sacramento
Jimmie Yee, Member, Board of Supervisors
Don Nottoli, Member, Board of Supervisors

Members Absent:

Jay Schenirer, Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the April 26, 2012 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Ratification of the Submission of Fiscal Year 2012-13 Facilities Renovation and Repair Application to the California Department of Education (Denise Lee)
- D. Ratification of the Submission of an Application to the California Department of Social Services (CDSS) - Refugee Programs Bureau (RPB) for Older Refugee Discretionary Grant Funds to Serve Elderly Refugees, PY2012-2015
- E. Conditional Approval of the Implementation of the U.S. Department of Labor (DOL), Employment and Training Administration's (ETA) Workforce Investment Act (WIA) Waivers for Program Year 2012-13
- F. Approval of Revised Vendor Services (VS) Request for Qualifications (RFQ)

The consent items were reviewed; no questions or corrections.

Moved/Yee, second/Pannell, to approve the consent calendar as follows:

- A. Approve the April 26, 2012 minutes.
- B. Approve the claims and warrants for the period 4/19/12 through 5/31/12.
- C. Ratify the submission of the Fiscal Year 2012-13 Facilities Renovation and Repair Grant Application to the California Department of Education in the amount of \$23,000.

- D. Ratify the submission of the application for Older Refugee Discretionary Grant (ORDG) funds to provide citizenship/naturalization and social adjustment and acculturation services to refugees 60 years of age or older, PY2012-2015.
- E. Approve the implementation of the eight existing statewide WIA waivers listed above for PY 2012-13, contingent upon the U.S. DOL's approval.
- F. Approve the release of the *Revised* Vendor Services (VS) Request for Qualifications (RFQ) to include Street Outreach services for adults and youth and to add Alternative Secondary School Services for adults.
Voice vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** First Reading of the Proposed Sacramento Employment and Training Agency Budget for Fiscal Year 2012-2013

Mr. Roy Kim reported that there are a number of pending grants. It is hoped to have these grants closed when the final budget is due in August. The proposed budget is slightly less than last year's budget; staff anticipates receiving some of the pending grant applications.

Ms. Scherman opened a public hearing.

Mr. Yee inquired why the fringe benefit rate is 50% instead of 38-40% which he is more familiar with. Mr. Kim replied that the rate is 52% of the budget specifically for the Children and Family Services Department; it slightly less for the Workforce Development Department. The rate is figured by taking the total fringe benefits divided by salaries. This rate is always scrutinized when grants are submitted.

Ms. Kossick stated that as an Agency, there are a number of employees that work six hours rather than eight hours. This explains why the fringe benefits are higher. Mr. Yee asked to discuss this issue with Ms. Kossick.

Mr. Nottoli arrived at 10:15 a.m.

Moved/Pannell, second/Nottoli, to continue the public hearing to August 2, 2012, where the public hearing will be closed and the Agency budget adopted.
Voice vote: Unanimous approval.

2. Approval of Services Contracts for Head Start Janitorial Services and Authorize the Executive Director to Sign the Contracts

Mr. Rod Nishi reported that the process began in January with the release of an RFP for janitorial services for the Head Start sites. Mr. Nishi stated that there will be an increase in the amount for New Generation to \$72,231. This is due to the inclusion of the North Avenue Head Start site. This will bring the total amount to \$300,294.78.

Mr. Nottoli asked if there was any conversation with the contractors regarding their hiring practices. Mr. Nishi replied that he had a conversation with the vendors about how they hire their employees. Out of the seven vendors requesting approval, five are new vendors and their interest in coming into the Sacramento area includes hiring local employees. Their desire is to have certified green trained employees.

Ms. Kossick stated that as the vendors build their workforce from the community, staff can highly encourage the vendors to hire from the pools the Agency is training. This could include utilizing OJT contracts with the vendors. Mr. Thatch stated that legal counsel could craft a provision to encourage the vendors to participate in the programs and gear the extensions to make it a requirement that they participate and tie the extension to the participation.

Mr. Nishi stated that this industry has changed since the last time the Agency sought janitorial vendors in 2007. Now the vendors are using heavy equipment and modern IT equipment to do the cleaning and communicate. There is a higher expectation for the industry and staff is very pleased to have the number of vendors step forward.

Moved/Yee, second/Pannell, to approve the janitorial services contracts for Head Start contractors as outlined in the board packet. These contracts will be three (3) years with an opportunity to extend 3 times for an additional one (1) year. Authorize the Executive Director to sign these contracts. In addition, information will be requested of vendors regarding their hiring practices and this will be tied to their contract extension.

Roll call vote: Aye: 4, Nay: 0, Abstentions: 0

3. Approval of Non-Competitive Procurement for Payroll Software System, Approval to Negotiate a Services Contract and Authorization for the Executive Director to Execute the Services Contract

Mr. Nishi reviewed this item which is requesting a non-competitive procurement approval for a payroll software system. The Agency received one valid proposal from the current vendor; the Agency has been using this vendor for two years. This contract will provide support and payroll services. Mr. Nishi read the non-competitive procurement sole source finding into the record.

Moved/Nottoli, second/Yee, that the Governing Board: (1) make the following findings regarding non-competitive procurement – that, after solicitation of a

number of sources, competition has been deemed inadequate and, consistent with SETA's Procurement Policies and Federal Regulations, the Governing Board finds that non-competitive procurement is appropriate; (2) authorize staff and legal counsel to negotiate a services contract with High Line Corporation for an initial term of July 1, 2012 – June 30, 2014, with multiple year extensions; and (3) authorize the Executive Director to execute the services contract with High Line Corporation.

Roll call vote: Aye: 4, Nay: 0, Abstentions: 0

4. Approval to Release a Request for Qualifications for Insurance Broker of Record

This item was dropped from the agenda.

5. Approval to Submit a Proposal to the California Employment Training Panel (ETP) for Vocational Training

Mr. William Walker reported that this is a new contract which will provide vocational training to 100 new hires in the areas of advance technology, medical coding training and general administrative business skills, all of which are demand occupations. SETA is requesting \$598,000 to train 100 new hires.

Moved/Pannell, second/Yee, to approve the submission of a proposal in the amount of \$598,000 to the Employment Training Panel to train 100 new hires. Voice vote: Unanimous approval.

6. Appointment of Private Business Sector Representatives to the Sacramento Works, Inc. Board

Ms. Kossick stated that members received copies of applications to review for the private sector vacancies. The Sacramento Works Executive Committee has reviewed the four applicants and is recommending two people.

Moved/Nottoli, second/Yee, appoint Roger Niello, President & CEO, Sacramento Metro Chamber of Commerce, and Thomas Kandris, CEO/Managing Director, American River Packaging, to the Sacramento Works Workforce Investment Board to fill Private Sector seats.

Voice vote: Unanimous approval.

Ms. Scherman announced that today is Ms. Kossick's birthday.

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services

1. Concurrence with the Sacramento Works, Inc. Board to Approve the Workforce Investment Act Sacramento Works Resource Allocation Plan for 2012-2013

Ms. Robin Purdy reviewed the resource allocation plan which shows how the WIA funds are spent. The WIB develops the policies on how the funds are expended. The allocation is over \$8.7 million for the adult/dislocated worker programs. The WIB is recommending use of the same resource allocation plan that was approved in the board packet. There are more funds this year due to the population and the high unemployment rate.

Moved/Yee, second/Yee, to concur with the Sacramento Works, Inc. board to approve the Resource Allocation Plan for 2012-2013.

Voice vote: Unanimous approval.

2. Concurrence with the Sacramento Works, Inc. Board to Approve Funding Extension Recommendations for the Workforce Investment Act (WIA), Title I, Youth Program, for Program Year 2012-2013

Ms. Christine Welsch stated that the Youth Council is charged with developing the procurement, issuing the Request for Proposals and monitoring the progress of services to youth. Staff also look at whether the programs are providing services in the high risk neighborhoods, and whether they work with employers well, etc. Just under \$2 million is available. Ms. Welsch reviewed the universal services.

SETA worked with the Sacramento City program to run a summer program; there were outstanding results with this group of youth. These young people graduated high school and went on to higher education. This training will be tailored for the young person and technical schools will be included.

Ms. Pannell asked about services provided to Hiram Johnson and Burbank high schools. Ms. Welsch replied that different program operators provide services to these high schools. Services are provided at the high schools to reach the kids that are not going into the career centers.

Ms. Scherman reported that she offers a scholarship for Elk Grove students, however the teachers are not telling the students about the scholarship. It is important for the staff to notify kids of the availability of scholarships.

Moved/Pannell, second/Nottoli, to approve the funding recommendations for the WIA, Title I, Youth Program, PY 2012-2013 with the program year beginning July 1, 2012. In addition, approve with the stipulation that all funding recommendations are subject to satisfactory year-end program performance reviews. Subgrantees that do not meet performance goals and benchmarks will be evaluated in August 2012 and may face deobligation of funds.

Roll Call Vote: Aye: 3, Nay: 0, Abstentions: 1 (Yee)

3. Approval to Extend Workforce Investment Act (WIA), Title I, Adult/Dislocated Worker One Stop Services for Program Year 2012-2013

Ms. Purdy reported that this is the last year of extensions for one stop services. The providers have met or are close to meeting their goals as of June 30. The third quarter reports were distributed showing the performance. The operators have met the goals and the local measures which were reviewed. Ms. Purdy reviewed the funding recommendations for the one stop career centers. There is a 3% increase for each career center.

Moved/Nottoli, second/Yee, to approve the extension of all WIA One-Stop Services subgrant agreements for Program Year 2012-13 as indicated on the attached funding chart.

Roll call vote: Aye: 4, Nay: 0, Abstentions: 0

4. Approval of Funding Extension Recommendations for the Workforce Investment Act, Title I, Adult and Dislocated Worker, CalWORKs and National Emergency Grant On-the-Job Training/Subsidized Employment (OJT/SE), PY 2012-13

Ms. Michelle O'Camb reviewed this item. All six providers were evaluated and achieved their performance. The OJT activity has shown great long-term outcomes. Of the 212 OJT clients served, 85-87% entered unsubsidized employment.

Moved/Yee, second/Nottoli, to approve the OJT/SE staff funding extension recommendations for PY 2012-13 as reflected in the funding chart with the following stipulations:

1. Provider operating costs must not exceed 40% of participant wages.
2. If final WIA, Title I, Adult and Dislocated Worker allocations are less than anticipated, SETA reduce the amounts allocated to OJT/SE providers proportionately.
3. PY 2012-13 funding will be subject to satisfactory year-end program performance.

Roll call vote: Aye: 4, Nay: 0, Abstentions: 0

Community Services Block Grant

5. Approval of Resolution to Accept Program Year 2012 Community Services Block Grant (CSBG) Discretionary Targeted Initiatives and Innovative Projects Funds and Authorize the SETA Executive Director to Sign the Agreement and any Amendments to the Agreement

There were no questions or comments on this item.

Moved/Pannell, second/Yee, to approve the resolution, and authorize the Executive Director to sign the agreement and any amendments to the

agreement.

Voice Vote: Unanimous approval.

C. CHILDREN AND FAMILY SERVICES: No items.

IV. Information Items

A. New and Pending Grants: No report.

B. Third Quarter Reports – Sacramento Works One Stop Career Center System: No additional report.

C. California New Start Program Report: Mr. Walker thanked the staff that participated in this program. Staff working with this population and providing the services inside of Folsom Prison was quite a feat. Mr. Walker stated that 417 inmates in prison were served and over 400 out of prison were served.

D. Long-Term Outcomes for the On-the-Job Training Activity: No additional report.

E. Fiscal Monitoring Reports: No additional report.

F. Employer Success Stories and Activity Report: Mr. Walker reported that a job fair was held on May 24 at the Pannell Center; it was a huge success. Mr. Walker reported that 36 employers showed up.

G. Dislocated Worker Update: Mr. Walker reported that Folsom Prison is laying off 80-90 employees; SETA staff will be going out to provide dislocation services to the dislocated employees. Mr. Nottoli inquired whether Siemens had filed a WARN notice and Mr. Walker replied that they had not; the threshold for the WARN notices had not been met.

H. Unemployment Update/Press Release from the Employment Development Department: No additional report.

I. Head Start Reports: Ms. Denise Lee provided thank you pictures to the board members for their participation in the Head Start 30 year anniversary. The North Avenue center was recently opened; it is a wonderful location. There was no interruption in services to the Head Start families. Ms. Lee acknowledged the hard work of Ms. Brenda Campos for getting the center up and running on such short notice.

V. Reports to the Board

A. Chair: No report. Ms. Scherman congratulated Ms. Bonnie Pannell on her re-election to the Sacramento City Council.

- B. Executive Director: Ms. Kossick referred the board to the board item on additional resources and pending discretionary grants. Ms. Kossick acknowledged the hard work on behalf of staff to secure these grants. The Agency recently heard a veterans assistance grant was funded. The Board will be meeting on July 5 meeting; there are three confirmations to attend this meeting.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Ms. Pannell thanked Mr. Walker for the outstanding work on the job fair.
- F. Public: Mr. Carlos Lopez, Center for Employment Training, reported that they have moved to a new campus on Fruitridge Road; Mr. Lopez invited each of the board members to tour the new facility. Federal law effective July 1 states that an individual must have a GED in order to receive a Pell Grant. This will affect individuals, and some will not be able to obtain occupational training, which is a significant change in the law. Many at CET do not have a GED but they can benefit from occupational training. Their placement rate is around 72% in full time jobs. Ms. Scherman was the speaker at the recent CET graduation where 62 people graduated.

For several years, CET has applied for VA approved training programs; they are now approved for VA benefits and training to veterans. There are a number of sites now approved and Mr. Lopez asked to have referrals from SETA and the Career Centers.

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Ed Takach

Employee Organization: AFSCME Local 146

Mr. Thatch reported that the board would go into closed sessions to discuss labor negotiations; there will be no report out of closed session.

The board went into closed session at 11:43 a.m.

VII. Adjournment: The meeting was adjourned at 11:43 a.m.

ITEM V

COMMITTEE REPORTS

✓ Executive Committee

Critique of the Parent Advisory Committee meeting, July 17, 2012.

GOOD!!!
Thank you, Ms. Consuelo Lopez, for being present to translate.
Thank you, Chair, for making reminder calls for the PAC meeting.
Thank you for not eating/drinking in the board room.
Thank you Ms. Lisa Carr, for giving a full report for Management Team.
Thank you, Ms. LaShaun Burke and Ms. Nancy Hogan, for PC/PAC reimbursements.
Thank you board members for completion of PAC reimbursement forms entirely in black or blue ink only!
Thank you, Ms. Mary Brown, former PAC Chair, Troop Leaders, and Boy Scouts of America, for sharing information on obtaining an Eagle Scout badge for community involvement.
Thank you board members for being seated at 8:50 a.m. prior to the meeting and staying for the entire meeting.
Thank you for not bringing children to meetings.
Thank you for a clean board room including putting name plates away.
NEEDS IMPROVEMENT
Attendance.
Please remember to turn off ALL electronic devices prior to start of the meeting.
Plan to attend committee meeting(s) that you have signed up to participate on.

B. PC/PAC Joint Executive Committee Meeting: Ms. Socorro Gutierrez

C. Budget/Planning Committee: Ms. Rebecca Lewis, Mr. Johnny Sanders, Ms. Connie Wallace, Ms. Amber Taylor, and Ms. Socorro Gutierrez

ITEM V – COMMITTEE REPORTS (continued)
Page 2

D. Personnel/Bylaws Committee: Ms. Rebecca Lewis, Ms. Socorro Gutierrez, Ms. Amber Taylor, Ms. Tamara Knox, and Mr. Hodari Polk

E. Social/Hospitality Committee: Ms. Rebecca Lewis, Ms. Tamara Knox, Ms. Amber Taylor, Ms. Connie Wallace, Mr. Johnny Sanders, Ms. Erika Contreras, Ms. Socorro Gutierrez, Mr. Hodari Polk

F. Male Involvement Committee: Mr. Anthony Nelson, Mr. Juan Mozqueda, Ms. Rebecca Lewis, Ms. Connie Wallace, Ms. Tamara Knox, Mr. Johnny Sanders

G. Community Partnerships Advisory Committee (CPAC): Ms. Tamara Knox, Ms. Socorro Gutierrez, Ms. Amber Taylor, Mr. Johnny Sanders, Mr. Juan Mozqueda

H. Health Services Advisory Committee (HSAC): Ms. Amber Taylor

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. Johnny Sanders, Ms. Connie Wallace, Ms. Socorro Gutierrez, Ms. Amber Taylor, and Mr. Hodari Polk
- Head Start Deputy Director's Monthly Report – Ms. Denise Lee
 - ✓ Monthly Head Start Report – (attached)
- Managers' Reports
 - Program Support Services Report – Ms. Brenda Campos
 - ◆ Delegate Agency Monitoring Summary 2011-2012
 - Parent/Family Support Report – Ms. Lisa Carr
 - Child Development and Education Services Report – Ms. Karen Gonzales
 - ✓ Region IX Reports (attached)

NOTES:



Monthly Head Start Report

August 2012

SETA Operated Program

Program Operations:

In the May Site Supervisor's meeting, a video presentation as well as resource books were passed out. The topic of these resources was "Creating Inspiring Spaces for Learning" After reviewing and discussing these materials in small groups, supervisors were challenged to go back and critically look at their center environments for areas that could use improvement. We are excited to see the many classrooms that have already made substantial changes. Teachers are bringing in many natural and interesting elements to their classrooms. Spaces are being re-arranged to be more engaging and materials are being chosen with much more purpose.

This focus on the environment goes hand in hand with our training focus, " Intentional Teaching". This session is strengthening teachers understanding behind the curriculum choice they make. They are learning to effectively use data and information gathered from families to improve their skills. Feedback from teachers has been positive and we will be continuing to offer this as an ongoing training strand.

Program Support Services:

Delegate Monitoring Summary Report

Strengths:

- Strong systems in Education program area are in place in all agencies:
 - Each agency has an individualization plan in place;
 - DRDP Assessments completed on schedule;
 - Home visits/parent conferences usually completed on schedule;
 - Daily schedules demonstrate a balance of child-choice and teacher-directed activities. (EHS basically all child-choice);
 - Evidence of individualization on lesson plans.
- A majority of the 45-day developmental, speech and language and social-emotional screenings and health screenings are completed within timeline.
- Referrals for special education and mental health are completed in a timely manner.
- Nutrition services (meal service including accommodation for special diets) are compliant with Head Start Performance Standards.
- Preventive health and safety practices in the classrooms are followed (examples include having emergency cards and first aid posters are complete and easily accessible; proper storage of medication, etc.)
- Emphasis on Blood Lead Screening-documentation on obtaining results is a priority.
- Partnerships with parents are supportive and collaborative. There is a variety of opportunities provided to obtain services and information through parent workshops and through individual Family Partnership Agreements. There are many parents that volunteer in the classroom as assistants, and parent attendance at most parent meetings is at satisfactory level.

- Policy Meetings are held regularly, effectively and adequately supported by staff through training and coaching:
 - PC meetings are held monthly.
 - PC meeting attendance (quorum present)
 - Parent input and participation at PC and on program area committees
 - Staff support to parents
 - Good PC Chair facilitation of PC meeting
 - Officer support to Chair
 - Translation provided at meetings
 - Annual Orientation
 - Officer Training
 - Ethics Training
- Supportive relationships between SETA and Delegate Agency staff:
 - SETA staff cordially welcomed at PC meetings.
 - Staff is quick to respond to requests for information.
 - Governance recommendations/feedback warmly received by delegate agency staff.
 - Delegate staff is cordial to SETA Reviewers.

Areas of Improvement:

- Verifying that all screening results (whether typical or atypical results) are shared with parents
- Some individual teachers do not have evidence of individualization “trail” and need to be supported one-on-one with this process (either a coach or administrator). Agencies need to supervise this process on an ongoing basis to verify.
- Remind teachers to include the rating record sheets with the 2nd and 3rd DRDP. Suggest that DRDP’s be kept with the children’s files or located in the same area.
- Parent input on IDPs, lesson plans, and meetings (could be expanded).
- Performance standards require 2 home visits and 2 parent conferences- If parents will not agree to a home visit, this must be evidenced in the child’s contact log and/or elsewhere.
- Inconsistent written follow-up in files that contain referrals for failed mental health screens.
- Awareness of and compliance with Fire Safety requirements regarding paper on the walls
- Menus to include a variety of cultural and ethnic foods
- Certain areas in recordkeeping systems need improvement to maintain accuracy and consistency:
 - Enrollment Dates and Entry Dates are not consistent in various program documents (enrollment paperwork, education paperwork; enrollment database print-out, etc.) or left blank on Head Start application forms; within programs, some forms are not uniformly used, or file organization is not consistent.
- Family Partnership Agreement goal development needs improvement in some individual classes reviewed and).
- Regular submission by Delegates of governance documents to SETA for monitoring and record-keeping:
 - Submit parent meeting sign-in sheet with minutes of same meeting to SETA; provide PC Meeting agenda prior to PC meeting (each month); provide written evidence that required program monthly reports are provided to governing/school board; approval of first and final reading of bylaws revisions by the PC; submit agency bylaws revisions to SETA prior to the first reading of bylaws; provide updated PC membership roster to SETA by the 10th of each month; meeting attendance warning,



removal, and reinstatement letters to PC members and copy letter to appropriate staff.

Recommendations:

- Ongoing Monitoring Systems: administrative or supervision support plan for individual staff who meet challenges in complying with specific program requirements in their content area.
- Governance: Provide written evidence that Conflict-of-Interest Statement is provided to PC when assuming and when leaving office.
- Governance: Delegate Agency governance supervisors/staff to assist in developing a checklist that will help in providing SETA with established timelines and documentation.

Elk Grove Unified School District

No report this month.

Sacramento City Unified School District

Education:

Sacramento City Unified District (SCUSD) Child Development sites are currently undergoing deep cleaning, an essential activity as we gear-up for the start of the new school year. This includes ordering necessary supplies and equipment for classrooms, organizing and arranging classrooms.

Professional Learning:

Management is devoting time devising the orientation agenda and professional training for staff. Professional learning will focus on the following topics: Language and Literacy (oral language development), CLASS, Early Math/Numeracy, CSEFEL training, (Center for Social Emotional Foundations and Early Learning) and Disabilities. It is important to note that at least three to four sessions will be devoted to each topic. This approach constitutes effective professional development in that staff will have ample opportunity to increase their adeptness and knowledge base in specified areas. Also, SCUSD is continuing to employ consultant, Dr. Theresa Roberts, in assisting the program in its efforts to meet its literacy and school readiness goals.

Re-Design:

It is hopeful that recommendations resulting from the re-design committee meetings will be solidified and submitted to the Academic Office in early November. Changes/recommendations will encompass four domains: teaching and learning, supervision and monitoring, registration and enrollment along with family and community engagement. This month, management staff will be sharing updates from their respective re-design committees to avoid overlap and the duplication of efforts.

Enrollment:

Management is in the process of modifying existing strategies and devising new ones to ensure full enrollment by the designated date, September 10, 2010. Additional staff has been deployed and recruited to assist with recruitment efforts. Enrollment and registration staff will be afforded additional training and support to implement the new state law, which consist of collecting fees from (CSPP) families with children who are enrolled in the part-day state programs.



Program Approach:

As a result of state budget cuts and the introduction of the new state law, which will invariably impact enrollment and the rate of attrition, management staff has been engaged in the process of modifying the program approach. The modified program approach form will be submitted to SETA at a later date

Town Hall Event-High Mortality Rates Among African American Children:

On July 24th, SCUSD Child Development program convened a town hall meeting to engage families in a discussion regarding the high mortality rates among African Americans infants in the Sacramento region (in relation to other ethnic groups) . Albeit, a paucity family was in attendance, the exchange yielded good and useful information about how to mitigate the issue. The data collected from the meeting will be shared with First 5 Commission, which sponsored the event and is currently applying intense focus on the matter.

SCUSD Child Nutrition Grant

Child Development is happy to announce receipt of a small grant award funded by Sierra Sacramento Valley Medical society Alliance in the amount of \$7,292.00. The primary objective of the grant is to provide nutrition education and healthy cooking experiences for preschool parents.

The grant was rather competitive; the Alliance received grant applications from 29 entities seeking a total of \$192,000.00. However, only a total of \$28,000.00 was awarded to nine applicants. Albeit small, this is the first grant award received under the leadership of the Interim Director.

San Juan Unified School District

Education Services Update:

Pacing guides for scope and sequences relating to the Houghton Mifflin letter focus per theme and the Math activities per month were added to the Staff Calendar. There are math resources and other resources related to curriculum support that have been added to the appendices of the Education Binder.

The agenda for the staff orientation in August are complete and all education related materials necessary for the beginning of the year have been created.

Disabilities Services Update:

The Screening Room is in full swing as the staff meet and greet families who have come to have their child screened by the Health Team. The Ages and Stages Questionnaire and the Ages and Stages –Social Emotional Questionnaire are completed at that time. Nearly 400 children have already been screened for the upcoming school year. The Care Management Team reviews the complete screenings and determines whether a child needs to be rescreened at a later date, or should be referred for further assessment. If a referral is necessary, a completed referral form is placed into the child’s cum file and the teacher is informed so that the form can be submitted to the Special Education Department as soon as school begins.

Mental Health Services Update:

The Mental Health Therapist has been providing ongoing services to Children Center classes





throughout the remaining summer weeks. As parents begin the screening process for fall enrollment, families/children with identified needs (ASQ-SE assessment tool) are contacted by the MHT for needed mental health services and follow up intervention.

Nutrition Services Update:

Health is reviewing the nutrition status of all the children enrolling for the 2012-2013 Head Start School Year. Nutrition information &/or counseling is being given if there appears to be a need.

Health Services Update:

Health staff is continuing to screen three days a week in the centralized screening room, in order to get as many children screened as possible. Health is preparing for the 2012-2013 school year by reviewing all the immunization, health, and nutrition status of the children. Health has completed its review of the entire set of appropriate Child Plus reports for the PIR.

Family and Community Partnerships Update:

The new Parent Involvement Lead Teacher took over content this month, and revised guidelines on increasing parent classroom participation as part of an overall goal to focus more on parent involvement and increase in-kind hours. The new School Community Worker (SCW) for EHS programs started this month. The SCW assisted with new student screening processes, trained with new Parent Involvement Lead, and met with EHS families on home visits and at open sites.

Transition Services Update:

The Registration Department and the Disabilities Specialist have been busy getting ready to transition children into preschool. Nearly 400 children have come through the Screening Center. The registration staff has moved to a new location and some current ECE staff who are new to preschool registration have been hired. It is currently an extremely busy place with waiver requests, family appointments and phone calls to prospective parents occurring every hour. For many parents this is their first experience with school and the team makes every attempt to ensure the registration process is clear and pleasant for each family.

Program Support/Staff Training Update:

While there are no trainings during the month of July, SJUSD finalized the professional development schedule of trainings for the 2012-2013 academic school year. Head Start 3-year goals, DRDP data, ECERS Action Plans, and teacher surveys were considered as the topics were developed.

Fiscal Update:

Both HS/EHS preliminary June Reports were submitted to SETA. The in-kind waiver for fiscal year 2011-12 was approved and therefore lowered the in-kind hours down by \$214,000 for HS/EHS. This will enable SJUSD to now cover the entire required in-kind.

July marks the final month for the 2011-12 fiscal year. The new fiscal year will begin August 1, 2012. Head Start and Early Head Start were audited July 17th – 19th, covering the fiscal period of August 1, 2011 – May 31, 2012. No findings were found.

Early Head Start:

Enrollment continues to be a high priority with the completed move of the registration staff and new Admissions and Family Service Technicians hired.





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:

The Head Start programs are currently on break until August 9, 2012. All activities will resume at that time.

Professional Development:

The TRUSD Early Childhood Development Department will participate in training on August 7th. The focus will be a refresher on Creative Curriculum.

Components:

Component leaders will return to work in August 2012. Social Worker, Teri Cole, has taken a different position within the district. The position has been posted and candidates for her replacement are being interviewed.

Policy and parent Committees:

Due to the summer break, there were no meetings held. Meeting will resume in August 2012.

Parenting:

Parent education classes will resume in Fall 2012.

Fiscal: any information on recent audits, overview of projects and expenditures of ARRA funds as well as basic funds.

The remaining funds for the 2011-2012 year have been encumbered and all funds allocated for materials and supplies.

WCIC

Community Relations:

During the month of July 2012, the WCIC/Playmate Team was busy working on 2012-2013 recruitment efforts and in-kind support (new partnerships).

Education:

WCIC/Playmate Head Start Program Full-Day Summer Program is full of fun and learning!!! Teachers and children were engaged in arts, language skills, cognitive (thinking and academic skills), and lots of outdoor physical activities, such as water play, science projects, etc.

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2011-2012

Site	Loc Id	Track II	# Enrolled 7/31/12	# Present 7/31/12	# Absent 7/31/12	# Term W/I 30 days
Off Track		1				
Off Track		2				
Off Track		3				
Auberry Park	1238A	1	17	13	4	3
Auberry Park	1238B	3	9	7	2	7
Bannon Creek	1200A	3	14	9	5	6
Bannon Creek	1200B	3	17	10	7	3
Bannon Creek	1200X	1	13	13	0	4
Bright Beginnings	1201A	1	13	8	5	7
Bright Beginnings	1201B	1	20	10	10	
Bright Beginnings	1201C	1	17	13	4	3
Bright Beginnings	1201D	1	20	14	6	
Broadway ELC	1246A	3	17	11	6	3
Broadway ELC	1246R	3	19	15	4	2
Broadway ELC	1246U	EHS	8	6	2	
Broadway ELC	1246X	1	18	16	2	3
Country Woods	1245A	3	13	8	5	7
Country Woods	1245B	1	13	5	8	7
Country Woods	1245C	3	17	9	8	3
Country Woods	1245D	1	16	13	3	4
Crossroad Gardens	1242A	1	12	9	3	8
Crossroad Gardens	1242R	3	18	14	4	
Crossroad Gardens	1242U	EHS	6	6	0	1
Crossroad Gardens	1242X	1	16	10	6	1
EHS-HB OPTION	1230C	EHS	12	9	1	
EHS-HB OPTION	1230D	EHS	11	10	2	1
EHS-HB OPTION	1230E	EHS	12	8	5	
EHS-HB OPTION	1230G	EHS	12	10	2	
EHS-HB OPTION	1230H	EHS	9	6	0	
EHS-HB OPTION	1230I	EHS	11	5	2	1
EHS-HB OPTION	1230J	EHS	13	12	2	
EHS-HB OPTION	1230K	EHS	12	7	5	
EHS-HB OPTION***	1230L	EHS	12	8	4	
EHS-HB OPTION***	1230M	EHS	13	11	3	
EHS-HB OPTION***	1230N	EHS	12	7	1	
Elkhorn	1255A	1	20	15	5	
Elkhorn	1255B	3	18	12	6	2
Elkhorn	1255C	3	14	8	6	6
Elkhorn	1255D	3	18	15	3	2
Elkhorn	1233M	EHS	7	6	1	1
Elkhorn	1255U	EHS	8	8	0	
Elkhorn	1255X	3	16	12	4	5

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2011-2012

Site	Loc Id	Track II	# Enrolled 7/31/12	# Present 7/31/12	# Absent 7/31/12	# Term W/I 30 days
Freedom Park	1239A	1	20	16	4	
Freedom Park	1239B	3	15	7	8	5
Freedom Park	1239C	3	13	10	3	7
Freedom Park	1239D	3	15	14	1	5
Freedom Park	1239R	1	15	10	5	4
Freedom Park	1239X	1	21	19	2	
Fruitridge	1216A	1	20	19	1	
Fruitridge	1216B	3	19	13	6	1
Fruitridge	1216C	3	17	15	2	3
Galt	1234A	3	14	10	4	6
Galt	1234B	3	18	16	2	2
Galt	1234C	1	17	13	4	3
Galt	1234D	1	15	11	4	5
Galt	1234E	1	17	8	9	3
Galt	1234F	3	15	10	5	4
North Avenue	1256A	3	12	11	1	4
North Avenue	1256B	1	15	13	2	1
North Avenue	1256C	3	14	12	2	2
North Avenue	1256D	1	16	14	2	1
North Avenue	1256X	1	17	16	1	1
Grizzly Hollow	1252A	3	20	12	8	
Grizzly Hollow	1252B	1	20	17	3	
Grizzly Hollow	1252U	EHS	8	8	0	
Hillsdale	1228A	3	18	17	1	2
Hillsdale	1228B	3	19	11	8	1
Hillsdale	1228C	1	19	11	8	1
Hillsdale	1228D	1	14	13	1	5
Hillsdale	1228R	1	15	9	6	5
Hillsdale	1228X	1	18	15	3	3
Home Base Option	1213A	3	12	10	2	
Home Base Option	1213B	5	12	9	3	
Home Base Option	1213C	3	10	6	0	
Home Base Option	1213D	1	13	6	4	
Home Base Option	1213E	1	12	7	2	
Home Base Option	1213F	1	12	9	3	

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2011-2012

Site	Loc Id	Track II	# Enrolled 7/31/12	# Present 7/31/12	# Absent 7/31/12	# Term W/I 30 days
Hopkins Park	1253A	3	18	11	7	2
Hopkins Park	1253B	1	20	15	5	
Hopkins Park	1253C	3	17	10	7	3
Hopkins Park	1253D	1	16	12	4	4
Illa Collin ELC	1221A	1	12	9	3	
Illa Collin ELC	1221B	3	17	9	8	3
Job Corp	1237M	EHS	7	6	1	
Job Corp	1237U	EHS	6	4	2	2
Job Corp	1237X	1	16	10	6	3
Kennedy Estates	1240A	3	18	11	7	2
Kennedy Estates	1240B	1	18	12	6	
La Verne Stewart	1219A	3	17	8	9	3
La Verne Stewart	1219B	1	19	8	11	1
Mather	1223A	1	17	16	1	2
Mather	1223B	3	16	11	5	4
Mather	1223R	3	21	16	5	
Mather	1223U	EHS	7	6	1	1
Mather	1223X	1	19	9	10	2
Nedra Court	1244A	1	11	8	3	8
Nedra Court	1244B	3	14	12	2	3
Nedra Court	1244C	3	16	11	5	4
New Helvetia I-EHS	1212U	EHS	14	12	2	2
New Helvetia II-HS	1247A	3	14	9	5	4
New Helvetia II-HS	1247B	3	18	15	3	2
Norma Johnson ELC	1214R	3	19	16	3	2
Norma Johnson ELC	1214U	EHS	8	8	0	
Norma Johnson ELC	1214X	1	19	16	3	2
Northview	1224A	3	15	12	3	4
Northview	1224B	1	17	10	7	3
Northview	1224R	3	10	7	3	7
Northview	1224U	EHS	7	6	1	1
Northview	1224X	1	20	15	5	
Parker Avenue	1207E	5	9	4	5	4

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 07/31/12)

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 (211)	23	(11%)	N/A	
Elk Grove USD (420)	55	(13%)	N/A	
Sacramento City USD (1292)(147)	171	(13%)	17	(11%)
San Juan USD (700) (161)	87	(12%)	22	(14%)
WCIC (120)	12	(10%)	N/A	
SETA (2796) (345) (1878 Tracks)	228	(12%)	59	(17%)
County (4621)* (653)*	576	(12%)	98	(15%)

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

Seta Head Start

Food Service Operations Monthly Report

June 2012

June 1st - Vineland Center PM Class attended school with AM Class -
due to the School District Furlough Day

June 4th & 5th - WCIC Classes Closed.

June 6th -WCIC / Playmate Opens One Full Day Class for the Summer

June 9th & 16th - Central Kitchen Quarry Tile Deep Cleaned and Resealed

June 15th - Minimum Day No PM Snack, except for Parker and WCIC Class

June 18th - WCIC / Playmate Closed

June 22nd - Fruitridge Minimum Day due to the painting of the Center

Meetings and Trainings:

Serv Safe Training attended by Pam Aguilar and Marc Montgomery

Support Services Meeting with Brenda Campos attended by
The Food Service Team June 15th.

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
41,434	24,980	29,642	1200

Total Amount of Meals and Snacks Prepared **97,256**

Purchases:

Food	\$69,168.46
Non - Food	\$18,159.80

Building Maintenance and Repair: \$5,237.39

Kitchen Small Wares and Equipment: \$567.02

Vehicle Maintenance and Repair : \$1,454.72

Vehicle Gas / Fuel:	\$2,458.67
Normal Delivery Days	21

REGION I
2011-2012
BUDGET BALANCE

PETTY CASH FUND 2011-2012
BUDGET \$10 PER CHILD (HS) and \$15 PER CHILD (EHS)

SITE	# OF CHILDREN	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Obligated	Remaining
Bright Beginnings 1201A	20	200.00									24.78	30.87	52.74		91.61
Bright Beginnings 1201B	20	200.00			15.07		17.63		22.92			30.87			113.51
Bright Beginnings 1201C	20	200.00					61.23		13.95		39.22	30.87	123.48		-68.75
Bright Beginnings 1201D	20	200.00									31.16	30.87			137.97
Fruitridge 1216A	20	200.00	16.06		55.26	53.26					155.44				-80.02
Fruitridge 1216B	20	200.00			70.00				32.02		8.06	40.28			49.64
Fruitridge 1216C	20	200.00						84.72			13.56	88.42			13.30
Hopkins Park A	20	200.00					82.64					51.24	133.36		-67.24
Hopkins Park B	20	200.00									28.23				171.77
Hopkins Park C	20	200.00					82.43				56.50	25.83	46.63		-11.39
Hopkins Park D	20	200.00									5.16	34.77	73.93		86.14
Illa Collin 1221A	20	200.00	40.46	6.47	42.82			45.10	2.16	3.44	16.38				4.96
Illa Collin 1221B	20	200.00		25.46			19.96		19.40		9.75	9.85	29.74		85.84
Kennedy E 1240A	20	200.00			40.00						27.29	17.54	70.20		44.97
Kennedy E 1240B	20	200.00							79.78				26.35		93.87
Broadway 1246A	20	200.00			18.21		19.40	23.68			21.53				78.34
Broadway 1241R	20	200.00									69.86		125.24		4.90
Broadway- E.H.S. 1241M	8	120.00			57.35										62.65
Broadway- E.H.S. 1246U	8	120.00			35.01		45.76								39.23
La Verne Stewart 1219A	20	200.00											38.59		161.41
La Verne Stewart 1219B	20	200.00		37.61	25.72										136.67
Mather 1223A	20	200.00	24.80				6.58		38.87		14.64	46.73	33.41		34.97
Mather 1223B	20	200.00			14.71		37.84			6.30	14.57	39.10			87.48
Mather 1223R	20	200.00								5.45					181.68
Mather 1223X	20	200.00		51.41			30.31				25.72	12.66	38.56		41.34
Mather - E.H.S. 1223U	8	120.00									44.73	25.77			49.50
Parker 1207E	12	144.00										60.82	73.26		9.92
TOTAL		5104.00	81.32	102.51	374.15	53.26	403.78	153.50	209.10	15.19	606.58	576.49	878.36	0.00	1554.27

APPROVED BY:



Signature of Program Manager (Keren Gonzales)

DATE:

8/13/12

REVIEWED BY:



Signature of Fiscal Manager (Roger Bartlett)

DATE:

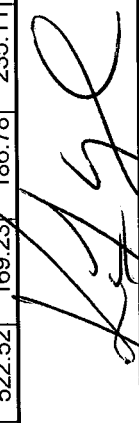
8/13/12

REGION II
2011-2012
BUDGET BALANCE

**PETTY CASH FUND 2011-2012
BUDGET \$10 PER CHILD (HS) and \$15 PER CHILD (EHS)**

SITE	# OF CHILDREN	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Obligated	Remaining
Auberry Park 1238A	20	200.00						6.67			47.28				146.05
Auberry Park 1238B	20	200.00									23.67				176.33
Bannon Creek 1200A	20	200.00				17.22							21.55		161.23
Bannon Creek 1200B	20	200.00			68.20		6.59	45.64							131.80
Bannon Creek 1200X	20	200.00				147.69									147.77
Broadway 1246R	20	200.00					23.59	68.60	31.64			16.17	55.32		52.31
Broadway 1246X	20	200.00							83.03		8.62		101.95		4.68
North Ave 1217A	20	200.00							4.46		85.61		53.81		6.40
North Ave 1217B	20	200.00						50.50	27.86		89.21		13.51		33.60
North Ave 1217C	20	200.00						7.54					6.90		-13.36
North Ave 1217D	20	200.00							77.31		49.57				185.56
North Ave 1217X	20	200.00					28.55		18.81		55.39		12.21		30.03
Job Corp 1237X	20	200.00				21.54			19.26						6.82
Job Corp - EHS 1237M	8	120.00					18.19		48.25						79.20
Job Corp - EHS 1237U	8	120.00													53.56
New Helvetia I 1212U	16	240.00													199.09
New Helvetia II 1247A	20	200.00					25.27						10.75		131.65
New Helvetia II 1247B	20	200.00											51.72		87.36
Northview 1224A	20	200.00							38.75		24.75				91.50
Northview 1224B	20	200.00									41.37		62.12		54.75
Northview 1224R	20	200.00							92.46						55.77
Northview 1224X	20	200.00					146.99				13.03				39.98
Northview - E.H.S. 1224U	8	120.00									109.71				-5.74
Solid Foundation A	20	200.00					16.03				58.81		123.50		-123.99
Solid Foundation B	20	200.00					51.34	46.31	5.39						-25.45
Solid Foundation C	20	200.00						61.38				112.73			-9.80
TOTAL		5000.00	0.00	146.47	149.48	169.23	186.78	235.11	508.60	0.00	622.35	193.41	568.95	0.00	1697.10

DATE: 8/13/12


Signature of Program Manager (Kegan Gonzales)

APPROVED BY:

DATE: 8/13/12



Signature of Fiscal Manager (Roger Bartlett)

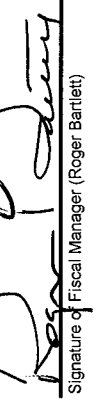
REVIEWED BY:


REGION III
2011-2012
BUDGET BALANCE

PETTY CASH FUND 2011-2012
BUDGET \$10 PER CHILD (HS) and \$15 PER CHILD (EHS)

SITE	# OF CHILDREN	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Obligated	Remaining
Elkhorn A	20			56.87	21.28		9.57	22.71	23.93			48.90			16.74
Elkhorn B	20		12.47	53.97		17.66		36.76	38.51	31.12			39.10		-29.59
Elkhorn C	20		12.80			34.22	4.30	14.84	98.49	7.70		26.92	19.39		-18.66
Elkhorn D	20				23.63	62.22	9.61	14.93	34.58	3.16		51.05			0.82
Elkhorn X	20			3.22			43.08		41.99			6.34	4.27		46.35
Elkhorn EHS	16								41.00			23.66			175.34
Freedom Park 1239A	20							28.46	4.04				113.65		11.85
Freedom Park 1239B	20					60.15			39.22			30.18			70.45
Freedom Park 1239C	20						78.41		27.73				21.55		72.31
Freedom Park 1239D	20				3.88		6.70	36.38	20.48		18.18	102.08			12.30
Freedom Park 1239X	20			39.00	28.10			33.65	38.91		47.95	31.61	34.41		-53.63
Freedom Park 1239R	20				74.62			6.98	22.63		72.14	59.71			-36.08
Hillsdale 1228A	20				24.37	108.05			10.70		55.17	163.60			-161.89
Hillsdale 1228B	20			29.05					71.49						99.46
Hillsdale 1228C	20		26.50	22.03		13.32		9.75	71.14			16.14	9.68		-2.09
Hillsdale 1228D	20			27.04	6.47		30.08	10.46	17.05			6.80			102.10
Hillsdale 1228R	20				16.28	11.85	51.18								64.22
Hillsdale 1228X	20		17.99				34.09				88.50		22.58		17.81
Norma Johnson 1214F	20				44.41	144.46			144.36	47.25					-180.48
Norma Johnson 1214X	20		26.07		26.91		27.91		113.54		98.58	161.07	28.62		-299.94
Norma Johnson - EHS	8			16.25			12.61	27.48	33.40		79.09	85.12	16.12		-150.07
Sharon Neese 1249R	20				26.27	38.78	24.76	14.00			37.39	36.64			9.00
Sharon Neese 1249X	20					80.09					66.87				15.65
Sharon N-EHS 1249U	8				27.35	15.95					46.72				29.98
Strizek 1225A	20								117.97						66.32
Strizek 1225B	20							6.45					11.28		112.71
Vineland 1211A	20		32.52	39.50			98.49		18.89						-0.18
Vineland 1211B	20		57.65					29.93					137.86		-57.46
TOTAL		5480.00	186.00	286.93	337.83	598.15	446.74	292.78	1030.05	126.62	736.11	883.71	458.51	0.00	-66.66

APPROVED BY:  Signature of Program Manager (Sharon Neese)

REVIEWED BY:  Signature of Fiscal Manager (Roger Bartlett)

DATE: 

DATE: 8/13/12

REGION IV
2011-2012
BUDGET BALANCE

PETTY CASH FUND 2011-2012
BUDGET \$10 PER CHILD (HS) AND \$15 PER CHILD (EHS)

SITE	# OF CHILDREN	Beg. Bal	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Pending	Remaining
Country Woods 1245A	20	200.00												68.99		200.00
Country Woods 1245B	20	200.00												80.53		131.01
Country Woods 1245C	20	200.00	15.09						60.34							44.04
Country Woods 1245D	20	200.00												67.54		132.46
Crossroad - E.H.S. 1242U	8	120.00						26.94		10.43		15.39				120.00
Crossroad G 1242R	20	200.00						15.62	81.83	86.73		63.69				147.24
Crossroad G 1242X	20	200.00				8.59	73.81	24.78	18.96	7.54	55.84	32.00				51.86
Crossroads - 1242A	20	200.00	16.17	14.42												104.62
Galt 1234A	20	200.00						25.59								174.41
Galt 1234B	20	200.00							28.06							171.94
Galt 1234C	20	200.00						43.91		62.19	25.74	56.61	32.01			-87.71
Galt 1234D	20	200.00	21.24	20.64	25.37	29.52					32.80					137.68
Galt 1234E	20	200.00														192.66
Galt 1234F	20	200.00		7.34												39.69
Grizzly Hollow - E.H.S.	8	120.00												80.31		4.91
Grizzly Hollow 1252 A	20	200.00		56.01	23.55	26.04		19.76	38.35			54.69	31.56			85.15
Grizzly Hollow 1252B	20	200.00	8.84					19.38		43.04		37.64	37.50	71.08		-152.49
Nedra 1244A	20	200.00	18.32	41.25	34.37	49.91		28.58	6.77	112.09	12.00	13.29		89.57		-103.51
Nedra 1244B	20	200.00		13.99	27.22			18.94		145.91						-115.07
Nedra 1244C	20	200.00		28.26	26.38	23.47							25.20	33.60		120.00
Phoenix Park EHS1248U	8	120.00														43.90
Phoenix Park 1248R	20	200.00	15.02	6.22		6.76		34.84	19.20	21.76	28.46	23.84				104.31
Phoenix Park 1248X	20	200.00			15.09	12.00	8.00		3.81	12.91				43.88		91.78
Walnut Grove 1235A	20	200.00											57.07	51.15		148.22
Whispering Pines 1215A	20	200.00												51.78		1730.64
TOTAL		4760.00	79.59	203.22	151.98	100.73	137.37	258.34	253.51	493.50	167.75	310.46	220.17	652.74	0.00	

APPROVED BY:

DATE:

[Signature]
8/13/12

REVIEWED BY:

DATE:

[Signature]
8/13/12

[Signature]
Signature of Program Manager (Kalen Gonzales)

[Signature]
Signature of Fiscal Manager (Roger Bartlett)

HOME BASE
2011-2012
BUDGET BALANCE

PETTY CASH FUND 2011-2012
BUDGET \$10. PER CHILD and \$15 PER CHILD (EHS)

SITE	NUMBER OF CHILDREN	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Obligated	Remaining
B. Parnell	11	165.00													165.00
C. Bunge	11	165.00		4.73											160.27
C. Wynne	11	165.00													165.00
D. Nichols	11	165.00													165.00
H. McClellan	11	165.00	4.11	24.66	6.66		17.11								112.46
J. Jimenez	11	165.00													165.00
K. Aroyau	11	165.00													165.00
K. Lee	11	165.00							37.32						127.68
L. Letourneaux	11	165.00	13.55				17.21				29.54		6.45		98.25
L. Moore	11	165.00													165.00
L. Schleicher	11	165.00													165.00
K. Afoyan	11	165.00										35.39			129.61
P. Medrano	15	150.00					108.23					39.86			1.91
J. Isaac	15	150.00		84.34	2.14			47.07							16.45
L. Glines	15	150.00	11.23	18.89				21.85		27.83		18.47			51.73
M. Edwards	15	150.00			58.66		73.23	38.55			52.81	35.56			80.97
V. Oezhehovsky	15	150.00					95.02					9.47			45.51
R. Ramirez	15	150.00						24.37							125.63
TOTAL		2880.00	4.11	107.96	6.66	60.80	310.80	131.84	37.32	27.83	82.35	138.75	6.45	0.00	2105.47

APPROVED BY:

DATE:

Karen Gotzales
8/13/12

REVIEWED BY:

DATE:

Roger Bartlett
8/13/12

Signature of Program Manager (Karen Gotzales)

Signature of Fiscal Manager (Roger Bartlett)

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: