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THOUGHT OF THE DAY: "Only those who go too far will ever find out how far they can really go."

Esteemed Human Development International

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

Date: Tuesday, October 16, 2012

Time: 9:00 a.m.

Location: SETA Boardroom
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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IX. Adjournment

DISTRIBUTION DATE: THURSDAY, OCTOBER 11, 2012

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

ITEM I - A – ROLL CALL

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

- ___ **Johnny Sanders, 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
- ___ **LaTasha Windham, 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, 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**
- ___ Angelique Foster, North Avenue
- ___ **Erika Contreras, Northview Head Start**
- ___ **Johnny Sanders, Parker Avenue Head Start**
- ___ **Asontie Hudson, 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, Foster Parent Representative
- ___ **Rebecca Lewis, Grandparent Representative**
- ___ **Anthony Nelson, Male Involvement Representative**
- ___ **Tamara Knox, Past Parent/Community Representative**
- ___ Vacant, Past Parent/Community Representative

MEMBER TO BE SEATED:

- ___ Amanda Sokol, Mather Head Start

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
Johnny Sanders Seated 11/15	AP	X	X	X		E	X	X	X	X	E	X		
Amber Taylor Seated 11/15	BC	X	X	X		X	X	X	X	X	E	X		
Derek Adams Seated 6/19	BLC								X	E	X	X		
Vacant	COP													
Vacant Seated	CW													
Vacant	CR													
Vacant	EHS/HB													
Vacant	EHS/HB													
Juan Mozqueda Seated 1/17	EL	E	X	X		X	X	X	U	X	X	X		
Vacant Seated	FP													
Zoila Lucero Seated 11/15	FT	X	X	U		X	X	X	X	E	X	X		
Vacant	G													
Vacant	GH													
Hodari Polk s/b Seated 3/20	H					U	X	X	X	X	X	U		
Vacant	HB													
Vacant	HB													
LaTasha Windham Re-seated 8/21	IC										X	X		
Vacant	IC													
Vacant Seated	HP													
Danielle Tillie Seated 6/19	JG								X	E	U	R		
Vacant Seated	K													
Vacant	LVS													
Vacant	MCBB													
Vacant Seated	GSC													
Amanda Sokol Seated	M													
Angelique Foster s/b/S 8/21	NA										U	X		
Praveena Chadhary Seated 11/15	NC	X	X	X		X	X	E	E	X	X	X		
Connie Wallace Seated 11/15	NJ	X	X	X		X	X	X	X	X	X	E		
Vacant	NH2													
Erika Contreras Seated 11/15	NV	X	U	X		X	E	X	X	X	X	X		
Johnny Sanders Seated 11/15	PA	X	X	X		E	X	X	X	X	E	X		
Asontie Hudson s/b seated 7/17; seated 8/21	PP									U	X	X		
Vacant	SF													
Vacant	SN													
Vacant	SP													
Socorro Gutierrez Seated 11/15	V	X	X	X		X	X	X	X	X	X	X		
Laura Meza Seated 11/15	WG	X	X	X		X	X	X	X	X	X	X		
	FPR													
Rebecca Lewis Seated 11/15	GPR	X	X	X		X	X	X	X	X	E	X		
Anthony Nelson s/b seated 7/17; seated 8/21	MIR									U	X	X		
	OGC													
Tamara Knox Seated 12/20	PPR	E	X	X		X	X	X	X	X	X	E		
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	K:	Kennedy Estates
BC:	Bannon Creek	LVS:	LaVerne Stewart
BB:	Bright Beginnings	M:	Mather
BLC:	Broadway Early Learning Center	MCBB	Marie Cleveland's Bright Beginnings
CR:	Crossroad Gardens	NJ:	Norma Johnson
CW:	Countrywood	NA:	North Avenue
EHS:	Early Head Start	NC:	Nedra Court
EL:	Elkhorn	NH:	New Helvetia 2
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
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 SEPTEMBER 18, 2012 PAC MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the September 18, 2012 PAC meeting.

RECOMMENDATION:

Approve the minutes of the September 18, 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, September 18, 2012
9:00 a.m.

I. Welcome

Call to Order/Roll Call: Ms. Socorro Gutierrez called the meeting to order at 9:13 a.m. and read the Thought of the Day. The Pledge of Allegiance was recited. Ms. Praveena Chaudhary, acting as Secretary, called the roll.

Members Present:

Amber Taylor
Praveena Chaudhary
Derek Adams
Erika Contreras
Socorro Gutierrez
LaTasha Windham
Zoila Lucero (arrived at 9:22 a.m.)
Asontie Hudson (arrived at 9:38 a.m.)
Anthony Nelson (arrived at 9:38 a.m.)
Juan Mozqueda
Laura Meza
Angelique Foster
Johnny Sanders (arrived at 9:27 a.m.)
Rebecca Lewis (arrived at 9:20 a.m.)

Members Absent:

Danielle Tillis (resigned)
Hodari Polk (unexcused)
Connie Wallace (excused)
Tamara Knox (excused)

- Introduction of Newly Seated Representatives: Ms. Angelique Foster was welcomed to the board and seated as the new representative from North Avenue.

Mr. Juan Mozqueda agreed to translate.

II. Consent Item

- A. Approval of Minutes for PAC Meeting August 21, 2012

The minutes were reviewed; no questions or corrections.

Moved/Taylor , second/Lewis, to approve the minutes of the August 21 meeting.
Show of hands vote: Aye: 9, Nay: 0, Abstention: 2 (Gutierrez and Lewis)

III. Action Item

A. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: First Reading of Modifications to the Bylaws of the Parent Advisory Committee

Ms. Gutierrez opened a public hearing at 9:32 a.m.

Ms. Gutierrez reviewed the various additions and deletions in the bylaws.

Moved/Lewis, second/Contreras, to continue this item to the next Parent Advisory Committee meeting where the action of the PAC will be to close the public hearing and approve the amendments to the PAC Bylaws as attached. Show of hands vote: Aye: 10, Nay: 0, Abstentions: 1 (Gutierrez)

IV. Information Items

A. Standing Information

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Roger Bartlett provided an update of the fiscal report.

Ms. LaTasha Windham asked Mr. Bartlett about the condition of books at the centers. Ms. Dana McVey stated that parents can donate books to centers upon approval from the Site Supervisor.

- PC/PAC Calendar of Events and Activities: Ms. Gutierrez reviewed the calendar of events. The CPAC meeting is scheduled for Thursday, September 20, 9:00 a.m. in the Redwood Room. The Social Hospitality Committee will be meeting on September 27 at 10:30 a.m. so parents can attend the CPAC meeting.
- Parent/Family Support Unit Calendar of Events: No questions.
- Parent/Staff Recognition: None.
- Community Resources - Parent/Staff: Ms. Gutierrez distributed a community resources flyer to each member.
- PC/PAC Community Representative Recruitment for 2012-2013: Recruitment for PAC representatives for Grandparent, Past Parent and Foster Parent Representatives and Alternates has begun. Please see Ms. Marie Desha for an application.
- Voter Registration Outreach: Ms. Gutierrez distributed a flyer regarding the voter registration training. Ms. Gutierrez stated that board members that participate in the outreach project will be reimbursed for their mileage and child care. There will be an orientation on how to do the outreach at their centers on Friday, September 28 at 9:30 a.m. in the Board Room. A sign-up sheet was passed around.
- Child Care Center Food Menu: No questions.

B. Governing Board Minutes of August 2, 2012: No questions or comments.

V. Committee Reports

- A. Executive Committee: Ms. Gutierrez reviewed the Executive Committee critique.
- B. PC/PAC Joint Executive Committee Meeting: No meeting scheduled at this time
- C. Budget/Planning Committee: Ms. Windham reported budget is on track. The next meeting will be held in November. The October meeting is canceled due to Roger Bartlett not able to attend.
- D. Personnel/Bylaws Committee: No more meetings for the year.
- E. Social/Hospitality Committee: The End-of-Year Dinner will be held Thursday, October 11 at the Hilton Garden Inn. Ms. Gutierrez reviewed the menu and asked board members to RSVP as soon as possible. Mr. Johnny Sanders suggested reminder calls.
- F. Male Involvement Committee: The next meeting is scheduled for Wednesday, September 19. Mr. Anthony Nelson reported that attendees at the last meeting discussed getting more male involvement and resources for fathers.
- G. Community Partnerships Advisory Committee (CPAC): No report.
- H. Health Services Advisory Committee (HSAC): The next meeting is scheduled for Wednesday, October 24, 5:30-7:30 p.m. at the SETA administrative offices. At the last meeting, there was no parent participation. Board members were reminded that attendees will receive mileage and child care reimbursement. Ms. Gutierrez asked that parents make every effort to attend so there is parent representation.

VI. Other Reports

- Chair's Report: No report.
- Policy Council Report: The next meeting is Tuesday, Sept. 25 at 9:30 a.m.
- Head Start Deputy Director's Monthly Report – Ms. Denise Lee presented an overview of the Program Information Reports (PIR). Ms. Lee explained that SETA/Head Start can provide more services for more children/families due to the tracks system and the fact that services are provided year round with no summer break. Ms. Lee reviewed the medical/dental screenings, staff qualifications, and enrollment. The Agency is measured at the State and Federal levels.

Ms. Laura Meza gave papers to Ms. Lee requesting an extension of time to pick up their children to 2:00 pm to allow parents to pick up children at other schools and then pick up children at Head Start sites. Ms. Lee will review and report out in future meeting.

➤ Managers' Reports

- Program Support Services Report – Ms. Brenda Campos reported that the winter menus started this week. This is the fifth year of having dietetic interns utilized to prepare the menus.

Ms. Campos stated that the health screenings listed in the PIR were lower than staff would like; however, SETA must comply with what screenings parents get done and if any of the screenings needed are not done, it does not count toward having the health screenings completed for each child. HS/EHS programs try to work with parents encouraging them to have screenings done as well as educating parents on the need of screenings. SETA's goal is that all health/dental screenings are up to date for each child when they leave the SETA Head Start program to go on to kindergarten.

Ms. Campos reviewed the Early Head Start (EHS) report as well. Immunizations are low because the majority of EHS children are in home base and immunizations are not required as it is in center base.

Ms. Gutierrez inquired if SETA Head Start is educating physicians about the need to have blood lead test done? Ms. Campos replied that the HSAC has a lot of physicians and would be a good place to bring up this question. As an agency, staff works with parents and physicians. At enrollment, the parents are being informed by Family Services Workers (FSWs) that test needs to be done.

Ms. Asontie Hudson asked about home lead test and that Ms. Garnett Volkens had stated in a meeting with parents that she may be able to get some of the test kits for free. Brenda Campos will follow up on this with Ms. Volkens and also stated that you can get the home test kits at Home Depot for about \$10.

Ms. Angelique Foster inquired what if parents do not participate in getting immunizations, for religious or other reasons. Ms. Campos replied that the Agency will respect this and parents will be asked for something in writing for the child's file.

Ms. Amanda Sokol (audience member) stated that the lead test is required by WIC so if the physician says it is not needed, you can provide the lead test from the WIC requirement.

Ms. Campos reminded PAC about the food service field trip to the main kitchen on September 20. This will provide an opportunity for parents to see what it done on daily basis, dealing with special diets and mass production every day. Mr. Anthony Nelson asked if parents can sample the food that is prepared for children; Ms. Campos will check with Ms. Connie Otwell about having a little extra available for sampling.

- Parent/Family Support Report – Ms. Lisa Carr reported that recruitment efforts are underway to ensure full classes. Now that parents have enrolled their

children from the wait list, they are now requesting transfers to other sites for convenience; SETA is trying to accommodate as best as possible. The Grandparents Conference is scheduled for Wednesday, September 26. A lot of activities have been planned. The Positive Discipline series will be held on October 3 through November 14. This will cover children from birth to five years of age. Dinner and child care will be provided. Mr. Bob Silva is the facilitator. Staff is working to put together a workshop on Mothers Raising Sons. Additional information will be provided as it is available. Staff participated in Convoy of Hope this past weekend at Cal Expo.

- Child Development and Education Services Report: No report.
- ✓ Region IX Reports: No report.

VII. Discussion

Ms. Gutierrez reminded board members that if they wish to comment on something, to raise their hand and wait for the Chair's acknowledgement. It is important to wait for person who is currently speaking to finish.

VIII. Public Participation: None.

IX. Adjournment: The meeting was adjourned at 10:52 a.m.

ITEM III-A – ACTION

TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:

**SECOND READING AND APPROVAL OF MODIFICATIONS TO THE BYLAWS OF
THE SETA OPERATED HEAD START/EARLY HEAD START PARENT ADVISORY
COMMITTEE**

BACKGROUND:

The Personnel/Bylaws Committee 2011-2012 met during the program year to review and recommend revisions to the Bylaws of the SETA Operated Head Start/Early Head Start Parent Advisory Committee.

Additions are indicated by italic type, deletions are indicated by ~~striketrough~~.

A public hearing was opened on September 18, 2012 to hear testimony on modifications to the bylaws.

RECOMMENDATION:

Hear any additional testimony, close the public hearing and approve the amendments to the PAC Bylaws as attached.

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

BYLAWS

FOR THE

SETA HEAD START/EARLY HEAD START

PARENT ADVISORY COMMITTEE

PAC First Reading: 09/18/12
PAC Final Approval:

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

Article I

Name

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

SECTION 1: Definition of Parents

Parents

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

Article II

Purpose, Powers, and Functions

SECTION 1: Purpose

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

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

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

SECTION 2: Powers, Duties, and Functions

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

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

Article III

Membership

SECTION 1: Members

The membership of the PAC shall consist of:

A. Parent Representatives

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

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

B. Community Representatives

Additional PAC members will include:

1. Two (2) voting Community Representatives referred to as Past Parent Representatives shall be elected by the outgoing PAC. Representative may be elected by the current PAC if the outgoing PAC has been dissolved. The Past Parent elected to the PAC may not have a child/children currently enrolled in the HS program. Community members desiring to be reappointed must reapply for membership on a yearly basis. There will be two Alternates for Past Parents.
2. One (1) voting seat shall be specifically reserved for the Outgoing Chair, if not termed out. The Outgoing Chair reserves the right to relinquish this seat. The position may not be filled by any other party.
3. One (1) voting Male Involvement Representative (MIR) shall be elected by the SETA Operated Program Representative from Community Advocating Male Participation (C.A.M.P.) to sit on the committee. The Representative must be elected from the SOP MIRs or their Alternates based upon a recommendation from the SOP MIRs. This Representative may or may not be a current parent.
4. One (1) voting Foster Parent Representative selected by the outgoing PAC. Representative may be elected by the current PAC if the outgoing PAC has been dissolved. The Foster Parents elected to the PAC must have a child/children currently or previously enrolled in the HS Program. A Foster Parent desiring to be reappointed must reapply for membership on a yearly basis. There will be one Alternate for the Foster Parent Representative position.

5. One (1) voting Grandparent Representative elected by the Outgoing PAC. Representative may be elected by the current PAC if the outgoing PAC has been dissolved. The Grandparent elected to the PAC must have a child/children currently or previously enrolled in the SOP HS program. A Grandparent desiring to be reappointed must reapply for membership on a yearly basis. There will be one Alternate for the Grandparent Representative position.

SECTION 2: Policy Council Members

Six (6) SOP PAC Representatives and six (6) Alternates shall be elected to the Policy Council. Representatives must be a parent of a child/children currently enrolled in the Head Start program.

SECTION 3: Alternates

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

- A. Upon recognition of his or her status by the PAC Chair, an Alternate may be seated as a voting member of the PAC during the temporary absence of the elected Representative for whom he or she serves as an Alternate. However, an Alternate may not hold an office.
 1. In the event an Alternate does not cast a vote during the Program Year, Alternate will not have served as a PAC Representative and term is not counted.
- B. Alternates are encouraged to attend meetings of the PAC on the same regular basis as members. However, the Alternate will not receive a reimbursement if the Alternate is not replacing the Representative.
- C. Should the Representative member be unable to fulfill their term of office, the first Alternate shall automatically serve in that capacity with all rights and privileges.
- D. Alternates are excluded from attending the following conferences: The National Head Start Association (NHSA) Parent Training Conference, the Region IX Head Start Association Annual Conference/Training, ~~the National Head Start Association (NHSA) Annual Conference,~~ and the California Head Start Association (CHSA) Conference.

SECTION 4: Other Provisions

- A. By a two-third's (2/3) vote of members present and voting, the PAC may establish and select additional voting members who shall serve as community members of the PAC.
- B. At least 51% of the voting membership of the PAC shall consist of parents whose children are currently enrolled in the program.

- C. Additional members may be added to ensure all program center options are proportionally represented on the PAC.
- D. No SETA HS staff (or member of their immediate families) shall serve on the PAC except parents who occasionally substitute for regular HS or EHS staff. Occasional subbing is defined as once a week and/or not to exceed four (4) consecutive days in a month.

SECTION 5: California Head Start Association (CHSA) Representative/Alternate

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

SECTION 6: Term of Office

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

SECTION 7: Attendance

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

- A. **Absences:**
Any member or Alternate missing two (2) consecutive meetings without an excused absence or missing a total of three (3) meetings (regular or special) excused/unexcused will be automatically removed. An excused absence shall include but not be limited to sickness or death in the family. A member requesting an excused absence must call prior to the meeting: the Alternate, if the Alternate is known, and the SS/PI Coordinator, PAC Chair or **the Clerk of the Boards of the Committee**.
- B. **Reinstatement:**
The Representative or agency/group may request that a member who has been removed due to absences be reinstated in the event the Alternate declines. This request must be in writing and submitted to the Chair and SS/PI Coordinator within ten (10) calendar days. It is the final decision of the PAC Executive Committee whether any Representative shall be reinstated.

C. **PAC Business:**
Members conducting PAC business and not at the PAC meeting, shall be neither present nor absent, but rather identified as PAC.

D. **Punctuality:**
Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless approved by the Chair or SS/PI Coordinator.

Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Committee accordingly.

E. **Quorum:**
For purposes of transacting the business of the PAC at any annual, regular, special, or emergency meeting, a quorum of the PAC shall be 51% of the current membership. A majority of the quorum must be current parents.

SECTION 8: Removal

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

Article IV

Meetings

SECTION 1: Meetings

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

A. **Annual Meeting**

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

B. **Regular Meetings**

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

C. **Special Meetings**

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

SECTION 2: Meeting Notice

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

A. Annual and Regular Meetings

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

B. Special Meetings

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

C. Emergency Meetings

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

D. Committee Meetings

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

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

E. **Mailing Address**

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

SECTION 3: Meeting Reimbursement

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

Parents are not to bring small children to the meetings. If small children are present, member will be reimbursed for mileage/transportation only.

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

reimbursed for attending meetings. A lunch reimbursement or meal will be provided if a meeting or meetings exceed four (4) hours.

SECTION 4: Rules of Procedures

- A. The PAC shall conduct all meetings, regular, annual, special, or emergency in conformance with the Ralph M. Brown Act, California Government Code, Section 54950, et. Seq.
- B. Except as specifically provided herein, Roberts Rules of Order¹ shall govern procedures in all meetings of the PAC. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these bylaws or Roberts Rule of Order, if a special meeting is called because a regular meeting has been canceled or because a quorum is unavailable at a regular meeting, any matter properly considered at a regular meeting may be considered at the special meeting, provided that all notice, quorum and meeting requirements of this Article IV regarding special meetings have been met.

SECTION 5: Nominations/Elections

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

SECTION 6: Voting

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

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

Article V

Officers

SECTION 1: Officers

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

SECTION 2: Election and Term of Office

- A. Officers of the PAC shall be elected at the next regularly scheduled meeting following the annual PAC meeting by a plurality vote of the PAC members present and voting, providing a quorum is present. Officers shall take office immediately following the election.
- B. All PAC members are eligible to run for an Office/Officer position. The Executive Committee must have at least three members who are parents of child/children currently enrolled in the HS/EHS, Home Base Option.
- C. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office.

SECTION 3: Duties of Officers

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

- A. The Chair of the PAC shall preside over all meetings of the PAC and implement all policies and programs of the PAC. The Chair shall act as the official agent of the PAC in all matters relating to the PAC, and shall be the chief spokesperson and public relations officer for the PAC. The Chair shall have the power to appoint, both in and out of the PAC, any additional positions as needed with ratification of the PAC. The Chair shall represent the PAC at the National Head Start **Parent** Association Conference ~~(as funds allow for representation)~~. The Chair shall be an ex-officio member of all committees and shall represent the PAC at all Governing Board meetings, but shall adhere to the provisions of Article IV, Meetings; Section 3, as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PAC in the absence of the Chair, and shall have all delegated powers. The Vice Chair will assume position of Chair if seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. **The Vice Chair shall oversee the Parent Ambassador Committee.**

- C. The Secretary shall keep a record of the current and preceding minutes at each meeting, record resolutions or motions adapted, as may be necessary to expedite the PAC's business. The Secretary shall oversee the Social/Hospitality Committee, **and shall be a member of the Parent Ambassador Committee.**
- D. The Treasurer shall 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, **and the Parent Ambassador Committee.**
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to Parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

SECTION 4: Vacancy

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

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

Article VI

Committees

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

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

SECTION 1: Standing Committees

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

A. **Executive Committee**

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

B. **Budget/Planning Committee**

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

C. **Personnel/Bylaws Committee**

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

D. **Social/Hospitality Committee**

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

E. **Parent Ambassador Committee**

The Parent Ambassador Committee shall be composed of the Vice Chair, who shall oversee the Committee, and the Secretary, Treasurer and other members who shall be selected after each annual meeting of the PAC. The duty of this committee shall be to promote all PAC trainings/events, and HS/EHS Head Start children activities. It shall be the sole duty of this Committee to report the expenditures of funds to the PAC monthly.

SECTION 2: Program Area Committees

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

- **Early Childhood Development and Health Services Committee** shall be comprised of one staff and Representatives who shall plan and review the Early Childhood Development and Health Services program content area participate in curriculum/instruction and health and safety.
- **Parent/Family Support Committee** shall be comprised of one (1) staff and Representatives who shall plan and review the Parent/Family Support program area.
- **The Male Involvement Committee** shall be comprised of one (1) staff and Representatives who shall plan and review the Male Involvement program.
- **The Monitoring and Evaluation Committee** shall be comprised of one (1) staff and the Committee of the Whole who shall plan, review and oversee program.
- **The Food Services Committee** shall be comprised of one (1) staff and Representatives who shall plan, review and oversee program food service.

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

SECTION 3: Special Committees

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

A report will be provided to the full PAC.

Article VII

Reports

SECTION 1: Reports

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

- ✓ Fiscal Reports (Budget Reports)

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

Article VIII

Bylaws Amendment

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

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PAC. Proposals to amend these Bylaws must originate at least four full calendar weeks prior to the final voting and acceptance or rejection of the proposals.
- C. Written notice of the intention to amend these Bylaws be forwarded to members of the PAC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.
- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voting upon, and further, that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place except at a regular, annual or special meeting of the PAC.

ITEM III-B – ACTION

REVIEW OF APPLICATIONS AND ELECTION OF
PAST PARENT REPRESENTATIVES AND ALTERNATES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee Past Parent applications to be reviewed and candidates elected for Program Year 2012-2013.

RECOMMENDATION:

That the Parent Advisory Committee elects two (2) Past Parent Representatives and two (2) Alternates.

NOTES:

Representatives nominated:

Representatives elected:

Alternates nominated:

Alternates elected:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-C – ACTION

REVIEW OF APPLICATIONS AND ELECTION OF
GRANDPARENT REPRESENTATIVE AND ALTERNATE

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee Grandparent applications to be reviewed and candidates elected for Program Year 2012-2013.

RECOMMENDATION:

That the Parent Advisory Committee elects one (1) Grandparent Representative and one (1) Alternate.

NOTES:

Representatives nominated:

Representative elected:

Alternates nominated:

Alternate elected:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-D – ACTION

REVIEW OF APPLICATIONS AND ELECTION OF
FOSTER PARENT REPRESENTATIVE AND ALTERNATE

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee Foster Parent applications to be reviewed and candidates elected for Program Year 2012-2013.

RECOMMENDATION:

That the Parent Advisory Committee elects one (1) Foster Parent Representative and one (1) Alternate.

NOTES:

Representatives nominated:

Representative elected:

Alternates nominated:

Alternate elected:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-E – ACTION

ELECTION OF REPRESENTATIVE AND ALTERNATE TO ATTEND
THE NATIONAL HEAD START ASSOCIATION ANNUAL PARENT
TRAINING CONFERENCE

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to elect one (1) Representative and one (1) Alternate to attend the National Head Start Association (NHSA) 29th Annual Parent Training Conference, Saturday, December 1 – Tuesday, December 5, 2012, Grape Vine, Texas.

Please see attached Conference Attendance Guidelines and conference information.

RECOMMENDATION:

That the Parent Advisory Committee elects one (1) Representative and one (1) Alternate to attend the NHSA Annual Parent Training Conference.

NOTES:

Representatives nominated:

Alternates elected:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

PARENT ADVISORY COMMITTEE REPRESENTATIVE CONFERENCE ATTENDANCE GUIDELINES

The following guidelines for Parent Advisory Committee Representatives attending a Head Start Parent Conference are as follows:

1. Priority preference for selection to attend a Head Start Conference will be given to Parent Advisory Committee (PAC) Representatives who have not had an opportunity to attend a Head Start Conference.
2. The PC Representative must give a written report to the PAC at the next scheduled PAC meeting upon his/her return from the parent conference (local or out-of-state). The Travel Approval and Expense Claim Form will not be approved until written report has been received.
3. The PAC Representative's report must include the PAC Representative's name, conference title, date, location, and workshops attended.
4. Networking information and additional comments are optional.

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29th Annual Head Start Parent Conference and Family Engagement Institutes

December 1, 2012 - December 5, 2012

Dallas, TX



Hotel & Travel



Gaylord Texan

[1501 Gaylord Trail](#)
[Grapevine, TX 76051-1945](#)
[\(866\) 782-7897](#)

NHSA Room Rates

[Reserve your room](#) by November 7th for the conference rate.

Single: \$140

Double: \$140

Premium: \$200

Applicable taxes will be added to room rates
(currently 12% occupancy tax)

Airport Shuttle

[Reserve](#) your discounted Super Shuttle transportation to & from DFW Airport and the Gaylord Hotel

Registration & Rates

[Register Now!](#)

An individual who is a staff member or parent of a current NHSA program member is eligible for the NHSA member rate. To receive the discounted rate, member organizations must complete the [membership renewal process](#) before registering for the event. For assistance with membership questions, refer to the [Membership FAQs](#) or contact NHSAmembership@nhsa.org.

For assistance with registration please refer to [Registration FAQs](#)

Registration Rates

Early Bird Registration for NHSA Members*	\$310
Early Bird Registration for Non-Members*	\$360
Regular Registration for NHSA Members	\$415
Regular Registration for Non-Members	\$475
Co-Presenter Registration	\$150
1-Day Pre-Conference Special Tracks	\$130
2-Day Pre-Conference Special Tracks	\$230
Additional Badge for Exhibitor	\$50

**Early Bird registration is available until October 31st.*

Event Tickets

Parent Policy Council Recognition Dinner	\$80
Special Event at the Austin Ranch	\$40
Special Event - Downtown Grapevine Experience	\$15

Volunteer Information

NHSA is currently seeking volunteers for the 29th Annual Parent Conference and Family Engagement Institutes. Volunteers are needed for pre-conference preparation and assistance with the education sessions and other conference events. In return for 2 days of service, you will receive a complimentary conference registration, which gives you

access to 100+ educational workshops on a wide range of topics and other non-ticketed events.

Download and fill out the [application \(PDF\)](#) to become a volunteer.

Questions about volunteering can be sent to Sharon Kirksey-Walcott, swalcott@nhsa.org.

Exhibitor Information

[View and purchase](#) an available exhibit booth.

- [Floor Plan \(PDF\)](#)
- [Exhibitor Contract \(PDF\)](#)
- [Sponsorship Form \(PDF\)](#)
- [Advertising Form \(PDF\)](#)

For more information regarding exhibit and marketing opportunities please visit [Marketing Opportunities](#).

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Schedule current as of 9/27/2012. Subject to change.

Saturday, December 1st

8:00 a.m. - 3:00 p.m. Registration Open

9:00 a.m. - 4:30 p.m. Family Development Credential Instructors Institute

9:00 a.m. - 5:00 p.m.

Pre-Conference Special Tracks

Pre-Conference Training Seminars

Abriendo Puertas / Opening Doors Facilitator Training

Sunday, December 2nd

8:00 a.m. - 6:00 p.m. Registration Open

9:00 a.m. - 4:30 p.m. Family Development Credential Instructors Institute

9:00 a.m. - 5:00 p.m.

Pre-Conference Special Tracks

Pre-Conference Training Seminars

Abriendo Puertas / Opening Doors Facilitator Training

5:00 p.m. - 7:00 p.m. Opening General Session

7:00 p.m. - 9:00 p.m. Opening Reception (in Exhibit Hall)

Monday, December 3rd

7:00 a.m. - 8:00 a.m. Line Dancing Class

8:00 a.m. - 3:00 p.m. Registration open

9:00 a.m. - 11:00
a.m. Director's Connection: Managing the Cost, Meeting the Standards of Health Services

9:00 a.m. - 3:30 p.m. General Conference Concurrent Sessions

9:00 a.m. - 4:00 p.m. Family Services Institute
Mental Health Institute
Infant / Toddler Institute

9:00 a.m. - 4:30 p.m. Family Development Credential Instructors Institute

9:00 a.m. - 5:00
p.m. Abriendo Puertas / Opening Doors Facilitator Training
Exhibits Open

2:00 p.m. - 4:00 p.m. Community Forum: Immigration Issues Today

6:00 p.m. - 9:00 p.m.
Taste of Texas - Local Excursions

- Austin Ranch BBQ and Dance
- Downtown Grapevine

Tuesday, December 4th

8:00 a.m. - 3:00 p.m. Registration open

9:00 a.m. - 11:00
a.m. Round Table: Special Challenges Serving Rural Communities

9:00 a.m. - 2:00 p.m. Exhibits Open

9:00 a.m. - 3:30 p.m. General Conference Concurrent Sessions

9:00 a.m. - 4:00 p.m. Family Services Institute
Mental Health Institute
Infant / Toddler Institute

9:00 a.m. - 4:30 p.m. Family Development Credential Instructors Institute

2:00 p.m. - 4:00 p.m. Community Forum: Head Start Families & Justice System

7:00 p.m. - 9:00 p.m.
Parent Policy Council Recognition Dinner

Wednesday, December 5th

9:00 a.m. - 12:00
p.m. Family Development Credential Instructors Institute

8:30 a.m. - 11:30
p.m. Closing General Session with Featured Speakers

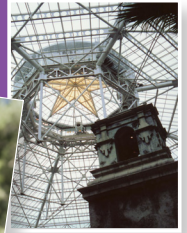
11:30 a.m. - 12:00
p.m. Grand Prize Drawing

29th Annual Head Start Parent Conference and Family Engagement Institutes

December 1- 5, 2012



Gaylord Texan * Grapevine, Texas



Solutions for Children's Success
Solutions for Family Well Being
Solutions for Strong Communities

Schedule-at-a-Glance*

Saturday, December 1st

8 a.m. - 3 p.m.	Registration Open
9 a.m. - 4:30 p.m.	Family Development Credential Instructors Institute NEW
9 a.m. - 5 p.m.	Pre-Conference Special Tracks
	Pre-Conference Training Seminars
	Abriendo Puertas/Opening Doors Facilitator Training

Sunday, December 2nd

8 a.m. - 6 p.m.	Registration Open
9 a.m. - 4:30 p.m.	Family Development Credential Instructors Institute
9 a.m. - 5 p.m.	Pre-Conference Special Tracks
	Pre-Conference Training Seminars
	Abriendo Puertas/Opening Doors Facilitator Training
5 - 7 p.m.	Opening General Session
7 - 9 p.m.	Opening Reception (in the Exhibit Hall)

Monday, December 3rd

7 - 8 a.m.	Line Dancing Class
8 a.m. - 3 p.m.	Registration Open
9 - 11 a.m.	Director's Connection: Managing the Cost, Meeting the Standards of
Health Services	
9 a.m. - 3:30 p.m.	General Conference Concurrent Sessions
9 a.m. - 4 p.m.	Family Services Institute
	Mental Health Institute NEW
	Infant/Toddler Institute NEW
9 a.m. - 4:30 p.m.	Family Development Credential Instructors Institute
9 a.m. - 5 p.m.	Abriendo Puertas/Opening Doors Facilitator Training
	Exhibits Open
2 - 4 p.m.	Community Forum: Immigration Issues Today NEW
6 - 9 p.m.	Taste of Texas - Local Excursions NEW
	<ul style="list-style-type: none"> • Austin Ranch BBQ and Dance • Downtown Grapevine

Tuesday, December 4th

8 a.m. - 3 p.m.	Registration Open
9 - 11 a.m.	Round Table: Special Challenges Serving Rural Communities NEW
9 a.m. - 2 p.m.	Exhibits Open
9 a.m. - 3:30 p.m.	General Conference Concurrent Sessions
9 a.m. - 4 p.m.	Family Services Institute
	Mental Health Institute NEW
	Infant/Toddler Institute NEW
9 a.m. - 4:30 p.m.	Family Development Credential Instructors Institute NEW
2 - 4 p.m.	Community Forum: Head Start Families & Justice System
7 - 9 p.m.	Parent Policy Council Recognition Dinner

Wednesday, December 5th

9 a.m. - Noon	Family Development Credential Instructors Institute
8:30 a.m. - 11:30	Closing General Session with Featured Speaker
11:30 a.m. - Noon	Grand Prize Drawing

Reserve Your Room TODAY!

Go to NHSA.org and click on the EVENTS link leading to the Parent Conference page.

* Subject to change.

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 (report will be distributed at the meeting)
- PC/PAC Calendar of Events and Activities (attached)
- Parent/Family Support Unit Calendar of Events (attached)
- PC/PAC End-of-Year Appreciation 2011-2012 Reports
- Parent/Staff Recognition: Ms. Socorro Gutierrez
- Community Resources - Parent/Staff: Ms. Socorro Gutierrez
- Voter Registration Outreach Update – Ms. Socorro Gutierrez
- Child Care Center Food Menu (attached)

NOTES:

PC/PAC CALENDAR OF EVENTS



<u>EVENT</u>	<u>DATE</u>
Free Mammograms Saturdays in October	Saturday, October 6, 13, 20, and 27 th . (see attached flyer)
Male Involvement Committee Meeting	Wednesday, October 17, 2012 10:00 – 11:30 a.m. Magnolia Room
PAC Executive Committee Meeting	Thursday, October 18, 2012 9:00-10:30 a.m. Olympus Room
Health Services Advisory Committee (HSAC) Meeting	Wednesday, October 24, 2012 5:30-7:30 p.m. Sequoia Room
PC Executive Committee Meeting	Thursday, October 25, 2012 9:00-10:30 a.m. Olympus Room

PARENT/FAMILY SUPPORT UNIT EVENTS AND ACTIVITIES

<u>EVENT</u>	<u>DATE</u>
Positive Discipline for Children Series	October 3, 10, 17, November 7, and 14 Dinner 6:00 – 6:30 p.m. Workshop: 6:30 – 8:30 p.m. Sequoia Room
Male Involvement Committee Meeting	Wednesday, October 17, 2012 10:00 – 11:30 a.m. Magnolia Room

SETA Head Start Menu

October 2012

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 7	1 Breakfast: Crispix Cereal, Apple, Milk Lunch: Chicken Fried Brown Rice, Orange, Milk Snack: Cheese Sticks, American Classic Wheat Crackers	2 Breakfast: Oatmeal, Brown Sugar, Banana, Milk Lunch: Macaroni & Cheese, Seasoned Green Beans, Strawberries or Tangerines, Milk Snack: Strawberry Waffle, Whole Grain Grahams, Milk	3 Breakfast: Dreamy Orange Whole Grain Mini Loaf, Diced Peaches, Milk Lunch: BBQ Chicken on Whole Wheat Bun, Whole Kernel Corn, Cantaloupe, Milk Snack: Multigrain Corn Snacks, Diced Pears	4 Breakfast: Whole Grain Pancakes/Syrup, Apple, Milk Lunch: Beef Meaf Loaf and Sauce, Mashed Potatoes, Dinner Roll, Butter, Canned Apricots, Milk Snack: Strawberry Yogurt, Fruit Cup	5 Breakfast: Rice Krispies Cereal, Banana, Milk Lunch: Roasted Turkey Sandwich on Whole Wheat Bread, Carrot Sticks, Kiwi, Mayonnaise, Milk Snack: Sunrise Bites Whole Wheat Crackers, Apple
	8 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	9 Breakfast: Whole Wheat Banana Muffin Bar, Orange, Milk Lunch: Beef Hamburger on whole Wheat bun, whole Kernel Corn, Pickle, Kiwi, Mustard & Ketchup, Milk Snack: String Cheese, Apple	10 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	11 Breakfast: Whole Wheat Bagel with Cream Cheese, Diced Pears, Milk Lunch: Cheese on Whole Wheat Bread, Cauliflower with Dip, Apples or Watermelon, Butter, Milk Snack: Jungle Whole Grain Crackers, Milk	12 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	15 Breakfast: Whole Wheat Raisin Bread, Apple, Milk Lunch: Oven Baked Chicken, Sweet Potatoes, Cantaloupe, Whole Wheat Dinner Roll, Milk Snack: Oranges, Strawberries, Banana Yogurt	16 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 Strawberry Fish Crackers, Banana	17 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	18 Breakfast: Crispix Cereal, Banana, Milk Lunch: Turkey Ham on Whole Wheat Bread, Cucumbers with Dip, Orange, Mayonnaise, Lowfat Milk Snack: Nutra Grain Whole Grain Bars, Milk	19 Breakfast: Cheerios Cereal Bar, Mixed Fruit Cup, Milk Lunch: Cheese Sandwich on Whole Wheat Bread, Baby Carrots, Orange, Lowfat Milk Snack: Lemon Dinosaur Crackers, Box of Apple Juice
	22 Breakfast: Whole Grain Cereal, Orange, Milk Lunch: Macaroni & Cheese, Broccoli/Ranch Dip, Cantaloupe, Milk Snack: Strawberry Waffle, Whole Grain Grahams, Milk	23 Breakfast: Whole Wheat Waffles, Maple Syrup, Banana, Milk Lunch: Beef Ravioli, French Bread, Spinach Salad with Dressing, Orange, Milk Snack: Cheese Stick, Apple	24 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, Raspberry Yogurt	25 Breakfast: Whole Wheat Bagel/Cream Cheese, Apple, Milk Lunch: Roasted Turkey/Whole Wheat Bread, Zucchini with Dip, Tangerine or Strawberries, Mayonnaise, Milk Snack: Cottage Cheese, Pineapple Tidbits	26 Breakfast: Whole Grain Cheerios, Orange, Milk Lunch: Swiss Cheese on Whole Wheat Bread, Sliced Tomatoes, Diced Apricots, Butter, Milk Snack: Fresh Kiwi, Goldfish Whole Grain Crackers
Week 4	29 Breakfast: Whole Wheat Blueberry Muffin Loaf, Cantaloupe, Milk Lunch: Spanish Rice, Green Beans, Tangerine or Strawberries, Milk Snack: Cheese-It Crackers, Apricot Halves	30 Breakfast: Bagel/Cream Cheese, Orange, Milk Lunch: Teriyaki Chicken, Steamed Brown Rice, Sunomono Salad, Kiwi, Milk Snack: Tropical Treat Whole Grain Crackers, Apple	31 Breakfast: Oatmeal Cereal, Banana, Brown Sugar, Milk Lunch: Whole Wheat Pasta, Turkey, Tomato Sauce, Green Salad, Italian Dressing, Orange, Milk Snack: Rice Cakes, Diced Peaches		
					

SETA Head Start Menu

Octubre 2012

	lunes	martes	miércoles	jueves	viernes
Semana 7	1 Desayuno: Cereal Crispix, Manzana, Leche. Comida: Arroz Integral Frito con Pollo, Naranja, Leche. Bocadillo: Baritas de Queso, Galletas Saladas de Trigo American Classic.	2 Desayuno: Avena, Azúcar Morena, Plátano, Leche. Comida: Macarrón con Queso, Ejotes Sazonados, Fresa o Tanjarina, Leche. Bocadillo: Waffle de Fresa, Galletas de Grano Integral Grahams, Leche.	3 Desayuno: Minibarra de Grano Integral Dreamy Orange, Durazno Picado, Leche. Comida: Pollo Asado con Pan de Trigo Integral, Granos de Elote, Melón, Leche. Bocadillo: Bocadillo de Elote Multigrano, Pera Picada.	4 Desayuno: Jotqueis de Grano Integral con Miel de Arce, Manzana, Leche. Comida: Pastel de Carne de Res con Salsa, Puré de Papa, Chabacanos Enlatados, Bollo para Cena, Leche. Bocadillo: Yogur de Fresa, Taza con Fruta.	5 Desayuno: Cereal Rice Krispies, Plátano, Leche. Comida: Pavo Asado en Pan de Trigo Integral, Baritas de Zanahoria, Kiwi, Mayonesa, Leche. Bocadillo: Galletas Saladas de Trigo Integral Sunrise Bites, Manzana.
Semana 1	8 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.	9 Desayuno: Barra de Mollete de Trigo Integral y Plátano, Naranja, Leche. Comida: Hamburguesa de Res, Pan de Trigo, Elote, Pepino en Vinagre, Mostaza y Catsup, Kiwi, Leche. Bocadillo: Barita de Queso, Manzana.	10 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.	11 Desayuno: Bagel de Trigo Integral con Queso Crema, Pera Picada, Leche. Comida: Queso en Pan de Trigo Integral, Coliflor con Aderezo, Manzana o Sandía, Mantequilla, Leche. Bocadillo: Galletas Saladas Jungle de Grano Integral, Leche.	12 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	15 Desayuno: Pan de Trigo Integral con Pasas, Manzana, Leche. Comida: Pollo Horneado, Camote, Melón, Bollo de Trigo para Cena, Leche. Bocadillo: Naranja, Fresas, Yogur de Plátano.	16 Desayuno: Jotqueis de Grano Integral con Miel de Arce, Kiwi, Leche. Comida: Hamburguesa Asada de Res en Pan de Trigo Integral, Verduras Mixtas, Tanjarina o Fresa, Leche. Bocadillo: Peces de Galletas Saladas de Trigo Integral con Fresa, Plátano.	17 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.	18 Desayuno: Cereal Crispix, Plátano, Leche. Comida: Jamón de Pavo con Pan de Trigo Integral, Pepino con Aderezo, Naranja, Mayonesa, Leche. Bocadillo: Barras de Grano Integral Nutra Grain, Leche.	19 Desayuno: Barra de Cereal Cheerios, Taza de Fruta Mixta, Leche. Comida: Rebanada de Queso en Pan de Trigo Integral, Zanahorias, Naranja, Leche. Bocadillo: Dinosaurios de Galleta Salada con Limón, Jugo de Manzana.
Semana 3	22 Desayuno: Cereal de Grano Integral, Naranja, Leche. Comida: Macarrón con Queso, Brócoli con Aderezo Ranch, Melón, Leche. Bocadillo: Waffle de Fresa, Galletas Graham de Grano Integral, Leche.	23 Desayuno: Waffles de Trigo Integral, Miel de Arce, Plátano, Leche. Comida: Ravioli de Res, Pan Francés, Ensalada de Espinaca con Aderezo, Naranja, Leche. Bocadillo: Barita de Queso, Manzana.	24 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 Frambuesa.	25 Desayuno: Bagel de Trigo Integral con Queso Crema, Manzana, Leche. Comida: Pavo Asado, Pan de Trigo, Mayonesa, Baritas de Calabacita, Aderezo, Tanjarina o Fresa, Leche. Bocadillo: Requesón, Golosinas de Piña.	26 Desayuno: Cheerios de Grano Integral, Naranja, Leche. Comida: Queso Suizo con Pan de Trigo Integral, Rebanadas de Jitomate, Chabacano Picado, Mantequilla, Leche. Bocadillo: Kiwi, Peces de Galletas de Trigo Integral.
Semana 4	29 Desayuno: Barra de Mollete de Trigo con Arándanos Azules, Melón, Leche. Comida: Arroz Español, Ejotes, Tanjarina o Fresa, Leche. Bocadillo: Galletas Saladas Cheese-It, Mitades de Chabacano.	30 Desayuno: Bagel con Queso Crema, Naranja, Leche. Comida: Pollo Teriyaki, Arroz Integral a Vapor, Ensalada Sunomono, Kiwi, Leche. Bocadillo: Galletas Saladas Tropical Treat de Grano Integral, Manzana.	31 Desayuno: Cereal de Avena, Plátano, Azúcar Morena, Leche. Comida: Pasta de Trigo Integral con Pavo y Salsa de Jitomate, Ensalada con Aderezo Italiano, Naranja, Leche. Bocadillo: Galletas de Arroz, Durazno Picado.		
					

ITEM IV-B - INFORMATION

'BREATHE CALIFORNIA' PROGRAM FOR ASTHMATIC CHILDREN

BACKGROUND:

"Breathe California" of Sacramento-Emigrant Trails was awarded a grant through the Kaiser Foundation to provide asthma education classes. These classes are specifically designed for Head Start parents who have children with asthma or asthma-like diseases.

Three Head Start centers have been identified as having the highest incidences of asthma-they are the Fruitridge Head Start, Country Woods Head Start and the Freedom Park Head Start programs. Each center will have a class in the Fall (which will be happening within the next few weeks) and in the Spring. Each class will be 45 minutes long with refreshments and child care provided. Parents are encouraged to invite family members who care for the child who has asthma or have children of their own with asthma. The Fall schedule is as follows:

- ❖ Fruitridge Head Start, November 2, 2012, 12:30 p.m.
- ❖ Country Wood Head Start, November 16, 2012, 12:30 p.m.
- ❖ Freedom Park Head Start, December 5, 2012, 5:00 p.m.

Ms. Meghan Marshall will be available to answer questions.

NOTES:

ITEM IV-C – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the attached Governing Board minutes of the August 2, 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, August 2, 2012
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:09 a.m.

Members Present:

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

Members Absent:

Jay Schenirer, Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the July 5, 2012 Regular Board Meeting
B. Approval of Claims and Warrants

There were no questions or corrections.

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

- A. Approve the July 5, 2012 minutes.
B. Approve the claims and warrants for the period 6/29/12 to 7/25/12.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

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

Mr. Roy Kim reviewed this item. The public hearing was opened in June. The final budget is a little higher than the initial budget. Mr. Kim reported that 66% of

the budget is comprised of Head Start funding, and the remaining 34% from the Workforce Development Department grants.

Moved/Pannell, second/Yee, to close the public hearing and approve the SETA budget for 2012-2013.

Voice Vote: Unanimous approval.

2. Approval to Accept Funds from the Employment Training Panel for Technology Training and Authorize the Executive Director to Execute the Subgrant Agreement, Modification and Other Documents Required by the Funding Source

Mr. William Walker reviewed this item.

Mr. Yee asked if this was federal funding and Mr. Walker replied that these are EDD funds through the Base Wage system. The training will be held 2012-2014 at Tech Skills on Howe Avenue. Mr. Walker stated that if all of the funds are utilized, additional funds may be requested. Ms. Pannell requested a flyer so it can be posted on her Facebook page and Mr. Walker replied that a flyer will be developed and sent to Ms. Pannell.

Moved/Pannell, second/Yee, to approve acceptance of funds for the period June 30, 2012 through June 29, 2014 from the Employment Training Panel and authorize the Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source.

Voice Vote: Unanimous approval.

3. Approval to Submit a Proposal to the Community Corrections Partnership and Authorize the Executive Director to Execute the Agreement Modifications and Other Documents Required by the Funding Source

Mr. William Walker reported that SETA has been a member of the Community Corrections Partnership (CCP) since the implementation of Assembly Bill (AB) 109. SETA has developed a proposal that will assist with providing access to comprehensive wrap-around services to the AB109 population. SETA is proposing to provide a holistic approach by providing vocational, employment and supportive services to ex-offenders. The number of clients served is dependent upon the number of referrals. SETA is requesting \$612,637 to serve 122 AB109 referrals, with the capacity to serve more if needed at a cost of \$5,022 per participant.

Mr. Yee asked if local law enforcement support this program and Mr. Walker replied that he has talked with the chief of the sheriff's department and they are interested in services for the ex-offenders.

Ms. Scherman requested that the South County Career Center be included as one of the career centers involved in this program and asked that it be included as part of the motion.

Moved/Yee, second/Pannell, to approve the submission of a proposal to the Community Corrections Partnership requesting \$617,637 to serve 122 AB109 referrals and, if awarded, authorize the Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source. In addition, the South County Career Center will be included in the list of career centers to be utilized in this program.

Voice Vote: Unanimous approval.

B. WORKFORCE DEVELOPMENT DEPARTMENT

1. Reappointment of Workforce Investment Board Members

Ms. Kossick reported that this item is brought before the board every three years. This is a 41 member board and there are two vacancies.

Moved/Pannell, second/Yee, to approve the reappointment of board members to three-year terms on the Sacramento Works, Inc. Board.

Voice Vote: Unanimous approval.

Refugee Services: None.

One Stop Services: None.

Community Services Block Grant

2. Approval to Augment South County Services, Inc. in the Amount of \$89,314 in Community Services Block Grant Funding

Mr. Nottoli arrived at 10:20 a.m.

Ms. Cindy Sherwood-Green reported that South County Services is the only comprehensive services organization in the south part of the county. Two years ago, funding from the Department of Human Assistance, the Sacramento Housing and Redevelopment Agency and the City of Galt was lost and this organization has been struggling since then. SETA staff has found funds which will permit South County Services to continue with their operations.

Mr. Nottoli thanked staff for their work on locating the funds. This program serves the furthest reaches of the county. Mr. Nottoli stated that he has had discussions with Ms. Kossick and Mr. Paul Lake that after January 1 there will be a need to help South County Services again. It is important to keep this program.

Moved/Nottoli, second/Pannell, to approve the augmentation of \$89,314 in Community Services Block Grant funding for South County Services Inc. to continue the provision of safety-net services in South Sacramento County from July 1, 2012 through December 31, 2012.

Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

C. CHILDREN AND FAMILY SERVICES: No items.

IV. Information Items

A. Summary of Media Coverage Received for SETA and Sacramento Works from January 1, 2012 through June 30, 2012: Ms. Kossick publically thanked Ms. Terri Carpenter for her outstanding work in getting media coverage.

B. Fiscal Monitoring Reports: No comments.

C. Employer Success Stories and Activity Report

Mr. Walker reported that at the last meeting he was asked to find out information regarding Black Bear; staff will be working with this store on recruitment. Mr. Nottoli asked whether there was an indication of the number of jobs that will be available at the call center. Mr. Walker replied that staff has been working with ACT. So far, 600 individuals have been tested and training will begin on August 17. Mr. Walker has been working with their HR manager. ACT wants to keep SETA engaged in this process. The pay scale for HR manager begins at \$24 per hour, the Admin. Assistant, \$9-\$13 per hour, and the call center people is \$9.50 per hour. Most of the people testing for the jobs are doing exceptionally well; it is a really good pool of individuals.

A question was asked if SETA has a Facebook page and Ms. Terri Carpenter replied that there is a Sacramento Works Facebook page. The pictures of the people are posted on our Facebook page.

Mr. Carlos Lopez reported that the CET training facility has moved into their new facility and they are in the process of recruiting people. Staff is doing labor market information to determine other types of training that can be provided. The new training facility is currently 50% full. Mr. Lopez hopes the board will be able to provide seed money to start up new training opportunities since starting up a new course is a challenge.

D. Dislocated Worker Update: No comments.

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

- F. Head Start Reports: Ms. Denise Lee reported that the Walnut Grove Early Learning Center is expected to be fully enrolled. Staff is actively recruiting to build a waiting list in case someone leaves. Staff does not want to close this center but it is difficult to staff and keep the program fully enrolled.

Staff received notification that the Head Start grant request was fully accepted. The California Department of Education contracts were cut and many of the delegates were cut 10%. Staff anticipates cuts coming shortly. Ms. Lee will work with her management team to discuss options on how to respond to the cuts.

A question was raised why nutrition services was well over budget. Ms. Lee replied that included in this budget is a program to train parent aides. It is a very popular program which is indicated by the fact that twice as much has been spent. Ms. Lee stated that this is a training program to go into entry level work in the food services program. Parent aides learn sanitation and safety and when they complete the program they can apply for the on-call cook/driver job. Parent aides are paid for a maximum of two hours and they are reimbursed their mileage and child care.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick wished Ms. Scherman a Happy Birthday.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Ms. Scherman said that she and her husband are taking their youngest granddaughter to college on August 18.
- F. Public: No report.

VI. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (subdivision (a) of Section 54956.9)

UNITED STATES OF AMERICA, *ex rel.* MAUREEN DERMOTT-MORRISON v.
SACRAMENTO EMPLOYMENT TRAINING AGENCY
U.S. District Court, Eastern District of California Case No. 2:10-CV02048 KJM
GGH

The board went into closed session at 10:44 a.m.

- VII. Adjournment:** The meeting was adjourned at 10:54 a.m. with no report out of closed session.

ITEM V

COMMITTEE REPORTS

✓ Executive Committee

Critique of the Parent Advisory Committee meeting, September 18, 2012.

GOOD!!!
Thank you, Mr. Juan Mozqueda, for being present to translate.
Thank you, Chair, for making reminder calls.
Thank you for not eating in the board room.
Thank you, Ms. LaShaun Burke, for PC/PAC reimbursements.
Thank you, Ms. Wendy Tanner, for clerking the board.
Thank you board members for completing your reimbursement forms in black or blue ink only!
Thank you for a clean board room including putting name plates away.
Thank you for turning off all electronic devices prior to start time of the meeting.
NEEDS IMPROVEMENT
Please be seated at 8:50 a.m. prior to the start of the meeting, and plan on remaining to the end of the meeting.
Please remember to arrange for daycare, and refrain from bringing children to the meeting.
Plan to attend committee meetings in which you have signed up to participate.
Please raise your hand and wait to be called on by the Chair before speaking.
Please remain seated during all presentations and reports.

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

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

ITEM V – COMMITTEE REPORTS (continued)

Page 2

- D. 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. Asontie Hudson

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

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

- G. 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
 - 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

October 2012



SETA Operated Program

Program Operations:

The Center for Social Emotional Foundations for Early Learning (CSEFEL) is a national resource center funded by the Office of Head Start and Child Care Bureau, and is focused on promoting the social-emotional development and school readiness of young children from birth to 5 years of age. This month, staff kicked off the CSEFEL training project by providing Module 1- Part A training for all mental health, disabilities, and education staff. This module focused on the beginning stages of Building Relationships by looking at brain development, personal hot buttons, and reframing behaviors. Attendees had overwhelming positive response to this material and are looking forward to the next session.

This is a busy time in the classroom for new children. Within the first 45 days of enrollment, all children should receive their developmental screenings, which includes behavioral and speech screenings. Information gathered helps teachers to individualize the learning activities and the environment to meet children's needs.

Family Support Services:

In September, the Family Engagement Unit hosted a Health and Wellness fair in honor of grandparents. Grandparents were able to watch a cooking demonstration by a chef, using locally grown produce, prepare heart-healthy meals for their families. Participants were able to get ideas on how to prepare healthy meals on a budget. After the demonstration, the chef prepared dinner for those in attendance. After dinner, participants were able to talk to representatives from MTI and get their blood pressure taken, their BMI done, and get answers to questions about diabetes and high blood pressure. Carrington College volunteered their services and grandparents were treated to massages. Students from the Paul Mitchell School also were here giving manicures and haircuts. Belinda Malone led parents in a workshop on aromatherapy. One of the students from the Paul Mitchell School was a former Head Start parent and the past PC chair. This former parent had also attended the grandparent wellness fair and was now back offering her services to current Head Start families. She has truly come full circle! At the end of the evening, before picking their grandchildren up from childcare, each one of the grandparents expressed their gratitude about how much they enjoyed learning something new, but above all, being pampered!



In addition, a new six-week parenting and discipline class is being offered for parents with children from birth to five years of age. Robert Silva is facilitating the workshop entitled Love and Logic, and over 20 families attended the first session. Staff is pleased to be able to offer workshops that families have requested.



Finally, the Family Engagement unit in conjunction with Program Operations, is looking at school readiness and transitions. While Program Operations focuses on school readiness for children, the Family Engagement unit focuses on school readiness from the parents' point of view. Staff will be working hard this year to ensure that all families know what to expect when transitioning to kindergarten, and what they as parents need to work on to make sure that their children are successful in school.



Elk Grove Unified School District



Education Services Update:



Isabelle Aguiniga, Head School Nurse for EGUSD, presented information regarding how to use an EpiPen, how to handle bee stings, and the proper use of an inhaler. She explained the necessity of filling out the Bumps and Blows to the Head form if a student has any trauma to the head, and the importance of having the EGUSD Medication form filled out before administering any medications to students. She gave teachers a copy of each of these forms as well as a First Aid Quick Reference Guide.



Judy Schulz, Operations Manager, EGUSD's Food and Nutrition Services, spoke to teachers about food safety and handling, guidelines regarding portion sizes, and the proper posting in the classrooms for students with special dietary needs.



Florence Oneto, Social Worker, PreK, gave a presentation on mandated reporting of child abuse and neglect. She reminded teachers that it was their legal responsibility to report any suspected abuse.



Enrollment:

The Elk Grove Unified School District Head Start Program is fully enrolled with 420 students in the program. Average Daily Attendance for the month of September was 91%.



Disabilities Services and Mental Health Services Update:

The program educators and clerks have worked closely with the PreK Social Worker, Florence Oneto, and with the PreK Psychologist, Teresa Gannon, to place students with an active IEP into the Head Start program. There are 40 students with active IEPs being served.



Health Services Update:

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



Family and Community Partnerships Update:

"Discover Art" was presented in partnership with KVIE, Sacramento at Charles Mack Elementary on September 18, at Samuel Kennedy Elementary on September 19, at David Reese Elementary on September 20, and at Herman Leimbach Elementary on September 21. Five parents attended the classes held at David Reese and Herman Leimbach Elementary Schools. Eight parents attended the classes held at Charles Mack and Samuel Kennedy Elementary Schools. Discover Art is designed to





help parents learn the importance of art as a form of expression, creativity and problem solving in their child's life. Parents participate in hands-on art experiences that they can do with their children at home.

"Latino Family Literacy", a class for Spanish-speaking parents to learn strategies for working with their children in the area of literacy, was held at Charles Mack Elementary on September 11, September 18, and September 28. An average of seven parents attended these classes.

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

Recruitment:

Individual registrations are taking place and students are being placed on a waiting list. There is a waiting list at each of the school sites. One hundred and fifty fliers were given out at Family Fun Day, held at Prairie Elementary School on September 22.

Sacramento City Unified School District

Education:

This month began with the professional learning series presented by Dr. Theresa Roberts, with a focus on Oral Language Development and continuing the work related to alphabet letter recognition. Data collection in these areas will be expanded to include all three-year-olds and four-year-olds.

Resource teachers and Social Workers will be training and supporting classroom teachers with the implementation of the CSEFEL framework, which emphasizes social-emotional growth (The Teaching Pyramid).

Monthly teacher collaboration opportunities (Common Planning Time) have been arranged to support all preschool teachers in the use of data inquiry and as a means of enhancing their teaching and implementation of individualization strategies.

The Kindergarten Transition Community Collaborative met on Saturday, September 29. Approximately 25 teachers and providers attended the professional learning event. The speaker was Ronald Mah, who provided an outstanding presentation on dealing with childrens' tantrums.

Early Head Start & Home-based:

What a busy month! EHS is fully enrolled and the center-based babies are back in class and settling in nicely. With pre-service and on-going coaching, teaching staff is gaining an increased understanding of "evidence-based instruction", with the use of a revised lesson plan and child observation tool to support intentional, data-driven teaching. This year's foci are increasing vocabulary acquisition and increasing children's understanding of number concepts. In addition, Early Head Start home-visitors will be supporting parents in examining and improving their parenting skills, reflecting the enlightening three-day training conducted by Douglas Quiett on "Home Visiting the PITC Way", which occurred at the end of August.





The multi-lingual preschool home-visitors have full caseloads and are starting visits with an emphasis on supporting parents in implementing their children's gain in oral language, letter recognition, and number concepts.

Governance/Enrollment:

Child development achieved full enrollment in both Head Start and Early Head Start on each of their designated first days of instruction.

Concentrated recruitment continues for sites that were slow to fill and for pregnant women in Early Head Start.

Health Services:

Child Development Nurses were busy this summer performing sensory screenings, conducting health interviews with parents, and health content chart reviews for the upcoming school year. All three nurses are continuing with sensory screenings at the preschool sites during September through mid-October.

School Nurse Victoria Benson provided health information to all teaching staff during the Staff Orientation on August 30. Topics covered by Ms. Benson were Asthma in Preschoolers, Blood-Borne Pathogens and Universal Precautions, and Food Allergies, including Anaphylaxis in Children. Victoria Benson serves as Nurse Representative for the Child Development Re-Design Meetings, which are held monthly. The re-design committee is comprised of staff members from each area of Child Development and includes district-wide representatives. The committee is broken down into sub-groups who take a more in-depth look at how the department can better serve the preschoolers and their families. The subcommittee groups are "Supervision and Monitoring", "Family and Community Engagement", "Teaching and Learning", and "Enrollment and Registration". Each group is creating goals within their respective focus area, and is outlining ideas and strategies for attaining these new goals.

The SCUSD Child Development Health and Nutrition Committee resumed meeting after the summer break. The committee is comprised of nurses from both the Early Head Start and Head Start Programs, Registered Dietitian Karen Ito, Resource Teacher Charlotte Bier, and Supervisory Staff members Tammy Sanchez and Noel Estacio. One area of focus at this time is close collaboration with the Nutrition Services Department in an effort to provide timely and safe management of preschool children with special dietary needs, such as severe food allergies.

San Juan Unified School District

Education Services/Program Support Training Update:

An orientation/in-service was provided for the teachers regarding the revisions to the Education binder for the next year.

September trainings for teachers focused on a review of the Early Childhood Environmental Rating tool and a discussion of the Common Core Standards and how these related to the Preschool Learning Foundations.

Child Development Assistants were trained on the topic of Emotion Management and how that is modeled for children in the Second Step Curriculum.



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Disabilities Services Update:

The month of September included following up on a number of students who had not been to the screening center to make sure that they completed the screening process. The screening center remained open two days a week for the first part of the month, and later in the month was reduced to one day a week. Children were settling into their classrooms and teachers submitted the summer referrals and observed children to assess any further concerns. Systems meetings began as the team prepares for the upcoming self-assessment process and mock review. The team attended the Countywide Review meeting at SETA to go over the monitoring tool created by the grantee.

Mental Health Services Update:

Mental Health Referral Process, Positive Parenting Tips, Limit Setting, and Stress Management have been topics discussed between Mental Health Therapist and staff, teachers, and parents. The therapist's focus continues to be on providing support and referrals for children whose social and emotional functioning is low. Also, teachers continue to be given support on implementation of the Operations Guide Mental Health Criteria.

Nutrition Services Update:

Health is reviewing the nutrition status of all the children enrolling for the 2012-2013 Head Start school year. Nutrition information and/or counseling is given if a need arises.

Health Services Update:

Children were screened two days a week, then one day 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 statuses of the children. Health has completed its review of all appropriate ChildPlus reports for the PIR.

Family and Community Partnerships Update:

This month the outgoing Policy Committee met for their last regular meeting and approved the self-assessment process. Classroom teachers held the first of the parent meetings, including electing their site PC representatives and alternates, who will be seated in October. During teacher content update training, the Parent Involvement Lead presented the new guidance for parent volunteers that had been included in parent orientation packets at the beginning of the year.

Transition Services Update:

A new school year has begun and all the students are eager to learn! Home visits have been completed with the families and discussions were held regarding the importance of school readiness. Parents were encouraged to be an active participant in their child's education. Individualization plans and EGIBA's have been completed. This data will guide teacher planning with preparing children to be ready for kindergarten.

Fiscal Update:

September has been a busy month for Head Start and Early Head Start. Much work has been done for getting the HS/EHS classes full and all the teachers in place. Staff is looking forward to working with the new Policy Committee and having a successful year for our families.

All fiscal reports were submitted on a timely basis with the Grantee for August 2012. As this year begins, preparations are underway for the HS/EHS annual self-review.



Early Head Start:

September saw a busy start to the new school year! PITC staff training has begun and continues through March. This is West Ed's newest training for infant group care and it can provide three college level units for staff.

Mental Health site visits have begun by our consultant, Rich Lougy. Mr. Lougy is establishing relationships with staff and families and is also working with CSUS to recruit new interns to provide direct services to EHS families through a referral process.

The annual Self Assessment process has begun in addition to the annual update of the Service Area Plans. A plan for our year-long Federal Review preparation has been outlined.

A pilot process to incorporate the MCHAT autism screening tool into the current system at Marvin Marshall and General Davie, Jr. Primary Center Toddler program began in September as well.

Twin Rivers Unified School District

Events:

The annual Back to School Night event was held at the Morey Avenue school site. Parents were invited to tour the classrooms decorated with art projects and talk with the teaching staff about the preschool program and ways to get involved at the school site. In alignment with our school readiness goals of literacy, free books were given to all attendees as they toured the library. Families were also treated to a delicious yogurt bar sponsored by the District's Nutrition Department as part of our Health goal to decrease obesity with healthy snacks and eating habits.

During the month of September all classrooms participated in parent meetings with the focus on different ways that parents can be involved with their child's education and making their school experience as productive as possible.

Professional Development:

On September 6, 2012 all district preschool teachers participated in the first Creative Curriculum workshop related to the first curriculum study of Trees. During the two-hour presentation, teachers from the ECE Leadership Team facilitated demonstrations on how the Mighty Minutes and Intentional Learning cards could be utilized throughout the day to reinforce academic concepts and ease transitions between activities. The ECE Specialist also demonstrated different approaches to reading aloud in large groups, and methods for more engaging reading.

The ECE Leadership Team is also planning for the next professional development day on October 31. This full-day workshop will include a refresher training on the Enlightened Discipline concepts of "Be Kind, Be Safe and Be Clean: implemented last year for all of the preschool programs. The next curriculum study of Building will be discussed along with demonstrations of how to fully implement Alpha Friends to increase letter recognition and knowledge of letter sounds.

Components:

The Nutrition Component Leader continues inputting the nutrition information into the ChildPlus database. The Nutrition Team completed the growth assessments for students and continues to follow up on required nutrition information.





The Health Component Leader continues reviewing students' files for medical concerns, and continues following up on students needing additional documents. Students participated in vision, dental, and hearing screenings at Morey and Oakdale in collaboration with our local community partners. The inputting of health information has begun in the ChildPlus database.

Our School Social Worker/Counselor has begun classroom observations to assist with intervention strategies and behavioral techniques for all classrooms. The Head Start program is currently filling the vacancy for the other Community Liaison position so the Social Worker has been assisting with the Family Partnership process due to the staff shortage. The mental health and social skills groups are scheduled to begin the week of October 15 for any students referred by teaching staff or parents for additional assistance with behavior modifications. Planning for the annual Fall Festival is underway, as well as for the annual Red Ribbon Week celebration.

The Community Liaison continues to meet with families to complete their Family Partnership Profiles and begin assessing their goals with the Family Partnership Agreement, as well as providing resources and information. The Community Liaison and Social Worker also continue to plan and facilitate the monthly meetings in each classroom and at Oakdale.

The Speech and Language Pathologist has completed the initial screenings at both sites and students with speech IEPs are receiving speech services.

The Education Component Leader continues to support teaching staff with classroom observations and suggestions for improving classroom management skills and student engagement strategies. The assessment of ECERS will be scheduled for the first week of October 2012.

The ERSEA component continues to meet with parents to fill any vacancies, and both sites are fully enrolled with established wait lists.

The Program Design and Management component reviewed the three-year goals with the staff during the September staff meeting. Staff brainstormed on various ways to ensure that the goals of health, school readiness, and mental health are being met for staff, children, and families. The goals will be reviewed again in December as part of the program's self assessment. Staff also received their annual Individualized Staff Development Plan to begin completing for their personnel files. The Head Start Director will meet with all staff individually on October 23 to discuss their goals.

Policy and Parent Committees:

The official election for the Policy Committee and Parent Committee ended on September 28. All classrooms have elected representatives assigned. A few classrooms had tied votes so runoff elections were held the week of October 1. The first Policy Committee meeting will be held on October 10 and the first Parent Committee meeting will be held on October 17. The agendas will include election of officers, bylaw review, and planning of the Fall Festival.

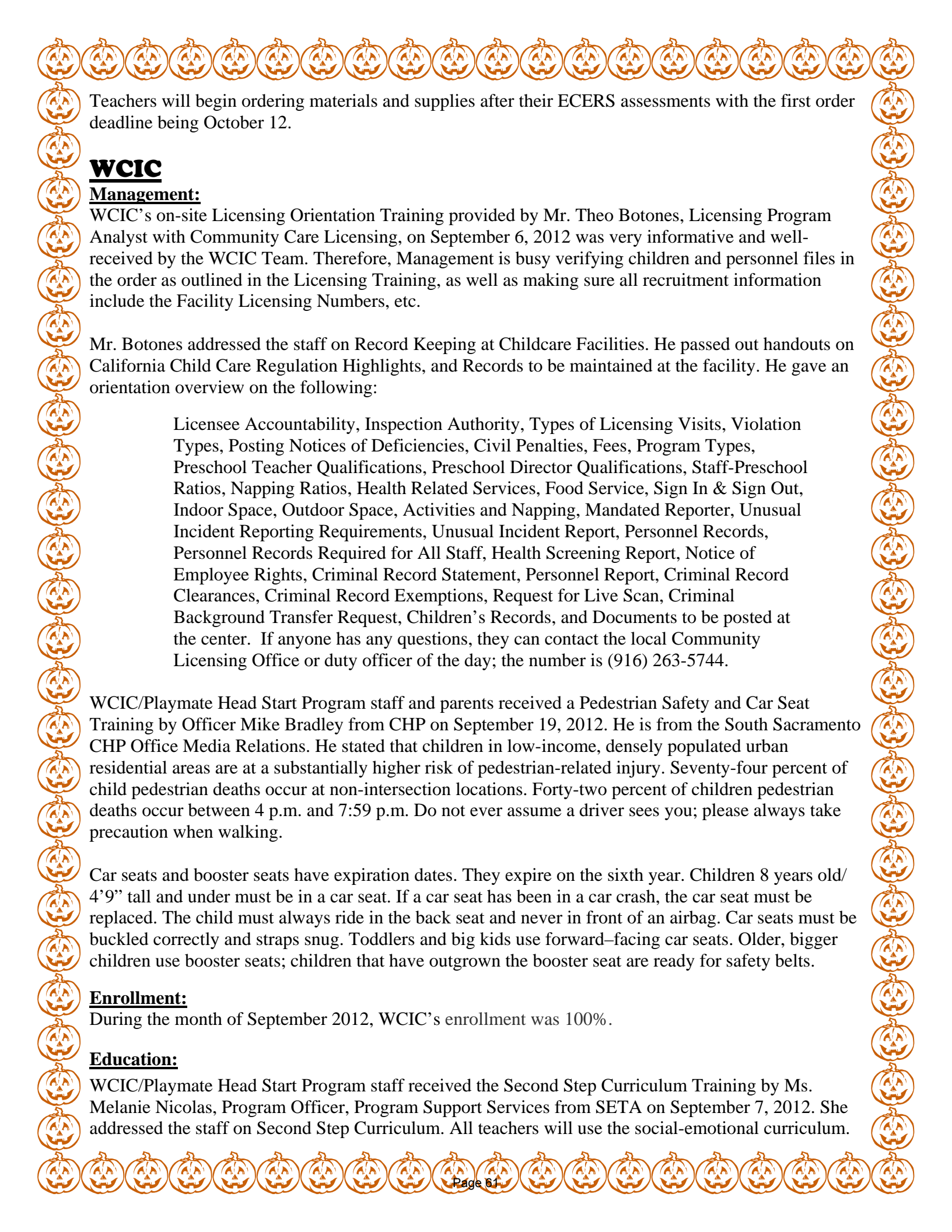
Parenting:

The parenting classes, in collaboration with the Birth and Beyond North Highlands Resource Center, have started and parents are encouraged to attend. The first parent training will be held in collaboration with SETA's Training Unit on October 17 for both the morning and afternoon classes.

Fiscal:

The Budget Analyst provided a budget overview for the ECE Leadership Team on September 26, and the Head Start audit was completed between September 18-20 by SETA Fiscal Monitoring staff.



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Teachers will begin ordering materials and supplies after their ECERS assessments with the first order deadline being October 12.

WCIC

Management:

WCIC's on-site Licensing Orientation Training provided by Mr. Theo Botones, Licensing Program Analyst with Community Care Licensing, on September 6, 2012 was very informative and well-received by the WCIC Team. Therefore, Management is busy verifying children and personnel files in the order as outlined in the Licensing Training, as well as making sure all recruitment information include the Facility Licensing Numbers, etc.

Mr. Botones addressed the staff on Record Keeping at Childcare Facilities. He passed out handouts on California Child Care Regulation Highlights, and Records to be maintained at the facility. He gave an orientation overview on the following:

Licensee Accountability, Inspection Authority, Types of Licensing Visits, Violation Types, Posting Notices of Deficiencies, Civil Penalties, Fees, Program Types, Preschool Teacher Qualifications, Preschool Director Qualifications, Staff-Preschool Ratios, Napping Ratios, Health Related Services, Food Service, Sign In & Sign Out, Indoor Space, Outdoor Space, Activities and Napping, Mandated Reporter, Unusual Incident Reporting Requirements, Unusual Incident Report, Personnel Records, Personnel Records Required for All Staff, Health Screening Report, Notice of Employee Rights, Criminal Record Statement, Personnel Report, Criminal Record Clearances, Criminal Record Exemptions, Request for Live Scan, Criminal Background Transfer Request, Children's Records, and Documents to be posted at the center. If anyone has any questions, they can contact the local Community Licensing Office or duty officer of the day; the number is (916) 263-5744.

WCIC/Playmate Head Start Program staff and parents received a Pedestrian Safety and Car Seat Training by Officer Mike Bradley from CHP on September 19, 2012. He is from the South Sacramento CHP Office Media Relations. He stated that children in low-income, densely populated urban residential areas are at a substantially higher risk of pedestrian-related injury. Seventy-four percent of child pedestrian deaths occur at non-intersection locations. Forty-two percent of children pedestrian deaths occur between 4 p.m. and 7:59 p.m. Do not ever assume a driver sees you; please always take precaution when walking.

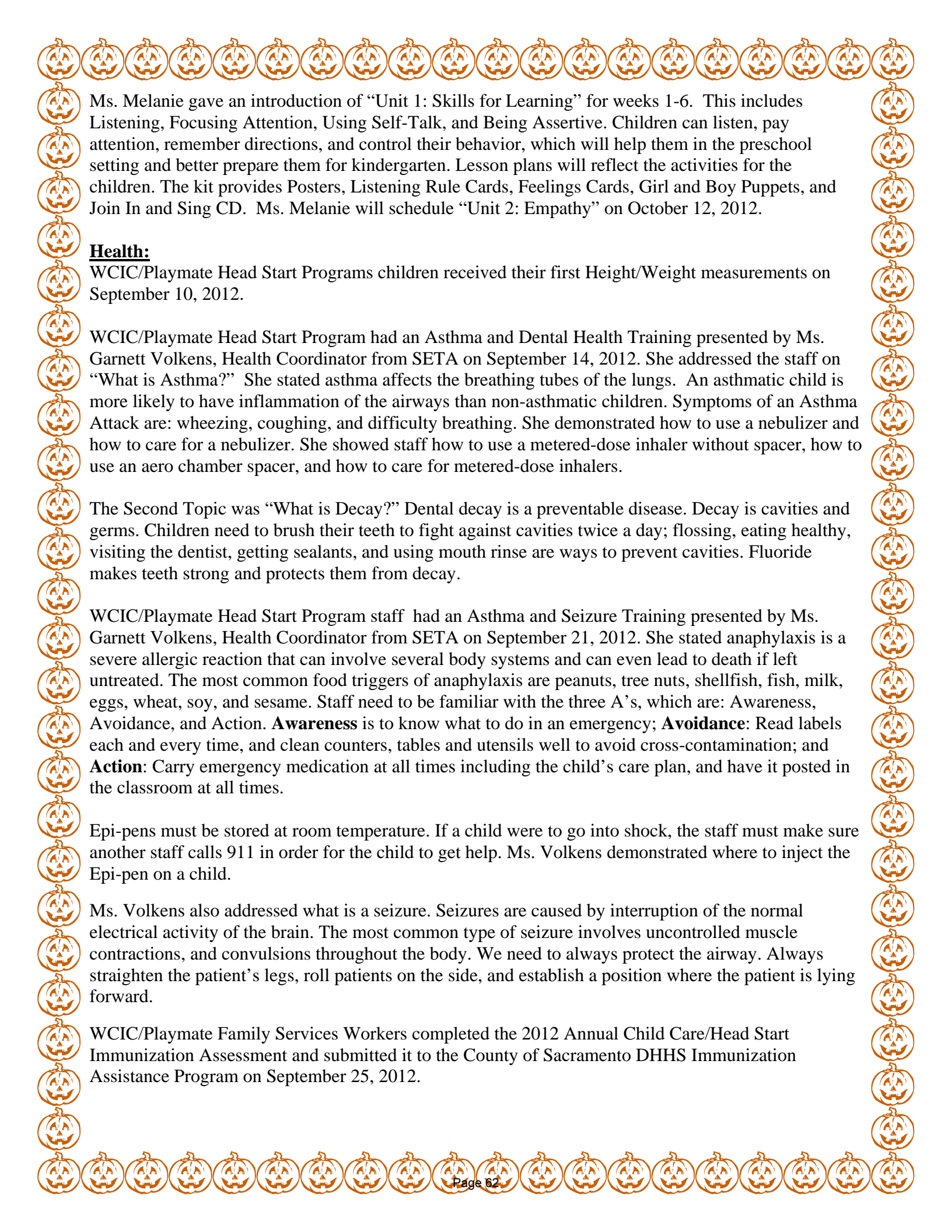
Car seats and booster seats have expiration dates. They expire on the sixth year. Children 8 years old/ 4'9" tall and under must be in a car seat. If a car seat has been in a car crash, the car seat must be replaced. The child must always ride in the back seat and never in front of an airbag. Car seats must be buckled correctly and straps snug. Toddlers and big kids use forward-facing car seats. Older, bigger children use booster seats; children that have outgrown the booster seat are ready for safety belts.

Enrollment:

During the month of September 2012, WCIC's enrollment was 100%.

Education:

WCIC/Playmate Head Start Program staff received the Second Step Curriculum Training by Ms. Melanie Nicolas, Program Officer, Program Support Services from SETA on September 7, 2012. She addressed the staff on Second Step Curriculum. All teachers will use the social-emotional curriculum.

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Ms. Melanie gave an introduction of “Unit 1: Skills for Learning” for weeks 1-6. This includes Listening, Focusing Attention, Using Self-Talk, and Being Assertive. Children can listen, pay attention, remember directions, and control their behavior, which will help them in the preschool setting and better prepare them for kindergarten. Lesson plans will reflect the activities for the children. The kit provides Posters, Listening Rule Cards, Feelings Cards, Girl and Boy Puppets, and Join In and Sing CD. Ms. Melanie will schedule “Unit 2: Empathy” on October 12, 2012.

Health:

WCIC/Playmate Head Start Programs children received their first Height/Weight measurements on September 10, 2012.

WCIC/Playmate Head Start Program had an Asthma and Dental Health Training presented by Ms. Garnett Volkens, Health Coordinator from SETA on September 14, 2012. She addressed the staff on “What is Asthma?” She stated asthma affects the breathing tubes of the lungs. An asthmatic child is more likely to have inflammation of the airways than non-asthmatic children. Symptoms of an Asthma Attack are: wheezing, coughing, and difficulty breathing. She demonstrated how to use a nebulizer and how to care for a nebulizer. She showed staff how to use a metered-dose inhaler without spacer, how to use an aero chamber spacer, and how to care for metered-dose inhalers.

The Second Topic was “What is Decay?” Dental decay is a preventable disease. Decay is cavities and germs. Children need to brush their teeth to fight against cavities twice a day; flossing, eating healthy, visiting the dentist, getting sealants, and using mouth rinse are ways to prevent cavities. Fluoride makes teeth strong and protects them from decay.

WCIC/Playmate Head Start Program staff had an Asthma and Seizure Training presented by Ms. Garnett Volkens, Health Coordinator from SETA on September 21, 2012. She stated anaphylaxis is a severe allergic reaction that can involve several body systems and can even lead to death if left untreated. The most common food triggers of anaphylaxis are peanuts, tree nuts, shellfish, fish, milk, eggs, wheat, soy, and sesame. Staff need to be familiar with the three A’s, which are: Awareness, Avoidance, and Action. **Awareness** is to know what to do in an emergency; **Avoidance**: Read labels each and every time, and clean counters, tables and utensils well to avoid cross-contamination; and **Action**: Carry emergency medication at all times including the child’s care plan, and have it posted in the classroom at all times.

Epi-pens must be stored at room temperature. If a child were to go into shock, the staff must make sure another staff calls 911 in order for the child to get help. Ms. Volkens demonstrated where to inject the Epi-pen on a child.

Ms. Volkens also addressed what is a seizure. Seizures are caused by interruption of the normal electrical activity of the brain. The most common type of seizure involves uncontrolled muscle contractions, and convulsions throughout the body. We need to always protect the airway. Always straighten the patient’s legs, roll patients on the side, and establish a position where the patient is lying forward.

WCIC/Playmate Family Services Workers completed the 2012 Annual Child Care/Head Start Immunization Assessment and submitted it to the County of Sacramento DHHS Immunization Assistance Program on September 25, 2012.

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2012-2013

Site	Loc Id	Track II	# Enrolled 9/28/12	# Present 9/28/12	# Absent 9/28/12	# Term W/I 30 days
Off Track		1				
Off Track		2				
Off Track		3				
Auberry Park	1238A	2	15	12	3	
Auberry Park	1238B	3	17	15	2	1
Bannon Creek	1200A	3	20	18	2	
Bannon Creek	1200B	3	19	16	3	1
Bannon Creek	1200X	2	21	17	4	
Bright Beginnings	1201A	2	20	16	4	
Bright Beginnings	1201B	2	19	12	7	1
Bright Beginnings	1201C	2	20	16	4	
Bright Beginnings	1201D	2	20	17	3	
Broadway ELC	1246A	3	16	14	2	4
Broadway ELC	1246R	3	19	15	4	2
Broadway ELC	1246U	EHS	8	7	1	
Broadway ELC	1246X	2	21	19	2	
Country Woods	1245A	3	20	16	4	
Country Woods	1245B	2	19	16	3	1
Country Woods	1245C	3	20	15	5	
Country Woods	1245D	2	17	10	7	3
Crossroad Gardens	1242A	2	18	14	4	2
Crossroad Gardens	1242R	3	20	16	4	1
Crossroad Gardens	1242U	EHS	8	3	5	
Crossroad Gardens	1242X	2	21	20	1	
EHS-HB OPTION	1230C	EHS	12	9	1	
EHS-HB OPTION	1230D	EHS	11	7	4	
EHS-HB OPTION	1230E	EHS	5	5	0	
EHS-HB OPTION	1230G	EHS	12	10	0	
EHS-HB OPTION	1230H	EHS	11	9	2	1
EHS-HB OPTION	1230I	EHS	12	5	7	
EHS-HB OPTION	1230J	EHS	12	5	6	
EHS-HB OPTION	1230K	EHS	12	9	3	
EHS-HB OPTION***	1230L	EHS	13	7	4	
EHS-HB OPTION***	1230M	EHS	13	4	0	
EHS-HB OPTION***	1230N	EHS	13	10	2	
Elkhorn	1255A	2	20	19	1	
Elkhorn	1255B	3	20	10	10	
Elkhorn	1255C	3	18	16	2	2
Elkhorn	1255D	3	19	14	5	1
Elkhorn	1233M	EHS	8	6	2	
Elkhorn	1255U	EHS	8	8	0	
Elkhorn	1255X	3	20	18	2	1

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2012-2013

Site	Loc Id	Track II	# Enrolled 9/28/12	# Present 9/28/12	# Absent 9/28/12	# Term W/I 30 days
Freedom Park	1239A	2	20	17	3	
Freedom Park	1239B	3	17	14	3	1
Freedom Park	1239C	3	19	14	5	
Freedom Park	1239D	3	18	17	1	2
Freedom Park	1239R	2	20	18	2	1
Freedom Park	1239X	2	21	21	0	
Fruitridge	1216A	2	20	19	1	
Fruitridge	1216B	3	20	17	3	
Fruitridge	1216C	3	19	15	4	1
Galt	1234A	3	18	15	3	1
Galt	1234B	3	20	17	3	
Galt	1234C	2	18	14	4	2
Galt	1234D	2	20	15	5	
Galt	1234E	2	19	18	1	
Galt	1234F	3	18	16	2	1
Grizzly Hollow	1252A	3	20	17	3	
Grizzly Hollow	1252B	2	19	17	2	1
Grizzly Hollow	1252U	EHS	8	8	0	
Hillsdale	1228A	3	20	13	7	
Hillsdale	1228B	3	19	15	4	1
Hillsdale	1228C	2	18	11	7	2
Hillsdale	1228D	2	18	14	4	2
Hillsdale	1228R	2	21	17	5	
Hillsdale	1228X	2	21	18	3	
Home Base Option	1213A	3	12	0	0	
Home Base Option	1213B	5	12	12	0	
Home Base Option	1213C	3	3	2	0	
Home Base Option	1213D	2	10	8	2	2
Home Base Option	1213E	2	12	11	1	
Home Base Option	1213F	2	10	3	0	2

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2012-2013

Site	Loc Id	Track II	# Enrolled 9/28/12	# Present 9/28/12	# Absent 9/28/12	# Term W/I 30 days
Hopkins Park	1253A	3	20	15	5	
Hopkins Park	1253B	2	19	15	4	1
Hopkins Park	1253C	3	20	19	1	
Hopkins Park	1253D	2	19	15	4	1
Illa Collin ELC	1221A	2	14	8	6	2
Illa Collin ELC	1221B	3	20	13	7	
Job Corp	1237M	EHS	7	5	2	1
Job Corp	1237U	EHS	8	6	2	
Job Corp	1237X	2	19	15	4	
Kennedy Estates	1240A	3	13	11	12	6
Kennedy Estates	1240B	2	15	10	5	5
La Verne Stewart	1219A	3	15	14	1	1
La Verne Stewart	1219B	2	16	11	5	1
Mather	1223A	2	20	15	5	
Mather	1223B	3	17	10	7	3
Mather	1223R	3	19	15	4	2
Mather	1223U	EHS	7	6	1	1
Mather	1223X	2	21	19	2	
Nedra Court	1244A	2	18	15	3	2
Nedra Court	1244B	3	16	15	1	4
Nedra Court	1244C	3	20	16	4	
New Helvetia I-EHS	1212U	EHS	12	10	2	4
New Helvetia II-HS	1247A	3	16	8	8	4
New Helvetia II-HS	1247B	3	20	18	2	
Norma Johnson ELC	1214R	3	16	16	0	4
Norma Johnson ELC	1214U	EHS	8	8	0	
Norma Johnson ELC	1214X	2	21	19	2	
North Avenue	1256A	3	19	18	1	1
North Avenue	1256B	2	19	19	0	
North Avenue	1256C	3	19	17	2	1
North Avenue	1256D	2	19	14	5	1
North Avenue	1256X	2	21	17	4	
Northview	1224A	3	19	11	8	
Northview	1224B	2	20	15	5	
Northview	1224R	3	20	16	4	
Northview	1224U	EHS	8	7	1	
Northview	1224X	2	21	19	2	
Parker Avenue	1207E	5	13	11	2	3

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 09/30/12)

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)	13	(6%)	N/A	
Elk Grove USD (420)	40	(9%)	N/A	
Sacramento City USD (1292)(147)	87	(7%)	18	(12%)
San Juan USD (700) (161)	76	(11%)	6	(4%)
WCIC (120)	4	(3%)	N/A	
SETA (2796)(1878 Tracks) (345)	113	(6%)	29	(8%)
County (4621)* (653)*	333	(7%)	53	(8%)

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

REGION I
2011-2012
BUDGET BALANCE

PETTY CASH FUND 2012-2013
BUDGET \$10 PER CHILD (HS) and \$15 PER CHILD (EHS)

SITE	# OF CHILDREN	Beg. Bal	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Obligated	Remaining
Bright Beginnings 1201A	20	200.00														200.00
Bright Beginnings 1201B	20	200.00		11.64												188.36
Bright Beginnings 1201C	20	200.00	10.16													189.84
Bright Beginnings 1201D	20	200.00														200.00
Fruitridge 1216A	20	200.00	21.55	5.39												173.06
Fruitridge 1216B	20	200.00		16.69												183.31
Fruitridge 1216C	20	200.00		185.43												14.57
Hopkins Park A	20	200.00		80.35												119.65
Hopkins Park B	20	200.00														200.00
Hopkins Park C	20	200.00														200.00
Hopkins Park D	20	200.00														200.00
Illa Collin 1221A	20	200.00														200.00
Illa Collin 1221B	20	200.00	32.30													167.70
Job Corp 1237X	20	200.00		57.39												142.61
Job Corp - EHS 1237M	8	120.00														120.00
Job Corp - EHS 1237U	8	120.00														120.00
Kennedy E 1240A	20	200.00	22.40													177.60
Kennedy E 1240B	20	200.00														200.00
La Verne Stewart 1219A	20	200.00														200.00
La Verne Stewart 1219B	20	200.00		21.64												178.36
Mather 1223A	20	200.00	15.55	9.21												175.24
Mather 1223B	20	200.00		59.75												140.25
Mather 1223R	20	200.00		60.47												139.53
Mather 1223X	20	200.00		32.30												167.70
Mather - E.H.S. 1223U	8	120.00														120.00
Parker 1207E	12	144.00														144.00
TOTAL		4904.00	101.96	540.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4261.78

APPROVED BY:

Kathy
Signature of Program Manager (Kathy Gonzales)

DATE:

10/10/12

REVIEWED BY:

Roger
Signature of Fiscal Manager (Roger Bartlett)

DATE:

10/10/12

REGION II
2011-2012
BUDGET BALANCE

PETTY CASH FUND 2012-2013
BUDGET \$10 PER CHILD (HS) and \$15 PER CHILD (EHS)

SITE	# OF CHILDREN	Beg. Bal	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Obligated	Remaining
Bannon Creek 1200A	20	200.00														200.00
Bannon Creek 1200B	20	200.00														200.00
Bannon Creek 1200X	20	200.00														200.00
Broadway 1246A	20	200.00		25.06												174.94
Broadway 1246R	20	200.00		11.80												188.20
Broadway 1246X	20	200.00														200.00
Broadway 1246U	8	80.00														80.00
New Helvetia I 1212U	16	240.00														240.00
New Helvetia II 1247A	20	200.00														200.00
New Helvetia II 1247B	20	200.00														200.00
North Ave 1256A	20	200.00														200.00
North Ave 1256B	20	200.00														170.19
North Ave 1256C	20	200.00		29.81												170.19
North Ave 1256D	20	200.00		29.99												200.00
North Ave 1256X	20	200.00														200.00
Northview - E.H.S.1224U	8	120.00	7.54													112.46
Northview 1224A	20	200.00														200.00
Northview 1224B	20	200.00														200.00
Northview 1224R	20	200.00														200.00
Northview 1224X	20	200.00	12.49													187.51
Solid Foundation A	20	200.00														200.00
Solid Foundation B	20	200.00														200.00
Solid Foundation C	20	200.00														200.00
Vineland 1211A	20	200.00	32.84													200.00
Vineland 1211B	20	200.00														167.16
TOTAL		4840.00	52.87	96.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4690.47

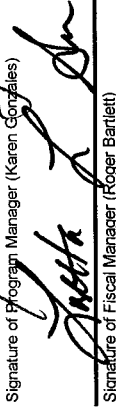
APPROVED BY:


Signature of Program Manager (Karen Gonzales)

DATE:

10/10/12

REVIEWED BY:


Signature of Fiscal Manager (Roger Bartlett)

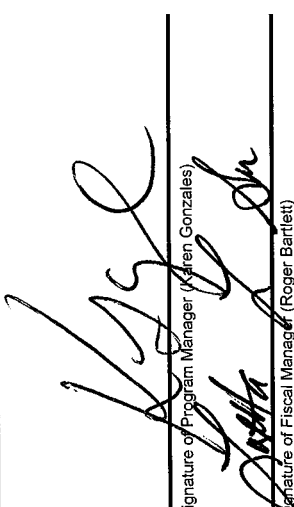
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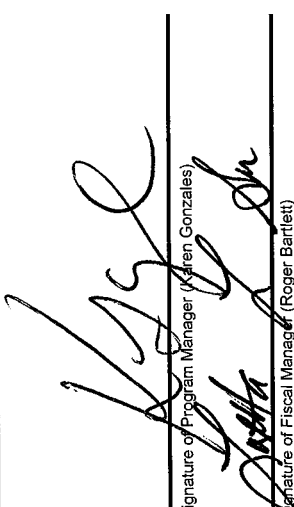
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REGION III
2011-2012
BUDGET BALANCE

PETTY CASH FUND 2012-2013
BUDGET \$10 PER CHILD (HS) and \$15 PER CHILD (EHS)

SITE	# OF CHILDREN	Beg. Bal	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Obligated	Remaining
Elkhorn A	20	200.00														200.00
Elkhorn B	20	200.00														200.00
Elkhorn C	20	200.00	17.00	6.85												176.15
Elkhorn D	20	200.00														200.00
Elkhorn X	20	200.00														200.00
Elkhorn EHS	16	240.00														240.00
Freedom Park 1239A	20	200.00														200.00
Freedom Park 1239B	20	200.00														200.00
Freedom Park 1239C	20	200.00														200.00
Freedom Park 1239D	20	200.00	13.74	86.28												99.98
Freedom Park 1239X	20	200.00		15.04												184.96
Freedom Park 1239R	20	200.00														200.00
Hillsdale 1228A	20	200.00		20.18												179.82
Hillsdale 1228B	20	200.00														200.00
Hillsdale 1228C	20	200.00														200.00
Hillsdale 1228D	20	200.00														200.00
Hillsdale 1228R	20	200.00														200.00
Hillsdale 1228X	20	200.00														200.00
Norma Johnson 1214R	20	200.00		58.87												141.13
Norma Johnson 1214X	20	200.00		55.93												144.07
Norma Johnson - EHS	8	120.00	78.66													41.34
Sharon Neese 1249R	20	200.00														200.00
Sharon Neese 1249X	20	200.00														200.00
Sharon N-EHS 1249U	16	240.00														240.00
Strizek 1225A	20	200.00														200.00
Strizek 1225B	20	200.00														200.00
TOTAL		5200.00	109.40	243.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4847.45

APPROVED BY:  DATE: 10/10/12


REVIEWED BY:  DATE: 10/10/12


Signature of Program Manager (Karen Gonzales)
Signature of Fiscal Manager (Roger Bartlett)

REGION IV
2011-2012
BUDGET BALANCE

PETTY CASH FUND 2012-2013
BUDGET \$10 PER CHILD (HS) AND \$15 PER CHILD (EHS)

SITE	# OF CHILDREN	Beg. Bal	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Pending	Remaining
Auberry Park 1238A	20	200.00														200.00
Auberry Park 1238B	20	200.00														200.00
Country Woods 1245A	20	200.00														200.00
Country Woods 1245B	20	200.00														200.00
Country Woods 1245C	20	200.00														200.00
Country Woods 1245D	20	200.00														200.00
Crossroad - E.H.S. 1242U	8	120.00														120.00
Crossroad G 1242R	20	200.00	48.53													151.47
Crossroad G 1242X	20	200.00														200.00
Crossroads - 1242A	20	200.00	38.82	65.32												95.86
Galt 1234A	20	200.00														200.00
Galt 1234B	20	200.00		15.15												184.85
Galt 1234C	20	200.00														200.00
Galt 1234D	20	200.00		46.44												153.56
Galt 1234E	20	200.00														200.00
Galt 1234F	20	200.00														200.00
Grizzly Hollow - E.H.S.	8	120.00														120.00
Grizzly Hollow 1252 A	20	200.00														200.00
Grizzly Hollow 1252B	20	200.00														200.00
Nedra 1244A	20	200.00														200.00
Nedra 1244B	20	200.00														200.00
Nedra 1244C	20	200.00														200.00
Phoenix Park EHS1248U	6	90.00														90.00
Phoenix Park 1248A	20	200.00														200.00
Phoenix Park 1248B	20	200.00														200.00
Phoenix Park 1248X	20	200.00														200.00
Walnut Grove 1235A	20	200.00														200.00
TOTAL		5130.00	87.35	126.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4915.74

APPROVED BY:  DATE: 10/10/12

REVIEWED BY:  DATE: 10/10/12

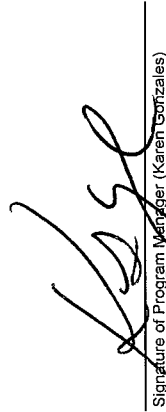
Signature of Program Manager (Kathy Gonzales)
Signature of Fiscal Manager (Roger Bartlett)

HOME BASE
2011-2012
BUDGET BALANCE

PETTY CASH FUND 2012-2013
BUDGET \$10 PER CHILD and \$15 PER CHILD (EHS)

SITE	NUMBER OF CHILDREN	Beg. Bal	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Obligated	Remaining
B. Parnell	11	165.00														165.00
C. Bunge	11	165.00														165.00
D. Nichols	11	165.00														165.00
J. Crawford Blain	11	165.00														165.00
J. Jimenez	11	165.00														165.00
K. Aroyau	11	165.00														165.00
K. Lee	11	165.00														165.00
L. Letourneau	11	165.00														165.00
L. Moore	11	165.00														165.00
L. Schleicher	11	165.00														165.00
K. Afoyan	11	165.00														165.00
M. Supelveda	15	150.00														150.00
J. Isaac	15	150.00														150.00
L. Glines	15	150.00														150.00
M. Edwards	15	150.00														80.97
V. Oezhehovsky	15	150.00														150.00
R. Ramirez	15	150.00														150.00
TOTAL		2715.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2645.97

APPROVED BY:


Signature of Program Manager (Karen Gonzales)

DATE:

10/10/12

REVIEWED BY:


Signature of Fiscal Manager (Roger Bartlett)


DATE:

10/10/12

FIELD TRIP FUND 2012-2013
BUDGET \$7 PER CHILD

SITE	Beg. Bal	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Remaining
Head Start	14000.00	443.25	124.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13432.50
EHS	8500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8500.00
TOTAL	22500.00	443.25	124.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21932.50

APPROVED BY:



Signature of Program Manager (Karen Gonzales)

DATE:



REVIEWED BY:



Signature of Fiscal Manager (Roger Bartlett)

DATE:



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: