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Thought for the Day: "Vision without action is merely a dream. Action without vision just passes the time. Vision with action can change the world"

Author: Joel Barker

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

Date: Tuesday, January 15, 2013

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.

AGENDA

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- Head Start Deputy Director's Monthly Report – Ms. Denise Lee
 - ⇒ Monthly Head Start Report
- Managers' Reports
 - Program Support Services Report – Ms. Brenda Campos
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DISTRIBUTION DATE: THURSDAY, JANUARY 10, 2013

Parent Advisory Committee (PAC) meeting hosted by:
LaTasha Windham, Chair; Iyshiah Lacey, Vice Chair; Shelly Fuentes, Secretary;
Jonathan White, Treasurer; Mayra Partida, Parliamentarian

ITEM I - A – ROLL CALL

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

- ___ Vacant, Auberry Park Head Start
- ___ **Alma Amaya, Bannon Creek Head Start,**
- ___ **Jonathan White, Broadway Early Learning Center**
- ___ Vacant, Country Wood Head Start
- ___ Vacant, Crossroad Gardens Head Start
- ___ **Mayra Partida, Early Head Start (Home Base)**
- ___ **Marlem Medrano, Elkhorn Head Start**
- ___ **Rick Mason, Freedom Park Head Start**
- ___ **Rosa Gomez, Fruitridge Head Start**
- ___ Vacant, Galt Head Start
- ___ **Alicia Kafka, Grizzly Hollow**
- ___ **Teressa Jay, Hillsdale Head Start**
- ___ **Colleen Fietzek, Home Based Head Start**
- ___ 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
- ___ **Yadira Lopez, (Marie Cleveland's) Bright Beginning Head Start**
- ___ **Iyshiah Lacey, Mather Head Start**
- ___ **Praveena Chaudhary, Nedra Court Head Start**
- ___ Vacant, New Helvetia I Head Start
- ___ Vacant, New Helvetia II Head Start
- ___ Vacant, Norma Johnson Head Start
- ___ Vacant, North Avenue
- ___ Vacant, Northview Head Start
- ___ **Marshaun Tate, Parker Head Start**
- ___ Vacant, Phoenix Park Head Start
- ___ **Joseph Washington, Sharon Neese Early Learning Center**
- ___ Vacant, Solid Foundation Head Start
- ___ Vacant, Strizek Park Head Start
- ___ **Shelly Fuentes, Vineland Head Start**
- ___ Vacant, Walnut Grove Head Start
- ___ Vacant, Foster Parent Representative
- ___ Vacant, Grandparent Representative
- ___ **Anthony Nelson, Male Involvement Representative**
- ___ **Johnny Sanders, Past Parent/Community Representative**
- ___ **Zoila Lucero, Past Parent/Community Representative**

ITEM I-A – ROLL CALL
(Continued)

Program Year 2012-2013 - New Representatives to be seated

___ Vanessa Hawkins, Country Wood Head Start	___ Victoria Torres, Strizek Park Head Start
___ Jasmine Burmingham, Crossroad Gardens Head Start	___ Asontie Hudson, Phoenix Park
___ Vacant, Auberry Park	___ Vacant, Norma Johnson Head Start
___ Vacant, Galt Head Start	___ Vacant, North Avenue Head Start
___ Vacant, Home Base Head Start Representative	___ Vacant, Northview Head Start
___ Vacant, Hopkins Park Head Start	___ Vacant, Solid Foundation Head Start
___ Vacant, Job Corps Head Start	___ Vacant, Walnut Grove Head Start
___ Vacant, Kennedy Estates Head Start	___ Vacant, Foster Parent Representative
___ Vacant, LaVerne Stewart Head Start	___ Vacant, Grandparent Representative
___ Vacant, New Helvetia I Head Start	
___ Vacant, New Helvetia II Head Start	

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

**The PAC was seated on November 20, 2012 & December 18, 2012
PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM
YEAR 2012-2013**

COMMITTEE MEMBER	CENTER	11/20	12/18		01/15	02/19	03/19	04/16	05/21	06/18	07/16	08/20	09/17	10/15	11/19
Seated	AP														
Alma Amaya Seated 11/20	BC	X	U												
Jonathan White Seated 12/18	BLC	U	X												
Vacant	COP														
Vanessa Hawkins Seated	CW		E												
Jasmine Burmingham Seated	CR	E	U												
Mayra Partida Seated 11/20	EHS/HB	X	X												
Vacant	EHS/HB														
Marlem Medrano Seated 11/20	EL	X	U												
Rick Mason Seated 12/18	FP		X												
Rosa Gomez Seated 11/20	FT	X	X												
Vacant	G														
Alicia Kafka Seated 11/20	GH	X	X												
Teressa Jay Seated 11/20	H	X	X												
Colleen Fietzek Seated 11/20	HB	X	X												
Vacant	HB														
LaTasha Windham Seated 8/21	IC	X	X												
Vacant Seated	HP														
Vacant	JC														
Vacant Seated	K														
Vacant	LVS														
Yadira Lopez Seated 11/20	MCBB	X	X												
Vacant Seated	GSC														
Iyshiah Lacey Seated 11/20	M	X	X												
Angelique Foster Seated	NA	U	U												
Praveena Chaudhary Seated 12/18	NC		X												
Seated	NJ														
Vacant	NH2														
Seated	NV														
Marshaun Tate Seated 11/20	PA	X	X												
Asonie Hudson Seated	PP														
Vacant	SF														

COMMITTEE MEMBER	CENTER	11/20	12/18		01/15	02/19	03/19	04/16	05/21	06/18	07/16	08/20	09/17	10/15	11/19
Joseph Washington Seated 11/20	SN	X	X												
Victoria Torres Seated	SP		U												
Shelly Fuentes Seated 11/20	V	X	X												
Seated	WG														
Vacant	FPR														
Seated	GPR														
Anthony Nelson s/b seated 7/17; seated 8/21	MIR	X	U												
	OGC														
Johnny Sanders Seated 11/20	PPR	X	U												
Zoila Lucero Seated 11/20	PPR	X	X												

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. LaTasha Windham, at 821-8959 or 400-3546, or the Clerk of the Boards, Ms. Nancy Hogan, at 263-3827.

PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE UPDATE
PROGRAM YEAR 2012-2013
(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 DECEMBER 18, 2012 PAC MEETING

BACKGROUND:

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

RECOMMENDATION:

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

I. Welcome

Call to Order/Roll Call: Ms. Socorro Gutierrez called the meeting to order at 9:05 a.m.; the Pledge of Allegiance was recited. Ms. Gutierrez read the Thought of the Day. Ms. Gutierrez asked for a volunteer to help with roll call; Ms. Shelly Fuentes agreed to serve as Secretary. Ms. Teresita Saechao was introduced as the translator.

Members Present:

Socorro Gutierrez
Mayra Partida
Rosa Gomez
Teresa Jay
Colleen Fietzek
Yadira Lopez
Iyshiah Lacey
Marshaun Tate
Joseph Washington
Shelly Fuentes
Zoila Lucero
LaTasha Windham (arrived at 9:10 a.m.)
Alicia Kafka (arrived at 9:35 a.m.)

Members Absent:

Alma Amaya (unexcused)
Marlem Medrano (unexcused)
Anthony Nelson (unexcused)
Johnny Sanders (unexcused)

➤ Introduction of Newly Seated Representatives:

- * Mr. Jonathan White, Broadway Head Start
- * Ms. Praveena Chaudhary, Nedra Court Head Start

New Representatives not present:

- ❖ Ms. Vanessa Hawkins, Country Wood Head Start (excused)
- ❖ Jasmine Birmingham, Crossroad Gardens Head Start (unexcused)
- ❖ Ms. Angelique Foster, North Avenue Head Start (unexcused)
- ❖ Ms. Victoria Torres, Strizek Park Head Start (unexcused)

Mr. White introduced himself and spoke of how he got involved in Head Start. Ms. Chaudhary introduced herself and stated that she had parents with her

Ms. LaTasha Windham arrived at 9:10 a.m.

Mr. Rick Mason arrived at 9:10 a.m. and was seated; Mr. Mason introduced himself and explained how he got involved in Head Start.

II. Consent Item

A. Approval of Minutes for the November 20, 2012 Regular PAC Meeting

Minutes were reviewed; no questions or corrections.

Moved/Chaudhary, second/Fietzek, to approve the minutes of the November 20, 2012 PAC meeting.

Show of hands vote: Aye: 14, Nay: 0, Abstentions: 1 (Gutierrez)

III. Action Items

A. Election of Parent Advisory Committee Officers

Ms. Gutierrez reviewed the duties of the officers of the PAC.

Ms. Desha shared that the upcoming meeting date and time for the Executive Committee for the year will be determined at the first meeting that is convenient for the new committee members. Ms. Desha stated that officer training will be provided in January.

Moved/Lacey, second/Windham, that the Parent Advisory Committee elect a Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

Show of hands vote: Aye: 13, Nay: 0, Abstentions: 2 (Gutierrez & Lucero)

Those interested in the position of Chair: Iyshiah Lacey and LaTasha Windham
Nominees spoke of their interest in serving as Chair.

Votes:

Iyshiah: 5

LaTasha: 8

Ms. LaTasha Windham was introduced as Chair.

Those interested in the position of Vice Chair: Iyshiah Lacey

There were no other members running for the position of Vice Chair so Ms. Iyshiah Lacey was introduced as Vice Chair.

Those interested in the position of Secretary: Colleen Fietzek, Shelly Fuentes
Nominees spoke of their interest in serving as Secretary.

Votes:

Colleen: 3

Shelly: 9

Ms. Zoila Lucero and Ms. LaTasha Windham abstained from voting.

Ms. Shelly Fuentes was introduced as Secretary.

Those interested in the position of Treasurer: Jonathan White and Mayra Partida.

Votes:

Jonathan White: 8

Mayra Partida: 6

Mr. Jonathan White was introduced as Treasurer.

Ms. Alicia Kafka arrived at 9:35 a.m.

Those interested in the position of Parliamentarian: Ms. Mayra Partida.

There were no other members running for the office so Ms. Mayra Partida was introduced as Parliamentarian.

B. Selection of Representatives and Alternates to Attend the Annual California Head Start Association (CHSA) Parent Training Conference

Ms. Windham reviewed the details of the conference guidelines. Ms. Desha reviewed the details of the conference to be held in San Diego.

Ms. Fietzek what does the parent have to pay for? Ms. Desha replied that the agency is responsible for all travel expenses including lodging. If parents want to purchase souvenirs, they would have to bring additional money for that.

Moved/Chaudhary, second/Tate, that the Parent Advisory Committee elects two Representatives and two Alternates to attend the Annual California Head Start Association Parent Training Conference.

Show of hands vote: Aye: 14, Nay: 0, Abstention: 1 (Windham)

Those interested in attending the California Head Start Association (CHSA) Parent Training Conference: Alicia Kafka, Shelly Fuentes, lyshiah Lacey, Marshaun Tate, Colleen Fietzek, and Teresa Jay.

Votes:

Alicia: 0

Shelly: 1

lyshiah: 3

Marshaun: 10

Colleen: 0

Teressa: 0

Second alternate; Ms. Windham broke the tie for the alternate and chose Ms. Teresa Jay.

Representatives: Iyshiah Lacey and Marshaun Tate

Alternates: Shelly Fuentes and Teresa Jay

IV. Information Items

A. Standing Information

- PC/PAC Calendar of Events: Ms. Gutierrez reviewed the calendar of events.
- Parent/Staff Recognitions: Ms. Gutierrez presented Ms. Praveena Chaudhary with a plaque in appreciation for her service on the PAC.
- Fiscal Report/Corporate Card Monthly Statement of Account: Mr. Roger Bartlett reviewed the expenditures through the month ended November 30, which is four months into the fiscal year. Personnel accounts for around 82% of the budget for the Agency. The administrative expenses must be less than 15% of the grant; the non-federal share (community support) must be at least 25% of the federal funds expended; currently it is around 16%. If the non-federal rate is still behind in the next couple of months, staff will consider applying for a waiver in this area. The American Express Corporate Card expenses were reviewed. Ms. Lacey inquired what parents can do to get to the 25% of community share increased. Mr. Bartlett replied that a large source of the non-federal share is through parents volunteering in the classroom so he encouraged all parents to do that.
- Child Care Center Food Menu: No questions.
- Community Resources-Parents/Staff: This is an opportunity for board members to share any pertinent community information. Board members were asked to bring the information to Ms. Desha a few days prior to the board meeting for review.

B. Governing Board Minutes of October 4, 2012: No questions.

V. Committee Reports

- Executive Committee: Ms. Gutierrez reviewed the critique of the last meeting.
- Budget/Planning Committee: No additional information.

VI. Other Reports

- Chair's Report: Ms. Gutierrez reported that her report for the NHSA Parent Conference will be coming in January. Written reports are required for members that attend conferences. The attendee reports will be included in the board packet in January.
- Policy Council Report(s): Ms. Lacey spoke of the Breathe California asthma training. In January, the reimbursement rate for mileage will be raised to 56 cents

per mile. It is hoped that a presentation from Birth and Beyond will be given in January.

- Head Start Deputy Director's Monthly Report: Ms. Denise Lee acknowledged Ms. Gutierrez for her outstanding leadership and welcomed Ms. Windham as the new chair. Ms. Lee urged board members to get involved at the committee level to provide input. Parents are encouraged to participate in an annual assessment which will be done from January 14-18, 2013. This offers an opportunity for parents to review safe environments at the centers.

Ms. Zoila Lucero expressed her interest in the self-assessment training; Ms. Lee stated that training will be offered for all interested on January 8 in the Board Room.

Ms. Alicia Kafka is interested in the Board member interviewing process. Ms. Lee stated that the interviews will be Tuesday, January 15 at 1:30 p.m. Parents will be interviewed as a group.

Ms. Yadira Lopez asked when the classroom visits will be held and Ms. Lee replied that there will be 3-5 visits a day for the week. There are morning visits and afternoon visits and there are plenty to choose from.

- Managers' Reports
 - Program Support Services Report: Ms. Brenda Campos introduced herself and stated that her areas of responsibility include health and nutrition services including policies and procedures as well as food service. Ms. Campos is also responsible for safe environments and working with the facilities unit to ensure the centers are licensed. Staff from River Oak and SCOE home base programs will be attending PAC meetings beginning in January.

Every month, the current menu is included in the board packet. SETA participates in the USDA food service program and one of the requirements is that parents must be informed of the menu. This is posted at the centers and on the web. The menu is on a seven-week cycle which means that every seven weeks the menus repeat themselves.

If parents are interested in participating in safe environments evaluation, they must attend the training scheduled for Tuesday, January 8. Ms. Campos will be going through the tool and attendees will go to the Sharon Neese Center to identify items included in the tool.

Ms. Chaudhary expressed concern about the playground at the Nedra Court center; she said that it is not safe for the kids to use the playground.

Ms. Lacey thanked staff for working to fix some health issues at her center.

Mr. White asked about the closing of the Broadway center. Ms. Campos stated that staff will be working with SHRA regarding the center. Staff is always searching for potential centers. Ms. Lee stated that the goal is to find another site in 3-5 months.

- Parent/Family Support Report: Ms. Lisa Carr expressed appreciation to Ms. Gutierrez and the incredible growth during her chairmanship. Ms. Carr stated that parents should be meeting with the site supervisor or family service workers to go over your child's health screenings and family agreement. Staff are available to assist parents go back to school. Please contact Belinda Malone or Bob Silva for additional information. These staff also provide workshops for parents. Staff is currently working on is the Countywide Parent Conference and board members are urged to join the planning committee. The meeting began in November and another meeting will be held in January. Ms. Carr's staff will be attending the CHSA conference in San Diego.

Ms. Lacey asked if there was an update on the Single Moms Raising Sons workshop and Ms. Carr replied that she has yet to hear back from the facilitator. Staff want to offer the workshop at the Del Paso offices but the problem is that there is another workshop being offered in February. Ms. Carr will definitely inform parents when a date has been selected.

Ms. Gomez expressed interest in doing some sort of festive activity for her child such as cookie ornaments. Ms. Carr stated that because it is a classroom site issue, she will defer to Ms. Campos or Ms. Gonzales. Ms. Campos reminded board members that SETA Head Start has a no outside food policy which includes all classrooms. This policy ensures children with allergies will not be accidentally exposed to potential allergens.

- Child Development and Education Services Report: Ms. Karen Gonzales reported that every year, parents are asked what holidays they celebrate and these celebrations can be incorporated into the curriculum through songs, arts/crafts, play, outfits or hats. Gift exchanges are not typically done but the children can make a craft and exchange that as a gift.

Ms. Gonzales oversees education, special education, and mental health. The upcoming evaluation will be focusing on the quality of the classroom. Participants will be using a tool called CLASS which consists of 20 minute blocks of observations and rating the interactions going on in the classroom. Staff have already started doing this and will continue on through the assessment. The DRDP Assessment Tool will also be utilized. Literacy and math continue to be areas that need to be improved and a plan was developed for the classrooms to assist in the children's progress. Staff will be looking at how the parent/teacher conferences can be made more meaningful. There needs to be a more meaningful interaction/exchange between the parents and the teacher.

Mr. White asked about parents not living together and Ms. Gonzales replied that if the parents have dual educational rights then both parents need to be brought in.

Ms. Chaudhary stated that she has had an issue with a teacher at her center. There are new rules that have been implemented. Ms. Gonzales stated that there has been a lot of staff turnover; there has been a lot of issues dealing with a number of bad events. When staff return from the holiday, a new teacher will be put in the classroom as a long term solution.

The CLASS instrument looks at emotional support, instructional support and classroom participation.

VII. Discussion

Mr. Justin Fietzek introduced himself and stated that he is a big part of his son's education. It is important to him and his wife, Colleen, to participate in all that Head Start offers.

Audience members were asked to introduce themselves. Ms. Elizabeth Soto, is an alternate for Nedra Court. Ms. Hortensia Martinez is also an alternate for Nedra Court.

Former PC/PAC Chair Ms. Margie Mitchell, and her husband Mr. Stan Mitchell were introduced. Ms. Margie Mitchell offered congratulations to the new and outgoing board members. Ms. Mitchell and Ms. Desha maintain a relationship that is outstanding. Ms. Mitchell stated that ever since she has left Head Start, has been on a number of boards and committees. Ms. Mitchell reminded board members to always speak up and do not hold back.

Mr. Stanley Mitchell addressed the board and stated that he will consider coming back as a past parent.

VIII. Public Participation

Ms. Desha acknowledged Ms. Gutierrez for her outstanding leadership. She has another term and would be warmly welcomed back. Ms. Desha would like Ms. Gutierrez to consider, if she has any spare time, to serve on the Parent Ambassador Committee since she has a wealth of knowledge.

IX. Adjournment: The meeting was adjourned at 11:30 a.m.

ITEM III-A – ACTION

SELECTION OF PARENT ADVISORY COMMITTEE MEMBERS 2012-2013

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee Representatives to select Standing and Program Area Committees for Program Year 2012-2013.

- 1) Head Start Personnel/Bylaws Committee Representatives
Overseen by: Marie Desha

Parliamentarian (Mayra Partida),

- 2) Head Start Budget/Planning Committee Representatives
Overseen by: Roger Bartlett & Denise Lee

Treasurer (Jonathan White),

- 3) Head Start Social/Hospitality Committee
Overseen by: Marie Desha

Secretary (Shelly Fuentes), Treasurer (Jonathan White),

- 4) Program Area Committees

- ♦ Early Childhood Development & Health Services Committee and Parent/Family Support Committee
Overseen by: Brenda Campos, Lisa Carr and Karen Gonzales
-
-
-

ITEM III-A – ACTION (continued)

Page 2

- 5) Monitoring and Evaluation, AKA Self-Assessment Committee
(Committee of the Whole)
Overseen by: Robyn Caruso

- 6) Food Services Committee
Overseen by: Brenda Campos

- 7) Male Involvement Committee
Overseen by: Robert Silva

- 8) Parent Ambassador Committee
Overseen by: Alma Hawkins

RECOMMENDATION:

That PAC members select committees in which they will participate.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-B – ACTION

SELECTION OF REPRESENTATIVES TO THE SETA HEAD START
HEALTH SERVICES ADVISORY COMMITTEE (HSAC)

BACKGROUND:

The Parent Advisory Committee is requested to select Representatives to serve on the Head Start Health Services Advisory Committee. This committee is an advisory group to the health program area plan, assists with creation of policies, and serves as one of our primary community resources for health information. Members on the committee include Head Start staff and parents and health professionals from the community with an interest in Head Start. The group meets two times per year for a dinner meeting. The next meeting is scheduled for Wednesday, February 20, 2013, 5:30 p.m. – 7:00 p.m. at SETA. An interest in health would be appropriate for those serving on this committee. Ms. Brenda Campos will be available to share information and answer questions.

Please see attached minutes of last meeting, Wednesday, October 24, 2012.

RECOMMENDATION:

That the Parent Advisory Committee select Representatives to serve on the Health Services Advisory Committee.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____



SETA Head Start Program Support Services

Subject:	Health Services Advisory Meeting	Date:	October 24, 2012
Facilitator:	Brenda Campos	Minutes:	Valerie Powell
Attendees Present:	See Attached		

Topic	Minutes	Action Items	Due By
I. Welcome and Introductions	Ms. Campos welcomed the group. Each member introduced themselves and the organization they represent.		
II. SETA Head Start – Parent Asthma Classes	<p>Dr. Arif Seyal from Kaiser Permanente (KP) shared with the committee the opportunity to provide training to parents on asthma and a collaborative. The training will consist of three classes and follow-up meetings with the parents to see if the information was understood and the parents have made adjustments. The training process includes monitoring and outcomes for expansion. The training is funded by a Kaiser Permanente grant and includes a tool kit, videos, and Q&A.</p> <p>Brenda added that the initial offering has started with a small group, highlighting the centers with the highest incidents of asthma. Meghan Marshall, Health/Nutrition Specialist, works with the KP and Breath CA to set-up a calendar and the provision of incentives. Days and times for the training will be convenient for the parents,</p>		



SETA Head Start Program Support Services

	include child care, and provide support for self-advocating.		
III. Program Information-PIR Summary and Statistics	<p>Meghan Marshall provided an overview of the Program Information Report (PIR) results for EHS and HS. (Please see attached for report results).</p> <p>Meghan applauded the committee for the continued collaboration in providing services countywide.</p>		
IV. TB Policy-Sacramento County	<p>Brenda provided each member with a copy of the most recent edits to the countywide TB policy regarding volunteers. Volunteers providing 16 or more hours in the classroom per week will be required to receive a TB test. This requirement reflects the definition of the term volunteer in Title 22.</p> <p>Members of the committee, including parent Amber Lewis, agreed that clarifying the amount of hours will encourage parents to participate because TB testing was a barrier to making a commitment.</p> <p>Dr. Cook discussed how the virus is transmitted and emphasized that food handling does not constitute a threat to health. The concern is the virus is transmitted through the air and volunteers, as well as staff, should be careful when coughing and sneezing.</p>		
V. Body Mass Index (BMI)-Protocol	Brenda shared that SETA Head Start has been working with the Family Service Workers (FSWs) on communicating to parents the importance of the BMI		



SETA Head Start Program Support Services

	<p>report results for their children. Child weight has been a difficult topic for parents and FSWs are receiving training on talking points to begin discussion. The emphasis is made on weight maintenance and dieting is discouraged. A PowerPoint of the talking points and tips for discussion was viewed. It was noted that there has been an increase in referrals to SETA Head Start Health Nutrition Specialists regarding weight.</p> <p>The committee discussed ways they have been approaching the subject with parents at their agencies. The committee agreed that parents should discuss concerns and issues with the child's physician.</p>		
<p>VI. SETA Head Start- Quality Assurance Unit</p>	<p>Melanie Nicolas, Program Officer in the Program Support Services unit, provided an overview of the new Quality Assurance Unit and Quality Assurance Tool.</p>		
<p>VII. Agency Updates</p>	<p>Yvonne Rodriguez, from Sacramento County, shared an update on lead poisoning and provided materials. She included information on tobacco and a 6-week cessation plan available to the public with incentives.</p> <p>Ms. Rodriguez announced the future posting of an RFP to be developed through the county in conjunction with the USDA based on the development of a food and activities project. The RFP will be available in early 2013.</p> <p>Legislation is being developed through Darrell Steinberg to form an advisory committee for monitoring</p>		



SETA Head Start Program Support Services

	<p>Denti-Cal processes. The committee was informed to contact Kathy Levering if there are any specific case concerns.</p> <p>Dr. Cook stated that KP is doing away with the yellow immunization cards and turning to digital access of records. Parents can access records online and print or send results directly to HS if needed. KP offers classes on nutrition for interested families.</p> <p>Rutha Toney from San Juan USD announced a primary care center was opened at Edison School. The open house was well attended.</p>		
Next Meeting	Wednesday, February 20, 2013 from 5:30 – 7:00 p.m.		

Approved By: Brenda Campos
Date: 10/26/2012

ITEM III-C – ACTION

SELECTION OF COMMUNITY PARTNERSHIPS ADVISORY COMMITTEE
(CPAC) REPRESENTATIVES

BACKGROUND:

The Parent Advisory Committee is requested to select Representatives to serve on the Community Partnership Advisory Committee (CPAC). This advisory committee is an advisory group to the Head Start social services program area of Head Start. Members of this committee include Head Start staff, parents and social services professionals from the community with an interest in the Head Start Program. Each program year a PAC Representative is selected to sit on this committee. The CPAC meetings will be held semi-annually. The next meeting is scheduled for Thursday, April 18, 2013, 9:00 – 10:30 a.m. at SETA in the Redwood Room. Having an interest in social service collaboration would be appropriate for those wishing to serve on this committee.

Ms. Terri Carpenter will be available to share additional information and answer questions.

Please see the attached minutes of the last meeting held on Thursday, September 20, 2012.

RECOMMENDATION:

That the Parent Advisory Committee select Community Partnership Advisory Committee Representatives to serve on the committee.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

SETA Head Start Program Support Unit

Subject:	CPAC Minutes	Date:	September 20, 2012
Facilitator:	Terri Carpenter	Minutes:	Terri Carpenter
Present:	Moua Moua, WCIC/Playmate; Paola Vargas, SJUSD; Carl Gayle, Cover the Kids; Socorro Gutierrez, SETA Head Start PAC Chair; Claudia Charter, EGUSD; Stephanie McGrath, TRUSD Morey Avenue; Catherine de la Torre, SJUSD; Rebecca Lewis, SETA Head Start PAC Member; Denise Belcher, Child Abuse Prevention Council; Sam Starks, SMUD; Pete Smith, SCOE; Coventry St. Mary, SETA Head Start PC Chair; Kelly McFarlane, North Sacramento FRC; Terri Carpenter, SETA.		

Topic	Minutes
1. Welcome and Introductions	Meeting was called to order. Terri Carpenter introduced herself and welcomed the attendees. Participants were self-introduced.
2. Member Updates	<p>The Child Abuse Prevention Council of Sacramento, Inc. has been holding free trainings on Mandated Reporting of Child Abuse and Neglect. The upcoming dates for these trainings are: October 9 and December 13, 2012; February 21, April 18 and June 6, 2013. All sessions are from 9:00 a.m. to 12:00 p.m. To register, please contact Isela Murrieta, 916-244-1959 or e-mail imurrieta@thecapcenter.org. The following Quality Child Care Collaborative Trainings for 2012 are: Happiest Baby on the Block, November 14th, 9:00 am-12 pm at the Child Abuse Prevention Center; Safe Beginnings, December 12th, 6:00 pm-8 pm at Child Action.</p> <p>Child Abuse Prevention Council working with Serna's Office. Blue Ribbon Commission looking at agencies who work with African-American families – black infant health – high rate of black infant mortality.</p> <p>Sacramento Public Library- Will be hosting Big Wheels Going Places with the Library, September 29, 2012 11:00 am-3:00 pm at the Franklin Community Library in Elk Grove. There will be a fire truck, garbage truck, tractors, swat team & bomb squad, vintage cars, US military, race cars, news truck, mounted & canine units, world's largest motorcycle, food trucks, food, entertainment, family fun and more. For more information visit their website at www.saclibrary.org.</p> <p>Cover the Kids- Free and low cost health insurance for families with children 0-18 and expecting mothers (Healthy Families product). Now trying to help older adults. Easy application process. For more information call 916-808-3838 or toll free 866-850-4321. Visit their website at www.coverthekids.com. Help families to get on Cal Fresh.</p> <p>SCOE- Sacramento Community Based Coalition- Ex felon re-entry program- treatment, education, employment. Resource Fair in February 2013.</p>

SETA Head Start Program Support Unit

	<p>North Sacramento Family Resource Center- Offers workshops on parenting, stress relief, car seat safety reading rainbow and anger management. For more information call 916-679-3743. Birth & Beyond Program serves parents with children 5 and under. Services: Home visitation, parenting workshops, nurturing parenting program, make parenting a pleasure, dare to be you, school readiness, crisis intervention, AA & NA meetings, car seat classes, dad's groups, employment centers, farmer's markets, infant safe sleeping information, medical and dental referrals, mommy and me, parent leadership, playcare, self-defense classes, support groups, transportation and women's health clinics. Family Resource Centers: La Familia Counseling Center, 916-452-3601; North Sacramento Family Resource Center, 916-679-3743; Folsom Cordova Community Partnership, 916-859-0045; River Oak Family Resource Center at Dunlap House in Oak Park, 916-244-5800; The Effort Family Resource Center in North Highlands, 916-679-3925; The Firehouse at Mutual Assistance Network in Del Paso Heights, 916-567-9567; Meadowview Family Resource Center, 916-394-6300; Valley Hi Family Resource Center, 916-290-8281. Visit their website at www.thecapcenter.org.</p> <p>Fathers Inc.- September class schedule distributed.</p> <p>Fairytale Town will be hosting a free ScholarShare Children's Book Festival on September 29 & 30, 10:00 am to 4:00 pm. For more information on future events go to the website www.fairytaletown.org.</p> <p>Voters Outreach Program- Work with parents to register voters PCPACvoterreg@yahoo.com need volunteers.</p>
<p>3. SETA Head Start Updates</p>	<p>SETA Head Start will be celebrating grandparents with a Health & Wellness Fair on September 26, 2012, 5:30-8:30 pm. There will be a healthy cooking demo, massages and more. Dinner will be provided. RSVP to Belinda Malone at 916-263-4078 by Sept. 19th.</p> <p>ACT (Advance Call Center Technologies, LLC) will be hiring 2,000 customer service agents in the Watt Avenue area of Sacramento. To apply visit their website at www.acttoday.com.</p> <p>Jamboree Housing will be hosting a free event of fun and fitness called Jam!boree Day on October 6, 2012, 11:00 am-3:30 pm at the Foothill Community Park in Sacramento. There will be activities for seniors, adults and youth. Booth requests should be submitted by 9/21/12.</p>
	<p>Next meeting will be April 18, 2013.</p>

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

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

- œ Standing Information
 - PC/PAC Calendar of Events: Ms. LaTasha Windham
 - Parent/Family Support Unit Events and Activities: Ms. LaTasha Windham
 - Parent/Staff Recognitions: Ms. LaTasha Windham
 - Fiscal Report/Corporate Card Monthly Statement of Account: Mr. Roger Bartlett (attached)
 - National Head Start Parent Conference Report (attached)
 - PC/PAC Orientation & Officer Training Reports (oral)
 - Child Care Center Food Menu (attached)
 - Community Resources-Parents/Staff: Ms. LaTasha Windham

NOTES:

PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PAC Executive Committee	Thursday, January 17, 2013 9:00 – 10:30 a.m. Magnolia Room
PC Executive Committee Meeting	Thursday, January 24, 2013 9:00 – 10:30 a.m. Magnolia Room
Countywide Self Assessment	Monday, January 14, 2013 through Friday, January 18, 2013
Male Involvement Committee	Wednesday, January 23, 2013 10:00 a.m. – 11:30 a.m. Olympus Room
Parent Conference Planning Meetings	Thursday, January 24 , 9:00 a.m. Thursday, February 28 , 9:00 a.m. Thursday, March 28 , 9:00 a.m. Thursday, April 11 , 9:00 a.m. Magnolia Room
PAC Food Service Committee	Thursday, January 24, 2013 9:00 – 11:00 a.m. Saturn Room
CHSA Travel Meeting	Thursday, January 31, 2013 1:30 – 3:00 p.m. Olympus Room
Annual California Head Start Association (CHSA) Parent Training Conference	Monday-Tuesday, February 4 & 5, 2013 Paradise Point Resort and Spa San Diego, CA
PC/PAC Budget Planning Meeting	Friday, February 1, 2013, 9:00 a.m. Friday, February 8, 2013, 9:00 a.m. Friday, February 15, 2013, 9:00 a.m. Friday, February 22, 2013, 9:00 a.m. Friday, March 1, 2013, 9:00 a.m. Oak Room

PARENT/FAMILY SUPPORT UNIT EVENTS AND ACTIVITIES

EVENT

DATE

Parent Conference Planning Meetings	Thursday, January 24, 9:00 a.m. Thursday, February 28, 9:00 a.m. Thursday, March 28, 9:00 a.m. Thursday, April 11, 9:00 a.m. Magnolia Room

National Head Start Parent Conference

First and foremost, I would like to say what a privilege it has been serving you as the chair for the Parent Advisory Committee. I served for two years on this board and the Policy Council board. I would also like to say thank you to all the former parents for electing me to attend this year's annual National Head Start Conference.

On December 1st, I was on my way to Grapevine, Texas along with two other parents, the Chair from the Policy Council and a staff member to this year's conference. After two airplane switches and a shuttle ride to the hotel provided by the agency, I was about to embark in a once in a lifetime opportunity by attending courses that would not only aid me in becoming a leader, but also an improved and more knowledgeable parent.

Leadership is more than meets the eye: It happens in home and school, at work, and in the community, was the name of the conference course that I took for my first full day course. This class pertained to our everyday role as parent and policy council role and responsibilities. This class provided ways for us to strengthen our leadership skills by showing us key points in what makes a leader stand out. It was considered a way for individuals to demonstrate their best form of positive guidance in becoming a role model for others to shadow.

Our opening of the course started with a name game called name tag sandwich. It was a way to identify group members and introduce oneself to different people and start up conversation. We wrote our name in the middle and above our name was a name of an individual that inspired us the most in our lives. Just below that was three words describing why that person inspired us. The presenter played music and when it stopped, we would meet three new individuals and shared our stories. This class had us brainstorming and really breaking down what a true leader is and how to embrace it within ourselves. Overall the presenters handed us the key tools we need to follow through with responsibilities required to leadership!

That evening we had our opening ceremony. Wow, what an experience I would never forget. There were several speakers that not only gave their life stories, but also how the Head Start works/worked for them and provided them with knowledge to succeed in their future. Guest speakers ranged from past students, past parents, current parents, media correspondents and board members of the National Head Start. After that, the hotel provided us with a mini reception to top off that night.

I planned three courses that I found to be of importance to me. Many courses were offered but I would like to give you the three most important to me that have inspired me to share what I learned with others. I am hoping that this may intrigue you to also learn something from this report.

The first was called, **Parenting Education; A Resource to Prevent Child Abuse and Neglect**. Dr. Nereido Rodriguez, Pediatrician and Program Director from

NuParent/Children's Bureau was the speaker and gave us a presentation on what the term child abuse means and in turn demonstrated recognizing the problem before it occurs. Dr Nereido established the need to educate parents on correct ways of speaking to our children and bonding with them. He also encourages parents to re-think the term of parent/child engagement. We learned how to grow with your children from the start of infancy to preschooler years. Children mimic parents actions and learn how to communicate with others following in their parents' footsteps.

Dr. Nereido gave a mini project that stuck with all of us class participants. He handed us all a blank sheet of white paper. He then had us think of a time that made us so mad and crumple that piece of paper so small into a little ball. He said it was an example of anger. Following, he asked how it made us feel. Of course we all said that we felt better. He stated that we had to imagine it to represent us hurting a small child. We un-balled that paper and were instructed to put that piece of paper back to its original state. We were unable to follow through with his instructions. He also pointed out that that is what we do to the little ones. We express anger the same way we did to that paper. In return, that child is never able to return to their former self. What an eye opener to how anger may let us feel better when we lash out, but leaves a mark on a child forever. This was one of the most memorable classes offered to us.

A second course that has left an impression on me was called, **Impact of Immigration on Head Start Children and Families.** The reason this topic is important to me is because some parents of the Head Start program are unaware of the importance of young children getting the proper education and seeking help in this matter due to the fear of possible deportation. Some parents are unable to communicate with teachers and staff and segregate themselves from the rest of the parents. This is where we need to turn to them and let them know what rights they do have in their children's lives. This class was given by a Mr. Cleo Rodriguez, *Executive Director, of the National Migrant Seasonal Head Start Association.* Mr. Cleo stated what his main objective and presentation consisted of and offered some really good reasons behind this topic.

Mr. Cleo Rodriguez stated that "45 percent of immigrants have children that are American citizens." Immigration laws have been implemented and continue to become a problem in our daily lives. I learned that there are 43 different spoken languages in Head Start program. This is where the NHSA has teamed with the National Migrant Workers to work on facing some of these problems today. He gave us a background on a temporary document to ensure 2 years of residency here in the U.S. today. This document is known as D.A.C.A (Deferred Action for Childhood Arrival). I learned so much more about this issue but will try to explain to you in person. His course was another eye opener for me to share with you today.

The last class of choice that I have found to assist me in my daily ventures was called, **Unleashing your Leadership Greatness.** The class presenter was Mr. Columbus Copeland, *CEO and President* for the Performance Enhancement Empowerment Training, LLC. This class was an encouragement to unleash an even stronger and more effective leader in all of us. Mr. Copeland showed us various ways to

strategize what leadership skills we have today and focus on how to add to them. I learned that a job title doesn't make you a powerful leader. You are your own teacher and role model. Problems that you create are the problems you have to solve. In order to lead you must show yourself where it is you want to go. Three questions you must ask yourself. One, who am I? Two, where am I going? And last, why am I going there? Very important key elements in facing prior to becoming a proficient leader.

Sticking to something once you have started a specific thing should become your main focus. You must show that finishing that one thing has proved you have become an organized and focused-driven leader. Start by making a list of goals for yourself. Take one goal and see it through. The outcome feels good and you will succeed in making it towards goal number two. It's almost like a domino effect. Leaders must also be accountable for their actions.

I hope that this may help you have a brief description of what this course has taught me. After this course, I want to a more effective leader to you all. As chair, I hope that I not only listened to your needs, but have taken your questions and answered them to the best of my knowledge. I would like to better understand your needs and manage them with ease. This is what I have taken in and learned from these courses at the National Head Start Annual Parent Conference. I look forward to any questions you may have on these topics and would like to say thank-you again for this once in a lifetime opportunity. I hope that all future parents seek a spot to the next conference in this coming year. Good luck.

In Appreciation of your time,
Mrs. Socorro Gutierrez
PAC Chair and Former Head Start Parent.

**The workshop: “The Game-Changing Importance of Advocacy:
Ensuring a Bright Future of Head Start!”**

I am grateful for the opportunity to have served as Chair of Elk Grove Head Start during 2004-2005 while my daughter attended pre-school. During my first year, I participated in the filming of an instructional video that showcased the benefits of volunteering in the classroom and thus advocating for your child. I also participated in the “Pre-School for All” legislation introduced by Hollywood Actor/Producer, Rob Reiner.

I was one of many guest speakers at the Sacramento Convention Center along with my daughter. At the tender age of four, she greeted the capacity crowd in both English and Spanish. She gained a confidence that remains evident to this day. I took a break, but proudly began to advocate again once my two grandsons became a part of the Head Start family at Franklin Elementary of Elk Grove during 2010-2011.

While advocating for my daughter, and later my grandsons, I knew there was a much larger and greater good. Unfortunately, I have come to the end of my three year term limit here at Head Start, but thanks to this wonderful workshop, I will certainly continue to follow my passion for advocacy. During these past two years, I served as Parliamentarian and Grandparent Representative. I have served on various committees here at SETA as well as representing Head Start on the Sacramento County Maternal and Child Health Advisory Board. I also served as parent representative on the Race to The Top/Early Learning Challenge consortium. I didn’t realize it at the time, but as I sat in this workshop, it became clear to me that I have been on a journey of advocacy, and Head Start was the stepping stone.

Parent leadership has afforded me the opportunity to be appointed to different committees outside of Head Start. I have been invited to become a part of Black Infant Health (BIH), California Child Development Administrators Association (CCDAA), Sacramento County Office of Education (SCOE), Nurse Family Practitioners (NFP), California Dental Association (CDA), the “Effort” free clinic in Oak Park, I volunteer for various other Non-profit groups such as Lights of

Tomorrow (LOT) which advocates for at risk teens and Correctional Workers Who Care (CWWC) which feeds hundreds of families each year during the Christmas season, provides all the children with age appropriate new toys and raffles upwards of fifty new bicycles in the Oak Park community. I also meet quarterly with Dr. Kassirye, Sacramento County public Health Officer.


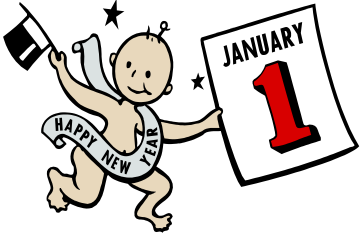

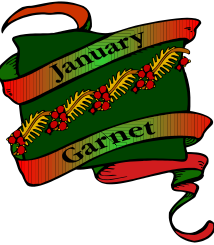
In the beginning, Head Start poured so much time and attention into me. Never before had I chaired a committee, nor were my opinions and suggestions taken so seriously. Because of my advocacy, many of my suggestions came to fruition which has led to the initiation of policies and practices to benefit all pre-school children as well as involved parents such as yourselves.

To my pleasant surprise, during the time I was advocating for those without a voice, I was developing a voice of my own. Now, I use my voice to represent and to aid other parents in finding their own voices. During this workshop, I came to understand some of the key elements of advocacy, such as being a willing parent, never taking no for an answer, identifying the need for change and finding the right avenue and meeting with the right people to effect that change. It is also important that we understand the sheer impact we (specifically the parent voice) have when advocating.


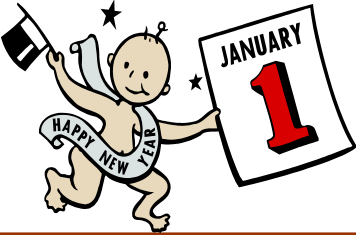

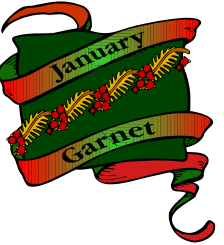
Lastly, we must learn how to recognize and use the many tools of advocacy. Actress Celeste Holmes once said "We live by encouragement; we die without it, sadly, slowly, angrily." I hope I have encouraged you to find your voice of advocacy.

Rebecca Lewis, Child Advocate

January 2013

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 5		 1	2 Breakfast: Crispix Cereal, Diced Pears, Milk Lunch: Beef Hamburger, Whole Wheat Bun, Seasoned Carrots, Cantaloupe, Milk Snack: Sound Bites Whole Grain Crackers, Banana	3 Breakfast: Oatmeal with Raisins, Pineapple, Brown Sugar, Milk Lunch: Refried Beans, Flour Tortilla, Tomato Salsa, Tangerine or Strawberries, Milk Snack: Rice Krispies Cereal, Milk	4 Breakfast: Whole Grain Cheerios, Banana, Milk Lunch: Roasted Turkey on Whole Wheat Bread, Mayonnaise, Broccoli with Dip, Kiwi, Milk Snack: American Classic Wheat Crackers, Cheese Stick
Week 6	7 Breakfast: Oatmeal Cereal, Cantaloupe, Brown Sugar, Milk Lunch: Slippy Joe's, Whole Wheat Bun, Whole Kernel Corn, Apricots, Milk Snack: Sunrise Bites Whole Grain Crackers, Milk	8 Breakfast: Rice Krispies Cereal, Orange, Milk Lunch: Baked Chicken, Mixed Vegetables, Whole Wheat Texas Toast, Kiwi, Butter, Milk Snack: Cottage Cheese, Pineapple Tidbits	9 Breakfast: Whole Wheat Waffles, Maple Syrup, Diced Pear, Milk Lunch: Salisbury Beef Steak/Gravy, Mashed Potatoes, Whole Wheat Dinner Roll, Butter, Cantaloupe, Milk Snack: Cheese Sticks, Apple	10 Breakfast: Bagel & Cream Cheese, Banana, Milk Lunch: Chicken and Noodles, Peas and Carrots, Tangerine or Strawberries, Milk Snack: American Classic Wheat Crackers, Orange	11 Breakfast: Whole Wheat Blueberry Muffin Loaf, Diced Apricot, Milk Lunch: Swiss Cheese on Whole Wheat Bread, Lowfat Mayonnaise, Broccoli/Dip, Orange, Milk Snack: Fish Crackers, Milk
Week 7	14 Breakfast: Crispix Cereal, Apple, Milk Lunch: Chicken Fried Brown Rice, Orange, Milk Snack: Cheese Stick, American Classic Wheat Crackers	15 Breakfast: Oatmeal, Brown Sugar, Banana, Milk Lunch: Macaroni & Cheese, Seasoned Green Beans, Strawberries or Tangerine, Milk Snack: Strawberry Waffle, Whole Grain Grahams, Milk	16 Breakfast: Dreamy Orange Whole Grain Mini Loaf, Diced Peach, Milk Lunch: BBQ Chicken on Whole Wheat Bun, Whole Kernel Corn, Cantaloupe, Milk Snack: Multigrain Corn Snacks, Diced Pear	17 Breakfast: Whole Grain Pancakes/Syrup, Apple, Milk Lunch: Beef Meat Loaf and Sauce, Mashed Potatoes, Dinner Roll, Butter, Canned Apricots, Milk Snack: Strawberry Yogurt, Fruit Cup	18 Breakfast: Dreamy Orange Muffin Loaf, Mixed Fruit Cup, Milk Lunch: Cheese on Whole Wheat Bread, Baby Carrots, Orange, Milk Snack: Lemon Dinosaur Crackers, Apple Juice Box
Week 1	 21	22 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	23 Breakfast: Whole Grain Biscuit/Jelly, Diced Peach, Milk Lunch: Build a Burrito, Beans, Tortilla, Shredded Cheese/Lettuce, Tomato, Tangerine or Strawberries, Milk Snack: Sunrise Bites Whole Grain Crackers, Banana	24 Breakfast: Whole Wheat Bagel with Cream Cheese, Diced Pear, Milk Lunch: Cheese on Whole Wheat Bread, Cauliflower with Dip, Apples or Watermelon, Butter, Milk Snack: Jungle Whole Grain Crackers, Milk	25 Breakfast: Whole Grain Cereal, Banana, Milk Lunch: Turkey Ham on Whole Wheat Bread, Cantaloupe, Baby Carrots, Mayonnaise, Milk Snack: Rice Cakes, Pineapple Tidbits
Week 2	28 Breakfast: Whole Wheat Raisin Bread, Apple, Milk Lunch: Oven Baked Chicken, Sweet Potatoes, Cantaloupe, Whole Wheat Dinner Roll, Milk Snack: Orange, Strawberry/Banana Yogurt	29 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	30 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 Pear	31 Breakfast: Crispix Cereal, Banana, Milk Lunch: Turkey Ham on Whole Wheat Bread, Cucumbers with Dip, Orange, Mayonnaise, Lowfat Milk Snack: Nutri Grain Whole Grain Bar, Milk	

Enero 2013

	lunes	martes	miércoles	jueves	viernes
Semana 5			1 Desayuno: Cereal Crispix, Pera Picada, Leche. Comida: Hamburguesa de Res en Pan de Trigo Integral, Zanahorias Sazonadas, Melón, Leche. Bocadillo: Galletas Saladas de Grano Integral Sound Bites, Plátano.	2 Desayuno: Avena con Pasas, Piña, Azúcar Morena, Leche. Comida: Frijoles Refritos, Tortilla de Harina, Salsa de Jitomate, Tanjarina o Fresas, Leche Bocadillo: Cereal de Arroz Krispies, Leche.	3 Desayuno: Cheerios de Grano Integral, Plátano, Leche. Comida: Pavo en Pan de Trigo Integral, Brócoli con Aderezo, Mayonesa, Kiwi, Leche. Bocadillo: Galletas Saladas de Trigo American Classic, Barita de Queso.
Semana 6	7 Desayuno: Cereal de Avena, Melón, Azúcar Morena, Leche. Comida: Sloppy Joes en Pan de Trigo Integral, Granos Enteros de Elote, Chabacano, Leche. Bocadillo: Galletas Saladas de Grano Integral Sunrise Bites, Leche.	8 Desayuno: Cereal Rice Krispies, Naranja, Leche. Comida: Pollo Horneado, Verduras Mixtas, Pan Tostado de Trigo Integral Estilo Texas, Kiwi, Mantequilla, Leche. Bocadillo: Requesón, Golosinas de Piña.	9 Desayuno: Waffles de Trigo Integral, Miel de Arce, Pera Picada, Leche. Comida: Bistec de Res Salisbury con Gravy, Puré de Papa, Melón, Bollo para Cena de Trigo Integral, Leche. Bocadillo: Barita de Queso, Manzana.	10 Desayuno: Bagel con Queso Crema, Plátano, Leche. Comida: Tallarines con Pollo, Chicharos y Zanahorias, Tanjarina o Fresa, Leche. Bocadillo: Galletas Saladas de Trigo American Classic, Naranja.	11 Desayuno: Barra de Mollete de Trigo y Arándanos, Chabacano Picado, Leche. Comida: Queso Suizo en Pan de Trigo Integral, Brócoli con Aderezo, Naranja, Mayonesa, Leche. Bocadillo: Galletas en Forma de Pez, Leche.
Semana 7	14 Desayuno: Cereal Crispix, Manzana, Leche. Comida: Arroz Integral Frito con Pollo, Naranja, Leche. Bocadillo: Barita de Queso, Galletas Saladas de Trigo American Classic.	15 Desayuno: Avena, Azúcar Morena, Plátano, Leche. Comida: Macarrón con Queso, Ejotes Sazonados, Fresas o Tanjarina, Leche. Bocadillo: Waffle de Fresa, Galletas Graham de Grano Integral, Leche.	16 Desayuno: Minibarra Dreamy Orange Grano Integral, Durazno Picado, Leche. Comida: Pollo Asado en Pan de Trigo Integral, Elote, Melón, Leche. Bocadillo: Bocadillo de Maíz Multigrano, Pera Picada.	17 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.	18 Desayuno: Barra de Mollete Dreamy Orange, Taza de Fruta Mixta, Leche. Comida: Queso en Pan de Trigo Integral, Naranja, Zanahoria, Leche. Bocadillo: Galletas Saladas de Limón en Forma de Dinosaurio, Caja de Jugo de
Semana 1	21 	22 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.	23 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.	24 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.	25 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	28 Desayuno: Pan de Trigo Integral con Pasas, Manzana, Leche. Comida: Pollo Horneado, Camote, Melón, Bollo de Trigo para Cena, Leche. Bocadillo: Naranja, Yogur de Fresa y Plátano.	29 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.	30 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.	31 Desayuno: Cereal Crispix, Plátano, Leche. Comida: Jamón de Pavo con Pan de Trigo Integral, Pepino con Aderezo, Naranja, Mayonesa, Leche. Bocadillo: Barra de Grano Integral Nutri Grain, Leche.	

ITEM IV-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the attached Governing Board minutes of the November 1, 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, November 1, 2012
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:08 a.m.

Members Present:

Sophia Scherman, Chair, SETA Governing Board; Public Representative
Bonnie Pannell, Vice Chair, SETA Governing Board; Councilmember, City
of Sacramento

Jimmie Yee, Member, Board of Supervisors

Don Nottoli, Member, Board of Supervisors

Jay Schenirer, Councilmember, City of Sacramento

➔ **Recognition of Long-term Employees:**

Mr. William Walker recognized Ms. Diana Douglas for her 20 years of service to SETA.

Ms. Lisa Carr spoke on behalf of Ms. Sharon Adams and the 30 years of service she has given to SETA. Ms. Adams introduced her mother.

Ms. Denise Lee acknowledged Mr. Francisco Navarro's 30 years of service. Ms. Lee showed a slide show of Mr. Navarro and Ms. Adams during their careers at SETA.

II. Consent Items

- A. Minutes of the October 4, 2012 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Staff Recommendation for the Youth Vendor Services List

The consent items were reviewed; no questions or corrections.

Moved/Pannell, second/Nottoli, to approve the consent items as follows:

- A. Approve the October 4, 2012 minutes
 - B. Approve the claims and warrants for the period of 9/27/12 through 10/24/12.
 - C. Approve the addition of Soil Born Farms to the Youth VS List.
- Voice vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Out-of-State Travel to Attend the Playground Construction School Training

No questions or comments.

Moved/Nottoli, second/Pannell, to approve out of state travel to the International Playground Contractors Association – Playground Construction School in Las Vegas, Nevada on November 14-16, 2012.

Voice Vote: Unanimous approval.

2. Election of Officers of the Sacramento Employment and Training Agency Governing Board

This continues the process of electing the board leadership for a one-year term. Ms. Pannell will become the Chair and Mr. Yee will serve as Vice Chair.

Moved/Nottoli, second/Scherman, to elect Councilmember Bonnie Pannell to serve as Chair, and Supervisor Yee to serve as Vice Chair for a one-year term to begin on November 2, 2012.

Voice Vote: Unanimous approval.

Ms. Kossick expressed appreciation for Ms. Scherman's leadership over the past year.

3. Reappointment of the Public Representative Member to the SETA Governing Board

There were no questions or comments.

Moved/Nottoli, second/Pannell, to approve the reappointment of Ms. Sophia Scherman as a public representative to the SETA Governing Board for the current term ending in November, 2014 and forward this nomination for approval to the City Council and Board of Supervisors.

Voice Vote: Unanimous approval.

4. Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella, Errors and Omissions and Student Accident

Mr. Roy Kim introduced Ms. Carolyn Reynolds and Mr. Ken Urrutia, Account Executives with Arthur J. Gallagher & Company.

Ms. Reynolds reviewed the proposal of insurance for 2013 and what has changed from last year to this year. The insurance broker has been successful to keep the increases to a minimum (1.6%) excluding workers compensation. There are no changes in other coverages. Philadelphia has provided the same coverages as last year.

There was a slight increase for the Rancho Cordova center due to a small change in limits for the flood insurance.

Ms. Reynolds stated that the 1.67% increase in rates is acceptable.

Moved/Pannell, second/Scherman, to approve the purchase of agency insurance for general liability, vehicle liability, umbrella, errors and omissions, and student accident as recommended by Arthur J. Gallagher..
Roll call vote: Aye: 5, Nay: 0, Abstentions: 0

B. WORKFORCE DEVELOPMENT DEPARTMENT: No items.

C. CHILDREN AND FAMILY SERVICES: No items.

IV. Information Items

A. Update on Sacramento Works Support of Next Economy Objective to Create a Robust Network of Business Incubator and Accelerator Services

Ms. Robin Purdy reported that the Sacramento Works board has set aside 2% of board initiative funds to fund strategies that align with the Workforce Investment Board plan and with the Next Economy plan. The Board is looking at three of the five Next Economy goals that align the WIA local plan. The Sacramento Works board will be considering a recommendation at their January 2013 meeting. The Sacramento Metropolitan Chamber of Commerce, SACTO, Valley Vision and SARTA are the lead organizations; all have had public input meetings and are developing their own goals and objectives. All of the organizations are going out to the community to find out what piece of this plan aligns with their organization.

B. Community Services Block Grant On-Site Monitoring Review Report: No findings

C. Fiscal Monitoring Reports: No comments.

D. Employer Success Stories and Activity Report: No comments.

E. Dislocated Worker Update: Mr. Nottoli reported that the County has received a pre-WARN notice for Wonder Bread/Hostess. Mr. Walker stated that SETA has not yet received the notice and Mr. Nottoli replied that he will send it to staff.

Ms. Pannell announced that VSP is staying in Sacramento and bringing in 400 new jobs.

- F. Unemployment Update/Press Release from the Employment Development Department: No comments.
- G. Head Start Reports: Ms. Denise Lee reviewed the Program Information Report results. There was discussion around the Elk Grove USD dental percentages. Ms. Lee will follow up with more information at the next board meeting. Ms. Lee is proud that the teachers were encouraged to upgrade their education to at least an AA degree. The requirement was that all teachers had to have a minimum of an AA degree. Countywide, teachers are meeting the AA degree requirement and exceeding the national minimum.

V. Reports to the Board

- A. Chair: Ms. Scherman reminded everyone to vote! She reported that she is collecting turkeys again this year for those in need.
- B. Executive Director: Ms. Kossick wished the board a Happy Thanksgiving
- C. Deputy Directors: No comments.
- D. Counsel: No report.
- E. Members of the Board: Ms. Pannell announced that Thanksgiving dinner will be available to everyone at the Pannell Center on Meadowview Road.
- F. Public: No comments.

VI. Adjournment: The meeting was adjourned at 11:09 a.m.

ITEM V

COMMITTEE REPORTS

✓ Executive Committee

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

GOOD!!!
Thank you, Ms. Shelly Fuentes, for standing in as Secretary.
Thank you, Ms. Teresita Saechao, for doing an excellent job translating.
Thank you, board members, for all of your participation.
Thank you, Ms. LaShaun Burke and Ms. Nancy Hogan, for providing PC/PAC reimbursements.
Thank you, Outgoing Chair Ms. Socorro Gutierrez, for all of your hard work and for supporting newly seated representatives.
Thank you, all board members, for staying throughout the entire meeting.
Thank you for not eating in the board room.
Thank you, Ms. Marie Desha, for helping new board members thoroughly.
NEEDS IMPROVEMENT
Arrive on time and start on time.
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 raise your hand and wait to be called on by the Chair before speaking.
Please remember to call in to your Chair, Ms. Marie Desha, or Ms. Nancy Hogan prior to the meeting if you are unable to attend the meeting.
Please be sure to turn off all electronic devices unless used for meeting purposes.

NOTES:

ITEM VI – OTHER REPORTS

BACKGROUND:

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

- Chair's Report - Ms. LaTasha Windham
- Policy Council Report(s) – Ms. Teressa Jay, Ms. LaTasha Windham, Ms. Iyshiah Lacey, Ms. Mayra Partida, Mr. Anthony Nelson, and Mr. Marshaun Tate
- Head Start Deputy Director's Monthly Report – Ms. Denise Lee
 - ⇒ Monthly Head Start Report
- Managers' Reports
 - Program Support Services Report – Ms. Brenda Campos
 - Parent/Family Support Report – Ms. Lisa Carr
 - ✓ Countywide Parent Conference Update
 - ✓ Head Start Parent Volunteer Hours/Flip
 - Child Development and Education Services Report – Ms. Karen Gonzales
 - ✓ Region Reports (attached)

NOTES:

Head Start Monthly Report

January 2013



SETA Operated Program

Program Operations:

The month of December was a very brief and busy time for the Program Operations Unit. All of our reliable CLASS observers have been out at the centers conducting classroom observations followed by immediate feedback sessions to provide staff with the specific support they need. We also provided training to all site teaching staff on the topic of “Dual Language Learners”. In addition, the Program Operations Unit also put a great deal of work into making changes to the Home Visit/Parent Conference process, with plans to begin piloting the new process in March of 2013. It is our belief that these changes will make a more meaningful experience for both teachers and families. Last but not least, our centers were full of rich parent engagement activities throughout the month of December.

Program Support Services:

School Readiness Goals (SRG) Plan Delegates and Grantee met in December to discuss updates on countywide School Readiness Goals. Aggregated Fall 2012 assessment results are now available and delegates have individual action plans for program improvement and specific goals for next assessment in their respective programs. Education Coordinator Alicia Alarcon met with individual delegates to discuss specific plans. Directors and Administrators discussed various ways to analyze assessment data, and identified types of reports that can be useful for program planning.

Training and Technical Assistance Activities Various support services were provided to Delegates and Partners in December: (1) Presentations on Parent, Family and Community Engagement (PFCE) Framework at WCIC Head Start Policy Committee Meeting (12/19/2012) and at SCUSD Head Start In Service/Professional Development Training(12/21/2012) by Program Officer Melanie Nicolas; (2) EHS Partners Supervisors' Quarterly Meeting (12/11/2012); and (3) Follow-Up Monitoring Visit/Training at TRUSD Head Start (12/12/2012) on referral process and record keeping systems by Disabilities Coordinator Beverly Sanford and Program Officer Melanie Nicolas.

Family Support Services:

Reta Keirseay and Sharon Adams have prepared the FSW's for the upcoming self assessment by asking them to check their files for accuracy and completeness. We also had Lisa Carr and Brenda Campos present information on the upcoming self assessment and what will take place. We have done a sampling of file review at various centers to include in Lisa's section of the self assessment report. We trained staff on the monitoring protocols so they will be aware what the Quality Assurance Unit will be looking for when they go out to monitor at centers.

Elk Grove Unified School District

Enrollment:

The Elk Grove Unified School District is funded to serve 420 students and is fully enrolled. The average daily attendance (ADA) was 88%.

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 active IEPs into the Head Start program. There are 46 Head Start students with active IEPs being served.

Health Services Update:

Program Educators are monitoring files and providing additional support to ensure that children who need health services receive them.

This month, 6,458 meals were served to our Head Start students.

Family and Community Partnerships Update:

Florence Oneto, PreK social worker, presented a workshop titled, "Parent-Child Relationships" at Prairie Elementary School on December 12, 2012. This workshop addresses the importance of building positive relationships in the family and teaches methods for promoting positive behaviors in children. Twenty-two parents attended the workshop.

Recruitment:

PreK registrations continue to take place and students are placed on a waiting list. The Head Start classes are fully enrolled. Each school has a waiting list and families are notified when space becomes available.

An internal office calendar with registration dates for January through June has been created to ensure sufficient time is allotted to have full enrollment by the end of June for the 2013 -2014 school year.

Sacramento City Unified School District

Education:

The following topics were presented to staff during Professional Learning in December: Federal Review Preparation, Safe Schools, School Readiness Goals, Parent, Family & Community Engagement and Understanding the Center for Disease Control Growth Charts.

Health and Nutrition:

During the month of December, the nurses conducted self-assessments at several preschool sites using the SETA Monitoring and Quality Assurance, Self-Assessment Checklist. The results of these audits will be shared at the next Leadership Team Meeting on January 11.

- Each Preschool Nurse is continuing to audit the classroom files for each Head Start child.

Health Education and follow-up on anemia and blood lead levels were the nurses' main focus this month. Sensory re-screenings and screenings of newly enrolled Head Start children also took place.

Nurse Lisa presented "Handwashing and Keeping your Family Healthy" at a parent meeting in December. She shared "Safe Food Handling for the Holidays" handouts with all the Child Development staff.

The Dental Varnish clinics continued in December. The nurses emphasized to the teaching staff the importance of increasing student participation. The nurses are following-up with the children that were identified as having dental needs, during the Dental Varnish Clinic.

The nurses continued to mentor LVN students in the month of December. During the month, the LVN students assisted with Dental Varnish Clinics, sensory screenings, self-assessment of classrooms with class file audits, and dental follow-ups.

Policy and procedures were developed for the use of non-alcohol based hand sanitizer with preschoolers, with an emphasis on hand washing. Written procedures were needed to address those situations when soap and water is not readily available; such as during off-campus field trips. The new policy and procedure was reviewed and demonstrated to staff at the Professional Learning meeting in December.

Registered Dietitian, Karen Ito, completed parent workshops on the prevention of anemia at the following preschool pilot sites: Letata Floyd (formerly Jed Smith), Susan B. Anthony and James Marshall. Fresh, organic fruits and vegetables were provided by Capay Valley Organics for the nutritional activities. Karen reports that she tried to select fruits and vegetables that were more “unusual” so that parents could become familiar with a wider variety of fresh fruits and vegetables.

Parents were given the leftover produce so that they could practice their new cooking skills at home, and share these “unusual” fruits and vegetables with their families.

Mental Health/Family and Community Partnership:

The social workers are continuing to present the “Positive Solutions for Families” parent education workshop series, each month. This series has been held at the Capital City Family Resource Education Center. The second series will be held at the Hiram Johnson Family Education, to reach families who live on the east side of the district.

Social workers remained busy in December; completing initial CLASS observations, providing coaching for selected teachers on the CSEFEL pyramid model and preparing an upcoming CSEFEL training for Professional Learning in the month of February.

During the past month, time was devoted to conducting the self-assessment process for the Family and Community Partnerships and Mental Health service areas.

Early Head Start:

Teen Parent Group meetings, at American Legion, are being held twice a month. Our EHS Social Worker, along with a Youth Development Nurse, has been facilitating the group meetings.

Prenatal Services are being provided by the EHS nurse, EHS social worker and Center-base Home visitor. Services are underway.

New social emotional teaching tools, resources and strategies were provided to the EHS teaching staff, to incorporate with 1-3 year olds in the classroom and on home visits. On-going support on the use of these materials will follow from the EHS Social worker.

San Juan Unified School District

Education Services Update:

As teachers continue with the theme of My Five Senses, the focus on the letters Ff, Aa, and Zz will also resume. The math focus is on division and will come to an end the week of 12/17/12. This week is for math review and teachers will review any math concepts necessary for the class during this time.

Teachers have reviewed the class data as a whole, as well as individual student progress data for the first assessment period. Submitted were the activities designed to promote individual growth for students in all three domains: social-emotional, cognitive, and physical, as well as activities designed with a whole class focus for student outcomes. There are goals attached to all activities where the expectation is that a percentage of children will continue to progress at least to the next developmental level and beyond by spring of 2013 when the next assessment period ends.

Disabilities Services Update:

The Disabilities Specialist and other content specialists continue to work on completing the box preparation for the upcoming 'mock' review. This year is more challenging because the related questions for disabilities are in many boxes instead of a specific box assigned just for Disabilities Services. However, the other Content Specialists are collaborating and making it easier for all to complete the task at hand.

More IEPs are being recorded into the PIR system as 60 day assessments are being completed and IEPs are being held. The San Juan ECE Department's Special Needs enrollment is currently at 11%.

Mental Health Services Update:

The Mental Health Therapist provided Holiday Stress Management parent support workshops throughout the month of December. The Therapist provided families with community resource phone numbers in the event of need or crisis over the school break.

Nutrition Services Update:

After a very long week of document review and site visits, the CCFP audit ended on a positive note! As usual, the success of the review was due directly to the dedication and professionalism of the classroom staff. Kudos!

Health Services Update:

Health Services is screening one day a week in the centralized screening room and is traveling out to classroom sites to complete or reattempt needed screenings. Entering health events in Child Plus for over 700 children in order to align with SETA's event requirements is an ongoing project. Health is participating in the *Smiles for Kids* program again this year to provide dental services to children who have no dental home or insurance. Smile Keepers is completing dental screenings & fluoride applications for the children in the classrooms. The Health Assistants & School Nurses are following up with all the children that need to be seen by the dentist. They are also following up with the children that are obese, overweight, and underweight. Unfortunately, this number has dramatically increased in the last two years.

Family and Community Partnerships Update:

In December, the Policy Committee received the Ethics training during the regular PC meeting. Several community agencies helped to support families in need by providing holiday baskets and gifts, and classrooms invited parents to join in activities during parent meetings or classroom events. School Community Workers reviewed Family Partnership processes as a result of preliminary information

from the self review, and all preschool staff received an overview of Family and Community Engagement as part of the quarterly program newsletter.

Transition Services Update:

Open enrollment for kindergarten is beginning in January and the teachers have been busy assisting the families with questions and information on the process. Kindergarten readiness has been discussed at the parent teacher conferences. Parents have the knowledge of how their children have been progressing towards the kindergarten transition goal. The combination of all this information will help parents have confidence in the enrollment process. With the second half of the school year approaching, parents and teachers are continuing to work collaboratively to achieve school readiness goals.

Program Support/Staff Training Update:

Teachers and Assistants were invited to attend an evening training on Emergent Writing on December 4. It was well attended by 25 staff members. The continuum of learning was covered from the beginning stages of activities designed to develop the strength in the muscle groups of the hand necessary for a successful hand grasp; to journals where children draw and “write” weekly and teachers track their progress through work samples and interactive writing. Activities introducing conventional print are offered only when children are ready, where observations and work samples show evidence that they have moved through the continuum of skills necessary to move into this next phase. Research was shared that “working with dexterity and strength first can eliminate the development of an inappropriate pencil grasp, which is becoming more common as young children engage in writing experiences before their hands are ready”. *Preschool Learning Foundations, vol.2, Physical Development.*

Fiscal Update:

The Head Start and Early Head Start Fiscal/In-Kind Reports were submitted to SETA on December 4. The final audit for fiscal year 11-12 by SETA was November 27– 28, 2012. There were no findings or deficiencies. At this time all expenses are in line with the remaining HS & EHS budgets.

Due to the passage of proposition 30 all budgets were restored back to just the two or three firm furlough days depending on the ruling of each Bargaining Unit.

Budget preparation for fiscal year 2012-13 will begin in January 2013.

Early Head Start:

This short month has seen a flurry of activity! An expanded Leadership Team reviewed the DRDP data and developed an action plan to address School Readiness Goals.

Self Assessment data was analyzed and program strengths and weaknesses were identified. The self assessment action plan is currently being developed.

The completion of the Child Care Food Program review provided positive feedback and several suggestions for improved systems for Head Start and Early Head Start.

Twin Rivers Unified School District

Events:

The Head Start programs participated in the annual Winterfest events on December 19 and 20 at both sites. In alignment with the Parent Family Community Engagement Framework's outcome of positive parent-child relationships and family connections to peers and community, this year's focus was on bridging families through the Arts including musical performances by each classroom. The event included classroom parents working together with the teaching staff to build the classroom's gingerbread house. Using their creative and artistic ability, each classroom's gingerbread house was a unique work of art. Each classroom also provided parent volunteers that assisted with classroom specific arts and crafts activities. The students and parents rotated throughout the classrooms while helping their child make delightful holiday projects. The event was capped off with the students playing in the "snow" and enjoying holiday treats.

Professional Development:

The Head Start staff participated in a brainstorming activity to learn more about the Parent Family Community Engagement Framework during the monthly staff meeting. Staff was challenged to think of activities and methods to fulfill the Parent and Family Outcomes. Some of the suggested activities included additional meet and greet fieldtrips to local elementary schools, parent breakfast socials and ESL classes.

The Morey Avenue program recently had SMART Boards installed in all of the preschool classrooms. The last two training sessions were held on December 7 and December 14. The SMART Boards will assist with the electronic components of the Creative Curriculum materials and enable teaching staff to provide additional learning materials via internet.

Teachers participated in the Creative Curriculum workshop related to the Ball investigation study on December 13. The workshop was held at the District Office and is mandatory for all teachers with voluntary participation for teacher assistants. The ECE Leadership Team will continue with the focus of math and utilizing the Mighty Minutes and Intentional Teaching Cards as part of the daily routine.

Components:

The new substitute Health Assistant, Kelli Carrillo, is on board for Nutrition duties. She has been working with the District Nurse and SETA's Health staff to get the appropriate training and continues to follow-up on Nutrition duties and the nutritional needs of the students. The nutrition activities in the classrooms continue with a focus of round vegetables and fruits as related to the upcoming Ball investigation theme in Creative Curriculum.

The Health Component Leader continues reviewing students' files for medical concerns and continues following up on students needing additional documents. The Health Component leader is also working closely with the classroom teachers and Resource Teacher on the Safe Environment checklist to ensure all of the components of the monitoring tool are fully met.

Our School Social Worker/Counselor continues 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 job listing closed on December 6 and interviews will likely be held during the first few weeks of January 2013. The mental health and social skills groups are being facilitated with approximately 18 students participating in the weekly sessions.

In connection with our health and obesity goals, the Zumba classes continue on Tuesdays and Thursdays. Parents and staff are exercising in a fun and engaging environment with a focus of healthy exercising to foster healthy habits.

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 the plan and facilitate the monthly meetings in each of the Morey Avenue classrooms and at Oakdale.

The Speech and Language Pathologist (SLP) continues providing direct services to students needing speech therapy at both sites.

The Education Component Leader continues to support teaching staff with classroom observations and suggestions for improving classroom management skills and student engagement strategies. The ECERS action plans and CLASS observations have been completed. Teaching staff are working closely with the Education Component Leader to develop action plans.

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 leader completed a draft of the ERSEA manual. A final review will be completed and the manual will be submitted to the PC for approval.

Policy and Parent Committees:

The Parent Committee meeting at Oakdale was held on December 11. The Policy Committee meeting was held on December 18. The agenda included a review of the monthly reports, the approval of the Social Worker and Community Liaison positions, selection of fundraiser and brainstorming for the Black History Month program. Due to the lack of quorum, the action items were postponed until the next meetings. Due to low parent participation, the PC Chair and HS Director Thompson have made calls and posted fliers for parents interested in joining the parent groups. Information sessions will be held on January 10 to recruit new parents and the election of the new parents will likely occur in mid-January 2013.

Parent Trainings:

The parenting classes in collaboration with the Birth and Beyond North Highlands Resource Center and Mutual Assistance Network continues and parents are encouraged to attend. The December parent training was "Making Reindeer Food" with a focus on how to interact with your child with low cost arts and crafts activities. The event was very well attended at both sites. Parents commented on the entertaining activity and how delighted their children were to make the colorful art project.

The classroom parent meetings for December focused on the introduction of the Family, Parent, Community Engagement Framework and its alignment with the School Readiness Goals Plan for TRUSD. Parents were given information on the Framework and provided information on ways to participate and foster better home to school connections.

Fiscal:

The Budget Analyst provided another budget overview for the ECE certificated staff at the ECE Leadership Team meeting on December 29. Teachers ordered materials related to their ECERS assessment results and the orders are beginning to arrive.

WCIC

Management:

During the month of December 2012, WCIC/Playmate Head Start Programs' Management Team continued reviews, revisions, and updates as needed of Policies and Procedures, Written Service Plans, Board and PC By-Laws, and In-House Monitoring discussions/assessments.

Enrollment:

During the month of December 2012, WCIC's Enrollment was 100%.

Parent, Family, and Community Engagement Trainings:

WCIC/Playmate Head Start Programs received Parent, Family, and Community Engagement Training by Ms. Alicia Barron, Education Coordinator from Sacramento Employment and Training Agency on December 14, 2012. Ms. Barron provided handouts on The Head Start Parent, Family, and Community Engagement Framework for "Early Care and Education Programs" and "Family Engagement in School Readiness." Ms. Barron gave a brief overview of the new framework. There are 7 approaches to Family Engagement: Family Well-Being; Positive Parent-Child Relationships; Families as Lifelong Educators; Families as Learners; Family Engagement in Transitions; Family Connections to Peers and Community; and Families as Advocates and Leaders. Family Engagement in School Readiness domains are: Development of School Readiness Goals; Participation in ongoing assessment; Providing school readiness activities in the home environment; Partnering with staff; and Assisting in making program improvements. She stated the Head Start frameworks are new. WCIC/Playmate staff has to learn how to apply the new parent, family, and community engagement framework to their everyday engagement with children and families enrolled in the Head Start Programs. Staff needs to make sure families feel successful and are able to support their child in order for their children to transition out of Head Start into Kindergarten. Home visits and parent conferences are excellent ways to continue family engagement. Staff can log onto the <http://eclkc.ohs.acf.hhs.gov> for more information on the new framework.

WCIC/Playmate Head Start Programs received a second Parent, Family, and Community Engagement Training by Ms. Melanie Nicolas, Program Officer, Program Support Services from Sacramento Employment and Training Agency on December 19, 2012. Ms. Nicolas provided handouts on The Head Start Parent, Family, and Community Engagement Framework for Early Care and Education Programs" and "Family Engagement in School Readiness." Ms. Nicolas gave a brief overview of the new framework and the 7 approaches to Family Engagement. She stated the family engagement target points start the program off in September. The second quarter year is from October –December. The third quarter is January –March and fourth quarter is April-June. The strategies provide staff and families with information on resources, policy committee meetings, home visits, parent conferences, screenings, program self assessment, and transition to kindergarten.

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

No recent issues to report this month.

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2012-2013

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

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2012-2013

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

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2012-2013

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

SPECIAL EDUCATION REPORT

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

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

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

<u>Agency/AFE (HS)(EHS)</u>	<u>Head Start #IEP (% AFE)</u>		<u>Early Head Start #IFSP (% AFE)</u>	
Twin Rivers USD (211)	20	(9%)	N/A	
Elk Grove USD (420)	46	(11%)	N/A	
Sacramento City USD (1292)(147)	96	(7%)	13	(9%)
San Juan USD (700) (161)	82	(12%)	7	(4%)
WCIC (120)	8	(7%)	N/A	
SETA (2796) (345) (1878 Tracks)	141	(9%)	41	(12%)
County (4621)* (653)*	393	(9%)	61	(9%)

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

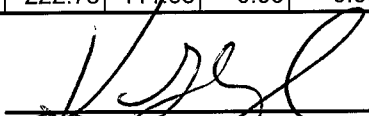
% AFE = Percentage of Annual Funded Enrollment

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		89.09	61.89										38.86
Bright Beginnings 1201D	20	200.00			10.02											189.98
Fruitridge 1216A	20	200.00	21.55	5.39	71.05		28.74									73.27
Fruitridge 1216B	20	200.00		16.69												183.31
Fruitridge 1216C	20	200.00		185.43	80.58	23.71										-89.72
Hopkins Park A	20	200.00		80.35												119.65
Hopkins Park B	20	200.00														200.00
Hopkins Park C	20	200.00				26.93	10.73									162.34
Hopkins Park D	20	200.00				19.28										180.72
Illa Collin 1221A	20	200.00			16.04	31.78	1.71									150.47
Illa Collin 1221B	20	200.00	32.30		13.72											153.98
Job Corp 1237X	20	200.00		57.39	32.99											109.62
Job Corp - EHS 1237M	8	120.00			25.80	9.69										84.51
Job Corp - EHS 1237U	8	120.00														120.00
Kennedy E 1240A	20	200.00	22.40				44.56									133.04
Kennedy E 1240B	20	200.00					16.40									183.60
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	29.13		9.69									136.42
Mather 1223B	20	200.00		59.75	51.72	18.35										70.18
Mather 1223R	20	200.00		60.47												139.53
Mather 1223X	20	200.00		32.30	11.85	31.15										124.70
Mather - E.H.S. 1223U	8	120.00														120.00
Parker 1207E	12	144.00														144.00
TOTAL		4904.00	101.96	540.26	431.99	222.78	111.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3495.18

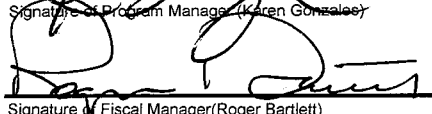
APPROVED BY:


Signature of Program Manager (Karen Gonzalez)

DATE:

1/9/13

REVIEWED BY:


Signature of Fiscal Manager (Roger Bartlett)

DATE:

1/9/13

REGION II
2011-2012
BUDGET BALANCE

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			57.11											142.89
Broadway 1246U	8	80.00			37.25											42.75
New Helvetia I 1212U	16	240.00														240.00
New Helvetia II 1247A	20	200.00			46.74											153.26
New Helvetia II 1247B	20	200.00														200.00
North Ave 1256A	20	200.00				4.31										195.69
North Ave 1256B	20	200.00		29.81												170.19
North Ave 1256C	20	200.00		29.99												170.01
North Ave 1256D	20	200.00		36.02	4.31											159.67
North Ave 1256X	20	200.00														200.00
Northview - E.H.S.1224U	8	120.00	7.54			81.63										30.83
Northview 1224A	20	200.00														200.00
Northview 1224B	20	200.00														200.00
Northview 1224R	20	200.00					19.38									180.62
Northview 1224X	20	200.00	12.49		105.29											82.22
Solid Foundation A	20	200.00					47.38									152.62
Solid Foundation B	20	200.00														200.00
Solid Foundation C	20	200.00														200.00
Vineland 1211A	20	200.00	32.84			22.00	26.96									118.20
Vineland 1211B	20	200.00														200.00
TOTAL		4840.00	52.87	132.68	250.70	107.94	93.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4202.09

APPROVED BY:




Signature of Program Manager (Karen Gonzales)

DATE:

11/19/13

REVIEWED BY:



Signature of Fiscal Manager (Roger Bartlett)

DATE:

1/9/13

REGION III
2011-2012

BUDGET \$10 PER CHILD (HS) and \$15 PER CHILD (EHS)

BUDGET BALANCE

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			25.47											174.53
Elkhorn B	20	200.00			18.51											181.49
Elkhorn C	20	200.00	17.00	6.85	33.52											142.63
Elkhorn D	20	200.00			15.01											184.99
Elkhorn X	20	200.00					9.02									190.98
Elkhorn EHS	16	240.00			95.68											144.32
Freedom Park 1239A	20	200.00														200.00
Freedom Park 1239B	20	200.00			16.99											183.01
Freedom Park 1239C	20	200.00														200.00
Freedom Park 1239D	20	200.00	13.74	86.28	26.59	89.90	3.20									-19.71
Freedom Park 1239X	20	200.00		15.04	44.33											140.63
Freedom Park 1239R	20	200.00				8.62										191.38
Hillsdale 1228A	20	200.00		20.18	9.96											169.86
Hillsdale 1228B	20	200.00			29.33											170.67
Hillsdale 1228C	20	200.00			64.25											135.75
Hillsdale 1228D	20	200.00			32.43	12.47										155.10
Hillsdale 1228R	20	200.00			20.60		15.54									163.86
Hillsdale 1228X	20	200.00			32.55											167.45
Norma Johnson 1214F	20	200.00		58.87												141.13
Norma Johnson 1214X	20	200.00		55.93	52.13	32.63	37.12									22.19
Norma Johnson - EHS	8	120.00	78.66			88.44										-47.10
Sharon Neese 1249R	20	200.00				5.39										194.61
Sharon Neese 1249X	20	200.00			19.38											180.62
Sharon N-EHS 1249U	16	240.00														240.00
Strizek 1225A	20	200.00			6.14											193.86
Strizek 1225B	20	200.00			81.46											118.54
TOTAL		5200.00	109.40	243.15	624.33	237.45	64.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3920.79


APPROVED BY:


Signature of Program Manager (Karen Gonzales)

DATE:

1/19/13

REVIEWED BY:


Signature of Fiscal Manager (Roger Bartlett)

DATE:

1/9/13

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					26.70									173.30
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				27.85										172.15
Crossroad - E.H.S. 1242U	8	120.00			47.38											72.62
Crossroad G 1242R	20	200.00	48.53		88.17											63.30
Crossroad G 1242X	20	200.00			34.47	109.64										55.89
Crossroads - 1242A	20	200.00	38.82	65.32	27.21											68.65
Galt 1234A	20	200.00				67.45										132.55
Galt 1234B	20	200.00		15.15			15.83									169.02
Galt 1234C	20	200.00														200.00
Galt 1234D	20	200.00		46.44	8.94	7.21	12.16									125.25
Galt 1234E	20	200.00			34.58	40.47										124.95
Galt 1234F	20	200.00														200.00
Grizzly Hollow - E.H.S.	8	120.00														120.00
Grizzly Hollow 1252 A	20	200.00					35.76									164.24
Grizzly Hollow 1252B	20	200.00														200.00
Nedra 1244A	20	200.00														200.00
Nedra 1244B	20	200.00			36.88											163.12
Nedra 1244C	20	200.00			25.23											174.77
Phoenix Park EHS1248U	6	90.00		9.67												80.33
Phoenix Park 1248A	20	200.00														200.00
Phoenix Park 1248B	20	200.00				16.93										183.07
Phoenix Park 1248R	20	200.00			9.10	44.19										146.71
Walnut Grove 1235A	20	200.00			102.93	43.95										53.12
TOTAL		5130.00	87.35	136.58	414.89	357.69	90.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4043.04

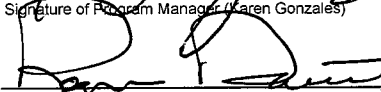
APPROVED BY:


Signature of Program Manager (Karen Gonzales)

DATE:

1/9/13

REVIEWED BY:


Signature of Fiscal Manager (Roger Bartlett)

DATE:

1/9/13

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	543.25	124.25	1800.25	922.25	503.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10106.75
														0.00
EHS	8500.00	0.00	148.50	9.53	448.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7893.97
														0.00
TOTAL	22500.00	543.25	272.75	1800.25	1370.25	503.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18000.72

APPROVED BY:

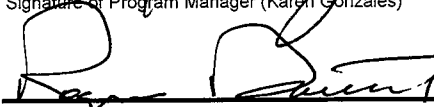


 Signature of Program Manager (Karen Gonzales)

DATE:

 1/9/13

REVIEWED BY:



 Signature of Fiscal Manager (Roger Bartlett)

DATE:

 1/9/13

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: