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Thought of the day: "It's choice, not chance, that determines your destiny."

Author: Jean Nidetch

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

DATE: Tuesday, May 21, 2013

TIME: 10:00 a.m.

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

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

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DISTRIBUTION DATE: WEDNESDAY, MAY 15, 2013

Parent Advisory Committee (PAC) meeting hosted by:
LaTasha Windham, Chair; lyshiah Lacey, Vice Chair; vacant, 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
- ___ Vacant, Bannon Creek Head Start
- ___ Vacant, Broadway Early Learning Center
- ___ **Vanessa Hawkins, Country Wood Head Start**
- ___ Vacant, Crossroad Gardens Head Start
- ___ **Mayra Partida, Early Head Start (Home Base)**
- ___ Vacant, Elkhorn Head Start
- ___ Vacant, Freedom Park Head Start
- ___ **Rosa Gomez, Fruitridge Head Start**
- ___ Vacant, Galt Head Start
- ___ **Alicia Kafka, Grizzly Hollow**
- ___ **Teresa 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
- ___ **Pamela Kelsey, 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
- ___ **Tanisha Hardy, North Avenue**
- ___ Vacant, Northview Head Start
- ___ **Marshaun Tate, Parker Head Start**
- ___ Vacant, Phoenix Park Head Start
- ___ **Misty Sanders, Sharon Neese Early Learning Center**
- ___ Vacant, Solid Foundation Head Start
- ___ Vacant, Strizek Park Head Start
- ___ Vacant, Vineland Head Start
- ___ **Eva Vokolek, Walnut Grove Head Start**
- ___ Vacant, Foster Parent Representative
- ___ Vacant, Grandparent Representative
- ___ **Jonathan White, 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

___ Diana Arriaga, Crossroad Gardens Head Start	___ Ayinde Patton, Alternate, Freedom Park Head Start
___ Cassandra Harvey, Elkhorn Head Start	___ Natalie Edwards, Alternate, Vineland Head Start
___ Vacant, Auberry Head Start	___ Vacant, New Helvetia I Head Start
___ Vacant, Bannon Creek Head Start	___ Vacant, New Helvetia II Head Start
___ Vacant, Broadway Head Start	___ Vacant, Norma Johnson Head Start
___ Vacant, Freedom Park Head Start	___ Vacant, Northview Head Start
___ Vacant, Galt Head Start	___ Vacant, Phoenix Park
___ Vacant, Home Base Head Start Representative	___ Vacant, Solid Foundation Head Start
___ Vacant, Hopkins Park Head Start	___ Vacant, Strizek Park Head Start
___ Vacant, Job Corps Head Start	___ Vacant, Vineland Head Start
___ Vacant, LaVerne Stewart Head Start	___ Vacant, Foster Parent Representative
	___ Vacant, Grandparent Representative

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	02/26	03/19	3/26*	04/23#	05/21	06/18	07/16	08/20	09/17	10/15	11/19
Melinda Phan s/b/seated 3/19	AP						U		U							
Alma Amaya Seated 11/20	BC	X	U		X		U		U							
Quentin Stanley Seated 4/23	BLC								X							
Vanessa Hawkins Seated 1/15	CW		E		X		X		X							
Diana Arriaga s/b/seated 3/19	CR						E		U							
Mayra Partida Seated 11/20	EHS/HB	X	X		X		E		X							
Vacant	EHS/HB															
Cassandra Harvey Seated	EL															
Vacant Seated	FP															
Rosa Gomez Seated 11/20	FT	X	X		X		U		X							
Vacant	G															
Alicia Kafka Seated 11/20	GH	X	X		X		X		X							
Teressa Jay Seated 11/20	H	X	X		X		X		X							
Colleen Fietzek Seated 11/20	HB	X	X		X		X		X							
Vacant	HB															
LaTasha Windham Seated 8/21	IC	X	X		X		X		X							
Vacant Seated	HP															
Vacant	JC															
Pamela Kelsey Seated 3/19	K						X		X							
Vacant	LVS															
Yadira Lopez Seated 11/20	MCBB	X	X		X		U		X							
Vacant Seated	GSC															
Ilyshiah Lacey Seated 11/20	M	X	X		X		X		E							
Tanisha Hardy Seated 3/19	NA						X		X							
Praveena Chaudhary Seated 12/18	NC		X		X		X		U							
Seated	NJ															
Vacant	NH2															
Seated	NV															
Marshaun Tate Seated 11/20	PA	X	X		X		X		E							
Vacant	PP															
Vacant	SF															
Misty Sanders Seated 3/19	SN						X		X							

COMMITTEE MEMBER	CENTER	11/20	12/18		01/15	02/26 *	03/19	3/26 **	04/23#	05/21	06/18	07/16	08/20	09/17	10/15	11/19
Vacant Seated	SP															
Shelly Fuentes Seated 11/20	↘	✕	✕		✕		AP		E							
Eva Vokolek Seated 4/23	WG								X							
Vacant	FPR															
Seated	GPR															
Jonathan White Seated 3/19	MIR						X		X							
	OGC															
Johnny Sanders Seated 11/20	PPR	X	U		X		X		U							
Zoila Lucero Seated 11/20	PPR	X	X		X		X		E							

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.**

* No meeting was held 2/26/13
 ** Ethics training with Policy Council
 # Special meeting

**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 APRIL 23, 2013 PAC MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the April 23, 2013 PAC meeting.

RECOMMENDATION:

Approve the minutes of the April 23, 2013 PAC meeting.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

REGULAR MEETING OF THE HEAD START POLICY COUNCIL
SPECIAL MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE

(Minutes reflect the actual progress of the meeting.)

SETA Board Room
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Tuesday, April 23, 2013
9:00 a.m.

I. Call to Order/Roll Call/Review of Board Member Attendance

Mr. Nse Akang called the meeting to order at 9:09 a.m. and read the Thought of the Day for the Policy Council. Ms. LaTasha Windham read the Thought of the Day for the Parent Advisory Committee. Mr. Benjamin Bailey called the roll for the Policy Council.

Members Present:

Benjamin Bailey, Sacramento City Unified School District
Dominique Rios-Farias, Sacramento City Unified School District
Sarah Proteau, San Juan Unified School District
Carolyn Wilson, Twin Rivers Unified School District
Annette Duran, WCIC
Teresa Jay, SETA-Operated Program
Mayra Partida, SETA-Operated Program
LaTasha Windham, SETA-Operated Program
Ana Calderon, Early Head Start (SETA)
Toni Espinoza, Home Base Option
Nse Akang, Foster Parent Representative
Jonathan White, Male Involvement Committee

Members Absent:

Sandres Germany, WCIC (unexcused)
Summer Durham, Sacramento City Unified School District (unexcused)
lyshiah Lacey, SETA-Operated Program (excused)
Marshaun Tate, SETA-Operated Program (excused)

New Members Not Present:

Kirsten Potter, Elk Grove Unified School District (resigned)
Amy Boggess, San Juan Unified School District (unexcused)

Ms. Colleen Fietzek will serve as Secretary for the PAC and Ms. Carolyn Wilson will serve as Parliamentarian. Ms. Fietzek called the roll for the Parent Advisory Committee:

Members Present:

Teressa Jay
Colleen Fietzek
LaTasha Windham
Jonathan White
Mayra Partida
Rosa Gomez
Yadira Lopez
Vanessa Hawkins
Alicia Kafka (arrived at 9:16 a.m.)
Tanisha Hardy
Pamela Kelsey
Misty Sanders

Members Absent:

Shelly Fuentes (excused)
lyshiah Lacey (excused)
Zoila Lucero (excused)
Alma Amaya (unexcused)
Marlem Medrano (unexcused)
Marshaun Tate (excused)
Praveena Chaudhary (unexcused)
Johnny Sanders (unexcused)

New members seated:

Quentin Stanley, Broadway Early Learning Center
Eva Vokolek, Walnut Grove Head Start
Manida Oriyavong, Hopkins Park

New members not present:

Melinda Phan (unexcused)
Diana Arriaga (unexcused)

II. Consent Item (Policy Council)

A. Approval of the Minutes of the March 26, 2013 Regular Meeting

Mr. Akang reviewed the minutes; there were no questions or corrections.

Moved/White, second/Partida, to approve the March 26, 2013 minutes.
Show of hands vote: Aye: 11, Nay: 0, Abstentions: 1 (Akan)

II. Consent Item (Parent Advisory Committee)

A. Approval of the Minutes of the March 19, 2013 Regular Meeting

Ms. Windham reviewed the minutes; there were no questions or corrections.

Moved/White, second/Kafka, to approve the March 19, 2013 minutes.
Show of hands vote: Aye: 14, Nay: 0, Abstentions: 1 (Windham)

III. Action Items

Ms. Denise Lee thanked board members for their participation in the meeting today. She requested that the items be reviewed together.

Ms. Lee stated that there is no competition for these funds. There was a new recompetition rolled out in 2007 but recompetition for funds has not yet affected Sacramento County.

SETA is funded to provide Head Start and Early Head Start services for approximately \$50 million for a one-year period. The grant application process begins August 1, 2013 – July 31, 2014.

A. Approval of Fiscal Year 2013-2014 Head Start/Early Head Start Budget

The budget was reviewed. Ms. Lee thanked board members that had an opportunity to participate in the Budget/Planning Committee; they worked out a lot of the changes in the budget for the next fiscal year. Total personnel costs hovers around 80% of the budget with fringe benefits at 55½%. Administrative support personnel provide support to the Head Start program and the entire agency. Only a fraction of those salaries are charged to the Head Start grant.

The major change in the SOP is that after operating a year-round track system since 1998, the Sacramento program will now operate on a traditional school year. This change is being requested from ACF in order to consistently show full enrollment during the program year. SETA operated program is funded to serve 2,795 children per year. At the time the year-round track system was created here, it was considered an innovative way to provide services to the children and families. This provided a way to provide support to families being required to move from TANF to full-time employment. Every year, the federal government thought that it was important to serve 2,795 kids EVERY day, not over the entire year. SETA was audited and 2011 ACF decided that the track system did not fit what the federal government was looking for, a black/white way of doing business. Two months ago, the regional office discussed wanting us to go back to black/white traditional school services.

The foremost philosophy was that year-round provision of services continues to be management's best effort to provide services to children and families. While ACF understands that the track system was approved, they now want SETA/ Head Start to provide traditional school year services without cutting the amount of funds provided. Staff needed to find a way to provide the traditional services with the seats and expansion of Head Start centers. No new dollars will be provided to unravel the track system.

Ms. Lee stated that attendance data showed that not every center was being fully enrolled during the summer months. Staff looked at the data and was considering going to a traditional program. By moving some centers to a traditional schedule, the staff would then work a 41 or 45 week schedule. This is the largest change that the Agency has gone through in a while. This only affects the SOP since delegate agencies already operate a nine-month program.

The net result will be to reduce six centers to nine months of service (Auberry New Helvetia 2, Illa Collin, Parker, Vineland and Walnut Grove). Those centers are centrally located near other centers so if a family needs a year-round program, it will be available. Staff is also looking at full day services and whether the full day programs were fully enrolled. Full day classrooms could be: Northview, Norma Johnson, Bannon Creek; Mather will be reduced to half-day services.

Staff is proposing to open in six new locations: Northview, Norma Johnson, Bannon Creek, Mather, Fruitridge and Solid Foundation. This will add 120 more children in a part-day option. Management is looking at a new center in Rio Linda and will now expand services at Vineland. The new Rio Linda center will serve 80 children. The last approach is to expand home base services by 12.

This grant application has 682 fewer slots. The funds do not need to be returned to ACF with the approval of reduced slots. The net results include reduced schedules for staff and will be bringing on new classroom staff. There will be some staff in a partial-layoff. Ms. Lee stated that staff that not working during the summer will be able to collect unemployment benefits. There are volunteers that are willing to take the reduced hours.

The net effect is that 39 current employees will have a reduced schedule and a group of 22 support staff that work with the children that will take a rotating five-week layoff. This includes two staff that will go to an on-call consultant status: Special Education Coordinator, Health Coordinator. One Typist Clerk II will be laid off.

B. Approval of Fiscal Year 2013-2014 Head Start/Early Head Start Refunding Application

Ms. Lee reviewed the application which includes a full grant year of proposed services.

C. Approval of Fiscal Year 2013-2014 Head Start/Early Head Start Training/ Technical Assistance Grant Application to be in Alignment with Established Three-Year Goals

Training/Technical Assistance funds are funds set aside to provide training and technical assistance for staff and delegate agencies.

Ms. Lisa Carr, Family Engagement Unit, stated that this document was produced by looking at priorities as well as self-assessment responses. There was community input as to where the funds should go. Using all of the reports, managers, program officers and support staff come up with ideas for training for PAC, PC, and staff training. Most of the funds go to staff training, teaching staff and family services workers. This ensures that staff directly working with families

get training they need to get their job done. This grant application includes funds for parent training.

The career incentive program also falls under this application. Staff receive a career incentive stipend to go back to school for additional training.

D. Approval of Fiscal 2013-2014 Sacramento County Program Options/Grantee and Delegate Agencies

Every program is charged to look at program data and what is going on in the community and use this information to develop their plan.

Ms. Lee reviewed the county-wide program options. The application includes 2,114 slots which is 682 less than last year. Some of the centers can operate as few as six hours or as many as 10 hours. Some of the cuts are also due to the California Department of Education cuts in funding. In Early Head Start there are no major changes. Most services will be provided over 44 or 47 weeks but no other issues.

Ms. Wilson asked Ms. Lee to review the three people being laid off. Ms. Lee stated that one TC II will be laid off. Two other staff, a Health Coordinator and Special Education Coordinator, will be transitioning to consultant status.

Policy Council

Moved/Duran, second/Partida, to approve board items as follows:

- A. Approve the Fiscal Year 2013-2014 Head Start/Early Head Start Budget in the amount of \$50,410,127 for Basic and Training/Technical Assistance.
- B. Approve the Fiscal Year 2013-2014 Head Start/Early Head Start Refunding Application.
- C. Approve the Fiscal Year 2013-2014 Head Start/Early Head Start Training/Technical grant application as aligned with established three-year goals.
- D. Approve Fiscal Year 2013-2014 Sacramento County Program Options/Grantee and Delegate Agencies.

Show of hands vote: Aye: 11, Nay: 0, Abstentions: 1 (Akang)

PAC

Moved/White, second/Kafka, to approve the board items as follows:

- A. Approve the Fiscal Year 2013-2014 Head Start/Early Head Start Budget in the amount of \$50,410,127 for Basic and Training/Technical Assistance.
- B. Approve the Fiscal Year 2013-2014 Head Start/Early Head Start Refunding Application.
- C. Approve the Fiscal Year 2013-2014 Head Start/Early Head Start Training/Technical grant application as aligned with established three-year goals.
- D. Approve Fiscal Year 2013-2014 Sacramento County Program Options/Grantee and Delegate Agencies.

Show of hands vote: Aye: 13, Nay: 0, Abstentions: 1 (Windham)

(Ms. Misty Sanders was out of the room during the vote.)

E. Approval of Annual Self-Assessment for 2013-2014 and Resulting Program Improvement Plan SETA-Operated Program

This is an annual look at program review. An outside consultant team reviewed the delegate and SOP programs. The team was comprised of internal staff and external consultants.

PC:

Moved/Espinoza, second/Proteau, to approve the Program Year 2012-2013 Self-Assessment and resulting Program Improvement Plan.

Show of hands vote: Aye: 11, Nay: 0, Abstentions: 1 (Akang)

PAC:

Moved/White, second/Kelsey, to approve the Program Year 2012-2013 Self-Assessment and resulting Program Improvement Plan.

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

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Mr. Akang reviewed the upcoming meetings.
- Parent/Family Support Unit Events and Activities: No comments.
- Parent/Staff Recognition: Mr. Victor Bonnano was presented with a certificate of appreciation; he expressed his thanks to board members for their attentiveness.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Patterson, Head Start Fiscal Manager, stated that the budget expenditures are at 66.67%, which is just under budget. Administrative costs are running at 9.33% and federal share has gone up to 23.9% which is good; staff will continue to work to get that up to 25%.

B. Governing Board Minutes of March 7, 2013: No comments.

VI. Committee Reports

A. Executive Committee: Mr. Nse Akang reviewed the PC Executive Committee critique.

B. Social/Hospitality Committee: Mr. Ben Bailey reported that the Committee chose May 23 for the parent trip. The parents will be visiting the Old Sacramento History Museum, and then the Old Sacramento underground. Attendees will be taking light rail and will be eating lunch after the museum visits. All members are asked to be at the SETA offices no later than 7:25 a.m. Tickets for guests will be \$18.00 and an all-day light rail pass is \$6.00. A sign-up sheet was distributed.

There will be a special Social/Hospitality Committee meeting on May 3 to approve the parent activity.

- C. Parent Ambassador Report: No report.

V. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick reported that on May 23, the Sacramento News and Review newspaper will have an eight-page insert highlighting SETA programs. The insert will cover the CSBG and Workforce Investment Act programs as well as Head Start. At the May Policy Council meeting, SETA's Public Information Officer, Terri Carpenter, will be giving update on the Agency web site to show what customer friendly services are available.

Ms. Kossick recognized board and staff members who worked so hard to get the grant application developed. Ms. Kossick recognized Ms. Lee and her staff for their hard work.

- D. Maternal, Child and Adolescent Health Advisory Board: Ms. Ana Calderon spoke of March 12 meeting. Attendees went over the SNAP program which provides healthy food products to low-income residents. The attendees heard about possible taxes on sugared beverages in 2014 and there is a debate as to whether state or county should take responsibility for the program.
- B. Head Start Deputy Director's Report: Ms. Lee spoke of the designated renewal system for low performing programs which means that programs not meeting the minimum numbers in their grant would be put out for competition. SETA runs a high quality program and there have been no major issues come up. Accountability is extremely high. In 2011 the first round of programs were required to recompet; 132 had to recompet. Of the 132 affected grantees, 80 programs were successful to regain their programs, 25 were replaced with new grantees altogether, 14 were split, and six were not recompeted in that area.

Staff has yet to hear how the sequestration federal cuts will affect the program. Ms. Lee spoke with regional office and they are asking SETA to prepare an application with a 5% reduction. Another Budget/Planning Committee meeting is being planned for May 3 to discuss the 5% budget cuts, which will be a \$2.5 million dollar cut county-wide; there will be a \$1.4 million cut in the SETA-operated program.

Ms. D'et Patterson the new Head Start Fiscal Manager, was introduced. Ms. Patterson has worked in the SETA Fiscal Department for a number of years.

- C. Head Start Managers' Reports
 - ✓ Brenda Campos: Grantee Program Support Services: Ms. Campos stated that at the PC level, the quality assurance unit has been going out to the

delegate agencies. In Feb/March, they visited Twin Rivers, in April they visited WCIC, and they are currently at San Juan. Next week, staff will be meeting with delegate agencies to discuss the Program Information Report. Every year the delegates are required to do a PIR and next week is the first meeting with the delegates to ensure everyone is clear on questions. The PIR is due August 31.

At the PAC level, Ms. Campos reported that she had an opportunity to meet with teaching staff to talk about health nutrition and safe environments.

- ✓ Lisa Carr: Parent/Family Support Unit
 - ⇒ Countywide Parent Conference Update: Ms. Carr reported that the Parent Conference was held last weekend and thanked Mr. Akang and Ms. Windham for their assistance. Ms. Carr thanked all of the board members that attended the conference. Staff is looking forward to see how to make next year's conference even better.

The new Support Services Program Officer, Rebel Young, was introduced. Ms. Young stated that she has had a long Head Start career starting as a parent in 1989 and then began working with the grantee agency in San Joaquin County.

At the SOP level, staff continues to do enrollment and attending recruitment fairs to ensure there will be full enrollment. Staff has been working on transitioning to the traditional school year.

- ✓ Karen Gonzales: Child Development & Education Services: Ms. Gonzales stated that really evolutionary CEFEL (teaching Pyramid) training will be going on county-wide. The teaching pyramid is built on developing relationships between teachers and children. There will be visual schedules for children to follow and a list of expectations for the children, i.e., We are safe and healthy, we are kind and friendly, and we are respectful. These expectations will be posted in the classrooms by May 1. Board members were urged to talk with the teachers about the changes at the center level.

Ms. Teressa Jay left at 11:10 a.m.

D. Chair's Report:

Ms. Windham reported that she attended the most recent Parent Ambassador Committee meeting. Attendees went over the purpose of the committee and went over the meeting dates and time. They worked on distributing flyers for the annual parent conference.

Ms. Alma Hawkins stated that the Parent Ambassador Committee is for both PC and PAC board members. This committee meets as needed.

E. Open Discussion and Comments:

Mr. Jonathan White reported that there was a Male Involvement meeting. Attendees are working to nail down a fathers training curriculum to help fathers. The next meeting is May 15. This committee welcomes women as well as men.

Ms. Mayra Partida distributed flyers for "Just between Friends," which is a way to sell gently used children's things. Ms. Partida stated that it is a treasure hunt and attendees can find very inexpensive things. It is also an opportunity to self children's things. Donations can be made to the Sacramento Food Bank.

Ms. Pamela Kelsey expressed concern of the hearing/air conditioning unit at her center; the huge air conditioner currently in the classroom is disrupting. Ms. Campos replied that José Diaz has been working with the complex to fix the hearing/air conditioning system. The huge air conditioner was brought in because the system has not been fixed quickly. The site supervisor and the owner of the complex know about the issue.

F. Public Participation

Ms. Windham stated that Parent Leadership Institute is scheduled for Friday, May 10. This is a great opportunity for board members to learn team building and effective communication skills. Those interested in attending have to reserve a seat by calling Ms. Alma Hawkins at 263-0540; there is room for a maximum of 50 people.

III. **Action Items** (continued)

F. **CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**
Pursuant to Government Code Section 54957

Mr. Akang stated that this would be dropped from the agenda.

Mr. Akang thanked Ms. Consuelo Lopez for translating today.

Ms. Windham reviewed the Executive Committee critique for the March 19 PAC meeting.

VI. **Adjournment:** The meeting was adjourned at 11:22 a.m.

ITEM III-A – ACTION

APPROVAL OF REVISED FISCAL YEAR 2013-2014 HEAD START/EARLY HEAD START BUDGET DUE TO FEDERAL SEQUESTER

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve a revision to the Head Start/Early Head Start Budget for Fiscal Year 2013-2014 due to the federal sequestration reduction.

On April 26, 2013, the Office of Head Start announced the final fiscal year 2013 sequestration funding reductions for Head Start/Early Head Start programs. Programs will sustain a 5.27% reduction in funding with the clear message that maintaining quality is of the utmost importance.

The total amount of the sequestration reduction for SETA Head Start/Early Head Start is \$2,626,340, which includes Basic funds only. The Training and Technical Assistance budget remained unchanged. Budget details are as follows:

Head Start/Early Head Start Basic (prior to sequestration)	\$49,835,672
Head Start/Early Head Start Basic (after sequestration)	<u>\$47,209,332</u>
Reduced Amount	\$ 2,626,340
Head Start/Early Head Start Training/Technical Assistance	\$ 574,455

The Budget/Planning Committee met on May 3, 2013 with Ms. Denise Lee, Deputy Director, Head Start Children and Family Services; Mr. Roy Kim, Fiscal Chief; Head Start Managers Ms. D'et Patterson, Ms. Brenda Campos, Ms. Lisa Carr and Ms. Karen Gonzales; Governance/Social Services/Parent Involvement Coordinator, Ms. Marie Desha and Head Start parents to provide input on the budget.

A copy of the revised 2013-2014 Head Start/Early Head Start program narrative, budget and budget narrative will be sent under separate cover.

RECOMMENDATION:

Approve the revised Fiscal Year 2013-2014 Head Start/Early Head Start Budget in the amount of \$47,783,787 for Basic and Training/Technical Assistance.

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____



Amended 2013-2014 Program Narrative for Sequestration Reductions

Background:

On April 26th, the Office of Head Start announced the final fiscal year 2013 sequestration funding reductions for Head Start/Early Head Start. Programs will sustain a 5.27% reduction in funding with the clear message that maintaining quality is of the utmost importance.

The SETA-Operated Program, its five delegate agencies and two partners reviewed data, community assessment information and on-going monitoring reports to thoroughly plan and strategize changes which would result in the least possible impact to services for families and children. Planning included parents and staff at various levels to determine changes across both Head Start and Early Head Start programs. The following narrative outlines changes that the SETA-Operated Program and each of the delegate agencies will sustain in order to absorb the \$2,626,340 countywide reduction.

Along with many critical program and budgetary reductions, Sacramento County will be reducing funded enrollment by 147 Head Start slots and 24 Early Head Start slots. Unfortunately, it was not possible to absorb such fiscal reductions and maintain high quality services without reviewing the feasibility of reducing funded enrollment. Despite funding reductions, SETA and delegate agencies remain highly committed to ensuring continued quality services to children and families in Sacramento County.

SETA-Operated Program:

The largest change for the SETA-Operated Program (grantee) is a reduction in funded enrollment by 140 Head Start slots and 24 Early Head Start slots. This will reduce funded enrollment for the SETA-Operated Program from 2,114 to 1,974 for Head Start and from 345 to 321 for Early Head Start. Early Head Start will be reduced at the partner level (ROCC) serving EHS home base. The decision to reduce Head Start funded enrollment was in combination with eliminating the SETA Track system which was outlined in the 2013-2014 grant application, per agreement with OHS/ACF.

Additional program changes include: three additional centers will operate on a nine-month traditional school year for a total of nine centers out of 30 on a traditional school calendar; one center closure where services will be absorbed at other Head Start centers in the area; conversion of center based Early Head Start to Home Base Early

Head Start; and three vacant/un-recruited positions eliminated from the budget, including one administrative position.

Elk Grove Unified School District:

Elk Grove Unified School District is transferring the funding for three of its Head Start positions (one instructional coach, one programmer analyst III, and one fiscal technician) to another funding source. As a result, these positions will be considered in-kind for the Head Start program. The indirect costs associated with these positions will also be removed from the Head Start budget. Despite the change in funding source, there will be no change in job duties or percentage of time spent in the Head Start program for these three positions.

Sacramento City Unified School District:

Head Start:

Sacramento City Unified School District will make reductions in multiple places to address sequestration. First, the Head Start program will consolidate services of one classroom and three sites to other nearby centers, resulting in cost savings associated with operating independent locations. As a result, the program will eliminate one resource teacher position. Further, five roving instructional aides will be placed in current vacant positions and those funded positions will be eliminated from the budget. Two senior level coordinators are retiring which will allow for new management staff at a lower salary tier. A recent time/cost allocation study determined that a few positions can be allocated to other funding sources, including the interim Child Development Director's and the social workers. Benefits will be adjusted accordingly. There will be additional reductions in funds for supplies and consultants. Some of the charges for consultants will be charged to the training and technical assistance budget. See the revised budget for details.

Early Head Start:

Eight center-based slots will be converted to a home-based model; one infant/toddler class will close as a result. These children will be served by an existing home visitor. Additionally, the current position of a school nurse will be converted to a Children's Center nurse, which is a more cost effective position. With the closing of the classroom, two teachers will be eliminated from the budget (but are planned to be moved to other teaching positions in the department). Further, a resource teacher, who is currently paid on a lower salary schedule, will replace a retired senior resource teacher. Benefits and indirect costs will be adjusted accordingly with these changes.

San Juan Unified School District:

Head Start:

In San Juan's 2013-2014 grant application, five double sessions were proposed. With sequestration, SJUSD will convert one of the five proposed part-day, double session classrooms to a regular session with a maximum of 17 enrolled children. This will result in the reduction of 7 Head Start slots, which will be returned to ACF/OHS. These changes in models will result in reduction or elimination of staff. One teacher and one assistant teacher will have reduced work hours, while two secretaries and two lead teachers will be reduced to 11 months per year of employment. Further, a proposed new position for a roving teacher will not be created. Four Bilingual Assistants and one Clerk Typist position will be eliminated from the program. The benefits associated with these positions will change accordingly as well.

Additionally, other budget items will be reduced to address the cuts, including: supplies and adult meals. In addition, curriculum activities formerly budgeted in Head Start Basic will be moved to the Training and Technical Assistance (T/TA) budgets. Items in the T/TA budget have been moved/eliminated to accommodate this change. See revised budget for details.

Early Head Start:

The majority of the funding cuts to address sequestration in the EHS program will come from internal department wide personnel reductions and reallocations. Specifically, a nurse who is retiring will not be replaced, and the minimal responsibilities currently completed by a .1 FTE clerk typist will now be fulfilled by the EHS secretary. Additionally, a district systems change to enrollment will change allocations to Head Start and other funding sources. Allocations for the Admissions and Family Service Technicians who do enrollment for the department will be changed to reflect this shift in service delivery.

Additional savings will come from reductions in the following: supplies, postage/printing, extra pay for teachers to work additional hours and the associated indirect cost savings for all reduced items. See revised budget for details.

Twin Rivers Unified School District:

Twin Rivers Unified School District will be making the following budget reductions in Personnel, Benefits, Supplies, and Other (Schedule H). First, a vacant Teacher Assistant position will be eliminated from the budget. This position is not needed to maintain appropriate staff/child ratio as it was a roving Teacher Assistant who was not assigned to a specific classroom. Additionally, portions of salary and benefits for the school social worker and community liaisons will be shifted to state preschool. The benefits associated with these positions have been moved or eliminated as well.

Additionally, minimal reductions in the Supplies category (including office, child and family, custodial and medical/dental supplies) will also be made to address sequestration. Finally, the following line items in Schedule H (Other) were reduced: parent involvement, recruiting, nutritional services adult meals, operating costs, consultants, staff development, and instructional materials. The indirect costs associated with these items will also be reduced proportionally. See the revised budget for details.

Women's Civic Improvement Club:

WCIC will be making a 5.27% cut across each budget category to address the sequestration reductions. Revised 424/424A forms have been submitted.

ITEM III-B – ACTION

APPROVAL OF POLICY COUNCIL/PARENT ADVISORY COMMITTEE
JOINT PARENT ACTIVITY

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to discuss and approve a joint parent activity with the Policy Council.

See attached information on the Parent Activity Fund.

RECOMMENDATION:

That the Parent Advisory Committee approve a joint parent activity with the Policy Council.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

PARENT ACTIVITY FUND

How can the parent activity fund be used?

Interpretation: Programs must be cautioned that 45 CFR, Part 74, Appendix F, prohibits expenditure of grant funds solely for entertainment purposes. Entertainment expenditures are defined as the cost of amusement, diversion, social activities, ceremonials, and incidental cost relating thereto, such as meals, lodging, transportation and gratuities. It should be noted that the restriction on expenditures applies to activities which are solely for entertainment. Expenditures for project related purposes are allowable even though entertainment may play an incidental part in the activities. Therefore, programs are required to justify the expenditure of parent activity funds on the basis of project relatedness. For example, a visit by a parent group to a museum can be justified if parents utilize the experience to train parents in ways of providing educational activities for their children in the community. Banquets given in conjunction with parent training and seminars can be justified based on the performance standards. Once the program justifies the activity as primarily project related, with entertainment being incidental, then the related costs of lodging, transportation, refreshments, meals, etc., are also allowable.

ITEM III-C – ACTION

APPROVAL OF PARENT ADVISORY COMMITTEE SECRETARY

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect a Secretary for Program Year 2012-2013. The duties of the Secretary shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PAC that are not in conflict with these Bylaws, Article V – Officers, Section 3: Duties of Officers.

SECTION 3: Duties of Officers

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

- C. The Secretary shall keep a record of the current and preceding minutes at each meeting, record resolutions or motions adapted, as may be necessary to expedite the PAC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.

RECOMMENDATION:

That the Parent Advisory Committee elect a Secretary.

Secretary:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

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

- A. Standing Information
 - 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: Ms. D'et Patterson (attached)
 - Child Care Center Food Menu (attached)
 - Community Resources-Parents/Staff: Ms. LaTasha Windham
 - Annual Parent Conference Reports (oral)
 - Annual Parent Leadership Institute Training Reports (oral)

NOTES:

PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PAC Executive Committee Meeting	Thursday, May 23, 2013 9:00 a.m. Olympus Room
PC Executive Committee Meeting	Thursday, May 30, 2013 9:00 a.m. Olympus Room
PC/PAC Personnel/Bylaws Committee	Friday, May 31, 2013 9:30 a.m. Olympus Room
PC/PAC Parent Activity	Friday, June 7, 2013 Historic Old Sacramento Underground 9:00 a.m. – 1:00 p.m. (activities/return to SETA) 11:30 a.m. – 12:30 p.m. Lunch 7:30 a.m. arrival time at SETA Head Start Office Transportation (light rail/bus)
Social/Hospitality Committee	Friday, June 14, 2013 9:00 a.m. Olympus Room
Male Involvement Committee	Wednesday, June 19, 2013 10:00 a.m. Olympus Room
PAC Executive Committee Meeting	Thursday, June 20, 2013 9:00 a.m. Olympus Room
PC/PAC Bylaws Committee meeting	Friday, June 21, 2013 9:30 a.m. Olympus Room
PC Executive Committee Meeting	Thursday, June 27, 2013 9:00 a.m. Olympus Room

PARENT/FAMILY SUPPORT UNIT EVENTS AND ACTIVITIES

EVENT

DATE

Male Involvement Committee	Wednesday, June 19, 2013 10:00 a.m. Olympus Room



Friday, June 7, 2013

... and Underground

101 I Street, Old Sacramento
Tel (916) 808-7059 | Fax (916) 808-5100

PC/PAC PARENT ACTIVITY

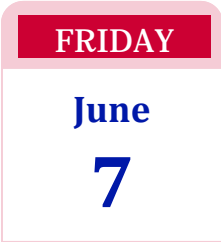
- Transportation (light rail/ bus) will be provided by SETA Head Start
- Lunch will be provided by SETA Head Start
- Guest will be responsible for their lunch, transportation, and tour fees

Itinerary

- 7:30 Arrival time at SETA Head Start Central Office— 925 Del Paso Blvd.
- Please be prompt we will depart at 8:00 AM, sharp.
- Activities from 9:00 AM—1:00 PM
- Lunch 11:30—12:30 PM



NO SHORTS
WEAR COMFORTABLE SHOES
NO SMOKING



If you are interested in participating in the Parent Activity, please confirm your attendance by 4:00 PM, Friday May 31, 2013

**Call Ms. Alma Hawkins at
916 263-0540**


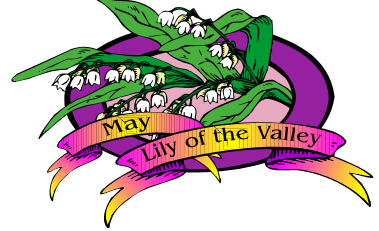
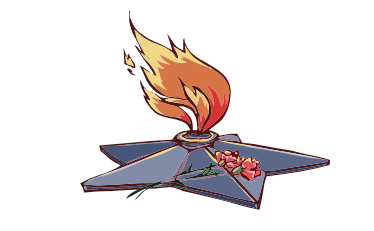
E-mail aewalton@headstart.seta.net

**Sacramento Employment and
Training Agency**


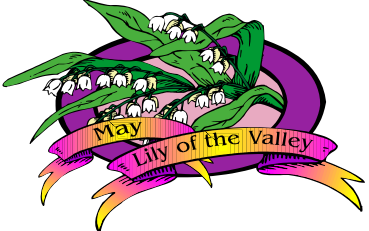
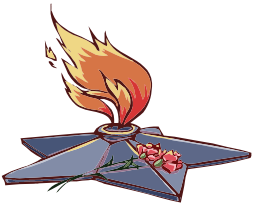
**925 Del Paso Blvd.
Sacramento CA 95815**

Phone: 916 263 3800

May 2013

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1			<p>1</p> <p>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</p>	<p>2</p> <p>Breakfast: Whole Wheat Bagel with Cream Cheese, Diced Pear, Milk Lunch: Cheese on Whole Wheat Bread, Cauliflower with Dip, Apple or Watermelon, Milk Snack: Jungle Whole Grain Crackers, Milk</p>	<p>3</p> <p>Breakfast: Cheerios Whole Grain Cereal, Banana, Milk Lunch: Turkey Ham on Whole Wheat Bread, Cantaloupe, Baby Carrots, Mayonnaise, Milk Snack: Rice Cakes, Pineapple Tidbits</p>
Week 2	<p>6</p> <p>Breakfast: Whole Wheat Raisin Bread, Apple, Milk Lunch: Oven Baked Chicken, Sweet Potatoes, Cantaloupe, Whole Wheat Dinner Roll, Milk Snack: Orange, Strawberry/Banana Yogurt</p>	<p>7</p> <p>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</p>	<p>8</p> <p>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</p>	<p>9</p> <p>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</p>	<p>10</p> <p>Breakfast: Dreamy Orange Whole Grain Mini Loaf, Diced Mango, Milk Lunch: Roasted Sliced Turkey on Whole Wheat Bread, Baby Carrots, Kiwi, Lowfat Milk Snack: American Cheese Quesadilla, Butter</p>
Week 3	<p>13</p> <p>Breakfast: Whole Grain Cereal, Orange, Milk Lunch: Macaroni & Cheese, Broccoli/Ranch Dip, Cantaloupe, Milk Snack: Strawberry Waffle, Whole Grain Grahams, Milk</p>	<p>14</p> <p>Breakfast: Whole Wheat Waffles, Maple Syrup, Banana, Milk Lunch: Beef Ravioli, French Bread, Spinach Salad with Dressing, Orange, Milk Snack: Cheese Stick, Apple</p>	<p>15</p> <p>Breakfast: Whole Grain Biscuit, Jelly, Diced Peach, Milk Lunch: Enchilada Casserole with Tomato Sauce and Cheese, Sweet Corn Kernels, Kiwi, Milk Snack: Sound Bites Whole Grain Crackers, Raspberry Yogurt</p>	<p>16</p> <p>Breakfast: Whole Wheat Bagel, Cream Cheese, Apple, Milk Lunch: Roasted Turkey/Whole Wheat Bread, Zucchini with Dip, Tangerine or Strawberries, Mayonnaise, Milk Snack: Cottage Cheese, Pineapple Tidbits</p>	<p>17</p> <p>Breakfast: Whole Grain Cheerios, Orange, Milk Lunch: Swiss Cheese on Whole Wheat Bread, Sliced Tomatoes, Diced Apricot, Milk Snack: Kiwi, Goldfish Whole Grain Crackers</p>
Week 4	<p>20</p> <p>Breakfast: Whole Wheat Blueberry Muffin Loaf, Cantaloupe, Milk Lunch: Spanish Rice, Green Beans, Tangerine or Strawberries, Milk Snack: Cheese-It Crackers, Apricot Halves</p>	<p>21</p> <p>Breakfast: Bagel/Cream Cheese, Orange, Milk Lunch: Teriyaki Chicken, Steamed Brown Rice, Sunomono Salad, Kiwi, Milk Snack: Tropical Treat Whole Grain Crackers, Apple</p>	<p>22</p> <p>Breakfast: Oatmeal Cereal, Banana, Brown Sugar, Milk Lunch: Whole Wheat Pasta, Turkey, Tomato Sauce, Green Salad, Italian Dressing, Orange, Milk Snack: Rice Cakes, Diced Peach</p>	<p>23</p> <p>Breakfast: Whole Grain Pancakes, Apple, Maple Syrup, Milk Lunch: Turkey and Cheese Roll-up in a Tortilla, Cole Slaw, Mango, Milk Snack: Strawberry Yogurt, Banana</p>	<p>24</p> <p>Breakfast: Rice Krispies Cereal, Diced Apricot, Milk Lunch: Tuna Salad, Saltine Crackers, Baby Carrots, Cantaloupe, Milk Snack: Whole Grain Vanilla Fish Crackers, Milk</p>
Week 5		<p>27</p> <p>Breakfast: Whole Grain Pancakes, Maple Syrup, Mango Chunks, Milk Lunch: Refried Beans, Flour Tortilla, Tomato Salsa, Tangerine or Strawberries, Milk Snack: Rice Krispies Cereal, Milk</p>	<p>28</p> <p>Breakfast: Whole Grain Biscuit, Jelly, Diced Peach, Milk Lunch: Beef Hamburger, Whole Wheat Bun, Seasoned Carrots, Cantaloupe, Milk Snack: Sound Bites Whole Grain Crackers, Banana</p>	<p>29</p> <p>Breakfast: Oatmeal with Raisins, Pineapple, Brown Sugar, Milk Lunch: Turkey, Whole Wheat Macaroni, Tomato Sauce, Green Salad/Dressing, Orange, Milk Snack: Bean Dip, Flour Tortilla</p>	<p>30</p> <p>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</p>
					<p>31</p>

Mayo 2013

	lunes	martes	miércoles	jueves	viernes
Semana 1			<p>1</p> <p>Desayuno: Bizcocho de Grano Integral con Jalea, Durazno Picado, Leche. Comida: Haga su Propio Burrito, Tortilla de Harina, Frijoles, Queso y Lechuga, Jitomate, Tanjarina o Fresa, Leche. Bocadillo: Minigalletas Sunrise Bites de Trigo Integral, Plátano.</p>	<p>2</p> <p>Desayuno: Bagel de Trigo Integral con Queso Crema, Pera Picada, Leche. Comida: Queso en Pan de Trigo Integral, Coliflor con Aderezo, Manzana o Sandía, Leche. Bocadillo: Galletas Saladas Jungle de Grano Integral, Leche.</p>	<p>3</p> <p>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.</p>
Semana 2	<p>6</p> <p>Desayuno: Pan de Trigo Integral con Pasas, Manzana, Leche. Comida: Pollo Horneado, Camote, Melón, Bollo de Trigo Integral para Cena, Leche. Bocadillo: Naranja, Yogur de Fresa y Plátano.</p>	<p>7</p> <p>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 Galleta Salada de Trigo Integral con Fresa, Plátano.</p>	<p>8</p> <p>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.</p>	<p>9</p> <p>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.</p>	<p>10</p> <p>Desayuno: Minibarra de Grano Integral Dreamy Orange, Mango Picado, Leche. Comida: Rebanada de Pavo Asado en Pan de Trigo Integral, Zanahorias, Kiwi, Leche. Bocadillo: Quesadilla de Queso Americano, Mantequilla.</p>
Semana 3	<p>13</p> <p>Desayuno: Cereal de Grano Integral, Naranja, Leche. Comida: Macarrón con Queso, Brócoli con Aderezo Ranch, Melón, Leche. Bocadillo: Wafle de Fresa, Galletas Graham de Grano Integral, Leche.</p>	<p>14</p> <p>Desayuno: Waffles de Trigo Integral, Miel de Arce, Plátano, Leche. Comida: Ravioli de Res, Pan Francés, Ensalada de Espinaca con Aderezo, Naranja, Leche. Bocadillo: Barita de Queso, Manzana.</p>	<p>15</p> <p>Desayuno: Bizcocho de Grano Integral con Jalea, Durazno Picado, Leche. Comida: Enchilada Horneada con Salsa de Jitomate y Queso, Granos de Elote, Kiwi, Leche. Bocadillo: Galletas Saladas de Grano Integral, Yogur de Frambuesa.</p>	<p>16</p> <p>Desayuno: Bagel de Trigo Integral con Queso Crema, Manzana, Leche. Comida: Pavo Asado, Pan de Trigo, Mayonesa, Baritas de Calabacita, Aderezo, Tanjarina o Fresa, Leche. Bocadillo: Requesón, Golosinas de Piña.</p>	<p>17</p> <p>Desayuno: Cheerios de Grano Integral, Naranja, Leche. Comida: Queso Suizo con Pan de Trigo Integral, Rebanadas de Jitomate, Chabacano Picado, Leche. Bocadillo: Kiwi, Pescados Dorados de Galletas de Trigo Integral.</p>
Semana 4	<p>20</p> <p>Desayuno: Barra de Mollete de Trigo con Arándanos Azules, Melón, Leche. Comida: Arroz Español, Ejotes, Tanjarina o Fresa, Leche. Bocadillo: Galletas Saladas Cheese-It, Mitades de Chabacano.</p>	<p>21</p> <p>Desayuno: Bagel con Queso Crema, Naranja, Leche. Comida: Pollo Teriyaki, Arroz Integral a Vapor, Ensalada Sunomono, Kiwi, Leche. Bocadillo: Galletas Saladas Tropical Treat de Grano Integral, Manzana.</p>	<p>22</p> <p>Desayuno: Cereal de Avena, Plátano, Azúcar Morena, Leche. Comida: Pasta de Trigo Integral con Pavo y Salsa de Jitomate, Ensalada con Aderezo Italiano, Naranja, Leche. Bocadillo: Galletas de Arroz, Durazno Picado.</p>	<p>23</p> <p>Desayuno: Jotqueis de Grano Integral, Manzana, Miel de Arce (Maple), Leche. Comida: Pavo y Queso Enrollado en una Tortilla, Ensalada de Col, Mango, Leche. Bocadillo: Yogur de Fresa, Plátano.</p>	<p>24</p> <p>Desayuno: Cereal Rice Krispies, Chabacano Picado, Leche. Comida: Ensalada de Atún, Galletas Saladas, Zanahorias, Melón, Leche. Bocadillo: Peces de Galleta Salada de Grano Integral con Vainilla, Leche.</p>
Semana 5		<p>27</p> <p>Desayuno: Jotqueis (Pancakes) de Grano Integral con Miel, Mango, Leche. Comida: Frijoles Refritos, Tortilla de Harina, Salsa de Jitomate, Tanjarina o Fresa, Leche. Bocadillo: Cereal Rice Krispies, Leche.</p>	<p>28</p> <p>Desayuno: Bizcocho de Grano Integral con Jalea, Durazno Picado, Leche. Comida: Hamburguesa de Res en Pan de Trigo Integral, Zanahorias Sazonadas, Melón, Leche. Bocadillo: Galletas Saladas de Grano Integral Sound Bites, Plátano.</p>	<p>29</p> <p>Desayuno: Avena con Pasas, Piña, Azúcar Morena, Leche. Comida: Pavo en Macarrón de Trigo Integral, Salsa de Jitomate, Ensalada Verde con Aderezo, Naranja, Leche. Bocadillo: Puré de Frijoles, Tortilla de Harina.</p>	<p>30</p> <p>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.</p>

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 March 7, 2013 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, March 7, 2013
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Supervisor Jimmie Yee called the meeting to order at 10:02 a.m.

Members Present:

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

Member Absent:

Allen Warren, Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the February 7, 2013 Regular Board Meeting
- B. Approval of Claims and Warrants

There were no questions or comments.

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

- A. Approve the February 7, 2013 minutes
 - B. Approve the claims and warrants for the period 1/31/13 through 2/28/13.
- Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Final Reading and Approval of Modification to the SETA Personnel Policies and Procedures: Addition of Section 11.16 Social Media Policy

Ms. Jeanie Ross reviewed this item. Minor edits were added to the document.

Mr. Schenirer arrived at 10:06 a.m.

Ms. Scherman appreciated some of the changes made and emphasized the fact that although the employees of SETA may not be the media contact, everyone is the 'face of SETA'.

Speaker before the board: Frederick Gayle, Jr.

Mr. Nottoli stated that the idea is not to stifle whistleblowing about things at SETA but to ensure that staff is respectful in their media postings.

Mr. Thatch stated that this Agency has a very clear whistleblowing policy and it is in place; this policy will not impact a person's ability to do this or express concerns.

Moved/Nottoli, second/Scherman, to close the public hearing and approve the attached modification to the SETA Personnel Policies and Procedures: Addition of Section 11.16 Social Media Policy.

Voice Vote: Unanimous approval.

2. Approval to Release a Request for Proposals (RFP) for Participant Payroll Services

Ms. Christine Welsch stated that in 2009 the board approved a participant payroll services contract; the contract will expire June 30. This item is requesting approval to release another RFP for participant payroll services.

Mr. Nottoli asked if there were any provisions for small businesses to participate; the County of Sacramento has some accommodation for small and emerging businesses? Ms. Welsch replied that this is written into the procurement process. The Sacramento Metropolitan Chamber of Commerce is notified of the RFP and they may know of small businesses that would consider submitting a proposal. Mr. Nottoli stated that it is important to support local businesses

Ms. Welsch stated that the RFP requires the vendor to have an office in Sacramento because the payroll is delivered to them.

Mr. Schenirer asked that staff check with Jim Sanchez and Don Wisenhut because the city is researching a policy regarding local businesses. Ms. Scherman stated that the City of Elk Grove also gives preference to companies within certain ZIP codes.

Moved/Schenirer, second/Scherman, to approve the release of a Request for Proposals for participant payroll services.

Voice Vote: Unanimous approval.

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services

1. Approval to Release the WIA Adult/Dislocated Worker Request for Proposals (RFP) for Sacramento Works Training Centers

Ms. Robin Purdy explained that since 1996, twelve (12) Sacramento Works One Stop Career Centers (SWCC) have provided workforce services to meet the employment needs of job seekers and employers. In the late 1990's when this system was created, the economy was expanding, many industries faced labor shortages, and most unemployed workers only needed assistance finding new jobs in which they could use their existing skills. In today's economy, workers are facing a much tighter labor market and there is a growing gap between the skills of unemployed workers and the skills required in available job openings. At the same time, the WIA allocation is shrinking and new policies and legislation from EDD and DOL requires a larger percentage of WIA funds to be directed towards training and less funding for the infrastructure and staffing of the career center system.

In addition, since October 2012, SETA staff and the Planning/Oversight Committee of Sacramento Works Inc. have been holding public input meetings to solicit input from employers, job seekers, community stakeholders, education and training providers, community-based organizations and other interested parties regarding the workforce needs of the region. Input received from stakeholders and the public identified a need for:

- An increase in services targeting vulnerable and special populations in developing the academic, job readiness and occupational skills necessary to compete in the regional labor market.
- An entry point for low-skilled job seekers to the One-stop Career Center System.
- Centers that focus on the needs of job seekers in low-income, high unemployment neighborhoods and zip codes.
- An increase in the resources allocated to training activities, and
- An increase in training in occupational clusters/sectors that have high demand and/or the potential for high growth in the region.

Ms. Purdy stated that to respond to the changes in workforce policy and to the needs of employers and unemployed/underskilled workers identified in the public hearing process, SETA/Sacramento Works is seeking to transition away from one-stop career centers and is recommending the release of a Request for

Proposals (RFP) to fund Sacramento Works Training Centers (SWTCs). SWTCs will provide training that leads to a certificate, credential, or degree, or the skills or competencies needed for a specific job, occupation, or occupational group in one of the Occupational Clusters approved by Sacramento Works, Inc.

Ms. Purdy stated that staff is recommending that two different kinds of training be included:

1. Work preparedness training
2. Functional Training activities

Proposers are expected to have an office located in Sacramento; there will be no 'start-up' funds allocated.

Ms. Purdy stated that, staff is recommending that we retain 5 comprehensive career centers hosted by SETA and EDD and, procure, through this RFP, Sacramento Works Training Centers that will be geographically distributed throughout the County and will work with the career centers to prepare low-skilled job seekers with the work preparedness and occupational skills necessary for "middle skill" jobs.

Ms. Purdy stated that final allocations are not yet available, and although SETA anticipates a decrease in federal funding due to sequestration for next fiscal year, the agency has received a commitment from the Sacramento County Department of Human Assistance for funding to serve the CalWORKS population and has received a large WIA 25% Governor's Discretionary grant to serve dislocated workers affected by the mass layoff or closure of 16 employers in the region, which will increase the funding available for the first year of operation of the Training Centers.

Ms. Scherman reminded the audience that the Governing Board is really strict as far as the deadline time to submit the proposals.

Mr. Nottoli asked how long retention is tracked. Ms. Purdy replied that the state tracks it through base wage at 9 months or three quarters after customers exit our program. In addition, e-mails are also sent to former customers inquiring about their status.

Mr. Nottoli asked if staff thought it was sufficient to track people for only nine months when several thousands of dollars were invested in peoples' training. Is nine months enough to show the complete story? Mr. Nottoli thinks that it is important to track people for a longer period of time to show that this program works. Ms. Purdy replied that SETA is also participating in the Gold Standard program. Customers have been randomly assigned into service groups and they will be tracked over a five-year period over someone just walking in or others that get training. This program has been randomly assigning 2,000 people into

groups; this will give us some indication on how the services provided last year has done.

Ms. Scherman agreed that long term data on customers is needed and Ms. Purdy agreed to add this to the local measures in the plan.

Moved/Nottoli, second/Scherman, to approve the release the WIA Adult/Dislocated Worker Request for Proposals (RFP) for Sacramento Works Training Centers, with the inclusion of long-term data tracking for customers.
Voice Vote: Unanimous approval.

2. Approval to Accept WIA Governor's Discretionary Funding, Authorize the Executive Director to Negotiate and Execute the Contract, Augment Sacramento Works Career Centers, Allocate Funds for Individual Training Accounts (ITAs)/Scholarships, and Allocate Funds to the WIA Title I Request for Proposals for Sacramento Works Training Centers

Ms. Robin Purdy reviewed this item. Mr. Thatch requested that the board action include that this is subject to legal review.

Moved/Schenirer, second/Scherman, to approve the acceptance of WIA Title I Governor's Discretionary Dislocated Worker funds, authorize the Executive Director to negotiate and execute the contract, augment Sacramento Works Career Centers, allocate funds for Individual Training Accounts (ITAs)/Scholarships, and allocate up to \$1,000,000 to the WIA Title I Request for Proposals for Sacramento Works Training Centers. This motion is subject to legal counsel review.

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

3. Approval of the Acceptance of the Second Increment of National Emergency Grant (NEG) Funds and the Augmentation of NEG Funds to On-the-Job Training (OJT) Providers

Ms. Michelle O'Camb reviewed this item. The \$1.1 million grant is currently serving 168 clients. This also requests approval to augment National Emergency Grant service providers.

Moved/Schenirer, second/Nottoli, to approve the acceptance of an additional \$200,000 in second increment NEG OJT funding from the State of California, EDD, and to augment a total of \$176,400 of the allocation to the OJT providers reflected in the item to serve an additional 28 NEG eligible participants.

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

Community Services Block Grant

4. Approval to Ratify the Covered California Application for an Outreach and Education Program Grant

Ms. Cindy Sherwood-Green stated that the programs were reviewed and the amounts are listed on page 21 of the packet. This is a 20-month program and the subcontracts will be for 19 months.

Moved/Schenirer, second/Scherman, to approve the ratification of the Covered California Application to include the proposed subcontractors and funding amounts as follows:

✓ Community Resource Project	\$ 80,670
✓ Child Action, Inc.	\$195,252
✓ Folsom-Cordova Community Partnership	\$ 92,508
✓ La Familia Counseling Center	\$135,733
✓ South County Services	\$ 69,866

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

5. Approval to Ratify the Submission of an Application to the State Department of Community Services and Development for Community Services Block Grant Discretionary Targeted Initiatives and Innovative Projects Funding

Ms. Cindy Sherwood-Green stated that this item requests the ratification of the submission of a CSBG discretionary application that was submitted on March 4. The application requested the maximum of \$100,000 to partner with Waking the Village.

Moved/Nottoli, second/Schenirer, to ratify the submission of the CSBG Discretionary Grant application to the State Department of Community Services and Development in the amount of \$100,000. Approve funding for Waking the Village in the amount of \$80,000.

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

C. CHILDREN AND FAMILY SERVICES

IV. Information Items

- A. Fiscal Monitoring Reports: No questions.
 - B. Employer Success Stories and Activity Report: No additional report.
 - C. Dislocated Worker Update: No additional report.
 - D. Head Start Reports:
- ⇒ Speaker before the board: Frederick Gayle

Mr. Gayle asked about enrollment in Head Start classrooms. Ms. Kossick replied that the enrollment is calculated on the attendance for the month.

Ms. Lee stated that the attendance requirement is that the Agency looks at average daily attendance for 85%. Any classroom that falls below the 85% average attendance would be asked to look at their attendance issues.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick thanked staff that worked so hard to get the RFP ready for release tomorrow.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Ms. Scherman stated that she felt particularly good about approving the board item for Waking the Village; this grant will help many young people to receive services.

Mr. Schenirer inquired about the delegation of authority given to Ms. Kossick. Ms. Kossick stated that she has authority for contracts up to \$50,000. Anything over \$50,000 is generally brought to the board for ratification.

Mr. Thatch stated that if there is a procurement of goods and services, the Executive Director has authority for those procurements. If the board action involves the awarding of money, there has been no specific delegation. The board often grants delegation individually to the Executive Director. Mr. Schenirer stated that he would be happy to have discussion expanding the delegation of authority.

- F. Public: No report.

VI. Adjournment: The meeting was adjourned at 11:15 a.m.

ITEM V

COMMITTEE REPORTS

✓ Executive Committee

Critique of the April 23, 2013 Parent Advisory Committee meeting.

GOOD!!!
Thank you, Ms. Colleen Fietzek, for being Secretary.
Thank you, Ms. Mayra Partida for a job well done as Parliamentarian.
Thank you, Ms. LaTasha Windham for facilitating a productive PAC/PC Joint meeting.
Thank you Ms. Consuelo Lopez for translating
Thank you Ms. Denise Lee for your board presentations.
Thank you Board members for your participation.
Chairs did an excellent job facilitating the joint board meeting.
Thanks You Ms. Belinda Malone for coordinating the Annual Parent Conference.
Thanks you Ms. Lisa Carr for facilitating at the Annual Parent Conference.
NEEDS IMPROVEMENT
Board members please be on time, seated and ready for the meeting at 8:50 a.m.
NO electronic devices.
Please wait to be recognized by Chair before leaving your seat.
Please arrive on time.
Please refrain from sidebars.
If you are late to the meeting, please wait to be seated.

B. Budget/Planning Committee: Mr. Jonathan White, Ms. Iyshiah Lacey, Ms. LaTasha Windham, Ms. Alicia Kafka

C. Personnel/Bylaws Committee: Ms. Mayra Partida, Ms. Iyshiah Lacey, Mr. Johnny Sanders, Ms. LaTasha Windham, Ms. Alicia Kafka

ITEM V – REPORTS (continued)

Page 2

- D. Social/Hospitality Committee: Mr. Jonathan White, Mr. Marshaun Tate, Ms. Vanessa Hawkins, Ms. Colleen Fietzek, Ms. LaTasha Windham, Ms. Iyshiah Lacey, Ms. Rosa Gomez, Ms. Zoila Lucero, Ms. Alicia Kafka

- E. Male Involvement Committee: Mr. Marshaun Tate, Mr. Jonathan White, Ms. Iyshiah Lacey, Ms. LaTasha Windham, Mr. Johnny Sanders

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. LaTasha Windham, Ms. Teressa Jay, Ms. Iyshiah Lacey, Ms. Mayra Partida, 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
 - Child Development and Education Services Report – Ms. Karen Gonzales
 - ✓ Region Reports (attached)

NOTES:

Head Start Monthly Report

May 2013

Armed Forces Day

May 18



Memorial Day

May 27

SETA-Operated Program

Program Operations:

May is the month when teachers are completing the final Desired Results Developmental Profile Assessment (DRDP) of the year. This is the third in a series of assessments which gives us great information on the growth that children have made throughout the course of a program year. It also allows us to hone in on the areas and learning domains that may need more support or professional development. Results from this assessment should be available for the agency by mid-June.

Spring also brings us the annual Environmental Assessments of our classrooms. Early Childhood Environmental Rating Scales (ECERS) and Infant Toddler Environmental Rating Scales (ITERS) are being conducted by external consultants. These tools look at areas such as Space & Furnishings, Personal Care Routines, Language & Reasoning, Activities, Interactions, Program Structure and Parent & Staff Provisions. Information gathered from these assessments is used to plan for improvements in the classroom as well as to guide future trainings and professional growth opportunities.

Program Support Services:

School Readiness Goals (SRG) Update: Countywide profile of Head Start students' progress based on mid-year DRDP assessment (Winter 2013) is now available. Information was scheduled to be discussed at the May 2, 2013 Delegate Directors' Meeting. Parties interested to receive a copy may contact Melanie P. Nicolas at mpnicola@headstart.seta.net

Quality Assurance Unit: Onsite monitoring visits were conducted at San Juan Unified School District (SJUSD) Head Start and Early Head Start on April 8-26, 2013. Results are being summarized and will be submitted soon. Sacramento City Unified School District (SCUSD)

Quality Assurance Monitoring Report was submitted to the agency on April 29 and Exit Meeting was scheduled for May 9, 2013. Monitoring Exit Meeting for WCIC was held on April 9, 2013.

Content Coordinator Onsite Visits: Education, Disabilities and Health Coordinators continued monthly visits to follow up on Self Assessment 2013 results.

Meeting and Training Events: Countywide Governance Meeting was held on April 19 and Program Information Report (PIR) Information Meeting took place on April 30, 2103. PIR Reports are due to the Grantee on June 28, 2013.

Family Support Services:

SETA Head Start hosted our annual Parent and Grandparent Conference on April 20. The key note speaker was Ruthie Bolton, Olympic gold medalist and former WNBA player. Ms. Bolton gave an inspirational speech about the importance of family and family relationships in children's lives, and the part that exercise and good nutrition plays in ensuring a good quality of life.

Parent's also took part in workshops dealing with positive discipline, how to prepare healthy meals on a budget, and enjoyed a panel discussion talking about issues of custody, health, and parenting. We had over 70 parents in attendance, and universally, parents and grandparents reported that they learned a lot, and were glad they attended this Saturday event.

Now that summer is approaching, the Family Service Workers are gearing up for summer enrollment in order to keep sites full. There have been quite a bit of community events, which as always, SETA Head Start has been there to ensure community outreach.

Elk Grove Unified School District

Family and Community Partnerships Update

Family education activities are offered in conjunction with the School Readiness grant funded by First 5 California. Class offerings are dictated in part by the desires and needs of families expressed in a yearly survey and in part by the School Readiness grant. Parents are notified of classes at monthly meetings, by publication of a monthly newsletter, and individually by teachers when a teacher knows that a workshop will be of particular benefit to a family.

"English Family Literacy" classes were held at Herman Leimbach Elementary School on April 12 and 19. These classes provides English speaking parents information and techniques for working with their children in the area of literacy and provide strategies for establishing a reading routine in their home. An average of four (4) families attended these classes.

I Am Moving, I Am Learning classes were held at Samuel Kennedy Elementary School on April 17, and David Reese Elementary School on April 25. This class teaches parents that children who have daily physical activity perform better in school and how to use simple materials found at home to create fun, physically active experiences for their children. Seventeen families attended the class at Samuel Kennedy and eighteen families attended the class at David Reese.



Recruitment

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 allowed to have full enrollment by the end of June for the 2013-2014 school year.

Registration for the 2013-2014 school year is taking place in each of our three regions. Region I, which includes Franklin Elementary, John Reith Elementary, Herman Leimbach Elementary, Charles Mack Elementary, Union House Elementary and Prairie Elementary Schools, has registered 163 families. Region II, which includes Florin Elementary, Isabelle Jackson Elementary, William Daylor High, and Samuel Kennedy Elementary Schools, registered 94 families. Region III, which includes Maelola Beitzel Elementary, David Reese Elementary, Florence Markofer Elementary, and James McKee Elementary Schools, registered 66 families.

Sacramento City Unified School District

Health and Nutrition

Child Development Nurses Espie Millendez, Lisa Stevens and Victoria Benson are pleased to report that the Parent Walking Groups at several preschool sites are in full swing! The preschool parents are enjoying the experience of physical exercise and socialization with fellow preschool parents. One Preschool Parent Walking Group has joined up with a Healthy Start Elementary School Parent Walking Group, and has a group walking the periphery of the elementary school campus on a regular basis.

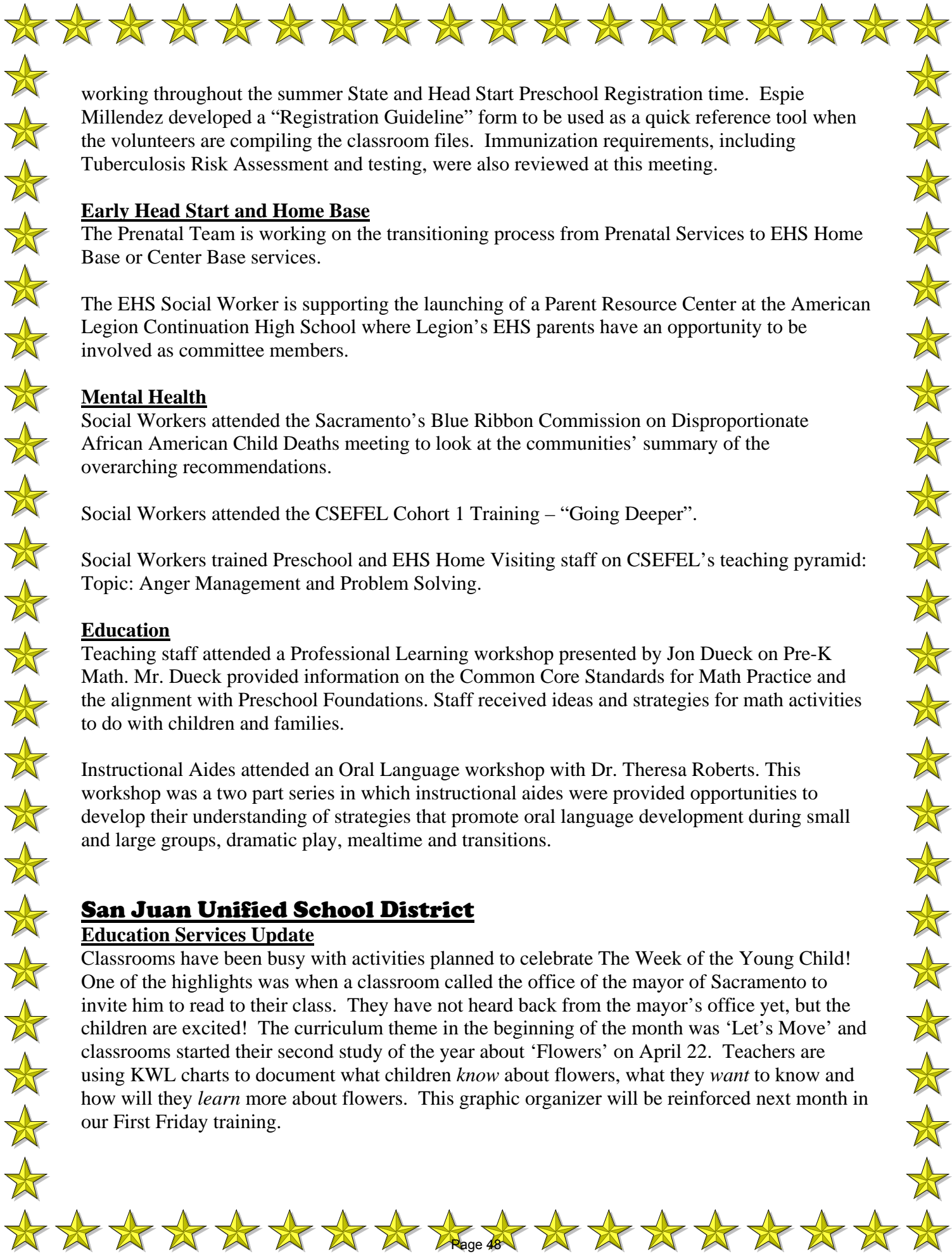
This month marks the completion of our Spring Dental Screening and Varnish clinics. The Child Development Nurses have been following up with parents of preschoolers who were identified as having dental needs to ensure that these preschoolers have received dental care. Espie Millendez will be comparing our Spring Dental Screening results with our Fall Dental Screening results. These statistics will be shared in next month's SETA report.

Lisa Stevens, Espie Millendez and Victoria Benson were busy with Parent Education meetings in April. Topics for discussion included dental health, nutrition, how to read food labels and identifying hidden sugars in packaged foods.

Nurse Lisa Stevens reports that she attended the Heal meeting on April 23. The focus of this meeting was on updates to the "Rethink your Drink" campaign which emphasizes the use of tap water instead of sugary drinks.

A randomized immunization audit by the State Immunization Assistance Program took place at 4 preschool sites in the district: C. P. Huntington, Mark Hopkins, Earl Warren and Ethel I. Baker. Nurses Lisa Stevens and Victoria Benson have been working closely with the IAP Nurse auditors to ensure compliance with State immunization regulations.

Nurses Espie Millendez, Lisa Stevens and Victoria Benson presented the Health and Nutrition Preschool Registration Process for Child Development Specialists and volunteers who will be



working throughout the summer State and Head Start Preschool Registration time. Espie Millendez developed a “Registration Guideline” form to be used as a quick reference tool when the volunteers are compiling the classroom files. Immunization requirements, including Tuberculosis Risk Assessment and testing, were also reviewed at this meeting.

Early Head Start and Home Base

The Prenatal Team is working on the transitioning process from Prenatal Services to EHS Home Base or Center Base services.

The EHS Social Worker is supporting the launching of a Parent Resource Center at the American Legion Continuation High School where Legion’s EHS parents have an opportunity to be involved as committee members.

Mental Health

Social Workers attended the Sacramento’s Blue Ribbon Commission on Disproportionate African American Child Deaths meeting to look at the communities’ summary of the overarching recommendations.

Social Workers attended the CSEFEL Cohort 1 Training – “Going Deeper”.

Social Workers trained Preschool and EHS Home Visiting staff on CSEFEL’s teaching pyramid: Topic: Anger Management and Problem Solving.

Education

Teaching staff attended a Professional Learning workshop presented by Jon Dueck on Pre-K Math. Mr. Dueck provided information on the Common Core Standards for Math Practice and the alignment with Preschool Foundations. Staff received ideas and strategies for math activities to do with children and families.

Instructional Aides attended an Oral Language workshop with Dr. Theresa Roberts. This workshop was a two part series in which instructional aides were provided opportunities to develop their understanding of strategies that promote oral language development during small and large groups, dramatic play, mealtime and transitions.

San Juan Unified School District

Education Services Update

Classrooms have been busy with activities planned to celebrate The Week of the Young Child! One of the highlights was when a classroom called the office of the mayor of Sacramento to invite him to read to their class. They have not heard back from the mayor’s office yet, but the children are excited! The curriculum theme in the beginning of the month was ‘Let’s Move’ and classrooms started their second study of the year about ‘Flowers’ on April 22. Teachers are using KWL charts to document what children *know* about flowers, what they *want* to know and how will they *learn* more about flowers. This graphic organizer will be reinforced next month in our First Friday training.



Disabilities Services Update

The Disabilities Specialist has returned from a medical leave. The rest of the team did a wonderful job in her absence. Gearing up for re-registration and registration for the upcoming school year, the Disabilities Specialist has connected with staff regarding the extended screening hours' schedule. Re-registration began on April 22. ASQ and ASQ-SE forms have been inventoried and ordered for the screening "season" and preparations have been made to finalize changes in the screening room. Most of the Full-Inclusion students that will be going on to Kindergarten have completed their transition IEP meetings and placements have been decided/arranged. We are still in the midst of our SETA review.

Mental Health Services Update

The Mental Health Therapist is providing ongoing Limit Setting talk to parents program-wide. Presentation to teachers and CDAs have also been given to provide strategies for social/emotional challenges along with research-based information about the significance that a child's culture plays along with teacher's voice tone in classroom compliance.

Nutrition Services Update

The School Nurse is following up with the children who are obese, overweight, and underweight. Nutrition information in English and Spanish is being sent out.

Health Services Update

The Health Team screening services have increased to two days a week in the centralized screening room. Health and registration have started re-registration for students who will be attending Head Start Programs. The Health staff members are traveling out to classroom sites to complete or reattempt needed screenings. Smile Keepers is continuing the second round of dental screenings & fluoride applications for the children in the classrooms. The School Nurse and Health Assistants are following-up with all the children who need to be seen by the dentist, as well as, with the children who are obese, overweight, and underweight.

Family and Community Partnerships Update

The Policy Committee elected a new chairperson at the April Meeting. Stacy Blocker, formerly the secretary, will now conduct the meetings.

At the April Meeting, Jason Nigl gave a workshop on emotion management. The children are working on this skill in the social/emotional curriculum used in the classroom so parents will now be informed about this subject matter. Classroom supplies of glue sticks and construction paper were given to representatives to take back to the classroom as a way to thank them for coming to the meeting.

Transition Services Update

April is Home Visit month and the teachers have been busy meeting with parents and discussing student progress. With six weeks left of school, the focus is on the Kindergarten bound students being prepared to enter Kindergarten and the returning students to have a strong foundation for a second year of preschool. Kindergarten classroom visits are in the process of being arranged for the month of May at which time the preschool students will interact with the Kindergarten students and take part in their academic day.



Program Support/Staff Training Update

Early in the month, the professional development topic was Language Modeling, one of the dimensions of the CLASS observation tool. Teachers worked with advanced words and how to link these to prior knowledge and experiences of their children and practiced Self and Parallel Talk strategies. The Third Friday training was on the topic of Project Based Learning and how to begin the Flower Study by allowing the children to brainstorm and plan their investigation of the topic. We reviewed the KWL charts, visiting experts and how to involve the families in their children's learning experiences.

Fiscal Update

The fiscal report was given at the monthly PC meeting and the budgets are being spent in line with the time of year. At this time both EHS and HS are over spent by 5% but programs will be closed in June and spending is less. The proposed budgets for fiscal year 2013-2014 are finished and waiting to be approved by SETA. Fiscal does not anticipate any problems. The programs have been informed that they will be affected by Sequestration in the amount of a 5% reduction. Staff is in the process of making adjustments for this decrease with the least disruptions to existing programs.

Early Head Start

Week of the Young Child was celebrated at the Davie Center with the staff providing fun child activities for the whole family.

The Child Abuse Prevention Council presented a two-hour training for staff focusing on education and prevention of Sudden Infant Death Syndrome (SIDS) and Shaken Baby Syndrome. Staff learned strategies to use in the classroom as well as information to share with parents.

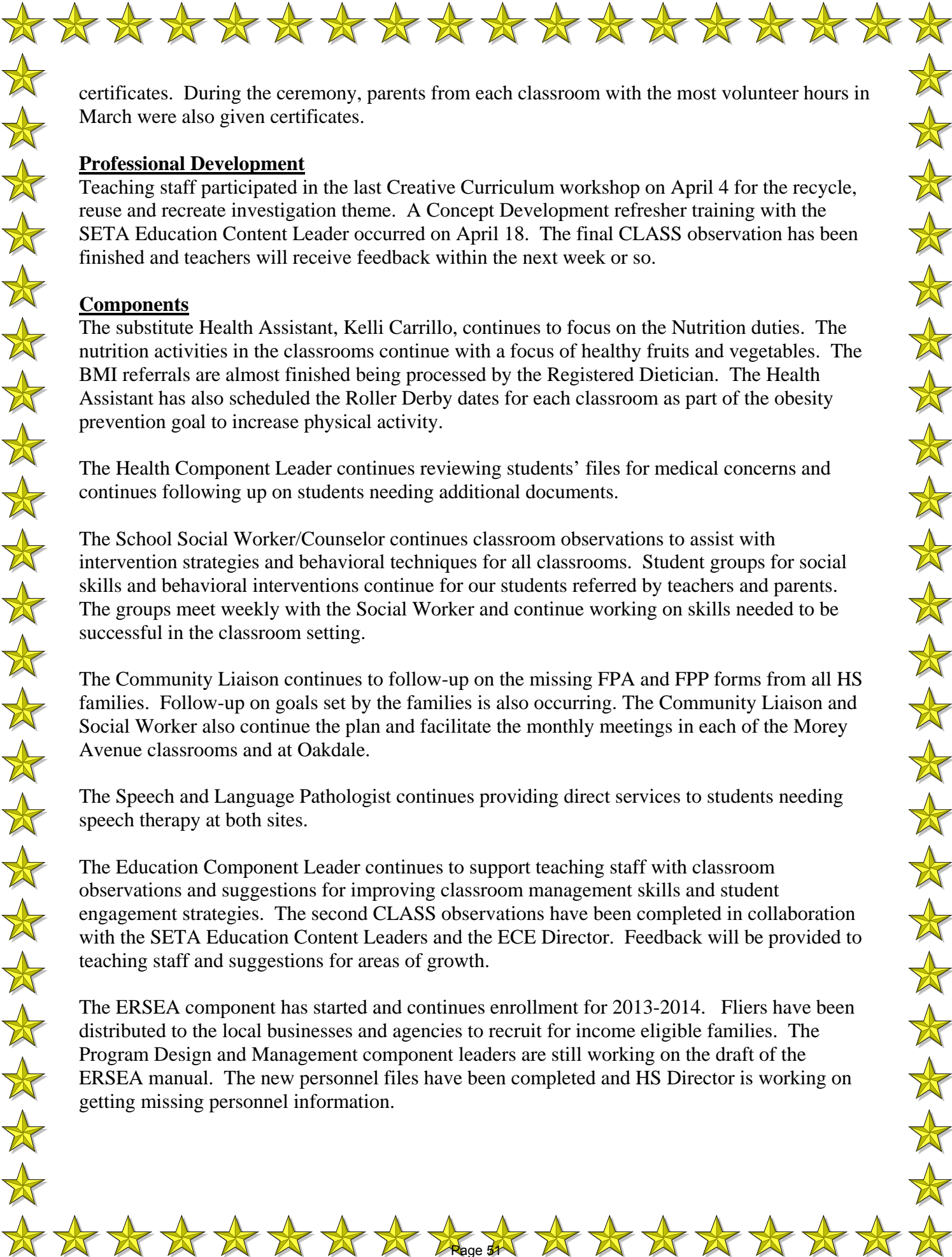
Seven teachers attended the annual one day Resources for Infant Educators (RIE) conference in Los Angeles. This organization focuses on infant mental health, attachment and best practices for infant care.

Twin Rivers Unified School District

Events

The annual Open House event occurred on April 26. Parents visited their children's classrooms filled with special art projects and toured the rest of the school campus. Families received free books for their attendance and the Nutrition Department provided a yogurt bar filled with healthy fruit for the attendees.

In connection with the clothing theme study, students participated in a Fashion Show where parents were invited to watch their child "walk the runway." Students dressed in their ethnic attire and/or dramatic play clothing and danced to the music for the delight of their audience. The monthly perfect attendance awards assemblies continued in April for all students who have not missed any school during the month of March. Students were celebrated and awarded



certificates. During the ceremony, parents from each classroom with the most volunteer hours in March were also given certificates.

Professional Development

Teaching staff participated in the last Creative Curriculum workshop on April 4 for the recycle, reuse and recreate investigation theme. A Concept Development refresher training with the SETA Education Content Leader occurred on April 18. The final CLASS observation has been finished and teachers will receive feedback within the next week or so.

Components

The substitute Health Assistant, Kelli Carrillo, continues to focus on the Nutrition duties. The nutrition activities in the classrooms continue with a focus of healthy fruits and vegetables. The BMI referrals are almost finished being processed by the Registered Dietician. The Health Assistant has also scheduled the Roller Derby dates for each classroom as part of the obesity prevention goal to increase physical activity.

The Health Component Leader continues reviewing students' files for medical concerns and continues following up on students needing additional documents.

The School Social Worker/Counselor continues classroom observations to assist with intervention strategies and behavioral techniques for all classrooms. Student groups for social skills and behavioral interventions continue for our students referred by teachers and parents. The groups meet weekly with the Social Worker and continue working on skills needed to be successful in the classroom setting.

The Community Liaison continues to follow-up on the missing FPA and FPP forms from all HS families. Follow-up on goals set by the families is also occurring. 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 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 second CLASS observations have been completed in collaboration with the SETA Education Content Leaders and the ECE Director. Feedback will be provided to teaching staff and suggestions for areas of growth.

The ERSEA component has started and continues enrollment for 2013-2014. Fliers have been distributed to the local businesses and agencies to recruit for income eligible families. The Program Design and Management component leaders are still working on the draft of the ERSEA manual. The new personnel files have been completed and HS Director is working on getting missing personnel information.



Policy and Parent Committees

The Parent Committee meeting at Oakdale was held on April 16, 2013. The Policy Committee meeting was held on April 16 and April 24. The agenda included a review of the monthly reports and a budget planning meeting related to sequestration. The Policy Committee had a quorum to vote on the action items. The next meeting is scheduled for May 9.

Parent Trainings

The parenting classes in collaboration with the Birth and Beyond North Highlands Resource Center and Mutual Assistance Network continue and parents are encouraged to attend. The March 2013 parent training focused on appropriate discipline and provided parents with suggestions to increase positive behavior.

The classroom parent meetings for April 2013 focused on water safety and fun summer activities.

Fiscal

Teachers have submitted their final orders for 2012-2013 and brainstorming has begun on ways to reduce the budget for 2013-2014 in collaboration with the PC.

Women's Civic Improvement Club (WCIC)

Management

Ms. Davis, Executive Director/Head Start attended the SETA Governance Meeting on April 19, 2013. Information will be shared at the upcoming May 2013 Board and PC Meetings.

Community Engagement

Dr. David Covin's Annual WCIC Open House on Saturday, April 20, 2013 was a success with excellent live entertainment, excellent food, and community support that continues to grow each year.

Enrollment


During the month of April 2013 WCIC's Enrollment was 100%.

Health

WCIC/Playmate Head Start Program's newly enrolled children received vision screening, hearing screening, blood pressure screening, and first Height/Weight measurements. Family Services Workers continue to encourage the parents to get the children's physicals and dental exams and any physical and dental follow up treatments to ensure excellent health care, as well as exceed the required Head Start Performance Standards.

Education

WCIC/Playmate Head Start Programs staff and parents attended a children's mental health and parenting presentation on April 17, 2013 by Alexis Peters, Clinical Program Manager for Early Head Start from River Oak Center for Children. Ms. Peters gave a brief overview on children's mental health and parenting. She passed out "River Oak Center at a Glance" pamphlets. Part of



the presentation was on the Incredible Years Program, which is used by the Sacramento City Unified School District. The program was developed for children ages 3-12 with disruptive behaviors. The Incredible Years Parent Program teaches positive discipline and the use of praise and incentives, while increasing the emotional regulation of the child. The goals of the program are to decrease negative behaviors, peer aggression and class disruption; increase positive social skills; increase the child's understanding of others' feelings; teach conflict management; and improve school readiness. The Incredible Preschool Curriculum promotes high fives, a pat on the back, a thumbs up, acknowledgement, behavior incentives, and end of the day processing.

Mrs. Acorda, Head Teacher and Mrs. Barron, SETA's Education Coordinator are working on WCIC's classroom environments/room arrangements effective April 23 and 24, 2013.

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

ACF-PI-HS-13-02 Hurricane Sandy Emergency Relief Funds

ACF-PI-HS-13-03 Final FY 2013 Funding Level

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2012-2013

Site	Loc Id	Track II	# Enrolled 4/30/13	# Present 4/30/13	# Absent 4/30/13	# Term W/I 30 days
Off Track		1				
Off Track		2				
Off Track		3				
Auberry Park	1238A	2	19	17	2	1
Auberry Park	1238B	1	18	15	3	2
Bannon Creek	1200A	1	20	17	3	
Bannon Creek	1200B	1	20	13	7	
Bannon Creek	1200X	2	20	20	0	1
Bright Beginnings	1201A	2	20	17	3	
Bright Beginnings	1201B	2	20	17	3	
Bright Beginnings	1201C	2	20	20	0	
Bright Beginnings	1201D	2	20	15	5	
Broadway ELC	1246A	1	20	18	2	
Broadway ELC	1246R	1	22	19	3	
Broadway ELC	1246U	EHS	5	5	0	
Broadway ELC	1246X	2	22	20	2	
Country Woods	1245A	1	17	15	2	
Country Woods	1245B	2	20	15	5	
Country Woods	1245C	1	17	16	1	1
Country Woods	1245D	2	17	14	3	1
Crossroad Gardens	1242A	2	20	18	2	
Crossroad Gardens	1242R	1	21	19	2	
Crossroad Gardens	1242U	EHS	7	7	0	1
Crossroad Gardens	1242X	2	21	17	4	
EHS-HB OPTION	1230C	EHS	12	10	0	
EHS-HB OPTION	1230D	EHS	12	8	4	
EHS-HB OPTION	1230E	EHS	12	7	2	
EHS-HB OPTION	1230G	EHS	12	10	1	
EHS-HB OPTION	1230H	EHS	11	10	1	1
EHS-HB OPTION	1230I	EHS	10	6	2	1
EHS-HB OPTION	1230J	EHS	12	8	0	
EHS-HB OPTION	1230K	EHS	11	10	1	1
EHS-HB OPTION***	1230L	EHS	13	5	4	
EHS-HB OPTION***	1230M	EHS	12	9	2	
EHS-HB OPTION***	1230N	EHS	12	9	3	
Elkhorn	1255A	2	20	16	4	
Elkhorn	1255B	1	20	20	0	
Elkhorn	1255C	1	20	17	3	
Elkhorn	1255D	1	20	19	1	
Elkhorn	1233M	EHS	7	7	0	1
Elkhorn	1255U	EHS	8	8	0	
Elkhorn	1255X	1	22	22	0	

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2012-2013

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

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2012-2013

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

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2012-2013

Site	Loc Id	Track II	# Enrolled 4/30/13	# Present 4/30/13	# Absent 4/30/13	# Term W/I 30 days
Phoenix Park	1248A	2	19	14	5	1
Phoenix Park	1248B	2	19	17	2	1
Phoenix Park	1248R	1	21	20	1	
Phoenix Park	1248U	EHS	8	6	2	
River Oak EHS HB***	1280A	EHS	12	11	0	
River Oak EHS HB***	1280B	EHS	12	8	2	
River Oak EHS HB***	1280C	EHS	12	4	6	
River Oak EHS HB***	1280D	EHS	12	3	5	
River Oak EHS HB***	1280E	EHS	12	4	0	
SCOE EHS HB***	1281A	EHS	12	4	7	
SCOE EHS HB***	1281B	EHS	12	10	2	
SCOE EHS HB***	1281C	EHS	12	4	7	
Sharon Neese ELC	1249M	EHS	8	6	2	
Sharon Neese ELC	1249R	2	20	18	2	1
Sharon Neese ELC	1249U	EHS	8	8	0	
Sharon Neese ELC	1249X	1	21	20	1	
Solid Foundation	1254A	2	19	17	2	1
Solid Foundation	1254B	2	20	17	3	
Solid Foundation	1254C	1	17	16	1	1
Strizek Park	1225A	1	19	18	1	1
Strizek Park	1225B	2	19	19	0	1
Vineland	1211A	2	20	18	2	
Vineland	1211B	1	20	15	5	
Walnut Grove	1235A	2	20	14	6	

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 04/30/13)

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)	26	(11%)	N/A	
Elk Grove USD (420)	52	(12%)	N/A	
Sacramento City USD (1292)(147)	153	(12%)	16	(11%)
San Juan USD (700) (161)	99	(14%)	15	(9%)
WCIC (120)	12	(10%)	N/A	
SETA (2796) (345) (1878 Tracks)	204	(11%)	47	(14%)
County (4621)* (653)*	546	(12%)	78	(12%)

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

SETA Head Start Food Service Operations Monthly Report * April 2013

April 1st through 6th - WCIC Classes Closed for Spring Break

April 5th - Classes at the Bannon Creek and Solid Foundation Centers closed for training

April 8th - Illa Collin Center closed due to no power

April 19th - Northview and Hillsdale classes closed for training

April 23rd - EHS Home Base Field Trip, Lunch & Snack Provided for 125 Guests

April 24th - Mather Kitchen Inspection completed by Connie Otwell

April 25th - Galt Center closed due to no water

April 26th - Preschool Home Base Field Trip Lunch & Snack Provided for 76 Guests.

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
43,566	26,000	30,006	1220

Total Amount of Meals and Snacks Prepared 100,792

Purchases:

Food	\$76,999.72
Non - Food	\$14,152.12

Building Maintenance and Repair: \$80.00

Kitchen Small Wares and Equipment: \$2,993.23

Vehicle Maintenance and Repair : \$0.00

Vehicle Gas / Fuel:	\$1,784.91
Normal Delivery Days	22

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									138.10					61.90
Bright Beginnings 1201B	20	200.00		11.64	6.77	15.02		5.62	5.94							155.01
Bright Beginnings 1201C	20	200.00	10.16		89.09			109.28	10.61	21.75						-40.89
Bright Beginnings 1201D	20	200.00			10.02	61.89		7.07								121.02
Fruitridge 1216A	20	200.00	21.55	5.39	71.05		28.74		70.81	35.04	23.75					-56.33
Fruitridge 1216B	20	200.00		16.69				36.00		38.02						109.29
Fruitridge 1216C	20	200.00		185.43	80.58	23.71			10.25	108.95	58.28					-267.20
Hopkins Park A	20	200.00		80.35					26.97							92.68
Hopkins Park B	20	200.00														200.00
Hopkins Park C	20	200.00				26.93			16.19	83.70						73.18
Hopkins Park D	20	200.00				19.28	10.73									169.99
Illa Collin 1221A	20	200.00			19.88			126.38	4.31							49.43
Illa Collin 1221B	20	200.00	32.30		13.72	31.78	1.72		15.71							104.77
Job Corp 1237X	20	200.00		57.39	58.79	9.69	5.90		55.84		19.07					-6.68
Job Corp - EHS 1237M	8	120.00									10.40					109.60
Job Corp - EHS 1237U	8	120.00														120.00
Kennedy E 1240A	20	200.00	22.40		39.84		44.56	51.41	18.52	5.12						18.15
Kennedy E 1240B	20	200.00					16.40	19.08			1.64					162.88
La Verne Stewart 1219A	20	200.00									39.39					160.61
La Verne Stewart 1219B	20	200.00		21.64	29.13											149.23
Mather 1223A	20	200.00	15.55	9.21	17.23		9.69	15.31		19.14	34.28					79.59
Mather 1223B	20	200.00		59.75	13.79				74.16		34.91					17.39
Mather 1223R	20	200.00		60.47		18.35			24.80	19.38	5.09					71.91
Mather 1223X	20	200.00		32.30	11.85	31.15			11.79	21.59						91.32
Mather - E.H.S. 1223U	8	120.00							71.64		43.94					4.42
Parker 1207E	12	144.00		17.20												126.80
TOTAL		4904.00	101.96	557.46	461.74	237.80	117.74	370.15	417.54	314.67	446.87	0.00	0.00	0.00	0.00	1878.07

APPROVED BY:

DATE:

5/13/13

REVIEWED BY:

DATE:

5/13/13

Signature of Program Manager (Karen Gonzales)

Karen Gonzales

Signature of Fiscal Manager (Det. Patterson)

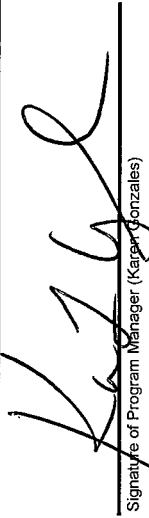
Det. Patterson

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							9.44							190.56
Broadway 1246A	20	200.00	25.06						38.96		30.38					105.60
Broadway 1246R	20	200.00	11.80					40.72			26.61					120.87
Broadway 1246X	20	200.00			57.11											142.89
Broadway 1246U	8	80.00			37.25					57.40	21.91					-36.56
New Helvetia I 1212U	16	240.00			78.27											161.73
New Helvetia II 1247A	20	200.00	46.74		57.07					34.03						62.16
New Helvetia II 1247B	20	200.00								65.66						134.34
North Ave 1256A	20	200.00			6.47	4.31		30.90			50.00					108.32
North Ave 1256B	20	200.00		29.81			78.34				13.49					78.36
North Ave 1256C	20	200.00	29.99				12.96	28.43		31.14						97.48
North Ave 1256D	20	200.00	36.02		4.31		6.40			19.26	6.48					127.53
North Ave 1256X	20	200.00			105.29											94.71
Northview - E.H.S.1224U	8	120.00	7.54			81.63			15.10		8.64					7.09
Northview 1224A	20	200.00							18.35							181.65
Northview 1224B	20	200.00			30.43						50.36					119.21
Northview 1224R	20	200.00					19.38									180.62
Northview 1224X	20	200.00	12.49						45.41	7.56						134.54
Solid Foundation A	20	200.00			33.92	33.59	47.38	26.94	5.38	41.89	17.19					-6.29
Solid Foundation B	20	200.00														200.00
Solid Foundation C	20	200.00						28.02		22.45						149.53
Vineland 1211A	20	200.00	32.84			48.96			16.20							102.00
Vineland 1211B	20	200.00				22.00	26.96				35.20					115.84
TOTAL		4840.00	52.87	179.42	410.12	190.49	93.72	224.28	177.27	279.39	260.26	0.00	0.00	0.00	0.00	2972.18

APPROVED BY:



Signature of Program Manager (Kaiser Gonzales)

DATE:

5/13/13

REVIEWED BY:



Signature of Fiscal Manager (Det. Patterson)

DATE:

5/13/13

REGION III
2011-2012

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

SITE	# OF CHILDREN	Beg. Bal	BUDGET BALANCE												Remaining			
			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		
Elkhorn A	20	200.00			25.47										16.52			158.01
Elkhorn B	20	200.00			18.51										32.38			129.67
Elkhorn C	20	200.00	17.00	6.85	57.66										31.31			64.61
Elkhorn D	20	200.00			15.01										25.00			64.24
Elkhorn X	20	200.00			123.70													76.30
Elkhorn EHS	16	240.00			95.68										12.84			63.21
Freedom Park 1239A	20	200.00																125.48
Freedom Park 1239B	20	200.00			12.90										25.79			161.31
Freedom Park 1239C	20	200.00			16.99										62.64			120.37
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	60.48													124.48
Freedom Park 1239R	20	200.00			8.05	8.62									70.81			112.52
Hillsdale 1228A	20	200.00		20.18	9.96													-33.67
Hillsdale 1228B	20	200.00			29.33	12.47									50.72			140.75
Hillsdale 1228C	20	200.00			64.25										9.41			129.51
Hillsdale 1228D	20	200.00			16.86										24.61			158.53
Hillsdale 1228R	20	200.00			5.03	15.57	27.42											80.71
Hillsdale 1228X	20	200.00			32.55		66.04								59.86			41.55
Norma Johnson 1214R	20	200.00		58.87											22.34			-83.99
Norma Johnson 1214X	20	200.00		55.93	52.13	32.63	37.12	11.88	48.66						21.77	20.99		-81.11
Norma Johnson - EHS	8	120.00	78.66		10.65	88.44									9.85	56.22		-166.92
Sharon Neese 1249R	20	200.00			33.40		5.39	40.00										121.21
Sharon Neese 1249X	20	200.00			33.25													140.92
Sharon N-EHS 1249U	16	240.00			13.87		33.05	27.60	6.48									159.00
Strizek 1225A	20	200.00			6.14													193.86
Strizek 1225B	20	200.00		65.75	15.71													118.54
TOTAL		5200.00	109.40	308.90	784.17	247.63	195.80	579.32	204.70	185.09	464.62	20.99	0.00	0.00	0.00	0.00	2099.38	

APPROVED BY:

Katz
Signature of Program Manager (Karen Gonzales)

DATE:

5/13/13

REVIEWED BY:

D. Patterson
Signature of Fiscal Manager (D'et Patterson)


DATE:

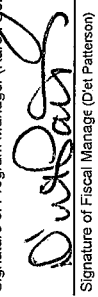
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REGION IV
2011-2012
BUDGET BALANCE

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				27.85										172.15
Country Woods 1245B	20	200.00														200.00
Country Woods 1245C	20	200.00					8.62	149.75								41.63
Country Woods 1245D	20	200.00						48.33								151.67
Crossroad - E.H.S. 1242U	8	120.00						5.80	49.25	94.50						-29.55
Crossroad G 1242R	20	200.00	48.53	30.31	204.78			48.93	177.76	18.10	104.55					-105.53
Crossroad G 1242X	20	200.00		65.32	109.64	67.45	35.64		58.60	68.91						-127.43
Crossroads - 1242A	20	200.00	38.82							24.33						-176.93
Galt 1234A	20	200.00		15.15			15.83									108.22
Galt 1234B	20	200.00		21.55												169.02
Galt 1234C	20	200.00	51.57	46.44	49.84	7.21	12.16		15.95	6.51	28.69					126.88
Galt 1234D	20	200.00			34.58	40.47			42.24	34.74						33.20
Galt 1234E	20	200.00							21.37							47.97
Galt 1234F	20	200.00														178.63
Grizzly Hollow - E.H.S.	8	120.00														120.00
Grizzly Hollow 1252 A	20	200.00					35.76			10.00						154.24
Grizzly Hollow 1252B	20	200.00					12.81	43.69								143.50
Nedra 1244A	20	200.00						87.14	74.08	30.22						8.56
Nedra 1244B	20	200.00			36.88			18.90	14.03	48.05						82.14
Nedra 1244C	20	200.00			25.23			58.83	22.83							93.11
Phoenix Park EHS1248U	6	90.00		9.67												80.33
Phoenix Park 1248A	20	200.00				16.93				10.00						173.07
Phoenix Park 1248B	20	200.00						10.22			73.83					115.95
Phoenix Park 1248X	20	200.00			53.29				81.13	25.88						39.70
Walnut Grove 1235A	20	200.00	102.93			43.95										53.12
TOTAL		5130.00	241.85	158.13	434.91	313.50	147.52	471.59	315.87	577.87	241.81	0.00	0.00	0.00	0.00	2226.95

APPROVED BY:  DATE: 5/13/13

REVIEWED BY:  DATE: 5/13/13

Signature of Program Manager (Karen Gonzales)
Signature of Fiscal Manager (D'et Patterson)

HOME BASE
2011-2012
BUDGET BALANCE

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

SITE	NUMBER OF CHILDREN	Beg Bal	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Obligated	Remaining
B. Parnell	11	165.00														165.00
C. Bunge	11	165.00														165.00
D. Nichols	11	165.00														165.00
J. Crawford Blain	11	165.00														165.00
J. Jimenez	11	165.00														165.00
K. Aroyau	11	165.00														165.00
K. Lee	11	165.00	11.36													153.64
L. Letourneaux	11	165.00	66.70								2.61					95.69
L. Moore	11	165.00		12.92					16.16							135.92
L. Schleicher	11	165.00					27.44									137.56
K. Afoyan	11	165.00														165.00
M. Supelveda	15	150.00														150.00
J. Isaac	15	150.00	40.27							36.41						73.32
L. Glines	15	150.00			3.99					5.38						121.65
M. Edwards	15	150.00						14.01		18.36						117.63
V. Oezhehovsky	15	150.00														150.00
R. Ramirez	15	150.00														150.00
TOTAL		2715.00	118.33	12.92	3.99	0.00	12.44	41.45	21.54	54.77	9.15	0.00	0.00	0.00	0.00	2440.41

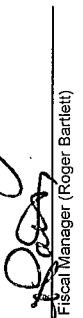
APPROVED BY:


Signature of Program Manager (Karen Gonzales)

DATE:

5/13/13

REVIEWED BY:


Signature of Fiscal Manager (Roger Bartlett)

DATE:

5/13/13

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	168.25	124.25	2133.25	453.25	228.25	197.25	223.25	820.75	1131.00	343.25	0.00	0.00	8177.25
EHS	8500.00	375.00	148.50	457.53	0.00	42.00	180.00	0.00	0.00	0.00	0.00	0.00	0.00	7296.97
TOTAL	22500.00	543.25	272.75	2133.25	453.25	270.25	377.25	223.25	820.75	1131.00	343.25	0.00	0.00	15474.22

APPROVED BY:

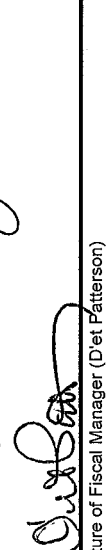


Signature of Program Manager (Karen Gonzales)

DATE:

5/13/13

REVIEWED BY:



Signature of Fiscal Manager (Det Patterson)

DATE:

5/13/13

ITEM VII – CENTER UPDATES

BACKGROUND:

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

NOTES:

ITEM VIII- DISCUSSION

BACKGROUND:

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

NOTES:

ITEM IX – PUBLIC PARTICIPATION

BACKGROUND:

Participation of the general public at the SETA-Operated Program Parent Advisory Committee meeting is encouraged. Members of the audience are asked to address their request to the Chair if they wish to speak.

NOTES: