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*Thought of the day: "Education is the most powerful weapon which you can use to change the world."
Nelson Mandela*

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

DATE: Tuesday, October 15, 2013

TIME: 9:00 a.m.

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

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

AGENDA

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	<ul style="list-style-type: none"> ➤ Chair’s Report: Ms. LaTasha Windham ➤ Policy Council Report(s): Ms. LaTasha Windham, Ms. Teressa Jay, Mr. Marshaun Tate, and Ms. Alicia Kafka ➤ Head Start Deputy Director’s Monthly Report – Ms. Denise Lee <ul style="list-style-type: none"> ✓ Monthly Head Start Report ✓ Quality Assurance Report ➤ Managers’ Reports <ul style="list-style-type: none"> • Program Support Services Report – Ms. Brenda Campos • Parent/Family Support Report – Ms. Lisa Carr • Child Development and Education Services Report – Ms. Karen Gonzales <ul style="list-style-type: none"> ✓ Region Reports (attached) 	

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DISTRIBUTION DATE: WEDNESDAY, OCTOBER 9, 2013

Parent Advisory Committee (PAC) meeting hosted by:
LaTasha Windham, Chair; Marshaun Tate, Vice Chair; Colleen Fietzek, Secretary;
Vacant, Treasurer; Vacant, 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
- ___ Vacant, Country Wood Head Start
- ___ Vacant, Crossroad Gardens Head Start
- ___ **Ana Calderon, Early Head Start (Home Base)**
- ___ Vacant, Elkhorn Head Start
- ___ Vacant, Freedom Park Head Start
- ___ Vacant, Fruitridge Head Start
- ___ Vacant, Galt Head Start
- ___ **Alicia Kafka, Grizzly Hollow**
- ___ **Teresa Jay, Hillsdale Head Start**
- ___ Vacant, Home Based Head Start
- ___ Vacant, Home Base
- ___ Vacant, Hopkins Park Head Start
- ___ **LaTasha Windham, Illa Collin Head Start**
- ___ Vacant, Job Corps Head Start
- ___ Vacant, Kennedy Estates Head Start
- ___ Vacant, LaVerne Stewart Head Start
- ___ Vacant, (Marie Cleveland's) Bright Beginning Head Start
- ___ Vacant, Mather Head Start
- ___ **Praveena Chaudhary, Nedra Court Head Start**
- ___ Vacant, New Helvetia I Head Start
- ___ Vacant, New Helvetia II Head Start
- ___ Vacant, Norma Johnson Head Start
- ___ Vacant, North Avenue
- ___ **Colleen Fietzek, Northview Head Start**
- ___ **Marshaun Tate, Parker Head Start**
- ___ Vacant, Phoenix Park Head Start
- ___ Vacant, Sharon Neese Early Learning Center
- ___ Vacant, Solid Foundation Head Start
- ___ Vacant, Strizek Park Head Start
- ___ Vacant, Vineland Head Start
- ___ Vacant, Walnut Grove Head Start
- ___ Vacant, Foster Parent Representative
- ___ Vacant, Grandparent Representative
- ___ **Justin Fietzek, Men's Activities Affecting Children Committee Representative**
- ___ **Zoila Lucero, Past Parent/Community Representative**
- ___ Vacant, Past Parent/Community Representative

ITEM I-A – ROLL CALL
(Continued)

Program Year 2012-2013 - New Representatives to be seated

New Members to be Seated:	
___ 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
___ Vacant, Country Wood Head Start	___ Vacant, North Avenue
___ Vacant, Crossroad Gardens Head Start	___ Vacant, Phoenix Park
___ Vacant, Elkhorn Head Start	___ Vacant, Sharon Neese Early Learning Center
___ Vacant, Freedom Park Head Start	___ Vacant, Solid Foundation Head Start
___ Vacant, Fruitridge Head Start	___ Vacant, Strizek Park Head Start
___ Vacant, Galt Head Start	___ Vacant, Vineland Head Start
___ Vacant, Home Base Head Start Representative	___ Vacant, Foster Parent Representative
___ Vacant, Hopkins Park Head Start	___ Vacant, Past Parent Representative
___ Vacant, Job Corps Head Start	___ Vacant, Grandparent Representative
___ Vacant, Kennedy Head Start	
___ Vacant, LaVerne Stewart Head Start	
___ Vacant, (Marie Cleveland's) Bright Beginning Head Start	

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

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

COMMITTEE MEMBER	CENTER	11/20	12/18		01/15	02/26	03/19	3/26*	04/23#	05/21	06/18	07/16	08/20	09/17	10/15	11/19
Vacant Seated	AP															
Vacant Seated	BC															
Vacant Seated	BLC															
Vacant Seated	CW															
Vacant Seated	CR															
Ana Calderon Seated 9/17	EHS/HB													X		
Vacant	EHS/HB															
Vacant Seated	EL															
Vacant Seated	FP															
Vacant Seated	FT															
Vacant	G															
Alicia Kafka Seated 11/20	GH	X	X		X		X		X	X	X	X	X	X		
Teressa Jay Seated 11/20	H	X	X		X		X		X	X	X	X	X	X		
Vacant Seated	HB															
Vacant	HB															
LaTasha Windham Seated 11/20	IC	X	X		X		X		X	X	X	X	X	X		
Vacant Seated	HP															
Vacant	JC															
Vacant Seated	K															
Vacant	LVS															
Seated	MCBB															
Vacant Seated	GSC															
Vacant Seated	M															
Vacant Seated	NA															
Praveena Chaudhary Seated 12/18	NC		X		X		X		U	X	X	X	X	E		
Colisto Casiano Seated 6/18	NJ										X	X	U	R		
Vacant	NH2															
Colleen Fietzek Re-seated 9/17	NV														X	
Marshaun Tate Seated 11/20	PA	X	X		X		X		E	X	X	X	X	X		
Vacant	PP															
Vacant	SF															
vacant Seated	SN															

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															
Vacant Seated	V															
Vacant Seated	WG															
Vacant	FPR															
Seated	GPR															
Justin Fietzek Seated 9/17	MAACC													X		
	OGC															
Zoila Lucero Re-seated 9/17	PPR													X		
Vacant Seated	PPR															

Members: If you cannot attend a meeting and are going to be absent, you must:

1. First, call your Alternate(s) to see if they can attend in your place;
2. Second, call Head Start Social Services/Parent Involvement Coordinator, Ms. Marie Desha, at 263-4082; and
3. Third, please call the PAC Chair, Ms. 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
MAAC:	Men's Activities Affecting Children
OGC:	Out Going Chair
PPR:	Past Parent Representative

Attendance Record Abbreviations

X:	Present
E:	Excused
AP:	Alternate Present
AE:	Alternate Excused
U:	Unexcused
PAC:	Parent Advisory Committee
R:	Resigned
S/B:	Should be, or should have been (seated)
CD:	Child Dropped.

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE SEPTEMBER 17, 2013 PAC MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the September 17, 2013 PAC meeting.

RECOMMENDATION:

Approve the minutes of the September 17, 2013 PAC meeting.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

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

Minutes/Synopsis

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

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

Tuesday, September 17, 2013
9:00 a.m.

I. Welcome

Call to Order/Roll Call: Ms. LaTasha Windham called the meeting to order at 9:15 a.m. Ms. Alicia Kafka read the thought of the day. The Pledge of Allegiance was recited. Ms. Kafka was appointed secretary for the day.

Members Present:

Teressa Jay
Colleen Fietzek
LaTasha Windham
Alicia Kafka
Justin Fietzek
Marshaun Tate
Ana Calderon
Zoila Lucero (arrived at 9:24 a.m.)

Members Absent:

Celeste Casiano (resigned)
Praveena Chaudhary (excused)

The following new representatives were seated:

- Ms. Colleen Fietzek, Northview Head Start
- Ms. Ana Calderon, EHS/HS Home Base
- Mr. Justin Fietzek, Men's Activities Affecting Children Committee

II. Consent Item

- A. Approval of the Minutes of the August 20, 2013 Meeting

There were no questions or corrections.

Moved/Jay, second/Tate, to approve the August 20, 2013 minutes.

Show of hands vote: Aye: 6, Nay: 0, Abstentions: 1 (Windham)

III. Action Items

- A. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** First Reading of the Modification to the Bylaws of the SETA Operated Head Start/Early Head Start Parent Advisory Committee

Moved/Tate, second/Calderon, to open a public hearing and continue the public hearing to October 15 where the public hearing will be closed and modifications to the bylaws will be approved.

Show of hands vote: Aye: 6, Nay: 0, Abstentions: 1 (Windham)

Ms. Windham reviewed specific modifications to the bylaws.

IV. Information Items

A. Standing Information

- PC/PAC Calendar of Events: Ms. Windham reviewed upcoming meetings. Any members wishing to attend the End of Year Parent Appreciation dinner are asked to have their money in no later than September 24. There will be a Health and Wellness Fair for grandparents on September 25 here at the SETA/Head Start offices.

Ms. Zoila Lucero was seated at 9:35 a.m.

- Parent/Family Support Unit Events and Activities: Ms. Windham
- Parent/Staff Recognitions: None.
- Fiscal Report/Corporate Card Monthly Statement of Account: Ms. D'et Patterson reviewed the most recent fiscal report. The expenses for the end of August show an expenditure of around 8% of the budget. The report shows 'over budget' on the fringe benefits due to the fact that September's workers compensation has already been paid. Administrative expenses are at 10% and the non-federal share is at 26.9%.
- Child Care Center Food Menu: No questions.
- Community Resources-Parents/Staff: Ms. Windham reviewed the mental health workshops coming up.

- B. Governing Board Minutes of June 20, 2013: No questions or comments.

V. Committee Reports

- A. Executive Committee: Mr. Marshaun Tate reviewed the Executive Committee's critique.
- B. Budget/Planning Committee: Mr. Justin Fietzek reported that the committee went over the first month's budget. Committee members received an explanation as to the high workers compensation premium.
- C. Personnel/Bylaws Committee: Ms. Kafka reported that committee members reviewed modifications to the bylaws.
- D. Social/Hospitality Committee: Ms. Colleen Fietzek reviewed the most recent meeting. Attendees discussed working on the certificates and the plaques. Attendees also discussed keynote talking points on parent involvement and parent success, and the Chair's appreciation gift. Also put seals on certificates and put in covers.

- E. Men's Activities Affecting Children Committee: Mr. Fietzek reported that attendees reviewed the draft curriculum of the dad's classes coming up in September and October.

VI. Other Reports

- Chair's Report: Ms. Windham asked that all members recruit members to get involved at the board level. Encourage more parents to get involved.
- Policy Council Report: Ms. Teressa Jay reported on the most recent Policy Council meeting. The PC and PAC dinner on October 5 was reviewed.
- Head Start Deputy Director's Monthly Report: Ms. Denise Lee commented on new reports for Quality Assurance and the Environmental Rating Scales. A copy of the QA reports for River Oak and SCOE were handed out. Another new report is a summary report of environmental rating scales, which is a self-assessment report done once a year. There are no required areas that need to be improved on; the scores are great! Program Information Report (PIR) is a report that the Office of Head Start (OHS) requires to be submitted on an annual basis. The report includes the demographics of the families served and the services provided. Each year the OHS take a certain area to get an average and if we have a number that is low, there may be an area for improvement. Staff should be congratulated for the hard work to achieve such high numbers. As of October 28, the OHS could notify the Agency of the date of the OHS Monitoring Review; they are not required to provide notice ahead of time but Ms. Lee is hoping that we will get at least a 30-day notice.

Mr. Fietzek asked about a low number on the report. Ms. Lee stated that this number is predominantly about hand washing. A plan to increase hand washing will not be written up because it is not feasible to have teachers wash the kids' hands more frequently.

- Managers' Reports
 - Program Support Services Report: Ms. Brenda Campos distributed a sign in sheet for Covered California. SETA was fortunate to get a grant to provide funds for agencies to have personnel share information about Covered California. Ms. Campos and some FSWs attended the training and need to have a sign in sheet for those receiving training. The purpose of the training was not to provide counseling but to let people know where they can go to get information about health insurance. Ms. Campos stated insurance open enrollment begins October 1 and the insurance actually begins January 1. Call Covered California at 1-800-300-1506 to get information on the Affordable Care Act.

Ms. Campos reviewed the Program Information Report and stated that board members' input will be needed. She is responsible for safe environments and asked for volunteers to participate in a review of classrooms and/or playgrounds. Participants will team up with staff that will work with parents to go through the evaluation tool. A self-assessment tool must be completed for all of the centers. A safe environments training will be provided at SETA on Tuesday, September

24 at 1:00 p.m. PC/PAC Representatives will receive notice of training; lunch will be provided directly after the PC meeting.

- Parent/Family Support Report – Ms. Lisa Carr reported there will be training for School Readiness Aide on October 4; she already has one application. Talk to the site supervisor at your site if you are interested in participating. The training will be done by Terri Carpenter, SETA's Public Information Officer. This year, the program has a goal of linking families with training centers, career centers and assist parents to get job training or soft skills toward employment. Ms. Carr's unit will be doing self assessment as well. Participating parents can sit down individually with a staff member to look at your own child's file. The topic for the monthly parent meetings is "Building Relationships and Dental Awareness." The Grandparent/Foster Parent evening is a nice time for grandparents to meet other grandparents because they are in a special club.
- Child Development and Education Services Report: No report.

VII. Center Updates: No reports.

VIII. Discussion: None.

IX. Public Participation: Ms. Mayra Partida addressed the board and stated that she officially stepped down since she accepted employment as a Family Services Worker, Range 1. She is working on enrollment at Vineland Head Start. The time has come at this stage of her life to move to employment and her career. She hopes to hear from more parents to hear of their success story. As a past parent, she can bring her own experience to help the parents at her center. Ms. Windham expressed appreciation to Ms. Partida for her outstanding work on the Board.

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

ITEM III-A – ACTION

TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: SECOND READING AND APPROVAL OF THE MODIFICATION TO THE BYLAWS OF THE SETA OPERATED HEAD START/EARLY HEAD START PARENT ADVISORY COMMITTEE

BACKGROUND:

The Personnel/Bylaws Committee 2012-2013 met during the program year to review and recommend revisions to the Bylaws of the SETA Operated Head Start/Early Head Start Parent Advisory Committee.

Additions are indicated by **green italic type**, deletions are indicated by **orange strikethrough**.

A public hearing was opened on September 17, 2013 to hear testimony on modifications to the bylaws.

RECOMMENDATION:

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

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

BYLAWS

FOR THE

SETA HEAD START/EARLY HEAD START

PARENT ADVISORY COMMITTEE

PAC First Reading: 09/17/13
PAC Final Approval:

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

Article I

Name

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

SECTION 1: Definition of Parents

Parents

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

Article II

Purpose, Powers, and Functions

SECTION 1: Purpose

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

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

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

SECTION 2: Powers, Duties, and Functions

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

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

Article III

Membership

SECTION 1: Election of Members

As outlined in Article III, Section 2, the PAC shall consist of elected voting representatives from SOP HS/EHS Early Learning center classrooms, SOP Home Base, EHS/Home Base Options, and Community Representatives (Past Parents, Grandparent, Foster Parent), elected by the PAC. The Outgoing PAC Chair shall have a reserved seat.

The Male Involvement Representative shall be elected by the SOP Men's Activities Affecting Children Committee (MAACC).

SECTION 2: Members

The membership of the PAC shall consist of:

A. Parent Representatives

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

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

B. Community Representatives

Additional PAC members will include:

1. Two (2) voting Community Representatives referred to as Past Parent Representatives shall be elected by the outgoing PAC. Representative may be elected by the current PAC if the outgoing PAC has been dissolved. The Past Parent elected to the PAC may not have a child/children currently enrolled in the HS/EHS program. Community members desiring to be reappointed must reapply for membership on a yearly basis. There will be two Alternates for Past Parents.
2. One (1) voting seat shall be specifically reserved for the Outgoing Chair, if not termed out. The Outgoing Chair reserves the right to relinquish this seat. The position may not be filled by any other party.
3. One (1) voting Male Involvement Representative (MIR) shall be elected by the SETA Operated Program Representative from *Men's Activities Affecting Children Committee (MAACC)* ~~Community Advocating Male Participation (C.A.M.P.)~~ to sit

on the committee. The Representative must be elected from the SOP MIRs or their Alternates based upon a recommendation from the SOP MIRs. This Representative may or may not be a current parent.

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

SECTION 3 2: Policy Council Members

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

SECTION 4 3: Alternates

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

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

SECTION 5 4: Other Provisions

- A. By a two-thirds (2/3) vote of members present and voting, the PAC may establish and select additional voting members who shall serve as community members of the PAC.
- B. At least 51% of the voting membership of the PAC shall consist of parents whose children are currently enrolled in the program.
- C. Additional members may be added to ensure all program center options are proportionally represented on the PAC.
- D. No SETA HS/EHS **or Delegate Agency** staff (or member of their immediate families) shall serve on the PAC except parents who occasionally substitute for regular HS or EHS staff. Occasional subbing is defined as once a week and/or not to exceed four (4) consecutive days in a month.
- E. Members holding a seat at the Annual PAC meeting shall not be elected to represent PAC on the PC.**
- F. Members who currently have a child/children currently enrolled in the HS/EHS program shall be eligible for election to represent the PAC on PC.**

SECTION 6 5: California Head Start Association (CHSA) Representative/Alternate

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

SECTION 7 6: Term of Office

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

SECTION 8 7: Attendance

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

- A. **Absences:**
Any member or Alternate missing two (2) consecutive meetings without an

excused absence or missing a total of three (3) meetings (regular or special) excused/unexcused will be automatically removed. An excused absence shall include but not be limited to sickness or death in the family. A member requesting an excused absence must call prior to the meeting: the Alternate, if the Alternate is known, and the SS/PI Coordinator, PAC Chair or the Clerk of the Boards.

B. **Reinstatement:**

The Representative or agency/group may request that a member who has been removed due to absences be reinstated in the event the Alternate declines. This request must be in writing and submitted to the Chair and SS/PI Coordinator within ten (10) calendar days. It is the final decision of the PAC Executive Committee whether any Representative shall be reinstated.

C. **PAC Business:**

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

D. **Punctuality:**

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

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

E. **Quorum:**

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

SECTION 98: Removal

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

Article IV

Meetings

SECTION 1: Meetings

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

A. **Annual Meeting**

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

B. **Regular Meetings**

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

C. **Special Meetings**

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

SECTION 2: Meeting Notice

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

A. **Annual and Regular Meetings**

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

B. **Special Meetings**

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

C. **Emergency Meetings**

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

D. **Committee Meetings**

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

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

E. **Mailing Address**

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

SECTION 3: Meeting Reimbursement

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

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

- A. Members will receive reimbursement for the actual cost of child care (not to exceed \$30 in a 24-hour day, when attending conferences, workshops, trainings, orientation, Parent Leadership Institute or participation in the Agency hiring process) to be in alignment with PC/PAC Reimbursement Policies and Procedures. Additionally, mileage/transportation will be provided for attending required meetings/obligations listed below:
1. PAC (regular, annual, emergency and special meetings)
 2. Interview/screening/exam panels
 3. Standing Committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Social/Hospitality, Parent Ambassador)
 4. Office of Head Start (OHS) Monitoring Protocol Training/Review (reimbursement for training received after completion of first review – Monitoring/Evaluation Committee) and Program Self Assessment

5. Program Area Committees
 6. Community Partnerships Advisory Committee (CPAC)
 7. Health Services Advisory Committee (HSAC)
 8. Ad Hoc (special) Committee Meetings
 9. Governing Board meetings (only applies to the Chair or an Executive Officer in the absence of the Chair)
 10. Food Services Committee
 11. Workforce Investment Board and Committee Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
- B. Member/Alternates who are a spouse or significant other will not each receive reimbursement.
- C. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if a meeting or meetings exceed four (4) hours.

SECTION 4: Rules of Procedures

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

SECTION 5: Nominations/Elections

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

SECTION 6: Voting

Each PAC member has one vote which cannot be cast by proxy. In the event of a conflict of interest, affected members shall, consistent with the California Political Reform Act, disclose the existence of the conflict and shall neither participate in the deliberations regarding, nor vote on, the matter. Actions of the PAC may be taken only

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

by a majority vote of all the members of the PAC, provided that any abstentions shall be counted as votes with the majority of those members actually voting. If a member has not voted because of disqualification due to a conflict of interest, that fact shall be noted in the minutes, and his/her vote shall not be recorded either as an affirmative vote, a negative vote or an abstention.

Article V

Officers

SECTION 1: Officers

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

SECTION 2: Election and Term of Office

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

SECTION 3: Duties of Officers

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

- A. The Chair of the PAC shall preside over all meetings of the PAC and implement all policies and programs of the PAC. The Chair shall act as the official agent of the PAC in all matters relating to the PAC, and shall be the chief spokesperson and public relations officer for the PAC. The Chair shall have the power to appoint, both in and out of the PAC, any additional positions as needed with ratification of the PAC. The Chair shall represent the PAC at the National Head Start Parent Association Conference. The Chair shall be an ex-officio member of all committees and shall represent the PAC at all Governing Board meetings, but shall adhere to the provisions of Article IV, Meetings; Section 3, as it relates to reimbursement.

- B. The Vice Chair shall serve as Chair of the PAC in the absence of the Chair, and shall have all delegated powers. The Vice Chair will assume position of Chair if seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.
- C. The Secretary shall keep a record of the current and preceding minutes at each meeting, record resolutions or motions adapted, as may be necessary to expedite the PAC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.
- D. The Treasurer shall **work with staff and the PAC Secretary and** keep such records, files and accounts as may be necessary to expedite PAC's business; ~~work with staff and PAC Secretary and will oversee the Budget/Planning Committee.~~ The Treasurer shall be a member of the Social/Hospitality Committee, and the Parent Ambassador Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to Parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

SECTION 4: Vacancy

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

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

Article VI

Committees

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

attendance.

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

SECTION 1: Standing Committees

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

A. Executive Committee

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

B. Budget/Planning Committee

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

C. Personnel/Bylaws Committee

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

D. Social/Hospitality Committee

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

E. Parent Ambassador Committee

The Parent Ambassador Committee shall be composed of the Vice Chair, who shall oversee the Committee, and the Secretary, Treasurer, former parents and other members who shall be selected after each annual meeting of the PAC. Former parents who no longer serve on the PAC shall receive reimbursement for participation for one (1) program year. The duty of this committee shall be to promote all PAC trainings/events, and Head Start children activities. It shall be the sole duty of this Committee to report the expenditures of funds to the PAC monthly.

SECTION 2: Program Area Committees

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

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

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

SECTION 3: Special Committees

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

A report will be provided to the full PAC.

Article VII

Reports

SECTION 1: Reports

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

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

Article VIII

Bylaws Amendment

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

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

ITEM III-B – ACTION

ELECTION OF SETA-OPERATED REPRESENTATIVE TO THE POLICY COUNCIL

BACKGROUND:

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

The duties of Representatives include:

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

RECOMMENDATION:

That the Parent Advisory Committee elect one Representative.

NOTES:

Representative nominated:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-C – ACTION

ELECTION OF COMMUNITY REPRESENTATIVES:
PAST PARENTS, FOSTER PARENT, AND GRANDPARENT

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to elect community representatives to serve for Program Year 2013-2014.

Past Parent Representatives and Alternates:

Two (2) voting Community Representatives referred to as Past Parent Representatives shall be elected by the outgoing PAC. Representative may be elected by the current PAC if the outgoing PAC has been dissolved. The Past Parent elected to the PAC may not have a child/children currently enrolled in the HS/EHS program. Community members desiring to be reappointed must reapply for membership on a yearly basis. There will be two alternates for Past Parents.

Foster Parent and Alternate:

One (1) voting Foster Parent Representative selected by the outgoing PAC. Representative may be elected by the current PAC if the outgoing PAC has been dissolved. The Foster Parents elected to the PAC must have a child/children currently or previously enrolled in the HS/EHS Program. A Foster Parent desiring to be reappointed must reapply for membership on a yearly basis. There will be one alternate for the Foster Parent Representative position.

Grandparent Representative and Alternate:

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

RECOMMENDATION:

That the Parent Advisory Committee elect two (2) Past Parent Representatives and two (2) Alternates, one Foster Parent representative and one alternate, and one Grandparent representative and one alternate.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

Past Parent Representatives and Alternates:

Representatives nominated:

Representatives elected (2):

Alternates nominated:

Alternates elected (2):

Foster Parent and Alternate:

Representatives nominated:

Representative elected (1):

Alternates nominated:

Alternate elected (1):

Grandparent and Alternate:

Representatives nominated:

Representative elected (1):

Alternates nominated:

Alternate elected (1):

ITEM III-D – ACTION

APPROVAL OF MODIFICATIONS TO THE REIMBURSEMENT POLICIES AND PROCEDURES OF THE SETA-OPERATED HEAD START/EARLY HEAD START POLICY COUNCIL/PARENT ADVISORY COMMITTEE

BACKGROUND:

The Head Start Management is recommending a revision to the Policies and Procedures of the SETA Head Start/Early Head Start Policy Council/Parent Advisory Committee to modify the language regarding reimbursements for child care.

The revision is identified in the ***bold italic*** type.

RECOMMENDATION:

That the Policy Council/Parent Advisory Committee approve the modifications to the Reimbursement Policies and Procedures of the SETA Head Start/Early Head Start Policy Council/Parent Advisory Committee as proposed.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

PC/PAC Reimbursement Policies and Procedures

MILEAGE

1. Reimbursements will be made for actual costs of attending the REQUIRED meetings and other obligations associated with your participation as a member/officer of SETA Head Start PC/PAC.
 - a. Reimbursement will not be made for attendance at optional meetings or training meetings.
2. **Roundtrip** mileage will be calculated from your residence or workplace to the SETA offices or other location where the meeting is being held. **If additional stops are required the additional mileage will not be reimbursed.** If you come to the meeting directly from home and then proceed to your workplace, SETA will reimburse you for the total mileage incurred.
 - a. For example, assume that your home is 5 miles from the SETA offices, but your workplace is 20 miles from the SETA offices. You attend a meeting held at the SETA offices at 8:30am and then proceed directly to your workplace. You would be reimbursed for 25 total miles.
 - b. However, if you attend the meeting at 8:30 and then return home prior to proceeding to work, you would be reimbursed for 10 miles.
 - c. If you came directly from work to attend a meeting held at 1:00pm and then returned directly to work, you would be reimbursed for 40 miles.
3. If you utilized public transportation to attend a meeting at SETA, you would be reimbursed for the actual costs of that transportation.
 - a. Assume that you attended a meeting and rode RT Light Rail from your house to SETA offices and back to your house. You would be reimbursed for the cost of a round trip ticket.
 - b. If you were working out of town and rode Greyhound and RT Light Rail to attend a meeting at SETA and then rode RT Light Rail to your home after the meeting, you would be reimbursed for the cost of the Greyhound ticket to Sacramento and the RT Light Rail passes to SETA and home.

CHILD CARE

1. SETA will reimburse you at the rate of \$8.00 per hour for the number of hours of child care necessitated by your attendance/participation in REQUIRED PC/PAC meetings when your child(ren) are cared for by a non-SETA care provider.
 - a. Reimbursement will not be made for child care provided by spouse/significant other.

- b. Reimbursement will be for actual costs incurred up to a maximum of \$8.00 per hour, no matter how many children are cared for.
- c. If the PC/PAC meeting that you attend runs for 2 hours, but you must incur child care for an additional hour for the travel time to and from SETA offices, you will be reimbursed for 3 hours. If you arrange child care for the day in order to run some errands, attend the PC/PAC meeting, and meet a friend for lunch, you will be reimbursed only for the two hours of the PC/PAC meeting.
- d. For attendance at conferences as a representative of SETA Head Start, the maximum reimbursement will be \$8.00 per hour up to \$30 for each 24 hour period of time away from home.
- e. No reimbursement for child care will be available when attendance at meetings, conferences, or training events is voluntary.

FREQUENCY OF REIMBURSEMENT

1. Following the submission of the appropriate requests for reimbursement, every reasonable effort will be made to process reimbursements and have either cash or petty cash checks available to be picked up from a petty cash custodian one week following the meeting, or at the next meeting attended.

Effective Date _____

ITEM IV- A – INFORMATION

STANDING INFORMATION

BACKGROUND:

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

- 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)
- PC/PAC End of Year Appreciation Dinner Oral report(s)
- Community Resources - Parents/Staff: Ms. LaTasha Windham

NOTES:



PC/PAC CALENDAR OF EVENTS

EVENT

DATE

PAC Executive Committee	Thursday, October 17, 2013 10:00 a.m. Olympus Room
Health Services Advisory Committee	Wednesday, October 23, 2013 5:30 – 7:00 p.m. Sequoia Room
PC Executive Committee	Thursday, October 24, 2013 9:00 a.m. Olympus Room

October 2013

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 4		<p>1</p> <p>Breakfast: Whole Wheat Bagel, Cream Cheese, Orange, Milk Lunch: Teriyaki Chicken, Steamed Brown Rice, Sunomono Salad, Kiwi, Milk Snack: Cheerios Whole Grain Cereal, Milk</p>	<p>2</p> <p>Breakfast: Oatmeal Cereal, Banana, Brown Sugar, Milk Lunch: Whole Wheat Pasta, Turkey, Tomato Sauce, Green Salad, Italian Dressing, Orange, Milk Snack: Nutri Grain Bar, Diced Peach</p>	<p>3</p> <p>Breakfast: Whole Grain Pancakes, Apple, Maple Syrup, Milk Lunch: Turkey and Cheese Roll-up in a Tortilla, Cole Slaw, Mango Chunks, Milk Snack: Strawberry Yogurt, Banana</p>	<p>4</p> <p>Breakfast: Rice Krispies Cereal, Diced Apricot, Milk Lunch: Tuna Salad, Wheat Thins Whole Grain Crackers, Baby Carrots, Cantaloupe, Milk Snack: Whole Grain Vanilla Goldfish Crackers, Milk</p>
Week 5	<p>7</p> <p>Breakfast: Whole Grain Pancakes, Maple Syrup, Diced Pear, Milk Lunch: Chicken Patty, Whole Wheat Bun, Carrot, Mustard/Ketchup, Apricot, Milk Snack: Smart English/Spanish Crackers, Diced Mango</p>	<p>8</p> <p>Breakfast: Multi Grain Cheerios, Banana, Milk Lunch: Refried Beans, Whole Wheat Tortilla, Tomato Salsa, Tangerine or Strawberries, Milk Snack: Multi Grain Cinnamon Flakes Cereal, Milk</p>	<p>9</p> <p>Breakfast: Whole Grain Biscuit, Jelly, Diced Peach, Milk Lunch: Vegetarian Chili with Beans, Whole Grain Saltine Crackers, Cantaloupe, Milk Snack: Sound Bites Whole Grain Crackers, Banana</p>	<p>10</p> <p>Breakfast: Oatmeal with Raisins, Pineapple, Brown Sugar, Milk Lunch: Turkey & Whole Wheat Macaroni, Tomato Sauce, Green Salad with Dressing, Orange, Milk Snack: Bean Dip, Whole Wheat Tortilla</p>	<p>11</p> <p>Breakfast: Dreamy Orange Whole Wheat Muffin Bar, Kiwi, Milk Lunch: Roasted Turkey on Whole Wheat Bread, Mayonnaise, Broccoli with Dip, Kiwi, Milk Snack: Apple, Cheese Stick</p>
Week 6	<p>14</p> <p>Breakfast: Oatmeal Cereal, Cantaloupe, Brown Sugar, Milk Lunch: Oven Baked Chicken, Mixed Vegetables, Whole Wheat Roll, Apricot, Milk Snack: Sunrise Bites Whole Grain Crackers, Milk</p>	<p>15</p> <p>Breakfast: Kashi Berry Blossoms Cereal, Orange, Milk Lunch: Sloppy Joes, Whole Wheat Bun, Whole Kernel Corn, Kiwi, Milk Snack: Black Bean Fiesta Salad, Pita Chips</p>	<p>16</p> <p>Breakfast: Waffles, Whole Grain Sticks, Diced Pear, Milk Lunch: Salisbury Beef Steak/Gravy, Mashed Potatoes, Whole Wheat Dinner Roll, Cantaloupe, Milk Snack: Sun Butter Fresh Apple Slices</p>	<p>17</p> <p>Breakfast: Whole Wheat Bagel & Cream Cheese, Diced Apricot, Milk Lunch: Chicken & Noodles, Peas & Carrots, Tangerine or Strawberries, Milk Snack: Turkey Slices, Mini Whole Grain Buns</p>	<p>18</p> <p>Breakfast: Whole Wheat Banana Muffin Loaf, Banana, Milk Lunch: Swiss Cheese on Whole Wheat Bread, Lowfat Mayonnaise, Broccoli, Dip, Orange, Milk Snack: Cheddar Whole Grain Goldfish Crackers, Milk</p>
Week 7	<p>21</p> <p>Breakfast: Crispix Cereal, Apple, Milk Lunch: Chicken Fried Brown Rice with Peas & Carrots, Orange, Milk Snack: Cheese Stick, Diced Mango</p>	<p>22</p> <p>Breakfast: Oatmeal, Brown Sugar, Pineapple, Milk Lunch: Macaroni & Cheese, Seasoned Green Beans, Strawberries or Tangerine, Milk Snack: Strawberry Waffle, Whole Grain Grahams, Milk</p>	<p>23</p> <p>Breakfast: Crispix Cereal, Diced Peach, Milk Lunch: BBQ Chicken on Whole Wheat Bun, Peas & Carrots, Cantaloupe, Milk Snack: Hummus Dip, Pita Chips</p>	<p>24</p> <p>Breakfast: Whole Grain French Toast Sticks, Maple Syrup, Apple, Milk Lunch: Beef Meat Loaf and Sauce, Mashed Potatoes, Whole Wheat Dinner Roll, Canned Apricots, Milk Snack: Strawberry Yogurt, Fruit Cup</p>	<p>25</p> <p>Breakfast: Whole Wheat Blueberry Muffin Loaf, Banana, Milk Lunch: Roasted Turkey on Whole Wheat Bread, Carrot Sticks, Mayonnaise, Kiwi, Milk Snack: Sunrise Bites Whole Grain Crackers, Apple</p>
Week 1	<p>28</p> <p>Breakfast: Multi Grain Cinnamon Flakes Cereal, Apple, Milk Lunch: Turkey Ham on Whole Wheat Bread, Baby Carrots, Mayonnaise, Cantaloupe, Milk Snack: Bean Dip, Whole Wheat Tortilla</p>	<p>29</p> <p>Breakfast: Kashi Whole Grain Berry Blossoms Cereal, Orange, Milk Lunch: Roasted Sliced Turkey on Whole Wheat Bread, Sliced Cucumbers with Dip, Kiwi, Milk Snack: American Cheese Quesadilla, Butter</p>	<p>30</p> <p>Breakfast: Crispix Cereal, Apple, Milk Lunch: Swiss Cheese on Whole Wheat Bread, Broccoli with Dip, Mayonnaise, Orange, Milk Snack: Cheddar Whole Grain Goldfish Crackers, Milk</p>	<p>31</p> <p>Breakfast: Whole Grain Pancakes, Maple Syrup, Diced Pear, Milk Lunch: Roasted Turkey on Whole Wheat Bread, Carrot Sticks, Mayonnaise, Kiwi, Milk Snack: Sunrise Bites Whole Grain Crackers, Apple</p>	

Octubre 2013

	lunes	martes	miércoles	jueves	viernes
Semana 4		<p>1</p> <p>Desayuno: Bagel de Trigo Integral con Queso Crema, Naranja, Leche. Comida: Pollo Teriyaki, Arroz Integral a Vapor, Ensalada Sunomono, Kiwi, Leche. Bocadillo: Cereal Cheerios de Grano Integral, Leche.</p>	<p>2</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: Barra Nutri Grain, Durazno Picado.</p>	<p>3</p> <p>Desayuno: Jotqueis de Grano Integral, Miel de Arce (Maple), Manzana, Leche. Comida: Pavo y Queso Enrollado en una Tortilla, Ensalada de Col, Trozos de Mango, Leche. Bocadillo: Yogur de Fresa, Plátano.</p>	<p>4</p> <p>Desayuno: Cereal Rice Krispies, Chabacano Picado, Leche. Comida: Ensalada de Atún, Galletas Saladas de Trigo Integral, Zanahorias Tiernas, Melón, Leche. Bocadillo: Pescados de Galleta Salada de Grano Integral con Vainilla, Leche.</p>
Semana 5	<p>7</p> <p>Desayuno: Jotqueis de Grano Integral con Miel de Arce, Pera Picada, Leche. Comida: Torta de Pollo en Pan de Trigo Integral, Zanahoria, Pepino, Mostaza y Catsup, Chabacano, Leche. Bocadillo: Galletas Saladas Smart English/Spanish, Mango Picado.</p>	<p>8</p> <p>Desayuno: Cereal Cheerios de Grano Integral, Plátano, Leche. Comida: Frijoles Refritos, Tortilla de Harina de Trigo Integral, Salsa de Jitomate, Tanjarina o Fresa, Leche. Bocadillo: Ojuelas de Cereal Multigrano, Leche.</p>	<p>9</p> <p>Desayuno: Bizcocho de Grano Integral con Jalea, Durazno Picado, Leche. Comida: Frijoles con Chile Vegetariano, Galletas Saladas de Grano Integral, Melón, Leche. Bocadillo: Minigalletas Saladas de Trigo Integral Sunrise Bites, Plátano.</p>	<p>10</p> <p>Desayuno: Avena con Pasas, Azúcar Morena, Piña, Leche. Comida: Pavo en Macarrón de Trigo Integral, Salsa de Jitomate, Ensalada Verde con Aderezo, Naranja, Leche. Bocadillo: Puré de Frijoles, Tortilla de Harina de Trigo Integral.</p>	<p>11</p> <p>Desayuno: Barra de Mollete de Trigo Integral Dreamy Orange, Kiwi, Leche. Comida: Pavo en Pan de Trigo Integral, Brócoli con Aderezo, Mayonesa, Kiwi, Leche. Bocadillo: Manzana, Barita de Queso.</p>
Semana 6	<p>14</p> <p>Desayuno: Cereal de Avena, Azúcar Morena, Melón, Leche. Comida: Pollo Horneado, Verduras Mixtas, Bollo de Trigo Integral, Chabacano, Leche. Bocadillo: Galletas Saladas de Grano Integral Sunrise Bites, Leche.</p>	<p>15</p> <p>Desayuno: Cereal Kashi Berry Blossoms, Naranja, Leche. Comida: Sloppy Joes en Pan de Trigo Integral, Granos de Elote, Kiwi, Leche. Bocadillo: Ensalada de Frijol Negro, Trocizcos de Pita.</p>	<p>16</p> <p>Desayuno: Baritas de Waffle de Grano Integral, Pera Picada, Leche. Comida: Bistec de Res Salisbury con Gravy, Puré de Papa, Bollo para Cena de Trigo Integral, Melón, Leche. Bocadillo: Rebanadas de Manzana Fresca Sun Butter.</p>	<p>17</p> <p>Desayuno: Bagel con Queso Crema, Chabacano Picado, Leche. Comida: Tallarines con Pollo, Chicharos y Zanahorias, Tanjarina o Fresa, Leche. Bocadillo: Rebanadas de Pavo, Mini Pan de Grano Integral.</p>	<p>18</p> <p>Desayuno: Barra de Mollete de Trigo Integral y Plátano, Plátano, Leche. Comida: Queso Suizo en Pan de Trigo Integral, Brócoli con Aderezo, Mayonesa, Naranja, Leche. Bocadillo: Pescados de Grano Integral y Queso Cheddar, Leche.</p>
Semana 7	<p>21</p> <p>Desayuno: Cereal Crispix, Manzana, Leche. Comida: Arroz Integral Frito con Pollo, Chicharos y Zanahoria, Naranja, Leche. Bocadillo: Barita de Queso, Mango Picado.</p>	<p>22</p> <p>Desayuno: Avena, Azúcar Morena, Piña, Leche. Comida: Macarrón con Queso, Ejotes Sazonados, Fresas o Tanjarina, Leche. Bocadillo: Waffle de Fresa, Galletas Graham de Grano Integral, Leche.</p>	<p>23</p> <p>Desayuno: Cereal Crispix, Durazno Picado, Leche. Comida: Pollo Asado en Pan de Trigo Integral, Chicharos y Zanahoria, Melón, Leche. Bocadillo: Aderezo de Puré de Garbanzo, Trocizcos de Pita.</p>	<p>24</p> <p>Desayuno: Baritas de Pan Tostado, Miel de Arce, Manzana, Leche. Comida: Pastel de Carne de Res con Salsa, Puré de Papa, Bollo para Cena, Chabacanos Enlatados, Leche. Bocadillo: Yogur de Fresa, Taza con Fruta.</p>	<p>25</p> <p>Desayuno: Barra de Mollete de Trigo Integral, Plátano, Leche. Comida: Pavo Asado en Pan de Trigo Integral, Baritas de Zanahoria, Mayonesa, Kiwi, Leche. Bocadillo: Minigalletas Sunrise Bites de Trigo Integral, Manzana.</p>
Semana 1	<p>28</p> <p>Desayuno: Ojuelas de Cereal con Canela, Manzana, Leche. Comida: Jamón de Pavo en Pan de Trigo Integral, Zanahorias Tiernas, Mayonesa, Melón, Leche. Bocadillo: Puré de Frijoles, Tortilla de Trigo Integral.</p>	<p>29</p> <p>Desayuno: Cereal Kashi de Grano Integral, Naranja, Leche. Comida: Pavo Rebanado en Pan de Trigo Integral, Rebanadas de Pepino con Aderezo, Kiwi, Leche. Bocadillo: Quesadilla de Queso Americano, Mantequilla.</p>	<p>30</p> <p>Desayuno: Cereal Crispix, Manzana, Leche. Comida: Queso Suizo en Pan de Trigo Integral, Brócoli con Aderezo, Mayonesa, Naranja, Leche. Bocadillo: Pescados de Grano Integral y Queso Cheddar, Leche.</p>	<p>31</p> <p>Desayuno: Jotqueis de Grano Integral, Miel de Arce, Pera Picada, Leche. Comida: Pavo en Pan de Trigo Integral, Baritas de Zanahoria, Mayonesa, Kiwi, Leche. Bocadillo: Minigalletas Saladas de Grano Integral Sunrise Bites, Manzana.</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 July 18 and August 1, 2013 meetings.

NOTES:

**SPECIAL 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, July 18, 2013
2:00 p.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Supervisor Jimmie Yee called the meeting to order at 2:04 p.m.

Members Present:

Jimmie Yee, Chair, Governing Board; Member, Board of Supervisors
Don Nottoli, Member, Board of Supervisors
Sophia Scherman, Public Representative
Allen Warren, Councilmember, City of Sacramento

Members Absent:

Jay Schenirer, Vice Chair, Governing Board; Councilmember, City of Sacramento

II. Consent Items

- A. Approval of Minutes of the June 20, 2013 Meeting
- B. Approval of Claims and Warrants
- C. Approval of Workforce Investment Act Adult Funding for Folsom Cordova Community Partnership for Job Readiness and Retention Vendor Services

There were no questions.

Mr. Larsen requested a roll call vote on the consent calendar.

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

- A. Approve the June 20, 2013 minutes.
- B. Approve the claims and warrants for the period 6/14/13 through 7/11/13.
- C. Approve adding Folsom Cordova Community Partnership to SETA's Adult VSL and set aside Workforce Investment Act Adult funding in the amount of \$69,429 for the provision of job readiness and retention services to the 50 customers enrolled in Folsom Cordova Unified School District's VESL, ABE, and GED preparation courses.

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

IV. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick wished Councilmember Allen Warren a Happy Birthday.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: None.

III. Action Items

The board recessed into closed session at 2:07 p.m.

CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

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

CONNIE ARNOLD v. ELK GROVE UNIFIED SCHOOL DISTRICT, et al.

U.S. DISTRICT COURT, EASTERN DISTRICT OF CALIFORNIA

Case No. 2:12-CV-02431-MCE-KJN

The board ended the closed session at 2:44 p.m.; there was no report out of closed session.

- V. Adjournment**: The meeting was adjourned at 2:44 p.m.

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, August 1, 2013
10:00 a.m.

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

Members Present:

Jimmie Yee, Chair, Governing Board; Member, Board of Supervisors
Don Nottoli, Member, Board of Supervisors
Sophia Scherman, Public Representative
Allen Warren, Councilmember, City of Sacramento

Members Absent:

Jay Schenirer, Vice Chair, Governing Board; Councilmember, City of Sacramento

- ➔ Head Start Board Training: Mr. Jerry Gomez provided training to the board on the responsibilities of the Board regarding the Head Start program. The SETA Governing Board and the Head Start Policy Council share governance of the Head Start program. Mr. Gomez stated that every three years, the Office of Head Start (OHS) reviews grantees. The review could be any time after October 1, 2013. The OHS could give 30 days' notice or none at all.

II. Consent Items

- A. Minutes of the July 18, 2013 Special Board Meeting
- B. Approval of Claims and Warrants

The minutes were reviewed; no questions or comments.

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

- A. Approve the July 18, 2013 minutes.
 - B. Approve the claims and warrants for the period 7/18/13 through 7/25/13.
- 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 the Sacramento Employment and Training Agency Budget for Fiscal Year 2013-2014

Mr. Roy Kim reviewed the budget and stated that the overall budget is decreasing by \$2.3 million due to sequestration cuts. CSBG funding shows an increase but it is carryover from the prior year's budget, not an increase.

Mr. Yee opened a public hearing.

Mr. Nottoli asked why the Enterprise Zone funding shows a decrease of \$50,000. Mr. Kim responded that the change reflects reduced carryover from the prior years. For this particular year the carrying from the prior year is slightly lower. Ms. Kossick stated that staff will continue to do vouchering until staff hears what needs to change; we are not sure how much the decrease will be.

A question was raised as to why the Refugees/RESS program shows a 10% decrease; is that due to sequestration? Mr. Kim replied that it is partially attributable to a formula based on the actual number of refugees in Sacramento.

Moved/Nottoli, second/Warren, to close the public hearing and approve the SETA budget for 2013-2014.

Voice Vote: Unanimous approval.

2. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Job Specifications for Workforce Development Deputy Director, Children and Family Services Deputy Director, and Administrative Services Deputy Director

Mr. Rod Nishi reviewed the three job specifications; two of the job specifications were approved by the Head Start Policy Council because of the impact on the Head Start program. There are three new job specifications. Ms. Denise Lee and Ms. Robin Purdy are current incumbents and the new Administrative Services Deputy Director is the third new position that will be filled by Mr. Roy Kim.

Mr. Yee opened a public hearing.

Ms. Scherman asked if the duties will be different from what staff are doing in their present position and Mr. Nishi said no. This board item allows the Executive Director to have three deputy directors in a balanced fashion. The transition has been moving forward for a number of months.

Moved/Scherman, second/Warren, close the public hearing and approve the job specifications of Workforce Development Deputy Director, Children and Family Services Deputy Director, and Administrative Services Deputy Director.
Voice Vote: Unanimous approval.

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING**: Approval of Wellness Specialist Classification and Adoption of the Related Salary Range and Reclassification of a Head Start Health/Nutrition Specialist to this Classification

Mr. Rod Nishi stated that this is a timed item including a public hearing. The Policy Council approved this item on Tuesday as well.

Mr. Nishi stated that 18-20 months ago, the Agency embarked on a wellness program which has become very successful. This new classification will be assigned to work with all staff participating in the Agency's wellness program.

Mr. Warren left at 10:55 a.m.

Mr. Nishi distributed bags that are provided by Kaiser for the Wellness program. This new position is a culmination of the success of the wellness program. This item includes the reclassification of a Head Start Health/Nutrition Specialist to a Wellness Specialist; there is no fiscal impact.

Moved/Scherman, second/Nottoli, to close the public hearing and approve the establishment of the new classification of Wellness Specialist and the related salary range and the reclassification of Teresita Saechao to the position.
Voice Vote: Unanimous approval.

4. Appointment of Private Sector Applicants to the Sacramento Works, Inc. Board

Ms. Kossick stated that the Sacramento Works Executive Committee is recommending one candidate to fill one of two vacancies. The Executive Committee has recommended Susan Mansfield from A. Teichert & Son, Inc. Construction; the other two candidates are not currently applicants because they have dropped their employment.

Moved/Scherman, second/Nottoli, to approve the appointment of Susan Mansfield, A. Teichert & Son, Inc. Construction, to the Sacramento Works, Inc. board.
Voice Vote: Unanimous approval.

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services: None.

Community Services Block Grant: None.

C. **CHILDREN AND FAMILY SERVICES:** None.

IV. **Information Items**

A. Fiscal Monitoring Reports: No questions.

B. Report on American Express Corporate Account Rewards Points Program, FY 2013

Mr. Yee asked about the value of the and points Mr. Kim replied that in terms of the purchasing power it depends on what you are buying. It is generally 1% of whatever the value of the item.

C. SETA Workforce Development Discretionary Grants: Ms. Purdy stated that staff periodically submit proposals for various discretionary grants. Currently, the Agency's discretionary grants total about \$12 million which is in addition to WIA, RESS, and CSBG grants that the Agency receives on a formula basis. These are all competitive grants; staff is always working to secure additional discretionary grants.

Staff has been very successful in securing additional funds for veterans. There is a graduation September 20 at American River College of the newest PowerPathways students.

D. Update on Sacramento Works Training Center Implementation

Ms. Purdy reported that the Governing Board made funding recommendations for the training centers in June; staff has been working hard with the training centers to set up the system. All of the centers are open and enrolling. The transition is going smoothly.

E. Career GPS Updated Website Review

Ms. Terri Carpenter reviewed items E and F and provided an overview of the agency's website.

F. Showcase Employer Outreach Efforts: The Sacramento Works Employer Outreach Committee conducted a focus group and is moving forward on an outreach campaign for employers. In the research, customer service was very high.

VI. **CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

The board went into closed session at 11:20 a.m. The board came back into open session at 11:38 a.m. Mr. Thatch stated that there was no report out of closed session. A quorum was lost so there is no further action to be taken.

IV. Information Items (continued)

- G. Covered California Outreach and Education Program Update: Ms. Cindy Sherwood-Green reviewed the progress of the Covered California program.
- I. Media Coverage Summary for the Period January 1, 2013 – June 30, 2013: No questions.
- J. Employer Success Stories and Activity Report: No report.
- K. Dislocated Worker Update: Mr. Walker answered questions about a new casino in the area.
- L. Unemployment Update/Press Release from the Employment Development Department: No questions.
- M. Head Start Reports: Ms. Denise Lee thanked the board for their attentiveness during the training. Staff recently received the notice of award from the Office of Head Start for the period August 1, 2013 through July 31, 2014. OHS acknowledged the reduction in enrollment. The new report included in the board packet is the quality assurance report which is a review of delegates and the SETA-operated program. This report will be included in the board packet every month.

Mr. Nottoli asked why some of the health screenings numbers were lagging behind; Ms. Lee replied that sometimes a screening is not done due to parents' lack of follow up. There is on-going follow up to ensure the children will be provided the services.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick reported that staff recently completed the second Thrive Program with Kaiser. There were 181 staff registered and 18 teams; 30% of the staff has participated.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: No comments.

VII. Adjournment: The meeting was adjourned at 11:55 a.m.

ITEM V

COMMITTEE REPORTS

A. Executive Committee

Critique of the September 17, 2013 Parent Advisory Committee meeting.

GOOD!!!
Thank you, managers for your reports.
Thank you, Ms. Denise Lee, Deputy Director, for your thorough Program Information Report summary.
Thank you, Ms. D'et Patterson, for your outstanding budget report.
NEEDS IMPROVEMENT
Please be recognized by the Chair before speaking.
Absolutely no side barring.
Arrive on time and be seated by 8:50 a.m. to start the meeting.
Switch your phone/lpad to off.
Please be recognized by the Chair before leaving your seat.
Absolutely no food in the board room. No exceptions.
Please be careful of beverage spills in the board room and break room.
Please refrain from dropping food in the break room.

B. Budget/Planning Committee: Ms. LaTasha Windham, Ms. Alicia Kafka, Mr. Justin Fietzek, Ms. Colleen Fietzek

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, Mr. Marshaun Tate, and Ms. Alicia Kafka
- 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

October 2013



SETA Operated Program

Program Support Services Unit

Quality Assurance and Monitoring. The following SOP sites were monitored for September; Galt, Mather, Sharon Neese, North Ave., Freedom Park. Consensus meeting is being held and final report will be completed in second week of October. Exit Meetings were held for SCUSD EHS Home-based Program and SCOE EHS Program on September 27, 2013.

Countywide Content Meetings. First quarter Content Meetings were held in the month of September: Education and Disabilities Content meeting on September 10; Health, Nutrition, Safe Environments Content Meeting on September 13; Governance Meeting on September 20; Mental Health and Family Partnerships Meeting on September 24, 2013. Countywide Content Meetings are held to ensure all programs have most updated information on program issues and consistent guidance and expectations. Topics included in September meetings were PIR 2013, OHS Triennial Review; Parent Family and Community Engagement Survey, Countywide QA Monitoring Trends for 2012-2013 and new IDP forms.

Self-Assessment and Quality Assurance Follow-Up QA Unit staff assigned as delegate liaison for each delegate agency has received updated policies and procedures and other evidence of correction pertaining to Self-Assessment and Quality Assurance Monitoring findings. Onsite visits will be held in October to close out items requiring file review to verify completion.

Program Operations Unit

September is upon us and that brings a very important time of year. We are now implementing the second packet in our new Home Visit/ Parent Conference series. This packet is appropriately called Building Relationships. Teachers and parents are meeting to discuss the family background more in depth as well as discussing ways for parent to be involved in the classroom. Teachers are providing the Parent Volunteer Information sheet and the Value of Children's Activities handouts as guiding tools. These resources point out the important development that occurs in each area of the classroom as well as ways that adults in the classroom can support that learning. An example would be:

Blocks and Building: This area offers creative construction, the opportunity for eye-hand and muscle coordination, balance, recognition of basic 3-dimensional shapes, math concepts and stimulates imagination and dramatic play.

Parent Participation in Blocks and Building: Guide building into areas that blocks are accessible, keep area clear and safe, discuss different sizes and shapes, describe what they are building.

This packet also looks at the developmental, speech and behavioral screening results and identifies a child's temperament and learning style. All of this information is key for teachers and families as they work together to individualize learning experiences for children

Elk Grove Unified School District

Education Services Update

Karen Gonzales, Education and Child Development Manager from the Sacramento Education and Training Agency (SETA), presented training on how to take anecdotal notes for the Desired Results Developmental Profile (DRDP) assessment at the PreK Teacher In-service on September 13. She showed examples of a number of methods that could be used to collect notes. Teachers were given the opportunity to read several vignettes and discuss which measures in the DRDP were addressed in each of them. The presentation was well received with many teachers commenting that they appreciated the opportunity to review this assessment with such a knowledgeable person.

Enrollment

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

Disabilities Services and Mental Health Services Update

Our program educators and clerks have worked closely with Florence Oneto, PreK social worker and with Teresa Gannon, PreK psychologist, to place students with an active IEP into the Head Start program. There are 48 students with active IEPs being served which is eleven percent (11%) of our Head Start student population.

Health Services Update

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

USDA Meals/Snacks

In September, 12,058 meals were served to our Head Start students. This month's Elk Grove Meals/Snack calendars are attached.

Fiscal Update

This month's Fiscal report is attached.

Family and Community Partnerships Update

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

“Junior Amazing Reader”, a workshop designed to help parents understand the importance of reading with their children and the link between reading with children and brain development,

vocabulary development, and future school success, was presented at Samuel Kennedy, David Reese, Herman Leimbach, and Florin Elementary Schools during the first two weeks of September. These workshops took place in the classroom at the beginning or end of class periods in order to maximize parent participation. An average of fifty parents attended from each of the sites.

“Discover Art”, was presented in partnership with KVIE, Sacramento at Samuel Kennedy Elementary on September 18, at David Reese Elementary on September 19, and at Herman and at Florin Elementary School on September 23. Twenty-three parents attended the class held at David Reese Elementary, thirteen parents attended the class held at Samuel Kennedy Elementary School, and twenty-six parents attended the class held at Florin Elementary School. Discover Art is designed to help parents learn the importance of art as a form of expression, creativity and problem solving in their child’s life. Parents participate in hands-on art experiences that they can do with their children at home.

Recruitment

Individual registrations are taking place and students are being placed on a waiting list. There is a waiting list at each of the school sites.

Sacramento City Unified School District

Teaching and Learning

On September 9, teachers started the first day with a “slow start” schedule, which helped to transition children and families into their new classrooms. The teachers also conducted the first IDP Orientation Home Visits or Parent Conferences with parents during September.

During Professional Learning, the teaching staff received training on two topics; Teaching Pyramid/CSEFEL Strategies, which was presented by Social Workers and Resource Teachers, and the CLASS Instructional Support domain, presented by Liz Aguilar, Education Consultant for SETA. These two trainings will help teachers establish a strong foundation for supporting children’s social emotional development and promote children’s thinking and cognitive skills.

Health and Nutrition

Nurses Victoria Benson and Lisa Stevens presented Blood-borne Pathogens and Universal Precautions training to the Child Development Staff at the Pre-Service (Orientation) on August 28.

Nurses Espie Millendez, Lisa Stevens and Victoria Benson are busy performing sensory screenings at their various preschool sites in order to meet the 45-day sensory screening deadline.

Tammy Sanchez, Nutrition Content Lead, arranged the first meeting of the year with the Child Development Department Health/Nutrition team and SCUSD Nutrition Services personnel. Agenda items included feedback to new menus, special diet procedures for preschoolers, adult meals in the Head Start classrooms, Head Start policy regarding food preferences, medical statements of food allergies and food intolerance.

Nurses Lisa Stevens and Victoria Benson presented a review of Head Start Hygiene Policy and Procedures, especially as it related to tooth-brushing and hand-washing, at the first Child Development Professional Learning meeting on September 21, 2013.

School Nurse Victoria Benson chaired the first Child Development Health and Nutrition Committee meeting of the year on September 26, 2013. Some of the agenda items discussed at this meeting included PIR Summary review, monitoring our Action Plan, Three-Year Goals, Walking Groups and Bridging the Information Gaps with Parents, and Meal Modeling in Head Start classrooms and TB serum shortage issue.

School Nurse Victoria Benson attended the first Internal Monitoring Meeting on September 23. In attendance were Child Development Department personnel from the Education, Health, and Special Needs/Disabilities content areas. Primary issues addressed were the timely completion of sensory and educational screenings, data entry discrepancies and ways to correct any possible inconsistencies.

Special Needs

As of the end of September, the SCUSD Child Development Department has served 102 Head Start preschool children with special needs and 12 Early Head Start infant/toddlers with special needs.

Mental Health

Social Workers are in the process of collecting the Family Worksheets from teachers and are currently following up on the needs of families.

Social Workers have started conducting parent workshops on Child Discipline at various school sites.

Early Head Start

Early Head Start had the privilege of having guest speaker, Officer Michael Bradley, come from the California Highway Patrol. He spoke at a socialization event and at a center-based parent meeting on the topic of Pedestrian Safety. The families received helpful tips to stay safe while walking in the street, riding bikes and driving. In addition, he provided important information on the laws regarding cell phone usage while driving a vehicle.

EHS families received reading materials and flyers on important resources available to the community.

The EHS Social Worker has revised the Family Partnership Agreement Process and will be reviewing this process with staff.

SETA monitored the EHS Home-Based program during the summer months. The Social Worker wrote corrective actions for the Family Partnerships and Family Partnership Building compliance area.

The Teen Parent Education Program is in full swing at American Legion High School. Expectant and parenting teen students, including EHS parenting students, are attending.

San Juan Unified School District

Education Services Update

Teachers are using a new pacing guide strategy to keep the collection of evidence ongoing and will complete their first DRDP assessment on November 1. Lead teachers will support teachers in this new strategy. By the first third of an assessment period, teachers should have gathered evidence for approximately 15 measures, and by the 2/3 mark of this assessment period, another 15 measures (for a total of 30) should have documented evidence.

Disabilities Services Update

Since school has started, the registration and support teams have been busy making sure any “stragglers” have completed the developmental screeners and that the info has been input into Child Plus. Teaching staff was reminded to have parents sign any referral forms that were already placed in the cumulative files before teachers picked them up. The teachers then gave the referrals to the appropriate Special Education staff member to begin the 2 week timeline to complete the screening on the special education end. If further assessment was deemed necessary, the process was begun right away.

Several new students already have IEPs scheduled due to this expedient process. Teachers have settled in with their classes and the Disabilities Specialist has received a few requests to come out and observe students and to make recommendations for accommodations and/or proper placement. It has been a good start to the 2013-14 school year.

Mental Health Services Update

Mental Health Therapists have given talks to staff, teachers, and parents on the Mental Health Referral Process, Positive Parenting Tips, Limit Setting, and Stress Management. The MHT focus continues to be on providing support and referrals for children whose social and emotional functioning is lacking. Also, teachers continue to be given support on implementation of the Operations Guide mental health criteria.

After meeting at SETA to review the Health and Safe Environments checklist, attention is being given to the Special Diets information. Menu production records (the CACFP form) will be used to document food substitutions with a specific column indicating the variety of milk substitutions available. Staff will be trained on this form in October.

Nutrition Services Update

Health screening was three days a week for the first week in September, and then it dropped to one day a week on Tuesdays in the centralized screening room. Health is reviewing incoming students' health, nutrition, & immunization status, completing health screenings, and counseling families in various health areas as needed. The School Nurse is completing Individualized Student Health Plans for those who have health concerns as well as working on the State Immunization Report for submittal to the State.

Health Services Update

Health screening was three days a week for the first week in September, and then it dropped to one day a week on Tuesdays in the centralized screening room. Health is reviewing incoming students' health, nutrition, & immunization status, completing health screenings, and counseling families in

various health areas as needed. The School Nurse is completing Individualized Student Health Plans for those who have health concerns as well as working on the State Immunization Report for submittal to the State.

Family and Community Partnerships Update

This month the representatives from the 2012-2013 school year convened for the last time. Approval of personnel was handled, Head Start Job opportunities were distributed and the monthly SETA report was reviewed. A good-bye was said to Diane Delaney who is retiring. Many thanks as well as certificates of appreciation were given to reps for their hard work this year in support of the Policy Committee.

Transition Services Update

School is well underway. The children are settled in their classrooms and building community and friendships. The parents have had their first parent meeting and are adjusting well to the culture of attending school. The first round of assessments are coming due and parent conferences are close behind. The children are experiencing self help skills, practicing safe behaviors, taking part in various physical activities and working in small and large groups. All of these activities are the building blocks of a successful school readiness experience.

Program Support/Staff Training Update

Teachers were trained on the new IDP form obtained from SETA, which is structured around the five School Readiness domains. Teachers will fill this form out with the parents at the time of their parent conference. The resource, "A Parent's Guide to School Readiness," will be used by the parent to help them create a home strategy and to offer parent input in the IDP process.

Teachers and Assistants were trained on the strategy of authentic observations where a staff member observes a group of children during Free Choice for no more than two minutes and writes a narrative of the observation. Teams practiced with two short clips on loan from CPIN, and were excited about the 13-15 measures for which evidence was found.

Fiscal Update

Several things occurred in the month of September in addition to the usual activities. All fiscal reports were submitted on time. The Head Start and Early Head Start Monthly Fiscal, Attendance and In-Kind Report for August was submitted by the September 10. Currently both programs are within acceptable spending trends and in line with the budget. The End of the Month Report for August was submitted by September 5.

All programs are now up and running with Head Start classes beginning September 5. Early Head Start programs began in August with Full Year Center Based programs starting August 1 and Center Based/Home Based programs beginning August 15. This was for EHS programs that end their center based operation the first of June and have a Home Based program until August 15.

September also brought its challenges as Fiscal began to prepare for the anticipated federal review. The date of the federal review is unknown at this time, but could be as soon as October 1. In the next couple of weeks, SETA, the Grantee, will be reviewing in-kind documentation and proceed on with other fiscal areas.

Early Head Start

The Staff Development Plan has begun with a Collaborative Café model to review the questions from the OHS monitoring tool in preparation for the federal review. The implementation of this plan will continue for the federal review preparation in the upcoming months. Mental Health site visits are continuing by the consultant, Rich Lougy. Mr. Lougy is establishing relationships with staff and families, and is also working with CSUS to recruit new interns to provide direct services to EHS families through his referral process. The MCHAT autism screening tool has been implemented in all centers as well as in the Home Based program. The annual Self Assessment process has begun in addition to the annual update of the Service Area Plans.

Twin Rivers Unified School District

Events

This month the Head Start programs hosted their annual Back to School Nights for all students and families. Both sites displayed student work and informally met with parents about the program's rules and classroom expectations. Families were introduced to a host of community agencies who provided information and resources for services such as health care, dental hygiene, physical education and nutritional eating habits. The events also included free books to support the program's literacy goals as well as a delicious yogurt bar.

Professional Development

On September 12, the Head Start teaching staff participated in a Professional Development Workshop with the rest of the ECE Department of TRUSD. The training workshop included additional information about Second Step Curriculum focused on social/emotional concepts and behavior management. The Head Start teaching staff also reviewed the Positive Climate domain of the CLASS assessment in preparation for the upcoming Federal Review Visit.

Components

The Nutrition Component Leader provided a food activity along with physical education games for the classrooms. The tracking of lead, hemoglobin and lead risk continues along with inputting the information into the Childplus database for tracking purposes. The growth assessments have been completed and parents are being given information about their child's progress.

Students participated in hearing, vision, dental screening and dental varnishings with the Health Component Leader on various dates in September 9, 11, 12, 16, 17, 18 and 23. The reviewing of students' files for medical concerns as well as data inputting into the Childplus database continues on a daily basis.

The School Social Worker/Counselor is providing in classroom support to students having challenging behaviors and difficulties adjusting to the classroom environment. Teaching staff participated in Preventive PreSAP process in which teachers identified students with challenges and a multidisciplinary team provided insightful strategies and interventions for improved success in the classroom. Classroom observations to assist with intervention strategies and behavioral techniques for all classrooms are also being provided by the Social Worker.

The Community Liaison continues completing FPA and FPP during parent orientations. 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 finished all screenings and continues to provide direct services to students who have IEPS already at both sites. Parents are also being notified of their child's screening results.

The Education Component Leader continues facilitating the parent orientations with the Social Worker and Community Liaison. Classroom observations to assist with behavior management by the Education Resource Teacher continues and planning for the monthly Education Component meetings. Teaching staff continue working on the first DRDP assessment and collecting evidence for their student's portfolio.

The ERSEA Component Leaders are continuing to review files for accuracy. Both sites are completely full and a wait list is being maintained. Fliers for local business and community based agencies have been delivered for recruitment purposes. The Program Design and Management component leaders have updated the personnel files. The HS Director continues to collect missing personnel information. Staff is also working on their Individualized Staff Development Plan for 2013-2014.

Policy and Parent Committees

The election was completed for all elected and alternate members for the 2013-2014 Policy Committee. New members participated in a fun Meet and Greet event on September 12. All members were given information binders with the Performance Standards, Written Area Service Plans, PIR report and Bylaws in it. The first meetings with the new Policy Committee and Parent Committee were held on September 19 and September 23 with all new members present.

Parent Trainings

The monthly parent meeting focused on Back to School including healthy habits and how to help your student be successful in preschool.

Fiscal

ECERS and DRDP assessment will be completed in October and teachers will begin ordering supplies and materials based on their assessment data.

Women's Civic Improvement Club (WCIC)

Program Design and Management and Human Resources Monitoring

The WCIC/Playmate Head Start Program was monitored by SETA's Quality Assurance Unit in late August. Results from the monitoring show that WCIC was compliant in all content areas.

Enrollment

During the month of September 2013 WCIC's Enrollment Team continued non-stop to maintain 100% Enrollment.

Safe Environment Trainings

WCIC/Playmate Head Start Program staff received CPR/First Aid from Get Ready Gear, Inc. Trainers on September 6, 2013. All staff is CPR/FA certified and valid for an additional two years.

WCIC/Playmate Head Start Program staff and parents received a Pedestrian Safety Training by Officer Adrian Quintero from California Highway Patrol on September 18, 2013. Officer Quintero addressed the Parents and Staff on Pedestrian Safety and Seat Belts. Officer Adrian Quintero stated there are many different types of car seats. Children under the age of one must be facing the rear when in the back seat of the car. The law states children under eight years old and less than 60 pounds must be in a car seat. Officer Quintero demonstrated how the harness should always be over the heart level of the child. Infants should not be wearing layers of clothing when placed in a car seat. The new car seats have expiration dates and should last anywhere from six to ten years. Officer Quintero passed out CHP Chipper and His Pals Talk about Safety handouts. Officer Quintero stated people need to make eye contact with drivers. If there is no eye contact, the driver probably did not see you. Tinted windows on vehicles are what pedestrians need to be familiar with. Pedestrians cannot see the driver. Never assume they see you when walking. Officer Quintero also stated that pedestrians should always walk facing the traffic.

Education Training

WCIC/Playmate Head Start Program teaching staff received The Individual Developmental Plan (IDP) Training by Karen Gonzales, Program Manager from SETA on September 13, 2013. Ms. Gonzales gave a brief overview of the Individual Developmental Plan and discussed the following: Orientation; Kindergarten Transition Plan; Preschool Information Sheet; Parent Observations (Sets A and B); Help your Child Succeed in School: Build the Habit of Good Attendance Early; Parent Participation Agreement; All through the Day; and The Value of Children's Activities. Staff will use the forms for the 2013-2014 School Year.

Recent Program Instruction or Information Memos from Administration for Children and Families (ACF) None to report for this month.

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2013-2014

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

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2013-2014

Site	Loc Id	# Enrolled 9/30/13	# Present 9/30/13	# Absent 9/30/13	# Term W/I 30 days
Freedom Park	1239A	17	12	5	3
Freedom Park	1239B	20	17	3	
Freedom Park	1239C	19	17	2	1
Freedom Park	1239D	20	17	3	
Freedom Park	1239R	22	18	4	
Freedom Park	1239X	22	19	3	
Fruitridge	1216A	20	18	2	
Fruitridge	1216B	21	18	3	
Fruitridge	1216C	19	14	5	1
Fruitridge	1216D	18	17	1	2
Galt	1234A	20	18	2	
Galt	1234B	20	16	4	
Galt	1234C	19	17	2	1
Galt	1234D	17	14	3	
Galt	1234E	19	14	5	1
Galt	1234F	18	16	2	
Grizzly Hollow	1252A	21	16	5	1
Grizzly Hollow	1252B	18	13	5	
Hillsdale	1228A	18	15	3	
Hillsdale	1228B	19	18	1	
Hillsdale	1228C	19	17	2	1
Hillsdale	1228D	19	18	1	1
Hillsdale	1228R	21	17	4	1
Hillsdale	1228X	22	18	4	
Home Base Option	1213A	11	6	0	
Home Base Option	1213B	12	9	1	
Home Base Option	1213C	12	0	0	
Home Base Option	1213D	12	9	2	
Home Base Option	1213E	11	11	0	
Home Base Option	1213F	9	0	0	
Home Base Option	1213G	12	10	1	
Hopkins Park	1253A	19	15	4	1
Hopkins Park	1253B	20	19	1	
Hopkins Park	1253C	19	16	3	1
Hopkins Park	1253D	16	15	1	4
Illa Collin ELC	1221A	11	8	3	5
Illa Collin ELC	1221B	18	15	3	1

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2013-2014

Site	Loc Id	# Enrolled 9/30/13	# Present 9/30/13	# Absent 9/30/13	# Term W/I 30 days
Job Corp	1237M	8	7	1	
Job Corp	1237U	7	6	1	1
Job Corp	1237X	21	18	3	1
Kennedy Estates	1240A	20	16	4	
Kennedy Estates	1240B	14	14	0	4
La Verne Stewart	1219A	18	17	1	2
La Verne Stewart	1219B	20	13	7	
Mather	1223A	13	12	1	3
Mather	1223B	18	14	4	2
Mather	1223C	11	8	3	1
Mather	1223D	16	15	1	
Mather	1223U	7	6	1	1
Mather	1223X	23	21	2	
Nedra Court	1244A	16	14	2	2
Nedra Court	1244B	15	14	1	2
Nedra Court	1244C	20	19	1	
New Helvetia I-EHS	1212M	8	7	1	
New Helvetia I-EHS	1212U	8	6	2	
New Helvetia II-HS	1247A	20	14	6	
New Helvetia II-HS	1247B	18	14	4	2
Norma Johnson ELC	1214A	20	20	0	
Norma Johnson ELC	1214B	17	14	3	3
Norma Johnson ELC	1214U	8	6	2	
Norma Johnson ELC	1214X	20	18	2	
North Avenue	1256A	18	17	1	
North Avenue	1256B	15	14	1	1
North Avenue	1256C	19	17	2	
North Avenue	1256D	17	15	2	
North Avenue	1256X	18	13	5	1
Northview	1224A	18	14	4	
Northview	1224B	19	16	3	
Northview	1224C	20	16	4	
Northview	1224D	19	17	2	1
Northview	1224U	8	6	2	
Northview	1224X	22	16	6	
Parker Avenue	1207E	9	6	3	5

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2013-2014

Site	Loc Id	# Enrolled 9/30/13	# Present 9/30/13	# Absent 9/30/13	# Term W/I 30 days
Phoenix Park	1248A	20	18	2	
Phoenix Park	1248B	17	11	6	3
Phoenix Park	1248X	21	17	4	1
Phoenix Park	1248U	8	6	2	
River Oak EHS HB***	1280A	12	12	1	
River Oak EHS HB***	1280B	12	7	5	
River Oak EHS HB***	1280C	11	6	2	
SCOE EHS HB***	1281A	12	12	0	
SCOE EHS HB***	1281B	12	9	1	
SCOE EHS HB***	1281C	13	13	0	
Sharon Neese ELC	1249M	8	6	2	
Sharon Neese ELC	1249R	21	17	4	1
Sharon Neese ELC	1249U	8	7	1	
Sharon Neese ELC	1249X	22	20	2	
Solid Foundation	1254A	16	14	2	3
Solid Foundation	1254B	20	16	4	
Solid Foundation	1254C	19	16	3	
Solid Foundation	1254D	19	18	1	
Strizek Park	1225A	20	18	2	
Strizek Park	1225B	19	14	5	
Vineland	1211A	20	13	7	
Vineland	1211B	14	10	4	2
Walnut Grove	1235A	19	19	0	
Head Start Totals		1814	1518	236	83
Routings		20			
Drops w/in 30 days		46			
EHS Totals		326	228	73	5
Routings		0			
Grand Total		2206	1746	309	88

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 09/30/13)

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)	6 (3 %)	N/A
Elk Grove USD (420)	48 (11%)	N/A
Sacramento City USD (1292)(147)	103 (8 %)	13 (9 %)
San Juan USD (693) (161)	66 (10 %)	15 (9 %)
WCIC (120)	4 (3 %)	N/A
SETA (1974) (345)	117 (6 %)	34 (10 %)
County (4710)* (653)**	344(7 %)	62 (9 %)

AFE = Annual Funded Enrollment

%AFE = Percentage of Annual Funded Enrollment

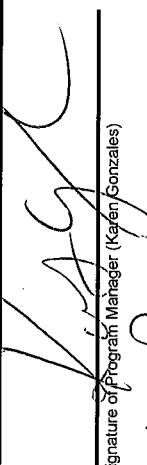
BUDGET \$10 PER CHILD (HS) and \$15 PER CHILD (EHS)

REGION I

SITE	# OF CHILDREN	Beg. Bal	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Obligated	Remaining
Bright Beginnings 1201A	20	200.00	9.35	192.62												-1.97
Bright Beginnings 1201B	20	200.00		18.29												181.71
Bright Beginnings 1201C	20	200.00														200.00
Bright Beginnings 1201D	20	200.00		28.91												171.09
Fruitridge 1216A	20	200.00	44.99	28.06												126.95
Fruitridge 1216B	20	200.00														200.00
Fruitridge 1216C	20	200.00														200.00
Fruitridge 1216D	20	200.00														200.00
Hopkins Park A	20	200.00														200.00
Hopkins Park B	20	200.00														200.00
Hopkins Park C	20	200.00		23.84												176.16
Hopkins Park D	20	200.00		4.65												195.35
Illa Collin 1221A	20	200.00	19.71	47.56												132.73
Illa Collin 1221B	20	200.00														200.00
Job Corp 1237X	20	200.00														200.00
Job Corp - EHS 1237M	8	120.00														200.00
Job Corp - EHS 1237U	8	120.00														120.00
Kennedy E 1240A	20	200.00														200.00
Kennedy E 1240B	20	200.00		61.27												138.73
La Verne Stewart 1219A	20	200.00	29.58	99.55												70.87
La Verne Stewart 1219B	20	200.00														200.00
Mather 1223A	20	200.00		11.23												188.77
Mather 1223B	20	200.00		16.70												183.30
Mather 1223C	20	200.00		9.41												190.59
Mather 1223D	20	200.00		21.53												178.47
Mather 1223X	20	200.00	5.90	3.51												190.59
Mather - E.H.S. 1223U	8	120.00														120.00
TOTAL		5160.00	109.53	567.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4483.34

APPROVED BY:

Signature of Program Manager (Karen Gonzales)



DATE:

10/8/13

REVIEWED BY:

Signature of Fiscal Manager (Det Patterson)



DATE:

10/16/13

REGION II
2013-2014
BUDGET BALANCE

PETTY CASH FUND 2013-2014
BUDGET \$10 PER CHILD (HS) and \$15 PER CHILD (EHS)

SITE	# OF CHILDREN	Beg. Bal	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Obligated	Remaining
Bannon Creek 1200A	20	200.00														200.00
Bannon Creek 1200B	20	200.00														200.00
Bannon Creek 1200C	20	200.00														200.00
Broadway 1246A	20	200.00														200.00
Broadway 1246R	20	200.00														200.00
Broadway 1246X	20	200.00														200.00
Broadway 1246U	8	120.00		42.52												77.48
New Helvetia I 1212U	16	240.00		39.58												200.42
New Helvetia II 1247A	20	200.00		64.53												135.47
New Helvetia II 1247B	20	200.00		55.16												144.84
North Ave 1256A	20	200.00		19.43												180.57
North Ave 1256B	20	200.00		35.44												164.56
North Ave 1256C	20	200.00		27.82												172.18
North Ave 1256D	20	200.00		65.73												134.27
North Ave 1256X	20	200.00														200.00
Northview - E.H.S. 1224U	8	120.00		57.21												62.79
Northview 1224A	20	200.00		9.06												190.94
Northview 1224B	20	200.00														200.00
Northview 1224C	20	200.00		44.47												155.53
Northview 1224D	20	200.00		13.32												186.68
Northview 1224X	20	200.00														200.00
Parker 1207E	12	144.00														144.00
Strizek 1225A	20	200.00														200.00
Strizek 1225B	20	200.00														200.00
Vineland 1211A	20	200.00														200.00
Vineland 1211B	20	200.00														200.00
TOTAL		5024.00	0.00	474.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4549.73

APPROVED BY:



Signature of Program Manager (Karen Gonzales)

DATE:

10/8/13

REVIEWED BY:



Signature of Fiscal Manager (D'IET Patterson)

DATE:

10/8/13

REGION III
2013-2014
BUDGET BALANCE

PETTY CASH FUND 2013-2014
BUDGET \$10 PER CHILD (HS) and \$15 PER CHILD (EHS)

SITE	# OF CHILDREN	Beg. Bal	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Obligated	Remaining
Elkhorn A	20	200.00														200.00
Elkhorn B	20	200.00														200.00
Elkhorn C	20	200.00														200.00
Elkhorn D	20	200.00														200.00
Elkhorn X	20	200.00														200.00
Elkhorn EHS	16	240.00														240.00
Freedom Park 1239A	20	200.00	101.78													98.22
Freedom Park 1239B	20	200.00	48.37													151.63
Freedom Park 1239C	20	200.00														200.00
Freedom Park 1239D	20	200.00	19.02													180.98
Freedom Park 1239R	20	200.00	83.95													116.05
Freedom Park 1239X	20	200.00	11.94													188.06
Hillsdale 1228A	20	200.00														200.00
Hillsdale 1228B	20	200.00														200.00
Hillsdale 1228C	20	200.00														200.00
Hillsdale 1228D	20	200.00														200.00
Hillsdale 1228R	20	200.00														200.00
Hillsdale 1228X	20	200.00														157.03
Norma Johnson 1214A	20	200.00	42.97													-21.53
Norma Johnson 1214B	20	200.00	114.17													-213.02
Norma Johnson 1214X	20	200.00	342.24	70.78												-43.16
Norma Johnson - EHS	8	120.00	226.52	16.64												81.07
Sharon Neese 1249R	20	200.00	38.93													200.00
Sharon Neese 1249X	20	200.00		57.70												142.30
Sharon N-EHS 1249U	16	240.00														240.00
TOTAL		5000.00	810.94	471.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3717.63

APPROVED BY:

K. G. G.
Signature of Program Manager (Karen Gofzales)

DATE:

10/8/13

REVIEWED BY:

D. Patterson
Signature of Fiscal Manager (Det Patterson)

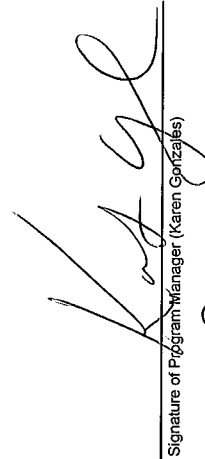
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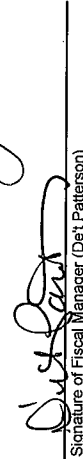
REGION IV
2013-2014
BUDGET BALANCE

NETTY CASH FUND 2013-2014
BUDGET \$10 PER CHILD (HS) AND \$15 PER CHILD (EHS)

SITE	# OF CHILDREN	Req. Bal	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Pending	Remaining
Aubrey Park 1238A	20	200.00														200.00
Aubrey Park 1238B	20	200.00														200.00
Crossroad - E.H.S. 1242U	8	120.00														120.00
Crossroad G 1242A	20	200.00		16.05												183.95
Crossroad G 1242R	20	200.00														200.00
Crossroad G 1242X	20	200.00														200.00
Galt 1234A	20	200.00		31.72												168.28
Galt 1234B	20	200.00														200.00
Galt 1234C	20	200.00		27.13												172.87
Galt 1234D	20	200.00		12.45												187.55
Galt 1234E	20	200.00		33.85												166.15
Galt 1234F	20	200.00		6.51												193.49
Grizzly Hollow 1252 A	20	200.00	33.08													166.92
Grizzly Hollow 1252B	20	200.00	54.28													145.72
Nedra 1244A	20	200.00														200.00
Nedra 1244B	20	200.00														200.00
Nedra 1244C	20	200.00														200.00
Phoenix Park EHS1248U	8	120.00														120.00
Phoenix Park 1248A	20	200.00														200.00
Phoenix Park 1248B	20	200.00	38.23	32.92												128.85
Phoenix Park 1248R	20	200.00														200.00
Solid Foundation A	20	200.00														200.00
Solid Foundation B	20	200.00														200.00
Solid Foundation C	20	200.00														200.00
Walnut Grove 1235A	20	200.00														200.00
TOTAL		4840.00	125.59	160.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4553.78


Signature of Program Manager (Karen Gorizales)

APPROVED BY: _____ DATE: 10/8/13


Signature of Fiscal Manager (Det. Patterson)

REVIEWED BY: _____ DATE: 10/8/13


HOME BASE
2013-2014
BUDGET BALANCE

HOME BASE
2013-2014
BUDGET BALANCE

HOME BASE
2013-2014
BUDGET BALANCE

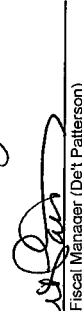
SITE	NUMBER OF CHILDREN	Beg. Bal	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Obligated	Remaining
B. Parnell	12	180.00														180.00
C. Bunge	12	180.00														180.00
D. Nichols	12	180.00														180.00
J. Crawford Blair	12	180.00														180.00
J. Jimenez	12	180.00														180.00
K. Atoyán	12	180.00														180.00
K. Lee	12	180.00														180.00
L. Letourneaux	12	180.00														180.00
L. Moore	12	180.00		18.19												161.81
L. Schleicher	12	180.00														180.00
A. Parker	12	180.00														180.00
K. Yu	12	180.00														180.00
M. Supelveda	12	120.00														120.00
K. Barron	12	120.00														120.00
J. Isaac	12	120.00														120.00
L. Glines	12	120.00														120.00
M. Edwards	12	120.00														120.00
V. Oezhehovsky	12	120.00														80.97
R. Ramirez	12	120.00														120.00
TOTAL		3000.00	0.00	18.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2942.78

APPROVED BY:


Signature of Program Manager (Karla Gonzales)

DATE: 10/8/13

REVIEWED BY:

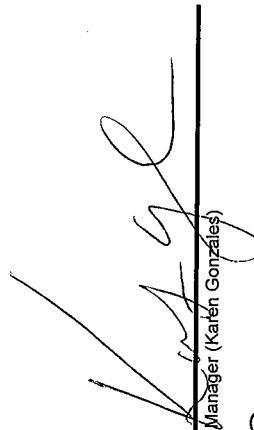

Signature of Fiscal Manager (De't Patterson)

DATE: 10/8/13

FIELD TRIP FUND 2013-2014
 BUDGET \$7 PER CHILD

SITE	Beg. Bal	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Remaining
Head Start	14000.00	138.00	68.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13793.75
EHS	8500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8500.00
TOTAL	22500.00	138.00	68.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22293.75

APPROVED BY:


 Signature of Program Manager (Karlen Gonzales)

DATE:

10/8/13

REVIEWED BY:


 Signature of Fiscal Manager (Det Patterson)

DATE:

10/8/13

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: