

GOVERNING BOARD

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County of Sacramento

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County of Sacramento

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DENISE LEE
Deputy Director

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Sacramento, CA 95815

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<http://www.headstart.seta.net>

*Thought of the day: "Extraordinary people can inspire others in a way that makes extra-ordinary differences."
Esteemed Human Development International*

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

DATE: Tuesday, November 19, 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.

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✓ Budget/Planning Committee: Ms. LaTasha Windham	
✓ Health Services Advisory Committee Report: Ms. LaTasha Windham	

- Seating of New Parent Advisory Committee Representatives (2013-2014)
- Introduction of PAC Representatives (2013-2014)
- Introduction of SETA Head Start Staff
- How to Make and Present Motions – Ms. LaTasha Windham
- Fiscal Report/Corporate Card Monthly Statement of Account – Ms. D’et Patterson (attached)
- Board Procedures
 - Reimbursements and Budget/Planning – Ms. D’et Patterson
 - Personnel – Ms. Bonnie Bilger
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DISTRIBUTION DATE: WEDNESDAY, NOVEMBER 13, 2013

Parent Advisory Committee (PAC) meeting hosted by:
LaTasha Windham, Chair; Vacant, Vice Chair;
Vacant, 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**
- ___ Vacant, 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 – 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															
Vacant Seated	EHS/HB															
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	X	
Teressa Jay Seated 11/20	H	X	X		X		X		X	X	X	X	X	X	X	
Ana Calderon Seated 9/17	HB													X	X	
Vacant	HB															
LaTasha Windham Seated 11/20	IC	X	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	X	
Vacant Seated	NJ															
Vacant	NH2															
Colleen Fietzek Re-seated 9/17	NV													X	X	
Marshaun Tate Seated 11/20	PA	X	X		X		X		E	X	X	X	X	X	R	
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	MAAC													X	X	
	OGC															
Zoila Lucero Re-seated 9/17	PPR													X	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	NC:	Nedra Court
CW:	Countrywood	NH:	New Helvetia 2
EHS:	Early Head Start	NJ:	Norma Johnson
EL:	Elkhorn	NA:	North Avenue
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 I-A – ROLL CALL
(Continued)

Program Year 2013-2014 - New Representatives to be seated

___ Yazmin Lopez, Bannon Creek Head Start	___ Rodney Pontiflet, (Marie Cleveland's) Bright Beginnings
___ Daisy Tafolla, Crossroad Gardens Head Start	___ Alacya Harris, Nedra Court Head Start
___ Clifton Tucker, Early Head Start (Home Base)	___ Lenda Wheeler, New Helvetia II Head Start
___ Juan Mozqueda, Elkhorn Head Start	___ Haley Joslin, Norma Johnson Head Start
___ Marcia Cajero, Fruitridge Head Start	___ Colleen Fietzek, Northview Head Start
___ Mark Green, Home Base Head Start Representative	___ Kenneth Tate, Parker Head Start
___ Precious White, Illa Collin Park Head Start	___ Danielle Zevallos, Sharon Neese
	___ Debra Baro, Walnut Grove Head Start
___ Vacant, Country Wood Head Start	___ Vacant, New Helvetia I Head Start
___ Vacant, Galt Head Start	___ Vacant, Phoenix Park Head Start
___ Vacant, Hopkins Park Head Start	___ Vacant, Solid Foundation Head Start
___ Vacant, Job Corps Head Start	___ Vacant, Strizek Park Head Start
___ Vacant, Kennedy Estates Head Start	___ Vacant, Foster Parent Rep
___ Vacant, LaVerne Stewart Head Start	___ Vacant, Past Parent Representative
	___ Vacant, Grandparent Representative

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

**The PAC was seated on November 19, 2013 & December 17, 2013
PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM
YEAR 2013-2014**

COMMITTEE MEMBER	CENTER	11/19	12/17												
Vacant Seated	AP														
Yazmin Lopez Seated	BC														
Vacant Seated	BLC														
Vacant Seated	CW														
Daisy Tafolla Seated	CR														
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Vacant	G														
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Teressa Jay Seated 11/20	H														
Mark Green Seated	HB														
Vacant	HB														
Precious White Seated	IC														
Vacant Seated	HP														
Vacant	JC														
Vacant Seated	K														
Vacant	LVS														
Rodney Pontiflet Seated	MCBB														
Vacant Seated	GSC														
Vacant Seated	M														
Vacant Seated	NA														
Alacya Harris Seated	NC														
Haley Joslin Seated	NJ														
Lenda Wheeler Seated	NH2														
Colleen Fietzek Seated	NV														
Kenneth Tate Seated	PA														
Vacant	PP														
Vacant	SF														
Danielle Zevallos Seated	SN														

COMMITTEE MEMBER	CENTER	11/19	12/17											
Vacant Seated	SP													
Vacant Seated	V													
Debra Baro Seated	WG													
Vacant	FPR													
Seated	GPR													
Justin Fietzek Seated 9/17	MAACC													
	OGC													
Vacant Seated	PPR													
Vacant Seated	PPR													

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- 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.**

Special meeting

PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE UPDATE
PROGRAM YEAR 2013-2014
(Continued)

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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 OCTOBER 15, 2013 PAC MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the October 15, 2013 PAC meeting.

RECOMMENDATION:

Approve the minutes of the October 15, 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, October 15, 2013
9:00 a.m.

I. Welcome

Call to Order/Roll Call: Ms. LaTasha Windham called the meeting to order at 9:10 a.m. Ms. Colleen Fietzek called the roll. The Pledge of Allegiance was recited. Ms. Praveena Chaudhary read the thought of the day.

Members Present:

Praveena Chaudhary
Teresa Jay
Colleen Fietzek
LaTasha Windham
Justin Fietzek
Ana Calderon
Alicia Kafka (arrived at 9:17 a.m.)
Zoila Lucero (arrived at 9:27 a.m.)
Marshaun Tate (resigned)

II. Consent Item

A. Approval of the Minutes of the September 17, 2013 Meeting

There were no questions or corrections.

Moved/Calderon, second/J. Fietzek, to approve the September 17, 2013 minutes.

Show of hands vote: Aye: 5, Nay: 0, Abstentions: 1 (Windham)

III. Action Items

A. **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

Ms. Windham reviewed the modifications to the bylaws; a public hearing was opened on September 17.

Moved/Calderon, second/Chaudhary, to close the public hearing and approve modifications to the bylaws of the SETA operated Head Start/Early Head Start Parent Advisory Committee.

Show of hands vote: Aye: 5, Nay: 0, Abstentions: 1 (Windham)

Ms. Desha reviewed one modification that was inadvertently left off.

B. Election of SETA-Operated Representative to the Policy Council

Ms. Windham reviewed the board item and asked for a volunteer to serve on the Policy Council. Ms. Colleen Fietzek indicated her interest in the position.

Moved/Calderon, second/J. Fietzek, to elect Colleen Fietzek to serve as a SETA-Operated representative to the Policy Council.

Show of hands vote: Aye: 5, Nay: 0, Abstentions: 1 (Windham)

Ms. Alicia Kafka was seated at 9:17 a.m.

C. Election of Community Representatives: Past Parents, Grandparent and Foster Parent

Ms. Windham; no applications have been received. A motion is requested to give an opportunity to recruit community representatives.

Moved/Jay, second/J. Fietzek, to table this item until the next meeting.

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

D. Approval of Modifications to the Reimbursement Policies and Procedures of the SETA-Operated Head Start/Early Head Start Policy Council/Parent Advisory Committee

Ms. D'et Patterson reviewed modifications to the reimbursement policies and procedures. A revised document was distributed because the document included in the board packet did not account for an additional adjustment that was made last November. There was additional wording regarding mileage whereby mileage will be reimbursed on a roundtrip basis only.

Mr. Fietzek inquired why the changes were made and Ms. Patterson replied that the Agency has been doing it in practice but it is not written down. The Agency cannot pay for additional mileage so adding the language will ensure we are in line with the federal regulations.

Moved/Chaudhary, second/Calderon, to approve modifications to the reimbursement policies and procedures of the SETA-Operated Head start/Early Head Start Policy Council/Parent Advisory Committee.

Show of hands vote: Aye: 5, Nay: 1 (Kafka), Abstentions: 1 (Windham)

IV. Information Items

A. Standing Information

- PC/PAC Calendar of Events: No additional report.
- Parent/Family Support Unit Events and Activities: None.

Ms. Zoila Lucero was seated at 9:27 a.m.

- Parent/Staff Recognitions: Ms. Windham and Ms. Fietzek read certificates of approval for: Jaime Serrano, Leticia Lujano, LaShaun Burke, and Consuelo Lopez. These staff were recognized for their support of the board.
- Fiscal Report/Corporate Card Monthly Statement of Account: Ms. D'et Patterson reviewed the county-wide expenditures which are currently at 16.8% of budget. In-kind is 17.4% because all of the delegates have not yet turned in their in-kind documentation. SETA-Operated expenses are high because there were one-time projects (playground equipment and shade structure) at the beginning of the year. Fringe benefits are a little high but this will even out over the year. Nutrition services are high due to the way the Agency gets paid by the state. Ms. Patterson reviewed a new report just for PAC, is the in-kind by location report.
- Child Care Center Food Menu: No questions.
- PC/PAC End of Year Appreciation Dinner Oral report(s): Mr. Fietzek reported that the food was good but the portions were small. Ms. Alma Hawkins sang beautifully and it was a really good evening. The keynote speaker was very motivational. Ms. Calderon reported that she had a good time; her husband enjoyed hearing the stories and meeting other parents. Ms. Kafka had a wonderful time and very grateful and thankful to be a part of it. Ms. Windham had a wonderful time. She won the main prize due to her devotion to attending all of the committees.

Ms. Desha thanked all of the parents for their dedication and hard work over the program year.

- Community Resources - Parents/Staff: None.

B. Governing Board Minutes of July 18, 2013 and August 1, 2013: No questions.

V. Committee Reports

- A. Executive Committee: Ms. Teressa Jay read the Executive Committee critique.
- B. Budget/Planning Committee: No report.

VI. Other Reports

- Chair's Report: No report.
- Policy Council Report(s): Ms. Kafka reviewed the last Policy Council meeting. Mr. Fietzek added that the PC voted on some key personnel changes.
- Head Start Deputy Director's Monthly Report: Ms. Denise Lee thanked board members for their attendance. The Federal shutdown has had no major effect on SETA or the county on the whole. Staff had a conference call scheduled and but was not able to take place due to the fact that federal employees were furloughed. The shutdown did not affect SETA because we are funded through last year's appropriation.

The federal review teams started going out to do reviews beginning October 1. They fund subcontractors independently so SETA could be reviewed announced or unannounced. They can give us a 30-day notice or they could come unannounced.

Ms. Lee stated that the in-kind report encourages on-going parent participation by volunteering in the classroom, parent school aide, and participating in FLIP; parents were asked to look and see where they can be in-kind contributors.

Quality assurance summary reports were distributed for August and September.

Mr. Fietzek asked about possible issues if the federal shutdown is extended. Ms. Lee replied that right now it is not an issue unless staff needs assistance from the federal home office. If the federal review team were to show up, they would connect the federal office and get special circumstances or areas that need to be dealt with.

➤ Managers' Reports

- Program Support Services Report: Ms. Brenda Campos stated that last month a visit to the central kitchen was scheduled but no one showed up. Ms. Connie Otwell will bring samples of what is on the menu and she can talk about serving sizes.

Ms. Campos stated that she sits in the QA meetings where they debrief. The report is put together and they work with Ms. Lee to finalize the report. There will be a Health Services Advisory Committee at 5:30 p.m. This is a dinner meeting and all parents are encouraged to participate. Attendees were asked to call Ms. Campos at 263-3881 so she can inform the caterers. The Quality Assurance unit is working on self assessment right now. They're meeting with FSWs doing safe environments checklist. Staff is preparing for the review by completing area plans to describe how they are meeting the standards.

Ms. Windham expressed concern that each center has their own procedure for teeth brushing. It is required for kids to brush their teeth only once a day even though they have two meals? Ms. Campos replied that the performance standards state that the kids have to brush their teeth in conjunction with their meals. It has to be part of their routine. When children brush their teeth may vary upon how the center is set up. Each child has their own toothbrush that varies depending upon the center and each child is given fluoridated toothpaste. Ms. Campos offered to meet with Ms. Windham regarding future concerns.

Ms. Kafka asked about when other parents are helping with the children and expressed concerns that the parents are not washing their hands or wearing gloves. Ms. Campos replied that the parent volunteer should be trained by the teacher.

- Parent/Family Support Report: Ms. Lisa Carr stated that the parent appreciation dinner was very nice. The parent meeting center topics will center around breast

cancer awareness since October is Breast Cancer Awareness Month. There will also be information on financial aid and vocational training. The SETA-operated program did not make full enrollment so it is critical to be fully enrolled in October. Staff is participating in a lot of events to ensure full enrollment. Ms. Carr stated that Parent aide/school readiness aides go through training and if they handle food they receive separate food services training.

Ms. Calderon asked if there will be openings at the centers and Ms. Carr stated that openings are available only at preschools; it can be very difficult to get into the EHS program.

- Child Development and Education Services Report: Ms. Karen Gonzales reported that teacher training began in September including annual mandatory training. All of the teachers went through mandatory blood borne pathogen training. Also included was Child Protective Services mandatory reporting training, supervisory training, and standards of conduct. Ms. Gonzales stated there is a center feedback form to ensure the centers are clean and all schedules are up for parent review.

VII. Center Updates: None.

VIII. Discussion

Ms. Windham reported that Mr. Marshaun Tate has resigned and his father Mr. Kenneth Tate, will be taking his place; Mr. Kenneth Tate was introduced and asked to say a few words. Mr. Tate has been involved in Head start program, most recently working with the Daddy and Me program.

IX. Public Participation

Ms. Jay reported that on October 19, from 11:00 a.m. until 3:00 p.m., a Family Fun Day and Health Expo will be held at Elkhorn Blvd. and Interstate 80. This is for the entire family. Ms. Jay has flyers available for those interested.

X. Adjournment: The meeting was adjourned at 10:17 a.m.

ITEM III- A – INFORMATION

STANDING INFORMATION

BACKGROUND:

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

- A. Standing Information
 - Parent/Staff Recognitions: Ms. LaTasha Windham
 - Committee Reports:
 - ✓ Executive Committee: Ms. LaTasha Windham
 - ✓ Budget/Planning Committee: Ms. LaTasha Windham
 - ✓ Health Services Advisory Committee Report: Ms. LaTasha Windham
 - Seating of New Parent Advisory Committee Representatives (2013-2014)
 - Introduction of PAC Representatives (2013-2014)
 - Introduction of SETA Head Start Staff
 - How to Make and Present Motions – Ms. LaTasha Windham
 - Fiscal Report/Corporate Card Monthly Statement of Account – Ms. D’et Patterson (attached)
 - Board Procedures
 - Reimbursements and Budget/Planning – Ms. D’et Patterson
 - Personnel – Ms. Bonnie Bilger
 - Conflict of Interest – Ms. Nancy Hogan
 - Officer Elections – December 17, 2013 (Board Meeting)

NOTES:

ITEM IV-A – ACTION

ELECTION OF SETA-OPERATED REPRESENTATIVES AND ALTERNATES
TO THE POLICY COUNCIL

BACKGROUND:

This agenda item provides an opportunity for the PAC to elect SETA-Operated Representatives and Alternates 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

PAC Bylaws referenced – Article V – Officers, Section 1: Officers, B: All PAC members are eligible to run for office/officer position except members holding a seat.

RECOMMENDATION:

That the Parent Advisory Committee elect six Representatives and six Alternates.

NOTES:

Representative nominated:

Alternates nominated:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III- A – INFORMATION
(continued)

STANDING INFORMATION

BACKGROUND:

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

- A. Standing Information
- Parent, Family and Community Engagement Committee Unit/Calendar of Events and Activities – Ms. LaTasha Windham
 - PC/PAC Calendar of Events – Ms. LaTasha Windham
 - Community Resources – Parent/Staff
 - Child Care Center Food Menu (attached)

NOTES:







PC/PAC CALENDAR OF EVENTS

EVENT







DATE

PAC Executive Committee	Thursday, November 21, 2013 9:00 a.m. Olympus Room (Chair only – all other officer positions null and void.)
PAC Officer Elections	Tuesday, December 17, 2013 9:00 a.m. SETA Board Room
PC/PAC New Member Orientation	Tuesday, January 7, 2014 9:00 a.m. – 1:00 p.m. (Registration at 8:30 a.m.) SETA Board Room
County-wide Officer Training	Friday, January 10, 2014 9:00 a.m. – 12:30 p.m. (Registration at 8:30 a.m.) Shasta Room

November 2013

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 7					1 Breakfast: Whole Wheat Blueberry Muffin Loaf, Banana, Milk Lunch: Swiss Cheese on Whole Wheat Bread, Zucchini Sticks with Dip, Butter, Diced Apricot, Milk Snack: Kiwi, MJM Crackers
Week 1	4 Breakfast: Whole Grain Pancakes, Maple Syrup, Diced Pear, Milk Lunch: Lemon Pepper Chicken, Peas & Carrots, Steamed Brown Rice, Orange, Milk Snack: Cottage Cheese, MJM Crackers	5 Breakfast: Whole Grain Cheerios Cereal, Cantaloupe, Milk Lunch: Cheese on Whole Wheat Bread, Hearty Vegetarian Chili Soup, Butter, Apple or Watermelon, Milk Snack: Sun Butter, Apple Slices	6 Breakfast: Whole Grain Biscuit, Jelly, Diced Peach, Milk Lunch: Beans, Tortilla, Shredded Cheese/Lettuce, Diced Tomato, Tangerine or Strawberries, Milk Snack: Sunrise Bites Whole Grain Crackers, Banana	7 Breakfast: Whole Wheat Bagel, Pineapple Tidbits, Cream Cheese, Milk Lunch: Spanish Rice, Whole Kernel Corn, Kiwi, Milk Snack: Diced Mango, MJM Crackers	8 Breakfast: Whole Wheat Blueberry Muffin Loaf, Banana, Milk Lunch: Turkey or Turkey Ham on Whole Wheat Bread, Cantaloupe, Baby Carrots, Mayonnaise, Milk Snack: Bean Dip, Whole Wheat Tortilla
Week 2	11 	12 Breakfast: Multi Grain Cinnamon Flakes Cereal, Apple, Milk Lunch: BBQ Beef Burger on Whole Wheat Bun, Mixed Vegetables, Cantaloupe, Milk Snack: Orange, Strawberry/Banana Yogurt	13 Breakfast: French Toast Sticks, Maple Syrup, Diced Pear, Milk Lunch: Orange Chicken & Vegetables, Steamed Brown Rice, Tangerine or Strawberries, Milk Snack: Hummus Dip, Fresh Vegetable Sticks	14 Breakfast: Crispix Cereal, Banana, Milk Lunch: Turkey Ham on Whole Wheat Bread, Chicken Noodle Soup, Baby Carrots, Orange, Mayonnaise, Milk Snack: Nutri Grain Bar, Milk	15 Breakfast: Dreamy Orange Whole Wheat Muffin Bar, Apple, Milk Lunch: Roasted Sliced Turkey on Whole Wheat Bread, Sliced Cucumbers with Dip, Kiwi, Lowfat Milk Snack: American Cheese Quesadilla, Butter
Week 3	18 Breakfast: Whole Grain Berry Blossoms Kashi Cereal, Orange, Milk Lunch: Macaroni & Cheese, Green Peas, Cantaloupe, Milk Snack: Sound Bites Whole Grain Crackers, Milk	19 Breakfast: Whole Grain Waffle Sticks, Apple, Milk Lunch: Beef Ravioli, Whole Wheat Roll, Spinach Salad with Thousand Island Dressing, Orange, Milk Snack: Apple Slices, Sun Butter	20 Breakfast: Whole Grain Biscuit, Jelly, Diced Peach, Milk Lunch: Chicken Fajitas, Whole Wheat Tortilla, Whole Kernel Corn, Kiwi, Milk Snack: Raspberry Yogurt Fruit Cup	21 Breakfast: Whole Wheat Bagel, Cream Cheese, Banana, Milk Lunch: Roasted Turkey, Whole Wheat Bread, Vegetarian Vegetable Soup, Tangerine/ Strawberries, Mayo, Milk Snack: Cottage Cheese, Pineapple Tidbits	22 Breakfast: Whole Wheat Banana Muffin Loaf, Orange, Milk Lunch: Swiss Cheese on Whole Wheat Bread, Zucchini Sticks with Dip, Butter, Diced Apricot, Milk Snack: Kiwi, MJM Crackers
Week 4	25 Breakfast: Whole Grain Kellogg's Scooby-Doo! Cereal, Cantaloupe, Milk Lunch: Beef Hamburger on Whole Wheat Bun, Whole Kernel Corn, Pickle Slices, Mustard/Ketchup, Kiwi, Milk Snack: Whole Grain Cheese-It Crackers, Apricot Halves	26 Breakfast: Whole Wheat Bagel, Cream Cheese, Orange, Milk Lunch: Tuna Salad, Wheat Thins Whole Grain Crackers, Baby Carrots, Cantaloupe, Milk Snack: Goldfish Whole Grain Vanilla Crackers, Milk	27 	28 	29 

Noviembre 2013

	lunes	martes	miércoles	jueves	viernes
Semana 7					1 Desayuno: Barra de Mollete de Trigo Integral y Arándanos, Plátano, Leche. Comida: Queso Suizo en Pan de Trigo Integral, Mantequilla, Baritas de Calabacita, Chabacano Picado, Leche. Bocadillo: Kiwi, Galletas MJM.
Semana 1	4 Desayuno: Jotqueis de Grano Integral, Miel de Arce, Pera Picada, Leche. Comida: Pollo con Limón y Pimienta, Chicharos y Zanahorias, Arroz Integral a Vapor, Naranja, Leche. Bocadillo: Requesón, Galletas MJM.	5 Desayuno: Cheerios de Grano Integral, Melón, Leche. Comida: Queso en Pan de Trigo Integral, Sopa Vegetariana, Mantequilla, Manzana o Sandía, Leche. Bocadillo: Mantequilla, Rebanadas de Manzana.	6 Desayuno: Bizcocho de Grano Integral con Jalea, Durazno Picado, Leche. Comida: Frijoles, Tortilla, Queso y Lechuga Rayada, Jitomate Picado, Tanjarina o Fresas, Leche. Bocadillo: Galletas Saladas de Grano Integral Sunrise Bites, Plátano.	7 Desayuno: Bagel con Queso Crema, Golosinas de Piña, Leche. Comida: Arroz Español, Granos de Elote, Kiwi, Leche. Bocadillo: Mango Picado, Galletas MJM.	8 Desayuno: Barra de Mollete de Trigo Integral y Arándanos, Plátano, Leche. Comida: Pavo o Jamón de Pavo en Pan de Trigo Integral, Melón, Zanahorias Tiernas, Mayonesa, Leche. Bocadillo: Puré de Frijoles, Tortilla de Trigo Integral.
Semana 2	11 	12 Desayuno: Cereal Multigrano con Canela, Manzana, Leche. Comida: Hamburguesa Asada de Res en Pan de Trigo Integral, Verduras Mixtas, Melón, Leche. Bocadillo: Naranja, Yogur de Fresa y Plátano.	13 Desayuno: Pan Francés Tostado, Miel de Arce, Pera Picada, Leche. Comida: Pollo a la Naranja y Verduras, Arroz Integral a Vapor, Tanjarina o Fresas, Leche. Bocadillo: Puré de Garbanzo, Baritas de Verduras.	14 Desayuno: Cereal Crispix, Plátano, Leche. Comida: Jamón de Pavo, Pan Integral, Sopa de Pollo con Pasta, Zanahorias, Naranja, Mayonesa, Leche. Bocadillo: Barra Nutri Grain, Leche.	15 Desayuno: Minibarra de Mollete de Grano Integral, Manzana, Leche. Comida: Rebanada de Pavo Asado en Pan de Trigo Integral, Rebanadas de Pepino con Aderezo, Kiwi, Leche. Bocadillo: Quesadilla de Queso Americano, Mantequilla.
Semana 3	18 Desayuno: Cereal Kashi Berry Blossoms, Naranja, Leche. Comida: Macarrón con Queso, Chicharos, Melón, Leche. Bocadillo: Galletas de Grano Integral Sunrise Bites, Leche.	19 Desayuno: Baritas de Waffle de Trigo Integral, Manzana, Leche. Comida: Ravioli de Res, Pan de Trigo Integral, Ensalada de Espinaca con Aderezo Mil Islas, Naranja, Leche. Bocadillo: Rebanadas de Manzana, Mantequilla.	20 Desayuno: Bizcocho de Grano Integral con Jalea, Durazno Picado, Leche. Comida: Fajitas de Pollo, Tortilla de Trigo Integral, Granos de Elote, Kiwi, Leche. Bocadillo: Taza de Fruta con Yogur de Frambuesa.	21 Desayuno: Bagel de Trigo Integral con Queso Crema, Plátano, Leche. Comida: Pavo Asado, Pan de Trigo Integral, Sopa Vegetariana, Mayonesa, Tanjarina o Fresas, Leche. Bocadillo: Requesón, Golosinas de Piña.	22 Desayuno: Barra de Mollete de Trigo Integral y Plátano, Naranja, Leche. Comida: Queso Suizo en Pan de Trigo Integral, Mantequilla, Baritas de Calabacita, Chabacano Picado, Leche. Bocadillo: Kiwi, Galletas MJM.
Semana 4	25 Desayuno: Cereal Kellog's Scooby-Doo! De Grano Integral, Melón, Leche. Comida: Hamburguesa de Res, Pan de Trigo, Mostaza y Catsup, Granos de Elote, Pepino Rebanado, Kiwi, Leche. Bocadillo: Galletas Saladas de Grano Integral, Mitades de Chabacano.	26 Desayuno: Bagel de Trigo Integral con Queso Crema, Naranja, Leche. Comida: Ensalada de Atún, Galletas de Grano Integral Wheat Thins, Zanahorias Tiernas, Melón, Leche. Bocadillo: Pescados de Galleta de Grano Integral y Vainilla, Leche.	27 	28 	29 

ITEM III-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 September 5, 2013 meeting.

NOTES:

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, September 5, 2013
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Supervisor Jimmie Yee called the meeting to order at 10:06 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

Member Absent:

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

II. Consent Items

- A. Minutes of the August 1, 2013 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Amend Appendix A of the Conflict of Interest Code for the Sacramento Employment and Training Agency
- D. Approval to Modify Greater Sacramento Urban League's Adult Vendor Services Contract
- E. Acceptance of Donation to the Head Start Program from Congressman Ami Bera

Ms. Kossick stated that a copy of the revised Appendix A was distributed because one position was left off that should have been included. There were no questions or comments.

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

- A. Approve the August 1, 2013 minutes.
 - B. Approve the claims and warrants for the period 7/26/13 through 8/28/13.
 - C. Approve the revised Appendix A of the Conflict of Interest Code and direct Legal Counsel to forward it to the Sacramento County Board of Supervisors for ratification.
 - D. Approve the recommendation to add the Adult Literacy activity to Greater Sacramento Urban League's Adult VS contract.
 - E. Accept the donation of \$1,300 from Congressman Bera to be used for classroom supplies in the Head Start Program.
- Voice Vote: Unanimous approval.

III. Action Items

A. **GENERAL ADMINISTRATION/SETA:** None.

B. **WORKFORCE DEVELOPMENT DEPARTMENT**

Refugee Services: None.

One Stop Services

1. Approval to Augment the Sacramento Works Training Centers with WIA 25% Governor's Discretionary Funding

Mr. William Walker stated that staff is requesting augmentation of \$300,000 for four Sacramento Works Training Centers. Funds will be utilized to provide job coaching, case management, and job placement assistance services to an additional 208 dislocated workers. There are 238 individuals currently enrolled; this item will allow the enrollment of an additional 208 customers.

Moved/Scherman, second/Warren, to approve the augmentation of the Sacramento Works Training Centers as outlined in the agenda packet with additional WIA Governor's Discretionary Funding totaling \$312,000 to serve affected workers.

Roll Call Vote: Aye: 3, Nay: 0, Abstentions: 0

Community Services Block Grant

2. Approval of the Community Services Block Grant (CSBG) Request for Proposals for the 2014 Program Year

Ms. Cindy Sherwood-Green stated that the Request for Proposals submitted for approval did not change significantly from the last one done in 2011.

Once the final allocation is known, the amount will be modified. The plan is to spend 60% on Safety Net Services. The CAB approved this document at their last meeting.

Moved/Warren, second/Scherman, to approve the CSBG Request For Proposals for the 2014 Fiscal Year.

Voice Vote: Unanimous approval.

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

IV. Information Items

A. Fiscal Monitoring Reports: No questions.

- B. Community Services Block Grant Pathways to Employment Program Outcomes: Ms. Sherwood-Green stated that this was a one-year project that ended June 30, 2013. The outcome goals were exceeded with 33 individuals enrolled. Ms. Kossick acknowledged the hard work on behalf of the staff that work with a difficult population.
- C. Employer Success Stories and Activity Report: No comments.
- D. Dislocated Worker Update: No comments.
- E. Unemployment Update/Press Release from the Employment Development Department: No comments.
- F. Head Start Reports:

Ms. Denise Lee invited board members to a reception acknowledging Congressman Ami Bera's donation at Bright Beginnings at 1 p.m.

Ms. Lee reviewed a summary of the successes for the year and what the children have learned over the past year. A short workshop will be scheduled for board members to learn the accomplishments of the Head Start children and the program.

The Quality Assurance report is a new system piloted in early Spring; this provides a thorough in-depth survey of the programs that receive SETA funding. Some of the areas looked at include health service, nutrition services, community partnerships, special education and what comprehensive services are provided. Staff picked a 90% threshold for compliance

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

As more data is received, the 90% threshold may be modified. The home base report was reviewed which includes infant/toddler as well as the preschool program. Staff is currently in the process of writing reports to the delegate agencies.

Two areas of improvement were noted. In the home base model plan, the compliance of health screenings needs to be improved. Staff will continue to work with the families to ensure the health screenings are achieved.

The second area that needs improvement is family partnership agreements. This is an agreement where the family sets goals for their child, themselves and to identify any immediate needs the family may have. Staff have discussed doing away with the agreement form and utilizing a home visit form.

Mr. Nottoli inquired how many files were reviewed. Ms. Brenda Campos, manager of the Quality Assurance Unit, replied that QA staff reviewed each educator's files. There are 12 educators and three files were reviewed for each

educator for a total of 36 files. This information will be included in future reports. Ms. Campos stated that one of the strengths in our program is the relationship staff has with the families. There needs to be more emphasis in writing the follow-up documentation verifying the services provided.

Ms. Lee stated that part of the finding is actually linked to the parents' input. Staff needs to draw out the input of the parents to ensure the parents are engaged in their child's progress.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick wished Ms. Scherman a belated Happy Birthday!
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No report.

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 10:35 a.m.; Mr. Thatch stated that there would be no report out of closed session.

VII. Adjournment: The meeting was adjourned at 10:57 a.m.

ITEM V

OTHER REPORTS

BACKGROUND:

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

- Chair's Report: Ms. LaTasha Windham
- Head Start Deputy Director's Monthly Report – Ms. Denise Lee
 - ✓ Monthly Head Start Report
 - ✓ Quality Assurance 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

November 2013



SETA Operated Program

Program Support Services Unit

Quality Assurance Unit Safe Environment Self-Assessment Reviews of half of the Delegate centers were completed by QA staff during the month of October. Follow-up site visits to close out items on Self-Assessment Program Improvement Plan (PIP) and Quality Assurance (QA) Monitoring Response Plans were also completed by staff. Exit Meeting with SJUSD EHS Home-Based Program was held on 10/8/2013.

Training and Technical Assistance Numerous meetings and one-on-one technical assistance activities were held for this month: Quarterly Countywide Home-Based Educators' Meeting was held on 10/8/2013 and Delegate Kick-Off Meeting was held at Elk Grove Event Center on 10/24/2013. Both meetings focused on program updates and small group sessions to discuss the OHS Triennial Review 2014 Protocol Questions. QA Unit Manager, Program Officer and QA Analysts worked individually with delegates on specific areas that needed support for a successful review.

Program Operations Unit

October was a fun month of fall activities! Many of our centers took field trips to local pumpkin patches and farms. Children and their families had a great time exploring pumpkins, cornstalks and gourds. Many classrooms brought back pumpkins to use with science projects, creative arts and to inspire literacy and language activities. Centers also participated in on-site Harvest festivals with great parent involvement. It was a great month for staff and families to really build their learning community.

In addition to these fun activities, teachers were engaged in the first assessment period of the year. Using their ongoing observations and evidence from children's portfolios, teachers completed the Desired Results Developmental Profile to assess children's levels of learning. The results have been submitted to the office and are being aggregated for data analysis. Teachers will get their data back for planning in the next couple weeks.

Family Engagement Unit

Staff has been working diligently to be fully enrolled – while also welcoming many new children and families to their sites.

A number of sites recently hosted Harvest Day festivals with many activities that were enjoyed by staff and families alike.

In October, we hosted the first of the new model of Resource/ Recruitment fairs that are smaller and more site specific for Sharon Neese, Bannon Creek, Northview, Norma Johnson, and North Avenue in partnership with the Sacramento Food bank. We had over 80 people attend and did some wonderful networking. We are examining and updating all of our systems and continue to work for excellence in all of our service areas.

Elk Grove Unified School District

Education Services Update

Ginger Swigart, Preschool Bridging Model Coordinator from the Sacramento County Office of Education, presented information on Race to the Top Early Learning Challenge (RTT-ELC). She explained that California was one of only nine states to win this highly competitive federal grant. The purpose of the grant is to improve the quality of early learning programs and to close the achievement gap for vulnerable young children so that they thrive in their early learning settings and succeed in kindergarten and beyond. Programs who participate in RTT-ELC will be working to improve their programs in three areas: child development and readiness for school, teachers and how they interact with and teach young children, and program and classroom environments.

Participants in the grant will receive access to various professional learning opportunities as well as receiving outside personnel to assist with Classroom Assessment Scoring System (CLASS) assessments. Elk Grove Unified School District PreK classes will be participating in RTT-ELC. The presentation was well received by our teachers. Many had heard of the grant and were pleased to learn more about it.

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 October was 90%.
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

Files are being monitored by our Program Educators to assure that all students needing follow-up from their 45 day screenings for height/weight and vision and hearing screenings are referred to a health care provider.

USDA Meals/Snacks

In September, 14,304 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.

“Latino Family Literacy”, a class for Spanish speaking parents to learn strategies for working with their children in the area of literacy, was held at Charles Mack Elementary on October 1, 15, 22, and 29. An average of 7 parents attended these classes.

“Read To Me Daddy/Pizza With Papa”, a workshop designed to help males learn the critical impact the male role-model has upon a child’s development and success in life, as well as give strategies for making the most of the time they spend with their children, was held at Charles Mack on October 8, at Samuel Kennedy on October 9, at David Reese on October 10, at Herman Leimbach on October 23, and at Florin Elementary on October 24. Thirty-one parents attended the workshop at Charles Mack, seventeen parents attended the workshop at Samuel Kennedy, thirty-nine parents attended the workshop at David Reese, thirty-one parents attended the workshop at Herman Leimbach, and twenty three parents attended the workshop at Florin Elementary.

A “Parent-Child Relationships” workshop was held at David Reese Elementary on October 2, and at Charles Mack Elementary School on October 30. This workshop focuses on the importance of building positive relationships in the family and teaches methods for promoting positive behaviors in children. Twelve parents attended the workshop at David Reese and eighteen parents attended the workshop at Charles Mack.

“Discover Art”, was presented in partnership with KVIE Sacramento, at Herman Leimbach Elementary School on October 3. Three parents attended the class. 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

During October’s professional learning event, teaching staff received training on nutrition services, Federal Review preparation, and information on enhancing children’s outside experiences and transitions.

Special Needs

By the end of October, the SCUSD Child Development Department served 109 Head Start preschool children with special needs and 14 Early Head Start infant/toddlers with special needs. Children’s disabilities range from mild to severe. Child development is currently serving children with the following diagnosis: Speech and Language Impairments, Cerebral Palsy, Autism, Down

Syndrome, Hearing Impairments, Visual Impairments, Intellectual Disabilities, Orthopedically Impaired, Established Medical Disabilities, Other Health Impairments, Deafness, and Deaf and Blind.

The Head Start full-inclusion teachers at Ethel I Baker, Hiram Johnson, and Earl Warren were involved in the CSFEL social emotional training on October 25 in conjunction with SETA education staff. Teachers continue to expand their knowledge and are delving deeper into the Teaching Pyramid Framework. This is the third year CSEFEL strategies are being implemented in Child Development's full-inclusion classrooms as a means to enhancing children's efforts in building relationships and their social emotional development.

Mental Health

Social Workers and other support staff have been engaged in meetings to review the Family Partnership Agreement processes and other related content at the SETA Delegate Kick-off and at SCUSD. Staff has been involved in an internal file review/audit.

Pedestrian Training

Teachers provided the Pedestrian Safety training during their parent meetings. Parents received information and resources about keeping their children safe while crossing the street, riding in a vehicle, etc. Teachers will reinforce these safety procedures in the classroom throughout the year.

Early Head Start

In October, Early Head Start collaborated with preschool home-base families and took them on a wonderful field trip to Fog Willow Farms. The program provided transportation to the children and families; some even experienced their first bus ride and for others it was their first trip to a farm. The children and parents were able to take a hay ride, pick out pumpkins to take home and learn about different types of animals on the farm.

The children fed goats, sheep, ponies, and even pet a baby rabbit. One little boy delighted in the opportunity to assist the farmer make a barrel of hay. The parents were ecstatic and overjoyed to have participated in such a wonderful experience with their little one.

The Resource staff conducted file reviews on the home base and center base staff; this was to ensure that 45 days screeners and home visits were being conducting by the appropriate cut off dates.

Health

Nurses Lisa Stevens, Espie Millendez and Victoria Benson were able to complete their Sensory Screenings within the 45 day timeline at the Registration Center sites and the various preschool sites. Nurses Lisa Stevens and Victoria Benson are now returning to the preschool sites to re-screen children who were unable to complete the screenings initially.

Licensed Vocational Nurse, Espie Millendez, left the Child Development Department this month for another nursing endeavor. The nurses were sad to be losing one of their Child Development Nurse Team members but wished her well in her new professional career path. Nurses Lisa Stevens and Victoria Benson are providing coverage for Espie's caseload until another nurse can be hired. Dental Varnish Clinics for the fall session started this month as a continued partnership with Smile Keepers through the Sacramento County's Dental Health Program.

Nurses Lisa Stevens and Victoria Benson continued their follow-up with parents of children who were deemed to be underweight, overweight and obese according to SETA's BMI guidelines. Referrals are being made by the nurses to the Registered Dietitian who has been contracted to provide Nutrition Counseling services to our Head Start families within the Child Development Department.

Nurses Lisa Stevens and Victoria Benson attended the Health Services Advisory Meeting which took place on October 23. One of the topics of discussion was regarding the shortage of TB testing serum, how this shortage will affect our Head Start families, and ways this issue can be addressed.

Nurses Lisa Stevens and Victoria Benson also served on a TB Policy Committee through the SCUSD Child Development Department on October 15. A new policy and procedure was developed as a result of this committee's efforts. This updated TB Policy and Procedure will be shared with the SCUSD Health Services Coordinator who is charge of the district's TB testing clinic.

Nurses Lisa Stevens and Victoria Benson attended the SETA Head Start Kick-Off on October 24. The nurses attended the break-out sessions which addressed issues and concerns relating to monitoring the Health, Nutrition, and Safe Environments domains. Both nurses felt that these discussions in the break-out sessions were informative, pertinent and valuable.

Nurses Victoria Benson and Lisa Stevens were part of the Leadership Team who presented "A Review of the Head Start Classroom File" at the Professional Learning meeting October 25. The nurses presented how the health section of the classroom file is constructed and described the various health forms within this section. This presentation was designed to enable all staff members-teachers, resource teachers, social workers and other support staff-to become familiar with each component and section of a preschool child's Head Start classroom file.

San Juan Unified School District

Education Services Update

DRDP data sheets are due November 1st, and this agency is piloting the new IDP Worksheet shared by SETA. The first individualized IDP Worksheets will be received for use in November parent conferences. Teachers have been introduced to this new form and are eager to begin to work with parents. Classrooms have been moving through the social emotional curriculum, Second Step, this month and have nearly completed the first module which focuses on Empathy. Teachers have a pacing guide in the Staff Calendar to assure fidelity in instruction of this curriculum, which has been researched to promote positive student outcomes.

Disabilities Services Update

During October, the health team rescreened children who have been enrolled since August and have been noted as "rescreen" on their Care Management Summary and in Child Plus. The Disabilities Specialist sent out a reminder to teachers in the staff meeting notes, and there was also a reminder in the Staff Calendar. Teachers are able to use additional screening tools, such as the ESI screener, DECA, etc. or use specific anecdotal notes as evidence of rescreening. The results are posted on the Screener Tracking Record that is turned in to the Disabilities Specialist monthly. The Screening Center remains open one day a week to screen children who are enrolling late in the year.

Referrals continue to come through as teachers get to observe and know the children in their classes. The Speech Therapists return those results to the Disabilities Specialist, who tracks the results and makes further assessments.

Mental Health Services Update

The Mental Health Therapist is currently participating in parent-teacher conferences to both address specific social-emotional needs of identified children as well as to provide community resources/mental health referral information. The Mental Health Therapist continues to provide workshops for parents and staff throughout the program.

Nutrition Services Update

With the CACFP Annual Conference being held in Sacramento, the opportunity to attend simply could not be passed up by program staff. The conference provided a variety of informative workshops, with a focus on gardening, movement, and training tools. The mandatory opening session, "Whole Grains and Vegetable Subgroups in CACFP" ended with a quiz, providing certificates that meet the agency requirement. The training is required in anticipation of the new meal pattern which could be released as early as December 2013.

Health Services Update

The health staff continues to hold screening once a week on Tuesdays in the centralized screening room. Health is reviewing incoming students' health, nutrition, and 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. The School Nurse completed the State Immunization Report for submittal to the State. Smile Keepers Dental Screenings are now taking place in the program classrooms.

Family and Community Partnerships Update

The first Policy Committee meeting of the 2013-14 school year was held October 10, 2013. There was a very good turnout, and both representatives and alternates in attendance were enthusiastic about becoming involved. A new executive board was elected along with a past parent and a community representative. Several people also signed up to be a part of reviewing program area plans. The Policy Committee is off to a strong start.

Transition Services Update

October has been a busy month. The teachers have focused on Cognitive, Social/ Emotional, and Physical development, all of which are essential for Kindergarten readiness. The teachers have completed the first round of assessments and will be preparing for parent conferences. The teachers have been busy scaffolding activities to best meet school readiness goals and prepare the children for kindergarten. The parents have been encouraged to arrive to school on time and have been very successful with the understanding that this is a kindergarten expectation. Even though this is only the first half of the school year, successful transition is always considered when working with children and families.

Program Support/Staff Training Update

CPIN trainer Lorraine Weatherspoon came and presented on the Preschool Learning Foundations and Preschool Curriculum Framework Vol. 2 on October 2. Teachers and Assistants were in attendance. While she did an overview of the format of these two resources, she also highlighted

the domain of Physical Development. The training included videos, interactive activities such as an obstacle course, and rich discussions on the part exercise plays in mental and physical development for children. October 18th was a teacher training on CCFP and I Am Moving I Am Learning, which complemented the earlier training this month with more information on family style eating, nutrition, movement activities for children (both indoors and outdoors), as well as a presentation on Wellness for teachers.

Fiscal Update

October has been a very busy month as preparations for 1st Interims are ongoing. All Salary and Benefits have been readjusted based upon the Septembers Actuals. This helps fiscal make sure that program spending is in line, and that overspending is avoided. At this time, Head Start is approximately 3% under spent in comparison to time remaining for the grant period, and Early Head Start is 3% overspent in comparison to time remaining for the grant period.

All fiscal reports were submitted to SETA by the 10th of October, along with End of the Month reports on actual attendance and enrollment reports which were due on the 3rd of October. Fiscal is in the process of training several new staff due to retirements and other workplace reassignments.

Early Head Start

For San Juan Early Head Start programs this month, there have been two big new developments. The first is the new Individualized Development Plan format that was adopted from SETA. Teachers received an initial overview of the new format earlier this fall, and will be going over their plans in partnership with parents at fall conferences.

The second big development for EHS is the arrival of the new coordinator, Dr. Kathleen Sadao, on October 30. Staff look forward to getting to know her and welcome her fully into the exciting work they do with children and families.

In other exciting news for EHS, the site located at San Juan High School received a School Garden Grant, and plans are underway to add additional toddler friendly sections to existing gardens at the school. Collaborators for the garden project include site parents, high school staff and students, and Home Depot community outreach staff. Plans for Self Assessment are also taking shape, with support staff looking at file systems and planning a major revision and update of the EHS Operation Guide later this year.

Twin Rivers Unified School District

Events

This month the Head Start programs hosted their annual Fall Festival events for both Morey and Oakdale. The event permitted parents to engage with their students with fun carnival games and take family pictures. Students and parents were delighted with a fog dance party in Room 9 that burned some calories and got everyone moving and grooving! Oakdale students also performed a few songs to the delight of their parents and family members.

Professional Development

On October 7, 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 2nd Step Curriculum focused on social/emotional concepts and behavior

management. The Head Start teaching staff also reviewed the DRDP-Tech database on how to input assessment results and run individual and classroom reports to determine what areas of focus are needed.

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. Follow-up continues for the BMI referrals by the Nutrition Coordinator.

Students participated in additional dental screenings with the Health Component Leader in October 2013. 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. The multidisciplinary team is meeting with the parents whose children who have been identified with challenging behaviors or academic concerns. Together the team strategizes on how to ensure all students are successful in the classroom and beyond. Classroom observations to assist with intervention strategies and behavioral techniques for all classrooms are also being provided by the Social Worker.

The Community Liaisons are completing the FPA and FPP with parents. 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 initial 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 completed the ECERS assessment for all classrooms. The environmental rating scales assesses the physical environment of the classrooms so teaching staff can provide a learning and supportive atmosphere for all students. Classroom observations to assist with behavior management by the Education Resource Teacher continues and planning for the monthly Education Component meetings. Teaching staff finished their first DRDP assessment and collecting evidence for their student's portfolio. Reports are forthcoming and will assist with the action plans for the classrooms and program.

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 Leader has updated the personnel files. The HS Director continues to collect missing personnel information. Staff completed their Individualized Staff Development Plans for 2013-2014.

Policy and Parent Committees

The monthly meeting for the Policy Committee was held on October 17 at Morey. The agenda included the re-election of the Officers and approval of the Health Assistant position. The revisions

of the Bylaws were postponed until the next meeting. A workshop for members and Officers was held on 28 to provide in depth information on how to effectively run the parent group meetings, roles and responsibilities as well as the performance standards for Governance. The Parent Committee meeting was held on October 23 at Oakdale and information was given from all of the monthly reports.

Parent Trainings

The monthly parent meeting focused on Making Healthy Snacks for Halloween. During this training, parents and students engaged in making healthy and simple treats for the upcoming Halloween holiday.

Fiscal

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

Women's Civic Improvement Club (WCIC)

Delegate Kick-Off 2013

The Grantee (SETA) hosted the Sacramento County Head Start Programs Delegate Kick Off 2013 on Thursday, October 24, 2013 at the Elk Grove Event Center, located at 8434 Bradshaw Rd. in Elk Grove. **The Theme was "Connect for Kids/Partner for Progress."** The event was excellent: Welcome by Ms. Campos, Manager- Program Support Services; Updates by Ms. Kossick, Executive Director for Grantee (SETA); and Updates by Ms. Lee, Deputy Director. Ms. Lee gave a motivating overview of what to expect for the upcoming Federal Review; she also left everyone with a positive outlook on DRS (Designation Renewal System), instead (Don't Run Scared). She too reminded us of keeping focus on the purpose of positive community service: children and families.

The afternoon sessions were continuations of Content Areas Breakout Groups: Child Development and Education, Child Health and Safety, ERSEA, Family and Community Engagement, and Program Governance. WCIC/Playmate Head Start Program Team Attendance included the following Team Members: Ms. Davis, Executive Director/Head Start; Ms. Janet, Head Teacher; Mr. Tou and Ms. Leticia, Family Services Workers; and Mr. Moua, Family/Community Partnership Assistant.

Enrollment

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

Education

WCIC/Playmate Teaching Team received CLASS observations on October 1 and 2, 2013 by Liz Aguilar, Education Consultant from SETA.

WCIC/Playmate Head Start Program Teaching Team completed the first Parent Conferences with parents/guardians on October 4, 2013 and October 11, 2013.

Health

WCIC/Playmate Head Start Program children received dental screening and fluoride varnishes from Sacramento County Smile Keepers Dental Health Program on October 1 and October 2, 2013. WCIC/Playmate Head Start Program children received dental screenings on October 7, 2013 from Dr. Eric D. Phillips.

During the month of October 2013 Family Services Workers conducted Vision, Hearing, Blood Pressure Screenings and first Height/Weight measurements on all children.

Family Services Workers continue to encourage parents to obtain children's physical and dental exams and any physical and dental follow-up treatments to meet the Head Start Performance Standards.

Male Involvement

WCIC/Playmate Head Start Program received Sacramento County Male Involvement Information from Mr. Robert E. Silva, SS/PI Specialist from Sacramento Employment and Training Agency on October 16, 2013. Mr. Silva gave an overview on Male Involvement in Sacramento County and expressed the importance of fatherhood in children lives. He stated men need to be involved in the community and the daily lives of their children. He stated Male Involvement Representatives recruit other male participants at Head Start Centers; plan fatherhood events; volunteer in Head Start classrooms; attend parents meetings and give reports; provide reports from men activities affecting children; and provide information on Head Start services to fathers. Mr. Silva stated the Male Involvement Program has a Men's Activities Affecting Children Committee (MAAC Committee); Daddy and Me Activities; Employment and Training Services; Know your Rights Legal Clinics; Daddy and Me Breakfast/Lunch; Parenting Classes; and Male Involvement Representatives. For more information, please contact Mr. Silva at (916) 263-3809.

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 10/31/13	# Present 10/31/13	# Absent 10/31/13	# Term W/I 30 days
Auberry Park	1238A	20	14	6	
Auberry Park	1238B	19	15	4	
Bannon Creek	1200A	19	17	2	1
Bannon Creek	1200B	19	17	2	1
Bannon Creek	1200C	20	17	3	
Bright Beginnings	1201A	19	17	2	1
Bright Beginnings	1201B	20	15	5	
Bright Beginnings	1201C	20	15	5	
Bright Beginnings	1201D	20	12	8	
Broadway ELC	1246A	19	12	7	
Broadway ELC	1246R	22	17	5	
Broadway ELC	1246U	8	8	0	
Broadway ELC	1246X	21	19	2	
Crossroad Gardens	1242A	20	16	4	
Crossroad Gardens	1242R	21	16	5	1
Crossroad Gardens	1242U	8	8	0	
Crossroad Gardens	1242X	22	20	2	
EHS-HB OPTION	1230C	13	10	0	
EHS-HB OPTION	1230D	13	5	2	
EHS-HB OPTION	1230E	13	10	2	
EHS-HB OPTION	1230F	12	7	2	
EHS-HB OPTION	1230G	12	8	2	
EHS-HB OPTION	1230H	11	6	2	
EHS-HB OPTION	1230I	13	6	4	
EHS-HB OPTION	1230J	11	8	3	1
EHS-HB OPTION	1230K	12	9	2	
EHS-HB OPTION***	1230L	12	7	0	
EHS-HB OPTION***	1230M	12	9	2	
EHS-HB OPTION***	1230N	13	8	5	
Elkhorn	1255A	20	18	2	
Elkhorn	1255B	19	14	5	1
Elkhorn	1255C	17	14	3	3
Elkhorn	1255D	20	18	2	
Elkhorn	1233M	8	7	1	
Elkhorn	1255U	8	6	2	
Elkhorn	1255X	22	20	2	

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2013-2014

Site	Loc Id	# Enrolled 10/31/13	# Present 10/31/13	# Absent 10/31/13	# Term W/I 30 days
Freedom Park	1239A	19	17	2	
Freedom Park	1239B	18	14	4	2
Freedom Park	1239C	20	19	1	
Freedom Park	1239D	19	19	0	1
Freedom Park	1239R	21	20	1	1
Freedom Park	1239X	21	18	3	1
Fruitridge	1216A	20	19	1	
Fruitridge	1216B	20	16	4	
Fruitridge	1216C	19	16	3	1
Fruitridge	1216D	17	14	3	2
Galt	1234A	20	19	1	
Galt	1234B	19	13	6	1
Galt	1234C	20	18	2	
Galt	1234D	20	16	4	
Galt	1234E	20	12	8	
Galt	1234F	19	14	5	1
Grizzly Hollow	1252A	21	17	4	
Grizzly Hollow	1252B	20	15	5	
Hillsdale	1228A	20	12	8	
Hillsdale	1228B	19	15	4	1
Hillsdale	1228C	19	16	3	1
Hillsdale	1228D	19	12	7	1
Hillsdale	1228R	21	16	5	1
Hillsdale	1228X	21	14	7	1
Home Base Option	1213A	12	12	0	
Home Base Option	1213B	15	12	1	
Home Base Option	1213C	11	8	3	
Home Base Option	1213D	9	8	0	
Home Base Option	1213E	10	8	0	2
Home Base Option	1213F	11	6	4	
Home Base Option	1213G	12	8	4	
Hopkins Park	1253A	20	15	5	
Hopkins Park	1253B	20	19	1	
Hopkins Park	1253C	20	17	3	
Hopkins Park	1253D	18	17	1	1
Illa Collin ELC	1221A	12	11	1	
Illa Collin ELC	1221B	12	10	2	8

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2013-2014

Site	Loc Id	# Enrolled 10/31/13	# Present 10/31/13	# Absent 10/31/13	# Term W/I 30 days
Job Corp	1237M	8	6	2	
Job Corp	1237U	8	6	2	
Job Corp	1237X	22	19	3	
Kennedy Estates	1240A	19	18	1	1
Kennedy Estates	1240B	20	13	7	
La Verne Stewart	1219A	18	13	5	1
La Verne Stewart	1219B	19	12	7	1
Mather	1223A	18	14	4	
Mather	1223B	17	11	6	
Mather	1223C	17	11	6	1
Mather	1223D	17	11	6	2
Mather	1223U	8	7	1	
Mather	1223X	22	16	6	
Nedra Court	1244A	20	16	4	
Nedra Court	1244B	18	16	2	
Nedra Court	1244C	19	16	3	1
New Helvetia I-EHS	1212M	7	6	1	1
New Helvetia I-EHS	1212U	8	7	1	
New Helvetia II-HS	1247A	20	17	3	
New Helvetia II-HS	1247B	17	16	1	1
Norma Johnson ELC	1214A	19	17	2	1
Norma Johnson ELC	1214B	19	13	6	1
Norma Johnson ELC	1214U	8	7	1	
Norma Johnson ELC	1214X	22	21	1	
North Avenue	1256A	19	14	5	1
North Avenue	1256B	18	14	4	1
North Avenue	1256C	18	15	3	1
North Avenue	1256D	17	14	3	3
North Avenue	1256X	19	18	1	2
Northview	1224A	19	11	8	1
Northview	1224B	19	18	1	
Northview	1224C	20	17	3	
Northview	1224D	20	15	5	
Northview	1224U	8	7	1	
Northview	1224X	22	18	4	
Parker Avenue	1207E	11	19	2	1

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2013-2014

Site	Loc Id	# Enrolled 10/31/13	# Present 10/31/13	# Absent 10/31/13	# Term W/I 30 days
Phoenix Park	1248A	20	17	3	
Phoenix Park	1248B	18	14	4	1
Phoenix Park	1248X	20	20	0	1
Phoenix Park	1248U	6	6	0	2
River Oak EHS HB***	1280A	12	4	0	
River Oak EHS HB***	1280B	12	4	5	
River Oak EHS HB***	1280C	12	12	0	
SCOE EHS HB***	1281A	12	16	0	
SCOE EHS HB***	1281B	12	10	2	
SCOE EHS HB***	1281C	12	11	1	
Sharon Neese ELC	1249M	8	7	1	
Sharon Neese ELC	1249R	21	19	2	1
Sharon Neese ELC	1249U	8	6	2	
Sharon Neese ELC	1249X	21	17	4	1
Solid Foundation	1254A	20	20	0	
Solid Foundation	1254B	20	16	4	
Solid Foundation	1254C	20	18	2	
Solid Foundation	1254D	20	17	3	
Strizek Park	1225A	20	20	0	
Strizek Park	1225B	20	17	3	
Vineland	1211A	19	16	3	1
Vineland	1211B	19	16	3	
Walnut Grove	1235A	20	20	0	
Head Start Totals		1876	1535	335	59
Routings		5			
Drops w/in 30 days		93			
EHS Totals		328	244	49	4
Routings		0			
Drops w/in 30 days		4			
Grand Total		2306	1779	384	63



SETA Head Start Food Service Operations Monthly Report *September 2013

September 3rd - Wendy Tanner visited the Central Kitchen to evaluate the ergonomic status of the computer work stations.

September 6th - Minimum Day Preschool & EHS Full Day (C) Classes.
Traditional Centers closed.

September 10th - WCIC reopens with 3 AM & 3 PM Traditional Classes.

September 19th - PAC Field Trip to the Central Kitchen.

September 25th - Cilantro sent as this month's Food Enhancement to the Head Start Centers

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
38,454	22,742	25,284	40

Total Amount of Meals and Snacks Prepared 86,520

Purchases:

Food	\$75,144.48
Non - Food	\$8,697.76

Building Maintenance and Repair: \$1,100.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$988.52

Vehicle Gas / Fuel: \$1,719.13
Normal Delivery Days 20

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 10/31/13)

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)	109 (8 %)	14 (10 %)
San Juan USD (693) (161)	69 (10 %)	18 (11%)
WCIC (120)	4 (3 %)	N/A
SETA (1974) (345)	130 (6 %)	38(11 %)
County (4710)* (653)**	366 (8 %)	70 (11%)

AFE = Annual Funded Enrollment

%AFE = Percentage of Annual Funded Enrollment



Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council and SETA Governing Board members
 RE: Quality Assurance/Monitoring Results – September 2013

Agency	Centers Visited	# of Classrooms	# of Files	Monitoring Purpose
SETA Operated Program	Galt Mather Sharon Neese Elkhorn North Avenue Job Corp Freedom Park Solid Foundations	16 13 Head Start 3 Early Head Start	39 32 Head Start 7 Early Head Start	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- Welcoming atmosphere at centers
- Strong relationships between families and staff
- Teamwork and cooperation among staff members
- Excellent partnerships with local community agencies including public libraries, school districts' kindergarten programs

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	76% HS 83% EHS	1-Incomplete Emergency Cards 2- Not all health screenings, examinations and follow-up were completed and/or completed in a timely manner. 3- Not all first year dental results were on file 4-Some incomplete Health History forms 5-ChildPlus did not match contents of the child's file
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	94% HS 92% EHS	
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	91% HS 92% EHS	

Family , Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition))</i>	80%	1-Not all family partnership agreements and follow-up was completed and/or completed in a timely manner. Evidence that partnerships exist but documentation was not evident in each file 2-Incomplete or inconsistent documentation of Parent Meetings at the center
Adult Mental Health <i>(Parent/Guardian Mental Health)</i>	85%	1-No all referrals were not processed in a timely manner 2-Mental Health professional contact information not clearly posted at the center
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	86% HS 82% EHS	1-Not all Individual Development Plans were thoroughly completed and/or completed in a timely manner. 2-Limited information to promote education in health, nutrition or mental health available in the center
Written Individualization <i>(Assessments, Individual Development Plans, Home Visits/Parent Conferences)</i>	84% HS 81%	1-Not all assessments were completed in a timely manner and/or contained limited written observations
Curriculum/Implementation of Individualization <i>(Ratios, Supervision, Daily Schedule, Lesson Plans, Indoor/Outdoor Environments)</i>	94% HS 94% EHS	
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	92%	

*Scores between 90-99% will be addressed by the program but do not require a formal Monitoring Response Plan. Scores less than 90% require a written Monitoring Response Plan. Thresholds will be adjusted in the future when historical data is available.


Corrective Action Plans:

The program has 30 days to submit a written Monitoring Response Plan for areas under 90%. Follow-up visits will be scheduled within 120 days or less.

REGION I

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
Bright Beginnings 1201A	20	200.00	9.35	218.50												-27.85
Bright Beginnings 1201B	20	200.00		18.29												181.71
Bright Beginnings 1201C	20	200.00		4.32												195.68
Bright Beginnings 1201D	20	200.00		35.39												164.61
Fruitridge 1216A	20	200.00	44.99	37.52	81.23											36.26
Fruitridge 1216B	20	200.00		34.96												165.04
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	25.92	23.84												150.24
Hopkins Park D	20	200.00	9.98	4.65												185.37
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														120.00
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	3.86											67.01
La Verne Stewart 1219B	20	200.00														200.00
Mather 1223A	20	200.00		11.23												188.77
Mather 1223B	20	200.00		27.98												172.02
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	145.43	659.51	85.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4269.97

APPROVED BY:  DATE: 11/12/13

Signature of Program Manager (Karen Gonzales)

REVIEWED BY:  DATE: 11/12/13

Signature of Fiscal Manager (Det Patterson)

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		60.82												179.18
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	45.09	19.43												135.48
North Ave 1256B	20	200.00	35.32	35.44												129.24
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		11.94												188.06
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	29.79													114.21
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	110.20	507.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4406.35


APPROVED BY:


Signature of Program Manager (Karen Gonzales)

DATE:

11/12/13

REVIEWED BY:


Signature of Fiscal Manager (DIET Patterson)

DATE:

11/12/13

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		16.74												183.26
Elkhorn C	20	200.00	51.52	37.80												110.68
Elkhorn D	20	200.00														200.00
Elkhorn X	20	200.00														200.00
Elkhorn EHS	16	240.00		46.29												193.71
Freedom Park 1239A	20	200.00		101.78												98.22
Freedom Park 1239B	20	200.00		48.37	27.49											124.14
Freedom Park 1239C	20	200.00		15.00	80.16											104.84
Freedom Park 1239D	20	200.00		19.02												180.98
Freedom Park 1239R	20	200.00	83.95	33.06												82.99
Freedom Park 1239X	20	200.00	11.94	48.18												139.88
Hillsdale 1228A	20	200.00		36.90												163.10
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		42.97												157.03
Norma Johnson 1214A	20	200.00	112.79	264.39												-177.18
Norma Johnson 1214B	20	200.00	342.24	70.78												-213.02
Norma Johnson 1214X	20	200.00	226.52	140.44												-166.96
Norma Johnson - EHS	8	120.00	38.93	140.77												-59.70
Sharon Neese 1249R	20	200.00		89.30												110.70
Sharon Neese 1249X	20	200.00		97.51												102.49
Sharon N-EHS 1249U	16	240.00		24.95												215.05
TOTAL		5000.00	867.89	1274.25	107.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2750.21


APPROVED BY:


Signature of Program Manager (Karen Gonzales)

DATE:

4/13/13

REVIEWED BY:


Signature of Fiscal Manager (D'et Patterson)

DATE:

4/12/13

REGION IV
2013-2014
BUDGET BALANCE

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

SITE	# OF CHILDREN	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	42.53											141.42
Crossroad G 1242R	20	200.00	18.06	30.75											151.19
Crossroad G 1242X	20	200.00	31.90												99.54
Galt 1234A	20	200.00	68.56	31.72											168.28
Galt 1234B	20	200.00	19.52												180.48
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	62.15											104.77
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
Nedra 1244D	20	200.00													200.00
Phoenix Park EHS1248U	8	120.00	15.95												104.05
Phoenix Park 1248A	20	200.00	40.45												159.55
Phoenix Park 1248B	20	200.00	38.23	38.28											123.49
Phoenix Park 1248R	20	200.00	45.79	16.96											137.25
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	296.34	314.58	73.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4155.80


APPROVED BY:


Signature of Program Manager (Karen Gonzales)

DATE:

11/13/13

REVIEWED BY:


Signature of Fiscal Manager (Diet Patterson)


DATE:


11/12/13

HOME BASE
2013-2014
BUDGET BALANCE

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

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. Atoyan	12	180.00														180.00
K. Lee	12	180.00														180.00
L. Letourneau	12	180.00	5.06													174.94
L. Moore	12	180.00		22.31												157.69
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														80.97
V. Oezhehovsky	12	120.00														120.00
R. Ramirez	12	120.00														120.00
TOTAL		3000.00	5.06	22.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2933.60

APPROVED BY: 
Signature of Program Manager (Karen Gonzales)

REVIEWED BY: 
Signature of Fiscal Manager (Det Patterson)

DATE: 11/13/13

DATE: 11/12/13

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	2555.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11238.50
EHS	8500.00	0.00	94.50	395.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8010.50
TOTAL	22500.00	138.00	162.75	2950.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19249.00

Karen

Signature of Program Manager (Karen Gonzales)

APPROVED BY:

11/13/13

DATE:

Patterson

Signature of Fiscal Manager (Det Patterson)

REVIEWED BY:

11/12/13

DATE:

ITEM VI – CENTER UPDATES

BACKGROUND:

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

NOTES:

ITEM VII- DISCUSSION

BACKGROUND:

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

NOTES:

ITEM VIII – PUBLIC PARTICIPATION

BACKGROUND:

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

NOTES: