

**GOVERNING BOARD**

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Board of Supervisors  
County of Sacramento

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**SOPHIA SCHERMAN**  
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**PATRICK KENNEDY**  
Board of Supervisors  
County of Sacramento

**ADMINISTRATION**

**KATHY KOSSICK**  
Executive Director

**DENISE LEE**  
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*THOUGHT OF THE DAY: “ Good leadership is motivating and mobilizing others to accomplish a task or to think in ways that are for the benefit of all concerned.”*

*Author: Don Page*

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

**DATE:** Tuesday, December 15, 2015

**TIME:** 9:00 a.m.

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

While the SETA/Head Start Policy Council welcomes and encourages participation in the Council 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 Policy Council 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 Policy Council 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](http://www.seta.net).

**AGENDA**

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- Head Start Deputy Director's Report: Ms. Denise Lee
  - Monthly Head Start Report
- Head Start Managers' Reports
  - Lisa Carr - Family Engagement, Home Base, and ERSEA Services
  - Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services
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**DISTRIBUTION DATE: WEDNESDAY, DECEMBER 9, 2014**

Policy Council meeting hosted by:  
Ms. Jasmine Jamison, Chair

ITEM I - A – ROLL CALL

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

- \_\_\_ Vacant, Alder Grove I Head Start
- \_\_\_ Vacant, Alder Grove II Head Start
- \_\_\_ Vacant, Auberry Park Head Start
- \_\_\_ **Monica Reynoso, Bannon Creek Head Start**
- \_\_\_ **Emilia Herrera, Crossroad Gardens Head Start**
- \_\_\_ **Marina Gallegos, Early Head Start (Home Base)**
- \_\_\_ **Yesenia Rodriguez, Elkhorn Head Start**
- \_\_\_ Vacant, Freedom Park Head Start
- \_\_\_ Vacant, Fruitridge Head Start
- \_\_\_ Vacant, Galt Head Start
- \_\_\_ Vacant, Grizzly Hollow
- \_\_\_ Vacant, Hillsdale Head Start
- \_\_\_ **Stacey Webster, Home Based Head Start**
- \_\_\_ Vacant, Home Base
- \_\_\_ Vacant, Hopkins Park Head Start
- \_\_\_ **Fabian Gonzales, 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, Marina Vista Early Learning Center
- \_\_\_ **Charlotte Johnson, Mather Head Start**
- \_\_\_ Vacant, Nedra Court Head Start
- \_\_\_ **Laura Guzman, Norma Johnson Head Start**
- \_\_\_ Vacant, North Avenue Head Start
- \_\_\_ **Natalie Craig, Northview Head Start**
- \_\_\_ Vacant, Parker Head Start
- \_\_\_ Vacant, Phoenix Park Head Start
- \_\_\_ **Georgina Schroeder, Sharon Neese Early Learning Center**
- \_\_\_ Vacant, Solid Foundation Head Start
- \_\_\_ **Stephanie Brussard, Strizek Park Head Start**
- \_\_\_ Vacant, Vineland Head Start
- \_\_\_ **Rafaela Casillas, Walnut Grove Head Start**
- \_\_\_ Vacant, Foster Parent Representative
- \_\_\_ **Penelope Scott, Grandparent Rep.**
- \_\_\_ **Calvin Sheppard, Men's Activities Affecting Children Committee Representative**
- \_\_\_ **Kenneth Tate, Past Parent/Community Representative**
- \_\_\_ **Terri McMillin, Past Parent/Community Representative**
- \_\_\_ **Jasmine Jamison, Outgoing Chair**

**ITEM I-A – ROLL CALL**  
(Continued)

**Program Year 2015-2016 - New Representatives to be seated**

<input type="checkbox"/> Diane Lopez, Fruitridge Head Start
<input type="checkbox"/> Alejandra Plascencia, Galt Head Start
<input type="checkbox"/> Alicia Strouse, Grizzly Hollow Head Start
<input type="checkbox"/> Vacant, Alder Grove I Head Start
<input type="checkbox"/> Vacant, Freedom Park Head Start
<input type="checkbox"/> Vacant, Hillsdale Head Start
<input type="checkbox"/> Vacant, Hopkins Park Head Start
<input type="checkbox"/> Vacant, Job Corps Head Start

<input type="checkbox"/> Rachael Abila, Kennedy Estates Head Start
<input type="checkbox"/> Susana Hernandez, Nedra Court Head Start
<input type="checkbox"/> Deron James, North Avenue Head Start
<input type="checkbox"/> Vacant, Marie Cleveland's Bright Beginnings
<input type="checkbox"/> Vacant, Marina Vista Early Learning Center
<input type="checkbox"/> Vacant, Parker Head Start
<input type="checkbox"/> Vacant, Phoenix Park Head Start
<input type="checkbox"/> Vacant, Solid Foundation Head Start
<input type="checkbox"/> Vacant, Foster Parent Rep

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

**The PAC was seated on November 17, 2015 & December 15, 2015  
PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM  
YEAR 2015-2016**

COMMITTEE MEMBER	CENTER	11/17	12/15		1/19	2/23 **	3/15	4/26 #	5/17	6/21	7/19	8/15	9/20	10/18	11/15
Vacant Seated	AG I														
	AG II														
Vacant Seated	AP														
<b>Monica Reynoso Seated 11/17</b>	BC	X													
<b>Emilia Herrera Seated 11/17</b>	CR	X													
<b>Marina Gallegos Seated 11/17</b>	EHS/HB	X													
Vacant	EHS/HB														
<b>Yesenia Rodriguez Seated 11/17</b>	EL	X													
Vacant Seated	FP														
Diane Lopez Seated	FT	U													
Alejandra Plascencia Seated	G														
Alicia Strouse s/b/seated 11/17	GH	E													
Vacant Seated	H														
<b>Stacey Webster Seated 11/17</b>	HB	X													
Vacant Seated	HB														
<b>Fabian Gonzales Seated 11/17</b>	IC	X													
Vacant Seated	HP														
Vacant Seated	JC														
Vacant Seated	JC														
Rachael Abila s/b/seated 11/17	K	U													
Vacant Seated	LVS														
Vacant Seated	MCBB														
Vacant Seated	MV														
<b>Charlotte Johnson Seated 11/17</b>	M	X													
Deron James s/b/seated 11/17	NA	U													
Susana Hernandez s/b/seated 11/17	NC	E													
<b>Laura Guzman Seated 11/17</b>	NJ	X													
<b>Natalie Craig Seated 11/17</b>	NV	X													
Vacant Seated	PA														
Vacant Seated	PP														
Vacant	SF														

COMMITTEE MEMBER	CENTER	11/17	12/15		1/19	2/23 **	3/15	4/26 #	5/17	6/21	7/19	8/15	9/20	10/18	11/15
Georgina Schroeder Seated 11/17	SN	X													
Stephanie Brussard Seated 11/17	SP	X													
Vacant Seated	V														
Rafaela Casillas Seated 11/17	WG	X													
Vacant Seated	FPR														
Calvin Sheppard Seated 4/28	MAACC	E													
Jasmine Jamison Seated 11/17	OGC	X													
Penelope Scott Seated 11/17	GPR	X													
Kenneth Tate Seated 11/17	PPR	X													
Terri McMillin Seated 11/17	PPR	X													

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

1. First, call your Alternate(s) to see if they can attend in your place;
2. Second, call Head Start Social Services/Parent Involvement Coordinator, Ms. Marie Desha, at 263-4082; and
3. Third, please call the PAC Chair, Ms. Jasmine Jamison, at 220-8736, or the Clerk of the Boards, Ms. Nancy Hogan, at 263-3827.

\*\* Ethics training with Policy Council  
# Special meeting

**PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE UPDATE**  
**PROGRAM YEAR 2015-2016**  
(Continued)

**Head Start Center Abbreviations**

<b>AG I</b>	Alder Grove Early Learning Ctr.	<b>K:</b>	Kennedy Estates
<b>AG II:</b>	Alder Grove Infant/Toddler	<b>LVS:</b>	LaVerne Stewart
<b>AP:</b>	Auberry Park	<b>MV</b>	Marina Vista Early Learning Center
<b>BC:</b>	Bannon Creek	<b>M:</b>	Mather
<b>BB:</b>	Bright Beginnings	<b>MCBB</b>	Marie Cleveland's Bright Beginnings
<b>CR:</b>	Crossroad Gardens	<b>NJ:</b>	Norma Johnson
<b>EHS:</b>	Early Head Start	<b>NA:</b>	North Avenue
<b>EL:</b>	Elkhorn	<b>NC:</b>	Nedra Court
<b>FP:</b>	Freedom Park	<b>NA</b>	North Avenue
<b>FT:</b>	Fruitridge	<b>NV:</b>	Northview
<b>G:</b>	Galt	<b>PA:</b>	Parker Avenue
<b>GH:</b>	Grizzly Hollow	<b>PP:</b>	Phoenix Park
<b>H:</b>	Hillsdale	<b>SF:</b>	Solid Foundation
<b>HB:</b>	Home Based	<b>SN:</b>	Sharon Neese
<b>HP:</b>	Hopkins Park	<b>SP:</b>	Strizek Park
<b>IC:</b>	Illa Collin	<b>V:</b>	Vineland
<b>JC:</b>	Job Corps	<b>WG:</b>	Walnut Grove

**Representative Abbreviations**

<b>FPR:</b>	Foster Parent Representative
<b>GPR:</b>	Grandparent Representative
<b>MAACC:</b>	Men's Activities Affecting Children Committee
<b>OGC:</b>	Out Going Chair
<b>PPR:</b>	Past Parent Representative

**Attendance Record Abbreviations**

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

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE NOVEMBER 17, 2015 PAC MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the November 17, 2015 PAC meeting.

RECOMMENDATION:

Approve the minutes of the November 17, 2015 PAC meeting.

**NOTES:**

**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

**VOTE:** Aye \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_



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

*(Minutes reflect the actual progress of the meeting.)*

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

Tuesday, November 17, 2015  
9:00 a.m.

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

Ms. Jasmine Jamison called the meeting was called to order at 9:07 a.m. The pledge of allegiance was recited. Ms. Sabrina Lovelady read the thought of the day. Ms. Lovelady called the roll; called and a quorum was established.

#### **Members Present:**

Kenneth Tate  
Jasmine Jamison  
Terri McMillin  
Todd Woods  
Vanessa Diego  
Amanda Self  
Rafaela Casillas  
Sabrina Lovelady

#### **Members Absent:**

Calvin Sheppard (excused)  
Deanna Yee (excused)

### **II. Consent Item** (2014-2015 Parent Advisory Committee)

#### **A. Approval of Minutes for PAC Regular Meeting October 20, 2015**

Ms. Jamison reviewed the minutes. No questions or corrections.

Moved/Self, second/Tate, to approve the minutes of the October 20, 2015 meeting.

Show of hands vote:

Aye: 7 (Casillas, Diego, Lovelady, McMillin, Self, Tate, Woods)

Nay: 0

Abstentions: 1 (Jamison)

Absent: 2 (Sheppard and Yee)

### **III. Action Items** (2014-2015 Parent Advisory Committee)

#### **A. Approval of the Submission of a Change in Scope for the Early Head Start-Child Care Partnership Grant to the Administration for Children and Families (ACF)**

Ms. Denise Lee reviewed staff's recommendation to reprogram funds for the Early Head Start-Child Care Partnership grant. Staff, in partnership with Sacramento County Office of Education, scouted several alternate private providers to participate in the project. However, after much searching, no suitable

provider was identified. Since this grant only allows for a center-based option; a switch of enrollment slots within the regular EHS program is recommended. This is strictly a 'puzzle shift' between both EHS programs. No money is moving out of the community.

Moved/Woods, second/Lovelady, to approve the submission of the Early Head Start Child Care-Partnership Change of Scope to the Administration for Children and Families/Office of Heads Start, resulting in a total funded enrollment of 80 infants/toddlers with a budget of \$2,516,160 for the project period of February 1, 2015 through July 31, 2016 (18-month project period).

Show of hands vote:

Aye: 7 (Casillas, Diego, Lovelady, McMillin, Self, Tate, Woods)

Nay: 0

Abstentions: 1 (Jamison)

Absent: 2 (Sheppard and Yee)

#### **IV. Information Items**

##### **A. Standing Information**

##### ➤ Parent/Staff Recognition

- ✓ PAC Meeting Perfect Attendance Recognition: Mr. Kenneth Tate was given a certificate acknowledge his perfect attendance at PAC board meetings.
- ✓ Parent Yearbook – Ms. Alma Walton Hawkins prepared a yearbook of activities of the past year. She also included the quotes that were included in the PAC and PC board packets. It shows the training and growth through the year.

Ms. Jamison stepped out of the room at 9:20 a.m.; Ms. Lovelady assumed the Chair.

##### ➤ Committee Reports:

- ✓ Budget/Planning Committee: Ms. D'et Saurbourne reported that there were only a couple of people attending the most recent committee meeting. Attendees went over the October numbers but also went over last year's report. Only \$47,000 was returned to the government. The final in-kind report was distributed.
- ✓ Toastmasters Report: Mr. Woods reported on the November 13 meeting where four key speakers were featured for a 3-5 minute period; everyone did an awesome job. This is the place to go to get help on how to speak better. It is very educational, fun, and a great opportunity. Mr. Woods encouraged new board members coming on board to consider joining.

A break was taken at 9:25 a.m.; Ms. Jamison called the meeting back to order at 9:37 a.m.

##### ➤ Seating of New Parent Advisory Committee Representatives (2015-2016): The following new members were seated:

- Monica Reynoso, Bannon Creek
- Emilia Herrera, Crossroad Gardens Head Start
- Marina Gallegos, Early Head Start/Home Base Head Start
- Yesenia Rodriguez, Elkhorn Head Start
- Stacey Webster, Home Base Head Start
- Fabian Gonzales, Illa Collin Head Start
- Charlotte Johnson, Mather Head Start
- Laura Guzman, Norma Johnson Head Start
- Natalie Craig, Northview Head Start
- Georgina Schroeder, Sharon Neese Early Learning Center
- Stephanie Brussard, Strizek Park Head Start
- Rafaela Casillas, Walnut Grove Head Start
- Penelope Scott, Grandparent Representative
- Kenneth Tate, Past Parent Representative
- Terri McMillin, Past Parent Representative
- Jasmine Jamison, Outgoing Chair

Members to be seated but not present:

- Diane Lopez, Fruitridge Head Start (unexcused)
- Alicia Strouse, Grizzly Hollow Head Start (excused)
- Rachael Abila, Kennedy Estates Head Start (unexcused)
- Susana Hernandez, Nedra Court Head Start (excused)
- Deron James, North Avenue Head Start (unexcused)

- Introduction of PAC Representatives (2015-2016): New members introduced themselves.
- Introduction of SETA Head Start Staff: SETA/Head Start staff introduced themselves and welcomed board members.
- How to Make and Present Motions – Ms. Jasmine Jamison and Mr. Kenneth Tate reviewed the process by which members make and present motions.
- Fiscal Report/Corporate Card Monthly Statement of Account – Ms. D’et Saurbourne reviewed the expenditures report for the period ending October 31. The budget is three months into the year and currently at 25% expended. The monthly report gives board members a good idea how programs are utilizing their funds. The in-kind report was reviewed; this is very important to maintain at least 25% in order to match the Head Start funds. The Agency is allowed only 15% maximum administrative expenditures. The credit card statement was reviewed. There were two huge purchases. The Marina Vista center expenditure was to purchase a lot of supplies. The Mather site was expanded to add an EHS classroom so a lot of supplies were purchased; this is a one-time expenditure. Ms. Saurbourne urged board members to take the in-kind reports to their centers to show other parents; this is very important to the well-being of the Agency.
- Board Procedures
  - ✓ Reimbursements and Budget/Planning – Ms. Saurbourne reviewed the reimbursement process and urged board members to consider joining the

Budget/Planning Committee. The committee meets every month to review the expenditures and ask staff questions. Fiscal information should also be taken to your site to inform other parents. Ms. Saurbourne stated that the mileage reimbursement rate is reviewed every January and adjusted as needed. Board members can contact LaShaun Burke at 263-3878 to inquire the status of their reimbursement money.

- ✓ Personnel – Ms. Bonnie Bilger stated that Head Start requires parent participation during the hiring process. Parents can participate by coming in to screen applications, or participate on an exam or interview panel. This is a way for parents to have a voice on the staffing of the centers. Past parents have found it beneficial to see the other side of the application process. If you participate in this, there is an experienced staff member assisting. Ms. McMillin spoke of her recent participation she recently sat on an interview panel and application screening; it is very interesting and fun. Mr. Tate stated that this is very important; if you're looking for jobs, this is a great way to hone your skills and be a game changer to help you in your own interview skills. He urged board members to participate. Parents participating in this are eligible for child care and mileage reimbursement. Ms. Lee reminded board members that no training is required; all training and support will be provided by staff. Ms. Bilger stated that the opportunities vary from morning to afternoon. Ms. Desha stated that the personnel sign up list will be utilized all year.
- ✓ Conflict of Interest – Ms. Nancy Hogan provided information on conflict of interest statements that must be filed for each board member.
- Officer Elections – December 15, 2015: Those interested in serving as an officer are urged to consider running for election on December 15.
- Executive Committee: Ms. McMillin reviewed the Executive Committee critique.
- Parent Ambassador Committee Report: There was no meeting but all Parent Ambassador volunteers were welcomed for their service.

### III. **Action Items** (2015-2016 Parent Advisory Committee)

#### B. Election of SETA-Operated Representatives and Alternates to the Policy Council

Ms. Jamison reviewed the duties of the Policy Council board. Nominees must have a child enrolled in the Head Start program. Those interested in serving on the Policy Council: Penelope Scott, Natalie Craig, Charlotte Johnson, Monica Reynoso, Georgina Schroeder. Board members spoke of their interest in serving on the Policy Council.

Ms. Brussard left the room at 11:10 a.m.

Ms. Rodriguez left the room at 11:11 a.m.

Moved/Tate, second/McMillin, to approve members to serve on the Head Start Policy Council.

Aye: 13 (Casillas, Craig, Gallegos, Gonzales, Guzman, Herrera, Johnson, McMillin, Reynoso, Schroeder, Scott, Tate, Webster)

Nay: 0

Abstentions: 1 (Jamison)

Absent: 2 (Brussard & Rodriguez)

#### **IV. Information Items (continued)**

##### **A. Standing Information (continued)**

- PC/PAC Calendar of Events: Ms. Jamison reviewed the calendar of events.
- Community Resources: None.
- Child Care Center Food Menu: No questions.

B. Governing Board Minutes of October 1, 2015: No questions.

#### **V. Other Reports**

- Chair's Report: No report.
- Head Start Deputy Director's Monthly Report – Ms. Denise Lee reviewed the reports included in the board packet. Ms. Lee thanked Ms. Desha and Ms. Hawkins for their work on the yearbook. Board members were reminded of the meet and greet breakfast scheduled for Thursday, December 10.
- Managers' Reports
  - Lisa Carr - Family Engagement, Home Base, and ERSEA Services: Ms. Carr will review enrollment and attendance at the centers. Full enrollment at Walnut Grove and Marina Vista centers has been challenging. Staff is working hard to urge parents to let their friends and families know of the Head Start services that are available. The Parent Ambassadors went out with FSWs to do recruitment earlier this year. Now, recruitment is done by word of mouth by parents telling other parents about Head Start. Home Based preschool and EHS staff are going through the teaching pyramid which supports the relationship between the parent and the child. Ms. Carr reminded home base parents that it is really important to keep your weekly meetings with your home visitors. There are several studies shown that one of the areas to determine a child's success is how involved the parents are. Children need to know that their parents care; this sets up future success for the children.

Mr. Tate assumed the chair at 11:22 a.m.

- Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services: Ms. Caruso reviewed the updated charts for Quality Assurance visits. Child Safety & Supervision is very important which is why there is an entire unit dedicated; the QA team does unannounced visits for both SOP and delegate programs. The reports are done quarterly. Ms. Caruso is also involved in the annual self-assessment; this is an annual Head Start requirement that

determines what is going well and what needs improvement. The delegate and service providers do this on their own. This is a great way to get involved and those participating will receive training.

Ms. Jamison resumed the Chair at 11:35 a.m.

Mr. Tate requested a report back on what happens when there is not 100% enrollment; what kind of procedure is in place to ensure we are in compliance? This will be shared at the next meeting.

Ms. Scott left at 11:37 a.m.

- Martha Cisneros - Health, Nutrition and Safe Environments Services: Ms. Cisneros stated that she is meeting staff, visiting delegates, and learning procedures. She will be recruiting parents for the various areas of responsibility. More information will be available as she jumps into her new position.
- Karen Gonzales - School Readiness, Special Education and Mental Health Services: Ms. Gonzales reported that all teachers are going through intervention training on behavior or speech and language issues. She will be reporting on an exciting program supporting speech and language learning.

VI. **Center Updates**: None.

VII. **Discussion**: None.

VIII. **Public Participation**: None.

IX. **Adjournment**: The meeting was adjourned at 11:40 a.m.

## ITEM III-A – ACTION

### ELECTION OF PARENT ADVISORY COMMITTEE OFFICERS 2015-2016

#### BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect officers for Program Year 2015-2016. The duties of PAC officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PAC that are not in conflict with these Bylaws, Article V – Officers, Section 2B: 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.

#### **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 adopted, 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.

ITEM III-A – ACTION (continued)  
Page 2

- 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. 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.

RECOMMENDATION:

That the Parent Advisory Committee elect a Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

Chair:

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Vice Chair:

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Secretary:

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Treasurer:

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Parliamentarian:

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**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

**VOTE:** Aye \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_



## ITEM IV- A – INFORMATION

### STANDING INFORMATION

#### BACKGROUND:

- A. Standing Information Items
- PC/PAC Calendar of Events – Ms. Jasmine Jamison
  - Parent/Staff Recognitions – Ms. Jasmine Jamison
  - Community Resources-Parents/Staff – Ms. Jasmine Jamison
  - Child Care Center Menu (attached)
  - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Saurbourne

#### NOTES:










## CALENDAR OF EVENTS









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<u>EVENT</u>	<u>DATE</u>
PC Executive Committee	Thursday, January 7, 2016 9:00 a.m. Olympus Room
PC/PAC New Member Orientation	Friday, January 8, 2016 9:00 a.m. – 3:00 p.m. (Registration at 8:30 a.m.) SETA Board Room
Budget/Planning Committee	Tuesday, January 12, 2016 1:00 p.m. Oak Room
County-wide Officer Training	Friday, January 15, 2016 9:00 a.m. – 12:30 p.m. (Registration at 8:30 a.m.) Redwood Room
Governance Self-Assessment	Wednesday, January 20, 2016 1:00 – 2:30 p.m. Redwood Room
PAC Executive Committee	Thursday, January 21, 2016 9:00 a.m. Olympus Room Room
PC Executive Committee	Thursday, January 28, 2016 9:00 a.m. Olympus Room

# December 2015

\*We Serve 1% Lowfat Milk

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 2		<p>1</p> <p>Breakfast: French Toast Sticks, Diced Pear, Milk Lunch: Chicken Drumstick, Macaroni Salad, Tomato Slice, Apple or Watermelon, Milk Snack: Brown Rice Krispies Cereal, Milk</p>	<p>2</p> <p>Breakfast: Oatmeal Cereal, Raisins, Pineapple Tidbits, Milk Lunch: Rice &amp; Beans, Cabbage Salad, Strawberries or Tangerine, Milk Snack: Hummus, Vegetable Stick Melody</p>	<p>3</p> <p>Breakfast: Crispix Cereal, Banana, Milk Lunch: Sliced Turkey, Whole Wheat Bread, Baby Carrots, Orange, Milk Snack: Gold Fish Crackers, Milk</p>	<p>4</p> 
Week 3	<p>7</p> <p>Breakfast: Cheerios Cereal, Orange, Milk Lunch: Macaroni &amp; Cheese, Green Peas, Cantaloupe, Milk Snack: Baby Carrots, Wheat Thins Crackers</p>	<p>8</p> <p>Breakfast: Waffle Sticks, Applesauce, Milk Lunch: Beef Ravioli, Mini Whole Grain Bun, Spinach Salad, Orange, Milk Snack: Apple, Sun Butter</p>	<p>9</p> <p>Breakfast: Whole Wheat Biscuit, Diced Peaches, Milk Lunch: Fiesta Dinner with Corn, Whole Wheat Tortilla, Cantaloupe, Milk Snack: Mini Whole Grain Bun, Sliced Turkey</p>	<p>10</p> <p>Breakfast: Whole Wheat Bagel, Banana, Milk Lunch: Sliced Turkey, Whole Wheat Bread, Baby Carrots, Strawberries or Tangerine, Milk Snack: Cottage Cheese, Pineapple Tidbits</p>	<p>11</p> <p>Breakfast: Banana Muffin, Orange, Milk Lunch: Swiss-American Cheese, Whole Wheat Tortilla, Zucchini Sticks, Canned Apricots, Milk Snack: Milk, Lemon Dinosaur Crackers</p>
Week 4	<p>14</p> <p>Breakfast: Brown Rice Krispies Cereal, Cantaloupe, Milk Lunch: Beef Hamburger, Whole Wheat Bun, Whole Kernel Corn, Orange, Milk Snack: Cheese-It Crackers, Canned Fruit Mix</p>	<p>15</p> <p>Breakfast: Whole Wheat Bagel, Pineapple Tidbits, Milk Lunch: Vegetarian Chili, Saltine Crackers, Sunomono Salad, Canned Apricots, Milk Snack: Whole Grain Cheerios Cereal, Milk</p>	<p>16</p> <p>Breakfast: Oatmeal Cereal, Banana, Milk Lunch: Cheese Enchilada with Sauce, Romaine Lettuce Salad, Orange, Milk Snack: Hummus, Vegetable Stick Melody</p>	<p>17</p> <p>Breakfast: French Toast Sticks, Canned Apricots, Milk Lunch: Turkey and Cheese Rollup, Whole Wheat Tortilla, Cole Slaw Salad, Diced Mango, Milk Snack: Strawberry Yogurt, Banana</p>	<p>18</p> <p>Breakfast: Blueberry Muffin, Apple, Milk Lunch: Tuna Salad, Wheat Thins Crackers, Baby Carrots, Cantaloupe, Milk Snack: Gold Fish Crackers, Milk</p>
Week 5	<p>21</p> <p>Breakfast: Pancakes, Diced Pear, Milk Lunch: Chicken Patty, Whole Wheat Bun, Carrots, Canned Apricots, Milk Snack: Raspberry Yogurt, Pineapple Tidbits</p>	<p>22</p> <p>Breakfast: Whole Grain Cheerios Cereal, Apple, Milk Lunch: Refried Beans, Whole Wheat Tortilla, Tomato Salsa, Strawberries or Tangerine, Milk Snack: Multi Grain Flakes Cereal, Milk</p>	<p>23</p> <p>Breakfast: Whole Wheat Biscuit, Diced Peaches, Milk Lunch: Sliced Turkey, Mini Whole Grain Bun, Potato Salad, Cantaloupe, Milk Snack: Lemon Dinosaur Crackers, Banana</p>	<p>24</p> 	<p>25</p> 
	<p>28</p> 	<p>29</p> 	<p>30</p> 	<p>31</p> 	

	lunes	martes	miércoles	jueves	viernes
Semana 2		<p>1</p> <p>Desayuno: Baritas de Pan Francés Tostado, Pera Picada, Leche. Comida: Pierna de Pollo, Ensalada de Macarrón, Rebanada de Jitomate, Manzana o Sandía, Leche. Bocadillo: Cereal Integral Rice Krispies, Leche.</p>	<p>2</p> <p>Desayuno: Cereal de Avena, Piña Machacada, Pasas, Leche. Comida: Arroz y Frijoles, Ensalada de Col (Repollo), Fresa o Tanjarina, Leche. Bocadillo: Puré de Garbanzos, Baritas de Verduras.</p>	<p>3</p> <p>Desayuno: Cereal Crispix, Plátano, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Zanahorias Tiernas, Naranja, Leche. Bocadillo: Galletas de Pescados Dorados, Leche.</p>	<p>4</p> 
	<p>7</p> <p>Desayuno: Cereal Cheerios de Grano Integral, Naranja, Leche. Comida: Macarrón con Queso, Ejotes, Melón, Leche. Bocadillo: Zanahorias Tiernas, Galletas Wheat Thins.</p>	<p>8</p> <p>Desayuno: Baritas de Waffle, Puré de Manzana, Leche. Comida: Ravioli de Res, Minimollete de Grano Integral, Ensalada de Espinacas, Naranja, Leche. Bocadillo: Manzana, Crema de Semillas de Girasol.</p>	<p>9</p> <p>Desayuno: Bizcocho de Trigo Integral, Durazno Picado, Leche. Comida: Cena Fiesta con Elote, Tortilla de Trigo Integral, Melón, Leche. Bocadillo: Minipan de Grano Integral, Rebanada de Pavo.</p>	<p>10</p> <p>Desayuno: Bagel de Trigo Integral, Plátano, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Zanahorias Tiernas, Fresa o Tanjarina, Leche. Bocadillo: Requesón, Piña Machacada.</p>	<p>11</p> <p>Desayuno: Mollete con Plátano, Naranja, Leche. Comida: Queso Suizo-Americano, Tortilla de Trigo, Baritas de Calabacita, Chabacano Enlatado, Leche. Bocadillo: Galletas de Limón Dinosaur, Leche.</p>
Semana 4	<p>14</p> <p>Desayuno: Cereal Integral Rice Krispies, Melón, Leche. Comida: Hamburguesa de Res, Pan de Trigo Integral, Granos de Elote, Naranja, Leche. Bocadillo: Galletas Cheese-It, Fruta Mixta Enlatada.</p>	<p>15</p> <p>Desayuno: Bagel de Trigo Integral, Piña Machacada, Leche. Comida: Verduras con Frijoles, Ensalada Sunomono, Galletas Saladas, Chabacano Enlatado, Leche. Bocadillo: Cereal Cheerios de Grano Integral, Leche.</p>	<p>16</p> <p>Desayuno: Cereal de Avena, Plátano, Leche. Comida: Enchilada de Queso con Salsa, Ensalada de Lechuga Romana, Naranja, Leche. Bocadillo: Puré de Garbanzo, Baritas de Verdura.</p>	<p>17</p> <p>Desayuno: Baritas de Pan Francés Tostado, Chabacano Enlatado, Leche. Comida: Tortilla de Trigo Integral, Rollo de Pavo y Queso, Ensalada de Col, Mango Picado, Leche. Bocadillo: Yogur de Fresa, Plátano.</p>	<p>18</p> <p>Desayuno: Barra de Mollete con Arándanos Azules, Manzana, Leche. Comida: Ensalada de Atún, Galletas Wheat Thins, Zanahorias Tiernas, Melón, Leche. Bocadillo: Galletas de Pescados Dorados, Leche.</p>
	<p>21</p> <p>Desayuno: Jotqueis (Pancakes), Pera Picada, Leche. Comida: Torta de Pollo, Pan de Trigo Integral, Zanahorias, Chabacano Enlatado, Leche. Bocadillo: Piña Machacada, Yogur de Frambuesa.</p>	<p>22</p> <p>Desayuno: Cereal Cheerios de Grano Integral, Manzana, Leche. Comida: Frijoles Refritos, Tortilla de Trigo Integral, Salsa de Jitomate, Fresas o Tanjarina, Leche. Bocadillo: Ojuelas de Cereal Multigrano, Leche.</p>	<p>23</p> <p>Desayuno: Bizcocho de Trigo Integral, Durazno Picado, Leche. Comida: Rebanada de Pavo, Minipan de Grano Integral, Ensalada de Papa, Melón, Leche. Bocadillo: Galletas de Limón Dinosaur, Plátano.</p>	<p>24</p> 	<p>25</p> 
Semana 5	<p>28</p> 	<p>29</p> 	<p>30</p> 	<p>31</p> 	

SOP Parent Volunteers Summary  
November 2015

	Classroom Volunteers			SRA			Food Aides			FLIP		
	YTD Total		Avg.	YTD Total		Avg.	YTD Total		Avg.	YTD Total		Avg.
	Hours	# Children	Hours Per Child	Hours	# Children	Hours Per Child	Hours	# Children	Hours Per Child	Hours	# Children	Hours Per Child
Alder Grove ELC	152.65	40	3.82	-	40	-	20.00	40	0.50	554.17	40	13.85
Alder Grove IT	-	16	-	-	16	-	-	16	-	276.49	16	17.28
Auberry Park *	-	40	-	-	40	-	8.00	40	0.20	584.50	40	14.61
Bannon Creek	548.37	80	6.85	-	80	-	108.00	80	1.35	1,901.84	80	23.77
Bright Beginnings *	2.50	60	0.04	-	60	-	58.00	60	0.97	801.50	60	13.36
Crossroad	59.60	88	0.68	-	88	-	32.00	88	0.36	1,035.17	88	11.76
Elkhorn	110.25	116	0.95	-	116	-	186.00	116	1.60	1,317.17	116	11.35
Freedom Park	281.02	120	2.34	-	120	-	68.00	120	0.57	2,752.00	120	22.93
Fruitridge	-	80	-	144.00	80	1.80	203.00	80	2.54	226.34	80	2.83
Galt	16.00	120	0.13	-	120	-	72.00	120	0.60	512.50	120	4.27
Grizzly Hollow *	27.50	40	0.69	-	40	-	70.00	40	1.75	370.00	40	9.25
Hillsdale	265.48	120	2.21	4.00	120	0.03	200.00	120	1.67	1,303.00	120	10.86
Hopkins Park	165.60	80	2.07	-	80	-	24.00	80	0.30	409.67	80	5.12
Illa Collins *	168.80	40	4.22	-	40	-	26.00	40	0.65	680.16	40	17.00
Job Corp	11.93	36	0.33	-	36	-	-	36	-	86.34	36	2.40
Kennedy Estates *	7.50	40	0.19	-	40	-	-	40	-	-	40	-
LaVerne Stewart	-	40	-	-	40	-	36.00	40	0.90	145.67	40	3.64
Marina Vista	-	88	-	-	88	-	80.00	88	0.91	75.33	88	0.86
Mather	1.50	114	0.01	-	114	-	-	114	-	2,558.17	114	22.44
Nedra Court	222.15	60	3.70	-	60	-	18.00	60	0.30	1,591.67	60	26.53
Norma Johnson	74.05	68	1.09	4.00	68	0.06	-	68	-	1,325.84	68	19.50
North Ave	445.12	120	3.71	-	120	-	-	120	-	672.84	120	5.61
Northview	29.65	108	0.27	-	108	-	46.00	108	0.43	29.50	108	0.27
Parker *^	-	-	-	-	-	-	-	-	-	-	-	-
Phoenix Park	346.05	68	5.09	-	68	-	-	68	-	2,112.67	68	31.07
Sharon Neese	23.47	56	0.42	-	56	-	-	56	-	1,340.00	56	23.93
Solid Foundation	7.50	80	0.09	-	80	-	76.00	80	0.95	-	80	-
Strizek Park	54.67	40	1.37	-	40	-	122.00	40	3.05	985.17	40	24.63
Vineland *	45.93	40	1.15	2.00	40	0.05	22.00	40	0.55	545.66	40	13.64
Walnut Grove *	127.37	20	6.37	64.00	20	3.20	-	20	-	215.33	20	10.77
Totals:	3,194.66	2,018.00	1.58	218.00	2,018.00	0.11	1,475.00	2,018.00	0.73	24,408.70	2,018.00	12.10
Values:	\$82,486.12			\$5,628.76			\$38,084.50			\$630,232.63		

\* Traditional sites open August to May

^ Parker - closed for renovations

SETA In-Kind by Site

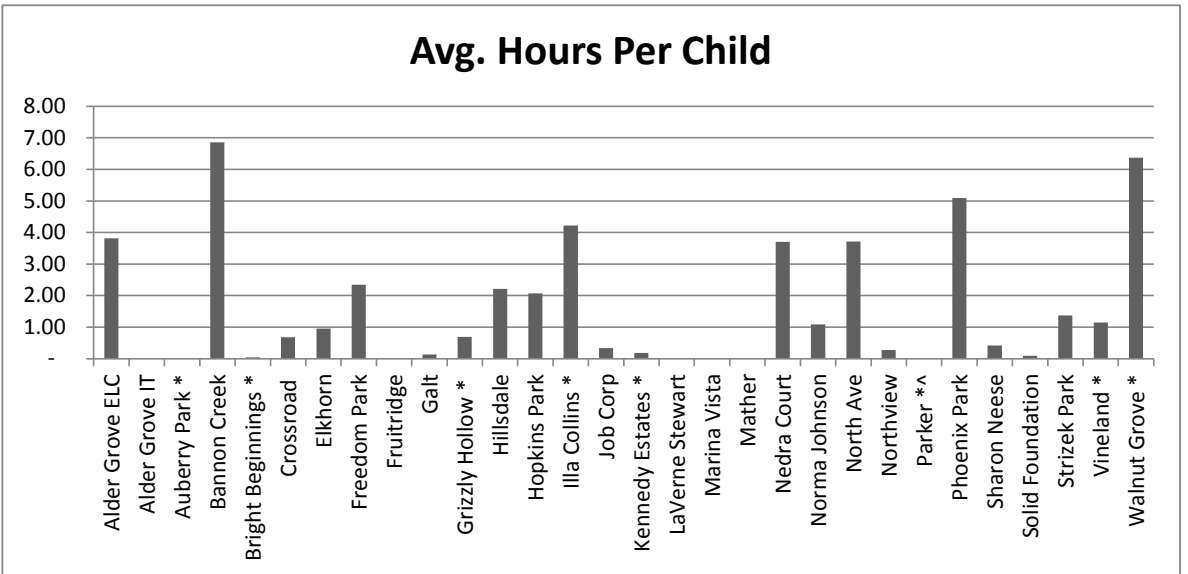
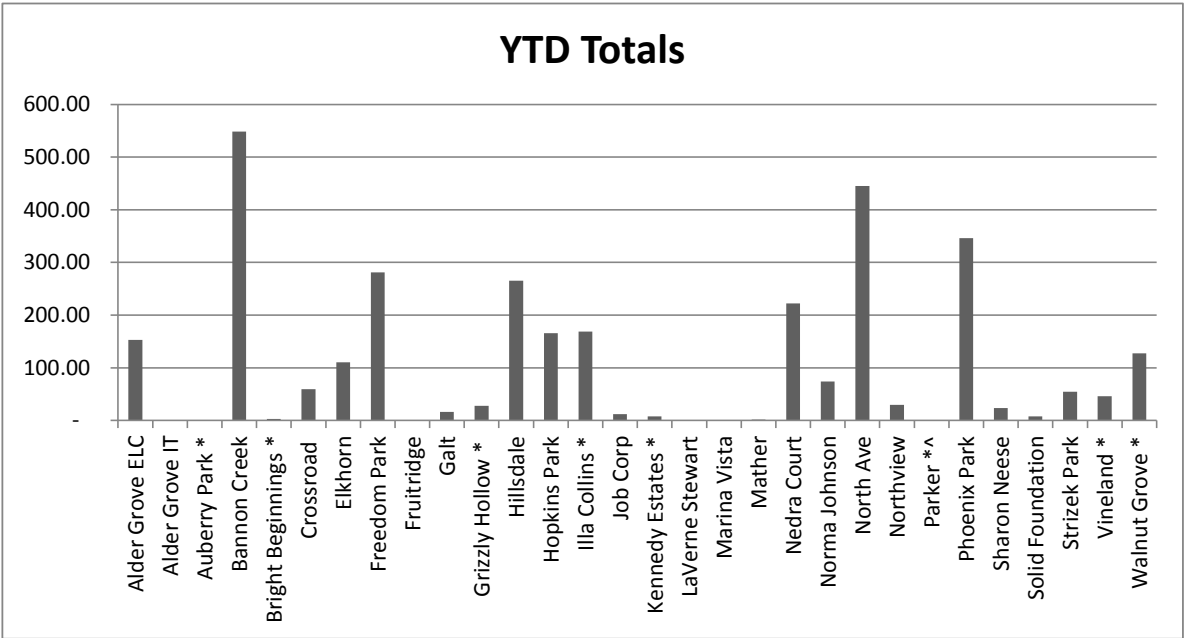
As of: **November 2015**

	YTD Total		Avg. Hours
	Hours	# Children	Per Child
Alder Grove ELC	152.65	40	3.82
Alder Grove IT	-	16	-
Auberry Park *	-	40	-
Bannon Creek	548.37	80	6.85
Bright Beginnings *	2.50	60	0.04
Crossroad	59.60	88	0.68
Elkhorn	110.25	116	0.95
Freedom Park	281.02	120	2.34
Fruitridge	-	80	-
Galt	16.00	120	0.13
Grizzly Hollow *	27.50	40	0.69
Hillsdale	265.48	120	2.21
Hopkins Park	165.60	80	2.07
Illa Collins *	168.80	40	4.22
Job Corp	11.93	36	0.33
Kennedy Estates *	7.50	40	0.19
LaVerne Stewart	-	40	-
Marina Vista	-	88	-
Mather	1.50	114	0.01
Nedra Court	222.15	60	3.70
Norma Johnson	74.05	68	1.09
North Ave	445.12	120	3.71
Northview	29.65	108	0.27
Parker *^	-	-	-
Phoenix Park	346.05	68	5.09
Sharon Neese	23.47	56	0.42
Solid Foundation	7.50	80	0.09
Strizek Park	54.67	40	1.37
Vineland *	45.93	40	1.15
Walnut Grove *	127.37	20	6.37
<b>TOTAL HOURS:</b>	<b>3,194.66</b>	<b>2,018.00</b>	<b>1.58</b>

\* Traditional sites open August to May

^ Parker - closed for renovations

**Parent Classroom Volunteers**



SETA In-Kind by Site

As of: **November 2015**

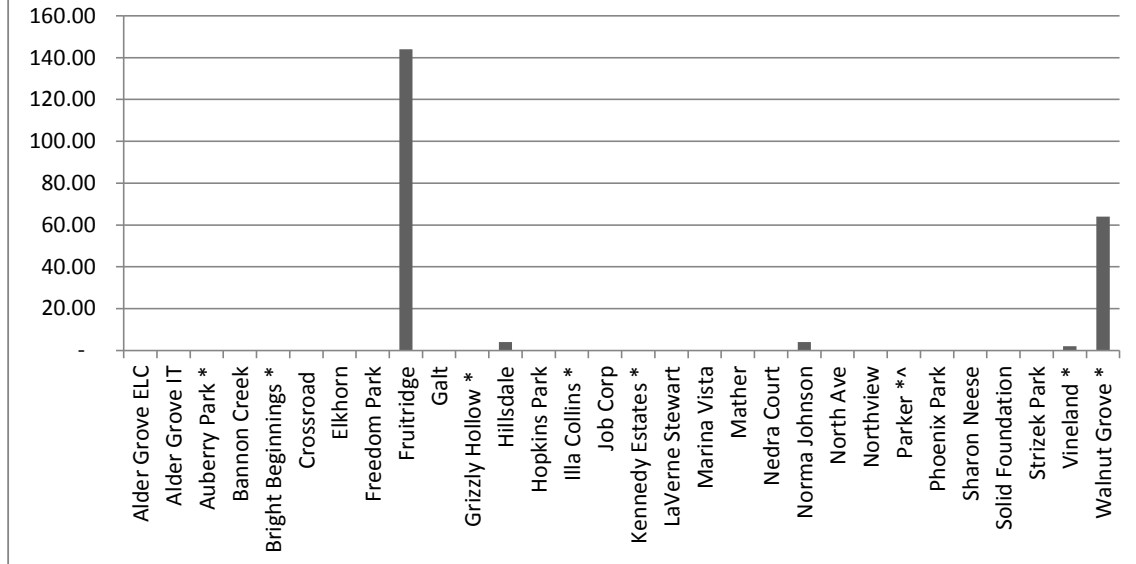
	YTD Total		Avg. Hours
	Hours	# Children	Per Child
Alder Grove ELC	-	40	-
Alder Grove IT	-	16	-
Auberry Park *	-	40	-
Bannon Creek	-	80	-
Bright Beginnings *	-	60	-
Crossroad	-	88	-
Elkhorn	-	116	-
Freedom Park	-	120	-
Fruitridge	144.00	80	1.80
Galt	-	120	-
Grizzly Hollow *	-	40	-
Hillsdale	4.00	120	0.03
Hopkins Park	-	80	-
Illa Collins *	-	40	-
Job Corp	-	36	-
Kennedy Estates *	-	40	-
LaVerne Stewart	-	40	-
Marina Vista	-	88	-
Mather	-	114	-
Nedra Court	-	60	-
Norma Johnson	4.00	68	0.06
North Ave	-	120	-
Northview	-	108	-
Parker *^	-	-	-
Phoenix Park	-	68	-
Sharon Neese	-	56	-
Solid Foundation	-	80	-
Strizek Park	-	40	-
Vineland *	2.00	40	0.05
Walnut Grove *	64.00	20	3.20
<b>TOTAL HOURS:</b>	<b>218.00</b>	<b>2,018.00</b>	<b>0.11</b>

\* Traditional sites open August to May

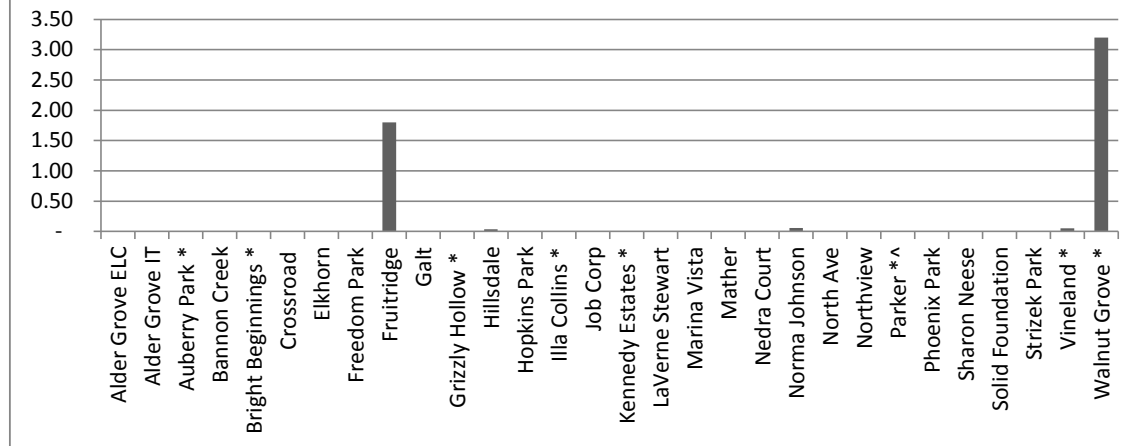
^ Parker - closed for renovations

**School Readiness Aides**

**YTD Totals**



**Avg. Hours Per Child**



SETA In-Kind by Site

As of: **November 2015**

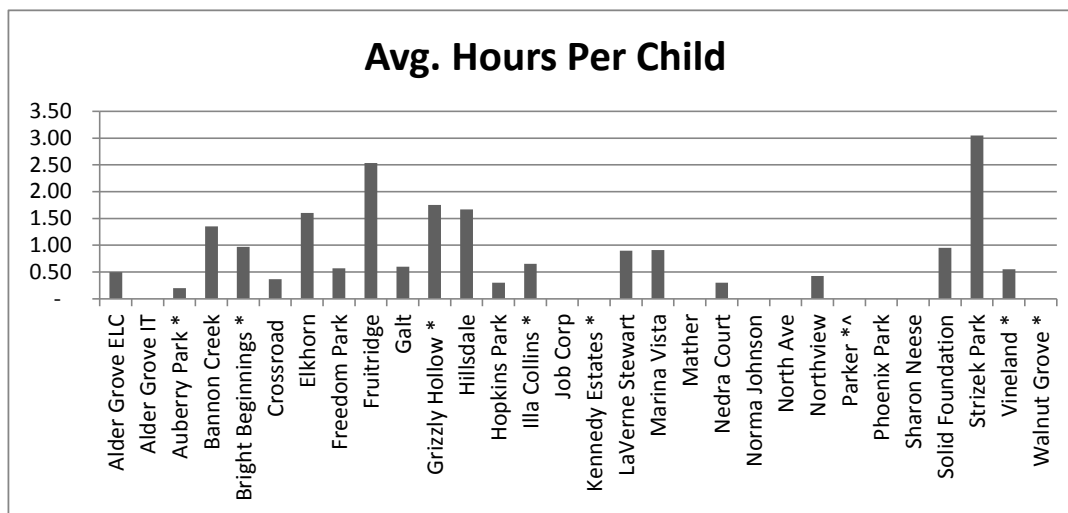
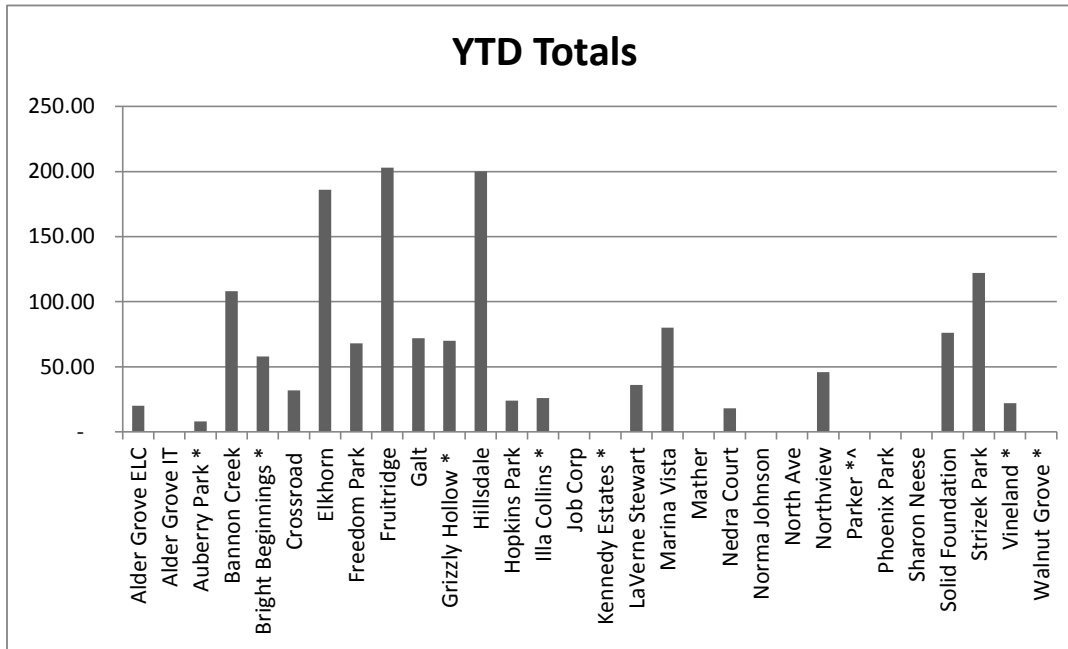
	YTD Total		Avg. Hours
	Hours	# Children	Per Child
Alder Grove ELC	20.00	40	0.50
Alder Grove IT	-	16	-
Auberry Park *	8.00	40	0.20
Bannon Creek	108.00	80	1.35
Bright Beginnings *	58.00	60	0.97
Crossroad	32.00	88	0.36
Elkhorn	186.00	116	1.60
Freedom Park	68.00	120	0.57
Fruitridge	203.00	80	2.54
Galt	72.00	120	0.60
Grizzly Hollow *	70.00	40	1.75
Hillsdale	200.00	120	1.67
Hopkins Park	24.00	80	0.30
Illa Collins *	26.00	40	0.65
Job Corp	-	36	-
Kennedy Estates *	-	40	-
LaVerne Stewart	36.00	40	0.90
Marina Vista	80.00	88	0.91
Mather	-	114	-
Nedra Court	18.00	60	0.30
Norma Johnson	-	68	-
North Ave	-	120	-
Northview	46.00	108	0.43
Parker *^	-	-	-
Phoenix Park	-	68	-
Sharon Neese	-	56	-
Solid Foundation	76.00	80	0.95
Strizek Park	122.00	40	3.05
Vineland *	22.00	40	0.55
Walnut Grove *	-	20	-

TOTAL HOURS: 1,475.00 2,018.00 0.73

\* Traditional sites open August to May

^ Parker - closed for renovations

Parent Food Aides





SETA In-Kind by Site

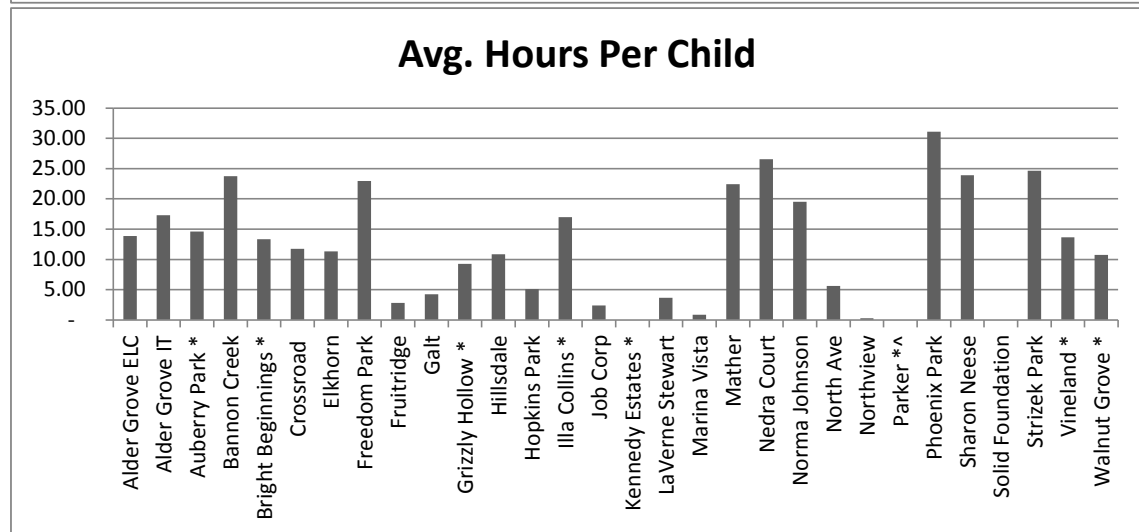
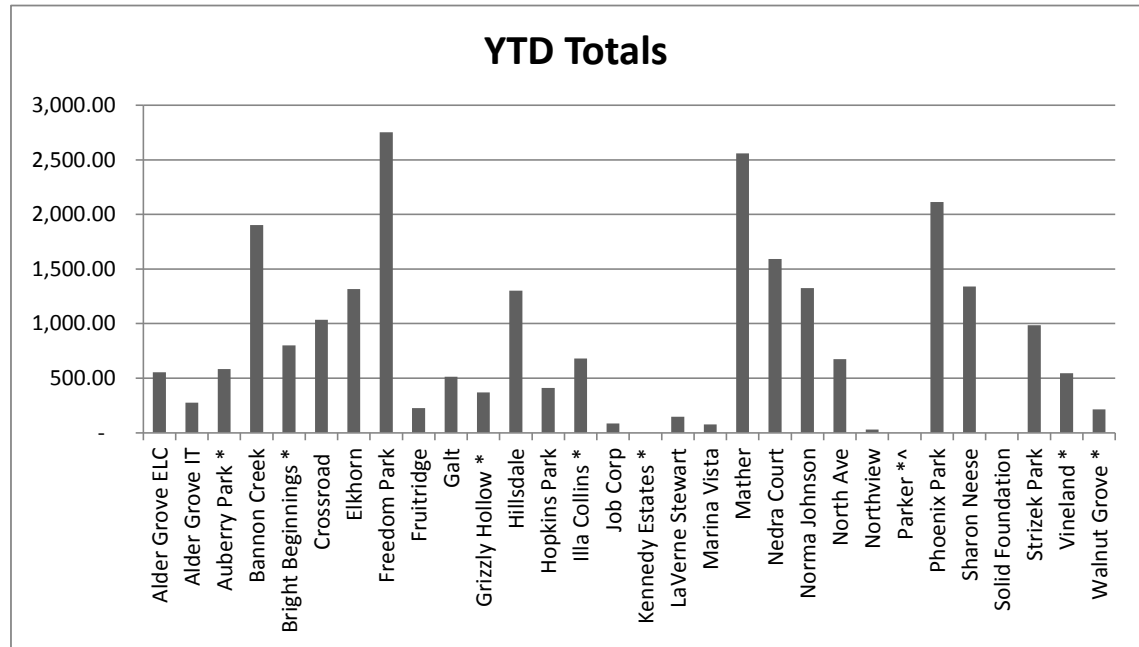
As of: **November 2015**

**FLIP**

	YTD Total		Avg. Hours
	Hours	# Children	Per Child
Alder Grove ELC	554.17	40	13.85
Alder Grove IT	276.49	16	17.28
Auberry Park *	584.50	40	14.61
Bannon Creek	1,901.84	80	23.77
Bright Beginnings *	801.50	60	13.36
Crossroad	1,035.17	88	11.76
Elkhorn	1,317.17	116	11.35
Freedom Park	2,752.00	120	22.93
Fruitridge	226.34	80	2.83
Galt	512.50	120	4.27
Grizzly Hollow *	370.00	40	9.25
Hillsdale	1,303.00	120	10.86
Hopkins Park	409.67	80	5.12
Illa Collins *	680.16	40	17.00
Job Corp	86.34	36	2.40
Kennedy Estates *	-	40	-
LaVerne Stewart	145.67	40	3.64
Marina Vista	75.33	88	0.86
Mather	2,558.17	114	22.44
Nedra Court	1,591.67	60	26.53
Norma Johnson	1,325.84	68	19.50
North Ave	672.84	120	5.61
Northview	29.50	108	0.27
Parker ^	-	-	-
Phoenix Park	2,112.67	68	31.07
Sharon Neese	1,340.00	56	23.93
Solid Foundation	-	80	-
Strizek Park	985.17	40	24.63
Vineland *	545.66	40	13.64
Walnut Grove *	215.33	20	10.77
<b>TOTAL HOURS:</b>	<b>24,408.70</b>	<b>2,018.00</b>	<b>12.10</b>

\* Traditional sites open August to May

^ Parker - closed for renovations



ITEM IV-B - INFORMATION

GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the attached Governing Board minutes of the November 5, 2015 meeting.

NOTES:

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

Minutes/Synopsis

*(Minutes reflect the actual progression of the meeting.)*

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

Thursday, November 5, 2015  
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:04 a.m.

Members Present:

Don Nottoli, Chair, Governing Board; Member, Board of Supervisors  
Sophia Scherman, Vice Chair, Governing Board; Public Representative  
Patrick Kennedy, Member, Board of Supervisors

Members Absent:

Jay Schenirer, Councilmember, City of Sacramento  
Allen Warren, Councilmember, City of Sacramento

- ➔ Recognition of long-term employee: **William Walker**, Workforce Development Manager: Mr. Roy Kim recognized Mr. Walker for 30 years of service to SETA.

**II. Consent Items**

- A. Minutes of the October 1, 2015 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council
- D. Approval to Modify California Employers Association's (CEA) Vendor Services Contract
- E. Approval to Add K Consulting to SETA's Vendor Services (VS) List

The consent items were reviewed; no questions or corrections.

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

- A. Approve the October 1, 2015 minutes
- B. Approve the claims and warrants for the period 9/25/15 through 10/28/15.
- C. Approve the modifications to the Policy Council bylaws.
- D. Approve the recommendation modification to California Employers Association
- E. Approve the recommendation to add K Consulting to SETA's VS list.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Scherman)  
Nay: 0  
Abstentions: 0  
Absent: 2 (Schenirer & Warren)

### **III. Action Items**

#### **A. GENERAL ADMINISTRATION/SETA**

##### **1. Election of Officers of the Sacramento Employment and Training Agency Governing Board**

Ms. Kossick reviewed the process by which officers are chosen for the SETA Governing Board.

Moved/Kennedy, second/Scherman, to elect Ms. Sophia Scherman as Chair and Mr. Jay Schenirer as Vice Chair for a one-year term to begin November 6, 2015.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Scherman)  
Nay: 0  
Abstentions: 0  
Absent: 2 (Schenirer & Warren)

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

Ms. Loretta Su introduced Mr. Ken Urrutia of Arthur J. Gallagher. Mr. Urrutia stated that last year, there was a 25% reduction in premiums. The proposed premiums for next year are less than what was paid four to five years ago.

Mr. Urrutia reviewed the quotes and stated that auto insurance went up because four new vehicles were added. The Directors and Officers insurance quote was marketed aggressively. One of the challenges he faced with the market was that SETA had 13 employment claims over the past ten years; four claims made against the agency in this year. This affects the premium. Some companies declined to quote due to the high number of claims. He was expecting an increase in the flood insurance but the premiums quoted were higher than expected. Some of the Head Start centers are in a flood plain. Overall, he is very happy with the quotes received.

In December, the Workers' Compensation Insurance premiums will be brought to the board for consideration.

Moved/Scherman, second/Kennedy, to delegate authority to the Executive Director to purchase the various coverages fundamentally consistent with the presentation.

Roll call vote:  
Aye: 3 (Kennedy, Nottoli, Scherman)  
Nay: 0  
Abstentions: 0  
Absent: 2 (Schenirer & Warren)

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Revised Job Specifications for Associate Teacher (Tier I, II and III) and Head Start Substitute Child Care Teacher

Mr. Nottoli opened a public hearing.

Mr. John Allen reviewed this item which will allow the agency to better recruit teaching staff. This item was reviewed and approved by the Head Start Policy Council.

No speakers before the board.

Moved/Kennedy, second/Scherman, to close the public hearing and approve the revisions for the Associate Teacher and Head Start Substitute Child Care Teacher job specifications as outlined in the board packet.

Roll call vote:  
Aye: 3 (Kennedy, Nottoli, Scherman)  
Nay: 0  
Abstentions: 0  
Absent: 2 (Schenirer & Warren)

4. Approval to Extend Marketing, Advertising, Graphic Design and Website Maintenance Services Agreement and Authorize the Executive Director to Approve Additional Extensions

Ms. Terri Carpenter reported that last November, the Governing Board approved a one-year contract with EMRL to do graphic design. Included in the action was the ability to extend the contract for two more years. Staff is pleased with EMRL's services and is requesting a one-year extension from November, 2015 through November 9, 2016, not to exceed \$60,000.

Moved/Scherman, second/Kennedy, to approve the extension of the agreement with EMRL, Inc. for marketing, advertising, graphic design and website maintenance services for the term November 10, 2015 through November 9, 2016 for a not to exceed amount of \$60,000 and authorize the Executive Director to sign the agreement and approve additional extensions.

Roll call vote:  
Aye: 3 (Kennedy, Nottoli, Scherman)  
Nay: 0  
Abstentions: 0

Absent: 2 (Schenirer & Warren)

**B. WORKFORCE DEVELOPMENT DEPARTMENT**

Refugee Services: None.

One Stop Services: None.

Community Services Block Grant:

1. Approval to Ratify the Deobligation of 2015 Community Services Block Grant (CSBG) Funding from the Greater Sacramento Urban League, and the Augmentation of 2015 CSBG Funding to the Salvation Army

Ms. Julie Davis-Jaffe reported that the Greater Sacramento Urban League notified SETA on September 21 of their intent to terminate their contract for Safety Net Services. The Salvation Army continues to provide services in the North Sacramento area and will be able to reprogram these funds with no problem.

Mr. Kennedy suggested that when organizations come to us for funding in the future, take their past performance into consideration.

Moved/Scherman, second/Kennedy, to approve the deobligation of \$24,200 in 2015 CSBG funds from the GSUL and the augmentation of \$10,000 in 2015 CSBG funds to The Salvation Army to provide Safety-Net services in the North Sacramento Area through December 31, 2015.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer & Warren)

2. Consideration of Non-Responsive Proposals and Approval to Waive the Electronic Submission Requirements for the PY 2016 CSBG Request for Proposals

Ms. Julie Davis-Jaffe reported that three proposals came in without the electronic version of their proposal (Sacramento County Department of Health and Human Services, Volunteers of America and Elk Grove Food Bank Services).

However, all three submitted their hard copy of the proposal, not their electronic version. The RFP included a requirement that written and electronic proposals be submitted by the deadline

The review team determined that failure to meet the electronic proposal deadline by these three respondents would not prevent an evaluation team member from accurately evaluating the written proposals. Therefore, staff recommends the approval of Option #1.

Ms. Scherman stated she is uncomfortable approving this waiver but she will agree to it; in the future, she will not approve waivers.

Mr. Thatch stated that the issue of timely submission of proposals has haunted the agency for years and the board has heard many excuses. The board has fundamentally held firm on submission dates, but when submission dates have been waived, it has caused issues. This board has the right to waive the issue. In past years, there was a requirement for proposers to submit eight to ten copies of their proposal; this board item recognizes how technology has improved with the requirement of electronic submissions. However, Mr. Thatch stated that he thinks this is a slippery slope.

Moved/ Kennedy, second/Scherman, to approve the waiver of the electronic submission requirements for the PY2016 CSBG Request for Proposals, provided that electronic proposals are submitted no later than November 6, 2015.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer & Warren)

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

**IV. Information Items**

- A. Report on American Express Corporate Account Rewards Points Program, FY2015: No questions.
- B. Fiscal Monitoring Reports: Mr. Kennedy requested clarification of the fiscal monitoring process and how issues are resolved, specifically with the Hmong Women's Heritage Association. Ms. Loretta Su replied that after the monitor found the issues, the service provider wrote a reimbursement check to SETA. There is no further action needed. If a finding is determined to require additional information submitted, service providers have 45 days to provide documentation to SETA. Staff does follow up if they do not comply within an additional 10 days.
- C. Employer Success Stories and Activity Report: Mr. Walker reported that Voxpro will be setting up a call center in Folsom.
- D. Dislocated Worker Update: No comments.
- E. Unemployment Update/Press Release from the Employment Development Department: No additional report.
- F. Head Start Reports

Ms. Denise Lee stated that recently, the Children and Family Services Department had an opportunity to expand their management staff. Ms. Lee introduced two new managers, Ms. Robyn Caruso and Ms. Martha Cisneros.

Ms. Robyn Caruso has worked with SETA as a Program Officer providing support to delegate agencies including the grant. She's now in charge of the Quality Assurance team, EHS child care program, and other programs.

Ms. Martha Cisneros has extensive experience in health, nutrition, and safe environments. Head Start is a very large network and she has heard great things about SETA.

The new structure will strengthen the services in the county. All managers will take a county-wide approach with the SETA-operated and delegate centers.

**V. Reports to the Board**

- A. Chair: None.
- B. Executive Director: Ms. Kossick thanked Mr. Nottoli for his work as Chair over the past year. Ms. Kossick wished Supervisor Kennedy an early Happy Birthday and congratulated Mr. Thatch for his 37<sup>th</sup> anniversary with SETA on November 1.
- C. Deputy Directors: None.
- D. Counsel: None.
- E. Members of the Board: Ms. Scherman reported that Elk Grove will be hosting their 15<sup>th</sup> Annual Veterans Day parade.
- F. Public: No comments.

At 11:13 a.m., the board recessed to take action on the Helping Others, Inc. annual meeting.

At 11:17 a.m., the SETA Governing Board reconvened.

The board adjourned into closed session at 11:18 a.m. Mr. Thatch stated that the first Closed Session item would be dropped from the agenda. In addition, there will not be a report out of closed session.

**VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR: *Dropped from the agenda.***

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

**CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

Pursuant to Government Code Section 54956.8. The Governing Board may discuss negotiations concerning the following property(ies) and person(s):

Address: 925 Del Paso Boulevard, Sacramento



Agency Negotiator: Kathy Kossick

Negotiating Party: McCuen Acoma Street Investors, LP

Under Negotiation: Price and Terms of Payment for Extension of Existing Lease

- VII. Adjournment:** The meeting was adjourned at 11:35 a.m. with no report out of closed session.

ITEM V – COMMITTEE REPORTS

COMMITTEE REPORTS

➤ Executive Committee

Critique of the November 17, 2015 Parent Advisory Committee meeting.

<b>GOOD!!!</b>
Thank you to all newly seated Board members for introductions.
Thank you to our SETA Head Start staff for introductions.
Thank you Ms. Alma Walton Hawkins and Ms. Tamora Smith (Parent Intern) for parent yearbooks.
Thank you Mr. Kenneth Tate for your commitment in attending all PAC board meetings.
<b>NEEDS IMPROVEMENT</b>
PAC Representative recruitment.
<b>REMINDERS</b>
Please be on time and be seated by 8:50 a.m.
Please turn off <u>all</u> electronic devices.
<b>No eating in the Board room.</b>
Please be recognized by the Chair before leaving your seat.
If you will be late or will not attend the PAC board meetings, please call or e-mail Jasmine Jamison, Chair, Marie Desha, or Nancy Hogan.

ITEM VI  
OTHER REPORTS

BACKGROUND:

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

- Chair's Report – Ms. Jasmine Jamison
- Policy Council Report(s): Ms. Penelope Scott, Ms. Natalie Craig, Ms. Charlotte Johnson, Ms. Monica Reynoso, and Ms. Georgina Schroeder
- Head Start Deputy Director's Report: Ms. Denise Lee
  - Monthly Head Start Report
- Head Start Managers' Reports
  - Lisa Carr - Family Engagement, Home Base, and ERSEA Services
  - Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services
  - Martha Cisneros - Health, Nutrition and Safe Environments Services
  - Karen Gonzales - School Readiness, Special Education and Mental Health Services

NOTES:



## **Head Start Monthly Report** **December 2015**

### **SETA Operated Program**

#### **Parent Engagement**

Workforce Development and Head Start have been collaborating on a few projects geared to help families increase access to jobs. We are excited to be working with Workforce Development to help our families gain access to education, job training and job seeking.

One of the projects we have been collaborating on is the CPEP grant that Workforce received to help reduce childhood poverty in our community. Nineteen single moms and a single dad met with case workers and began attending workshops on personal development, financial literacy, child development, and goal setting. These participants are working with an employment coach to help make them employment ready. Head Start staff is now working with these families to access Head Start and Early Head Start services. Of the 20 families enrolled, five have their children in the program. Our goal is to help families who qualify for care, to get into center based programs.

The other collaborative project is the Upper Land Park project. With staff from the Mark Sanders Job Training center, and the FSWS at Marina Vista and Alder Grove, the goal is to reduce the amount of unemployment in this area, which is at 14% compared to the 9% for the rest of the city. Both entities are working with parents to help them identify barriers that keep them unemployed or under employed, and to provide job training, educational opportunities, and personal development in order for families to gain better employment and move their families out of poverty.

Finally, our Parent Intern Project is one in which five parents applied, interviewed and were chosen to fill 5 intern positions on the Head Start side. The parent earns \$9.00 an hour, for up to 600 hours, all the time working in a position that will give them experience in the workforce. Workforce Development staff are assigned as Job Coaches, working with their intern to develop a resume, help with job search, to help them take typing tests to earn their certificate, and to help them navigate a work environment. One of the interns was hired on the basis of his experience at Head Start.

We are excited to work in collaboration with Workforce Development to help families access the skills they need to make them successful, and to move toward ending childhood poverty, one family at a time!

#### **Health, Nutrition, and Safe Environments**

The new Child and Family Services Manager, Martha Cisneros, joined the Health, Nutrition, and Safe Environments unit on November 2, 2015. Martha has participated in various unit meetings with most of the staff in the department as well as the agency as a whole. She will be meeting with delegate agencies in the next month or so, and will be visiting centers individually. Martha is currently in the process of assessing training needs for staff as well as other unit procedures to assist staff with current routings and referrals.

Our Health, Nutrition, and Safe Environments staff have been processing routings for children entering our program for the first time in addition to children currently enrolled who need special assistance meeting a medical requirement and/or need. Staff has also been working on processing special diet referrals as well as any other hearing and vision screening follow ups. They are currently processing 277 routings and referrals along with 174 special diets.

On November 18<sup>th</sup> Norma Johnson and North Avenue participated in a parent classes for Breathe California of Sacramento. Classes focused on lung health and asthma management. Twenty eight Head Start parents participated collectively along with three community partners and nine staff members. For more information on our partnership with Breath California of Sacramento, please contact Laura Moore, Program Specialist for Health, Nutrition, and Safe Environments.

### **Governance**

The annual PC/PAC meeting was held November 17 (PAC) and November 25 (PC). New board members were seated for program year 2015-2016 followed by parent and staff introductions. Parents were encouraged to attend meetings throughout the year. There were 16 (sixteen) PAC representatives seated and 11 (eleven) PC.

The final parent Toastmasters session for the program year was Friday, November 13. There were a total of 8 (eight) parents present. Ms. Kathy Kossick, Ms. Denise Lee, managers and staff were also present. There were a total of 4 (four) presentations (2-4 minutes) and evaluations (1-2 minutes). The speakers were Mr. Todd Woods (*"All about Todd"*). Mr. Woods shared that his Head Start experience helped him discover a man he didn't know existed and to be a better father. He shared he is a Vice Chair at the elementary school his son attends and a member of the bylaws committee. Other presentations were by Ms. Robin Blanks (*"All about Camping with My Husband"*), Ms. Linda Litka (*"What Makes Me Angry"*), and Ms. Jasmine Jamison (*"The Package Have Arrived"*). All presentations were polished and masterfully delivered. The opening, body, and ending was strong. Their eye contact, body movement, voice tone/variety and confidence, were all excellent. Ms. Jackie Bates and Mr. Kenneth Tate were the evaluators. The use of "so," "and," "and "you know," were few in number, if at all. Mr. Dan Bates was the time keeper; all presentations were timely. Staff encouraged parents to use learned public skills as leaders in everyday life, to advocate for their personal needs, their children and the community in which they live. Parents expressed their heartfelt gratitude to staff for providing training and thanked Ms. Jackie Bates (facilitator) and Mr. Dan Bates for their commitment and for equipping them with the skills to become confident public speakers. We look forward to the project continuing with a new group of parents.

### **Program Support Services**

#### **Quality Assurance (QA)Unit**

EHS Partners SCOE and River Oak Center for Children (ROCC) EHS Programs were monitored in November. Summary reports are being finalized and Exit Meetings are tentatively scheduled for December 11, 2015.

#### **Health and Safety Screening Review Follow-Up**

QA staff assigned as delegate liaisons are following up on corrective action plans submitted by delegate agencies. Onsite visits will be conducted to verify if non-compliance items have been rectified. Closeout letters pertaining to the August-September review results will go out by December 18, 2015.

### **Program Operations**

Fall DRDP Child Assessment data has been gathered for the Fall collection period. In preschool the highest scoring developmental levels are:

- Perceptual, Motor and Physical development 6.6
- Language and Communication 6.1
- Mathematics 6.1

This is the first time that Mathematics has been a higher scoring indicator. SETA has been making very focused efforts to support math skill acquisition and we are glad to see that this sub-domain has made strides.

The Preschool areas that will scored as developing areas are:

Scientific Reasoning 5.7

Literacy 5.9

In Early Head Start, the sub-domains were very closely aligned. Data identified strengths as:

Perceptual, Motor and Physical Development 4.8

Language and Communication 4.2

Developing areas are:

Cognition 4.0

Approaches to Learning 4.1

## **Elk Grove Unified School District**

### **Education Services Update**

Gerri LaCalle and Karin Nakahira-Young, instructional coaches, presented training on the California Preschool Learning Foundations and Frameworks Volume 3 and how teachers can use them to enhance science instruction in their classrooms. Teachers were given time to read and discuss the section pertaining to earth sciences in each of the volumes. After discussing the earth sciences section, teachers divided into groups and each group developed a plan for teaching an earth science lesson. Lesson plans were shared with the entire group enabling everyone to leave with five earth science lessons.

### **Enrollment**

The Elk Grove Unified School District Head Start Program is fully enrolled with 440 students in the program. Average Daily Attendance (ADA) for the month of November was 87%.

### **Disabilities Services and Mental Health Services Update**

Our program educators and clerks have worked closely with Catherine Barbero, PreK social worker and with Dr. Alicia Valero-Kerrick, PreK psychologist, to place students with an active IEP into the Head Start Program. There are 39 students with active IEPs being served which is nine percent (9%) of our Head Start student population.

### **Health Services Update**

Catherine Barbero, PreK social worker, is scheduling observations and follow-up meetings in response to needs discussed at the Co-Op meetings which were held at the following elementary sites: James McKee, Florence Markofer, Samuel Kennedy, Herman Leimbach, Sierra Enterprise, John Reith, Prairie Elementary, David Reese, Franklin Elementary, Maeola Beitzel, Isabelle Jackson, Florin Elementary, Charles Mack, Union House, and William Daylor between October 16 and 30, 2015. Family and Student Support Team (FASST) meetings have been scheduled to offer guidance and support to teachers and families of students of concern.

### **USDA Meals/Snacks**

Head Start students were served 7,558 meals during the month of November. This month's Elk Grove Meals/Snack calendars are 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 our monthly newsletter and individually by teachers.

“Safe Sleep for Babies”, a class for parents to learn what practices increase the possibility of infant death, myths

associated with infant sleep, and how safe sleep practices reduce risk, was held at Herman Leimbach Elementary School on November 3, and at David Reese Elementary School on November 7. Six (6) families attended the workshop at Herman Leimbach Elementary School. Seven (7) families attended the workshop at David Reese Elementary School.

“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 William Daylor High School on November 4, and at Herman Leimbach Elementary on November 5. Nine (9) families attended the workshop at William Daylor High School. Twenty-nine (29) families attended the workshop at Herman Leimbach Elementary School.

**Recruitment**

Individual registrations are taking place and thirty-one (31) students are on the wait list for the Head Start program.

**Sacramento City Unified School District**

**Health and Nutrition**

The Health, Nutrition and Safe Environments committee members attended their monthly meeting in November. Included in this committee are Head Start and Early Head Start Nurses, Health Clerks, the Data Specialist and the Facilities Licensing Specialist for safety issues.

Nurse Victoria Benson and Health/Nutrition Coordinator, Tammy Sanchez, attended the Child Development’s PIR Committee meeting chaired by Data Specialist, May Song. A summary of current PIR status was presented to the committee for all health and dental events as reflected in Child Plus. These PIR meetings will be held on a quarterly basis to assist with timeliness of sensory screenings, health and dental follow-up, and to assure more accurate data collection and data entry.

Since the beginning of the 2015-2016 school-year, Data Specialist, May Song, has been providing weekly email updates to the health and enrollment staff for Head Start/Early Head Start Programs regarding newly enrolled children. The Head Start (preschool) nurses have noted that this has been a helpful tool to alert them to newly enrolled preschoolers so that they may, in a more accurate and timely manner, identify preschoolers who are in need of medical and dental follow-up and sensory screenings.

Body Mass Index follow-up with parents continued in November for children who have been noted to be underweight, overweight and obese. The preschool nurses also reviewed health data for hemoglobin, lead status and pica behaviors in order to provide Registered Dietitian referrals and support for children with high risk status in these areas.

Nurses Victoria Benson, Lisa Stevens and Lori Souza presented Universal Precautions training to the instructional staff at the Professional Learning meeting on November 6<sup>th</sup>. Nurse Benson also presented on head lice and addressed the issue of head lice treatment resistance and measures to effectively prevent, identify, and treat head lice effectively.

Nurse Lisa Stevens continued her monthly attendance at the School Readiness Day at Edward Kemble Preschool in order to meet with parents and address any health concerns and provide sensory screening to preschoolers in the Head Start Home Base Program.

The preschool nurses continued to present health talks to parents in the Head Start and State programs this month. Topics such as preventing communicable illnesses, hand-washing, nutrition and dental health were addressed by the preschool nurses.

**Mental Health**

Social workers continue to support teachers and parents with children exhibiting challenging behaviors in the classroom and at home.

Social Workers completed Mental Wellness Observations in classrooms.

Ten Resource Staff began the training for Practice Based Coaching for CA CSEFEL Teaching Pyramid Implementation Five staff members are attending the Experienced Coach Cadre and five others are attending the New Coach Cadre.

**Family and Community Engagement**

During the November Professional Learning Social Workers presented a review session for Teaching Staff on how to complete the Family Partnership Agreement Goal Sheet.

A graduation gathering will be held on December 10, 2015 for the 10 staff persons who completed the Family Development Course.

Teachers met with families for the goal setting during Teacher-Parent Conferences.

May Song, Child Development Department, Data Information Technician presented a Child Plus Family Partnership Training to School Community Liaisons.

**Early Head Start & Home Based**

**Mental Health and Family and Community Engagement**

Selected EHS home visitors and other home visitors are finalizing their portfolios to move toward earning their credentials through the Family Development Credentialing Training program. Social Workers are continuing to facilitate this process.

Social Workers attended the Intensive Coaching Training for Teaching Pyramid.

EHS staff continue with the Family Partnership Process and following up with families with goal setting and updates.

Social workers continue to monitor and support the FPA process.

Social worker continues to provide support and consultation/case management to staff and making site visits and home visits.

Social worker finishing Mental Wellness Observations in the Infant Toddler Classrooms.

Social worker continues to provide mental health support to referred children and families in EHS.

Social Worker conducted a parent workshop for the November Home base Socialization: Topic: Positive Discipline with an emphasis on Attachment and Bonding and Supporting and Guiding the behaviors of very young children.

**Education**

In an effort to reach our 10% of children enrolled with special needs the resource staff in EHS has been collaborating with SCOE infant development program for referrals.

The EHS Home-based staff planned a parent meeting based on the questions that parents had in regards to social emotional well-being and child discipline. The parents were given the opportunity to lead the parent meeting by asking our social worker, Janet Love, questions that could help them to understand their own child's behaviors and temperament. In wrapping up the social we received parent input that they want to have a clothing and toy



swap at the December social. That way they can get rid of clothes their child has grown out of and acquire some that their child can fit in to currently. The exchange is on the agenda for the December social.

#### Preschool Home Base

Social worker continues to monitor and support the FPA process.

Social worker continues to provide mental health support to referred children and families

Social Worker conducted a parent workshop for the November Home base Socialization: Topic: Positive Discipline

#### Special Education

To date we have served 108 children with IEPs and an additional 13 children have pending IEPs. In EHS Basic we have 14 children with IFSPs and in EHS Expansion we 2 children with IFSPs.

The Special Needs Coordinator has been developing relationships with the Special Education Department and the speech therapists. Together with the Program Technician we are earning in-kind dollars for each minute preschool children in our Head Start funded programs are served with speech therapy. For the month of September we earned \$5,293.50 in speech services.

## **San Juan Unified School District**

### **Education Services Update**

All teachers completed their first DRDP assessment and began parent conferences this month. Parent conferences will continue into December. Teachers use the IDP Worksheet form with DRDP measures rated and grouped in the seven school readiness domains of development. All classrooms have started a new Creative Curriculum study entitled "Music Making". This study runs through the month of December. The letter focus is Uu, Yy, and Ww. The math activities include creating sets of 3-4 objects, adding and subtracting 1-2 objects from the sets, cardinality, and numerical comparisons.

### **Disabilities Services Update**

During the month of November, the children's play area in the Screening Center got a little bit of a "facelift" with some new materials. It is now a little more inviting and comfortable for the children's use while parents talk with staff. The Screening Center is still operating on a one-day per week Screening Schedule, and will continue to do so until Spring Registration time. Many IEPs were held this month, with children starting to receive services in a timely manner. Now that children have settled into a classroom routine, many more referrals have been submitted. It was a very busy month!

### **Mental Health Services Update**

The Mental Health Therapist participated 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 provided 50 parents with Self Esteem/Limit Setting workshops this month.

### **Health & Nutrition Services Update**

Staff has been informed that the FISKRS Project Orange Thumb Garden Grants are now available. SJUSD will support the application process for preschool classes. The application deadline is February 1, 2016.

Health continued to review students' health, nutrition, and immunization status, as well as completed and reviewed health files for newly enrolling students. The School Nurse completed and updated Individualized Student Health Plans for those who have health concerns. The health team screened children 1 day per week during November in the centralized screening room and also went out to the sites to do follow-up screenings. Smile Keepers completed dental screenings on children at the preschool sites this month.

### **Family and Community Partnerships Update**

Congratulations to staff for making the deadline for the completion of Head Start Parent Surveys; submissions were received from each and every classroom, leading to a great representation of the program. It was yet another successful team effort! Thanks to Donald, the turn-a-round time with the site data was extraordinarily quick. Teachers received the information and are taking the time to review the results. The ECE department is looking forward to the cumulative report.

### **Program Support/Staff Training Update**

Teachers and assistants were trained on various ECERS topics by Silvia Cane on November 6<sup>th</sup>. The topics covered included the substantial portion of the day and the importance of not crowding this time by overlapping structured small group activities, how to run transitional activities which are successful for children, and the importance of intentional teacher-child interactions. On November 20<sup>th</sup> Dee Johnston continued her series on CSEFEL, presenting the module on Resiliency and Vulnerabilities. The training began with a review of the ACE score tool and a Resilience Questionnaire.

### **Fiscal Update**

November was very busy with the completion of 1<sup>st</sup> Interims. SETA reports for Head Start and Early Head Start were signed and submitted. All programs were reconciled and State reports were filed. There is continued work on the integration prototype and the fiscal staff are preparing for a fiscal monitoring review next week.

### **Early Head Start**

This month, the classroom staff participated in a full day session on Meaningful Observation, the second presentation this year from Ramee Serwanga of SCOE. Teachers were able to expand on and discuss the connections to their DRDP 2015 session in August, and had time to reflect on what makes a good observation and how to document their observations of children's work and skills. The full day format allowed classroom teachers plenty of time to delve deeply into this critical piece of the assessment and planning process. Also this month, staff received their first DRDP 2015 assessment results, including classroom and individual data. Teachers were able to meet with parents and discuss the results with them during home visits and parent conferences this month. Parents gave input on home and school strategies to support their children's skill development and growth during the next few months.

The Home Based Teachers worked with Health staff and the School Community Worker to integrate services.

Student information was reviewed for thoroughness and accuracy. Missing items were defined and Home Based teachers are working to keep all files accurate and up-to-date. In addition, the Home Based Teachers and the registration department continued to meet and solidify procedures to maintain full enrollment. The HELP assessment results came back and Home Based teachers are studying the results to add to the data used to inform instruction during their visits to student's homes.

## **Twin Rivers Unified School District**

**Highlights:** challenges/successes, enrollment and attendance, on-going monitoring, DRDP-r, self-assessment, PIR, program highlights and significant program changes, expansion updates, etc.

### **Events**

All three TRUSD Head Start sites participated in the Hmong New Year's Celebration as we continue to celebrate diversity in our communities. Students and families were encouraged to dress in their cultural attire with staff for the event. The event included local high school dancers who performed for the students and then taught the students a few of the cultural dance moves. Hmong students also participated in a fashion show in which their cultural attire was showcased for all to admire. Students were treated to a Hmong activity involving ball tossing in which the balls assisted with community building and social skills development. For this event, parents tasted a cultural dish and enjoyed the live entertainment.

The three sites also conducted a Coat Drive as the cold winter weather is fast approaching. Families were encouraged to donate their gently used coats and sweaters the first week of the drive. The second week of the coat drive involved the washing of the coats and sorting for students and families to come pick a “new” coat. Many families were delighted to the treats of coats and sweaters and appear to appreciate the “exchange” event.

### **Professional Development**

On November 18<sup>th</sup>, the Head Start staff participated in the evening Professional Development workshop which focused on the development of Action Plans for their DRDP, CLASS and ECERS assessment results. Staff was given the opportunity to review their assessment data again and strategically plan for improvements with their students and classroom environment. The next workshop in January 2016 will focus updating the action plans, SUPERvision training and developing program action plans.

### **Components**

The newest Community Liaison, Christina Southivilay, came onboard in November 2015. All four Community Liaisons are continuing to meet with parents to complete the Family Partnership Agreements and beginning to follow-up on the goals. Community Liaisons also continue tracking the blood lead results, hemoglobin and lead risk. The inputting of information into Childplus also continues.

All students who did not participate in hearing, vision and dental screenings due to absences are being screened by the District Nurse at all three sites. The District Nurse and Health Assistant have finished reviewing the students’ files for medical concerns and continue to input the information into the Childplus database.

Our School Social Worker/Counselor continues providing classroom support to students having challenging behaviors and difficulties adjusting to the classroom environment. Classroom observations to assist with intervention strategies and behavioral techniques for all classrooms are also being provided by the Social Worker. Our third case staffing is scheduled for December 3<sup>rd</sup> to determine which students may require additional support from staff related to academic, behavioral or health concerns and parent meetings to further discuss any concerns.

The Speech and Language Pathologist (SLP) continues to screen students that have come to our attention from parent referrals during enrollment/intake process and the multidisciplinary meeting. Services for students with IEPS continue on a weekly basis. The second set of parent meetings will be held on December 3<sup>rd</sup> and 10<sup>th</sup>. The program anticipates meeting the 10% service to special needs students by January 2016.

The Education Component Leader continues classroom observations to assist with academic strategies and teacher coaching/mentoring. The results of the first DRDP assessment for students have been received and action plans developed for all classes. The Education Component Leader has also completed the CLASS observations and ECERS assessments for all staff.

The ERSEA Component Leaders and Community Liaisons are very busy calling families and recruiting families to get the program fully enrolled. Fliers for local business and community based agencies have been delivered for recruitment purposes. The ERSEA Component Leaders are busily enrolling to ensure fully enrollment of all sites is reached as soon as possible and the program is 99%

full with Oakdale and Rio Linda full but Morey having 2 vacant slots. The Program Design and Management component leaders continue updating the personnel files.

### **Policy and Parent Committees**

The November meeting was held at Morey on November 19, 2015. The agenda included monthly reports from October 2015, election of the Community Members and the planning of the Winterfest event for all three sites. The Parent Committee meetings were held at Rio Linda on November 18<sup>th</sup> and Oakdale on November 17<sup>th</sup>. Meetings will be held at all three sites in December 2015.

### **Parent Trainings/Meetings**

The Community Liaison facilitated parent meetings for November 2015 with a guest speaker from the District Office's Parent Involvement Department. The training was called Parent University and during the workshop parents brainstormed on future topics that would be of interest to them. The next parent meeting in December 2015 will focus on building relationships between teaching staff and parents to increase student success.

**Fiscal:** any information on recent audits, overview of projects and expenditures of ARRA funds as well as basic funds.

The HS Budget Analyst completed the October 2015 Fiscal reports and attended the PC meeting on November 19<sup>th</sup> to provide any overview of the budget process to the PC members.

## **WCIC**

### **Enrollment**

During the month of November 2015, WCIC's Enrollment was maintained at 100%.

### **Trainings**

**WCIC/Playmate Head Start Program's staff received the Mandated Reporters Training on November 6, 2015** by Courtney Wells, Training Specialist from The Child Abuse Prevention Center (CAPC). Ms. Wells gave an overview on Physical Abuse, Sexual Abuse, and Emotional Abuse. She discussed the Strengthening Families Six Protective Factors which are: Parental Resilience; Social Connections; Knowledge of Parenting and Child and Youth Development; Social and Emotional Competence of Children; Concrete Supports for Parents; and Nurturing and Attachment. Ms. Wells stated Sacramento County is approximately dealing with 28.8% physical abuse; 9.4% sexual abuse; 2.2% emotional neglect; 2.2% severe neglect; 0.8% caretaker absence; 0.6% at risk/sibling abuse; and 55.0% general neglect. She stated it is unlawful corporal punishment if an adult spansks and leaves a mark on the child's body more than 2 hours. She showed "First Impression, Exposure to Violence Video". Child care workers who work in the field of childcare are mandated reporters. They must make a report if there is at all a reason to suspect child abuse of any kind. Physical abuse can be an unexplained injury and it can be a re-occurring injury on a child. Psychomatic symptoms can be emotional abuse. It can cause severe anxiety and depression in a child. Behavior indicators can be sexual abuse and poor hygiene. If failure to report, staff can lose their credential. There are steps for making a child abuse report. Staff must call CPS @ (916) 875-KIDS or (911) Law Enforcement; and complete a written report within 36 hours. Forms can be downloaded from [www.ag.ca.gov/childabuse/forms.php](http://www.ag.ca.gov/childabuse/forms.php). Safe Surrender Law website is [www.babysafe.ca.gov](http://www.babysafe.ca.gov); phone number 1-877-babysafe. If staff has any questions, they may email Ms. Wells at [cwells@capcenter.org](mailto:cwells@capcenter.org).

**WCIC/Playmate Head Start Program's staff received a Bloodborne Pathogens Training on November 13, 2015** by Ms. Garnett Volkens, Health Consultant from SETA Head Start. Ms. Volkens addressed the staff on Epi Pen, Asthma and Bloodborne Pathogens. Ms. Volkens taught the staff how to handle an Epi Pen and how to administer the Epi Pen to a child. She stated not to touch the tip of the Epi Pen where the needle is located, because it will cause contamination. Ms. Volkens stated that if the Epi Pen is used it should be given at the

thigh area of the child over clothes, because it is the thickest tissue of the body. The needle is strong enough to go through the clothes. Once the Epi Pen is inside the child's thigh it should not be removed until the medicine is completely gone. She noted that staff should always check the dates of the Epi Pen in order to make sure that it has not expired. The Epi Pen should be stored at room temperature. While the child is receiving the medication, call (911) and contact the parents/guardians of the child.

Children who need to use an Epi Pen have food allergies to tree nuts, peanuts, shellfish, eggs, milk, wheat soy, and sesame. These are the most common food allergies in children and adults. A child will show a reaction by red rash, swelling on the eyes, mouth, nausea, itching, breathing difficulty, vomiting or even swelling of the tongue.

As a child care provider, we have to be aware of a child's reaction to current foods that are served. Ms. Volkens introduced the 3 A's that will help staff. They include **Awareness, Avoidance, and Action**. **Awareness** is to know what to do in an emergency and to know each child's allergies. Also making sure that all staff and volunteers who come into contact with the child knows the allergies. **Avoidance** is to read all labels and to clean surface tops in order to avoid cross contamination. **Action** would be having an action plan and making sure that staff knows what to do at all time.

**On November 13, 2015 Ms. Garnett Volkens' second Training was on Asthma.** Asthma is a chronic inflammation of the bronchial tubes. This will cause severe swelling and narrowing. The child will have difficulty breathing. Many doctors will refer to asthma as either an extrinsic or intrinsic. Children who have extrinsic are commonly known as allergic asthma at 90% and intrinsic asthma at 10%. The symptoms include shortness of breath, wheezing, coughing, and chest tightness. Ms. Volkens trained the staff on how to administer the Nebulizer and how to clean the Nebulizer after each use. There are three brands of medicine used to treat asthma: Aerochamber, Optichamber, and Vortex. Before giving the Metered Dose Inhaler make sure the date is not expired and how much dosage the child should receive. The medication must be shaken before attaching it to the spacer of the mask. The child must be breathing in the medicine and the mask is completely covering the mouth and nose. If the child does not response to the dosage, staff needs to call 911. Reading the dosage of the medicine is now easier. They now have a counter on the side of the medicine which indicates how much of the medicine is left inside. After every use the spacer must be cleaned with lukewarm water and liquid detergent for 15 minutes. Allow the spacer to air dry and place in an upright position.

**On November 13, 2015 Ms. Garnett Volkens' third Training was on Bloodborne Pathogens.** The staff watched a Bloodborne Pathogens video. The staff learned about three Bloodborne viruses which are: Hep B, Hep C, and HIV. There is no cure of Hep B; only medication for treatment. Once the individual has Hep B it will attack the liver. The individual will need about three shots a month to manage the Hep B; however, there is no cure. Hep C attacks the liver leaving scares called cirrhosis but it is more serious then Hep B. Hep C will cause death. HIV is the first stage and it will develop into AIDS. There is no cure for HIV; only medication will slow down the stages and a person will be able to live a little longer. These types of Bloodborne Pathogens are transmitted through needles, sexual contact and through body fluid exchange. In order to avoid these types of transmitted diseases it is recommended that the staff needs to be very careful in handling blood and body fluids. Staff should always use gloves at all times and to properly dispose bloody materials into waste hazard bags.

**WCIC/Playmate Head Start Program's staff and parents/guardians received an Oral Health Presentation on November 18, 2015** by Ms. Linda Mack Burch, MPH; Health Educator with the Sacramento County Department of Health and Human Services. Ms. Burch passed out a pre and post-test on Dental Health.

Ms. Burch spoke about dental care for infants and children. Her main focus was prevention and warning signs for tooth decay. Handouts were provided on the importance of dental care at a young age. Ms. Burch spoke about gum disease, signs of cavities, and what kinds of food that will cause tooth decay.

Children under the age of 1 year should use water and a damp cloth to clean the teeth and gum area. Babies

should not go to sleep with a bottle in their mouth because they will cause bacteria and early tooth decay in toddlers. After the age 1 to 2 years old, a rice size tooth paste without fluoride can be used. At the age 3-8 years old is when fluoride tooth paste can be used twice a day. Flossing should also be introduced to the child at this same time. Always make sure that children are supervised when brushing their teeth until the age of 8 years old. Parents need to know that tooth decay can be forwarded to their children; this is why sharing drinks and food are not recommended. The kinds of food children should stay away from are sugar drinks, coffee, candy and any food products that have high quantity of sugar; these foods and drinks will cause tooth decay. Children's major cavities are preventable.

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

None to report.

# SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start  
(As of 11/30/15)

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.

Agency/AFE (HS)\*(EHS)\*\*(CCP)\*\*\* Head Start #IEP (% AFE) Early Head Start #IFSP ( % AFE)

Twin Rivers USD (233)	16 (6.8 %)	N/A
Elk Grove USD (440)	39 (9 %)	N/A
Sacramento City USD (1,211)(144)	108 (8.6 %)	16(11%)
San Juan USD (668) (160)	75 (11.25%)	17 (10.6 %)
WCIC (120)	6 (5 %)	N/A
Early Head Start/ Child Care Partnership (84)***		4 (4.7%)
SETA (2028) (369)	206 (10.3 %)	74 (20.3%)
<b>County (4700)* (673)** (84)*** (Total 5,457)</b> (AFE- Annual Funded Enrollment)	<b>450 (9%)</b>	<b>111 (14%)</b>



# SETA Head Start Food Service Operations Monthly Report \*October 2015

**October 12th** - WCIC-Playmate closed.

**October 16th** - Teacher Training, many classes closed.

**October 17th** - Daddy and Me at the Crocker Art Museum, breakfast provided for 80 guests.

**October 19th** - Hopkins Park PM classes closed due to plumbing issues.

**October 21st** - Home Base Preschool Pumpkin Patch Trip - Lunch and snack provided for 120.

**October 22nd** - Home Base Pumpkin Patch Trip - Lunch and snack provided for 216.

**October 23rd** - Teacher Training, many classes closed.

**October 27th** - Illa Collin closed due to staffing.

**October 28th** - Walnut Grove closed due to water supply.

**Meetings & Trainings:**

None

**Total Number of Meals and Snacks Prepared for All Kitchens:**

Lunch	PM Snack	Breakfast	Field Trips
42,306	25,040	27,482	720

**Total Amount of Meals and Snacks Prepared** **95,548**

**Purchases:**

Food	\$83,716.50
Non - Food	\$14,634.97

**Building Maintenance and Repair:** **\$218.00**

**Janitorial & Restroom Supplies:** **\$0.00**

**Kitchen Small Wares and Equipment:** **\$7,197.23**

**Vehicle Maintenance and Repair :** **\$2,836.13**

**Vehicle Gas / Fuel:** **\$1,496.17**  
     Normal Delivery Days **22**



## SETA Head Start/Early Head Start

## Monthly Program Enrollment Report for School Year 2015 to 2016

Period: November 2015

Full Day Classes						
			Present Only		Present/Excused	
Center Name	Funded Enrollment	Total Days	ADA	% ADA	ADA	%ADA
Crossroad Gardens	44	18	37	84%	44	100%
Elkhorn	22	16	19	86%	22	100%
Freedom Park	44	16	36	82%	43	98%
Hillsdale	44	16	31	70%	39	89%
Job Corp	22	18	14	64%	19	86%
Marina Vista ELC	44	18	31	70%	40	91%
Mather	22	18	16	73%	21	95%
Norma Johnson	22	18	17	77%	22	100%
Northview	22	16	16	73%	21	95%
Phoenix Park	22	18	16	73%	21	95%
Sharon Neese	44	18	33	75%	42	95%

## SETA Head Start/Early Head Start

## Monthly Program Enrollment Report for School Year 2015 to 2016

Period: November 2015

Part Day Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	%ADA	ADA	%ADA
Alder Grove ELC	40	15	23	57%	31	78%
Auberry Park	40	14	31	78%	40	100%
Bannon Creek	80	16	63	79%	79	99%
Bright Beginnings	80	14	47	59%	55	69%
Crossroad Gardens	20	16	29	145%	39	195%
Elkhorn	80	17	61	76%	74	93%
Freedom Park	80	16	58	73%	75	94%
Fruitridge	80	16	59	74%	73	91%
Galt	120	16	93	78%	118	98%
Grizzly Hollow	40	14	32	80%	40	100%
Hillsdale	80	16	54	68%	76	95%
Hopkins Park	80	16	61	76%	76	95%
Illa Collin	40	14	30	75%	36	90%
Kennedy Estates	40	14	17	43%	20	50%
La Verne Sterwart	40	16	31	78%	38	95%
Marina Vista ELC	20	16	9	45%	13	65%
Mather	80	17	54	68%	73	91%
Nedra Court	60	16	41	68%	52	87%
Norma Johnson	40	17	24	60%	36	90%
North Avenue	80	16	65	81%	94	118%
Northview	80	16	53	66%	76	95%
Phoenix Park	40	16	29	73%	35	88%
Solid Foundation	80	16	58	73%	77	96%
Strizek Park	40	16	29	73%	38	95%
Vineland	40	15	32	80%	39	98%
Walnut Grove	20	14	12	60%	15	75%

## SETA Head Start/Early Head Start

## Monthly Program Enrollment Report for School Year 2015 to 2016

Period: November 2015

Early Head Start Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	%ADA	ADA	%ADA
Alder Grove Infant/Toddler Center	16	18	11	69%	15	94%
Crossroad Gardens	8	18	6	75%	8	100%
Elkhorn	16	18	13	81%	16	100%
Job Corp	16	18	11	69%	16	100%
Marina Vista ELC	8	18	6	75%	7	88%
Mather	8	18	10	125%	13	163%
Norma Johnson	8	18	5	63%	7	88%
Northview	8	18	5	63%	7	88%
Phoenix Park	8	18	6	75%	8	100%
Sharon Neese	16	18	11	69%	15	94%

<b>SETA Head Start/Early Head Start Enrollment Report</b>						
<b>(Enrollment as of the last service day of the month)</b>						
<b>Last Service Day of Month: 11/30/2015</b>						
<b>Site</b>	<b>Loc Id</b>	<b># Enrolled</b>	<b># Present</b>	<b># Absent</b>	<b># Term W/I 30</b>	<b>Total</b>
Alder Grove ELC	1247A	18	12	6	0	18
Alder Grove ELC	1247B	17	11	6	0	17
Auberry Park	1238A	20	18	2	0	20
Auberry Park	1238B	20	19	1	0	20
Bannon Creek	1200A	20	17	3	0	20
Bannon Creek	1200B	20	14	6	0	20
Bannon Creek	1200C	20	16	4	0	20
Bannon Creek	1200D	20	15	5	1	21
Bright Beginnings	1201A	20	17	3	0	20
Bright Beginnings	1201C	20	14	6	0	20
Bright Beginnings	1201D	20	18	2	1	21
Crossroad Gardens	1242A	20	10	10	0	20
Crossroad Gardens	1242B	20	17	3	0	20
Crossroad Gardens	1242R	23	19	4	0	23
Crossroad Gardens	1242X	22	18	4	0	22
Elkhorn	1255A	20	19	1	1	21
Elkhorn	1255B	20	14	6	1	21
Elkhorn	1255C	19	15	4	2	21
Elkhorn	1255D	20	15	5	2	22
Elkhorn	1255X	22	19	3	1	23
Freedom Park	1239A	20	18	2	2	22
Freedom Park	1239B	19	18	1	3	22
Freedom Park	1239C	19	18	1	2	21
Freedom Park	1239D	20	14	6	0	20
Freedom Park	1239R	21	15	6	1	22
Freedom Park	1239X	22	19	3	1	23
Fruitridge	1216A	19	15	4	2	21
Fruitridge	1216B	20	15	5	1	21
Fruitridge	1216C	20	14	6	1	21
Fruitridge	1216D	20	15	5	1	21
Galt	1234A	20	15	5	0	20
Galt	1234B	20	17	3	2	22
Galt	1234C	20	15	5	0	20
Galt	1234D	20	18	2	1	21

	1234E	20	15	5	1	21
Galt	1234F	20	16	4	2	22
Grizzly Hollow	1252A	20	16	4	0	20
Grizzly Hollow	1252B	20	15	5	0	20
Hillsdale	1228A	20	15	5	0	20
Hillsdale	1228B	19	13	6	1	20
Hillsdale	1228C	20	18	2	0	20
Hillsdale	1228D	19	15	4	1	20
Hillsdale	1228R	21	18	3	1	22
Hillsdale	1228X	21	16	5	1	22
Hopkins Park	1253A	20	15	5	1	21
Hopkins Park	1253B	20	18	2	0	20
Hopkins Park	1253C	18	17	1	2	20
Hopkins Park	1253D	20	13	7	0	20
Illa Collin	1221A	18	16	2	1	19
Illa Collin	1221B	19	15	4	1	20
Job Corp	1237X	21	18	3	0	21
Kennedy Estates	1240A	13	12	1	0	13
Kennedy Estates	1240B	10	8	2	0	10
La Verne Sterwart	1219A	18	17	1	2	20
La Verne Sterwart	1219B	20	15	5	2	22
Marina Vista ELC	1246A	15	11	4	1	16
Marina Vista ELC	1246R	23	16	7	3	26
Marina Vista ELC	1246X	20	18	2	3	23
Mather	1223A	20	11	9	1	21
Mather	1223B	19	14	5	3	22
Mather	1223C	19	14	5	2	21
Mather	1223D	20	18	2	2	22
Mather	1223X	21	18	3	2	23
Nedra Court	1244A	19	12	7	2	21
Nedra Court	1244B	15	11	4	3	18
Nedra Court	1244C	20	18	2	0	20
Norma Johnson	1214A	18	14	4	0	18
Norma Johnson	1214B	19	16	3	1	20
Norma Johnson	1214X	22	15	7	0	22
North Avenue	1256A	16	13	3	1	17
North Avenue	1256B	20	11	9	1	21
North Avenue	1256C	18	13	5	1	19

	1256D	16	10	6	0	16
North Avenue	1256E	13	10	3	4	17
North Avenue	1256F	15	8	7	4	19
Northview	1224A	20	9	11	1	21
Northview	1224B	20	18	2	2	22
Northview	1224C	20	17	3	0	20
Northview	1224D	20	13	7	2	22
Northview	1224X	22	17	5	0	22
Phoenix Park	1248A	18	16	2	1	19
Phoenix Park	1248B	18	15	3	2	20
Phoenix Park	1248X	22	17	5	1	23
Sharon Neese	1249R	21	17	4	1	22
Sharon Neese	1249X	21	18	3	1	22
Solid Foundation	1254A	18	16	2	2	20
Solid Foundation	1254B	20	17	3	0	20
Solid Foundation	1254C	20	16	4	0	20
Solid Foundation	1254D	20	17	3	0	20
Strizek Park	1225A	20	15	5	2	22
Strizek Park	1225B	19	16	3	2	21
Vineland	1211A	20	19	1	0	20
Vineland	1211B	20	15	5	0	20
Walnut Grove	1235A	16	15	1	0	16
Alder Grove Infant/Toddler Center	1212M	8	7	1	0	8
Alder Grove Infant/Toddler Center	1212U	8	5	3	1	9
Crossroad Gardens	1242U	8	8	0	0	8
Elkhorn	1255M	8	7	1	0	8
Elkhorn	1255U	8	8	0	0	8
Job Corp	1237M	8	6	2	1	9
Job Corp	1237U	8	7	1	0	8
Marina Vista ELC	1246U	7	6	1	1	8
Mather	1223M	7	6	1	0	7
Mather	1223U	6	5	1	0	6
Norma Johnson	1214U	7	7	0	1	8
Northview	1224U	8	6	2	1	9
Phoenix Park	1248U	7	5	2	2	9
Sharon Neese	1249M	8	6	2	2	10
Sharon Neese	1249U	8	8	0	0	8
<b>TOTALS for Head Start</b>		<b>1935</b>	<b>1535</b>	<b>400</b>	<b>102</b>	<b>2037</b>

	1821	
Drops w/in 30	93	
P/S Home Base	121	
Total	<b>2035</b>	
EHS Totals	114	
Drops w/in 30	9	
EHS Home Base	159	
River Oaks	60	
SCOE	36	
Total	<b>378</b>	
<b>GRAND TOTAL</b>	<b>2413</b>	

## 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: