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THOUGHT OF THE DAY: "It's choice, not chance, that determines your destiny."

Jean Didetch

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

DATE: Tuesday, January 19, 2016

TIME: 9:00 a.m.

LOCATION: SETA Board Room
925 Del Paso Blvd.
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.

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DISTRIBUTION DATE: WEDNESDAY, JANUARY 13, 2016

Parent Advisory Committee meeting hosted by:
Terri McMillin (Chair), Kenneth Tate (Vice Chair), Georgina Schroeder (Secretary),
Penelope Scott (Treasurer), Stephanie Brussard (Parliamentarian).

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"/> Harmony Almaguer, Freedom Park 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, Fruitridge 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"/> Vacant, Kennedy Estates Head Start

<input type="checkbox"/> Susana Hernandez, Nedra Court Head Start
<input type="checkbox"/> Melvin Singh, 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														
Monica Reynoso Seated 11/17	BC	X	U												
Emilia Herrera Seated 11/17	CR	X	U												
Marina Gallegos Seated 11/17	EHS/HB	X	X												
Vacant	EHS/HB														
Yesenia Rodriguez Seated 11/17	EL	X	AP												
Harmony Almaguer Seated	FP														
Diana Lopez Seated	FT	U	U												
Alejandra Placencia s/b/s 12/15	G		U												
Alicia Strouse s/b/seated 11/17	GH	E	U												
Vacant Seated	H														
Stacey Webster Seated 11/17	HB	X	X												
Vacant Seated	HB														
Fabian Gonzales Seated 11/17	IC	X	U												
Vacant Seated	HP														
Vacant Seated	JC														
Vacant Seated	JC														
Rachael Abila s/b/seated 11/17	K	U	U												
Vacant Seated	LVS														
Vacant Seated	MCBB														
Vacant Seated	MV														
Charlotte Johnson Seated 11/17	M	X	U												
Melvin Singh Seated	NA														
Susana Hernandez s/b/seated 11/17	NC	E	U												
Laura Guzman Seated 11/17	NJ	X	U												
Natalie Craig Seated 11/17	NV	X	E												
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	X											
Stephanie Brussard Seated 11/17	SP	X	X											
Vacant Seated	V													
Rafaela Casillas Seated 11/17	WG	X	X											
Vacant Seated	FPR													
Calvin Sheppard Seated 4/28	MAACC	E	E											
Jasmine Jamison Seated 11/17	OGC	X	X											
Penelope Scott Seated 11/17	GPR	X	X											
Kenneth Tate Seated 11/17	PPR	X	X											
Terri McMillin Seated 11/17	PPR	X	X											

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

- 1. First, call your Alternate(s) to see if they can attend in your place;**
- 2. Second, call Head Start Social Services/Parent Involvement Coordinator, Ms. Marie Desha, at 263-4082; and**
- 3. Third, please call the PAC Chair, Ms. Terri McMillin, at 646-6707 or 747-6224, 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

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

Representative Abbreviations

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

Attendance Record Abbreviations

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

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE DECEMBER 15, 2015 PAC MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the December 15, 2015 PAC meeting.

RECOMMENDATION:

Approve the minutes of the December 15, 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, December 15, 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 9:05 a.m. The pledge of allegiance was recited. Ms. Jamison read the thought of the day and called the roll; a quorum was established.

Members Present:

Marina Gallegos
Stacey Webster
Georgina Schroeder
Stephanie Brussard
Rafaela Casillas
Penelope Scott
Kenneth Tate
Terri McMillin
Jasmine Jamison

Members Absent:

Monica Reynoso (unexcused)
Emilia Herrera (unexcused)
Yesenia Rodriguez (AP)
Fabian Gonzales (unexcused)
Charlotte Johnson (unexcused)
Laura Guzman (unexcused)
Natalie Craig (excused)
Calvin Sheppard (excused)

Members to be seated but absent:

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

Alternates Present:

Melvin Singh, Alternate, North Avenue
Nicole Douglas, Alternate, Elkhorn

II. Consent Item

A. Approval of the Minutes of the November 17, 2015 Regular Meeting

There were no corrections or comments.

Moved/McMillin, second/Tate, to approve the November 17 PAC minutes as distributed.

Show of hands vote

Aye: 10 (Brussard, Casillas, Douglas, Gallegos, McMillin, Schroeder, Scott, Singh, Tate, Webster)

Nay: 0

Abstain: 1 (Jamison)

III. Action Item

A. Election of Parent Advisory Committee Officers 2015-2016

Those interested in serving as **Chair**: Terri McMillin; Ms. McMillin spoke of her interest in serving as the PAC Chair.

Aye: 10

Nay: 0

Abstention: 1 (Jamison)

Those interested in serving as **Vice Chair**: Kenneth Tate; Mr. Tate spoke of his interest in serving as Vice Chair of the PAC.

Votes:

Aye: 10

Nay: 0

Abstention: 1 (McMillin)

Those interested in serving as **Secretary**: Georgina Schroeder and Stephanie Brussard. Nominees spoke of their interest in serving.

Votes:

Georgina: 6

Stephanie: 4

Abstention: 1 (McMillin)

Those interested in serving as **Treasurer**: Penelope Scott; Ms. Scott spoke of her interest in serving.

Votes:

Aye: 10

Nay: 0

Abstention: 1 (McMillin)

Those interested in serving as **Parliamentarian**; Stephanie Brussard spoke of her interest in serving.

Votes:

Aye: 9

Nay: 0

Abstention: 1 (McMillin)

(Ms. Jamison out of the room during the vote.)

Moved/Tate, second/Schroeder, to approve the PAC officers for 2015-2016.

Votes:

Aye: 9 (Brussard, Casillas, Douglas, Gallegos Singh, Scott, Tate, Schroeder, Webster)

Nay: 0

Abstentions: 1 (McMillin)

(Ms. Jamison out of the room during the vote.)

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events – Ms. McMillin reviewed the calendar of events.

Ms. Desha stated that an update on the PAC Executive Committee time on January 21 will be discussed at the December 17 meeting.

- Parent/Staff Recognitions – None
- Community Resources-Parents/Staff – None
- Child Care Center Menu: No questions.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Saurbourne reviewed the monthly report as of November 30, 2015. We are four months into the program year and the budget is on track. Administrative expenses are at 10%. Ms. Saurbourne reviewed the child care partnership report; this program is doing well and the agency is expecting additional funding in January. The non-federal match has not yet been hit but it is early in the year. The American Express report was reviewed. Ms. Saurbourne urged new members to attend the upcoming Budget/Planning Committee meeting scheduled for January 12.

- B. Governing Board Minutes of November 6, 2014: No questions.

V. Committee Report

- Executive Committee Meeting Critique: Ms. Brussard read the critique.

VI. Other Reports

- Chair’s Report – Ms. McMillin asked if the board members would be okay with sharing their contact information. The board unanimously approved the distribution of the rosters.
- Policy Council Report(s): Mr. Tate reported on the last PC meeting held on November 24.
- Head Start Deputy Director’s Report: Ms. Denise Lee reviewed the reports included in the board packet. SETA operates 30 school sites and 120 school sites are operated by delegates. The Special Education report is a county-wide report. This report shows the number of children served that have a diagnosis of a disability. The target is to serve at least 10% of all Head Start children with an IEP. The Food Services Operation report shows meal service to SOP and WCIC centers.

Ms. Lee thanked Ms. Jamison for her work over the past couple of years. She was thanked for her outstanding leadership.

➤ Head Start Managers' Reports

- Lisa Carr - Family Engagement, Home Base, and ERSEA Services: Ms. Carr reviewed the enrollment report; as a county, we can say we have been fully enrolled for the past month. There are 30 days under Head Start Performance Standards to count a child if the spot is filled. As soon as a child is dropped, the goal is to replace the child immediately. The ADA tells what the average daily attendance of children present; it is currently running between 73-86%. There is no ADA for the home based program. The program self-assessment will begin in January and parents will be asked to participate in the process. Ms. Carr stated that there have been issues with full enrollment at Kennedy, Nedra (PM) North Avenue, Marina Vista and Walnut Grove. Staff is working to ensure the programs are all fully enrolled.

Ms. Douglas stated that found that a lot of parents not involved in Head Start have no idea what Head Start is all about.

Board members are encouraged to tell their friends and family that SETA/Head Start is a pre-school program for children 3-5 years of age. Any board member having ideas, please see Ms. Carr for recruitment ideas.

- Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services: Ms. Caruso stated that her team is also working on the self-assessment and will continue to do so until the end of January. Those interested will be participating in the committees, please notify Ms. Desha. Ms. Caruso stated that work will begin on the 2016-2017 grant which will be submitted to ACF May 31. The QA unit finished an intense review of River Oak and SCOE; they had great reviews. Twin Rivers reported on the data looked like it was really low; it has come to attention that TR USD used an old version of the data; their numbers were 35% but they are actually at 100%. Staff will be looking at creating procedures for indicators where there is less than 90% compliance. The EHS CCP program with KinderWorld and SCOE is going really well and is fully enrolled. The QA team will provide a comprehensive assessment of this program next month.
- Martha Cisneros - Health, Nutrition and Safe Environments Services: Ms. Cisneros stated that staff is working to identify needs for children to reach their health requirements. Areas being screened for include hearing, vision, obesity and asthma; it is important that children with issues are screened correctly. Staff is also working to identify children with special food allergies. Mr. Tate asked if information is being provided to parents regarding where to go for flu shots; Ms. Cisneros stated that pamphlets are being done in English and Spanish. In additions, pamphlets covering Lead, flu, and tuberculosis are being done in bullet form.
- Karen Gonzales: No report.

VII. **Center Updates**: No reports.

VIII. **Discussion**: None.

IX. **Public Participation**: None.

Tamara Knox and her team will be taking photos of the board.

X. **Adjournment**: The meeting was adjourned at 10:16 a.m.

ITEM III-A – ACTION

APPROVAL OF SELECTION CRITERIA FOR ENROLLMENT IN
HEAD START OR EARLY HEAD START PROGRAMS

BACKGROUND:

On an annual basis the Parent Advisory Committee is required to review and approve the Countywide Enrollment Selection Criteria for the Head Start and Early Head Start programs. In 2014-2015, the Head Start (preschool) Selection Criteria remained unchanged while the Early Head Start (infants/toddlers) Selection Criteria included slight revisions. Revisions made reflected a change in prioritization for teen moms due to the reduction in teen pregnancies in Sacramento County. Slight changes were also made to reduce duplication in categories. The Policy Council, Parent Advisory Committee and SETA Governing Board approved these changes in January 2015.

There are no recommended changes for 2015-2016.

Both the Selection Criteria for Sacramento County Early Head Start and the Selection Criteria for Head Start meet all requirements contained in 45 CFR 1305 Eligibility, Recruitment, Selection, Enrollment and Attendance and updated guidelines in accordance with the Head Start Act of 2007.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the Early Head Start Enrollment Selection Criteria and the Head Start Enrollment Selection Criteria for Sacramento County as attached.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-B – ACTION

ELECTION OF SETA-OPERATED
ALTERNATES TO THE POLICY COUNCIL

BACKGROUND:

This agenda item provides an opportunity for the PAC to elect five SETA-Operated Alternates to the Sacramento County Head Start Policy Council (PC). Bylaws provide six SOP slots on the Policy Council. There are four seated representatives and no alternates. Alternates will attend and serve as representatives when the representative is not able to attend.

The duties of Representatives include:

- ✓ Attend monthly Policy Council meetings held at the SETA Boardroom on the fourth Tuesday of each month at 9:00 a.m.
- ✓ Attend Committee meetings as needed
- ✓ Report to the PAC members information received and decisions made by the Policy Council

PC Bylaws referenced – Article III – Membership, Section 2A: Parent Representatives: The above parent representatives must be a parent of a child/children currently enrolled in the Head Start/Early Head Start program.

RECOMMENDATION:

That the Parent Advisory Committee elect six Alternates.

NOTES:

Alternates nominated:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-C – ACTION

SELECTION OF PARENT ADVISORY COMMITTEE MEMBERS 2015-2016

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee Representatives to select Standing and Program Area Committees for Program Year 2015-2016.

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

Parliamentarian (Stephanie Brussard),

- 2) Head Start Budget/Planning Committee Representatives
Overseen by: D'et Patterson & Denise Lee

Treasurer (Penelope Scott),

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

Secretary (Georgina Schroeder), Treasurer (Penelope Scott),

- 4) Parent Ambassador Committee
Overseen by: Alma Hawkins

- 5) Food Services Committee
Overseen by: Martha Cisneros

ITEM III-C – ACTION (continued)
Page 2

- 6) Men’s Activities Affecting Children Committee (MAACC)
Overseen by: Robert Silva

- 7) Program Area Committees
- ♦ Early Childhood Development & Health Services Committee
 - ♦ Parent, Family & Community Engagement Committee
- Overseen by: Martha Cisneros, Lisa Carr and Karen Gonzales

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

RECOMMENDATION:

That PAC members select committees in which they will participate.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-D – ACTION

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

BACKGROUND:

The Parent Advisory Committee is requested to select Representatives to serve on the Head Start Health Services Advisory Committee. This committee is an advisory group to the health program area plan, assists with creation of policies, and serves as one of our primary community resources for health information. Members on the committee include Head Start staff and parents and health professionals from the community with an interest in Head Start. The group meets two times per year for a dinner meeting. An interest in health would be appropriate for those serving on this committee. Ms. Martha Cisneros will be available to provide the date and time of the next committee meeting and answer questions.

RECOMMENDATION:

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

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM IV- A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information Items
- PC/PAC Calendar of Events – Ms. Terri McMillin
 - Parent/Staff Recognitions – Ms. Terri McMillin
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Patterson
 - PC/PAC Orientation & Officer Training Reports (oral) – Ms. Terri McMillin
 - Child Care Center Food Menu (attached)
 - Community Resources – Parents/Staff: Ms. Terri McMillin

NOTES:

CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
Governance Self-Assessment	Wednesday, January 20, 2016 1:00 – 2:30 p.m. Redwood Room
PAC Executive Committee	Friday, January 22, 2016 9:00 a.m. Olympus Room
PC/PAC Toastmasters Training	Tuesday, January 26, 2016 <i>(directly after the Policy Council meeting)</i> 11:30 a.m. – 12:30 p.m. Magnolia Room
PC Executive Committee	Thursday, January 28, 2016 9:00 a.m. Olympus Room
PC/PAC Budget/Planning Committee Refunding Grant Planning	Friday, February 26, 2016 9:00 a.m. Magnolia Room
PC/PAC Budget/Planning Committee Refunding Grant Planning	Friday, March 4, 2016 9:00 a.m. Olympus Room
PC/PAC Budget/Planning Committee Refunding Grant Planning	Friday, March 11, 2016 9:00 a.m. Olympus Room
PC/PAC Budget/Planning Committee Refunding Grant Planning	Friday, March 18, 2016 9:00 a.m. Olympus Room

SETA Head Start Menu

January 2016

*We Serve 1% Lowfat Milk

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	4 Breakfast: Oatmeal Cereal, Raisins, Pineapple Tidbits, Milk Lunch: Lemon Pepper Chicken, Cole Slaw, Tortilla, Orange, Milk Snack: Cottage Cheese, Cheese-It Crackers	5 Breakfast: Whole Grain Cheerios Cereal, Cantaloupe, Milk Lunch: Sliced American Cheese, Whole Wheat Bread, Potato Salad, Apple or Watermelon, Milk Snack: Lemon Dinosaur Crackers, Diced Mango	6 Breakfast: Whole Wheat Biscuit, Diced Peaches, Milk Lunch: Whole Wheat Tortilla, Beans, Shredded Cheddar Cheese & Lettuce, Tomato, Strawberries or Tangerine, Milk Snack: Banana, Strawberry Yogurt	7 Breakfast: Whole Wheat Bagel, Pineapple Tidbits, Milk Lunch: Spanish Rice with Chicken & Corn, Mandarin Orange, Milk Snack: Apple, Sun Butter	8 Breakfast: Blueberry Muffin, Banana, Milk Lunch: Sliced Turkey, Whole Wheat Bread, Baby Carrots, Cantaloupe, Milk Snack: Whole Wheat Tortilla, Bean Dip
Week 2	11 Breakfast: Multi-Grain Flakes Cereal, Apple, Milk Lunch: Beef BBQ Burger, Whole Wheat Bun, Mixed Vegetables, Cantaloupe, Milk Snack: Strawberry Banana Yogurt, Orange	12 Breakfast: French Toast Sticks, Diced Pear, Milk Lunch: Chicken Drumstick, Macaroni Salad, Tomato Slice, Apple or Watermelon, Milk Snack: Brown Rice Krispies Cereal, Milk	13 Breakfast: Oatmeal Cereal, Raisins, Pineapple Tidbits, Milk Lunch: Rice & Beans, Cabbage Salad, Strawberries or Tangerine, Milk Snack: Hummus, Vegetable Stick Melody	14 Breakfast: Crispix Cereal, Banana, Milk Lunch: Sliced Turkey, Whole Wheat Bread, Baby Carrots, Orange, Milk Snack: Gold Fish Crackers, Milk	15 Breakfast: Dreamy Orange Muffin Loaf, Apple, Milk Lunch: Sliced Turkey, Whole Wheat Bread, Cucumber Slices, Cantaloupe, Milk Snack: Cheese Quesadilla
Week 3	18 	19 Breakfast: Waffle Sticks, Applesauce, Milk Lunch: Beef Ravioli, Mini Whole Grain Bun, Spinach Salad, Orange, Milk Snack: Apple, Sun Butter	20 Breakfast: Whole Wheat Biscuit, Diced Peaches, Milk Lunch: Fiesta Dinner with Corn, Whole Wheat Tortilla, Cantaloupe, Milk Snack: Mini Whole Grain Bun, Sliced Turkey	21 Breakfast: Whole Wheat Bagel, Banana, Milk Lunch: Sliced Turkey, Whole Wheat Bread, Baby Carrots, Strawberries or Tangerine, Milk Snack: Cottage Cheese, Pineapple Tidbits	22 Breakfast: Banana Muffin, Orange, Milk Lunch: Swiss-American Cheese, Whole Wheat Tortilla, Zucchini Sticks, Canned Apricots, Milk Snack: Milk, Lemon Dinosaur Crackers
Week 4	25 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	26 Breakfast: Whole Wheat Bagel, Pineapple Tidbits, Milk Lunch: Vegetarian Chili, Saltine Crackers, Sunomono Salad, Canned Apricots, Milk Snack: Whole Grain Cheerios Cereal, Milk	27 Breakfast: Oatmeal Cereal, Banana, Milk Lunch: Cheese Enchilada with Sauce, Romaine Lettuce Salad, Orange, Milk Snack: Hummus, Vegetable Stick Melody	28 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	29 Breakfast: Blueberry Muffin, Apple, Milk Lunch: Tuna Salad, Wheat Thins Crackers, Baby Carrots, Cantaloupe, Milk Snack: Gold Fish Crackers, Milk
					

SETA Head Start Menu

Enero 2016

*Servimos leche descremada 1%

	lunes	martes	miércoles	jueves	viernes
Semana 1	4 Desayuno: Cereal de Avena, Piña Machacada, Pasas, Leche. Comida: Pollo con Limón y Pimienta, Tortilla de Trigo Integral, Ensalada de Col, Leche. Bocadillo: Requesón, Galletas Cheese-It.	5 Desayuno: Cheerios de Grano Integral, Melón, Leche. Comida: Queso Americano, Pan de Trigo Integral, Ensalada de Papa, Manzana o Sandía, Leche. Bocadillo: Galletas de Limón Dinosaur, Trozos de Mango.	6 Desayuno: Bizcocho de Trigo Integral, Durazno Picado, Leche. Comida: Tortilla de Trigo Integral, Frijoles, Queso Cheddar, Lechuga y Jitomate, Fresas o Tanjarina, Leche. Bocadillo: Plátano, Yogur de Fresa.	7 Desayuno: Bagel de Trigo Integral, Piña Machacada, Leche. Comida: Arroz Español con Pollo y Granos de Elote, Mandarina, Leche. Bocadillo: Manzana, Crema de Semillas de Girasol.	8 Desayuno: Mollete con Arándanos Azules, Plátano, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Zanahorias Tiernas, Melón, Leche. Bocadillo: Puré de Frijoles, Tortilla de Trigo Integral.
Semana 2	11 Desayuno: Cereal de Ojuelas Multigrano, Manzana, Leche. Comida: Hamburguesa de Res, Pan de Trigo Integral, Verduras Mixtas, Melón, Leche. Bocadillo: Naranja, Yogur de Fresa y Plátano.	12 Desayuno: Cereal de Ojuelas Multigrano, Manzana, Leche. Comida: Pierna de Pollo, Ensalada de Macarrón, Rebanada de Jitomate, Manzana o Sandía, Leche. Bocadillo: Cereal Integral Rice Krispies, Leche.	13 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.	14 Desayuno: Cereal Crispix, Plátano, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Zanahorias Tiernas, Naranja, Leche. Bocadillo: Galletas de Pescados Dorados, Leche.	15 Desayuno: Barra de Mollete Dreamy Orange, Manzana, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Zanahorias Tiernas, Naranja, Leche. Bocadillo: Quesadilla.
Semana 3	18 	19 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.	20 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.	21 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.	22 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.
Semana 4	25 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.	26 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.	27 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.	28 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.	29 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.
					

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 December 3, 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, December 3, 2015
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:05 a.m.

Members Present:

Sophia Scherman, Chair, Governing Board; Public Representative
Jay Schenirer, Vice Chair, Governing Board; Councilmember, City of Sacramento
Patrick Kennedy, Member, Board of Supervisors
Allen Warren, Councilmember, City of Sacramento
Don Nottoli, Member, Board of Supervisors

II. Consent Items

- A. Minutes of the November 5, 2015 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Resolution to Accept Community Services Block Grant (CSBG) Funds During the Next Five-Year Period and Authorize the Executive Director to Sign the Agreements and any Necessary Documents Pertaining to the Agreements
- D. Approval to Hire a SETA Retired Annuitant as a Temporary Consultant
- E. Addition to add TBenterprises to SETA's Vendor Services (VS) List

Consent items were reviewed; no questions or comments.

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

- A. Approve the November 5, 2015 minutes.
- B. Approve the claims and warrants for the period 10/29/15 through 11/24/15.
- C. Approve the resolution to accept CSBG funds during the next five-year period and authorize the Executive Director to sign the agreements and any necessary documents pertaining to the funding source.
- D. Approve the hiring of Mr. Warren Murphy, a SETA retired annuitant, as a temporary SETA consultant.
- E. Approve the addition of TBenterprises to SETA's VS list.

Roll Call Vote:

Aye: 5 (Kennedy, Nottoli, Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Review and Approval of Annual Auditor's Report and Financial Statements for Fiscal Year Ended June 30, 2015 (Loretta Su)

Ms. Loretta Su presented the annual audit for the fiscal year ended June 30, 2015. Ms. Su stated that this was a clean audit.

Moved/Schenirer, second/Kennedy, to approve the Annual Auditor's Report and Financial Statements of the Agency for the fiscal year ended June 30, 2015.

Roll Call Vote:

Aye: 5 (Kennedy, Nottoli, Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

2. Approval of Procurement of Workers' Compensation Insurance

Ms. Su stated that the Workers' Compensation insurance will expire 12/30/15; she introduced Mr. Ken Urrutia who provided a report. Mr. Urrutia reported that he received a favorable renewal quote from AIG; he also received a quote from Security National. He is still working on the quotes and expecting the board to be happy with the results.

Moved/Kennedy, second/Warren, to authorize the Executive Director to procure Workers' Compensation coverage for the calendar year 2016.

Roll Call Vote:

Aye: 5 (Kennedy, Nottoli, Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services

1. Concurrence with the Sacramento Works, Inc. Board to Approve the Request for Proposals for WIOA Youth Program Services Funded by Title I Funds for the Fiscal Year Beginning July 1, 2016

Ms. Terri Carpenter reviewed the process by which the RFP was developed. Two public hearings were held to hear testimony on ways to better serve local youth. The RFP focuses on 75% of funds on out-of-school youth, which is required under the Workforce Innovation and Opportunity Act.

There are 15 Youth Committee members including youth participants. Youth Advocates are located in the centers and work with the youth visiting the centers.

Moved/Schenirer, second/Kennedy, to concur with the Sacramento Works, Inc. board to approve the Request for Proposals for the WIOA Youth Program Services for the fiscal year beginning July 1, 2016.

Roll Call Vote:

Aye: 5 (Kennedy, Nottoli, Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

Community Services Block Grant:

2. Approval of Community Services Block Grant Funding Recommendations for Program Year 2016

Ms. Julie Davis-Jaffe reviewed the staff report. During the recent procurement, 29 proposals received requesting \$1,736,103. There was a ten member reader team that ranked the proposals into four categories. The Community Action Board reviewed and approved these funding recommendations at their November 18 meeting.

Mr. Nottoli stated that although there is over \$800,000 in self-sufficiency funds, he is concerned that the community need is not being addressed properly.

Mr. Thatch stated that this board has very broad discretion. Any requests to change the recommended funding needs to make sure it is consistent with procurement documents. This board has the discretion to go out with other types of procurement.

Ms. David-Jaffe stated that SETA will work collaboratively and build relationships with other safety net services provided. Mr. Thatch stated that we used to have a lot more money. The concept behind this grant is that these funds are always leveraged with other money to make a difference. These programs are not intended to be fully-funded through the CSBG program.

Speakers before the board:

1. Suzi Dotson, Executive Director, WIND Youth Services
2. Carolyn Brodt, Executive Director, Next Move
3. Nilda Valmores, Executive Director, My Sister's House

Ms. Scherman is passionate about My Sister's House and does not understand why they were cut. Ms. Scherman suggested \$8,000 be found somewhere to assist this program.

Ms. Kossick suggested that the board provide staff with a priority list of agencies to consider if we get more money.

Moved/Schenirer, second/Kennedy, to approve the staff recommendation up to the \$800,000. If the agency goes not received that much, the board authorizes a 1% across-the-board cut to fund My Sister's House. If the funding received is above \$800,000, the amount of \$800,000 would go to WIND youth services. Staff is directed to continue to work with WIND to find other discretionary funds and report back to the board.

Roll Call Vote:

Aye: 5 (Kennedy, Nottoli, Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

Mr. Warren left at 11:17 a.m.

C. CHILDREN AND FAMILY SERVICES

1. Approval of the Submission of a Change in Scope for the Early Head Start-Child Care Partnership Grant to the Administration of 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/Nottoli, second/Schenirer, to approve the submission of the Early Head Start Child Care-Partnership Change of Scope to the Administration for Children and Families/Office of Head 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).

Roll Call Vote:

Aye: 4 (Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Warren)

IV. Information Items

- A. Program Operator Monthly Report through September 2015: No additional report.

- B. Fiscal Monitoring Reports: No additional report.
- C. Employer Success Stories and Activity Report: No additional report.
- D. Dislocated Worker Update: Mr. William Walker provided an update on a call center that is downsizing; this call center specializes in student loan processing.
- E. Unemployment Update/Press Release from the Employment Development Department: No questions.
- F. Head Start Reports Ms. Denise Lee distributed copies of the annual report; additional copies are available. Ms. Lee reported back on the changes in vehicles; there were four new vehicles and one was totaled in an accident. The four old vehicles will go out to auction. Mr. Nottoli inquired whether there was a way our surplus vehicles could be utilized by someone needing a car. Ms. Kossick stated that staff will contact DHA to see if they still utilize surplus vehicles.

V. Reports to the Board

- A. Chair: Ms. Scherman wished everyone a nice holiday season.
- B. Executive Director: Ms. Kossick stated that the agency is transitioning to the new Workforce Innovation and Opportunity Act. A one page description of what the new membership will be was distributed. In January staff will be coming forward with a process to do the recruitment of applicants. It is expected that the board will be presented with suggested nominees for the board in March. It is expected that the board will have 25 members and 51% will have to be from the private sector.
- C. Deputy Directors: Mr. Roy Kim reported that the first public input hearing on WIOA will be held December 16.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No report.

Mr. Thatch stated that the first closed session has been dropped from the agenda. The second will go forward but he does not expect a report out of closed session.

The board retired into closed session at 11:38 a.m.

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

CLOSED SESSION: CONFERENCE WITH 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 11:50 a.m. with no report out of closed session.

ITEM V – COMMITTEE REPORTS

COMMITTEE REPORTS

➤ Executive Committee

Critique of the December 15, 2015 Parent Advisory Committee meeting.

GOOD!!!
Thank you Ms. Jasmine Jamison for an outstanding job as PAC Chair for the 2014-2015 Program Year.
Congratulations to newly elected officers: <ul style="list-style-type: none">• Ms. Terri McMillin, Chair• Mr. Kenneth Tate, Vice Chair• Ms. Georgina Schroeder, Secretary• Ms. Penelope Scott, Treasurer• Ms. Stephanie Brussard, Parliamentarian
Thank you Ms. Tamara Knox and team for your hard work on the group photo session.
Thank you Ms. Denise Lee and managers for providing thorough reports.
NEEDS IMPROVEMENT
Attendance. Please make every effort to attend meetings.
REMINDERS
Please be on time and be seated by 8:50 a.m.
Please turn off <u>all</u> electronic devices.
No eating in the Board room.
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 Terri McMillin, 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
- Policy Council Report(s): Ms. Penelope Scott, Ms. Natalie Craig, Ms. Monica Reynoso, and Ms. Georgina Schroeder
 - ✓ Monthly Head Start Report (attached)
 - ✓ Quality Assurance Reports (attached)
- Information and Resources – Ms. Marie Desha
(Parent Resource Information: Performance Standards, bylaws, the Brown Act, and Roberts Rules of Order. Additional parent resources are available on the web: www.headstart.seta.net)
- Jeopardy: The Head Start Way – Ms. Alma Walton Hawkins

NOTES:

SETA has been notified that there will NOT be a Federal Review during the months of January through September 2016.



Head Start Monthly Report January 2016

SETA Operated Program

Family Engagement

We have been very pleased that Sacramento County has made full enrollment since the beginning of our program year (August). We continue to look for ways to get the word out about EHS/HS and all of the wonderful things we offer as a program. At our county-wide meetings we have been strategizing ways to publicize to parents about what are program can do for children and families.

We are also embarking on our annual self-assessment. This year the Family Engagement unit will focus on the mandated 45 day screening results, and the partnership process with parents. This gives our agency an additional opportunity to ensure that the services we say we are providing, is truly being offered.

Health, Nutrition, and Safe Environments

Our Health, Nutrition, and Safe Environments staff continues to process 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 December 10, 2015, Health, Nutrition, and Safe Environment staff participated in the Otoacoustic Emissions (OAE) hearing screening training that was provided by Sarah Buhre, Deaf/Hard of Hearing Education Specialist for Contra Costa County Office of Education Early Start Program. Children in our program who do not pass the initial hearing screening, conducted in our centers, are referred to Health, Nutrition, and Safe Environment Staff to have an additional screening using the OAE equipment. We currently have 49 audiometers, which are used in the centers and two OAE machines which are only used by Health, Nutrition, and Safe Environment Staff.

Governance

Ms. Belinda Malone and Ms. Susan Adams facilitated a School Readiness Aide (SRA) Orientation Thursday, December 10 at SETA. The training was a success and parents were excited about the opportunity. Amazingly, one of the parents is a great grandmother! The attendance was low because training was a make-up session. Another SRA orientation will be scheduled in February or March. Thank you, Belinda and Susan for facilitating training.

The PC/PAC *Meet and Greet Breakfast* was held December 10 at SETA in the Sequoia Room. The event was a huge success and can be attributed to PC/PAC Executive committee member's involvement in planning the event. There were thirty-five (35) parents and staff in attendance, and it was apparent everyone was having an enjoyable experience getting acquainted because of the amount of laughter and conversation. The purpose of the *Meet and Greet Breakfast* was for parents to have an opportunity to get to know each other as a new board and

prior to the election of officers. Mr. Kenneth Tate (former PC Vice Chair), was an excellent facilitator and executive officers did an awesome job sharing their experience as an officer. Thank you Mr. Kenneth Tate (former PC Vice Chair), Ms. Amanda Self (former PC Secretary), and Ms. Robin Blanks (former PC Treasurer) for an impressive successful *Meet and Greet Breakfast* that surpassed last year's event.

PC/PAC officer elections for program year 2015-2016 were held last month. PAC officers were elected Tuesday, December 15 and PC officers elected Wednesday, December 16. PAC officers: Ms. Terri McMillin (Chair), Mr. Kenneth Tate (Vice Chair), Ms. Georgina Schroeder (Secretary), Ms. Penelope Scott (Treasurer), and Ms. Stephanie Brussard (Parliamentarian). PC officers: Mr. Kenneth Tate (Chair), Ms. Linda Litka (Vice Chair), Ms. Amanda Self (Secretary), Mr. Reginald Castex (Treasurer) and Mr. Dennis Perez (Parliamentarian). Congratulations to all new PC/PAC new officers, 2015-2016 program year! We look forward to an exciting and productive year as parents and staff partner together in decision making to ensure quality service delivery to Head Start/Early Head Start children and families.

Program Support Services

Quality Assurance and Monitoring Unit QA Exit Meetings for the monitoring reviews for EHS Partners River Oak Center for Children (ROCC) EHS and Sacramento County Office of Education (SCOE) EHS were held on December 11, 2015.

Health and Safety Screening 2015 Follow-Up Follow up visits to closeout corrective action plans from the August-September 2015 review were conducted. Letters to Delegates were sent out stating which actions items have been closed out (completed), in-progress or still outstanding (not addressed as of 12/18/2015).

Program Operations

SETA classrooms have been assessed using the CLASS tool which measures teacher-child interactions.

Preschool scores are:

CLASS Domains	SETA Scores	National Averages
Emotional Support	6.21	6.10
Classroom Organization	5.71	5.83
Instructional Support	3.08	2.9

Early Head Start scores are:

Toddler CLASS Domains	SETA Scores	National Averages
Emotional & Behavioral Support	6.4	National Scores not available
Engaged Support for Learning	3.4	National Scores not available

Elk Grove Unified School District

Education Services Update

Vanessa Sibley from Risk Management delivered CPR and First Aid training to teachers on a traditional calendar. The California Department of Social Services Community Care Licensing requirements stipulate that PreK teachers must receive CPR and First Aid training every other year. Teachers on a modified-traditional calendar will receive training in January.

Enrollment

The Elk Grove Unified School District is funded to serve 440 students and is fully enrolled. The average daily attendance (ADA) was 85%.

Disabilities Services and Mental Health Services Update

Our program educators and clerks have worked closely with Kate Barbero, PreK social worker and with Alicia Valero-Kerrick, PreK psychologist, to place students with an active IEP into the Head Start program. There are 41 students with active IEPs being served which is nine percent (9%) of our Head Start student population.

Health Services Update

Program educators continue to monitor files and provide additional support to families to ensure that children who need health services receive them.

USDA Meals/Snacks

Head Start students were served 7,032 meals during the month of December.

Recruitment

Individual registrations are taking place and twenty-eight (28) students are on the wait list for the Head Start program.

An internal office calendar with registration dates for January through June has been created to ensure sufficient time is allotted to have full enrollment by the end of June for the 2016 -2017 school year.

Sacramento City Unified School District

Health and Nutrition

This month marked the completion of the semester's clinical rotation with School Nurse Victoria Benson for the RN to BSN student from California State University, Sacramento. Nurse Benson planned a variety of clinical experiences for her nursing student during the semester, including a supervised home visit to a preschooler, his sibling, and both foster care parents.

On December 1, Nurse Benson also welcomed two CSUS senior nursing students who shadowed her during her work day as part of the student's community health nursing rotation.

Early Head Start's new School Nurse, Alyssa Quain, was welcomed to the Health, Nutrition and Safe Environments Committee meeting held on December 10. Nurse Quain gave an overview of the upcoming SB 277 changes to the personal beliefs exemptions and what it will mean to registering children in the Child Development Programs.

Dr. Richard Pan, the creator of SB 277, was very active in supporting Sacramento City Unified School District's School Nurses. Dr. Pan was the facilitator of medical case studies gleaned from the School Nurses' health encounters with students and their families in the district. Nurse Benson participated in a number of these case studies through the years and states that these teaching experiences proved to be very valuable.

A portion of the Health, Nutrition and Safe Environments (HNSE) Committee meeting was also devoted to reviewing the protocol for the upcoming Self-Assessment process. Self-Assessment committee members will soon audit a sampling of files in selected Head Start and State classrooms and a date was selected to review the HNSE Service Area Plan in January.

Education

During the month of December, Professional Learning focused on the topics of Pre-K Math and a Safety and Supervision Focus. Pre-K Math, Numeracy for Children was presented by consultant Jon Dueck. He provided a

hands-on workshop with activity ideas teachers could take back to their classrooms. The Safety and Supervision Focus provided training regarding properly assessing fire extinguishers, exit and evacuation maps, and outdoor play areas. Training for Balanced Literacy Cohort 3 occurred with consultant Andy Hess presenting.

Mental Health

All Social Workers and Resource Teachers are receiving Teaching Pyramid Coaching Certification training from WestEd. Five staff members are completing a one-year intensive training and others are attending the two-year apprentice training. Staff have been observing staff and attending team coaching meetings to support SCUSD staff as well as SETA and other delegate staff. Module 2 Teaching Pyramid training was done on December 11. The 5 intensive coaching trainees were attendees as well as 5 classroom staff teams. Social workers are also following up on referrals for children that did not pass their social and emotional assessments. They are supporting teaching staff as well as parents with children with challenges in the classroom.

Family and Community Engagement

The first goal setting was done with families before the Thanksgiving break. During the first week of December, goal sheets were collected and needs were being responded to by the School Community Liaisons and School Social Workers. Three staff and one parent attended the NHSA Parent Engagement conference in San Diego. There were wonderful speakers and break-out sessions. The parent who attended has a child in our full inclusion program and was able to obtain many resources and connections with other parents of children with special needs. It was a very fruitful experience for all the attendees.

San Juan Unified School District

Education Services Update

Teachers implemented a new study called "Making Music" this month. There are various directions that these class investigations could take; for example, who works with music for their jobs, what different types of music are there, how can we make music with our voices, and what types of instruments can we play by hitting, tapping or shaking? The letter focus for this month is Tt, Oo, and Xx. The math concepts this month included Addition/Subtraction of 6-10 Objects and Counting (1-10, 1-20).

Disabilities Services Update

During the month of December, the SJUSD Early Childhood Education department welcomed Jessica Losh as she began to take on her new responsibilities as the most recent addition to the Lead Teacher team supporting Preschool programs. In addition to site support, she will be the Disabilities Content Specialist back-up. It will be wonderful to have another person on the Care Management Team, and she will gradually be participating in Screening procedures and IEP support, along with some of the Disabilities monitoring responsibilities.

Mental Health Services Update

The Mental Health Therapist provided Holiday Stress Management parent support workshops throughout the month of December. He also provided families with community resource phone numbers in the event of a need or crisis over the school break. Providing these additional resources ensures that families continue to be supported during the recess in classes, as the need doesn't go away just because of the holiday.

Health & Nutrition Services Update

Health continued to review students' health, nutrition, and immunization status, completing and reviewing health files for children enrolling in the 2015-16 school year. The School Nurse worked to complete and update Individualized Student Health Plans for those who have health concerns. Health screened children one day a week in December, except during the holiday week. Health also visited school sites to do follow-up screenings and monitoring. Smile Keepers will start again in March 2016. Children that do not have dental insurance and need treatment (rated at a #3, or #2 by Smiles for Kids) are being called to see if they would like to participate in the Smiles for Kids program. The Nurse also wrote Individualized Education Plans for several students.

Family and Community Partnerships Update

Due to the contribution of \$160,000.00 from the SJUSD Family and Community Engagement Services department, 7 ECE staff were able to attend the Head Start Parent, Family and Community Engagement Conference in San Diego! This money will also be used to support professional development for staff, parent education, and support for ELD families. Here's to a successful, ongoing collaboration.

Transition Services Update

On Tuesday, December 8, General Davie Center celebrated the Grand Opening of a Family Resource Center hosted by the First 5/School Readiness Team in conjunction with the Arcade Community Center and the SJUSD Family and Community Engagement Department. This new center will be a wonderful resource for the ECE community including holiday help, classes, free family events, and more. This grand opening event also had information for families with children going into kindergarten, and will serve as a great resource in helping with the transition for families.

Program Support/Staff Training Update

Teachers and Assistants were trained on Guided Language Acquisition Development (GLAD) strategies for preschool classrooms. One of the strategies demonstrated was the use of an Observation Chart. The chart features a photo that is big enough for a large group of children to view (8x11). Chart paper is attached to the image and children are asked "What do you observe?" Teachers take dictation from each child, writing exactly what each child says, and then date the chart. This chart is then hung on the wall low enough for children to access the photo and the writing. Multiple charts are used and children later compare what they see on different charts. Later in the week, children are directed to go back to the photos and are asked the question, "What do you see now?"

Fiscal Update

The 2015-2016 Head Start and Early Head Start programs are almost 50% through the year. All fiscal, In-Kind, Attendance, and Enrollment Reports have been submitted to SETA, the Grantee, on time. All expenses are in-line with the budgeted expenses submitted in the 2015-16 HS/EHS Budget. Enrollment, counting 30 day drops, is at 100% and Attendance is ranging between 82% to 87%. Revised personnel allocations for both HS and EHS were submitted to Budget Services - Position Control the week of December 14-18. The revised allocations are a result of assignment changes due to the ECE Redesign. All revised positions were effective as of October 1, therefore, any budget affected by these changes will be modified during 2nd Interims. Expenditure Transfers will be completed to reflect these changes going back to October 1 and forward.

The second week of December, a SETA monitor/auditor was at the ECE Main/Marvin Marshall office auditing March 1st through the close out of last year (July 31, 2015). At this time no deficiencies or non-compliance issues have been noted. Preparation for the 2016-17 Head Start and Early Head Start Budgets are beginning, starting the 1 of January, until March 3rd when HS/EHS budgets will be submitted to SETA.

Early Head Start

This month the Early Head Start staff had a half day for the First Friday staff meeting. Staff reviewed the state CCFP guidelines relating to special diets and menu production records with the Nutrition Lead Teachers. They also received updated information and resources for their Parent Family and Community Engagement binders. The balance of the meeting was focused on classroom teachers developing their DRDP 2015 classroom summaries, which were due at the end of December. Classroom staff had the opportunity to discuss with each other the trends they saw in their classroom level data, develop strategies to strengthen children's skills for the current assessment period, and consult with each other about common themes and ideas in the Fall assessment data. Late this month, all center based parents had another opportunity to collaborate with teachers at home visits and go over their child's progress.

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

During December, Oakdale and Rio Linda came to Morey Avenue for the Merry Minion Celebration! During this very well attended event, all students performed holiday songs to the delight of their parents as well as created Minion themed crafts in their classrooms. Students were also able to play in the “snow” as well as created a classroom Minion for display. Both students and staff dressed like Minions for the celebration and staff delighted students and parents with a singing performance of the Winter Wonderland song. A great time was had by all!

Professional Development

The next workshop in January 2016 will focus on updating the DRDP, ECERS and CLASS action plans, SUPERvision training and developing program action plans. Several support staff and teaching staff are also participating in the Teaching Pyramid training with SETA which focuses on the social emotional development and strategies for students.

Components

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 fourth case staffing is scheduled for January 14th to determine which students may require additional support from staff related to academic, behavioral or health concerns and parent meetings will be scheduled 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 third set of parent meetings for speech concerns will be held on January 21 and 28. 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. Teaching staff developed action plans for their classrooms based on the DRDP, CLASS and ECERS assessments and have begun implementing the strategies.

The ERSEA Component Leaders and Community Liaisons are very busy calling families and recruiting families so the sites continue to be 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. The Program Design and Management component leaders have updated the personnel files for all staff.

Policy and Parent Committees

The December meeting was held at Morey on December 10, 2015. The agenda included monthly reports from November 2015, election of the Policy Committee Chair and approval of the revised Fiscal Policy. The Parent

Committee meetings were held at Rio Linda on December 16th and Oakdale on December 15th. Meetings will be held at all three sites in January 2016.

Parent Trainings/Meetings

The Community Liaison facilitated parent meetings for December 2015 with guest speakers from the District Office’s Parent Involvement Department. The training was a part of the Parent University and during the workshop parents were provided an opportunity to meet various staff and develop the home and school connection.

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 November 2015 Fiscal reports and copies were provided to all PC and Board of Trustee members. Staff continues to order supplies and materials based on their DRDP, CLASS and ECERS assessments.

WCIC

No report for December 2015

Recent Program Instruction Memos from Administration for Children and Families (ACF)
ACF-PI-HS-16-01 Changes in Federal Reporting



Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council and SETA Governing Board members
 RE: Quality Assurance/Monitoring Results – December 2015

Agency	Program	# of EHS Educators	# of Files	Monitoring Purpose
Sacramento County Office of Education (partner)	Early Head Start Home Base and Socialization Activity	3	3 Home Visit Observations 6 Files 1 Socialization Activity	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- Very good family attendance and participation in home visits
- Systematic and highly organized record-keeping of children’s records
- Parents’ role as primary teachers and their homes as learning environments were consistently acknowledged and supported by the Home Educators.
- SCOE EHS Educators played a bigger role in their enrolled families’ lives; they were role models and mentors as evidenced by the growth in their relationships.

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	68%	1-Not all heights, weights and head circumferences were completed and/or graphed within timelines. 2-Not all required blood lead level results (at ages 10-12 months and at 24 months) were on file, were missing valid documentation for results and/or infrequent follow-up for missing results. 3-Missing dental home information.
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	96%	No significant noted findings
Services to Pregnant Women/New Mothers <i>(Prenatal Services, New Mother Services)</i>	100%	No significant noted findings

Family , Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition))</i>	87%	1-Not all files reviewed had completed Family partnership Agreements (FPA), either due to missing information on the form or no documentation in other sections of the file. 2-Limited or no follow-up with families on the use of community resources and if the resources met the needs of families or not 3-Not all goals were clearly articulated and/or new ones not established when prior ones were met. There were no set time frames for the goals and strategies.
Adult Mental Health <i>(Parent/Guardian Mental Health)</i>	100%	No significant noted findings
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	90%	No significant noted findings
Written Individualization <i>(Assessments, Individual Development Plans, Transition)</i>	89%	1-Not all IDPs contained parent input or did not include a date completed.
Home Based Option <i>(Group Size, Home Visits, Socializations)</i>	94%	No significant noted findings
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	94%	No significant noted findings

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

Corrective Action Plans:

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



Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council and SETA Governing Board members
 RE: Quality Assurance/Monitoring Results – December 2015

Agency	Program	# of EHS Educators	Observations/ Files	Monitoring Purpose
River Oak Center for Children (partner)	Early Head Start Home Base and Socialization Activity	5	5 Home Visit Observations 10 Files 1 Socialization Activity	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- Socialization event was well-organized with intentional activities and good attendance. Activities at the event promoted interactions between children and family members. It was apparent that it was enjoyable and educational for all.
- Recordkeeping of all required health screenings was exceptional. Immunizations and well-baby checks of all files reviewed were current and up-to-date.
- Home Visit Plans and Family Contact Notes were clear, thorough and captured the progress of families and staff's work.
- Agency-level community partnerships allowed ROCC to have in-house clothes closet and access to furniture for families that needed them.

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	88%	1- Not all follow-up documentation on failed screening results (hearing and vision) and dental concern was found on file. 2- No documentation of follow-up on missing blood lead level results. 3- Incorrect date being recorded for blood lead levels (i.e., staff should be recording results date and not blood drawn date).
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	100%	No significant noted findings

Services to Pregnant Women/New Mothers <i>(Prenatal Services, New Mother Services)</i>	85%	1-No evidence of prenatal education provided to the pregnant mother whose child is enrolled in the program. 2- No documentation to enroll the pregnant mother as an EHS participant.
Family , Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition))</i>	90%	No significant noted findings
Adult Mental Health <i>(Parent/Guardian Mental Health)</i>	100%	No significant noted findings
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	94%	No significant noted findings
Written Individualization <i>(Assessments, Individual Development Plans, Transition)</i>	91%	No significant noted findings
Home Based Option <i>(Group Size, Home Visits, Socializations)</i>	93%	No significant noted findings
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	94%	No significant noted findings

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

Corrective Action Plans:

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

SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 12/23/15						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Alder Grove ELC	1247A	18	15	3	1	19
Alder Grove ELC	1247B	17	12	5	0	17
Auberry Park	1238A	20	13	7	0	20
Auberry Park	1238B	20	13	7	0	20
Bannon Creek	1200A	20	15	5	0	20
Bannon Creek	1200B	20	11	9	0	20
Bannon Creek	1200C	20	18	2	0	20
Bannon Creek	1200D	20	15	5	0	20
Bright Beginnings	1201A	20	19	1	0	20
Bright Beginnings	1201C	20	13	7	0	20
Bright Beginnings	1201D	20	13	7	0	20
Crossroad Gardens	1242A	19	12	7	1	20
Crossroad Gardens	1242B	19	12	7	1	20
Crossroad Gardens	1242R	22	11	11	1	23
Crossroad Gardens	1242X	22	8	14	0	22
Elkhorn	1255A	20	15	5	0	20
Elkhorn	1255B	20	8	12	0	20
Elkhorn	1255C	20	17	3	0	20
Elkhorn	1255D	19	14	5	1	20
Elkhorn	1255X	22	20	2	0	22
Freedom Park	1239A	20	16	4	1	21
Freedom Park	1239B	20	13	7	0	20
Freedom Park	1239C	19	12	7	1	20
Freedom Park	1239D	19	17	2	1	20
Freedom Park	1239R	22	19	3	2	24
Freedom Park	1239X	21	20	1	2	23
Fruitridge	1216A	19	8	11	2	21
Fruitridge	1216B	20	4	16	1	21
Fruitridge	1216C	19	7	12	3	22
Fruitridge	1216D	20	6	14	3	23
Galt	1234A	20	17	3	0	20
Galt	1234B	20	18	2	1	21
Galt	1234C	20	17	3	2	22
Galt	1234D	20	12	8	0	20

Galt	1234E	20	16	4	0	20
Galt	1234F	20	17	3	0	20
Grizzly Hollow	1252A	20	19	1	0	20
Grizzly Hollow	1252B	20	14	6	0	20
Hillsdale	1228A	20	13	7	0	20
Hillsdale	1228B	19	11	8	1	20
Hillsdale	1228C	20	14	6	0	20
Hillsdale	1228D	20	14	6	2	22
Hillsdale	1228R	22	17	5	1	23
Hillsdale	1228X	22	16	6	0	22
Hopkins Park	1253A	20	15	5	0	20
Hopkins Park	1253B	20	13	7	0	20
Hopkins Park	1253C	20	17	3	0	20
Hopkins Park	1253D	20	9	11	0	20
Illa Collin	1221A	18	16	2	0	18
Illa Collin	1221B	19	13	6	0	19
Job Corp	1237X	20	7	13	1	21
Kennedy Estates	1240A	13	11	2	1	14
Kennedy Estates	1240B	12	8	4	0	12
La Verne Sterwart	1219A	20	15	5	1	21
La Verne Sterwart	1219B	20	15	5	0	20
Marina Vista ELC	1246A	17	16	1	2	19
Marina Vista ELC	1246R	19	4	15	5	24
Marina Vista ELC	1246X	20	8	12	2	22
Mather	1223A	19	14	5	2	21
Mather	1223B	18	10	8	1	19
Mather	1223C	20	14	6	1	21
Mather	1223D	20	16	4	0	20
Mather	1223X	22	5	17	1	23
Nedra Court	1244A	20	17	3	0	20
Nedra Court	1244B	15	10	5	0	15
Nedra Court	1244C	20	17	3	0	20
Norma Johnson	1214A	20	0	20	0	20
Norma Johnson	1214B	19	12	7	0	19
Norma Johnson	1214X	22	13	9	0	22
North Avenue	1256A	16	15	1	2	18
North Avenue	1256B	20	15	5	0	20
North Avenue	1256C	19	18	1	0	19

North Avenue	1256D	19	16	3	1	20
North Avenue	1256E	16	15	1	0	16
North Avenue	1256F	15	10	5	2	17
Northview	1224A	20	7	13	0	20
Northview	1224B	20	10	10	1	21
Northview	1224C	20	11	9	0	20
Northview	1224D	20	17	3	0	20
Northview	1224X	22	14	8	0	22
Phoenix Park	1248A	18	16	2	0	18
Phoenix Park	1248B	17	11	6	1	18
Phoenix Park	1248X	21	9	12	1	22
Sharon Neese	1249R	22	8	14	0	22
Sharon Neese	1249X	22	6	16	0	22
Solid Foundation	1254A	17	13	4	1	18
Solid Foundation	1254B	20	17	3	0	20
Solid Foundation	1254C	20	15	5	0	20
Solid Foundation	1254D	19	14	5	2	21
Strizek Park	1225A	19	15	4	2	21
Strizek Park	1225B	20	13	7	1	21
Vineland	1211A	20	18	2	0	20
Vineland	1211B	20	15	5	0	20
Walnut Grove	1235A	16	12	4	0	16
Alder Grove Infant/Toddler Center	1212M	8	3	5	1	9
Alder Grove Infant/Toddler Center	1212U	7	2	5	2	9
Crossroad Gardens	1242U	8	2	6	0	8
Elkhorn	1255M	8	5	3	0	8
Elkhorn	1255U	8	1	7	0	8
Job Corp	1237M	8	2	6	0	8
Job Corp	1237U	8	3	5	0	8
Marina Vista ELC	1246U	7	5	2	0	7
Mather	1223M	7	6	1	0	7
Mather	1223U	6	0	6	1	7
Norma Johnson	1214U	8	5	3	2	10
Northview	1224U	8	2	6	1	9
Phoenix Park	1248U	8	5	3	0	8
Sharon Neese	1249M	8	2	6	1	9
Sharon Neese	1249U	8	4	4	2	10
TOTALS for Head Start		1946	1283	663	69	2015

HS Totals	1831	
Drops w/in 30	59	
P/S Home Base	118	
Total	2008	
EHS Totals	115	
Drops w/in 30	10	
EHS Home Base	158	
River Oaks	60	
SCOE	36	
Total	379	
GRAND TOTAL	2387	

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2015 to 2016

Period: December 2015

Part Day Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	% ADA	ADA	%ADA
Alder Grove ELC	40	11	26	65%	34	85%
Auberry Park	40	11	30	75%	40	100%
Bannon Creek	80	13	65	81%	79	99%
Bright Beginnings	60	11	47	78%	58	97%
Crossroad Gardens	40	13	28	70%	38	95%
Elkhorn	80	13	65	81%	79	99%
Freedom Park	80	13	60	75%	75	94%
Fruitridge	80	12	61	76%	77	96%
Galt	120	13	94	78%	119	99%
Grizzly Hollow	40	11	34	85%	40	100%
Hillsdale	80	13	56	70%	76	95%
Hopkins Park	80	12	61	76%	79	99%
Illa Collin	40	11	30	75%	36	90%
Kennedy Estates	40	11	21	53%	24	60%
La Verne Sterwart	40	13	34	85%	39	98%
Marina Vista ELC	20	13	11	55%	14	70%
Mather	80	13	58	73%	75	94%
Nedra Court	60	13	46	77%	55	92%
Norma Johnson	40	14	25	63%	36	90%
North Avenue	120	13	81	68%	99	83%
Northview	80	13	57	71%	79	99%
Phoenix Park	40	13	28	70%	35	88%
Solid Foundation	80	13	62	78%	74	93%
Strizek Park	40	13	27	68%	37	93%
Vineland	40	11	33	83%	40	100%
Walnut Grove	20	11	14	70%	16	80%

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2015 to 2016

Period: December 2015

Full Day Classes						
			Present Only		Present/Excused	
Center Name	Funded Enrollment	Total Days	ADA	% ADA	ADA	%ADA
Crossroad Gardens	44	16	33	75%	44	100%
Elkhorn	22	13	20	91%	22	100%
Freedom Park	44	13	37	84%	43	98%
Hillsdale	44	13	35	80%	42	95%
Job Corp	22	16	14	64%	20	91%
Marina Vista ELC	44	16	29	66%	39	89%
Mather	22	16	16	73%	21	95%
Norma Johnson	22	16	18	82%	22	100%
Northview	22	13	15	68%	22	100%
Phoenix Park	22	16	17	77%	22	100%
Sharon Neese	44	16	30	68%	42	95%

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2015 to 2016

Period: December 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	16	12	75%	15	94%
Crossroad Gardens	8	16	6	75%	8	100%
Elkhorn	16	16	12	75%	16	100%
Job Corp	16	16	11	69%	16	100%
Marina Vista ELC	8	16	6	75%	7	88%
Mather	14	16	9	64%	11	79%
Norma Johnson	8	16	6	75%	7	88%
Northview	8	16	5	63%	7	88%
Phoenix Park	8	16	6	75%	8	100%
Sharon Neese	16	16	12	75%	16	100%



SETA Head Start Food Service Operations Monthly Report *November 2015

November 6th - New Manager Martha Cisneros met with the Food Service Staff at the Central Kitchen.

November 6th - Minimum Day Preschool & EHS Full Day Classes

November 9th - Marina Vista closed the afternoon classes due to a break in the water main.

November 10th - Cook/Driver accident on delivery, the driver ok, van License #E262378 totaled.

November 17th - John Allen from HR visited the Central Kitchen.

November 18th - Marina Vista new PM class scheduled to start did not open.

November 23rd and 24th - Kennedy Estates closed due to lack of power.

November 25th - Only Full Day Classes open.

November 26th and 27th - Thanksgiving Holiday.

November 30th - Walnut Grove closed due to lack of heat. Nedra Court had to stop at 30 AM children due to staffing.

Meetings & Trainings:

Head Cook Cheryl Engeldinger completed a CPR Training on November 5th.

Cook/Driver Juan Barragan completed his SERV SAFE Training on November 9th.

Martha Cisneros and Connie Otwell met with Karen Ito and Emma from the Preschool Shine Program on November 19th.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
34,052	20,022	21,708	240

Total Amount of Meals and Snacks Prepared 76,022

Purchases:

Food	\$60,021.77
Non - Food	\$11,928.33

Building Maintenance and Repair: \$340.58

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$1,722.47

Vehicle Gas / Fuel: \$1,023.32
 Normal Delivery Days 18

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 12/31/15)

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)	19 (8.5 %)	N/A
Elk Grove USD (440)	41 (9.4 %)	N/A
Sacramento City USD (1,211)(144)	117 (9.3 %)	14(10%)
San Juan USD (668) (160)	78 (11.7%)	17 (10.6 %)
WCIC (120)	6 (5 %)	N/A
Early Head Start/ Child Care Partnership (84)***		4 (4.7%)
SETA (2028) (369)	189 (9.5 %)	91 (24%)
County (4700)* (673)** (84)*** (Total 5,457) (AFE- Annual Funded Enrollment)	450 (9%)	126 (18.9%)

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: