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THOUGHT OF THE DAY: "Vision without action is merely a dream. Action without vision just passes the time. Vision with action can change the world."

Author: Joel Barker

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

Date: Tuesday, September 18, 2012

Time: 9:00 a.m.

Location: SETA Boardroom
925 Del Paso Blvd.
Sacramento, CA 95815

While the Head Start Parent Advisory Committee (PAC) welcomes and encourages participation in the Committee meetings, it would be appreciated if you would limit your comments to five minutes so that everyone may be heard. Matters under the jurisdiction of the Head Start Parent Advisory Committee and not on the posted agenda may be addressed by the general public under the Public Participation item of this agenda. The Head Start Parent Advisory Committee limits testimony on matters not on the agenda to five minutes per person and not more than fifteen minutes for a particular subject.

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- D. Personnel/Bylaws Committee: Ms. Rebecca Lewis, Ms. Socorro Gutierrez, Ms. Amber Taylor, Ms. Tamara Knox, Mr. Hodari Polk, and Ms. Asontie Hudson
- E. Social/Hospitality Committee: Ms. Rebecca Lewis, Ms. Tamara Knox, Ms. Amber Taylor, Ms. Connie Wallace, Mr. Johnny Sanders, Ms. Erika Contreras, Ms. Socorro Gutierrez, Mr. Hodari Polk, Ms. LaTasha Windham, and Ms. Asontie Hudson
- F. Male Involvement Committee: Mr. Anthony Nelson, Mr. Juan Mozqueda, Ms. Rebecca Lewis, Ms. Connie Wallace, Ms. Tamara Knox, Mr. Johnny Sanders
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DISTRIBUTION DATE: TUESDAY, SEPTEMBER 11, 2012

Parent Advisory Committee (PAC) meeting hosted by:
 Socorro Gutierrez, Chair; Amber Taylor, Vice Chair; Connie Wallace, Secretary;
 Hodari Polk, Treasurer; Rebecca Lewis, Parliamentarian

ITEM I - A – ROLL CALL

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

- ___ Vacant, Auberry Park Head Start
- ___ **Amber Taylor, Bannon Creek Head Start,**
- ___ **Derek Adams, Broadway Early Learning Center**
- ___ Vacant, Country Wood Head Start
- ___ Vacant, Crossroad Gardens Head Start
- ___ Vacant, Early Head Start/ Home Base
- ___ **Juan Mozqueda, Elkhorn Head Start**
- ___ Vacant, Freedom Park Head Start
- ___ **Zoila Lucero, Fruitridge Head Start**
- ___ Vacant, Galt Head Start
- ___ Vacant, Grizzly Hollow Head Start
- ___ **Hodari Polk, Hillsdale Head Start**
- ___ Vacant, Home Base
- ___ Vacant, Home Base
- ___ Vacant, Hopkins Park Head Start
- ___ **LaTasha Windham, Illa Collin Head Start**
- ___ **Danielle Tillis, Job Corps Head Start**
- ___ Vacant, Kennedy Estates Head Start
- ___ Vacant, LaVerne Stewart Head Start
- ___ Vacant, (Marie Cleveland's) Bright Beginning Head Start
- ___ Vacant, Mather Head Start
- ___ **Praveena Chaudhary, Nedra Court Head Start**
- ___ Vacant, New Helvetia I Head Start
- ___ Vacant, New Helvetia II Head Start
- ___ **Connie Wallace, Norma Johnson Head Start**
- ___ Vacant, North Avenue
- ___ **Erika Contreras, Northview Head Start**
- ___ **Johnny Sanders, Parker Avenue Head Start**
- ___ **Asontie Hudson, Phoenix Park Head Start**
- ___ Vacant, Sharon Neese Early Learning Center
- ___ Vacant, Solid Foundation Head Start
- ___ Vacant, Strizek Park Head Start
- ___ **Socorro Gutierrez, Vineland Head Start**
- ___ **Laura Meza, Walnut Grove Head Start**
- ___ Vacant, Foster Parent Representative
- ___ **Rebecca Lewis, Grandparent Representative**
- ___ **Anthony Nelson, Male Involvement Representative**
- ___ **Tamara Knox, Past Parent/Community Representative**
- ___ Vacant, Past Parent/Community Representative

MEMBER TO BE SEATED:

- ___ Angelique Foster, North Avenue

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

The PAC was seated on November 15, 2011 & December 20, 2011

PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM YEAR 2011-2012

COMMITTEE MEMBER	CENTER	11/15	12/20	01/17	02/21	03/20	04/24*	05/15	06/19	07/17	08/21	09/18	10/16	11/20
Vacant	AP													
Amber Taylor Seated 11/15	BC	X	X	X		X	X	X	X	X	E			
Derek Adams Seated 6/19	BLC								X	E	X			
Vacant	COP													
Vacant Seated	CW													
Vacant	CR													
Vacant	EHS/HB													
Vacant	EHS/HB													
Juan Mozqueda Seated 1/17	EL	E	X	X		X	X	X	U	X	X			
Vacant Seated	FP													
Zoila Lucero Seated 11/15	FT	X	X	U		X	X	X	X	E	X			
Vacant	G													
Vacant	GH													
Hodari Polk s/b Seated 3/20	H					U	X	X	X	X	X			
Vacant	HB													
Vacant	HB													
LaTasha Windham Re-seated 8/21	IC										X			
Vacant	IC													
Vacant Seated	HP													
Danielle Tillis Seated 6/19	JC								X	E	U			
Vacant Seated	K													
Vacant	LVS													
Vacant	MCBB													
Vacant Seated	GSC													
Vacant	M													
Angelique Foster s/b/S 8/21	NA										U			
Praveena Chadhary Seated 11/15	NC	X	X	X		X	X	E	E	X	X			
Connie Wallace Seated 11/15	NJ	X	X	X		X	X	X	X	X	X			
Vacant	NH2													
Erika Contreras Seated 11/15	NV	X	U	X		X	E	X	X	X	X			
Johnny Sanders Seated 11/15	PA	X	X	X		E	X	X	X	X	E			
Asontie Hudson s/b seated 7/17; seated 8/21	PP									U	X			
Vacant	SF													
Vacant	SN													
Vacant	SP													
Socorro Gutierrez Seated 11/15	V	X	X	X		X	X	X	X	X	X			
Laura Meza Seated 11/15	WG	X	X	X		X	X	X	X	X	X			
	FPR													
Rebecca Lewis Seated 11/15	GPR	X	X	X		X	X	X	X	X	E			
Anthony Nelson s/b seated 7/17; seated 8/21	MIR									U	X			
	OGC													
Tamara Knox Seated 12/20	PPR	E	X	X		X	X	X	X	X	X			
Vacant	PPR													

*** Special Meeting**

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. Socorro Gutierrez, at 402-3822, or the Clerk of the Boards, Ms. Nancy Hogan, at 263-3827.

PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE UPDATE
PROGRAM YEAR 2011-2012
(Continued)

Head Start Center Abbreviations

AP:	Auberry Park	K:	Kennedy Estates
BC:	Bannon Creek	LVS:	LaVerne Stewart
BB:	Bright Beginnings	M:	Mather
BLC:	Broadway Early Learning Center	MCBB	Marie Cleveland's Bright Beginnings
CR:	Crossroad Gardens	NJ:	Norma Johnson
CW:	Countrywood	NA:	North Avenue
EHS:	Early Head Start	NC:	Nedra Court
EL:	Elkhorn	NH:	New Helvetia 2
FP:	Freedom Park	NA	North Avenue
FT:	Fruitridge	NV:	Northview
G:	Galt	PA:	Parker Avenue
GH:	Grizzly Hollow	PP:	Phoenix Park
H:	Hillsdale	SF:	Solid Foundation
HB:	Home Based	SN:	Sharon Neese
HP:	Hopkins Park	SP:	Strizek Park
IC:	Illa Collin	V:	Vineland
JC:	Job Corps	WG:	Walnut Grove

Representative Abbreviations

FPR:	Foster Parent Representative
GPR:	Grandparent Representative
MIR:	Male Involvement Representative
OGC:	Out Going Chair
PPR:	Past Parent Representative

Attendance Record Abbreviations

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

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE AUGUST 21, 2012 PAC MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the August 21, 2012 PAC meeting.

RECOMMENDATION:

Approve the minutes of the August 21, 2012 PAC meeting.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

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

Minutes/Synopsis

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

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

Tuesday, August 21, 2012
9:00 a.m.

I. Welcome

Call to Order/Roll Call: Ms. Socorro Gutierrez called the meeting to order at 9:12 a.m. and read the Thought of the Day. Ms. Teresita Saechao served as the translator. The Pledge of Allegiance was recited. Ms. Connie Wallace, Secretary, called the roll. Ms. Wallace stated that a quorum had not yet been achieved. Ms. Gutierrez stated that information items will be reviewed until a quorum is achieved.

Members Present:

Praveena Chaudhary
Derek Adams (arrived at 9:14 a.m.)
Hodari Polk
Connie Wallace
Erika Contreras
Socorro Gutierrez
Tamara Knox
LaTasha Windham
Zoila Lucero (arrived at 9:22)
Asontie Hudson (arrived at 9:22 a.m.)
Anthony Nelson (arrived at 9:22 a.m.)
Juan Mozqueda (arrived at 9:25 a.m.)
Laura Meza (arrived at 9:27 a.m.)

Members Absent:

Danielle Tillis (unexcused)
Johnny Sanders (excused)
Rebecca Lewis (excused)
Amber Taylor (excused)

- Introduction of Newly Seated Representatives: Ms. LaTasha Windham was seated and welcomed to the board. Ms. Angelique Foster was not present (unexcused).

IV. Information Items

A. Standing Information

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Roger Bartlett stated that report is as of July 31, 2012. Grant year is now completed and staff is now in the process of paying off all of the encumbered obligations. The overall grant is 97% spent and the SOP is 99% spent. Staff anticipates sending back \$500,000 to the ACF. The non-federal share is 24% which is very good. Administrative costs are running around 10% which is well under the

federal limitation of 15%. Ms. Gutierrez stated that it seemed like there was more spending on the credit card; was it be because it is the end of the fiscal year? Mr. Bartlett replied that these expenditures fluctuate from month to month. The credit card is a very convenient way of paying bills/purchasing items or services in a timely fashion. Ms. Brenda Campos and Ms. Karen Gonzales explained some of the expenditures on the credit card statement.

Ms. Zoila Lucero arrived at 9:22 a.m.

Ms. Asontie Hudson and Mr. Anthony Nelson arrived at 9:22 a.m. and were seated as new members. Mr. Nelson and Ms. Hudson spoke of how they became board members.

Mr. Juan Mozqueda arrived at 9:25 a.m.

II. Consent Item

A. Approval of Minutes for PAC Meeting July 17, 2012

Ms. Gutierrez reviewed the minutes; no questions or comments.

Moved/Knox, second/Polk, to approve the minutes of the July 17, 2012 meeting.
Show of hands vote: Aye: 11, Nay: 0, Abstentions: 1 (Gutierrez)

Ms. Laura Meza arrived at 9:27 a.m.

III. Action Items

A. Appointment of Parent Advisory Committee Treasurer

Ms. Gutierrez reviewed the duties of the Treasurer.

Those interested in the position of Treasurer: Asontie Hudson, LaTasha Windham, and Hodari Polk.

Moved/Polk, second/Nelson, to vote for a Parent Advisory Committee Treasurer.
Show of hands vote: Aye: 12, Nay: 0, Abstentions: 1 (Gutierrez)

Members spoke of their interest in serving as Treasurer.

Votes:

Asontie: 2

LaTasha: 5

Hodari: 5

Ms. Gutierrez broke the tie and voted for Mr. Polk. Mr. Polk assumed his seat with the PAC officers.

IV. Information Items (continued)

- PC/PAC Calendar of Events and Activities: Ms. Gutierrez reviewed the calendar of events.
 - Parent/Family Support Unit Calendar of Events: No questions.
 - Parent/Staff Recognition: Ms. Gutierrez welcomed the new board members.
 - PC/PAC Parent Activity Reports: No reports.
 - Community Resources- Parent/Staff: No questions.
 - Child Care Center Food Menu: No questions.
- B. Governing Board Minutes of June 7, 2012: No questions.

V. Committee Reports

- A. Executive Committee: Ms. Wallace reviewed the critique of the last meeting.
- B. PC/PAC Joint Executive Committee Meeting: No report.
- C. Budget/Planning Committee: Next meeting is September 11, 9:00 a.m.
- D. Personnel/Bylaws Committee: The committee is still in the process of reviewing the bylaws; no one has turned in any potential modification.
- E. Social/Hospitality Committee: The next meeting is August 31. The Committee has booked the Hotel Garden Inn for the evening of October 11. More information will be distributed shortly.
- F. Male Involvement Committee: Mr. Anthony Nelson reported that the last meeting committee members discussed collecting a packet of information together for fathers to become more involved with their children. The next Next Daddy and Me event is a fishing expedition on September 8 at Howe Park.
- G. Community Partnerships Advisory Committee: No report.
- H. Health Services Advisory Committee: No report.

VI. Other Reports

- Chair's Report: No report.
- Policy Council Report(s): The next meeting is Tuesday, August 28.
- Head Start Deputy Director's Monthly Report: Ms. Denise Lee reported that the Agency received letter of award from the State Department of Education that there will be a reduction in the amount of \$305,000 which is a 9.15% reduction. This will affect the preschool and toddler programs. Staff will be planning how the funding reductions will affect the program. The only way to deal in the cut is shifts in personnel and services. Staff is looking where families are not taking full advantage of full-day programs. Staff can see that the economy is hitting the families and there is less of a need for full-day care. There is room for change in the Phoenix Park Center. They currently offer eight infants and toddlers and 40 preschool children. It seems that the two classes can be reduced into one class.

Staff will be adding a PM class to increase the number of children to 60. More part-day families will be welcomed to participate in the Head Start program. What will happen is to cease the second full-day classroom and SETA will begin only part-day classes. In order to make the second part-day class come together, there was discussion of utilizing Whispering Pines. However, staff have decided to vacate the Whispering Pines center on August 31 and move the children to Phoenix Park. There will be no staff layoffs since there were vacancies. There will be a reduction to the budget but no staff layoffs. A grant to set up voter registration was submitted. Ms. Lee highly encourages board members to familiarize themselves on Propositions 30 and 38 regarding child care.

Mr. Polk asked why the PC and PAC was not invited to the picnic. Ms. Lee replied that it was a staff event to thank the staff for their work. Ms. Gutierrez reminded board members that board members have their end-of-year celebration coming up.

Ms. Windham asked if any of the other centers have an opportunity to have more preschool kids? Ms. Lee replied that most centers are at capacity but through low enrollment/attendance, staff had to close the centers. The feds are not providing more money for more centers so staff looks at the configuration of services needed to maximize the funds for the maximum number of children. Ms. Windham asked if Phoenix Park would be willing to accept children from other areas and Ms. Lee replied that it would be possible.



Managers' Reports

- Program Support Services Report – Ms. Brenda Campos: The PIR is due by the 31st of August. Staff is doing the last-minute number crunching to ensure all of the children have their screenings. Many children are going to kindergarten and staff is receiving information for the new children entering the program with health plans and special diets. The last of the deferred maintenance is going on. Some of the centers include Illa Collin, Job Corps, Strizek, and North Avenue.
 - ◆ Delegate Agency Monitoring Summary 2011-2012: There was a report sent out and the content coordinators went out to monitor the work and talk to staff to see how well staff is meeting performance standards.
- Parent/Family Support Report – Ms. Lisa Carr reported that the Family Services Workers are working on enrollments for July and August. Sometimes follow through is very difficult when there are parents who do not follow through with the enrollment process. Parents should talk to the FSW about the family services agreements. In September/October, the Grandparent Appreciation Month is being planned. A nutritionist will be attending to speak on how to prepare healthy meals. In addition, planning is being done for parent training including a discipline class. A six-week parenting class is being planned. With new budget/legislation that went into effect, some of the families will have to pay for the non-Head Start hours for their children. Bannon, Grant, Freedom Park, and

Hillsdale have programs where the state pays for three hours and SETA wraps around with Head Start funds to provide parents a full day of care. Before, there was never an assessed fee but now with the legislation passed and budget cuts, some families will be required to pay an assessed charged depending upon family size, etc. On August 23, 5:30 – 7:30 p.m. there will be a Sacramento Reads Celebration of Literacy at Fairy Tale Town.

- Child Development and Education Services Report – Ms. Karen Gonzales reported that staff is working on the PIR and ensuring that every child has all documentation in their file. August is a ‘down’ time for teaching staff and there have been multiple trainings provided for teachers this month. Classes provided included a class on observation and documentation, another on intentional teaching which emphasizes that good teaching does not happen by chance; it takes a lot of planning and strategy. Suffold Training will be going on next week. Staff just received the yearly calendar from the printer which includes information for parents. These calendars will be distributed by next week.

Ms. Lee reviewed the enrollment report on page 42. This report is done every month and is the type of data the management team looks at in terms of reductions. Ms. Lee explained the enrollment report. This report is a ‘snapshot’ in time of the classroom on the last business day of the month.

✓ Region IX Reports: No questions.

VII. Discussion

Ms. Zoila Lucero stated that this will be her last PAC meeting. Her parent body chose someone else to serve on the PAC and her child has moved to kindergarten. She expressed her appreciation for every opportunity and is very grateful. Ms. Lee stated that Ms. Lucero is welcomed to stay until her term is up. Ms. Lucero replied that someone else was already picked; Ms. Lee reminded Ms. Lucero that her board term is not up until the new members are seated in November. Ms. Lucero believed that because her child is moving on that she had to leave. Ms. Lee assured Ms. Lucero that she is most welcomed to stay for the remainder of her term.

Ms. Erika Contreras stated that she is another parent that will be leaving the PAC. She appreciates being part of the PAC. Ms. Contreras stated that she encouraged others to serve but if no one serves, she is more than happy to come back as a representative.

Ms. Connie Wallace stated that the grass at her center is fabulous and it makes the playground much better. She is very grateful for the beautiful grass.

Mr. Anthony Nelson reported that Phoenix Park is having orientations and urged people to consider enrolling their child in the Phoenix Park center.

Ms. Gutierrez reported that she has a child transitioning into kindergarten and her child already knows some of the stuff that she is being taught in kindergarten.

Mr. Polk said that his son also is excelling in school due to Head Start.

Ms. Chaudhary has two children that are Head Start students and their teachers speak so highly of how well socialized her children are. The parenting classes provided through Head Start were also very valuable to her and her husband.

Ms. Windham stated that since her child began Head Start, she has become very smart. Ms. Windham commends the teachers and staff for their patience with the young Head Start children.

Ms. Wallace reported that her four year old is working on how to count and spell.

Ms. Hudson reported that her daughter wants to go to college in China. She thanked Head Start for teaching children how to think outside of the box.

Ms. Lucero stated that her son sings a song at meal time and she thanked Head Start for teaching her son to enjoy his experience in education. Part of the lyrics in the song her son sings involved the word 'enjoy' and that it is important to enjoy your meal.

VIII. Public Participation: None.

IX. Adjournment: The meeting was adjourned at 10:55 a.m.

ITEM III-A – ACTION

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

BACKGROUND:

The Personnel/Bylaws Committee 2011-2012 met during the program year to review and recommend revisions to the Bylaws of the SETA Operated Head Start/Early Head Start Parent Advisory Committee.

Additions are indicated by **blue italic type**, deletions are indicated by **red strikethrough**.

RECOMMENDATION:

Open a public hearing, hear any additional testimony, and continue this item to the next Parent Advisory Committee meeting where the action of the PAC will be to close the public hearing and approve the amendments to the PAC Bylaws as attached.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

BYLAWS

FOR THE

SETA HEAD START/EARLY HEAD START

PARENT ADVISORY COMMITTEE

PAC First Reading: 09/18/12
PAC Final Approval:

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

Article I

Name

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

SECTION 1: Definition of Parents

Parents

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

Article II

Purpose, Powers, and Functions

SECTION 1: Purpose

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

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

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

SECTION 2: Powers, Duties, and Functions

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

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

Article III

Membership

SECTION 1: Members

The membership of the PAC shall consist of:

A. Parent Representatives

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

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

B. Community Representatives

Additional PAC members will include:

1. Two (2) voting Community Representatives referred to as Past Parent Representatives shall be elected by the outgoing PAC. Representative may be elected by the current PAC if the outgoing PAC has been dissolved. The Past Parent elected to the PAC may not have a child/children currently enrolled in the HS program. Community members desiring to be reappointed must reapply for membership on a yearly basis. There will be two Alternates for Past Parents.
2. One (1) voting seat shall be specifically reserved for the Outgoing Chair, if not termed out. The Outgoing Chair reserves the right to relinquish this seat. The position may not be filled by any other party.
3. One (1) voting Male Involvement Representative (MIR) shall be elected by the SETA Operated Program Representative from Community Advocating Male Participation (C.A.M.P.) to sit on the committee. The Representative must be elected from the SOP MIRs or their Alternates based upon a recommendation from the SOP MIRs. This Representative may or may not be a current parent.
4. One (1) voting Foster Parent Representative selected by the outgoing PAC. Representative may be elected by the current PAC if the outgoing PAC has been dissolved. The Foster Parents elected to the PAC must have a child/children currently or previously enrolled in the HS Program. A Foster Parent desiring to be reappointed must reapply for membership on a yearly basis. There will be one Alternate for the Foster Parent Representative position.

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

SECTION 2: Policy Council Members

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

SECTION 3: Alternates

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

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

SECTION 4: Other Provisions

- A. By a two-third's (2/3) vote of members present and voting, the PAC may establish and select additional voting members who shall serve as community members of the PAC.
- B. At least 51% of the voting membership of the PAC shall consist of parents whose children are currently enrolled in the program.

- C. Additional members may be added to ensure all program center options are proportionally represented on the PAC.
- D. No SETA HS staff (or member of their immediate families) shall serve on the PAC except parents who occasionally substitute for regular HS or EHS staff. Occasional subbing is defined as once a week and/or not to exceed four (4) consecutive days in a month.

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

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

SECTION 6: Term of Office

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

SECTION 7: Attendance

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

- A. **Absences:**
Any member or Alternate missing two (2) consecutive meetings without an excused absence or missing a total of three (3) meetings (regular or special) excused/unexcused will be automatically removed. An excused absence shall include but not be limited to sickness or death in the family. A member requesting an excused absence must call prior to the meeting: the Alternate, if the Alternate is known, and the SS/PI Coordinator, PAC Chair or **the Clerk of the Boards of the Committee**.
- B. **Reinstatement:**
The Representative or agency/group may request that a member who has been removed due to absences be reinstated in the event the Alternate declines. This request must be in writing and submitted to the Chair and SS/PI Coordinator within ten (10) calendar days. It is the final decision of the PAC Executive Committee whether any Representative shall be reinstated.

- C. **PAC Business:**
Members conducting PAC business and not at the PAC meeting, shall be neither present nor absent, but rather identified as PAC.
- D. **Punctuality:**
Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless approved by the Chair or SS/PI Coordinator.
- Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Committee accordingly.
- E. **Quorum:**
For purposes of transacting the business of the PAC at any annual, regular, special, or emergency meeting, a quorum of the PAC shall be 51% of the current membership. A majority of the quorum must be current parents.

SECTION 8: Removal

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

Article IV

Meetings

SECTION 1: Meetings

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

A. **Annual Meeting**

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

B. **Regular Meetings**

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

C. **Special Meetings**

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

SECTION 2: Meeting Notice

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

A. Annual and Regular Meetings

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

B. Special Meetings

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

C. Emergency Meetings

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

D. Committee Meetings

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

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

E. **Mailing Address**

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

SECTION 3: Meeting Reimbursement

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

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

- A. Members will receive reimbursement for the actual cost of child care (not to exceed \$30 in a 24-hour day, when attending conferences, workshops, trainings, orientation, Parent Leadership Institute or participation in the Agency hiring process) to be in alignment with PC/PAC Reimbursement Policies and Procedures. Additionally, mileage/transportation will be provided for attending required meetings/obligations listed below:
 1. PAC (regular, annual, emergency and special meetings)
 2. Interview/screening/exam panels
 3. Standing Committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Social/Hospitality, **Parent Ambassador**)
 4. Office of Head Start (OHS) Monitoring Protocol Training/Review (reimbursement for training received after completion of first review – Monitoring/Evaluation Committee) and Program Self Assessment
 5. Program Area Committees
 6. Community Partnerships Advisory Committee (CPAC)
 7. Health Services Advisory Committee (HSAC)
 8. Ad Hoc (special) Committee Meetings
 9. Governing Board meetings (only applies to the Chair or an Executive Officer in the absence of the Chair)
 10. Food Services Committee
 11. Workforce Investment Board and Committee Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
- B. Member/Alternates who are a spouse or significant other will not each receive reimbursement.
- C. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be

reimbursed for attending meetings. A lunch reimbursement or meal will be provided if a meeting or meetings exceed four (4) hours.

SECTION 4: Rules of Procedures

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

SECTION 5: Nominations/Elections

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

SECTION 6: Voting

Each PAC member has one vote which cannot be cast by proxy. In the event of a conflict of interest, affected members shall, consistent with the California Political Reform Act, disclose the existence of the conflict and shall neither participate in the deliberations regarding, nor vote on, the matter. Actions of the PAC may be taken only by a majority vote of all the members of the PAC, provided that any abstentions shall be counted as votes with the majority of those members actually voting. If a member has not voted because of disqualification due to a conflict of interest, that fact shall be noted in the minutes, and his/her vote shall not be recorded either as an affirmative vote, a negative vote or an abstention.

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

Article V

Officers

SECTION 1: Officers

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

SECTION 2: Election and Term of Office

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

SECTION 3: Duties of Officers

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

- A. The Chair of the PAC shall preside over all meetings of the PAC and implement all policies and programs of the PAC. The Chair shall act as the official agent of the PAC in all matters relating to the PAC, and shall be the chief spokesperson and public relations officer for the PAC. The Chair shall have the power to appoint, both in and out of the PAC, any additional positions as needed with ratification of the PAC. The Chair shall represent the PAC at the National Head Start **Parent** Association Conference ~~(as funds allow for representation)~~. The Chair shall be an ex-officio member of all committees and shall represent the PAC at all Governing Board meetings, but shall adhere to the provisions of Article IV, Meetings; Section 3, as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PAC in the absence of the Chair, and shall have all delegated powers. The Vice Chair will assume position of Chair if seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. **The Vice Chair shall oversee the Parent Ambassador Committee.**

- C. The Secretary shall keep a record of the current and preceding minutes at each meeting, record resolutions or motions adapted, as may be necessary to expedite the PAC's business. The Secretary shall oversee the Social/Hospitality Committee, **and shall be a member of the Parent Ambassador Committee.**
- D. The Treasurer shall keep such records, files and accounts as may be necessary to expedite PAC's business, work with staff and PAC Secretary and will oversee the Budget/Planning Committee. The Treasurer shall be a member of the Social/Hospitality Committee, **and the Parent Ambassador Committee.**
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to Parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

SECTION 4: Vacancy

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

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

Article VI

Committees

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

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

SECTION 1: Standing Committees

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

A. **Executive Committee**

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

B. **Budget/Planning Committee**

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

C. **Personnel/Bylaws Committee**

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

D. **Social/Hospitality Committee**

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

E. **Parent Ambassador Committee**

The Parent Ambassador Committee shall be composed of the Vice Chair, who shall oversee the Committee, and the Secretary, Treasurer and other members who shall be selected after each annual meeting of the PAC. The duty of this committee shall be to promote all PAC trainings/events, and HS/EHS Head Start children activities. It shall be the sole duty of this Committee to report the expenditures of funds to the PC monthly.

SECTION 2: Program Area Committees

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

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

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

SECTION 3: Special Committees

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

A report will be provided to the full PAC.

Article VII

Reports

SECTION 1: Reports

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

- ✓ Fiscal Reports (Budget Reports)

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

Article VIII

Bylaws Amendment

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

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

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

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

A. Standing Information

- Fiscal Monthly Report/Corporate Card Monthly Statement of
Account: Mr. Roger Bartlett
- PC/PAC Calendar of Events and Activities (attached)
- Parent/Family Support Unit Calendar of Events (attached)
- Parent/Staff Recognition: Ms. Socorro Gutierrez
- Community Resources - Parent/Staff: Ms. Socorro Gutierrez
- PC/PAC Community Representative Recruitment for 2012-2013
- Voter Registration Outreach – Ms. Socorro Gutierrez
- Child Care Center Food Menu (attached)

NOTES:

PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PC/PAC Budget/Planning Committee Meeting	Tuesday, September 11, 2012 9:00 a.m. – 10:00 a.m. Oak Room
Male Involvement Committee Meeting	Wednesday, Sept. 19, 2012 10:00 – 11:30 a.m. Magnolia Room
PAC Executive Committee Meeting	Thursday, September 20, 2012 9:00 a.m. – 10:30 a.m. Olympus Room
Food Service Committee Filed Trip to Central Kitchen	Thursday, September 20, 2012 11:00 a.m.
Health & Wellness Fair	Wednesday, September 26, 2012 5:30 p.m.: Registration 6:00 p.m.: Dinner & Healthy Cooking Demo. 7:00 – 8:30 p.m.: Health & Wellness Fair Sequoia & Redwood Rooms (see attached flyer)
PC Executive Committee Meeting	Thursday, September 27, 2012 9:00 – 10:30 a.m. Olympus Room
PC/PAC Budget/Planning Committee Meeting	Tuesday, October 9, 2012 9:00 a.m. - 10:00 a.m. Oak Room
PC/PAC End-of-Year Appreciation Dinner	Thursday, October 11, 2012 Hilton Garden Inn Sacramento/Natomas 2540 Venture Oaks Way 6:30 p.m. – 9:30 p.m. (see attached flyer)
Male Involvement Committee Meeting	Wednesday, October 17, 2012 10:00 – 11:30 a.m. Magnolia Room
Free Mammograms Saturdays in October	Saturday, October 6, 13, 20, and 27 th . (see attached flyer)

PARENT/FAMILY SUPPORT UNIT EVENTS AND ACTIVITIES

<u>EVENT</u>	<u>DATE</u>
Male Involvement Committee Meeting	Wednesday, Sept. 19, 2012 10:00 – 11:30 a.m. Magnolia Room
Health & Wellness Fair	Wednesday, September 26, 2012 5:30 p.m.: Registration 6:00 p.m.: Dinner & Healthy Cooking Demo. 7:00 – 8:30 p.m.: Health & Wellness Fair Sequoia & Redwood Rooms (see attached flyer)
Positive Discipline for Children Series	October 3, 10, 17, November 7, and 14 Dinner 6:00 – 6:30 p.m. Workshop: 6:30 – 8:30 p.m. Sequoia Room (see attached flyer)
Male Involvement Committee Meeting	Wednesday, October 17, 2012 10:00 – 11:30 a.m. Magnolia Room

The Head Start/Early Head Start

Policy Council and Parent Advisory Committee

cordially invite you to attend the 2011–2012

SETA Head Start Annual End-of-the-Year Parent Appreciation

“Making Our Stars Shine and Sparkle”

Hilton Garden Inn – Pine Room, 2540 Venture Oaks Way, Sacramento, CA

Thursday, October 11, 2012, 6:30 p.m. – 9:30 p.m.

Attire: Semi Formal

Dinner Entrée Selections

Chicken Romesco

Fire Grilled Chicken Breast, Zesty Tomato Romesco Sauce

Served with Rice Pilaf and Seasonal Vegetables

- or -

Sliced Tri Tip

Peppercorn Crusted Tri Tip With Red Wine Mushroom Sauce

Garlic Mashed Potatoes; Seasonal Vegetables

- or -

Vegetarian Pasta Primavera

Salad, Rolls and Butter

DESSERT: Cheese cake with lemon zest sauce

BEVERAGES: Coffee, Tea, Lemonade, or Iced Tea

Cheese cake

Keynote Speaker: Ms. Edenausegboye Davis, MPA

Guests (two per invitee) are responsible for their dinner fee

(Non-refundable, advance payment required) – Cash or money order only.

Dinner cost includes service fee and tax.

Sliced Tri Tip (\$26.00), Chicken Romesco (\$26.00), Vegetarian (\$26.00)

Guest dinner fees are due by Friday, October 2, 2012, 12:00 noon (no exceptions)

RSVP by Tuesday, October 2, 2012; Call Alma Hawkins at 263-0540

Health & Wellness Fair



5:30 p.m.—Registration

6:00 p.m.—Dinner/
Healthy Cooking Demo

7:00–8:30 p.m.—
Health & Wellness Fair



*Massages—Manicures—
Healthy Cooking Demo—
and More...*

***Celebrating
Grandparents,
Kinship and You!***

Wednesday, September 26, 2012

SETA Head Start Office

925 Del Paso Blvd.

Sacramento, CA 95815

RSVP to Belinda at 263-4078

by Wednesday, September 19, 2012.

Child care available to the first 40 callers.

Don't Delay—Call Today!

Positive Discipline For Children. Series

WHERE:

925 Del Paso Blvd

Head Start Main office near Globe Lite Rail Station

Dinner and Childcare provided

6:00pm-6:30pm Dinner

6:30-8:30pm Workshop

This Series Will Discuss

- Oct 3-Handling misbehavior without breaking a sweat
- Oct 10-Teaching children to listen, the first time you talk to them
- Oct 17-Avoiding power struggles
- Nov 7 -Setting Limits for children
- Nov 14-Having a plan of action when you discipline



**To RSVP please contact Robert (Bob) Silva
By Wednesday October 3rd 2012 @ 263-3809**

Free Mammograms Saturdays in October

Sutter's Diagnostic Imaging centers across the region are giving free digital screening mammograms to **uninsured** women in honor of National Breast Cancer Awareness Month. Comprehensive, fully integrated imaging services are part of the Sutter Health all-inclusive approach to patient care.

**Free Screening Mammograms
every Saturday during October
from 8 a.m. – 3:30 p.m.**

Call to schedule your appointment at one of our convenient locations.

An appointment is required. Space is limited.



Early Detection Can Lead To A Longer, Healthier Life

October 6

**Sutter Diagnostic and
Women's Imaging, Roseville**
2 Medical Plaza, Suite 105
Roseville, CA 95661
(877) 515-0053

**Sutter Auburn Faith Hospital
Women's Imaging**
11815 Education St.
Auburn, CA 95602
(530) 886-6562

October 13

Sutter Elk Grove Imaging
8170 Laguna Blvd., Suite 112
Elk Grove, CA 95758
(916) 691-5922

October 20

**Sutter Amador Hospital
Diagnostic Imaging**
200 Mission Blvd
Jackson, CA 95642
(209) 223-7560

Sutter Fairfield Imaging
2700 Low Court
Fairfield, CA 94534
(707) 432-2500

Sutter Vallejo Imaging
100 Hospital Dr., 2nd Fl.
Vallejo, CA 94589
(707) 551-3610

**Sutter Women's Imaging,
Capitol Pavilion**
2725 Capitol Ave., Suite 104
Sacramento, CA 95816
(877) 515-0053

October 27

Sutter Davis Imaging
2020 Sutter Pl., Suite 102
Davis, CA 95616
(530) 747-5030



*Sutter Diagnostic
Imaging*

Affiliated with the
Sutter Medical Foundation

checksutterfirst.org/imaging

Health & Wellness Fair

Massages—Manicures—
Healthy Cooking Demo—
and More...



**Celebrating
Grandparents,
Kinship and You!**

Wednesday, September 26, 2012

SETA Head Start Office

925 Del Paso Blvd.

Sacramento, CA 95815

5:30 p.m.—Registration

6:00 p.m.—Dinner/
Healthy Cooking Demo

7:00–8:30 p.m.—
Health & Wellness Fair

RSVP to Belinda at 263-4078


by Wednesday, September 19, 2012.

Child care available to the first 40 callers.



Don't Delay—Call Today!

September 2012

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 3	 <p>3</p>	<p>4</p> <p>Breakfast: Multi Grain Cereal, Orange, Milk Lunch: Beef Ravioli, French Bread, Spinach Salad with Dressing, Orange, Milk Snack: Cheese Stick, Apple</p>	<p>5</p> <p>Breakfast: Whole Grain Biscuit/Jelly, Diced Peaches, Milk Lunch: Enchilada Casserole with Tomato Sauce and Cheese, Sweet Corn Kernels, Kiwi, Milk Snack: Sound Bites Whole Grain Crackers, Peach Yogurt</p>	<p>6</p> <p>Breakfast: Bagelette/Cream Cheese, Apple, Milk Lunch: Roasted Turkey/Whole Wheat Bread, Zucchini with Dip, Tangerine or Strawberries, Mayonnaise, Milk Snack: Cottage Cheese, Pineapple Tidbits</p>	<p>7</p> <p>Breakfast: Whole Grain Cheerios, Orange, Milk Lunch: Swiss Cheese on Whole Wheat Bread, Sliced Tomatoes, Diced Apricots, Butter, Milk Snack: Fresh Kiwi, Goldfish Whole Grain Crackers</p>
Week 4	<p>10</p> <p>Breakfast: Whole Wheat Very Berry Muffin Loaf, Cantaloupe, Milk Lunch: Spanish Rice, Sweet Kernel Corn, Tangerine or Strawberries, Milk Snack: Cheese-It Crackers, Apricot Halves</p>	<p>11</p> <p>Breakfast: Bagel/Cream Cheese, Orange, Milk Lunch: Teriyaki Chicken, Steamed Brown Rice, Sunomono Salad, Kiwi, Milk Snack: Tropical Treat Whole Grain Crackers, Apple</p>	<p>12</p> <p>Breakfast: Oatmeal Cereal, Banana, Brown Sugar, Milk Lunch: Whole Wheat Pasta with Turkey and Tomato Sauce, Green Salad with Italian Dressing, Orange, Milk Snack: Rice Cakes, Diced Peaches</p>	<p>13</p> <p>Breakfast: Whole Grain Pancakes, Apple, Maple Syrup, Milk Lunch: Turkey and Cheese Roll-up in a Tortilla, Cole Slaw, Mango, Milk Snack: Strawberry Yogurt, Banana</p>	<p>14</p> <p>Breakfast: Rice Krispies Cereal, Diced Apricot, Milk Lunch: Tuna Salad, Saltine Crackers, Baby Carrots, Cantaloupe, Milk Snack: Vanilla Whole Grain Fish Crackers, Milk</p>
Week 5	<p>17</p> <p>Breakfast: Whole Grain Pancakes/ Syrup, Mango Chunks, Milk Lunch: Chili Con Carne/Bean, Saltine Crackers, Diced Apricots, Milk Snack: Jungle Crackers, Milk</p>	<p>18</p> <p>Breakfast: Whole Wheat Banana Muffin Bar, Kiwi, Milk Lunch: Refried Beans, Flour Tortilla, Tomato Salsa, Tangerine or Strawberries, Milk Snack: Rice Krispies Cereal, Milk</p>	<p>19</p> <p>Breakfast: Whole Grain Biscuit/Jelly, Diced Peaches, Milk Lunch: Chicken Vegetable Stew, Whole Wheat Dinner roll, Cantaloupe, Butter, Milk Snack: Sound Bites Whole Grain Crackers, Banana</p>	<p>20</p> <p>Breakfast: Oatmeal with Raisins, Pineapple, Brown Sugar, Milk Lunch: Turkey & Whole Wheat Macaroni, Tomato Sauce, Green Salad/Dressing, Orange, Milk Snack: Bean Dip, Flour Tortilla</p>	<p>21</p> <p>Breakfast: Cheerios Cereal Bar, Mixed Fruit Cup, Milk Lunch: Cheese on Whole Wheat Bread, Baby Carrots, Orange, Lowfat Milk Snack: Lemon Dinosaur Crackers, Box of Apple Juice</p>
Week 6	<p>24</p> <p>Breakfast: Oatmeal Cereal, Cantaloupe, Brown Sugar, Milk Lunch: Sippy Joe's, Whole Wheat Bun, Whole Kernel Corn, Apricots, Milk Snack: Sunrise Bites Whole Grain Crackers, Milk</p>	<p>25</p> <p>Breakfast: Rice Krispies Cereal, Orange, Milk Lunch: Baked Chicken, Mixed Vegetables, Whole Wheat Texas Toast, Kiwi, Butter, Milk Snack: Cottage Cheese, Pineapple Tidbits</p>	<p>26</p> <p>Breakfast: Whole Wheat Waffles, Maple Syrup, Diced Pear, Milk Lunch: Salisbury Beef Steak/Gravy, Mashed Potatoes, Whole Wheat Dinner Roll, Butter, Cantaloupe, Milk Snack: Cheese Sticks, Apple</p>	<p>27</p> <p>Breakfast: Bagel & Cream Cheese, Banana, Milk Lunch: Chicken and Noodles, California Blend Vegetables, Tangerine or Strawberries, Milk Snack: American Classic Wheat Crackers, Orange</p>	<p>28</p> <p>Breakfast: Whole Wheat Very Berry Muffin Bar, Diced Apricot, Milk Lunch: Swiss Cheese on Whole Wheat Bread, Lowfat Mayonnaise, Broccoli/Dip, Orange, Milk Snack: Fish Crackers, Milk</p>
					

Septiembre 2012

	lunes	martes	miércoles	jueves	viernes
Semana 3	 <p>3</p>	<p>4</p> <p>Desayuno: Cereal Multigrano, Naranja, Leche. Comida: Ravioli de Res, Pan Francés, Ensalada de Espinaca con Aderezo, Naranja, Leche. Bocadillo: Barra de Queso, Manzana.</p>	<p>5</p> <p>Desayuno: Bizcocho de Grano Integral con Jalea, Durazno Picado, Leche. Comida: Enchilada Horneada con Salsa de Jitomate y Queso, Granos de Elote, Kiwi, Leche. Bocadillo: Galletas Saladas de Grano Integral, Yogur de Durazno.</p>	<p>6</p> <p>Desayuno: Bagelette con Queso Crema, Manzana, Leche. Comida: Pavo Asado con Pan de Trigo Integral, Barritas de Calabacita con Aderezo, Tanjarina o Fresa, Leche. Bocadillo: Requesón, Golosinas de Piña.</p>	<p>7</p> <p>Desayuno: Cheerios de Grano Integral, Naranja, Leche. Comida: Queso Suizo con Pan de Trigo Integral, Rebanadas de Jitomate, Chabacano Picado, Mantequilla, Leche. Bocadillo: Kiwi, Galletas de Trigo Integral en forma de Pez.</p>
Semana 4	<p>10</p> <p>Desayuno: Barra de Mollete de Trigo Integral Very Berry, Melón, Leche. Comida: Arroz Español, Granos de Elote, Tanjarina o Fresa, Leche. Bocadillo: Galletas Saladas Cheese-It, Mitades de Chabacano.</p>	<p>11</p> <p>Desayuno: Bagel con Queso Crema, Naranja, Leche. Comida: Pollo Teriyaki, Arroz Integral a Vapor, Ensalada Sunomono, Kiwi, Leche. Bocadillo: Galletas Saladas de Grano Entero Tropical Treat, Manzana.</p>	<p>12</p> <p>Desayuno: Cereal de Avena, Plátano, Azúcar Morena, Leche. Comida: Pasta de Trigo Integral con Pavo y Salsa de Jitomate, Ensalada Verde con Aderezo, Naranja, Leche. Bocadillo: Galletas de Arroz, Durazno Picado.</p>	<p>13</p> <p>Desayuno: Jotqueis de Grano Integral, Manzana, Miel de Arce (Maple), Leche. Comida: Pavo y Queso Enrollado en una Tortilla, Ensalada de Col, Mango, Leche. Bocadillo: Yogur de Fresa, Plátano.</p>	<p>14</p> <p>Desayuno: Cereal Rice Krispies, Chabacano Picado, Leche. Comida: Ensalada de Atún, Galletas Saladas, Zanahorias, Melón, Leche. Bocadillo: Galletas Saladas de Trigo Integral con Vainilla, Leche.</p>
Semana 5	<p>17</p> <p>Desayuno: Jotqueis (Pancakes) de Grano Integral con Miel, Mango, Leche. Comida: Chile con Carne y Frijoles, Galletas Saladas, Chabacanos Picados, Leche. Bocadillo: Galletas Saladas Jungle, Leche.</p>	<p>18</p> <p>Desayuno: Barra de Mollete de Trigo Integral con Plátano, Kiwi, Leche. Comida: Frijoles Refritos, Tortilla de Harina, Salsa de Jitomate, Tanjarina o Fresa, Leche. Bocadillo: Cereal Rice Krispies, Leche.</p>	<p>19</p> <p>Desayuno: Bizcocho de Grano Integral con Jalea, Durazno Picado, Leche. Comida: Caldo de Pollo con Verduras, Bollo para Cena de Trigo Integral, Melón, Mantequilla, Leche. Bocadillo: Galletas Saladas de Grano Integral Sound Bites, Plátano.</p>	<p>20</p> <p>Desayuno: Avena con Pasas, Piña, Azúcar Morena, Leche. Comida: Carne de Pavo con Macarrón de Trigo Integral, Puré de Jitomate, Ensalada con Aderezo, Naranja, Leche Bocadillo: Puré de Frijoles, Tortilla de Harina.</p>	<p>21</p> <p>Desayuno: Cheerios Multigrano, Plátano, Leche. Comida: Queso con Pan de Trigo Integral, Minizanahorias, Naranja, Leche. Bocadillo: Galletas Saladas de Limón, Caja de Jugo de Manzana.</p>
Semana 6	<p>24</p> <p>Desayuno: Cereal de Avena, Melón, Azúcar Morena, Leche. Comida: Sloppy Joes en Pan de Trigo Integral. Granos Enteros de Elote, Chabacano, Leche. Bocadillo: Galletas Saladas de Grano Integral Sunrise Bites, Leche.</p>	<p>25</p> <p>Desayuno: Cereal Rice Krispies, Naranja, Leche. Comida: Pollo Horneado, Verduras Mixtas, Pan Tostado de Trigo Integral Estilo Texas, Kiwi, Mantequilla, Leche. Bocadillo: Requesón, Golosinas de Piña.</p>	<p>26</p> <p>Desayuno: Waffles de Trigo Integral, Miel de Arce, Pera Picada, Leche. Comida: Bistec de Res Salisbury con Gravy, Puré de Papa, Melón, Bollo para Cena de Trigo Integral, Leche. Bocadillo: Barra de Queso, Manzana.</p>	<p>27</p> <p>Desayuno: Bagel con Queso Crema, Plátano, Leche. Comida: Tallarines con Pollo, Verduras Mezcla de California, Tanjarina o Fresa, Leche. Bocadillo: Galletas Saladas de Trigo American Classic, Naranja.</p>	<p>28</p> <p>Desayuno: Barra de Mollete de Trigo Integral Very Berry, Chabacano Picado, Comida: Queso Suizo en Pan de Trigo Integral, Brócoli con Aderezo, Naranja, Mayonesa, Leche. Bocadillo: Galletas en Forma de Pez, Leche.</p>
					

ITEM IV-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the attached Governing Board minutes of the July 5, 2012 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, July 5, 2012
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:03 a.m.

Members Present:

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

Members Absent:

Bonnie Pannell, Vice Chair, SETA Governing Board; Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the June 7, 2012 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Staff Recommendation for the Youth Vendor Services (VS) List

The consent items were reviewed; no questions or comments.

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

- A. Approve the June 7, 2012 minutes.
 - B. Approve the claims and warrants for the period 6/1/12 to 6/28/12.
 - C. Approve the addition of **CELI, Inc.** to the Youth Vendor Services List.
- Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval of Tentative Agreement to the Labor Contract

Mr. Rod Nishi reviewed this item. The labor contract which ends 6/30/13. The union and management reviewed and approved the lump sum agreement. This

went to the Head Star Policy Council on June 26, 2012. Mr. Nishi reviewed the increase to the medical subsidy and the lump sum payments for permanent staff.

Moved/Nottoli, second/Yee, to approve the Agreement regarding wages and benefits as outlined in the board packet.

Voice Vote: Unanimous approval.

2. Approval of 2012-13 Compensation Recommendations for Unrepresented Confidential and Management Personnel and the Personnel Resolution Covering Unrepresented Employees

Ms. Kossick stated that this item mirrors the item previously discussed. The effective date of the increase for medical increase is January 1, 2013.

Moved/Yee, second/Nottoli, to approve the report, and adopt the resolution to authorize the implementation of the proposed 2012-2013 compensation recommendations for unrepresented confidential and management employees on the effective dates given in the report.

Voice Vote: Unanimous approval.

3. Approval to Fund the Community Link 2-1-1 Sacramento Human Services Database

No questions.

Mr. Nottoli announced that Nancy Findeisen will be retiring from the Community Services Planning Council.

Moved/Nottoli, second/Yee, to approve \$63,409 for Community Link to update and maintain the 2-1-1 Sacramento Human Services Database for a two year period. The funding would be administered through a County of Sacramento Master Contract.

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

B. WORKFORCE DEVELOPMENT DEPARTMENT: No items.

C. CHILDREN AND FAMILY SERVICES

1. Approval of Ratification to Submit a Parent Advocates Grant to California for the Support of Early Education 2012 Parent Advocates: Dropped from the agenda.

IV. Information Items

- A. Fiscal Monitoring Reports: No questions.

- B. Employer Success Stories and Activity Report: Mr. Walker reported that staff is working with a new call center moving to the area. It is expected that this the call center will be hiring 2000 people. SETA is working to assist in the hiring of the Human Resources manager. Representatives from the company will be coming to Sacramento in July or August to do a walk through. Mr. Walker has a data base of former call center employee; SETA facilitates matching the company with the potential employee. Black Bear Restaurant is going to take the place of Marie Calendars in Elk Grove.
- C. Dislocated Worker Update: No additional report.
- D. Unemployment Update/Press Release from the Employment Development Department: No questions.
- E. Head Start Reports

Mr. Nottoli inquired how the enrollment at the Walnut Grove was and Ms. Denise Lee stated the center is doing well. The lease was recently signed for another year. There will be a 90% turnover of the families since the children are graduating and going to kindergarten. Staff changed the hours to accommodate the families in Walnut Grove. Ms. Lee reported that there was great attendance and the parents put a lot of peer pressure on the other parents.

V. Reports to the Board

- A. Chair: No comments.
- B. Executive Director: Ms. Kossick thanked the board for coming to today's meeting. Since the last meeting two of the approved janitorial services vendors withdrew. Six sites were affected and they were re-distributed to other vendors. The amount for janitorial services is now \$318,774 for complete services. This includes additional services on a triennial basis.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: No comments.

VI. Adjournment: Meeting adjourned at 10:18 a.m.

ITEM V

COMMITTEE REPORTS

✓ Executive Committee

Critique of the Parent Advisory Committee meeting, August 21, 2012.

GOOD!!!
Thank you, Ms. Consuelo Lopez, for being present to translate.
Thank you, Chair, for making reminder calls for the PAC meeting.
Thank you for not eating/drinking in the board room.
Thank you Ms. Lisa Carr, for giving a full report for Management Team.
Thank you, Ms. LaShaun Burke and Ms. Nancy Hogan, for PC/PAC reimbursements.
Thank you board members for completion of PAC reimbursement forms entirely in black or blue ink only!
Thank you, Ms. Mary Brown, former PAC Chair, Troop Leaders, and Boy Scouts of America, for sharing information on obtaining an Eagle Scout badge for community involvement.
Thank you board members for being seated at 8:50 a.m. prior to the meeting and staying for the entire meeting.
Thank you for not bringing children to meetings.
Thank you for a clean board room including putting name plates away.
NEEDS IMPROVEMENT
Attendance.
Please remember to turn off ALL electronic devices prior to start of the meeting.
Plan to attend committee meeting(s) that you have signed up to participate on.

B. PC/PAC Joint Executive Committee Meeting: Ms. Socorro Gutierrez

C. Budget/Planning Committee: Ms. Rebecca Lewis, Mr. Johnny Sanders, Ms. Connie Wallace, Ms. Amber Taylor, and Ms. Socorro Gutierrez

ITEM V – COMMITTEE REPORTS (continued)

Page 2

- D. Personnel/Bylaws Committee: Ms. Rebecca Lewis, Ms. Socorro Gutierrez, Ms. Amber Taylor, Ms. Tamara Knox, Mr. Hodari Polk, and Asontie Hudson

- E. Social/Hospitality Committee: Ms. Rebecca Lewis, Ms. Tamara Knox, Ms. Amber Taylor, Ms. Connie Wallace, Mr. Johnny Sanders, Ms. Erika Contreras, Ms. Socorro Gutierrez, Mr. Hodari Polk, and Asontie Hudson

- F. Male Involvement Committee: Mr. Anthony Nelson, Mr. Juan Mozqueda, Ms. Rebecca Lewis, Ms. Connie Wallace, Ms. Tamara Knox, Mr. Johnny Sanders

- G. Community Partnerships Advisory Committee (CPAC): Ms. Tamara Knox, Ms. Socorro Gutierrez, Ms. Amber Taylor, Mr. Johnny Sanders, Mr. Juan Mozqueda

- H. Health Services Advisory Committee (HSAC): Ms. Amber Taylor

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) – Mr. Johnny Sanders, Ms. Connie Wallace, Ms. Socorro Gutierrez, Ms. Amber Taylor, and Mr. Hodari Polk
- Head Start Deputy Director's Monthly Report – Ms. Denise Lee
 - ✓ Monthly Head Start Report – (attached)
- Managers' Reports
 - Program Support Services Report – Ms. Brenda Campos
 - Parent/Family Support Report – Ms. Lisa Carr
 - Child Development and Education Services Report – Ms. Karen Gonzales
 - ✓ Region IX Reports (attached)

NOTES:

Monthly Head Start Report

September 2012

“Back To School”



SETA Operated Program

Program Operations:

August was a busy professional development month for SETA. Teachers participated in a workshop on using observation and documentation effectively. The skills and strategies learned will assist teachers as they complete the DRDP assessments measuring each child's growth.

Teachers also participated in an Intentional Teaching training. The purpose of this training is to ensure that all activities and materials chosen in a classroom are purposeful and focused towards helping children meet school readiness goals. These goals encompass the areas of cognitive, social emotional and physical growth.

Family Support Services:

SETA Head Start had an opportunity to participate in the Sacramento Reads project at Fairytale Town. We gave out information on our Head Start and Early Head Start programs, we talked to families about the importance of early literacy, and each family that visited our table left with a book and bag to take home. It was a wildly successful event and we were pleased to take part in it.

Family Service Workers were extremely busy in the month of August, enrolling eligible families into our program. Classrooms were filled with brand new children attending school for the first time. Now that classrooms are filled, health screens will be started on all the children to ensure that they are healthy and ready to learn. Family Service Workers and Site Supervisors are also busy planning their Back to School Night. One of the main focuses will be on the importance of bringing children to school every day. Children who do not attend school do not learn and that is what we will be stressing to parents, children and staff this year.

The Family Support Unit has been planning parent training, and in September we will be celebrating grandparents. On September 26, grandparents are invited to attend a demonstration on healthy cooking. The Cordon Bleu cooking school will be at SETA showing grandparents how to prepare healthy, budget conscious meals. We also have many other businesses coming out that evening to volunteer their time.

Beginning October 10, a five-part discipline workshop will be presented to parents. Childcare and dinner will be provided, along with workbooks for all participants. Discipline help is something that all parents request. We are looking forward to a busy year, and to be able to continue to provide quality services to children and families.

Elk Grove Unified School District

Education Services Update:

A half-day pre-service was held in the Trigg Center on August 8, 2012. Jennifer Brekke and Roxana Saravia from the Department of Social Services Community Care Licensing Division presented an orientation on child care center operations and record keeping. Their presentation included information regarding licensing regulations, records that must be maintained at the site, and what to expect when the agency arrives for a site visit. There were many questions and the presentation was well received by the staff.

A full-day pre-service was held at the Trigg Center on August 9, 2012. Bob Roe, Director, PreK-6, began the morning by welcoming everyone. He emphasized how important PreK is in the overall picture of education in Elk Grove Unified School District and how much he values the work that our teachers do. He told everyone that he was looking forward to a wonderful school year and to seeing them in their classrooms soon.

Mikako Fisher, Program Specialist, PreK, reviewed calendars for parent meetings and parent workshops and explained that parent workshops are open to all families in the district who have a child between zero and five years of age. She reminded teachers that parent workshops play a vital part in how we support and educate our parents and of the importance of making certain our parents are aware of them. Flyers will be sent to the classrooms on a monthly basis letting families know which workshops will be presented that month. Teachers are to post these flyers in a place where families will see them.

Claudia Charter, Program Specialist, PreK, handed out the Classroom Health and Safety Checklist and asked teachers to post it in their classrooms as a daily quick reference guide for ensuring our classrooms are safe for our children. She gave each teacher a Substitute Folder and asked them to complete it and place it in the front of their file cabinet. She showed teachers the new forms for tracking In-Kind Classroom Volunteer hours and In-Kind Home Activity hours and explained how to use them. She explained the importance of using these exactly as they are printed. She gave teachers a calendar for the month of September which includes an idea for each day of the month which a parent can do at home with their child. These were developed to coincide with the PreK Open Court reading program and will be helpful in promoting in-kind home activities.

Claudia Charter reminded teachers how to fill out the file review form which was used for the first time last year. Teachers and para-educators were given two hours to work together to look through the files of their incoming students using the form so that they would have a good understanding of the families they would be working with prior to doing their home visits. Teachers with two classes were provided an additional two hours in the afternoon to do the file review for their second class. Staff commented that they found this activity useful for home visits and the startup of the school year.

At the August 24 in-service, Claudia Charter, Program Specialist, PreK, and Carolyn Harvey, PreK teacher, presented information on the California Standards for the Teaching Profession (CSTP) 2009. Teachers were given an opportunity to review and discuss the differences between the previous CSTP and the new version. They spent time thinking about and discussing what each CSTP would look like

and sound like if it was being used in a classroom. Teachers commented that the new CSTP is more explicit and will be more useful to them when reflecting on their practices.

Teachers and para-educators in traditional and modified traditional classes spent August 10 through August 16 visiting families in their homes and setting the groundwork for a successful transition into the school setting.

Head Start classes on a modified calendar began the year on August 17. Head Start classes on a traditional calendar began the year on August 20. The program was fully enrolled with 420 students.

Disabilities Services and Mental Health Services Update:

The program educators and clerks have worked closely with the PreK special education program specialist and the consulting psychologist in placing students with an active IEP into the Head Start program. There are currently 39 students with active IEPs in the program.

Health Services Update:

Height and weight measurements for each student were completed by the para-educators. Program educators are in the process of graphing each child's information and contacting parents with health concerns related to underweight or overweight issues.

Fiscal Update:

The fiscal technician for the Head Start program has submitted the close-out report for the fiscal year 2011-2012.

Recruitment:

EGUSD's PreK Team has been focused on filling classes and compiling waiting lists. Individual registrations have been held at all sites to increase the number of students on our waiting lists.

Sacramento City Unified School District

Education:

On August 14 and 15, the Resource Teachers and Coordinators attended the SETA sponsored Creative Curriculum 5th Edition Training in order to support a pilot implementation of the revised edition in preschool classrooms.

Pre-Service and orientation was held on August 29 and August 30. Additionally, the staff attended six hours of Classroom Assessment Scoring System (CLASS), Center for Social/Emotional Foundation in Early Learning (CSEFEL), annual mandatory training over a two-day period.

Construction Upgrades:

As indicated in the prior report, all Child Development sites were deep cleaned over the summer. In addition to the deep cleaning, there were several sites that had new equipment installed. Washington now has a new playground. Washington, CB Wire, Ethel Phillips, AM Winn and John Still had new flooring installed. Also, new toilets were installed at Clayton B. Wire and Ethel Phillips.

Program Services:

In order to improve the quality of services to pregnant women, SCUSD Early Head Start now is utilizing the EHS Nurse as the primary provider of such services.

San Juan Unified School District

Education Services Update:

New education resources were distributed for teachers designed in part per their feedback from last year surveys; one page reference for the Houghton Mifflin Letter Focus pacing guide; one page reference for Handwriting Without Tears Letter Focus pacing guide (curriculum supplement); Tips and Suggestions for Building Community in the New School Year; and resources for a project based learning study on Clothes which will be presented in all classrooms in last October.

Disabilities Services Update:

The month of August included obtaining new IEPs for incoming students, making file copies and inputting the data into Child Plus. It also included the task of compiling all the IEPs into site sets and making sure the teachers received the IEPs in a timely manner to be reviewed. The year has started with an all-time high number of IEPs in our Head Start classes. The screening center remained open for 3 days a week during the month in order to complete the initial screenings for the students before school began. Parent Orientations and Home Visits began the week of August 27. There has been a lot of dialogue and communication between the LEA's, Special Education Department and the Disabilities Specialist concerning placement, transportation and services. The Staff orientation included a short Disabilities presentation on paperwork and record keeping. The Disabilities Specialist also created a "safety net" system for IEP numbers and types.

Mental Health Services Update:

Mental Health Referral Process, Positive Parenting Tips, Limit Setting, and Stress Management have been trainings given by the Mental Health Therapist to staff, teachers, and parents. The Mental Health Therapist continues to focus on providing support and referrals for children whose social and emotional functioning is lacking. School-based counseling has begun to be offered for "red flag" students. Also, teachers continue to be given support on implementation of the Operations Guide mental health criteria.

Nutrition Services Update:

Phase One of the new USDA standards for school meals has begun. Some of the new requirements include:

- Increasing the amount of fruits and vegetables
- Increasing the amount of whole grains
- Limiting the amount of meat/meat alternates and grains

These healthy changes will positively impact the preschool meals.

Health Services Update:

Health has continued to screen three days a week in the centralized screening room, in order to get as many children screened as possible. Health is preparing for the 2012-2013 school year by reviewing all the immunizations, health, and nutrition status of the children. Health has completed its review of the entire set of appropriate Child Plus reports for the PIR. The PIR is complete and finalized. Health attended the *Smiles for Kids* training in order to participate in providing dental services to children who have no dental home or insurance.

Family and Community Partnerships Update:

Preschool programs started the new school year and SCWs attended classroom orientations and accompanied teachers on selected home visits, while starting the goal setting process with all families. The Parent Involvement Lead Teacher began planning for upcoming meetings and new systems and

processes for the new year. Classroom teachers received in-service training on in-kind documentation for Parent Involvement, classroom orientations and home visits to introduce families to classroom activities, curriculum and policies. Lastly, recruiting will begin for new Policy Committee representatives.

Transition Services Update:

August is a huge month for transitions. The registration department has been working at high speed getting families enrolled into the many programs available. The School Readiness classrooms are very busy. The staff has been busy with interviews for open Child Development Assistant positions. The Screening Center is fully staffed and busy screening families so the teachers are ready with results as soon as school began. The annual parent handbook/calendar was distributed to teachers in time for parent orientations. The orientations were held on August 27 and teachers followed up with home visits. This proved to be a great way to build rapport and ease parent concerns. Class will officially begin for students in September.

Program Support/Staff Training Update:

Teachers and Assistant Teachers attended a pre-service training on August 23. The topics covered were *Teachers are Mandated Reporters*, *Universal Precautions*, *In-Kind Hours*, and an overview of the new Staff Calendar, covering curriculum pacing guides and education resources. Assistant Teachers received a training designed from their feedback on Team Building in the Classroom.

Fiscal Update:

August 1, 2012 began the new 2012-13 fiscal year. All final HS/EHS Fiscal Close Out reports for 2011-12 were complete and sent to SETA on August 30, 2012.

Not only in August did the prior year get closed, but also a new year began with teachers and CDA's coming back to their classrooms to begin a new year. A teacher training was held on August 23. Fiscal staff presented the Federal and State policies which pertained to all HS/EHS staff. Topics covered were purchase orders, submitting receipts in a timely manner, and in-kind contribution from parent volunteers.

The fiscal staff is looking forward to a great year in working with the teachers, submitting timely reports to SETA and San Juan USD management and all the while maintaining good fiscal solvency.

Early Head Start:

Teachers at the new General Davie, Jr. Primary Care Center are getting to know the new groups of children and beginning their individual curriculum programs. The Marvin Marshall Infant/Toddler program began the school year on August 20 with a new Lead Teacher for the 0-5 year old children. Gardening was the theme for the Early Head Start programs this month. The site gardens flourished over the summer and the children were immediately able to interact with the plants and see the growth of the vegetables. The classrooms worked together to assemble a garden box in which to plant winter vegetables.

The 12-month Early Head Start program at New San Juan have been actively engaged with water play by using water tables, sprinklers, bubbles, and various water toys. The children have been watering and weeding the large garden, as well as picking blueberries, strawberries, corn, squash, pumpkins, beans, peppers and other vegetables. The children help wash the vegetables and give them to the cook to prepare the produce for the children's meals.



Twin Rivers Unified School District

Events:

The 2012-2013 school year kicked off on August 9 for all preschool students in the Head Start programs. Teachers facilitated parent orientations prior to the start of school and parents were given info about the Head Start philosophy and performance standards, school rules and ways to assist with their child's educational journey.

Oakdale Head Start program held their annual Back to School Night in which parents were delighted with displays of art projects and an opportunity to chat with the new Community Liaison and classroom teaching staff.

Professional Development:

All Head Start teachers participated in a district wide Professional Development Day on August 7 with the focus on Creative Curriculum. The training also included Child Abuse Prevention and a refresher on medical topics. Teachers will also participate in Creative Curriculum workshops every other month at the District Office to share ideas and lesson planning activities related to the curriculum studies. The first workshop is scheduled for September 6, 2012.

Components:

The Nutrition Component Leader began inputting the nutrition information into Childplus during the summer break and inputting continues. The District Nurse and Health Assistant began following up on students with nutrition concerns and processing the special diets through the District's Registered Nurse, Lisa Vorce.

The Health Component Leader began reviewing students' files for medical concerns and started following up on students needing additional documents. Students participated in dental and hearing screenings at Morey and Oakdale in collaboration with our local community partners.

Stephanie McGrath, our new School Social Worker/Counselor, came aboard on August 9. She will be assessing the two new Community Liaisons with the Family Partnership Agreements, providing family resources and information as well as social skills groups. The Social Worker has engaged in classroom observations to support teaching staff with the implementation of behavioral strategies/interventions.

The Speech and Language Pathologist (SLP) has completed majority of the speech screenings at both sites. Students with speech IEPs resumed services at the start of school.

The Education Component Leader has assisted with the introduction and orientation of a new Head Start teacher and a teacher returning to the classroom. Both sites are fully enrolled and wait list have been started.

Policy and Parent Committees:

Recruitment began for the Parent Committee and Policy Committee at both sites. Information sessions facilitated by the Head Start Director were held three times for parents to learn more about the parent groups. The official election for both parent groups will be held the week of September 24 with the first meeting tentatively scheduled for the week of October 1.

Parenting:

The parenting classes in collaboration with the Birth and Beyond North Highlands Resource Center are starting the week of September 6th. Parents are encouraged to attend the parenting classes and seek additional resources as needed.

Fiscal:

The Budget Analyst provided a budget overview for the ECE Leadership Team on August 30th.

WCIC

Enrollment:

During the month of August 2012, WCIC's Team members continued recruiting and enrolling children for the 2012/2013 School Year. The goal was to accomplish 100% enrollment of one-hundred twenty diverse children ages 3 to 5; mission accomplished!!!

Education:

Education Content Area staff members were busy preparing and organizing classrooms for the 2012-2013 school year, such as: preparing educational paperwork/files, ordering supplies, cleaning toys/fixtures, requesting maintenance support in changing filters throughout the centers, organizing storage areas, etc.

WCIC/Playmate Head Start Program Teachers: Dao Thao, Yong Yang, Masako Waters, and Hue Luc attended the Pre-K CLASS Observation Training on August 6, and 7, 2012 at SETA Head Start Program. Liz Aguilar and Judy Ellis-O'Mealy trained the teachers on CLASS Dimensions: Positive Climate, Negative Climate, Teacher Sensitivity, Regard for Student Perspectives, Behavior Management, Productivity, Instructional Learning Formats, Concept Development, Quality of Feedback and Language Modeling. All teachers will be given a chance to review five videos and must pass with 80% in order to be CLASS Certified.

WCIC/Playmate Head Start Programs Teaching Staff attended the Creative Curriculum Training provided by Susan McDaniel (Seminar Presenter) held at Sacramento Employment Training Agency on August 14 and 15, 2012. The trainer gave an overview of the Learning Objectives, Key Functions of the System, Curriculum Definition, Knowledge –Building Resources, Social-Emotional Intentional Teaching Cards, Study vs. Theme, and Preparing for Implementation in the classroom. The training was very informative. SETA Head Start Program and some Delegates will be implementing the Creative Curriculum Volumes 1-5. Teaching staff received Professional Growth hours for attending.

Management:

Ms. Davis, Executive Director/Head Start requested an on-site Licensing Orientation Training from Community Care Licensing Supervisor, Jennifer Brekke. The request was approved; more information forthcoming next month on the outcome of the September 6, 2012 training.

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2012-2013

Site	Loc Id	Track II	# Enrolled 8/31/12	# Present 8/31/12	# Absent 8/31/12	# Term W/I 30 days
Off Track		1				
Off Track		2				
Off Track		3				
Auberry Park	1238A	1	14	11	3	5
Auberry Park	1238B	3	14	9	5	6
Bannon Creek	1200A	3	17	12	5	3
Bannon Creek	1200B	3	10	7	3	10
Bannon Creek	1200X	1	19	17	2	2
Bright Beginnings	1201A	1	18	14	4	2
Bright Beginnings	1201B	1	20	12	8	
Bright Beginnings	1201C	1	18	15	3	2
Bright Beginnings	1201D	1	20	17	3	
Broadway ELC	1246A	3	17	13	4	3
Broadway ELC	1246R	3	20	13	7	1
Broadway ELC	1246U	EHS	6	6	0	2
Broadway ELC	1246X	1	21	13	8	
Country Woods	1245A	3	20	14	6	
Country Woods	1245B	1	19	13	6	1
Country Woods	1245C	3	20	17	3	
Country Woods	1245D	1	16	10	6	4
Crossroad Gardens	1242A	1	19	14	5	1
Crossroad Gardens	1242R	3	21	17	4	
Crossroad Gardens	1242U	EHS	8	5	3	
Crossroad Gardens	1242X	1	21	16	5	
EHS-HB OPTION	1230C	EHS	12	0	0	
EHS-HB OPTION	1230D	EHS	8	4	1	2
EHS-HB OPTION	1230E	EHS	4	3	1	8
EHS-HB OPTION	1230G	EHS	12	9	2	
EHS-HB OPTION	1230H	EHS	12	7	4	
EHS-HB OPTION	1230I	EHS	12	10	2	
EHS-HB OPTION	1230J	EHS	12	8	2	
EHS-HB OPTION	1230K	EHS	11	10	1	1
EHS-HB OPTION***	1230L	EHS	13	8	5	
EHS-HB OPTION***	1230M	EHS	13	7	6	
EHS-HB OPTION***	1230N	EHS	13	10	3	
Elkhorn	1255A	1	19	16	3	1
Elkhorn	1255B	3	17	10	7	3
Elkhorn	1255C	3	18	17	1	2
Elkhorn	1255D	3	18	16	2	2
Elkhorn	1233M	EHS	7	4	3	1
Elkhorn	1255U	EHS	7	4	3	1
Elkhorn	1255X	3	21	15	6	

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2012-2013

Site	Loc Id	Track II	# Enrolled 8/31/12	# Present 8/31/12	# Absent 8/31/12	# Term W/I 30 days
Freedom Park	1239A	1	19	17	2	1
Freedom Park	1239B	3	18	17	1	2
Freedom Park	1239C	3	16	13	3	4
Freedom Park	1239D	3	17	13	4	3
Freedom Park	1239R	1	21	17	4	0
Freedom Park	1239X	1	21	18	3	0
Fruitridge	1216A	1	20	17	3	
Fruitridge	1216B	3	20	18	2	
Fruitridge	1216C	3	20	16	4	
Galt	1234A	3	12	10	2	8
Galt	1234B	3	11	10	1	9
Galt	1234C	1	13	9	4	7
Galt	1234D	1	12	8	4	8
Galt	1234E	1	11	10	1	9
Galt	1234F	3	12	11	1	5
North Avenue	1256A	3	20	17	3	
North Avenue	1256B	1	19	18	1	1
North Avenue	1256C	3	20	15	5	
North Avenue	1256D	1	17	12	5	3
North Avenue	1256X	1	18	15	3	3
Grizzly Hollow	1252A	3	15	13	2	5
Grizzly Hollow	1252B	1	16	13	3	4
Grizzly Hollow	1252U	EHS	8	7	1	
Hillsdale	1228A	3	16	14	2	4
Hillsdale	1228B	3	20	16	4	
Hillsdale	1228C	1	18	12	6	2
Hillsdale	1228D	1	17	13	4	3
Hillsdale	1228R	1	21	18	3	0
Hillsdale	1228X	1	17	14	3	4
Home Base Option	1213A	3	12	0	0	
Home Base Option	1213B	5	11	7	4	1
Home Base Option	1213C	3	0	0	0	8
Home Base Option	1213D	1	9	6	0	3
Home Base Option	1213E	1	14	13	1	
Home Base Option	1213F	1	11	5	1	1

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2012-2013

Site	Loc Id	Track II	# Enrolled 8/31/12	# Present 8/31/12	# Absent 8/31/12	# Term W/I 30 days
Hopkins Park	1253A	3	20	12	8	
Hopkins Park	1253B	1	16	16	0	4
Hopkins Park	1253C	3	20	18	2	
Hopkins Park	1253D	1	20	11	9	
Illa Collin ELC	1221A	1	13	8	5	3
Illa Collin ELC	1221B	3	19	14	5	1
Job Corp	1237M	EHS	8	3	5	
Job Corp	1237U	EHS	5	5	0	1
Job Corp	1237X	1	19	8	11	1
Kennedy Estates	1240A	3	16	7	9	4
Kennedy Estates	1240B	1	16	9	7	4
La Verne Stewart	1219A	3	9	7	2	9
La Verne Stewart	1219B	1	14	12	2	6
Mather	1223A	1	20	13	7	
Mather	1223B	3	17	14	3	3
Mather	1223R	3	21	15	6	
Mather	1223U	EHS	7	7	0	1
Mather	1223X	1	19	12	7	2
Nedra Court	1244A	1	19	13	6	1
Nedra Court	1244B	3	12	10	2	5
Nedra Court	1244C	3	19	13	6	1
New Helvetia I-EHS	1212U	EHS	14	13	1	2
New Helvetia II-HS	1247A	3	18	14	4	2
New Helvetia II-HS	1247B	3	20	12	8	
Norma Johnson ELC	1214R	3	18	14	4	3
Norma Johnson ELC	1214U	EHS	8	8	0	
Norma Johnson ELC	1214X	1	18	13	5	3
Northview	1224A	3	16	8	8	4
Northview	1224B	1	17	14	3	3
Northview	1224R	3	18	15	3	2
Northview	1224U	EHS	8	8	0	
Northview	1224X	1	18	15	3	3
Parker Avenue	1207E	5	11	10	1	5

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 08/31/12)

The Special Education Report shows the percentage of enrolled preschool aged children with a diagnosed disability receiving services through an Individualized Education Plan (IEP). For Early Head Start, the Special Education Report shows the number of children ages 0-3 who are receiving early intervention services through an Individualized Family Services Plan (IFSP).

Head Start Program Performance Standards Reference: 1305.6 (c) states that at least 10% of the total number of enrollment in each grantee and delegate agency must be made available to children with disabilities.

<u>Agency/AFE (HS)(EHS)</u>	<u>Head Start #IEP (% AFE)</u>		<u>Early Head Start #IFSP (% AFE)</u>	
Twin Rivers USD (211)	14	(6%)	N/A	
Elk Grove USD (420)	39	(9%)	N/A	
Sacramento City USD (1292)(147)	3	(1%)	2	(1%)
San Juan USD (700) (161)	0	(0%)	4	(2%)
WCIC (120)	0	(0%)	N/A	
SETA (2796)(1878 Tracks) (345)	90	(4%)	22	(6%)
County (4621)* (653)*	146	(3%)	28	(4%)

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

SETA Head Start Food Service Operations Monthly Report * July 2012

July 3rd to 6th -WCIC Closed

July 4th - Holiday All Centers Closed

July 6th - Job Corps Closed For Painting

July 19th - Kennedy Estates Closed for Pest Control

July 20th - End of the Year Celebration at Country Woods
Extra Lunch Provided

Meetings and Trainings:

Food Service Staff Attended the Timecard Training the week of July 9th

Food Service Supervisor Meeting held on July 19, 2012

Head Cook Cheryl Barton and the WCIC Kitchen Staff met on July 26, 2012

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
40,264	24,370	28,786	1540

Total Amount of Meals and Snacks Prepared **94,960**

Purchases:

Food	\$72,463.54
Non - Food	\$13,803.28

Building Maintenance and Repair: **\$2,213.00**

Kitchen Small Wares and Equipment: **\$331.87**

Vehicle Maintenance and Repair : **\$455.02**

Vehicle Gas / Fuel: **\$1,923.40**
Normal Delivery Days **21**

2011-2012 Program Information Report (PIR) Summary for Head Start

	SOP	Twin	Elk	Sac City	San	WCIC	County
Administration							
Total Funded Enrollment	2796	211	420	1292	700	120	5539
Actual Enrollment	4651	254	483	1537	815	141	7881
# Enrolled < 45 days	397	5	22	61	37	4	526
# Total staff	425	37	66	172	114	17	831
# of classes	135	17	21	57	38	6	274
Child Demographics							
Age: 2 years old	3%	0%	0%	0%	1%	0%	2%
Age: 3 years old	37%	38%	7%	29%	27%	38%	33%
Age: 4 years old	52%	62%	92%	68%	71%	62%	60%
Age: 5 years old	8%	0%	1%	3%	0%	0%	5%
Hispanic	50%	31%	47%	51%	45%	35%	49%
Non -Hispanic	50%	69%	53%	49%	55%	65%	51%
Am. Indian/Alaska Native	1%	1%	13%	1%	2%	1%	2%
Asian	6%	18%	18%	15%	3%	14%	8%
Black or African America	27%	38%	21%	24%	14%	44%	25%
Native Hawaiian/Pac.Islander	1%	4%	1%	2%	1%	0%	1%
White	12%	12%	8%	29%	46%	1%	18%
Bi-racial/Multi-racial	8%	9%	6%	4%	10%	4%	7%
Other or Unspecified	45%	19%	33%	26%	25%	35%	37%
English	59%	72%	77%	57%	64%	66%	61%
Spanish	33%	15%	16%	30%	30%	20%	30%
Native Central/South Am.	0%	0%	0%	0%	0%	0%	0%
Middle Eastern/Indic	1%	0%	1%	1%	1%	1%	1%
East Asian	3%	11%	5%	11%	0%	13%	5%
Native No.American/Alaska	0%	0%	0%	0%	0%	0%	0%
Pacific Islander	0%	0%	0%	0%	0%	0%	0%
European/Slavic	1%	2%	0%	0%	2%	0%	1%
African	0%	0%	0%	0%	2%	0%	0%
Other or Unspecified	2%	0%	0%	1%	1%	0%	1%
# of Families	4494	245	475	1452	775	128	7569
# of One Parent Families	53%	51%	39%	51%	42%	68%	51%
# of Two Parent Families:	47%	49%	61%	49%	58%	32%	49%
..1 or both Employed	33%	28%	41%	36%	42%	15%	34%
..In School/Job Training	17%	5%	1%	8%	8%	8%	8%
..Unemployed/Retired/Disable	14%	21%	20%	13%	16%	17%	15%
Health							
Med. Screenings Complete	89%	88%	104%	92%	94%	101%	91%
Needing Med. Treatment	3%	11%	13%	6%	1%	7%	5%
Rec'd Med. Treatment	79%	100%	100%	100%	100%	100%	91%
Dental							
Up to date on oral health care	105%	97%	98%	91%	98%	99%	101%
Needing Dental Treatment	7%	16%	50%	7%	14%	23%	11%
Dental Treatment Rec'd	91%	100%	77%	37%	89%	100%	82%
Immunization							
Complete/up to date/exempt	100%	100%	100%	100%	100%	100%	100%
Health insurance							
Children with medical home	96%	100%	99%	89%	99%	100%	95%
Children with health insurance	99%	100%	99%	87%	99%	100%	96%

2011-2012 Program Information Report (PIR) Summary for Head Start

Staff Qualifications							
# of Teachers							
....Teachers with AA degree	46%	42%	0%	25%	0%	50%	32%
.....Teachers with BA or higher	54%	42%	100%	75%	100%	50%	67%
ERSEA							
# over income	4%	2%	4%	7%	4%	0%	5%
# income below 100% poverty	56%	44%	48%	70%	52%	43%	57%
# children in foster care	2%	2%	4%	1%	2%	0%	2%
# families in homeless status	1%	2%	0%	0%	0%	0%	1%
# families receiving TANF	36%	49%	45%	21%	31%	57%	34%
Disabilities							
% Diagnosed	14%	11%	13%	13%	12%	10%	13%
% receiving special services	100%	100%	100%	100%	100%	100%	100%
Family Partnership							
% families receiving Family Services	71%	64%	64%	47%	87%	33%	67%
Education Screenings/Assessments							
# Completed Ed. Screenings	91%	92%	87%	72%	95%	100%	87%
Mental Health							
# of M.H.Consultations of kids	11%	24%	15%	8%	23%	1%	12%
# of Individual M.H. Assm'ts	462	51	71	94	37	1	716
# Referred outside for M.H.	458	33	18	102	13	1	624
# of Volunteers	689	140	446	993	340	178	2786

2011-2012 Program Information Report (PIR) Summary for Early Head Start

	SOP	Sac City	San Juan	County
Administration				
Total Funded Enrollment	345	147	161	653
Actual Enrollment	610	244	234	1088
Of enrollees, # Pregnant Women	22	44	9	75
# Enrolled < 45 days	69	14	16	99
# Total staff	108	33	59	200
# of classes	15	8	15	38
Child Demographics				
Age: under 1	18%	38%	23%	23%
Age: 1 years old	30%	32%	30%	31%
Age: 2 years old	39%	28%	48%	39%
Age: 3 years old	13%	3%	0%	8%
Hispanic	38%	57%	43%	44%
Non -Hispanic	62%	43%	57%	56%
Am. Indian/Alaska Native	0%	1%	0%	0%
Asian	6%	8%	3%	6%
Black or African America	32%	21%	17%	27%
Native Hawaiian/Pac.Islander	1%	1%	1%	1%
White	16%	3%	53%	21%
Bi-racial/Multi-racial	14%	23%	10%	15%
Other or Unspecified	31%	42%	16%	31%
English	71%	61%	74%	69%
Spanish	19%	29%	22%	22%
Native Central/South Am.	0%	0%	0%	0%
Middle Eastern/Indic	1%	0%	0%	1%
East Asian	4%	9%	0%	4%
Native No.American/Alaska	0%	0%	0%	0%
Pacific Islander	0%	0%	0%	0%
European/Slavic	0%	0%	2%	1%
African	0%	0%	0%	0%
Other or Unspecified	3%	2%	2%	2%
# of Families	534	211	201	946
# of One Parent Families	63%	63%	59%	62%
# of Two Parent Families:	37%	37%	41%	38%
..1 or Both Employed	24%	25%	32%	26%
..In School/Job Training	7%	15%	10%	10%
..Unemployed/Retired/Disabled	13%	13%	9%	12%
Health				
Med Screenings Complete	98%	89%	86%	93%
Needing Med. Treatment	27%	13%	3%	19%
Rec'd Med. Treatment	100%	95%	100%	99%
Dental				
Up to date oral health care	98%	89%	86%	93%
Immunization				
Complete/up to date/exempt	92%	100%	100%	96%
Health insurance				
Children with medical home	98%	99%	93%	93%
Children with health insurance	98%	99%	94%	97%

2011-2012 Program Information Report (PIR) Summary for Early Head Start

Staff Qualifications				
# of Teachers				
..Teachers with AA degree	20%	87%	48%	45%
..Teachers with BA or higher degree	57%	13%	29%	37%
ERSEA				
% Over Income	5%	3%	2%	4%
# income below 100% poverty	49%	78%	64%	59%
# children in foster care	5%	2%	2%	4%
# families in homeless status	2%	0%	0%	1%
# families receiving TANF	39%	16%	24%	31%
Disabilities				
% Diagnosed	21%	12%	14%	17%
% receiving special services	100%	100%	100%	100%
Family Partnership				
% Families receiving Family Services	57%	88%	92%	71%
Education Screenings/Assessments				
# Completed Ed. Screenings	95%	95%	100%	96%
Mental Health				
# of M.H.Consultations of kids	9%	7%	12%	9%
# of Individual M.H. Assm'ts	49	18	28	95
# Referred outside for M.H.	47	18	28	93
Volunteers				
# of Volunteers	29	215	31	275

ITEM VII- DISCUSSION

BACKGROUND:

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

NOTES:

ITEM VIII – PUBLIC PARTICIPATION

BACKGROUND:

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

NOTES: