



Early Learning Centers Serving More Than 6,000 Sacramento Children & Families Annually

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City of Sacramento

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Public Representative

JIMMIE YEE
Board of Supervisors
County of Sacramento

Thought for the Day: You're the key to our success.

~ Author Unknown

HEAD START/EARLY HEAD START

REGULAR MEETING OF THE PARENT ADVISORY COMMITTEE

Date: Tuesday, November 23, 2010
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.

ADMINISTRATION

KATHY KOSSICK
Executive Director

DENISE LEE
Deputy Director

925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Phone: (916) 263-3804
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Website:
<http://www.headstart.seta.net>

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 - Fiscal Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett (Report attached)
 - Committee Reports
 - Seating of New Parent Advisory Committee Representatives (2010-2011)

- Introduction of PAC Representatives (2010-2011)
- Introduction of SETA Head Start Staff
- How to Present and Make Recommendations – Ms. Jeanine Vandermolten
- Board Procedures
 - Conflict of Interest – Ms. Nancy Hogan
 - Reimbursements and Budget/Planning – Mr. Roger Bartlett
 - Personnel – Mr. Andrew Pineda
- Officer Elections – December, 2010 (Board Meeting)

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 - Parent/Family Support Report – Ms. Lisa Carr
 - Child Development and Education Services Report – Ms. Karen Gonzales
 - ✓ Region IX Reports

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Distribution Date: Wednesday, November 17, 2010

*Parent Advisory Committee (PAC) meeting hosted by PAC Officers:
 Chair, Jeanine Vandermolten
 Vice Chair, Mary Brown
 Secretary, Katherine Yaipen-Faulter
 Treasurer, Kiesha Spriggs
 Parliamentarian, Vacant*

ITEM I-A – ROLL CALL

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

- ___ **Vacant**, Auberry Park Head Start
- ___ Zenobia Prothro, Bannon Creek Head Start
- ___ **Vacant**, Broadway Early Learning Center
- ___ **Vacant**, Countrywood Head Start
- ___ Roberto Reyes, Crossroads Garden Head Start
- ___ **Vacant**, Early Head Start/ Home Base
- ___ **Vacant**, Florin Meadows Head Start
- ___ **Vacant**, Freedom Park Head Start
- ___ **Vacant**, Fruitridge Head Start
- ___ Luis Ramos, Galt Head Start
- ___ **Vacant**, Grant Skills Center
- ___ **Vacant**, Grizzly Hollows
- ___ **Vacant**, Hillsdale Head Start
- ___ Tamara Knox, Home Base
- ___ **Vacant**, Home Base
- ___ Kelly Martin, Hopkins Park Head Start
- ___ **Vacant**, Illa Collin Head Start
- ___ **Vacant**, Job Corps Head Start
- ___ David Quintero, Kennedy Estates Head Start
- ___ Mary Brown, La Riviera Head Start
- ___ Victor Goodwin, LaVerne Stewart Head Start
- ___ **Vacant**, Marie Cleveland’s Bright Beginnings Head Start
- ___ Charity Achusim, Mather Head Start
- ___ **Vacant**, Nedra Court Head Start
- ___ **Vacant**, New Helvetia 1 Head Start
- ___ Yvette Hernandez, New Helvetia 2 Head Start
- ___ Connie Wallace, Norma Johnson Head Start
- ___ Erika Contreras, Northview Head Start
- ___ **Vacant**, Parker Avenue Head Start
- ___ Katherine Yaipen-Faulter, Phoenix Park Head Start
- ___ **Vacant**, Sharon Neese Early Learning Center
- ___ **Vacant**, Solid Foundation Head Start
- ___ Dina Patterson, Strizek Park Head Start
- ___ **Vacant**, Vineland Head Start
- ___ Laura Meza, Walnut Grove Head Start
- ___ Lacy Berry, Whispering Pines Head Start
- ___ **Vacant**, Foster Parent Representative
- ___ **Vacant**, Grandparent Representative
- ___ Troy Luna, Male Involvement Representative
- ___ Jeanine Vandermolen, Past Parent/Community Representative
- ___ Kiesha Spriggs, Past Parent/Community Representative

ITEM I-A – ROLL CALL
(Continued)

Program Year 2010-2011- New Representatives to be seated:

- | | |
|---|--|
| ___ Xavier Montoya, Bannon Creek Head Start | ___ Tiffany Hays, Mather Head Start |
| ___ Lashonda Tablit, Foster Parent Representative | ___ Michelle Dixon, Parker Head Start |
| ___ Rebecca Lewis, Grandparent Representative | ___ Tamara Knox, Past Parent Representative |
| ___ Haley Joslin, Home Based Head Start | ___ Yvette Hernandez, Past Parent Representative |
| ___ Kelly Martin, Hopkins Park Head Start | ___ Michelle Burgess, Phoenix Park Head Start |
| ___ Jean Philson, Illa Collin Head Start | ___ Tami Watson, Sharon Neese Head Start |
| ___ Mary Brown, LaRiviera Head Start | ___ Edith Alearaz, Solid Foundation Head Start |
| ___ Praveena Chaudhary, Nedra Court Head Start | ___ Amanda Pennington, Strizek Park Head Start |
| ___ Connie Wallace, Norma Johnson Head Start | ___ Laura Meza, Walnut Grove Head Start |

ITEM I- B
PAC MEETING ATTENDANCE UPDATE

The PAC was seated on November 30, 2009
PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM YEAR 2009-2010

| COMMITTEE MEMBER | CENTER | 11/30 | 12/18 | 01/26 | 02/23 | 03/23 | 04/27 | 05/25 | 06/22 | 07/27 | 08/24 | 09/28 | 10/26 | 11/23 |
|--|--------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|----------|-------|
| Vacant | AP | | | | | | | | | | | | | |
| Zenobia Prothro Re-seated 10/10 | BC | | | | | | | | | | | | Resigned | |
| Vacant | BLC | | | | | | | | | | | | | |
| Vacant | COP | | | | | | | | | | | | | |
| Vacant | CW | | | | | | | | | | | | | |
| Roberto Reyes S/B Seated 08/10 | CR | | | | | | | | | | X | X | X | |
| Vacant | EHS/HB | | | | | | | | | | | | | |
| Lashonda Tablit Seated 05/10 | FM | | | | | | | X | X | X | X | X | X | |
| Vacant | FP | | | | | | | | | | | | | |
| Vacant | FT | | | | | | | | | | | | | |
| Luis Ramos Seated 02/10 | G | | | | X | X | X | X | E | X | X | X | X | |
| Vacant | GH | | | | | | | | | | | | | |
| Vacant | GSC | | | | | | | | | | | | | |
| Vacant | H | | | | | | | | | | | | | |
| Tamara Knox Seated 11/09 | HB | X | X | E | X | X | X | X | X | X | X | X | X | |
| Vacant | HB | | | | | | | | | | | | | |
| Vacant | IC | | | | | | | | | | | | | |
| Kelly Martin Seated 11/09 | HP | X | X | X | X | X | X | X | X | X | X | X | X | |
| Vacant | JC | | | | | | | | | | | | | |
| David Quintero Seated 11/09 | K | X | X | X | X | X | X | E | E | X | X | X | X | |
| Mary Brown Seated 11/09 | LAR | X | X | X | X | X | X | X | X | X | X | X | X | |
| Victor Goodwin Seated 01/10 | LVS | | | X | X | X | X | X | X | X | X | X | X | |
| Vacant | MCBB | | | | | | | | | | | | | |
| Charity Achusim Seated 04/10 | M | | | | | | X | E | X | U | X | X | X | |
| Vacant | NC | | | | | | | | | | | | | |
| Connie Wallace Seated 04/10 | NJ | | | | | | X | X | X | X | X | E | X | |
| Vacant | NH1 | | | | | | | | | | | | | |
| Yvette Hernandez S/B Seated 11/09 | NH2 | E | X | X | X | X | X | X | U | X | X | X | X | |
| Erika Contreras Seated 06/10 | NV | | | | | | | | X | X | X | X | X | |
| Vacant | PA | | | | | | | | | | | | | |
| Katherine Yaipen-Faulter S/B Seated 11/09 | PP | E | X | X | X | X | X | E | X | X | X | X | X | |
| Vacant | SF | | | | | | | | | | | | | |
| Vacant | SN | | | | | | | | | | | | | |
| Dina Patterson Seated 11/09 | SP | X | X | X | U | X | X | X | X | X | X | X | X | |
| Vacant | V | | | | | | | | | | | | | |
| Laura Meza Seated 11/09 | WG | X | E | X | X | X | X | X | X | X | X | X | X | |
| Lacy Berry Seated 04/10 | WP | | | | | | X | X | E | X | X | X | U | |
| Vacant | FPR | | | | | | | | | | | | | |
| Vacant | GPR | | | | | | | | | | | | | |
| Troy Luna Seated 04/10 | MIR | | | | | | X | X | E | E | X | X | X | |
| Kiesha Spriggs Seated 11/09 | PPR | X | X | X | X | X | X | X | X | X | X | X | X | |
| Jeanine Vandermolen Seated 11/09 | PPR | X | X | X | X | X | X | X | X | X | X | X | X | |

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

- 1. First, call your Alternate(s) to see if they can attend in your place;**
- 2. Second, call Head Start Social Services/Parent Involvement Coordinator, Ms. Marie Desha, at 263-4082; and**
- 3. Third, please call the PAC Chair, Ms. Jeanine Vandermolen, at 837-1176, or the PAC Clerk, Ms. Lori Black, at 263-4068**

ITEM I- B (Continued)
PAC MEETING ATTENDANCE UPDATE

The PAC was seated on November 23, 2010
PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM YEAR 2010-2011

| COMMITTEE MEMBER | CENTER | 11/23 | 12/16 | 01/25 | 02/22 | 03/22 | 04/26 | 05/24 | 06/28 | 07/26 | 08/23 | 09/27 | 10/25 | 11/22 |
|--|--------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Vacant | AP | | | | | | | | | | | | | |
| Xavier Montoya S/B Seated 11/10 | BC | | | | | | | | | | | | | |
| Vacant | BLC | | | | | | | | | | | | | |
| Vacant | COP | | | | | | | | | | | | | |
| Vacant | CW | | | | | | | | | | | | | |
| Roberto Reyes S/B Seated 08/10 | CR | | | | | | | | | | | | | |
| Haley Joslin S/B Seated 11/10 | EHS/HB | | | | | | | | | | | | | |
| Vacant | EL | | | | | | | | | | | | | |
| Vacant | FP | | | | | | | | | | | | | |
| Vacant | FT | | | | | | | | | | | | | |
| Luis Ramos Seated 02/10 | G | | | | | | | | | | | | | |
| Vacant | GH | | | | | | | | | | | | | |
| Vacant | GSC | | | | | | | | | | | | | |
| Vacant | H | | | | | | | | | | | | | |
| Haley Joslin S/B 11/10 | HB | | | | | | | | | | | | | |
| Vacant | HB | | | | | | | | | | | | | |
| Jean Philson S/B Seated 11/10 | IC | | | | | | | | | | | | | |
| Kelly Martin S/B Seated 11/10 | HP | | | | | | | | | | | | | |
| Vacant | JC | | | | | | | | | | | | | |
| David Quintero Seated 11/09 | K | | | | | | | | | | | | | |
| Mary Brown S/B Seated 11/10 | LAR | | | | | | | | | | | | | |
| Victor Goodwin Seated 01/10 | LVS | | | | | | | | | | | | | |
| Vacant | MCBB | | | | | | | | | | | | | |
| Tiffany Hays S/B Seated 11/10 | M | | | | | | | | | | | | | |
| Praveena Chaudhary S/B Seated 11/10 | NC | | | | | | | | | | | | | |
| Connie Wallace S/B Seated 11/10 | NJ | | | | | | | | | | | | | |
| Vacant | NH1 | | | | | | | | | | | | | |
| Vacant | NH2 | | | | | | | | | | | | | |
| Erika Contreras Seated 06/10 | NV | | | | | | | | | | | | | |
| Michelle Dixon S/B Seated 11/10 | PA | | | | | | | | | | | | | |
| Michelle Burgess S/B Seated 11/10 | PP | | | | | | | | | | | | | |
| Edith Alearaz S/B Seated 11/10 | SF | | | | | | | | | | | | | |
| Tami Watson S/B Seated 11/10 | SN | | | | | | | | | | | | | |
| Amanda Pennington S/B Seated 11/10 | SP | | | | | | | | | | | | | |
| Vacant | V | | | | | | | | | | | | | |
| Laura Meza S/B Seated 11/10 | WG | | | | | | | | | | | | | |
| Lacy Berry Seated 04/10 | WP | | | | | | | | | | | | | |
| Lashonda Tablit S/B Seated 11/10 | FPR | | | | | | | | | | | | | |
| Rebecca Lewis S/B Seated 11/10 | GPR | | | | | | | | | | | | | |
| Troy Luna Seated 04/10 | MIR | | | | | | | | | | | | | |
| Tamara Knox S/B Seated 11/10 | PPR | | | | | | | | | | | | | |
| Yvette Hernandez S/B Seated 11/10 | PPR | | | | | | | | | | | | | |
| Jeanine Vandermolen Seated 11/09 | OGC | | | | | | | | | | | | | |

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. Jeanine Vandermolen, at 837-1176, or the PAC Clerk, Ms. Lori Black, at 263-4068**

PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE UPDATE
PROGRAM YEAR 2008-2009
(Continued)

Head Start Center Abbreviations

| | | | |
|-------------|--------------------------------|--------------|-----------------------------------|
| AP: | Auberry Park | LAR: | La Riviera |
| BC: | Bannon Creek | LVS: | LaVerne Stewart |
| BLC: | Broadway Early Learning Center | M: | Mather |
| CR: | Crossroads Garden | MCBB: | Marie Cleveland Bright Beginnings |
| CW: | Countrywood | NJ: | Norma Johnson |
| EHS: | Early Head Start | NC: | Nedra Court |
| EL: | Elkhorn | NH1: | New Helvetia 1 |
| FP: | Freedom Park | NH2: | New Helvetia 2 |
| FT: | Fruitridge | NV: | Northview |
| G: | Galt | PA: | Parker Avenue |
| GH: | Grizzly Hollow | PP: | Phoenix Park |
| GSC: | Grant Skills Center | SF: | Solid Foundation |
| H: | Hillsdale | SN: | Sharon Neese |
| HB: | Home Based | SP: | Strizek Park |
| HP: | Hopkins Park | V: | Vineland |
| IC: | Illa Collin | WG: | Walnut Grove |
| JC: | Job Corps | WP: | Whispering Pines |
| K: | Kennedy Estates | | |

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 |

ITEM II-A – CONSENT

APPROVAL OF MINUTES FOR PAC REGULAR MEETING OCTOBER 26, 2010

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the PAC Regular Meeting of October 26, 2010.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

REGULAR MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE

MINUTES/SYNOPSIS

SETA Boardroom
925 Del Paso Blvd.
Sacramento, CA 95815

October 26, 2010
9:00 a.m.

I. Welcome

A. Call to Order/Roll Call

Ms. Jeanine Vandermolen called the meeting to order at 9:10 a.m. The Pledge of Allegiance was recited. The Thought for the Day was read by Ms. Mary Brown. Roll was called; a quorum was confirmed.

Members Present:

Roberto Reyes
Lashonda Tablit
Luis Ramos (9:19 arrival)
Tamara Knox
Kelly Martin
David Quintero
Mary Brown
Victor Goodwin
Charity Achusim (9:14 arrival)
Yvette Hernandez (9:13 arrival)
Connie Wallace
Erika Contreras
Katherine Yaipen-Faulter
Dina Patterson
Laura Meza
Troy Luna
Jeanine Vandermolen
Kiesha Spriggs

Members Absent:

Lacy Berry (U)

New Members Seated:

Zenobia Prothro, Bannan Creek Head Start (E)

II. Consent Item

A. Approval of Minutes for PAC Meeting of August 24, 2010

Motion by Ms. Brown, seconded by Mr. David Quintero, to approve the attached minutes. No discussion.

Ayes, 16. Nays, 0. Abstentions, 1, (Ms. Vandermolen.)

III. Action Items

A. Approval of Modifications to the SETA Personnel Policies and Procedures, Section 9.08 Sick Leave Accrual and Usage

Administration Chief, Mr. Rod Nishi, explained the request for approval of modifications to the SETA Personnel Policies and Procedures, Section 9.08 Sick Leave Accrual and Usage attached. ~~Strikethroughs~~ indicate deletions to the existing language and **embolden words** indicate additions. These modifications were negotiated between the AFSME (The American Federation of State, County, and Municipal Employees) Union and SETA.

The modifications were discussed. Several questions in regards to employee rights has the Union to work them through. Policy approved by Management and the Union.

Motion by Mr. Victor Goodwin, seconded by Ms. Katherine Yapen-Faulter, to approve the modifications to the SETA Personnel Policies and Procedures, Section 9.08 Sick Leave Accrual and Usage, as attached.

Show of hands vote: Ayes, 16. Nays, 0. Abstentions, 2 (Ms. Brown and Ms. Vandermolén). Motion carried.

B. Approval of Revised PC/PAC Reimbursement Policies and Procedures

Mr. Roger Bartlett asked the PAC to approve the attached revised PC/PAC Reimbursement Policies and Procedures. Revisions reflect reimbursement for attending trainings, orientations, Parent Leadership Institute and participation in the Agency hiring process.

Motion by Ms. Brown, seconded by Ms. Yvette Hernandez, to approve the attached PC/PAC Reimbursement Policies and Procedures.

Show of hands vote: Ayes, 17. Nays, 0. Abstentions, 1 (Ms. Vandermolén). Motion carried.

C. 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

Ms. Vandermolén reviewed all the modified areas of the Bylaws. She explained that deletions are indicated with ~~strikethroughs~~ (red type), and additions are indicated with *italics* (blue type). Modifications were made to the cover page, table of contents, pages 1, 2, and pages 5 through 14. Bylaws modifications included in the agenda packet.

Motion by Mr. Luis Ramos, seconded by Ms. Yaipen-Faulter, to open a public hearing, hear any additional testimony, and continue this item to the next PAC

meeting, where the action of the Committee will be to close the public hearing and approve the amendments to the PAC Bylaws as attached. No discussion.

Show of hands vote: Ayes, 17. Nays, 0. Abstentions, 1 (Ms. Vandermolen).
Motion carried.

D. Review of Applications and Election of Past Parent Representative and Alternate

Ms. Vandermolen stated that the deadline to turn in applications for Past Parent Representatives and Alternates was October 13th. However, there are two applicants who did not meet this deadline date for turning in an application, but would still like to participate. The Board was asked to vote on allowing these applicants to participate, without having submitted an application. (Parents will still be required to submit an application.) Show of hands vote: Ayes, 15.
Motion carried.

Ms. Vandermolen advised that there would be two separate votes for the two Past Parent Representative positions.

Past Parent Representative Nominees:

Tamara Knox
Greg Oviedo
Yvette Hernandez (No application received.)
LaShonda Tablit (Ms. Tablit withdrew her name.)

The nominees were allowed one minute to speak on why they would like to be elected to the position of Past Parent.

Motion by Mr. Goodwin, seconded by Mr. Quintero, to vote for (two) Past Parent Representatives (and two Alternates) for the PAC.

Show of hands vote: Ayes, 17. Nays, 0. Abstentions, 1 (Ms. Vandermolen).

First vote results:
Greg Oviedo – 2 votes.
Tamara Knox – 9 votes.
Yvette Hernandez – 5 votes.

Tamara Knox was elected Past Parent Representative with 9 votes.

Second vote results:
Greg Oviedo – 3 votes.
Yvette Hernandez – 13 votes.

(Two abstentions – Ms. Achusim and Ms. Vandermolen)

Yvette Hernandez was elected Past Parent Representative 5 votes.

Greg Oviedo was elected Past Parent Alternate with 3 votes.

- E. Review of Applications and Election of Grandparent Representative and Alternate

Applications were received for Ms. Dina Patterson, and Ms. Rebecca Lewis. Both were given one minute to speak on why they would like to be elected.

Motion by Ms. Kelly Martin, seconded by Ms. Knox, that the PAC elects one Grandparent Representative and one Alternate. No discussion.

Show of hands vote: Ayes, 17. Nays, 0. Abstentions, 1 (Ms. Vandermolten). Motion carried.

Vote results:

Rebecca Lewis was elected Grandparent Representative with 10 votes.

Dina Patterson was elected Grandparent Alternate with 6 votes.

(2 Abstentions: Ms. Vandermolten and Ms. Tablit.)

- F. Review of Applications and Election of Foster Parent Representative and Alternate

Ms. Lashonda Tablit (who did not turn in an application) was the sole candidate.

Motion by Ms. Brown, seconded by Ms. Yaipen-Faulter, to elect Ms. Tablit as the Foster Parent Representative.

Show of hands vote: Ayes, 17. Nays, 0. Abstentions, 1 (Ms. Vandermolten). Motion carried.

As sole candidate, LaShonda Tablit was elected Foster Parent Representative.

IV. Information Items

- A. Standing Information

➤ Introduction of Newly Seated Representative – None.

➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett reported on attached and distributed fiscal reports. SETA spent all of the CDE funds and about 99 percent of the base grant. \$120,000 operating costs has been rolled over, or will be requested to be rolled over. Personnel costs were transferred into T/TA. 99 percent of the Basic Early Head Start grant and Early Head Start T/TA grant has been

spent. 100 percent of the Head Start ARRA COLA has been spent. The remaining balances have been adjusted; approximately 99.7 percent has been spent, leaving very little to send back to the government. \$446,642.19 has been spent on the Corporate Card. Kaiser is no longer accepting American Express for payment, and the Corporate Card balance will be lower in the future. The neck tie purchase was a parting thank you for the outgoing Governing Board Chair, Mr. McCarty. Sunscreen was purchased for preventative measures for the children. Strollers were purchased for emergency preparedness evacuation of Early Head Start children. Sunglasses were purchased for infant/toddler giveaways at community health fairs/events/prevention education, and for Early Head Start home visits and recruitment. Ms. Brown recommended sunglasses being provided to all Head Start children, along with the prevention education. Ms. Campos agreed it is a good idea.

- PC/PAC Calendar of Events, Parent/Family Support Unit Calendar of Events – Ms. Jeanine Vandermolen

Ms. Vandermolen highlighted some of the events from the attached Calendar. Male Involvement, October 29th. Health Services Committee meeting is tomorrow. Self Assessment meeting is October 27th, 9-11 a.m. PAC/PC Budget/Planning Committee meeting is November 9th, 9 a.m., Redwood Room.

- PC/PAC End of Year Appreciation Reports and Recognitions – Ms. Jeanine Vandermolen – Presentations were made to parents and staff who were unable to attend the event.

Parents commented on the End of Year event and thanked parents, Head Start and staff for a great event, including a great keynote speaker, great video quotes, great video. Everyone was well-dressed, and it was very emotional. It was suggested to show the video to new parents, possibly at the next Orientation training, to increase their enthusiasm.

- Countywide Parent Conference – Ms. Mary Brown reported that they had first meeting. Among the attendees were the Sacramento County of Education, Lilliput Children's Services, River Oaks Center for Children, San Juan U.S.D., Bob Silva for Parent Involvement, Alma Hawkins for Grandparent Involvement, and Karen Gonzales. The conference theme has not been selected; input is appreciated. It will be held during spring break for maximum attendance at the Skills Center on Lemon Hill. Keynote speaker unknown. Child care problems must be further discussed. Workshop suggestions were discussed. The next meeting is December 3rd. Ms. Lisa Carr will be the facilitator. Her unit putting it together.

(Ms. Vandermolen asked that all applications be returned to Ms. Marie Desha.)

- SETA Operated Program Enrollment/ADA Report for School Year 2009-2010 (July) – Ms. Elsie Bowers/Ms. Gale Paiva – Attached.
- Child Care Center Food Menu (Attached)
- Community Resources – PAC Representatives/Staff – None.

B. Governing Board Minutes of September 2, 2010 (Attached.)

V. Committee Reports

- ✓ Executive Committee – Read by Ms. Vanderemolen.
- ✓ Budget/Planning Committee – Meeting cancelled.
- ✓ Personnel/Bylaws Committee – Bylaws modifications were reviewed.
- ✓ Social/Hospitality Committee – The meetings are over for now; the program was finalized before the event.
- ✓ Early Childhood Development and Health Services Committee and Parent/Family Support Committee (AKA Child Safety Committee)
 - Emergency Preparedness for Families (Subcommittee)

Ms. Katherine Arrue and Ms. Mary Brown attended the nutrition meeting. Ms. Arrue reported that in the meeting with Ms. Campos they discussed procedures and parents learned what SETA does. Head Start has a procedure for everything that could possibly happen at the center – head lice, bed bugs, pesticides, etc. A lot of groups worked together to develop the policies and procedures, which are located on the SETA website.

- ✓ Male Involvement Committee – Ms. Vanderemolen shared that she was informed no one showed up to the last meeting. Mr. Troy Luna explained that it was due to miscommunication on date; the date was moved with no reminder notice was sent out to parents.

Mr. Luna shared that there is a Daddy and Me pumpkin carving event today at Crossroads Head Start. The next one will be at Northview. If it is a SOP program, they get \$100 to throw a program. Surveys were distributed for Board Members to take to their centers and have males (fathers, grandfathers, uncles) fill them out. The information will be used at the parent conference. Confidentiality is optional. Information will be used at the Parent Conference. The Male Involvement program is open to everyone.

- ✓ Community Partnerships Advisory Committee (CPAC) – No meeting.
- ✓ Health Services Advisory Committee (HSAC) - The next meeting is 5:30-7:30 p.m. tomorrow.

VI. Other Reports

- Chair's Report – Ms. Jeanine Vandermolen – No report.
- Policy Council Report(s) – Mr. David Quintero, Ms. Kelly Martin, Ms. Mary Brown, Ms. Katherine Yaipen-Faulter, Ms. Yvette Hernandez, and Ms. Dina Patterson

Ms. Vandermolen shared it was pretty much the same as last PC meeting.

- Head Start Deputy Director's Monthly Report – Ms. Denise Lee
 - ✓ Monthly Head Start Reports – (See attachment.) The End of Year celebration was a great event. Congratulations to the Social/Hospitality Committee.
 - ✓ The State budget finally passed. SETA has and can continue services without interruptions. Ms. Lee thanked the Fiscal Department for their ideas on how to sustain the program.
 - ✓ SETA had its Delegate Kickoff. This year's focus was how to prepare for the federal review. The review is anticipated in January through April of next year. Reviewers can come unannounced at any time, or announced, which will be within 30 days of notification. A team of 14 will come for a week to look at Head Start services. More information to follow.

➤ Managers' Reports

- Child Development and Education Services Monthly Report

Ms. Karen Gonzales shared that the PAC/PC End of Year event was very nice, and she thanked the Board for the invitation.

Ms. Gonzales asked the Board to remind parents that during the upcoming holiday time, they can bring stickers, pencils, stamps, etc., but to please leave candy, cakes and cupcakes at home.

Head Start is gearing up for Self Assessment and would like parents to be on the committees.

- ✓ Region Monthly Reports (Attached.)

- Parent/Family Support Report – Ms. Lisa Carr

Ms. Carr apologized for missing the End of Year Appreciation; she is teaching a class for SETA staff to stay in compliance for the infant toddlers.

There will be a legal clinic parent training on November 16th. Flyers available in English and Spanish. Questions will be answered on topics such as citizenship, guardianship, etc.

The Parent Conference will be held at Lemon Hill Career Center. We are working out the childcare issue; one of the agencies may offer stipends for child care. This will be during Lemon Hill's spring break; not SETA's. SETA is still looking for more parent participation.

The Self Assessment is tomorrow at 9:00 a.m., and will probably be over at 10:00 a.m. We still need more parents to participate.

VII. Center Updates

Ms. Brown read an e-mail from Michael Zito (who works with her and works a lot for Head Start) regarding SETA Head Start being at or near the top of the list and, being one of the most innovative grantees in the state. He complimented Head Start Deputy Director Denise Lee.

VI. Other Reports (Continued)

➤ Managers' Reports

- Program Support Services Monthly Report – Ms. Brenda Campos reported that everything is signed and SETA has a lease with Elkhorn Head Start.

There is a Health Services Advisory Committee meeting tomorrow.

VIII. Discussion - None.

IX. Public Participation - None.

X. Adjournment – Meeting adjourned at 11:18 a.m.

ITEM III-A – ACTION

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

BACKGROUND:

The Personnel/Bylaws Committee 2009-2010 met to review and recommend revisions to the Bylaws of the SETA Operated Head Start/Early Head Start Parent Advisory Committee.

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

RECOMMENDATION:

Hear any additional testimony, close the public hearing and approve the modifications 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: ~~10/20/09~~ 10/26/10
PAC Final Approval: ~~11/30/09~~ 11/23/10

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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 (~~HS~~)/Early Head Start (~~EHS~~) 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 ~~Head Start~~ *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 ~~Head Start (HS)~~ and ~~Early Head Start (EHS)~~ hereinafter referred to as ~~(EHS)~~ and Head Start (HS).
- 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.

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.
6. 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. However, at least 51% of the voting membership of the PAC shall consist of parents whose children are currently enrolled in the program.
7. Additional members may be added to ensure all program center options are proportionally represented on the PAC.
8. No SETA HS staff 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 2: 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 3: Policy Council Members

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

SECTION 4: 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 5: 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 6: 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 Clerk of the Committee.

A. **Absences:**

Any member (or Alternate/~~Alternates replacement~~) 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 Clerk of the Committee.

- B. **Reinstatement:**
The Representative or agency/group may request that a member who has been removed due to absences be reinstated by submitting a letter to reinstate to the Chair/ and SS/PI Coordinator within ~~seven~~ **ten (7/10)** 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 7: 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 fourth 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~~ *twenty-four* (72~~24~~) 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 ~~of the Executive Committee~~ 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.

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 ~~seven-ten~~ (7-10) 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.

~~Please reference Article III, Section 6-D.~~

- ~~4.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, and* mileage/transportation *will be provided* for attending required ~~_____~~ meetings/obligations listed below:

1. ~~a.~~ PAC (regular, annual, emergency and special meetings)
2. ~~b.~~ Interview/screening/exam panels
3. ~~c.~~ Standing Committee meetings (Budget/Planning, Personnel/Bylaws, Executive, *Social/Hospitality*)
4. ~~d.~~ 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. ~~e.~~ Program Area Committees
6. ~~f.~~ Community Partnerships Advisory Committee (CPAC)
7. ~~g.~~ Health Services Advisory Committee (HSAC)
8. ~~h.~~ Ad Hoc (special) Committee Meetings
9. ~~i.~~ Governing Board meetings (only applies to the Chair or an Executive Officer in the absence of the Chair)
10. ~~j.~~ Food Services Committee
11. ~~k.~~ Workforce Investment Board and Committee Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)

- ~~2.B.~~ 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: ~~S~~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. ~~No more than one (1) representative per each of the SOP shall serve as an officer.~~

SECTION 3: Duties of Officers

The duties of PAC officers shall be as prescribed in these Bylaws and shall also 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 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-~~2F~~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.

- 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.
- 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.*
- 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.

Article VI

Committees

The quorum of ~~any committee~~ *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, and Social/Hospitality.

- 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 a minimum of two (2) other members 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 of all funds raised by~~ 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 a minimum of two (2) members. 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 and Treasurer and a minimum of two (2) members 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.

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 three (3) staff and a minimum of three (3) 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 a minimum of three (3) Representatives who shall plan and review the Parent/Family Support program area.

- **The Male Involvement Committee** shall be comprised of one (1) staff and a minimum of three (3) Representatives who shall plan and review the Male Involvement program.
- **The Monitoring and Evaluation Committee** shall be comprised of one (1) staff and ~~a minimum of three (3) Representatives~~ *the Committee of the Whole* who shall plan, review and oversee program.
- **The Food Services Committee** shall be comprised of one (1) staff and a minimum of three (3) 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. ~~Under no circumstances shall a representative select more than three (3) committees. The Executive Committee shall be counted as a committee. All PAC Representatives are encouraged to be on a Program Area Committee.~~ 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)
- ✓ Child and Adult Care Food Program (CACFP) Report (SETA Operated Program) (USDA Meal/Snacks Report)
- ✓ Program Information Summaries

- ✓ Sacramento County Head Start/Early Head Start Program Enrollment Report (Enrollment Report)

Article VIII

Bylaws Amendment

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

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

ITEM III-B – ACTION

**APPROVAL OF REVISED PC/PAC REIMBURSEMENT
POLICIES AND PROCEDURE**

BACKGROUND:

The PC/PAC Reimbursement Policies and Procedures is being revised to reflect PC/PAC Bylaws modifications of PC/PAC reimbursement for attending trainings, orientations, Parent Leadership Institute and participation in the Agency hiring process.

Mr. Roger Bartlett, Fiscal Manager, will be available to answer questions. Please see attachment.

RECOMMENDATION:

That the Parent Advisory Committee approves the revised PC/PAC Reimbursement Policies and Procedures.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

PC/PAC Reimbursement Policies and Procedures

MILEAGE

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

CHILD CARE

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

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

FREQUENCY OF REIMBURSEMENT

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

Effective Date November 23, 2010

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

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

- Parent/Staff Recognitions
- Fiscal Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett (Report attached)
- Committee Reports
- Seating of New Parent Advisory Committee Representatives (2010-2011)
- Introduction of PAC Representatives (2010-2011)
- Introduction of SETA Head Start Staff
- How to Present and Make Recommendations – Ms. Jeanine Vandermolen
- Board Procedures
 - Conflict of Interest – Ms. Nancy Hogan
 - Reimbursements and Budget/Planning – Mr. Roger Bartlett
 - Personnel – Mr. Andrew Pineda
- Officer Elections – December, 2010 (Board Meeting)

NOTES:

COMMITTEE REPORTS

BACKGROUND:

This agenda item provides an opportunity for the PAC Executive Committee and Program Area Committees to provide a report.

A. Executive Committee

- Critique of the Parent Advisory Committee meeting, October 26, 2010.

| GOOD | NEEDS IMPROVEMENT |
|---|--|
| Thank you, Ms. Consuelo Lopez, for translating. | Staying until the end of the meeting. |
| Clean Boardroom. | Taking care of personal business prior to the start of the meeting to eliminate leaving the meeting. |
| Good job of no cell phones going off and no phone texting. | Wait until the Chair is finished speaking before addressing the Chair. |
| Thank you, Linda Hurdle, for making Board meeting reminder phone calls. | |
| Thank you for raising hands high during voting process. | |

B. Budget/Planning Committee

C. Monitoring and Evaluation Committee (AKA Self-Assessment Committee)

D. Male Involvement Committee/Community Advocating Male Participation (CAMP) – Mr. Troy Luna

E. Health Services Advisory Committee (HSAC) – Mr. Victor Goodwin

NOTES:

ITEM III-C – ACTION

ELECTION OF POLICY COUNCIL REPRESENTATIVES AND ALTERNATES

BACKGROUND:

Each year PAC elects six (6) Representatives and six (6) Alternates to the Sacramento County Head Start Policy Council (PC).

The duties of these Representatives and Alternates include:

- ✓ Attend monthly Policy Council meetings held at the SETA Boardroom on the fourth Tuesday of each month at 1:00 p.m., following the Parent Advisory Committee meetings
- ✓ Attend Committee meetings as needed
- ✓ Report to the PAC members information received and decisions made by the Policy Council
- ✓ Policy Council Representatives must be a parent of children currently enrolled in the Head Start/Early Head Start program

RECOMMENDATION:

That the Parent Advisory Committee elects six (6) Representatives and six (6) Alternates to the Policy Council.

NOTES:

Representatives nominated:

Alternates elected:

ACTION: Moved _____ **Seconded** _____

VOTE: Aye _____ **Nay** _____ **Abstain** _____

ITEM III-D – ACTION

**ELECTION OF REPRESENTATIVES AND ALTERNATES
TO ATTEND THE NATIONAL HEAD START ASSOCIATION
ANNUAL PARENT TRAINING CONFERENCE**

BACKGROUND:

This agenda item provides an opportunity for Parent Advisory Committee to elect two (2) Parent Advisory Committee Representatives and two (2) Alternates to attend the National Head Start Association (NHSA) 27th Annual Parent Training Conference, Friday, December 10 – Tuesday, December 14, 2010, Virginia Beach, VA.

Please see attached Conference Attendance Guidelines and conference information.

RECOMMENDATION:

That the Parent Advisory Committee elects two (2) Representatives and two (2) Alternates to attend the NHSA Annual Parent Training Conference.

NOTES:

Representatives nominated:

Alternates elected:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

PARENT ADVISORY COMMITTEE REPRESENTATIVE CONFERENCE ATTENDANCE GUIDELINES

The following guidelines for Parent Advisory Committee Representatives attending a Head Start Parent Conference are as follows:

1. Priority preference for selection to attend a Head Start Conference will be given to Parent Advisory Committee (PAC) Representatives who have not had an opportunity to attend an out-of-state Head Start Conference.
2. The PAC Representative must give a written report to the PAC at the next scheduled PAC meeting upon his/her return from the parent conference (local or out-of-state).
3. The PAC Representative's report must include the PAC Representative's name, conference date, title, location; workshops attended, and networking information.
4. Any additional comments.

ITEM IV-A – INFORMATION (Continued)

STANDING INFORMATION

BACKGROUND:

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

- Calendar of Events and Activities, Parent/Family Support Unit (Attached) – Ms. Jeanine Vandermolen
- PC/PAC Calendar of Events (Attached) – Ms. Jeanine Vandermolen
- Community Resources – Parent/Staff

NOTES:

CALENDAR OF EVENTS AND ACTIVITIES
PARENT/FAMILY SUPPORT UNIT

| <u>EVENT</u> | <u>DATE</u> |
|------------------------------------|--|
| Male Involvement Committee Meeting | Friday, November 19, 2010 11:00 a.m. 925 Del Paso Blvd. Saturn Room |
| Male Involvement Committee Meeting | Friday, December 17, 2010 11:00 am. 925 Del Paso Blvd. Redwood Room |
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PC/PAC CALENDAR OF EVENTS

| <u>EVENT</u> | <u>DATE</u> |
|---|--|
| Male Involvement Committee Meeting | Friday, November 19, 2010 11:00 a.m. 925 Del Paso Blvd. Saturn Room |
| PAC Executive Committee Meeting | Thursday, December 2, 2010 9:00 a.m. 925 Del Paso Blvd. Room to be announced. (Chair only – all other officer positions null and void.) |
| PC Executive Committee Meeting | Friday, December 3, 2010 9:00 a.m. 925 Del Paso Blvd. Room to be announced (Chair only – all other officer positions null and void.) |
| National Head Start Association 27 th Annual Parent Training Conference | Friday, December 10 through Tuesday, December 14, 2010 Virginia Beach, VA |
| Male Involvement Committee Meeting | Friday, December 17, 2010 11:00 am. 925 Del Paso Blvd. Redwood Room |
| | |
| | |
| | |

ITEM IV-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the Governing Board minutes of October 7, 2010 attached.

NOTES:

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

Minutes/Synopsis

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

SETA Board Room
925 Del Paso Blvd.
Sacramento, CA95815

Thursday, October 7, 2010
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:02 a.m.

Members Present:

Kevin McCarty, Chair, SETA Governing Board; Councilmember, City of Sacramento (arrived at 10:05 a.m.)
Don Nottoli, Vice Chair, SETA Governing Board; Member, Board of Supervisors
Bonnie Pannell, Councilmember, City of Sacramento
Sophia Scherman, Public Representative
Jimmie Yee, Member, Board of Supervisors

- Recognition of Retiring Employee: Ms. Kossick acknowledged Mr. James Pardun's years of service to SETA. Mr. Pardun spoke of his appreciation of his team through the years. Board members expressed their thanks for Mr. Pardun's work.

II. Consent Items

- A. Minutes of the September 2, 2010 Regular Board Meeting
B. Approval of Claims and Warrants

The consent calendar was reviewed; no questions or comments.

Moved/Pannell, second/Scherman, to approve the consent calendar as follows:

- A. Minutes of the September 2, 2010 meeting.
B. Approve the claims and warrants for the period 8/27/10 through 9/29/10.
Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Reappointment of the Public Representative Member to the SETA Governing Board

Ms. Pannell urged the reappointment of Ms. Scherman who has been an outstanding board member over the years.

Moved/Pannell, second/Nottoli, to approve the reappointment of Ms. Sophia Scherman as a public representative to the SETA Governing Board for the current term ending in November, 2012 and forward this nomination for approval to the City Council and Board of Supervisors.

Voice Vote: Unanimous approval.

2. Approval of Retiree Health and Dental Insurance Subsidy

Ms. Kossick stated that staff is requesting to continue the current subsidy provided to the 27 retirees in the current year and the next 12 month period.

Moved/Scherman, second/Pannell, to approve Option A for the next calendar year, effective January 1, 2011.

Voice Vote: Unanimous approval.

3. Authorize the Executive Director to Enter into Lease Negotiations for Warehouse/Workshop/Office Space Agreement

Mr. Rod Nishi stated that this item is requesting approval to enter into lease negotiations for Head Start warehouse/workshop space. Seven proposals were received in response to an RFP that was released in September. The top two sites come from the current landlord. Mr. Yee suggested that perhaps a reduction in the cost per foot could be done through negotiations. Mr. Thatch stated that the negotiating terms will be discussed during the closed session.

Moved/Pannell, second/Scherman, to authorize the Executive Director to enter into lease negotiations with the top three ranked proposals.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

4. Approval to Authorize the Executive Director to Retain Mentor Coach Consultants for the Early Learning Mentor Coach Project Funded by the American Recovery and Reinvestment Act of 2009

Ms. Kossick reported that SETA was successful in a national competition to receive \$225,000 from the Administration for Children and Families for a 17 month grant to increase the skill level of Head Start teachers. Currently, the Agency does not have the staffing skills to provide these services.

Moved/Nottoli, second/Yee, to authorize the Executive Director to retain mentor consultant coaches for this Early Learning Mentor Coach grant.

Voice Vote: Unanimous approval.

5. Approval of Digital Telecommunications Corporation Contract Amendment

Mr. Edward Proctor reviewed this board item requesting approval to amend the DTC contract. This amendment comes to a \$300,000 reduction.

Mr. Thatch requested that any action taken by the board be subject to legal counsel review of the amendment.

Moved/Pannell, second/Nottoli, to approve the amendment to the DTC contract to \$592,957.50 which includes all equipment and labor to install the VoIP system, subject to review by legal counsel.

Voice Vote: Unanimous approval.

6. Approval of Staff Recommendation for the Youth Vendor Services (VS) List

Ms. Marianne Sphar reviewed this item; no questions or comments.

Moved/Nottoli, second/Pannell, to approve the addition of Another Choice, Another Chance to the Youth Vendor Services List.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

7. Approval of Out-of-State Travel to Attend the Birth to Three Conference in Washington, D.C.: Dropped from the agenda.

B. WORKFORCE INVESTMENT ACT

1. Appointment of Required Partner Member to the Sacramento Works, Inc. Board of Directors

and

2. Appointment of Labor Sector Member to the Sacramento Works, Inc. Board of Directors

Ms. Kossick reviewed these two items and offered to answer questions. The appointment will fill two Required Partner vacancies on the Sacramento Works board.

Moved/Scherman, second/Yee, to approve the appoint Ms. Coreena and Ms. Martha Penry to the two Required Partner vacancies on the Workforce Investment Board operating as Sacramento Works, Inc.

Voice Vote: Unanimous approval.

3. Approval to Reallocate Workforce Investment Act Governor's 15% Discretionary Funds for the New Start Program and Augment Subgrantees

Mr. Walker reviewed this item that reallocates New Start funding the South County, Broadway, Urban League and Lemon Hill career centers.

Moved/Pannell, second/Yee, to: approve reducing the amount available for supportive services and scholarships for New Start customers served by this grant by \$55,000; and approve augmenting and extending the subgrant agreements of Asian Resources, Inc., Sacramento City Unified School District, Elk Grove Unified School District and the Greater Sacramento Urban League to continue funding staff to provide services to New Start customers through December 31, 2010.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

4. Approval of Augmentation of Crossroads/Citrus Heights Career Center Subgrant for Career Center Scholarship Services

Ms. Purdy stated that this item requests \$17,000 to pay the fees for an adult education class for computer literacy at San Juan. Due to budget cuts, San Juan is now charging for the class. 540 people will go through this class.

Moved/Pannell, second/Yee, to approve an augmentation of \$17,000 in Talent Development Scholarship funds to continue low-cost computer training through San Juan Unified School District for Crossroads Diversified Services, Inc. at the Sacramento Works Career Center in Citrus Heights.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

5. Approval of Funding Modifications of Workforce Investment Act (WIA) Adult, Dislocated Worker and CalWORKS Funds for On-The-Job (OJT) Training Providers

Ms. Robin Purdy reviewed the augmentation. In the last week, SETA was informed by the county that funds could not be used for the salaries for the staff developing the contracts; the funds can be used only for wages for the training. This item requests the augmentation of \$400,000 from WIA to pay the program operators for their staffing costs to develop slots, assessment, coaching and case management. The outcomes are very high; 80% of the participants go into employment so this is a very important activity to continue in the community. Ms. Purdy would like to go back to the county to negotiate with the county to pay for the salaries.

Mr. Nottoli requested a follow up meeting once the state budget is passed to see if staff salaries are paid. Ms. Kossick stated that the board can approve this item today and staff will come back with any modifications; staff will follow up with the county executive's office.

Moved/Nottoli, second/Scherman, to augment OJT providers with WIA Adult funds to cover staffing costs from October 1, 2010 through June 30, 2011; increase the number of CalWORKS recipients to be served by OJT providers from 151 to 194; and augment North State Building Industry Association with WIA DW funds to serve dislocated workers determined ineligible under the NEG.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

6. Approve Funding Recommendation for Safe Community Partnership Street Outreach Services

Ms. Christine Welsch stated that SETA has been partnering with the City of Sacramento to implement the Safe Community Partnership Street Outreach Service. In August, SETA was asked by the City of Sacramento to take over the operational services. Staff is recommending funding WIND Youth Services for \$93,000. There will be a big event at the Countrywood Apartments. This is a pilot beginning on the Mack Road corridor. Future projects will be focused on the Oak Park and Del Paso Heights neighborhoods.

Moved/Pannell, second/Scherman, to approve the funding recommendation for Safe Community Partnership Street Outreach services to Wind Youth Services for \$93,000.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

C. HEAD START

1. Approval of Program Approach Changes for Program Year 2010-2011 for Grantee and Three Delegate Agencies

Ms. Denise Lee stated that there will be slight changes to the way services will be done as the grantee as well as three delegate agencies.

Moved/Scherman, second/Pannell, to approve the program approach changes as recommended and outlined in the board packet for 2010-2011 program year. Voice Vote: Unanimous approval.

2. Approval to Submit a Request to Carryover Head Start Funds Program Year 2009-2010

Ms. Lee stated that this item requests to utilize carryover funds to continue and complete the work at the Bannon Creek center. In addition, the funds will be utilized to move the play structure from Center of Praise to another center.

Moved/Scherman, second/Nottoli, to approve the following: approve the submission of a carryover request for Program Year 2009-2010, Head Start Basic funds up to \$300,000, and approve the submission of a carryover request for Program Year 2009-2010, Head Start Program Improvement funds up to \$293,000.

Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. **REFUGEE PROGRAMS:** No items.

IV. **Information Items**

A. Workforce Investment Act Fiscal and Procurement Monitoring Report for Program Year 2008-2009: Ms. Kossick stated that there was a finding that was addressed last month.

B. Workforce Investment Act Gold Standard Evaluation

Mr. Ron D'Amico stated that the United States Department of Labor is funding an evaluation of the Workforce Investment Act. Thirty local Workforce Investment Areas have been randomly chosen to participate in this evaluation. The focus will be the adult and dislocated worker program; youth will be excused from the evaluation. Mr. Nottoli asked for periodic updates on this evaluation. He wants the utmost sensitivity given to our customers at the career centers.

C. Fiscal Monitoring Reports: No questions or comments.

D. Head Start Fiscal Report: No questions or comments.

E. Head Start Policy Council Minutes: No questions or comments.

F. Dislocated Worker Update: Mr. Walker reported that Wells Fargo will be laying off 101 employees at the Sacramento Auto Insurance Center doing business as Cost You Less Insurance. Staff had a recruitment for Advanced Call Center Technologies; it is expected that 67 people will be hired through this recruitment.

G. Employer Activity Report: No questions or comments.

H. Unemployment Update/Press Release from the Employment Development Department: No questions or comments.

V. **Reports to the Board**

A. Chair: No report.

B. Executive Director: No report.

C. Deputy Directors: Ms. Lee reviewed the Head Start report which includes the meal report and attendance.

D. Counsel: No reports.

E. Members of the Board: No comments.

F. Public: Mr. Robert Enzerie, Vice President of the Sacramento Professional Network stated that this is a volunteer organization with members including lawyers, teachers, business development people, with a goal of helping people to get back to work. This organization provides value to the area and has placed over 55 of their members into employment. They are looking for support for their

group. Mr. Enzerie is requesting a coordinator for the Sacramento Professional Network and adequate meeting space for 50-75 members that show up to their meetings. Their orientations are held at the Gerber facility and more than 100 volunteer members participate. Mr. Nottoli suggests meeting with Ms. Kossick and top SETA staff. Ms. Kossick and Ms. Purdy will meet with Sacramento Professional Network on assisting this group.

Mr. Thatch stated that there would be no report out of closed session. Board went into closed session at 11:28 a.m.

VI. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Pursuant to Government Code Section 54956.8

The Governing Board may discuss negotiations concerning the following property(ies) and person(s):

Site #1

Address: 301 N. 10th Street, Sacramento

Agency Negotiator: Rod Nishi

Negotiating Party: Timothy Lee, Vice President

Owner: Daniel Benvenuti, Jr., 301 Capitol Mall Associates, L.P.

Under Negotiation: Price, Terms of Payment, Terms of Agreement for Lease, or both

Site #2

Address: 261 Richards Boulevard, Sacramento

Agency Negotiator: Rod Nishi

Negotiating Party: Sean Merold

Owner: Michael Geller, Michael S. Geller Recoverable Trust

Under Negotiation: Price, Terms of Payment, or both

Site #3

Address: 241 North 10th Street, Sacramento

Agency Negotiator: Rod Nishi

Negotiating Party: Lindsey Malito

Owner: Johan Otto, President, North 10th Street Business Park

Under Negotiation: Price, Terms of Payment, or both

Site #4

Address: 4915 43rd Street, Bay C, Sacramento

Agency Negotiator: Rod Nishi

Negotiating Party: Ken Giannoti

Owner: MP Holdings, LLC, McClellan Park LLC

Under Negotiation: Price, Terms of Payment, or both

Site #5

Address: 2410 Manning Street, Sacramento

Agency Negotiator: Rod Nishi
Negotiating Party: Ryan D. DeAngelis
Owner: BCB Properties Inc. C/O CB Richard Ellis
Under Negotiation: Price, Terms of Payment, or both

VII. Adjournment: The meeting was adjourned at 11:37 a.m.

ITEM V – OTHER REPORTS

BACKGROUND:

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

- Chair’s Report – Ms. Jeanine Vandermolen
- Policy Council Report(s) – Mr. David Quintero, Ms. Kelly Martin, Ms. Mary Brown, Ms. Katherine Yaipen-Faulter, Ms. Yvette Hernandez, and Ms. Dina Patterson
- Head Start Deputy Director’s Monthly Report – Ms. Denise Lee
 - ✓ Monthly Head Start Report – (See attachment.)
- Managers’ Reports
 - Child Development and Education Services Monthly Report – Ms. Karen Gonzales
 - ✓ Region Monthly Reports (See attachment.)
 - Program Support Services Monthly Report – Ms. Brenda Campos
 - Parent/Family Support Report – Ms. Lisa Carr

NOTES:



● **Monthly Head Start Report** **November**

SETA Operated Program

SETA Hosts All Staff Meeting

The SETA Operated Program hosted a half-day All Staff meeting on November 3rd at the Antioch Progressive Church in South Sacramento. Staff participated in a series of mandated training sessions including Child Abuse Reporting, Child Care Food Program/Meal Service and EZ-ID (sign-in/out system).

Denise Lee, Deputy Director, kicked off the meeting with updates regarding the ARRA projects, the highly anticipated tri-annual reviews (federal, state and child care food program), and the newly released Designated Renewal System (re-competition). Upon completion of the day, staff returned to their respective centers with assignments supporting the upcoming reviews.

Early Learning Mentor Coaches Grant Awarded!

SETA Head Start applied and was awarded \$225,000 to implement an Early Learning Mentor Coaches Program by Department of Health and Human Services.

The grant, funded by the American Recovery and Reinvestment Act, supports a coaching initiative that will improve the quality of teacher-child interactions, assist programs to promote positive, significant and sustained outcomes for children and promote career development for teaching staff working in Head Start programs. The Early Learning Mentor Coach Project will be countywide in scope and will include all 262 Head Start teachers at the grantee and delegate level. Data gathered from DRDP assessments, CLASS observations, and environmental rating scales will be used to develop individual coaching plans, as well as to measure the effectiveness of the project.

SETA was one of only 131 programs nationwide that received this grant and we are very excited to implement this project for the benefit of the teachers and children in Sacramento County.

CLASS Training Is Implemented Into Classrooms

CLASS (Classroom Assessment Scoring System) is a research-based observation tool used to help teachers and schools improve the quality of classroom interactions.

In the ECE community, the use of the CLASS tool has become more prevalent and necessary in a relatively short amount of time. To be prepared for this new trend, SETA Head Start has sent four (4) individual staff to the official CLASS Train the Trainer seminar. This group of four trainers has, in turn, conducted four Reliability Observation trainings. Reliable Assessors are necessary to the implementation of assessments in our program. SETA now has thirty (30) Reliable Assessors.

As of December 1, 2010, all SOP teaching staff will have received the six hour CLASS Overview Training. This training supplies our teaching staff with CLASS specific knowledge and information.

To date, 45% of our Head Start classrooms have been assessed using the CLASS tool. The remainder of the classrooms will receive assessments in the winter of 2011. The program data collected will be used to guide Professional Development Training in 2011.

All SETA delegate agencies have had some exposure to the CLASS tool. They are currently participating and using the tool to varying degrees.

Reaching Out to Families through Community Events

SETA Family Support Unit attended several events in the community to provide activities for children while parents talked to staff about enrollment opportunities. Community events included, the River Oak Health Fair; Sesame Street Workshop Event: Families Stand Together sponsored by Mayor Kevin Johnson in Oak Park; and, City of Hope event held at Cal Expo. Staff was available to talk with parents about the services we offer.

Additionally, the Male Involvement committee was busy at La Riviera, Hillsdale, Crossroad Gardens and Northview ELC providing pumpkin carving activities to over 250 participants. Surveys were conducted with the fathers at the events to get an idea about what type of information and events they would find helpful. These surveys will be used to develop workshops at the parent conference scheduled for April 2011.

Save the Date – 1st Annual Countywide Parent Conference

The first annual Parent Conference planning is underway. This countywide event will take place on April 20, 2011 at the Lemon Hill Career Center. The committee will be asking Mayor Johnson to be the keynote speaker since he was a Head Start graduate raised by his grandmother.

ChildPlus and Partners for a Healthy Baby Curriculum Training Provided to SETA Operated Program and Delegate Agency Staff

Two major training opportunities for countywide staff were offered on October 28-29, 2010 and held on-site at our administrative office. *ChildPlus* training was conducted by one of their trainers from Atlanta, GA. Attendees were provided an overview of the system along with individual sections such as ERSEA and Health. *Partners for a Healthy Baby*, a home visiting curriculum for pregnant mothers, was conducted by the developer at Florida State University. This training targeted new staff serving EHS expansion families, along with long time EHS Educators from both SETA Operated Program and delegate agencies. Both *ChildPlus* and *Partners for a Healthy Baby* were identified training needs for our county.

Summary of On-going Monitoring – November

Areas of Monitoring Review

- File review at Site Supervisor, SS/PI Supervisor and Program Officer level – 5 files per classroom
- Multi-disciplinary Team (MDT) meetings to monitor special education and mental health follow up
- Site Supervisor reports detailing enrollment, staff attendance, file review, classroom observations, and referral follow up
- Safe Environments Checklists
- Enrollment and Attendance Reports
- Family and Community Partnerships Reviews
- Health and Nutrition – File Reviews and Meal Service Observations

Strengths

- ❖ Developmental, behavioral, and speech screenings are completed within required timelines
- ❖ MDT meetings are providing opportunities for follow-up plans for children and families
- ❖ Houghton Mifflin lesson plans are current and posted in classrooms
- ❖ Regular parent meetings are taking place and documentation is being inserted into parent meeting binders
- ❖ All HS/EHS mandated services are being met and quality services are being offered to children and families
- ❖ Staff training and professional development is regularly provided for continued program improvement
- ❖ Parent involvement and strong partnerships with families and local communities

Areas Needing Improvement

- ▶ Internal monitoring of children's files in areas of ERSEA, Education, Health//Nutrition
- ▶ Parent policy group trainings
- ▶ Family Case management not occurring within scheduled guidelines
- ▶ Classroom environments need to be organized
- ▶ Limited written family contact information

Plan of Action

- ✓ Case management procedures will be reviewed and Program Officers will follow-up on site
- ✓ Individual plans will be developed for each classroom to address areas needing attention
- ✓ Policies and procedures will be reviewed with FSWs and teaching staff
- ✓ Staff will be re-trained on the importance of documenting services provided to families
- ✓ Parent meetings will be designed to address topics that interest parents

Elk Grove Unified School District

Education Services Update

The monthly staff in-service meeting was held on October 29. Liz Aguilar, consultant at the grantee, presented the first part of a two part overview of the Classroom Assessment Scoring System (CLASS). CLASS is an observational instrument developed to assess quality in pre-school classrooms and will be used by the Federal Review Team when they audit the Head Start program this year. Mrs. Aguilar will present the second part of the training at the November in-service.

Additionally, Florence Oneto, social worker for the Pre-K program, and Irene Ladd, instructional coach for the Pre-K program, presented information on how to write lesson plans that include individualization for students. Teachers were shown how to include goals from an Individual Education Plan (IEP) or an Individual Development Plan (IDP) when making lesson plans. Time was given to practice writing plans using an IEP or IDP from the teachers' own classrooms in order to make the information more meaningful.

Planning is currently underway for internal monitoring that will take place in late November and early December with parent surveys, file compliance, Policy Committee interviews, and facilities checklists being added to staff and parent calendars.

The Head Start Program is fully enrolled with 380 students in the regular Head Start classrooms and 40 in the expansion classrooms. Average daily attendance in the regular Head Start classrooms was 86%, while it was 95% in the expansion classrooms.

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. Currently there are 50 students (12%) with active IEPs in the program. This number exceeds the 10% minimum required by Head Start.

Health Services Update

Representatives from Smile Keepers visited every Head Start classroom this month to provide fluoride treatments and discuss dental health with the children. Program educators are monitoring files and providing additional support to ensure that children who have need of further dental treatment receive it.

Parent Education Classes

“Making Parenting a Pleasure,” a class for helping parents build their parenting skills, was held each Wednesday in October at the Samuel Kennedy site. On average, four parents attended each class. Additionally, a class for Spanish speaking parents to learn strategies for working with their children around literacy called “Latino Family Literacy,” was held at Prairie Elementary and Charles Mack Elementary Schools. There was an average of 11 parents attending these classes at Prairie Elementary, and an average of 22 parents attending classes at Charles Mack Elementary School.

Recruitment Event at Fairytale Town

The Pre-K Program had a booth at the Children’s Celebration at Fairytale Town on Saturday, October 9. Sixty informational flyers were distributed. Individual registrations are taking place and students are being placed on a waiting list. Currently, there is a waiting list at each of the school sites.

Sacramento City Unified School District

ARRA Expansion Classroom Opens!

The staff at SCUSD is very excited about opening Room C-3 at the Hiram Johnson Family Education Center, the ARRA Expansion room, which primarily serves student parents who are attending Independent Study at Hiram Johnson. The students are provided child care for 4 hours weekly so they can attend their classes with the knowledge their baby is safely cared for just next door. A separate work space for students to complete homework with their baby in view is included in the room. The space is also utilized by SCOE, First 5 and the Early Head Start Home-Based programs for socializations, providing a developmentally appropriate and stimulating learning environment for babies, and a small meeting and resource area for parents. Please come see the beautiful new room during the open house on December 1st from 11:00 - 1:00!

Workshops for Pregnant and Parenting Teens

Workshops for pregnant and parenting teen groups are being held at three high schools: American Legion, Capital City, and Hiram Johnson. The workshops are held approximately twice a month to connect students with each other and to provide information to aid them in becoming better parents. This includes information about child development, positive parenting, healthy pregnancy, and self-care. So far this year 32 teens have participated in these workshops.

Head Start Children Receive Dental Varnish

SCUSD has started the dental varnish program in October and a master calendar has been developed so that all school sites will be visited by the Dental Hygienist and Nurse.

'Incredible Years' Parent Workshop

On November 2, 2010 the department social workers, First 5 resource teacher and other support staff were able to provide the first half of an *Incredible Years* parent workshop. The goal of the workshop was to teach parents tools for positive discipline. The base of the program is focusing on relationship building with your child. This is done through cooperative and child directed play, praise and encouragement and tangible and intangible rewards. Using these tools will enhance the child's self-esteem, problem solving skills, social-emotional well-being, among other things, that will increase the child's ability to thrive in the home and at school. Thirty three parents were in attendance, which included seven couples. The information provided in the workshop was well received. The second half of the workshop will be completed on November 9th and will cover the topics of limit setting, natural and logical consequences, and the use of limited time outs.

San Juan Unified School District

Education Services Update

The last year of the district's Early Reading First grant will allow coaches to collaborate with preschool Lead Teachers, and deliver additional language and literacy strategies to all San Juan classrooms.

Disabilities Services Update

In October, staff started following up on the first series of referrals. In many instances, the special education staff members have already screened children and/or made additional referrals. A large percentage of the students who have been referred have been placed in a school based program, in which the Speech Therapist will see those children on an informal basis and/or send work home for parents to support the needs of their child. The 10% target for disabilities enrollment has been met; however, referrals and placements will continue as children's needs are met.

Mental Health Services Update

The Mental Health Therapist (MHT) is participating in parent/teacher conferences to address both specific social-emotional needs of identified children as well as to provide community resources and mental health referral information. The MHT continues to provide workshops on limit setting for parents and staff throughout the program. Counseling interns are providing weekly counseling for children program-wide.

Nutrition Services Update

The San Juan Unified School District's Food Services Department provides 'Harvest of the Month' produce to the preschool classes upon request. While only a few of the teachers are currently taking advantage of this resource, participation is strongly encouraged.

Health Services Update

The health team is continuing to schedule Smile Keepers to provide dental screenings for all the preschool programs (HS/SPS/FDSPS). The screenings will be scheduled through December. The health staff members are continuing to screen children in the centralized screening room one day each week. The Nurse continues to train staff and put child health plans in place. Follow-up screenings for children are being completed in the classroom by the health staff.

Policy Committee Update

The Policy Committee has begun activities for the 2010-2011 school year. Both the first regular meeting and first Executive Board meeting have taken place. There are many enthusiastic representatives volunteering to participate. SJUSD is looking toward electing a SPAC representative, selecting committee members and choosing attendees for the February CHSA conference in upcoming meetings.

Transition Services Update

Teachers have been busy preparing their DRDP-PS assessments for all children and will now create their first Individual Development/Transition plans that will be shared with families during the November parent conferences.

Program Support/Staff Training Update

The second session of the Individualization Training was offered on November 5. This covered the new DRDP-PS tool, SJUSD's individualization system and the fine art of taking anecdotal notes.

Fiscal Update

Head Start and Early Head Start base grants were reconciled and reports completed by October 10th, 2010. All spending is within budgeted spending trends. The Head Start and Early Head Start ARRA programs were also reconciled and reports were submitted to SETA's Fiscal Manager for quarterly reporting to the ARRA Federal Reporting Governance.

Final close outs for Head Start and Early Head Start COLA, Quality, Expansion Start-up and Expansions were completed and mailed to SETA on October 27th.

The fiscal staff has attended various trainings on the 2011 Head Start Protocol in preparation for the Triennial Federal Review. SJUSD is currently in process of gathering documents to be sent to SETA by December 1st.

Early Head Start

The month of October began the bus service for home based families to attend family socializations twice each month. This is a big benefit for families who are homebound due to a lack of transportation. Socializations allow the children and families to interact with each other.

Twin Rivers Unified School District

Head Start Children Participate in Safety Week

During the week of October 25th-29th, the TRUSD participated in Red Ribbon Week. The school social worker facilitated parent meetings in every classroom with information related to drug, tobacco and alcohol awareness. Classrooms participated in a "Say No to Drugs" door decorating contest which was judged by TRUSD district office staff. Parents and students also participated in poster and coloring contests related to the Red Ribbon Week theme.

The Fall Festival was also held in conjunction with the safety week. The Fall Festival was a parent involvement event in which families enjoyed carnival games, a haunted house, face painting and lots of fun activities. Each student received a goodie bag and a pumpkin as a special treat. Additionally, students decorated scarecrows and carved pumpkins.

Professional Development

The teaching staff attended the final session of CLASS Training which was facilitated by SETA. Also, staff attended *ChildPlus* training for an overview of the database and component specific data input. During the past month, staff also received training on child abuse and reporting requirements. Finally, Morey Avenue staff participated in CPR/First Aid training to renew their certifications.

Several staff members attended training on the newly released Preschool Curriculum Framework at CPIN. Additionally, the district wide Professional Development Day on November 12th will focus on data analysis as it applies to lesson planning.

Federal Review Preparation

The Leadership Team has been meeting weekly to exchange information and documents in preparation for the upcoming Federal Review. The monitoring binders are 90% complete. In preparation for the upcoming review, the Leadership Team is also developing an action plan to refresh the teaching staff on the various component specific information and performance standards.

Program Update

- The Nutrition Coordinator and District Nurse have finalized the new policy on how to follow-up with children who have low hemoglobin/hematocrit.
- Education Component Leaders have completed ECERS on all classrooms and are providing feedback to the teaching staff for recommended improvement.
- The Speech Language Pathologist continues to provide direct services to students who have been identified with speech concerns. Additionally, the screening procedure is currently being revised.
- The Health Assistant completed dental screenings on October 4th and 11th.
- Dental varnishing for all children was also completed on October 15th.

- The school Social Worker continues to complete Family Partnership Agreements for families and anticipates starting the Friendship Social Skills groups in late November.
- Teachers have finished DRDP-PS assessments.
- The ERSEA Component Leader (substitute) continues to input enrollment, health and family services data into the *ChildPlus* database. The enrollment files have been reviewed by SETA and no concerns have been noted.

Policy and Parent Committees Update

New members of the 2010-2011 Policy Committee were officially elected; Parent representatives from both expansion sites were included. Parent Committees meetings were held at both expansion school sites: Kohler and Woodridge. The Policy Committee members voted to approve the bylaw revisions on October 19th. Committee members have also been selected for the Component Teams.

Parenting Classes Offered Through Community Partnership

“Making Parenting a Pleasure” parenting classes continue to be offered at the Morey Avenue site in collaboration with the Mutual Assistance Network in Del Paso Heights through an MOU with First 5 Sacramento. During the parenting classes, childcare was made available through Child Action, while translation was provided by TRUSD’s ECE Department.

WCIC

Special Events

Ms. Davis, Executive Director, participated in McClatchy High School’s “Take Back the Night” event on October 21 on behalf of WCIC/Playmate Head Start Programs. This was an excellent event for recruitment of Head Start families, as well as positive community involvement/outreach.

WCIC/Playmate Head Start Program’s children, parents and staff were invited by Mayor Kevin Johnson to participate in the Sesame Street Workshop on October 26 at the Oak Park Community Center. Elmo was present and the children never stopped smiling, laughing and talking. Additionally, the children were given Sesame Street books and piggy banks. They created their personal artwork on the piggy banks!!!

WCIC’s Annual Christmas Fundraiser Planning Committee has been working hard during the month of October on the upcoming fundraiser, which is scheduled for December 4 from 7 p.m. to Midnight. The event will include live entertainment, food, and networking opportunities. Please come and share the Holiday Spirit with us!!! A \$10 donation is requested.

WCIC’s 75th Anniversary Celebration Planning Committee met again on October 19th. The weeklong (August 1st through August 6th, 2011) celebration will include: an art show, a children’s literacy program, poetry, a banquet, a house party, and an event at the Capitol.

Family and Community Partnerships

The recruitment of partnerships continues monthly to enhance the quality of existing services to our Head Start families. The following partners continue to make a difference: UC Berkeley Early Childhood Math Project, City of Sacramento, Oak Park Community Center, NIA Women of Purpose, The Effort Clinic, and the UC Davis African American Faculty and Staff Association.

Staff Development Day

The WCIC/Playmate Team enjoyed the Sacramento County's Head Start Delegate Kick-Off on October 14th and 15th. The panel of Federal Review experts was a special treat. The team also expressed that this was one of the best Delegate Kick-Off events! They were able to ask one on one protocol questions in the break-out sessions and received excellent feedback to bring back to the sites.

Fiscal

WCIC/Playmate Head Start Program's audit is currently underway.

SPECIAL EDUCATION REPORT

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

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) | 13 | (6%) | N/A | |
| Elk Grove USD (420) | 53 | (12%) | N/A | |
| Sacramento City USD (1292)(147) | 43 | (3%) | 7 | (5%) |
| San Juan USD (700) (161) | 64 | (9%) | 14 | (9%) |
| WCIC (120) | 7 | (6%) | N/A | |
| SETA (2796) (345) (1878 Tracks) | 150 | (8%) | 36 | (10%) |
| County (4621)* (653)* | 330 | (7%) | 57 | (8.7%) |

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

ITEM VI – DISCUSSION

BACKGROUND:

This agenda item allows Parent Advisory Committee Representatives the opportunity to ask questions about the program pertinent to their centers.

NOTES:

ITEM VII - 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:

ITEM VIII- ADJOURNMENT

NOTES:
