

Thought for the Day: When you contribute to others, no matter how small your talent, you expand your soul. The greatest measure of success is service to others.

~ Esteemed Human
Development International

HEAD START/EARLY HEAD START

REGULAR MEETING OF THE PARENT ADVISORY COMMITTEE

Date: Tuesday, October 26, 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.

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GOVERNING BOARD

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City of Sacramento

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Executive Director

DENISE LEE
Deputy Director

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Distribution Date: Friday, October 21, 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
- ___ **Vacant**, 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
- ___ Lashonda Tablit, 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

New Representatives to be seated:

- ___ Zenobia Prothro, Bannon Creek 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													
Vacant	BLC													
Vacant	COP													
Vacant	CW													
Roberto Reyes S/B Seated 08/10	CR										X	X		
Mukeya Richardson S/B Seated 02/10	EHS/HB				AP	X	X	X	U	X	U	U		
Lashonda Tablit Seated 05/10	FM							X	X	X	X	X		
Vacant	FP													
Vacant	FT													
Luis Ramos Seated 02/10	G				X	X	X	X	E	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		
Vacant	HB													
Vacant	IC													
Kelly Martin Seated 11/09	HP	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		
Mary Brown Seated 11/09	LAR	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		
Vacant	MCBB													
Charity Achusim Seated 04/10	M						X	E	X	U	X	X		
Vacant	NC													
Connie Wallace Seated 04/10	NJ						X	X	X	X	X	E		
Vacant	NH1													
Yvette Hernandez S/B Seated 11/09	NH2	E	X	X	X	X	X	X	U	X	X	X		
Erika Contreras Seated 06/10	NV								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		
Zakkiyyah Spikes Seated 04/10	SF						X	X	U	X	U	U		
Vacant	SN													
Dina Patterson Seated 11/09	SP	X	X	X	U	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		
Lacy Berry Seated 04/10	WP						X	X	E	X	X	X		
Vacant	FPR													
Vacant	GPR													
Troy Luna Seated 04/10	MIR						X	X	E	E	X	X		
Kiesha Spriggs Seated 11/09	PPR	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		

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
FM:	Florin Meadows	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 SEPTEMBER 28, 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 September 28, 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

September 28, 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. Mr. Victor Goodwin sat in as Parliamentarian. (He did not sit next the Chair and was therefore able to vote.) The Pledge of Allegiance was recited. The Thought for the Day was read by Ms. Kiesha Spriggs. Roll was called; a quorum was confirmed.

Members Present:

Roberto Reyes
Lashonda Tablit
Tamara Knox
Kelly Martin (9:12 arrival)
David Quintero
Mary Brown
Victor Goodwin
Charity Achusim
Yvette Hernandez (9:19 arrival)
Erika Contreras
Katherine Yaipen-Faulter
Dina Patterson
Laura Meza (9:30 arrival)
Lacy Berry
Troy Luna
Jeanine Vandermolen
Kiesha Spriggs

Members Absent:

Mukeya Richardson (U)
Luis Ramos (U)
Connie Wallace (E)
Zakkiyyah Spikes (U)

New Members Seated:

None.

II. Consent Item

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

Motion by Ms. Mary Brown to approve the attached minutes. Seconded by Mr. David Quintero. No discussion.

Ayes, 14. Nays, 0. Abstentions, 1 (Ms. Vandermolen). Motion carried.

IV. Information Items (out of order)

A. Standing Information

- Parent/Staff Recognitions - Mr. Jose Diaz and the SETA Head Start Facility Department – Ms. Jeanine Vandermolen/Ms. Denise Lee

Ms. Denise Lee recognized the Head Start Facilities team. Ms. Lee shared some of the duties the team is responsible for and commented on how valuable they are to the Head Start program. Some of their responsibilities include: building structures, electrical, flooring/carpet repairs, HV/AC units, school yard landscaping, alarm systems, electronic sign-in systems, painting, play areas, plumbing. The team, lead by Mr. Jose Diaz, Program Coordinator, introduced themselves. As an appreciation, Facilities was presented with a collage picture of themselves, created by Mr. Francisco Navarro. Ms. Lee presented a video created by Mr. Navarro, showing the Facilities team at work.

(Ms. Yvette Hernandez arrived at 9:19 a.m., and Ms. Laura Meza arrived at 9:30 am.)

III. Action Items

A. Approval to Submit a Request for Prior Approval to the Office of Head Start to Purchase a VoIP System

Mr. Ed Proctor, Information Technology Chief, explained that VoIP (Voice over Internet Protocol) will replace SETA's existing land line phone system. High speed data circuits will be installed at each of the Head Start centers and will have connection with the Administrative Office. It will provide high data security to the centers. SETA is asking the PAC to approve the expenditure. The proposal must be submitted to ACF for approval to proceed with project. Ms. Katherine Yaipen-Faulter asked about how the system would work with center emergencies. Mr. Proctor explained that each center will have one land line/analog line left for faxes and emergencies. Under the new system, 911 calls will give the exact location to the dispatcher.

Motion by Mr. Goodwin, seconded by Ms. Kiesha Spriggs to approve the submission of a request for prior approval to utilize Head Start Basic funds to purchase a VoIP System.

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

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

Ms. Denise Lee asked the PAC to approve the Program Approach Changes for Program Year 2010-2011 for the Grantee and Three of its Delegate Agencies. SETA's Center of Praise services will be relocated to a new center; anticipated move date is in early January. In the interim, Hillsdale Early Learning Center will be utilized. Ms. Lee explained the details.

Sacramento City Unified School District (SCUSD) Head Start is requesting a change due to the increasing uncertainty surrounding full-day state preschool funding. SCUSD is proposing a revision to their 2010-2011 program approach with slots. Ms. Lee explained the details.

San Juan Unified School District is requesting a change because the number of service days changed. Ms. Lee explained the details.

Elk Grove Unified School District Head Start is requesting a change because an additional program option was added and the number of service days changed as a result of furlough days being omitted from the calendars. Ms. Lee explained the details.

Motion by Ms. Mary Brown, seconded by Ms. Martin, to approve the program approach changes as recommended and outlined above for the 2010-2011 program year.

No discussion. Ayes, 16. Nays, 0. Abstentions, 1 (Ms. Vandermolen).

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

Ms. Lee explained that a few projects didn't get completed in time for SETA to close out its records. The Fiscal Year ends July 30th, and SETA has until October 29th to liquidate its funds. SETA is recommending carrying over up to \$300,000 Head Start Basic funds to complete the Bannon Creek and Bright Beginning modular projects.

\$8,000 Program Improvement funds was awarded to erect a privacy fence at Center of Praise. Since SETA will not be using Center of Praise, staff is recommending carrying over the \$8,000 to use it for the cost of removing and relocating the playground structures.

San Juan Unified School District staff is recommending carrying over \$285,000 unexpended Program Improvement funds to complete a shade structure project delayed due to permit issues.

Discussion: Ms. Kelly Martin asked if it will cost the whole \$8,000 to move the playground equipment from one site to another. Ms. Brenda Campos answered that to remove and re-install the playground equipment will cost \$12-\$13,000, and to replace the shade structure that burned at Bright Beginnings will cost at least \$15-\$20,000. The Fiscal Department is working with the insurance company on what SETA's costs/cost recovery will be. All surplus insurance recovery money will be spent on site improvements.

Motion by Mr. Goodwin, seconded by Ms. Tamara Knox to 1) approve the submission of a carryover request for Program 2009-2010, Head Start Basic funds up to \$300,000; and 2) to approve the submission of a carryover request for Program Year 2009-2010, Head Start Program Improvement funds up to \$293,000.

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

IV. Information Items (continued)

A. Standing Information

➤ Introduction of Newly Seated Representative – None.

➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett reported that SETA has until October 29th to spend all the money and report. The grant year end was July 31st. The CDE year runs through June 30th. Since there is no state budget, SETA has been using reserve funds. Mr. Bartlett reported on expenditures listed in the attached fiscal reports.

➤ Parent/Family Support Unit Calendar of Events – Ms. Jeanine Vandermolen
Flyer attached for the PC/PAC End of Year Appreciation event, Saturday, October 16th, 12:00-3:00 p.m., Double Tree Hilton Hotel, 2001 Point West Way, Sacramento. Sign-up sheet distributed. There are up to three guests allowed; guest money due to Marie by Friday October 1st in cash or money order.

- PC/PAC Recruitment – Ms. Jeanine Vandermolten shared that applications are being accepted for Past Parents, Foster Parents, and Grandparents. See Ms. Marie Desha for applications; submit applications to Ms. Desha or Ms. Vandermolten. Ms. Vandermolten thanked Ms. Mickey Barbosa and the teaching staff who are the ones who get everything ready to begin the recruitment process.
- PC/PAC Survey – Representatives were asked to complete the distributed PC/PAC Survey, which will assist with retaining parent participation and planning for the 2010-2011 Program Year. Spanish version of Survey to follow.
- Parent/Staff Recognitions (Continued) – Ms. Vandermolten recognized Ms. Amanda Matusz, Alternate for Walnut Grove, who was present observing the meeting.
- Program Self Assessment – Ms. Lee reported for Lisa Carr. Each year SETA is required to do a self assessment on its program services and systems and to assure it is following the federal government’s guidelines and procedures. SETA’s Head Start program is reviewed by the federal government every three years. This year’s self assessment will be held just prior to the federal government’s review of SETA. Parent input is very important. A *Self Assessment Team Leaders* handout was provided, which lists assessment teams and the staff member(s) who lead the team. SETA will have an orientation October 27, 2010, Sequoia Room, 9:00 a.m.; parents are invited to get an idea of what the different team components are and what the calendar looks like. SETA will be doing its review the final week of November/ first week of December. Generally only board members from the PC and PAC are used for the Self Assessment. Non-committee members will not receive reimbursement, but may participate. Parents will only be allowed to look at their own child’s records.
- Child Care Center Food Menu (Attached)
- Community Resources – PAC Representatives/Staff
At Second Saturday, October 9th, 18th and “L” Streets, 5-6:00 p.m. through the evening, Ms. Vandermolten will be showing her artwork and Ms. Knox will be showing her photography. For more information, Board Members may give Ms. Vandermolten their e-mail addresses. Also on the 9th is First 5 Day, approximately 10:00 a.m. -3-4:00 p.m., Fairytale Town (free that day). There will be many activities and community resources, including a Head Start booth.

B. Governing Board Minutes of August 12, 2010 (Attached)

V. Committee Reports

- ✓ Executive Committee – Ms. Vandermolten read the attached report.
- ✓ Budget/Planning Committee – Ms. Knox reported that Mr. Bartlett did an excellent job.
- ✓ Personnel/Bylaws Committee – Ms. Brown said the Committee finished the bylaws. The first reading is in October.
- ✓ Social/Hospitality Committee – Ms. Brown reported that the Committee picked out the plaques, awards, and parent gifts. The Committee meeting scheduled for the 30th has been canceled.

Ms. Vandermolten participated in shopping for door prizes. She will be donating three prints of her artwork. Everyone will receive a door prize ticket when they walk in the door. Colors are green, black, silver/clear; but it doesn't matter what colors you wear; wear what you have.

- ✓ Early Childhood Development and Health Services Committee and Parent/Family Support Committee (AKA Child Safety Committee), Emergency Preparedness for Families (Subcommittee) – No meetings.
- ✓ Monitoring and Evaluation Committee (AKA Self-Assessment Committee) – No meetings.
- ✓ Male Involvement Committee
Mr. Troy Luna reported that the meeting last week was cancelled and rescheduled for Thursday, September 30th, 11:00 a.m., Saturn Room. The next meeting is October 29th, (11:00, Redwood Room). There was a good turnout at last month's meeting; a lot of males showed up. Pictures were taken last month. There was a good turnout at the Fishing in the Park activity. The fish weren't biting as much. Everyone showed up at 9:00 a.m., but the lake wasn't stocked until 10-10:30 a.m.
- ✓ Community Partnerships Advisory Committee (CPAC) – No one attended the meeting.
- ✓ Health Services Advisory Committee (HSAC) – No meetings. There is a meeting scheduled for October 27th, 2010.

VI. Other Reports

- Chair's Report – Ms. Jeanine Vandermolten
The NHSA Parent Scholarship Awards application booklet was distributed. There are two awards: *Beating the Odds*, and *Rutha Weatherl Memorial Parent of the Year*. Parents must submit their application to Ms. Desha or Ms. Vandermolten for review by October 18th. (Ms. Desha needs to submit to the CHSA by the 20th.) Applications are due to NHSA by October 31st. These awards are for current parents only.
- 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. Yaipen-Faulter reported that at last month's meeting members went over the same information as the PAC did, except for clarification of the quality assurance review (Self Assessment), and the Parent Survey.
- Head Start Deputy Director's Monthly Report – Ms. Denise Lee – attached.
 - ✓ Monthly Head Start Reports – (See attachment.)
 - ✓ Program Information Report (PIR) – Ms. Lee explained the attached PIR.

Ms. Lee reported that CDE is getting tighter by the day with using reserve funds. She will keep parents updated. SETA received signed contracts from the state, but they are not executed until after the budget is signed by the state.

Community Care Licensing has announced the cuts they need to make in response to the state budget not being signed; one being, they will not accept new applications for new (child care facility) licenses. This is a huge deal for SETA who has four centers in the making: Bright Beginnings' and Bannon Creek's new modulars needs to be re-licensed,

as do Elkhorn (opening in November), and the temporary replacement for Bright Beginnings, Cordova Lanes. Parents were asked to let legislators know that an unsigned budget has a huge impact on families.

Current and future Head Start Monthly Reports will be more detailed and contain more data for the boards to read.

Announcement: Ms. Josie Werner needs parent assistance with the screening/hiring process of SETA Home Visitor applicants on October 4th, 8:30 a.m.-4:00 p.m., and possibly October 5th, 8:30 a.m.-12 noon; and for the Family Services Worker oral exam, October 18th and 19th, 8:30 a.m.-4:00 p.m. Interested parents were asked to inform Ms. Desha or Ms. Vandermolan.

➤ Managers' Reports

- Child Development and Education Services Monthly Report – Ms. Karen Gonzales reported that last week SETA was notified by Congresswoman Doris Matsui's office that SETA received the Early Learning Mentoring and Coaching Grant applied for. This grant will cover the entire county, including Delegates. Ms. Gonzales went over a few goals of the grant.

Teachers should be finishing up their home visits and parent conferences; parents who have not had them this month should ask their teacher. Parents may see new faces in the classroom; in addition to staff changes, new Sac State students have come on this semester through the ACES Program.

- Program Support Services Monthly Report – Ms. Brenda Campos reported that there will be a Health/Nutrition Policies and Procedures meeting October 15th, 9-11:00 a.m. Parents were encouraged to attend. The Policies and Procedures are on the SETA web page. Copies will also be available at the meeting.
 - ✓ Tuberculosis Policy – Ms. Campos distributed the policy. When a child is enrolled in the program, SETA is required to do a risk assessment and are asked to complete a questionnaire. The Policy is available on SETA's web page. Policies and Procedures are not available on the web page in Spanish; however, Exposure Notices are available in English and Spanish.
 - ✓ No Outside Food Policy – Ms. Brenda Campos reported on the distributed Policy. Ms. Campos read one of the Policies: *...there will be no food brought into a center for a child's consumption unless it is provided by SETA Head Start...* The entire Policy is posted on SETA's web page.

Ms. Brown shared that at her parent meeting, the children were signed out into their parent's care, and then they ate the (outside) food.

On Friday, October 29th from 9-11:00 a.m. there will be a Child Safety/ Emergency Preparedness meeting. There is a draft of the disaster binders awaiting Ms. Lee's review. It will be available at the meeting to share and finalize.

Ms. Campos will discuss with Ms. Brown after the meeting the ratio issue at her center.

- Parent/Family Support Report – Ms. Lisa Carr reported that there will be a planning meeting Friday, October 1st, 9-11:00 a.m., Redwood Room, for the parent conference that will take place in the spring. Parents are welcome to be part of the planning committee.

SETA is in the process of opening Elkhorn Head Start and a new classroom at Illa Collins. Staff has been recruiting, doing media events, and signing up students.

Parents should be getting copies of their children's health screening results; if not received, ask the teacher.

Disaster preparedness kits will be raffled off in the October parent meeting. Homework must be completed to qualify for the raffle.

VII. Center Updates – None.

VIII. Discussion

Ms. Knox asked parents to complete a survey to be better prepared for the video she and Francisco are working on together (for the PC/PAC End of Year Appreciation). It will include parent quotes. This is an opportunity to leave an imprint behind. Ms. Yaipen-Faulter can assist with Spanish translation.

Ms. Vandermolen's breast cancer artwork will be on the KCRA Television and several other auctions. All of that (breast cancer awareness) artwork series will have profits donated to the Susan G. Komen Foundation. Ms. Vandermolen shared samples of her breast cancer awareness artwork. If anyone shares a story with her they will receive an artwork print for \$3 to \$5.

IX. Public Participation – No participation cards.

(Mr. Goodwin may not be able to attend the End of Year event, or he may be late, due to his daughter's birthday.)

X. Adjournment – Meeting adjourned at 11:07 a.m.

ITEM III-A – ACTION

APPROVAL OF MODIFICATIONS TO THE SETA PERSONNEL POLICIES AND PROCEDURES, SECTION 9.08 SICK LEAVE ACCRUAL AND USAGE

BACKGROUND:

The SETA Personnel Policies and Procedures set forth the practices that are followed by the Sacramento Employment and Training Agency (SETA). These policies and procedures apply to all employees. Provisions in recognized and duly adopted Collective Bargaining Agreements set forth terms and conditions of employment not covered in these Policies and Procedures shall also apply.

The American Federation of State, County, and Municipal Employees (AFSCME) and SETA have negotiated the attached modifications to the Sick Leave Accrual and Usage Section 9.08. The definition of “excessive use” has been modified to usage in excess of 60% of an employee’s yearly accrual. Eliminated is the reference to an accrual balance of less than 40 hours, as it may not include consideration for the number of years of employment or time under the Family Medical Leave Act or other protected time off.

~~Strikethroughs~~ indicate deletions to the existing language and **embolden words** are additions.

Per Section 1.02 Concurrence of Council and Board, both the Head Start Policy Council and the SETA Governing Board must approve modifications to these Personnel Policies and Procedures.

Staff shall be present to respond to any questions that you may have.

RECOMMENDATION:

That the Parent Advisory Committee approves the attached modifications to the SETA Personnel Policies and Procedures, Section 9.08 Sick Leave Accrual and Usage.

NOTES:

ACTION: Moved _____ **Seconded** _____

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

Sick Leave Accrual and Usage

Section 9.08

Sick leave credits shall be earned by regular and probationary employees based on the equivalent of full-time service from the date of appointment.

- A. Sick leave credit shall accrue to the employee upon completion of the regular work assignment on the last day of the bi-weekly pay period in which it is earned.
- B. Sick leave is accrued as follows:
 - 1. **40-hour work week employees**: sick leave credits shall accrue on the basis of four and six-tenths (4.6) hours per bi-weekly pay period of service, and may be accumulated without limitation.
 - 2. **Less than 40-hour work week employees**: sick leave credits shall accrue in proportion to their regular work week hours compared with the forty (40) hour work week, (i.e., 20 hours per week employee would accrue sick leave at 50% or 2.3 hours per bi-weekly pay period, etc.).
- C. A regular or probationary employee may utilize their accumulated sick leave when unable to perform their work duties by reason of:
 - 1. illness
 - 2. on or off-the-job injury
 - 3. necessary medical or dental care
 - 4. exposure to contagious disease under circumstances by which the health of employees, or members of the public would be endangered by the attendance of the employee
 - 5. illness or death in the employee's immediate family
 - 6. pregnancy
 - 7. attendance, at any location, during a serious medical treatment or operation, including childbirth, performed upon a spouse, child or close relative residing with the employee
 - 8. ~~attendance at a funeral.~~
- D. An employee may be required to present a certificate of the attending physician or medical practitioner to substantiate the need for and use of sick leave. The Agency may also require a fitness for duty examination or release upon return from absence for a serious illness, injury, or exposure to a contagious disease.

An employee may be placed on sick leave restriction by the Agency for excessive use and/or abuse of sick leave. Such employees will be required to bring substantiation for the need for and use of sick leave, and shall be notified of the duration of that requirement as well as the reason(s) for the restriction.
- E. The Executive Director, designee or Appointing Authority may place an employee on involuntary sick leave when recommended by a competent medical authority and when the employee's presence at work endangers the health of the employee, other employees or the Head Start children under their supervision.
- F. Excessive sick leave usage may be grounds for disciplinary action, up to and including termination. Excessive sick leave is defined as follows:

1. The employee has a total yearly rate of utilization of sick leave which is in excess of sixty percent (60%) of the yearly accrual.
2. ~~The employee has a balance of less than forty (40) hours accrued sick leave; this will take into consideration the length of employment, as well as the employee's accrual rate, as well as the need(s) for and use of sick leave by the employee.~~

G. ~~Abuse of the Agency's sick leave policy is a serious matter and will not be tolerated. Abuse of this policy will result in disciplinary action up to and including termination. Abuse of sick leave is defined as:~~

1. The employee shows a pattern of sick leave use associated with specific days, assignments, holidays, **paydays**, weekends, **requested time off** or days off;
2. The employee is denied other time off and then reports out on sick leave.
3. The employee fails to provide required medical verification for use of sick leave when required.
4. The employee uses sick leave to engage in personal activities not expressly authorized in these Policies and Procedures.
- 5. The employee uses sick leave immediately upon accrual of a full day of sick leave.**
- 6. The employee uses sick leave frequently for short absences.**

Supervisors/managers should monitor the sick leave use by all employees under their supervision or direction, including the use of sick leave covered by FMLA. Employees placed on sick leave restriction by their supervisor/manager should be counseled as needed in an effort toward compliance with this policy.

- H. Payments to Agency employees based on sick leave credit used for personal purposes shall be excluded from "wages" for the purposes of the Social Security Act.
- I. If an employee in a class designated "management" in the annual salary classification plan dies while employed by the Agency, whether or not the death is job-related, the beneficiary shall be paid the monetary value of all sick leave accrued by the employee at the time of death.
- J. Unused sick leave at the time of retirement shall be eligible for conversion to service credit as the retirement plan allows.
- K. "Immediate family" for purposes of this section shall be defined as that found in section 9.03 A of these policies.

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 _____ Secoded _____

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 III-C – ACTION ITEM

TIMED ITEM 9:00 A.M. AND PUBLIC HEARING
First Reading of the Modification to the Bylaws of the
SETA Operated Head Start/Early Head Start Parent Advisory Committee

BACKGROUND:

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

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

RECOMMENDATION:

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

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

BYLAWS

FOR THE

SETA HEAD START/EARLY HEAD START

PARENT ADVISORY COMMITTEE

PAC First Reading: ~~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 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-D – ACTION ITEM

**REVIEW OF APPLICATIONS AND ELECTION OF
PAST PARENT REPRESENTATIVE AND ALTERNATE**

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee Past Parent Applications to be reviewed and candidates elected for Program Year 2010-2011.

RECOMMENDATION:

That the Parent Advisory Committee elects two (2) Past Parent Representatives and two (2) Alternates.

NOTES:

Representatives nominated:

Representatives elected:

Alternates nominated:

Alternates elected:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-E – ACTION ITEM

**REVIEW OF APPLICATIONS AND ELECTION OF
GRANDPARENT REPRESENTATIVE AND ALTERNATE**

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee Grandparent Applications to be reviewed and candidates elected for Program Year 2010-2011.

RECOMMENDATION:

That the Parent Advisory Committee elects one (1) Grandparent Representative and one (1) Alternate.

NOTES:

Representatives nominated:

Representative elected:

Alternates nominated:

Alternate elected:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-F – ACTION ITEM

**REVIEW OF APPLICATIONS AND ELECTION OF
FOSTER PARENT REPRESENTATIVE AND ALTERNATE**

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee Foster Parent Applications to be reviewed and candidates elected for Program Year 2010-2011.

RECOMMENDATION:

That the Parent Advisory Committee elects one (1) Foster Parent Representative and one (1) Alternate.

NOTES:

Representatives nominated:

Representative elected:

Alternates nominated:

Alternate elected:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

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

- Introduction of Newly Seated Representatives
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett
- SETA Operated Program Enrollment/ADA Report for School Year 2009-2010 (July) – Ms. Elsie Bowers/Ms. Gale Paiva
- Parent/Family Support Unit Calendar of Events – Ms. Jeanine Vandermolen
- PC/PAC Calendar of Events – Ms. Jeanine Vandermolen
- PC/PAC End of Year Appreciation Reports and Recognitions – Ms. Jeanine Vandermolen
- Countywide Parent Conference – Ms. Mary Brown
- Child Care Center Food Menu (Attached)
- Community Resources – PAC Representatives/Staff

NOTES:

SETA OPERATED PROGRAM MONTHLY ENROLLMENT/ADA REPORT FOR JULY 2010

TRACK I

Standard Option - Up to 6 hours/day, 5 days/week						
Center Name	Annual Funded Enrollment	Current Funded Enrollment	Current Enrollment	Total Days	ADA	%ADA
Auberry Park	40	20	9	21	12	60%
Bannon Creek	80	40	13	21	22	55%
Center of Praise	40	20	16	21	16	80%
Country Woods	80	40	25	21	27	68%
Florin Meadows	40	20	13	21	14	70%
Freedom Park	120	60	43	21	47	78%
Fruitridge	80	40	30	21	36	90%
Galt	120	60	38	21	49	82%
Grant Skills	80	40	24	21	29	73%
Grizzly Hollow	40	20	18	21	18	90%
Hillsdale	80	40	35	21	33	83%
Hopkins Park	80	40	34	21	33	83%
Kennedy Estates	40	20	16	20	18	90%
LaVerne Stewart	40	20	14	21	15	75%
Mather	40	20	18	21	18	90%
Nedra Court	80	40	35	21	34	85%
New Helvetia II	40	20	18	21	20	100%
Northview	40	20	19	21	18	90%
Solid Foundation	40	20	19	20	19	95%
Strizek Park	40	20	10	20	12	60%
Vineland	40	20	17	21	18	90%
Walnut Grove	40	20	16	21	17	85%
TOTAL	1320	660	480	Varied	525	80%

Full Day Option - More than 6 hours/day, 5 days/week						
Center Name	Annual Funded Enrollment	Current Funded Enrollment	Current Enrollment	Total Days	ADA	%ADA
Broadway	40	20	19	21	13	65%
Crossroad Gardens	40	20	18	21	18	90%
Illa Collin	40	20	17	21	16	80%
Job Corp	40	20	17	21	14	70%
La Riviera	40	20	19	21	16	80%
Mather	40	20	17	21	17	85%
Norma Johnson	40	20	15	21	15	75%
Northview	40	20	20	21	20	100%
Phoenix Park	40	20	18	21	17	85%
Sharon Neese	40	20	16	21	16	80%
TOTAL	400	200	176	Varied	162	81%

Home Base Option						
Center	Annual Funded Enrollment	Current Funded Enrollment	Current Enrollment	Weekly Home Visits		
Home Base	60	30	28	4	7	23
TOTAL	60	30	28	0	0	23

Therapeutic Pre-School Option - Up to 4 hours/day, 4 days/week						
Socializations	Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
2	Crossroad	10	5	16	5	50%
	Sharon Neese	10	6	12	5	50%
TOTAL	TOTAL	20	11	Varied	10	50%

SETA OPERATED PROGRAM MONTHLY ENROLLMENT/ADA REPORT FOR JULY 2010

TRACK III

Standard Option - Up to 6 hours/day, 5 days/week						Full Day Option - More than 6 hours/day, 5 days/week					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA	Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Auberry Park	20	11	21	14	70%	Bannon Creek	20	18	21	15	75%
Bright Beginnings	80	39	21	48	60%	Broadway	20	19	21	15	75%
Center of Praise	20	15	21	15	75%	Center of Praise	20	18	21	18	90%
Country Woods	40	25	21	25	63%	Crossroad Gardens	20	18	21	17	85%
Florin Meadows	20	17	21	18	90%	Freedom Park	40	37	21	33	83%
Freedom Park	20	14	21	15	75%	Fruitridge	20	12	21	15	75%
Galt	60	51	21	54	90%	Grant Skills	20	15	21	15	75%
Grant Skills	40	32	21	37	93%	Hillsdale	40	22	21	21	53%
Grizzly Hollow	20	20	21	19	95%	La Riviera	20	18	21	16	80%
Hillsdale	40	35	21	32	80%	Mather	20	16	21	16	80%
Hopkins Park	40	25	21	27	68%	Norma Johnson	20	18	21	16	80%
Kennedy Estates	20	13	20	14	70%	Northview	20	19	21	17	85%
LaVerne Stewart	20	19	21	19	95%	Phoenix Park	20	18	21	17	85%
Mather	20	15	21	15	75%	Sharon Neese	20	17	21	15	75%
Nedra Court	20	14	21	17	85%	TOTAL	320	265	294	246	77%
New Helvetia II	20	18	21	20	100%	Home Base Option					
Northview	20	15	21	17	85%	Center Name	Funded Enrollment	Current Enrollment	Weekly Home Visits	Socializations	
Solid Foundation	40	33	21	33	83%	Home Base	30	18	7 16 16 25 21	2	
Strizek Park	20	13	20	14	70%						
Vineland	20	17	21	18	90%						
Walnut Grove	20	8	21	12	60%						
TOTAL	620	449	Varied	483	78%						

SETA OPERATED PROGRAM MONTHLY ENROLLMENT/ADA REPORT FOR JULY 2010

TRACK V

Extended Option - Up to 6 hours/day, 5 days/week					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Parker	12	10	21	10	83%
TOTAL	12	10	Varied	10	83%

AARA Expansion- Up to 4 hours/day, 5 days/week					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Whispering Pines	20	13	21	16	80%
TOTAL	20	13	Varied	16	80%

Early Head Start - Center Base Option					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Crossroad Gardens	8	7	21	8	100%
Grizzly Hollow	8	7	21	8	100%
Job Corp	16	14	21	13	81%
La Riviera	16	14	21	12	75%
Mather	8	7	21	7	88%
New Helvetia I	16	15	21	13	81%
Norma Johnson	8	6	21	5	63%
Northview	8	7	21	7	88%
Phoenix Park	8	8	21	7	88%
Sharon Neese ELC	8	6	21	6	75%
TOTAL	104	91	Varied	86	83%

Early Head Start - Home Base Option								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits				Socializations	
Home Base	109	108	21	69	78	76	71	2
TOTAL	109	108	21	69	78	76	71	2

AARA EHS Expansion- Home Base Option								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits				Socializations	
EHS SOP	36	34	5	11	21	26	17	2
River Oak	60	55	9	42	45	36	41	2
SCOE	36	32	3	20	26	25	24	2
TOTAL	132	121	17	73	92	87	82	6

Head Start - Home Base Option								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits				Socializations	
Home Base	12	11	1	7	6	5	7	2
TOTAL	12	11	1	7	6	5	7	2

CALENDAR OF EVENTS
PARENT/FAMILY SUPPORT UNIT

EVENT

DATE

Male Involvement Committee Meeting	Friday, October 29, 2010 11:00 a.m. 925 Del Paso Blvd. Redwood Room

PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
Health Services Committee Meeting	Wednesday, October 27, 2010 5:30 – 7:30 p.m. 925 Del Paso Blvd. Shasta Room
Self Assessment Meeting	Wednesday, October 27, 2010 9:00 – 11:00 a.m. 925 Del Paso Blvd. Sequoia Room
Children’s Dental Task Force	Wednesday, October 27, 2010 3:00 – 5:00 p.m. 2750 Gateway Oaks Drive, Ste. 330 Sacramento, CA
PAC Executive Committee Meeting	Thursday, October 28, 2010 9:00 a.m. 925 Del Paso Blvd. Olympus Room
Male Involvement Committee Meeting	Friday, October 29, 2010 11:00 a.m. 925 Del Paso Blvd. Redwood Room
PC Executive Committee Meeting	Thursday, November 4, 2010 9:00 a.m. 925 Del Paso Blvd. Olympus Room
PC/PAC Budget/Planning Committee	Tuesday, November 9, 2010 9:00 a.m. 925 Del Paso Blvd. Redwood Room



October 2010 Head Start Menu



Mon	Tue	Wed	Thu	Fri
<p>Hey kids! Autumn is here! Make sure to watch the leaves changing color! We would like to remind you that all Pre-school meals and some snacks are to be served with 2% Milk and All Toddler meals and some snacks are served with Whole Milk</p>				<p>1. Breakfast: Raisin Bran Cereal with Fresh Bananas Lunch: Turkey Bologna Sandwich Broccoli with Dip with Fresh Kiwi Snack: Classic Crackers and Orange Juice</p>
<p>4. Breakfast: Crispix Cereal and Fresh Cantaloupe Lunch: Sloppy Joes on Whole Wheat Buns, Whole Kernel Corn and Apricots Snack: Rice Krispies Cereal with Milk</p>	<p>5. Breakfast: Oatmeal and Fresh Oranges Lunch: Baked Chicken, Mixed Vegetables, Whole Wheat Texas Toast and Kiwi Snack: Cottage Cheese and Pineapple tidbits</p>	<p>6. Breakfast: Cinnamon Raisin Bread and Diced Pears Lunch: Salisbury Beef Steak with Gravy, Mashed Potatoes, Dinner Roll and Fresh Cantaloupe Snack: Soft Pretzel and Fruit Mix</p>	<p>7. Breakfast: Bagel & Cream Cheese and Tangerines or Strawberries Lunch: Refried Beans, Corn Tortillas, Diced Tomatoes and Fresh Bananas Snack: Classic Crackers and Orange Juice</p>	<p>8. Breakfast: Blueberry Muffin and Diced Apricots Lunch: Swiss Cheese Sandwich on Whole Wheat Bread, Broccoli with Dip and Fresh Oranges Snack: Fish Crackers and Milk</p>
<p>11. Breakfast: Granola Cereal and Golden Delicious Apples Lunch: Chicken Fried Rice and Fresh Oranges Snack: Cheese Sticks and Classic Crackers</p>	<p>12. Breakfast: Oatmeal and Bananas Lunch: Macaroni & Cheese, Seasoned Green Beans and Strawberries or Tangerines Snack: Blueberry Waffle Grahams and Grape Juice</p>	<p>13. Breakfast: Bran Muffin and Diced Peaches Lunch: BBQ Chicken Sandwich on a Bun, Peas & Carrots and Cantaloupe Snack: Soft Pretzel and Diced Pears</p>	<p>14. Breakfast: Pancakes with Maple Syrup and Applesauce Lunch: Beef Meat loaf and Gravy, Mashed Potatoes, Dinner Roll and Canned Apricots Snack: Strawberry Yogurt and Fruit Cup</p>	<p>15. Breakfast: Rice Krispies Cereal and Pineapple Lunch: American Cheese Sandwich on whole wheat bread, fresh Baby Carrots and fresh oranges Snack: Dinosaur Crackers and Apple Juice</p>
<p>18. Breakfast: French Toast and Mango chunks Lunch: Lemon Pepper Chicken, Steamed Rice, Peas & Carrots and Fresh Oranges Snack: Applesauce and Cheese-It Crackers</p>	<p>19. Breakfast: Corn Flakes and Mandarin Oranges Lunch: Beef Hamburger on Whole Wheat Bun, Whole Kernel Corn, Pickle slices and Kiwi Snack: String Cheese and Bananas</p>	<p>20. Breakfast: Biscuits with Jelly and Diced Peaches Lunch: Build Your Own Burritos Refried Beans, Flour Tortillas, Shredded Cheese & Lettuce, Diced fresh Tomato and Fresh Tangerines or Strawberries Snack: Ritz Cracker, Fresh Apples</p>	<p>21. Breakfast: Bran Muffin and Diced Pears Lunch: Cheese Sandwich, Cauliflower with Dip and Diced Apricots Snack: Kix Cereal and Milk</p>	<p>22. Breakfast: Cheerios Cereal and Fresh Bananas Lunch: Turkey Ham Sandwich, Fresh Cantaloupe and Fresh Baby Carrots Snack: Rice Cakes and Pineapple Juice</p>
<p>25. Breakfast: Rice Krispies Cereal and Fresh Apples Lunch: Oven Baked Chicken, Sweet Potatoes, Corn Bread, and Fresh Cantaloupe Snack: Mandarin Oranges and Strawberry Yogurt</p>	<p>26. Breakfast: Pancakes with Maple Syrup Lunch: BBQ Beef Burger on Whole Wheat Buns, Mixed Vegetables and Fresh Strawberries or Tangerines Snack: Soft Pretzel and Grape Juice</p>	<p>27. Breakfast: Oatmeal with Raisins with Pineapple tidbits Lunch: Enchiladas with Tomato Sauce & Cheese, Steamed Broccoli and Golden Delicious Apples or Watermelon Snack: Animal Crackers and Diced Pears</p>	<p>28. Breakfast: Crispix Cereal and Fresh Bananas Lunch: Turkey Ham Sandwiches, Sliced Cucumbers with Dip and Fresh Raw Oranges Snack: Corn Flake Cereal with Milk</p>	<p>29. Breakfast: Blueberry Muffin and Diced Apricots Lunch: Roasted Sliced Turkey on Whole Wheat Bread, Fresh Baby Carrots and Fresh Kiwi Snack: American Cheese Quesadillas</p>



ITEM IV-C – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the Governing Board minutes of September 2, 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, September 2, 2010
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Don Nottoli called the meeting to order at 10:08 a.m. Ms. Wendy Tanner was thanked for staffing the board meeting.

Members Present:

Kevin McCarty, Chair, SETA Governing Board; Councilmember, City of Sacramento (arrived at 10:10 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 Long Term Employees: Ms. Denise Lee recognized three long-term employees: Trudy Hall, Betsy Uda, and Judy Weber. All three employees have worked in the Children and Family Services Department for twenty years.

II. Consent Items

- A. Minutes of the August 12, 2010 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Temporary Reclassification Extension
- D. Approval of Temporary Reclassification Extension
- E. Approval to Adjust Zones in the Broadband Performance Management Policy

The consent items were reviewed; no questions or comments.

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

- A. Minutes of the August 12, 2010 Special Board Meeting
- B. Approve the claims and warrants for the period 8/5/10 through 8/26/10.
- C. Approve the temporary reclassification of Julie Davis-Jaffe to Program Officer through October 30, 2010.
- D. Approve the temporary reclassification of Patricia Perez to Employment Services Supervisor through November 5, 2010.
- E. Approve the use of the Consumer Price Index – Urban and that the Board approves a modification to the salary ranges of Zone 1 to \$58,992 - \$127,871 and Zone 2 to \$45,207 - \$90,414.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Final Reading and Approval of the Sacramento Employment and Training Agency Budget for Fiscal Year 2010-2011

Mr. Roy Kim reviewed this item. A public hearing was opened in June, and the board is recommended to close the public hearing and approve the budget. The budgets will be presented to the City Council and Board of Supervisors for approval in September.

Ms. Pannell spoke of her concern regarding the inability of the California Legislature to approve the state budget. It is essential that the budget be approved in order to continue our programs. Staff will prepare a letter to the California Legislature under Councilman McCarty's signature.

Moved/Pannell, second/Scherman, to close the public hearing and approve the SETA budget for 2010-2011.

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

2. Approval to Amend the Conflict of Interest Code for the Sacramento Employment and Training Agency

Mr. Larry Larsen stated that this is a modification to the Agency's conflict of interest code. The actual process will not change but the code will be simplified.

Moved/Nottoli, second/Scherman, to approve the revised Conflict of Interest Code and direct Legal Counsel to forward it to the Sacramento County Board of Supervisors for ratification.

Voice Vote: Unanimous approval.

3. Request to Extend or Cancel the Digital Telecommunications Corporation Contract for Voice Over Internet Protocol (VoIP)

Mr. Edward Proctor reviewed this item and stated that in the last week, staff has had extensive conversations with DTC and the issues have been resolved. The costs have been reduced to an acceptable amount. Also, reallocation of costs has been resolved, as well.

Staff is recommending the extension of the contract with DTC to September 30, 2011. A contract revision will be prepared and brought to the board at a later date. Mr. Proctor explained the reallocation of costs and how it will enable the Agency to continue the contract with DTC.

Mr. Larsen asked that the board motion include the recommendation that the staff come back with a modified contract. The numbers presented by Mr. Proctor are not consistent with the original contract.

Moved/Pannell, second/Yee, to extend the contract with Digital Telecommunications Corporation for an additional year to September 30, 2011, with staff to come back to the board with a modified contract.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Appointment of Education Sector Member to the Sacramento Works, Inc. Board

Ms. Kossick reviewed this. Mr. Nottoli asked whether there were any high school superintendents on the WIB. Ms. Kossick stated that there was a Youth Council member from the Sacramento City Unified School District.

Moved/Scherman, second/Pannell, to appoint Dr. Bernadette Halbrook to the Education Sector vacancy on the Workforce Investment Board operating as Sacramento Works, Inc.

Voice Vote: Unanimous approval.

2. Approval to Augment Subgrant Agreements for the California Clean Energy Workforce Training Program

Ms. Purdy reviewed this item which requests approval to subcontract with groups to serve customers with Clean Energy funds. Mr. Yee asked how the numbers are selected and Ms. Purdy stated that the numbers were gleaned from the ARRA proposals previously submitted. There has been a three year process of 'growing' the contracts; the main goal is to train people that will then be hired.

Ms. Meg Arnold, Executive Director of SARTA, spoke before the board. Ms. Pannell wanted to make sure the young people in her district would be able to work in this program. Ms. Purdy stated that Cosumnes River College is connected with the Franklin Career Center and staff is working to ensure the students will be screened for the program.

Mr. McCarty inquired about the programs that were initially funded with the ARRA funds; Ms. Purdy stated that people going through the programs have been placed as a result of training received. The placements are not as robust as hoped. There are success stories, but not as many as hoped.

Mr. Larsen stated that the smallest of these programs is Valley Vision. It appears that the services are technically outside of the scope of what Valley Vision was originally contracted to do. Mr. Larsen read a sole source finding: The SETA

Procurement Policies authorize the Board to procure goods and services on a non-competitive basis in certain circumstances, including in a situation where the services are available only from a single vendor. Based upon the background information provided in the staff report, the Board finds that the additional research services to be performed are available only from a single source - Valley Vision.

Mr. Yee stated his conflict of interest on this item.

Moved/Scherman, second/Pannell, to approve the sole source finding as read into the record and augmentation of subgrants totaling \$335,075 as follows: Clean Energy Workforce Training subgrant agreements: Cosumnes River College (\$125,950), American River College (\$113,625), Sacramento Area Electrical Training Center (\$28,125), Sacramento Area Regional Technology Alliance (\$48,280), and Valley Vision (\$19,095); and approve allocating \$221,450 to Scholarships and Supportive Services through the Sacramento Works One Stop Career Center System.

Roll Call Vote: Aye: 4, Nay: 0 Abstention: 1 (Yee)

3. Approval of Funding Augmentation for Workforce Investment Act (WIA) On-the-job Training Providers with CalWORKS and WIA National Emergency Grant (NEG) Funds Extension of Subgrants Through June 30, 2011, and Approval to Implement On-the-Job Training Waiver

Ms. Purdy reviewed this item. SETA received \$725,000 to develop 103 on-the-job-training contracts. In September 2010, SETA will receive \$1,200,000 from the Sacramento County Department of Human Assistance to provide 171 CalWorks recipients with on-the-job-training opportunities. Ms. Purdy explained the difference between the current OJT reimbursement and the reimbursement being recommended in this item.

Mr. Larsen asked that the motion include authorization for staff to negotiate with respect to the numbers served.

Moved/Yee, second/Pannell, to approve extension of WIA OJT providers through June 30, 2011; augment OJT providers with WIA/ARRA Dislocated Worker funds and CalWORKS funds contingent upon execution of SETA's contract with the Sacramento County Department of Human Assistance; and approve implementation of the Waiver of Section 101(31)(B) of the Workforce Investment Act which was approved by U.S. DOL which permits up to 90 Percent reimbursement for On-the-Job-Training contracts. In addition, authorize staff to negotiate the number of customers served.

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

4. Approval to Ratify the Submission of the Disability Employment Initiative Proposal to the California Employment Development Department

There were no questions or comments.

Moved/Scherman, second/Pannell, to ratify the submission of the WIA Disability Employment Initiative proposal to the Employment Development Department
Voice Vote: Unanimous approval.

5. Approve the Submission of an Application to the PG & E Foundation and Accept WIA Governor's 15% VEAP Funding for the PG&E PowerPathways Program and Authorize the Executive Director to Accept the PG&E Foundation Funding and Execute the Agreements, Modifications and any other Required Documents

Ms. Purdy stated that SETA has been working with PG& E for the past two years in an effort to recruit, assess, interview, select and train job seekers for employment with PG&E. This will create a training and employment pathway for 50 veterans with a focus on recently separated vets, which will lead to jobs at Pacific Gas and Electric and other utilities.

Moved/Nottoli, second/Scherman, to approve the submission of an application for \$25,000 in funding from the PG&E Foundation for the PowerPathways program; accept \$50,000 in funding from WIA Governor's 15% VEAP funds from the Fresno County Workforce Investment Board, contingent upon success in obtaining funding from the PG&E Foundation; and authorize the SETA Executive Director to accept the PG&E Foundation funding, if awarded, and to execute the agreements, modifications and any other documents required by the funding sources.

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

C. HEAD START: No items.

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval to Submit Community Services Block Grant (CSBG) Discretionary Grant Application

There were no questions or comments on this item.

Moved/Scherman, second/Pannell, to approve the submission of a CSBG Discretionary grant application to the Department of Community Services and Development.

Voice Vote: Unanimous approval.

2. Approval to Deobligate \$50,000 in Community Services Block Grant (CSBG) Recovery Act Funding from the Volunteers of America and Augment the Salvation Army with \$50,000 in CSBG Recovery Act Funding for the Homelessness Prevention and Rapid Rehousing Program (HPRP)

There were no questions or comments on this item.

Moved/Pannell, second/Nottoli, to approve the deobligation of \$50,000 from the Volunteers of America CSBG Recovery Act HPRP subcontract. Approve the augmentation of \$50,000 to the Salvation Army CSBG Recovery Act HPRP subcontract.

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

E. REFUGEE PROGRAMS

1. Approval of Staff Funding Extension Recommendations for Refugee Employment Social Services (RESS), Targeted Assistance (TA) and Discretionary Programs, PY 2010-2011

No questions or comments on this item.

Moved/Scherman, second/Pannell, to approve funding extensions for the Refugee Employment Social Services, Targeted Assistance, and Older Refugee Discretionary (ORD) programs, PY 2010-2011, as indicated in the board packet.

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

IV. Information Items

- A. Community Services and Development Monitoring Report: No comments.
- B. Fiscal Monitoring Reports: No comments.
- C. Head Start Fiscal Report: No comments.
- D. Head Start Policy Council Minutes: No comments.
- E. Dislocated Worker Update: Ms. Kossick stated that SETA received a WARN notice from Ocwen Financial Corporation. Staff is working with the dislocated employees.
- F. Career Center Annual Report: No comments.
- G. Update on Head Start Board Responsibilities

Mr. Jerry Gomez provided updates regarding board oversight of the Head Start program. Mr. Gomez expressed his appreciation of the outstanding administration of the Head Start contract in Sacramento. Mr. Gomez reviewed some updates as a result of the 2007 modifications to the Head Start program. He distributed four pages of modifications that talks about governing bodies. Mr. Gomez spoke of the federal review that is done every three years; SETA has been very successful in every review. There are three interviews during the

review process: one with the Policy Council, one with parents, and one with the governing body.

Mr. Nottoli inquired about the credit card report; Ms. Kossick stated that this report is provided to the Policy Council and will now be given to the Governing Board.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: No report.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: None.

VI. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to Government Code Section 54956.8

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

Site #1

Address: 5249 Elkhorn Boulevard, Sacramento

Negotiating Party: Barbara Werbke, Owner

Under Negotiation: Price, Term of Payment, Terms of Agreement for purchase, sale or option

Mr. Larsen stated that there would be a report out of closed session. The board adjourned into closed session at 11:23 a.m.

The board was called back to order at 11:40 a.m.

Mr. Larsen stated that the board approved entering into negotiations with Ms. Barbara Werbke. The board approved, with a vote of 4-0, with Ms. Scherman absent, a motion made by Supervisor Nottoli, seconded by Councilmember Pannell, to authorize the Executive Director to execute a contract consistent with the terms of the July 29 letter, subject to Legal Counsel review.

VII. Adjournment: The meeting was adjourned at 11:43 a.m.

ITEM V – COMMITTEE REPORTS

BACKGROUND:

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

- Executive Committee
 - Critique of the Parent Advisory Committee meeting, September 28, 2010.

GOOD	NEEDS IMPROVEMENT
Thank you, Ms. Consuelo Lopez, for translating.	Please address the Chair by stating Point of Personal Privilege.
Thank you, Ms. Cheryl Dawson, for making reminder calls to attend Board meeting.	Please take 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 texting during meeting.	Making motions.
Clean Board Room.	
Thank you for raising hands high during voting process.	

- Budget/Planning Committee
- Personnel/Bylaws Committee
- Social/Hospitality Committee
- ✓ Early Childhood Development and Health Services Committee and Parent/Family Support Committee (AKA Child Safety Committee)
 - ✓ Emergency Preparedness for Families (Subcommittee)
- Monitoring and Evaluation Committee (AKA Self-Assessment Committee)
- Male Involvement Committee
- Community Partnerships Advisory Committee (CPAC)
- Health Services Advisory Committee (HSAC)

NOTES:

ITEM VI – 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**

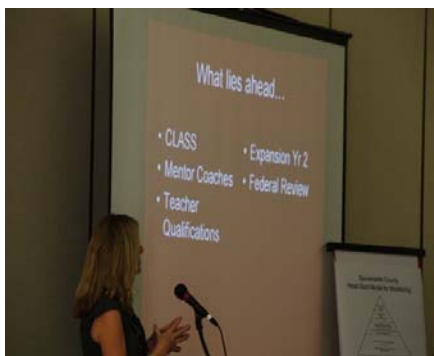
SETA Operated Program

Delegate Kickoff Highlights the Goal toward “Gold” in Upcoming 2011 OHS Monitoring Review

SETA Head Start Delegate Kick Off October 14, 2010

Our annual Delegate Kick Off event was held on Thursday, October 14, 2010 at the Sacramento Garden Pavilion inside McClellan Park, CA. More than 130 participants from the 5 Head Start Delegates and 2 EHS Partners were in attendance. The theme topic for the event was "Preparation for Federal Review 2011." In the morning, a panel presentation was held featuring consultants who are either past ACF Head Start employees or current Head Start federal reviewers. Key preparatory areas and tips were discussed in the areas of Program Design and Management (PDM), Education, Health and Nutrition, Disabilities, Mental Health and Family Partnerships. One of the presenters is also a current Head Start program director whose program recently completed a successful federal review. Rick Mockler, CHSA Executive Director also came in as guest and presented state and legislative updates on Head Start and child development programs.

The afternoon break-out sessions provided detailed discussion on the protocol sections. Each of the panelists led a facilitated discussion on the process of the review and how the available documents (protocols and guides) were used by reviewers. This proved to be valuable feedback on how to prepare for a successful review. A separate fiscal training was held the next day, October 15, 2010 at the SETA administrative offices.



Overall, the event was successful with very positive feedback from participants. The quality of presentation was noted and the high level of professionalism on the conduct of the training was appreciated by all.

End of Year Parent Appreciation Luncheon with Heartfelt Reflections

The SETA Head Start Policy Council (PC) and Parent Advisory Committee (PAC) held its annual End of Year Appreciation event on Saturday, October 16th at the Double Tree Hotel in Sacramento. The theme was “*The Imprints We Leave Behind.*” Keynote speaker was Dr. Tracy Tomasky, Ed.D., Director, Early Childhood Education, San Juan Unified School District. Parents and staff were recognized for their commitment and support to the Head Start/Early Head Start program. Parents had an opportunity to share their stories about their journey in Head Start and the vital it played in their lives. There was not a dry eye in the house.



Elk Grove Unified School District

Staff In-Service Emphasizes First Aid

The monthly staff in-service was held on September 24. Isabelle Aguiniga, the head school nurse for EGUSD, presented information regarding how to use an EpiPen, how to handle bee stings, and the proper use of an inhaler. She explained the necessity of filling out the appropriate paperwork if a student has any trauma to the head and the importance of having the EGUSD Medication form filled out before administering any medication to students. Teachers received a copy of these forms as well as a First Aid Quick Reference Guide.

Florence Oneto, Social Worker, and Irene Ladd, Instructional Coach, presented information on promoting social emotional development and addressing challenging behavior with Pre-K students. They discussed the importance of having quality interactions with students. Teachers observed video clips and had an opportunity to discuss the interactions they saw taking place in them.

Claudia Charter, Pre-K Program Specialist, discussed the importance of individualizing lessons. A handout for developing social/emotional, cognitive, and physical/motor

skills/health goals was distributed with the class profile sheet for the recording of individualized goals.

Disabilities Services and Mental Health Services Update

The program educators and clerks have worked closely with the Pre-K special education program specialist and the consulting psychologist in placing students with an active IEP into the Head Start program. There are currently 52 students with active IEPs in the program. This number exceeds the 10% minimum required by Head Start.

Classes for Parents

A class to help parents build their parenting skills entitled, “Making Parenting a Pleasure,” was held on several Wednesdays at Samuel Kennedy. “Read Together, Talk Together,” a class that teaches parents strategies for building early reading skills with their child, and “Latino Family Literacy,” a class for Spanish speaking parents to learn strategies for working with their children in the area of literacy, were held at Samuel Kennedy, Prairie Elementary and Charles Mack Elementary Schools.

Head Start Continues to Enroll and Recruit

The Head Start program is fully enrolled with 380 students in the regular Head Start classrooms and 40 in the expansion classrooms.

Active recruitment for Head Start is underway. Approximately 150 recruitment flyers were distributed at Family Fun Day on September 18 at Prairie Elementary. Individual registrations are taking place and students are being placed on a waiting list. At this time, each school site has a waiting list.

Sacramento City Unified School District

“Excellence by Design...Putting Children First,” theme for All-Staff Meeting

Dr. Olivine Roberts, Ed.D., SCUSD’s Chief Academic Officer, presented the district’s strategic plan and educational pillars which helped staff see how district goals are aligned with Head Start Performance Standards during the September 24th All Staff meeting. The staff was inspired by her message of putting children first when making decisions that impact student learning, instruction and our overall program.

The Children’s Center teachers continue to receive training from the California Preschool Instructional Network (CPIN). Over the past four months, a total of nine hours of Oral Language Development training was offered to teachers in an effort to improve instruction and increase children’s language use and vocabulary skills. Teachers will complete detailed action plans that support implementing specific strategies, i.e., the use of open-ended questions, story-telling, vocabulary word lists.

SCUSD social workers and a few Head Start teachers conducted a staff training on how to engage parents in the family partnership process during the home visit conferences.

The purpose of this training was to help teaching staff utilize effective strategies in helping parents set goals to improve their family situation.

Additionally, a refresher training for teaching staff on the *Incredible Years Social Emotional Curriculum* was provided by school social workers.

Parents Receive Head Start Portfolios

All Head Start families received *First Steps to Preschool Success and Kindergarten Readiness* portfolios which included a set of social emotional booklets *I Can Be A Super Friend*, and *I Go To Preschool*. The First Steps portfolio is an effort to help parents organize the wealth of resource material they receive from the Head Start program. Throughout the school year, parents are also receiving a series of social emotional booklets to help their children transition successfully into the Head Start program and to support the social emotional learning their children will be receiving in the classroom via the *Incredible Years Social Emotional Curriculum*.

Free Dental Care for Children

SCUSD will participate in the First 5 - Smiles for Kids 2011 program in an effort to help prevent tooth decay in children. Beginning in October, preschool children will receive free dental screenings and fluoride varnishes by a licensed professional at the school sites.

Retirement of Long Time Dedicated Education Staff

Dolores Hardy, Coordinator in the Child Development Department, retired after working 25 years with the district. Dolores was our key Education/Curriculum content person with a wealth of knowledge about Head Start and State programs. She will be greatly missed by all.

San Juan Unified School District

CLASS Observations Underway

The San Juan Unified School District has initiated Tier 1 of CLASS observations with six teachers who have been indentified as our reliable assessors. Trends for these first six classrooms will be available by the end of October. Tier 2 of CLASS observations will begin in October with at least eight reliable assessors observing in eight more classrooms. This is a confidential process where classrooms being observed are identified by letters only. CLASS scores will be assigned to these letters and not to specific classrooms that will give us information to guide our professional development plan for the year.

Disabilities Services Update

Teachers have completed the screening record on their students and turned it in to the Disabilities Specialist. The students who were not screened prior to enrolling into the program for the 2010-2011 year have been screened and the screeners have been care

managed. Concerns have been red flagged and several referrals have been requested. These referrals have been forwarded to partners in the Special Education Department. The Disabilities Specialist is following up with those teachers who have not turned in the copies of the special education referrals. The Disabilities Specialist has also set up the special education update tracking system to assure that IEPs are current and referrals are met in a timely manner.

Mental Health Services Update

The Mental Health Therapist continues to provide workshops to staff, teachers, and parents on topics such as the mental health referral process, positive parenting tips, limit setting, and stress management. Additionally, the Mental Health Therapist support continues via classroom observations, parent teacher conferences, and referrals for children whose social and emotional functioning is in need of attention.

Health Screenings Underway

Kate Varanelli from Smile Keepers will be providing dental screenings for all the preschool programs (HS/SPS/FDSPS) starting October 6th. Health staff is continuing to screen children in the centralized screening room one day each week. The Nurse continues to train staff and put health plans in place for children to be able to attend school. The Nurse has completed the State IZ Audit report and submitted it electronically.

Policy Committee Breakfast

The Policy Committee completed the 2009-2010 school year and is beginning to prepare for the new representatives to come on board. On October 5th the outgoing board held a breakfast for the incoming representatives to welcome them. This is always a fun event and a nice way to begin the new year.

Preschool/Kindergarten Summit

The School Readiness staff is beginning to plan a Preschool/Kindergarten Summit for the San Juan teachers. The goal is to create an event where preschool and kindergarten teachers can meet one another, share their assessment tools and curricula, and brainstorm around different strategies to assist children's smooth transfer from preschool to kindergarten.

Program Support/Staff Training Update

The first teacher training of the year will focus on CCFP, nutrition, and the importance of physical fitness when planning an approach for a healthy life style. Staff is continuing to use the IMIL training manual as a resource for fitness strategy trainings.

Fiscal Update

SJUSD fiscal staff has attended two trainings on the 2011 OHS Monitoring Protocol, in preparation for the federal review. In addition to preparing for the federal audit, SJUSD is also closing out the ARRA COLA/QI grant and the first year of the Head Start and

Early Head Start Expansion and EHS Startup grants. All of the ARRA grants ended on September 29, 2010 with all funds being fully expended. The final close out for these grants will be due to SETA by October 30.

October 1st begins Year 2 for both the Head Start and Early Head Start Expansion ARRA grants. Both Head Start and Early Head Start base grants, which began August 1st, are well underway, and are within the current spending trends projected for this time of year.

Early Head Start

The new and improved staff training plan went into effect in September. With the addition of an early closure day each month, staff members are now able to come together to receive paid professional development on a regular basis. This is an important component of a quality program.

The infant/toddler program is one of eight programs chosen statewide to receive the new PITC Infant Toddler Learning and Development Foundations training. This 50 hour training program was developed by the California Department of Education, First 5, West Ed. and the Quality Child Care Collaborative and is being offered free of charge. SJUSD is excited to be on the forefront of quality infant/toddler care in California!

Twin Rivers Unified School District

Back to School Night Turnout Awesome!

Back to School Night events were held at each of our three sites. Parent turnout for all events was awesome. Activities included a tour of the classrooms, snacks, and displays of special art projects children prepared for their parents.



Morey Avenue Library Re-Opens with Ribbon Cutting

Grand Re-Opening of the Morey Avenue Library was held on September 16. Children did the honors of cutting the ceremonial ribbon and all attendees received free books. The event was attended by TRUSD Board Members, Associate Superintendent of Educational Services, and Assistant Superintendent of Family Involvement Department.

Professional Development Underway for Staff

Multiple professional development events occurred during September. TRUSD sent 37 preschool teachers and assistants, including most of the Head Start staff, to the NCECE conference at American River College. Our Education Resource Teacher, Program Specialist, Coordinator, and Director, attended training on the newly released Preschool Curriculum Framework at CPIN. Planning has begun for the district wide Professional Development Day on November 12th.

Component Meeting Begins Preparation for OHS Monitoring Review

Component Leaders facilitated a joint component meeting for Mental Health, Education and Disabilities for the teaching staff to begin our preparation for the upcoming Federal Review. Nutrition Coordinator and District Nurse finalized the written policy for process to follow up on low hemoglobin/hematocrit. ChildPlus training completed for ERSEA Component Leader and some Component Leaders also trained on inputting component specific information. Childplus training scheduled for central office staff on October 8. Vision screenings and hearing screenings were completed by Health Component. Retest of failed speech screenings completed by Speech Language Pathologist. Health Assistant scheduled dental screenings for October 4 and 11. School Social Worker continues to complete Family Partnership Agreements for families. Teachers have finished LAP-D assessments and will begin DRDP-PS assessments next month. Component Teams were established for the 2010-2011 school year, with the first component meeting held in September.

“Making Parenting a Pleasure”

Parenting classes started at Morey Avenue in collaboration with the Mutual Assistance Network in Del Paso Heights through an MOU through First 5 Sacramento. Classes include childcare through Child Action with translation provided by TRUSD ECE Department.



Special Events

On September 18, 2010 Dora Daniels, WCIC Life Member and Senior, hosted a Gospel Musical Concert to benefit the WCIC Seniors Meals Program. The fundraiser was a success and was very well attended.

WCIC's 75th Anniversary Celebration Planning Committee met again on September 21. The weeklong celebration in August 2011 will include the following: an art show, Children's Literacy Program, poetry, banquet, house party, and a Capitol event to be announced.

WCIC/Playmate Head Start Program's engagement in the Community Service Day Planning with the Sacramento Hotel Association, City of Sacramento and the Volunteer Center of Sacramento was a success. Volunteers from SMUD assisted WCIC with landscaping and outdoor clean-up on Saturday, September 25, 2010.

During September 2010 WCIC/Playmate Head Start Program's Executive Director/Head Start (Ms. Davis) was requested to Emcee the City of Sacramento, Oak Park Community Center's 30th Anniversary Celebration.

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 are in place: UC Berkeley Early Childhood Math Project, City of Sacramento, Oak Park Community Center, NIA Women of Purpose, The Effort Clinic, and UC Davis African American Faculty and Staff Association.

Staff Development Day

Ninety percent of WCIC/Playmate Head Start Program's staff attended the Annual Northern California Early Childhood Education Conference on Saturday, September 11, 2010 at American River College. Staff reported enjoying the conference sessions, especially the sessions on male involvement.



SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 07/31/10) Revised 08/31/10

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)	23	(11%)	N/A	
Elk Grove USD (420)	71	(17%)	N/A	
Sacramento City USD (1292)(147)	166	(13%)	18	(12%)
San Juan USD (700) (161)	83	(12%)	30	(18%)
WCIC (120)	12	(12%)	N/A	
SETA (2796) (345)	361	(13%)	61	(18%)
County (5539)* (653)*	716	(13%)	109	(17%)

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2009-2010

Site	Loc Id	Track II	# Enrolled 8/31/10	# Present 8/31/10	# Absent 8/31/10	# Term W/I 30 days
Off Track		1				
Off Track		2				
Off Track		3				
Auberry Park	1238A	2	16	14	2	
Auberry Park	1238B	3	10	10	0	6
Bannon Creek	1200A	2	11	11	0	3
Bannon Creek	1200B	2	4	4	0	3
Bannon Creek	1200X	3	15	7	8	6
Bright Beginnings	1201A	3	20	14	6	
Bright Beginnings	1201B	3	20	18	2	
Bright Beginnings	1201C	3	20	14	6	
Bright Beginnings	1201D	3	20	19	1	
Broadway ELC	1246R	3	16	10	6	5
Broadway ELC	1246X	2	17	13	4	4
Center of Praise	1222A	3	4	4	0	12
Center of Praise	1222B	2	2	2	0	12
Center of Praise	1222X	3	2	2	0	19
Country Woods	1245A	3	17	12	5	
Country Woods	1245B	2	8	7	1	6
Country Woods	1245C	3	16	13	3	3
Country Woods	1245D	2	14	12	2	6
Crossroad Gardens	1242A	2	16	14	2	2
Crossroad Gardens	1242R	3	19	15	4	1
Crossroad Gardens	1242U	EHS	8	5	3	
Crossroad Gardens	1242X	2	20	16	4	1
EHS-HB OPTION	1230B	EHS	10	9	0	2
EHS-HB OPTION	1230C	EHS	14	8	0	
EHS-HB OPTION	1230D	EHS	11	1	1	
EHS-HB OPTION	1230E	EHS	14	6	2	
EHS-HB OPTION	1230F	EHS	9	5	1	
EHS-HB OPTION	1230G	EHS	11	6	0	1
EHS-HB OPTION	1230H	EHS	11	8	0	1
EHS-HB OPTION	1230I	EHS	12	6	2	
EHS-HB OPTION	1230J	EHS	12	5	2	
EHS-HB OPTION	1230K	EHS	12	9	2	
EHS-HB OPTION***	1230L	EHS	11	6	1	1
EHS-HB OPTION***	1230M	EHS	12	2	5	
EHS-HB OPTION***	1230N	EHS	13	5	3	
Florin Meadows	1251A	3	0	0	0	17
Florin Meadows	1251B	2	0	0	0	13

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2009-2010

Site	Loc Id	Track II	# Enrolled 8/31/10	# Present 8/31/10	# Absent 8/31/10	# Term W/I 30 days
Freedom Park	1239A	2	19	19	0	1
Freedom Park	1239B	3	18	15	3	2
Freedom Park	1239C	2	20	18	2	
Freedom Park	1239D	2	14	9	5	5
Freedom Park	1239R	3	17	16	1	4
Freedom Park	1239X	3	19	17	2	2
Fruitridge	1216A	2	19	16	3	1
Fruitridge	1216B	2	20	18	2	
Fruitridge	1216X	3	19	16	3	1
Galt	1234A	3	19	14	5	
Galt	1234B	3	13	12	1	7
Galt	1234C	2	14	14	0	6
Galt	1234D	2	11	7	4	9
Galt	1234E	2	15	13	2	
Galt	1234F	3	15	12	3	5
Grant Skills	1217A	2	12	10	2	
Grant Skills	1217B	3	19	13	6	1
Grant Skills	1217C	2	19	18	1	
Grant Skills	1217D	2	20	18	2	
Grant Skills	1217X	3	21	20	1	
Grizzly Hollow	1252A	3	19	17	2	1
Grizzly Hollow	1252B	2	18	17	1	2
Grizzly Hollow	1252U	EHS	8	7	1	
Hillsdale	1228A	3	18	14	4	2
Hillsdale	1228B	3	18	13	5	2
Hillsdale	1228C	2	19	19	0	1
Hillsdale	1228D	2	16	15	1	2
Hillsdale	1228R	3	16	16	0	2
Hillsdale	1228X	3	17	16	1	4
Home Base Option	1213A	3	12	9	0	
Home Base Option	1213B	5	13	6	4	
Home Base Option	1213C	3	14	6	0	
Home Base Option	1213D	2	13	3	0	
Home Base Option	1213E	2	4	1	0	8
Home Base Option	1213F	2	12	7	1	

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2009-2010

Site	Loc Id	Track II	# Enrolled 8/31/10	# Present 8/31/10	# Absent 8/31/10	# Term W/I 30 days
Hopkins Park	1253A	3	15	13	2	4
Hopkins Park	1253B	2	13	9	4	7
Hopkins Park	1253C	3	18	14	4	2
Hopkins Park	1253D	2	18	11	7	2
Illa Collin ELC	1221X	3	18	12	6	
Job Corp	1237M	EHS	5	3	2	3
Job Corp	1237U	EHS	7	5	2	1
Job Corp	1237X	2	16	11	5	5
Kennedy Estates	1240A	3	11	10	1	7
Kennedy Estates	1240B	2	16	13	3	4
La Riviera	1241M	EHS	6	5	1	2
La Riviera	1241R	3	19	15	4	
La Riviera	1241U	EHS	6	4	2	2
La Riviera	1241X	2	20	16	4	
La Verne Stewart	1219A	3	15	14	1	5
La Verne Stewart	1219B	2	13	12	1	7
Mather	1223A	2	20	18	2	
Mather	1223B	3	14	11	3	2
Mather	1223R	3	19	17	2	1
Mather	1223U	EHS	7	6	1	1
Mather	1223X	2	12	7	5	9
Nedra Court	1244A	2	19	18	1	1
Nedra Court	1244B	2	16	13	3	4
Nedra Court	1244C	3	18	17	1	2
New Helvetia I-EHS	1212U	EHS	16	15	1	
New Helvetia II-HS	1247A	2	17	13	4	2
New Helvetia II-HS	1247B	3	17	13	4	3
Norma Johnson ELC	1214R	3	19	17	2	2
Norma Johnson ELC	1214U	EHS	8	6	2	
Norma Johnson ELC	1214X	2	16	15	1	5
Northview	1224A	3	19	16	3	
Northview	1224B	2	16	14	2	
Northview	1224R	3	19	18	1	2
Northview	1224U	EHS	7	6	1	1
Northview	1224X	2	19	17	2	2
Parker Avenue	1207E	5	13	11	2	

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2009-2010

Site	Loc Id	Track II	# Enrolled 8/31/10	# Present 8/31/10	# Absent 8/31/10	# Term W/I 30 days
Phoenix Park	1248R	3	17	14	3	3
Phoenix Park	1248U	EHS	8	7	1	
Phoenix Park	1248X	2	19	16	3	2
River Oak EHS HB***	1280A	EHS	13	0	5	
River Oak EHS HB***	1280B	EHS	13	5	0	
River Oak EHS HB***	1280C	EHS	11	5	1	
River Oak EHS HB***	1280D	EHS	11	5	2	1
River Oak EHS HB***	1280E	EHS	14	4	0	
SCOE EHS HB***	1281A	EHS	12	7	1	
SCOE EHS HB***	1281B	EHS	11	0	0	
SCOE EHS HB***	1281C	EHS	11	8	0	1
Sharon Neese ELC	1249R	2	13	9	4	
Sharon Neese ELC	1249U	EHS	5	5	0	1
Sharon Neese ELC	1249X	3	14	13	1	6
Solid Foundation	1254A	3	19	17	2	1
Solid Foundation	1254B	2	20	18	2	
Solid Foundation	1254C	3	17	13	4	3
Strizek Park	1225A	3	20	18	2	
Strizek Park	1225B	2	18	16	2	2
Vineland	1211A	2	20	16	4	
Vineland	1211B	3	19	15	4	
Walnut Grove	1235A	2	14	12	2	6
Walnut Grove	1235C	3	11	8	3	5
Whispering Pines***	1215A	5	19	9	10	1
***ARRA Expansion						
TOTALS			1883	1448	294	312

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2010-2011

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

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2010-2011

Site	Loc Id	Track II	# Enrolled 9/30/10	# Present 9/30/10	# Absent 9/30/10	# Term W/I 30 days
Freedom Park	1239A	2	20	14	6	
Freedom Park	1239B	3	19	14	5	1
Freedom Park	1239C	2	20	16	4	
Freedom Park	1239D	2	19	12	7	1
Freedom Park	1239R	3	22	18	4	
Freedom Park	1239X	3	21	19	2	
Fruitridge	1216A	2	20	16	4	
Fruitridge	1216B	2	19	19	0	1
Fruitridge	1216X	3	20	19	1	1
Galt	1234A	3	20	19	1	
Galt	1234B	3	18	15	3	2
Galt	1234C	2	20	18	2	
Galt	1234D	2	19	16	3	1
Galt	1234E	2	20	19	1	
Galt	1234F	3	18	14	3	1
Grant Skills	1217A	2	18	16	2	
Grant Skills	1217B	3	20	16	4	
Grant Skills	1217C	2	20	20	0	
Grant Skills	1217D	2	20	19	1	
Grant Skills	1217X	3	21	19	2	
Grizzly Hollow	1252A	3	20	17	3	
Grizzly Hollow	1252B	2	20	16	4	
Grizzly Hollow	1252U	EHS	7	7	0	1
Hillsdale	1228A	3	18	15	3	1
Hillsdale	1228B	3	18	13	5	2
Hillsdale	1228C	2	20	18	2	
Hillsdale	1228D	2	17	14	3	1
Hillsdale	1228R	3	19	13	6	1
Hillsdale	1228X	3	18	16	2	
Home Base Option	1213A	3	9	9	0	3
Home Base Option	1213B	5	12	9	2	
Home Base Option	1213C	3	12	12	0	
Home Base Option	1213D	2	12	9	0	
Home Base Option	1213E	2	9	3	0	
Home Base Option	1213F	2	12	7	0	

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2010-2011

Site	Loc Id	Track II	# Enrolled 9/30/10	# Present 9/30/10	# Absent 9/30/10	# Term W/I 30 days
Hopkins Park	1253A	3	16	13	3	4
Hopkins Park	1253B	2	19	18	1	
Hopkins Park	1253C	3	20	15	5	
Hopkins Park	1253D	2	18	15	3	1
Illa Collin ELC	1221X	3	19	14	5	1
Job Corp	1237M	EHS	7	7	0	
Job Corp	1237U	EHS	8	7	1	
Job Corp	1237X	2	18	16	2	
Kennedy Estates	1240A	3	14	10	4	1
Kennedy Estates	1240B	2	14	12	2	6
La Riviera	1241M	EHS	7	7	0	
La Riviera	1241R	3	20	18	2	
La Riviera	1241U	EHS	8	6	2	
La Riviera	1241X	2	20	17	3	1
La Verne Stewart	1219A	3	19	16	3	
La Verne Stewart	1219B	2	17	13	4	
Mather	1223A	2	18	16	2	2
Mather	1223B	3	13	11	2	1
Mather	1223R	3	21	17	4	
Mather	1223U	EHS	7	6	1	
Mather	1223X	2	17	11	6	
Nedra Court	1244A	2	20	17	3	
Nedra Court	1244B	2	20	19	1	
Nedra Court	1244C	3	20	20	0	
New Helvetia I-EHS	1212U	EHS	16	16	0	
New Helvetia II-HS	1247A	2	18	17	1	
New Helvetia II-HS	1247B	3	17	14	3	3
Norma Johnson ELC	1214R	3	21	18	3	
Norma Johnson ELC	1214U	EHS	8	6	2	
Norma Johnson ELC	1214X	2	19	18	1	
Northview	1224A	3	20	17	3	2
Northview	1224B	2	19	16	3	
Northview	1224R	3	19	17	2	
Northview	1224U	EHS	8	7	1	
Northview	1224X	2	21	21	0	
Parker Avenue	1207E	5	14	13	1	

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2010-2011

Site	Loc Id	Track II	# Enrolled 9/30/10	# Present 9/30/10	# Absent 9/30/10	# Term W/I 30 days
Phoenix Park	1248R	3	19	17	2	1
Phoenix Park	1248U	EHS	8	7	1	
Phoenix Park	1248X	2	20	17	3	1
River Oak EHS HB***	1280A	EHS	11	7	2	1
River Oak EHS HB***	1280B	EHS	14	9	3	
River Oak EHS HB***	1280C	EHS	12	6	2	
River Oak EHS HB***	1280D	EHS	14	6	2	
River Oak EHS HB***	1280E	EHS	14	9	5	
SCOE EHS HB***	1281A	EHS	12	7	5	
SCOE EHS HB***	1281B	EHS	12	7	2	
SCOE EHS HB***	1281C	EHS	12	10	2	
Sharon Neese ELC	1249R	2	18	14	4	
Sharon Neese ELC	1249U	EHS	7	6	1	
Sharon Neese ELC	1249X	3	19	14	5	
Solid Foundation	1254A	3	20	19	1	
Solid Foundation	1254B	2	19	16	3	1
Solid Foundation	1254C	3	19	19	0	
Strizek Park	1225A	3	20	18	2	
Strizek Park	1225B	2	19	17	2	1
Vineland	1211A	2	20	14	6	
Vineland	1211B	3	20	19	1	
Walnut Grove	1235A	2	14	13	1	
Walnut Grove	1235C	3	11	7	4	1
Whispering Pines***	1215A	5	16	13	3	4
***ARRA Expansion						
TOTALS			2047	1655	320	64

ITEM VII – CENTER UPDATES

BACKGROUND:

This agenda item provides an opportunity for Head Start (SOP) centers to give an update on their activities.

NOTES:

ITEM VIII – DISCUSSION

BACKGROUND:

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

NOTES:

ITEM IX - PUBLIC PARTICIPATION

BACKGROUND:

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

NOTES:

ITEM X- ADJOURNMENT

NOTES:
