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Thought for the Day: Through teamwork and the contributions of everyone, we advance our purpose and improve the world around us. Together we are stronger. Together we can make a difference

~ Author Unknown

**HEAD START/EARLY HEAD START**

**REGULAR MEETING OF THE PARENT ADVISORY COMMITTEE**

**Date:** Tuesday, January 25, 2011  
**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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**Distribution Date: Friday, January 21, 2011**

*Parent Advisory Committee (PAC) meeting hosted by PAC Chair:  
Chair, Jeanine Vandermolen  
Vice Chair, Vacant  
Secretary, Vacant  
Treasurer, Vacant  
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
- \_\_\_ Xavier Montoya, Bannon Creek Head Start
- \_\_\_ **Vacant**, Broadway Early Learning Center
- \_\_\_ **Vacant**, Countrywood Head Start
- \_\_\_ Roberto Reyes, Crossroads Garden Head Start
- \_\_\_ Haley Joslin, Early Head Start/ Home Base
- \_\_\_ **Vacant**, Freedom Park Head Start
- \_\_\_ Maria Ramos, Fruitridge Head Start
- \_\_\_ Luis Ramos, Galt Head Start
- \_\_\_ **Vacant**, Grant Skills Center
- \_\_\_ Yadira Hato, Grizzly Hollows
- \_\_\_ **Vacant**, Hillsdale Head Start
- \_\_\_ Donna Dobbins, Home Base
- \_\_\_ **Vacant**, Home Base
- \_\_\_ Kelly Martin, Hopkins Park Head Start
- \_\_\_ Jean Philson, 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
- \_\_\_ Veronica Cruz, Marie Cleveland's Bright Beginnings Head Start
- \_\_\_ **Vacant**, Mather Head Start
- \_\_\_ Praveena Chaudhary, Nedra Court Head Start
- \_\_\_ **Vacant**, New Helvetia 2 Head Start
- \_\_\_ Connie Wallace, Norma Johnson Head Start
- \_\_\_ Erika Contreras, Northview Head Start
- \_\_\_ Michelle Dixon, Parker Avenue Head Start
- \_\_\_ Michelle Burgess, Phoenix Park Head Start
- \_\_\_ Tami Watson, Sharon Neese Early Learning Center
- \_\_\_ **Vacant**, Solid Foundation Head Start
- \_\_\_ **Vacant**, Strizek Park Head Start
- \_\_\_ **Vacant**, Vineland Head Start
- \_\_\_ Laura Meza, Walnut Grove Head Start
- \_\_\_ **Vacant**, Whispering Pines Head Start
- \_\_\_ LaShonda Tablit, Foster Parent Representative
- \_\_\_ Rebecca Lewis, Grandparent Representative
- \_\_\_ Troy Luna, Male Involvement Representative
- \_\_\_ Jeanine Vandermolen, Outgoing Chair
- \_\_\_ Tamara Knox, Past Parent/Community Representative
- \_\_\_ Yvette Hernandez, Past Parent/Community Representative

**New Representatives to be seated:**

- \_\_\_ Maurice Dodson, Countrywood Head Start
- \_\_\_ Tameka Jackson/Garibay, Freedom Park Head Start
- \_\_\_ Susan Swick, Mather Head Start
- \_\_\_ Edith Alearaz, Solid Foundation Head Start
- \_\_\_ Kristy Goldhammer, Vineland Head Start

**ITEM I- B  
PAC MEETING ATTENDANCE UPDATE**

The PAC was seated on November 23, 2010

**PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM YEAR 2010-2011**

COMMITTEE MEMBER	CENTER	11/23	12/14	01/25	02/22	03/22	04/26	05/24	06/28	07/26	08/23	09/27	10/25	11/22
Vacant	AP													
Xavier Montoya S/B Seated 11/10	BC	U	X											
Vacant	BLC													
Vacant	COP													
Vacant	CW													
Roberto Reyes S/B Seated 08/10	CR	X	PAC											
Haley Joslin Seated 11/10	EHS/HB	X	E											
Vacant	EL													
Tameka Jackson/Baribay S/B Seated 01/11	FP													
Maria Ramos Seated 11/10	FT	X	X											
Luis Ramos Seated 02/10	G	X	U											
Yardira Haro Seated 12/10	GH		X											
Vacant	GSC													
Vacant	H													
Donna Dobbins S/B Seated 12/10	HB		X											
Victoria Torres S/B Seated 12/10	HB		E/R											
Jean Philson Seated 11/10	IC	X	E											
Kelly Martin S/B Seated 11/10	HP	U	X											
Vacant	JC													
David Quintero Seated 11/09	K	X	X											
Mary Brown Seated 11/10	LAR	X	X											
Victor Goodwin Seated 01/10	LVS	X	X											
Veronica Cruz Seated 11/10	MCBB	X	U											
Tiffany Hays S/B Seated 11/10	M	U	AP/R											
Praveena Chaudhary Seated 11/10	NC	X	X											
Connie Wallace Seated 11/10	NJ	X	X											
Vacant	NH2													
Erika Contreras Seated 06/10	NV	X	X											
Michelle Dixon Seated 11/10	PA	X	U											
Michelle Burgess Seated 11/10	PP	X	U											
Edith Alearaz S/B Seated 11/10	SF	E	U											
Tami Watson S/B Seated 11/10	SN	U	X											
Amanda Pennington S/B Seated 11/10	SP	U	U											
Vacant	V													
Laura Meza Seated 11/10	WG	X	X											
Lacy Berry Seated 04/10	WP	X	R											
Lashonda Tablit Seated 11/10	FPR	X	X											
Rebecca Lewis Seated 11/10	GPR	X	X											
Troy Luna Seated 04/10	MIR	X	X											
Tamara Knox Seated 11/10	PPR	X	PAC											
Yvette Hernandez Seated 11/10	PPR	X	X											
Jeanine Vandermolen Seated 11/09	OGC	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**

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

**Representative Abbreviations**

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

**Attendance Record Abbreviations**

<b>X:</b>	Present
<b>E:</b>	Excused
<b>AP:</b>	Alternate Present
<b>AE:</b>	Alternate Excused
<b>U:</b>	Unexcused
<b>PAC:</b>	Parent Advisory Committee
<b>R:</b>	Resigned

**ITEM II-A – CONSENT**

**APPROVAL OF MINUTES FOR PAC SPECIAL MEETING DECEMBER 14, 2010**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the PAC Special Meeting of December 14, 2010.

**NOTES:**

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**ACTION:** Moved \_\_\_\_\_ Seconded \_\_\_\_\_

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

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

**MINUTES/SYNOPSIS**

SETA Boardroom  
925 Del Paso Blvd.  
Sacramento, CA 95815

December 14, 2010  
9:00 a.m.

**I. Welcome**

A. Call to Order/Roll Call

Ms. Jeanine Vandermolen called the meeting to order at 9:12 a.m. Mr. David Quintero provided Spanish translation. Ms. Connie Wallace acted as Vice Chair. Mr. Victor Goodwin acted as Secretary. Mr. Troy Luna acted as Parliamentarian. Roll was called; a quorum was confirmed.

**Members Present:**

Maria Ramos  
David Quintero  
Victor Goodwin  
Preveena Chaudhary  
Connie Wallace  
Erika Contreras  
Laura Meza  
LaShonda Tablit  
Rebecca Lewis  
Troy Luna  
Jeanine Vandermolen  
Yvette Hernandez

**Members Absent:**

Roberto Reyes (PAC)  
Haley Joslin (E)  
Luis Ramos (U)  
Jean Philson (E)  
Mary Brown (PAC)  
Veronica Cruz (U)  
Michelle Dixon (U)  
Michelle Burgess (U) (E)  
Lacy Berry (R)  
Tamara Knox (PAC)

**New Members Seated:**

Xavier Montoya, Bannon Creek Head Start  
Donna Dobbins, Home Based Head Start  
Kelly Martin, Hopkins Park Head Start  
Susan Swick (Replaced Tiffany Hays), Mather Head Start  
Yadira Haro, Grizzly Hollow Head Start

**New Members Absent:**

E/R - Victoria Torres, Home Based Head Start  
U - Tami Watson, Sharon Neese Head Start  
U - Edith Alearaz, Solid Foundation Head Start  
U - Amanda Pennington, Strizek Park Head Start

The Pledge of Allegiance was recited.

**II. Consent Item**

A. Approval of Minutes for PAC Meeting of November 23, 2010

Motion by Ms. Yvette Hernandez, seconded by Mr. Quintero, to approve the attached minutes. No discussion.

Show of hands vote: Ayes, 13. Nays, 0. Abstentions, 3 (Ms. Vandermolén, Ms. Susan Swick, Mr. Xavier Montoya). No discussion. Motion carried.

➤ Introduction of Newly Seated Representatives

The newly seated Representatives introduced themselves and were welcomed to the PAC.

Not listed in the PAC agenda packet, Ms. Yadira Haro was present and seated as new PAC Representative from Grizzly Hollow and introduced herself.

**III. Action Items**

A. Selection of Representatives and Alternates to Attend the Annual California Head Start Association Parent Training Conference

Ms. Vandermolén read the background information. Parents who have already attended a conference were asked to identify themselves: Kelly Martin, Victor Goodwin, David Quintero, and Rebecca Lewis. Preference will be given to those who have never attended a conference. Ms. Marie Desha gave details on the Conference, held at the San Francisco Marriott Marquis Hotel, February 7-8, 2011. Conference information and Schedule at a Glance attached. Parents may drive or take Amtrak. Reimbursement of child care paid upon return. If necessary, assistance is available with required written conference report. Travel meeting scheduled Friday at 1:00 p.m.

The following five nominees explained their interest in attending the conference.

**Show of hands Vote Results – CHSA Conference:**

Connie Wallace – selected first Representative with 8 votes  
Kelly Martin – selected second Representative with 4 votes  
Rebecca Lewis – selected third Representative with 2 votes  
Xavier Montoya – selected Alternate with 1 vote  
Yadira Haro – selected Alternate with 1 vote

Motion by Mr. Goodwin, seconded by Ms. Martin, that the PAC elects three Representatives and three Alternates to attend the CHSA Conference in San Francisco, CA. No discussion.

Show of hands vote: Ayes, 16. Nays, 0. Abstentions, 1 (Ms. Vandermolén). Motion carried.

B. Selection of Parent Advisory Committee Members 2010-2011 (Committee meetings are joint with PC.) Ms. Vandermolén read the background information.

**Personnel/Bylaws Committee**

Ms. Desha provided information on the Committee. Meetings will be held once per month, probably beginning in February, 2011.

**Selected:**

Rebecca Lewis  
Parliamentarian (automatic)



### **Budget/Planning Committee**

Mr. Roger Bartlett provided information on the Committee. Meetings are held the second Tuesday of each month, provided there are no conflicts.

Selected:

Yadira Haro  
Treasurer (automatic)

### **Social/Hospitality Committee**

Ms. Desha provided information on the Committee. The first meeting will be held in May, 2011. Translators can be provided for the committee meetings.

Selected:

Yvette Hernandez  
Kelly Martin  
Donna Dobbins

### **PROGRAM AREA COMMITTEES:**

**Early Childhood Development & Health Services Committee and Parent/Family Support Committee, AKA Child Safety Committee**

Tabled.

### **Monitoring and Evaluation, AKA Self-Assessment Committees**

Ms. Lisa Carr provided information on committees for Ms. Brenda Campos. Meetings are held approximately three times per year, beginning sometime in the fall, September or October, 2011, because Self Assessment happens just one time per year.

Selected:

Committee of the Whole.

(Ms. Tami Watson, new Representative from Sharon Neese Head Start, was seated.)

### **Food Services Committee**

Ms. Carr shared that the Committee meets about three times per year. She asked Ms. Hernandez to provide information on the Food Services Committee in the absence of Ms. Campos. Ms. Vandermolen also provided information.

Selected:

Yvette Hernandez  
LaShonda Tablit  
Erika Contreras  
Kelly Martin  
Rebecca Lewis  
Tami Watson  
Maria Ramos

## **Male Involvement Committee**

Mr. Bob Silva provided information on the Committee – CAMP (Committee Advocating Male Participation) meets once a month, beginning in January. The Committee is open to male and female Representatives.

Ms. Martin inquired about the T-shirts that had not been received by past committee members. Mr. Silva reported that there is no year put on the t-shirts; last year's members can still receive T-shirts (still unordered).

### **Selected:**

Victor Goodwin  
Troy Luna  
Yvette Hernandez  
Kelly Martin

Motion by Ms. Martin, seconded by Mr. Luna, (that the PAC accepts the selected PAC Representatives to the) Standing and Program Area Committees for Program Year 2010-2011. Ayes, 17. Nays, 0. Abstentions, 1 (Ms. Vandermolen). No discussion. Motion carried.

- C. Selection of Representative and Alternate to the SETA Head Start Health Services Advisory Committee (HSAC) - Background information read by Ms. Vandermolen. Ms. Vandermolen and Mr. Goodwin provided information on the Committee in the absence of Ms. Campos.

The following three Representatives explained their interest in sitting on the HSAC committee.

### **Show of hands vote results – HSAC:**

Yvette Hernandez – Selected Representative with 10 votes  
Lashonda Tablit – Selected Alternate with 7 votes  
Connie Wallace – 0 votes

Motion by Ms. Martin, seconded by Ms. Lewis, that the PAC selects one Representative and one Alternate to serve on the Committee. No discussion. Ayes, 17. Nays, 0. Abstentions, 1 (Ms. Vandermolen). Motion carried.

- D. Selection of Community Partnership Advisory Committee (CPAC) Representative and Alternate – Ms. Vandermolen read background information.

Ms. Terri Carpenter provided information on the Committee. Meetings are approximately 1 ½ hours and are held twice a year, currently April and September of 2011.

The following two Representatives expressed their interest in sitting on the CPAC Committee.

### **Show of hands vote results – CPAC:**

Victor Goodwin – Selected Representative with 9 votes  
David Quintero – Selected Alternate with 8 votes.

Motion by Mr. Luna, seconded by Ms. Wallace, that the PAC selects one CPAC Representative and one CPAC Alternate to serve on the Committee.

Discussion: Mr. Goodwin shared that he will work closely with Mr. Quintero to assure both the English speaking and the Latino community receive information.

Ayes, 17. Nays, 0. Abstentions, 1 (Ms. Vandermolen). Motion carried.

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

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

- PC/PAC Calendar of Events (Attached) – Calendar of Events and Activities, Parent/Family Support Unit (Attached) – Ms. Vandermolen highlighted some of the calendar items in the attached PAC agenda.
- Parent/Staff Recognitions – None.
- Fiscal Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett (Attached)

Mr. Bartlett reported on the combined Head Start/CDE fiscal report attached. At four months into the year, SETA should have spent about 33.3 percent, and has spent about 31.5 percent. There is some lag time on some expenditures showing up.

Mr. Bartlett reviewed the SOP Head Start Basic, Early Head Start Basic, Head Start T&TA, Early Head Start T/TA, SOP Summary, SOP Head Start ARRA, SOP Early Head Start ARRA, SOP ARRA Summary, and Corporate Card reports attached.

The two FEMA Flood Premium Insurance Coverage costs, October 19, 2010, were questioned. Mr. Bartlett believes they are two different flood areas, but will check.

It was asked if SETA receives frequent flyer/air user points. Mr. Bartlett answered that SETA receives points that can be used for travel, and other acceptable types of things. SETA is currently working on a policy that dictates how points will be used; most likely parent/staff travel.

- Child Care Center Food Menu (Attached)

##### **B. Governing Board Minutes of November 4, 2010 (Attached)**

#### **V. Committee Reports**

- Executive Committee – Ms. Vandermolen read the attached committee report.

#### **VI. Other Reports**

- Chair's Report

Ms. Vandermolen announced that Ms. Tamara Knox won first place with the NHSA Beating the Odds Award competition. She is attending the NHSA Conference now. Congratulations to Tamara! First place prize is \$1,000, plus the award.

Officer elections were postponed until next month to allow PAC Representatives attending the NHSA Conference an opportunity to run for an officer position. Officer

descriptions are listed in the distributed PAC Bylaws. Ms. Vandermolen will remain on the Board until a new Chair is elected.

- Policy Council Report(s) – Mr. David Quintero, Ms. Haley Joslin, Ms. Michelle Burgess, Ms. Mary Brown, Ms. Michelle Dixon, and Mr. Roberto Reyes

Ms. Vandermolen reported that the last PC meeting was very much the same as the last PAC meeting. Some members stepped down and termed out, and new PAC members were welcomed. A closed session at the Policy Council is held when there is a hiring or firing of staff. There was a closed session at the last PC meeting.

- Head Start Deputy Director's Monthly Report – Ms. Denise Lee
  - ✓ Monthly Head Start Report (Will be provided at meeting.)

Ms. Carr reported for Ms. Lee. Every three years the entire county undergoes a big federal review. Beginning January 24<sup>th</sup> through February 4<sup>th</sup>, there will be approximately 22 federal reviewers looking at all components of the SOP and Delegate programs (health, nutrition, early childhood education, governance, design and management – everything).

Tomorrow morning (December 15<sup>th</sup>) a federal team leader from New York, SETA's representative from Region IX, and DANYA (review coordinators), will meet with the Head Start Directors and Managers to discuss protocol and what will happen within the two-week review period. Management will meet with the Delegates that afternoon.

SETA just completed its Self-Assessment and is in the process of compiling the report. The Board will receive a copy (hopefully in January) of the report with findings; what is good, what needs improvement, etc.

Last year SETA received a lot of ARRA, Program Improvement. Bannon Creek's modular was torn down and the children were staying at Sharon Neese Center. They just got into their brand new modular after thanksgiving. Bright Beginnings Center will be getting a new modular. The children will be going to Cordova Lanes Center pending the modular. A new site for Bright Beginnings is expected sometime in the spring.

- Managers' Reports

- Parent/Family Support Report – Ms. Lisa Carr reported that SETA is planning for a 2011 countywide conference at Lemon Hill Career Center April 20<sup>th</sup>. It is a combination parent, grandparent, and foster parent conference with a male involvement strand. SETA is looking for a keynote speaker, and will find out in January if Kevin Johnson can accommodate. SETA is looking for additional people to be on the committee; if interested, attend the planning meeting on January 7<sup>th</sup>, 9-11 a.m., Redwood Room.
- Program Support Services Report – Ms. Brenda Campos explained her responsibilities as Manager of Program Support Services, which include safe environments, health/nutrition services policies and procedures, food services and Delegate Agencies support.

SETA is re-evaluating the centers that have been potentially selected for the review. We feel confident that our centers are safe. Facilities will be going through first aid kits/disaster kits to assure supplies are well stocked and in place.

Ms. Campos asked all the parents selected to sit on the Food Services Committee to please show up to the meetings. There were a lot of “no shows” during the last program year.

- Child Development and Education Services Report – Ms. Karen Gonzales reported that SETA is preparing for the review in education, special education, and mental health. The centers will be open on Monday the 20<sup>th</sup>, but will be closed Tuesday, December 21<sup>st</sup> through January 2<sup>nd</sup>. Next week teachers will be doing review preparation and will receive six more hours of training for the class instrument - teacher/child interactions tool. Another area of focus is the creative arts and music, in encouraging free (creative) art at the centers. SETA is also focusing on bringing up the quality of the learning environment at the centers by organizing, cleanup, and labeling on blocks, Legos, pictures, etc., so the children can independently use the environment, and they can also clean up after themselves.

Ms. Vandermolen shared that she attended conference workshops on how to do free art. She has the Freedman Approach cards that guide you step-by-step in getting the children more involved in art and expressing themselves.

✓ Region IX Reports (Attached)

**VII. Discussion**

None.

**VIII. Public Participation**

None.

**IX. Adjournment**

11:00 a.m.

**ITEM II-B – CONSENT**

**APPROVAL OF SELECTION CRITERIA FOR ENROLLMENT IN HEAD START**

**BACKGROUND:**

This Selection Criteria for Sacramento County Head Start was revised by a Task Force comprised of SETA – Operated Program and Delegate Agency staff and parents to meet newly published requirements in 2008-2009. The Criteria meets all requirements contained in 45 CFR 1305 Eligibility, Recruitment, Selection, Enrollment and Attendance in Head Start. A copy of the Selection Criteria is attached.

The Parent Advisory Committee has reviewed and approved the selection criteria.

Staff will be available to answer questions.

**RECOMMENDATION:**

That the Parent Advisory Committee approves the Head Start Selection Criteria: Sacramento County, as attached.

**NOTES:**

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**ACTION:** Moved \_\_\_\_\_ Seconded \_\_\_\_\_

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

## HEAD START SELECTION CRITERIA SACRAMENTO COUNTY

**Instructions:** Place an “X” by the category that is applicable to applicant. Selection is based on the “X” that is the highest on the scale.

**The following criteria is to be used when prioritizing Waiting Lists for enrollment:**

- Within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, the oldest child will be selected.
- Each delegate/grantee agency has the option to determine transfer criteria within its own program.
- All efforts will be made to enroll children with certified Special Education needs to meet the mandated minimum service level of 10% per program.
- For State Collaborative, families must meet Head Start income and age requirements (unless waived) and State admissions priorities.

1. 2<sup>nd</sup> year enrollment within Sacramento County. \_\_\_\_\_
2. Transfer Head Start child to the same or another Sacramento Head Start agency within the same program option (full day, part day, home base). \_\_\_\_\_
3. Transition from Early Head Start whose family meets Federal Income Guidelines. \_\_\_\_\_
4. A previously enrolled child (who dropped on good standing) who requests to return to original agency within 60 days whose family meets Federal Income Guidelines. \_\_\_\_\_
5. Documented High Risk Families (with child 4-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency:
  - abuse (physical, substance, sexual & emotional abuse)
  - homeless
  - foster care
  - death of a parent/guardian, sibling
  - other special circumstances (which shall include a child with diagnosed disability (s)). \_\_\_\_\_
6. 4-year-old child whose family meets Federal Income Guidelines. \_\_\_\_\_
7. Documented High Risk families (with child 3-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency:
  - abuse (physical, substance, sexual & emotional abuse)
  - homeless
  - foster care
  - death of a parent/guardian, sibling
  - other special circumstances (which shall include a child with diagnosed disability (s)). \_\_\_\_\_
8. 3-year-old child whose family meets Federal Income Guidelines. \_\_\_\_\_
9. 4-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary). \_\_\_\_\_
10. 4-year-old child whose family exceeds Federal Income Guidelines with no cap (waiver necessary). \_\_\_\_\_
11. 3-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary). \_\_\_\_\_
12. 3-year-old child whose family exceeds Federal Income Guidelines with no cap (waiver necessary). \_\_\_\_\_

\_\_\_\_\_  
Head Start Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Date of Application

Status  Enrolled Date Enrolled: \_\_\_\_\_  Waiting List

**ITEM II-C – CONSENT**

**APPROVAL OF SELECTION CRITERIA FOR ENROLLMENT IN  
EARLY HEAD START**

**BACKGROUND:**

This Selection Criteria for Sacramento County Early Head Start was revised by a Task Force comprised of SETA-Operated Program and delegate agency staff and parents to meet newly published requirements in FY 2008 – 2009. The Criteria meets all requirements contained in 45 CFR 1305 Eligibility, Recruitment, Selection, Enrollment and Attendance in Early Head Start. A copy of the Selection Criteria is attached.

The Parent Advisory Committee has reviewed and approved the selection criteria.

Staff will be available to answer questions.

**RECOMMENDATION:**

That the Parent Advisory Committee approves the Early Head Start Criteria: Sacramento County, as attached.

**NOTES:**

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**ACTION:** Moved \_\_\_\_\_ Seconded \_\_\_\_\_

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



# **EARLY HEAD START SELECTION CRITERIA: SACRAMENTO COUNTY**

**Unless otherwise indicated, all applicants must meet Head Start Family Income Guidelines**

**INSTRUCTIONS:** Place an “X” by the category(s) that is applicable to applicant. Selection is based on the “X” that is the highest on the scale (#1 being the highest).

**The following criteria is to be used when prioritizing Waiting Lists for enrollment:**

- For #8 – 15, within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, selection for enrollment will be based on individual family needs.
- Center based availability to be determined by individual child’s age and family need.
- For State Collaboratives, families must meet Early Head Start income and age requirements (unless waived) and State admissions priorities.

The Early Head Start program can consider individual child and family needs

1. Transfer Early Head Start child within Sacramento County with documentation. \_\_\_\_\_
  
2. Family with a child birth to 36 months of age, referred by Sacramento County Office of Education Infant Development Program and/or other Part C providers with a current IFSP. NOTE: Of these referrals, up to 10% may exceed Federal Income Guidelines. It is necessary to complete an income waiver before enrollment can be considered. Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority.
  
3. A previously enrolled child (who dropped on good standing) who requests to return to original agency within 60 days. \_\_\_\_\_
  
4. Pregnant woman/parent/guardian under 22 years of age with a child birth to 12 months of age having one or more documented family situations within the past year such as:
  - Abuse (physical, substance, sexual & emotional)
  - Foster care
  - Death of a parent/guardian, sibling
  - Homelessness
  - Parent with developmental delay or other disabling conditionWithin the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority. \_\_\_\_\_
  
5. Pregnant woman/parent/guardian under 22 years of age with a child 13 to 36 months of age having one or more documented family situations within the past year such as:
  - Abuse (physical, substance, sexual & emotional)
  - Foster care
  - Death of a parent/guardian, sibling
  - Homelessness
  - Parent with developmental delay or other disabling conditionWithin the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority. \_\_\_\_\_
  
6. Pregnant woman/parent/guardian under 22 years of age with a child birth to 12 months of age. Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority.
  
7. Pregnant woman/parent/guardian under 22 years of age with a child 13 to 36 months of age. Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority. \_\_\_\_\_

8. Pregnant woman/parent/guardian over 21 years of age with a child birth to 12 months of age having one or more documented family situations within the past year such as:
  - Abuse (physical, substance, sexual & emotional)
  - Foster care
  - Death of a parent/guardian, sibling
  - Homelessness
  - Parent with developmental delay or other disabling condition
 \_\_\_\_\_
9. Pregnant woman/parent/guardian over 21 years of age with a child 13 to 36 months of age having one or more documented family situations within the past year such as:
  - Abuse (physical, substance, sexual & emotional)
  - Foster care
  - Death of a parent/guardian, sibling
  - Homelessness
  - Parent with developmental delay or other disabling condition
 \_\_\_\_\_
10. Pregnant woman/parent/guardian over 21 years of age with a child birth to 12 months of age. \_\_\_\_\_
11. Pregnant woman/parent/guardian over 21 years of age with a child 13 to 36 months of age. \_\_\_\_\_
12. Pregnant woman/parent/guardian under 22 years of age with a child birth to 12 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary). \_\_\_\_\_
13. Pregnant woman/parent/guardian under 22 years of age with a child birth to 12 months of age who exceeds Federal Income Guidelines with no cap (waiver necessary). \_\_\_\_\_
14. Pregnant woman/parent/guardian under 22 years of age with a child 13 to 36 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary). \_\_\_\_\_
15. Pregnant woman/parent/guardian under 22 years of age with a child 13 to 36 months of age who exceeds Federal Income Guidelines with no cap (waiver necessary). \_\_\_\_\_
16. Pregnant woman/parent/guardian over 21 years of age with a child birth to 12 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary). \_\_\_\_\_
17. Pregnant woman/parent/guardian over 21 years of age with a child birth to 12 months of age who exceeds Federal Income Guidelines with no cap (waiver necessary). \_\_\_\_\_
18. Pregnant woman/parent/guardian over 21 years of age with a child 13 to 36 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary). \_\_\_\_\_
19. Pregnant woman/parent/guardian over 21 years of age with a child 13 to 36 months of age who exceeds Federal Income Guidelines with no cap (waiver necessary). \_\_\_\_\_

\_\_\_\_\_  
Head Start Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Date of Birth

**Status:**

Enrolled      Date Enrolled: \_\_\_\_\_

Waiting List

**ITEM III-A – ACTION ITEM**

**ELECTION OF PARENT ADVISORY COMMITTEE OFFICERS 2010-2011**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect officers for Program Year 2010-2011. The duties of PAC officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PAC that are not in conflict with these Bylaws, Article V – Officers, Section 3: Duties of Officers.

**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, 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 the 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 adopted, 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/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.

**ACTION:**    Moved \_\_\_\_\_                      Seconded \_\_\_\_\_

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

**NOTES:**

**Chair**

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**Vice Chair**

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**Secretary**

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**Treasurer**

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**Parliamentarian**

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**ITEM IV-A – INFORMATION**

**STANDING INFORMATION**

**BACKGROUND:**

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

- PC/PAC Calendar of Events (Attached)
- Calendar of Events and Activities, Parent/Family Support Unit (Attached)
- PC/PAC Calendar of Events (Attached)
- Fiscal Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett (Attached)
- National Head Start Association (NHSA) Parent Training Conference Report(s) – (Attached)
- Community Resources – Parents/Staff
- Parent/Staff Recognitions
- Child Care Center Food Menu (Attached)

**NOTES:**

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**CALENDAR OF EVENTS AND ACTIVITIES**  
**PARENT/FAMILY SUPPORT UNIT**

**EVENT**

**DATE**

Male Involvement Committee Meeting	January 28, 2010 11:00 a.m. 925 Del Paso Blvd. Olympus Room

**PC/PAC CALENDAR OF EVENTS**

<b><u>EVENT</u></b>	<b><u>DATE</u></b>
Male Involvement Committee Meeting	Friday, January 28, 2011 11:00 a.m. 925 Del Paso Blvd. Olympus Room
PAC Executive Committee Meeting	Monday, February 7, 2011 9:00 a.m. 925 Del Paso Blvd. Redwood Room
PC Executive Committee Meeting	Monday, February 7, 2011 10:00 a.m. 925 Del Paso Blvd. Redwood Room
California Head Start Association Parent Training Conference	February 7-8, 2011 (Monday and Tuesday) San Francisco Marriott Marquis Hotel San Francisco, CA
PC/PAC Budget Planning Committee Meeting	Tuesday, February 8, 2011 9:00 a.m. 925 Del Paso Blvd. Oak Room
PC/PAC/Delegate Agency Officer Training	Friday, February 18, 2011 Registration 8:30 a.m. Training 9:00 a.m.-12:00 p.m. 925 Del Paso Blvd. Sequoia Room

# **NHSA 27<sup>th</sup> Annual Head Start Parent Conference**

*Parent Engagement: The Necessary Ingredient*

December 10-14, 2010  
Virginia Beach VA

This was the first conference I had attended as a PC/PAC Board member. I would like to take this opportunity to thank SETA for allowing five parents to attend the conference. As I looked over the agenda of the workshops, what I chose was a strand that dealt with Head Start Policy Councils.

December 11

## **Conducting Effective Policy Council Meetings**

Melvin Gravely  
The Gravely Group

This was an all day seminar from 9-4. The ultimate goal of any PC meeting is to be effective, fair, and to produce measureable outcomes that benefit the grantee, Head Start parents, and the children we serve. The essence of a Policy Council lies in: what it believes in, what it stands for, and what it values.

Many of the attendees were brand new members of their Policy Council and Parent Advisory Committees so they had lots of questions. I feel that SETA has trained me well in my position as a PC/PAC Board member, so a lot of this was review for me. One burning question was why a parent can only sit three years on the Board, and Mr.Gravely's quite humorous answer was, anything over 3 years becomes a person's hobby. He kept stressing three years and out. He went on to say that even though you don't sit on the Board any longer does not mean you shouldn't be involved anymore. There are still many other ways you can help the agency and your children. As the day unfolded I did learn that some states do things a little different at their PC/PAC meetings. Instead of mentioning some of the differences here, I plan to meet with Ms. Marie Desha to go over them.

December 11

## **Opening General Session**

This was an evening session that had several speakers, including a parent who is on the National Head Start Board, as well as other members from NHSA.



December 12

**Positive Discipline**

Melvin Gravely

The Gravely Group

I was extremely interested in attending this workshop as I am a great-grandmother raising small children. I know that discipline principles have changed a lot since my growing up so I wanted to make sure I was doing it the “modern way.” Discipline is the Latin word disciple, which means follower of a master’s teaching. Discipline implies that something of value is learned from a parent/teacher.

The goals of discipline are to change the behavior. Kids need encouragement to change. You should always respect the feelings of a child. Physical punishment does not work! Children misbehave to seek attention and to relieve stress they are feeling; they are impulsive, they are striving for independence, they don’t understand the rules/expectations. Rules aren’t the key - Implementation is the key.

This workshop was attended mostly by teachers who wanted to know discipline strategies. The instructor mainly focused on children’s discipline in the classroom, but I was able to glean a lot of his strategies to use myself at home.

December 12

**Math the Sesame Way**

Amelia Swabb

Senior Curriculum Specialist

Sesame Workshop

The main theme of this workshop was that “math is everywhere.” The instructor told us that a lot of parents believe math should be taught when older, but the instructor said it should be started as early as preschool. Sesame Street has websites to help parents recognize that math is fun and easy to do, and to assist parents to be able to talk about math with their children. The websites mentioned were: [Sesameworkshop.org](http://Sesameworkshop.org) and [pncgrowupgreat.com](http://pncgrowupgreat.com) and [sesamestreet.org/math](http://sesamestreet.org/math). On these websites there are videos and on-line games to help children learn math.

December 12

**Parent Awards Banquet**

*Head Start Works*

The keynote speaker was Sharon D. Johnson who is an author and speaker from South Carolina. Sharon began her life's journey as a young parent who relied on Head Start to provide care for her children and increase her parenting skills. She shared a very intimate story of her life struggles with homelessness, domestic violence, and drug abuse. With determination and perseverance she totally turned her life around and is now the organizer of You Too, a nonprofit organization that helps women and families who live in shelters.

Since NHSA recognizes that parents make Head Start possible, this night was meant to celebrate the extraordinary achievements of parents who had been nominated for the Parent of the Year and the Beating the Odds awards. Nationally there were four parents nominated in each category. Each nominee was introduced and we were told why each one had been nominated.

It was the highlight of my trip to be sitting in the front row when they announced the Beating the Odds winner was our very own Tamara Knox. Tamara made a very touching and graceful acceptance speech.

The Parent of the Year award went to Kyle Adolf. Kyle is a single father with three boys under 10 years old.

December 13

**Children Have Personality Too**

Bradley Smith

Executive Director

National Institute of Child Care Management

This seemed like it would be a very interesting workshop. The instructor actually didn't talk about children personalities at all. The participants were given a short Personality Profile. We explored the four personality types of this profile which were sanguine (cheerfully optimistic), choleric (bad tempered), melancholy (depressed), and phlegmatic (not easily excited). The profile showed us which personalities we match with and which personalities we would have trouble being around.

December 13

**Role of the Policy Council**

Ronald McGuckin

Attorney

This instructor, for me, was by far the most entertaining presenter. His workshop focused on the legal aspects of the Policy Council. He kept saying to take your position on the PC/PAC seriously, as we are charged with safeguarding federal funds. PC/PAC members should never rubber stamp anything. He talked about that we can only be liable if we knew or should have known a deficiency occurred and did nothing about it. He went on to say that disclosing anything confidential we could be sued and are not protected. Bottom line; don't ever disclose confidential business you have heard as a PC/PAC member.

December 14

**Closing General Session Breakfast**

*Raising Our Children, Raising Ourselves*

At this closing session they had fabulous inspirational speakers. Almeta Keys started as a Head Start parent, sat on her local Policy Council, and is now the Executive Director for the Edward C. Mazique Parent Child Center. In her role as Executive Director she supervises 88 full-time employees and oversees the operations of four Early Head Start and Head Start Centers that have 280 children enrolled. She stated Head Start is to help parents as well as children. The sky is the limit as to what you can accomplish, and don't say, "I think I can," say "I can! "

Congressman Bobby Scott, a Congressman from Virginia also spoke. He told a little about himself but then wanted us to focus on holding our elected representatives responsible. He is a strong ally for Head Start.

Yvette Sanchez Fuentes, Director, National Head Start Association also spoke.

Since the speakers were talking as we were eating, it was hard to take notes, but I assure you, they were inspiring to listen to.

December 14

**Policy Council Overview**

Tommy Sheridan

Legislative Associate

National Head Start Association

Parent engagement is at the heart of the Head Start promise, and the policy council is the backbone of the parent engagement. The presenter focused on all aspects of the policy council, including general Head Start governance, the history of the policy council, and the implications of being a policy council member.

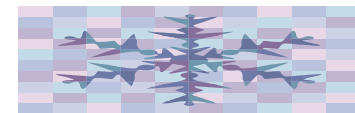
I learned how Head Start is run starting, with President Obama in the White House, then to Kathleen Sevilas at the Department of Health and Human Services, then to the Administration for Children and Families, then to the Office of Head Start, then to 12 Regional Offices, ten of which are geographic with Region 1 being in Boston Mass; Region 11 works with the American Indian population, and Region 12 works with migrant seasonal workers.


Mary Brown

PC/PAC Representative



# January 2011 Head Start Menu



 <b>Mon</b>	 <b>Tue</b>	 <b>Wed</b>	 <b>Thu</b>	 <b>Fri</b>
<p>3. [week 1] <b>Breakfast:</b> Kix Cereal and Pineapple, tidbits  <b>Lunch:</b> Lemon Pepper Chicken, Peas &amp; Carrots, Steamed Rice and Fresh Orange  <b>Snack:</b> Cottage Cheese and Cheese-It Crackers</p>	<p>4. <b>Breakfast:</b> Cornbread Muffin and Fresh Orange  <b>Lunch:</b> Beef Hamburger, Whole Wheat Bun, Whole Kernel Corn, Sliced Pickles and Kiwi  <b>Snack:</b> String Cheese and Fresh Apple</p>	<p>5. <b>Breakfast:</b> Biscuit with Jelly and Diced Peaches  <b>Lunch:</b> Build Your Own Burrito, Refried Beans, Flour Tortilla, Shredded Cheese &amp; Lettuce, Fresh Diced Tomato and Fresh Tangerines or Strawberries  <b>Snack:</b> Sunrise Bite Crackers and Fresh Bananas</p>	<p>6. <b>Breakfast:</b> Banana Muffin and Diced Pears  <b>Lunch:</b> Cheese Sandwich, Cauliflower with Dip and Apple or Watermelon  <b>Snack:</b> Kix Cereal and Milk</p>	<p>7. <b>Breakfast:</b> Cheerios Cereal and Fresh Banana  <b>Lunch:</b> Turkey Ham Sandwich, Fresh Baby Carrots and Cantaloupe  <b>Snack:</b> Rice Cakes and Pineapple tidbits</p>
<p>10. [week2] <b>Breakfast:</b> Kix Cereal and Fresh Apple  <b>Lunch:</b> Oven Baked Chicken, Sweet Potatoes, Corn Bread Muffin and Fresh Cantaloupe  <b>Snack:</b> Fresh Oranges and Strawberry Yogurt</p>	<p>11. <b>Breakfast:</b> Pancakes with Maple Syrup and Kiwi  <b>Lunch:</b> BBQ Beef Burger, Whole Wheat Buns, Mixed Vegetables and Fresh Tangerines/Strawberries  <b>Snack:</b> Apple Cinnamon Muffin and Fresh Banana</p>	<p>12. <b>Breakfast:</b> Oatmeal with Raisins and Pineapple tidbits  <b>Lunch:</b> Chicken Chow Mein, Rice and Apple or Watermelon  <b>Snack:</b> Tropical Treat Crackers and Diced Pears</p>	<p>13. <b>Breakfast:</b> Crispix Cereal and Fresh Banana  <b>Lunch:</b> Turkey Ham Sandwich, Sliced Cucumbers with Dip and Fresh Raw Oranges  <b>Snack:</b> Dreamy Orange Mini Loaf and Milk</p>	<p>14. <b>Breakfast:</b> Blueberry Muffin and Diced Mangoes  <b>Lunch:</b> Roasted Sliced Turkey, Whole Wheat Bread, Fresh Baby Carrots and Kiwi  <b>Snack:</b> American Cheese Quesadilla</p>
<p>17. [week 3]</p> <p style="text-align: center;"><b>Holiday</b></p>	<p>18. <b>Breakfast:</b> Multi Grain Cereal and Diced Pears  <b>Lunch:</b> Beef Ravioli, Fresh Bread, Spinach Salad w/Dressing and Fresh Orange  <b>Snack:</b> Banana Mini Loaf and Fresh Apple</p>	<p>19. <b>Breakfast:</b> Biscuits and Jelly and Diced Peaches  <b>Lunch:</b> Enchilada Casserole with Tomato Sauce &amp; Cheese, Sweet Corn Kernels and Fresh Kiwi  <b>Snack:</b> Sound Bite Crackers and Peach Yogurt</p>	<p>20. <b>Breakfast:</b> Bagelette with Cream Cheese and Fresh Apple  <b>Lunch:</b> Roasted Turkey Sandwich, Zucchini Sticks with Dip, Fresh Tangerines or Strawberries  <b>Snack:</b> Cottage Cheese and Pineapple Tidbits</p>	<p>21. <b>Breakfast:</b> Cheerios Cereal and Fresh Orange  <b>Lunch:</b> Cheese Swiss, Whole Wheat Bread, Fresh Sliced Tomatoes and Diced Apricots  <b>Snack:</b> Goldfish Crackers and Fresh Kiwi</p>
<p>24. [week 4]<b>Breakfast:</b> Blueberry Muffin and Fresh Cantaloupe  <b>Lunch:</b> Spanish Rice, Sweet Kernel Corn and Tangerines or Strawberries  <b>Snack:</b> Cheese-It Crackers and Apricot halves</p>	<p>25. <b>Breakfast:</b> Bagel w/Cream Cheese and Fresh Oranges  <b>Lunch:</b> Teriyaki Chicken, Steamed Rice, Sunomono Salad and Fresh Kiwi  <b>Snack:</b> Tropical Treat Crackers and Fresh Apples</p>	<p>26. <b>Breakfast:</b> Oatmeal Cereal and Fresh Bananas  <b>Lunch:</b> Spaghetti with Meat and Tomato Sauce, Green Salad with Italian Dressing and Fresh Orange  <b>Snack:</b> Cinnamon Rice Cakes and Diced Peaches</p>	<p>27. <b>Breakfast:</b> Pancakes and Fresh Apple  <b>Lunch:</b> Turkey &amp; Cheese, Roll Up in a Tortilla, Coleslaw and Mango chunks  <b>Snack:</b> Strawberry Yogurt and Bananas</p>	<p>28. <b>Breakfast:</b> Kix Cereal and Diced Apricots  <b>Lunch:</b> Tuna Salad, Crackers and Fresh Baby Carrots and Cantaloupe  <b>Snack:</b> Apple Cinnamon Muffin and Milk</p>
<p>31. [week 5] <b>Breakfast:</b> Pancakes w/Maple Syrup and Mango chunks  <b>Lunch:</b> Chili Can Carne with Beans, Saltine Crackers and Diced Apricots  <b>Snack:</b> Jungle Crackers and Milk</p>			<p><b>Hey Teachers! We would like to remind you that all Preschool meals and some snacks are to be served with 1% Milk and All Toddler meals and some snacks are served with Whole Milk</b></p> <p>Monday of each week will indicate which menu cycle applies to that week. SETA Head Start has a 7 week menu cycle.</p>	

**ITEM IV-B – INFORMATION**  
**GOVERNING BOARD MINUTES**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to review the Governing Board minutes of December 2, 2010 attached.

**NOTES:**

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

Minutes/Synopsis

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

Thursday, December 2, 2010  
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:06 a.m.

Members Present:

Don Nottoli, Chair, SETA Governing Board; Member, Board of Supervisors  
Sophia Scherman, Vice Chair, SETA Governing Board; Public Representative  
Jimmie Yee, Member, Board of Supervisors  
Bonnie Pannell, Councilmember, City of Sacramento  
Kevin McCarty, Councilmember, City of Sacramento (arrived at 10:12 a.m.)

- Recognition of Long-Term Employees: Mr. Walter Lott (25 years) and Ms. Maria Steele (20 years) were acknowledged for their years of service to SETA. Both Mr. Lott and Ms. Steele spoke of their experience working for SETA.

**II. Consent Items**

- A. Minutes of the November 4, 2010 Regular Board Meeting  
B. Approval of Claims and Warrants

The consent calendar was reviewed; no questions or comments.

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

- A. Approve the minutes of the November 4, 2010 meeting.  
B. Approve the claims and warrants for the period 10/29/10 through 11/23/10.  
Voice Vote: Unanimous approval.

**III. Action Items**

**A. GENERAL ADMINISTRATION/SETA**

1. Approval of Retiree Medical and Dental Insurance Program Participation Agreement and Administrative Policy

Mr. Rod Nishi stated that this item recommends approval of the retiree policy for medical and dental. The corrected document distributed only changes 'SETA sponsored plan' to 'County sponsored plan.' There are eight places that the modification needs to be done.

Moved/Pannell, second/McCarty, to approve the execution of the Retiree Medical and Dental Insurance Program Administrative Policy with the County of Sacramento for 2011 and adopt the related resolution.  
Voice Vote: Unanimous approval.

2. Approval to Purchase Agency Workers' Compensation Insurance

Mr. Roy Kim introduced Carolyn Reynolds from Arthur J. Gallagher. Ms. Reynolds reviewed the proposal regarding the various premiums and the quotes obtained. Hartford quoted this year as well as National Union; the premium has gone down \$42,000 with Hartford. Overall, the premiums went from \$1.2 million to \$662,000.

Ms. Reynolds stated that she expects insurance rates going up in 2012. She does not see the premiums going down, but it all depends upon the economy.

Moved/McCarty, second/Pannell, to authorize the Executive Director to procure Workers Compensation coverage for calendar year 2011 with Hartford Insurance.

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

3. Approval to Submit Proposals to Support the Safe Community Partnership and Authorize the SETA Executive Director to Execute the Subgrant Agreements, Modifications and any other Documents Required by the Funding Sources

Ms. Christine Welsch stated that staff is requesting approval to submit two proposals - one to Kaiser Community Benefits Foundation and one to The California Endowment. The proposals will seek \$40,000 from each foundation. The Sacramento partnership has identified the need for higher level program coordination than currently provided in-kind by the lead agencies. Both foundations are soliciting proposals to provide ongoing direct services and coordination for the Sacramento strategy. This item will be taken before both the City Council and Board of Supervisors as these are new resources.

Moved/Yee, second/Scherman, to approve the submission of proposals to Kaiser Community Benefits Foundation and the California Endowment to support additional direct services for the Safe Community Partnership. The amount of each proposal is estimated to be approximately \$40,000.

Voice Vote: Unanimous approval.

Ms. Welsch stated that this program has had two 'call-ins' in South Sacramento to the career center. One mother expressed how grateful she was for this program.



4. Approval to Authorize Executive Director to Execute On-the Job Training Contracts

Mr. William Walker reviewed this item; staff will report back on a quarterly basis as to the number of contracts and the disposition of the contracts. Staff expects to have a cap of \$200,000 for any single employer.

Moved/Pannell, second/Scherman, to authorize the Executive Director to execute on-the-job-training contracts that exceed the \$50,000 limit.

Voice Vote: Unanimous approval.

## **B. WORKFORCE INVESTMENT ACT**

1. Appointment of Economic Development Representative to the Sacramento Works, Inc. Board: Item dropped from the agenda.

2. Appointment of Youth Council Members

No questions or comments.

Moved/Scherman, second/Yee, to approve the appointment of three new Youth Council members: Ron Barroga, Deputy Probation Officer; Nicole Sohm, Sacramento Housing and Redevelopment Agency; and Philip Moore, Principal of SCOE Community Schools, Sacramento County Office of Education.

Voice Vote: Unanimous approval.

3. Approval to Augment Soil Born Farms with WIA 15% Green Jobs Corps Funds for Program Enhancement and Expansion of the Green Jobs Corps Program

Ms. Christine Welsch reviewed this item. Soil Born Farms and the Sacramento Tree Foundation are current providers in the Green Jobs program and part of the original proposal. Sacramento Job Corps decided not to continue working with SETA.

There was discussion of the way the agenda was posted and that the Sacramento Tree Foundation was not included. Mr. Thatch stated that this issue would not come under the emergency basis provision of the Brown Act. There is no emergency if we wait until January 6, 2011. Mr. Thatch stated that there is nothing that prohibits staff from negotiating the contract or the Sacramento Tree Foundation, but that the Foundation would be performing at their own risk.

Staff will bring the funding for the Sacramento Tree Foundation to the Governing Board at their January 6, 2011 meeting.

Moved/Scherman, seconded/Yee, to approve the augmentation of WIA 15% Green Jobs Corps funds to Soil Born Farms with \$20,000 for program

enhancement and expansion of the Green Jobs Corps program to serve an additional seven youth.

Voice Vote: Unanimous approval.

**C. HEAD START**

1. Approval of Modifications to the Bylaws of the Sacramento County Head Start/ Early Head Start Policy Council

Ms. Denise Lee reviewed the revised bylaws of the Policy Council. Some changes to the bylaws will not be done at the recommendation of legal counsel.

Moved/Pannell, second/Scherman, to approve the modifications to the Policy Council bylaws.

Voice Vote: Unanimous approval.

Ms. Scherman requested a clean copy of the bylaws.

**D. COMMUNITY SERVICES BLOCK GRANT: No items.**

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

**IV. Information Items**

- A. Fiscal Monitoring Reports: Mr. Yee urges staff to follow up on some of the fiscal issues that program operators are experiencing. Mr. Nottoli inquired about the report on the Sacramento Urban League regarding advances to employees. Mr. Kim replied that the Urban League did not have a policy on the matter although the funds utilized were not SETA funds. Ms. Scherman inquired about the issues at the River Oak Center for Children; Mr. Kim stated that staff is waiting for documentation and hoping that the documentation will support the costs. If not, the costs would be disallowed and would probably be deducted from their next claim.

**B. Head Start Reports**

- ✓ Program Report: Ms. Lee stated that a new Head Start center will be opening at Elkhorn and Interstate 80 that will serve 60 children. There will be two part-day classes and one full day class. Staff received notification that the federal review date has been selected for January 24 through February 4. SETA/Head Start is considered a supergrantee and supergrantees are given a two-week review. The reviewers found it was much more effective/efficient to deal with everything done in one fell swoop. There will be 20-22 reviewers looking at classroom interactions in 89 classrooms. The federal team leader comes from ACF in New York and has 25 years of experience working in Head Start and supergrantees. The team leader has heard nothing but gold star services in Sacramento. Staff is working at the SOP and delegate level to ensure everything is in order. The

reviewers will be interviewing the Governing Board members. Ms. Lee will know more when the team leader visits the Agency on December 15.

- C. Update on Implementation of Jobs.SacramentoWorks.org: The first phase of the Virtual One Stop (VOS) system went live on October 18 for employer services. Staff is in the process of sending out an e-mail blast to 26,000 SMARTware customers to go to the VOS site, re-register and update their information. Ms. Carpenter stated that this allows the customer to register and go into the site for job search information. In January there will be a full media launch. Mr. Walker stated that there are currently 640 employers registered in the web site. The web site includes a calendar of events to view the various events at the career centers. Mr. Walker stated that staff is working with the various chambers to show them how to navigate through the web site. This is a great tool for employers and job seekers.
- D. Sacramento Works One Stop Career Center First Quarter Report 2010-2011: No questions or comments.
- E. ARRA Workplace Learning/Job Creation Program Outcomes: No questions or comments.
- F. Dislocated Worker Update: Mr. Walker stated that staff received a WARN notice from Roni Deutch; they are in the process of closing their facility. In addition, staff received a notice from FedEx in Elk Grove that they are dislocating 85 people.
- G. Employer Activity Report: Mr. Walker stated that Smart Meters are being installed in Sacramento. Approximately 60 people will be hired locally through the career centers with an average wage of \$21-\$31 per hour. Those hired will be employed for 13 months or longer. Mr. Nottoli asked about car dealerships and Mr. Walker stated that staff has not done any outreach to car dealers. Ms. Scherman stated that dealerships are picking up employees from other car dealerships. Ms. Sherwood-Green reported that there were three employer recruitments at the Galt Career Center for AML. She has not yet received a report on the number of people hired.
- H. Review of Annual Auditor's Report and Financial Statements for Fiscal Year Ended June 30, 2010

Mr. Kim stated that overall it was a good report with no disallowed costs. Ms. Loretta Su was recognized for her hard work with the audit firm. There is one finding regarding incorrect wage rates and the agency is doing a review of all wages. Ms. Kossick recognized Ms. Su and all fiscal staff for their hard work to get through the annual audit.

- I. Unemployment Update/Press Release from the Employment Development Department: Mr. Nottoli expressed his appreciation of this report.

**V. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: Ms. Kossick acknowledged Mr. Nottoli's birthday on December 4. The Green Capital Alliance five-year progress report on the clean energy economy was distributed; SETA is a very big player in this program. Ms. Kossick acknowledged all of the managers that have worked to make clean green energy a priority.

Ms. Kossick stated that there will be a January 6 board meeting and that the board packet would be distributed before the holiday break. The SETA office will be closed from 12:00 p.m. on December 23 until Monday, January 3, 2011.

- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Board members wished all Happy Holidays.
- F. Public: No comments.

**VI. Adjournment: Meeting adjourned at 11:22 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.

A. Executive Committee

- Critique of the Parent Advisory Committee special meeting, December 14, 2010.

<b>GOOD</b>	<b>NEEDS IMPROVEMENT</b>
Thank you, Mr. David Quintero, for translating.	Taking care of personal business prior to the start of meeting to eliminate leaving the meeting.
Clean Boardroom.	Please raise hands high during the voting process.
Thank you, Ms. Elaine Veliz, for making meeting reminder phone calls.	Attendance.
Thank you for having your cell phones turned off.	

### **NOTES:**

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## ITEM VI – OTHER REPORTS

### BACKGROUND:

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

- Chair’s Report
- Policy Council Report(s) – Mr. David Quintero, Ms. Haley Joslin, Ms. Michelle Burgess, Ms. Mary Brown, Ms. Michelle Dixon, and Mr. Roberto Reyes
- Head Start Deputy Director’s Monthly Report – Ms. Denise Lee
  - ✓ Monthly Head Start Report – (Attached)
- Managers’ Reports
  - Program Support Services Report – Ms. Brenda Campos
  - Parent/Family Support Report – Ms. Lisa Carr
  - Child Development and Education Services Report – Ms. Karen Gonzales
    - ✓ Region IX Reports (Attached)

### NOTES:

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## **Monthly Head Start Report January 2011**

### **SETA Operated Program**

#### **The Federal Review is Just around the Corner:**

The Federal Review is almost here. The team will be here beginning January 24<sup>th</sup> and staying through February 4<sup>th</sup>. Staff has been working hard to prepare for our visitors to demonstrate the quality services Sacramento County Head Start/Early Head Start is offering to families and children. A few important dates to remember:

Monday, January 24<sup>th</sup> – Entrance Meeting  
8:30 – 9:30  
SETA Board Room

Monday, January 24<sup>th</sup> – PC Interview  
12:30 - 1:30  
SETA Board Room

Monday, January 24<sup>th</sup> – Board Interview  
2:00 – 3:00  
700 H Street

Monday, January 24<sup>th</sup> –Teacher Interview  
1:30 – 2:30  
SETA - Olympus Room

Wednesday, January 26<sup>th</sup> – Parent Interview  
9:00 – 10:30  
SETA - Oak Room

Debrief meetings will be held each morning at SETA at 9:00 a.m, for directors.

Results of the review will be shared with the boards, parents and staff upon completion of the review.

### **Welcome New PC and PAC Representatives!**

This is a very exciting time of the year. Aside of the triennial federal review, this is the time of the year that parents embark on a new adventure of shared decision making.

Congratulations to all newly seated and returning parent representatives of the Policy Council and Parent Advisory Committee. Your participation in shared decision making is hugely valuable to carrying Sacramento County's mission for children and families and for shaping the future of the Head Start/Early Head Start program for years to come.

PC/PAC Orientation will be held on Friday, January 21<sup>st</sup> at 8:30 a.m.

PC/PAC Officer Training – date/time to be announced

### **Elkhorn Scheduled to Open in February**

SETA Head Start is anticipating the grand opening of its newest center in North Highlands. Elkhorn Early Learning Center is anticipated to open in mid-February. The center will serve 80 preschool children and 16 infant/toddlers. Enrolled families/children are currently receiving home base services until the center is officially opened. Upon opening, the center will also offer full day services for 20 preschoolers and 16 infants/toddlers. The exact date will be announced as we hear more from licensing.

### **Staff Development during Winter Break**

On December 21<sup>st</sup> and 22<sup>nd</sup>, teaching staff participated in a comprehensive training to strengthen their understanding of the CLASS instrument. Teachers worked in small groups and engaged in hands on activities in the areas of Emotional Support, Classroom Organization, and Instructional Support. The training also focused on best practices for implementing art and math activities in the classroom. Each teacher developed an Individualized Staff Development Plan at the end of the session to focus professional growth and classroom improvements. The winter training also included a session with Manager, Karen Gonzales. This session covered information regarding the 2011 Federal Review as well as general information about the SETA program.

### **Infant/Toddler Course Taught On-Site at SETA**

A special thank you goes out to Lisa Carr, Head Start Manager, who, on her own time, taught ECE 330 (Infant/Toddler Development) on-site for Early Head Start teachers and associate teachers. Twenty-six staff joined Ms. Carr each Friday night and all day Saturday for 8 weeks to complete 3 units in dedicated infant/toddler coursework. This class helped staff meet the newly defined federal educational requirements. We thank Ms. Carr for her time and dedication to staff and the program; and we congratulate teaching staff for staying focused and dedicated to learn about the children with which they work.



## **Elk Grove Unified School District**

### **Enrollment**

EGUSD's Head Start program is fully enrolled with 380 students in the regular Head Start classrooms and 40 students in the expansion classrooms. Average Daily Attendance in the regular Head Start classrooms was 85% and 80% in the expansion classrooms.

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

The program educators and clerks have worked closely with the PreK special education program specialist and the consulting psychologist to place students with an active IEP into the Head Start program. There are currently have 56 students (13%), with active IEPs in the program. This number exceeds the 10% minimum required by Head Start.

### **Health Services Update**

Program educators are monitoring files and providing additional support to ensure that children who need health services receive them.

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

"Latino Family Literacy", a class targeted for Spanish speaking parents to learn strategies for working with their children in the area of literacy, was held each Thursday at Prairie Elementary School. An average of 14 parents attended these classes. "Positive Discipline", a class designed to help families learn behavior management skills, was held at Prairie

Elementary School on December 1, and at David Reece on December 8. Sixteen parents attended the class at Prairie Elementary and 13 parents attended at David Reece.

### **Recruitment**

Individual registrations are taking place for this school year and students are being placed on a waiting list at each of the school sites. A registration calendar is being created for the following school year.

## **Sacramento City Unified School District**

### **Education and Child Development**

Children selected and received their first copy of free RIF (Reading is Fundamental) books in December.

Children's Center Teachers received training and classroom coaching from the California

Preschool and Instructional Network (CPIN) consultants on Dialogic Reading and evidence-based intervention used to promote language skills. The two-part training emphasized strategies such as CROWD which stands for Completion, Recall, Open-Ended Questions, Wh-Questions (What, When, Why), and Distancing. Teachers can use the CROWD technique during shared book reading to help equip children with fundamental language skills.

In December, Brandon Williams, IMIL Trainer presented to our staff an interactive and high energy workshop. The workshop explained how teachers should engage children in planned physical movement activities while integrating other developmental areas, i.e., social-emotional, math, and literacy.

Sandi Appleton (EHS Resource Teacher) and Jeannette Cummings (Toddler Teacher), attended the Zero To Three NTI in Phoenix, Arizona, Dec. 8-11, 2010. Sandi attended sessions on Fetal Alcohol Spectrum Disorder and Jeannette attended a great session on Fatherhood, as well as other interesting sessions, (We currently have 14 children with IFSP).

### **Health**

The Dental Varnish program continues with Karen Lemieux, Dental Hygienist from the Smile Keepers Program. The Nurses from the Head Start Program rotate through and assist with this clinic. Follow-up on dental needs is carried out by the Head Start nurses. As well, the Nurses also have an opportunity to meet with families at the school site about other health concerns. We will be finishing all the Preschool classes by mid-January. We have scheduled the Dental Varnish program to return in the Spring.

Visitation of school sites for sensory rescreens and health consultations has continued through the winter months.

Our Head Start Program has recently hired two Children's Center Nurses to fill two vacant positions. These Children's Center Nurses will begin in the next few weeks.

The Parent Resource Center at Serna Center will be offering free TB testing to our Head Start parents and children on Mondays, Wednesdays and Fridays.

### **Disabilities**

Last month the Head Start Disabilities Team (Special Needs Coordinator, Resource Teacher, and four Instructional Aides) took a field trip to Advance Kids on Lincoln Village Drive. This is a non-public agency that provides a variety of services to children with autism. Of particular interest to our group was the on-site preschool program which offers two three-hour preschool sessions each day. Our Instructional Aides provide one-on-one support to children whom we have identified as being at risk and are often awaiting an IEP. Each aide works very closely with the child and intense bonding can occur. Often our Instructional Aides are saddened when one of their "focus" kids moves on to another setting. All agreed that the preschool program at Advance Kids was a fun and appropriate place for their kids to transition to. Our team looks forward to other field trips to non-public preschool programs in the Sacramento area.



## Miscellaneous

In addition to the Head Start/Federal Review from January 24 – February 4, our District has also been scheduled for a State Review beginning February 9 and then continuing February 15 through 18, pertaining to our state funded programs.

## **San Juan Unified School District**

### Education Services Update

SJUSD is continuing Tier 2 of CLASS Assessor observations through the month of December. An additional 4 classrooms will be added to the total number of classrooms who have been CLASS observed. Ten classrooms have been CLASS observed. This data will contribute to the trends that are being observed, which will provide information for staff development trainings for the remainder of the year.

### Disabilities Services Update

During the month of December the Disabilities Content Team has attended several systems meetings in preparation for the upcoming Federal Review. The Disabilities Coordinator has completed reviewing the protocol box for essential documents and has met with the team to make any additions to the box or to clarify any of the interview questions. Also, the Disabilities Lead has created a new Disabilities Classroom Checklist for teachers and leads to use in preparing classes for the Federal visit.

The screening center is operating 1 day a week in order to serve families that may enter classes as spaces become available. The Care Management team also works one day a week at this time of the year processing the screening results so children are able to get needed support as quickly as possible. The Disabilities Team has created a new flow chart to aid in the screening process.

### Mental Health Services Update

The Mental Health Therapist is providing Holiday Stress Management parent support workshops throughout the month of December, which has included providing families with community resource phone numbers in the event of a need or crisis over the school break.

### Nutrition Services Update

Nutrition has been selected as one of the areas to be reviewed by the Federal Review team. The four sites selected are strong in this area and have been provided reminders regarding protocol as well as a process for organizing documentation.

### Health Services Update

Health Services is continuing to schedule dental screenings with Kate Varanelli from Smile Keepers for all the preschool programs (HS/SPS/FDSPS) through January. Screening children

in the Centralized Screening room one day a week is ongoing, as well as putting health plans in place for children to attend school and follow-up screenings for children in the classroom. The training of health staff is also a priority and they are working diligently on preparing for the Federal Review.

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

The Policy Committee had a busy December meeting. The Committee attended to the regular business of approving prior meeting minutes and receiving financial reports, as well as approving personnel, program area plans, an EHS transitional toddler program and electing parents to attend the CHSA conference. Committee representatives also signed up for sub committees.

### **Transition Services Update**

Teachers have begun to orient parents for the spring Open Enrollment period. Although spring seems like many months away, families benefit from an early announcement so they can be more prepared to make their school site choices for Kindergarten.

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

For the December All Staff in-service, we welcomed Dr. Janet Thompson from UC Davis, who spoke on Social Emotional Development and how the CLASS observation tool fits with this topic and the social emotional guidance that is offered in the Preschool Foundations, Vol. 1.

### **Fiscal Update**

Head Start and Early Head Start ended the month of November with spending in line with the projected 2010-11 budget. Fiscal systems are currently being reviewed during November and December 2010 in preparation for the Head Start Protocol. All Head Start and Early Head Start November reports were submitted by November 10<sup>th</sup>. Final revisions were made to the Head Start Basic, Head Start Expansion, Early Head Start Basic, and Early Head Start Expansion in-kind reports to properly allocate in-kind hours to the correct budgets.

### **Early Head Start**

With SJUSD's EHS/State-Collaborative Model, staff have been able to regroup the children so that children who are turning 3 years old and do not have a placement in a preschool program, can remain at the center in a classroom we are calling a "transitional toddler program." This will provide continuity for eight families who might otherwise lose their services.

## **Twin Rivers Unified School District**

### **School Community Events**

December was a month of celebration and appreciation for TRUSD staff, students and parents. On December 15<sup>th</sup>, students participated in the annual Winterfest school event at

Morey Avenue, which included students performing holiday songs and festive dances. The well attended performance delighted parents who were ecstatic to see their children “on stage.” Children also had the pleasure of playing in the “snow” in the decorative Winter Wonderland themed play yard. The library and play yard were decorated with designs and artwork created by parents, including gingerbread man, ginger bread house and other holiday decorations. Classrooms also completed various holiday activities that showcased different cultural traditions such as Kwanzaa. In appreciation of our parents, breakfast and lunch on the go was served on December 16<sup>th</sup>. Parents were treated to tasty food and drinks as our way of saying thanks for supporting our school and the Head Start program.

### **Staff Professional Development**

Several teachers attended a workshop entitled “How to Handle a Difficult Student” as part of their individual professional development plans. Due to the holiday break, no staff training occurred during the month of December. Upon the return from the holiday break, fire extinguisher training is scheduled for all staff as well as continued review and preparation for the upcoming Federal Review Site Visit.

### **Components**

The Education Component Leader assisted teaching staff to ensure parent conferences were completed prior to the holiday break. Education Resource Teacher will work on Action Plans for DRDP-PS and ECERS upon return from holiday break. Upcoming projects for Education Component also include revision of the Transition Plan and a review of the teachers’ files.

The Speech Language Pathologist (SLP) continues to provide direct services to students identified with speech concerns. The SLP and School Psychologist finished the revisions of the Disability Area Service Plans.

Nutrition and Health Components continue to follow-up on all identified health concerns. A nutrition meeting was held with District Nutrition Department Director and staff to ensure all aspects of special diets and nutrition related performance standards are being met in preparation for the upcoming Review.

The School Social Worker continues to complete and follow-up on Family Partnership Agreements.

The Friendship Social Skills group began on December 8, 2010 with students referred by teachers and/or parents. Students will engage in activities to increase their social skills and anger management techniques.

The ERSEA Component Leader continues to complete file checks as part of the ongoing self monitoring for the upcoming Federal Review Site Visit.

### **Policy and Parent Committees**

Parent Committees meetings were held at both the Kohler and Woodridge school sites. A parent representative has been elected for Woodridge as well as an alternative member for Kohler. The Policy Committee meeting was held on December 14<sup>th</sup>. Members actively

participated in preparing for the Winterfest Event, Parent Appreciation Day as well as assisting with the See's Candies fundraiser. Members were selected to be a part of the Bylaws Revision Committee and will begin reviewing the current Bylaws for needed changes. The next meeting will be January 18<sup>th</sup> at 8:30 a.m.

### **Parenting Workshops**

"Making Parenting a Pleasure" parenting classes continue 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.

Through a partnership with the Bilingual Department of TRUSD, parents are being solicited to participate in ESL classes that begin in January 2011. The ESL classes will be a collaboration between TRUSD and Child Action for the Head Start program.

### **Fiscal**

Teachers completed their second order of the school year for their specific classroom supplies and materials. With the assistance of the Education Resource Teacher, orders are based upon the results of the DRDP-PS assessments to determine instructional materials needs.

## **WCIC**

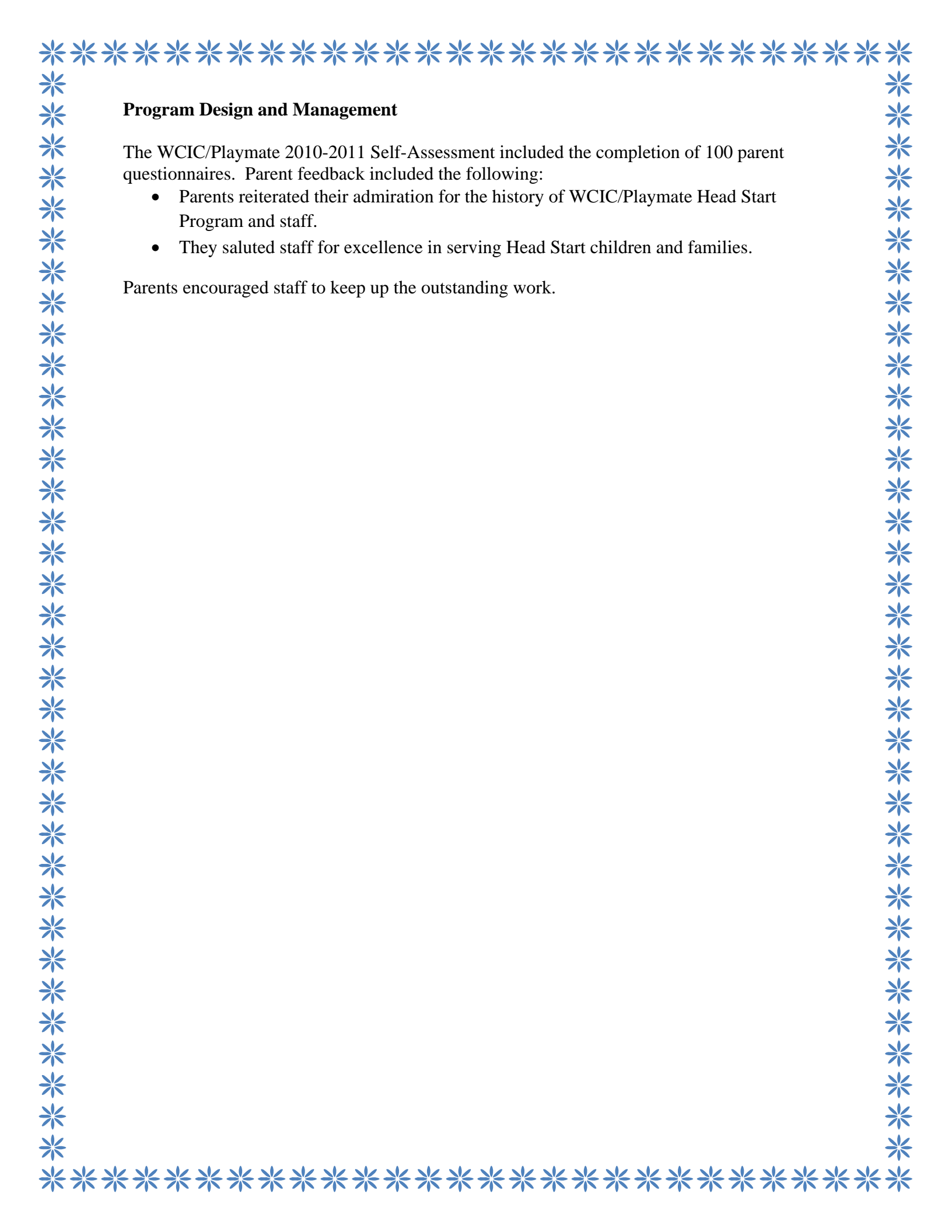
### **Special Events**

WCIC's 75th Anniversary Celebration Planning Committee took a Holiday Break in December 2010. The weeklong (August 1st through August 6th, 2011) celebration include: Art Show, Children's Literacy Program, Poetry, Banquet, House Party, and a Capitol event to be announced. Monthly updates will continue.

### **Family and Community Partnerships**

During the holiday season, WCIC/Playmate's community partnerships enhanced the quality of existing services to our Head Start families.

- Community leaders, Flossie Crump and Helen Hewitt, adopted and supported our families by providing holiday gifts to our Head Start families.
- Linda Marchus, children's author, donated 363 new books for our children at a value of \$15.95 each.
- The UC Davis African American Faculty and Staff Association sponsored a visit from Santa, which included gifts for the children.
- The Sacramento Bee's Book of Dreams 2010 awarded warm hats and scarves for WCIC's Head Start children and seniors. The children and seniors were featured in the Sacramento Bee's holiday stories during the week of December 20<sup>th</sup>, 2010.



## **Program Design and Management**

The WCIC/Playmate 2010-2011 Self-Assessment included the completion of 100 parent questionnaires. Parent feedback included the following:

- Parents reiterated their admiration for the history of WCIC/Playmate Head Start Program and staff.
- They saluted staff for excellence in serving Head Start children and families.

Parents encouraged staff to keep up the outstanding work.

# Seta Head Start Food Service Operations Monthly Report \*December 2010

December 2nd - Bannan Creek Center Evacuated due to possible gas leak.

December 3rd - Fruitridge closed no water.  
Galt Kitchen Inspection completed by Connie Otwell

December 9th - Bannan Creek Closed due to possible gas leak.

December 20th - WCIC Classes closed until January 4th

December 21st through January 2nd - Winter Break  
All Centers Closed

**Meetings and Trainings:**

Program Support Services meeting attended by Connie Otwell  
on December 10th at Plaza Del Paso

SYSCO Tour provided to all Food Service Staff at the SYSCO  
Plant in Pleasant Grove

CPR / First Aid Training for All Food Service Staff  
provided by Teresita Saechao on December 22nd at Plaza Del Paso

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

Lunch	PM Snack	Breakfast	Field Trips
27,804	17,600	19,008	40

**Total Amount of Meals and Snacks Prepared** **64,452**

**Purchases:**

Food	\$45,349.84
Non - Food	\$11,087.77

Building Maintenance and Repair: \$1,906.09

Kitchen Small Wares and Equipment: \$305.10

Vehicle Maintenance and Repair : \$5,309.07

Vehicle Gas / Fuel: \$1,231.21  
Normal Delivery Days 14



# SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start  
(As of 12/31/10)

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)	15	(7%)	N/A	
Elk Grove USD (420)	56	(13%)	N/A	
Sacramento City USD (1292)(147)	106	(8%)	12	(8%)
San Juan USD (700) (161)	73	(10%)	20	(12%)
WCIC (120)	7	(6%)	N/A	
SETA (2796) (345) (1878 Tracks)	217	(11.5%)	40	(12%)
<b>County (4621)* (653)*</b>	<b>474</b>	<b>(10%)</b>	<b>72</b>	<b>(11%)</b>

\* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

**SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2010-2011**

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

## SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2010-2011

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

**SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2010-2011**

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



**SETA OPERATED PROGRAM MONTHLY ENROLLMENT/ADA REPORT FOR AUGUST 2010**

**TRACK II**

<b>Standard Option - Up to 6 hours/day, 5 days/week</b>						
Center Name	Annual Funded Enrollment	Current Funded Enrollment	Current Enrollment	Total Days	ADA	%ADA
Auberry Park	40	20	16	20	13	65%
Bannon Creek	80	40	15	22	15	38%
Center of Praise	40	20	2	22	7	35%
Country Woods	80	40	22	16	24	60%
Florin Meadows	40	20	0	20	11	55%
Freedom Park	120	60	54	17	40	67%
Fruitridge	80	40	39	22	38	95%
Galt	120	60	39	22	32	53%
Grant Skills	80	40	30	19	26	65%
Grizzly Hollow	40	20	18	22	16	80%
Hillsdale	80	40	35	21	31	78%
Hopkins Park	80	40	31	22	36	90%
Kennedy Estates	40	20	16	22	15	75%
LaVerne Stewart	40	20	13	22	12	60%
Mather	40	20	20	22	17	85%
Nedra Court	80	40	35	21	35	88%
New Helvetia II	40	20	19	22	15	75%
Northview	40	20	16	22	15	75%
Solid Foundation	40	20	20	22	19	95%
Strizek Park	40	20	18	22	15	75%
Vineland	40	20	20	22	18	90%
Walnut Grove	40	20	14	22	14	70%
<b>TOTAL</b>	<b>1320</b>	<b>660</b>	<b>492</b>	<b>Varied</b>	<b>464</b>	<b>70%</b>

<b>Full Day Option - More than 6 hours/day, 5 days/week</b>						
Center Name	Annual Funded Enrollment	Current Funded Enrollment	Current Enrollment	Total Days	ADA	%ADA
Broadway	40	20	17	22	15	75%
Crossroad Gardens	40	20	15	17	16	80%
Crossroad Gardens	40	20	20	22	19	95%
Illa Collin	40	20	18	22	17	85%
Job Corp	40	20	16	22	15	75%
La Riviera	40	20	19	22	16	80%
Mather	40	20	13	22	12	60%
Norma Johnson	40	20	16	22	16	80%
Northview	40	20	19	22	17	85%
Phoenix Park	40	20	19	22	16	80%
Sharon Neese	40	20	14	22	16	80%
<b>TOTAL</b>	<b>440</b>	<b>220</b>	<b>186</b>	<b>Varied</b>	<b>175</b>	<b>80%</b>

<b>Home Base Option</b>								
Center	Annual Funded Enrollment	Current Funded Enrollment	Current Enrollment	Weekly Home Visits		Socializations		
Home Base	60	30	26	27	19	22	25	4
<b>TOTAL</b>	<b>60</b>	<b>30</b>	<b>26</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>2</b>	

<b>Therapeutic Pre-School Option - Up to 4 hours/day, 4 days/week</b>						
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA	
Crossroad	10				0%	
Sharon Neese	10				0%	
<b>TOTAL</b>	<b>20</b>	<b>0</b>	<b>Varied</b>	<b>0</b>	<b>0%</b>	

SETA OPERATED PROGRAM MONTHLY ENROLLMENT/ADA REPORT FOR AUGUST 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	10	20	9	45%	Bannon Creek	20	15	22	15	75%
Bright Beginnings	80	80	22	68	85%	Broadway	20	16	22	14	70%
Center of Praise	20	4	22	7	35%	Center of Praise	20	2	22	13	65%
Country Woods	40	32	16	33	83%	Crossroad Gardens	20	18	22	18	90%
Florin Meadows	20	0	20	14	70%	Freedom Park	40	36	17	32	80%
Freedom Park	20	18	17	14	70%	Fruitridge	20	19	22	16	80%
Galt	60	48	22	45	75%	Grant Skills	20	21	19	18	90%
Grant Skills	40	39	18	34	85%	Hillsdale	40	33	21	28	70%
Grizzly Hollow	20	20	22	19	95%	La Riviera	20	19	22	16	80%
Hillsdale	40	36	21	33	83%	Mather	20	18	22	15	75%
Hopkins Park	40	34	22	31	78%	Norma Johnson	20	19	22	19	95%
Kennedy Estates	20	11	22	12	60%	Northview	20	19	22	18	90%
LaVerne Stewart	20	15	22	11	55%	Phoenix Park	20	17	22	17	85%
Mather	20	14	22	12	60%	Sharon Neese	20	14	22	15	75%
Nedra Court	20	18	22	16	80%	<b>TOTAL</b>	<b>320</b>	<b>266</b>	<b>299</b>	<b>254</b>	<b>79%</b>
New Helvetia II	20	17	22	17	85%	<b>Home Base Option</b>					
Northview	20	19	22	17	85%	<b>Center Name</b>	<b>Funded Enrollment</b>	<b>Current Enrollment</b>	<b>Weekly Home Visits</b>	<b>Socializations</b>	
Solid Foundation	40	37	22	31	78%	Home Base	36	25	26 26 22 25 4	1	
Strizek Park	20	20	22	16	80%						
Vineland	20	19	22	11	55%						
Walnut Grove	20	11	22	8	40%						
<b>TOTAL</b>	<b>620</b>	<b>502</b>	<b>Varied</b>	<b>458</b>	<b>74%</b>						

SETA OPERATED PROGRAM MONTHLY ENROLLMENT/ADA REPORT FOR AUGUST 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	13	22	13	108%
<b>TOTAL</b>	<b>12</b>	<b>13</b>	<b>Varied</b>	<b>13</b>	<b>108%</b>

AARA Expansion- Up to 4 hours/day, 5 days/week					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Whispering Pines	20	20	22	15	75%
<b>TOTAL</b>	<b>20</b>	<b>20</b>	<b>Varied</b>	<b>15</b>	<b>75%</b>

Early Head Start - Center Base Option					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Crossroad Gardens	8	8	22	7	88%
Grizzly Hollow	8	8	22	7	88%
Job Corp	16	12	22	11	69%
La Riviera	16	11	22	13	81%
Mather	8	7	22	7	88%
New Helvetia I	16	16	22	14	88%
Norma Johnson	8	7	22	5	63%
Northview	8	7	22	8	100%
Phoenix Park	8	8	22	8	100%
Sharon Neese ELC	8	5	22	6	75%
<b>TOTAL</b>	<b>104</b>	<b>89</b>	<b>Varied</b>	<b>86</b>	<b>83%</b>

Early Head Start - Home Base Option								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits				Socializations	
Home Base	109	113	72	74	86	69	38	2
<b>TOTAL</b>	<b>109</b>	<b>113</b>	<b>72</b>	<b>74</b>	<b>86</b>	<b>69</b>	<b>38</b>	<b>2</b>

AARA EHS Expansion- Home Base Option								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits				Socializations	
EHS SOP	36	36	24	21	25	25	9	2
River Oak	60	64	38	43	47	43	12	2
SCOE	36	34	22	0	29	29	11	2
<b>TOTAL</b>	<b>132</b>	<b>134</b>	<b>84</b>	<b>64</b>	<b>101</b>	<b>97</b>	<b>32</b>	<b>6</b>

Head Start - Home Base Option								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits				Socializations	
Home Base	12	13	8	10	7	7	2	2
<b>TOTAL</b>	<b>12</b>	<b>13</b>	<b>8</b>	<b>10</b>	<b>7</b>	<b>7</b>	<b>2</b>	<b>2</b>







**SETA OPERATED PROGRAM MONTHLY ENROLLMENT/ADA REPORT FOR  
SEPTEMBER 2010**

**TRACK V**

<b>Extended Option - Up to 6 hours/day, 5 days/week</b>					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Parker	12	14	21	11	92%
<b>TOTAL</b>	<b>12</b>	<b>14</b>	<b>Varied</b>	<b>11</b>	<b>92%</b>

<b>AARA Expansion- Up to 4 hours/day, 5 days/week</b>					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Whispering Pines	20	16	21	14	70%
<b>TOTAL</b>	<b>20</b>	<b>16</b>	<b>Varied</b>	<b>14</b>	<b>70%</b>

<b>Early Head Start - Center Base Option</b>					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Crossroad Gardens	8	8	21	8	100%
Grizzly Hollow	8	7	21	8	100%
Job Corp	16	14	21	13	81%
La Riviera	16	15	21	14	88%
Mather	8	6	20	7	88%
New Helvetia I	16	16	21	16	100%
Norma Johnson	8	7	21	7	88%
Northview	8	8	21	7	88%
Phoenix Park	8	8	20	7	88%
Sharon Neese ELC	8	7	21	6	75%
<b>TOTAL</b>	<b>104</b>	<b>96</b>	<b>Varied</b>	<b>93</b>	<b>89%</b>

<b>Early Head Start - Home Base Option</b>								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits					Socializations
Home Base	109	111	39	64	73	79	71	2
<b>TOTAL</b>	<b>109</b>	<b>111</b>	<b>39</b>	<b>64</b>	<b>73</b>	<b>79</b>	<b>71</b>	<b>2</b>

<b>AARA EHS Expansion- Home Base Option</b>								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits					Socializations
EHS SOP	36	31	11	16	22	18	20	2
River Oak	60	67	30	42	47	42	29	2
SCOE	36	37	19	22	21	27	23	2
<b>TOTAL</b>	<b>132</b>	<b>135</b>	<b>60</b>	<b>80</b>	<b>90</b>	<b>87</b>	<b>72</b>	<b>6</b>

<b>Head Start - Home Base Option</b>								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits					Socializations
Home Base	12	12	7	6	8	9	9	2
<b>TOTAL</b>	<b>12</b>	<b>12</b>	<b>7</b>	<b>6</b>	<b>8</b>	<b>9</b>	<b>9</b>	<b>2</b>

**SETA OPERATED PROGRAM MONTHLY ENROLLMENT/ADA REPORT FOR OCTOBER 2010**

**TRACK II**

<b>Standard Option - Up to 6 hours/day, 5 days/week</b>						
Center Name	Annual Funded Enrollment	Current Funded Enrollment	Current Enrollment	Total Days	ADA	%ADA
Auberry Park	40	20	19	21	20	100%
Bannon Creek	80	40	28	21	27	68%
Country Woods	80	40	34	21	33	83%
Freedom Park	120	60	58	21	55	92%
Fruitridge	80	40	39	21	38	95%
Galt	120	60	60	21	60	100%
Grant Skills	80	40	40	21	38	95%
Grizzly Hollow	40	20	20	21	19	95%
Hillsdale	80	40	40	16	41	103%
Hopkins Park	80	40	39	21	37	93%
Illa Colliin	40	20	20	21	18	90%
Kennedy Estates	40	20	18	21	16	80%
LaVerne Stewart	40	20	20	21	17	85%
Mather	40	20	18	21	17	85%
Nedra Court	80	40	40	21	40	100%
New Helvetia II	40	20	20	21	19	95%
Northview	40	20	20	21	19	95%
Solid Foundation	40	20	20	20	19	95%
Strizek Park	40	20	19	21	19	95%
Vineland	40	20	19	21	20	100%
Walnut Grove	40	20	14	21	13	65%
<b>TOTAL</b>	<b>1280</b>	<b>640</b>	<b>605</b>	<b>Varied</b>	<b>585</b>	<b>91%</b>

\*\*\*Florin Meadows closed effective 08/30/2010\*\*\*/\*\*Illa Collin opened effective 09/27/2010\*\*\*

<b>Full Day Option - More than 6 hours/day, 5 days/week</b>						
Center Name	Annual Funded Enrollment	Current Funded Enrollment	Current Enrollment	Total Days	ADA	%ADA
Broadway	40	20	17	21	16	80%
Crossroad Gardens	40	20	21	21	20	100%
Crossroad Gardens	40	20	20	21	18	90%
Job Corp	40	20	18	21	18	90%
La Riviera	40	20	18	21	19	95%
Mather	40	20	18	21	18	90%
Norma Johnson	40	20	19	21	17	85%
Northview	40	20	20	21	20	100%
Phoenix Park	40	20	20	20	19	95%
Sharon Neese	40	20	21	21	19	95%
<b>TOTAL</b>	<b>400</b>	<b>200</b>	<b>192</b>	<b>Varied</b>	<b>184</b>	<b>92%</b>

<b>Home Base Option</b>									
Center	Annual Funded Enrollment	Current Funded Enrollment	Current Enrollment	Weekly Home Visits			Socializations		
Elkhorn	60	30	55	0	12	9	19	13	(5) In class
Home Base	60	30	34	3	22	25	17	16	3
<b>TOTAL</b>	<b>120</b>	<b>60</b>	<b>89</b>	<b>0</b>	<b>0</b>	<b>29</b>	<b>0</b>	<b>29</b>	<b>0</b>



**SETA OPERATED PROGRAM MONTHLY ENROLLMENT/ADA REPORT FOR  
OCTOBER 2010**

**TRACK V**

<b>Extended Option - Up to 6 hours/day, 5 days/week</b>					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Parker	12	12	21	11	92%
<b>TOTAL</b>	<b>12</b>	<b>12</b>	<b>Varied</b>	<b>11</b>	<b>92%</b>

<b>AARA Expansion- Up to 4 hours/day, 5 days/week</b>					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Whispering Pines	20	19	20	18	90%
<b>TOTAL</b>	<b>20</b>	<b>19</b>	<b>Varied</b>	<b>18</b>	<b>90%</b>

<b>Early Head Start - Center Base Option</b>					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Crossroad Gardens	8	8	21	8	100%
Grizzly Hollow	8	8	21	8	100%
Job Corp	16	15	21	13	81%
La Riviera	16	16	21	15	94%
Mather	8	8	21	8	100%
New Helvetia I	16	18	21	17	106%
Norma Johnson	8	8	21	7	88%
Northview	8	8	21	8	100%
Phoenix Park	8	8	20	7	88%
Sharon Neese ELC	8	8	21	7	88%
<b>TOTAL</b>	<b>104</b>	<b>105</b>	<b>Varied</b>	<b>98</b>	<b>94%</b>

<b>Early Head Start - Home Base Option</b>								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits				Socializations	
Home Base	109	109	1	84	77	70	56	2
<b>TOTAL</b>	<b>109</b>	<b>109</b>	<b>1</b>	<b>84</b>	<b>77</b>	<b>70</b>	<b>56</b>	<b>2</b>

<b>AARA EHS Expansion- Home Base Option</b>								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits				Socializations	
EHS SOP	36	30	0	23	23	23	16	2
River Oak	60	61	9	50	44	26	31	2
SCOE	36	36	2	28	27	24	21	2
<b>TOTAL</b>	<b>132</b>	<b>127</b>	<b>11</b>	<b>101</b>	<b>94</b>	<b>73</b>	<b>68</b>	<b>6</b>

<b>Head Start - Home Base Option</b>								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits				Socializations	
Home Base	12	12	1	9	10	3	11	3
<b>TOTAL</b>	<b>12</b>	<b>12</b>	<b>1</b>	<b>9</b>	<b>10</b>	<b>3</b>	<b>11</b>	<b>3</b>

**SETA OPERATED PROGRAM MONTHLY ENROLLMENT/ADA REPORT FOR NOVEMBER 2010**

**TRACK I**

<b>Standard Option - Up to 6 hours/day, 5 days/week</b>						
Center Name	Annual Funded Enrollment	Current Funded Enrollment	Current Enrollment	Total Days	ADA	%ADA
Auberry Park	40	20	19	18	19	95%
Bright Beginnings	160	80	79	18	78	98%
Country Woods	80	40	40	18	39	98%
Freedom Park	40	20	20	18	17	85%
Galt	120	60	60	18	57	95%
Grant Skills	80	40	37	18	38	95%
Grizzly Hollow	40	20	20	18	20	100%
Hillsdale	80	40	40	15	38	95%
Hopkins Park	80	40	37	18	38	95%
Illa Colliin	40	20	19	18	18	90%
Kennedy Estates	40	20	20	18	19	95%
LaVerne Stewart	40	20	19	18	19	95%
Mather	40	20	15	18	14	70%
Nedra Court	40	20	20	18	20	100%
New Helvetia II	40	20	19	18	19	95%
Northview	40	20	19	18	17	85%
Solid Foundation	80	40	40	18	39	98%
Strizek Park	40	20	20	18	20	100%
Vineland	40	20	20	18	20	100%
Walnut Grove	40	20	14	18	13	65%
<b>TOTAL</b>	<b>1200</b>	<b>600</b>	<b>577</b>	<b>Varied</b>	<b>562</b>	<b>94%</b>

<b>Full Day Option - More than 6 hours/day, 5 days/week</b>						
Center Name	Annual Funded Enrollment	Current Funded Enrollment	Current Enrollment	Total Days	ADA	%ADA
Bannon Creek	40	20	19	18	19	95%
Broadway	40	20	16	18	15	75%
Crossroad Gardens	40	20	20	17	19	95%
Freedom Park	80	40	42	18	41	103%
Fruitridge	40	20	20	18	20	100%
Grant Skills	40	20	21	18	21	105%
Hillsdale	80	40	43	18	40	100%
La Riviera	40	20	20	18	19	95%
Mather	40	20	21	18	21	105%
Norma Johnson	40	20	21	18	20	100%
Northview	40	20	19	18	19	95%
Phoenix Park	40	20	20	18	19	95%
Sharon Neese	40	20	21	18	19	95%
<b>TOTAL</b>	<b>600</b>	<b>300</b>	<b>303</b>	<b>Varied</b>	<b>292</b>	<b>97%</b>

<b>Home Base Option</b>									
Center	Annual Funded Enrollment	Current Funded Enrollment	Current Enrollment	Weekly Home Visits			Socializations		
Elkhorn	60	30	56	12	17	20	17	10	(3) In class
Home Base	60	30	24	22	9	24	4	9	1
<b>TOTAL</b>	<b>120</b>	<b>60</b>	<b>80</b>	<b>0</b>	<b>0</b>	<b>19</b>		<b>1</b>	

**SETA OPERATED PROGRAM MONTHLY ENROLLMENT/ADA REPORT FOR  
NOVEMBER 2010**

**TRACK II**

<b>Standard Option - Up to 6 hours/day, 5 days/week</b>						<b>Full Day Option - More than 6 hours/day, 5 days/week</b>					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA	Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Auberry Park	20	19	18	19	95%	Broadway	20	17	18	15	75%
Bannon Creek	40	34	18	26	65%	Crossroad Gardens	20	20	17	20	100%
Country Woods	40	40	18	38	95%	Crossroad Gardens	20	20	17	19	95%
Freedom Park	60	60	18	57	95%	Job Corp	20	18	18	17	85%
Fruitridge	40	40	18	38	95%	La Riviera	20	20	18	19	95%
Galt	60	60	18	60	100%	Mather	20	19	18	19	95%
Grant Skills	40	40	18	40	100%	Norma Johnson	20	19	18	18	90%
Grizzly Hollow	20	20	18	20	100%	Northview	20	21	18	20	100%
Hillsdale	40	40	18	35	88%	Phoenix Park	20	20	18	19	95%
Hopkins Park	40	40	18	37	93%	Sharon Neese	20	21	18	21	105%
Illa Collin	20	20	18	20	100%						
Kennedy Estates	20	19	18	18	90%						
LaVerne Stewart	20	20	17	20	100%						
Mather	20	20	18	19	95%						
Nedra Court	40	40	18	40	100%						
New Helvetia II	20	20	18	19	95%						
Northview	20	20	18	18	90%						
Solid Foundation	20	20	18	20	100%						
Strizek Park	20	20	18	20	100%						
Vineland	20	19	18	19	95%						
Walnut Grove	20	14	18	13	65%						
<b>TOTAL</b>	<b>640</b>	<b>625</b>	<b>Varied</b>	<b>596</b>	<b>93%</b>	<b>TOTAL</b>	<b>200</b>	<b>195</b>	<b>Varied</b>	<b>187</b>	<b>94%</b>
						<b>Home Base Option</b>					
						<b>Center Name</b>	<b>Funded Enrollment</b>	<b>Current Enrollment</b>	<b>Weekly Home Visits</b>	<b>Socializations</b>	
						Home Base	36	34	14 23 27 10 15	1	
						<b>TOTAL</b>	<b>36</b>	<b>34</b>	<b>Varied</b>	<b>1</b>	



**SETA OPERATED PROGRAM MONTHLY ENROLLMENT/ADA REPORT FOR  
NOVEMBER 2010**

**TRACK V**

<b>Extended Option - Up to 6 hours/day, 5 days/week</b>					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Parker	12	11	18	12	100%
<b>TOTAL</b>	<b>12</b>	<b>11</b>	<b>Varied</b>	<b>12</b>	<b>100%</b>

<b>AARA Expansion- Up to 4 hours/day, 5 days/week</b>					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Whispering Pines	20	20	18	19	95%
<b>TOTAL</b>	<b>20</b>	<b>20</b>	<b>Varied</b>	<b>19</b>	<b>95%</b>

<b>Early Head Start - Center Base Option</b>					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Crossroad Gardens	8	8	17	8	100%
Grizzly Hollow	8	7	18	7	88%
Job Corp	16	13	18	13	81%
La Riviera	16	16	18	16	100%
Mather	8	8	18	8	100%
New Helvetia I	16	18	18	15	94%
Norma Johnson	8	8	18	8	100%
Northview	8	8	18	8	100%
Phoenix Park	8	8	18	8	100%
Sharon Neese ELC	8	8	18	8	100%
<b>TOTAL</b>	<b>104</b>	<b>102</b>	<b>Varied</b>	<b>99</b>	<b>95%</b>

<b>Early Head Start - Home Base Option</b>								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits					Socializations
Home Base	109	108	74	69	67	45	38	2
<b>TOTAL</b>	<b>109</b>	<b>108</b>	<b>74</b>	<b>69</b>	<b>67</b>	<b>45</b>	<b>38</b>	<b>2</b>

<b>AARA EHS Expansion- Home Base Option</b>								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits					Socializations
EHS SOP	36	34	20	24	18	14	8	2
River Oak	60	60	41	36	32	25	12	2
SCOE	36	31	29	19	23	0	17	1
<b>TOTAL</b>	<b>132</b>	<b>125</b>	<b>90</b>	<b>79</b>	<b>73</b>	<b>39</b>	<b>37</b>	<b>5</b>

<b>Head Start - Home Base Option</b>								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits					Socializations
Home Base	12	12	8	8	9	4	0	1
<b>TOTAL</b>	<b>12</b>	<b>12</b>	<b>8</b>	<b>8</b>	<b>9</b>	<b>4</b>	<b>0</b>	<b>1</b>

**SETA OPERATED PROGRAM MONTHLY ENROLLMENT/ADA REPORT FOR DECEMBER 2010**

**TRACK I**

<b>Standard Option - Up to 6 hours/day, 5 days/week</b>						
Center Name	Annual Funded Enrollment	Current Funded Enrollment	Current Enrollment	Total Days	ADA	%ADA
Auberry Park	40	20	19	14	19	95%
Bright Beginnings	160	80	79	14	78	98%
Country Woods	80	40	39	14	40	100%
Freedom Park	40	20	18	14	17	85%
Galt	120	60	60	14	60	100%
Grant Skills	80	40	37	14	37	93%
Grizzly Hollow	40	20	20	14	20	100%
Hillsdale	80	40	40	11	39	98%
Hopkins Park	80	40	39	14	39	98%
Illa Colliin	40	20	17	14	17	85%
Kennedy Estates	40	20	20	14	19	95%
LaVerne Stewart	40	20	19	14	19	95%
Mather	40	20	17	14	16	80%
Nedra Court	40	20	20	14	20	100%
New Helvetia II	40	20	19	14	19	95%
Northview	40	20	19	13	18	90%
Solid Foundation	80	40	40	14	40	100%
Strizek Park	40	20	20	14	20	100%
Vineland	40	20	20	14	20	100%
Walnut Grove	40	20	14	14	14	70%
<b>TOTAL</b>	<b>1200</b>	<b>600</b>	<b>576</b>	<b>Varied</b>	<b>571</b>	<b>95%</b>

<b>Full Day Option - More than 6 hours/day, 5 days/week</b>						
Center Name	Annual Funded Enrollment	Current Funded Enrollment	Current Enrollment	Total Days	ADA	%ADA
Bannon Creek	40	20	20	13	20	100%
Broadway	40	20	17	14	17	85%
Crossroad Gardens	40	20	18	14	19	95%
Freedom Park	80	40	42	14	40	100%
Fruitridge	40	20	20	13	20	100%
Grant Skills	40	20	21	14	21	105%
Hillsdale	80	40	42	14	40	100%
La Riviera	40	20	18	14	19	95%
Mather	40	20	21	14	21	105%
Norma Johnson	40	20	21	14	21	105%
Northview	40	20	21	13	20	100%
Phoenix Park	40	20	20	14	19	95%
Sharon Neese	40	20	21	24	20	100%
<b>TOTAL</b>	<b>600</b>	<b>300</b>	<b>302</b>	<b>Varied</b>	<b>297</b>	<b>99%</b>

<b>Home Base Option</b>							
Center	Annual Funded Enrollment	Current Funded Enrollment	Current Enrollment	Weekly Home Visits			Socializations
Elkhorn	60	30	59	9	25	22 H	H
Home Base	60	30	24	14	24	18 H	H
<b>TOTAL</b>	<b>120</b>	<b>60</b>	<b>83</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>

(3) In class
1
1

**SETA OPERATED PROGRAM MONTHLY ENROLLMENT/ADA REPORT FOR  
DECEMBER 2010**

**TRACK II**

<b>Standard Option - Up to 6 hours/day, 5 days/week</b>						<b>Full Day Option - More than 6 hours/day, 5 days/week</b>					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA	Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Auberry Park	20	19	14	18	90%	Broadway	20	15	14	15	75%
Bannon Creek	40	35	13	33	83%	Crossroad Gardens	20	20	14	20	100%
Country Woods	40	40	14	40	100%	Crossroad Gardens	20	20	14	20	100%
Freedom Park	60	60	14	60	100%	Job Corp	20	20	14	18	90%
Fruitridge	40	37	13	37	93%	La Riviera	20	19	14	19	95%
Galt	60	59	14	59	98%	Mather	20	18	14	18	90%
Grant Skills	40	40	14	40	100%	Norma Johnson	20	20	14	18	90%
Grizzly Hollow	20	20	14	20	100%	Northview	20	21	13	21	105%
Hillsdale	40	39	14	35	88%	Phoenix Park	20	20	14	20	100%
Hopkins Park	40	39	14	39	98%	Sharon Neese	20	20	14	20	100%
Illa Collin	20	17	14	19	95%						
Kennedy Estates	20	19	14	19	95%						
LaVerne Stewart	20	20	14	20	100%						
Mather	20	18	14	19	95%						
Nedra Court	40	39	14	39	98%						
New Helvetia II	20	20	14	19	95%						
Northview	20	18	13	18	90%						
Solid Foundation	20	20	14	20	100%						
Strizek Park	20	20	14	19	95%						
Vineland	20	20	14	20	100%						
Walnut Grove	20	13	14	14	70%						
<b>TOTAL</b>	<b>640</b>	<b>612</b>	<b>Varied</b>	<b>607</b>	<b>95%</b>	<b>TOTAL</b>	<b>200</b>	<b>193</b>	<b>Varied</b>	<b>189</b>	<b>95%</b>
						<b>Home Base Option</b>					
						Center Name	Funded Enrollment	Current Enrollment	Weekly Home Visits	Socializations	
						Home Base	36	35	10 23 27 H H	1	
						<b>TOTAL</b>	<b>36</b>	<b>35</b>	<b>Varied</b>	<b>1</b>	
						****H represents Holiday Break****					

**SETA OPERATED PROGRAM MONTHLY ENROLLMENT/ADA REPORT FOR  
DECEMBER 2010**

**TRACK V**

<b>Extended Option - Up to 6 hours/day, 5 days/week</b>					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Parker	12	9	14	10	83%
<b>TOTAL</b>	<b>12</b>	<b>9</b>	<b>Varied</b>	<b>10</b>	<b>83%</b>
<b>AARA Expansion- Up to 4 hours/day, 5 days/week</b>					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Whispering Pines	20	20	14	18	90%
<b>TOTAL</b>	<b>20</b>	<b>20</b>	<b>Varied</b>	<b>18</b>	<b>90%</b>
<b>Early Head Start - Center Base Option</b>					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Crossroad Gardens	8	8	14	8	100%
Grizzly Hollow	8	7	14	7	88%
Job Corp	16	13	14	14	88%
La Riviera	16	13	14	15	94%
Mather	8	6	13	7	88%
New Helvetia I	16	17	14	17	106%
Norma Johnson	8	8	14	7	88%
Northview	8	8	13	7	88%
Phoenix Park	8	8	14	8	100%
Sharon Neese ELC	8	8	14	8	100%
<b>TOTAL</b>	<b>104</b>	<b>96</b>	<b>Varied</b>	<b>98</b>	<b>94%</b>

<b>Early Head Start - Home Base Option</b>								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits				Socializations	
Home Base	109	103	42	71	74	H	H	1
<b>TOTAL</b>	<b>109</b>	<b>103</b>	<b>42</b>	<b>71</b>	<b>74</b>	<b>0</b>	<b>0</b>	<b>1</b>
****H represents Holiday Break****								
<b>AARA EHS Expansion- Home Base Option</b>								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits				Socializations	
EHS SOP	36	36	18	21	25	H	H	1
River Oak	60	62	31	38	44	39	10	1
SCOE	36	31	5	22	24	H	H	1
<b>TOTAL</b>	<b>132</b>	<b>129</b>	<b>54</b>	<b>81</b>	<b>93</b>	<b>39</b>	<b>10</b>	<b>3</b>
****H represents Holiday Break****								
<b>Head Start - Home Base Option</b>								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits				Socializations	
Home Base	12	11	5	8	11	H	H	1
<b>TOTAL</b>	<b>12</b>	<b>11</b>	<b>5</b>	<b>8</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>1</b>
****H represents Holiday Break****								

**ITEM VII – DISCUSSION**

**BACKGROUND:**

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

**NOTES:**

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**ITEM VIII - PUBLIC PARTICIPATION**

**BACKGROUND:**

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

**NOTES:**

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**ITEM IX- ADJOURNMENT**

**NOTES:**

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