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***THOUGHT OF THE DAY:** "Balance, peace and joy are the fruit of a successful life. It starts with recognizing your talents and finding ways to serve others by using them."*

Author: Unknown

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

DATE: Tuesday, September 20, 2016

TIME: 9:00 a.m.

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

While the SETA/Head Start Policy Council welcomes and encourages participation in the Council meetings, it would be appreciated if you would limit your comments to three minutes so that everyone may be heard. Matters under jurisdiction of the SETA/Head Start Policy Council and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA/Head Start Policy Council limits testimony on matters not on the agenda to three minutes per person and not more than ten minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

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DISTRIBUTION DATE: THURSDAY, SEPTEMBER 15, 2016

Parent Advisory Committee meeting hosted by:
Terri McMillin (Chair), Kenneth Tate (Vice Chair), Vacant (Secretary),
Penelope Scott (Treasurer), Natalie Craig (Parliamentarian).

ITEM I - A – ROLL CALL

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

- ___ Vacant, Alder Grove I Head Start
- ___ Vacant, Alder Grove II Head Start
- ___ Vacant, Auberry Park Head Start
- ___ Vacant, Bannon Creek Head Start
- ___ Vacant, Crossroad Gardens Head Start
- ___ Vacant, Early Head Start (Home Base)
- ___ **Yesenia Rodriguez, Elkhorn Head Start**
- ___ Vacant, Freedom Park Head Start
- ___ Vacant, Fruitridge Head Start
- ___ Vacant, Galt Head Start
- ___ Vacant, Grizzly Hollow
- ___ Vacant, Hillsdale Head Start
- ___ **Stacey Webster, Home Based Head Start**
- ___ Vacant, Home Base
- ___ **Thelma Adams, Hopkins Park Head Start**
- ___ Vacant, Illa Collin Head Start
- ___ Vacant, Job Corps Head Start
- ___ Vacant, Kennedy Estates Head Start
- ___ Vacant, LaVerne Stewart Head Start
- ___ Vacant, (Marie Cleveland's) Bright Beginning Head Start
- ___ Vacant, Marina Vista Early Learning Center
- ___ Vacant, Mather Head Start
- ___ Vacant, Nedra Court Head Start
- ___ Vacant, Norma Johnson Head Start
- ___ Vacant, North Avenue Head Start
- ___ **Natalie Craig, Northview Head Start**
- ___ Vacant, Parker Head Start
- ___ Vacant, Phoenix Park Head Start
- ___ Vacant, River Oak Center for Children
- ___ Vacant, Sharon Neese Early Learning Center
- ___ Vacant, Solid Foundation Head Start
- ___ Vacant, Strizek Park Head Start
- ___ Vacant, Vineland Head Start
- ___ Vacant, Walnut Grove Head Start
- ___ Vacant, Foster Parent Representative
- ___ **Penelope Scott, Grandparent Rep.**
- ___ **Calvin Sheppard, Men's Activities Affecting Children Committee Representative**
- ___ **Kenneth Tate, Past Parent/Community Representative**
- ___ **Terri McMillin, Past Parent/Community Representative**
- ___ Vacant, Outgoing Chair

ITEM I-A – ROLL CALL
(Continued)

Program Year 2015-2016 - New Representatives to be seated

<input type="checkbox"/> Emily Duarte, River Oak Center for Children
<input type="checkbox"/> Vacant, Alder Grove I Head Start
<input type="checkbox"/> Vacant, Bannon Creek Head Start
<input type="checkbox"/> Vacant, Crossroad Gardens Head Start
<input type="checkbox"/> Vacant, Freedom Park Head Start
<input type="checkbox"/> Vacant, Fruitridge Head Start
<input type="checkbox"/> Vacant, Galt Head Start
<input type="checkbox"/> Vacant, Grizzly Hollow Head Start
<input type="checkbox"/> Vacant, Hillsdale Head Start
<input type="checkbox"/> Vacant, Illa Collin Head Start
<input type="checkbox"/> Vacant, Job Corps Head Start
<input type="checkbox"/> Vacant, Kennedy Estates Head Start
<input type="checkbox"/> Vacant, Laverne Stewart Head Start
<input type="checkbox"/> Vacant, Marie Cleveland's Bright Beginnings

<input type="checkbox"/> Vacant, Marina Vista Early Learning Center
<input type="checkbox"/> Vacant, Mather Head Start
<input type="checkbox"/> Vacant, Nedra Court Head Start
<input type="checkbox"/> Vacant, Norma Johnson Head Start
<input type="checkbox"/> Vacant, North Avenue Head Start
<input type="checkbox"/> Vacant, Parker Head Start
<input type="checkbox"/> Vacant, Phoenix Park Head Start
<input type="checkbox"/> Vacant, Solid Foundation Head Start
<input type="checkbox"/> Vacant, Strizek Park Head Start
<input type="checkbox"/> Vacant, Walnut Grove Head Start
<input type="checkbox"/> Vacant, Foster Parent Rep
<input type="checkbox"/> Vacant, Foster Parent Rep
<input type="checkbox"/> Vacant, Early Head Start (Home Base)

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

**The PAC was seated on November 17, 2015 & December 15, 2015
PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM
YEAR 2015-2016**

COMMITTEE MEMBER	CENTER	11/17	12/15		1/19	2/23 **	3/15	4/26 #	5/17	6/21	7/19	8/16	9/20	10/18	11/15
Vacant Seated	AG I														
Vacant Seated	AG II														
Vacant Seated	AP														
Vacant Seated	BC														
Vacant Seated	CR														
Vacant Seated	EHS/HB														
Yesenia Rodriguez Seated 11/17	EL	X	AP		X		X	X	X	X	X	X			
Vacant Seated	FP														
Andrea Larry Seated 4/26	FT							X	E	U	X	E			
Vacant Seated															
Vacant Seated	GH														
Vacant Seated	H														
Stacey Webster Seated 11/17	HB	X	X		X		U	X	X	E	X	X			
Vacant Seated	HB														
Vacant Seated	IC														
Thelma Adams Seated 3/15	HP						X	X	X	U	X	X			
Vacant Seated	JC														
Vacant Seated	JC														
Vacant Seated	K														
Andrew Bermudez Seated	LVS														
Vacant Seated	MCBB														
Vacant Seated	MV														
Vacant Seated	M														
Vacant Seated															
Vacant Seated	NC														
Vacant Seated	NJ														
Natalie Craig Seated 11/17	NV	X	E		X		X	X	X	E	X	X			
Vacant Seated	PA														
Vacant Seated	PP														
Emily Duarte s/b/seated 7/19	RO										U	E			

COMMITTEE MEMBER	CENTER	11/17	12/15		1/19	2/23 **	3/15	4/26 #	5/17	6/21	7/19	8/16	9/20	10/18	11/15
Vacant	SF														
Vacant Seated	SN														
Todd Woods Seated	SP														
Vacant Seated	V														
Vacant Seated	WG														
Vacant Seated	FPR														
Calvin Sheppard Seated 4/26	MAACC							X	X	E	X	U			
Vacant Seated	OGC														
Penelope Scott Seated 11/17	GPR	X	X		X		X	X	X	X	X	X			
Kenneth Tate Seated 11/17	PPR	X	X		X		X	X	X	X	X	X			
Terri McMillin Seated 11/17	PPR	X	X		X		X	X	X	X	X	X			

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

1. First, call your Alternate(s) to see if they can attend in your place;
2. Second, call Head Start Social Services/Parent Involvement Coordinator, Ms. Marie Desha, at 263-4082; and
3. Third, please call the PAC Chair, Ms. Terri McMillin, at 646-6707 or 747-6224, or the Clerk of the Boards, Ms. Nancy Hogan, at 263-3827.

**** Ethics training with Policy Council**

Special meeting

PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE UPDATE
PROGRAM YEAR 2015-2016
(Continued)

Head Start Center Abbreviations

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

Representative Abbreviations

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

Attendance Record Abbreviations

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

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE AUGUST 16, 2016
REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the August 16, 2016 PAC meeting.

RECOMMENDATION:

Approve the minutes of the August 16, 2016 PAC meeting.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

REGULAR MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE

(Minutes reflect the actual progress of the meeting.)

SETA Board Room
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Tuesday, August 16, 2016
9:00 a.m.

I. Call to Order/Roll Call/Review of Board Member Attendance

Ms. Terri McMillin called the PAC meeting to order at 9:10 a.m. The Pledge of Allegiance was recited and Ms. McMillin read the thought of the day. Ms. Yesenia Rodriguez was asked to serve as Secretary and called the roll; a quorum was established.

Members Present:

Natalie Craig
Kenneth Tate
Terri McMillin
Penelope Scott
Yesenia Rodriguez
Stacey Webster
Thelma Adams

Members Absent:

Andrea Larry (excused)
Calvin Sheppard (unexcused)

Member to be seated:

Emily Duarte, River Oak Center for Children (excused)

II. Consent Item

- A. Approval of the Minutes of the May 17, 2016 and July 19, 2016 Regular Meetings

Minutes were reviewed; no questions or corrections.

Moved/Scott, second/Tate, to approve the May 17, 2016 and July 19, 2016 meeting minutes.

Show of hands vote:

Aye: 6 (Adams, Craig, Rodriguez, Scott, Tate, Webster)

Nay: 0

Abstention: 1 (McMillin)

Absent: 2 (Larry and Sheppard)

III. Action Item

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

Ms. McMillin opened a public hearing at 9:13 a.m.

Ms. McMillin reviewed the modifications to the bylaws.

Moved/Tate, second/Scott, to continue this item to the September 20 PAC meeting where the action of the PAC will be to close the public hearing and approve the amendments to the PAC Bylaws as attached.

Show of hands vote:

Aye: 6 (Adams, Craig, Rodriguez, Scott, Tate, Webster)

Nay: 0

Abstention: 1 (McMillin)

Absent: 2 (Larry and Sheppard)

Ms. McMillin stated that the bylaws committee did a lot of work and asked board members to respect the work this committee has done.

IV. Information Items

A. Presentation: Ms. Elena Quintero, Sacramento City Council, District One

Ms. Belinda Malone introduced Ms. Elena Quintero. Ms. Quintero is an award winning volunteer for youth. She has a passion for getting youth and parents working together. She spoke of how important participation in the PTA is for parent engagement.

B. Standing Information Items

- PC/PAC Calendar of Events – Ms. McMillin reviewed the calendar of events.
- Parent/Staff Recognitions – Ms. McMillin acknowledged the recent passing of Ms. Scott's mother-in-law; she wished her and her family well.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Saurbourne reported on the financial status as of July 31, the end of the program year. This is the preliminary financial report. The Grantee has until the end of October to finalize the financial reports. Staff and delegates are working hard to utilize the remaining balance in the budget. Staff requested approval to carry forward \$300,000 to complete some construction projects. The overall expenditures expected to be 100% once all of the receipts come in. Staff will also be requesting carryover of T/TA funds in the CCP program.
- Toastmasters Training – Ms. McMillin encouraged all board members to consider participating in this important training.
- Child Care Center Food Menu: No questions.

- Community Resources – Parents/Staff: Ms. McMillin reviewed a flyer from the Sacramento Food Bank and Family Services regarding nutrition classes. Ms. McMillin reviewed a flyer on an upcoming WEAVE presentation on domestic violence prevention. Ms. Alma Hawkins will be the presenter.
 - Financial/Literacy Workshop Oral Report(s): Mr. Tate spoke of the financial literacy workshop provided by SAFE Credit Union. Mr. Tate stated that the presenter provided outstanding information. It was a very educational workshop.
- C. Governing Board Minutes: June 2, 2016: No questions.

V. **Committee Reports**

- Executive Committee Meeting Critique: Ms. Rodriguez reviewed the Executive Committee critique.
- Budget/Planning Committee: Mr. Tate reported out on the last committee meeting held August 9.
- Personnel/Bylaws Committee: Mr. Tate reported that this committee will no longer meet.
- Social/Hospitality Committee: Ms. McMillin reported that there is a sign-up sheet for the End-of-Year Parent Celebration Brunch. The keynote speaker will be Ms. Jackie Bates. Attendees will be able to bring a guest or two if desired. The Committee members are working hard making sure this is a fun experience.
- Men's Activities Affecting Children Committee (MAACC): Ms. Penelope Scott reported that there was a MAACC Child Support workshop on 7/28; five participants attended. The speaker was outstanding and helped a lot of people. Mr. Tate spoke of the upcoming MAACC BBQ and encouraged PAC and PC members to come out and have a good time.
- Parent Ambassador Committee: Volunteers are needed to collate SOP and Delegate agency binders.

VI. **Other Reports**

- Chair's Report: No report.
- Policy Council Report(s): Mr. Tate reviewed the proceedings of the last Policy Council meeting.
- Head Start Deputy Director's Report: The EHS expansion grant will be presented for approval in September. The \$1.6 million will provide for an additional 46 EHS slots.
- Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, and ERSEA Services: Ms. Lisa Carr introduced Ms. Linda LaTourneau. The Agency will be looking for a new EHS educator. The enrollment report and attendance/enrollment report were reviewed. Ms. Carr introduced Ms. Daniela Johnson, her new Parent Intern. Ms. Johnson is working in data entry and filing and stated she has found SETA Head Start a very nurturing and kind environment. She was a parent at Mather and now has a child at Sharon Neese.

- Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services: Ms. Caruso is working on the grant that is due to the Office of Head Start on August 24. The Quality Assurance Unit will be doing the exit interview for the SETA-Operated Program in a couple of weeks. Her unit is working on the monitoring calendar for Program Year 2016-2017.
- Martha Cisneros - Health, Nutrition and Safe Environments Services: Ms. Cisneros was married July 29 and is now Martha Cisneros-Campos. Ms. Cisneros-Campos reviewed the food services report. She attended the MediCal Dental Advisory Committee along with Ms. Penelope Scott. Dr. Glassman, an advocate for children's dental health and researcher for DentiCal passed way last month; he left an amazing legacy. Mr. Tate requested an update on immunization requirements at the next Policy Council meeting; she will be bringing information on California and national requirements. A tour of the central kitchen will be arranged for September.
- Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith stated that the recycled iPads will be utilized in the coaching project. This will be utilized to develop written plans for the teaching staff. There are changes in screening and assessment tool. The new tool screens for development in speech and social and emotional as well as looks at behavioral issues. Assessment tool is the Desired Result Profile.

VII. Center Updates: Ms. Rodriguez stated that at a recent meeting at the Elkhorn center she brought up the information she got from the library. It was well received at her center.

VIII. Discussion: Ms. Rodriguez reminded the board that a law went into effect where if a child is not immunized, the child cannot start school. She is squeezing in kids that are way behind in their immunizations. Parents were reminded to get their children immunized.

IX. Public Participation: None.

X. Adjournment: The meeting was adjourned at 11:08 a.m.

ITEM III-A – ACTION

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

BACKGROUND:

The Personnel/Bylaws Committee 2015-2016 met during the program year to review and recommend revisions to the Bylaws of the SETA Operated Head Start/Early Head Start Parent Advisory Committee.

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

A public hearing was opened at the August 16, 2016 PAC meeting.

RECOMMENDATION:

Hear any public testimony, and take action to close the public hearing and approve the amendments to the PAC Bylaws as attached.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

BYLAWS

FOR THE

SETA HEAD START/EARLY HEAD START

PARENT ADVISORY COMMITTEE

PAC First Reading: 8/16/16
PAC Final Approval:

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

Article I

Name

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

SECTION 1: Definition of Parents

Parents

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

Article II

Purpose, Powers, and Functions

SECTION 1: Purpose

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

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

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

SECTION 2: Powers, Duties, and Functions

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

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

Article III

Membership

SECTION 1: Election of Members

As outlined in Article III, Section 2, the PAC shall consist of elected voting representatives from SOP HS/EHS Early Learning center classrooms, SOP Home Base, EHS/Home Base Options, and Community Representatives (Past Parents, Grandparent, Foster Parent), elected by the PAC. The Outgoing PAC Chair shall have a reserved seat.

The Male Involvement Representative shall be elected by the SOP Men's Activities Affecting Children Committee (MAACC).

SECTION 2: Members

The membership of the PAC shall consist of:

A. SOP Parent Representatives

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

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

B. Partner Representatives

4. One (1) voting Representative elected from EHS Partnership (River Oak)
5. One (1) voting Representative elected from EHS Partnership (SCOE)
6. One (1) voting Representative elected per EHS Child Care Partnership Provider (non-delegate agency)

C. Community Representatives

Additional PAC members will include:

1. Two (2) voting Community Representatives referred to as Past Parent Representatives shall be elected by the outgoing PAC. Representative may be elected by the current PAC if the outgoing PAC has been dissolved. The Past Parent elected to the PAC may not have a child/children currently enrolled in the

HS/EHS program. Community members desiring to be reappointed must reapply for membership on a yearly basis. There will be two Alternates for Past Parents.

2. One (1) voting seat shall be specifically reserved for the Outgoing Chair, if not termed out. The Outgoing Chair reserves the right to relinquish this seat. The position may not be filled by any other party.
3. One (1) voting Male Involvement Representative (MIR) shall be elected by the SETA Operated Program Representative from Men's Activities Affecting Children Committee (MAACC) to sit on the committee. The Representative must be elected from the SOP MIRs or their Alternates based upon a recommendation from the SOP MIRs. This Representative may or may not be a current parent.
4. One (1) voting Foster Parent Representative selected by the outgoing PAC. Representative may be elected by the current PAC if the outgoing PAC has been dissolved. The Foster Parents elected to the PAC must have a child/children currently or previously enrolled in the SOP HS/EHS Program. A Foster Parent desiring to be reappointed must reapply for membership on a yearly basis. There will be one Alternate for the Foster Parent Representative position
5. One (1) voting Grandparent Representative elected by the Outgoing PAC. Representative may be elected by the current PAC if the outgoing PAC has been dissolved. The Grandparent elected to the PAC must have a child/children currently or previously enrolled in the SOP HS/EHS program. A Grandparent desiring to be reappointed must reapply for membership on a yearly basis. There will be one Alternate for the Grandparent Representative position.

SECTION 3: Policy Council Members

Six (6) SOP PAC Representatives and six (6) Alternates shall be elected to the Policy Council. Representatives must be a parent of a child/children currently enrolled in the SOP Head Start program. Partner Representatives are not eligible to hold an SOP PAC Representative seat on the PC.

SECTION 4: Alternates

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

- A. Upon recognition of his or her status by the PAC Chair, an Alternate may be seated as a voting member of the PAC during the temporary absence of the elected Representative for whom he or she serves as an Alternate. However, an Alternate may not hold an office.
 1. A Representative missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings (regular/special, excused or unexcused) will automatically be removed and replaced by the Alternate.

2. The Alternate who attends meetings on behalf of an absent Representative will be recorded as Alternate Present (AP). An Alternate's AP attendance will not count as "present" for the Representative.
 3. In the event an Alternate does not cast a vote during the program year, Alternate will not have served as a PAC Representative and term is not counted.
- B. Alternates are encouraged to attend meetings of the PAC on the same regular basis as members. However, the Alternate will not receive a reimbursement if the Alternate is not replacing the Representative.
 - C. Should the Representative member be unable to fulfill their term of office, the first Alternate shall automatically serve in that capacity with all rights and privileges.
 - D. Alternates are excluded from attending the following conferences: The National Head Start Association (NHSA) Parent Training Conference, the Region IX Head Start Association Annual Conference/Training, and the California Head Start Association (CHSA) Conference.

SECTION 5: Other Provisions

- A. By a two-thirds (2/3) vote of members present and voting, the PAC may establish and select additional voting members who shall serve as community members of the PAC.
- B. At least 51% of the voting membership of the PAC shall consist of parents whose children are currently enrolled in the program.
- C. Additional members may be added to ensure all program center options are proportionally represented on the PAC.
- D. No SETA HS/EHS or Delegate Agency staff (or member of their immediate families) shall serve on the PAC except parents who occasionally substitute for regular HS or EHS staff. Occasional subbing is defined as once a week and/or not to exceed four (4) consecutive days in a month.
- E. Members holding a seat (member who has not been re-elected/replaced) at the Annual PAC meeting shall not be elected to represent PAC on the PC.
- F. Members who currently have a child/children currently enrolled in the HS/EHS program shall be eligible for election to represent the PAC on PC.

SECTION 6: California Head Start Association (CHSA) Representative/Alternate

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

SECTION 7: Term of Office

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

SECTION 8: Attendance

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

A. **Absences:**

Any member or Alternate missing two (2) consecutive meetings without an excused absence or missing a total of three (3) meetings (regular or special) excused/unexcused will be automatically removed. An excused absence shall include but not be limited to sickness or death in the family. A member requesting an excused absence must call prior to the meeting: the Alternate, if the Alternate is known, and the SS/PI Coordinator, PAC Chair or the Clerk of the Boards.

B. **Reinstatement:**

The Representative or agency/group may request that a member who has been removed due to absences be reinstated in the event the Alternate declines. This request must be in writing and submitted to the Chair and SS/PI Coordinator within ten (10) calendar days. It is the final decision of the PAC Executive Committee whether any Representative shall be reinstated.

C. **PAC Business:**

Members conducting PAC business and not at the PAC meeting, shall be neither present nor absent, but rather identified as PAC.

D. **Punctuality:**

Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless approved by the Chair or SS/PI Coordinator.

Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Boards accordingly.

E. **Quorum:**

For purposes of transacting the business of the PAC at any annual, regular, special, or emergency meeting, a quorum of the PAC shall be 51% of the current

membership. A majority of the quorum must be current parents.

SECTION 9: Removal

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

Article IV

Meetings

SECTION 1: Meetings

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

A. Annual Meeting

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

B. Regular Meetings

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

C. Special Meetings

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

SECTION 2: Meeting Notice

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

A. Annual and Regular Meetings

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

B. Special Meetings

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

C. Emergency Meetings

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

D. Committee Meetings

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

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

E. Mailing Address

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

SECTION 3: Meeting Reimbursement

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

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

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

SECTION 4: Rules of Procedures

- A. The PAC shall conduct all meetings, regular, annual, special, or emergency in conformance with the Ralph M. Brown Act, California Government Code, Section 54950, et. seq.
- B. Except as specifically provided herein, Roberts Rules of Order¹ shall govern procedures in all meetings of the PAC. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these bylaws or Roberts Rule of Order, if a special meeting is called because a regular meeting has been canceled or because a quorum is

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

unavailable at a regular meeting, any matter properly considered at a regular meeting may be considered at the special meeting, provided that all notice, quorum and meeting requirements of this Article IV regarding special meetings have been met.

SECTION 5: Nominations/Elections

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

SECTION 6: Voting

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

Article V

Officers

SECTION 1: Officers

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

SECTION 2: Election and Term of Office

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

SECTION 3: Duties of Officers

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

- A. The Chair of the PAC shall preside over all meetings of the PAC and implement all policies and programs of the PAC. The Chair shall act as the official agent of the PAC in all matters relating to the PAC, and shall be the chief spokesperson and public relations officer for the PAC. The Chair shall have the power to appoint, both in and out of the PAC, any additional positions as needed with ratification of the PAC. The Chair shall represent the PAC at the National Head Start Parent Association Conference. The Chair shall be an ex-officio member of all committees and shall represent the PAC at all Governing Board meetings, but shall adhere to the provisions of Article IV, Meetings; Section 3, as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PAC in the absence of the Chair, and shall have all delegated powers. The Vice Chair will assume position of Chair if seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.
- C. The Secretary shall **call the roll**, keep a record of the current and preceding minutes at each meeting, **and** record resolutions or motions adopted, as may be necessary to expedite the PAC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.
- D. The Treasurer shall work with staff and the PAC Secretary and keep such records, files and accounts as may be necessary to expedite PAC's business. The Treasurer shall be a member of the Social/Hospitality Committee, and the Parent Ambassador Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to Parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

SECTION 4: Vacancy

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

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

Article VI

Committees

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

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

SECTION 1: Standing Committees

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

A. **Executive Committee**

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

B. **Budget/Planning Committee**

Budget/Planning Committee shall be comprised of the Treasurer and other Representatives who shall be selected by the PAC promptly after each annual meeting. This Committee shall review all HS/EHS budgets and modifications for the HS/EHS funding year and submit their review to the full PAC for approval. It is recommended that all HS/EHS budget modifications and amendments be

approved by the PAC prior to Policy Council approval. A monthly fiscal report shall be provided to the full PAC on the fiscal status of the HS/EHS budget. It shall be the duty of this committee to oversee the expenditures of the PAC and to report the acquired and expended amount of money to the full PAC.

C. **Personnel/Bylaws Committee**

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

D. **Social/Hospitality Committee**

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

E. **Parent Ambassador Committee**

The Parent Ambassador Committee shall be composed of the Vice Chair, who shall oversee the Committee, and the Secretary, Treasurer, former parents and other members who shall be selected after each annual meeting of the PAC. Former parents who no longer serve on the PAC shall receive reimbursement for participation for one (1) program year. The duty of this committee shall be to promote all PAC trainings/events, and Head Start children activities. It shall be the sole duty of this Committee to report the expenditures of funds to the PAC monthly.

SECTION 2: Program Area Committees

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

- ♦ **Early Childhood Development and Health Services Committee** shall be comprised of one (1) staff and ~~R~~ representatives who shall plan and review the Early Childhood Development and Health Services program content area **and** participate in curriculum/instruction and health and safety.
- ♦ **Parent, Family and Community Engagement Committee** shall be comprised of one (1) staff and Representatives who shall plan and review the Parent, Family and Community Engagement Committee program area.
- ♦ **The Men's Activities Affecting Children Committee (MAACC)** shall be comprised of one (1) staff and Representatives who shall plan and review the Male Involvement program.
- ♦ **The Monitoring and Evaluation Committee** shall be comprised of one (1) staff and the Committee of the Whole who shall plan, review and oversee program.

- ♦ **The Food Services Committee** shall be comprised of one (1) staff and Representatives who shall plan, review and oversee program food service.

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

SECTION 3: Special Committees

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

A report will be provided to the full PAC.

Article VII

Reports

SECTION 1: Reports

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

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

Article VIII

Bylaws Amendment

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

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular,

annual or special meeting of the PAC. Proposals to amend these Bylaws must originate at least four full calendar weeks prior to the final voting and acceptance or rejection of the proposals.

- C. Written notice of the intention to amend these Bylaws be forwarded to members of the PAC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.
- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voting upon, and further, that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place except at a regular, annual or special meeting of the PAC.

PAC approved _____

ITEM IV-A – INFORMATION

PRESENTATION: JAIME GERIGK, WEAVE SACRAMENTO

BACKGROUND:

Jaime Gerigk, MSW, is Director of Counseling and Outreach at WEAVE in Sacramento. WEAVE is the region's widely respected provider of crisis intervention services for survivors of sexual assault and relationship violence and is Sacramento County's sole Rape Crisis Center.

NOTES:

ITEM IV-B – INFORMATION

PRESENTATION ON CHANGES TO IMMUNIZATION LAWS FOR CHILDREN

BACKGROUND:

This agenda item provides parents with an informational opportunity to gain a better understanding of recent changes to immunization laws for children. Additionally, the information provided will also cover disease rates, local health efforts, and licensing requirements. Mrs. Martha Cisneros, Manager of Health, Nutrition, and Safe Environments, will provide the brief presentation on this informational opportunity.

NOTES:

ITEM IV-C – INFORMATION

STANDING INFORMATION

BACKGROUND:

- B. Standing Information Items
- PC/PAC Calendar of Events – Ms. Terri McMillin
 - Parent/Staff Recognitions – Ms. Terri McMillin
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Saurbourne
 - Toastmasters Training – Ms. Terri McMillin
 - Child Care Center Food Menu (attached)
 - Community Resources – Parents/Staff: Ms. Terri McMillin
 - Sacramento Fairytale Town Play Summit Report(s)
 - SETA's Central Kitchen Field Trip Report(s)

NOTES:

October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Parent Ambassador Recruitment Events September 24, 2016: 10 a.m. – 2 p.m.: The Latino Community Festival , Mark Hopkins Park – 2317 Matson Dr. Sacramento, 95822 October 1, 2016: 10 a.m. – 3 p.m.: Fera De Educacion , Sacramento State University 6000 J Street 95819 October 1, 2016: 12 p.m. – 6 p.m.: District 2, Multi-Cultural Festival , Hagginwood Park, 3271 Marysville Blvd. 95838 October 7, 2016: 10 a.m. – 12 p.m.: A Celebration of ACC Child Development Center , Sacramento City College Art Court Theater, 3835 Freeport Blvd, Sacramento 95822						
2	3	4	5	6	7	8
					11:30 a.m. Toastmasters Training Shasta Room	
9	10	11	12	13	14	15
	9:00 a.m. Elk Grove PC Meeting Prairie Pre-K 2 5251 Valley Hi Drive Sacramento 95823 1:00 p.m. PC/PAC Budget/Planning Committee - Oak Room				10 a.m. – 1 p.m. PC/PAC End-Of-Year Brunch Shriners Hospital for Children 2425 Stockton Blvd. 95817 First Floor Auditorium	
16	17	18	19	20	21	22
	9:00 a.m. PAC Meeting SETA Board Room	5:15 p.m. WCIC PC Meeting 3555 3rd Avenue Sacramento 95817		8:30 a.m. Twin Rivers PC Meeting 155 Morey Avenue Sacramento 95838 9:00 a.m. Sacramento City PC Meeting Capital City Multipurpose Room, 7220 24th Street Sacramento 95823 9:00 a.m. San Juan PC Meeting 1500 Dom Way Sacramento 95864		
23	24	25	26	27	28	29
	9:00 a.m. PC Meeting SETA Board Room					



CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
Men's Activities Affecting Children Committee	Friday, September 23, 2016 10:30 a.m. Olympus Room
PAC Executive Committee	Friday, September 23, 2016 12:00 p.m. Olympus Room
PC Executive Committee	Friday, September 30, 2016 9:00 a.m. Olympus Room
PC/PAC Social/Hospitality Committee	Friday, September 30, 2016 10:30 a.m. – 12:00 p.m. Olympus Room
PC/PAC Toastmasters Training	Friday, October 7, 2016 11:30 a.m. Shasta Room
PC/PAC Budget/Planning Committee	Tuesday, October 11, 2016 1:00 p.m. Oak Room
PC/PAC Parent Ambassador Committee	Friday, October 14, 2016 1:00 p.m. Olympus Room
PC/PAC End-of-Year Appreciation Brunch	Friday, October 14, 2016 10:00 a.m. – 1:00 p.m. Shriner's Hospital for Children 2425 Stockton Blvd. 1 st Floor Auditorium Sacramento, CA 95817 (see attached flyer)

The Head Start/Early Head Start
Policy Council and Parent Advisory Committee
Cordially invite you to attend the 2015-2016

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

“Head Start/Early Head Start Creating and Growing in Success Together”

Shriners Hospitals for Children,
2425 Stockton Blvd, Sacramento, CA
Friday, October 14, 2016
10:00 a.m. – 1:00 p.m.
Attire: Business Casual



Brunch Selection

- French toast, Sausage, Bacon, Scrambled eggs, potatoes
- Coffee, and orange juice

Keynote Speaker:

Ms. Jackie Bates

Guests (two per board member) are responsible for their brunch fee (Non-refundable, advance payment required) – Cash or money order only.

\$7.95

Guest fees are due by

Monday, October 3, 2016,

12:00 noon (no exceptions)

RSVP by Friday, September 23, 2016

Call Nancy Hogan at 263-3827

SETA Operated & Delegate Agencies Combined Head Start/Early Head Start
Expenditures for Fiscal Year 2016-2017
For the One Month Ended August 31, 2016

	Budget	Admin	Program	YTD Expenses	YTD %	Remaining	Non-Federal Share	NFS YTD %	Admin %
Head Start Basic									
Twin Rivers	\$ 1,617,796	\$ 11,870	\$ 109,067	\$ 120,937	7.5%	\$ 1,496,859	\$ 37,340	30.9%	9.8%
Elk Grove	3,181,570	31,973	386,460	418,433	13.2%	2,763,137	18,071	4.3%	7.6%
Sac City	8,770,917	-	-	-	0.0%	8,770,917	-	0.0%	0.0%
San Juan	4,652,403	-	-	-	0.0%	4,652,403	-	0.0%	0.0%
WCIC	840,937	3,722	41,090	44,812	5.3%	796,125	-	0.0%	8.3%
SETA	24,314,490	257,774	1,507,002	1,764,776	7.3%	22,549,714	572,085	32.4%	14.6%
Total	\$ 43,378,113	\$ 305,340	\$ 2,043,619	\$ 2,348,959	5.4%	\$ 41,029,154	\$ 627,496	26.7%	13.0%

Early Head Start Basic									
Sac City	\$ 1,564,709	\$ -	\$ -	\$ -	0.0%	\$ 1,564,709	\$ -	0.0%	0.0%
San Juan	1,741,924	-	-	-	0.0%	1,741,924	-	0.0%	0.0%
SETA	4,707,494	39,492	309,638	349,130	7.4%	4,358,364	-	0.0%	11.3%
Total	\$ 8,014,127	\$ 39,492	\$ 309,638	\$ 349,130	4.4%	\$ 7,664,997	\$ -	0.0%	11.3%

Head Start T&TA									
Twin Rivers	\$ 7,500		\$ 175	\$ 175	2.3%	\$ 7,325			
Elk Grove	9,000		-	-	0.0%	9,000			
Sac City	20,000		-	-	0.0%	20,000			
San Juan	15,000		-	-	0.0%	15,000			
WCIC	7,500		657	657	8.8%	6,843			
SETA	318,644		13,067	13,067	4.1%	305,577			
Total	\$ 377,644	\$ -	\$ 13,899	\$ 13,899	3.7%	\$ 363,745	\$ -		

Early Head Start T&TA									
Sac City	\$ 27,564		\$ -	\$ -	0.0%	\$ 27,564			
San Juan	30,912		-	-	0.0%	30,912			
SETA	138,335		-	-	0.0%	138,335			
Total	\$ 196,811	\$ -	\$ -	\$ -	0.0%	\$ 196,811	\$ -		

TOTAL Head Start									
Twin Rivers	\$ 1,625,296	\$ 11,870	\$ 109,242	\$ 121,112	7.5%	\$ 1,504,184	\$ 37,340	30.8%	9.8%
Elk Grove	3,190,570	31,973	386,460	418,433	13.1%	2,772,137	18,071	4.3%	7.6%
Sac City	10,383,190	-	-	-	0.0%	10,383,190	-	0.0%	0.0%
San Juan	6,440,239	-	-	-	0.0%	6,440,239	-	0.0%	0.0%
WCIC	848,437	3,722	41,747	45,469	5.4%	802,968	-	0.0%	8.2%
SETA	29,478,963	297,267	1,829,707	2,126,973	7.2%	27,351,990	572,085	26.9%	14.0%
Total	\$ 51,966,695	\$ 344,832	\$ 2,367,156	\$ 2,711,988	5.2%	\$ 49,254,707	\$ 627,496	23.1%	12.7%

On Budget%
8.3%

Required %
25%

Max %
15%

SETA OPERATED PROGRAMS (SOP)
Expenditures for Fiscal Year 2016-2017
For the One Month Ended August 31, 2016

SOP HEAD START (BASIC & T&TA)	Budget	Total Expenditures	Remaining Budget	8.3%
Personnel	\$ 12,505,383	\$ 1,029,293	\$ 11,476,090	8.2%
Fringe Benefits	6,848,145	381,548	6,466,597	5.6%
Equipment	67,000	-	67,000	0.0%
Travel (Out-of-State)	12,000	-	12,000	0.0%
Supplies	441,000	20,868	420,132	4.7%
Occupancy	2,526,714	166,268	2,360,446	6.6%
Local Travel	70,000	279	69,721	0.4%
Nutrition Services	301,701	42,971	258,730	14.2%
Child Services	65,000	315	64,685	0.5%
Substitutes	488,925	28,966	459,959	5.9%
Parent Services	133,000	79	132,921	0.1%
Publications/Advertising/Printing	15,000	50	14,950	0.3%
Training or Staff Development/Parent Aides	159,905	7,110	152,795	4.4%
Operating Costs	993,861	100,098	893,763	10.1%
TOTAL SOP HEAD START (BASIC & T&TA)	\$ 24,627,634	\$ 1,777,843	\$ 22,849,791	7.2%
Administrative %	14.5%			

SOP EARLY HEAD START (BASIC & T&TA)	Budget	Total Expenditures	Remaining Budget	8.3%
Personnel	\$ 2,320,596	\$ 192,973	\$ 2,127,623	8.3%
Fringe Benefits	1,270,722	71,688	1,199,034	5.6%
Supplies	41,437	1,013	40,424	2.4%
Occupancy	144,006	13,839	130,167	9.6%
Local Travel	15,000	-	15,000	0.0%
Nutrition Services	36,480	5,275	31,205	14.5%
Child Services	11,519	52	11,467	0.5%
Training or Staff Development/Parent Aides	28,777	-	28,777	0.0%
Operating Costs	166,460	13,609	152,851	8.2%
TOTAL SETA EARLY HEAD START (BASIC & T&TA)	\$ 4,034,997	\$ 298,450	\$ 3,736,547	7.4%
Administrative %	13.2%			
Partners/Contractual	\$ 800,832	\$ 50,680	\$ 750,152	6.3%
TOTAL SOP EARLY HEAD START BASIC	\$ 4,835,829	\$ 349,130	\$ 4,486,699	7.2%
Administrative %	11.3%			

COMBINED SOP HS & EHS	Budget	Total Expenditures	Remaining Budget	8.3%
Personnel	\$ 14,825,979	\$ 1,222,266	\$ 13,603,713	8.2%
Fringe Benefits	8,118,867	453,235	7,665,632	5.6%
Equipment	67,000	-	67,000	0.0%
Travel (Out-of-State)	12,000	-	12,000	0.0%
Supplies	482,437	21,881	460,556	4.5%
Occupancy	2,670,720	180,107	2,490,613	6.7%
Local Travel	85,000	279	84,721	0.3%
Nutrition Services	338,181	48,245	289,936	14.3%
Child Services	76,519	368	76,151	0.5%
Substitutes	488,925	28,966	459,959	5.9%
Parent Services	133,000	79	132,921	0.1%
Publications/Advertising/Printing	15,000	50	14,950	0.3%
Training or Staff Development	188,682	7,110	181,572	3.8%
Operating Costs	1,160,321	113,707	1,046,614	9.8%
TOTAL SETA HS & EHS	\$ 28,662,631	\$ 2,076,293	\$ 26,586,338	7.2%
Administrative %	14.3%			
Partners/Contractual	\$ 800,832	\$ 50,680	\$ 750,152	6.3%
TOTAL COMBINED SOP HS & EHS	\$ 29,463,463	\$ 2,126,973	\$ 27,336,490	7.2%
Administrative %	10.6%			

SETA Operated, Delegate & Partner Agencies Combined Early Head Start - Child Care Partnership
Expenditures for Fiscal Year 2016-2017
For the One Month Ended August 31, 2016

	Budget	Admin	Program	YTD Expenses	YTD %	Remaining	Non-Federal Share	NFS YTD %	Admin %	
EHS-CCP Basic										
Sac City	\$ 712,600	\$ -	\$ -	\$ -	0.0%	\$ 712,600	\$ -	0.0%	0.0%	
SCOE	200,546	-	6,300	6,300	3.1%	194,246	4,346	69.0%	0.0%	
Kinder World	286,058	-	-	-	0.0%	286,058	-	0.0%	0.0%	
Non-Subsidy Slot Reimb.	25,450	-	-	-	0.0%	25,450	-	0.0%	0.0%	
SETA	271,782	1,514	11,751	13,265	4.9%	258,517	-	0.0%	11.4%	
Total	\$ 1,496,436	\$ 1,514	\$ 18,051	\$ 19,566	1.3%	\$ 1,476,870	\$ 4,346	22.2%	7.7%	

EHS-CCP T&TA										
Sac City	\$ 17,500	\$ -	\$ -	\$ -	0.0%	\$ 17,500	\$ -	0.0%	0.0%	
SETA	19,249	-	-	-	0.0%	19,249	-	0.0%	0.0%	
Total	\$ 36,749	\$ -	\$ -	\$ -	0.0%	\$ 36,749	\$ -	0.0%	0.0%	

TOTAL EHS-CCP										
Sac City	\$ 730,100	\$ -	\$ -	\$ -	0.0%	\$ 730,100	\$ -	0.0%	0.0%	
SCOE	200,546	-	6,300	6,300	3.1%	194,246	4,346	69.0%	0.0%	
Kinder World	286,058	-	-	-	0.0%	286,058	-	0.0%	0.0%	
Non-Subsidy Slot Reimb.	25,450	-	-	-	0.0%	25,450	-	0.0%	0.0%	
SETA	291,031	1,514	11,751	13,265	4.6%	277,766	-	0.0%	11.4%	
Total	\$ 1,533,185	\$ 1,514	\$ 18,051	\$ 19,566	1.3%	\$ 1,513,619	\$ 4,346	22.2%	7.7%	

<i>On Budget%</i> 8.3%	<i>Required %</i> 25%	<i>Max %</i> 15%
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**SACRAMENTO EMPLOYMENT & TRAINING AGENCY
CORPORATE CARD - AMERICAN EXPRESS
STATEMENT OF ACCOUNT
8/10/2016**

DATE	VENDOR NAME	DESCRIPTION	AMOUNT	HS/ADMIN/WD
7/28/2016	Kaiser Permanente	Kaiser HSA Premium	\$ 29,176.92	ADMIN
7/12/2016	Renaissance Long Beach Hotel	CHSA Annual Policy and Leadership Conference	620.49	HS
7/13/2016	Westin Long Beach Hotel	CHSA Annual Policy and Leadership Conference	3,093.00	HS
7/13/2016	SuperShuttle	CHSA Annual Policy and Leadership Conference	140.00	HS
7/13/2016	Prime Time Shuttle	CHSA Board Meeting	43.45	HS
7/15/2016	CA Restaurant Association	ServSafe Food Protection Certification and Exam	460.00	HS
7/21/2016	UCD Medical Education	MIND Summer Institute	1,760.00	HS
7/25/2016	ChildCare Education Insitute	PD Subscription Renewal	999.00	HS
8/9/2016	OnlineFaxes.com	Overage Fee	10.00	ADMIN
8/10/2016	Laserfiche	Laserfiche 2017 Annual Conference Registration	795.00	ADMIN
8/10/2016	Bullseye Engagement	Bullseye Performance Renewal Subscription	18,000.00	ADMIN
7/11/2016	Sacramento Zoological Society	Field Trip	(35.00)	HS
7/12/2016	ICW	Workers Compensation Insurance	95,267.33	ADMIN
7/13/2016	Redleaf Press	Books for Home Base Resource Library	81.57	HS
7/13/2016	Bucket Fillers	Classroom Supplies	193.70	HS
7/14/2016	Sacramento Zoological Society	Field Trip	274.50	HS
7/14/2016	Teachstone Training	Pre-K CLASS Observer Renewal	100.00	HS
7/15/2016	Amazon	Classroom Supplies	106.12	HS
7/16/2016	PlakSmacker	Classroom Supplies	691.76	HS
7/21/2016	ICW	Workers Compensation Insurance	1,724.00	ADMIN
7/21/2016	Amazon	Office Supplies	142.62	HS
7/21/2016	Apple Store	Office Supplies	544.42	HS
7/22/2016	Brookes Publishing	Classroom Supplies	778.31	HS
7/22/2016	Amazon	Classroom Supplies	643.62	HS
7/22/2016	Amazon	Office Supplies	1,072.66	HS
7/22/2016	Amazon	Office Supplies	1,479.56	HS
7/22/2016	School Nurse Supply, Inc.	Classroom Supplies	1,751.08	HS
7/23/2016	Sacramento Zoological Society	Field Trip	252.00	HS
7/23/2016	Global Industrial Equipment	Kitchen Supplies	470.84	HS
7/25/2015	Amazon	Classroom Supplies	39.99	HS
7/25/2016	Amazon	Office Supplies	216.80	HS
7/26/2016	Nasco Modesto	Classroom Supplies	472.56	HS
7/26/2016	Inland Business Systems	Copier/Printer Maintenance & Supplies	749.72	ADMIN
7/27/2016	Rackspace	Cloud Server	47.32	ADMIN
7/27/2016	Nasco Modesto	Classroom Supplies	92.20	HS
7/27/2016	Reliant Technology	Office Supplies	208.06	ADMIN
7/28/2016	Patterson Medical Supply	Classroom Supplies	938.91	HS
7/28/2016	Apple Store	Office Supplies	544.42	ADMIN
7/28/2016	Amazon	Office Supplies	41.00	ADMIN
7/29/2016	Amazon	Office Supplies	144.41	ADMIN
7/29/2016	Amazon	Classroom Supplies	109.48	HS
8/1/2016	Amazon	Classroom Supplies	109.54	HS
8/1/2016	Safety Kits Plus	Classroom Supplies	789.40	HS
8/1/2016	Belvedere Designs LLC	Office Supplies	276.15	HS
8/2/2016	Ideal Printing	Classroom Supplies	90.20	HS
8/2/2016	Inland Business Systems	Copier/Printer Maintenance & Supplies	1,705.03	ADMIN
8/2/2016	OfficeSupply.com	Classroom Supplies	2,409.08	HS
8/3/2016	ICW	Workers Compensation Insurance	114,403.33	ADMIN
	<i>various various</i>	<i>various</i>	<i>10,760.51</i>	<i>WD</i>

Total American Express Bill

\$ 294,785.06

Note: Administrative charges are allocated between Head Start and Workforce Development.

SETA HEAD START MENU

August 2016

Monday

1 Breakfast Week 1
Milk
Pancakes
Pears
Lunch
Milk
Cauliflower, fresh
Lemon Pepper Chicken
Oranges, fresh
Tortilla, Whole Wheat
Snack
Cottage Cheese
Crackers, Cheese-It

Tuesday

2 Breakfast Week 1
Milk
Cantaloupe, fresh
Cheerios, Whole Grain Cereal
Lunch
Milk
American Cheese
Apple, fresh
Whole Wheat Bread
Potato Salad
Watermelon, fresh or
Snack
Milk
Crackers, Lemon Dinosaur

Wednesday

3 Breakfast Week 1
Milk
Whole Wheat Bisquit
Peaches
Lunch
Milk
Burrito
Cheddar Cheese
Romaine Lettuce
Refried Beans
Strawberries, fresh or
Tangerine, fresh or
Tomato, diced
Tortilla, Whole Wheat
Snack
Banana, fresh
Strawberry Yogurt

Thursday

4 Breakfast Week 1
Milk
Pineapple, tidbits
Whole Wheat Bagel
Lunch
Milk
Oranges, Mandarin
Spanish Rice, Chicken & Corn
Zucchini sticks
Snack
Apple, fresh
Sun Butter

Friday

5 Breakfast Week 1
Milk
Banana, fresh
Muffin, Blueberry
Lunch
Milk
Whole Wheat Bread
Cantaloupe, fresh
Carrot, fresh
Turkey Sliced
Snack
Bean Dip
Tortilla, Whole Wheat

8 Breakfast Week 2

Milk
Apple, fresh
Multi Grain Flakes Cereal
Lunch
Milk
Apricots
BBQ Beef Burger
Mixed Vegetables
Whole Wheat Bun
Snack
Oranges, fresh
Yogurt, Strawberry Banana

9 Breakfast Week 2

Milk
French Toast Sticks
Pears
Lunch
Milk
Apple, fresh
Chicken Drumsticks
Macaroni Salad
Tomato, fresh
Watermelon, fresh or
Snack
Milk
Brown Rice Krispies Cereal

10 Breakfast Week 2

Milk
Oatmeal Cereal
Pineapple, tidbits
Raisins
Lunch
Milk
Beans Refried
Coleslaw Salad
Strawberries, fresh or
Tangerine, fresh or
Tortilla, Whole Wheat
Snack
String Cheese
Peaches

11 Breakfast Week 2

Milk
Banana, fresh
Crispix Cereal
Lunch
Milk
BBQ Beef Brisket
Carrot, fresh
Oranges, fresh
Whole Grain Mini Hoagie Roll
Snack
Milk
Crackers, Goldfish

12 Breakfast Week 2

Milk
Apple, fresh
Muffin Loaves
Lunch
Milk
Whole Wheat Bread
Broccoli, fresh
Cantaloupe, fresh
Turkey Sliced
Snack
Cheese Quesadilla

15 Breakfast Week 3

Milk
Cheerios Cereal
Oranges, fresh
Lunch
Milk
Apple, fresh
Green Peas
Macaroni & Cheese
Watermelon, fresh or
Snack
Carrot, fresh
Crackers, Wheat Thins

16 Breakfast Week 3

Milk
Applesauce
Waffles, sticks
Lunch
Milk
Beef Ravioli
Spinach Salad
Whole Grain Buns
Oranges, fresh
Snack
Apple, fresh
Sun Butter

17 Breakfast Week 3

Milk
Whole Wheat Bisquit
Peaches
Lunch
Milk
Beans Refried
Cantaloupe, fresh
Tomato, diced
Tortilla, Whole Wheat
Snack
Whole Grain Buns
Turkey Sliced

18 Breakfast Week 3

Milk
Banana, fresh
Whole Wheat Bagel
Lunch
Milk
Whole Wheat Bread
Carrot, fresh
Strawberries, fresh or
Tangerine, fresh or
Turkey Sliced
Snack
Cottage Cheese
Pineapple, tidbits

19 Breakfast Week 3

Milk
Muffin, Banana
Oranges, fresh
Lunch
Milk
Apricots
Swiss American Cheese
Tortilla, Whole Wheat
Zucchini sticks
Snack
Milk
Crackers, Lemon Dinosaur

22 Breakfast Week 4

Milk
Apple, fresh
Brown Rice Krispies Cereal
Lunch
Milk
Beef, Hamburger
Corn
Oranges, fresh
Whole Wheat Bun
Snack
Crackers, Cheese-It
Peaches

23 Breakfast Week 4

Milk
Pineapple, tidbits
Whole Wheat Bagel
Lunch
Milk
Apricots
Beans Refried
Broccoli, fresh
Tortilla, Whole Wheat
Snack
Milk
Cheerios, Whole Grain Cereal

24 Breakfast Week 4

Milk
Banana, fresh
Oatmeal Cereal
Lunch
Milk
Cheese Enchilada with Sauce
Romaine Lettuce Salad
Oranges, fresh
Snack
Hummus
Vegetable Stick Melody

25 Breakfast Week 4

Milk
Apricots
French Toast Sticks
Lunch
Milk
Coleslaw Salad
Mangoes
Tortilla, Whole Wheat
Turkey & Cheese Roll Up
Snack
Banana, fresh
Yogurt, Strawberry Banana

26 Breakfast Week 4

Milk
Apple, fresh
Muffin, Blueberry
Lunch
Milk
Cantaloupe, fresh
Carrot, fresh
Crackers, Wheat Thins
Tuna Salad
Snack
Milk
Crackers, Goldfish

29 Breakfast Week 5

Milk
Pancakes
Pears
Lunch
Milk
Apricots
Chicken Patty
Coleslaw Salad
Whole Wheat Bun
Snack
Pineapple, tidbits
Yogurt, Raspberry

30 Breakfast Week 5

Milk
Apple, fresh
Cheerios, Whole Grain Cereal
Lunch
Milk
Refried Beans
Strawberries, fresh or
Tangerine, fresh or
Tomato Salsa
Tortilla, Whole Wheat
Snack
Milk
Multi Grain Flakes Cereal

31 Breakfast Week 5

Milk
Whole Wheat Bisquit
Peaches
Lunch
Milk
Cantaloupe, fresh
Whole Grain Buns
Potato Salad
Turkey Sliced
Snack
Banana, fresh
Crackers, Lemon Dinosaur

SETA HEAD START MENU

Agosto 2016

Lunes

Martes

Miércoles

Jueves

Viernes

1 Desayuno Week 1

Leche
Jotqueis
Pera

Comida

Leche
Coliflor
Pollo con Limón y Pimienta
Naranja
Tortilla de Trigo Integral

Bocadillo

Requesón
Galletas Cheese-It

2 Desayuno Week 1

Leche
Melón
Cereal Cheerios de Grano Integ

Comida

Leche
Queso Americano
Manzana
Pan de Trigo Integral
Ensalada de Papa
Sandía Fresca o

Bocadillo

Leche
Dinosaurios de Galleta de Limón

3 Desayuno Week 1

Leche
Bizcocho de Trigo Integral
Durazno

Comida

Leche
Burrito
Queso Cheddar
Lechuga Romana
Frijoles Refritos
Fresa
Tanjarina o
Jitomate Picado
Tortilla de Trigo Integral

Bocadillo

Plátano Fresco
Yogur de Fresa

4 Desayuno Week 1

Leche
Piña Machacada
Bagel de Trigo Integral

Comida

Leche
Mandarina
Arroz Español con Pollo
Varitas de Calabacita

Bocadillo

Manzana
Mantequilla de Semilla de Girasol

5 Desayuno Week 1

Leche
Plátano Fresco
Mollete con Arándanos Azules

Comida

Leche
Pan de Trigo Integral
Melón
Zanahoria
Rebanada de Pavo

Bocadillo

Puré de Frijoles
Tortilla de Trigo Integral

8 Desayuno Week 2

Leche
Manzana
Ojuelas de Cereal Multigrano

Comida

Leche
Chabacano
Hamburguesa de Res
Verduras Mixtas
Pan de Trigo Integral

Bocadillo

Naranja
Yogur de Fresa y Plátano

9 Desayuno Week 2

Leche
Baritas de Pan Francés Tostad
Pera

Comida

Leche
Manzana
Pierna de Pollo
Ensalada de Macarrón
Jitomate Fresco
Sandía Fresca o

Bocadillo

Leche
Cereal Integral Rice Krispies

10 Desayuno Week 2

Leche
Avena
Piña Machacada
Pasas

Comida

Leche
Frijoles Refritos
Ensalada de Col
Fresa
Tanjarina o
Tortilla de Trigo Integral

Bocadillo

Hilos de Queso
Durazno

11 Desayuno Week 2

Leche
Plátano Fresco
Cereal Crispix

Comida

Leche
Pecho de Res Asado
Zanahoria
Naranja
Mini Panecillo de Grano Entero

Bocadillo

Leche
Pescados Dorados de Galleta

12 Desayuno Week 2

Leche
Manzana
Mollete

Comida

Leche
Pan de Trigo Integral
Brócoli
Melón
Rebanada de Pavo

Bocadillo

Quesadilla

15 Desayuno Week 3

Leche
Cereal Cheerios
Naranja

Comida

Leche
Manzana
Chicharos
Macarrón y Queso
Sandía Fresca o

Bocadillo

Zanahoria
Galletas de Trigo Integral

16 Breakfast Week 3

Milk
Applesauce
Waffles, sticks

Lunch

Milk
Beef Ravioli
Spinach Salad
Whole Grain Buns
Oranges, fresh

Snack

Apple, fresh
Sun Butter

17 Breakfast Week 3

Milk
Whole Wheat Bisquit
Peaches

Lunch

Milk
Beans Refried
Cantaloupe, fresh
Tomato, diced
Tortilla, Whole Wheat

Snack

Whole Grain Buns
Turkey Sliced

18 Breakfast Week 3

Milk
Banana, fresh
Whole Wheat Bagel

Lunch

Milk
Whole Wheat Bread
Carrot, fresh
Strawberries, fresh or
Tangerine, fresh or
Turkey Sliced

Snack

Cottage Cheese
Pineapple, tidbits

19 Breakfast Week 3

Milk
Muffin, Banana
Oranges, fresh

Lunch

Milk
Apricots
Swiss American Cheese
Tortilla, Whole Wheat
Zucchini sticks

Snack

Milk
Crackers, Lemon Dinosaur

22 Desayuno Week 4

Leche
Manzana
Cereal Integral Rice Krispies

Comida

Leche
Hamburguesa de Res
Elote
Naranja
Pan de Trigo Integral

Bocadillo

Galletas Cheese-It
Durazno

23 Desayuno Week 4

Leche
Piña Machacada
Bagel de Trigo Integral

Comida

Leche
Chabacano
Frijoles Refritos
Brócoli
Tortilla de Trigo Integral

Bocadillo

Leche
Cereal Cheerios de Grano Integ

24 Desayuno Week 4

Leche
Plátano Fresco
Avena

Comida

Leche
Enchilada de Queso con Salsa
Ensalada de Lechuga Romana
Naranja

Bocadillo

Puré de Garbanzo
Varitas de Verduras Melody

25 Desayuno Week 4

Leche
Chabacano
Baritas de Pan Francés Tostad

Comida

Leche
Ensalada de Col
Mango
Tortilla de Trigo Integral
Rollo de Pavo y Queso

Bocadillo

Plátano Fresco
Yogur de Fresa y Plátano

26 Desayuno Week 4

Leche
Manzana
Mollete con Arándanos Azules

Comida

Leche
Melón
Zanahoria
Galletas de Trigo Integral
Ensalada de Atún

Bocadillo

Leche
Pescados Dorados de Galleta

29 Desayuno Week 5

Leche
Jotqueis
Pera

Comida

Leche
Chabacano
Torta de Pollo
Ensalada de Col
Pan de Trigo Integral

Bocadillo

Piña Machacada
Yogur de Frambuesa

30 Desayuno Week 5

Leche
Manzana
Cereal Cheerios de Grano Integ

Comida

Leche
Frijoles Refritos
Fresa
Tanjarina o
Salsa de Jitomate
Tortilla de Trigo Integral

Bocadillo

Leche
Ojuelas de Cereal Multigrano

31 Desayuno Week 5

Leche
Bizcocho de Trigo Integral
Durazno

Comida

Leche
Melón
Pan de Grano Integral
Ensalada de Papa
Rebanada de Pavo

Bocadillo

Plátano Fresco
Dinosaurios de Galleta de Limón

ITEM IV-D - INFORMATION

GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the attached Governing Board minutes of the July 7, 2016 meeting.

NOTES:

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, July 7, 2016
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance**: Ms. Scherman called the meeting to order at 10:25 a.m. Mr. Nottoli led the board in the Pledge of Allegiance. The roll was called and a quorum established.

Members Present:

Sophia Scherman, Chair, Governing Board; Public Representative
Patrick Kennedy, Member, Board of Supervisors
Don Nottoli, Member, Board of Supervisors

Members Absent:

Jay Schenirer, Vice Chair, Governing Board; Councilmember, City of Sacramento
Allen Warren, Councilmember, City of Sacramento

- ➔ Recognition of long-term employees
➤ **Mohsen Ghahremani, Workforce Development Professional III**: Ms. Julie Davis-Jaffe recognized Mr. Ghahremani for his 25 years of service at SETA.

II. **Consent Items**

- A. Minutes of the June 2, 2016 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Add Rancho Cordova Training Center to SETA's Vendor Services (VS) List
- D. Ratification of the Submission of the Application for Discretionary Targeted Assistance Grant Funds to Serve Refugee Women and Underemployed Refugees, PY 2016-2019, and Authorize the Executive Director to Execute the Agreement/Modifications and any Other Documents Required by the Funding Source
- E. Ratification of the Submission of an Application to the AARP Foundation for Continuation Funding of the Back to Work 50+ Program and Authorize the Executive Director to Execute the Agreement/Modifications and any other Documents Required by the Funding Source

The consent items were reviewed; no questions or comments.

Moved/Nottoli, second/Kennedy, to approve the consent items as follows:

- A. Approve the June 2, 2016 minutes
- B. Approve the claims and warrants for the period 5/26/16 through 6/28/16.
- C. Approve the recommendation to add Rancho Cordova Training Center to SETA's VS List.
- D. Ratify the submission of the application for Targeted Assistance Discretionary (TAD) Grant funds to the California Department of Social Services—Refugee Programs Bureau (RPB) to serve newly arrived refugee women and underemployed refugees who, for compelling reasons, have been unable to achieve economic self-sufficiency, PY2016-2019. – and -
Authorize the Executive Director to execute the agreement, including modifications, and any other documents required by the funding source.
- E. Ratify the submission of the continuation application for \$50,000 to The AARP Foundation for the Back to Work 50+ Program. – and -
- F. Authorize the Executive Director to execute the agreement, including modifications and any other documents required by the funding source.

Roll Call Vote:

Aye: 3 (Nottoli, Kennedy, Scherman)

Nay: 0

Abstentions: 0

Absent: 2: (Schenirer and Warren)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Labor Agreements

Ms. Kossick offered to answer questions; there were no questions.

Moved/Kennedy, second/Nottoli, to approve the labor agreements effective July 1, 2016 to June 30, 2018.

Roll Call Vote:

Aye: 3 (Nottoli, Kennedy, Scherman)

Nay: 0

Abstentions: 0

Absent: 2: (Schenirer and Warren)

2. Approval of 2016-17 Compensation Recommendations for Unrepresented Confidential and Management Personnel and the Personnel Resolution Covering Unrepresented Employees

Ms. Kossick offered to answer questions; there were no questions.

Moved/Nottoli, second/Kennedy, to approve the report on 2016-17 compensation recommendations for unrepresented confidential and exempt management

employees on the effective dates given in the report and approve the Personnel Resolution Covering Unrepresented Employees effective July 7, 2016.

Roll Call Vote:

Aye: 3 (Nottoli, Kennedy, Scherman)

Nay: 0

Abstentions: 0

Absent: 2: (Schenirer and Warren)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services: None.

Community Services Block Grant

1. Approval of Community Services Block Grant (CSBG) Funding Augmentation Recommendations for Program Year 2016

Ms. Julie Davis-Jaffe reviewed the funding augmentation recommendations. All Safety Net service providers will be receiving funding with these augmented funds.

Moved/Kennedy, second/Nottoli, to approve the staff funding augmentation recommendations for the CSBG Program Year 2016 as follows:

1. My Sister's House - \$8,000 in CSBG funds to serve an additional 9 households.
2. WIND Youth Services - \$20,381 (includes \$17,000 in CSBG Discretionary funds) to serve 318 households.
3. Elk Grove Food Bank Services - \$20,000 in CSBG funds to serve 333 households.
4. Direct Client Emergency Services - \$69,951 in CSBG funds to serve 1,400 households through the Sacramento Works America's Job Centers.

Roll Call Vote:

Aye: 3 (Nottoli, Kennedy, Scherman)

Nay: 0

Abstentions: 0

Absent: 2: (Schenirer and Warren)

C. CHILDREN AND FAMILY SERVICES

1. Approval to Accept Funding from the Sacramento County of Education for the Quality Rating Improvement System (QRIS)

Ms. Denise Lee stated that this helps to provide professional development opportunities. All funds are state funds with the exception of "Race to the Top". Staff is planning to utilize the funds as enhancements to the classroom and professional development classes.

Moved/Nottoli, second/Kennedy, to approve SETA to accept current funding in the amount of \$110,500 and future funding from Sacramento County Office of Education for the Quality Rating and Improvement System/Raising Quality Together Program.

Roll Call Vote:

Aye: 3 (Nottoli, Kennedy, Scherman)

Nay: 0

Abstentions: 0

Absent: 2: (Schenirer and Warren)

IV. Information Items

- A. Fiscal Monitoring Reports: No questions.
- B. Employer Success Stories and Activity Report: No additional report.
- C. Dislocated Worker Update: No additional report.
- D. Unemployment Update/Press Release from the Employment Development Department: No additional report.
- E. Head Start Reports: No additional report.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick thanked board members for coming in today. Ms. Kossick introduced the new Human Resources Manager Allison Noren.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No report.

**VI. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL –
ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to Government Code Section 54956.9, (subdivision (b)):

Two Potential Cases

CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Pursuant to Government Code Section 54956.8.

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

Address: 444 N. 3rd Street, Sacramento

Agency Negotiator: Kathy Kossick
Negotiating Party: Ravel Rasmussen Properties and Separovich/Domich
Real Estate Development
Under Negotiation: Price and Terms of Payment

Address: 925 Del Paso Boulevard, Sacramento
Agency Negotiator: Kathy Kossick
Negotiating Party: McCuen Acoma Street Investors, LP
Under Negotiation: Price and Terms of Payment

The board went into closed session at 10:55 a.m. Ms. Scherman called the meeting back to order at 11:16 a.m. and stated that there was no report out of closed session.

VII. Adjournment: The meeting was adjourned at 11:16 a.m.

ITEM V – COMMITTEE REPORTS

COMMITTEE REPORTS

➤ Executive Committee

Critique of the August 16, 2016 Parent Advisory Committee meeting.

GOOD!!!
Thank you Ms. Denise Lee and your program support staff for shared information on the EHS expansion application.
Thank you Ms. Elena Quintero for sharing your experience and information on PTA/PTO.
Thank you Ms. Yesenia Rodriguez for serving as Acting Secretary.
Thank you to Ms. Terri McMillin, PAC Chair, for a well-facilitated meeting.
NEEDS IMPROVEMENT
ATTENDANCE. Please make every effort to attend board meetings and committee meetings.
If you will be late or will not attend the PAC board meetings, please call or e-mail Terri McMillin, Chair, Marie Desha, or Nancy Hogan.
REMINDERS
Please be on time and be seated by 8:50 a.m.
Please turn off <u>all</u> electronic devices.
No eating in the Board room.
Please remember to use point of privilege and be recognized by the Chair before leaving your seat.

➤ Budget/Planning Committee

➤ Personnel/Bylaws Committee

ITEM V – COMMITTEE REPORTS (continued)
Page 2

➤ Social/Hospitality Committee

➤ Men's Activities Affecting Children Committee

➤ Parent Ambassadors Committee

ITEM VI

OTHER REPORTS

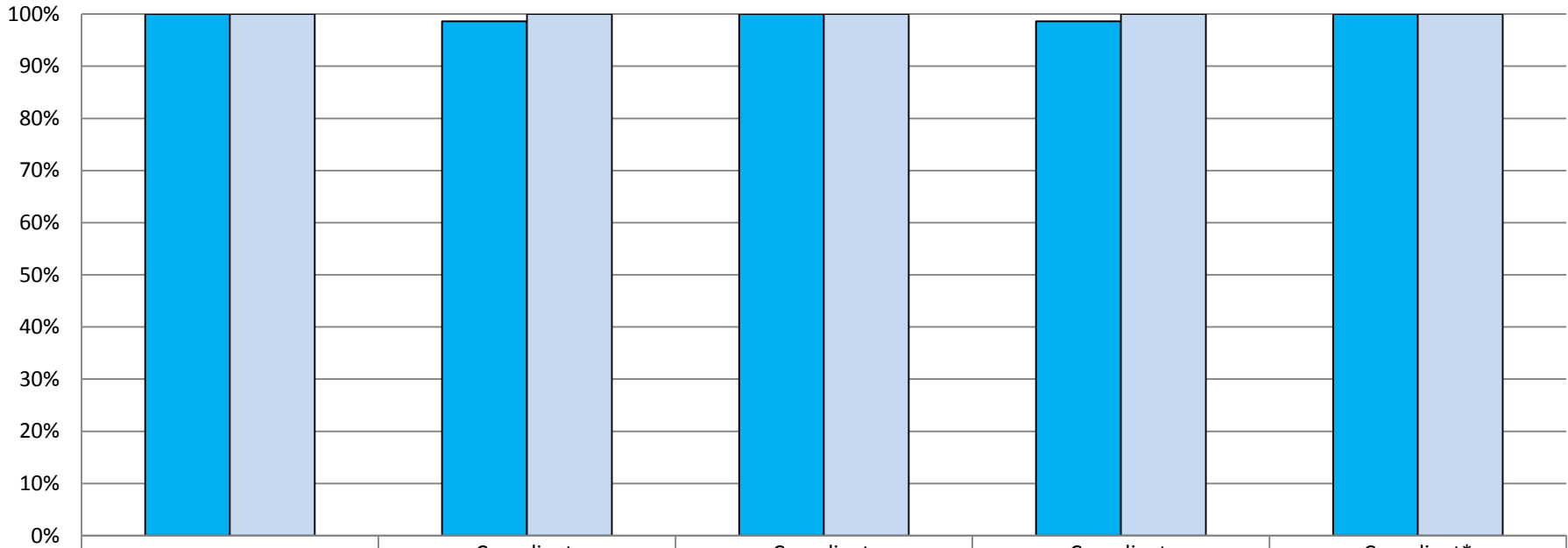
BACKGROUND:

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

- Chair's Report
- Policy Council Report(s): Ms. Natalie Craig, Ms. Thelma Adams, Ms. Penelope Scott
- Head Start Deputy Director's Report – Ms. Denise Lee
 - Program Information Report
- Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, and ERSEA Services
 - Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services
 - Quality Assurance Report for the SETA-Operated Program
 - Martha Cisneros - Health, Nutrition and Safe Environments Services
 - Karen Griffith - School Readiness, Special Education and Mental Health Services

NOTES:

Unannounced Safety and Supervision Visits Conducted by QA Unit 6/1/16 - 7/31/16 Compliance %



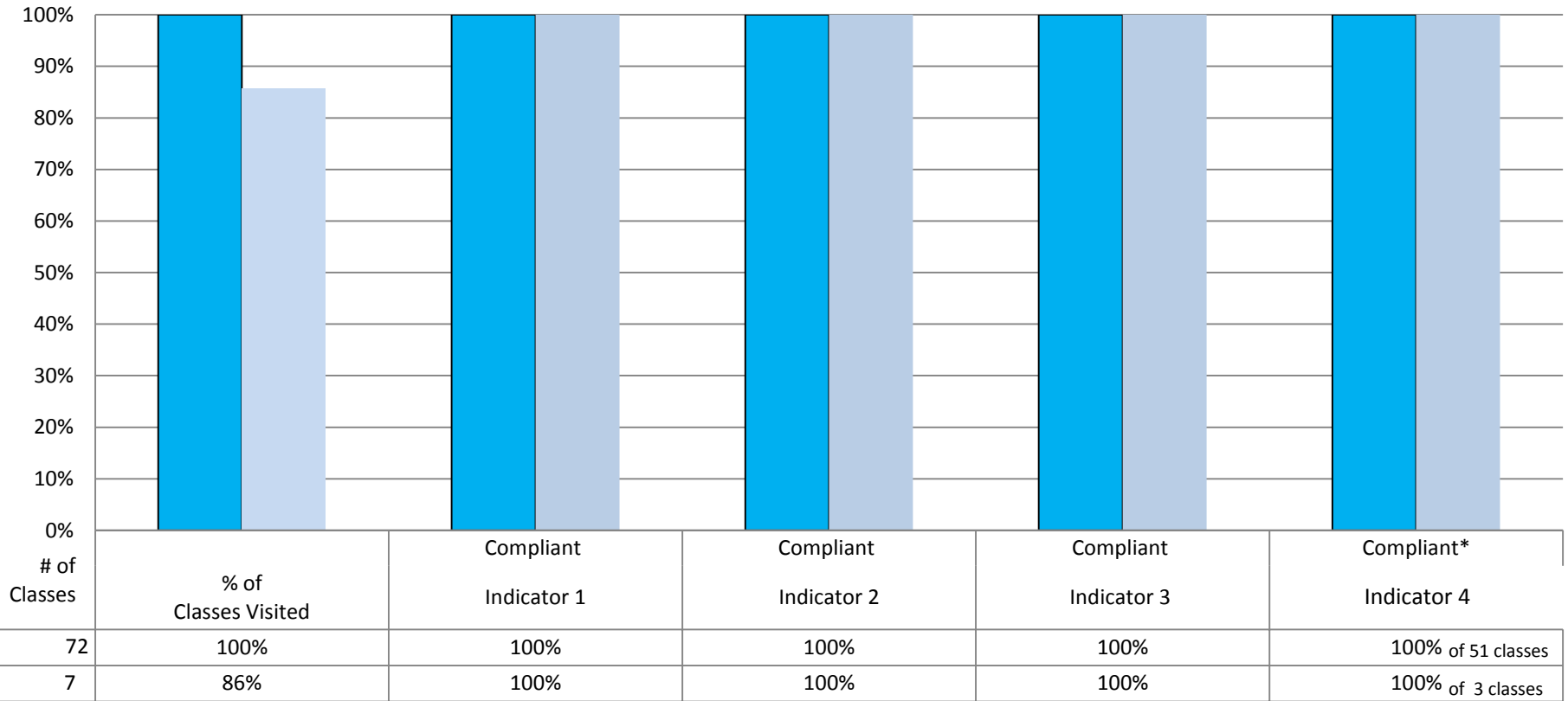
	# of Classes	% of Classes Visited	Compliant Indicator 1	Compliant Indicator 2	Compliant Indicator 3	Compliant* Indicator 4
■ SOP	72	100%	99%	100%	99%	100% of 51 classes
□ SCUSD	7	100%	100%	100%	100%	100% of 3 classes

- Indicator 1** - Children are within sight and sound of teaching staff at all times.
- Indicator 2** - Appropriate teacher/child ratio is maintained at all times (indoor and outdoor).
- Indicator 3** - Teaching staff are able to reply immediately and accurately as to how many children are in attendance at time of visit.
- Indicator 4** - Teaching staff ensure all children are safe and accounted for during transitions.

* Percentage reported is based on number of classes where transitions were observed during time of visit.

NOTE: Only SOP and SCUSD were in session during summer months .

Unannounced Safety and Supervision Visits Conducted by Delegate/SOP 6/1/16 - 7/31/16 Compliance %



Indicator 1 - Children are within sight and sound of teaching staff at all times.

Indicator 2 - Appropriate teacher/child ratio is maintained at all times (indoor and outdoor).

Indicator 3 - Teaching staff are able to reply immediately and accurately as to how many children are in attendance at time of visit.

Indicator 4 - Teaching staff ensure all children are safe and accounted for during transitions.

* Percentage reported is based on number of classes where transitions were observed during time of visit.

NOTE: Only SOP and SCUSD were in session during summer months .



Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council and SETA Governing Board members
 RE: Quality Assurance/Monitoring Results – May and July 2016

Agency	Centers Visited	# of Classrooms	# of Files	Monitoring Purpose
SETA Operated Program	<u>May:</u> Alder Grove EHS Bright Beginnings HS Illa Collin HS Mather HS/EHS North Avenue HS Northview HS/EHS Vineland HS Walnut Grove HS <u>July:</u> Bannon Creek HS Elkhorn HS/EHS Hillsdale HS Marina Vista HS/EHS Phoenix Park HS/EHS	21 17 Head Start 4 Early Head Start	59 51 Head Start 8 Early Head Start	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- Warm and trusting relationships between staff and enrolled families
- Outstanding site-based community partnerships noted at some centers
- Staff teamwork, camaraderie and supportive relationships at the centers and in the classrooms
- Site staff was very responsive and resourceful in addressing the needs of changing demographics of the communities being served in their respective sites.
- Site staff is skilled at facilitating transitions that result from staffing changes and minimizing the impact to children and families.

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	79% HS 84% EHS	1- Incomplete Emergency Cards 2- Health screens were completed by not all within the 45 day time line 3- Not all dental exams were completed and/or within time lines 4- ChildPlus did not always match contents of the child's file 5- Not all toothbrushes were in good condition (frayed or not rinsed well)

Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	87% HS 91% EHS	1-Not all nutrition or diet-related concerns on physical, health or nutrition histories had documented follow-up in the child's file.
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	87% HS 89% EHS	1- Not all classrooms had Earthquake Preparedness Checklist and/or emergency routes posted and/or were properly posted. 2-Not all restrooms were clean and/or well maintained 3-Different safety hazards in classrooms were noted (i.e. tripping hazards, doors not shutting properly, potential falling objects, etc).
Family , Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition))</i>	72%	1-Limited evidence that all immediate need or information requested had adequate follow-up (not documented in the child's file) 2-Not all Family Partnership Agreements were completed and/or dated and/or signed. 3- Documentation of parent meetings was inconsistent
Adult Mental Health <i>(Parent/Guardian Mental Health)</i>	83%	No significant noted findings
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	79% HS 93% EHS	1-Inaccuracies on screening dates and results between ChildPlus records and the child's file.
Written Individualization <i>(Assessments, Individual Development Plans, Home Visits/Parent Conferences)</i>	76% HS 72% EHS	1-Not all DRDP assessment measures were supported by anecdotal evidence, observations or portfolios and/or they were not clearly linked together. 2-Not all IDPs had parent and teacher strategies in all the domains and/or they were not clearly articulated.
Curriculum/Implementation of Individualization <i>(Ratios, Supervision, Daily Schedule, Lesson Plans, Indoor/Outdoor Environments)</i>	92% HS 95% EHS	No significant noted findings
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	84%	No significant noted findings

*Due to two months of reporting, the percentages for May and July for Head Start and Early Head Start have been combined for purposes of determining compliance. Combined scores between 90-99% will be addressed by the program but do not require a formal Monitoring Response Plan. Scores less than 90% require a written Monitoring Response Plan. Thresholds will be adjusted in the future when historical data is available.

Corrective Action Plans:

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

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

August 2016

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

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

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	2028	149	7%	369	50	14%
Twin Rivers USD	233	11	5%			
Elk Grove USD	440	36	8%			
Sac City USD	1211	10	1%	144	8	6%
San Juan USD	668	54	8%	160	8	5%
WCIC	120	0	0%			
EHS CCP				80	3	4%
COUNTY TOTAL	4700	260	6%	753	69	9%

AFE: Annual Funded Enrollment



SETA Head Start Food Service Operations Monthly Report *August 2016

August 5th - Minimum Day Preschool & EHS Full Day Classes.

August 11th - Many classes closed for Teacher Training.

August 15th - Mather Kitchen reopens.

August 18th & 19th - Galt Center closed for door repair.

August 19th - Many EHS classes closed for Teacher Training.

August 22nd - Tradition Centers returned - Walnut Grove and North Ave EHS will not open yet.

August 22nd to 26th - Norma Johnson closed for painting.

August 25th - Central Valley Fire Control serviced all the ANSIL - Fire Suppression Systems at the kitchens.

August 29th to September 2nd - Northview closed for painting.

Meetings & Trainings:

The Food Service Staff attended a Safe Lifting Body Mechanics Training at Plaza Del Paso on August 4th.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
37,603	14,550	24,445	0

Total Amount of Meals and Snacks Prepared 76,598

Purchases:

Food	\$71,771.80
Non - Food	\$21,233.66

Building Maintenance and Repair: \$1,066.32

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$1,963.09

Vehicle Maintenance and Repair : \$1,014.49

Vehicle Gas / Fuel: \$1,380.84
 Normal Delivery Days 23

SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 8/31/16						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Alder Grove ELC	1247A	8	4	4	0	8
Alder Grove ELC	1247B	9	9	0	1	10
Auberry Park	1238A	20	19	1	0	20
Auberry Park	1238B	19	15	4	1	20
Bannon Creek	1200A	19	18	1	5	24
Bannon Creek	1200B	18	15	3	12	30
Bannon Creek	1200C	16	15	1	8	24
Bannon Creek	1200D	17	16	1	6	23
Bright Beginnings	1201A	13	12	1	0	13
Bright Beginnings	1201C	14	13	1	1	15
Bright Beginnings	1201D	18	15	3	2	20
Crossroad Gardens	1242A	15	10	5	13	28
Crossroad Gardens	1242B	17	14	3	5	22
Crossroad Gardens	1242R	14	10	4	9	23
Crossroad Gardens	1242X	19	19	0	6	25
Elkhorn	1255A	19	19	0	9	28
Elkhorn	1255B	20	13	7	5	25
Elkhorn	1255C	20	14	6	4	24
Elkhorn	1255D	20	15	5	4	24
Elkhorn	1255X	20	19	1	11	31
Freedom Park	1239A	19	15	4	4	23
Freedom Park	1239B	12	9	3	6	18
Freedom Park	1239C	20	17	3	2	22
Freedom Park	1239D	18	12	6	9	27
Freedom Park	1239R	22	19	3	4	26
Freedom Park	1239X	20	18	2	9	29
Fruitridge	1216A	18	16	2	3	21
Fruitridge	1216B	17	12	5	4	21
Fruitridge	1216C	17	16	1	6	23
Fruitridge	1216D	18	15	3	7	25
Galt	1234A	20	18	2	13	33
Galt	1234B	20	17	3	5	25
Galt	1234C	19	18	1	8	27
Galt	1234D	20	16	4	6	26

Galt	1234E	20	16	4	4	24
Galt	1234F	20	17	3	5	25
Grizzly Hollow	1252A	20	18	2	0	20
Grizzly Hollow	1252B	20	19	1	0	20
Hillsdale	1228A	16	11	5	5	21
Hillsdale	1228B	17	11	6	5	22
Hillsdale	1228C	17	16	1	4	21
Hillsdale	1228D	17	16	1	4	21
Hillsdale	1228R	18	16	2	9	27
Hillsdale	1228X	15	14	1	3	18
Hopkins Park	1253A	15	13	2	5	20
Hopkins Park	1253B	11	8	3	7	18
Hopkins Park	1253C	16	15	1	8	24
Hopkins Park	1253D	19	14	5	3	22
Illa Collin	1221A	12	10	2	2	14
Illa Collin	1221B	16	11	5	1	17
Job Corp	1237X	22	14	8	2	24
Kennedy Estates	1240A	16	16	0	1	17
Kennedy Estates	1240B	11	8	3	3	14
La Verne Sterwart	1219A	9	7	2	5	14
La Verne Sterwart	1219B	16	15	1	7	23
Marina Vista ELC	1246A	18	14	4	4	22
Marina Vista ELC	1246R	16	13	3	5	21
Marina Vista ELC	1246X	21	13	8	1	22
Mather	1223A	18	16	2	8	26
Mather	1223B	19	15	4	8	27
Mather	1223C	14	11	3	4	18
Mather	1223D	16	13	3	3	19
Mather	1223X	21	20	1	6	27
Nedra Court	1244A	16	13	3	2	18
Nedra Court	1244B	9	4	5	6	15
Nedra Court	1244C	14	11	3	2	16
Norma Johnson	1214A	18	16	2	6	24
Norma Johnson	1214B	13	9	4	7	20
Norma Johnson	1214X	18	18	0	6	24
North Avenue	1256A	17	14	3	2	19
North Avenue	1256B	17	15	2	1	18
North Avenue	1256X	17	14	3	0	17

Northview	1224A	18	0	18	8	26
Northview	1224B	16	10	6	12	28
Northview	1224C	19	12	7	7	26
Northview	1224D	10	7	3	11	21
Northview	1224X	17	0	17	7	24
Parker	1207E	13	8	5	4	17
Phoenix Park	1248A	14	10	4	6	20
Phoenix Park	1248B	15	12	3	6	21
Phoenix Park	1248X	19	16	3	6	25
Sharon Neese	1249R	17	15	2	10	27
Sharon Neese	1249X	20	13	7	3	23
Solid Foundation	1254A	15	10	5	8	23
Solid Foundation	1254B	18	14	4	4	22
Solid Foundation	1254C	14	13	1	8	22
Solid Foundation	1254D	13	10	3	11	24
Strizek Park	1225A	17	14	3	7	24
Strizek Park	1225B	18	12	6	6	24
Vineland	1211A	20	17	3	2	22
Vineland	1211B	19	14	5	1	20
Alder Grove Infant/Toddler Center	1212M	8	8	0	0	8
Alder Grove Infant/Toddler Center	1212U	7	6	1	1	8
Crossroad Gardens	1242U	8	7	1	0	8
Elkhorn	1255M	8	5	3	1	9
Elkhorn	1255U	8	8	0	3	11
Job Corp	1237M	8	6	2	0	8
Job Corp	1237U	8	7	1	1	9
Marina Vista ELC	1246U	7	7	0	1	8
Mather	1223M	6	6	0	1	7
Mather	1223U	6	4	2	1	7
Norma Johnson	1214U	7	6	1	1	8
Northview	1224U	8	7	1	1	9
Phoenix Park	1248U	8	7	1	0	8
Sharon Neese	1249M	8	6	2	2	10
Sharon Neese	1249U	8	8	0	2	10
TOTALS for Head Start		1645	1321	324	484	2129
HS Totals	1532					
Drops w/in 30	469					
P/S Home Base	142					

Total	2143	
EHS Totals	113	
Drops w/in 30	15	
River Oaks	62	
EHS Home Base	145	
SCOE	36	
Total	371	
GRAND TOTAL	2514	

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2015 to 2016

Period: August 2016

Part Day Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	% ADA	ADA	%ADA
Hopkins Park	80	22	49	61%	66	83%
Auberry Park	40	7	35	88%	40	100%
Crossroad Gardens	40	22	23	57%	30	75%
Illa Collin	40	7	22	55%	28	70%
Northview	80	22	36	45%	59	74%
Elkhorn	80	22	60	75%	71	89%
La Verne Sterwart	40	22	21	53%	26	65%
Mather	80	22	50	63%	63	79%
Alder Grove ELC	40	7	13	33%	17	43%
Strizek Park	40	22	24	60%	31	78%
Kennedy Estates	40	7	21	53%	26	65%
Nedra Court	60	22	29	48%	38	63%
Freedom Park	80	21	45	56%	56	70%
Galt	120	20	86	72%	116	97%
Vineland	40	7	30	75%	37	93%
Phoenix Park	40	22	28	70%	36	90%
Solid Foundation	80	22	37	46%	62	78%
Parker	16	22	9	56%	13	81%
Grizzly Hollow	40	7	35	88%	38	95%
Marina Vista ELC	20	22	13	65%	15	75%
Bannon Creek	80	22	59	74%	73	91%
Bright Beginnings	60	7	35	58%	40	67%
Fruitridge	80	22	57	71%	70	88%
Hillsdale	80	22	47	59%	59	74%
Norma Johnson	40	17	20	50%	25	63%
North Avenue	120	8	28	23%	32	27%

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2015 to 2016

Period: August 2016

Full Day Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	% ADA	ADA	%ADA
Phoenix Park	22	23	16	73%	21	95%
Northview	22	23	12	55%	18	82%
Marina Vista ELC	44	23	22	50%	33	75%
Mather	22	23	16	73%	17	77%
Norma Johnson	22	18	15	68%	19	86%
Crossroad Gardens	44	23	23	52%	28	64%
Freedom Park	44	22	31	70%	36	82%
Elkhorn	22	22	16	73%	18	82%
Sharon Neese	44	23	29	66%	39	89%
Hillsdale	44	22	26	59%	28	64%
Job Corp	22	23	16	73%	21	95%
North Avenue	0	8	5	0%	7	0%

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2015 to 2016

Period: August 2016

Early Head Start Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	% ADA	ADA	%ADA
Crossroad Gardens	8	22	6	75%	8	100%
Phoenix Park	8	23	6	75%	8	100%
Marina Vista ELC	8	23	7	88%	8	100%
Elkhorn	16	23	11	69%	14	88%
Northview	8	19	7	88%	8	100%
Sharon Neese	16	22	13	81%	16	100%
Mather	14	23	10	71%	14	100%
Alder Grove Infant/Toddler Center	16	23	12	75%	14	88%
Job Corp	16	23	13	81%	16	100%
Norma Johnson	8	18	6	75%	7	88%

ITEM VII – CENTER UPDATES

BACKGROUND:

This agenda item allows Parent Advisory Committee Representatives the opportunity to discuss events going on at their center.

NOTES:

ITEM VIII - DISCUSSION

BACKGROUND:

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

NOTES:

ITEM IX – PUBLIC PARTICIPATION

BACKGROUND:

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

NOTES: