

**THOUGHT OF THE DAY:** *"Life is 10% of what happens to me and 90% of how I react to it."*

*Charles Swindoll*

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

**DATE:** Tuesday, January 17, 2017

**TIME:** 9:00 a.m.

**LOCATION:** Birth and Beyond Board Room  
1217 Del Paso Blvd., Suite B  
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](http://www.seta.net).

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Board of Supervisors  
County of Sacramento

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City of Sacramento

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**KATHY KOSSICK**  
Executive Director

**DENISE LEE**  
Deputy Director

925 Del Paso Blvd., Suite 100  
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➤	Head Start Managers’ Reports	
✓	Health, Nutrition and Safe Environments Services – Ms. Martha Cisneros	
✓	Family Engagement, Home Base, and ERSEA Services – Ms. Lisa Carr	
✓	School Readiness, Special Education and Mental Health Services – Ms. Karen Griffith	
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**DISTRIBUTION DATE: THURSDAY, JANUARY 12, 2017**

Parent Advisory Committee meeting hosted by:  
 Terri McMillin (Chair), Kenneth Tate (Vice Chair), Vacant (Secretary),  
 Penelope Scott (Treasurer), Vacant (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
- \_\_\_ **Angel Chenault, Bannon Creek Head Start**
- \_\_\_ **Iliana Antillo, Crossroad Gardens Head Start**
- \_\_\_ Vacant, Early Head Start (Home Base)
- \_\_\_ **Yesenia Rodriguez, Elkhorn Head Start**
- \_\_\_ Vacant, Freedom Park Head Start
- \_\_\_ Vacant, Fruitridge Head Start
- \_\_\_ **Patricia Molina, Galt Head Start**
- \_\_\_ **Duverica Schneider, Grizzly Hollow**
- \_\_\_ Vacant, Hillsdale Head Start
- \_\_\_ Vacant, Home Based Head Start
- \_\_\_ Vacant, Home Base Early Head Start
- \_\_\_ **Thelma Adams, Hopkins Park Head Start**
- \_\_\_ Vacant, Illa Collin Head Start
- \_\_\_ Vacant, Job Corps Head Start
- \_\_\_ **Henrietta Gutierrez, 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
- \_\_\_ **Brianna Isaac, Nedra Court Head Start**
- \_\_\_ **Brandy Franklin, Norma Johnson Head Start**
- \_\_\_ **Kimberly Mulhern, North Avenue Head Start**
- \_\_\_ **Angela Burnell, 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 2016-2017 - New Representatives to be seated**

<input type="checkbox"/> Yolanda Peaks, Alder Grove I Head Start
<input type="checkbox"/> Doralyn Perry, Freedom Park Head Start
<input type="checkbox"/> Melissa Blockman, Fruitridge Head Start
<input type="checkbox"/> Penelope Scott, Job Corps Head Start
<input type="checkbox"/> Andrew Bermudez, Laverne Stewart Head Start
<input type="checkbox"/> Beatrice Valdez, Phoenix Park Head Start
<input type="checkbox"/> Vacant, Alder Grove II Head Start
<input type="checkbox"/> Vacant, Auberry Park Head Start
<input type="checkbox"/> Vacant, Hillsdale Head Start
<input type="checkbox"/> Vacant, Illa Collin Head Start
<input type="checkbox"/> Vacant, Marie Cleveland’s Bright Beginnings
<input type="checkbox"/> Vacant, Marina Vista Early Learning Center

<input type="checkbox"/> Neshaye Page, Sharon Neese Head Start
<input type="checkbox"/> Michaela Gospel, Strizek Park Head Start
<input type="checkbox"/> Perla Martinez, Walnut Grove Head Start
<input type="checkbox"/> Leticia Cervantes, Early Head Start (Home Base)
<input type="checkbox"/> Evie Chen, Pre-School (Home Base)
<input type="checkbox"/> Vacant, Mather Head Start
<input type="checkbox"/> Vacant, Parker Head Start
<input type="checkbox"/> Vacant, River Oak Center for Children
<input type="checkbox"/> Vacant, Solid Foundation Head Start
<input type="checkbox"/> Vacant, Vineland Head Start
<input type="checkbox"/> Vacant, Foster Parent Rep
<input type="checkbox"/> Vacant, Foster Parent Rep
<input type="checkbox"/> Vacant, Home Base

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

**The PAC was seated on November 15, 2016  
PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM  
YEAR 2016-2017**

COMMITTEE MEMBER	CENTER	11/15		1/16	2/20	3/20	4/17	5/15	6/19	7/17	8/21	9/18	10/16	11/20
Yolanda Peaks Seated	AG I													
Vacant Seated	AG II													
Vacant Seated	AP													
<b>Angel Chanault Seated 11/15</b>	BC	X												
<b>Iliana Antillo Seated 11/15</b>	CR	X												
Leticia Cervantes s/b/seated 11/15	EHS/HB	U												
<b>Yesenia Rodriguez Seated 11/15</b>	EL	X												
Doralyn Perry s/b/seated 11/15	FP	U												
Melissa Blockman s/b/seated 11/15	FT	U												
<b>Patricia Molina Seated 11/15</b>	G													
<b>Erica (Duvierica) Schneiter Seated 11/15</b>	GH	X												
Vacant Seated	H													
Evie Chen s/b/seated 11/15	HB	U												
Vacant Seated	HB													
Vacant Seated	IC													
<b>Thelma Adams Seated 3/15</b>	HP	X												
Vacant Seated	JC													
Penelope Scott Seated	JC													
<b>Henrietta Gutierrez Seated 11/15</b>	K	X												
Andrew Bermudez s/b/seated 11/15	LVS	U												
Vacant Seated	MCBB													
Vacant Seated	MV													
Vacant Seated	M													
<b>Kimberly Mulhern Seated 11/15</b>	NA	X												
<b>Brianna Isaac Seated 11/15</b>	NC	X												
<b>Brandy Franklin Seated 11/15</b>	NJ	X												
<b>Angela Burnell Seated 11/15</b>	NV	X												
Vacant Seated	PA													
Beatrice Valdez s/b/seated 11/15	PP	U												
Vacant Seated	RO													

COMMITTEE MEMBER	CENTER	11/15		1/16	2/20	3/20	4/17	5/15	6/19	7/17	8/21	9/18	10/16	11/20
Vacant Seated	SCOE													
Vacant Seated	SF													
Neshaye Page s/b/seated 11/15	SN	U												
Michaela Gospel s/b/seated 11/15	SP	E												
Vacant Seated	V													
Perla Martinez s/b/seated 11/15	WG	U												
Vacant Seated	FPR													
Calvin Sheppard Seated 4/26	MAACC	X												
Vacant Seated	OGC													
Penelope Scott Seated 11/17	GPR	X												
Kenneth Tate Seated 11/17	PPR	X												
Terri McMillin Seated 11/17	PPR	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 2016-2017**  
(Continued)

**Head Start Center Abbreviations**

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

**Representative Abbreviations**

<b>MAACCC:</b>	Men's Activities Affecting Children Committee
<b>OGC:</b>	Out Going Chair
<b>PPR:</b>	Past Parent Representative
<b>FPR:</b>	Foster Parent Representative
<b>GPR:</b>	Grandparent Representative
<b>CR:</b>	Community Representative

**Attendance Record Abbreviations**

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

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE NOVEMBER 15, 2016  
REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the November 15, 2016 PAC meeting.

RECOMMENDATION:

Approve the minutes of the November 15, 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, November 15, 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 9:13 a.m. and read the thought of the day. The Pledge of Allegiance was recited. Ms. Yesenia Rodriguez called the roll; a quorum was established.

#### **Members Present:**

Calvin Sheppard  
Kenneth Tate  
Terri McMillin  
Penelope Scott  
Yesenia Rodriguez  
Thelma Adams (seated at 9:25 a.m.)

#### **Members Absent:**

### **II. Consent Item** (2015-2016 Parent Advisory Committee)

#### **A. Approval of Minutes for PAC Regular Meeting October 18, 2016**

Minutes were reviewed; no questions or corrections.

Moved/Tate, second/Sheppard, to approve the October 18, 2016 minutes.

Show of hands vote:

Aye: 4 (Rodriguez, Scott, Sheppard, Tate)

Nay: 0

Abstention: 1

Absent: 1 (Adams)

### **III. Action Items** (2015-2016 Parent Advisory Committee)

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

Ms. McMillin reviewed modifications to the bylaws. She asked for any additional public testimony.

Moved/Sheppard, second/Tate, to close the public hearing and approve modifications to the bylaws of the SETA-Operated Head Start/Early Head Start Parent Advisory Committee.

Show of hands vote:

Aye: 4 (Rodriguez, Scott, Sheppard, Tate)

Nay: 0

Abstention: 1

Absent: 1 (Adams)

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

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

➤ Parent/Staff Recognition: Ms. Terri McMillin

- ✓ PAC Meeting Perfect Attendance Recognition: Mr. Tate joined Ms. McMillin at the podium. Mr. Tate and Ms. McMillin presented Ms. Penelope Scott and Ms. Yesenia Rodriguez with Perfect Attendance Plaques. Mr. Tate recognized Ms. McMillin for her perfect attendance beginning with her first serving as an alternate. She has not missed a meeting since then.

Ms. Thelma Adams was seated at 9:25 a.m.

➤ Toastmasters Training – Mr. Tate stated that the Toastmasters training is a great opportunity to learn how to do public speaking. It gives you a tremendous skill set. At the last training, all attendees provided a personal story as their last speech. Mr. Tate urged in-coming board members to take advantage of this wonderful training.

➤ Committee Reports:

✓ Executive Committee: Ms. Rodriguez reviewed the critique.

✓ Budget/Planning Committee: Ms. Penelope Scott reported on the last committee meeting; went over the new format of the budget planning. Talked about immunization for parents. Ms. Martha Cisneros talked about immunizations for parents and volunteers. There will be an on-line FLIP program. This a tracking data base for reading to children. Also reviewed 2016 expenditures to date.

➤ Seating of New Parent Advisory Committee Representatives (2016-2017): Ms. McMillin stated that the following representatives will hold their seats until replaced: Yesenia Rodriguez, Thelma Adams, Penelope Scott, Calvin Sheppard, Kenneth Tate, and Terri McMillin. The following new board members were seated:

##### **New members seated:**

Angel Chenault, Bannon Creek Head Start

Iliana Antillo, Crossroad Gardens Head Start

Duverica Schneiter, Elkhorn Head Start

Patricia Molina, Galt Head Start

Erica Schneiter, Grizzly Hollow Head Start

Henrietta Gutierrez, Kennedy Estates Head Start

Brianna Isaac, Nedra Court Head Start  
Brandy Franklin, Norma Johnson Head Start  
Kimberly Mulhern, North Avenue Head Start  
Angela Burnell, Northview Head Start  
Claudia Felix, Alternate, Walnut Grove

**Members to be seated but not present:**

Doralyn Perry, Freedom Park Head Start (unexcused)  
Melissa Blockman, Fruitridge Head Start (unexcused)  
Andrew Bermudez, Laverne Stewart Head Start (unexcused)  
Beatrice Valdez, Phoenix Park (unexcused)  
Neshaye Page, Sharon Neese Head Start (unexcused)  
Michaela Gospel, Strizek Park Head Start (excused)  
Perla Martinez, Walnut Grove (Alternate Present)  
Leticia Cervantes, Early Head Start (Home Base) (unexcused)  
Evie Chen, Pre-School (Home Base) (unexcused)

- Introduction of PAC Representatives (2016-2017): New board members were seated and introduced themselves.
- Introduction of SETA Head Start Staff: SETA/Had Start staff introduced themselves.
- How to Make and Present Motions – Ms. McMillin reviewed the process by which board members should make motions.
- Fiscal Report/Corporate Card Monthly Statement of Account – Ms. D'et Saurbourne reported on the Head Start fiscal report ending October, 2016. Staff keeps track of the budget through the monthly reports. The year to date percentage is at 25% spent; we are currently at 18%. Ms. Saurbourne reviewed the various delegates that work with SETA to provide services county wide. The budget for this year is around \$52 million. The non-federal share is required to come up with 25% of our funding from non-federal source. This is through volunteer hours at the classroom or attending meetings. Administrative expenses cannot exceed 15%. Board members attending Budget/Planning Committee members will be trained on the process. The credit card report was reviewed.

Ms. Linda Litka, Vice Chair of the Policy Council, was introduced.

- Board Procedures
  - ✓ Reimbursements and Budget/Planning – Ms. Saurbourne reviewed the reimbursement process. The Budget/Planning meeting is planned for the second Tuesday of each month. This committee also can decide which program modifications could be done for the year. This committee utilizes parent input to build the budget for the next year.
  - ✓ Personnel – Ms. Allison Noren stated that board members are needed to review applications and participant on interview panels for Head Start staff. Those interested will be provided training.

- ✓ Conflict of Interest – Ms. Nancy Hogan reviewed the conflict of interest process.
- Officer Elections – January 17, 2017 Ms. McMillin stated that the location of this meeting will be announced soon.

### III. **Action Items** (2016-2017 Parent Advisory Committee)

#### B. Election of SETA-Operated Representatives and Alternates to the Policy Council

Ms. McMillin reviewed the purpose of the Policy Council and asked for those interested in serving as representative: Duvierica Schneiter, Kimberly Mulhern, Brianna Isaac, Angela Burnell, Henrietta Gutierrez, and Angel Chenault.

Moved/Isaac, second/Schneiter, to elect six representatives to the Head Start Policy Council.

Show of hands vote:

Aye: 15

Nay: 0

Abstentions: 1 (McMillin)

Ms. McMillin asked for alternates. If no alternates, Ms. McMillin stated that this will put on a future agenda.

### IV. **Information Items** (continued)

#### A. Standing Information (continued)

- PC/PAC Calendar of Events – Ms. McMillin urged all board members to attend the Meet and Greet.
- Community Resources: None.
- Child Care Center Food Menu: No questions.

#### B. Governing Board Minutes of August 4, 2016: No questions.

### V. **Other Reports**

- Chair's Report – Ms. McMillin thanked all new representatives for participating in their child's future. Board members were urged to call Ms. McMillin if there are questions.
- Head Start Deputy Director's Monthly Report – Ms. Denise Lee
  - ✓ California Head Start Association Conference: Ms. Lee urged board members to consider attending the CHSA conference. A sign-up sheet was distributed for those wishing to attend and those wishing to volunteer.
- Managers' Reports
  - Lisa Carr - Family Engagement, Home Base, and ERSEA Services
    - Attendance and Chronic Absence Presentation: Ms. Carr led parents through an example of what happens to children that are chronically absent.

- Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services: Ms. Caruso stated that she will provide information over the next year about upcoming grants, quality assurance monitoring. Next month she will be providing the third quarter unannounced charts.
- Martha Cisneros - Health, Nutrition and Safe Environments Services: No report.
- Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith reported that teaching staff just finished the first assessment period; results of this assessment will be available in January to show where children are thriving and where they are lagging. This will include teacher observations.

- VI. **Center Updates:** Ms. Rodriguez stated that she was voted in as her center representative on October 19.
- VII. **Discussion:** Ms. Rodriguez urged board members to keep track of their children's immunizations. It is important to bring this information to the doctor when children go for their regular checkup or immunization.
- VIII. **Public Participation:** None.
- IX. **Adjournment:** The meeting was adjourned at 11:40 a.m.

ITEM III-A – ACTION  
ELECTION OF PARENT ADVISORY COMMITTEE COMMUNITY  
REPRESENTATIVES 2016-2017

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect Community Representatives for Program Year 2016-2017. The duties of PAC Community Representatives are prescribed in the Bylaws in Article III – Membership, Section 2C.

**SECTION 2: C. Community Representatives**

Additional PAC members will include:

1. Four (4) voting Community Representatives shall be elected by the outgoing PAC. Representative may be elected by the current PAC if the outgoing PAC has been dissolved. These Representatives may or may not be a current parent. Community members desiring to be reappointed must reapply for membership on a yearly basis. There will be four (4) Alternates for Community Representatives.
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.

This board item provides an opportunity for the PAC to elect four Community Representatives and four Alternates.

RECOMMENDATION:

That the Parent Advisory Committee elect four Community Representatives and four Alternates.

Community Representatives:

Alternates:

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## ITEM III-B – ACTION

### ELECTION OF PARENT ADVISORY COMMITTEE OFFICERS 2016-2017

#### BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect officers for Program Year 2016-2017. The duties of PAC officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PAC that are not in conflict with these Bylaws, Article V – Officers, Section 2B: 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.

#### **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.
- B. The Secretary shall call the roll, keep a record of the current and preceding minutes at each meeting, and record resolutions or motions adapted, as may be necessary to expedite the PAC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.

ITEM III-B – ACTION (continued)

Page 2

- 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.

RECOMMENDATION:

That the Parent Advisory Committee elect a Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

Chair:

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Vice Chair:

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Secretary:

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Treasurer:

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Parliamentarian:

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**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

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



ITEM IV-A – INFORMATION

2017 KINDERGARTEN REGISTRATION INFORMATION

BACKGROUND:

Ms. Belinda Malone, Social Services/Parent Involvement Specialist, will share required school district documentation information for kindergarten registration for the 2017-2018 school year.

NOTES:

ITEM IV-B – INFORMATION

PARENT SURVEY

BACKGROUND:

To assist staff to provide training and services that meet your needs as a board member, Ms. Belinda Malone, Social Services/Parent Involvement Specialist, will be asking parents to complete parent survey and return at the end of the meeting.

NOTES:

## ITEM IV- C – INFORMATION

### STANDING INFORMATION

#### BACKGROUND:

- C. 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
  - PC/PAC Orientation & Officer Training – Ms. Terri McMillin
  - Child Care Center Food Menu (attached)
  - Community Resources – Parents/Staff: Ms. Terri McMillin

#### NOTES:

**EVENT**

**DATE**

PAC Executive Committee	Friday, January 20, 2017 11:00 a.m. Oak Room
PC Executive Committee	Friday, January 27, 2017 9:00 a.m. Redwood Room
PC/PAC New Member Orientation	Friday, February 3, 2017 8:30 a.m. – 1:00 p.m. Registration: 8:30 a.m. Training: 9:00 a.m. – 1:00 p.m. Sequoia Room
Countywide Officer Training	Friday, February 10, 2017 Registration: 8:30 a.m. Training: 9:00 a.m. – 12:30 p.m. Birth and Beyond 1217 Del Paso Blvd. Sacramento, CA 95815
PC/PAC Budget/Planning Committee	Tuesday, February 14, 2017 1:00 p.m. Oak Room

SETA Operated & Delegate Agencies Combined Head Start/Early Head Start  
Expenditures for Fiscal Year 2016-2017  
For the Five Months Ended December 31, 2016

	Budget	Admin	Program	YTD Expenses	YTD %	Remaining	Non-Federal Share	NFS YTD %	Admin %
<b>Head Start Basic</b>									
Twin Rivers	\$ 1,617,796	\$ 61,805	\$ 587,938	\$ 649,743	40.2%	\$ 968,053	\$ 160,977	24.8%	9.5%
Elk Grove	3,181,570	128,010	1,364,964	1,492,974	46.9%	1,688,596	111,207	7.4%	8.6%
Sac City	8,770,917	235,562	3,016,594	3,252,156	37.1%	5,518,761	751,455	23.1%	7.2%
San Juan	4,652,403	202,691	1,616,008	1,818,699	39.1%	2,833,704	352,397	19.4%	11.1%
WCIC	840,937	35,826	266,863	302,689	36.0%	538,248	181,036	59.8%	11.8%
SETA	24,314,490	1,237,120	9,132,115	10,369,235	42.6%	13,945,255	2,556,345	24.7%	11.9%
<b>Total</b>	<b>\$ 43,378,113</b>	<b>\$ 1,901,014</b>	<b>\$ 15,984,482</b>	<b>\$ 17,885,496</b>	<b>41.2%</b>	<b>\$ 75</b>	<b>\$ 4,113,417</b>	<b>24.7%</b>	<b>11.9%</b>

<b>Early Head Start Basic</b>									
Sac City	\$ 1,564,709	\$ 41,387	\$ 558,662.00	\$ 600,049	38.3%	\$ 964,660	\$ 117,888	19.6%	6.9%
San Juan	1,741,924	71,008	630,262.00	701,270	40.3%	1,040,654	316,419	45.1%	10.1%
SETA	4,707,494	188,052	1,657,111	1,845,163	39.2%	2,862,331	627,697	34.0%	10.2%
<b>Total</b>	<b>\$ 8,014,127</b>	<b>\$ 300,447</b>	<b>\$ 2,846,035</b>	<b>\$ 3,146,482</b>	<b>39.3%</b>	<b>\$ 4,867,645</b>	<b>\$ 1,062,004</b>		

<b>Head Start T&amp;TA</b>									
Twin Rivers	\$ 7,500		\$ 7,500	\$ 7,500	100.0%	\$ -			
Elk Grove	9,000		2,000	2,000	22.2%	7,000			
Sac City	20,000		3,735	3,735	18.7%	16,265			
San Juan	15,000		800	800	5.3%	14,200			
WCIC	7,500		5,183	5,183	69.1%	2,317			
SETA	318,644		100,399	100,399	31.5%	218,245			
<b>Total</b>	<b>\$ 377,644</b>	<b>\$ -</b>	<b>\$ 119,617</b>	<b>\$ 119,617</b>	<b>31.7%</b>	<b>\$ 258,027</b>	<b>\$ -</b>		

<b>Early Head Start T&amp;TA</b>									
Sac City	\$ 27,564		\$ 4,166	\$ 4,166	15.1%	\$ 23,398			
San Juan	30,912		3,759	3,759	12.2%	27,153			
SETA	138,335		40,641	40,641	29.4%	97,694			
<b>Total</b>	<b>\$ 196,811</b>	<b>\$ -</b>	<b>\$ 48,565</b>	<b>\$ 48,565</b>	<b>24.7%</b>	<b>\$ 148,246</b>	<b>\$ -</b>		

<b>TOTAL Head Start</b>									
Twin Rivers	\$ 1,625,296	\$ 61,805	\$ 595,438	\$ 657,243	40.4%	\$ 968,053	\$ 160,977	24.5%	9.4%
Elk Grove	3,190,570	128,010	1,366,964	1,494,974	46.9%	1,695,596	111,207	7.4%	8.6%
Sac City	10,383,190	276,949	3,583,157	3,860,106	37.2%	6,523,084	869,343	22.5%	7.2%
San Juan	6,440,239	273,699	2,250,829	2,524,528	39.2%	3,915,711	668,816	26.5%	10.8%
WCIC	848,437	35,826	272,046	307,872	36.3%	540,565	181,036	58.8%	11.6%
SETA	29,478,963	1,425,172	10,930,266	12,355,438	41.9%	17,123,525	3,184,042	25.8%	11.5%
<b>Total</b>	<b>\$ 51,966,695</b>	<b>\$ 2,201,461</b>	<b>\$ 18,998,699</b>	<b>\$ 21,200,160</b>	<b>40.8%</b>	<b>\$ 30,766,535</b>	<b>\$ 5,175,421</b>	<b>24.4%</b>	<b>10.4%</b>

On Budget%  
41.7%

Required %  
25%    Max %  
15%

**SETA OPERATED PROGRAMS (SOP)**  
Expenditures for Fiscal Year 2016-2017  
For the Five Months Ended December 31, 2016

<b>SOP HEAD START (BASIC &amp; T&amp;TA)</b>	Budget	Total Expenditures	Remaining Budget	41.7%
Personnel	\$ 12,505,383	\$ 5,256,995	\$ 7,248,388	42.0%
Fringe Benefits	6,848,145	2,886,801	3,961,344	42.2%
Equipment	233,350	165,010	68,340	70.7%
Travel (Out-of-State)	12,000	8,606	3,394	71.7%
Supplies	441,000	156,065	284,935	35.4%
Occupancy	2,643,979	1,112,233	1,531,747	42.1%
Local Travel	70,000	30,949	39,051	44.2%
Nutrition Services	301,701	168,568	133,133	55.9%
Child Services	65,000	22,318	42,682	34.3%
Substitutes	488,925	179,325	309,600	36.7%
Parent Services	133,000	30,554	102,446	23.0%
Publications/Advertising/Printing	15,000	310	14,690	2.1%
Training or Staff Development/Parent Aides	159,905	46,199	113,706	28.9%
Operating Costs	993,861	405,701	588,160	40.8%
<b>TOTAL SOP HEAD START (BASIC &amp; T&amp;TA)</b>	<b>\$ 24,911,249</b>	<b>\$ 10,469,634</b>	<b>\$ 14,441,615</b>	<b>42.0%</b>
Administrative %		11.8%		

<b>SOP EARLY HEAD START (BASIC &amp; T&amp;TA)</b>	Budget	Total Expenditures	Remaining Budget	41.7%
Personnel	\$ 2,320,596	\$ 943,719	\$ 1,376,877	40.7%
Fringe Benefits	1,270,722	494,124	776,598	38.9%
Supplies	41,437	10,380	31,057	25.0%
Occupancy	144,006	60,394	83,612	41.9%
Local Travel	15,000	6,200	8,800	41.3%
Nutrition Services	36,480	20,786	15,694	57.0%
Child Services	11,519	1,254	10,265	10.9%
Training or Staff Development/Parent Aides	28,777	40,641	(11,864)	141.2%
Operating Costs	166,460	43,895	122,565	26.4%
<b>TOTAL SETA EARLY HEAD START (BASIC &amp; T&amp;TA)</b>	<b>\$ 4,034,997</b>	<b>\$ 1,621,392</b>	<b>\$ 2,413,605</b>	<b>40.2%</b>
Administrative %		11.9%		
Partners/Contractual	\$ 800,832	\$ 264,412	\$ 536,420	33.0%
<b>TOTAL SOP EARLY HEAD START BASIC</b>	<b>\$ 4,835,829</b>	<b>\$ 1,885,804</b>	<b>\$ 2,950,025</b>	<b>39.0%</b>
Administrative %		10.2%		

<b>COMBINED SOP HS &amp; EHS</b>	Budget	Total Expenditures	Remaining Budget	41.7%
Personnel	\$ 14,825,979	\$ 6,200,714	\$ 8,625,265	41.8%
Fringe Benefits	8,118,867	3,380,925	4,737,942	41.6%
Equipment	233,350	165,010	68,340	70.7%
Travel (Out-of-State)	12,000	8,606	3,394	71.7%
Supplies	482,437	166,445	315,992	34.5%
Occupancy	2,787,985	1,172,626	1,615,359	42.1%
Local Travel	85,000	37,149	47,851	43.7%
Nutrition Services	338,181	189,354	148,827	56.0%
Child Services	76,519	23,572	52,947	30.8%
Substitutes	488,925	179,325	309,600	36.7%
Parent Services	133,000	30,554	102,446	23.0%
Publications/Advertising/Printing	15,000	310	14,690	2.1%
Training or Staff Development	188,682	86,840	101,842	46.0%
Operating Costs	1,160,321	449,596	710,725	38.7%
<b>TOTAL SETA HS &amp; EHS</b>	<b>\$ 28,946,246</b>	<b>\$ 12,091,026</b>	<b>\$ 16,855,220</b>	<b>41.8%</b>
Administrative %		11.8%		
Partners/Contractual	\$ 800,832	\$ 264,412	\$ 536,420	33.0%
<b>TOTAL COMBINED SOP HS &amp; EHS</b>	<b>\$ 29,747,078</b>	<b>\$ 12,355,438</b>	<b>\$ 17,391,640</b>	<b>41.5%</b>
Administrative %		10.6%		

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

	Budget	Admin	Program	YTD Expenses	YTD %	Remaining	Non-Federal Share	NFS YTD %	Admin %	
<b>EHS-CCP Basic</b>										
Sac City	\$ 712,600	\$ 9,229	\$ 251,277	\$ 260,506	36.6%	\$ 452,094	\$ 70,572	27.1%	3.5%	
SCOE	200,546	-	78,821	78,821	39.3%	121,725	21,726	27.6%	0.0%	
Kinder World	286,058	11,240	92,051	103,291	36.1%	182,767	296,176	286.7%	10.9%	
Non-Subsidy Slot Reimb.	25,450	-	6,872	6,872	27.0%	18,578	-			
SETA	271,782	10,909	63,110	74,019	27.2%	197,763	4,500	6.1%	14.7%	
<b>Total</b>	<b>\$ 1,496,436</b>	<b>\$ 31,378</b>	<b>\$ 492,131</b>	<b>\$ 523,509</b>	<b>35.0%</b>	<b>\$ 972,927</b>	<b>\$ 392,974</b>	<b>75.1%</b>	<b>6.0%</b>	

**EHS-CCP T&TA**

Sac City	\$ 31,502		\$ 11	\$ 11	0.0%	\$ 31,491	\$ -	0.0%	0.0%
Kinder World	13,633		\$ 1,300	\$ 1,300	9.5%	12,333	-	0.0%	0.0%
SETA	140,919		4,130	4,130	2.9%	136,789	-	0.0%	0.0%
<b>Total</b>	<b>\$ 186,054</b>	<b>\$ -</b>	<b>\$ 5,441</b>	<b>\$ 5,441</b>	<b>2.9%</b>	<b>\$ 180,613</b>	<b>\$ -</b>	<b>0.0%</b>	<b>0.0%</b>

**TOTAL EHS-CCP**

Sac City	\$ 744,102	\$ 9,229	\$ 251,288	\$ 260,517	35.0%	\$ 483,585	\$ 70,572	27.1%	3.5%
SCOE	200,546	-	78,821	78,821	39.3%	121,725	21,726	27.6%	0.0%
Kinder World	286,058	11,240	93,351	104,591	36.6%	181,467	296,176	283.2%	0.0%
Non-Subsidy Slot Reimb.	25,450	-	6,872	6,872	27.0%	18,578	-		
SETA	412,701	10,909	67,240	78,149	18.9%	334,552	4,500	5.8%	14.0%
<b>Total</b>	<b>\$ 1,668,857</b>	<b>\$ 31,378</b>	<b>\$ 497,572</b>	<b>\$ 528,949</b>	<b>31.7%</b>	<b>\$ 1,139,908</b>	<b>\$ 392,974</b>	<b>74.3%</b>	<b>5.9%</b>

On Budget%  
41.7%

Required %  
25%      Max %  
15%

**SACRAMENTO EMPLOYMENT & TRAINING AGENCY  
CORPORATE CARD - AMERICAN EXPRESS  
STATEMENT OF ACCOUNT  
12/10/2016**

<b>DATE</b>	<b>VENDOR NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>HS/ADMIN/WD</b>
11/10/2016	American Express	Annual Membership Renewal Fees	\$ 70.00	ADMIN
11/16/2016	Kaiser Permanente	Kaiser HMO Premium	230,885.58	ADMIN
11/17/2016	Kaiser Permanente	Kaiser HD Premium	30,216.52	ADMIN
12/7/2016	OnlineFaxes.com	Overage Fee	9.99	ADMIN
12/9/2016	OnlineFaxes.com	Overage Fee	10.00	ADMIN
11/10/2016	American Express	Annual Membership Renewal Fees	35.00	ADMIN
11/16/2016	Quick Medical	Classroom Supplies	438.52	HS
11/17/2016	ULINE	Classroom Supplies	625.68	HS
11/17/2016	Community Products LLC	Classroom Supplies	112.84	HS
11/17/2016	C & T Specialties	PC/PAC End-of-year Event	152.28	HS
11/17/2016	Amazon	Classroom Supplies	439.96	HS
11/17/2016	Amazon	Medical Supplies	553.18	HS
11/17/2016	Sierra Hart Auto Center & Towing	HS Van Towing	60.00	HS
11/17/2016	TeachChildren.com	Classroom Supplies	837.48	HS
11/21/2016	Amazon	Kitchen Supplies	142.00	HS
11/23/2016	Walmart	Kitchen Supplies	140.98	HS
11/24/2016	Elk Grove Buick GMC	IT Van Repair	1,058.81	ADMIN
11/27/2016	Rackspace	Cloud Server	58.59	ADMIN
11/29/2016	Target	Classroom Supplies	(18.30)	HS
11/29/2016	Advanced Gases	Refill Propate Tanks at Warehouse Facilities	48.62	HS
11/30/2016	Amazon	The Five Dysfunction of a Team Book	75.75	ADMIN
12/1/2016	American Express	Membership Reward Program Fee	90.00	ADMIN
12/3/2016	Hannibal's Catering & Events	PC/PAC Meet 'n Greet Breakfast	549.12	HS
12/3/2016	Inland Business Systems	Copier/Printer Maintenance & Supplies	3,606.26	ADMIN
12/1/2016	Amazon	Office Supplies	18.43	ADMIN
	<i>various various</i>	<i>various</i>	<i>4,535.44</i>	<i>WD</i>

Total American Express Bill

**\$ 274,752.73**

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



SOP Parent Volunteers Summary  
December 2016

	Classroom Volunteers			SRA			Food Aides			FLIP		
	YTD Total	# Children	Avg.	YTD Total	# Children	Avg. Hours	YTD Total	# Children	Avg.	YTD Total	# Children	Avg. Hours Per
			Hours Per Child			Per Child			Hours Per Child			Child
Alder Grove ELC*	-	40	-	-	40	-	-	40	-	138.33	40	3.46
Alder Grove IT	0.47	16	0.03	-	16	-	-	16	-	418.00	16	26.13
Auberry Park *	31.00	40	0.78	-	40	-	-	40	-	624.50	40	15.61
Bannon Creek	49.43	80	0.62	80.00	80	1.00	156.00	80	1.95	2,468.67	80	30.86
Bright Beginnings *	9.33	60	0.16	-	60	-	36.00	60	0.60	294.83	60	4.91
Crossroad	25.08	88	0.29	-	88	-	-	88	-	912.50	88	10.37
Elkhorn	57.83	116	0.50	-	116	-	-	116	-	927.00	116	7.99
Freedom Park	186.37	120	1.55	38.00	120	0.32	107.10	120	0.89	3,213.50	120	26.78
Fruitridge	11.50	80	0.14	66.00	80	0.83	166.00	80	2.08	245.83	80	3.07
Galt	32.00	120	0.27	-	120	-	100.00	120	0.83	481.33	120	4.01
Grizzly Hollow *	-	40	-	54.00	40	1.35	98.00	40	2.45	338.83	40	8.47
Hillsdale	389.98	120	3.25	-	120	-	82.00	120	0.68	932.50	120	7.77
Hopkins Park	16.00	80	0.20	14.00	80	0.18	34.00	80	0.43	35.83	80	0.45
Illa Collins *	-	40	-	-	40	-	16.00	40	0.40	124.17	40	3.10
Job Corp	21.58	36	0.60	-	36	-	-	36	-	81.67	36	2.27
Kennedy Estates *	-	40	-	65.45	40	1.64	-	40	-	49.50	40	1.24
LaVerne Stewart	-	40	-	-	40	-	-	40	-	358.67	40	8.97
Marina Vista	-	88	-	-	88	-	80.00	88	0.91	72.67	88	0.83
Mather	1.00	114	0.01	-	114	-	102.00	114	0.89	2,094.00	114	18.37
Nedra Court	135.23	60	2.25	48.00	60	0.80	50.00	60	0.83	1,705.33	60	28.42
Norma Johnson	64.88	68	0.95	166.00	68	2.44	-	68	-	1,069.33	68	15.73
North Ave	18.25	120	0.15	28.00	120	0.23	106.00	120	0.88	1,190.17	120	9.92
Northview	16.83	108	0.16	6.00	108	0.06	-	108	-	450.00	108	4.17
Parker	-	-	-	-	-	-	55.00	-	-	-	-	-
Phoenix Park	184.80	68	2.72	-	68	-	-	68	-	2,605.17	68	38.31
Sharon Neese	91.70	56	1.64	-	56	-	-	56	-	1,712.50	56	30.58
Solid Foundation	-	80	-	-	80	-	124.00	80	1.55	396.17	80	4.95
Strizek Park	293.08	40	7.33	-	40	-	-	40	-	1,462.17	40	36.55
Vineland *	16.38	40	0.41	42.00	40	1.05	-	40	-	1,123.83	40	28.10
Walnut Grove *	-	20	-	50.00	20	2.50	10.00	20	0.50	185.17	20	9.26
Totals:	1,652.72	2,018.00	0.82	657.45	2,018.00	0.33	1,322.10	2,018.00	0.66	25,712.17	2,018.00	12.74
Values:	\$33,583.27			\$13,359.38			\$26,865.07			\$522,471.29		

\* Traditional sites open August to May

	Hours	Value
HS Homebase	19,431.00	\$ 182,605.68
EHS Homebase	25,984.75	\$ 272,079.72

PAC/PC	Hours	Value
Screening Panel	104.00	\$ 6,448.20
Boards	189.75	\$ 9,408.51
Committies & Training	166.00	\$ 16,120.50
		\$ 31,977.21

**SACRAMENTO EMPLOYMENT & TRAINING AGENCY  
CORPORATE CARD - AMERICAN EXPRESS  
STATEMENT OF ACCOUNT  
11/10/2016**

<b>DATE</b>	<b>VENDOR NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>HS/ADMIN/WD</b>
10/11/2016	Holiday Inn	Child Care Food Program Roundtable Conference	212.44	HS
10/11/2016	Talevation, LLC	Employment Testing Software	1,029.60	ADMIN
10/14/2016	Rio All-Suites Hotel	ChildPlus Training Scramble	954.24	HS
10/18/2016	Airline Limousine	ChildPlus Training Scramble	114.00	HS
10/20/2016	Kaiser Permanente	Kaiser HMO Premium	\$ 232,204.26	ADMIN
10/20/2016	Infant Development Association	The Dynamic Dance Workshop	880.00	HS
10/20/2016	Teachstone	CLASS Observer Recertification	100.00	HS
10/21/2016	Kaiser Permanente	Kaiser HD Premium	\$ 30,736.32	ADMIN
10/26/2016	Casa Munras Hotel	CALPELRA Conference	1,037.40	ADMIN
11/9/2016	OnlineFaxes.com	Overage Fee	10.00	ADMIN
10/13/2016	Target	Kitchen Supplies	58.21	HS
10/14/2016	Apple Store	Office Supplies	324.42	HS
10/14/2016	C & T Specialties	PC/PAC End-of-year Event	492.70	HS
10/15/2016	Crucial.com	Office Supplies	232.17	ADMIN
10/21/2016	Sac Val Plumbing	Classroom Supplies	279.74	HS
10/23/2016	Target	Classroom Supplies	15.41	HS
10/27/2016	Rackspace	Cloud Server	58.90	ADMIN
10/27/2016	Child Safety Solutions, Inc.	Classroom Supplies	7,095.15	HS
10/28/2016	Bode & Bode Lock & Safe	Office Supplies	572.49	HS
10/28/2016	Inland Business Systems	Copier/Printer Maintenance & Supplies	3,916.85	ADMIN
10/29/2016	Hannibal's Catering & Events	HS Delegate Kick Off Meeting	2,441.75	HS
11/4/2016	National Date Stamp	Office Supplies	23.53	ADMIN
11/4/2016	Dollar Tree	Kitchen Supplies	165.73	HS
11/8/2016	M & Q Packagin, LLC	Kitchen Supplies	3,190.58	HS
	<i>various various</i>	<i>various</i>	<i>17,403.36</i>	<i>WD</i>

Total American Express Bill

**\$ 303,549.25**

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

**SACRAMENTO EMPLOYMENT & TRAINING AGENCY**  
**CORPORATE CARD - CITI CARDS**  
**STATEMENT OF ACCOUNT**  
**12/12/2016**

<b>DATE</b>	<b>VENDOR NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>HS/ADMIN/WD</b>
11/16/2016	Costco	Classroom Supplies	\$ 2,351.35	HS
11/28/2016	College Oak Towing	HS Van Towing	175.00	HS
12/5/2016	Costco	Classroom Supplies	1,664.91	HS
11/21/2016	Walmart	Classroom Supplies	65.01	HS
12/5/2016	Walmart	Classroom Supplies	213.89	HS
Total Citi Cards Bill			<b><u>\$ 4,470.16</u></b>	

**SACRAMENTO EMPLOYMENT & TRAINING AGENCY  
CORPORATE CARD - CITI CARDS  
STATEMENT OF ACCOUNT  
11/12/2016**

<b>DATE</b>	<b>VENDOR NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>HS/ADMIN/WD</b>
10/12/2016	Rent-Rite	HS Delegate Kick Off Meeting	\$ 70.00	HS
10/18/2016	Costco	Classroom Supplies	139.73	HS
11/1/2016	Sears	Classroom Supplies	488.24	HS
10/20/2016	Target	Classroom Supplies	119.77	HS
11/2/2016	Target	Classroom Supplies	32.54	HS
11/2/2016	Cresco	Classroom Supplies	31.47	HS
11/4/2016	CSMFO	Membership	110.00	ADMIN
11/8/2016	CSMFO	Job Posting	275.00	ADMN
10/12/2016	Citi Cards	Interest	(0.67)	ADMN

Total Citi Cards Bill

**\$ 1,266.08**

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

# SETA HEAD START MENU

## January 2017

"This institution is an equal opportunity provider"

### Monday

**2** Breakfast Week 4  
 NO CLASSES  
 NO CLASSES  
 NO CLASSES  
Lunch  
 NO CLASSES  
 NO CLASSES  
 NO CLASSES  
 NO CLASSES  
 NO CLASSES  
 NO CLASSES  
 NO CLASSES  
Snack  
 NO CLASSES  
 NO CLASSES

### Tuesday

**3** Breakfast Week 4  
 Milk  
 Applesauce  
 Brown Rice Krispies Cereal  
Lunch  
 Milk  
 Apricots  
 Beans Refried  
 Broccoli, fresh  
 Tortilla, Whole Wheat  
Snack  
 Milk  
 Cheerios, Whole Grain Cereal

### Wednesday

**4** Breakfast Week 4  
 Milk  
 Banana, fresh  
 Oatmeal Cereal  
Lunch  
 Milk  
 Cheese Enchilada with Sauce  
 Romaine Lettuce Salad  
 Oranges, fresh  
Snack  
 Hummus  
 Vegetable Stick Melody

### Thursday

**5** 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

### Friday

**6** Breakfast Week 4  
 Milk  
 Apple, fresh  
 Muffin, Blueberry  
Lunch  
 Milk  
 Cantaloupe, fresh  
 Carrot, fresh  
 Crackers, Wheat Thins  
 Tuna Salad  
Snack  
 Milk  
 Crackers, Goldfish

**9** Breakfast Week 5  
 Milk  
 Pancakes  
 Pears  
Lunch  
 Milk  
 Apricots  
 Chicken Patty  
 Coleslaw Salad  
 Whole Wheat Bun  
Snack  
 Pineapple, tidbits  
 Yogurt, Raspberry

**10** 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

**11** 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

**12** Breakfast Week 5  
 Milk  
 Oatmeal Cereal  
 Pineapple, tidbits  
 Raisins  
Lunch  
 Milk  
 Apricots  
 Romaine Lettuce Salad  
 Spaghetti Casserole  
Snack  
 Bean Dip  
 Tortilla, Whole Wheat

**13** Breakfast Week 5  
 Milk  
 Muffin Loaves  
 Oranges, fresh  
Lunch  
 Milk  
 Banana, fresh  
 Broccoli, fresh  
 Chicken Salad  
 Crackers, Wheat Thins  
Snack  
 Apple, fresh  
 Cheese Sticks

**16** Breakfast Week 1  
 NO CLASSES  
 NO CLASSES  
 NO CLASSES  
Lunch  
 NO CLASSES  
 NO CLASSES  
 NO CLASSES  
 NO CLASSES  
 NO CLASSES  
 NO CLASSES  
 NO CLASSES  
Snack  
 NO CLASSES  
 NO CLASSES

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

**18** 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

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

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

**23** 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

**24** 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

**25** 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

**26** 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

**27** Breakfast Week 2  
 Milk  
 Apple, fresh  
 Muffin Loaves  
Lunch  
 Milk  
 Whole Wheat Bread  
 Broccoli, fresh  
 Cantaloupe, fresh  
 Turkey Sliced  
Snack  
 Cheese Quesadilla

**30** Breakfast Week 3  
 Milk  
 Cheerios Cereal  
 Oranges, fresh  
Lunch  
 Milk  
 Apple, fresh  
 Green Peas  
 Macaroni & Cheese  
 Watermelon, fresh or  
Snack  
 Crackers, Wheat Thins  
 Pears

**31** Breakfast Week 3  
 Milk  
 Applesauce  
 Waffles, sticks  
Lunch  
 Milk  
 Beef Ravioli  
 Spinach Salad  
 Whole Grain Buns  
 Oranges, fresh  
Snack  
 Apple, fresh  
 Sun Butter

# SETA HEAD START MENU

## Enero 2017

"This institution is an equal opportunity provider"

### Lunes

### Martes

### Miércoles

### Jueves

### Viernes

**2** Desayuno Week 4  
 NO CLASSES  
 NO CLASSES  
 NO CLASSES  
Comida  
 NO CLASSES  
 NO CLASSES  
 NO CLASSES  
 NO CLASSES  
 NO CLASSES  
 NO CLASSES  
Bocadillo  
 NO CLASSES  
 NO CLASSES

**3** Desayuno Week 4  
 Leche  
 Puré de Manzana  
 Cereal Integral Rice Krispies  
Comida  
 Leche  
 Chabacano  
 Frijoles Refritos  
 Brócoli  
 Tortilla de Trigo Integral  
Bocadillo  
 Leche  
 Cereal Cheerios de Grano Integ

**4** 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

**5** Desayuno Week 4  
 Leche  
 Chabacano  
 Baritas de Pan Francés Tostado  
Comida  
 Leche  
 Ensalada de Col  
 Mango  
 Tortilla de Trigo Integral  
 Rollo de Pavo y Queso  
Bocadillo  
 Plátano Fresco  
 Yogur de Fresa y Plátano

**6** 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

**9** 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

**10** Desayuno Week 5  
 Leche  
 Manzana  
 Cereal Cheerios de Grano Inte  
Comida  
 Leche  
 Frijoles Refritos  
 Fresa  
 Tanjarina o  
 Salsa de Jitomate  
 Tortilla de Trigo Integral  
Bocadillo  
 Leche  
 Ojuelas de Cereal Multigrano

**11** 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 Limó

**12** Desayuno Week 5  
 Leche  
 Avena  
 Piña Machacada  
 Pasas  
Comida  
 Leche  
 Chabacano  
 Ensalada de Lechuga Romana  
 Espagueti Horneado  
Bocadillo  
 Puré de Frijoles  
 Tortilla de Trigo Integral

**13** Desayuno Week 5  
 Leche  
 Mollete  
 Naranja  
Comida  
 Leche  
 Plátano Fresco  
 Brócoli  
 Ensalada de Pollo  
 Galletas de Trigo Integral  
Bocadillo  
 Manzana  
 Barita de Queso

**16** Desayuno Week 1  
 NO CLASES  
 NO CLASES  
 NO CLASES  
Comida  
 NO CLASES  
 NO CLASES  
 NO CLASES  
 NO CLASES  
 NO CLASES  
 NO CLASES  
 NO CLASES  
Bocadillo  
 NO CLASES  
 NO CLASES

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

**18** 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

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

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

**23** 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

**24** 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

**25** 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

**26** 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

**27** Desayuno Week 2  
 Leche  
 Manzana  
 Mollete  
Comida  
 Leche  
 Pan de Trigo Integral  
 Brócoli  
 Melón  
 Rebanada de Pavo  
Bocadillo  
 Quesadilla

**30** Desayuno Week 3  
 Leche  
 Cereal Cheerios  
 Naranja  
Comida  
 Leche  
 Manzana  
 Chícharos  
 Macarrón y Queso  
 Sandía Fresca o  
Bocadillo  
 Galletas de Trigo Integral  
 Pera

**31** Desayuno Week 3  
 Leche  
 Puré de Manzana  
 Baritas de Waffle  
Comida  
 Leche  
 Ravioli de Res  
 Ensalada de Espinaca  
 Pan de Grano Integral  
 Naranja  
Bocadillo  
 Manzana  
 Mantequilla de Semilla de Girasol

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 November 3 and December 1, 2016 meetings.

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, November 3, 2016  
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:01 a.m. The Pledge of Allegiance was recited. The Board and audience observed a moment of silence in honor of former PIC board member, Tom Burruss. The roll was called and a quorum established.

Members Present:

Sophia Scherman, Chair, Governing Board; Public Representative  
Patrick Kennedy, Member, Board of Supervisors  
Jay Schenirer, Vice Chair, Governing Board; Councilmember, City of Sacramento  
Don Nottoli, Member, Board of Supervisors (arrived at 10:14 a.m.)

Members Absent:

Allen Warren, Councilmember, City of Sacramento

**VI. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

Pursuant to Government Code Section 54956.8.

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

Address: 925 Del Paso Boulevard, Sacramento

Agency Negotiator: Kathy Kossick

Negotiating Party: McCuen Acoma Street Investors, LP

Under Negotiation: Price and Terms of Payment

**CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**

Pursuant to Subdivision (a) of Government Code Section 54956.9

Kelly Johnson v. SETA

Sacramento County Superior Court Case No. 34-2015-00180341

The board went into closed session at 10:03 a.m. Ms. Scherman called the meeting back into open session at 10:07 a.m. and stated that there was no report out of closed session with regard to the first closed session item. The second closed session item was dropped.



## II. Consent Items

- A. Minutes of the October 6, 2016 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Ratification of the Submission of a Workforce Accelerator Application to the California Workforce Development Board – Build Your Own Workforce Program
- D. Ratification of the Submission of a Workforce Accelerator Application to the California Workforce Development Board – Change Maker Youth Development Program

Mr. Thatch requested that item E be taken under separate action.

Moved/Schenirer, second/Kennedy, to approve consent items A-D as follows:

- A. Approve the October 6, 2016 minutes.
- B. Approve the claims and warrants for the period 9/27/16 through 10/27/16.
- C. Ratify the submission of a Workforce Accelerator Fund 4.0 grant application requesting \$150,000 to the California Workforce Development Board for the Build Your Own Workforce Program.
- D. Ratify the submission of a Workforce Accelerator Fund 4.0 grant application requesting \$150,000 to the California Workforce Development Board for the Change Maker Youth Development Program.

Roll Call Vote:

Aye: 3 (Kennedy, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Nottoli, Warren)

- E. Approval to Extend Marketing, Advertising, Graphic Design and Website Maintenance Services Agreement with EMRL for One Year and Authorize the Executive Director to Sign the Agreement

There were no questions or comments.

Moved/Kennedy, second/Schenirer, to approve the extension of the agreement with EMRL, Inc. for marketing, advertising, graphic design and website maintenance services for the term November 10, 2016 through November 9, 2017 for a not to exceed amount of \$60,000 and authorize the Executive Director to sign the agreement.

Roll Call Vote:

Aye: 3 (Kennedy, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Nottoli, Warren)

### **III. Action Items**

#### **A. GENERAL ADMINISTRATION/SETA**

1. Election of Officers of the Sacramento Employment and Training Agency Governing Board

Ms. Kossick reviewed the process by which officers are chosen for the SETA Governing Board.

Moved/Kennedy, second/Scherman, to elect Mr. Jay Schenirer as Chair and Mr. Patrick Kennedy as Vice Chair of the SETA Governing Board with terms to begin November 4, 2016.

Roll Call Vote:

Aye: 3 (Kennedy, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Nottoli, Warren)

2. Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella, Errors and Omissions and Student Accident

Ms. Loretta Su introduced Mr. Ken Urrutia of Arthur J. Gallagher. Mr. Urrutia reviewed the reports provided to board members showing the detailed marketing done to prepare the quote. The summary document was reviewed. Through the marketing efforts the best option is to remain with Philadelphia Insurance as they have been a good market partner. The agency went through and reviewed the building values and found that the values did increase so the majority of changes are due to building value increases. There was actually a reduction in total premium. The Directors and Officers quote went up by 6% because of the high number of claims. This was due to the number of claims, not the severity.

Mr. Nottoli arrived at 10:14 a.m.

Mr. Urrutia reviewed some optional coverage. He recommended increasing the umbrella coverage to \$20 million for an additional \$8,000 premium. He also recommended purchasing Cyber liability for an additional \$16,500 premium.

Moved/Schenirer, moved/ Kennedy, to approve the purchase of agency insurance for general liability, vehicle liability, umbrella, errors and omissions, and student accident with the addition of increasing umbrella coverage to \$20 million for an additional \$8,000 premium, and the addition of cyber liability for a \$16,500 premium.

Roll Call Vote:

Aye: 4 (Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0  
Absent: 1 (Warren)

**B. WORKFORCE DEVELOPMENT DEPARTMENT**

Community Services Block Grant: None.

Refugee Services

1. Approval of Augmentation Recommendations for the Refugee Social Services (RSS) and Targeted Assistance (TA) Programs, Program Year (PY) 2016-2017

There were no questions or comments on this item.

Moved/Schenirer/Kennedy, to approve staff augmentation recommendations for the Refugee Social Services (RSS) and Targeted Assistance (TA) refugee program providers for PY 2016-17 as shown on the funding charts. Additionally, approve the following funding stipulations:

1. TA funds will be allocated in two increments. The first increment will fund program services from October 1, 2016 through April 30, 2017. The second increment, contingent upon receipt of funds from ORR, will fund program services from May 1, 2017 through September 30, 2017.
2. VESL/ES service providers must ensure open-entry and prompt placement into VESL classes for all clients that are assessed to be in need of English language training.
3. All VESL/ES and ES Stand Alone service providers must allocate a minimum of 10% of their awards for supportive services.
4. Providers with case management and job development staff budgeted for less than 12 months, or budgeted for part-time employment, must ensure program services are available Monday through Friday, eight hours per day, from October 1, 2016, through September 30, 2017.
5. Refugees receiving resettlement or Match Grant employment services from IRC are not eligible to participate in IRC's RSS-funded VESL/ES program until all services within those grants have been exhausted.

Roll Call Vote:

Aye: 4 (Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Warren)

One Stop Services

2. Approval to Release a Request for Proposals for Project Slingshot – Capital Region

Mr. Schenirer stated that he has no financial connections but is affiliated with an organization in Oak Park that may submit a proposal for these funds. Mr. Thatch stated that Mr. Schenirer has no conflict of interest.

The agency is now moving forward with a couple of RFPs; this is the first of two RFPs with a second coming in December for approval. This particular RFP requests specific types of services for start-ups and small businesses.

Mr. Schenirer is excited and this is a good opportunity for the agency. The city just distributed \$1 million in innovation grants and hopes that there will be some alignment. The City received 128 applications and 15 were funded.

Mr. Nottoli asked how the Slingshot name came up. Mr. Kim stated that this is a statewide initiative. The idea behind this initiative is to think of an idea that is outside of the box, innovative, moves the needle, and slingshots you forward.

Moved/Schenirer, second/Kennedy, to approve the Release of a Request for Proposals for Project Slingshot – Capital Region.

Roll Call Vote:

Aye: 4 (Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Warren)

### **C. CHILDREN AND FAMILY SERVICES**

1. Ratification of Submission of the Second Revised Head Start Extended Duration of Services Application to the Office of Head Start

No questions or comments.

Moved/Kennedy, Schenirer, to Ratify the submission of the second revised Head Start Extended Duration of Services application to the Office of Head Start in the amount of \$1,646,752 for Basic, reflecting the requested 33% reduction, and \$1,134,500 for Start-up, to extend the duration of services to Head Start children in Sacramento County.

Roll Call Vote:

Aye: 4 (Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Warren)

### **IV. Information Items**

- A. SETA Children and Family Services Department Year-In-Review Presentation: Continued to the December 1 meeting.

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

**V. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: Ms. Kossick wished Mr. Kennedy a Happy Birthday. Building construction/tenant improvements will begin in late November; the January meeting will be held in the Board of Supervisors chambers.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Mr. Nottoli asked about the Head Start presentation; Ms. Kossick stated that due to time constraints, this presentation will be done in December.
- F. Public: Ms. Scherman stated that she feels confident that Councilman Schenirer will do a good job as Chair of the SETA Governing Board.

**VII. Adjournment: The meeting was adjourned at 10:24 a.m.**

**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, December 1, 2016  
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Schenirer called the meeting to order at 10:00 a.m. Ms. Kossick led the board in the Pledge of Allegiance. The roll was called and a quorum established.

Members Present:

Jay Schenirer, Chair, Governing Board; Councilmember, City of Sacramento  
Allen Warren, Councilmember, City of Sacramento  
Sophia Scherman, Chair, Governing Board; Public Representative  
Patrick Kennedy, Vice Chair; Member, Board of Supervisors (arrived at 10:14 a.m.)  
Don Nottoli, Member, Board of Supervisors (arrived at 10:15 a.m.)

**II. Consent Items**

- A. Minutes of the November 3, 2016 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council
- D. Approval to Transfer Workforce Innovation and Opportunity Act Dislocated Worker Funds to Adult Funds, Program Year 2016-17, and Authorize Staff to Submit a Request to the State of California, Employment Development Department

The consent items were reviewed; no questions or corrections.

Moved/Scherman, second/Warren, to approve the consent items as follows:

- A. Approve the November 3, 2016 minutes.
- B. Approve claims and warrants for the period 10/28/16 through 11/22/16.
- C. Approve modifications to the Policy Council bylaws.
- D. Concur with the Sacramento Works Board to approve the transfer of \$2,319,181 in WIOA dislocated worker formula funds to the WIOA adult program for PY 2016-17, and authorize staff to submit a transfer request to the State of California, EDD.

Roll call vote:

Aye: 3 (Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 2 (Kennedy & Nottoli)

### III. Action Items

#### A. GENERAL ADMINISTRATION/SETA

##### 1. Approval of Procurement of Workers' Compensation Insurance

Mr. Ken Urrutia stated that the Insurance Company of the West submitted a quote for Workers' Compensation insurance. Mr. Urrutia is recommending the board approve the purchase with Insurance Company of the West again. Overall, over the last couple of years, there has been a 31% savings in premium of approximately \$400,000.

Moved/Warren, second/Scherman, to authorize the Executive Director to procure Workers' Compensation coverage for the calendar year 2017.

Roll call vote:

Aye: 3 (Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 2 (Kennedy & Nottoli)

Ms. Scherman asked if anything happened last year that the board should be aware of. Mr. Urrutia stated that agency staff has been working over the years to improve the losses. The improvement in the losses has made SETA more marketable in the market place and now the agency has a good loss history.

##### 2. Review and Approval of the Agency's Independent Auditor's Report & Financial Statements for Fiscal Year Ended June 30, 2016

Ms. Loretta Su presented the recently completed audit done by Gilbert Associates, Inc. There were no findings related to the financial statements. .

Moved/Scherman, second/Warren, to approve the Annual Auditor's Report and Financial Statements of the Agency for the fiscal year ended June 30, 2016.

Roll call vote:

Aye: 3 (Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 2 (Kennedy & Nottoli)

##### 3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Revisions to the Salary Schedule for Head Start Parent Intern, Student Intern, Head Start Child Care Teacher Assistant, Head Start On-Call Cook Driver, and Head Start Substitute Child Care Teacher

Mr. John Allen reviewed the changes to the salary schedules for several Head Start positions.

Mr. Schenirer opened a public hearing; there was no public testimony.

Moved/Scherman, second/Warren, to close the public hearing and approve the new pay ranges for the Head Start Parent Intern, Student Intern, Head Start Child Care Teacher Assistant, Head Start On-Call Cook Driver, and Head Start Substitute Child Care Teacher.

Roll call vote:

Aye: 3 (Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 2 (Kennedy & Nottoli)

4. Approval of Lease for Head Start Early Learning Center Space Located at 925 Del Paso Boulevard and Authorize the Executive Director to Execute the Lease

Mr. Thatch reported that the agency and the landlord negotiated a 10 year lease with two five-year extensions, at \$1.40 per square foot. There will be painting and carpeting after year five and drainage issues to be fixed in 90 days. The new lease results in an overall savings of approximately \$42,000 per year. Ms. Kossick stated that the savings will be utilized in programming.

Moved/Scherman, second/Warren, to approve the new lease for the Head Start Early Learning Center space at 925 Del Paso Boulevard and authorize the Executive Director to execute the lease.

Roll call vote:

Aye: 3 (Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 2 (Kennedy & Nottoli)

Mr. Thatch was thanked for negotiating the lease. The Board thanked Ms. Kossick and Mr. Thatch for working hard in the best interest of the agency.

## **B. WORKFORCE DEVELOPMENT DEPARTMENT**

Refugee Services: None.

### Community Services Block Grant

1. Approval of Community Services Block Grant Funding Extension Recommendations for Program Year 2017

Ms. Julie Davis-Jaffe reviewed this item. The state approved an extension for discretionary funds which allowed WIND to spend their funds. All of the



operators are performing at a satisfactory level or higher. By the end of September, 30 people were employed through the self-sufficiency program. Staff is hoping this number to be doubled if not more.

The Community Action Board reviewed the funding extensions. Ms. Davis-Jaffe requested the approval of all extensions correcting the amount to River City Food Bank in the amount of \$20,500 which increase the overall amount for the year to \$878,381.

Ms. Scherman inquired how many people are served at River City Food Bank and Ms. Davis-Jaffe replied around 2,419 households. For nine months the Elk Grove Food Bank served 37 for three months but they received funding late in the year.

Moved/Scherman, second/Warren, to approve the staff recommendations to extend all CSBG subcontracts for an additional one year term, contingent upon satisfactory program performance, and maintain Daren Maeda as a SETA consultant for an additional year at \$30,000.

Roll call vote:

Aye: 3 (Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 2 (Kennedy & Nottoli)

### One Stop Services

2. Approval of the Workforce Innovation and Opportunity Act Resource Sharing Agreement & Authorize SETA's Executive Director to Negotiate Changes Subject to Legal Counsel Approval (Roy Kim)

Mr. Kennedy arrived at 10:14 a.m.

Mr. Kim stated this item requests approval for Phase 2 which is the resource sharing. This was approved by the Sacramento Works Inc. board. Because of likelihood of terms and conditions, staff is also requesting approval to authorize the Executive Director to negotiate the changes.

Moved/Scherman, second/Warren, to approve the WIOA Resource Sharing Agreement (RSA) for the Sacramento Workforce Development Area and authorize SETA's Executive Director to negotiate changes to the RSAs with One-Stop Required Partners, subject to approval by the Sacramento Works and the SETA Governing Board's legal counsels.

Roll call vote:

Aye: 4 (Kennedy, Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 1 (Nottoli)

3. Approval to Release a Request for Proposals for Project Slingshot – Capital Region

Mr. Nottoli arrived at 10:15 a.m.

Mr. Kim stated that this is the second of the Request for Proposals for a central component of a project designed by the state.

Mr. Kim updated the board on the first RFP. The Phase 1 RFP was released and after the initial pre-qualifications, there were over 20 potential applicants that may be eligible to submit proposals.

Moved/Scherman, second/Nottoli, to approve the release of a second Request for Proposals for Project Slingshot – Capital Region.

Roll call vote:

Aye: 5 (Kennedy, Nottoli, Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 0

4. Approval to Allocate WIOA Title I Youth Funds to Support a Transitional Foster Youth Employment Pilot

Ms. Terri Carpenter stated that this item comes forward based on input from the Youth Committee. The bulk of the funding goes directly to the youth in the form of paid work experience. Mr. Kennedy stated that he was glad to see so much of the money going to the youth.

The program will launch in January and will follow through to June 30. Stanford Youth Options will assist in youth stabilization and provide intensive interactive classroom work readiness training.

Moved/Schenirer, second/Kennedy, to approve the allocation of \$74,380 WIOA Title I Youth Funds to support a Transitional Foster Youth Employment Pilot.

Roll call vote:

Aye: 5 (Kennedy, Nottoli, Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 0

5. Approval to Release a Request for Proposals for WIOA Title I Youth Program Services for the Galt Area

Ms. Terri Carpenter stated that on November 9, 2016, the Sacramento Works Youth Committee approved the release of a Request for Proposals (RFP) specifically to serve disconnected youth in the Galt area. On November 16, 2016, the SWI Board concurred with the Youth Committee recommendations.

Mr. Nottoli corrected the boundaries of the RFP. Ms. Kossick stated that the RFP will be corrected with the suggestions provided by Mr. Nottoli.

Moved/Nottoli, second/Scherman, to approve the Release of a Request for Proposals for WIOA Title I Youth Program Services for the Galt Area with the corrected boundary area.

Roll call vote:

Aye: 5 (Kennedy, Nottoli, Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 0

**C. CHILDREN AND FAMILY SERVICES:** No items.

**IV. Information Items**

A. SETA Children and Family Services Department Year-In-Review Presentation

Ms. Denise Lee introduced Head Start Managers, Robyn Caruso, Lisa Carr, Martha Cisneros, and Karen Griffith. The managers provided an overview of the Head Start program through Program Year 2015-2016.

Mr. Warren left the meeting at 11:05 a.m.

B. Fiscal Monitoring Reports: No comments.

C. Employer Success Stories and Activity Report: No additional report.

D. Dislocated Worker Update: No additional report.

E. Unemployment Update/Press Release from the Employment Development Department: No questions.

F. Head Start Reports: No additional report.

**V. Reports to the Board**

A. Chair: Mr. Schenirer thanked the board for electing him Chair. He recently had a discussion with the Executive Director and wants to change the meeting structurally. He would like to deal with one substantive issue per meeting. Mr. Schenirer is proposing to set out a schedule over the next year including policy

discussions and putting more things on the consent calendar. He would prefer to have every other meeting held to have a substantive policy to discuss. Our knowledge base will increase and the board will be able to provide more direction to staff. Ms. Kossick stated that staff is in the process of identifying what will be presented before the board. Mr. Thatch stated that the board has to have individual votes on funding items. One issue to consider is how much authority to give the Executive Director monetarily. Currently, Ms. Kossick has authority to approve items less than \$100,000 without board approval.

- B. Executive Director: Ms. Kossick recognized Mr. Nottoli and Mr. Schenirer's birthdays. The building renovations have begun. Phase 2 will be construction in the board room beginning January. The January Governing Board meeting will be held at the Board of Supervisors chambers. Staff is still searching for a location in February. Staff will check on February at the City.
  - C. Deputy Directors: No report.
  - D. Counsel: No report.
  - E. Members of the Board: No report.
  - F. Public: None.
- VI. **Adjournment**: The meeting was adjourned at 11:26 a.m.

ITEM V – COMMITTEE REPORT

➤ Executive Committee

Critique of the November 15, 2016 Parent Advisory Committee meeting.

<b>GOOD!!!</b>
Thank you Ms. Denise Lee, all managers, and staff for the awesome welcome extended to the new PAC representatives.
Thank you Ms. Yesenia Rodriguez for acting as Secretary.
Thank you Mr. Tate for your support on how to Make and Present Motions and information shared on board responsibilities.
Thank you Ms. Terri McMillin for a well-facilitated meeting for new board members. Job well done in making sure board members understood each board item.
<b>NEEDS IMPROVEMENT</b>
<b>ATTENDANCE.</b> Please make every effort to attend board meetings and committee meetings.
<b>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.</b>
<b>REMINDERS</b>
Please be on time and be seated by 8:50 a.m.
Please turn off <u>all</u> electronic devices.
<b>No eating in the Board room.</b>
Please remember to use point of privilege and be recognized by the Chair before leaving your seat.

## ITEM IV

### 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. Duvierica Schneiter, Ms. Kimberly Mulhern, Ms. Brianna Isaac, Ms. Angela Burnell, Ms. Henrietta Gutierrez, Ms. Angel Chenault
- Head Start Deputy Director's Report – Ms. Denise Lee
  - ✓ Monthly Head Start Report (attached)
  - ✓ Quality Assurance Report: SOP - Home Based
- Head Start Managers' Reports
  - ✓ Health, Nutrition and Safe Environments Services – Ms. Martha Cisneros
  - ✓ Family Engagement, Home Base, and ERSEA Services – Ms. Lisa Carr
  - ✓ School Readiness, Special Education and Mental Health Services – Ms. Karen Griffith
  - ✓ Program Support, Quality Assurance, and EHS-CCP - Robyn Caruso

#### NOTES:

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**December 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
<b>SETA operated</b>	2028	229	<b>11%</b>	369	63	<b>17%</b>
<b>Twin Rivers USD</b>	233	21	<b>9%</b>			
<b>Elk Grove USD</b>	440	43	<b>10%</b>			
<b>Sac City USD</b>	1211	116	<b>10%</b>	144	19	<b>13%</b>
<b>San Juan USD</b>	668	82	<b>12%</b>	160	13	<b>8%</b>
<b>WCIC</b>	120	12	<b>10%</b>			
<b>EHS CCP</b>				80	4	<b>5%</b>
<b>COUNTY TOTAL</b>	<b>4700</b>	<b>503</b>	<b>11%</b>	<b>753</b>	<b>99</b>	<b>13%</b>

*AFE: Annual Funded Enrollment*



# SETA Head Start Food Service Operations Monthly Report \*November 2016

**November 4th** - Minimum Day Preschool and EHS Full Day "C" Classes.

**November 8th** - Vineland morning class stopped at ten children due to staff shortage.

**November 10th** - Solid Foundation closed afternoon classes due to staff shortage.

**November 11th** - Veteran's Day.

**November 14th** - Bannon Creek one morning class stopped at ten children due to staff shortage.

**November 15th** - Low numbers at Alder Grove. Food cut to a half class for the morning and 15 piece count for the afternoon.

**November 18th** - Ten Preschool classes closed for teacher training.

**November 21st** - North Avenue AM & PM stopping at 10 due to staff shortage.

**November 21st to 23rd** - Walnut Grove closed.

**November 23rd** - Traditional and part-day centers closed.

**November 24th & 25th** - Thanksgiving Holiday.

**Meetings & Trainings:**

The Food Service Staff had a CACFP Training on November 2nd at Plaza Del Paso.

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

Lunch	PM Snack	Breakfast	Field Trips
35,310	12,810	23,120	160

**Total Amount of Meals and Snacks Prepared** 71,400

**Purchases:**

Food	\$70,598.80
Non - Food	\$28,465.99

**Building Maintenance and Repair:** \$1,257.95

**Janitorial & Restroom Supplies:** \$0.00

**Kitchen Small Wares and Equipment:** \$0.00

**Vehicle Maintenance and Repair :** \$882.81

**Vehicle Gas / Fuel:** \$1,311.62  
     **Normal Delivery Days** 16



# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**November 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
<b>SETA operated</b>	2028	223	<b>11%</b>	369	60	<b>16%</b>
<b>Twin Rivers USD</b>	233	19	<b>8%</b>			
<b>Elk Grove USD</b>	440	43	<b>10%</b>			
<b>Sac City USD</b>	1211	103	<b>9%</b>	144	19	<b>13%</b>
<b>San Juan USD</b>	668	80	<b>12%</b>	160	13	<b>8%</b>
<b>WCIC</b>	120	7	<b>6%</b>			
<b>EHS CCP</b>				80	2	<b>3%</b>
<b>COUNTY TOTAL</b>	<b>4700</b>	<b>475</b>	<b>10%</b>	<b>753</b>	<b>94</b>	<b>12%</b>

*AFE: Annual Funded Enrollment*

## SETA Head Start/Early Head Start

## Monthly Program Enrollment Report for School Year 2016 to 2017

Period: November 2016

Part Day Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	% ADA	ADA	%ADA
Elkhorn	80	17	59	74%	74	93%
Kennedy Estates	40	16	27	68%	32	80%
Phoenix Park	40	17	28	70%	38	95%
Vineland	40	16	31	78%	40	100%
Freedom Park	80	16	57	71%	74	93%
Norma Johnson	40	17	29	73%	39	98%
Walnut Grove	40	15	29	73%	35	88%
Crossroad Gardens	40	17	31	78%	39	98%
Parker	13	17	11	85%	13	100%
Galt	120	17	99	83%	119	99%
Auberry Park	40	16	28	70%	37	93%
Bright Beginnings	60	17	41	68%	50	83%
Marina Vista ELC	20	17	14	70%	19	95%
Hopkins Park	80	18	56	70%	69	86%
Mather	80	17	53	66%	71	89%
Bannon Creek	80	17	64	80%	79	99%
Strizek Park	40	17	26	65%	36	90%
La Verne Sterwart	40	17	18	45%	26	65%
Fruitridge	80	17	61	76%	73	91%
North Avenue	40	16	31	78%	38	95%
Northview	80	19	55	69%	71	89%
Nedra Court	60	17	36	60%	42	70%
Hillsdale	80	17	57	71%	72	90%
Grizzly Hollow	40	16	32	80%	40	100%
Alder Grove ELC	40	16	16	40%	21	53%
Illa Collin	40	16	25	63%	33	83%
Solid Foundation	80	17	56	70%	73	91%

## SETA Head Start/Early Head Start

## Monthly Program Enrollment Report for School Year 2016 to 2017

Period: November 2016

Full Day Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	% ADA	ADA	%ADA
North Avenue	20	17	16	80%	19	95%
Sharon Neese	44	19	33	75%	42	95%
Elkhorn	22	17	19	86%	22	100%
Northview	22	17	19	86%	21	95%
Mather	22	19	17	77%	22	100%
Norma Johnson	22	19	17	77%	22	100%
Crossroad Gardens	44	19	34	77%	41	93%
Freedom Park	44	17	33	75%	41	93%
Marina Vista ELC	44	19	27	61%	34	77%
Hillsdale	44	17	34	77%	43	98%
Job Corp	22	19	17	77%	22	100%
Phoenix Park	22	19	17	77%	22	100%

## SETA Head Start/Early Head Start

## Monthly Program Enrollment Report for School Year 2016 to 2017

Period: November 2016

Early Head Start Classes						
			Present Only		Present/Excused	
Center Name	Funded Enrollment	Total Days	ADA	% ADA	ADA	%ADA
Mather	14	19	8	57%	11	79%
Norma Johnson	8	19	6	75%	8	100%
Elkhorn	16	19	12	75%	16	100%
Marina Vista ELC	8	19	7	88%	8	100%
Job Corp	16	19	12	75%	16	100%
Crossroad Gardens	8	19	6	75%	8	100%
Phoenix Park	8	19	6	75%	8	100%
Alder Grove Infant/Toddler Center	16	19	10	63%	14	88%
Northview	8	19	7	88%	8	100%
Sharon Neese	16	19	13	81%	16	100%

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

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

Northview	1224A	19	16	3	0	19
Northview	1224B	19	15	4	1	20
Northview	1224C	20	18	2	1	21
Northview	1224D	20	19	1	0	20
Northview	1224X	21	16	5	1	22
Parker	1207E	15	11	4	0	15
Phoenix Park	1248A	20	17	3	0	20
Phoenix Park	1248B	19	14	5	3	22
Phoenix Park	1248X	22	19	3	0	22
Sharon Neese	1249R	22	16	6	1	23
Sharon Neese	1249X	21	16	5	1	22
Solid Foundation	1254A	20	17	3	0	20
Solid Foundation	1254B	20	18	2	0	20
Solid Foundation	1254C	21	15	6	0	21
Solid Foundation	1254D	17	12	5	1	18
Strizek Park	1225A	19	15	4	3	22
Strizek Park	1225B	19	11	8	1	20
Vineland	1211A	20	17	3	0	20
Vineland	1211B	20	17	3	0	20
Walnut Grove	1235A	19	17	2	1	20
Walnut Grove	1235C	18	13	5	1	19
Alder Grove Infant/Toddler Center	1212M	8	6	2	0	8
Alder Grove Infant/Toddler Center	1212U	7	7	0	0	7
Crossroad Gardens	1242U	7	7	0	1	8
Elkhorn	1255M	8	8	0	0	8
Elkhorn	1255U	8	5	3	0	8
Job Corp	1237M	8	5	3	0	8
Job Corp	1237U	8	6	2	1	9
Marina Vista ELC	1246U	8	7	1	1	9
Mather	1223M	5	5	0	2	7
Mather	1223U	5	5	0	3	8
Norma Johnson	1214U	8	8	0	0	8
Northview	1224U	8	8	0	0	8
Phoenix Park	1248U	8	7	1	1	9
Sharon Neese	1249M	8	7	1	1	9
Sharon Neese	1249U	8	6	2	0	8
TOTALS for Head Start		1881	1549	332	82	1963
HS Totals	1769					

Drops w/in 30	72	
P/S Home Base	121	
<b>Total</b>	<b>1962</b>	
EHS Totals	112	
Drops w/in 30	10	
River Oaks	60	
SCOE	47	
EHS Home Base	151	
<b>Total</b>	<b>380</b>	
<b>GRAND TOTAL</b>	<b>2342</b>	



## SETA Head Start/Early Head Start

## Monthly Program Enrollment Report for School Year 2016 to 2017

Period: December 2016

Part Day Classes						
			Present Only		Present/Excused	
Center Name	Funded Enrollment	Total Days	ADA	% ADA	ADA	%ADA
La Verne Sterwart	40	15	18	45%	30	75%
Freedom Park	80	15	51	64%	72	90%
Kennedy Estates	40	13	29	73%	35	88%
Mather	80	15	49	61%	69	86%
Crossroad Gardens	40	15	29	73%	39	98%
Fruitridge	80	15	59	74%	75	94%
Auberry Park	40	13	23	57%	36	90%
Alder Grove ELC	40	13	15	38%	20	50%
Nedra Court	60	15	38	63%	49	82%
North Avenue	40	15	32	80%	38	95%
Phoenix Park	40	15	29	73%	38	95%
Hopkins Park	80	15	57	71%	74	93%
Illa Collin	40	13	23	57%	33	83%
Bright Beginnings	60	13	37	62%	53	88%
Parker	13	15	13	100%	16	123%
Marina Vista ELC	20	15	14	70%	18	90%
Strizek Park	40	15	25	63%	39	98%
Norma Johnson	40	15	29	73%	39	98%
Solid Foundation	80	15	58	73%	77	96%
Northview	80	15	51	64%	73	91%
Elkhorn	80	15	55	69%	78	98%
Vineland	40	13	32	80%	40	100%
Walnut Grove	40	11	30	75%	38	95%
Bannon Creek	80	15	65	81%	79	99%
Grizzly Hollow	40	13	30	75%	40	100%
Hillsdale	80	5	57	71%	73	91%
Galt	120	15	89	74%	120	100%

## SETA Head Start/Early Head Start

## Monthly Program Enrollment Report for School Year 2016 to 2017

Period: December 2016

Full Day Classes						
			Present Only		Present/Excused	
Center Name	Funded Enrollment	Total Days	ADA	% ADA	ADA	%ADA
Freedom Park	44	15	34	77%	43	98%
Job Corp	22	16	17	77%	21	95%
Elkhorn	22	15	17	77%	23	105%
Crossroad Gardens	44	16	34	77%	41	93%
Marina Vista ELC	64	16	30	47%	40	63%
Mather	22	16	18	82%	22	100%
Hillsdale	44	5	35	80%	41	93%
Northview	22	15	18	82%	22	100%
Sharon Neese	44	16	34	77%	43	98%
Phoenix Park	22	16	17	77%	22	100%
North Avenue	20	15	15	75%	19	95%
Norma Johnson	22	16	16	73%	20	91%

## SETA Head Start/Early Head Start

## Monthly Program Enrollment Report for School Year 2016 to 2017

Period: December 2016

Early Head Start Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	% ADA	ADA	%ADA
Alder Grove Infant/Toddler Center	16	11	11	69%	14	88%
Northview	8	15	7	88%	8	100%
Norma Johnson	8	16	6	75%	7	88%
Elkhorn	16	16	11	69%	16	100%
Job Corp	16	16	10	63%	14	88%
Marina Vista ELC	8	16	7	88%	8	100%
Phoenix Park	8	16	6	75%	8	100%
Crossroad Gardens	8	15	5	63%	8	100%
Sharon Neese	16	15	12	75%	15	94%
Mather	14	17	8	57%	10	71%

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

Galt	1234E	20	9	11	0	20
Galt	1234F	20	8	12	0	20
Grizzly Hollow	1252A	20	6	14	0	20
Grizzly Hollow	1252B	20	11	9	0	20
Hillsdale	1228A	19	16	3	0	19
Hillsdale	1228B	17	14	3	0	17
Hillsdale	1228C	18	15	3	3	21
Hillsdale	1228D	20	13	7	0	20
Hillsdale	1228R	22	14	8	5	27
Hillsdale	1228X	22	17	5	7	29
Hopkins Park	1253A	20	13	7	0	20
Hopkins Park	1253B	19	15	4	2	21
Hopkins Park	1253C	18	12	6	2	20
Hopkins Park	1253D	17	12	5	4	21
Illa Collin	1221A	16	11	5	0	16
Illa Collin	1221B	19	8	11	2	21
Job Corp	1237X	22	14	8	1	23
Kennedy Estates	1240A	20	16	4	0	20
Kennedy Estates	1240B	17	13	4	1	18
La Verne Sterwart	1219A	11	6	5	0	11
La Verne Sterwart	1219B	20	9	11	0	20
Marina Vista ELC	1246A	19	13	6	1	20
Marina Vista ELC	1246R	21	9	12	0	21
Marina Vista ELC	1246X	21	16	5	0	21
Mather	1223A	20	10	10	0	20
Mather	1223B	19	10	9	0	19
Mather	1223C	19	10	9	1	20
Mather	1223D	15	7	8	2	17
Mather	1223X	22	14	8	0	22
Nedra Court	1244A	20	15	5	0	20
Nedra Court	1244B	10	6	4	0	10
Nedra Court	1244C	20	14	6	0	20
Norma Johnson	1214A	20	14	6	0	20
Norma Johnson	1214B	20	12	8	1	21
Norma Johnson	1214X	19	14	5	3	22
North Avenue	1256A	20	18	2	2	22
North Avenue	1256B	19	13	6	3	22
North Avenue	1256X	21	11	10	1	22

Northview	1224A	19	13	6	0	19
Northview	1224B	20	8	12	1	21
Northview	1224C	19	6	13	1	20
Northview	1224D	20	14	6	0	20
Northview	1224X	22	17	5	0	22
Parker	1207E	16	10	6	0	16
Phoenix Park	1248A	20	15	5	0	20
Phoenix Park	1248B	18	13	5	2	20
Phoenix Park	1248X	22	15	7	0	22
Sharon Neese	1249R	23	14	9	0	23
Sharon Neese	1249X	23	13	10	1	24
Solid Foundation	1254A	20	10	10	0	20
Solid Foundation	1254B	20	17	3	0	20
Solid Foundation	1254C	20	13	7	0	20
Solid Foundation	1254D	16	7	9	1	17
Strizek Park	1225A	20	9	11	0	20
Strizek Park	1225B	20	12	8	1	21
Vineland	1211A	20	11	9	0	20
Vineland	1211B	20	13	7	0	20
Walnut Grove	1235A	19	14	5	0	19
Walnut Grove	1235C	20	16	4	0	20
Alder Grove Infant/Toddler Center	1212M	7	7	0	1	8
Alder Grove Infant/Toddler Center	1212U	6	3	3	2	8
Crossroad Gardens	1242U	8	2	6	1	9
Elkhorn	1255M	8	6	2	1	9
Elkhorn	1255U	8	2	6	0	8
Job Corp	1237M	8	5	3	1	9
Job Corp	1237U	6	4	2	2	8
Marina Vista ELC	1246U	8	8	0	1	9
Mather	1223M	7	7	0	1	8
Mather	1223U	6	5	1	0	6
Norma Johnson	1214U	7	1	6	1	8
Northview	1224U	8	7	1	0	8
Phoenix Park	1248U	8	4	4	1	9
Sharon Neese	1249M	7	7	0	1	8
Sharon Neese	1249U	8	5	3	2	10
TOTALS for Head Start		1905	1178	727	89	1994
HS Totals	1795					

Drops w/in 30	74	
P/S Home Base	120	
Total	<b>1989</b>	
EHS Totals	110	
Drops w/in 30	15	
River Oaks	60	
SCOE	45	
EHS Home Base	153	
Total	<b>383</b>	
GRAND TOTAL	<b>2372</b>	



## Quality Assurance Summary Report

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

Agency	Visits	# of Home Visitors	# of Files	Monitoring Purpose
SETA Operated Program	Home Based -Head Start -Early Head Start 4 Home Visits 2 Socializations	4  2 Head Start 2 Early Head Start	8  4 Head Start 4 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)***

- Home educators and enrolled families are equally engaged in the home visits, and they have trusting relationships as demonstrated by their warm and supportive interactions.
- Socializations were organized and purposeful with high parent participation.
- Agency has strong support system for serving deaf families enrolled in the home-based program.

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
<b>Health</b> <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	82% HS 81% EHS	1-Not all initial ht/wt and subsequent BMI charts were completed/graphed within time lines. 2-Not all immunizations were up-to-date and/or record was completed inaccurately. 3-toothbrushing was not offered during socialization activity.
<b>Nutrition</b> <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	88% HS 90% EHS	1- Limited/no documented follow-up in the child's file regarding nutrition concerns
<b>Health Services to Pregnant Women and New Mothers - EHS</b> <i>(Prenatal Services and New Mother Services)</i>	N/A	No pregnant women in the monitoring sample



<b>Family , Parent and Community Engagement</b> <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition))</i>	90% HS 99% EHS	No significant noted findings
<b>Adult Mental Health</b> <i>(Parent/Guardian Mental Health)</i>	100%	No findings
<b>Education</b> <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	100% HS 96% EHS	No significant noted findings
<b>Written Individualization</b> <i>(Assessments, Individual Development Plans, Home Visits/Parent Conferences)</i>	89% HS 91% EHS	1- Home visit process did not clearly demonstrate the child development goal(s) that parent and the home educator were working on.
<b>Home Based Option</b> <i>(Group Size, Home Visits and Socialization)</i>	98% HS 92% EHS	No significant noted findings
<b>ERSEA</b> <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	93% - HS 100% - EHS	No significant noted findings

\*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.

## ITEM VI – 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: