

GOVERNING BOARD

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DENISE LEE
Deputy Director

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Sacramento, CA 95815

Phone: (916) 263-3804
Fax: (916) 263-3779

Website:
<http://www.headstart.seta.net>

Thought of the Day: "The strength of the team is each individual member. The strength of each member is the team."

Author: Phil Jackson

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

DATE: Tuesday, November 20, 2018

TIME: 9:00 a.m.

LOCATION: SETA Board Room
925 Del Paso Blvd., Suite 100
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.

AGENDA

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- A. Standing Information 14-20
- Parent/Staff Recognition: Ms. Angel Chenault
 - ✓ PAC Meeting Perfect Attendance Recognition
 - Committee Reports:
 - Executive Committee: Ms. Angel Chenault
 - Sacramento Zoo Countywide Parent Activity Report: Ms. Angel Chenault
 - Seating of New Parent Advisory Committee Representatives (2018-2019)
 - Introduction of PAC Representatives (2018-2019)
 - Introduction of SETA Head Start Staff
 - How to Make and Present Motions – Ms. Angel Chenault
 - Fiscal Report/Corporate Card Monthly Statement of Account – Mr. Victor Han (attached)
 - Board Procedures
 - ✓ Reimbursements and Budget/Planning – Mr. Victor Han
 - ✓ Personnel – Ms. Allison Noren
 - ✓ Conflict of Interest – Ms. Nancy Hogan
 - Officer Elections will be held on December 18, 2018 (Board Meeting)

III. Action Item (continued) (2018-2019 Parent Advisory Committee)

- B. Election of SETA-Operated Representatives and Alternates to the Policy Council 21-22

IV. Information Items (continued)

- A. Standing Information (continued) 23-26
- PC/PAC Calendar of Events – Ms. Angel Chenault
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- Chair's Report – Ms. Angel Chenault
- Head Start Deputy Director's Monthly Report – Ms. Denise Lee
 - ✓ Monthly Head Start Report
- Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services
 - Karen Griffith - School Readiness, Special Education and Mental Health Services
 - Kaleb Call – Quality Assurance, Food Services, Save Environments, Grants, and Contracts

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DISTRIBUTION DATE: WEDNESDAY, NOVEMBER 14, 2017

Parent Advisory Committee meeting hosted by:
Angel Chenault (Chair)

ITEM I - A – ROLL CALL

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

- ___ Vacant, Alder Grove I Head Start
- ___ Vacant, Alder Grove II Head Start
- ___ Vacant, Auberry Park Head Start
- ___ Vacant, Bannon Creek Head Start
- ___ Vacant, Crossroad Gardens Head Start
- ___ **Alisha Givehchi, Early Head Start (Home Base)**
- ___ Vacant, Elkhorn Head Start
- ___ Vacant, Freedom Park Head Start
- ___ Vacant, Fruitridge Head Start
- ___ Vacant, Galt Head Start
- ___ Vacant, Grizzly Hollow
- ___ Vacant, Hillsdale Head Start
- ___ **Devon McCracken, Preschool Home Based Head Start**
- ___ Vacant, Pre-School (Home Base)
- ___ Vacant, Home Base Early Head Start
- ___ Vacant, Hopkins Park Head Start
- ___ Vacant, Illa Collin Head Start
- ___ Vacant, Job Corps Head Start
- ___ Vacant, Kennedy Estates Head Start
- ___ **Henrietta Gutierrez, LaVerne Stewart Head Start**
- ___ **Marley Schurr, (Marie Cleveland's) Bright Beginning Head Start**
- ___ Vacant, Marina Vista Early Learning Center
- ___ Vacant, Mather Head Start
- ___ Vacant, Nedra Court Head Start
- ___ **Griselda Cisneros, Norma Johnson Head Start**
- ___ Vacant, North Avenue Head Start
- ___ **Spring Burrell, Northview Head Start**
- ___ Vacant, Parker Head Start
- ___ Vacant, Phoenix Park Head Start
- ___ Vacant, River Oak Center for Children
- ___ Vacant, Sacramento County Office of Education
- ___ Vacant, Sharon Neese Early Learning Center
- ___ Vacant, Solid Foundation Head Start
- ___ Vacant, Strizek Park Head Start
- ___ Vacant, Walnut Grove Head Start
- ___ **Angel Chenault, Past Parent Representative**
- ___ **Penelope Scott, Past Parent Representative**
- ___ Vacant, Grandparent Representative
- ___ **Robin Blanks, Men's Activities Affecting Children Committee Representative**
- ___ Vacant, Outgoing Chair

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

**The PAC was seated on November 21, 2017 and December 19, 2017
PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM
YEAR 2017-2018**

COMMITTEE MEMBER	CENTER	11/21	12/19	1/16	2/20	3/20	4/24 #	5/15	6/19	7/17	8/21	9/18	10/16	11/20
Vacant Seated	AG I													
Vacant Seated	AG II													
Vacant Seated	AP													
Vacant Seated	BC													
Vacant Seated	BC													
Vacant Seated	CR													
Alisha Givehchi Seated 6/19	EHS/HB								X	U	E	X	X	
Vacant Seated	EL													
Vacant Seated	FP													
Vacant Seated	FP													
Vacant Seated	FT													
Vacant Seated	G													
Vacant Seated	GH													
Vacant Seated	H													
Devon McCracken Seated 12/19	HB		X	X		X	X	X	X	X	X	X	X	
Vacant Seated	HB													
Vacant Seated	IC													
Vacant Seated	HP													
Vacant Seated	JC													
Vacant Seated	JC													
Vacant Seated	K													
Henrietta Gutierrez Seated 11/21	LVS	X	X	X		X	X	X	X	X	X	X	X	
Marley Schurr Seated 11/21	MCBB	X	X	X		X	X	X	X	X	X	X	X	
Vacant Seated	MV													
Vacant Seated	M													
Vacant Seated	NA													
Vacant Seated	NC													
Griselda Cisneros Seated 8/21	NJ										X	X	U	

COMMITTEE MEMBER	CENTER	11/21	12/19	1/16	2/20 **	3/20	4/24 #	5/15	6/19	7/17	8/21	9/18	10/16	11/20
Vacant Seated	NV													
Spring Burrell Seated 3/20	NV					X	X	E	X	X	X	X	U	
Vacant Seated	PA													
Vacant Seated	PP													
Vacant Seated	RO													
Vacant Seated	SCOE													
Vacant Seated	SF													
Vacant Seated	SN													
Vacant Seated	SP													
Vacant Seated	WG													
Vacant Seated	FPR													
Robin Blanks Seated 12/19	MAACC		X	X		X	X	X	X	X	X	X	X	
Angel Chenault Seated 11/21	CR/PP	X	X	X		X	X	X	X	X	X	X	X	
Penelope Scott Seated 11/21	CR/PP	X	X	X		X	X	X	X	X	X	X	X	
Vacant Seated	CR/GP													
Vacant Seated	OGC													

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

- 1. First, call your Alternate(s) to see if they can attend in your place;**
- 2. Second, call Head Start Social Services/Parent Involvement Coordinator, Ms. Marie Desha, at 263-4082; and**
- 3. Third, please call the PAC Chair, Ms. Angel Chenault, at (916) 821-7099, or the Clerk of the Boards, Ms. Nancy Hogan, at 263-3827.**

**** Ethics training with Policy Council**

Special meeting

ITEM I-A – ROLL CALL
(Continued)

Program Year 2018-2019 - New Representatives to be seated

<input type="checkbox"/> Salvador Amaya, Bannon Creek Head Start
<input type="checkbox"/> Amy Melvin, Elkhorn Head Start
<input type="checkbox"/> Aniscia Gonzalez, Galt Head Start
<input type="checkbox"/> Devon McCracken, Home Base Head Start
<input type="checkbox"/> Brenda Sevilla, Home Base Head Start
<input type="checkbox"/> Michael Beavers, Marina Vista Head Start
<input type="checkbox"/> Vacant, Alder Grove I Head Start
<input type="checkbox"/> Vacant, Alder Grove II Head Start
<input type="checkbox"/> Vacant, Auberry Park Head Start
<input type="checkbox"/> Vacant, Crossroad Gardens Head Start
<input type="checkbox"/> Vacant, Freedom Park Head Start
<input type="checkbox"/> Vacant, Fruitridge Head Start
<input type="checkbox"/> Vacant, Grizzly Hollow Head Start
<input type="checkbox"/> Vacant, Hillsdale Head Start
<input type="checkbox"/> Vacant, Hopkins Park Head Start
<input type="checkbox"/> Vacant, Illa Collin Head Start
<input type="checkbox"/> Vacant, Kennedy Estates Head Start
<input type="checkbox"/> Vacant, Mather Head Start
<input type="checkbox"/> Vacant, Mather Head Start
<input type="checkbox"/> Vacant, Nedra Court Head Start

<input type="checkbox"/> Marley Schurr, (Marie Cleveland's) Bright Beginning Head Start
<input type="checkbox"/> Spring Burrell, Northview Head Start
<input type="checkbox"/> Shanelle Webster, Sharon Neese Head Start
<input type="checkbox"/> Evangelina Barrios, Strizek Park Head Start
<input type="checkbox"/> Angel Chenault, Past Parent Representative
<input type="checkbox"/> Henrietta Gutierrez, Past Parent Representative
<input type="checkbox"/> Vacant, North Avenue Head Start
<input type="checkbox"/> Vacant, Parker Head Start
<input type="checkbox"/> Vacant, Phoenix Park Head Start
<input type="checkbox"/> Vacant, Pre-School (Home Base)
<input type="checkbox"/> Vacant, River Oak Center for Children
<input type="checkbox"/> Vacant, SCOE Head Start
<input type="checkbox"/> Vacant, Solid Foundation Head Start
<input type="checkbox"/> Vacant, Walnut Grove Head Start
<input type="checkbox"/> Vacant, Early Head Start (Home Base)
<input type="checkbox"/> Vacant, Grandparent Representative
<input type="checkbox"/> Vacant, Outgoing Chair
<input type="checkbox"/> Vacant, Parent Ambassador
<input type="checkbox"/> Vacant, Parent Ambassador

PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE UPDATE
PROGRAM YEAR 2017-2018
(Continued)

Head Start Center Abbreviations

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

Representative Abbreviations

OGC:	Out Going Chair
PPR:	Past Parent Representative
GPR:	Grandparent Representative
AMB:	Parent Ambassador

Attendance Record Abbreviations

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

Current a/o: 11/13/2018 11:18 AM

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

**The PAC was seated on November 20, 2018 and December 18, 2018
PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM
YEAR 2018-2019**

COMMITTEE MEMBER	CENTER	11/20	12/18	1/15	2/26 **	3/19	4/23 #	5/21	6/18	7/16	8/20	9/17	10/15	11/19
Vacant Seated	AG I													
Vacant Seated	AG II													
Vacant Seated	AP													
Salvador Amaya Seated	BC													
Vacant Seated	BC													
Vacant Seated	CR													
Vacant Seated	EHS/HB													
Amy Melvin Seated	EL													
Vacant Seated	FP													
Vacant Seated	FP													
Vacant Seated	FT													
Aniscia Gonzalez Seated	G													
Vacant Seated	GH													
Vacant Seated	H													
Devon McCracken Seated	HB													
Brenda Sevilla Seated	HB													
Vacant Seated	IC													
Vacant Seated	HP													
Vacant Seated	JC													
Vacant Seated	JC													
Vacant Seated	K													
Vacant Seated	LVS													
Marley Schurr Seated	MCBB													
Vacant Seated	MV													
Vacant Seated	M													
Vacant Seated	NA													
Vacant Seated	NC													
Vacant Seated	NJ													

COMMITTEE MEMBER	CENTER	11/20	12/18	1/15	2/26 **	3/19	4/23 #	5/21	6/18	7/16	8/20	9/17	10/15	11/19
Spring Burrell Seated	NV													
Vacant Seated	NV													
Vacant Seated	PA													
Vacant Seated	PP													
Vacant Seated	RO													
Vacant Seated	SCOE													
Vacant Seated	SF													
Shanelle Webster Seated	SN													
Evangelina Barrios Seated	SP													
Vacant Seated	WG													
Vacant Seated	FPR													
Vacant Seated	AMB													
Vacant Seated	AMB													
Angel Chenault Seated	CR/PP													
Henrietta Gutierrez Seated	CR/PP													
Vacant Seated	CR/GP													
Vacant Seated	OGC													

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

- 1. First, call your Alternate(s) to see if they can attend in your place;**
- 2. Second, call Head Start Social Services/Parent Involvement Coordinator, Ms. Marie Desha, at 263-4082; and**
- 3. Third, please call the PAC Chair, Ms. Angel Chenault, at (916) 821-7099, or the Clerk of the Boards, Ms. Nancy Hogan, at 263-3827.**

**** Ethics training with Policy Council**

Special meeting

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE OCTOBER 16, 2018 REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the October 16, 2018 meeting.

RECOMMENDATION:

Approve the minutes of the October 16, 2018 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.
Sacramento, CA 95815

Tuesday, October 16, 2018
9:00 a.m.

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

Ms. Angel Chenault called the PAC meeting to order at 9:03 a.m. The Pledge of Allegiance was recited. Ms. Chenault read the thought of the day. Ms. Henrietta Gutierrez called the roll; a quorum was established.

Members Present:

Henrietta Gutierrez
Marley Schurr
Angel Chenault
Penelope Scott
Robin Blanks
Devon McCracken
Alisha Givehchi (seated at 9:14 a.m.)

Members Absent:

Spring Burrell (unexcused)
Griselda Cisneros (unexcused)

II. Consent Item

A. Approval of the Minutes of the September 18, 2018 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Scott, second/Gutierrez, to approve the September 18, 2018 minutes.

Show of hands vote:

Aye: 5 (Blanks, Gutierrez, McCracken, Schurr, Scott)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 3 (Burrell, Cisneros, Givehchi)

III. Action Items

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

Ms. Chenault reviewed this item. Ms. Schurr confirmed that there were no additional changes to the bylaws.

Moved/Blanks, second/Scott, 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: 5 (Blanks, Gutierrez, McCracken, Schurr, Scott)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 3 (Burrell, Cisneros, Givehchi)

B. Election of Parent Advisory Committee Community Representatives for 2018-2019

Ms. Chenault reviewed this item. Two applications were distributed for Past Parent. Applicants, Ms. Henrietta Gutierrez, and Ms. Angel Chenault, spoke of their interest in serving as Past Parent. There were no applications submitted for the Grandparent or Foster Parent positions.

Ms. Alisha Givehchi was seated at 9:14 a.m.

Moved/Scott, second/Blanks, to elect Angel Chenault and Henrietta Gutierrez as Past Parent Representatives.

Show of hands vote:

Aye: 6 (Blanks, Givehchi, Gutierrez, McCracken, Schurr, Scott)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 2 (Burrell, Cisneros)

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: The calendar of events was reviewed.
- Parent/Staff Recognitions – Ms. Angel Chenault presented Ms. Alisha Givehchi with a parent recognition bag and certificate of appreciation for her service to Head Start.
- End-of-Year Parent Appreciation Brunch Reports: Ms. Robin Blanks reported that it was a great turn out and the speeches were great; it was good seeing everyone there all dressed up. Ms. Scott said that she thought this was the best event ever! Ms. McCracken enjoyed herself. Ms. Gutierrez thanked everyone for their work over the year; it was a great event. Ms. Chenault enjoyed the event and extended thanks to Ms. Belinda Malone for her assistance to the committee. Ms. Blanks thanked Ms. Schurr and Ms. Cisneros for their work.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han reviewed the report for the two months of the fiscal year. The administrative expenditures are on track. The credit card statement was reviewed. The expenditures are lower than this time last year. There are some credits shown on the credit card statements which turned out to be refunds for shipping costs.
- Child Care Center Food Menu: No questions.
- Community Resources – Parents/Staff: Mr. Robert Silva spoke of some free community events for families Halloween. Mr. Silva stated that Field Representatives are being hired by the U. S. Census. Flyers are available for those interested in working for the U. S. Census.

B. Head Start Policy Council Minutes: August 28, 2018: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Gutierrez reviewed the critique.
- Social/Hospitality Committee: No report.

VI. Other Reports

- Chair's Report: No report.
- Policy Council Report(s): No report.
- Head Start Deputy Director's Report – Ms. Lee thanked the board for their work on the End-of-Year Celebration event. Ms. Lee wished the best to Ms. Blanks and Ms. Scott as they transition out of Head Start. The duration application will be presented for approval next month. More information about this grant will be discussed at the November 13 Budget/Planning Committee meeting. Ms. Lee urged board members to keep an eye out for potential spaces for a Head Start center. SETA submitted the final response on the review finding to ACF. Staff expects to pass with flying colors.
- Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: Ms. Carr was very happy to see that the attendance is good. There is a concerted effort between teachers, FSW, and staff staying in touch with parents about their child's attendance. Parents are really invested in their child's education. Teachers are checking attendance daily. At the end of the month, a 'corrective action' plan is sent to teachers when their attendance falls below the required amount. SETA had a partnership with the CSUS nursing students to provide screenings at two Head Start centers. It was such a successful program that another college wants to have their nursing students participate. It has been a very nice partnership.
 - Karen Griffith - School Readiness, Special Education and Mental Health Services: No report.
 - Vacant - Program Support, Food Services and Safe Environments, Quality Assurance, and EHS-CCP Services

VII. Center Updates: None.

VIII. Discussion: Ms. Blanks reported that she was just appointed to the First Five Council board and will be presenting frequently before the Head Start boards.

IX. Public Participation: None.

X. Adjournment: The meeting was adjourned at 9:50 a.m.

ITEM III- A - ACTION

APPROVAL TO SUBMIT THE HEAD START SUPPLEMENTAL FUNDING APPLICATION TO THE OFFICE OF HEAD START TO INCREASE PROGRAM HOURS

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the submission of a supplemental funding application to the Office of Head Start to increase program hours for Head Start preschool children in Sacramento County. Funding is available to increase hours to 1,020 per program year by increasing the number of hours per day, increasing days per year and/or a combination of both.

Research documents that children need more learning time in high quality programs than is provided by the Head Start minimum duration standards in order to prepare them for success later in school and in life. It is difficult for the half-day preschool programs to provide sufficient time for teachers to conduct learning activities and intentional instruction in small group and one-on-one interactions.

On September 10, 2018, the Office of Head Start/Administration for Children and Families announced the availability of approximately \$295 million to be awarded for increasing the total annual hours of high-quality early education services offered to children enrolled in Head Start and Early Head Start (EHS) center-based, family child care, and locally designed programs. Of the \$295 million that may be available for award, \$257.4 million is available under the Consolidated Appropriations Act of 2018 (Pub. L. 115-141), and additional funding may be available under fiscal year (FY) 2019 appropriations.

Currently Sacramento County serves 2,108 Head Start preschoolers in full day, full year center-based programs, representing 47% of the total center-based enrollment slots. Since Sacramento County serves 96% of the Early Head Start (EHS) enrollment slots in full day, full year, SETA will not be applying for supplemental funds for Early Head Start in this application process. The 16 EHS enrollment slots that are not currently full day, full year are services offered to teen mothers attending high school independent study and respite care for families with children with disabilities one day per week. Home base services are combined with center-based services to ensure the highest quality of services for this unique population.

SETA is proposing to submit a supplemental funding application on behalf of the SETA Operated Program and three of its delegate agencies - San Juan Unified School District, Twin Rivers Unified School District and Women's Civic Improvement Club. A detailed program narrative and budget will be sent under separate cover.

ITEM III-A – ACTION (continued)
Page 2

The application is due to the Office of Head Start/Administration for Children and Families by December 1, 2018. Negotiated funding will be awarded in order of priority prior to March 1, 2019. Programs must be fully operational no later than the beginning of program year 2019, if not sooner. Implementation may vary depending on facility renovation/repair and staffing

Staff will be available to answer questions.

RECOMMENDATION:

Approve the submission of a Supplemental Funding Application to the Office of Head Start/Administration for Children and Families to increase program hours in Head Start and Early Head Start in Sacramento County.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information
 - Parent/Staff Recognition: Ms. Angel Chenault
 - ✓ PAC Meeting Perfect Attendance Recognition
 - Committee Reports:
 - Executive Committee: Ms. Angel Chenault
 - Sacramento Zoo Countywide Parent Activity Report: Ms. Angel Chenault
 - Seating of New Parent Advisory Committee Representatives (2018-2019)
 - Introduction of PAC Representatives (2018-2019)
 - Introduction of SETA Head Start Staff
 - How to Make and Present Motions – Ms. Angel Chenault
 - Fiscal Report/Corporate Card Monthly Statement of Account – Mr. Victor Han (attached)
 - Board Procedures
 - ✓ Reimbursements and Budget/Planning – Mr. Victor Han
 - ✓ Personnel – Ms. Allison Noren
 - ✓ Conflict of Interest – Ms. Nancy Hogan
 - Officer Elections will be held on December 18, 2018 (Board Meeting)

NOTES:

SETA Operated & Delegate Agencies Combined Head Start/Early Head Start
Expenditures for Fiscal Year 2018-2019
For the Three Months Ended October 31, 2018

	Budget	Admin	Program	YTD Expenses	YTD %	Remaining	Non-Federal Share	NFS YTD %	Admin %
Head Start Basic									
Twin Rivers	\$ 1,726,125	\$ 38,331	\$ 432,657	\$ 470,988	27.3%	\$ 1,255,137	\$ 79,141	16.8%	8.1%
Elk Grove	3,213,386	88,171	854,912	943,083	29.3%	2,270,303	75,452	8.0%	9.3%
Sac City	8,656,626	160,997	1,376,849	1,537,846	17.8%	7,118,780	-	0.0%	10.5%
San Juan	5,193,458	110,262	1,033,368	1,143,630	22.0%	4,049,828	122,363	10.7%	9.6%
WCIC	1,000,590	20,936	205,811	226,747	22.7%	773,843	3,105	1.4%	9.2%
SETA	24,426,599	580,819	5,482,312	6,063,132	24.8%	18,363,467	1,346,356	22.2%	9.6%
Total	\$ 44,216,784	\$ 999,516	\$ 9,385,909	\$ 10,385,425	23.5%	\$ 33,831,359	\$ 1,626,417	15.7%	9.6%

Early Head Start Basic									
Twin Rivers	\$ 354,706	\$ 6,889	\$ 74,693	\$ 81,581	23.0%	\$ 273,125	\$ -	0.0%	8.4%
Sac City	1,782,356	31,237	340,559	371,797	20.9%	1,410,559	-	0.0%	8.4%
San Juan	1,759,343	30,945	367,247	398,192	22.6%	1,361,151	-	0.0%	7.8%
SETA	5,439,726	109,813	1,239,452	1,349,265	24.8%	4,090,461	393,871	29.2%	8.1%
Total	\$ 9,336,131	\$ 178,883	\$ 2,021,951	\$ 2,200,835	23.6%	\$ 7,135,296	\$ 393,871	17.9%	8.1%

Head Start T&TA									
Twin Rivers	\$ 11,700	\$ -	\$ 3,827	\$ 3,827	32.7%	\$ 7,873			
Elk Grove	9,000	-	700	700	7.8%	8,300			
Sac City	20,000	-	-	-	0.0%	20,000			
San Juan	15,000	-	4,946	4,946	33.0%	10,054			
WCIC	7,500	-	421	421	5.6%	7,079			
SETA	282,044	-	35,592	35,592	12.6%	246,452			
Total	\$ 345,244	\$ -	\$ 45,486	\$ 45,486	13.2%	\$ 299,758	\$ -		

Early Head Start T&TA									
Twin Rivers	\$ 5,852	\$ -	\$ 455	\$ 455	7.8%	\$ 5,397			
Sac City	27,564	-	-	-	0.0%	27,564			
San Juan	30,912	-	-	-	0.0%	30,912			
SETA	169,083	-	1,190	1,190	0.7%	167,893			
Total	\$ 233,411	\$ -	\$ 1,645	\$ 1,645	0.7%	\$ 231,766	\$ -		

TOTAL Head Start									
Twin Rivers	\$ 2,098,383	\$ 45,219	\$ 511,632	\$ 556,851	26.5%	\$ 1,541,532	\$ 79,141	14.2%	8.1%
Elk Grove	3,222,386	88,171	855,612	943,783	29.3%	2,278,603	75,452	8.0%	9.3%
Sac City	10,486,546	192,234	1,717,408	1,909,643	18.2%	8,576,903	-	0.0%	10.1%
San Juan	6,998,713	141,206	1,405,561	1,546,768	22.1%	5,451,945	122,363	7.9%	9.1%
WCIC	10,577,632	20,936	206,232	227,168	2.1%	10,350,464	3,105	1.4%	9.2%
SETA	24,708,643	690,632	6,758,546	7,449,179	30.1%	17,259,464	1,346,356	18.1%	9.3%
Total	\$ 58,092,303	\$ 1,178,400	\$ 11,454,992	\$ 12,633,392	21.7%	\$ 45,458,911	\$ 1,626,417	12.9%	9.3%

On Budget%
25.0%

Required %
25%

Max %
15%

SETA OPERATED PROGRAMS (SOP)
Expenditures for Fiscal Year 2018-2019
For the Three Months Ended October 31, 2018

SOP HEAD START (BASIC & T&TA)	Budget	Total Expenditures	Remaining Budget	25.0%
Personnel	\$ 12,599,570	\$ 3,256,548	\$ 9,343,022	25.8%
Fringe Benefits	7,131,357	1,371,877	5,759,480	19.2%
Equipment	67,000	23,521	43,479	35.1%
Travel (Out-of-State)	20,000	9,515	10,485	47.6%
Supplies	441,000	205,396	235,604	46.6%
Occupancy	2,369,424	621,470	1,747,954	26.2%
Local Travel	90,000	19,900	70,100	22.1%
Nutrition Services	250,000	148,915	101,085	59.6%
Child Services	76,000	5,802	70,198	7.6%
Substitutes	483,449	113,094	370,355	23.4%
Parent Services	167,000	25,981	141,019	15.6%
Publications/Advertising/Printing	13,500	758	12,742	5.6%
Training or Staff Development/Parent Aides	113,755	9,552	104,203	8.4%
Operating Costs	886,588	286,395	600,193	32.3%
TOTAL SOP HEAD START (BASIC & T&TA)	\$ 24,708,643	\$ 6,098,724	\$ 18,609,919	24.7%
Administrative %		9.5%		

SOP EARLY HEAD START (BASIC & T&TA)	Budget	Total Expenditures	Remaining Budget	25.0%
Personnel	\$ 2,520,424	\$ 686,670	\$ 1,833,754	27.2%
Fringe Benefits	1,426,560	272,224	1,154,336	19.1%
Equipment	-	-	-	0.0%
Travel (Out-of-State)	10,000	-	10,000	0.0%
Supplies	70,000	128,018	(58,018)	182.9%
Occupancy	288,395	50,558	237,837	17.5%
Local Travel	14,000	1,349	12,651	9.6%
Nutrition Services	25,000	12,430	12,570	49.7%
Child Services	9,800	446	9,354	4.5%
Parent Services	7,000	131	6,869	1.9%
Training or Staff Development/Parent Aides	83,123	1,190	81,933	1.4%
Operating Costs	163,622	40,952	122,670	25.0%
TOTAL SETA EARLY HEAD START (BASIC & T&TA)	\$ 4,617,924	\$ 1,193,967	\$ 3,423,957	25.9%
Administrative %		9.2%		
Partners/Contractual	\$ 990,885	\$ 156,488	\$ 834,397	15.8%
TOTAL SOP EARLY HEAD START BASIC	\$ 5,608,809	\$ 1,350,455	\$ 4,258,354	24.1%
Administrative %		8.1%		

COMBINED SOP HS & EHS	Budget	Total Expenditures	Remaining Budget	25.0%
Personnel	\$ 15,119,994	\$ 3,943,218	\$ 11,176,776	26.1%
Fringe Benefits	8,557,917	1,644,101	6,913,816	19.2%
Equipment	67,000	23,521	43,479	35.1%
Travel (Out-of-State)	30,000	9,515	20,485	31.7%
Supplies	511,000	333,414	177,586	65.2%
Construction	-	-	-	#DIV/0!
Occupancy	2,657,819	672,028	1,985,791	25.3%
Local Travel	104,000	21,249	82,751	20.4%
Nutrition Services	275,000	161,345	113,655	58.7%
Child Services	85,800	6,248	79,552	7.3%
Substitutes	483,449	113,094	370,355	23.4%
Parent Services	174,000	26,111	147,889	15.0%
Publications/Advertising/Printing	13,500	758	12,742	5.6%
Training or Staff Development	196,878	10,741	186,137	5.5%
Operating Costs	1,050,210	327,346	722,864	31.2%
TOTAL SETA HS & EHS	\$ 29,326,567	\$ 7,292,690	\$ 22,033,877	24.9%
Administrative %		9.5%		
Partners/Contractual	\$ 990,885	\$ 156,488	\$ 834,397	15.8%
TOTAL COMBINED SOP HS & EHS	\$ 30,317,452	\$ 7,449,179	\$ 22,868,273	24.6%
Administrative %		9.5%		

SETA Operated, Delegate & Partner Agencies Combined Early Head Start - Child Care Partnership
Expenditures for Fiscal Year 2018-2019
For the Three Months Ended October 31, 2018

	Budget	Admin	Program	YTD Expenses	YTD %	Remaining	Non-Federal Share	NFS YTD %	Admin %
EHS-CCP Basic									
Sac City	\$ 719,726	\$ 9,265	\$ 175,086	\$ 184,350	25.6%	\$ 535,376		0.0%	5.0%
Non-Subsidy Slot Reimb.	5,000	-	-	-	0.0%	5,000			
SETA	806,399	5,103	46,339	51,442	6.4%	754,957	2,700	5.2%	9.9%
Total	\$ 1,531,125	\$ 14,367	\$ 221,425	\$ 235,792	15.4%	\$ 1,295,333	\$ 2,700	1.1%	6.1%

EHS-CCP T&TA

Sac City	\$ 17,500	\$ -		\$ -	0.0%	\$ 17,500		0.0%	0.0%
SETA	12,204	-	-	-	0.0%	12,204		0.0%	0.0%
Total	\$ 29,704	\$ -	\$ -	\$ -	0.0%	\$ 29,704	\$ -	0.0%	#DIV/0!

TOTAL EHS-CCP

Sac City	\$ 737,226	\$ 9,265	\$ 175,086	\$ 184,350	25.0%	\$ 552,876	\$ -	0.0%	5.0%
Non-Subsidy Slot Reimb.	5,000	-	-	-	0.0%	5,000	-		
SETA	818,603	5,103	46,339	51,442	6.3%	767,161	2,700	5.2%	9.9%
Total	\$ 1,560,829	\$ 14,367	\$ 221,425	\$ 235,792	15.1%	\$ 1,325,037	\$ 2,700	1.1%	6.1%

On Budget%
25.0%

Required % *Max %*
25% 15%

**SACRAMENTO EMPLOYMENT & TRAINING AGENCY
CORPORATE CARD - AMERICAN EXPRESS
STATEMENT OF ACCOUNT
10/10/2018**

DATE	VENDOR NAME	DESCRIPTION	AMOUNT	HS/ADMIN/WD
10/1/2018	Indeed.com	Job Postings	\$ 22.12	HS
10/3/2018	Teachstone	Pre-K Observer Recertification	125.00	HS
9/11/2018	Mobile Modular	Storage Rental	263.38	HS
9/14/2018	Myron Corporation	Office Supplies	327.32	HS
9/14/2018	Things Remembered	Employee Recognition	97.43	ADMIN
9/15/2018	Omega Industrial Supply, Inc.	Custodial Supplies	1,578.43	HS
9/16/2018	Amazon	Office Supplies	393.28	HS
9/18/2018	City of Sacramento	Permits and Fees	18,556.65	HS
9/18/2018	Tyco Integrated Security	HS Alarm Services	1,620.27	HS
9/19/2018	ULINE	SETA's 40th Anniversary Supplies	43.89	ADMIN
9/20/2018	Amazon	SETA's 40th Anniversary Supplies	29.95	ADMIN
9/20/2018	Becker's	Classroom Supplies	9.15	HS
9/21/2018	Things Remembered	Employee Recognition	67.66	ADMIN
9/21/2018	City of Sacramento	Permits and Fees	249.40	HS
9/25/2018	Amazon	Classroom Supplies	139.98	HS
9/25/2018	Amazon	Office Supplies	200.64	ADMIN
9/25/2018	CM School Supply	Classroom Supplies	109.18	HS
9/26/2018	Inland Business Systems	Copier/Printer Maintenance & Supplies	3,717.80	ADMIN
9/26/2018	AREA Restroom Solutions	Portable Fencing	108.79	HS
9/26/2018	Enjoy Life Natural Brands, LLC	For Children on Special Diets	269.40	HS
9/26/2018	Things Remembered	Employee Recognition	140.73	ADMIN
9/26/2018	International Fire-Shield, Inc	Classroom Supplies	399.47	HS
9/27/2018	Rackspace	Cloud Server	75.89	ADMIN
9/27/2018	Flexispot.com	Office Supplies	218.99	HS
9/27/2018	Constructive Playthings	Classroom Supplies	364.17	HS
9/28/2018	C & T Specialties	CFS PC/PSC End of Year Celebration	742.61	HS
9/28/2018	Constructive Playthings	Classroom Supplies	385.28	HS
9/29/2018	ZuluDesk, Inc.	ZuluDesk Academic Year License	91.66	HS
10/3/2018	Amazon	Office Supplies	99.73	ADMIN
10/3/2018	Things Remembered	Employee Recognition	138.02	ADMIN
10/4/2018	School Specialty Marketplace	Classroom Supplies	747.47	HS
10/5/2018	Medco	Classroom Supplies	1,247.49	HS
10/5/2018	Bullseye	Bullseye Performance Management System	18,000.00	ADMIN
10/9/2018	Mobile Modular	Storage Rental	276.37	HS
	<i>various various</i>	<i>various</i>	7,246.16	<i>WD</i>

Total American Express Bill

\$ 58,103.76

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

**SACRAMENTO EMPLOYMENT & TRAINING AGENCY
CORPORATE CARD - CITI CARDS
STATEMENT OF ACCOUNT
10/10/2018**

DATE	VENDOR NAME	DESCRIPTION	AMOUNT	HS/ADMIN/WD
9/13/2018	Costco	Negotiations Meeting	\$ 74.67	ADMIN
9/28/2018	Fairytale Town	Field Trip	135.00	HS
9/14/2018	The Home Depot	Construction Supplies	304.90	HS
9/20/2018	The Home Depot	Construction Supplies	994.35	HS
9/21/2018	Sears	Classroom Supplies	573.71	HS
10/4/2018	Costco	Classroom Supplies	2,870.91	HS
10/4/2018	United Rentals	Building Maintenance	324.27	HS
10/5/2018	Lowe's	Building Maintenance	91.45	HS
9/17/2018	Target	Classroom Supplies	27.05	HS
9/25/2018	Les Schwab Tires	Auto Maintenance	599.01	HS
10/2/2018	Les Schwab Tires	Auto Maintenance	784.08	HS
10/9/2018	Signs in 1 Day	Printing Services	297.69	HS
10/9/2018	Costco	Classroom Supplies	1,393.89	HS

Total Citi Cards Bill

\$ 8,470.98

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

Committee Reports

➤ Executive Committee

Critique of the October 16, 2018 regular Parent Advisory Committee meeting.

GOOD!!!
Thank you, Ms. Denise Lee, for the update provided on the attendance improvement plan as well as the EHS Expansion/Duration Application.
Congratulations, Ms. Lisa Carr, for your commitment to improving attendance as evidenced by the increased percentage.
Thank you, Mr. Victor Han, for your well prepared and thorough fiscal report.
Thank you, Mr. Robert Silva, for your community resources.
A special thank you, Ms. Belinda Malone, for overseeing the Social/Hospitality Committee.
Thank you, Madam Chair, for a well-facilitated meeting.
NEEDS IMPROVEMENT
If you will be late or will not attend the PAC board meeting, please call or e-mail Angel Chenault (916-821-7099, Chair), Marie Desha (916-263-4082), or Nancy Hogan (916-263-3827).
Please be recognized by the Chair prior to requesting a point of privilege (includes leaving your seat).
ATTENDANCE. Please make every effort to attend board meetings and committee meetings.
REMINDERS
Please be on time and be seated by 8:50 a.m.
** Please turn off <u>all</u> electronic devices. Please provide (916) 263-3800 for emergencies.
No eating in the Board room.

ITEM III-B – ACTION

ELECTION OF SETA-OPERATED REPRESENTATIVES AND
ALTERNATES TO THE POLICY COUNCIL

BACKGROUND:

This agenda item provides an opportunity for the PAC to elect SETA-Operated Representatives and Alternates to the Sacramento County Head Start Policy Council (PC).

The duties of Representatives include:

- ✓ Attend monthly Policy Council meetings held at the SETA Boardroom on the fourth Tuesday of each month at 9:00 a.m.
- ✓ Attend Committee meetings as needed
- ✓ Report to the PAC members information received and decisions made by the Policy Council
- ✓ Policy Council Representatives must be a parent of children currently enrolled in the Head Start/Early Head Start program

PAC Bylaws referenced:

Article III – Membership, Section 3: Policy Council Members, B:

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

In addition, refer to:

Article III – Membership, Section 5: Other Provisions, E:

“Members holding a seat (member who has not been re-elected/replaced) at the Annual PAC meeting shall not be elected to represent PAC on the PC.”

ITEM III-B – ACTION (continued)
Page 2

RECOMMENDATION:

That the Parent Advisory Committee elect six Representatives and six Alternates.

NOTES:

Representative nominated:

Alternates nominated:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM IV-A – INFORMATION
(continued)

STANDING INFORMATION

BACKGROUND:

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

- A. Standing Information (continued)
 - PC/PAC Calendar of Events – Ms. Angel Chenault
 - Community Resources – Parent/Staff
 - Child Care Center Food Menu (attached)

CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PC Executive Committee <i>(Chair only-all other officer positions null and void)</i>	Thursday, November 29, 2018 9:00 a.m. Camellia Room
PAC Executive Committee <i>(Chair only-all other officer positions null and void)</i>	Friday, November 30, 2018 9:00 a.m. - 10:30 a.m. Camellia Room
PC/PAC Meet & Greet Breakfast	Friday, December 7, 2018 Registration at 8:30 a.m. 9:00 a.m. – 10:30 a.m. Sequoia Room
PC/PAC Budget/Planning Committee	Tuesday, December 11, 2018 1:00 p.m. Camellia Room
PC/PAC New Member Orientation	Friday, January 4, 2019 9:00 a.m. – 1:30 p.m. Registration: 8:30 a.m. Shasta Rooms Training: 9:00 a.m. – 1:30 p.m. Board Room
County-wide Officer Training	Friday, January 11, 2019 Registration: 8:30 a.m. Training: 9:00 a.m. – 1:00 p.m. Redwood Room

SETA HEAD START MENU

November 2018

"This institution is an equal opportunity provider"

"Bread products are whole grain and sliced meats are processed."

Monday

Tuesday

Wednesday

Thursday

Friday

5 Breakfast Week 4
Milk, Low Fat 1%
Apple, fresh
Brown Rice Krispies Cereal
Lunch
Milk, Low Fat 1%
Beef, Hamburger
Corn
Oranges, fresh
Whole Wheat Bun
Snack
Crackers, Dick & Jane
Peaches

6 Breakfast Week 4
Milk, Low Fat 1%
Pineapple, tidbits
Whole Wheat Bagel
Lunch
Milk, Low Fat 1%
Apricots
Beans Refried
Cheddar Cheese
Tomato, diced
Tortilla, Whole Wheat
Snack
Milk, Low Fat 1%
Cheerios, Whole Grain Cereal

7 Breakfast Week 4
Milk, Low Fat 1%
Banana, fresh
Oatmeal Cereal
Lunch
Milk, Low Fat 1%
Cheese Enchilada with Sauce
Romaine Lettuce Salad
Oranges, fresh
Snack
Carrot, fresh
Hummus

1 Breakfast Week 3
Milk, Low Fat 1%
Banana, fresh
Whole Wheat Bagel
Lunch
Milk, Low Fat 1%
Carrot, fresh
Chicken Salad
Strawberries, fresh or
Tangerine, fresh or
Wheat Ciabatta Bread
Snack
Crackers, Dick & Jane
Pineapple, tidbits

2 Breakfast Week 3
Milk, Low Fat 1%
Muffin, Banana
Oranges, fresh
Lunch
Milk, Low Fat 1%
Apricots
Swiss American Cheese
Tortilla, Whole Wheat
Zucchini sticks
Snack
Milk, Low Fat 1%
Cheerios, Whole Grain Cereal

12 Breakfast Week 5
NO CLASSES
NO CLASSES
NO CLASSES
Lunch
NO CLASSES
NO CLASSES
NO CLASSES
NO CLASSES
NO CLASSES
NO CLASSES
Snack
NO CLASSES
NO CLASSES

13 Breakfast Week 5
Milk, Low Fat 1%
Apple, fresh
Cheerios, Whole Grain Cereal
Lunch
Milk, Low Fat 1%
Refried Beans
Strawberries, fresh or
Tangerine, fresh or
Tomato Salsa
Tortilla, Whole Wheat
Snack
Milk, Low Fat 1%
Multi Grain Flakes Cereal

14 Breakfast Week 5
Milk, Low Fat 1%
Whole Wheat Biscuit
Peaches
Lunch
Milk, Low Fat 1%
Whole Wheat Bread
Cantaloupe, fresh
Carrot, fresh
Turkey Sliced
Snack
Banana, fresh
Crackers, Dick & Jane

15 Breakfast Week 5
Milk, Low Fat 1%
Oatmeal Cereal
Pineapple, tidbits
Raisins
Lunch
Milk, Low Fat 1%
Apricots
Romaine Lettuce Salad
Spaghetti Casserole
Snack
Milk, Low Fat 1%
Strawberry Chex

16 Breakfast Week 5
Milk, Low Fat 1%
Muffin, Banana
Oranges, fresh
Lunch
Milk, Low Fat 1%
Banana, fresh
Broccoli, fresh
Chicken Salad
Crackers, Wheat Thins
Snack
Milk, Low Fat 1%
Brown Rice Krispies Cereal

19 Breakfast Week 1
Milk, Low Fat 1%
Pancakes
Pears
Lunch
Milk, Low Fat 1%
Carrot, fresh
Lemon Pepper Chicken
Oranges, fresh
Tortilla, Whole Wheat
Snack
Applesauce
Crackers, Remy's Graham

20 Breakfast Week 1
Milk, Low Fat 1%
Apricots
Cheerios, Whole Grain Cereal
Lunch
Milk, Low Fat 1%
American Cheese
Apple, fresh
Whole Wheat Bread
Broccoli, fresh
Watermelon, fresh or
Snack
Milk, Low Fat 1%
Strawberry Chex

21 Breakfast Week 1
Milk, Low Fat 1%
Whole Wheat Biscuit
Peaches
Lunch
Milk, Low Fat 1%
Burrito
Cheddar Cheese
Romaine Lettuce
Refried Beans
Strawberries, fresh or
Tangerine, fresh or
Tomato, diced
Tortilla, Whole Wheat
Snack
Banana, fresh
Cheese Sticks

22 Breakfast Week 1
NO CLASSES
NO CLASSES
NO CLASSES
Lunch
NO CLASSES
NO CLASSES
NO CLASSES
NO CLASSES
NO CLASSES
NO CLASSES
NO CLASSES

23 Breakfast Week 1
NO CLASSES
NO CLASSES
NO CLASSES
Lunch
NO CLASSES
NO CLASSES
NO CLASSES
NO CLASSES
NO CLASSES
NO CLASSES
NO CLASSES
NO CLASSES

26 Breakfast Week 2
Milk, Low Fat 1%
Applesauce
Multi Grain Flakes Cereal
Lunch
Milk, Low Fat 1%
Apricots
BBQ Beef Burger
Mixed Vegetables
Whole Wheat Bun
Snack
Cheese Sticks
Oranges, fresh

27 Breakfast Week 2
Milk, Low Fat 1%
French Toast Sticks
Pears
Lunch
Milk, Low Fat 1%
Apple, fresh
Chicken Drumsticks
Tomato, fresh
Watermelon, fresh or
Wheat Breadsticks
Snack
Milk, Low Fat 1%
Brown Rice Krispies Cereal

28 Breakfast Week 2
Milk, Low Fat 1%
Oatmeal Cereal
Pineapple, tidbits
Raisins
Lunch
Milk, Low Fat 1%
Beans Refried
Coleslaw Salad
Strawberries, fresh or
Tangerine, fresh or
Tortilla, Whole Wheat
Snack
Muffin, Blueberry
Peaches

29 Breakfast Week 2
Milk, Low Fat 1%
Banana, fresh
Crispix Cereal
Lunch
Milk, Low Fat 1%
BBQ Beef Brisket
Carrot, fresh
Oranges, fresh
Whole Grain Mini Hoagie Roll
Snack
Milk, Low Fat 1%
Crackers, Dick & Jane

30 Breakfast Week 2
Milk, Low Fat 1%
Apple, fresh
Muffin, Banana
Lunch
Milk, Low Fat 1%
Whole Wheat Bread
Broccoli, fresh
Cantaloupe, fresh
Turkey Sliced
Snack
Applesauce
Crackers, Remy's Graham

Lunes

Martes

Miércoles

Jueves

Viernes

<p>5 <u>Desayuno Week 4</u> Leche Manzana Cereal Integral Rice Krispies <u>Comida</u> Leche Hamburguesa de Res Elote Naranja Pan de Trigo Integral <u>Bocadillo</u> Galletas Durazno</p>	<p>6 <u>Desayuno Week 4</u> Leche Piña Machacada Bagel de Trigo Integral <u>Comida</u> Leche Chabacano Frijoles Refritos Queso Cheddar Jitomate Picado Tortilla de Trigo Integral <u>Bocadillo</u> Leche Cereal Cheerios de Grano Inte</p>	<p>7 <u>Desayuno Week 4</u> Leche Plátano Fresco Avena <u>Comida</u> Leche Enchilada de Queso con Salsa Ensalada de Lechuga Romana Naranja <u>Bocadillo</u> Zanahoria Puré de Garbanzo</p>	<p>1 <u>Desayuno Week 3</u> Leche Plátano Fresco Bagel de Trigo Integral <u>Comida</u> Leche Zanahoria Ensalada de Pollo Fresa Tanjarina o la ciabatta <u>Bocadillo</u> Galletas Piña Machacada</p>	<p>2 <u>Desayuno Week 3</u> Leche Mollete con Plátano Naranja <u>Comida</u> Leche Chabacano Queso Suizo Tortilla de Trigo Integral Varitas de Calabacita <u>Bocadillo</u> Leche Cereal Cheerios de Grano Integri</p>
<p>12 <u>Desayuno Week 5</u> NO CLASES NO CLASES NO CLASES <u>Comida</u> NO CLASES NO CLASES NO CLASES NO CLASES NO CLASES NO CLASES <u>Bocadillo</u> NO CLASES NO CLASES</p>	<p>13 <u>Breakfast Week 5</u> Leche Manzana Cereal Cheerios de Grano Inte <u>Lunch</u> Leche Frijoles Refritos Fresa Tanjarina o Salsa de Jitomate Tortilla de Trigo Integral <u>Snack</u> Leche Ojuelas de Cereal Multigrano</p>	<p>14 <u>Breakfast Week 5</u> Leche Bizcocho de Trigo Integral Durazno <u>Lunch</u> Leche Pan de Trigo Integral Melón Zanahoria Rebanada de Pavo <u>Snack</u> Plátano Fresco Galletas</p>	<p>8 <u>Desayuno Week 4</u> Leche Chabacano Baritas de Pan Francés Tostad <u>Comida</u> Leche Ensalada de Col Mango Tortilla de Trigo Integral Rollo de Pavo y Queso <u>Bocadillo</u> Plátano Fresco Barita de Queso</p>	<p>9 <u>Desayuno Week 4</u> Leche Zanahoria Mollete con Arándanos Azules <u>Comida</u> Leche Melón Zanahoria Galletas de Trigo Integral Ensalada de Atún <u>Bocadillo</u> Leche Galletas</p>
<p>19 <u>Desayuno Week 1</u> Leche Jotqueis Pera <u>Comida</u> Leche Zanahoria Pollo con Limón y Pimienta Naranja Tortilla de Trigo Integral <u>Bocadillo</u> Puré de Manzana Galletas</p>	<p>20 <u>Desayuno Week 1</u> Leche Chabacano Cereal Cheerios de Grano Inte <u>Comida</u> Leche Queso Americano Manzana Pan de Trigo Integral Brócoli Sandía Fresca o <u>Bocadillo</u> Leche Chex de fresa</p>	<p>21 <u>Desayuno Week 1</u> Leche Bizcocho de Trigo Integral Durazno <u>Comida</u> Leche Burrito Queso Cheddar Lechuga Romana Frijoles Refritos Fresa Tanjarina o Jitomate Picado Tortilla de Trigo Integral <u>Bocadillo</u> Plátano Fresco Barita de Queso</p>	<p>15 <u>Breakfast Week 5</u> Leche Avena Piña Machacada Pasas <u>Lunch</u> Leche Chabacano Ensalada de Lechuga Romana Espagueti Horneado <u>Snack</u> Leche Chex de fresa</p>	<p>16 <u>Breakfast Week 5</u> Leche Mollete con Plátano Naranja <u>Lunch</u> Leche Plátano Fresco Brócoli Ensalada de Pollo Galletas de Trigo Integral <u>Snack</u> Leche Cereal Integral Rice Krispies</p>
<p>26 <u>Desayuno Week 2</u> Leche Puré de Manzana Ojuelas de Cereal Multigrano <u>Comida</u> Leche Chabacano Hamburguesa de Res Verduras Mixtas Pan de Trigo Integral <u>Bocadillo</u> Barita de Queso Naranja</p>	<p>27 <u>Desayuno Week 2</u> Leche Baritas de Pan Francés Tostado Pera <u>Comida</u> Leche Manzana Pierna de Pollo Jitomate Fresco Sandía Fresca o barra de pan para <u>Bocadillo</u> Leche Cereal Integral Rice Krispies</p>	<p>28 <u>Desayuno Week 2</u> Leche Avena Piña Machacada Pasas <u>Comida</u> Leche Frijoles Refritos Ensalada de Col Fresa Tanjarina o Tortilla de Trigo Integral <u>Bocadillo</u> Mollete con Arándanos Azules Durazno</p>	<p>22 <u>Desayuno Week 1</u> NO CLASES NO CLASES NO CLASES <u>Comida</u> NO CLASES NO CLASES NO CLASES NO CLASES NO CLASES <u>Bocadillo</u> NO CLASES NO CLASES</p>	<p>23 <u>Desayuno Week 1</u> NO CLASES NO CLASES NO CLASES <u>Comida</u> NO CLASES NO CLASES NO CLASES NO CLASES NO CLASES <u>Bocadillo</u> NO CLASES NO CLASES</p>
<p>29 <u>Desayuno Week 2</u> Leche Plátano Fresco Cereal Crispix <u>Comida</u> Leche Pecho de Res Asado Zanahoria Naranja Mini Panecillo de Grano Entero <u>Bocadillo</u> Leche Galletas</p>	<p>30 <u>Desayuno Week 2</u> Leche Manzana Mollete con Plátano <u>Comida</u> Leche Pan de Trigo Integral Brócoli Melón Rebanada de Pavo <u>Bocadillo</u> Puré de Manzana Galletas</p>	<p>29 <u>Desayuno Week 2</u> Leche Plátano Fresco Cereal Crispix <u>Comida</u> Leche Pecho de Res Asado Zanahoria Naranja Mini Panecillo de Grano Entero <u>Bocadillo</u> Leche Galletas</p>	<p>29 <u>Desayuno Week 2</u> Leche Plátano Fresco Cereal Crispix <u>Comida</u> Leche Pecho de Res Asado Zanahoria Naranja Mini Panecillo de Grano Entero <u>Bocadillo</u> Leche Galletas</p>	<p>30 <u>Desayuno Week 2</u> Leche Manzana Mollete con Plátano <u>Comida</u> Leche Pan de Trigo Integral Brócoli Melón Rebanada de Pavo <u>Bocadillo</u> Puré de Manzana Galletas</p>

ITEM IV-B - INFORMATION

HEAD START POLICY COUNCIL MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the Policy Council minutes of the September 25, 2018 meeting.

NOTES:

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, September 25, 2018
9:00 a.m.

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

Mr. Reginald Castex called the meeting to order at 9:05 a.m. and read the thought of the day. The Pledge of Allegiance was recited. Ms. Henrietta Gutierrez called the roll. Mr. Charles Taylor confirmed that a quorum was established.

Members Present:

Andrea Scharnow, Sacramento City Unified School District
Diana Wriedt, Elk Grove Unified School District
Kao Yee Xiong, Elk Grove Unified School District
Charles Taylor, Twin Rivers Unified School District
Claudett Sanders, Early Head Start, Sacramento City Unified School District
Henrietta Gutierrez, SETA-Operated Program
Griselda Cisneros, SETA-Operated Program
Devon McCracken, SETA-Operated Program
Marley Schurr, SETA-Operated Program
Penelope Scott, Grandparent/Community Representative
Reginald Castex, Men's Activities Affecting Children Committee
Angel Chenault, Past Parent/Community Representative
Kenneth Tate, Outgoing Chair
Linda Litka, Past Parent/Community Representative

Member Absent:

Mason Taylor, Birth & Beyond, Community Agency Representative

II. Consent Item

Approval of the Minutes of the August 28, 2018 Policy Council Meeting

The minutes were reviewed; no questions or corrections.

Moved/Chenault, second/Scharnow, to approve the minutes of the August 28, 2018 meeting.

Show of hands vote:

Aye: 13 (Chenault, Cisneros, Gutierrez, Litka, McCracken, Sanders, Scharnow, Schurr, Scott, Tate, C. Taylor, Wriedt, Xiong)

Nay: 0

Abstentions: 1 (Castex)
Absent: 1 (M. Taylor)

III. Action Items

A. CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957

The Board went into closed session at 9:10 a.m. At 9:37 a.m. Mr. Castex called the meeting back to order and reported that during closed session, the Board approved the following eligible lists: Associate Teacher, Associate Teacher/Infant Toddler, Head Start Teacher, Facilities Specialist (Supervisory), Head Start Manager, Accountant I, and Accountant II (Supervisory).

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

Mr. Castex reviewed this item; a public hearing was opened at 9:40 a.m.

Mr. Charles Taylor reviewed the proposed modifications to the bylaws.

Moved/Gutierrez, second/Tate, to continue this item to the October 23 Policy Council meeting where the action of the Council will be to close the public hearing and approve the amendments to the PC Bylaws

Show of hands vote:

Aye: 13 (Chenault, Cisneros, Gutierrez, Litka, McCracken, Sanders, Scharnow, Schurr, Scott, Tate, C. Taylor, Wriedt, Xiong)

Nay: 0

Abstentions: 1 (Castex)

Absent: 1 (M. Taylor)

C. Approval of Modifications to the Reimbursement Policies and Procedures of the SETA-Operated Head Start/Early Head Start Policy Council and Parent Advisory Committee

Mr. Castex reviewed the proposed modifications to the reimbursement policies and procedures. There were no questions.

Moved/Gutierrez, second/Scharnow, to approve the modifications to the Reimbursement Policies and Procedures of the SETA Head Start/Early Head Start Policy Council/Parent Advisory Committee as proposed.

Show of hands vote:

Aye: 13 (Chenault, Cisneros, Gutierrez, Litka, McCracken, Sanders, Scharnow, Schurr, Scott, Tate, C. Taylor, Wriedt, Xiong)

Nay: 0

Abstentions: 1 (Castex)

Absent: 1 (M. Taylor)

D. Approval of the Attendance Policies and Procedures of the SETA Head Start/Early Head Start Program

Ms. Denise Lee reviewed the proposed modifications which were the result of a thorough review after the recent finding from the federal review. The finding was how attendance was being reported to the boards (aggregate format verses disaggregate). Staff worked with STG support staff to update the policies/procedures. SETA Head Start has received an extension until October 12 to clear the finding due to many of the delegates/classrooms being closed during the summer months.

At the end of the month, each classroom receives a report with the average daily attendance; this helps identify children that are chronically absent. Staff will now report cumulative attendance to the boards so that trends are easily tracked. It is hoped that over time it will change the impact of the daily attendance.

Mr. Castex asked if transportation is provided for parents to so they bring children to school and Ms. Lee replied no; staff works to accommodate parents to ensure their children are enrolled in a center close to their home.

Moved/Cisneros, second/Scharnow, to approve the Attendance Policies and Procedures of the SETA Head Start/Early Head Start Program.

Show of hands vote:

Aye: 13 (Chenault, Cisneros, Gutierrez, Litka, McCracken, Sanders, Scharnow, Schurr, Scott, Tate, C. Taylor, Wriedt, Xiong)

Nay: 0

Abstentions: 1 (Castex)

Absent: 1 (M. Taylor)

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Gutierrez reviewed the calendar of events.
- Parent/Staff Recognitions: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. Lee reviewed the monthly fiscal report for August. This is the first report of the new fiscal year. Everything is on schedule.

Ms. Xiong left at 10:26

Ms. Lee reviewed the expenditures. The out-of-state travel expenditure is higher than usual due to nine staff attending the Child Plus conference in Las Vegas. Last month a question about the fraudulent charge was questioned. The charges have been reversed.

- Sacramento Play Summit Reports: Ms. Claudett Sanders spoke of the play summit. The speakers were great and they explained how important play is to teach children. There will be an upcoming event about how to use boxes to create play structures.
 - Community Resources: Ms. Belinda Malone distributed information and encouraged members to go to the resource table.
 - Birth & Beyond – Mr. Mason Taylor: No report.
- B. Governing Board Minutes – August 2, 2018: No comments.

IV. Committee Reports

- Executive Committee Meeting Critique: Ms. Gutierrez reviewed the Executive Committee critique.
- Social/Hospitality Committee: Ms. Gutierrez reviewed the recent meeting. Tomorrow's meeting will be to finalize the last-minute details of the October 11 event.
- Budget/Planning Committee: Mr. Tate reported on the most recent committee meeting.
- Personnel/Bylaws Committee: Mr. Charles Taylor reported on the most recent committee meeting.
- Sacramento Medi-Cal Dental Advisory Committee: Ms. Scott reported that the meeting will be held next week; she will report out next month.
- Community Action Board: Mr. Tate reported on the September 12 meeting where the main topic was the discussion of the strategic plan. The board is going through the process of updating the criteria of how to identify high poverty areas, population areas, and identifying those in need. There will be six target areas selected in March. The board is also looking at community representation on the board for the three areas: Low Income, Private Sector, and Public Sector. The board is working to make the board members identifiable because it is important that the low income population is represented on the board.

V. Other Reports

- A. Executive Director's Report: No report.
- B. Head Start Deputy Director's Report: None.
 - ✓ Unannounced Visits Report 2017-2018 – QA-Monitored
 - ✓ Unannounced Visits Report 2017-2018 – Self-Monitored
 - ✓ Program Information Report for Head Start, Early Head Start, and Early Head Start Child Care Partnership
- Maternal, Child, and Adolescent Committee meeting: Ms. Robin Blanks reported on their most recent meeting. There was a presentation on a program to connect at-risk children, ages 0-5 years of age, with the services that they need. There are four core components: 1) child health care provider early detection, 2)

community outreach to recruit kids to get services, 3) centralized telephone access to connect children/families to the providers and the services they need, and 4) data collection and analysis. This program which will cover all of Sacramento County. The committee is also advocating for trauma training for nurse practitioners.

C. Chair's Report: Mr. Castex reported that he now has a job working with Mercy Housing. Mr. Castex is applying for a community grant for the Oak Park area; if he gets the grant, he will announce it. The grant is similar to Ms. Xiong's program but will be for Spanish lessons.

D. Head Start Managers' Reports

- Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: No report.
- Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith reported that the teaching staff are embarking on a new coaching model, Coaching Companion, which combines all coaching models into one system. This new system will be rolled out with our teachers later in the year. Staff had a meeting with the consultants to begin the classroom observations. There are 12 observers visiting the classrooms to rate the teachers and their effectiveness. Observers will be visiting the school districts and WCIC to see what they need in terms of training.
- Vacant - Program Support, Food Services and Safe Environments, Quality Assurance, and EHS-CCP Services

E. Open Discussion and Comments: Ms. Gutierrez spoke of the application for the community representative. The date to submit is October 9, 4 p.m. A separate application is needed for each community representative.

F. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 11:06 a.m.

ITEM V

OTHER REPORTS

BACKGROUND:

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

- Chair's Report
- Head Start Deputy Director's Report – Ms. Denise Lee
 - ✓ Monthly Head Start Report
- Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services
 - Karen Griffith - School Readiness, Special Education and Mental Health Services
 - Kaleb Call – Quality Assurance, Food Services, Save Environments, Grants, and Contracts

NOTES:

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

October 2018

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: 1302.14 (b)(1) states *a program must ensure at least 10 percent of its total funded enrollment is filled by children eligible for services under IDEA, unless the responsible HHS official grants a waiver.*

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	1836	181	10%	439	85	19%
Twin Rivers USD	180	13	7%	16	1	6%
Elk Grove USD	440	27	6%			
Sac City USD	1139	77	7%	152	12	8%
San Juan USD	668	74	11%	160	19	12%
WCIC	100	3	3%			
EHS CCP				120	7	6%
COUNTY TOTAL	4363	375	9%	887	124	14%

AFE: Annual Funded Enrollment



SETA Head Start Food Service Operations Monthly Report *October 2018

October 5th - Minimum Day Preschool and EHS full-day (D) classes - Calendars A, B, C & E classes closed.

October 8th - Grizzly Hollow closed due to a leak in the wall.

October 16th - Home Base Pumpkin Patch field trip special lunch & snack provided for 100 guests.

October 17th - Home Base Pumpkin Patch at Frog Willow field trip special lunch & snack provided for 50 guests

October 18th - Home Base Pumpkin Patch field trip special lunch & snack provided for 50 guests.

October 19th - Job Corps closed due to fleas and will spray the whole site.

October 23rd - Illa Collin only 10 children attended today due to sub coverage.

October 24th - Strizek Park - 1225 B class canceled due to staff shortage and no available subs.

October 30th - Stephanie's EHS Socialization at Crossroad Gardens - snack provided.

New Food Delivery Van purchased from Future Ford for \$23,521.25 and put into service in October after safety partition for \$842.00 was installed by Ultra Truck works. Old 1994 Ford Van that won't go into overdrive will be retired.

Meetings & Trainings: None.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
42,530	30,070	30,450	1660

Total Amount of Meals and Snacks Prepared 104,710

Purchases:

Food	\$89,834.07
Non - Food	\$12,551.11

Building Maintenance and Repair: \$2,956.70

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$254.79

Vehicle Maintenance and Repair : \$3,285.33

Vehicle Gas / Fuel: \$1,866.64

Normal Delivery Days 23

SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 10/31/2018						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
16th Avenue	1257R	10	10	0	0	10
16th Avenue	1257X	16	13	3	0	16
Alder Grove ELC	1247V	16	15	1	5	21
Auberry Park	1238A	19	15	4	1	20
Auberry Park	1238B	17	14	3	2	19
Bannon Creek	1200A	19	14	5	0	19
Bannon Creek	1200B	17	14	3	2	19
Bannon Creek	1200C	18	14	4	1	19
Bannon Creek	1200D	15	13	2	2	17
Bright Beginnings	1201V	20	19	1	0	20
Bright Beginnings	1201W	20	17	3	1	21
Crossroad Gardens	1242A	18	17	1	2	20
Crossroad Gardens	1242B	17	15	2	0	17
Crossroad Gardens	1242R	19	17	2	1	20
Crossroad Gardens	1242X	20	20	0	0	20
Elkhorn	1255A	18	18	0	0	18
Elkhorn	1255B	19	13	6	0	19
Elkhorn	1255C	14	9	5	3	17
Elkhorn	1255D	18	15	3	0	18
Elkhorn	1255X	20	20	0	1	21
Freedom Park	1239A	14	13	1	2	16
Freedom Park	1239B	13	12	1	1	14
Freedom Park	1239C	12	11	1	1	13
Freedom Park	1239D	12	9	3	1	13
Freedom Park	1239R	19	19	0	1	20
Freedom Park	1239X	20	17	3	1	21
Fruitridge	1216A	19	13	6	1	20
Fruitridge	1216B	18	12	6	1	19
Fruitridge	1216C	19	12	7	1	20
Fruitridge	1216D	18	14	4	3	21
Galt	1234A	20	20	0	1	21
Galt	1234B	20	18	2	1	21
Galt	1234C	20	17	3	1	21
Galt	1234D	20	18	2	1	21

SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 10/31/2018						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Galt	1234E	20	15	5	1	21
Galt	1234F	20	17	3	1	21
Grizzly Hollow	1252A	20	17	3	0	20
Grizzly Hollow	1252B	20	19	1	0	20
Hillsdale	1228A	17	13	4	4	21
Hillsdale	1228B	19	17	2	4	23
Hillsdale	1228C	19	17	2	1	20
Hillsdale	1228D	19	13	6	1	20
Hillsdale	1228R	20	18	2	2	22
Hillsdale	1228X	19	19	0	1	20
Illa Collin	1221V	20	18	2	0	20
Job Corp	1237X	20	19	1	0	20
Kennedy Estates	1240A	14	13	1	0	14
Kennedy Estates	1240B	16	15	1	0	16
La Verne Sterwart	1219S	20	18	2	0	20
Marina Vista ELC	1246R	19	18	1	0	19
Marina Vista ELC	1246S	19	17	2	2	21
Marina Vista ELC	1246X	20	19	1	1	21
Mather	1223A	18	13	5	1	19
Mather	1223B	16	10	6	2	18
Mather	1223C	18	13	5	2	20
Mather	1223D	16	15	1	2	18
Mather	1223X	20	20	0	2	22
Nedra Court	1244V	20	20	0	1	21
Nedra Court	1244W	20	16	4	1	21
Norma Johnson	1214A	20	19	1	1	21
Norma Johnson	1214B	19	17	2	1	20
Norma Johnson	1214X	19	17	2	3	22
North Avenue	1256A	10	8	2	3	13
North Avenue	1256B	12	11	1	1	13
North Avenue	1256V	20	18	2	3	23
North Avenue	1256X	20	19	1	0	20
Northview	1224A	19	17	2	1	20
Northview	1224B	20	16	4	0	20

SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 10/31/2018						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Northview	1224C	19	19	0	1	20
Northview	1224D	19	15	4	2	21
Northview	1224X	19	16	3	1	20
Parker	1207S	17	10	7	0	17
Phoenix Park	1248A	19	18	1	1	20
Phoenix Park	1248B	20	16	4	0	20
Phoenix Park	1248X	19	19	0	0	19
Sharon Neese	1249R	19	17	2	1	20
Sharon Neese	1249V	19	18	1	4	23
Sharon Neese	1249X	20	16	4	0	20
Solid Foundation	1254A	17	10	7	1	18
Solid Foundation	1254B	20	18	2	0	20
Solid Foundation	1254C	13	13	0	3	16
Solid Foundation	1254D	15	13	2	1	16
Strizek Park	1225A	19	15	4	2	21
Strizek Park	1225B	14	11	3	1	15
Walnut Grove	1235V	18	14	4	0	18
Walnut Grove	1235W	17	13	4	1	18
16th Avenue	1257K	8	6	2	0	8
16th Avenue	1257N	8	6	2	0	8
Alder Grove Infant/Toddler Center	1212M	8	8	0	2	10
Alder Grove Infant/Toddler Center	1212U	8	8	0	0	8
Crossroad Gardens	1242U	8	8	0	0	8
Elkhorn	1255M	8	6	2	0	8
Elkhorn	1255U	8	8	0	0	8
Grizzly Hollow	1252P	8	7	1	0	8
Job Corp	1237M	7	6	1	0	7
Job Corp	1237N	6	5	1	2	8
Job Corp	1237U	6	6	0	2	8
Marina Vista ELC	1246P	8	6	2	1	9
Mather	1223U	7	6	1	1	8
Norma Johnson	1214U	7	7	0	2	9
North Avenue	1256P	8	7	1	1	9
Northview	1224P	8	5	3	0	8

SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 10/31/2018						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Phoenix Park	1248U	8	6	2	0	8
Sharon Neese	1249M	8	8	0	4	12
Sharon Neese	1249N	8	6	2	1	9
Sharon Neese	1249U	8	7	1	2	10
TOTALS for Head Start		1698	1461	237	117	1815
HS Totals	1545					
Drops w/in 30	99					
P/S Home Base	116					
Total	1760					
EHS Totals	153					
Drops w/in 30	18					
River Oaks	60					
SCOE	57					
EHS Home Base	179					
Total	467					
GRAND TOTAL	2227					

CLASS CODE BREAKOUT	
Class Code	Class Type/Funding
A-F	Part Day Head Start
O,P,Q	EHS (No CCTR)
M,U	EHS/CCTR
V,W,Y	Duration (Head Start)
12231 A-K	Home Based Preschool
1231 B-N	Home Based EHS

SETA Head Start/Early Head Start

Monthly Attendance Report for School Year 2018 to 2019

Period: October 2018

Part Day Classes		
	Present Only	Present and Excused
Center Name	%ADA *	%ADA **
Auberry Park	80%	100%
Bannon Creek	83%	100%
Crossroad Gardens	88%	100%
Elkhorn	81%	100%
Freedom Park	84%	97%
Fruitridge	79%	99%
Galt	83%	99%
Grizzly Hollow	89%	100%
Hillsdale	81%	99%
Kennedy Estates	89%	100%
Mather	73%	99%
Norma Johnson	84%	100%
North Avenue	82%	100%
Northview	84%	100%
Phoenix Park	86%	100%
Solid Foundation	82%	99%
Strizek Park	81%	97%
Overall Averages	82%	99%

* ADA reflects cumulative days present for the month

** ADA reflects cumulative days present+excused absences for the month

SETA Head Start/Early Head Start

Monthly Attendance Report for School Year 2018 to 2019

Period: October 2018

Full Day Classes		
	Present Only	Present and Excused
Center Name	%ADA *	%ADA **
Alder Grove ELC	83%	97%
Bright Beginnings	84%	100%
Crossroad Gardens	90%	99%
Elkhorn	90%	100%
Freedom Park	91%	98%
Hillsdale	89%	98%
Illa Collin	80%	100%
Job Corp	90%	100%
La Verne Sterwart	87%	99%
Marina Vista ELC	84%	99%
Mather	92%	100%
Nedra Court	89%	99%
Norma Johnson	85%	99%
North Avenue	90%	100%
Northview	87%	100%
Parker	78%	94%
Phoenix Park	94%	100%
Sharon Neese	87%	99%
Walnut Grove	84%	99%
Overall Averages	87%	99%

* ADA reflects cumulative days present for the month

** ADA reflects cumulative days present+excused absences for the month

SETA Head Start/Early Head Start

Monthly Attendance Report for School Year 2018 to 2019

Period: October 2018

Early Head Start Classes		
	Present Only	Present and Excused
Center Name	%ADA *	%ADA **
16th Avenue	83%	98%
Alder Grove Infant/Toddler Center	87%	98%
Crossroad Gardens	91%	100%
Elkhorn	84%	100%
Grizzly Hollow	89%	100%
Job Corp	85%	99%
Marina Vista ELC	88%	100%
Mather	87%	100%
Norma Johnson	82%	98%
North Avenue	93%	100%
Northview	87%	100%
Phoenix Park	87%	100%
Sharon Neese	87%	97%
Overall Averages	86%	99%

* ADA reflects cumulative days present for the month

** ADA reflects cumulative days present+excused absences for the month

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 VII - DISCUSSION

BACKGROUND:

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

NOTES:

ITEM VIII – PUBLIC PARTICIPATION

BACKGROUND:

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

NOTES: