

**GOVERNING BOARD**

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County of Sacramento

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*THOUGHT OF THE DAY: "Great minds have purpose, others have wishes."*

*~~ Washington Irving*

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

**DATE:** Tuesday, May 17, 2016

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

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

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

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➤	Head Start Managers’ Reports	
•	<u>Lisa Carr</u> - Family Engagement, Home Base, and ERSEA Services	
•	<u>Robyn Caruso</u> - Program Support, Quality Assurance, and EHS-CCP services	
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**DISTRIBUTION DATE: THURSDAY, MAY 12, 2016**

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

ITEM I - A – ROLL CALL

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

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

**ITEM I-A – ROLL CALL**  
(Continued)

**Program Year 2015-2016 - New Representatives to be seated**

<input type="checkbox"/> Tammy Wilkerson, River Oak Center for Children
<input type="checkbox"/> Vacant, Alder Grove I Head Start
<input type="checkbox"/> Vacant, Bannon Creek Head Start
<input type="checkbox"/> Vacant, Crossroad Gardens Head Start
<input type="checkbox"/> Vacant, Grizzly Hollow Head Start
<input type="checkbox"/> Vacant, Hillsdale Head Start
<input type="checkbox"/> Vacant, Illa Collin Head Start
<input type="checkbox"/> Vacant, Job Corps Head Start
<input type="checkbox"/> Vacant, Kennedy Estates Head Start

<input type="checkbox"/> Vacant, Marie Cleveland's Bright Beginnings
<input type="checkbox"/> Vacant, Marina Vista Early Learning Center
<input type="checkbox"/> Vacant, Mather Head Start
<input type="checkbox"/> Vacant, Nedra Court Head Start
<input type="checkbox"/> Vacant, Parker Head Start
<input type="checkbox"/> Vacant, Phoenix Park Head Start
<input type="checkbox"/> Vacant, Solid Foundation Head Start
<input type="checkbox"/> Vacant, Strizek Park Head Start
<input type="checkbox"/> Vacant, Foster Parent Rep



ITEM I – B

PAC MEETING ATTENDANCE UPDATE

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

COMMITTEE MEMBER	CENTER	11/17	12/15		1/19	2/23 **	3/15	4/26 #	5/17	6/21	7/19	8/15	9/20	10/18	11/15
Vacant Seated	<b>AG I</b>														
	<b>AG II</b>														
Vacant Seated	<b>AP</b>														
<del>Monica Reynoso Seated 11/17</del>	<b>BC</b>	X	U		X		E	U							
Vacant Seated	<b>CR</b>														
Megan Guerrero Seated 3/15	<b>EHS/HB</b>				X		X	X							
Yesenia Rodriguez Seated 11/17	<b>EL</b>	X	AP		X		X	X							
Harmony Almaguer s/b/seated 1/19; seated 4/26	<b>FP</b>				E		U	X							
Andrea Larry Seated 4/26	<b>FT</b>							X							
Alejandra Placencia s/b/s 12/15; seated 3/15	<b>G</b>		U		E		X	X							
Vacant Seated	<b>GH</b>														
Vacant Seated	<b>H</b>														
Stacey Webster Seated 11/17	<b>HB</b>	X	X		X		U	X							
Vacant Seated	<b>HB</b>														
<del>Fabian Gonzales Seated 11/17</del>	<b>IC</b>	X	U		E		X	E							
Thelma Adams Seated 3/15	<b>HP</b>						X	X							
Vacant Seated	<b>JC</b>														
Vacant Seated	<b>JC</b>														
Vacant Seated	<b>K</b>														
Vacant Seated	<b>LVS</b>														
Vacant Seated	<b>MCBB</b>														
Vacant Seated	<b>MV</b>														
Vacant Seated	<b>M</b>														
Marina Gallegos Seated 3/15	<b>NA</b>						X	E							
Vacant Seated	<b>NC</b>														
Laura Guzman Seated 11/17	<b>NJ</b>	X	U		X		U	X							
Natalie Craig Seated 11/17	<b>NV</b>	X	E		X		X	X							
Vacant Seated	<b>PA</b>														
Vacant Seated	<b>PP</b>														
Tammy Wilkerson s/b/seated 4/26	<b>RO</b>							E							
Vacant	<b>SF</b>														

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

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

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

\*\* Ethics training with Policy Council

# Special meeting

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

**Head Start Center Abbreviations**

<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>SF:</b>	Solid Foundation
<b>HP:</b>	Hopkins Park	<b>SN:</b>	Sharon Neese
<b>IC:</b>	Illa Collin	<b>SP:</b>	Strizek Park
<b>JC:</b>	Job Corps	<b>V:</b>	Vineland
		<b>WG:</b>	Walnut Grove

**Representative Abbreviations**

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

**Attendance Record Abbreviations**

<b>X:</b>	Present
<b>E:</b>	Excused
<b>AP:</b>	Alternate Present
<b>AE:</b>	Alternate Excused
<b>U:</b>	Unexcused
<b>PAC:</b>	Parent Advisory Committee
<b>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 APRIL 26, 2016 SPECIAL PC/PAC MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the April 26, 2016 PAC meeting.

RECOMMENDATION:

Approve the minutes of the April 26, 2016 PAC meeting.

**NOTES:**

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

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

**REGULAR MEETING OF THE HEAD START POLICY COUNCIL**  
**SPECIAL 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, April 26, 2016  
9:00 a.m.

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

Mr. Kenneth Tate called the meeting to order at 9:01 a.m. The Pledge of Allegiance was recited. Mr. Tate read the thought of the day. Ms. Blanks called the roll and a quorum was established.

**PC Members Present:**

Lydia Razo, Elk Grove Unified School District  
Tyrone Broxton, Elk Grove Unified School District (arrived at 9:24 a.m.)  
Phoua Lee, Sacramento City Unified School District  
Andrea Scharnow, Sacramento City Unified School District  
Amanda Robinson, San Juan Unified School District  
Linda Litka, San Juan Unified School District (arrived at 9:08 a.m.)  
Erica Williams, Twin Rivers Unified School District  
Reginald Castex, WCIC/Playmate Child Development Center  
Megan Guerrero, SETA-Operated Program  
Natalie Craig, SETA-Operated Program  
Penelope Scott, SETA-Operated Program  
Stacey Webster, Home Base Option  
Kenneth Tate, Past Parent Representative  
Robin Blanks, Grandparent Representative  
Nicole Chilton, Birth and Beyond

**New Members Seated:**

Stacy Lewis, Women's Civic Improvement Club/Playmate  
Calvin Sheppard, Men's Activities Affecting Children Committee

**New Members to be Seated but Absent:**

Natalie Rossetti, Twin Rivers Unified School District (excused)  
Fabian Gonzales, SETA-Operated Program (excused)  
Maria Cruz, Sacramento City Unified School District (unexcused)

**II. Consent Item**

**A. Approval of the Minutes of the March 22, 2016 Regular Meeting**

The minutes were reviewed; no questions or corrections.

Moved/Craig, second/Castex, to approve the March 22 minutes as distributed.

Show of hands vote:

Aye: 14 (Blanks, Castex, Chilton, Craig, Guerrero, Lee, Lewis, Razo, Robinson, Scharnow, Scott, Sheppard, Webster, Williams)

Nay: 0

Abstentions: 1 (Tate)

### **III. Action Items**

#### **A. CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957 – and -**

#### **➤ CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE Pursuant to Government Code Section 54957**

Ms. Litka arrived at 9:08 a.m.

The Policy Council went into closed session at 9:08 a.m. The Board went back into open session at 10:06 a.m. Mr. Tate reported out that the Policy Council approved the eligible lists for: Home Visitor, Associate Teacher I & III, Head Start Teacher, Parent Intern, and Human Resources Manager. Approval of the Quality Assurance Analyst eligibility list was pulled from the agenda. The board also listened to and took action on the Discipline/Dismissal/Release item.

Ms. Terri McMillin called the PAC meeting to order at 10:10 a.m. and read the thought of the day. Ms. Natalie Craig called the roll.

#### **Members Present:**

Yesenia Rodriguez  
Laura Guzman  
Natalie Craig  
Rafaela Casillas  
Kenneth Tate  
Terri McMillin  
Penelope Scott  
Stacey Webster  
Alejandra Plascencia  
Thelma Adams  
Megan Guerrero

#### **Members Absent:**

Monica Reynoso (unexcused)  
Fabian Gonzales (excused)  
Jasmine Jamison (excused)  
Marina Gallegos (excused)

#### **Members seated:**

Harmony Almaguer, Freedom Park  
Andrea Larry, Fruitridge Head Start  
Calvin Sheppard, Men's Activities Affecting Children Committee

#### **Members to be seated but absent:**

Tammy Wilkerson (excused)

## II. **Consent Item** (PAC agenda)

### A. Approval of Minutes of the March 15, 2016 PAC meeting

The minutes were reviewed; no questions or corrections.

Moved/ Almaguer, second/Scott, to approve the March 15, 2016 minutes as distributed.

Aye: 12 (Adams, Almaguer, Casillas, Craig, Guerrero, Guzman, Plascencia, Rodriguez, Scott, Sheppard, Tate, Webster)

Nay: 0

Abstention: 2 (McMillin & Larry)

Mr. Tate took the gavel and both boards went into the Action Items.

Ms. Denise Lee reviewed Items III-B-G (for the PC), and Items A-F (for the PAC).

### B. Approval of Annual Self Assessment for 2015-2016 and Resulting Program Improvement Plan SETA Operated Program

A team of staff and parents participated in the self-assessment process. The self-assessment was also done with the EHS Child Care Partnership program. Ms. Lee referred to the charts included in the board packet for the improvement plans.

### C. Approval of Program Year 2016-2017 Head Start/Early Head Start Budget

The budget will be approximately \$51 million including basic and training/technical assistance funds. The budget will serve over 5,000 children countywide in partnership with our five delegate agencies and two partners. A majority of funds in the budget are to provide personnel for the classroom, salary and fringe benefits.

### D. Approval of Program Year 2016-2017 Head Start/Early Head Start Refunding Application

Ms. Lee reviewed the program narrative which will be included with the refunding application.

### E. Approval of Program Year 2016-2017 Head Start/Early Head Start Training/Technical Assistance Grant Application to be in Alignment with Established Five-Year Goals

Ms. Lee reviewed the goals and objectives for the next year. The training/technical assistance funds are utilized to provide coaching services for teaching

staff, parent training and staff development. Funds are also utilized to provide training for PAC and PC board members.

F. Approval of 2016-2017 Sacramento County Program Options/Grantee and Delegate Agencies

Full-day services are provided in 31% of Head Start centers with 66% in part-day program services. Home based services (3%) are also an option to parents. Most services are provided five days per week with other classes at four days per week. Ms. Lee referenced the program options charts in the packet and center listing. All of our programs are designed to meet our community needs. There are no major changes in the options available for the next program year. However, the application does include a conversion of Head Start enrollment slots to Early Head Start enrollment slots. Specifically, at the North Avenue center, enrollment has become an issue due to over service in the area. The federal government allows for conversion of pre-school slots to infant/toddler slots. The proposal requests moving 40 preschool slots into eight full-day infant/toddler slots with services to be offered at the North Avenue center.

In addition, the Walnut Grove center will be moving to the Walnut Grove Elementary School campus with an added afternoon class. There will be services provided both in the morning and the afternoon for 40 enrollment slots.

The federal government is exploring the possibility of six-hour days but no changes are expected until the end of our five-year program cycle.

G. Approval of Program Year 2016-2017 Early Head Start-Child Care Partnership and Expansion Refunding Application

Ms. Lee reviewed the Early Head Start-Child Care Partnership/Expansion program which is provided in conjunction with SCOE, Sacramento City USD, and KinderWorld. This program focuses only on infant/toddlers for 80 children.

Mr. Tate requested that the PC take action on items B through G in a block.

Moved/Blanks, second/Scharnow, to approve items B through G as follows:

- A. Approve Program Year 2015-2016 Self-Assessment and resulting Program Improvement Plan for the Head Start/Early Head Start program and the EHS-Child Care Partnership program.
- B. Approve the Program Year 2016-2017 Head Start/Early Head Start Budget in the amount of \$51,057,991 for Basic and Training/Technical Assistance.
- C. Approve the Program Year 2016-2017 Head Start/Early Head Start Refunding Application.
- D. Approve 2016-2017 Sacramento County Program Options for the Grantee and Delegate Agencies.



- E. Approve the Program Year 2016-2017 Head Start/Early Head Start Training/Technical grant application as aligned with established five-year goals and objectives.
- F. Approve the Program Year 2016-2017 Early Head Start-Child Care Partnership and Expansion refunding application in the amount of \$1,506,725 for Basic and Training/Technical Assistance.  
 Show of hands vote:  
 Aye: 15 (Blanks, Broxton, Chilton, Craig, Guerrero, Lee, Lewis, Litka, Razo, Robinson, Scharnow, Scott, Sheppard, Webster, Williams)  
 Nay: 0  
 Abstentions: 2 (Castex, Tate)

Ms. McMillin requested the PAC take action on items A-F in a block.

- Moved/Sheppard, second/Almaguer, to approve items A-F as follows:
- A. Approve Program Year 2015-2016 Self-Assessment and resulting Program Improvement Plan for the Head Start/Early Head Start program and the EHS-Child Care Partnership program.
  - B. Approve the Program Year 2016-2017 Head Start/Early Head Start Budget in the amount of \$51,057,991 for Basic and Training/Technical Assistance.
  - C. Approve the Program Year 2016-2017 Head Start/Early Head Start Refunding Application.
  - D. Approve 2016-2017 Sacramento County Program Options for the Grantee and Delegate Agencies.
  - E. Approve the Program Year 2016-2017 Head Start/Early Head Start Training/Technical grant application as aligned with established five-year goals and objectives.
  - F. Approve the Program Year 2016-2017 Early Head Start-Child Care Partnership and Expansion refunding application in the amount of \$1,506,725 for Basic and Training/Technical Assistance.  
 Show of hands vote:  
 Aye: 13 (Adams, Almaguer, Casillas, Craig, Guerrero, Guzman, Larry, Plascencia, Rodriguez, Scott, Sheppard, Tate, Webster)  
 Nay: 0  
 Abstention: 1 (McMillin)

Mr. Tate returned the Policy Council to page 76 of the Policy Council agenda packet.

- H. Election of Secretary and Treasurer for Program Year 2015-2016 (Policy Council)

Mr. Tate asked for interested members to serve. Board members from Twin Rivers, Elk Grove, or SOP are eligible to serve in the officers.

Mr. Tyrone Broxton offered to serve as Treasurer. There were no board members interested in the Secretary position. Mr. Tate stated that the election of the Secretary will be tabled. Mr. Tyrone Broxton will serve as Treasurer for the Policy Council.

Moved/Castex, second/Scott, to approve the election of Mr. Tyrone Broxton as Treasurer.

Moved/Blanks, second/Scharnow, to approve the election of Mr. Tyrone Broxton as Treasurer and table the election of Secretary.

Show of hands vote:

Aye: 16 (Blanks, Broxton, Castex, Chilton, Craig, Guerrero, Lee, Lewis, Litka, Razo, Robinson, Scharnow, Scott, Sheppard, Webster, Williams)

Nay: 0

Abstentions: 1 (Tate)

Ms. McMillin reviewed Item IIIG on the PAC agenda.

G. Election of Parent Advisory Committee Secretary (Parent Advisory Committee)

Ms. McMillin reviewed the position of Secretary. Ms. Harmony Almaguer offered to serve.

Moved/Craig, second/Sheppard, to ratify the election of Ms. Harmony Almaguer to serve as Secretary.

Show of hands vote:

Aye: 13 (Adams, Almaguer, Casillas, Craig, Guerrero, Guzman, Larry, Plascencia, Rodriguez, Scott, Sheppard, Tate, Webster)

Nay: 0

Abstention: 1 (McMillin)

Mr. Tate reviewed the election of Past Parent Representative and Alternate for the Policy Council.

I. Election of Past Parent and Alternate (Policy Council)

Applications were distributed for Alicia Kafka, Terri McMillin, and Brian Short.

Ms. Erica Williams left at 11:18 a.m.

Ms. McMillin spoke of her interest in serving on the Policy Council as a Past Parent representative.

Ms. Alejandra Plasencia left at 11:23 a.m.

Vote:

Terri McMillin: 13

Brian Short: 1  
Alicia Kafka: 0

The new Policy Council Past Parent Representative will be Ms. McMillin with Mr. Short and Ms. Kafka to serve as alternate.

Moved/Blanks, second/Castex, to approve election of Ms. Terri McMillin as Past Parent Representative and Mr. Brian Short as Alternate Past Parent Representative.

Aye: 14 (Blanks, Broxton, Castex, Craig, Guerrero, Lee, Lewis, Litka, Razo, Robinson, Scharnow, Scott, Sheppard, Webster)

Nay: 0

Abstention: 1 (Tate)

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

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

- PC/PAC Calendar of Events: Mr. Tate reviewed the calendar of events.
- Parent, Family & Community Engagement - Events and Activities: No additional report.
- Toastmasters Training: Mr. Tate urged board members to participate in this training; he sent around a sign-up sheet for the May 6 training.
- Community Resources – Parents/Staff: None.

##### **B. Governing Board Minutes: No questions.**

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

- Executive Committee Meeting Critique: Ms. Robin Blanks reviewed the Policy Council Executive Committee critique.
- Parent/Staff Recognitions: Mr. Victor Bonanno, Ethics Training – Mr. Kenneth Tate and Ms. Terri McMillin thanked Mr. Victor Bonanno for his outstanding AB1234 Ethics Training. He will be provided with a certificate of appreciation.

Ms. Phoua Lee and Ms. Thelma Adams left 11:32 a.m.

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Saurbourne reviewed the fiscal report. The next meeting will be May 10; this meeting will go deeper into how the money is distributed in the budget.

Ms. McMillin asked what the overage fee of \$10.00 was about. Ms. Saurbourne explained that there is an on-line fax service for Human Resources. There was an overage of the allowable faxes for the month and SETA was charged the \$10.00 fee.

- Budget/Planning Committee: Mr. Tate urged committee members to attend.
- Personnel/Bylaws Committee: No additional report.

- Men's Activities Affecting Children Committee (MAACC): Mr. Calvin Sheppard the first event is on Thursday, April 28. There will be a fathers fishing trip and a BBQ, date/time to be determined.
- Social/Hospitality Committee: Ms. Litka reviewed the April 6 meeting where attendees went over the parent activity guidelines and provided recommendations for the upcoming parent activity.
- Parent Ambassador Report: Ms. Blanks reported on the April 8 meeting.
- Sacramento Medi-Cal Dental Advisory Committee: Ms. Blanks reported that the meeting was March 24. There was very good discussion and several SETA PC members were there.
- Community Report: No report.

## **VI. Other Reports**

- Executive Director: Ms. Kathy Kossick welcomed the new PC and PAC members and thanked the board members for their patience. Staff is continuing to roll out the Workforce Innovation and Opportunity Act (WIOA) programs and the Governing Board approved a new Workforce Development Board. Staff is in the process of reviewing adult and dislocated worker funding recommendations. One of the big changes with the new WIOA is the provision of services to youth.
- Head Start Deputy Director's Report – Ms. Denise Lee asked board members to keep Ms. Alma Hawkins in their thoughts/prayers.
- Head Start Managers' Reports: All managers will report out next month.
  - Lisa Carr - Family Engagement, Home Base, and ERSEA Services
  - Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services
  - Martha Cisneros - Health, Nutrition and Safe Environments Services
  - Karen Gonzales - School Readiness, Special Education and Mental Health Services
- D. Chair's Report: Mr. Sheppard reported that Playmate fathers are hosting a BBQ at WCIC. All MAACC members are invited.
- E. Open Discussion and Comments: None
- F. Public Participation: None.

## **VII. Adjournment: The meeting was adjourned at 11:54 a.m.**

ITEM III-A - ACTION

APPROVAL TO SUBMIT THE HEAD START/EARLY HEAD START COST  
OF LIVING ADJUSTMENT (COLA) APPLICATION 2016-2017

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Head Start/Early Head Start Cost of Living Adjustment (COLA) application for Fiscal Year 2016-2017 in the amount of \$935,164. Funds include \$908,704 for the Head Start/Early Head Start base grant and \$26,460 for Early Head Start-Child Care Partnership/Expansion grant as follows:

Head Start/Early Head Start (base grant):

Head Start Basic	\$771,050
Early Head Start (EHS) Basic	<u>\$137,654</u>
TOTAL	<u>\$908,704</u>

Early Head Start-Child Care Partnership and Expansion:

EHS-CCP/Expansion Basic	\$ 26,460
Grant TOTAL	<u>\$ 935,164</u>

On April 27, 2016, the Office of Head Start released funding appropriations for Federal Fiscal Year (FY) 2016, making additional funds available to existing Head Start and Early Head Start programs. Each grantee may apply for a COLA increase of 1.8 percent of the FY 2015 base funding level. COLA funds are to be used to increase staff salaries and fringe benefits and to pay for higher operating costs.

Ms. Denise Lee will be available to answer questions.

RECOMMENDATION:

That the Parent Advisory Committee approves the submission of the Cost of Living Adjustment application for the Head Start/Early Head Start base grant in the amount of \$908,704 and the Early Head Start-Child Care Partnership and Expansion grant in the amount of \$26,460 for Fiscal Year 2016-2017. Total COLA funds will be \$935,164.

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

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

ITEM IV- A – INFORMATION

PRESENTATION: TRANSITION TO KINDERGARTEN FROM  
A PARENT'S PERSPECTIVE

BACKGROUND:

Ms. Susan Field Garland, Education Coordinator, will be sharing the following resources available to parents to assist children in their transition from preschool to kindergarten:

1. The recently updated “Parent’s Guide to School Readiness” engaging ways to promote learning and prepare your child for Kindergarten.
2. Math-Time at Home; hands-on activities that strengthen math skills using free and found objects.

Board members will receive a copy of the guide.

NOTES:

## ITEM IV- B – INFORMATION

### STANDING INFORMATION

#### BACKGROUND:

- A. Standing Information Items
  - PC/PAC Calendar of Events – Ms. Terri McMillin
  - Parent, Family & Community Engagement - Events and Activities – Ms. Terri McMillin
  - Parent/Staff Recognitions – Ms. Terri McMillin
  - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Saurbourne
  - Toastmasters Training – Ms. Terri McMillin
  - Child Care Center Food Menu (attached)
  - Community Resources – Parents/Staff: Ms. Terri McMillin

#### NOTES:

## CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PC/PAC Job Success Workshop, presented by Workforce Development staff	Wednesday, May 11, 2016 9:00 a.m. – 11:00 a.m. Board Room Registration: 8:30 a.m. (see attached flyer)
PC/PAC Social/Hospitality Committee	Monday, May 16, 2016 10:30 a.m. – 12:30 p.m. Olympus Room
Men's Activities Affecting Children Committee Overcoming Obstacles to Fatherhood Training Series	Thursday, May 26, 2016 Dinner: 5:30 p.m. Training: 6:00 – 8:00 p.m. Shasta Room (see attached flyer)
PC/PAC Executive Committee	Friday, May 27, 2016 9:00 a.m. Olympus Room
Men's Activities Affecting Children Committee	Friday, May 27, 2016 10:30 a.m. Redwood Room
PC/PAC Executive Committee in June	Date and Time TBA
PC/PAC Social/Hospitality Committee	Wednesday, June 1, 2016 1:00 – 2:30 p.m. Olympus Room
PC/PAC Toastmasters Training	Friday, June 3, 2016 11:30 a.m. Shasta Room
PC/PAC Parent Activity	Tuesday, June 7, 2016 Historic Old Sacramento and Underground Tour 8:30 a.m.: arrive at SETA Central Office; will depart at 9:00 a.m. sharp Activities from 10:00 a.m. to 2:00 p.m. (see attached flyer)



## CALENDAR OF EVENTS

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PC/PAC Personnel/Bylaws Committee	Date/time TBA
Annual Parent Leadership Institute	Friday, June 10, 2016 SETA Board Room Registration: 8:30 a.m. Training: 9:00 a.m.- 4:30 p.m. Trainer: Debra Crumpton
PC/PAC Parent Ambassador Committee	Date/time TBA
PC/PAC Budget/Planning Committee	Tuesday, June 14, 2016 1:00 p.m. Oak Room

# June

2016

<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>
		<b>1</b> 1:00 p.m. Social/Hospitality Meeting Olympus Room	<b>2</b>	<b>3</b> 11:30 a.m. Toastmaster's Meeting Shasta Room
<b>6</b>	<b>7</b> PC/PAC Parent Activity Historic Old Sacramento and Underground Tour 8:30 a.m.: arrive at SETA Central Office; will depart at 9:00 a.m. sharp Activities from 10:00 a.m. to 2:00 p.m.	<b>8</b>	<b>9</b> 9:00 a.m. Sacramento City PC Meeting Capital City Multipurpose Room, 7220 24th Street Sacramento 95823	<b>10</b> 9:00 a.m. – 4 p.m. PC/PAC Leadership Forum 8:30 a.m.: Registration & breakfast  Parent Ambassadors Meeting: date/time TBA
<b>13</b>	<b>14</b> 1:00 p.m. PC/PAC Budget/Planning Oak Room	<b>15</b> 5:15 p.m. WCIC PC Meeting 3555 3rd Avenue Sacramento 95817	<b>16</b>	<b>17</b>
<b>20</b>	<b>21</b> 9:00 a.m. PAC Meeting SETA Board Room	<b>22</b>	<b>23</b>	<b>24</b> 10 a.m. MAACC Meeting Olympus Room
<b>27</b>	<b>28</b> 9:00 a.m. PC Meeting SETA Board Room	<b>29</b>	<b>30</b>	

PC Executive Committee TBA – and –  
PC/PAC Personnel/Bylaws Committee TBA

**Sponsored By  
Men's Activities  
Affecting Children  
(MAACC)**



**COUNTY-WIDE  
TRAINING**



**925 Del Paso Blvd, Suite 100, Sacramento CA 95815 (Across from Globe Lite Rail Station)  
(All are welcome to attend)**

**OVERCOMING OBSTACLES TO FATHERHOOD SERIES**

**ATTENTION FATHERS/MEN**

**DO YOU NEED INFORMATION ON?**

- **EMPLOYMENT /JOB SEARCH IN SACRAMENTO COUNTY**
- **YOUR RIGHTS AS AN EMPLOYEE**

**IF THE ANSWER IS YES, PLEASE JOIN:**

- **JOHN ALLEN, HUMAN RESOURCES & FACILITIES CHIEF-SETA**
- **VICTOR BONNANO, WORKFORCE DEVELOPMENT ANALYST  
SUPERVISOR-SETA**

**DATE: THURSDAY, MAY 26, 2016**

**TIME: 6:00-8:00 P.M.**

**Dinner will be provided between 5:30 p.m. - 6:00 p.m.**

**Childcare available for children 2-12 years of age**

**To reserve a spot please contact Robert Silva at @ 916-263-3809 or**

**[Robert.Silva@seta.net](mailto:Robert.Silva@seta.net)**



**Tuesday, June 7, 2016**

**... and Underground**

101 "I" Street, Old Sacramento  
Tel (916) 808-7059 | Fax (916) 808-5100

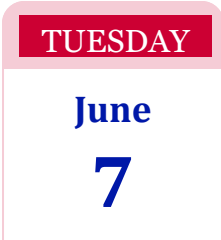
# PC/PAC PARENT ACTIVITY

- Transportation (light rail/ bus) will be provided by SETA Head Start
- Lunch will be provided by SETA Head Start
- Guest will be responsible for their lunch, transportation, and tour fees

### *Itinerary*

- 8:30 a.m. Arrival time at SETA Head Start Central Office—925 Del Paso Blvd.
- Please be prompt we will depart at 9:00 a.m., sharp.
- Activities from 10:00 a.m. to 2:00 p.m.
- Lunch 12:30—1:30 p.m.

**NO SHORTS  
WEAR COMFORTABLE SHOES  
NO SMOKING**



If you are interested in participating in the Parent Activity, please confirm your attendance by 4:00 p.m., Tuesday May 31, 2016

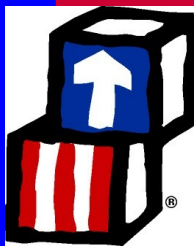
**Call Ms. Marie Desha at  
(916) 263-4082**

**E-mail [marie.desha@seta.net](mailto:marie.desha@seta.net)**

**Sacramento Employment  
and Training Agency**

**925 Del Paso Blvd.  
Sacramento CA 95815**

**Phone: 916 263 3800**



# SETA HEAD START MENU

## May 2016

### Monday

<b>2</b>	<u>Breakfast</u> Week 3
	Milk
	Cheerios Cereal
	Oranges, fresh
	<u>Lunch</u>
	Milk
	Cantaloupe, fresh
	Green Peas
	Macaroni & Cheese
	<u>Snack</u>
	Carrot, fresh
	Crackers, Wheat Thins

### Tuesday

<b>3</b>	<u>Breakfast</u>
	Milk
	Applesauce
	Waffles, sticks
	<u>Lunch</u>
	Milk
	Beef Ravioli
	Whole Grain Buns
	Oranges, fresh
	Spinach Salad
	<u>Snack</u>
	Apple, fresh
	Sun Butter

### Wednesday

<b>4</b>	<u>Breakfast</u>
	Milk
	Whole Wheat Bisquit
	Peaches
	<u>Lunch</u>
	Milk
	Beans Refried
	Cantaloupe, fresh
	Corn
	Tortilla, Whole Wheat
	<u>Snack</u>
	Whole Grain Buns
	Turkey Sliced

### Thursday

<b>5</b>	<u>Breakfast</u>
	Milk
	Banana, fresh
	Whole Wheat Bagel
	<u>Lunch</u>
	Milk
	Whole Wheat Bread
	Carrot, fresh
	Strawberries, fresh or
	Tangerine, fresh or
	Turkey Sliced
	<u>Snack</u>
	Cottage Cheese
	Pineapple, tidbits

### Friday

<b>6</b>	<u>Breakfast</u>
	Milk
	Muffin, Banana
	Oranges, fresh
	<u>Lunch</u>
	Milk
	Apricots
	Swiss American Cheese
	Tortilla, Whole Wheat
	Zucchini sticks
	<u>Snack</u>
	Milk
	Crackers, Lemon Dinosaur

<b>9</b>	<u>Breakfast</u> Week 4
	Milk
	Cantaloupe, fresh
	Brown Rice Krispies Cereal
	<u>Lunch</u>
	Milk
	Beef, Hamburger
	Corn
	Oranges, fresh
	Whole Wheat Bun
	<u>Snack</u>
	Crackers, Cheese-It
	Peaches

<b>10</b>	<u>Breakfast</u>
	Milk
	Pineapple, tidbits
	Whole Wheat Bagel
	<u>Lunch</u>
	Milk
	Apricots
	Beans Refried
	Broccoli, fresh
	Tortilla, Whole Wheat
	<u>Snack</u>
	Milk
	Cheerios, Whole Grain Cereal

<b>11</b>	<u>Breakfast</u>
	Milk
	Banana, fresh
	Oatmeal Cereal
	<u>Lunch</u>
	Milk
	Cheese Enchilada with Sauce
	Oranges, fresh
	Romaine Lettuce Salad
	<u>Snack</u>
	Hummus
	Vegetable Stick Melody

<b>12</b>	<u>Breakfast</u>
	Milk
	Apricots
	French Toast Sticks
	<u>Lunch</u>
	Milk
	Coleslaw Salad
	Mangoes
	Tortilla, Whole Wheat
	Turkey & Cheese Roll Up
	<u>Snack</u>
	Banana, fresh
	Yogurt, Strawberry

<b>13</b>	<u>Breakfast</u>
	Milk
	Apple, fresh
	Muffin, Blueberry
	<u>Lunch</u>
	Milk
	Cantaloupe, fresh
	Carrot, fresh
	Crackers, Wheat Thins
	Tuna Salad
	<u>Snack</u>
	Milk
	Crackers, Goldfish

<b>16</b>	<u>Breakfast</u> Week 5
	Milk
	Pancakes
	Pears
	<u>Lunch</u>
	Milk
	Apricots
	Chicken Patty
	Coleslaw Salad
	Whole Wheat Bun
	<u>Snack</u>
	Pineapple, tidbits
	Yogurt, Raspberry

<b>16</b>	<u>Breakfast</u>
	Milk
	Apple, fresh
	Cheerios, Whole Grain Cereal
	<u>Lunch</u>
	Milk
	Refried Beans
	Strawberries, fresh or
	Tangerine, fresh or
	Tomato Salsa
	Tortilla, Whole Wheat
	<u>Snack</u>
	Milk
	Multi Grain Flakes Cereal

<b>18</b>	<u>Breakfast</u>
	Milk
	Whole Wheat Bisquit
	Peaches
	<u>Lunch</u>
	Milk
	Cantaloupe, fresh
	Whole Grain Buns
	Potato Salad
	Turkey Sliced
	<u>Snack</u>
	Banana, fresh
	Crackers, Lemon Dinosaur

<b>19</b>	<u>Breakfast</u>
	Milk
	Oatmeal Cereal
	Pineapple, tidbits
	Raisins
	<u>Lunch</u>
	Milk
	Apricots
	Romaine Lettuce Salad
	Spaghetti Casserole
	<u>Snack</u>
	Bean Dip
	Tortilla, Whole Wheat

<b>20</b>	<u>Breakfast</u>
	Milk
	Muffin, Dreamy Orange
	Oranges, fresh
	<u>Lunch</u>
	Milk
	Banana, fresh
	Whole Wheat Bread
	Broccoli, fresh
	Chicken Salad
	<u>Snack</u>
	Apple, fresh
	Cheese Sticks

<b>23</b>	<u>Breakfast</u> Week 1
	Milk
	Pancakes
	Pears
	<u>Lunch</u>
	Milk
	Cauliflower, fresh
	Lemon Pepper Chicken
	Oranges, fresh
	Tortilla, Whole Wheat
	<u>Snack</u>
	Cottage Cheese
	Crackers, Cheese-It

<b>24</b>	<u>Breakfast</u>
	Milk
	Cantaloupe, fresh
	Cheerios, Whole Grain Cereal
	<u>Lunch</u>
	Milk
	Apple, fresh
	Whole Wheat Bread
	American Cheese
	Potato Salad
	Watermelon, fresh or
	<u>Snack</u>
	Milk
	Crackers, Lemon Dinosaur

<b>25</b>	<u>Breakfast</u>
	Milk
	Whole Wheat Bisquit
	Peaches
	<u>Lunch</u>
	Milk
	Burrito
	Cheddar Cheese
	Refried Beans
	Romaine Lettuce
	Strawberries, fresh or
	Tangerine, fresh or
	Tomato, diced
	Tortilla, Whole Wheat
	<u>Snack</u>
	Banana, fresh
	Strawberry Yogurt

<b>26</b>	<u>Breakfast</u>
	Milk
	Pineapple, tidbits
	Whole Wheat Bagel
	<u>Lunch</u>
	Milk
	Corn
	Oranges, Mandarin
	Spanish Rice, Chicken & Corn
	<u>Snack</u>
	Apple, fresh
	Sun Butter

<b>27</b>	<u>Breakfast</u>
	Milk
	Banana, fresh
	Muffin, Blueberry
	<u>Lunch</u>
	Milk
	Whole Wheat Bread
	Cantaloupe, fresh
	Carrot, fresh
	Turkey Sliced
	<u>Snack</u>
	Bean Dip
	Tortilla, Whole Wheat

<b>30</b>	<u>Breakfast</u> Week 2
	Milk
	Apple, fresh
	Multi Grain Flakes Cereal
	<u>Lunch</u>
	Milk
	BBQ Beef Burger
	Cantaloupe, fresh
	Mixed Vegetables
	Whole Wheat Bun
	<u>Snack</u>
	Oranges, fresh
	Yogurt, Strawberry Banana

<b>31</b>	<u>Breakfast</u>
	Milk
	French Toast Sticks
	Pears
	<u>Lunch</u>
	Milk
	Apple, fresh
	Chicken Drumsticks
	Macaroni Salad
	Tomato, fresh
	Watermelon, fresh or
	<u>Snack</u>
	Milk
	Brown Rice Krispies Cereal

# SETA HEAD START MENU

## Mayo 2016

### Lunes

<b>2</b>	<u>Desayuno</u> Week 3
Leche	Cereal Cheerios
Naranja	<u>Comida</u>
Leche	Melón
Chicharos	Macarrón y Queso
<u>Bocadillo</u>	Zanahoria
Galletas de Trigo Integral	

### Martes

<b>3</b>	<u>Desayuno</u>
Leche	Puré de Manzana
Baritas de Waffle	<u>Comida</u>
Leche	Ravioli de Res
Pan de Grano Integral	Naranja
Ensalada de Espinaca	<u>Bocadillo</u>
Manzana	Mantequilla de Semilla de Girasol

### Miércoles

<b>4</b>	<u>Desayuno</u>
Leche	Bizcocho de Trigo Integral
Durazno	<u>Comida</u>
Leche	Frijoles Refritos
Melón	Elote
Tortilla de Trigo Integral	<u>Bocadillo</u>
Pan de Grano Integral	Rebanada de Pavo

### Jueves

<b>5</b>	<u>Desayuno</u>
Leche	Plátano Fresco
Bagel de Trigo Integral	<u>Comida</u>
Leche	Pan de Trigo Integral
Zanahoria	Fresa
Tanjarina o	Rebanada de Pavo
<u>Bocadillo</u>	Requesón
Piña Machacada	

### Viernes

<b>6</b>	<u>Desayuno</u>
Leche	Mollete con Plátano
Naranja	<u>Comida</u>
Leche	Chabacano
Queso Suizo	Tortilla de Trigo Integral
Varitas de Calabacita	<u>Bocadillo</u>
Leche	Dinosaurios de Galleta de Limón

<b>Type!</b>	<u>Desayuno</u> Week 4
Leche	Melón
Cereal Integral Rice Krispies	<u>Comida</u>
Leche	Hamburguesa de Res
Elote	Naranja
Pan de Trigo Integral	<u>Bocadillo</u>
Galletas Cheese-It	Durazno

<b>Type!</b>	<u>Desayuno</u>
Leche	Piña Machacada
Bagel de Trigo Integral	<u>Comida</u>
Leche	Chabacano
Frijoles Refritos	Brócoli
Tortilla de Trigo Integral	<u>Bocadillo</u>
Leche	Cereal Cheerios de Grano Integral

<b>11</b>	<u>Desayuno</u>
Leche	Plátano Fresco
Avena	<u>Comida</u>
Leche	Enchilada de Queso con Salsa
Naranja	Ensalada de Lechuga Romana
<u>Bocadillo</u>	Puré de Garbanzo
Varitas de Verduras Melody	

<b>12</b>	<u>Desayuno</u>
Leche	Chabacano
Baritas de Pan Francés Tostado	<u>Comida</u>
Leche	Ensalada de Col
Mango	Tortilla de Trigo Integral
Rollo de Pavo y Queso	<u>Bocadillo</u>
Plátano Fresco	Yogur de Fresa

<b>13</b>	<u>Desayuno</u>
Leche	Manzana
Mollete con Arándanos Azules	<u>Comida</u>
Leche	Melón
Zanahoria	Galletas de Trigo Integral
Ensalada de Atún	<u>Bocadillo</u>
Leche	Pescados Dorados de Galleta

<b>16</b>	<u>Desayuno</u> Week 5
Leche	Jotqueis
Pera	<u>Comida</u>
Leche	Chabacano
Torta de Pollo	Ensalada de Col
Pan de Trigo Integral	<u>Bocadillo</u>
Piña Machacada	Yogur de Frambuesa

<b>17</b>	<u>Desayuno</u>
Milk	Apples, fresh Breakfast
Cereal, Cheerios Whole Grain	<u>Comida</u>
Milk	Refried Beans
Strawberries, fresh OR	Tangerine, fresh OR
Tomato Salsa	Tortilla, Whole Wheat
<u>Bocadillo</u>	Milk
Cereal, Multi Grain Flakes	

<b>18</b>	<u>Desayuno</u>
Leche	Bizcocho de Trigo Integral
Durazno	<u>Comida</u>
Leche	Melón
Pan de Grano Integral	Ensalada de Papa
Rebanada de Pavo	<u>Bocadillo</u>
Plátano Fresco	Dinosaurios de Galleta de Limón

<b>19</b>	<u>Desayuno</u>
Leche	Avena
Piña Machacada	Pasas
<u>Comida</u>	Leche
Chabacano	Ensalada de Lechuga Romana
Espagueti Horneado	<u>Bocadillo</u>
Puré de Frijoles	Tortilla de Trigo Integral

<b>20</b>	<u>Desayuno</u>
Leche	Mollete Dreamy Orange
Naranja	<u>Comida</u>
Leche	Plátano Fresco
Pan de Trigo Integral	Brócoli
Ensalada de Pollo	<u>Bocadillo</u>
Manzana	Barita de Queso

<b>23</b>	<u>Desayuno</u> Week 1
Leche	Jotqueis
Pera	<u>Comida</u>
Leche	Coliflor
Pollo con Limón y Pimienta	Naranja
Tortilla de Trigo Integral	<u>Bocadillo</u>
Requesón	Galletas Cheese-It

<b>24</b>	<u>Desayuno</u>
Leche	Melón
Cereal Cheerios de Grano Integral	<u>Comida</u>
Leche	Manzana
Pan de Trigo Integral	Queso Americano
Ensalada de Papa	Sandía Fresca o
<u>Bocadillo</u>	Leche
Dinosaurios de Galleta de Limón	

<b>25</b>	<u>Desayuno</u>
Leche	Bizcocho de Trigo Integral
Durazno	<u>Comida</u>
Leche	Burrito
Queso Cheddar	Frijoles Refritos
Lechuga Romana	Fresa
Tanjarina o	Jitomate Picado
Tortilla de Trigo Integral	<u>Bocadillo</u>
Plátano Fresco	Yogur de Fresa

<b>26</b>	<u>Desayuno</u>
Leche	Piña Machacada
Bagel de Trigo Integral	<u>Comida</u>
Leche	Elote
Mandarina	Arroz Español con Pollo y Elote
<u>Bocadillo</u>	Manzana
Mantequilla de Semilla de Girasol	

<b>27</b>	<u>Desayuno</u>
Leche	Plátano Fresco
Mollete con Arándanos Azules	<u>Comida</u>
Leche	Pan de Trigo Integral
Melón	Zanahoria
Rebanada de Pavo	<u>Bocadillo</u>
Puré de Frijoles	Tortilla de Trigo Integral

<b>30</b>	<u>Desayuno</u> Week 2
Leche	Manzana
Ojuelas de Cereal Multigrano	<u>Comida</u>
Leche	Hamburguesa de Res
Melón	Verduras Mixtas
Pan de Trigo Integral	<u>Bocadillo</u>
Naranja	Yogur de Fresa y Plátano

<b>31</b>	<u>Desayuno</u>
Leche	Baritas de Pan Francés Tostado
Pera	<u>Comida</u>
Leche	Manzana
Pierna de Pollo	Ensalada de Macarrón
Jitomate Fresco	Sandía Fresca o
<u>Bocadillo</u>	Leche
Cereal Integral Rice Krispies	

ITEM IV-C - 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 March 3, 2016 meeting.

NOTES:

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

Minutes/Synopsis

*(Minutes reflect the actual progression of the meeting.)*

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

Thursday, March 3, 2016  
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:03 a.m.

Members Present:

Sophia Scherman, Chair, Governing Board; Public Representative  
Patrick Kennedy, Member, Board of Supervisors  
Allen Warren, Councilmember, City of Sacramento  
Don Nottoli, Member, Board of Supervisors

Members Absent:

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

- ➔ Recognition of long-term employee: Walter Lott, Programmer Analyst (30 years): Mr. Edward Proctor acknowledged and thanked Mr. Walter Lott for his 30 years of service to SETA.

**II. Consent Items**

- A. Minutes of the February 4, 2016 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Receive, Adopt and File Sacramento County Annual Investment Policy of the Pooled Investment Fund – Calendar Year 2016
- D. Approval of Out-of-State Travel for Staff to Accompany Sacramento Housing and Redevelopment Agency (SHRA) to Discuss Implementation of the Jobs Plus Grant

There were no questions or comments.

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

- A. Approve the February 4, 2016 minutes.
- B. Approve the claims and warrants for the period 1/28/16 through 2/25/16.
- C. Receive, adopt, and file the Investment Policy for the Pooled Investment Fund for the calendar year 2016.
- D. Approve out-of-state travel for one staff to attend the Jobs Plus Conference from March 22 -24, 2016.

Roll call vote:



Aye: 4 (Kennedy, Nottoli, Scherman, Warren)  
Nay: 0  
Abstentions: 0  
Absent: 1 (Schenirer)

**III. Action Items**

**A. GENERAL ADMINISTRATION/SETA**

1. **TIMED ITEM: 10:00 A.M. AND PUBLIC HEARING:** Approval of Revised Salary Schedules for Head Start Parent Intern, Head Start Substitute Assistant, Head Start Childcare Teacher Assistant, Head Start Student Intern, and Bilingual Aide

Ms. Sophia Scherman opened the public hearing.

Mr. John Allen stated that the changes will ensure SETA will meet the California minimum wage requirements.

The approval of this board item will affect 35 Head Start teaching staff.

Moved/Warren, second/Nottoli, to close the public hearing and approve the new pay ranges for Head Start Parent Intern, Head State Substitute Assistant, Head Start Child Care Teacher Assistant, Head Start Student Intern, and Bilingual Aide.

Roll Call Vote:

Aye: 4 (Kennedy, Nottoli, Scherman, Warren)  
Nay: 0  
Abstentions: 0  
Absent: 1 (Schenirer)

2. Approval to Extend Audit Services Agreement for Fiscal Year Ending June 30, 2016 and Authorize the Executive Director to sign the Agreement

Ms. D'et Saurbourne reviewed the extension to the audit services agreement that includes an increase due to 1.5% Consumer Price Index increase. The agreement will cover the additional work required to bring SETA into compliance with new GASB requirements on pension liabilities for an additional fee of \$1,200..

Moved/Nottoli, second/Warren, to approve the extension of the agreement with Gilbert Associates, Inc., for audit services, plus GASB 68 and GASB 71 assistance for the fiscal year ending June 30, 2016, for a total amount of \$48,121 and authorize the Executive Director to sign the agreement.

Roll Call Vote:

Aye: 4 (Kennedy, Nottoli, Scherman, Warren)  
Nay: 0

Abstentions: 0  
Absent: 1 (Schenirer)

3. Approval of Short-Term Waiver of Notice of Cancellation Provisions of Insurance Coverage Requirements for Head Start T/TA Consultants and Trainers and for SETA's E-Rate Consultant

Ms. Kossick stated that SETA engaged a risk consultant for a comprehensive review of subcontractors and the agency's insurance coverage . There has been a finding that certain requirements needed to be met in a timely manner, specifically regarding notice of cancellation. Staff is recommending waiving the notice of cancellation requirement for certain limited, short term contracts, for which the insurance carrier refuses to provide notice of cancellation when the services to be provided will be completed within the notice period, which is generally thirty (30) days, but for cancellation due to non-payment of premium is ten (10) days. . If the board approves this waiver, there will still be a contract in place with SETA named as an additional insured.

There are two instances where this waiver is needed. First, with the T/TA funds provided in Head Start grants which allows for training staff and parents to keep up with current educational opportunities. This training needs to be provided to staff and delegate staff before July 1.

The second instance includes the E-rate consultant providing the technical support to receive a rebate of 80-90% of IT equipment which is returned to SETA.

Ms. Kossick reviewed the waivers and requested board approval.

Moved/Nottoli, second/Warren, to approve the waiver of SETA's insurance requirements to eliminate the need for advance notice of cancellation by the insurance carrier if the carrier refuses to provide such notice for: short-term consultant and training contractors hired to provide short-term Head Start T/TA services; and for offsite consultant services to be provided by the E-Rate consultant, who does not perform services on SETA property and does not travel in the performance of the services. In such circumstances, SETA shall still be named as an additional insured for appropriate insurance and the contract shall require the consultant/trainer to provide notice of cancellation to SETA with respect to required insurance if the carrier refuses to do so. The waivers provided herein shall sunset upon the Board's adoption of new insurance requirements, which will then apply to future contracts for these services.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

**B. WORKFORCE DEVELOPMENT DEPARTMENT**

Refugee Services: None.

Community Services Block Grant: None.

One Stop Services:

1. Approval of Appointments to the Sacramento Works Workforce Development Board

Ms. Kossick stated that this action item continues the process of WIOA implementation. In January the board approved a recruitment process for the Workforce Development Board. The bylaws were modified to make a 25 member board from 41 members. There will be staggered terms for these new board members. SETA has actively recruited to secure new board members.

Ms. Kossick stated that 21 applications were received for the 13 Private Business seats. When selecting members, Ms. Kossick suggested choosing existing members that were actively engaged in addition to some new members; all of the applicants do meet the necessary requirements.

Mr. Thatch suggested that board members each take a turn and choose Private Business members until all 13 seats are selected. Members were selected in the following order:

1. Larry Booth, Frank M. Booth, Inc.
2. Janet Bard, Ramos Oil Company, Inc.
3. Lisa Clawson, Bloodsource, Inc.
4. Charlotte Mitchell, Sacramento County Farm Bureau
5. Michael Dourgarian, MDDV, Inc., dba Asher College
6. Lynn Conner, Parasec/Hialeah Terrace
7. Rick Wylie, Villara Corporation
8. Elizabeth McClatchy, The Safety Center, Inc.
9. Gary King, SMUD
10. Anette Smith-Dohring, Sutter Health
11. Peter Tateishi, Sacramento Metro Chamber of Commerce
12. Kim Parker, California Employers Association
13. Frank Louie, Xerox Corporation

Moved/Warren, second/Kennedy, to approve the Private Business seats as chosen.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

Moved/Kennedy, second/Nottoli, to appoint Dennis Canevari, Matt Lege,

and Fabrizio Sasso under the “Labor” category.

Roll Call Vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 1 (Warren)

Abstentions: 0

Absent: 1 (Schenirer)

Moved/Kennedy, second/Warren, to appoint Dennis Morin under the “Joint Apprenticeship” category.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

Moved/Kennedy, second/Warren, to appoint Brian Broadway under the “Organizations Serving Youth, Veterans or Disabled Individuals” category.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

Moved/Warren, second/Kennedy, to appoint David Gordon under the “Adult Education” category.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

Moved/Kennedy, second/Warren, to appoint Dr. Jamey Nye under the “Higher Education” category.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

Moved/Kennedy, second/Nottoli, to appoint the following members as follows:

- Larry Burkhardt, under the “Economic Development” category
- Diane Ferrari, under the “Wagner-Peyser” category
- Jay Onasch, under the “Vocational Rehabilitation” category
- Ann Edwards and Kathy Kossick, under the “Other” category

Roll Call Vote:

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

Nay: 0  
Abstentions: 0  
Absent: 1 (Schenirer)

Moved/Warren, second/Kennedy, to approve the slate of members to serve on the Workforce Development Board and authorize staff to determine board terms.

Roll Call Vote:

Aye: 4 (Kennedy, Nottoli, Scherman, Warren)  
Nay: 0  
Abstentions: 0  
Absent: 1 (Schenirer)

2. Approval of a Request for Local Workforce Development Board Recertification to the California Workforce Development Board

Ms. Michelle O’Camb stated that the recertification of the WDB local board recertification. The packet includes updates and implementation of key items and is required no later than March, 2016. This recertification includes assurances that there is fiscal integrity in the board operations.

Moved/Warren, second/Kennedy, to approve the submission of a request for recertification of the local workforce development board, Sacramento Works, Inc., to the California Workforce Development Board.

Roll Call Vote:

Aye: 4 (Kennedy, Nottoli, Scherman, Warren)  
Nay: 0  
Abstentions: 0  
Absent: 1 (Schenirer)

3. Approval to Augment the On-the-Job Training/Subsidized Employment Providers for PY 2015-16 with CalWORKs Funds

Ms. O’Camb stated that this board item seeks approval to augment OJT providers for eligible customers. This will allow seven service providers to provide greater opportunities to CalWORKs customers.

Moved/Kennedy, second/Nottoli, to approve the augmentation of AB 74 and AB 98 CalWORKs funds in the total amount of \$221,917 for the OJT/SE providers as identified in the attached funding charts. The additional funds will be used for the provision of higher wage reimbursement rates and/or longer training durations.

Roll Call Vote:

Aye: 4 (Kennedy, Nottoli, Scherman, Warren)  
Nay: 0  
Abstentions: 0  
Absent: 1 (Schenirer)

4. Approval to Submit a Summer Jobs and Beyond: Career Pathways for Youth Application to the U.S. Department of Labor, Employment and Training Administration, Authorize the Executive Director to Accept the Funds, Negotiate Agreements, Execute the Contracts and any other Documents Required by the Funding Source

Ms. Terri Carpenter reported that the Department of Labor released a grant of \$20 million. The target population will be in-school youth from 16-24 years of age and will include other Sacramento county neighborhoods with high crime zones. The application is under development and will include a number of local partners. Mr. Nottoli requested that County Probation be included in this proposal. Staff is reaching out to build business partners to expand job opportunities for year-round employment. The program will focus on providing services to eligible youth that assist in the development of work experience and entry into career pathways in five industry sectors: (1) Information Technology; (2) Construction; (3) Healthcare; (4) Business Services (including retail, customer service, and entrepreneurship); and (5) Hospitality/Culinary. The proposal is to be submitted by March 25. The grant will allow services to be provided to 400-500 youth.

Moved/Nottoli, second/Warren, to approve the submission of the Summer Jobs and Beyond: Career Pathways for Youth grant application to the Department of Labor requesting \$2,000,000 and authorize the Executive Director to accept the funds, negotiate the agreements, and execute the contract and any other documents required by the funding source.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

5. Approval to Release a Request for Proposals (RFP) for Workforce Innovation and Opportunity Act, Title I, Adult/Dislocated Worker and CalWORKs Services

Mr. Roy Kim stated that this item requests the release of a new Request for Proposals for the adult and dislocated worker programs.

Mr. Warren left the meeting at 11:16 a.m.

In 2014, State legislation required that a larger percentage of the WIA funds be spent on training activities which resulted in job centers and training centers. Staff has since experienced that the bifurcated system was not as good as the previous system. With the recent passage of the WIOA, this is an opportune time for revising the structure. It allows for the inclusion of TANF funds for training services. Staff and the Sacramento Works Planning/Oversight Committee held public hearings and the

overwhelming comments were that, 1) customers must have access to career and training services in one area, and 2) services must be available for vulnerable customers.

Ms. Michelle O’Camb was acknowledged for her work preparing the RFP.

Mr. Kennedy asked how staff could ensure the services available will be located in the high unemployed area. Mr. Kim stated that there will be a team of evaluation experts from different partner agencies to ensure this. Mr. Kennedy stated that when the funding recommendations are submitted for approval, he will expect a detailed analysis of what evaluators did and their rationale.

Mr. Nottoli asked if customer surveys were utilized to figure out why it was decided the customers did not like the bifurcated system. Mr. Kim replied that customer satisfaction surveys were used and the same issues have been raised at various meetings and site supervisor meetings.

Moved/Nottoli, second/Kennedy, to approve the release of the Workforce Innovation and Opportunity Act, Title I, Adult/Dislocated Worker and CalWORKs Request for Proposals (RFP) to solicit Sacramento Works Job Center services.

Roll Call Vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer & Warren)

**C. CHILDREN AND FAMILY SERVICES: None.**

**IV. Information Items**

A. Review of the Capital Region Slingshot Compact

Mr. Kim stated that the compact has been submitted to the State WDB; in late 2014 the board approved an initial proposal for \$20,000 in seed money to enhance the entrepreneurship portion. In mid-2015, the Agency secured \$996,000 and the result was to continue the development and implementation of a compact. The approval of the compact is pending. As soon as the state approves it, staff will be moving forward to release various RFPs to secure services.

B. Final Workforce Investment Act, Title IB, Local Area Performance Goals for the Sacramento Workforce Development Area for PY2015-2016: No questions.

- C. Results of SETA Refugee Program Monitoring Review by the California Department of Social Services, Refugee Programs Bureau: No questions.
- D. Workforce Innovation and Opportunity Act Final Monitoring Report: No questions.
- E. Fiscal Monitoring Reports: No questions.
- F. Employer Success Stories and Activity Report: Mr. William Walker stated that some changes were made to the report to include the entry level information requested by Councilman Schenirer.
- G. Dislocated Worker Update: Mr. Walker reported that Save Mart on Marconi Avenue is closing. He talked to the local union and the affected employees will be moved to other stores throughout the region. He is still working with Blue Cross/Blue Shield; they are doing an internal reorganization. Mr. Walker met with Macy's and 50 staff have declined services due to retirement or their unwillingness to move elsewhere. He went to Kmart but was unable to get information on what employees will be affected. Sports Authority will be closing 140 stores nationwide. They will reduce their corporate footprint in Florida and California and all five Sacramento stores will remain open.

Mr. Kennedy inquired whether Mr. Walker had any contact with Home Town Buffet and Mr. Walker replied that he reached out to their staff through EDD and offered to do some dislocated worker orientations; so far, he has had no success reaching Home Town Buffet.

#### H. Head Start Reports

Ms. Denise Lee reported that SETA's Human Resources Department hosted a job fair to recruit teachers, assistant teachers, and site supervisors. The Agency has found it difficult to recruit new staff. Ms. Lee reported that 183 people either attended the event or applied through the on-line application. Ms. Lee extended her thanks to all of the staff participating in the event.

#### V. Reports to the Board

- A. Chair: Ms. Scherman inquired about the applicants that were not chosen for the board this time. Ms. Kossick stated that staff keeps an applicant list and as members leave the board, the applicants will be contacted to verify their continued interest in serving on the Workforce Development Board.
- B. Executive Director: No report.
- C. Deputy Directors: No report.



- D. Counsel: No report.
- E. Members of the Board: Ms. Kossick reminded the board that staff is working to coordinate schedules so the April 28 Governing Board meeting will begin at 10:30 a.m. This will accommodate most board members with potential conflicts.
- F. Public: No comments.

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

Pursuant to Government Code Section 54956.9, (subdivision (a))  
KELLY JOHNSON v. SETA – Sacramento Superior Court Case No. 34-2015-00180341

The board went into closed session at 11:43 a.m.

The board came out of closed session at 11:48 a.m.; Mr. Thatch stated that there was no report out of closed session.

- VII. Adjournment:** The meeting was adjourned at 11:48 a.m.

ITEM V – COMMITTEE REPORTS

COMMITTEE REPORTS

➤ Executive Committee

Critique of the April 26, 2016 Parent Advisory Committee meeting.

<b>GOOD!!!</b>
Thank you Ms. Kathy Kossick for sharing information on the Workforce Development Board membership and the new youth program regulations.
Congratulations Ms. Harmony Almaguer on your new position as Secretary.
Congratulations Mr. Calvin Sheppard on our new MAACC representative.
Thank you to all representatives for your patience during our joint board meeting.
Thank you to Ms. Terri McMillin, Chair, for a well-facilitated meeting.
<b>NEEDS IMPROVEMENT</b>
Attendance. Please make every effort to attend board meetings and committee meetings.
<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.
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.

➤ Budget/Planning Committee

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➤ Personnel/Bylaws Committee

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ITEM V – COMMITTEE REPORTS (continued)  
Page 2

➤ Men's Activities Affecting Children Committee

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➤ Social/Hospitality Committee

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➤ Parent Ambassadors Committee

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## ITEM VI

### OTHER REPORTS

#### BACKGROUND:

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

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

#### NOTES:



## Head Start Monthly Report May 2016

### **SETA Operated Program**

#### **Family Engagement**

Staff has been participating in outreach projects in the community. The family service workers have recently participated in a community event at the Louise Perez Community Center. This has given the community the opportunity to learn more about the Head Start and Early Head Start programs in the surrounding area. Staff have also recently worked with the Black Infant Health collaborative and spoke at their monthly meeting, informing them of all the services that SETA offers. Our goal this year is to continually increase the name recognition of the Head Start and Early Head Start programs.

In SETA's last grant cycle, SETA created parent intern positions which gave Head Start parents the opportunity to apply for a 600 hour intern position as either a data entry clerk, a health aide, working in the kitchen, working with facilities or as a secretary. Of the five positions we hired for, three parents were able to apply for and get permanent work, one is still working on her 600 hours, and one had to drop out due to a family situation. With the success of this project, SETA Head Start is now interviewing to fill three positions. Head Start not only realized that we have an obligation to prepare children for school, but we also have an obligation to help encourage parents to become job ready. We have collaborated with the Workforce Development, which is part of SETA, to ensure that each parent intern is set up with a workforce coach who will guide their career pathway. We look forward to seeing continued parent success with this project.

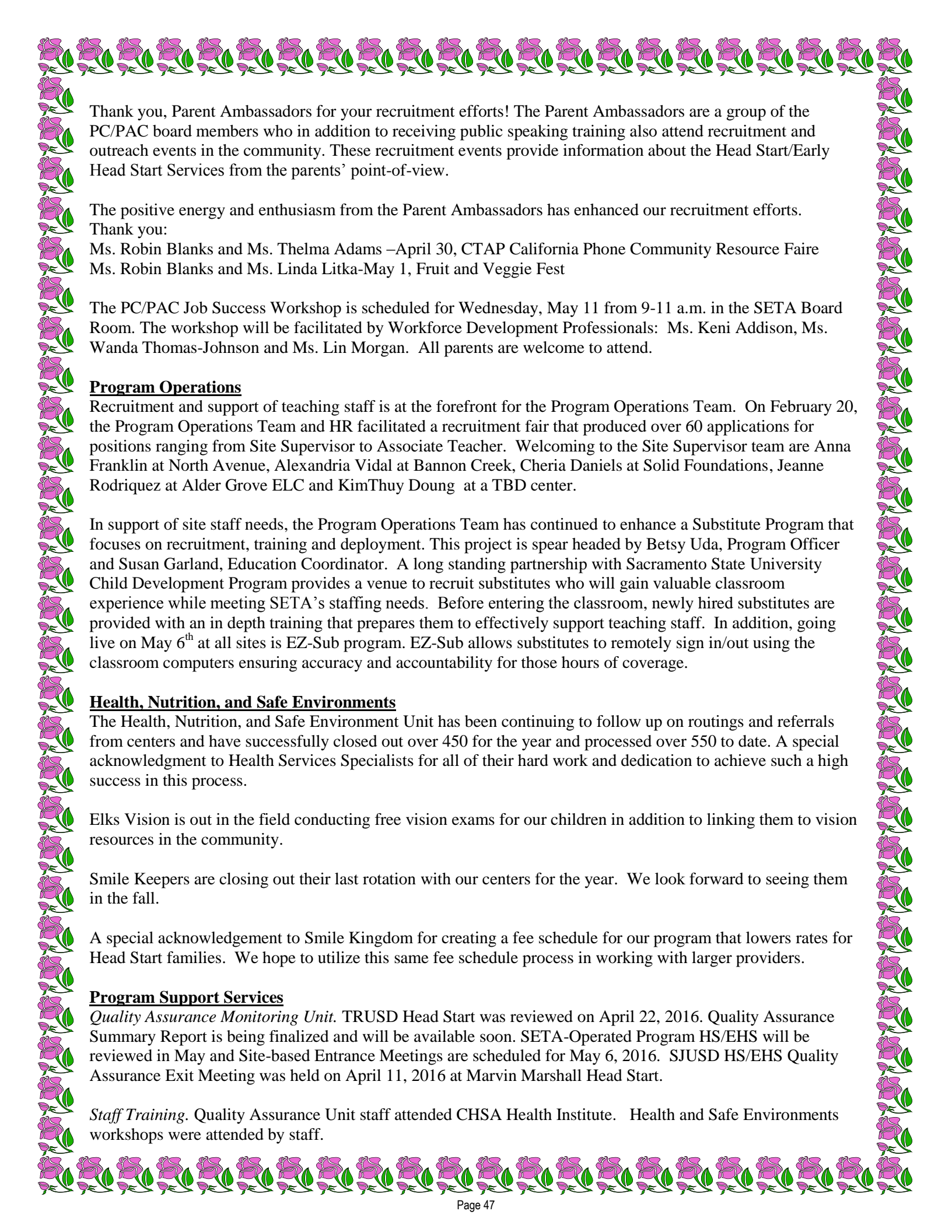
#### **Governance**

The first of a five (5) week *MAACC Overcoming Obstacles to Fatherhood Series* was held on Thursday, April 28 at SETA. The workshop training topic was "The Roles of Fathers in the 21<sup>st</sup> Century" and focused on exploring the roles of father's and men throughout the generations.

Topics of discussion included:

- Media portrayal of father's
- How fathers roles changed
- Building tradition and legacies
- How to communicate family values

Mr. Kenneth Tate, PC Chair, facilitated the workshop and led the discussion on various issues fathers face in the 21<sup>st</sup> Century. Mr. Tate did a fantastic job presenting research based information and providing personal stories from his own life that helped parents relate to the workshop material and to share their personal experiences. Mr. Tate and Mr. Calvin Sheppard, PC/PAC MAACC Representative, welcomed all parents (all genders, men and women) and all father-like figures to attend workshop trainings. The next training is "Employment & Training Services in Sacramento County," facilitated by Mr. John Allen, SETA Human Resource and Facilities Chief. Parents will learn about training services in Sacramento County and their rights as an employee.



Thank you, Parent Ambassadors for your recruitment efforts! The Parent Ambassadors are a group of the PC/PAC board members who in addition to receiving public speaking training also attend recruitment and outreach events in the community. These recruitment events provide information about the Head Start/Early Head Start Services from the parents' point-of-view.

The positive energy and enthusiasm from the Parent Ambassadors has enhanced our recruitment efforts. Thank you:

Ms. Robin Blanks and Ms. Thelma Adams –April 30, CTAP California Phone Community Resource Faire  
Ms. Robin Blanks and Ms. Linda Litka-May 1, Fruit and Veggie Fest

The PC/PAC Job Success Workshop is scheduled for Wednesday, May 11 from 9-11 a.m. in the SETA Board Room. The workshop will be facilitated by Workforce Development Professionals: Ms. Keni Addison, Ms. Wanda Thomas-Johnson and Ms. Lin Morgan. All parents are welcome to attend.

### **Program Operations**

Recruitment and support of teaching staff is at the forefront for the Program Operations Team. On February 20, the Program Operations Team and HR facilitated a recruitment fair that produced over 60 applications for positions ranging from Site Supervisor to Associate Teacher. Welcoming to the Site Supervisor team are Anna Franklin at North Avenue, Alexandria Vidal at Bannon Creek, Cheria Daniels at Solid Foundations, Jeanne Rodriquez at Alder Grove ELC and KimThuy Doung at a TBD center.

In support of site staff needs, the Program Operations Team has continued to enhance a Substitute Program that focuses on recruitment, training and deployment. This project is spear headed by Betsy Uda, Program Officer and Susan Garland, Education Coordinator. A long standing partnership with Sacramento State University Child Development Program provides a venue to recruit substitutes who will gain valuable classroom experience while meeting SETA's staffing needs. Before entering the classroom, newly hired substitutes are provided with an in depth training that prepares them to effectively support teaching staff. In addition, going live on May 6<sup>th</sup> at all sites is EZ-Sub program. EZ-Sub allows substitutes to remotely sign in/out using the classroom computers ensuring accuracy and accountability for those hours of coverage.

### **Health, Nutrition, and Safe Environments**

The Health, Nutrition, and Safe Environment Unit has been continuing to follow up on routings and referrals from centers and have successfully closed out over 450 for the year and processed over 550 to date. A special acknowledgment to Health Services Specialists for all of their hard work and dedication to achieve such a high success in this process.

Elks Vision is out in the field conducting free vision exams for our children in addition to linking them to vision resources in the community.

Smile Keepers are closing out their last rotation with our centers for the year. We look forward to seeing them in the fall.

A special acknowledgement to Smile Kingdom for creating a fee schedule for our program that lowers rates for Head Start families. We hope to utilize this same fee schedule process in working with larger providers.

### **Program Support Services**

*Quality Assurance Monitoring Unit.* TRUSD Head Start was reviewed on April 22, 2016. Quality Assurance Summary Report is being finalized and will be available soon. SETA-Operated Program HS/EHS will be reviewed in May and Site-based Entrance Meetings are scheduled for May 6, 2016. SJUSD HS/EHS Quality Assurance Exit Meeting was held on April 11, 2016 at Marvin Marshall Head Start.

*Staff Training.* Quality Assurance Unit staff attended CHSA Health Institute. Health and Safe Environments workshops were attended by staff.





## **Elk Grove Unified School District**

### **Education Services Update**

Joua Lee and Manuela Eichenhofer from Sacramento County Office of Education presented information and strategies to use with preschool Dual Language Learners and their families. Teachers watched several videos of these practices in action and had the opportunity to discuss what they saw and how they could apply them in their classrooms.

### **Enrollment**

The Elk Grove Unified School District is funded to serve 480 students and is fully enrolled. The average daily attendance (ADA) was 85%.

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

Our program educators and OAIIs have worked closely with Kate Barbero, PreK social worker and with Dr. Teresa Gannon, PreK psychologist, to place students with an active IEP into the Head Start program. There are 52 students with active IEPs being served which is twelve percent (12%) of our Head Start student population.

### **Health Services Update**

Program educators are monitoring files and providing additional support to ensure that children in need of further dental treatment receive those services.

### **USDA Meals/Snacks**

Head Start students were served 11,874 meals during the month of April.

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

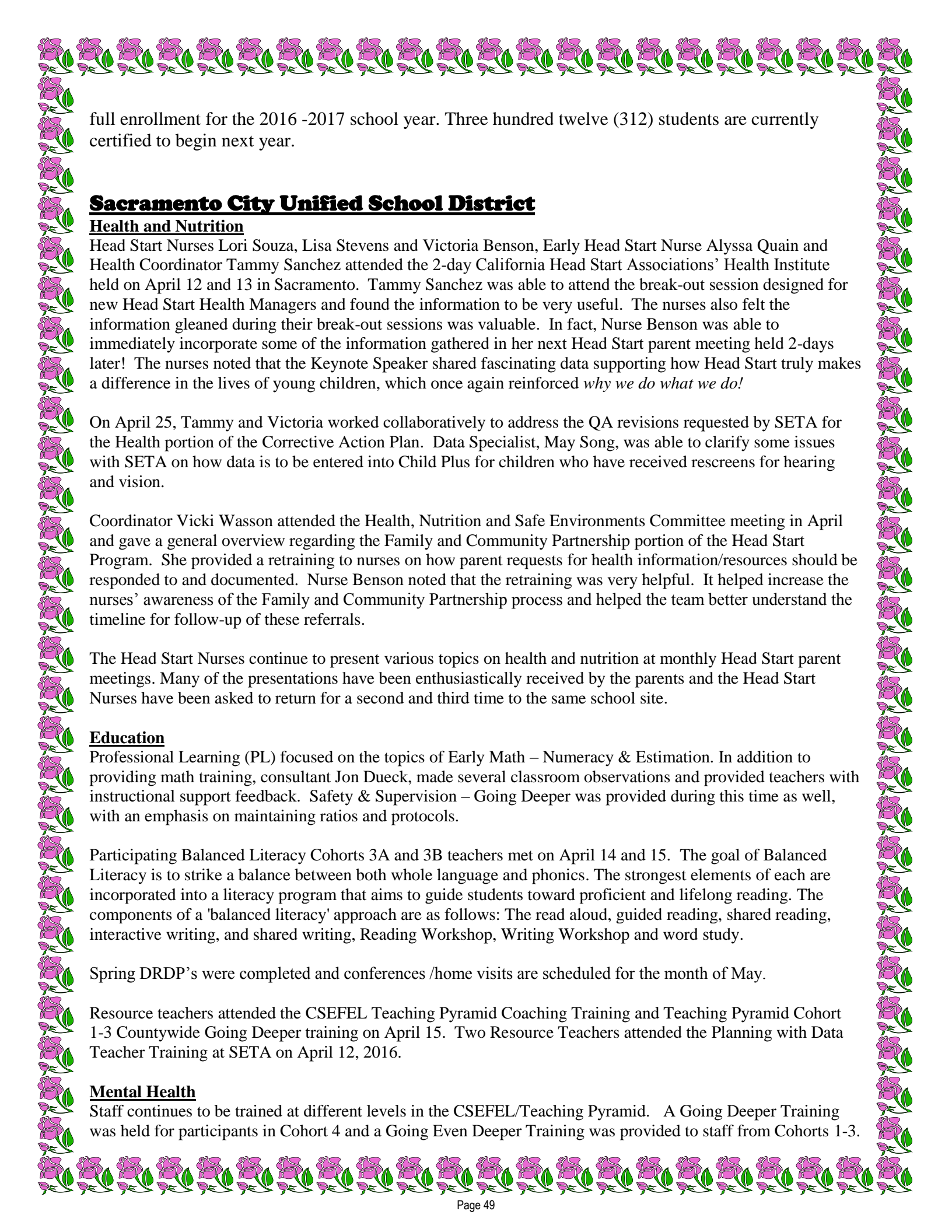
Family education opportunities are offered in conjunction with the School Readiness grant funded by First 5 California. Class offerings are dictated, in part, by the desires and needs of families expressed in a yearly survey and, in part, by the School Readiness grant. Every opportunity is utilized to inform parents of upcoming parent meetings and to encourage their attendance. Parents are informed of education opportunities during monthly classroom parent meetings, by publication of a monthly parent calendar, by their child's classroom teacher, and by the Academic Program Coordinator at their school site.

The following workshops were held in April:

"I Am Moving, I Am Learning" was held at David Reese Elementary on April 6, at William Daylor High on April 13, at Charles Mack Elementary on April 14, at Herman Leimbach Elementary on April 19, at Florin Elementary on April 27, and at Samuel Kennedy Elementary School on April 28. This workshop teaches families the importance of physical activity and how they can use simple materials found at home to create fun, physically active experiences. Twenty-two (22) families attended the workshop at David Reese Elementary, twenty-one (21) families attended the workshop at William Daylor High, forty-eight (48) families attended the workshop at Charles Mack Elementary, twenty-one (21) families attended the workshop at Herman Leimbach Elementary, forty-five (45) families attended the workshop at Florin Elementary, and fifty-eight (58) families attended the workshop at Samuel Kennedy Elementary School.

### **Recruitment**

An internal office calendar with registration dates for January through June has been created to ensure



full enrollment for the 2016 -2017 school year. Three hundred twelve (312) students are currently certified to begin next year.

## **Sacramento City Unified School District**

### **Health and Nutrition**

Head Start Nurses Lori Souza, Lisa Stevens and Victoria Benson, Early Head Start Nurse Alyssa Quain and Health Coordinator Tammy Sanchez attended the 2-day California Head Start Associations' Health Institute held on April 12 and 13 in Sacramento. Tammy Sanchez was able to attend the break-out session designed for new Head Start Health Managers and found the information to be very useful. The nurses also felt the information gleaned during their break-out sessions was valuable. In fact, Nurse Benson was able to immediately incorporate some of the information gathered in her next Head Start parent meeting held 2-days later! The nurses noted that the Keynote Speaker shared fascinating data supporting how Head Start truly makes a difference in the lives of young children, which once again reinforced *why we do what we do!*

On April 25, Tammy and Victoria worked collaboratively to address the QA revisions requested by SETA for the Health portion of the Corrective Action Plan. Data Specialist, May Song, was able to clarify some issues with SETA on how data is to be entered into Child Plus for children who have received rescreens for hearing and vision.

Coordinator Vicki Wasson attended the Health, Nutrition and Safe Environments Committee meeting in April and gave a general overview regarding the Family and Community Partnership portion of the Head Start Program. She provided a retraining to nurses on how parent requests for health information/resources should be responded to and documented. Nurse Benson noted that the retraining was very helpful. It helped increase the nurses' awareness of the Family and Community Partnership process and helped the team better understand the timeline for follow-up of these referrals.

The Head Start Nurses continue to present various topics on health and nutrition at monthly Head Start parent meetings. Many of the presentations have been enthusiastically received by the parents and the Head Start Nurses have been asked to return for a second and third time to the same school site.

### **Education**

Professional Learning (PL) focused on the topics of Early Math – Numeracy & Estimation. In addition to providing math training, consultant Jon Dueck, made several classroom observations and provided teachers with instructional support feedback. Safety & Supervision – Going Deeper was provided during this time as well, with an emphasis on maintaining ratios and protocols.

Participating Balanced Literacy Cohorts 3A and 3B teachers met on April 14 and 15. The goal of Balanced Literacy is to strike a balance between both whole language and phonics. The strongest elements of each are incorporated into a literacy program that aims to guide students toward proficient and lifelong reading. The components of a 'balanced literacy' approach are as follows: The read aloud, guided reading, shared reading, interactive writing, and shared writing, Reading Workshop, Writing Workshop and word study.

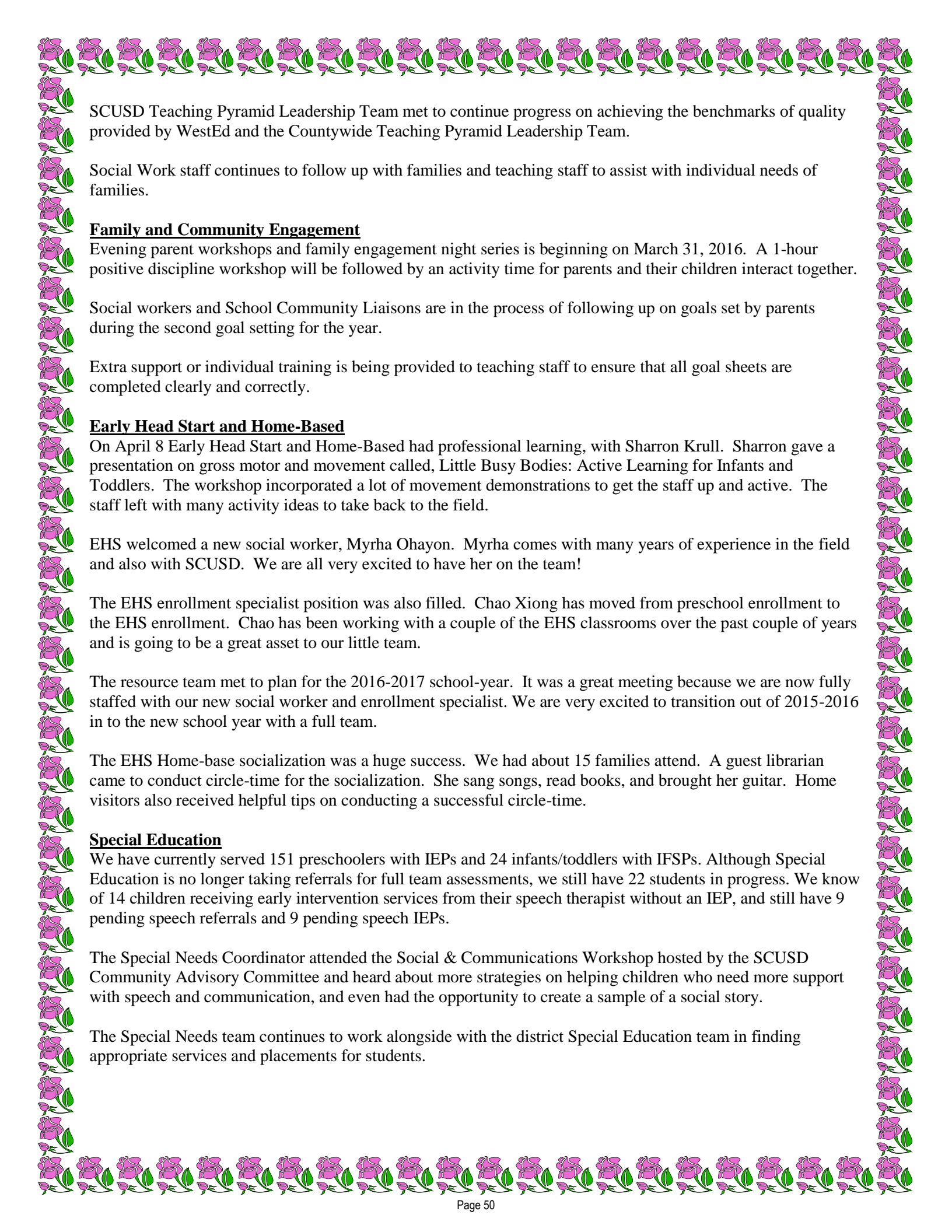
Spring DRDP's were completed and conferences /home visits are scheduled for the month of May.

Resource teachers attended the CSEFEL Teaching Pyramid Coaching Training and Teaching Pyramid Cohort 1-3 Countywide Going Deeper training on April 15. Two Resource Teachers attended the Planning with Data Teacher Training at SETA on April 12, 2016.

### **Mental Health**

Staff continues to be trained at different levels in the CSEFEL/Teaching Pyramid. A Going Deeper Training was held for participants in Cohort 4 and a Going Even Deeper Training was provided to staff from Cohorts 1-3.





SCUSD Teaching Pyramid Leadership Team met to continue progress on achieving the benchmarks of quality provided by WestEd and the Countywide Teaching Pyramid Leadership Team.

Social Work staff continues to follow up with families and teaching staff to assist with individual needs of families.

### **Family and Community Engagement**

Evening parent workshops and family engagement night series is beginning on March 31, 2016. A 1-hour positive discipline workshop will be followed by an activity time for parents and their children interact together.

Social workers and School Community Liaisons are in the process of following up on goals set by parents during the second goal setting for the year.

Extra support or individual training is being provided to teaching staff to ensure that all goal sheets are completed clearly and correctly.

### **Early Head Start and Home-Based**

On April 8 Early Head Start and Home-Based had professional learning, with Sharron Krull. Sharron gave a presentation on gross motor and movement called, Little Busy Bodies: Active Learning for Infants and Toddlers. The workshop incorporated a lot of movement demonstrations to get the staff up and active. The staff left with many activity ideas to take back to the field.

EHS welcomed a new social worker, Myrha Ohayon. Myrha comes with many years of experience in the field and also with SCUSD. We are all very excited to have her on the team!

The EHS enrollment specialist position was also filled. Chao Xiong has moved from preschool enrollment to the EHS enrollment. Chao has been working with a couple of the EHS classrooms over the past couple of years and is going to be a great asset to our little team.

The resource team met to plan for the 2016-2017 school-year. It was a great meeting because we are now fully staffed with our new social worker and enrollment specialist. We are very excited to transition out of 2015-2016 in to the new school year with a full team.

The EHS Home-base socialization was a huge success. We had about 15 families attend. A guest librarian came to conduct circle-time for the socialization. She sang songs, read books, and brought her guitar. Home visitors also received helpful tips on conducting a successful circle-time.

### **Special Education**

We have currently served 151 preschoolers with IEPs and 24 infants/toddlers with IFSPs. Although Special Education is no longer taking referrals for full team assessments, we still have 22 students in progress. We know of 14 children receiving early intervention services from their speech therapist without an IEP, and still have 9 pending speech referrals and 9 pending speech IEPs.

The Special Needs Coordinator attended the Social & Communications Workshop hosted by the SCUSD Community Advisory Committee and heard about more strategies on helping children who need more support with speech and communication, and even had the opportunity to create a sample of a social story.

The Special Needs team continues to work alongside with the district Special Education team in finding appropriate services and placements for students.



## **San Juan Unified School District**

### **Education Services Update**

All classrooms began to focus on a Flower study this month. During the course of this study, the letter focus is Gg, Ee, and Dd. The math focus is Addition/Subtraction with Objects in 2 Sets. There was also time in the last two weeks to review math concepts needed by individual classrooms. All programs completed their last DRDP assessment this month. Teachers began conducting parent conferences, which will continue into next month.

### **Disabilities Services Update**

The Disabilities team has been looking at a better system to document Developmental, Behavioral, and Speech rescreens and rescreen results. A new documentation form, which will be housed in individual children's CUM files, has been developed and will be piloted for the next school year. The implementation of this new documentation form should make screening paperwork easier and more understandable for the classroom teaching staff, as well as any monitoring staff.

### **Mental Health Services Update**

The Mental Health Therapist worked to lend extra support to those kindergarten-bound children's parents who have concern for their child's social/emotional readiness. He provided resources for the counseling cases that are preparing to close in order to continue future mental health services. The Mental Health Therapist also provided Self-Esteem workshops for parents.

### **Health & Nutrition Services Update**

Health continued to review students' health, nutrition, and immunization status, completing and reviewing health files for children enrolling in the current 2015-16 school year. The School Nurse worked to complete and update Individualized Student Health Plans for those who have health concerns. She also wrote several reports for students with IEPs. Health screened children once per week throughout the month of April. There will not be screening in May. Smile Keepers visited school sites, and will continue to do so through May of 2016. The Health Team worked on data checking for PIR, as well as various forms, handbooks, and other documentation and information that will be needed for re-enrollment during the summer.

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

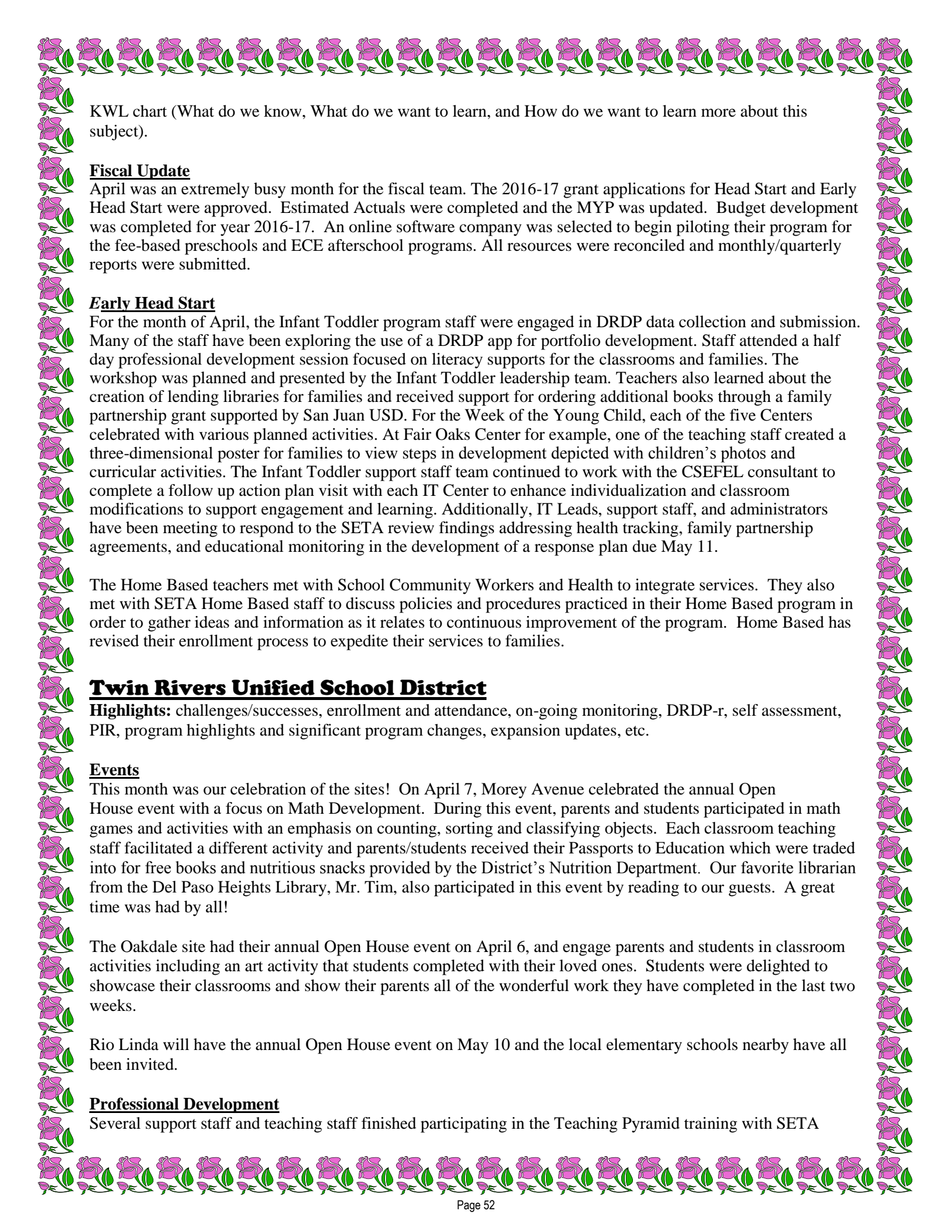
The SJUSD Head Start program, in collaboration with First 5, participated in the district's satellite Kindergarten enrollment day by hosting a table which allowed parents to enroll their preschoolers into Head Start and Preschool programs. School Readiness promoted the Head Start, State Preschool, and First 5 Preschool programs, as well as Summer Camp Academy and 0-3 playgroups. Parents also received a Kindergarten Transitional packet with tips and activities on how to better prepare for Kindergarten.

The Head Start Team has also worked with the School Readiness van visits, which continued at Howe, Dyer Kelly, Starr King, Encina, and General Davie Center. The van visit events provided an opportunity to focus on family topics and community needs. This has been a great resource for families to learn about community services, and it gives ECE an opportunity to build a close relationship with the parents. ECE has collaborated with the San Juan Unified Family and Community Engagement Department in the Latino Family Literacy Project at Edison Elementary School. The Latino Family Literacy Project teaches parents the importance of establishing a reading routine with their children, while building English vocabulary skills.

School Community Workers offered counseling referrals for parent and family support. They also worked with parents to give them information in regards to Denti-Cal and the California Dental Board, as well as directed parents to the on-going junior chef class for preschoolers held on Wednesdays at Davie Center in Room 12.

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

The second in a series of two trainings on Guided Language Acquisition Design (GLAD) was presented to staff on April 1st. Teachers revisited the practice of the Morning Message. This was a focus of training in the last couple of years and was expanded upon in this training. Teachers also discussed the different types of T charts which can be used in the classroom. One example of a T chart often used in the preschool classrooms is the



KWL chart (What do we know, What do we want to learn, and How do we want to learn more about this subject).

### **Fiscal Update**

April was an extremely busy month for the fiscal team. The 2016-17 grant applications for Head Start and Early Head Start were approved. Estimated Actuals were completed and the MYP was updated. Budget development was completed for year 2016-17. An online software company was selected to begin piloting their program for the fee-based preschools and ECE afterschool programs. All resources were reconciled and monthly/quarterly reports were submitted.

### **Early Head Start**

For the month of April, the Infant Toddler program staff were engaged in DRDP data collection and submission. Many of the staff have been exploring the use of a DRDP app for portfolio development. Staff attended a half day professional development session focused on literacy supports for the classrooms and families. The workshop was planned and presented by the Infant Toddler leadership team. Teachers also learned about the creation of lending libraries for families and received support for ordering additional books through a family partnership grant supported by San Juan USD. For the Week of the Young Child, each of the five Centers celebrated with various planned activities. At Fair Oaks Center for example, one of the teaching staff created a three-dimensional poster for families to view steps in development depicted with children's photos and curricular activities. The Infant Toddler support staff team continued to work with the CSEFEL consultant to complete a follow up action plan visit with each IT Center to enhance individualization and classroom modifications to support engagement and learning. Additionally, IT Leads, support staff, and administrators have been meeting to respond to the SETA review findings addressing health tracking, family partnership agreements, and educational monitoring in the development of a response plan due May 11.

The Home Based teachers met with School Community Workers and Health to integrate services. They also met with SETA Home Based staff to discuss policies and procedures practiced in their Home Based program in order to gather ideas and information as it relates to continuous improvement of the program. Home Based has revised their enrollment process to expedite their services to families.

### **Twin Rivers Unified School District**

**Highlights:** challenges/successes, enrollment and attendance, on-going monitoring, DRDP-r, self assessment, PIR, program highlights and significant program changes, expansion updates, etc.

### **Events**

This month was our celebration of the sites! On April 7, Morey Avenue celebrated the annual Open House event with a focus on Math Development. During this event, parents and students participated in math games and activities with an emphasis on counting, sorting and classifying objects. Each classroom teaching staff facilitated a different activity and parents/students received their Passports to Education which were traded into for free books and nutritious snacks provided by the District's Nutrition Department. Our favorite librarian from the Del Paso Heights Library, Mr. Tim, also participated in this event by reading to our guests. A great time was had by all!

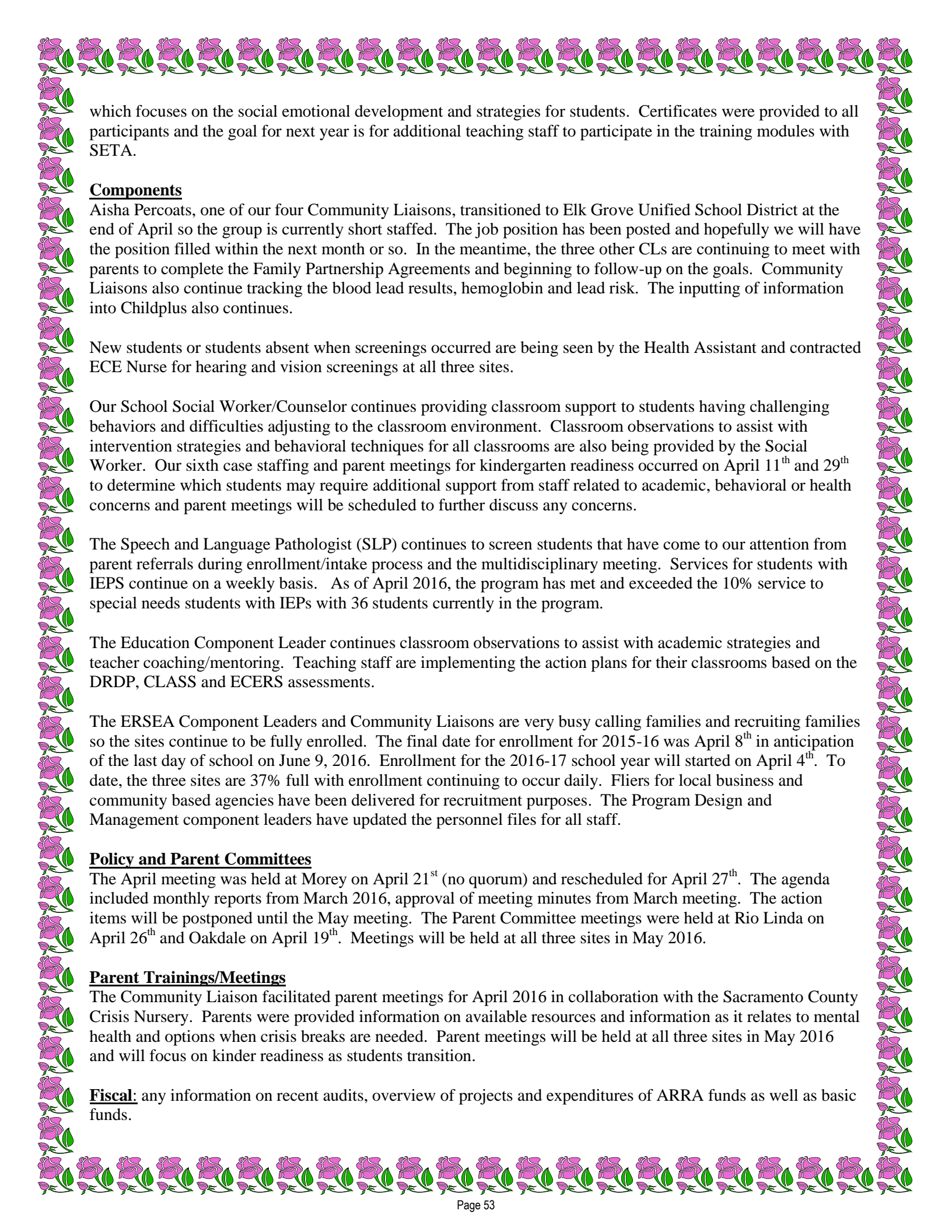
The Oakdale site had their annual Open House event on April 6, and engage parents and students in classroom activities including an art activity that students completed with their loved ones. Students were delighted to showcase their classrooms and show their parents all of the wonderful work they have completed in the last two weeks.

Rio Linda will have the annual Open House event on May 10 and the local elementary schools nearby have all been invited.

### **Professional Development**

Several support staff and teaching staff finished participating in the Teaching Pyramid training with SETA



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which focuses on the social emotional development and strategies for students. Certificates were provided to all participants and the goal for next year is for additional teaching staff to participate in the training modules with SETA.

### **Components**

Aisha Percoats, one of our four Community Liaisons, transitioned to Elk Grove Unified School District at the end of April so the group is currently short staffed. The job position has been posted and hopefully we will have the position filled within the next month or so. In the meantime, the three other CLs are continuing to meet with parents to complete the Family Partnership Agreements and beginning to follow-up on the goals. Community Liaisons also continue tracking the blood lead results, hemoglobin and lead risk. The inputting of information into Childplus also continues.

New students or students absent when screenings occurred are being seen by the Health Assistant and contracted ECE Nurse for hearing and vision screenings at all three sites.

Our School Social Worker/Counselor continues providing classroom support to students having challenging behaviors and difficulties adjusting to the classroom environment. Classroom observations to assist with intervention strategies and behavioral techniques for all classrooms are also being provided by the Social Worker. Our sixth case staffing and parent meetings for kindergarten readiness occurred on April 11<sup>th</sup> and 29<sup>th</sup> to determine which students may require additional support from staff related to academic, behavioral or health concerns and parent meetings will be scheduled to further discuss any concerns.

The Speech and Language Pathologist (SLP) continues to screen students that have come to our attention from parent referrals during enrollment/intake process and the multidisciplinary meeting. Services for students with IEPS continue on a weekly basis. As of April 2016, the program has met and exceeded the 10% service to special needs students with IEPs with 36 students currently in the program.

The Education Component Leader continues classroom observations to assist with academic strategies and teacher coaching/mentoring. Teaching staff are implementing the action plans for their classrooms based on the DRDP, CLASS and ECERS assessments.

The ERSEA Component Leaders and Community Liaisons are very busy calling families and recruiting families so the sites continue to be fully enrolled. The final date for enrollment for 2015-16 was April 8<sup>th</sup> in anticipation of the last day of school on June 9, 2016. Enrollment for the 2016-17 school year will started on April 4<sup>th</sup>. To date, the three sites are 37% full with enrollment continuing to occur daily. Fliers for local business and community based agencies have been delivered for recruitment purposes. The Program Design and Management component leaders have updated the personnel files for all staff.

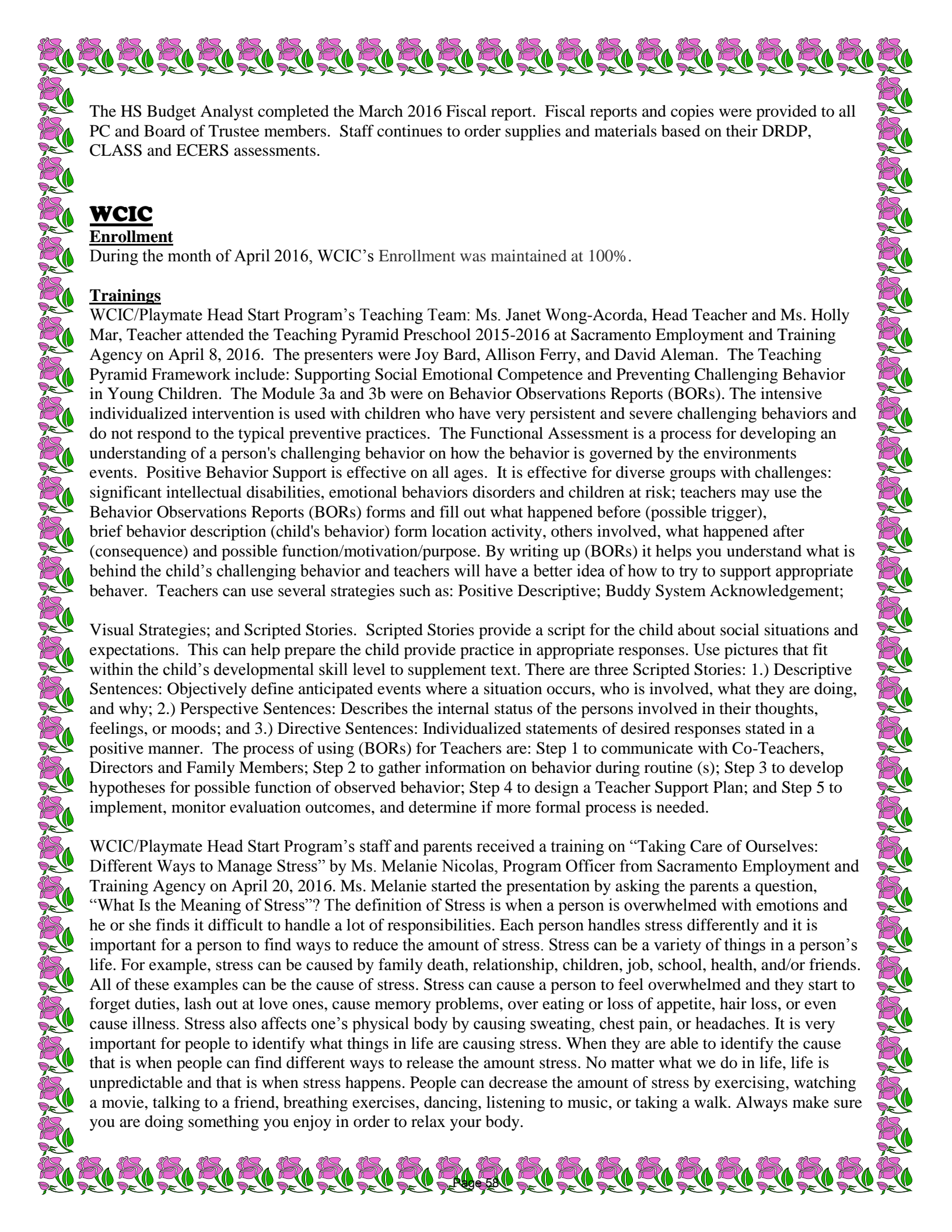
### **Policy and Parent Committees**

The April meeting was held at Morey on April 21<sup>st</sup> (no quorum) and rescheduled for April 27<sup>th</sup>. The agenda included monthly reports from March 2016, approval of meeting minutes from March meeting. The action items will be postponed until the May meeting. The Parent Committee meetings were held at Rio Linda on April 26<sup>th</sup> and Oakdale on April 19<sup>th</sup>. Meetings will be held at all three sites in May 2016.

### **Parent Trainings/Meetings**

The Community Liaison facilitated parent meetings for April 2016 in collaboration with the Sacramento County Crisis Nursery. Parents were provided information on available resources and information as it relates to mental health and options when crisis breaks are needed. Parent meetings will be held at all three sites in May 2016 and will focus on kinder readiness as students transition.

**Fiscal:** any information on recent audits, overview of projects and expenditures of ARRA funds as well as basic funds.



The HS Budget Analyst completed the March 2016 Fiscal report. Fiscal reports and copies were provided to all PC and Board of Trustee members. Staff continues to order supplies and materials based on their DRDP, CLASS and ECERS assessments.

## **WCIC** **Enrollment**

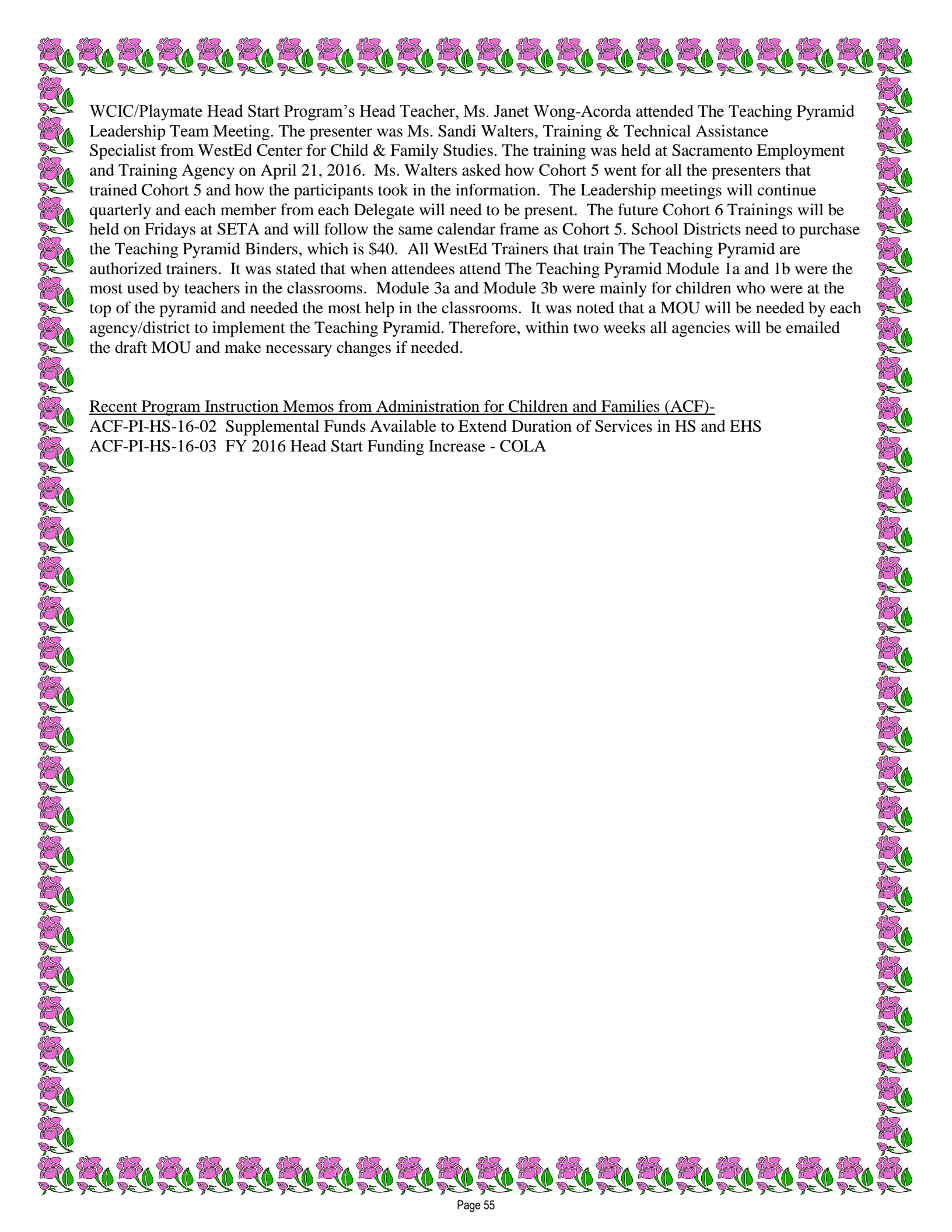
During the month of April 2016, WCIC's Enrollment was maintained at 100%.

## **Trainings**

WCIC/Playmate Head Start Program's Teaching Team: Ms. Janet Wong-Acorda, Head Teacher and Ms. Holly Mar, Teacher attended the Teaching Pyramid Preschool 2015-2016 at Sacramento Employment and Training Agency on April 8, 2016. The presenters were Joy Bard, Allison Ferry, and David Aleman. The Teaching Pyramid Framework include: Supporting Social Emotional Competence and Preventing Challenging Behavior in Young Children. The Module 3a and 3b were on Behavior Observations Reports (BORs). The intensive individualized intervention is used with children who have very persistent and severe challenging behaviors and do not respond to the typical preventive practices. The Functional Assessment is a process for developing an understanding of a person's challenging behavior on how the behavior is governed by the environments events. Positive Behavior Support is effective on all ages. It is effective for diverse groups with challenges: significant intellectual disabilities, emotional behaviors disorders and children at risk; teachers may use the Behavior Observations Reports (BORs) forms and fill out what happened before (possible trigger), brief behavior description (child's behavior) form location activity, others involved, what happened after (consequence) and possible function/motivation/purpose. By writing up (BORs) it helps you understand what is behind the child's challenging behavior and teachers will have a better idea of how to try to support appropriate behavior. Teachers can use several strategies such as: Positive Descriptive; Buddy System Acknowledgement;

Visual Strategies; and Scripted Stories. Scripted Stories provide a script for the child about social situations and expectations. This can help prepare the child provide practice in appropriate responses. Use pictures that fit within the child's developmental skill level to supplement text. There are three Scripted Stories: 1.) Descriptive Sentences: Objectively define anticipated events where a situation occurs, who is involved, what they are doing, and why; 2.) Perspective Sentences: Describes the internal status of the persons involved in their thoughts, feelings, or moods; and 3.) Directive Sentences: Individualized statements of desired responses stated in a positive manner. The process of using (BORs) for Teachers are: Step 1 to communicate with Co-Teachers, Directors and Family Members; Step 2 to gather information on behavior during routine (s); Step 3 to develop hypotheses for possible function of observed behavior; Step 4 to design a Teacher Support Plan; and Step 5 to implement, monitor evaluation outcomes, and determine if more formal process is needed.

WCIC/Playmate Head Start Program's staff and parents received a training on "Taking Care of Ourselves: Different Ways to Manage Stress" by Ms. Melanie Nicolas, Program Officer from Sacramento Employment and Training Agency on April 20, 2016. Ms. Melanie started the presentation by asking the parents a question, "What Is the Meaning of Stress"? The definition of Stress is when a person is overwhelmed with emotions and he or she finds it difficult to handle a lot of responsibilities. Each person handles stress differently and it is important for a person to find ways to reduce the amount of stress. Stress can be a variety of things in a person's life. For example, stress can be caused by family death, relationship, children, job, school, health, and/or friends. All of these examples can be the cause of stress. Stress can cause a person to feel overwhelmed and they start to forget duties, lash out at love ones, cause memory problems, over eating or loss of appetite, hair loss, or even cause illness. Stress also affects one's physical body by causing sweating, chest pain, or headaches. It is very important for people to identify what things in life are causing stress. When they are able to identify the cause that is when people can find different ways to release the amount stress. No matter what we do in life, life is unpredictable and that is when stress happens. People can decrease the amount of stress by exercising, watching a movie, talking to a friend, breathing exercises, dancing, listening to music, or taking a walk. Always make sure you are doing something you enjoy in order to relax your body.



WCIC/Playmate Head Start Program's Head Teacher, Ms. Janet Wong-Acorda attended The Teaching Pyramid Leadership Team Meeting. The presenter was Ms. Sandi Walters, Training & Technical Assistance Specialist from WestEd Center for Child & Family Studies. The training was held at Sacramento Employment and Training Agency on April 21, 2016. Ms. Walters asked how Cohort 5 went for all the presenters that trained Cohort 5 and how the participants took in the information. The Leadership meetings will continue quarterly and each member from each Delegate will need to be present. The future Cohort 6 Trainings will be held on Fridays at SETA and will follow the same calendar frame as Cohort 5. School Districts need to purchase the Teaching Pyramid Binders, which is \$40. All WestEd Trainers that train The Teaching Pyramid are authorized trainers. It was stated that when attendees attend The Teaching Pyramid Module 1a and 1b were the most used by teachers in the classrooms. Module 3a and Module 3b were mainly for children who were at the top of the pyramid and needed the most help in the classrooms. It was noted that a MOU will be needed by each agency/district to implement the Teaching Pyramid. Therefore, within two weeks all agencies will be emailed the draft MOU and make necessary changes if needed.

Recent Program Instruction Memos from Administration for Children and Families (ACF)-  
ACF-PI-HS-16-02 Supplemental Funds Available to Extend Duration of Services in HS and EHS  
ACF-PI-HS-16-03 FY 2016 Head Start Funding Increase - COLA

## SPECIAL EDUCATION REPORT

### Sacramento County Head Start/Early Head Start

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	232	11%	369	<b>104</b>	<b>28%</b>
<b>Twin Rivers USD</b>	233	36	15%			
<b>Elk Grove USD</b>	440	52	12%			
<b>Sac City USD</b>	1211	151	12%	144	<b>24</b>	<b>17%</b>
<b>San Juan USD</b>	668	92	14%	160	<b>24</b>	<b>15%</b>
<b>WCIC</b>	120	14	12%			
<b>EHS CCP</b>				84	<b>6</b>	<b>7%</b>
<b>COUNTY TOTAL</b>	<b>4700</b>	<b>577</b>	<b>12%</b>	<b>757</b>	<b>158</b>	<b>21%</b>

*AFE: Annual Funded Enrollment*



## SETA Head Start/Early Head Start

## Monthly Program Enrollment Report for School Year 2015 to 2016

Period: April 2016

Part Day Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	% ADA	ADA	%ADA
Phoenix Park	40	20	30	75%	38	95%
Strizek Park	40	20	32	80%	39	98%
Bannon Creek	80	20	64	80%	77	96%
Kennedy Estates	40	16	30	75%	35	88%
Grizzly Hollow	40	16	35	88%	39	98%
Hillsdale	80	19	57	71%	73	91%
North Avenue	120	21	80	67%	101	84%
Fruitridge	80	19	66	83%	78	98%
Mather	80	20	58	73%	77	96%
Solid Foundation	80	20	63	79%	77	96%
Vineland	40	16	34	85%	40	100%
Crossroad Gardens	40	20	28	70%	35	88%
Northview	80	20	62	78%	75	94%
Galt	120	20	98	82%	120	100%
Elkhorn	80	20	65	81%	77	96%
Hopkins Park	80	19	62	78%	79	99%
La Verne Sterwart	40	20	29	73%	34	85%
Nedra Court	60	20	48	80%	57	95%
Norma Johnson	40	20	31	78%	38	95%
Walnut Grove	20	16	15	75%	18	90%
Alder Grove ELC	40	16	23	57%	31	78%
Bright Beginnings	60	16	51	85%	60	100%
Auberry Park	40	16	33	83%	38	95%
Freedom Park	80	20	61	76%	73	91%
Marina Vista ELC	20	20	11	55%	17	85%
Illa Collin	40	15	30	75%	35	88%



## SETA Head Start/Early Head Start

## Monthly Program Enrollment Report for School Year 2015 to 2016

Period: April 2016

Full Day Classes						
			Present Only		Present/Excused	
Center Name	Funded Enrollment	Total Days	ADA	% ADA	ADA	%ADA
Hillsdale	44	19	33	75%	39	89%
Crossroad Gardens	44	21	37	84%	41	93%
Elkhorn	22	20	20	91%	22	100%
Northview	22	20	19	86%	22	100%
Freedom Park	44	20	38	86%	42	95%
Job Corp	22	21	17	77%	22	100%
Mather	22	21	19	86%	22	100%
Marina Vista ELC	44	21	33	75%	41	93%
Norma Johnson	22	21	17	77%	21	95%
Sharon Neese	44	21	36	82%	42	95%
Phoenix Park	22	21	18	82%	22	100%

## SETA Head Start/Early Head Start

## Monthly Program Enrollment Report for School Year 2015 to 2016

Period: April 2016

Early Head Start Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	% ADA	ADA	%ADA
Sharon Neese	16	21	13	81%	16	100%
Elkhorn	16	21	14	88%	16	100%
Phoenix Park	8	21	6	75%	8	100%
Crossroad Gardens	8	21	7	88%	8	100%
Marina Vista ELC	8	21	6	75%	7	88%
Mather	14	21	12	86%	13	93%
Norma Johnson	8	21	6	75%	8	100%
Alder Grove Infant/Toddler Center	16	21	12	75%	15	94%
Job Corp	16	21	11	69%	15	94%
Northview	8	21	6	75%	8	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: 4/29/2016</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	16	12	4	1	17
Alder Grove ELC	1247B	15	12	3	2	17
Auberry Park	1238A	20	16	4	0	20
Auberry Park	1238B	18	15	3	1	19
Bannon Creek	1200A	20	13	7	0	20
Bannon Creek	1200B	20	15	5	3	23
Bannon Creek	1200C	19	15	4	1	20
Bannon Creek	1200D	20	20	0	1	21
Bright Beginnings	1201A	20	17	3	0	20
Bright Beginnings	1201C	20	17	3	0	20
Bright Beginnings	1201D	20	17	3	0	20
Crossroad Gardens	1242A	20	20	0	0	20
Crossroad Gardens	1242B	17	15	2	3	20
Crossroad Gardens	1242R	22	16	6	0	22
Crossroad Gardens	1242X	21	18	3	1	22
Elkhorn	1255A	19	17	2	2	21
Elkhorn	1255B	19	13	6	1	20
Elkhorn	1255C	20	19	1	2	22
Elkhorn	1255D	20	18	2	3	23
Elkhorn	1255X	22	19	3	0	22
Freedom Park	1239A	19	16	3	1	20
Freedom Park	1239B	20	18	2	3	23
Freedom Park	1239C	20	12	8	0	20
Freedom Park	1239D	20	17	3	2	22
Freedom Park	1239R	22	21	1	0	22
Freedom Park	1239X	22	20	2	0	22
Fruitridge	1216A	20	19	1	1	21
Fruitridge	1216B	20	17	3	0	20
Fruitridge	1216C	20	16	4	2	22
Fruitridge	1216D	20	17	3	1	21
Galt	1234A	20	15	5	0	20
Galt	1234B	20	13	7	0	20
Galt	1234C	20	17	3	0	20
Galt	1234D	20	16	4	1	21



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



North Avenue	1256D	16	14	2	3	19
North Avenue	1256E	16	9	7	4	20
North Avenue	1256F	19	11	8	2	21
Northview	1224A	20	14	6	2	22
Northview	1224B	20	12	8	0	20
Northview	1224C	20	16	4	0	20
Northview	1224D	20	14	6	2	22
Northview	1224X	22	20	2	0	22
Phoenix Park	1248A	20	13	7	2	22
Phoenix Park	1248B	19	16	3	2	21
Phoenix Park	1248X	22	14	8	0	22
Sharon Neese	1249R	22	16	6	0	22
Sharon Neese	1249X	21	16	5	1	22
Solid Foundation	1254A	19	10	9	0	19
Solid Foundation	1254B	19	17	2	0	19
Solid Foundation	1254C	20	18	2	1	21
Solid Foundation	1254D	20	14	6	0	20
Strizek Park	1225A	20	16	4	2	22
Strizek Park	1225B	20	16	4	0	20
Vineland	1211A	20	17	3	0	20
Vineland	1211B	20	17	3	0	20
Walnut Grove	1235A	18	16	2	1	19
Alder Grove Infant/Toddler Center	1212M	7	5	2	1	8
Alder Grove Infant/Toddler Center	1212U	8	7	1	0	8
Crossroad Gardens	1242U	8	7	1	0	8
Elkhorn	1255M	8	8	0	0	8
Elkhorn	1255U	8	7	1	0	8
Job Corp	1237M	6	6	0	2	8
Job Corp	1237U	8	3	5	0	8
Marina Vista ELC	1246U	7	7	0	1	8
Mather	1223M	7	7	0	0	7
Mather	1223U	6	6	0	1	7
Norma Johnson	1214U	7	7	0	1	8
Northview	1224U	7	5	2	2	9
Phoenix Park	1248U	8	7	1	1	9
Sharon Neese	1249M	8	6	2	0	8
Sharon Neese	1249U	8	5	3	2	10
TOTALS for Head Start		1938	1531	407	115	2053

HS Totals	1827	
Drops w/in 30	104	
P/S Home Base	122	
Total	<b>2053</b>	
EHS Totals	111	
Drops w/in 30	11	
River Oaks	62	
EHS Home Base	163	
SCOE	37	
Total	<b>384</b>	
GRAND TOTAL	<b>2437</b>	

## ITEM VII – CENTER UPDATES

### BACKGROUND:

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

### NOTES:

## ITEM VIII - DISCUSSION

### BACKGROUND:

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

### NOTES:

## ITEM IX – PUBLIC PARTICIPATION

### BACKGROUND:

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

### NOTES: