

**GOVERNING BOARD**

**DON NOTTOLI**  
Board of Supervisors  
County of Sacramento

**ALLEN WARREN**  
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**PATRICK KENNEDY**  
Board of Supervisors  
County of Sacramento

**ADMINISTRATION**

**KATHY KOSSICK**  
Executive Director

**DENISE LEE**  
Deputy Director

925 Del Paso Blvd., Suite 100  
Sacramento, CA 95815

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

*THOUGHT OF THE DAY: "To be effective, leaders must know how to communicate their vision effectively and how to enlist the cooperation of others."*

*~~ M. Z. Hackman and C. E. Johnson*

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

**DATE:** Tuesday, June 21, 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).

**AGENDA**

**PAGE NUMBER**

- |             |   |      |
|-------------|---|------|
| <b>I.</b>   | <b><u>Call to Order/Roll Call/Review of Board Member Attendance</u></b> | 1-5  |
|             | ➤ PAC Meeting Attendance Update   |      |
|             | ➤ Introduction of Newly Seated Representatives                          |      |
| <b>II.</b>  | <b><u>Consent Item</u></b>  |      |
| A.          | Approval of the Minutes of the May 17, 2016 Regular Meeting             | 6-10 |
| <b>III.</b> | <b><u>Information Items</u></b>   |      |
| A.          | Presentation: Salvation Army: Ms. Elizabeth Hudson                      | 11   |

- B. Standing Information Items 12-23
- PC/PAC Calendar of Events – Ms. Terri McMillin
  - Parent, Family & Community Engagement - Events and Activities – Ms. Terri McMillin
  - PC/PAC Joint Parent Activity: June 7 – Sacramento History Museum & Underground Tour (oral reports)
  - Parent Leadership Institute: June 10 (oral reports)
  - 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
- C. Governing Board Minutes – April 7, 2016 24-30
- IV. Committee Reports** 31-32
- Executive Committee Meeting Critique: Ms. Terri McMillin
  - Budget/Planning Committee: Ms. Terri McMillin
  - Personnel/Bylaws Committee: Ms. Terri McMillin
  - Men’s Activities Affecting Children Committee (MAACC): Ms. Terri McMillin
  - Social/Hospitality Committee: Ms. Terri McMillin
  - Parent Ambassador Report: Ms. Terri McMillin
- V. Other Reports** 33-50
- Chair’s Report
  - Policy Council Report(s): Ms. Natalie Craig and Ms. Thelma Adams
  - Head Start Deputy Director’s Report – Ms. Denise Lee
    - ✓ Monthly Head Start Report (attached)
  - 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
- VI. Center Updates**
- VII. Discussion**
- VIII. Public Participation**
- X. Adjournment**

**DISTRIBUTION DATE: WEDNESDAY, JUNE 15, 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
- \_\_\_ Vacant, Bannon Creek Head Start
- \_\_\_ Vacant, Crossroad Gardens Head Start
- \_\_\_ Vacant, 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
- \_\_\_ Vacant, 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
- \_\_\_ Vacant, 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, Norma Johnson 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
<input type="checkbox"/> Vacant, Foster Parent Rep
<input type="checkbox"/> Vacant, Early Head Start (Home Base)

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

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

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

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	SN														
Todd Woods Seated	SP														
Vacant Seated	V														
Rafaela Casillas Seated 11/17	WG	X	X		X		X	X	X						
Vacant Seated	FPR														
Calvin Sheppard Seated 4/26	MAACC							X	X						
Vacant Seated	OGC														
Penelope Scott Seated 11/17	GPR	X	X		X		X	X	X						
Kenneth Tate Seated 11/17	PPR	X	X		X		X	X	X						
Terri McMillin Seated 11/17	PPR	X	X		X		X	X	X						

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

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

\*\* Ethics training with Policy Council  
# Special meeting

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

**Head Start Center Abbreviations**

<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 MAY 17, 2016 REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the May 17, 2016 PAC meeting.

RECOMMENDATION:

Approve the minutes of the May 17, 2016 PAC meeting.

**NOTES:**

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

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



## **REGULAR MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE**

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

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

Tuesday, May 17, 2016  
9:00 a.m.

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

Ms. Terri McMillin called the PAC meeting to order at 9:03 a.m. and read the thought of the day. Ms. Harmony Almaguer called the roll; a quorum was established.

#### **Members Present:**

Natalie Craig  
Kenneth Tate  
Terri McMillin  
Penelope Scott  
Stacey Webster  
Alejandra Placencia  
Thelma Adams  
Yesenia Rodriguez  
Harmony Almaguer  
Calvin Sheppard  
Rafaela Casillas (arrived at 9:07 a.m.)

#### **Members Absent:**

Marina Gallegos (excused)  
Laura Guzman excused  
Megan Guerrero excused  
Andrea Larry excused

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

Tammy Wilkerson (excused)

### **II. Consent Item**

#### **A. Approval of the Minutes of the April 26, 2016 Special Meeting**

Minutes were reviewed; no questions or corrections.

Moved/Almaguer, second/Webster, to approve the minutes of the April 26 meeting.

Show of hands vote:

Aye: 10 (Adams, Almaguer, Casillas, Craig, Placencia, Rodriguez, Scott, Sheppard, Tate, Webster)

Nay: 0

Abstentions: 1 (McMillin)

### **III. Action Item**

#### **A. Approval to Submit the Head Start/Early Head Start Cost of Living Adjustment (COLA) Application 2016-2017**

Ms. Denise Lee stated that this application will bring just under \$1 million into the county. The Agency is negotiating with the Union regarding the COLA. COLA funds are to be used to increase staff salaries and fringe benefits and to pay for higher operating costs.

Moved/Sheppard, second/Almaguer, to approve 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.

Show of hands vote:

Aye: 10 (Adams, Almaguer, Casillas, Craig, Placencia, Rodriguez, Scott, Sheppard, Tate, Webster)

Nay: 0

Abstentions: 1 (McMillin)

### **IV. Information Items**

#### **A. Presentation: Transition to Kindergarten from a Parent's Perspective – Ms. Susan Field Garland**

Ms. Karen Gonzales introduced Ms. Susan Field Garland, Head Start Coordinator (Education) to provide a presentation on how parents can assist the transitioning of their children from preschool to kindergarten. A handout was provided on activities parents can do with their children to assist them in gearing up for kindergarten.

Once the assessment is done, the teaching staff will know what is needed for children. This information will be available at the centers in January and February. Contact Ms. Garland if additional copies are needed and it will be sent out.

#### **B. Standing Information Items**

- PC/PAC Calendar of Events – Ms. McMillin reviewed the calendar.
- Parent, Family & Community Engagement - Events and Activities – No reports.
- Parent/Staff Recognitions – No recognitions.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Saurbourne reviewed the fiscal report ending April 30. The budget is currently at 73.4% spent and very close to being on track. The SOP consultant plan and interpreter is over budget but that should even out at the end of the fiscal year. The EHS-CCP program ends July 31; staff is working to expend all funds. There may be some targeted carry-over funding. Kinderworld has underreported their

non-federal share and it should be corrected by next month. The American Express bill was reviewed; the equipment warranty is the annual Voice Over Internet Protocol (VOIP) which is for all of the SETA-operated programs. This provides technical assistance also. The Head Start program pays for a portion of that expenditure.

- Toastmasters Training: Mr. Tate reported that the most recent TM event was May 6 where they had a great time and great speakers. Ms. Penelope Scott provided a wonderful toastmasters speech. Evaluations for previous speakers will be done at the next meeting.
- Child Care Center Food Menu: No questions.

C. Governing Board Minutes – March 3, 2016: No questions.

## **V. Committee Reports**

- Executive Committee Meeting Critique: Ms. Natalie Craig read the Executive Committee critique. Ms. McMillin thanked Workforce Development staff Wanda Thomas-Johnson, Lin Morgan, and Keni Addison for their outstanding Job Success Training; everything was so useful.
- Budget/Planning Committee: Ms. Penelope Scott reviewed the last committee meeting.
- Personnel/Bylaws Committee: Ms. Craig reported out on the most recent meeting. Ms. Desha asked board members to provide any potential bylaw changes to the Chair or Ms. Natalie Craig.
- Men's Activities Affecting Children Committee (MAACC): Mr. Calvin Sheppard reported out that the most recent MAACC activity had a disappointing turnout, although they were appreciative of those attending. He was expecting more people, especially board members. The next event is scheduled for May 26, 5:30 p.m.; he is hoping all will show up. Mr. Tate stated that while it was a very low turnout, there was a great discussion.
- Social/Hospitality Committee: Ms. Scott reported on the upcoming parent activity. There was also some discussion on the End-of-Year Parent Appreciation event.
- Parent Ambassador Report: Mr. Tate stated that the meeting was canceled due to the Parker grand opening. He thanked everyone for coming out on the recruitment drive for Parker.

## **VI. Other Reports**

- Chair's Report: Ms. McMillin asked for parents willing to assist the HR department in screening.
- Policy Council Report(s): Ms. Penelope Scott reported out on the most recent meeting.
- Head Start Deputy Director's Report: Ms. Denise Lee thanked the parents for assisting in the recruitment for Parker Head Start; it will be opening May 31. This center will serve 20 children; 13 regular Head Start enrollment and 7 for shelter parents. Staff was recently informed that money would be available to extend

the class day; it costs money to extend the day with staff, facilities, etc. The government put out parameters for programs who eligible to apply. There will be \$294 million nationwide with a cap of 40% of program center based slots to be at minimum 1,020 hours in a program year. The application is due June 24 and will be requesting around \$4.2 million. Some of the funds will be one-time start up costs. Twin Rivers, San Juan, and WCIC are interested in participating as well as the SOP. The Governing Board will be reviewing this in June. This is a great opportunity for SETA and the nation to expand duration of services. It is a non-competitive grant. The application will increase duration of services for: Twin Rivers: 131 slots; San Juan: 84 slots; WCIC: 40 slots; and Grantee 213 slots, for a total of 468 in the preliminary planning.

➤ **Head Start Managers' Reports**

- **Lisa Carr** - Family Engagement, Home Base, and ERSEA Services: Ms. Carr reviewed the enrollment report
- **Robyn Caruso** - Program Support, Quality Assurance, and EHS-CCP services: Ms. Caruso reported that she is working on grant applications. The Quality Assurance Unit recently completed the review for Twin Rivers; they had an outstanding review. The QA team is currently reviewing the SOP and will share the results in the near future.
- **Martha Cisneros** - Health, Nutrition and Safe Environments Services: No report.
- **Karen Gonzales** - School Readiness, Special Education and Mental Health Services: Ms. Gonzales thanked all parents that participated in the Parker Avenue recruitment. Ms. Gonzales stated that assessment results report for the year is completed; this is a great tool to take to the kindergarten teacher. The traditional centers are closing down and will be reopening in August. A summer series of workshops for teachers have been scheduled that are invigorating and educational. There will be an evening series including music moving/nutrition, exploring creative art, working on their environments to ensure they're engaging, ooey gooey science, and inspiring minds. Resources for Teachers, a local business, is closing and they provided a lot of stuff for the Head Start teachers. There will also be a workshop on *Caring for the Carer*.

**VII. Center Updates:** None.

**VIII. Discussion:** None.

**IX. Public Participation:** None.

**X. Adjournment:** The meeting was adjourned at 10: 51 a.m.

ITEM III-A – INFORMATION

PRESENTATION BY THE SALVATION ARMY

BACKGROUND:

Ms. Elizabeth Hudson, Director of Social Services at The Salvation Army will provide a presentation on community resources for parents.

NOTES:

ITEM III-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
  - PC/PAC Joint Parent Activity: June 7 – Sacramento History Museum & Underground Tour (oral reports)
  - Parent Leadership Institute: June 10 (oral reports)
  - 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

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<u>EVENT</u>	<u>DATE</u>
MAACC Overcoming Obstacles to Fatherhood Series – “Fatherhood Services in Sacramento County”	Thursday, June 23, 2016 Presenter: Mr. Terry Moore, Director of Adult Services Center for Fathers & Families Dinner: 5:00 – 5:30 p.m. Training: 6:00 – 8:00 p.m. Child care provided for children 2-12 years Sequoia Room Call to reserve spot: 263-3809 (see flyer)
PC/PAC Social/Hospitality Committee	Wednesday, July 6, 2016 1:00 p.m. – 3:00 p.m. Olympus Room
PC/PAC Toastmasters Training	Friday, July 8, 2016 11:30 a.m. Shasta Room
PC/PAC Parent Ambassador Committee	Friday, July 8, 2016 1:00 p.m. Olympus Room
PC/PAC Budget/Planning Committee	Tuesday, July 12, 2016 1:00 p.m. Oak Room
PC/PAC Personnel/Bylaws Committee	Thursday, July 14, 2016 9:00 a.m. Olympus Room
PAC Executive Committee	Friday, July 15, 2016 9:00 a.m. Olympus Room
Men’s Activities Affecting Children Committee	Friday, July 22, 2016 10:30 a.m. Redwood Room

## CALENDAR OF EVENTS

PAC Executive Committee	Friday, July 22, 2016 9:00 a.m. Olympus Room
MAACC Overcoming Obstacles to Fatherhood Series – “Child Custody/Support for Dads”	Thursday, July 28, 2016 Dinner: 5:30 – 6:00 p.m. Training: 6:00-8:00 p.m. Presenter: Jill Lucena Machado, Child Support Officer, Sacramento County Child Support Services Child care for kids 2-12 years of age. Call Bob Silva to reserve spot: (916) 263-3809, or e-mail: <a href="mailto:Robert.Silva@seta.net">Robert.Silva@seta.net</a>
PC Executive Committee	Friday, July 29, 2016 9:00 a.m. Olympus Room
PC/PAC Financial Literacy Workshop	Date and time to be announced.



**Sponsored By  
Men's Activities  
Affecting Children  
MAAC**



**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**

**WOULD YOU LIKE INFORMATION ON?**

- **SERVICES/RESOURCES FOR MEN IN SACRAMENTO COUNTY**

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

- **TERRY MOORE-DIRECTOR OF ADULT SERVICES**
- **CENTER FOR FATHERS AND FAMILIES**

**DATE: JUNE 23<sup>RD</sup> 2016**

**TIME: 6:00-8:00 PM**

**Dinner will be provided between 5:30-6:00pm**

**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**

# July

2016

<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>
				1
4 OFFICE CLOSED - FOURTH OF JULY HOLIDAY	5	6 1:00 p.m. Social/Hospitality Meeting Olympus Room	7	8 11:30 a.m. Toastmaster's Meeting Shasta Room  1:00 p.m. Parent Ambassadors Meeting Olympus Room
11	12 1:00 p.m. PC/PAC Budget/Planning Oak Room	13	14 9:00 a.m. PC/PAC Personnel/Bylaws Committee Olympus Room	15
18	19 9:00 a.m. PAC Meeting SETA Board Room	20	21	22 9:00 a.m. PAC Executive Olympus Room
25	26 9:00 a.m. PC Meeting SETA Board Room	27	28 MAACC Training Dinner: 5:30 – 6:00 p.m. Training: 6:00-8:00 p.m. Presenter: Jill Lucena Machado, Child Support Officer, Sacramento County Child Support Services Child care for kids 2-12 years of age. Call Bob Silva to reserve spot: (916) 263- 3808, or e-mail: <a href="mailto:Robert.Silva@seta.net">Robert.Silva@seta.net</a>	29 9:00 a.m. PC Executive Meeting Olympus Room
PC/PAC Financial Literacy Workshop: Date and time to be announced.				

SOP Parent Volunteers Summary  
May 2016

	Classroom Volunteers			SRA			Food Aides			FLIP		
	YTD Total	# Children	Avg.	YTD Total	# Children	Avg.	YTD Total	# Children	Avg.	YTD Total	# Children	Avg.
			Hours Per Child			Hours Per Child			Hours Per Child			
Hours	# Children	Child	Hours	# Children	Per Child	YTD Total Hours	# Children	Child	Hours	# Children	Per Child	
Alder Grove ELC	325.45	40	8.14	158.00	40	3.95	164.00	40	4.10	1,439.34	40	35.98
Alder Grove IT	4.67	16	0.29	-	16	-	-	16	-	733.00	16	45.81
Auberry Park *	8.00	40	0.20	-	40	-	84.00	40	2.10	2,138.83	40	53.47
Bannon Creek	670.92	80	8.39	96.00	80	1.20	344.00	80	4.30	4,892.00	80	61.15
Bright Beginnings *	2.50	60	0.04	-	60	-	202.00	60	3.37	2,696.18	60	44.94
Crossroad	192.50	88	2.19	120.00	88	1.36	258.00	88	2.93	3,636.51	88	41.32
Elkhorn	280.53	116	2.42	-	116	-	246.00	116	2.12	3,834.67	116	33.06
Freedom Park	778.55	120	6.49	-	120	-	220.00	120	1.83	7,790.34	120	64.92
Fruitridge	7.00	80	0.09	593.00	80	7.41	584.00	80	7.30	760.01	80	9.50
Galt	47.68	120	0.40	-	120	-	256.00	120	2.13	1,679.68	120	14.00
Grizzly Hollow *	27.50	40	0.69	-	40	-	240.00	40	6.00	1,180.17	40	29.50
Hillsdale	993.63	120	8.28	32.00	120	0.27	434.75	120	3.62	4,232.00	120	35.27
Hopkins Park	268.67	80	3.36	-	80	-	144.00	80	1.80	953.17	80	11.91
Illa Collins *	280.63	40	7.02	-	40	-	173.50	40	4.34	2,269.82	40	56.75
Job Corp	37.42	36	1.04	-	36	-	-	36	-	243.51	36	6.76
Kennedy Estates *	12.28	40	0.31	-	40	-	-	40	-	113.33	40	2.83
LaVerne Stewart	-	40	-	-	40	-	60.00	40	1.50	184.83	40	4.62
Marina Vista	-	88	-	-	88	-	176.00	88	2.00	163.83	88	1.86
Mather	56.42	114	0.49	12.00	114	0.11	78.00	114	0.68	6,868.82	114	60.25
Nedra Court	506.15	60	8.44	-	60	-	142.00	60	2.37	4,959.00	60	82.65
Norma Johnson	138.93	68	2.04	214.00	68	3.15	48.00	68	0.71	3,370.01	68	49.56
North Ave	891.02	120	7.43	156.00	120	1.30	26.00	120	0.22	3,140.18	120	26.17
Northview	76.37	108	0.71	-	108	-	286.00	108	2.65	378.67	108	3.51
Parker *^	-	-	-	-	-	-	-	-	-	-	-	-
Phoenix Park	942.77	68	13.86	142.00	68	2.09	313.50	68	4.61	7,277.01	68	107.01
Sharon Neese	70.90	56	1.27	-	56	-	38.00	56	0.68	3,835.34	56	68.49
Solid Foundation	31.25	80	0.39	-	80	-	356.00	80	4.45	-	80	-
Strizek Park	700.75	40	17.52	-	40	-	170.00	40	4.25	4,007.34	40	100.18
Vineland *	104.65	40	2.62	41.50	40	1.04	80.00	40	2.00	1,697.16	40	42.43
Walnut Grove *	296.03	20	14.80	236.00	20	11.80	-	20	-	1,009.15	20	50.46
Totals:	7,753.17	2,018.00	3.84	1,800.50	2,018.00	0.89	5,123.75	2,018.00	2.54	75,483.90	2,018.00	37.41
Values:	\$200,186.85			\$46,488.91			\$132,295.23			\$1,948,994.30		

\* Traditional sites open August to May

^ Parker - closed for renovations

	Hours	Value
HS Homebase	37,613.50	\$ 971,180.57
EHS Homebase	53,239.00	\$ 1,374,630.98

PAC/PC	Hours	Value
Screening Panel	21.75	\$ 1,308.05
Boards	496.75	\$ 29,874.55
Committies & Training	622.50	\$ 37,437.15
		\$ 68,619.75

# SETA HEAD START MENU

## June 2016

**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

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

**2** Breakfast  
Milk  
Banana, fresh  
Crispix Cereal  
Lunch  
Milk  
Whole Wheat Bread  
Carrot, fresh  
Egg Salad  
Oranges, fresh  
Snack  
Milk  
Crackers, Goldfish

**3** Breakfast  
Milk  
Apple, fresh  
Muffin, Dreamy Orange  
Lunch  
Milk  
Whole Wheat Bread  
Broccoli, fresh  
Cantaloupe, fresh  
Turkey Sliced  
Snack  
Cheese Quesadilla

**6** Breakfast Week 3  
Milk  
Cheerios Cereal  
Oranges, fresh  
Lunch  
Milk  
Cantaloupe, fresh  
Green Peas  
Macaroni & Cheese  
Snack  
Carrot, fresh  
Crackers, Wheat Thins

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

**8** Breakfast  
Milk  
Whole Wheat Bisquit  
Peaches  
Lunch  
Milk  
Beans Refried  
Cantaloupe, fresh  
Corn  
Tortilla, Whole Wheat  
Snack  
Whole Grain Buns  
Turkey Sliced

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

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

**13** Breakfast Week 4  
Milk  
Cantaloupe, fresh  
Brown Rice Krispies Cereal  
Lunch  
Milk  
Beef, Hamburger  
Corn  
Oranges, fresh  
Whole Wheat Bun  
Snack  
Crackers, Cheese-It  
Peaches

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

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

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

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

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

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

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

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

**24** Breakfast  
Milk  
Muffin, Dreamy Orange  
Oranges, fresh  
Lunch  
Milk  
Banana, fresh  
Whole Wheat Bread  
Broccoli, fresh  
Chicken Salad  
Snack  
Apple, fresh  
Cheese Sticks

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

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

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

**30** Breakfast  
Milk  
Pineapple, tidbits  
Whole Wheat Bagel  
Lunch  
Milk  
Corn  
Oranges, Mandarin  
Spanish Rice, Chicken & Corn  
Snack  
Apple, fresh  
Sun Butter

# SETA HEAD START MENU

## Junio 2016

**Lunes**

**Martes**

**Miércoles**

**Jueves**

**Viernes**

<b>1</b>	<u>Desayuno</u>
	Leche
	Avena
	Piña Machacada
	Pasas
	<u>Comida</u>
	Leche
	Frijoles Refritos
	Ensalada de Col
	Fresa
	Tanjarina o
	Tortilla de Trigo Integral
	<u>Bocadillo</u>
	Hilos de Queso
	Durazno

<b>2</b>	<u>Desayuno</u>
	Leche
	Plátano Fresco
	Cereal Crispix
	<u>Comida</u>
	Leche
	Pan de Trigo Integral
	Zanahoria
	Ensalada de Huevo
	Naranja
	<u>Bocadillo</u>
	Leche
	Pescados Dorados de Galleta

<b>3</b>	<u>Desayuno</u>
	Leche
	Manzana
	Mollete Dreamy Orange
	<u>Comida</u>
	Leche
	Pan de Trigo Integral
	Brócoli
	Melón
	Rebanada de Pavo
	<u>Bocadillo</u>
	Quesadilla

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

<b>Type!</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

<b>8</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

<b>9</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

<b>10</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>13</b>	<u>Desayuno</u>	<u>Week 4</u>
	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>14</b>	<u>Desayuno</u>
	Milk
	Pineapple, Tidbits
	Whole Wheat Bagel
	<u>Comida</u>
	Milk
	Apricots, canned - Lunch
	Beans Refried
	Broccoli, fresh
	Tortilla, Whole Wheat
	<u>Bocadillo</u>
	Milk
	Cereal, Cheerios Whole Grain

<b>15</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>16</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>17</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>20</b>	<u>Desayuno</u>	<u>Week 5</u>
	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>21</b>	<u>Desayuno</u>
	Leche
	Manzana
	Cereal Cheerios de Grano Integral
	<u>Comida</u>
	Leche
	Frijoles Refritos
	Fresa
	Tanjarina o
	Salsa de Jitomate
	Tortilla de Trigo Integral
	<u>Bocadillo</u>
	Leche
	Ojuelas de Cereal Multigrano

<b>22</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>23</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>24</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>27</b>	<u>Desayuno</u>	<u>Week 1</u>
	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>28</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>29</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>30</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

ITEM III-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 April 7, 2016 meeting.

NOTES:

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

Minutes/Synopsis

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

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

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

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:02 a.m. Mr. Schenirer led the board in the Pledge of Allegiance.

Members Present:

Sophia Scherman, Chair, Governing Board; Public Representative  
Jay Schenirer, Vice Chair, Governing Board; Councilmember, City of Sacramento  
Patrick Kennedy, Member, Board of Supervisors  
Allen Warren, Councilmember, City of Sacramento (arrived at 10:11 a.m.)  
Don Nottoli, Member, Board of Supervisors (arrived at 10:17 a.m.)

**VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

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

Pursuant to Government Code Section 54956.8.

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

Address: 444 N. 3rd Street, Sacramento

Agency Negotiator: Kathy Kossick

Negotiating Party: Ravel Rasmussen Properties and Separovich/Domich  
Real Estate Development

Under Negotiation: Price and Terms of Payment

Address: 925 Del Paso Boulevard, Sacramento

Agency Negotiator: Kathy Kossick

Negotiating Party: McCuen Acoma Street Investors, LP

Under Negotiation: Price and Terms of Payment

Address: 1750 Howe Avenue, Sacramento

Agency Negotiator: Kathy Kossick

Negotiating Party: Colony Capital

Under Negotiation: Price and Terms of Payment

Address: Stanford Avenue (APN: 275-0060-010), Sacramento  
Agency Negotiator: Kathy Kossick  
Negotiating Party: JB Company Management L.P.  
Under Negotiation: Price and Terms of Payment

Into closed session at 10:04 a.m.; the board returned to open session at 10:18 a.m.; there was no report out of closed session.

## **II. Consent Items**

- A. Minutes of the March 3, 2016 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Appointment of Youth Committee Members: This item will be moved to June 2.

There were no comments or corrections.

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

- A. Approve the March 3, 2016 minutes.
- B. Approve the claims and warrants for the period 2/26/16 through 3/31/16.  
Roll call vote:  
Aye: 5 (Kennedy, Nottoli, Schenirer, Scherman, Warren)  
Nay: 0  
Abstentions: 0

## **III. Action Items**

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

- 1. Approval of Trust Resolution to Adopt the Amended and Restated International City Management Association (ICMA-RC) 401 (A) Money Purchase Plan and Trust Adoption Agreement and Authorize the Executive Director to Submit the Agreement to ICMA-RC and to take other Action Required to Finalize the Agreement

No questions or comments.

Moved/Nottoli, second/Schenirer, to approve the Trust Resolution to Adopt the Amended and Restated ICMA Retirement Corporation Government Money Purchase Plan and Trust Adoption Agreement and authorize the Executive Director to sign the document.

Roll call vote:  
Aye: 5 (Kennedy, Nottoli, Schenirer, Scherman, Warren)  
Nay: 0  
Abstentions: 0



2. Approval to Reject one Proposal to the Request for Proposals for Administrative Office Space – Headquarters as Non Responsive

No questions or comments.

Moved/Schenirer, second/Warren, to reject the proposal submitted by JP Company for space located on Stanford Avenue (APN 275-0060-101) as non-responsive because the initial term proposed for its lease was fifteen (15) years, five (5) years more than permitted in the RFP, the proposer failed to provide required Party/Participant forms with its proposal and because the proposer failed to correct these deficiencies prior to expiration of the extended March 30, 2016 deadline.

Roll call vote:

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

Nay: 0

Abstentions: 0

**B. WORKFORCE DEVELOPMENT DEPARTMENT**

Community Services Block Grant: None.

Refugee Services:

1. Approval of Augmentation Recommendations for the Refugee Social Services (RSS) Program, Program Year (PY) 2015-2016: This item will be moved to the April 28 agenda.

One Stop Services:

2. Concurrence with the Workforce Development Board to Approve the Priority of Service Policy Under the Workforce Innovation and Opportunity Act (WIOA), Title I, Adult Program

Ms. Michelle O’Camb reviewed this item. This policy is subject to change if other regulations are issued from the Department of Labor or EDD. This item was reviewed and approved by the Sacramento Works board.

Moved/Nottoli, second/Kennedy, to concur with the Workforce Development Board to approve the Priority of Service Policy under the WIOA, Title I, Adult Program.

Roll call vote:

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

Nay: 0

Abstentions: 0

3. Approval to Augment Existing Workforce Innovative and Opportunity Act (WIOA), Title I, Youth Program Providers to Cover Additional Costs due to an Increase in California's Minimum Wage

Ms. Terri Carpenter reviewed this item. Since the increase of the minimum wage went from \$9 to \$10 per hour, the service providers have requested additional funds to continue serving customers to the end of the fiscal year. The total is \$59,776. The increase will cover costs associated with the increase in the minimum wage.

Moved/Schenirer, second/Warren, to approve the augmentation recommendations for the WIOA, Title I, Youth Program providers for PY 2015-2016 as reflected in the chart above.

Roll call vote:

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

Nay: 0

Abstentions: 0

4. Approval to Submit an Application to the Employment Development Department for Workforce Innovation and Opportunity Act (WIOA) Governor's Discretionary and 25% funds for a Veteran's Employment-Related Assistance Program (VEAP) and Authorize the Executive Director to Execute the Agreement and Any Other Documents Required by the Funding Source

Mr. William Walker stated that SETA has operated several VEAP programs over the years. All have been very successful. The last program in 2015 enrolled 60 veterans with 50 completing the program as welders and utility workers.

The partnership has been developed and maintained with a number of partners including SMUD, PG & E, the City of Sacramento, and Siemens Welding.

Mr. Kennedy thanked Mr. Walker for being proactive and for approaching Siemens

Moved/Schenirer, second/Warren, to approve the submission of the Veterans' Employment Assistance Program application to the California Employment Development Department requesting \$500,000 to provide services to 65 veterans, and authorize the SETA Executive Director to execute the agreement, modifications, and any other documents required by the funding source.

Roll call vote:

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

Nay: 0

Abstentions: 0

**C. CHILDREN AND FAMILY SERVICES**

1. Approval of Budget Modification for Head Start Program Year 2015-2016 and Early Head Start-Child Care Partnership Program Year 2015-2016

Ms. Denise Lee stated that this is the mid-year check in for the budget. There were unexpended funds due to a number of vacancies in the teaching staff which allowed for moving dollars into other budget areas. The EHS partnership grant is at capacity so the new staff joining them will be put in a temporary modular building. A new electrical panel needs to be installed to run the HVAC..

Moved/Nottoli, second/Schenirer, to approve a Head Start budget modification in the amount of \$452,000 from Personnel to Equipment and Other for the SETA-Operated Program for the 2015-2016 Head Start program year and a budget modification in the amount of \$12,000 from Other to Contractual for the EHS-CCP Start-up grant for 2015-2016.

Roll call vote:

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

Nay: 0

Abstentions: 0

Mr. Warren and Mr. Schenirer left the meeting at 10:40 a.m.

**IV. Information Items**

- A. Update on WIOA Youth Program RFP Process

Ms. Terri Carpenter reported that the Youth Committee meeting was moved to May 9. The Sacramento Works Board youth funding recommendations will be presented to the Governing Board on June 2. Ms. Scherman asked that the updated meeting dates be sent to the Governing Board.

- B. Presentation of Workforce and Head Start Collaboration

Mr. William Walker, Ms. Lisa Carr, and Ms. Julie Davis-Jaffe provided an overview of several programs offered by workforce staff working with Head Start and Early Head Start parents. This included the CEPEP program, the Marina Vista collaborative, and the parent intern program.

Board members thanked the staff for their work on these important programs.

- C. Sacramento Works Performance Dashboard: No comments.  
D. Fiscal Monitoring Reports: No comments.  
E. Employer Success Stories and Activity Report: No comments.

F. Dislocated Worker Update

Mr. Walker reported that ZEDA Homes is closing their facility at McClellan Park; they produce zero emissions home. This closure is bitter sweet for staff since staff helped them move into the business park and assisted in the initial staff recruitment. With the closure of their facility, 125 individuals will be displaced.

G. Unemployment Update/Press Release from the Employment Development Department: No comments.

H. Head Start Reports: No comments.

V. **Reports to the Board**

A. Chair: No report.

B. Executive Director: Ms. Kossick reminded board members that the next meeting is scheduled for Thursday, April 28, 10:30 a.m. The Head Start budget and grant applications will be presented for approval. In addition, the June 2 meeting will be lengthy due to a number of significant board items.

C. Deputy Directors: No report.

D. Counsel: No report.

E. Members of the Board: Mr. Nottoli expressed his appreciation of the benchmark of activities especially relating to medical and dental services. Ms. Lee stated that the report will be provided twice a year; this is the county-wide report including the delegate agencies. She is pleased with the numbers and staff will continue working on the dental numbers. Ms. Lee reported that Ms. Martha Cisneros has been in close contact with the public health officer who says the numbers are fantastic and very pleased that our Head Start families are getting such good dental access. .

F. Public: No comments.

VII. **Adjournment**: The meeting was adjourned at 11:17 a.m.

ITEM IV – COMMITTEE REPORTS

COMMITTEE REPORTS

➤ Executive Committee

Critique of the May 17, 2016 Parent Advisory Committee meeting.

<b>GOOD!!!</b>
Thank you Ms. Lin Morgan, Ms. Wanda Thomas-Johnson, and Ms. Keni Addison (Workforce Development staff) for the informative PC/PAC Job Success Workshop.
Thank you Ms. Susan Field-Garland for the awesome presentation on “Transition to Kindergarten from a Parent’s Perspective.”
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. Natalie Craig 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

## June 2016

### **SETA Operated Program**

#### **Program Operations**

During the month of May, the program operation team launched the “Summer Series.” The Summer Series consist of six evening trainings that focus on “recharging” teacher’s batteries. Open to all teaching staff, those choosing to participate are compensated for attendance.

The first training, “A New Twist on Old Favorites”, was held on May 24<sup>th</sup> with 44 teachers in attendance. Teachers explored hands on ways to infuse gardening, nutrition, and music into their everyday classroom routine. The training was led by Site Supervisors: Daratha Jensen of Job Corps, Mari Mutkala of Strizek Park , Pam West of Hopkins Park and Rosie Magana from Bright Beginnings. The second topic, “Let Your Art Flag Fly Free”, was held on May 31<sup>st</sup> with 42 teachers in attendance. During the training, teachers explored different open ended art approaches that support learning across all domains.

The Summer Series runs through June 28<sup>th</sup>. The four remaining sessions will focus on various topics ranging from science to designing engaging classroom environments. Teachers have reported that the trainings have been engaging and well worth their time.

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

The Health, Nutrition, and Safe Environment Unit have been continuing to follow up on routings and referrals from centers and have successfully closed out 64 for this reporting month. Routings and referrals range from creating asthma care plans to processing special diet plans and conducting large scale dental treatment referrals. Four referrals were processed for prenatal mothers in addition to conducting refresher training for Early Head Start Educators, Home Base and Early Head Start Center Based Educators in health and nutrition content areas. A special acknowledgment to Health Services Specialists and Food Services Staff for all of their hard work and dedication to achieve such a high success in this process.

Elks Vision was out in the field conducting free vision exams for our children in addition to linking them to vision resources in the community for the reporting month; they reported screening over 700 children to date. Elks Vision is now scheduled for June. Smile Keepers closed out their second rotation with our centers for the schoolyear and we look forward to seeing them in the fall. The



Healthy Kids project started round two of data collection with Spanish Speaking families. The project's goal is to continue to enhance prevention efforts in addressing childhood obesity by not only creating material for English speaking families, but also for Spanish speaking families as well. A vital tool that was developed as a result of this partnership included the risk assessment questionnaires which focused on measures that affect the neediest of children as it relates to childhood obesity. Analyzed data as a result of the project will be utilized at a national conference this month and in an international conference in South Africa.

**Program Support Services**

*Quality Assurance Monitoring Unit* SETA-Operated Program (SOP) Center-based Option was monitored for the month of May. The following centers participated in the review: Illa Collin, Walnut Grove, Bright Beginnings, Vineland, Mather HS/EHS, North Avenue, Northview HS/EHS and Alder Grove EHS. Summary Report will be available after consensus meeting is held on June 7, 2016. TRUSD Head Start was reviewed in April and an Exit Meeting was held on May 12, 2016.

*Program Information Report 2016 (PIR)* Countywide PIR Overview meeting was held on May 5, 2016 at SETA. Individual Delegate PIR reports are due to SETA on June 3, 2016 for internal review and approval process prior to submission to ACF by August 31, 2016.

**Elk Grove Unified School District**

**Education Services Update**

At the May 6, 2016 teacher in-service, teachers looked at the results of their Desired Results Development Profile (DRDP) class summary results to evaluate students' social and academic growth over the course of the school year. Time was allotted for teachers to discuss their results, to share ideas with one another, and to write a short reflection regarding the current year as well as strategies they plan to implement in their classroom next school year.

On May 21, 2016, the PreK department held a "Super Saturday" for PreK classroom teachers, para-educators, and administrators at school sites with PreK classrooms. Kathy Blackburn and Kathy Wilson, instructional coaches from the English Learner Services Department, presented information on how to build skills students need to engage in collaborative conversations and how to build phonemic awareness in young children.

The twelve Head Start classes on a Traditional calendar have successfully completed the school year. The ten Head Start classes on a Modified Traditional calendar will end on June 7, 2016.

**Enrollment**

The Elk Grove Unified School District Head Start Program is fully enrolled with 480 students in the program. Average Daily Attendance (ADA) for the month of May was 87%.

**Disabilities Services and Mental Health Services Update**

Our program educators and clerks have worked closely with Catherine 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 54 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 parents and para educators to ensure that children in need of further dental or medical treatment receive those services.

In May, 11,218 meals were served to our Head Start students.

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

Family education activities 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. Parents are notified of classes at monthly meetings, by publication of a monthly newsletter, and individually by teachers when a teacher knows that a workshop will be of particular benefit to a family.

The ABC's of Drowning Prevention was held at Charles Mack Elementary on May 3<sup>rd</sup>, and David Reese Elementary School on May 4<sup>th</sup>. This class provides information to families about what they can do to keep their children safe in or near water. Eleven (11) families attended the class at Charles Mack and four (4) families attended the class at David Reese.

Only two classes were offered this month due to many other end-of-school year activities.

### **Recruitment**

An internal office calendar, with registration dates for January through June, has been created to ensure sufficient time is allowed to have full enrollment by the end of June for the 2016-2017 school year. The program has enrolled 322 students into the program for next school year.

## **Sacramento City Unified School District**

### **Health and Nutrition**

This year, the Health, Nutrition and Safe Environments Committee expanded their participation to include representatives from the Registration Staff, which included the Enrollment Supervisor and the Health Clerks from both registration sites. Since health information is an important piece of the registration process, these additional committee members have been helpful in ensuring a smooth process for registering preschoolers and addressing their health needs.

In addition, the Early Head Start and Head Start Nurses have been attending various Enrollment Committee meetings this year. The Nurses have been instrumental in answering questions for the registration staff regarding health issues that arise during the enrollment process, such as immunizations, tuberculosis screening status and interpreting health data for Child Plus entry.

During the month of April, the Dental Varnish clinics continued with the nurses continuing their follow-up on dental needs identified from the dental screens at these clinics. The Head Start Nurses also continued with their health presentations at the monthly Parent Meetings at their school sites.

### **Education**

Professional Learning (PL) focused on the topics of Transitions: Kindergarten, Beginning of Preschool, and More! Information and ideas on end-of-year transition activities and how to engage parents in the process was presented. Safety & Supervision – Lockdown information was provided during this time as well, emphasizing on protocols to follow in case of emergencies including supervision of children and parent/guardian notifications.

Participating Balanced Literacy Cohorts 3A and 3B teachers met on May 12 & 20. 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: read aloud, guided reading, shared reading, interactive writing, shared writing, reading workshop, writing workshop and word study.

Parent and Teacher Conference took place during May for all program options.

During the month of May, all resource teachers attended the CSEFEL Teaching Pyramid Coaching Training and Teaching Pyramid Cohort 1-3 Countywide Going Deeper Training.

### **Mental Health**

Four staff members are in the final stages of completing certification in coaching for the CA CSEFEL Teaching Pyramid with West Ed, which has been an intensive and rewarding process for all involved. Social workers continue to support children and families with special needs in the area of mental health.

### **Family and Community Engagement**

Teachers will complete the third and final goal setting with families during parent conferences/home visits. The Social Work staff has begun planning for the 2016-2017 schoolyear in regards to trainings/coaching for staff in CA CSEFEL Teaching Pyramid and the Family Development Credential.

On May 26, we hosted our third parent engagement evening. The evening consisted of a meal for families, a workshop for parents, and an activity for parents/caretakers and children to do together. The topic was based on the parent component of Teaching Pyramid. The workshop was provided in English and Spanish.

## **San Juan Unified School District**

### **Education Services Update**

All classrooms ended the year with the study of Flowers. The math activities included comparing weights, lengths, and graphing. This math focus also included a take home activity centering on the concept of comparing weights and lengths. The final focus on letters covered Ll, Nn, and Kk.

### **Disabilities Services Update**

This month, the Disabilities team began gearing up for summer screening and enrollment: prepping materials, organizing staff, and getting ahead on all of the IEP reports on pending students. They will soon be archiving IEPs of students who are moving on to kindergarten and cleaning out the archive shed. The program is also piloting a new portfolio app which will hopefully be a useful tool, particularly for the inclusion students, to enhance parent communication between school and home.

### **Mental Health Services Update**

The Mental Health Therapist lent extra support to kindergarten-bound children's parents who had concerns for their child's social/emotional development as the year came to a close. The Mental Health Therapist also gave a talk to staff about Second Step Social Emotional interventions along with Self Esteem Building.

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

Health finalized the reviews of students' health, nutrition, and immunization status, and completed and double checked Child Plus data entry for children enrolled the 2015-16 school year. The School Nurse completed and updated Individualized Student Health Plans for those students who have health concerns. The Nurse also wrote reports for students' Individualized Education Plans (for those who needed them). Health organized forms, handbooks, and other documentation and information that will be needed for reenrollment during the summer. They worked on the PIR report and began preparing to start screening for the 2016-2017 school year.

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

Sunrise Head Start partnered with the Sacramento Children's museum to receive free admission to the museum for all students and their families. The students had a wonderful and engaging time with the hands-on water play, art, and dramatic play activities throughout the museum. Marvin Marshall Head Start held a parent appreciation and workshop day where parents were able to enjoy breakfast while participating in a parenting workshop where many community resources were shared. Head Start began preparations for summer screening. Incoming preschool children will meet with the Health team to check their vision and hearing before the start of the new school year. Parents will also complete preschool age developmental and emotional screeners for their children. The screeners are designed to alert staff regarding any developmental or emotional concerns that may require further attention or referrals before entering into the program.

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

Teachers were offered an optional training on the Learning Genie portfolio system, which is well organized and very user friendly. The data entered into the program can later be exported to the DRDP Tech. Hopefully many teachers choose to pilot this system next year.

Angela Russ was the presenter for Professional Development Day, which was held at Billy Mitchell on June 6<sup>th</sup>. Her presentation was on music as a tool for teaching and the understanding of how to build brain pathways for learning. Music can be incorporated into content areas such as math, reading, motor skills, self-expression, and social studies, just to name a few. Her message throughout the day was to engage at every stage. Music and movement assist with kick starting the memory process while exercising the brain with neurons and synapse connections. Children should not be sedentary for more than 60 minutes at a time.

### **Fiscal Update**

The fiscal team was busy in May preparing for the end of the year and gearing up for summer school, which includes many fun and adventurous field trips. Programs were reconciled and reports were submitted. Budget changes for 16-17 were finished and multi-year projections were updated. Head Start and Early Head Start worked on the PIR in preparation for the deadline.

### **Early Head Start**

This month, the Infant Toddler staff participated in a shared professional development session with preschool teaching staff for the First Friday training. Guest presenter Angela Russ shared a variety of music and movement activities, and participants received a CD of her music.

The EHS Home Based Teachers worked closely with registration to solidify a revised enrollment process that brings support and services to families on a shorter timeline. In addition, EHS Home Based lines of communication with health and mental health have been more clearly defined to expand the collaborative support of families. There is a continued focus on the goal of serving families in their homes through the collaborative efforts of all departments in the system.

## **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**

The month of May was time for our annual celebration of diversity and cultural awareness. The other two Head Start sites rode the bus to Morey Avenue on May 26<sup>th</sup> and joined their fellow school peers for lots of fun and entertainment. During the event, all of the preschool students performed along with various student groups from local Twin Rivers USD schools. Performances included the Drum Lines from Grant High School and Smythe Middle School, as well as Folklore dancers from Harmon Johnson Elementary School. This year also showcased the Norwood Middle School Jazz band, as well as our Rio Linda parent doing Middle Eastern dancing! Students played carnival games with their parents and relatives as well as tasted many cultural foods in collaboration with various vendors and the TRUSD Nutrition Department. This year-end event continues to be a major success and enjoyed by all from the three sites.

### **Professional Development**

Staff is developing our annual calendar for Professional Development for the 2016-2017! August 3<sup>rd</sup> and 4<sup>th</sup> will be dedicated to Math and ELA trainings facilitated by CPIN with the rest of the ECE Department.

### **Components**

Our new Community Liaison (CL) will start in August and is being transferred from another TRUSD School. In the meantime, the three other CLs are continuing to meet with the last few parents to complete the Family Partnership Agreements and continue following 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 in preparation for our PIR report.

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.

The Speech and Language Pathologist (SLP) has finished screening 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 May 2016, the program has met and exceeded the 10% service to special needs students with IEPs with 38 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 for the 2016-2017 schoolyear. To date, the three sites are 58% 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 May meeting was held at Morey Avenue on May 12<sup>th</sup>. The agenda included monthly reports from April 2016, approval of meeting minutes from March and April meetings. The Parent Committee meetings were held at Rio Linda on May 23<sup>rd</sup> and Oakdale on May 24<sup>th</sup>. Meetings will be held at all three sites in June 2016 and resume again in August 2016.

**Parent Trainings/Meetings**

The Community Liaison facilitated parent meetings for May 2016 in collaboration with the Education Component. Parents were provided information on available resources and information as it relates to transitioning to Transitional Kindergarten and Kindergarten.

**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 April 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.

The program has also decided to utilize the extra funding to extend the school year by 3 weeks for about 60 students who are transitioning to TK and Kinder.

**WCIC**

No report this month.

**Recent Program Instruction Memos from Administration for Children and Families (ACF)-**

None to report.

## 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	239	12%	369	89	24%
<b>Twin Rivers USD</b>	233	38	16%			
<b>Elk Grove USD</b>	440	54	12%			
<b>Sac City USD</b>	1211	155	13%	144	23	16%
<b>San Juan USD</b>	668	104	16%	160	25	16%
<b>WCIC</b>	120	16	13%			
<b>EHS CCP</b>				84	4	5%
<b>COUNTY TOTAL</b>	<b>4700</b>	<b>606</b>	<b>13%</b>	<b>757</b>	<b>141</b>	<b>19%</b>

*AFE: Annual Funded Enrollment*



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

- May 6th** - Teacher Training many classes closed & Minimum Day Preschool & EHS Full-Day Classes.
- May 9th** - LaVerne Stewart morning class capped at 10 due to staffing.  
Kennedy Estates morning class closed due to staff shortage.  
Solid Foundation morning class limited due to staffing.
- May 10th** - Central Kitchen visit/observation from Stephen Rhodes ICW Group Insurance Company.
- May 11th** - Kennedy Estates closed due to fire alarm in the classroom.
- May 12th** - Home Base Special Function Request lunch and snack provided for 55 guests.
- May 13th** - Home Base Special Function Request lunch and snack provided for 110 guests.
- My 19th** - New van purchased and received at the Central Kitchen for food deliveries.
- May 20th** - Power outage at the Central Kitchen due to SMUD short in the line. Problem corrected at 9:00 PM.
- May 23rd** - Central Kitchen main entrée menu change due to power outage on Friday.
- May 24th** - Bay Alarm has to install a new alarm panel due to power surge.
- May 26th** - Home Base Special Function Request lunch & snack provided for 85 guests.  
Last day of classes for the Traditional Classes.
- May 27th** - Home Base Special Function Request lunch & snack provided for 76 guests.  
Last day of school for North Avenue for the summer.  
The Galt Kitchen closes for the summer. The staff and remaining classes moved to the WCIC Kitchen.
- May 30th** - Memorial Day Holiday.
- May 31st** - Parker was scheduled to reopen, not enough children it will open tomorrow instead.

**Meetings & Trainings:**

Most of the Food Service Staff attended the SYSCO Food Show on the afternoon of May 13th.  
Cook/Driver Celia attended a SERV SAFE Training on May 16th.

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

Lunch	PM Snack	Breakfast	Field Trips
39,780	23,690	25,000	780

**Total Amount of Meals and Snacks Prepared** **89,250**

**Purchases:**

Food	\$70,663.77
Non - Food	\$18,053.29

Building Maintenance and Repair: \$0.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$589.89

Vehicle Maintenance and Repair : \$10.79

Vehicle Gas / Fuel: \$1,244.05  
Normal Delivery Days 21



## SETA Head Start/Early Head Start

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

Period: May 2016

Part Day Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	% ADA	ADA	%ADA
Northview	80	20	65	81%	78	98%
Grizzly Hollow	40	16	31	78%	38	95%
Elkhorn	80	20	71	89%	79	99%
Galt	120	20	100	83%	120	100%
Strizek Park	40	20	32	80%	39	98%
Vineland	40	16	34	85%	40	100%
Freedom Park	80	20	60	75%	76	95%
Illa Collin	40	16	32	80%	37	93%
Norma Johnson	40	20	33	83%	39	98%
Mather	80	20	57	71%	77	96%
Walnut Grove	20	16	16	80%	18	90%
Alder Grove ELC	40	16	24	60%	31	78%
Hillsdale	80	20	57	71%	73	91%
North Avenue	120	19	60	50%	76	63%
Kennedy Estates	40	16	27	68%	31	78%
Phoenix Park	40	20	30	75%	40	100%
Auberry Park	40	16	32	80%	38	95%
La Verne Sterwart	40	20	28	70%	35	88%
Bannon Creek	80	20	66	83%	78	98%
Crossroad Gardens	40	20	32	80%	37	93%
Marina Vista ELC	20	20	12	60%	17	85%
Solid Foundation	80	20	59	74%	74	93%
Bright Beginnings	60	17	47	78%	57	95%
Hopkins Park	80	20	62	78%	78	98%
Fruitridge	80	20	66	83%	78	98%
Nedra Court	60	20	47	78%	56	93%

## SETA Head Start/Early Head Start

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

Period: May 2016

Full Day Classes						
			Present Only		Present/Excused	
Center Name	Funded Enrollment	Total Days	ADA	% ADA	ADA	%ADA
Northview	22	20	19	86%	22	100%
Hillsdale	44	20	34	77%	38	86%
Job Corp	22	21	18	82%	22	100%
Sharon Neese	44	21	36	82%	43	98%
Freedom Park	44	20	37	84%	42	95%
Marina Vista ELC	44	21	34	77%	42	95%
Crossroad Gardens	44	21	35	80%	42	95%
Mather	22	21	18	82%	22	100%
Norma Johnson	22	21	17	77%	22	100%
Phoenix Park	22	21	18	82%	22	100%
Elkhorn	22	20	19	86%	21	95%

## SETA Head Start/Early Head Start

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

Period: May 2016

Early Head Start Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	% ADA	ADA	%ADA
Job Corp	16	21	12	75%	14	88%
Marina Vista ELC	8	21	7	88%	8	100%
Northview	8	21	5	63%	7	88%
Sharon Neese	16	21	13	81%	16	100%
Elkhorn	16	21	14	88%	16	100%
Phoenix Park	8	21	8	100%	8	100%
Crossroad Gardens	8	21	6	75%	7	88%
Mather	14	21	10	71%	13	93%
Norma Johnson	8	21	6	75%	7	88%
Alder Grove Infant/Toddler Center	16	21	13	81%	15	94%

<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: 5/31/2016</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	10	6	0	16
Alder Grove ELC	1247B	15	5	10	0	15
Auberry Park	1238A	20	16	4	0	20
Auberry Park	1238B	18	16	2	0	18
Bannon Creek	1200A	19	13	6	2	21
Bannon Creek	1200B	19	14	5	6	25
Bannon Creek	1200C	20	11	9	1	21
Bannon Creek	1200D	20	15	5	2	22
Bright Beginnings	1201A	20	12	8	19	39
Bright Beginnings	1201C	20	15	5	10	30
Bright Beginnings	1201D	20	16	4	14	34
Crossroad Gardens	1242A	20	14	6	1	21
Crossroad Gardens	1242B	19	17	2	1	20
Crossroad Gardens	1242R	22	13	9	0	22
Crossroad Gardens	1242X	22	15	7	1	23
Elkhorn	1255A	20	19	1	0	20
Elkhorn	1255B	20	17	3	1	21
Elkhorn	1255C	20	19	1	0	20
Elkhorn	1255D	20	18	2	0	20
Elkhorn	1255X	22	19	3	2	24
Freedom Park	1239A	20	17	3	1	21
Freedom Park	1239B	20	15	5	2	22
Freedom Park	1239C	18	15	3	2	20
Freedom Park	1239D	20	16	4	1	21
Freedom Park	1239R	21	15	6	1	22
Freedom Park	1239X	21	17	4	1	22
Fruitridge	1216A	19	13	6	2	21
Fruitridge	1216B	20	16	4	0	20
Fruitridge	1216C	20	13	7	1	21
Fruitridge	1216D	20	18	2	2	22
Galt	1234A	20	11	9	0	20
Galt	1234B	20	14	6	0	20
Galt	1234C	20	16	4	0	20
Galt	1234D	20	18	2	0	20

Galt	1234E	20	3	17	1	21
Galt	1234F	20	14	6	0	20
Grizzly Hollow	1252A	20	18	2	10	30
Grizzly Hollow	1252B	18	15	3	8	26
Hillsdale	1228A	17	11	6	3	20
Hillsdale	1228B	18	12	6	2	20
Hillsdale	1228C	16	11	5	4	20
Hillsdale	1228D	18	12	6	2	20
Hillsdale	1228R	20	15	5	2	22
Hillsdale	1228X	20	18	2	0	20
Hopkins Park	1253A	19	16	3	1	20
Hopkins Park	1253B	20	15	5	0	20
Hopkins Park	1253C	19	15	4	1	20
Hopkins Park	1253D	19	12	7	1	20
Illa Collin	1221A	19	18	1	14	33
Illa Collin	1221B	18	13	5	9	27
Job Corp	1237X	23	18	5	1	24
Kennedy Estates	1240A	17	15	2	1	18
Kennedy Estates	1240B	17	16	1	1	18
La Verne Sterwart	1219A	16	10	6	2	18
La Verne Sterwart	1219B	19	14	5	1	20
Marina Vista ELC	1246A	18	15	3	2	20
Marina Vista ELC	1246R	21	13	8	0	21
Marina Vista ELC	1246X	22	16	6	0	22
Mather	1223A	19	9	10	3	22
Mather	1223B	20	15	5	0	20
Mather	1223C	19	15	4	2	21
Mather	1223D	19	14	5	1	20
Mather	1223X	22	20	2	0	22
Nedra Court	1244A	20	18	2	0	20
Nedra Court	1244B	16	9	7	2	18
Nedra Court	1244C	19	14	5	0	19
Norma Johnson	1214A	20	16	4	0	20
Norma Johnson	1214B	20	16	4	0	20
Norma Johnson	1214X	22	19	3	1	23
North Avenue	1256A	11	5	6	8	19
North Avenue	1256B	7	4	3	9	16
North Avenue	1256C	15	6	9	4	19

North Avenue	1256D	15	11	4	2	17
North Avenue	1256E	10	2	8	12	22
North Avenue	1256F	9	6	3	17	26
Northview	1224A	18	13	5	3	21
Northview	1224B	19	14	5	1	20
Northview	1224C	20	15	5	0	20
Northview	1224D	19	15	4	1	20
Northview	1224X	22	20	2	1	23
Phoenix Park	1248A	20	14	6	0	20
Phoenix Park	1248B	20	13	7	0	20
Phoenix Park	1248X	22	15	7	0	22
Sharon Neese	1249R	22	17	5	3	25
Sharon Neese	1249X	21	16	5	4	25
Solid Foundation	1254A	20	12	8	0	20
Solid Foundation	1254B	19	16	3	0	19
Solid Foundation	1254C	18	14	4	2	20
Solid Foundation	1254D	16	16	0	4	20
Strizek Park	1225A	19	15	4	4	23
Strizek Park	1225B	20	16	4	1	21
Vineland	1211A	20	16	4	13	33
Vineland	1211B	18	13	5	9	27
Walnut Grove	1235A	17	16	1	11	28
Alder Grove Infant/Toddler Center	1212M	8	8	0	0	8
Alder Grove Infant/Toddler Center	1212U	7	6	1	1	8
Crossroad Gardens	1242U	7	7	0	2	9
Elkhorn	1255M	8	7	1	0	8
Elkhorn	1255U	8	8	0	2	10
Job Corp	1237M	8	6	2	1	9
Job Corp	1237U	8	7	1	1	9
Marina Vista ELC	1246U	8	8	0	1	9
Mather	1223M	7	6	1	0	7
Mather	1223U	7	5	2	0	7
Norma Johnson	1214U	7	5	2	1	8
Northview	1224U	8	7	1	0	8
Phoenix Park	1248U	8	7	1	0	8
Sharon Neese	1249M	7	4	3	3	10
Sharon Neese	1249U	8	7	1	1	9
TOTALS for Head Start		1892	1426	466	270	2162

HS Totals	1778	
Drops w/in 30	257	
P/S Home Base	121	
Total	<b>2156</b>	
EHS Totals	114	
Drops w/in 30	13	
SCOE	37	
River Oaks	61	
EHS Home Base	150	
Total	<b>375</b>	
GRAND TOTAL	<b>2531</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: