

GOVERNING BOARD

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County of Sacramento

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DENISE LEE
Deputy Director

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

THOUGHT OF THE DAY: "You create your opportunities by asking for them."

~~Shakti Gawain

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

DATE: Tuesday, July 19, 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.

AGENDA

	<u>PAGE NUMBER</u>
I. <u>Call to Order/Roll Call/Review of Board Member Attendance</u>	1-5
➤ PAC Meeting Attendance Update	
➤ Introduction of Newly Seated Representatives	
II. <u>Consent Item</u>	
A. Approval of the Minutes of the June 21, 2016 Regular Meeting	6-10
III. <u>Action Item</u>	
A. Ratification of Submission of the Revised Head Start Extended Duration of Services Application to the Office of Head Start	11-12

IV.	<u>Information Items</u>	
A.	Presentation: Ms. Rivkah Sass, Sacramento Public Library	13
B.	Standing Information Items	14-24
➤	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	
C.	Governing Board Minutes – April 28, 2016	25-31
V.	<u>Committee Reports</u>	32-33
➤	Executive Committee Meeting Critique: 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	
VI.	<u>Other Reports</u>	34-50
➤	Chair’s Report	
➤	Policy Council Report(s): Ms. Natalie Craig, Ms. Thelma Adams, and Ms. Penelope Scott	
➤	Head Start Deputy Director’s Report – Ms. Denise Lee	
✓	Monthly Head Start Report (attached)	
➤	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	
✓	3 rd Quarter Unannounced Visit Charts	
•	<u>Martha Cisneros</u> - Health, Nutrition and Safe Environments Services	
•	<u>Karen Gonzales</u> - School Readiness, Special Education and Mental Health Services	
VII.	<u>Center Updates</u>	51
VIII.	<u>Discussion</u>	51
IX.	<u>Public Participation</u>	51
X.	<u>Adjournment</u>	

DISTRIBUTION DATE: WEDNESDAY, JULY 13, 2016

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

ITEM I - A – ROLL CALL

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

- ___ Vacant, Alder Grove I Head Start
- ___ Vacant, Alder Grove II Head Start
- ___ Vacant, Auberry Park Head Start
- ___ Vacant, Bannon Creek Head Start
- ___ Vacant, Crossroad Gardens Head Start
- ___ Vacant, Early Head Start (Home Base)
- ___ **Yesenia Rodriguez, Elkhorn Head Start**
- ___ Vacant, Freedom Park Head Start
- ___ **Andrea Larry, Fruitridge Head Start**
- ___ Vacant, Galt Head Start
- ___ Vacant, Grizzly Hollow
- ___ Vacant, Hillsdale Head Start
- ___ **Stacey Webster, Home Based Head Start**
- ___ Vacant, Home Base
- ___ **Thelma Adams, Hopkins Park Head Start**
- ___ Vacant, Illa Collin Head Start
- ___ Vacant, Job Corps Head Start
- ___ Vacant, Kennedy Estates Head Start
- ___ Vacant, LaVerne Stewart Head Start
- ___ Vacant, (Marie Cleveland's) Bright Beginning Head Start
- ___ Vacant, Marina Vista Early Learning Center
- ___ Vacant, Mather Head Start
- ___ Vacant, Nedra Court Head Start
- ___ Vacant, Norma Johnson Head Start
- ___ Vacant, North Avenue Head Start
- ___ **Natalie Craig, Northview Head Start**
- ___ Vacant, Parker Head Start
- ___ Vacant, Phoenix Park Head Start
- ___ Vacant, River Oak Center for Children
- ___ Vacant, Sharon Neese Early Learning Center
- ___ Vacant, Solid Foundation Head Start
- ___ Vacant, Strizek Park Head Start
- ___ Vacant, Vineland Head Start
- ___ **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"/> Emily Duarte, River Oak Center for Children
<input type="checkbox"/> Vacant, Alder Grove I Head Start
<input type="checkbox"/> Vacant, Bannon Creek Head Start
<input type="checkbox"/> Vacant, Crossroad Gardens Head Start
<input type="checkbox"/> Vacant, Freedom Park Head Start
<input type="checkbox"/> Vacant, Galt Head Start
<input type="checkbox"/> Vacant, Grizzly Hollow Head Start
<input type="checkbox"/> Vacant, Hillsdale Head Start
<input type="checkbox"/> Vacant, Illa Collin Head Start
<input type="checkbox"/> Vacant, Job Corps Head Start
<input type="checkbox"/> Vacant, Kennedy Estates Head Start
<input type="checkbox"/> Vacant, Marie Cleveland's Bright Beginnings
<input type="checkbox"/> Vacant, Marina Vista Early Learning Center

<input type="checkbox"/> Vacant, Mather Head Start
<input type="checkbox"/> Vacant, Nedra Court Head Start
<input type="checkbox"/> Vacant, Norma Johnson Head Start
<input type="checkbox"/> Vacant, North Avenue Head Start
<input type="checkbox"/> Vacant, Parker Head Start
<input type="checkbox"/> Vacant, Phoenix Park Head Start
<input type="checkbox"/> Vacant, Solid Foundation Head Start
<input type="checkbox"/> Vacant, Strizek Park Head Start
<input type="checkbox"/> Vacant, 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														
Vacant Seated	AG II														
Vacant Seated	AP														
Vacant Seated	BC														
Vacant Seated	CR														
Vacant Seated	EHS/HB														
Yesenia Rodriguez Seated 11/17	EL	X	AP		X		X	X	X	X					
Harmony Almaguer s/b/seated 1/19; seated 4/26	EP				E		U	X	X	U					
Andrea Larry Seated 4/26	FT							X	E	U					
Alejandra Placencia s/b/s 12/15; seated 3/15	E		U		E		X	X	X	U					
Vacant Seated	GH														
Vacant Seated	H														
Stacey Webster Seated 11/17	HB	X	X		X		U	X	X	E					
Vacant Seated	HB														
Vacant Seated	IC														
Thelma Adams Seated 3/15	HP						X	X	X	U					
Vacant Seated	JC														
Vacant Seated	JC														
Vacant Seated	K														
Vacant Seated	LVS														
Vacant Seated	MCBB														
Vacant Seated	MV														
Vacant Seated	M														
Marina Gallegos Seated 3/15	NA						X	E	E	U					
Vacant Seated	NC														
Vacant Seated	NJ														
Natalie Craig Seated 11/17	NV	X	E		X		X	X	X	E					
Vacant Seated	PA														
Vacant Seated	PP														
Emily Duarte Seated	RO														

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

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

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

** Ethics training with Policy Council

Special meeting

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

(Continued)

Head Start Center Abbreviations

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

Representative Abbreviations

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

Attendance Record Abbreviations

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

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE JUNE 21, 2016 REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the June 21, 2016 PAC meeting.

RECOMMENDATION:

Approve the minutes of the June 21, 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, June 21, 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 9:06 a.m. The Pledge of Allegiance was recited and Ms. McMillin read the thought of the day. Ms. Yesenia Rodriguez was asked to serve as Secretary and called the roll; a quorum was not established.

Members Present:

Kenneth Tate
Terri McMillin
Penelope Scott
Yesenia Rodriguez
Rafaela Casillas (arrived at 9:10 a.m.)

Members Absent:

Marina Gallegos (unexcused)
Andrea Larry (unexcused)
Calvin Sheppard (excused)
Natalie Craig (excused)
Stacey Webster (excused)
Alejandra Placencia (unexcused)
Thelma Adams (unexcused)
Harmony Almaguer (unexcused)

Members to be seated but absent:

Tammy Wilkerson (unexcused)

Ms. Casillas arrived at 9:10 a.m.

II. Consent Item

A. Approval of the Minutes of the May 17, 2016 Regular Meeting

Information items were reviewed while awaiting a quorum.

III. Information Items

A. Presentation: Salvation Army: Ms. Elizabeth Hudson: Tabled.

B. Standing Information Items

- PC/PAC Calendar of Events – Ms. McMillin reviewed the calendar of events.
- Parent, Family & Community Engagement - Events and Activities – Ms. Terri McMillin reviewed handouts provided to the members.

- PC/PAC Joint Parent Activity: June 7 – Sacramento History Museum & Underground Tour: Ms. Penelope Scott said it was a really great tour. It was nice to have a tour guide and the lunch was good. Mr. Tate enjoyed the tour guide as well. He attended a similar tour in Seattle.
 - Parent Leadership Institute: Ms. Scott really appreciated the trainer and it was very enlightening. Mr. Tate said this was his second time around and Ms. Crumpton lived up to his expectations. He was very pleased that the members who attended got to know each other better.
 - Parent/Staff Recognitions – None.
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Saurbourne stated that the July 12 budget meeting will be canceled. The financials are at 82.6% of the budget spent. Currently, the non-federal share is at 30.2%. All of the numbers look great so far. There were no questions about the expenditures.
 - Toastmasters Training – Ms. McMillin stated that this training has helped her immensely. Mr. Tate reported that the last meeting was June 3; he encouraged all members to attend.
 - Child Care Center Food Menu: No questions.
 - Community Resources – Parents/Staff: Ms. McMillin reviewed the GED class available at the Salvation Army. After the class, the Salvation Army pays for the testing. A question was asked whether the classes at the Center for Fathers and Families are offered by certified instructors and Mr. Silva replied that these classes are taught by certified instructors.
- C. Governing Board Minutes: No questions.

IV. Committee Reports

- Executive Committee Meeting Critique: Ms. McMillin reviewed the critique.
- Budget/Planning Committee: Ms. Scott reported out on the last committee meeting.
- Personnel/Bylaws Committee: Mr. Tate reported that the committee met June 15 to have a second review of the PAC bylaws. It is hoped that the modifications will be presented for action at the August PAC meeting.
- Men’s Activities Affecting Children Committee (MAACC): Mr. Tate stated that the next meeting is Friday. He received an e-mail from Mr. Silva that a Fishing Day is being planned; however, it has been decided to hold off due to low attendance. Mr. Silva reported that free fishing in the city occurs sporadically. The free fishing days will still occur although it will not be an MAACC event. For more information, go to www.sacramentofishinginthecity.org
There will be free fishing July 2 at 8:00 a.m. at Granite Bay Park and Howe Avenue Park. Mr. Tate stated that a MAACC BBQ is still being planned. Friday, June 24 is the next MAACC meeting
- Social/Hospitality Committee: Ms. McMillin reported on the last meeting where they discussed the End-of-Year Parent Appreciation Event. The event will be at

Shriners Hospital for Children. The committee also discussed the theme, colors and number of attendees.

- Parent Ambassador Report: Ms. McMillin expressed appreciation for Ms. Alma Hawkins' return to work.

V. Other Reports

- Chair's Report: No report.
- Policy Council Report(s): Mr. Tate reported on the last meeting. The PC has acted on a lot of personnel items at the PC meetings.
- Head Start Deputy Director's Report: Ms. Denise Lee expressed appreciation for those attending the meeting during the summer months. The COLA application was submitted to ACF. The Governing Board agreed to a 1.7% COLA across the board and the union ratified this action. COLA will beginning August 1. The remaining of the 1.8% will be utilized on associated operating costs such as lease COLA's and increased fringe. Ms. Belinda Malone and Mr. Robert Silva were thanked for participating in negotiations for a quick resolution. Ms. Lee reviewed the duration application which will extend days/hours of service for some Head Start children in the county. The grantee operated program was notified that there was a cap of 1,020 hours per year so staff has been re-tooling the application. Some of the sites listed in the application will be taken out, others will be added. It is expected that this application will be presented at the July meeting.
- Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, and ERSEA Services: No report.
 - Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services: No report.
 - Martha Cisneros - Health, Nutrition and Safe Environments Services: Ms. Cisneros reported that her unit processed 60 routings and referrals for all types of medical issues. SETA/Head Start has partnerships to ensure physicals for children and have been able to close out routings and referrals much quicker. Ms. Cisneros reviewed the Food Services report and stated that there was no loss of food from a power outage in May. There were generator companies on standby to ensure no food would be lost. At the recent MediCal DentiCal Advisory Committee, it was announced that the Dental Transformation Initiative for \$148 million went out for bid in California. Sacramento County will be applying for \$15 million over a course of five years; this could potentially go up to \$20 million. This is to be utilized to assist families to get preventative dental exams. It promotes our program and will be doing a letter of support for the Dental Transformation Initiative.
 - Karen Gonzales - School Readiness, Special Education and Mental Health Services: No report.

VI. Center Updates: None.

- VII. **Discussion**: Ms. Casillas stated that her last meeting will be in July; she starts college in August. Her center is going through the process of electing her replacement.
- VIII. **Public Participation**: None.
- X. **Adjournment**: The meeting was adjourned at 10:19 a.m.

ITEM III- A- ACTION

RATIFICATION OF SUBMISSION OF THE REVISED HEAD START
EXTENDED DURATION OF SERVICES APPLICATION TO THE
OFFICE OF HEAD START

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to ratify the submission of a revised application to the Office of Head Start (OHS) to extend the duration of services for Head Start preschool children in Sacramento County. The Policy Council and the SETA Governing Board approved the application on May 24, 2016 and June 2, 2016 respectively. However, additional clarification from the Regional Office of Head Start and final delegate application reviews resulted in modifications to the original application and funding levels submitted and approved by the boards.

The application has been revised to include changes for the SETA Operated Program, San Juan USD and WCIC. There were no changes to the Twin Rivers USD proposal. The chart below outlines the original application presented to the board and the changes that took place for each program in the final submission to OHS/ACF.

Original Proposal	Proposed Changes	Fiscal Impact of the Change
<p>SETA Operated Program:</p> <ul style="list-style-type: none"> - Nedra (20 @ 6 hours) - Marina Vista (20 @ 6 hours) - Parker (13 @ 6 hours) - North Avenue (20 @ 8 hours) - Solid Foundation (20 @ 6 hours) - Walnut Grove (40 @ 6 hours) - Vineland (40 @ 6 hours) - New location/TBD (40 @ 6 hours) <p>213 enrollment slots</p>	<ul style="list-style-type: none"> - Changed total SOP request from 213 to 160 enrollment slots (53 less) due to restrictions of 1,020 hours maximum. Final proposal included: <ul style="list-style-type: none"> - Vineland @ 40 (no change) - Walnut Grove @ 40 (no change) - Illa Collin @ 20 (added) - Kennedy Estates @ 20 (added) - New location @ 40 (no change) - Parker, Marina Vista and North Avenue have been approved for 2016-2017 with base funds. Increased duration will still take place but without new funds. - Solid Foundations and Nedra will be revisited at a later date should base funding be identified. 	<ul style="list-style-type: none"> - Requested amount slightly decreased due to reduction of enrollment slots and associated personnel, fringe and other operating costs
<p>San Juan USD:</p> <ul style="list-style-type: none"> - Pasadena (16 @ 6.5/3.5 hours) - Dyer Kelly (34 @ 6.5/3.5 hours) - Cottage (17 @ 6.5/3.5 hours) - Choices (17 @ 6.5/3.5 hours) <p>84 enrollment slots</p>	<ul style="list-style-type: none"> - The original model was 6.5 hours M-Th and 3.5 hours on Fri. The new model is now 6.5 hours/day M-F. - 5 support staff requested in the budget were eliminated from the request (did not meet funding criteria). 	<ul style="list-style-type: none"> - Requested amount was reduced due to the elimination of the support staff, including salary and fringe.

ITEM III-A – ACTION (continued)
Page 2

Original Proposal	Proposed Changes	Fiscal Impact of the Change
Twin Rivers USD: - Morey Avenue (29 @ 6 hours) - Smythe (12 @ 6 hours) - Joyce (16 @ 6 hours) - Rio Linda (38 @ 6 hours) - Woodlake (20 @ 6 hours) - New location (16 @ 6 hours) 131 enrollment slots	No changes	N/A
Women’s Civic Improvement Club: - Playmate (20 @ 8 hours) - WCIC/Main Office (20 @ 8 hours) 40 enrollment slots	- The proposed model was to increase from 3.5 hours to 8 hours per day. The revised proposal is 7.5 hours/day.	-- Requested budget amount was not affected by the change in service hours

The board approved 468 enrollment slots in the original board action. However, changes to the plan resulted in 415 enrollment slots for the extended duration application. These program changes resulted in the following budget changes:

	Original Budget Presented to the Board	Final Budget Submitted to OHS/ACF
Basic	\$3,201,754	\$2,457,839
Start-up	\$1,060,000	\$1,220,500
TOTAL	\$4,261,754	\$3,678,339

The application was submitted to the Office of Head Start on June 24, 2016. Programs are expected to hear by December 2016 with full implementation by Fall 2017.

Staff will be available to answer questions.

RECOMMENDATION:

Ratify the submission of the revised Head Start Extended Duration of Services application to the Office of Head Start to extend the duration of services to Head Start children in Sacramento County.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM IV-A – INFORMATION

PRESENTATION: MS. RIVKAH SASS, SACRAMENTO PUBLIC LIBRARY

BACKGROUND:

This provides an opportunity for Ms. Rivkah Sass, Executive Director of the Sacramento Public Library, to present an overview of services available at the library.

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>
Financial Literacy Workshop	Wednesday, July 20, 2016 Registration: 9:00 a.m. Training: 9:30 – 11:30 a.m. Shasta 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: Robert.Silva@seta.net
PC/PAC Social/Hospitality Committee	Wednesday, August 3, 2016 1:00 p.m. – 3:00 p.m. Olympus Room
PC Executive Committee	Friday, August 5, 2016 10:00 a.m. Olympus Room
PC/PAC Toastmasters Training	Friday, August 5, 2016 11:30 a.m. Shasta Room
PC/PAC Budget/Planning Committee	Tuesday, August 9, 2016 1:00 p.m. Oak Room
PC/PAC Personnel/Bylaws Committee	Thursday, August 11, 2016 9:00 a.m. Olympus Room
PC/PAC Parent Ambassador Committee	Friday, August 12, 2016 1:00 p.m. Olympus Room
PAC Executive Committee	Friday, August 19, 2016 9:00 a.m. Olympus Room

CALENDAR OF EVENTS

PC Executive Committee	Friday, August 26, 2016 9:00 a.m. Olympus Room
Men's Activities Affecting Children Committee	Friday, August 26, 2016 10:30 a.m. Redwood Room

August

2016

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1	2	3 1:00 p.m. Social/Hospitality Meeting Olympus Room	4	5 10:00 a.m. PC Executive Meeting Olympus Room 11:30 a.m. Toastmaster's Meeting Shasta Room	6
7	8	9 1:00 p.m. PC/PAC Budget/Planning Oak Room	10	11 9:00 a.m. Bylaws Committee Olympus Room	12 1:00 p.m. Parent Ambassadors Meeting Olympus Room	13
14	15	16 9:00 a.m. PAC Meeting SETA Board Room	17	18	19 9:00 a.m. PAC Executive Olympus Room	20
21	22	23 9:00 a.m. PC Meeting SETA Board Room	24	25	26 9:00 a.m. PC Executive Meeting Olympus Room 10:30 a.m. MAACC Meeting Olympus Room	27
28	29	30	31			

SETA HEAD START MENU

July 2016

Monday

Tuesday

Wednesday

Thursday

Friday

4 Breakfast Week 2
Milk
Apple, fresh
Multi Grain Flakes Cereal
Lunch
Milk
BBQ Beef Burger
Cantaloupe, fresh
Mixed Vegetables
Whole Wheat Bun
Snack
Oranges, fresh
Yogurt, Strawberry Banana

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

6 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

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

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

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

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

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

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

14 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

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

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

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

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

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

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

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

26 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

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

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

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

SETA HEAD START MENU

Julio 2016

Lunes

Martes

Miércoles

Jueves

Viernes

5	<u>Desayuno</u>	<u>Week 2</u>
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		

5	<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	

6	<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	

7	<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	

8	<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	

11	<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		

12	<u>Desayuno</u>
Milk	
Applesauce	
Waffles, sticks	
<u>Comida</u>	
Milk	
Beef, Ravioli	
Fresh Express Baby Spinach Sa	
Mini Whole Grain Buns	
Oranges, Fresh - Lunch	
<u>Bocadillo</u>	
Apple, fresh - snack	
Sun Butter	

13	<u>Desayuno</u>
Leche	
Bizcocho de Trigo Integral	
Durazno	
<u>Comida</u>	
Leche	
Frijoles Refritos	
Melón	
Jitomate Picado	
Tortilla de Trigo Integral	
<u>Bocadillo</u>	
Pan de Grano Integral	
Rebanada de Pavo	

14	<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	

15	<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	

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

19	<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 Integri	

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

21	<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 y Plátano	

22	<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	

25	<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		

26	<u>Desayuno</u>
Leche	
Manzana	
Cereal Cheerios de Grano Integri	
<u>Comida</u>	
Leche	
Frijoles Refritos	
Fresa	
Tanjarina o	
Salsa de Jitomate	
Tortilla de Trigo Integral	
<u>Bocadillo</u>	
Leche	
Ojuelas de Cereal Multigrano	

27	<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	

28	<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	

29	<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	

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 April 28, 2016 meeting.

NOTES:

**SPECIAL 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 28, 2016
10:30 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:30 a.m. Mr. Nottoli 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 10:50 a.m.)
Don Nottoli, Member, Board of Supervisors

II. Consent Items

- A. Minutes of the April 7, 2016 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Submit an Application to the California Workforce Development Board for Workforce Innovation and Opportunity Act Regional Implementation, Innovation, Technical Assistance, Training and Evaluation Funds and Authorize the Executive Director to Execute the Agreement and any other Documents Required by the Funding Source
- D. Approval to Submit an Application in Response to the California Employment Development Department (EDD) Disability Employment Accelerator (DEA) Grant Opportunity and Authorize the Executive Director to Execute the Agreement and any Other Documents Required by the Funding Source
- E. Ratification of the Submission of the Workforce Accelerator Application to the California Workforce Development Board and Authorize the Executive Director to Execute the Agreement and any other Documents Required by the Funding Source
- F. Approval to Accept Funds from the California Workforce Development Board to Continue the Supervised Population Workforce Training Program and Authorize the Executive Director to sign the Agreement and any Other Documents Required by the Funding Source

The consent items were reviewed; no questions or corrections.

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

- A. Approve the minutes of the April 7, 2016 meeting.
- B. Approve claims and warrants for the period 4/1/16 through 4/21/16.
- C. Approve the submission of a proposal to the CWDB for WIOA Regional Implementation, Innovation, Technical Assistance, Training and Evaluation funds in the amount of \$250,000 and authorize the SETA Executive Director to execute the agreement and any other documents required by the funding source.
- D. Approve the submission of a proposal to EDD for Disability Employment Accelerator (DEA) funding in the amount of \$150,000 for an 18-month project period and authorize the SETA Executive Director to execute the agreement and any other documents required by the funding source.
- E. Ratify the submission of the Workforce Accelerator Fund 3.0 grant application requesting \$150,000 to the California Workforce Development Board and authorize the Executive Director to execute the agreement and any other documents required by the funding source.
- F. Approve the acceptance of \$235,000 from the California Workforce Development Board and the Employment Development Department (EDD) for the Supervised Population Workforce Training Grant Program, and authorize the Executive Director to sign this agreement, and any other documents required by the funding source.

Roll call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Warren)

III. Action Items

A. GENERAL ADMINISTRATION/SETA: None.

B. WORKFORCE DEVELOPMENT DEPARTMENT

One Stop Services: None.

Community Services Block Grant: None.

Refugee Services:

1. Termination of Hmong Women's Heritage Association's Delegate Refugee Social Services (RSS) Agreement and Approval of Augmentation Recommendations for the Refugee Social Services (RSS) Program, Program Year (PY) 2015-2016 and Reallocation of RSS Funds made Available by the Termination

Ms. Michelle O'Camb seeks approval to terminate the Hmong Women's Heritage Association's delegate agreement. This program is no longer operational and their doors are closed. If this item is approved \$20,000 will be made available for reallocation to other service providers. Ms. O'Camb reviewed the recommended funding amounts. The service providers provide services to different numbers of people with varying costs per participant.

Moved/ Schenirer, second/Kennedy, to terminate the Hmong Women's Heritage Association's Delegate Refugee Social Services agreement and approve the augmentation recommendations for the RSS program, Program Year 2015-2016, as outlined in the board packet.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent 1 (Warren)

C. CHILDREN AND FAMILY SERVICES

Ms. Denise Lee reviewed all Head Start items together. Ms. Robyn Caruso and Ms. D'et Saurbourne were commended for their work on the grant documents for Head Start and Early Head Start.

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

This is the document that assists staff in planning programs for the coming school year. The PIP will continue the support of teaching staff as well as board members. The Health/Nutrition and Safe Environment systems will be enhanced. Staff will work throughout the year to ensure full enrollment.

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

The budget presented in the amount of \$51,057,991 will provide services to 4,660 Head Start children and 681 children in full and part-day classes. The program offers home base services to families and pregnant women.

3. Approval of Program Year 2016-2017 Head Start/Early Head Start Refunding Application
4. Approval of 2016-2017 Sacramento County Program Options/Grantee and Delegate Agencies

There are 118 centers county-wide with 253 classrooms. The grant is operated in partnership with five delegate agencies. There are three changes in the SETA Operated Program. The Walnut Grove center will move to the Walnut Grove elementary school campus into a newer facility previously operated by First Five Sacramento. There are currently 20 slots provided and this will be increased to 40 slots in the new location.

The Parker Avenue center renovations have been completed and a new playground installed. This center will serve 20 children beginning May 21.

In addition, the North Avenue Early Learning Center is located in the Del Paso Heights area. There are no slots in the area for infants/toddlers. Staff is requesting approval to change 40 part-day preschool slots at North Avenue into eight infant/toddler slots. The conversion of slots is not equal since infant/toddler slots require substantially more funds to run.

5. 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 stated that this grant supports parents and staff in the provision of state-of-the-art training opportunities. Staff receives coaching to improve their teaching skills.

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

Staff was notified of a 1.8% COLA increase which will equate to an increase of \$950,000 for HS/EHS and the Child Care Partnership grant. This increase is county-wide and will be earmarked for staff salaries/fringe benefits and other operating costs. Staff will present a plan for the use of the COLA funds at the June 2 Governing Board meeting.

Mr. Warren arrived at 10:50 a.m.

There has been a lot of discussion of expanding the school day to six hours. ACF release \$294 million nationwide to expand the day or year to equal 1,020 hours of academic time for children. The proposal is due in June and staff will present this for approval on June 2 as well.

Moved/Schenirer, second/Kennedy, to approve Items III-C 1-6 as follows:

1. 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.
2. 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.
3. Approve the Program Year 2016-2017 Head Start/Early Head Start Refunding Application.
4. Approve 2016-2017 Sacramento County Program Options for the Grantee and Delegate Agencies.
5. Approve the Program Year 2016-2017 Head Start/Early Head Start Training/Technical grant application as aligned with established five-year goals and objectives.
6. 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.

Roll call vote:

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

Nay: 0

Abstentions: 0

IV. Information Items

- A. Fiscal Monitoring Reports: No questions.
- B. Employer Success Stories and Activity Report: No additional report.
- C. Dislocated Worker Update: Mr. Nottoli asked about the WARN notice received from Intel; Mr. Walker stated that SETA staff has reached out to Intel. Intel works with an out-placement organization to assist their dislocated staff. Their goal is to get people back into employment so Intel does not share information on their unemployed people.
- D. Unemployment Update/Press Release from the Employment Development Department: Mr. Warren asked if there were any particular community that is lagging behind in the region. Mr. Roy Kim reviewed the LMI report that shows the breakdown of the local communities. Many of the unemployment rates that were double digits are going down. Mr. Warren requested supplemental information to help him identify the stubborn areas throughout the city that are chronic for unemployment issues. Mr. Kim will make the request to EDD. This information will be utilized to identify problem areas so resources can be redirected.
- E. Head Start Reports: No additional report.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick thanked board members for adjusting their schedules. The June 2 agenda will be extremely busy and may go over the two hours. It was agreed that the June 2 meeting will begin at 9:30 a.m.; staff will confirm this with board members' administrative staff.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No comments.

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

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9:

One potential case

The board went into closed session at 11:01 a.m. The board went back into open session at 11:07 a.m.; Mr. Larry Larsen stated that there was no report out of closed session

VII. Adjournment: The meeting was adjourned at 11:07 a.m.

ITEM V – COMMITTEE REPORTS

COMMITTEE REPORTS

➤ Executive Committee

Critique of the June 21, 2016 Parent Advisory Committee meeting.

GOOD!!!
Thank you Ms. Ms. Denise Lee for the update on the COLA and the proposed Head Start Extended Duration of Services changes.
Thank you Ms. Ms. Debra Crumpton for the valuable and captivating Parent Leadership Training.
Welcome Ms. Alma Walton Hawkins!
Thank you to Ms. Terri McMillin, Chair, for a well-facilitated meeting.
NEEDS IMPROVEMENT
ATTENDANCE. Please make every effort to attend board meetings and committee meetings.
If you will be late or will not attend the PAC board meetings, please call or e-mail Terri McMillin, Chair, Marie Desha, or Nancy Hogan.
REMINDERS
Please be on time and be seated by 8:50 a.m.
Please turn off <u>all</u> electronic devices.
No eating in the Board room.
Please remember to use point of privilege and be recognized by the Chair before leaving your seat.

➤ Personnel/Bylaws Committee

➤ Men's Activities Affecting Children Committee

ITEM V – COMMITTEE REPORTS (continued)
Page 2

➤ Social/Hospitality Committee

➤ Parent Ambassadors Committee

ITEM VI
OTHER REPORTS

BACKGROUND:

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

- Chair's Report
- Policy Council Report(s): Ms. Natalie Craig, Ms. Thelma Adams, Ms. Penelope Scott
- Head Start Deputy Director's Report – Ms. Denise Lee
- Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, and ERSEA Services
 - Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services
✓ 3rd Quarter Unannounced Visit Charts
 - 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 Operation

During the month of June, the program operation team continued the “Summer Series.” The Summer Series consisted of six evening trainings that focused on “recharging” teachers’ batteries. Open to all teaching staff; those choosing to participate were provided with dinner and compensated for attendance.

The first of the final three trainings, “Ooey-Gooey Science”, was held on June 14th with 65 teachers in attendance. Teachers explored hands on ways to infuse sensory and science into their everyday classroom routine. The training was led by Program Officers, Kelly Sprake and Megan Berridge. The second topic, “Inspiring Minds,” was held on June 21st, with 29 teachers in attendance. The training was led by Education Coordinators, Denise Gale and Susan Garland. During the training, teachers explored different open ended approaches that support learning across all domains. The final training, “Care for the Caregiver”, was held on June 28th and focused on sharing and receiving ideas for managing stress and finding a sense of balance. During the training, led by Nikki Hill, teachers explored symptoms of burn out and ways to create a fun and uplifting work environment.


Health, Nutrition, and Safe Environments

The Health, Nutrition, and Safe Environments (HNS) Unit has been continuing to follow up on routings and referrals from centers. Routings and referrals range from creating asthma care plans to processing special diet plans and conducting large scale dental treatment referrals; on average, staff close out 60-80 a month. HNS staff are also working on organizing all material to support the centers that will be starting in August in addition to providing continuous support to our year round sites.

The HNS unit would also like to welcome Megan Guerrero, our new Parent Intern. Megan will be assisting the HNS unit with data entry, health and safety kits inventory, as well as updating some of our tracking logs.

Program Support Services

Quality Assurance Monitoring Unit. QA Unit monitored SJUSD EHS Home-Based Program and SCUSD HS and EHS Home-Based Programs on June 13-30, 2016. Individual reports are being finalized and a program summary report will be available mid-July. SETA-Operated (SOP) Program centers were monitored in May and site-based exit/feedback meetings with center staff are being scheduled.



Unannounced Safety and Supervision Visits. SCUSD Head Start and SETA-Operated Program Head Start that operate 12-month Head Start classes will continue to receive unannounced safety and supervision visits from Program Support Services/Quality Assurance Unit staff in June and July. Other Delegates have already closed programs for the summer and resume classes in August.

PIR 2016 Reports from Delegate Agencies and Partners have been received by PSS Unit Program Officer and are being reviewed by internal staff prior to ACF submission.

Family Engagement

The Family Engagement unit recently sponsored a parent forum titled: Bridging the Achievement Gap, facilitated by Dr. Rex Fortune. We had parents from nine different preschools, who all had children ranging in age from 0-5. This was a two-part forum which discussed ways of bridging the achievement gap for low income, minority families. The families were able to engage in 12 parenting practices based on research on high performing, high minority California public schools. What was especially helpful was research on the effects of school attendance patterns on student academic achievement, provided by Symia Stigler, the former Executive Director of the Attendance Institute. 85% of the parents who attended the forums said that they would be using the Parenting Practices book, to continue to work with their child(ren) in order to improve academic achievement. Similarly, parents responded to the question about school attendance research, and stated that the information will affect their efforts to get their children to school on time and in school every day. 91% of the parents said they would be very likely to recommend this kind of Parent Forum, to a friend.

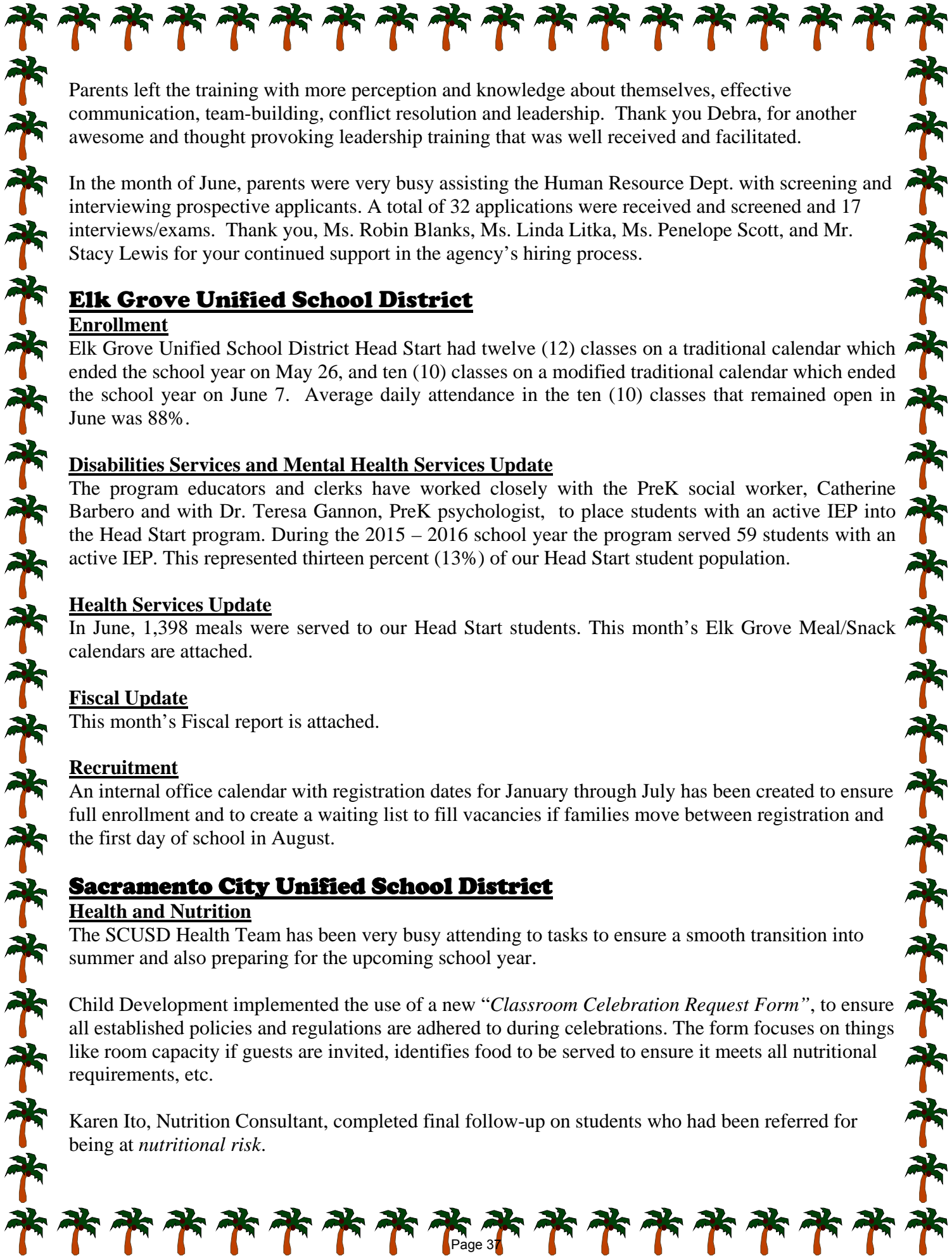
SETA Head Start will continue to look for ways to engage with, and provide training, information, and services that parents find valuable. We are very happy that those in attendance found this to be so helpful and informative.

Governance

The Annual Parent Leadership Institute was held on Friday, June 10 in the SETA Board Room. The theme was “*Developing the Leader in You.*” The purpose of the training was to introduce tools to parents that will assist in developing and enhancing their leadership skills and bring out the best qualities in them as a leader and team player.

Parents were honored to welcome back Debra Crumpton to facilitate the leadership training. Parents were highly impressed with her training last year and asked if she would be extended an invitation to train again this year. Once again, parents found her training style to be powerful, captivating, enlightening and valued. Debra’s high level of energy, great sense of humor, positive interactions and her ability to connect with parents on all levels, totally captured her audience. Debra’s focus of training was effective communication, knowing how to identify the leader within and conflict management. Parents engaged in various exercises such as:

- Define what a leader is and leadership characteristics
- Discover who you are as a leader and how you are perceived when interacting with others
- Understand the importance of team building: knowing your role, collaborating and cooperating, being accountable, and all desiring the same outcome
- Identify the characteristics of effective communication, and how to recognize and resolve conflict



Parents left the training with more perception and knowledge about themselves, effective communication, team-building, conflict resolution and leadership. Thank you Debra, for another awesome and thought provoking leadership training that was well received and facilitated.

In the month of June, parents were very busy assisting the Human Resource Dept. with screening and interviewing prospective applicants. A total of 32 applications were received and screened and 17 interviews/exams. Thank you, Ms. Robin Blanks, Ms. Linda Litka, Ms. Penelope Scott, and Mr. Stacy Lewis for your continued support in the agency's hiring process.

Elk Grove Unified School District

Enrollment

Elk Grove Unified School District Head Start had twelve (12) classes on a traditional calendar which ended the school year on May 26, and ten (10) classes on a modified traditional calendar which ended the school year on June 7. Average daily attendance in the ten (10) classes that remained open in June was 88%.

Disabilities Services and Mental Health Services Update

The program educators and clerks have worked closely with the PreK social worker, Catherine Barbero and with Dr. Teresa Gannon, PreK psychologist, to place students with an active IEP into the Head Start program. During the 2015 – 2016 school year the program served 59 students with an active IEP. This represented thirteen percent (13%) of our Head Start student population.

Health Services Update

In June, 1,398 meals were served to our Head Start students. This month's Elk Grove Meal/Snack calendars are attached.

Fiscal Update

This month's Fiscal report is attached.

Recruitment

An internal office calendar with registration dates for January through July has been created to ensure full enrollment and to create a waiting list to fill vacancies if families move between registration and the first day of school in August.

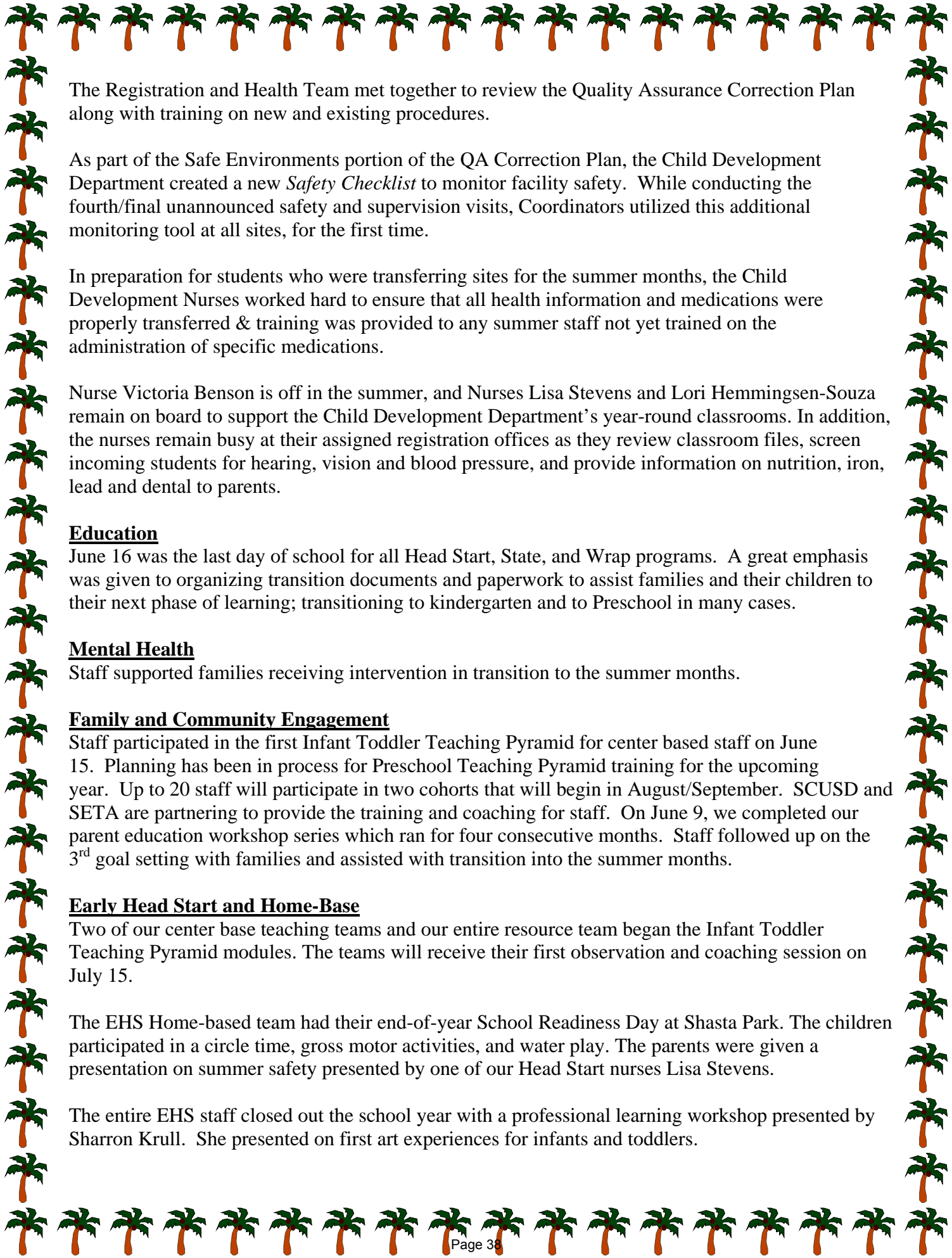
Sacramento City Unified School District

Health and Nutrition

The SCUSD Health Team has been very busy attending to tasks to ensure a smooth transition into summer and also preparing for the upcoming school year.

Child Development implemented the use of a new "*Classroom Celebration Request Form*", to ensure all established policies and regulations are adhered to during celebrations. The form focuses on things like room capacity if guests are invited, identifies food to be served to ensure it meets all nutritional requirements, etc.

Karen Ito, Nutrition Consultant, completed final follow-up on students who had been referred for being at *nutritional risk*.



The Registration and Health Team met together to review the Quality Assurance Correction Plan along with training on new and existing procedures.

As part of the Safe Environments portion of the QA Correction Plan, the Child Development Department created a new *Safety Checklist* to monitor facility safety. While conducting the fourth/final unannounced safety and supervision visits, Coordinators utilized this additional monitoring tool at all sites, for the first time.

In preparation for students who were transferring sites for the summer months, the Child Development Nurses worked hard to ensure that all health information and medications were properly transferred & training was provided to any summer staff not yet trained on the administration of specific medications.

Nurse Victoria Benson is off in the summer, and Nurses Lisa Stevens and Lori Hemmingsen-Souza remain on board to support the Child Development Department's year-round classrooms. In addition, the nurses remain busy at their assigned registration offices as they review classroom files, screen incoming students for hearing, vision and blood pressure, and provide information on nutrition, iron, lead and dental to parents.

Education

June 16 was the last day of school for all Head Start, State, and Wrap programs. A great emphasis was given to organizing transition documents and paperwork to assist families and their children to their next phase of learning; transitioning to kindergarten and to Preschool in many cases.

Mental Health

Staff supported families receiving intervention in transition to the summer months.

Family and Community Engagement

Staff participated in the first Infant Toddler Teaching Pyramid for center based staff on June 15. Planning has been in process for Preschool Teaching Pyramid training for the upcoming year. Up to 20 staff will participate in two cohorts that will begin in August/September. SCUSD and SETA are partnering to provide the training and coaching for staff. On June 9, we completed our parent education workshop series which ran for four consecutive months. Staff followed up on the 3rd goal setting with families and assisted with transition into the summer months.

Early Head Start and Home-Base

Two of our center base teaching teams and our entire resource team began the Infant Toddler Teaching Pyramid modules. The teams will receive their first observation and coaching session on July 15.

The EHS Home-based team had their end-of-year School Readiness Day at Shasta Park. The children participated in a circle time, gross motor activities, and water play. The parents were given a presentation on summer safety presented by one of our Head Start nurses Lisa Stevens.

The entire EHS staff closed out the school year with a professional learning workshop presented by Sharron Krull. She presented on first art experiences for infants and toddlers.



Special Education

Child Development has served 167 preschoolers with IEPs and 23 babies with IFSPs. In addition, Special Education speech therapists have served 22 students with response to intervention (RTI) or multi-tiered support system (MTSS) without having an IEP. The 10-month school-year ended with many pending IEPs taking place and some calendared for early fall. We are looking forward to next year with 5 full inclusion sites: Baker, Cohen, and Kemble with Special Education; and Johnson and Warren with SCOE.

San Juan Unified School District

Education Services Update

The last day of school for children was June 2nd. Teachers invited families to celebrate their children's accomplishments this week by participating in end-of-the-year parties and promotion ceremonies. Families were given a variety of their children's work samples as mementos representing the year's preschool learning. Teachers said their goodbyes to those students who will be moving on to kindergarten next year, and a "happy summer" to those who will be returning in the fall.

Disabilities Services Update

The Disabilities Team was actively involved in Care Management work, which started with the Screening process in mid-June. Several referrals have already been generated, and the needs of families in other areas are being addressed within 24 hours. In addition to Care Management, the team prepared forms, documents, and tracking systems for the new school year.

Mental Health Services Update

The Mental Health Therapist provided support to the Kindergarten Readiness summer camp program. Kinder-bound students were given social/emotional tools in order to help them succeed when they begin school in the fall. Parents were also provided with workshops on Limit Setting and Healthy Attachments.

Health & Nutrition Services Update

Health finalized the reviews of students' health, nutrition, immunization status, and Child Plus data entry for children who were enrolled in the 2015-2016 school year. The School Nurse continued to complete and update Individualized Student Health Plans for those students who have health concerns and are returning for the 2016-2017 school year. Health also worked on forms, handbooks, and other documentation and information that will be needed for re-enrollment during the summer. The team completed the PIR report. Health began screening three days a week in preparation for the start of the 2016-2017 school year.

Family and Community Partnerships Update

At the beginning of the month, staff said goodbye to their 5 year olds who will be transferring to kindergarten in the fall. Many classes had end-of-the year picnics where parents and children enjoyed their last day in preschool sharing food and memories with teachers and friends. June began with the closure of the 2015-2016 school year and moved quickly into gearing up for the 2016-2017 school year. Staff called new and returning families to complete their children's preschool registration for both part-day HS and WRAP programs. As part of the registration process, staff also began screening students. Parents completed ASQs, ASQ-SEs and Head Start Family Partnership Worksheets as part of the process. This will allow the Early Childhood Education team to provide needed services and resources to families before they even enter the classroom.



Program Support/Staff Training Update

On June 3rd, teachers closed up their classrooms for the summer and then attended an End-of-the-Year Celebration. Many took advantage of the time to share successes and funny/touching stories about their classes, and to bond with fellow teachers over the completion of another exciting school year. Retiring teachers were honored at this event and bid a fond farewell. Teachers also submitted their end-of-the-year paperwork before beginning their summer vacations. There were no trainings in the month of June.

Fiscal Update

The fiscal department of Head Start and Early Head Start was very busy during the month of June. The team submitted the applications for the 1.8% COLA for 2016-2017 and completed the Duration Grant application for Head Start. They worked on closing this fiscal year and adjusted the budget for next year to reflect the redesign changes in ECE. This process will continue into next month as the ECE grant year closes July 31st.

Early Head Start

This month, the two 10 month EHS programs finished classroom services on June 3rd and switched to home visits for toddlers and their families starting June 6th. Also on June 3rd, infant/toddler staff joined with preschool staff in an end-of-the-year celebration at the main ECE office. The 12 month programs settled into their summer routines, and EHS support staff worked on projects for next year while preparing for upcoming staffing changes and interviews for new staff.

Twin Rivers Unified School District

No report this month.

WCIC

No report this month.

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

None to report.

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2015 to 2016

Period: June 2016

Part Day Classes						
			Present Only		Present/Excused	
Center Name	Funded Enrollment	Total Days	ADA	% ADA	ADA	%ADA
Galt	120	21	82	68%	118	98%
Hillsdale	80	21	39	49%	61	76%
Crossroad Gardens	40	21	29	73%	39	98%
Elkhorn	80	21	58	73%	74	93%
Strizek Park	40	20	27	68%	39	98%
Marina Vista ELC	20	21	10	50%	14	70%
Norma Johnson	40	21	29	73%	37	93%
Phoenix Park	40	21	25	63%	39	98%
La Verne Sterwart	40	21	24	60%	33	83%
Freedom Park	80	21	43	54%	61	76%
Bannon Creek	80	21	55	69%	77	96%
Fruitridge	80	21	58	73%	71	89%
Hopkins Park	80	21	52	65%	78	98%
Nedra Court	60	21	42	70%	55	92%
Solid Foundation	80	21	54	68%	70	88%
Parker	16	21	8	50%	9	56%
Mather	80	21	48	60%	66	83%
Northview	80	21	50	63%	77	96%

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2015 to 2016

Period: June 2016

Full Day Classes						
			Present Only		Present/Excused	
Center Name	Funded Enrollment	Total Days	ADA	% ADA	ADA	%ADA
Sharon Neese	44	22	30	68%	38	86%
Job Corp	22	22	15	68%	20	91%
Elkhorn	22	21	17	77%	19	86%
Hillsdale	44	21	24	55%	31	70%
Norma Johnson	22	22	16	73%	21	95%
Northview	22	21	17	77%	22	100%
Freedom Park	44	21	30	68%	37	84%
Phoenix Park	22	22	16	73%	22	100%
Mather	22	22	17	77%	20	91%
Crossroad Gardens	44	22	32	73%	40	91%
Marina Vista ELC	44	22	28	64%	42	95%

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2015 to 2016

Period: June 2016

Early Head Start Classes						
			Present Only		Present/Excused	
Center Name	Funded Enrollment	Total Days	ADA	% ADA	ADA	%ADA
Norma Johnson	8	22	5	63%	8	100%
Sharon Neese	16	21	11	69%	15	94%
Mather	14	22	10	71%	13	93%
Job Corp	16	22	12	75%	15	94%
Marina Vista ELC	8	22	7	88%	8	100%
Northview	8	21	6	75%	8	100%
Alder Grove Infant/Toddler Center	16	22	11	69%	14	88%
Phoenix Park	8	22	7	88%	8	100%
Crossroad Gardens	8	21	7	88%	8	100%
Elkhorn	16	22	12	75%	16	100%

SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 6/30/2016						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Bannon Creek	1200A	20	15	5	2	22
Bannon Creek	1200B	20	11	9	2	22
Bannon Creek	1200C	19	13	6	3	22
Bannon Creek	1200D	20	16	4	1	21
Crossroad Gardens	1242A	20	11	9	0	20
Crossroad Gardens	1242B	20	16	4	0	20
Crossroad Gardens	1242R	20	15	5	4	24
Crossroad Gardens	1242X	22	20	2	2	24
Elkhorn	1255A	18	15	3	4	22
Elkhorn	1255B	19	13	6	3	22
Elkhorn	1255C	16	14	2	8	24
Elkhorn	1255D	20	13	7	0	20
Elkhorn	1255X	19	14	5	6	25
Freedom Park	1239A	11	9	2	11	22
Freedom Park	1239B	17	14	3	4	21
Freedom Park	1239C	11	7	4	9	20
Freedom Park	1239D	19	13	6	3	22
Freedom Park	1239R	20	16	4	5	25
Freedom Park	1239X	21	17	4	1	22
Fruitridge	1216A	19	15	4	6	25
Fruitridge	1216B	20	14	6	4	24
Fruitridge	1216C	19	14	5	6	25
Fruitridge	1216D	19	13	6	5	24
Galt	1234A	20	16	4	2	22
Galt	1234B	20	15	5	1	21
Galt	1234C	19	16	3	5	24
Galt	1234D	20	12	8	2	22
Galt	1234E	18	12	6	4	22
Galt	1234F	20	8	12	4	24
Hillsdale	1228A	16	9	7	3	19
Hillsdale	1228B	20	12	8	1	21
Hillsdale	1228C	16	7	9	3	19
Hillsdale	1228D	15	7	8	7	22
Hillsdale	1228R	21	12	9	5	26

Hillsdale	1228X	16	8	8	5	21
Hopkins Park	1253A	17	8	9	3	20
Hopkins Park	1253B	20	14	6	2	22
Hopkins Park	1253C	20	14	6	0	20
Hopkins Park	1253D	20	14	6	0	20
Job Corp	1237X	20	17	3	4	24
La Verne Sterwart	1219A	15	10	5	1	16
La Verne Sterwart	1219B	19	16	3	2	21
Marina Vista ELC	1246A	16	12	4	5	21
Marina Vista ELC	1246R	21	16	5	1	22
Marina Vista ELC	1246X	21	17	4	2	23
Mather	1223A	15	10	5	7	22
Mather	1223B	19	13	6	4	23
Mather	1223C	16	9	7	4	20
Mather	1223D	14	13	1	6	20
Mather	1223X	20	14	6	4	24
Nedra Court	1244A	20	14	6	1	21
Nedra Court	1244B	15	6	9	1	16
Nedra Court	1244C	19	12	7	2	21
Norma Johnson	1214A	19	13	6	3	22
Norma Johnson	1214B	20	17	3	1	21
Norma Johnson	1214X	21	17	4	3	24
Northview	1224A	19	15	4	5	24
Northview	1224B	20	16	4	3	23
Northview	1224C	19	11	8	2	21
Northview	1224D	18	9	9	2	20
Northview	1224X	22	18	4	2	24
Parker	1207E	11	8	3	0	11
Phoenix Park	1248A	18	13	5	4	22
Phoenix Park	1248B	20	13	7	2	22
Phoenix Park	1248X	21	16	5	2	23
Sharon Neese	1249R	21	17	4	4	25
Sharon Neese	1249X	21	17	4	5	26
Solid Foundation	1254A	20	11	9	1	21
Solid Foundation	1254B	19	19	0	0	19
Solid Foundation	1254C	18	8	10	1	19
Solid Foundation	1254D	18	10	8	1	19
Strizek Park	1225A	20	17	3	4	24

Strizek Park	1225B	20	9	11	0	20
Alder Grove Infant/Toddler Center	1212M	8	7	1	1	9
Alder Grove Infant/Toddler Center	1212U	7	5	2	1	8
Crossroad Gardens	1242U	8	8	0	0	8
Elkhorn	1255M	7	3	4	1	8
Elkhorn	1255U	8	4	4	1	9
Job Corp	1237M	8	7	1	1	9
Job Corp	1237U	8	6	2	0	8
Marina Vista ELC	1246U	8	7	1	0	8
Mather	1223M	6	6	0	2	8
Mather	1223U	7	6	1	0	7
Norma Johnson	1214U	8	4	4	1	9
Northview	1224U	8	6	2	0	8
Phoenix Park	1248U	8	7	1	0	8
Sharon Neese	1249M	7	4	3	2	9
Sharon Neese	1249U	8	5	3	1	9
TOTALS for Head Start		1476	1040	436	236	1712
HS Totals	1362					
Drops w/in 30	225					
P/S Home Base	101					
Total	1688					
EHS Totals	114					
Drops w/in 30	11					
SCOE	38					
River Oaks	60					
EHS Home Base	162					
Total	385					
GRAND TOTAL	2073					

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
SETA operated	2028	244	12%	369	86	23%
Twin Rivers USD	233	38	16%			
Elk Grove USD	440	59	13%			
Sac City USD	1211	167	14%	144	23	16%
San Juan USD	668	104	16%	160	25	16%
WCIC	120	16	13%			
EHS CCP				84	4	5%
COUNTY TOTAL	4700	628	13%	757	138	18%

AFE: Annual Funded Enrollment



SETA Head Start Food Service Operations Monthly Report *June 2016

June 1st - On Call Cook/Driver Interviews completed by Martha & Connie.

June 6th - CACFP Review Entrance.
WCIC Playmate's last day.
The Parker Center Opens.

June 8th - New Five Week Menu Cycle approved by Susan Jaffee, Registered Dietitian.

June 10th - Central Kirchen visit by Allison Noren and John Allen from HR.

June 15th - CACFP Auditors visit the Central Kitchen.
Six EHS Classes closed for training.

June 17th - The Parker Center is closed due to construction.

June 24th - The Strizek Center is closed for door repairs.

Meetings & Trainings:

The Food Service Staff met with Martha Cisneros on June 30th at Plaza Del Paso –
Items discussed immunizations and communication.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
34,220	21,510	22,000	320

Total Amount of Meals and Snacks Prepared 78,050

Purchases:

Food	\$64,418.28
Non - Food	\$17,352.02

Building Maintenance and Repair: \$160.00

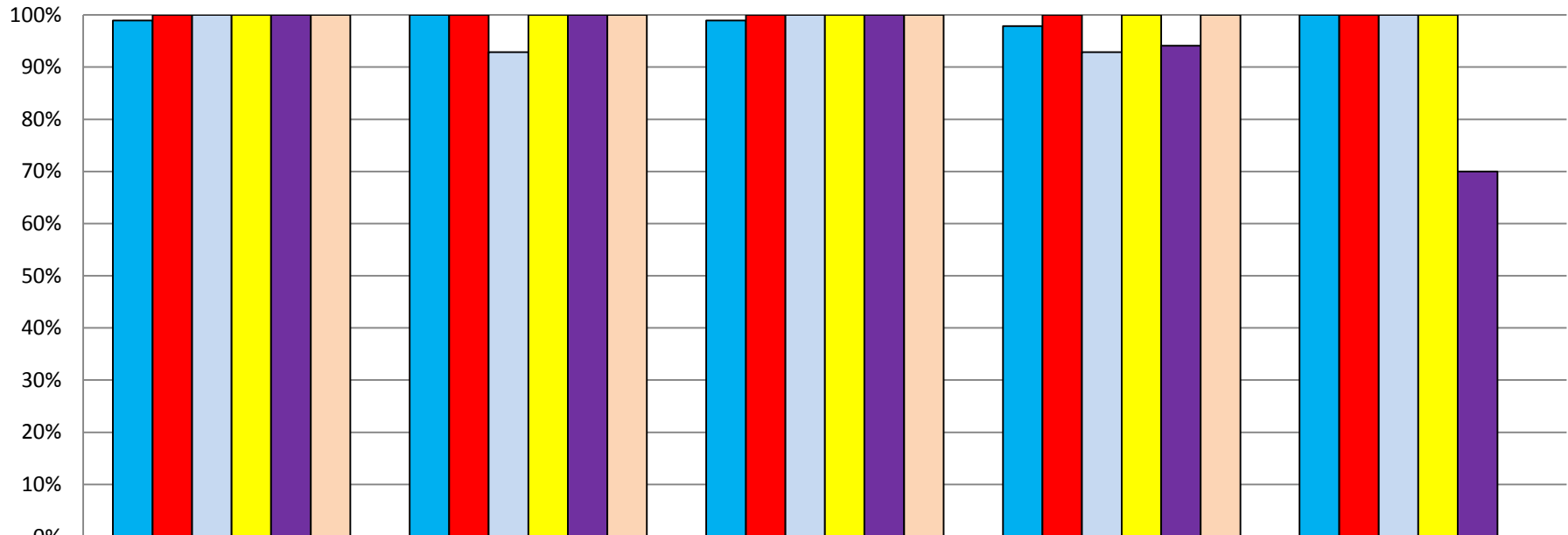
Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$220.00

Vehicle Maintenance and Repair : \$2,892.50

Vehicle Gas / Fuel: \$1,646.62
Normal Delivery Days 22

Unannounced Safety and Supervision Visits Conducted by Delegates and SOP 2/6/16 - 5/31/16 Compliance %

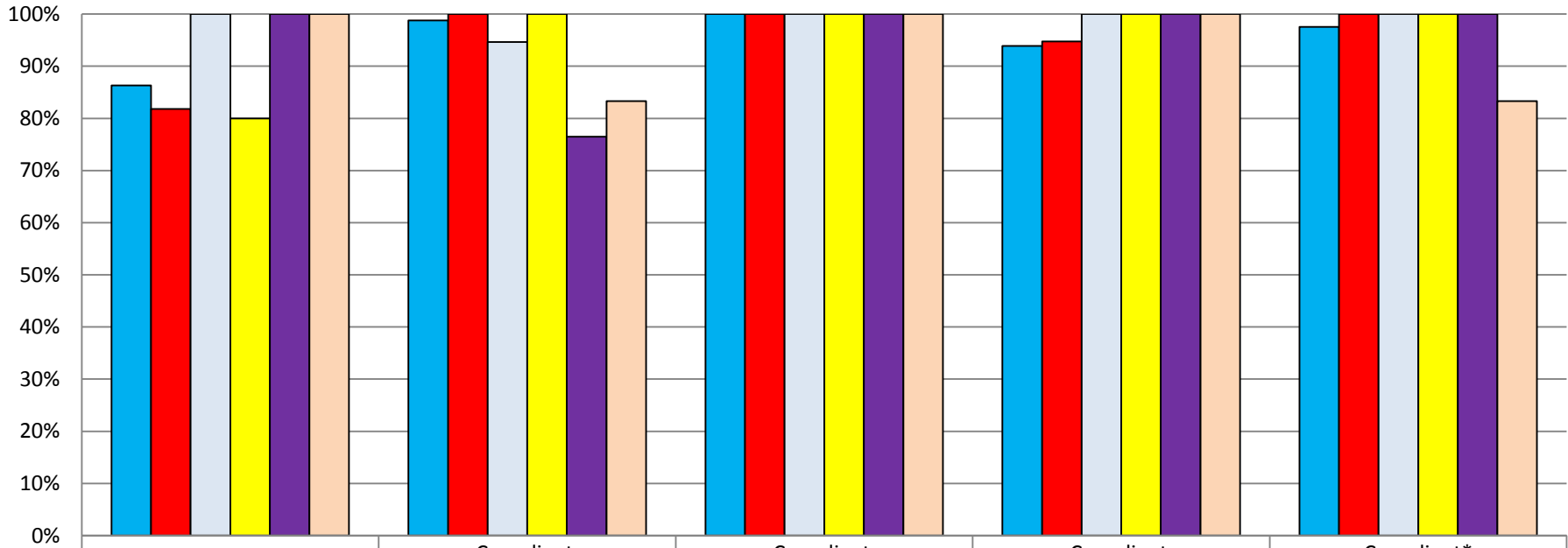


	# of Classes	% of Classes Visited	Compliant Indicator 1	Compliant Indicator 2	Compliant Indicator 3	Compliant* Indicator 4
■ SOP	95	99%	100%	99%	98%	100% of 64 classes
■ EGUSD	22	100%	100%	100%	100%	100% of 22 classes
■ SCUSD	56	100%	93%	100%	93%	100% of 46 classes
■ SJUSD	35	100%	100%	100%	100%	100% of 35 classes
■ TRUSD	17	100%	100%	100%	94%	70% of 10 classes
■ WCIC	6	100%	100%	100%	100%	No Observations

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

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

Unannounced Safety and Supervision Visits Conducted by QA Unit 2/6/16 - 5/31/16 Compliance %



	# of Classes	% of Classes Visited	Compliant Indicator 1	Compliant Indicator 2	Compliant Indicator 3	Compliant* Indicator 4
■ SOP	95	86%	99%	100%	94%	98% of 41 classes
■ EGUSD	22	82%	100%	100%	95%	100% of 12 classes
□ SCUSD	56	100%	95%	100%	100%	100% of 36 classes
■ SJUSD	35	80%	100%	100%	100%	100% of 15 classes
■ TRUSD	17	100%	76%	100%	100%	100% of 14 classes
■ WCIC	6	100%	83%	100%	100%	83% of 6 classes

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

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

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: