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THOUGHT OF THE DAY: "Action is the fundamental key to success."

~~ Pablo Picasso

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

DATE: Tuesday, August 16, 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

PAGE NUMBER

- I. **Call to Order/Roll Call/Review of Board Member Attendance** 1-5
 - PAC Meeting Attendance Update
 - Introduction of Newly Seated Representatives
- II. **Consent Item**
 - A. Approval of the Minutes of the May 17, 2016 and July 19, 2016 Regular Meetings 6-14
- III. **Action Item**
 - A. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** First Reading of Modifications to the Bylaws of the SETA-Operated Head Start/Early Head Start Parent Advisory Committee 15-32

IV.	<u>Information Items</u>	
A.	<u>Presentation</u> : Ms. Elena Quintero, Sacramento City Council, District One	33
B.	Standing Information Items	34-45
	➤ PC/PAC Calendar of Events – Ms. Terri McMillin	
	➤ Parent/Staff Recognitions – Ms. Terri McMillin	
	➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Saurbourne	
	➤ Toastmasters Training – Ms. Terri McMillin	
	➤ Child Care Center Food Menu (attached)	
	➤ Community Resources – Parents/Staff: Ms. Terri McMillin	
	➤ Financial/Literacy Workshop Oral Report(s)	
C.	Governing Board Minutes: June 2, 2016	46-53
V.	<u>Committee Reports</u>	54-55
	➤ Executive Committee Meeting Critique: Ms. Terri McMillin	
	➤ Budget/Planning Committee: Ms. Terri McMillin	
	➤ Personnel/Bylaws Committee: Ms. Terri McMillin	
	➤ Social/Hospitality Committee: Ms. Terri McMillin	
	➤ Men’s Activities Affecting Children Committee (MAACC): Ms. Terri McMillin	
	➤ Parent Ambassador Committee: Ms. Terri McMillin	
VI.	<u>Other Reports</u>	56-71
	➤ 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	
	➤ 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	
	✓ Quality Assurance Report for San Juan Unified School District	
	• <u>Martha Cisneros</u> - Health, Nutrition and Safe Environments Services	
	• <u>Karen Griffith</u> - School Readiness, Special Education and Mental Health Services	
VII.	<u>Center Updates</u>	72
VIII.	<u>Discussion</u>	72
IX.	<u>Public Participation</u>	72
X.	<u>Adjournment</u>	

DISTRIBUTION DATE: THURSDAY, AUGUST 11, 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
- ___ Vacant, Walnut Grove Head Start
- ___ Vacant, Foster Parent Representative
- ___ **Penelope Scott, Grandparent Rep.**
- ___ **Calvin Sheppard, Men's Activities Affecting Children Committee Representative**
- ___ **Kenneth Tate, Past Parent/Community Representative**
- ___ **Terri McMillin, Past Parent/Community Representative**
- ___ Vacant, Outgoing Chair

ITEM I-A – ROLL CALL
(Continued)

Program Year 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, Walnut Grove 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	X				
Vacant Seated	FP														
Andrea Larry Seated 4/26	FT							X	E	U	X				
Vacant Seated															
Vacant Seated	GH														
Vacant Seated	H														
Stacey Webster Seated 11/17	HB	X	X		X		U	X	X	E	X				
Vacant Seated	HB														
Vacant Seated	IC														
Thelma Adams Seated 3/15	HP						X	X	X	U	X				
Vacant Seated	JC														
Vacant Seated	JC														
Vacant Seated	K														
Vacant Seated	LVS														
Vacant Seated	MCBB														
Vacant Seated	MV														
Vacant Seated	M														
Vacant Seated															
Vacant Seated	NC														
Vacant Seated	NJ														
Natalie Craig Seated 11/17	NV	X	E		X		X	X	X	E	X				
Vacant Seated	PA														
Vacant Seated	PP														
Emily Duarte s/b/seated 7/19	RO										U				

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 s/b/seated 4/26	RO							E	E	U					
Vacant	SF														
Vacant Seated	SN														
Todd Woods Seated	SP														
Vacant Seated	V														
Rafaola Casillas Seated 11/17	WC	✕	✕		✕		✕	✕	✕	✕	✕				
Vacant Seated	FPR														
Calvin Sheppard Seated 4/26	MAACC							X	X	E	X				
Vacant Seated	OGC														
Penelope Scott Seated 11/17	GPR	X	X		X		X	X	X	X	X				
Kenneth Tate Seated 11/17	PPR	X	X		X		X	X	X	X	X				
Terri McMillin Seated 11/17	PPR	X	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 MAY 17, 2016 AND JULY 19, 2016
REGULAR MEETINGS

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the May 17, 2016 and July 19, 2016 PAC meetings.

RECOMMENDATION:

Approve the minutes of the May 17, 2016 and July 19, 2016 PAC meetings.

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 goey 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.

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, July 19, 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 9:05 a.m. The Pledge of Allegiance was recited and Ms. McMillin read the thought of the day. Ms. Rafaela Casillas was asked to serve as Secretary and called the roll; a quorum was established.

Members Present:

Kenneth Tate
Terri McMillin
Penelope Scott
Yesenia Rodriguez
Stacey Webster
Calvin Sheppard
Rafaela Casillas
Thelma Adams (seated at 9:07 a.m.)
Andrea Larry (seated at 9:20 a.m.)
Natalie Craig (seated at 10:00 a.m.)

Members Absent:

Member to be seated:

Emily Duarte, River Oak Center for Children (unexcused)

II. Consent Item

A. Approval of the minutes of the June 21, 2016 Regular Meeting

Minutes were reviewed; no questions or corrections.

Moved/Scott, second/Tate, to approve the June 21, 2016 minutes.

Show of hands vote:

Aye: 7 (Adams, Casillas, Rodriguez, Scott, Sheppard, Tate, Webster)

Nay: 0

Abstentions: 1 (McMillin)

III. Action Item

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

Ms. Denise Lee reviewed this item to submit an application to extend the duration of services for Head Start preschool children. 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. Staff will continue to look for other potential locations for Head Start centers.

Mr. Tate with anticipation of approval of this grant, what would happen for the 40 slots for Kennedy and Illa Collin if no location is found? Ms. Lee stated that the agency has 18 months to figure it out but we expect to be fully funded and ready for the additional slots when the time comes.

Moved/Tate, second/Sheppard, to 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.

Show of hands vote:

Aye: 7 (Adams, Casillas, Rodriguez, Scott, Sheppard, Tate, Webster)

Nay: 0

Abstentions: 1 (McMillin)

Ms. Andrea Larry was seated at 9:20 a.m.

IV. Information Items

A. Presentation: Ms. Rivkah Sass, Sacramento Public Library: Ms. Desha introduced Ms. Rivkah Sass, Executive Director, Sacramento Public Library and Donna Zick Early Learning Center Specialist. Ms. Sass provided a review of the amazing number of services available through the Sacramento Public Library.

Mr. Sheppard left at 9:50 a.m.

Ms. Natalie Craig was seated at 10:00 a.m.

B. Standing Information Items

- PC/PAC Calendar of Events – Ms. McMillin invited all members and family members to attend the Financial/Literacy Workshop tomorrow in the Shasta Room.
- Parent, Family & Community Engagement - Events and Activities – There were no additional events.
- Parent/Staff Recognitions – None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Saurbourne reviewed the financials for the month ending June 30. To be on budget for the program, the budget should be at 91.7% and

currently we are at 91% spent. Staff expects all delegates to be fully expended by the end of July. The non-federal share is 25.9% with more reports coming in. Staff will be working with ACF to receive permission to carry over funds to work on delayed maintenance issues as well as requesting carryover for the CCP T/TA funds. The American Express Costco account has been switched over to a Visa card. Next month's credit card statement will show both an American Express and a Visa statement.

- Toastmasters Training – Ms. McMillin stated that there're were three great speeches at the last toastmasters training.
 - Child Care Center Food Menu: No questions.
 - Community Resources – Parents/Staff: No questions.
- C. Governing Board Minutes – April 28, 2016: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Casillas read the Executive Committee critique.
- Personnel/Bylaws Committee: Mr. Tate reported on the July 14 meeting where proposed modifications to the PAC and PC bylaws were suggested. The first reading of the bylaws will be August 16.
- Men's Activities Affecting Children Committee (MAACC): Ms. Scott reported that there was a really great conversation at the last meeting. The Overcoming Obstacles to Fatherhood Series has a workshop scheduled for Thursday, July 28. This event is entitles "Child Custody/Support for Dads." Mr. Tate reported that the MAACC will host a barbeque at the end of August; more information will be distributed as it is known.
- Social/Hospitality Committee: Ms. McMillin reported that the End-of-Year Parent Appreciation event has been scheduled for Friday, October 14, 10:00 a.m. to 1:00 p.m., at Shriners Hospitals for Children. The theme chosen will be: Head Start/Early Head Start: Creating And Growing A Future Together.
- Parent Ambassador Report: Ms. Natalie Craig reported that Parent Ambassador shirts were distributed.

VI. Other Reports

- Chair's Report: No report.
- Policy Council Report(s): Ms. Penelope Scott reviewed the most recent PC meeting where a number of personnel issues were acted upon.
- Head Start Deputy Director's Report – Ms. Denise Lee reported that the agency has an opportunity to expand the Early Head Start program. Staff is exploring the process to submit the expansion application.
- Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, and ERSEA Services: Ms. Carr announced her unit has a new Parent Intern, Daniela Johnson; Ms. Johnson will be introduced at the next board meeting. At the SOP sites, parents will see a

code of conduct for parents and staff. The posters will be in the classrooms. In the Home Base program, families will be going to the water park. The traditional sites will be busy enrolling children to ensure all sites will be fully enrolled by August 22. Family Engagement will be focusing on attendance to ensure families get kids to school every single day.

- Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services: Ms. Caruso stated she is working intensely with the contracts department to get provider and delegate contracts ready for signature. The Quality Assurance Unit is reviewing center-based sites in the SOP. They just completed reviewing Sacramento City USD and San Juan USD home base programs. Ms. Caruso reviewed the two 3rd Quarter Unannounced Visit Charts; Ms. Caruso reviewed the two charts. The unit was short-staffed so not all of the classrooms countywide were visited.
- Martha Cisneros - Health, Nutrition and Safe Environments Services: No report.
- Karen Griffith- School Readiness, Special Education and Mental Health Services: Ms. Griffith reported that the Agency offered a voluntary summer series for teachers. This series was specifically focused on professional development, raising the quality of the materials, and one way provided training to teachers. Classes were every Tuesday night for six weeks from 5:30 – 7:30 p.m. Some of the topics included music, movement, art, nutrition, creating inspiring environments, ooey, gooey science, inspiring minds (recycled materials), and care for the caregiver. Teachers reported that they were inspired and it was a very successful training. The agency will be doing more voluntary training for the teachers next year. In addition, Ms. Griffith announced that she is recently married. Her new last name is Griffith.

- VII. **Center Updates:** Ms. Yesenia Rodriguez spoke of the graduation ceremony at the Elkhorn Center. She stated that the Elkhorn staff are amazing and she will suffer when her daughter goes on to kindergarten.
- VIII. **Discussion:** Mr. Tate thanked Ms. Rafael Casillas for her service on the board. She was congratulated for her work on the board and all wished her luck.
- IX. **Public Participation:** Mr. Robert Silva reported that National Night Out is scheduled for August 2, 5:00 – 7:00 p.m. Phoenix Park will be doing this. This is a great way to recruit people for our program and a great way to get involvement in all neighborhoods. Staff will be recruiting at the Phoenix Park center. Mr. Silva asked for Parent Ambassadors to participate in this recruitment.
- X. **Adjournment:** The meeting was adjourned at 10:47 a.m.

ITEM III-A – ACTION

**TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: FIRST READING OF
MODIFICATIONS TO THE BYLAWS OF THE SETA OPERATED HEAD
START/EARLY HEAD START PARENT ADVISORY COMMITTEE**

BACKGROUND:

The Personnel/Bylaws Committee 2015-2016 met during the program year to review and recommend revisions to the Bylaws of the SETA Operated Head Start/Early Head Start Parent Advisory Committee.

Additions are indicated by **green italic type**, deletions are indicated by **orange strikethrough**.

RECOMMENDATION:

Open a public hearing, hear any additional testimony, and continue this item to the next Parent Advisory Committee meeting where the action of the PAC will be to close the public hearing and approve the amendments to the PAC Bylaws as attached.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

BYLAWS

FOR THE

SETA HEAD START/EARLY HEAD START

PARENT ADVISORY COMMITTEE

PAC First Reading: 8/16/16
PAC Final Approval:

TABLE OF CONTENTS

<u>ARTICLE/TITLE</u>	<u>PAGE NUMBER</u>
Article I: Name	
Section 1: Definition of Parents.....	1
Article II: Purpose, Powers and Functions	
Section 1: Purpose (A - F)	1-2
Section 2: Powers, Duties and Functions (A-B)	2
Article III: Membership	
Section 1: Election of Members	3
Section 2: Members (A - C)	3-4
Section 3: Policy Council Members.....	4
Section 4: Alternates (A-D)	4-5
Section 5: Other Provisions (A-F)	5
Section 6: California Head Start Association (CHSA), Representative/Alternate	5
Section 7: Term of Office	6
Section 8: Attendance (A-E)	6-7
Section 9: Removal.....	7
Article IV: Meetings	
Section 1: Meetings (A - C).....	7
Section 2: Meeting Notice (A – E)	7-8
Section 3: Meeting Reimbursement.....	8-9
Section 4: Rules of Procedures (A - B)	9-10
Section 5: Nominations/Elections	10
Section 6: Voting.....	10
Article V: Officers	
Section 1: Officers	10
Section 2: Election and Term of Office (A - C)	10
Section 3: Duties of Officers (A - E)	11
Section 4: Vacancy (A-B).....	11-12
Article VI: Committees	
Section 1: Standing Committees (A-E)	12-13
Section 2: Program Area Committees	13-14
Section 3: Special Committees	14
Article VII: Reports	
Section 1: Reports	14
Article VIII: Bylaws: Bylaws Amendment (A-E)	14-15

**BYLAWS
FOR THE SETA HEAD START/EARLY HEAD START PARENT
ADVISORY COMMITTEE**

Article I

Name

This committee shall be named the SETA Head Start/Early Head Start Parent Advisory Committee, hereinafter referred to as the PAC. Head Start and Early Head Start shall be referred to as HS and EHS.

SECTION 1: Definition of Parents

Parents

Head Start parent means a Head Start child's mother or father, other family member who is a primary care giver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree [in accordance with the Head Start Performance Standards, 45CFR 1306.3(h)]. All future reference of parents will be defined as such.

Article II

Purpose, Powers, and Functions

SECTION 1: Purpose

The purpose of the PAC shall be to promote the objectives of the HS/EHS Child Development Program of the SETA Grantee Operated Head Start Program (referred to as SOP), State of California, as established by the Federal Economic Opportunity Act of 1964, as amended. The purpose of the PAC shall include, but not necessarily be limited to:

- A. Serve as a link between public and private organizations, the Grantee Policy Council, and the community it serves.
- B. Have the opportunity to initiate suggestions and ideas for program improvements and to receive a report on action taken by the administering agency with regard to its recommendations.
- C. Plan, coordinate, and organize activities for parents involved in the SOP with the assistance of staff, and ensure funds that are set aside from program budgets are used to support parent activities.

- D. Assist in communicating with parents and encourage their participation in the SOP to ensure that they understand their rights, responsibilities and opportunities in HS and EHS.
- E. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- F. Administer the Parent Activity funds for the SOP.

SECTION 2: Powers, Duties, and Functions

The PAC shall exercise all such powers, duties, and functions as granted to it, by the Policy Council.

- A. Individual members, shall not engage in any activities or assume any such powers, duties or functions that are contrary to or in conflict with state and federal law or applicable administrative regulations specifically including, but not limited to, the guidelines, regulations, or policies established by the Federal Department of Health and Human Services (DHHS), and the Administration for Children, and Families (ACF), SETA and the goals and objectives of the HS/EHS Program.
- B. The functions of the PAC, in partnership with staff and all other persons responsible, are as follows:
 - 1. Development and operation of all program content areas, including curriculum in the SOP.
 - 2. Assisting in carrying out SOP classroom activities.
 - 3. Planning, conducting, and participating in all programs and activities for SOP parents and staff.
 - 4. Participating in recruitment and screening of SOP employees (this function is contingent upon annual delegation from the Policy Council).
 - 5. Planning, developing, and ratifying the SOP Budget prior to final approval by the Policy Council (in reference to the Policy Council Bylaws).
 - 6. PAC reimbursements for reasonable expenses incurred by members conducting PAC business

Article III

Membership

SECTION 1: Election of Members

As outlined in Article III, Section 2, the PAC shall consist of elected voting representatives from SOP HS/EHS Early Learning center classrooms, SOP Home Base, EHS/Home Base Options, and Community Representatives (Past Parents, Grandparent, Foster Parent), elected by the PAC. The Outgoing PAC Chair shall have a reserved seat.

The Male Involvement Representative shall be elected by the SOP Men's Activities Affecting Children Committee (MAACC).

SECTION 2: Members

The membership of the PAC shall consist of:

A. SOP Parent Representatives

Parent Representatives must be a parent of a child/children currently enrolled in the SOP Head Start program.

1. One (1) voting Representative elected per HS/EHS SOP center.
2. Two (2) voting Representatives elected from the SOP Home Base Program.
3. One (1) voting Representative elected from the SOP EHS/Home Base Program.

B. Partner Representatives

4. One (1) voting Representative elected from EHS Partnership (River Oak)
5. One (1) voting Representative elected from EHS Partnership (SCOE)
6. One (1) voting Representative elected per EHS Child Care Partnership Provider (non-delegate agency)

C. Community Representatives

Additional PAC members will include:

1. Two (2) voting Community Representatives referred to as Past Parent Representatives shall be elected by the outgoing PAC. Representative may be elected by the current PAC if the outgoing PAC has been dissolved. The Past Parent elected to the PAC may not have a child/children currently enrolled in the

HS/EHS program. Community members desiring to be reappointed must reapply for membership on a yearly basis. There will be two Alternates for Past Parents.

2. One (1) voting seat shall be specifically reserved for the Outgoing Chair, if not termed out. The Outgoing Chair reserves the right to relinquish this seat. The position may not be filled by any other party.
3. One (1) voting Male Involvement Representative (MIR) shall be elected by the SETA Operated Program Representative from Men's Activities Affecting Children Committee (MAACC) to sit on the committee. The Representative must be elected from the SOP MIRs or their Alternates based upon a recommendation from the SOP MIRs. This Representative may or may not be a current parent.
4. One (1) voting Foster Parent Representative selected by the outgoing PAC. Representative may be elected by the current PAC if the outgoing PAC has been dissolved. The Foster Parents elected to the PAC must have a child/children currently or previously enrolled in the SOP HS/EHS Program. A Foster Parent desiring to be reappointed must reapply for membership on a yearly basis. There will be one Alternate for the Foster Parent Representative position
5. One (1) voting Grandparent Representative elected by the Outgoing PAC. Representative may be elected by the current PAC if the outgoing PAC has been dissolved. The Grandparent elected to the PAC must have a child/children currently or previously enrolled in the SOP HS/EHS program. A Grandparent desiring to be reappointed must reapply for membership on a yearly basis. There will be one Alternate for the Grandparent Representative position.

SECTION 3: Policy Council Members

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

SECTION 4: Alternates

Each SETA HS/EHS center holding membership on the PAC shall have a minimum of one Alternate. The Alternate(s) shall be elected in the same manner as the center Representative.

- A. Upon recognition of his or her status by the PAC Chair, an Alternate may be seated as a voting member of the PAC during the temporary absence of the elected Representative for whom he or she serves as an Alternate. However, an Alternate may not hold an office.
 1. A Representative missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings (regular/special, excused or unexcused) will automatically be removed and replaced by the Alternate.

2. The Alternate who attends meetings on behalf of an absent Representative will be recorded as Alternate Present (AP). An Alternate's AP attendance will not count as "present" for the Representative.
 3. In the event an Alternate does not cast a vote during the program year, Alternate will not have served as a PAC Representative and term is not counted.
- B. Alternates are encouraged to attend meetings of the PAC on the same regular basis as members. However, the Alternate will not receive a reimbursement if the Alternate is not replacing the Representative.
 - C. Should the Representative member be unable to fulfill their term of office, the first Alternate shall automatically serve in that capacity with all rights and privileges.
 - D. Alternates are excluded from attending the following conferences: The National Head Start Association (NHSA) Parent Training Conference, the Region IX Head Start Association Annual Conference/Training, and the California Head Start Association (CHSA) Conference.

SECTION 5: Other Provisions

- A. By a two-thirds (2/3) vote of members present and voting, the PAC may establish and select additional voting members who shall serve as community members of the PAC.
- B. At least 51% of the voting membership of the PAC shall consist of parents whose children are currently enrolled in the program.
- C. Additional members may be added to ensure all program center options are proportionally represented on the PAC.
- D. No SETA HS/EHS or Delegate Agency staff (or member of their immediate families) shall serve on the PAC except parents who occasionally substitute for regular HS or EHS staff. Occasional subbing is defined as once a week and/or not to exceed four (4) consecutive days in a month.
- E. Members holding a seat (member who has not been re-elected/replaced) at the Annual PAC meeting shall not be elected to represent PAC on the PC.
- F. Members who currently have a child/children currently enrolled in the HS/EHS program shall be eligible for election to represent the PAC on PC.

SECTION 6: California Head Start Association (CHSA) Representative/Alternate

If requested by CHSA, one Representative and one Alternate shall be elected by the PAC to serve as the Parent Representative to the California Head Start Association. Representative/Alternate must be a current parent. This is a two (2) year term limit.

SECTION 7: Term of Office

- A. The term of each member shall be for one (1) program year, and said person may not serve more than three (3) program years. During the term of office, present members (and Alternates) shall serve in that capacity until one of the following situations occur: the Representative's voluntary termination; a new Representative from the center/program they currently represent is seated; the Representative is removed per Section 6A; or the Representative is termed out. Until such occurrence, Representatives must continue to represent the center or agency they were chosen to represent.

SECTION 8: Attendance

It is each center Representative's responsibility to attend all PAC meetings and parent center meetings on a regular basis. If a member is unable to attend any PAC meeting, that member must notify: the Alternate and the Social Services/Parent Involvement (SS/PI) Coordinator, PAC Chair or the Clerk of the Boards.

A. **Absences:**

Any member or Alternate missing two (2) consecutive meetings without an excused absence or missing a total of three (3) meetings (regular or special) excused/unexcused will be automatically removed. An excused absence shall include but not be limited to sickness or death in the family. A member requesting an excused absence must call prior to the meeting: the Alternate, if the Alternate is known, and the SS/PI Coordinator, PAC Chair or the Clerk of the Boards.

B. **Reinstatement:**

The Representative or agency/group may request that a member who has been removed due to absences be reinstated in the event the Alternate declines. This request must be in writing and submitted to the Chair and SS/PI Coordinator within ten (10) calendar days. It is the final decision of the PAC Executive Committee whether any Representative shall be reinstated.

C. **PAC Business:**

Members conducting PAC business and not at the PAC meeting, shall be neither present nor absent, but rather identified as PAC.

D. **Punctuality:**

Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless approved by the Chair or SS/PI Coordinator.

Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Boards accordingly.

E. **Quorum:**

For purposes of transacting the business of the PAC at any annual, regular, special, or emergency meeting, a quorum of the PAC shall be 51% of the current

membership. A majority of the quorum must be current parents.

SECTION 9: Removal

A PAC Representative may be removed by two-thirds (2/3) vote of all members present and voting whenever, in the judgment of the committee, the best interest would be served. Action to remove a member must be on the agenda.

Article IV

Meetings

SECTION 1: Meetings

The PAC shall hold annual, regular, and special meetings.

A. Annual Meeting

The annual meeting of the PAC shall be held in November of each year.

B. Regular Meetings

Regular meetings of the PAC shall be held on the third Tuesday of each month at 9:00 a.m. at the Administrative Office Board Room, unless notice is otherwise provided.

C. Special Meetings

Special meetings of the PAC may be called at anytime by the SETA Governing Board, SETA PC, SETA Executive Director, Children and Family Services Deputy Director, PAC Chair, or upon petition by at least a majority of the members of the PAC.

SECTION 2: Meeting Notice

Meeting notices shall include an agenda for the next meeting and PAC members shall be provided with the minutes of the preceding (annual, regular, special or emergency) meeting notification as indicated below:

A. Annual and Regular Meetings

Notice of annual and regular meeting of the PAC shall be in writing and provided to all members of the PAC and posted at least seventy-two (72) hours in advance of the meeting as required by the Ralph M. Brown Act. Staff shall endeavor to postmark such notice at least five (5) calendar days prior to the meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied.

B. Special Meetings

Members of the PAC must be notified in writing of special meetings not less than twenty four (24) hours prior to any special meeting. Staff shall endeavor to provide such notice at least seventy two (72) hours prior to any special meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied. No other business or discussion may be transacted or entertained at a special meeting of the PAC, excepting that business and/or discussion for which the special meeting was called.

C. Emergency Meetings

The PAC may hold emergency meetings as defined in the Ralph M. Brown Act without complying with the notice provisions of either Section 2A or Section 2B of this Article IV, provided that the PAC determines that an emergency situation as defined by the Ralph M. Brown Act exists.

D. Committee Meetings

Members of the PAC must be notified in writing of committee meetings. Notice of regularly scheduled meetings shall be provided in compliance with section 2A and 2B, above, shall be delivered personally, or by mail, and shall be received at least twenty-four (24) hours before the time of such meeting as specified in the notice.

Any member missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/ unexcused will be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PAC business. A member requesting an excused absence must call the PAC Chair, SS/PI Coordinator or the Clerk of the Boards and request an excused absence prior to the meeting.

E. Mailing Address

1. Notices to all meetings of the PAC shall be in writing and delivered personally, or by mail, to the PAC members' address, as recorded in the PAC records. Representatives, Alternates, and Community members shall be personally responsible for the accuracy of mailing address.
2. Updated contact information should be submitted to the SS/PI Coordinator or Clerk of the Boards within ten (10) calendar days of change.

SECTION 3: Meeting Reimbursement

Each PAC member will receive reimbursement for reasonable expenses. This amount is determined by the Head Start Division according to the PAC Reimbursement Policies and Procedures.

Parents are not to bring small children to the meetings. If small children are present, member will be reimbursed for mileage/transportation only.

- A. Members will receive reimbursement for the actual cost of child care (not to exceed \$30 in a 24-hour day, when attending conferences, workshops, trainings, orientation, Parent Leadership Institute or participation in the Agency hiring process) to be in alignment with PC/PAC Reimbursement Policies and Procedures. Additionally, mileage/transportation will be provided for attending required meetings/obligations listed below:
1. PAC (regular, annual, emergency and special meetings)
 2. Interview/screening/exam panels
 3. Standing Committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Social/Hospitality, Parent Ambassador)
 4. Office of Head Start (OHS) Monitoring Protocol Training/Review (reimbursement for training received after completion of first review – Monitoring/Evaluation Committee) and Program Self Assessment
 5. Program Area Committees
 - ~~6. Community Partnerships Advisory Committee (CPAC)~~
 7. Health Services Advisory Committee (HSAC)
 8. Ad Hoc (special) Committee Meetings
 9. Governing Board meetings (only applies to the Chair or an Executive Officer in the absence of the Chair)
 10. Food Services Committee
 11. Workforce Investment Board and Committee Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
- B. Member/Alternates who are a spouse or significant other will not each receive reimbursement.
- C. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if a meeting or meetings exceed four (4) hours.

SECTION 4: Rules of Procedures

- A. The PAC shall conduct all meetings, regular, annual, special, or emergency in conformance with the Ralph M. Brown Act, California Government Code, Section 54950, et. seq.
- B. Except as specifically provided herein, Roberts Rules of Order¹ shall govern procedures in all meetings of the PAC. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these bylaws or Roberts Rule of Order, if a special meeting is called because a regular meeting has been canceled or because a quorum is

¹Robert's Rules of Order: *Simplified and Applied*, 2nd ed., Copyright 2001.

unavailable at a regular meeting, any matter properly considered at a regular meeting may be considered at the special meeting, provided that all notice, quorum and meeting requirements of this Article IV regarding special meetings have been met.

SECTION 5: Nominations/Elections

PAC members or candidates must be present to be nominated or elected. However, if PAC member is absent due to PAC business, the member may be nominated or elected.

SECTION 6: Voting

Each PAC member has one vote which cannot be cast by proxy. In the event of a conflict of interest, affected members shall, consistent with the California Political Reform Act, disclose the existence of the conflict and shall neither participate in the deliberations regarding, nor vote on, the matter. Actions of the PAC may be taken only by a majority vote of all the members of the PAC, provided that any abstentions shall be counted as votes with the majority of those members actually voting. If a member has not voted because of disqualification due to a conflict of interest, that fact shall be noted in the minutes, and his/her vote shall not be recorded either as an affirmative vote, a negative vote or an abstention.

Article V

Officers

SECTION 1: Officers

The officers of the PAC shall be the Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

SECTION 2: Election and Term of Office

- A. Officers of the PAC shall be elected at the next regularly scheduled meeting following the annual PAC meeting by a plurality vote of the PAC members present and voting, providing a quorum is present. Officers shall take office immediately following the election.
- B. All PAC members are eligible to run for an Office/Officer position except members holding a seat. The Executive Committee must have at least three members who are parents of child/children currently enrolled in the HS/EHS, Home Base Option.
- C. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office.

SECTION 3: Duties of Officers

The duties of PAC officers shall be as prescribed in these Bylaws and shall include such other duties as may be established by the PAC that are not in conflict with these Bylaws.

- A. The Chair of the PAC shall preside over all meetings of the PAC and implement all policies and programs of the PAC. The Chair shall act as the official agent of the PAC in all matters relating to the PAC, and shall be the chief spokesperson and public relations officer for the PAC. The Chair shall have the power to appoint, both in and out of the PAC, any additional positions as needed with ratification of the PAC. The Chair shall represent the PAC at the National Head Start Parent Association Conference. The Chair shall be an ex-officio member of all committees and shall represent the PAC at all Governing Board meetings, but shall adhere to the provisions of Article IV, Meetings; Section 3, as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PAC in the absence of the Chair, and shall have all delegated powers. The Vice Chair will assume position of Chair if seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.
- C. The Secretary shall **call the roll**, keep a record of the current and preceding minutes at each meeting, **and** record resolutions or motions adopted, as may be necessary to expedite the PAC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.
- D. The Treasurer shall work with staff and the PAC Secretary and keep such records, files and accounts as may be necessary to expedite PAC's business. The Treasurer shall be a member of the Social/Hospitality Committee, and the Parent Ambassador Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to Parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

SECTION 4: Vacancy

In the event an officer is unable to perform his/her duties, including failure to learn and/or comply with the rules governing PAC (Bylaws, Brown Act, Robert's Rules of Order), or failure to act in the best interest of the committee; the PAC Chair shall appoint an interim officer until the officer returns to duty or is replaced at the next regularly scheduled meeting. The appointment must be made from among the membership of the PAC.

- A. In the event of a vacancy in the position of Chair, the Vice Chair becomes Chair until the next regular election in December.
- B. In the event of a vacancy in any other office, an election shall take place at the next regular, annual or special meeting of the PAC.

Article VI

Committees

The quorum of the PAC shall be 51% of the committee membership. Membership is determined by the selection of the PAC. A majority (51%) of the quorum must be current parents. No committee meeting shall have a majority of PAC members present without proper public notice. Reference page Article III, Membership, Section 6, Attendance, A. Absences, for Standing and Program Area Committee meeting attendance.

Any member missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/unexcused will be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PAC business. A member requesting an excused absence must call the PAC Chair, SS/PI Coordinator or Clerk of the Boards and request an excused absence prior to the meeting.

SECTION 1: Standing Committees

There is, hereby, created standing committees of the PAC. The following are standing committees: Executive, Budget/Planning, Personnel/Bylaws, Social/Hospitality, and Parent Ambassador.

A. **Executive Committee**

The Executive Committee shall be comprised of all elected officers (per Article V of these By-laws). The Executive Committee shall perform the powers, duties, and functions of the PAC in emergency situations when the PAC cannot be convened or quorum cannot be obtained and such other powers, duties, and functions, as deemed necessary, be established by the PAC. The meeting may be called by the PAC Chair, the Children and Family Services Deputy Director, the SETA Executive Director, or the SETA Governing Board. The committee shall report to the full PAC, in writing, all actions for ratification at the next meeting.

B. **Budget/Planning Committee**

Budget/Planning Committee shall be comprised of the Treasurer and other Representatives who shall be selected by the PAC promptly after each annual meeting. This Committee shall review all HS/EHS budgets and modifications for the HS/EHS funding year and submit their review to the full PAC for approval. It is recommended that all HS/EHS budget modifications and amendments be

approved by the PAC prior to Policy Council approval. A monthly fiscal report shall be provided to the full PAC on the fiscal status of the HS/EHS budget. It shall be the duty of this committee to oversee the expenditures of the PAC and to report the acquired and expended amount of money to the full PAC.

C. **Personnel/Bylaws Committee**

The Personnel/Bylaws Committee shall be comprised of the Parliamentarian and Representatives. They shall be selected by the PAC promptly after each annual meeting. It shall be the duty of this committee to deal with all personnel matters and recommend any changes in Bylaws to the full PAC.

D. **Social/Hospitality Committee**

The Social/Hospitality Committee shall be comprised of the Secretary, Treasurer and Representatives selected by the PAC promptly after each annual meeting. The primary duty of this committee shall be to report to the full PAC all social activities.

E. **Parent Ambassador Committee**

The Parent Ambassador Committee shall be composed of the Vice Chair, who shall oversee the Committee, and the Secretary, Treasurer, former parents and other members who shall be selected after each annual meeting of the PAC. Former parents who no longer serve on the PAC shall receive reimbursement for participation for one (1) program year. The duty of this committee shall be to promote all PAC trainings/events, and Head Start children activities. It shall be the sole duty of this Committee to report the expenditures of funds to the PAC monthly.

SECTION 2: Program Area Committees

There is hereby created Program Area Committees of the PAC. The following are Program Areas: Early Childhood Development and Health Services, Parent, Family and Community Engagement, Monitoring and Evaluation.

- ♦ **Early Childhood Development and Health Services Committee** shall be comprised of one (1) staff and ~~R~~ representatives who shall plan and review the Early Childhood Development and Health Services program content area and participate in curriculum/instruction and health and safety.
- ♦ **Parent, Family and Community Engagement Committee** shall be comprised of one (1) staff and Representatives who shall plan and review the Parent, Family and Community Engagement Committee program area.
- ♦ **The Men's Activities Affecting Children Committee (MAACC)** shall be comprised of one (1) staff and Representatives who shall plan and review the Male Involvement program.
- ♦ **The Monitoring and Evaluation Committee** shall be comprised of one (1) staff and the Committee of the Whole who shall plan, review and oversee program.

- ♦ **The Food Services Committee** shall be comprised of one (1) staff and Representatives who shall plan, review and oversee program food service.

PAC Representatives shall select at least two (2) Program Area committees to serve on as described above. Special circumstances may be excused by the Chair.

SECTION 3: Special Committees

When necessary to carry on the work of the PAC, other committees, such as Ad Hoc (special committees), shall be appointed by the Chair. Such committee must have a purpose and time frame for committee appointment. All elected committee meeting members attending approved special committee meetings will receive the standard reimbursement.

A report will be provided to the full PAC.

Article VII

Reports

SECTION 1: Reports

The following reports shall be provided to the PAC monthly. The purpose of reports is to maintain control of program quality and program accountability:

- ✓ Fiscal Reports (Budget Reports)
- ✓ Corporate Card Statement of Accounts (Credit Card Expense Report)
- ✓ USDA Meal/Snacks Report - Child and Adult Care Food Program (CACFP) Report SOP
- ✓ Program Information Summaries (Monthly Head Start Report)
- ✓ Sacramento County HS/EHS Program Enrollment Report (Enrollment Report)

Article VIII

Bylaws Amendment

These Bylaws may be amended by a two-thirds (2/3) vote of the membership of the PAC present and voting, providing that:

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular,

annual or special meeting of the PAC. Proposals to amend these Bylaws must originate at least four full calendar weeks prior to the final voting and acceptance or rejection of the proposals.

- C. Written notice of the intention to amend these Bylaws be forwarded to members of the PAC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.
- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voting upon, and further, that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place except at a regular, annual or special meeting of the PAC.

PAC approved _____

ITEM IV-A – INFORMATION

PRESENTATION: MS. ELENA QUINTERO, SACRAMENTO CITY COUNCIL
DISTRICT ONE

BACKGROUND:

This provides an opportunity for Ms. Elena Quintero, Sacramento City Council, District One Parks and Youth Liaison/ PTA President. She will be speaking on the importance of parent engagement.

Mr. Todd Woods, former PC/PAC representative, will be viewed in the video presentation. Mr. Woods is the President of the Village Elementary School PTA in North Highlands, CA.

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
 - Financial/Literacy Workshop Oral Report(s)

NOTES:

CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PC/PAC Social/Hospitality Committee	Wednesday, August 17, 2016 1:00 p.m. – 3:00 p.m. Olympus Room
PAC Executive Committee	Friday, August 19, 2016 9:00 a.m. Olympus Room
PC Executive Committee	Friday, August 26, 2016 9:00 a.m. Olympus Room
MAACC Bar-b-que	Friday, August 26, 2016 3:00 – 6:00 p.m. McKinley Park 601 Alhambra Blvd. Sacramento, CA 95816 Invitation extended to PC/PAC & family members only.
PC/PAC Toastmasters Training	Friday, September 2, 2016 11:30 a.m. Shasta Room
PC/PAC Social/Hospitality Committee	Wednesday, September 7, 2016 1:00 p.m. – 3:00 p.m. Olympus Room
PC/PAC Personnel/Bylaws Committee	Thursday, September 8, 2016 9:00 a.m. Olympus Room
PC/PAC Parent Ambassador Committee	Friday, September 9, 2016 1:00 p.m. Olympus Room
PC/PAC Budget/Planning Committee	Tuesday, September 13, 2016 1:00 p.m. Oak Room
PC/PAC End-of-Year Appreciation Brunch	Friday, October 14, 2016 10:00 a.m. – 1:00 p.m. Shriner's Hospital for Children 2425 Stockton Blvd. 1 st Floor Auditorium Sacramento, CA 95817 (see attached flyer)

The Head Start/Early Head Start
Policy Council and Parent Advisory Committee
Cordially invite you to attend the 2015-2016

SETA Head Start Annual
End-of-the-Year Parent Appreciation

“Head Start/Early Head Start Creating and Growing in Success Together”

Shriners Hospitals for Children,
2425 Stockton Blvd, Sacramento, CA
Friday, October 14, 2016
10:00 a.m. – 1:00 p.m.
Attire: Business Casual

Brunch Selection

- French toast, Sausage, Bacon, Scrambled eggs, potatoes
- Coffee, and orange juice

Keynote Speaker:

TBA

Guests (two per board member) are responsible for their brunch fee (Non-refundable, advance payment required) – Cash or money order only.

\$7.95

Guest fees are due by

Monday, October 3, 2016,

12:00 noon (no exceptions)


RSVP by Friday, September 23, 2016

Call Nancy Hogan at 263-3827



September

2016

Mon	Tue	Wed	Thu	Fri
			1	2 11:30 a.m. Toastmaster's Meeting Shasta Room
5  HAPPY LABOR DAY	6	7 1:00 p.m. Social/Hospitality Meeting Olympus Room	8 9:00 a.m. Sacramento City PC Meeting Capital City Multipurpose Room, 7220 24th Street Sacramento 95823	9 1:00 p.m. Parent Ambassadors Meeting Olympus Room
12	13 9:00 a.m. Elk Grove PC Meeting Prairie Pre-K 2 5251 Valley Hi Drive Sacramento 95823 1:00 p.m. PC/PAC Budget/Planning Oak Room	14	15 8:30 a.m. Twin Rivers PC Meeting 155 Morey Avenue Sacramento 95838 9:00 a.m. San Juan PC Meeting General Davie Center 1500 Dom Way Sacramento 95864	16
19	20 9:00 a.m. PAC Meeting SETA Board Room	21 5:15 p.m. WCIC PC Meeting 3555 3rd Avenue Sacramento 95817	22	23 9:00 a.m. PAC Executive Olympus Room 10:30 a.m. MAACC Meeting Olympus Room
26	27 9:00 a.m. PC Meeting SETA Board Room	28	29	30 9:00 a.m. PC Executive Meeting Olympus Room

SOP Parent Volunteers Summary
July 2016

	Classroom Volunteers			SRA			Food Aides			FLIP		
	YTD Total	# Children	Avg.	YTD Total	# Children	Avg. Hours	YTD Total	# Children	Avg.	YTD Total	# Children	Avg. Hours
			Hours Per Child			Per Child			Hours Per Child			
Hours			Hours			Hours			Hours			
Alder Grove ELC *	374.03	40	9.35	158.00	40	3.95	164.00	40	4.10	1,607.67	40	40.19
Alder Grove IT	4.67	16	0.29	-	16	-	-	16	-	1,028.50	16	64.28
Auberry Park *	8.00	40	0.20	-	40	-	84.00	40	2.10	2,213.16	40	55.33
Bannon Creek	785.25	80	9.82	96.00	80	1.20	426.00	80	5.33	6,554.00	80	81.93
Bright Beginnings *	2.50	60	0.04	-	60	-	228.00	60	3.80	2,696.18	60	44.94
Crossroad	303.50	88	3.45	192.00	88	2.18	310.00	88	3.52	4,464.18	88	50.73
Elkhorn	356.78	116	3.08	-	116	-	246.00	116	2.12	4,177.17	116	36.01
Freedom Park	899.65	120	7.50	-	120	-	292.00	120	2.43	9,489.84	120	79.08
Fruitridge	7.00	80	0.09	773.00	80	9.66	756.00	80	9.45	760.01	80	9.50
Galt	47.68	120	0.40	-	120	-	316.00	120	2.63	1,733.51	120	14.45
Grizzly Hollow *	27.50	40	0.69	-	40	-	270.00	40	6.75	1,180.67	40	29.52
Hillsdale	1,241.13	120	10.34	32.00	120	0.27	474.75	120	3.96	4,832.66	120	40.27
Hopkins Park	296.50	80	3.71	-	80	-	144.00	80	1.80	1,008.84	80	12.61
Illa Collins *	289.63	40	7.24	-	40	-	173.50	40	4.34	2,490.82	40	62.27
Job Corp	49.75	36	1.38	-	36	-	-	36	-	264.18	36	7.34
Kennedy Estates *	12.28	40	0.31	-	40	-	-	40	-	123.33	40	3.08
LaVerne Stewart	-	40	-	-	40	-	60.00	40	1.50	209.50	40	5.24
Marina Vista	-	88	-	28.00	88	0.32	202.00	88	2.30	163.83	88	1.86
Mather	60.42	114	0.53	20.00	114	0.18	112.00	114	0.98	7,342.99	114	64.41
Nedra Court	593.75	60	9.90	-	60	-	214.00	60	3.57	6,135.17	60	102.25
Norma Johnson	167.90	68	2.47	288.00	68	4.24	48.00	68	0.71	3,847.01	68	56.57
North Ave	1,060.87	120	8.84	156.00	120	1.30	26.00	120	0.22	3,607.18	120	30.06
Northview	94.78	108	0.88	-	108	-	330.00	108	3.06	735.84	108	6.81
Parker ^A	-	-	-	-	-	-	-	-	-	-	-	-
Phoenix Park	1,098.93	68	16.16	150.00	68	2.21	313.50	68	4.61	8,714.51	68	128.15
Sharon Neese	82.98	56	1.48	-	56	-	116.00	56	2.07	4,488.84	56	80.16
Solid Foundation	31.25	80	0.39	-	80	-	436.00	80	5.45	-	80	-
Strizek Park	1,029.92	40	25.75	-	40	-	170.00	40	4.25	5,337.84	40	133.45
Vineland *	107.15	40	2.68	41.50	40	1.04	80.00	40	2.00	1,921.33	40	48.03
Walnut Grove *	347.63	20	17.38	268.00	20	13.40	-	20	-	1,138.98	20	56.95
Totals:	9,381.43	2,018.00	4.65	2,202.50	2,018.00	1.09	5,991.75	2,018.00	2.97	88,267.74	2,018.00	43.74
Values:	\$242,228.52			\$56,868.55			\$154,706.99			\$2,279,073.05		

* Traditional sites open August to May

^ Parker - closed for renovations

	Hours	Value
HS Homebase	48,730.50	\$ 1,258,221.51
EHS Homebase	69,655.00	\$ 1,798,492.10

PAC/PC	Hours	Value
Screening Panel	84.50	\$ 5,081.83
Boards	564.00	\$ 33,918.96
Committies & Training	948.50	\$ 57,042.79
		\$ 96,043.58

SETA HEAD START MENU

August 2016

Monday

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

Tuesday

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

Wednesday

3 Breakfast Week 1
 Milk
 Whole Wheat Bisquit
 Peaches
Lunch
 Milk
 Burrito
 Cheddar Cheese
 Romaine Lettuce
 Refried Beans
 Strawberries, fresh or
 Tangerine, fresh or
 Tomato, diced
 Tortilla, Whole Wheat
Snack
 Banana, fresh
 Strawberry Yogurt

Thursday

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

Friday

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

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

9 Breakfast Week 2
 Milk
 French Toast Sticks
 Pears
Lunch
 Milk
 Apple, fresh
 Chicken Drumsticks
 Macaroni Salad
 Tomato, fresh
 Watermelon, fresh or
Snack
 Milk
 Brown Rice Krispies Cereal

10 Breakfast Week 2
 Milk
 Oatmeal Cereal
 Pineapple, tidbits
 Raisins
Lunch
 Milk
 Beans Refried
 Coleslaw Salad
 Strawberries, fresh or
 Tangerine, fresh or
 Tortilla, Whole Wheat
Snack
 String Cheese
 Peaches

11 Breakfast Week 2
 Milk
 Banana, fresh
 Crispix Cereal
Lunch
 Milk
 BBQ Beef Brisket
 Carrot, fresh
 Oranges, fresh
 Whole Grain Mini Hoagie Roll
Snack
 Milk
 Crackers, Goldfish

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

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

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

17 Breakfast Week 3
 Milk
 Whole Wheat Bisquit
 Peaches
Lunch
 Milk
 Beans Refried
 Cantaloupe, fresh
 Tomato, diced
 Tortilla, Whole Wheat
Snack
 Whole Grain Buns
 Turkey Sliced

18 Breakfast Week 3
 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

19 Breakfast Week 3
 Milk
 Muffin, Banana
 Oranges, fresh
Lunch
 Milk
 Apricots
 Swiss American Cheese
 Tortilla, Whole Wheat
 Zucchini sticks
Snack
 Milk
 Crackers, Lemon Dinosaur

22 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

23 Breakfast Week 4
 Milk
 Pineapple, tidbits
 Whole Wheat Bagel
Lunch
 Milk
 Apricots
 Beans Refried
 Broccoli, fresh
 Tortilla, Whole Wheat
Snack
 Milk
 Cheerios, Whole Grain Cereal

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

25 Breakfast Week 4
 Milk
 Apricots
 French Toast Sticks
Lunch
 Milk
 Coleslaw Salad
 Mangoes
 Tortilla, Whole Wheat
 Turkey & Cheese Roll Up
Snack
 Banana, fresh
 Yogurt, Strawberry Banana

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

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

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

31 Breakfast Week 5
 Milk
 Whole Wheat Bisquit
 Peaches
Lunch
 Milk
 Cantaloupe, fresh
 Whole Grain Buns
 Potato Salad
 Turkey Sliced
Snack
 Banana, fresh
 Crackers, Lemon Dinosaur

SETA HEAD START MENU

Agosto 2016

Lunes

Martes

Miércoles

Jueves

Viernes

1 Desayuno Week 1

Leche
Jotqueis
Pera

Comida

Leche
Coliflor
Pollo con Limón y Pimienta
Naranja
Tortilla de Trigo Integral

Bocadillo

Requesón
Galletas Cheese-It

2 Desayuno Week 1

Leche
Melón
Cereal Cheerios de Grano Integ

Comida

Leche
Queso Americano
Manzana
Pan de Trigo Integral
Ensalada de Papa
Sandía Fresca o

Bocadillo

Leche
Dinosaurios de Galleta de Limón

3 Desayuno Week 1

Leche
Bizcocho de Trigo Integral
Durazno

Comida

Leche
Burrito
Queso Cheddar
Lechuga Romana
Frijoles Refritos
Fresa
Tanjarina o
Jitomate Picado
Tortilla de Trigo Integral

Bocadillo

Plátano Fresco
Yogur de Fresa

4 Desayuno Week 1

Leche
Piña Machacada
Bagel de Trigo Integral

Comida

Leche
Mandarina
Arroz Español con Pollo
Varitas de Calabacita

Bocadillo

Manzana
Mantequilla de Semilla de Girasol

5 Desayuno Week 1

Leche
Plátano Fresco
Mollete con Arándanos Azules

Comida

Leche
Pan de Trigo Integral
Melón
Zanahoria
Rebanada de Pavo

Bocadillo

Puré de Frijoles
Tortilla de Trigo Integral

8 Desayuno Week 2

Leche
Manzana
Ojuelas de Cereal Multigrano

Comida

Leche
Chabacano
Hamburguesa de Res
Verduras Mixtas
Pan de Trigo Integral

Bocadillo

Naranja
Yogur de Fresa y Plátano

9 Desayuno Week 2

Leche
Baritas de Pan Francés Tostad
Pera

Comida

Leche
Manzana
Pierna de Pollo
Ensalada de Macarrón
Jitomate Fresco
Sandía Fresca o

Bocadillo

Leche
Cereal Integral Rice Krispies

10 Desayuno Week 2

Leche
Avena
Piña Machacada
Pasas

Comida

Leche
Frijoles Refritos
Ensalada de Col
Fresa
Tanjarina o
Tortilla de Trigo Integral

Bocadillo

Hilos de Queso
Durazno

11 Desayuno Week 2

Leche
Plátano Fresco
Cereal Crispix

Comida

Leche
Pecho de Res Asado
Zanahoria
Naranja
Mini Panecillo de Grano Entero

Bocadillo

Leche
Pescados Dorados de Galleta

12 Desayuno Week 2

Leche
Manzana
Mollete

Comida

Leche
Pan de Trigo Integral
Brócoli
Melón
Rebanada de Pavo

Bocadillo

Quesadilla

15 Desayuno Week 3

Leche
Cereal Cheerios
Naranja

Comida

Leche
Manzana
Chicharos
Macarrón y Queso
Sandía Fresca o

Bocadillo

Zanahoria
Galletas de Trigo Integral

16 Breakfast Week 3

Milk
Applesauce
Waffles, sticks

Lunch

Milk
Beef Ravioli
Spinach Salad
Whole Grain Buns
Oranges, fresh

Snack

Apple, fresh
Sun Butter

17 Breakfast Week 3

Milk
Whole Wheat Bisquit
Peaches

Lunch

Milk
Beans Refried
Cantaloupe, fresh
Tomato, diced
Tortilla, Whole Wheat

Snack

Whole Grain Buns
Turkey Sliced

18 Breakfast Week 3

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

19 Breakfast Week 3

Milk
Muffin, Banana
Oranges, fresh

Lunch

Milk
Apricots
Swiss American Cheese
Tortilla, Whole Wheat
Zucchini sticks

Snack

Milk
Crackers, Lemon Dinosaur

22 Desayuno Week 4

Leche
Manzana
Cereal Integral Rice Krispies

Comida

Leche
Hamburguesa de Res
Elote
Naranja
Pan de Trigo Integral

Bocadillo

Galletas Cheese-It
Durazno

23 Desayuno Week 4

Leche
Piña Machacada
Bagel de Trigo Integral

Comida

Leche
Chabacano
Frijoles Refritos
Brócoli
Tortilla de Trigo Integral

Bocadillo

Leche
Cereal Cheerios de Grano Integ

24 Desayuno Week 4

Leche
Plátano Fresco
Avena

Comida

Leche
Enchilada de Queso con Salsa
Ensalada de Lechuga Romana
Naranja

Bocadillo

Puré de Garbanzo
Varitas de Verduras Melody

25 Desayuno Week 4

Leche
Chabacano
Baritas de Pan Francés Tostad

Comida

Leche
Ensalada de Col
Mango
Tortilla de Trigo Integral
Rollo de Pavo y Queso

Bocadillo

Plátano Fresco
Yogur de Fresa y Plátano

26 Desayuno Week 4

Leche
Manzana
Mollete con Arándanos Azules

Comida

Leche
Melón
Zanahoria
Galletas de Trigo Integral
Ensalada de Atún

Bocadillo

Leche
Pescados Dorados de Galleta

29 Desayuno Week 5

Leche
Jotqueis
Pera

Comida

Leche
Chabacano
Torta de Pollo
Ensalada de Col
Pan de Trigo Integral

Bocadillo

Piña Machacada
Yogur de Frambuesa

30 Desayuno Week 5

Leche
Manzana
Cereal Cheerios de Grano Integ

Comida

Leche
Frijoles Refritos
Fresa
Tanjarina o
Salsa de Jitomate
Tortilla de Trigo Integral

Bocadillo

Leche
Ojuelas de Cereal Multigrano

31 Desayuno Week 5

Leche
Bizcocho de Trigo Integral
Durazno

Comida

Leche
Melón
Pan de Grano Integral
Ensalada de Papa
Rebanada de Pavo

Bocadillo

Plátano Fresco
Dinosaurios de Galleta de Limón

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 June 2, 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, June 2, 2016
9:30 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 9:34 a.m. Mr. Nottoli led the board in the Pledge of Allegiance. The roll was called and a quorum established.

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
Don Nottoli, Member, Board of Supervisors

- II. **CLOSED SESSION: Conference With Labor Negotiator**

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

Board went into closed session at 9:36 a.m. The board went back into open session at 9:45 a.m. Mr. Larry Larsen stated that there was no report out.

- III. **Consent Items**

- A. Minutes of the April 28, 2016 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Appointment of Youth Committee Members
- D. Approval to Use Fund Balance for Additional Sales Tax Allocations
- E. Approval of the Workforce Innovation and Opportunity Act Memorandum of Understanding and Authorize staff to Negotiate Changes Subject to Legal Counsel Approval
- F. Approval to Extend Janitorial Services Agreements for Fiscal Year Ending June 30, 2016 and Authorize the Executive Director to Sign the Agreements

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 28 special meeting.

- B. Approve claims and warrants for the period 4/22/16 through 5/25/16.
- 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: 5 (Kennedy, Nottoli, Scherman, Schenirer, Warren)

Nay: 0

Abstentions: 0

IV. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Sacramento Employment and Training Agency Recommended Budget for Fiscal Year 2016-2017

Ms. Loretta Su reviewed this item which recommends the use of this budget until the final budget is ready for board approval in August. There is an overall decrease of \$3,418,000. There is a 1.8% COLA through the Head Start/Early Head Start grant. There is an increase in California Department of Education funds by \$226,000 from a higher reimbursement rate. The Workforce reductions are attributable to reductions in WIOA in the amount of \$514,000 and the CalWORKs reductions. The final budget will reflect the final funding opportunities and the actual funding available.

Moved/Nottoli, second/Warren, to approve the Recommended Budget and direct staff to print the Recommended Budget and make it available to the public. Schedule a Public Hearing on the Final Budget and direct staff to post and publish notice of that Public Hearing on the Final Budget to commence on August 4, 2016 at 10:00 a.m. or as soon thereafter as is practicable in the Governing Board meeting room at 925 Del Paso Boulevard, Sacramento, California.

Roll Call Vote:

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

2. Approval of Succession Plan for the Executive Director

Ms. Kossick stated that this is a required document for the Office of Community Services. There were no questions.

Moved/Schenirer, second/Warren, to approve the attached succession plan for the Executive Director.

Roll Call Vote:

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

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant: None.

One Stop Services:

1. Agree with the Sacramento Works, Inc. Board to Approve the Operating Agreement for the Implementation of the Workforce Innovation and Opportunity Act between Sacramento Works, Inc. and the SETA Governing Board

Mr. Roy Kim stated that this is a continuation of an agreement that existed under the Workforce Investment Act and adopts various policies and procedures between the two boards. This was developed by both legal counsels.

Mr. Larsen explained that the new Workforce Innovation and Opportunity Act does not use concurrence but requires that boards do matters in agreement. This is new wording in WIOA. Procedurally, the process is essentially the same.

Moved/Nottoli, second/Schenirer, to agree with the Sacramento Works, Inc. Board to approve the Operating Agreement for the Implementation of the Workforce Innovation and Opportunity Act between Sacramento Works, Inc. and the SETA Governing Board.

Roll Call Vote:

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

2. Agree with the Sacramento Works, Inc. Board to Approve Funding Recommendations for the Workforce Innovation and Opportunity Act (WIOA), Title I, Youth Program, for Program Year 2016-2017

Ms. Terri Carpenter, Workforce Manager, stated that a Request for Proposals was released on December 4 to procure service providers for the youth programs. Services to youth will be done much differently under WIOA in that out of school youth will be targeted for services.

Staff will utilize performance data to ensure the programs will be extended over the remaining four years.

Mr. Warren urged staff to check with service providers to ensure they can provide services and implement an effective program at their funded amounts.

Ms. Carpenter stated that all of the programs were provided an opportunity to speak before the Youth Committee and the Sacramento Works, Inc. board.

Speaker before the board:

Jason Sample, Director, Gateway Community Charter Schools

Moved/Nottoli, second/Schenirer, to agree with the Sacramento Works, Inc. Board to approve the funding recommendations for the WIOA Title I, Youth Program, PY 2016-2017. Approve with the stipulation that all funding recommendations are contingent upon satisfactory year-end program performance reviews.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

3. Agree with the Sacramento Works, Inc. Board to Approve the Workforce Innovation and Opportunity Act (WIOA), Sacramento Works, Inc., Resource Allocation Plan for 2016-2017

Mr. Roy Kim reviewed this item. The resource allocation plan mirrors the request for proposals and the movement back to the career center system. The Agency received 18 proposals in response to a recent procurement.

Mr. Kim reviewed the chart showing the various allocation percentages.

Mr. Nottoli expressed a concern about customers already enrolled in training being cut off on their training due to the upcoming funding cuts. Mr. Kim replied that SETA staff has met with the Department of Human Assistance and providers to work on a transition plan for customers that may be affected.

Ms. Michelle O'Camb stated that with those already in the pipeline, SETA is committed to working with the 56 affected customers to ensure they will continue

their intensive case management and training. DHA has agreed to continue supportive services and assist customers into OJT or another training program.

Ms. Scherman asked for the five-year base wage data to see how successful the customers have been after going through the intensive training.

Moved/Schenirer, second/Nottoli, to agree with the Sacramento Works, Inc. Board to approve the Resource Allocation Plan for 2016-17.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Mr. Warren left at 10:47 a.m.

4. Approval of Funding Recommendations for the Workforce Innovation and Opportunity Act, Title I, Adult/Dislocated Worker and CalWORKs Programs, PY 2016-2017

Mr. Kim reviewed funding charts and maps showing the areas of service. The amount available for direct services is \$8.8 million with 42% (\$3,713,841) to be set aside to provide direct services to customers via SETA-hosted Centers:

SETA-hosted Job Center Career Services:	\$2,414,371
CalWORKs wage reimbursements to employers:	\$ 700,000
Individual Training Accounts/ Support Services:	\$ 350,000
SETA training-related staff:	\$ 249,471

Mr. Kim reviewed the evaluation criteria utilized by the evaluation committee. Mr. Kim reviewed the funding recommendations. Mr. Kim reviewed the OJT funding recommendations which include training for CalWORKs recipients. All of the OJT providers submitted good proposals and all were recommended for funding at 28% across the board with the exception of Lao Family. For AB98, 40 slots for providers were recommended and distributed as evenly as possible. These slots are matched with WIOA funds.

There are additional CalWORKs funds set aside to be utilized for wage reimbursement services. Mr. Kim reviewed the stipulations that would be part of the funding recommendations. There were no questions or comments.

Moved/Nottoli, second/Schenirer, to approve funding recommendations for the WIOA Title I, Adult/Dislocated Worker and CalWORKs Programs as listed on the attached charts with the following stipulations:

1. PY 2016-17 funding will be subject to satisfactory year-end program performance. Providers that do not meet year-end performance goals and benchmarks may face a reduction in funding.
2. In anticipation of future minimum wage increases, OJT/SE providers must budget

an average minimum OJT/SE wage reimbursement rate of \$11.00 per hour.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Warren)

5. Approval of the Extension of the One-Stop Share of Cost Agreement with the County Department of Human Assistance, PY 2015-2016, Extend Subgrant Agreements with the Department of Human Assistance and the South County Services, and Authorize the Executive Director to Sign the Agreement and any Required Documents Pertaining to the Agreement

No questions or comments.

Moved/Schenirer, second/Kennedy, to approve the extension of the One-Stop Share of Cost agreement with the Department of Human Assistance for \$4,000,0000, and authorize the Executive Director to execute the agreement. Extend the Subgrant Agreement with the Department of Human Assistance for PY2016-17 for up to \$354,810 to continue the provision of employment and self-sufficiency services to Mather Community Campus residents, and extend the Subgrant Agreement with the South County Services for PY2016-17 for up to \$119,314 to continue the provision of safety-net services in South Sacramento County.

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

Nay: 0

Abstentions: 0

Absent: 1 (Warren)

C. CHILDREN AND FAMILY SERVICES:

1. Approval of the Submission of the Head Start/Early Head Start Cost of Living Adjustment (COLA) Application 2016-2017

Ms. Denise Lee reviewed items 1 and 2 together. She stated that the COLA would increase the base grant by approximately \$1 million. Staff met with labor/management team to discuss how funds could be utilized and membership ratified a 1.7% across the board wage increase. Ms. Lee acknowledged Dee Contreras, Jessica Rainey, Bob Silva, and Belinda Malone for their work on the negotiations.

2. Approval of the Submission of the Head Start Extended Duration of Services Application to the Office of Head Start

This grant request is an opportunity to participate in increased classroom duration to a minimum of 1,020 hours for a select number of classrooms. Three

of the five delegate agencies (San Juan USD, Twin Rivers USD, and WCIC) in addition to the grantee operated program will be applying for these funds to serve 468 children in extended duration. Implementation of the new services would be August, 2017. The delegate applications are still under review. Should there be changes, Ms. Lee will return to the board for action.

Moved/Schenirer, second/Kennedy, to approve items C-1 and C-2 as follows:
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. Total COLA funds will be \$935,164. - **and** -
Approve the submission of the 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.

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

Nay: 0

Abstentions: 0

Absent: 1 (Warren)

V. Information Items

- A. Fiscal Monitoring Reports: No questions.
- B. Employer Success Stories and Activity Report: No questions.
- C. Dislocated Worker Update: No additional report.
- D. Unemployment Update/Press Release from the Employment Development Department: Mr. Nottoli expressed appreciation for the ZIP code breakdown.
- E. Head Start Reports: No additional report.

VI. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick thanked staff for working so hard on the procurement. She publically recognized all staff. Staff will be scheduling visits with the providers and will be reaching out to board members to see if they want to attend.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Ms. Scherman thanked staff and providers for their hard work during the recent procurement.
- F. Public: No report.

VII. Adjournment: The meeting was adjourned at 11:08 a.m.

ITEM V – COMMITTEE REPORTS

COMMITTEE REPORTS

➤ Executive Committee

Critique of the July 19, 2016 Parent Advisory Committee meeting.

GOOD!!!
Thank you Ms. Ms. Denise Lee for ratification of the submission of the revised Head Start Extended Duration of Services Application to the Office of Head Start.
Thank you Ms. Rivkah Sass for the valuable and resourceful Sacramento Public Library presentation.
Thank you Ms. Rafaela Casillas for serving as Acting Secretary.
Thank you Ms. Rafaela Casillas for your committed service to the Parent Advisory Committee.
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.

➤ Budget/Planning Committee

➤ Personnel/Bylaws Committee

ITEM V – COMMITTEE REPORTS (continued)
Page 2

➤ Social/Hospitality Committee

➤ Men's Activities Affecting Children 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
 - ✓ Quality Assurance Report for San Juan Unified School District
 - Martha Cisneros - Health, Nutrition and Safe Environments Services
 - Karen Griffith - School Readiness, Special Education and Mental Health Services

NOTES:

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	239	12%	369	95	26%
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	623	13%	757	147	19%

AFE: Annual Funded Enrollment



SETA Head Start Food Service Operations Monthly Report *July 2016

July 1st - Minimum Day Preschool & EHS Full Day Classes.

July 4th - Holiday.

July 11th - LaVerne Stewart Class A closed due to lack of permanent staff.

July 13th - New On-Call Cook/Driver Orlando started at the Central Kitchen.

July 22nd - Some of the EHS classes were closed for training.

July 25th & 26th - The Galt Center was closed for repairs.

Meetings & Trainings:

Connie attended a meeting at the new Walnut Grove site on July 26th.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
30,350	18,920	20,930	760

Total Amount of Meals and Snacks Prepared 70,960

Purchases:

Food \$50,529.98

Non - Food \$10,994.42

Building Maintenance and Repair: \$468.66

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$100.00

Vehicle Maintenance and Repair : \$3,240.70

Vehicle Gas / Fuel: \$1,376.01
Normal Delivery Days 20

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2015 to 2016

Period: July 2016

Part Day Classes						
			Present Only		Present/Excused	
Center Name	Funded Enrollment	Total Days	ADA	% ADA	ADA	%ADA
Bannon Creek	80	19	55	69%	74	93%
Crossroad Gardens	40	19	26	65%	37	93%
Elkhorn	80	19	53	66%	69	86%
Hopkins Park	80	19	40	50%	64	80%
Mather	80	19	51	64%	65	81%
Strizek Park	40	19	23	57%	38	95%
Fruitridge	80	19	55	69%	72	90%
Northview	80	19	41	51%	72	90%
Freedom Park	80	19	41	51%	59	74%
Phoenix Park	40	19	27	68%	37	93%
Galt	120	17	81	68%	119	99%
Hillsdale	80	19	40	50%	58	73%
Solid Foundation	80	19	35	44%	70	88%
La Verne Sterwart	40	19	19	48%	26	65%
Nedra Court	60	19	31	52%	49	82%
Parker	16	19	9	56%	12	75%
Marina Vista ELC	20	19	9	45%	13	65%
Norma Johnson	40	19	17	43%	27	68%

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2015 to 2016

Period: July 2016

Full Day Classes						
			Present Only		Present/Excused	
Center Name	Funded Enrollment	Total Days	ADA	% ADA	ADA	%ADA
Crossroad Gardens	44	20	23	52%	33	75%
Elkhorn	22	19	17	77%	21	95%
Hillsdale	44	19	24	55%	27	61%
Norma Johnson	22	20	14	64%	20	91%
Northview	22	19	16	73%	21	95%
Phoenix Park	22	20	14	64%	19	86%
Job Corp	22	20	16	73%	22	100%
Marina Vista ELC	44	20	27	61%	37	84%
Freedom Park	44	19	27	61%	37	84%
Mather	22	20	15	68%	18	82%
Sharon Neese	44	20	27	61%	40	91%

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2015 to 2016

Period: July 2016

Early Head Start Classes						
			Present Only		Present/Excused	
Center Name	Funded Enrollment	Total Days	ADA	% ADA	ADA	%ADA
Marina Vista ELC	8	20	7	88%	8	100%
Alder Grove Infant/Toddler Center	16	20	12	75%	15	94%
Crossroad Gardens	8	19	6	75%	8	100%
Phoenix Park	8	20	6	75%	8	100%
Mather	14	20	11	79%	13	93%
Norma Johnson	8	20	5	63%	8	100%
Sharon Neese	16	19	11	69%	15	94%
Elkhorn	16	20	10	63%	13	81%
Job Corp	16	20	12	75%	15	94%
Northview	8	19	6	75%	7	88%

SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 7/29/16						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Bannon Creek	1200A	19	12	7	6	25
Bannon Creek	1200B	20	10	10	6	26
Bannon Creek	1200C	19	10	9	5	24
Bannon Creek	1200D	19	12	7	6	25
Crossroad Gardens	1242A	20	12	8	0	20
Crossroad Gardens	1242B	18	16	2	6	24
Crossroad Gardens	1242R	18	7	11	9	27
Crossroad Gardens	1242X	18	16	2	6	24
Elkhorn	1255A	20	15	5	4	24
Elkhorn	1255B	19	14	5	8	27
Elkhorn	1255C	19	11	8	3	22
Elkhorn	1255D	19	15	4	5	24
Elkhorn	1255X	22	18	4	3	25
Freedom Park	1239A	18	11	7	3	21
Freedom Park	1239B	11	8	3	7	18
Freedom Park	1239C	12	10	2	3	15
Freedom Park	1239D	18	9	9	3	21
Freedom Park	1239R	18	13	5	4	22
Freedom Park	1239X	17	9	8	6	23
Fruitridge	1216A	18	14	4	5	23
Fruitridge	1216B	19	15	4	4	23
Fruitridge	1216C	20	13	7	4	24
Fruitridge	1216D	19	16	3	4	23
Galt	1234A	20	8	12	1	21
Galt	1234B	20	12	8	1	21
Galt	1234C	20	15	5	4	24
Galt	1234D	20	9	11	3	23
Galt	1234E	20	13	7	4	24
Galt	1234F	20	9	11	0	20
Hillsdale	1228A	14	12	2	6	20
Hillsdale	1228B	13	8	5	9	22
Hillsdale	1228C	11	6	5	7	18
Hillsdale	1228D	16	9	7	10	26
Hillsdale	1228R	19	14	5	2	21

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

Strizek Park	1225B	17	9	8	5	22
Alder Grove Infant/Toddler Center	1212M	7	5	2	2	9
Alder Grove Infant/Toddler Center	1212U	7	5	2	1	8
Crossroad Gardens	1242U	8	6	2	0	8
Elkhorn	1255M	5	4	1	3	8
Elkhorn	1255U	7	2	5	1	8
Job Corp	1237M	8	7	1	2	10
Job Corp	1237U	8	4	4	1	9
Marina Vista ELC	1246U	8	6	2	1	9
Mather	1223M	7	6	1	0	7
Mather	1223U	7	7	0	0	7
Norma Johnson	1214U	8	7	1	2	10
Northview	1224U	7	5	2	2	9
Phoenix Park	1248U	7	6	1	2	9
Sharon Neese	1249M	8	5	3	0	8
Sharon Neese	1249U	8	7	1	1	9
TOTALS for Head Start		1396	896	500	319	1715
HS Totals	1286					
Drops w/in 30	301					
P/S Home Base	123					
Total	1710					
EHS Totals	110					
Drops w/in 30	18					
SCOE	37					
EHS Home Base	155					
River Oaks	61					
Total	381					
GRAND TOTAL	2091					



HEAD START MONTHLY REPORT

AUGUST 2016

SETA Operated Program **Program Operation**

In the month of July, center based teachers were introduced and trained on two new tools. The Ages and Stages Questionnaire (ASQ), was introduced as the newly adopted 45-day screener for preschool aged children. The use of ASQ is considered an indicator of a high quality preschool program by Raising Quality Together. Preschool teachers will now use the ASQ-3 and ASQ-SE questionnaires in conjunction. Each questionnaire consists of 38 questions that screen for strengths and concerns in the area of social and emotional and development. This shift will also provide screening consistency throughout the agency as ASQ is already used in Early Head Start and Home Base.

July also saw the introduction of an updated TIPS binder. TIPS stands for “Teacher Individualization Planning Support.” Spearheaded by the intervention team and Education Coordinators, the recently developed binder now provides quick access to data and resources that will allow teachers to better individualize for children. Teachers now have the ability to quickly reference resources that provide strategies regarding speech and language, math, CLASS and behavior. All Teachers and Site Supervisors received three hours of training on ways to effectively use both ASQ screeners and the TIPS binder.

Health, Nutrition, and Safe Environments

The Health, Nutrition, and Safe Environment Unit has been continuing to follow up on routings and referrals. Routings and referrals range from creating asthma care plans to processing special diet plans and conducting large scale dental treatment referrals. 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.

With the start of school quickly approaching, staff is diligently working on processes and systems to support our families that will be routed to our unit. We are also very excited at new partnerships with Public Health, Sacramento State, Access Dental, and Covered Sacramento. Each of our partners will be assisting with our mass attempt to conduct screenings for children in addition to providing resources for our children in the areas of health and nutrition.



Program Support Services

Quality Assurance Unit - SETA-Operated Programs were reviewed in the month of July with the following centers: Bannon Creek, Hillsdale, Phoenix Park, Marina Vista and Elkhorn. Reports are being finalized and will be available mid-August. QA Exit Meetings were held for SCUSD HS/EHS Home-based Program on July 22, 2016 and SJUSD EHS Home-based Program on July 29, 2016.

Technical Assistance -Technical assistance activities were provided to Delegates in finalizing their PIR 2016 Reports and in updating their Corrective Action Plans in preparation for 2016-2017 school year.

Governance

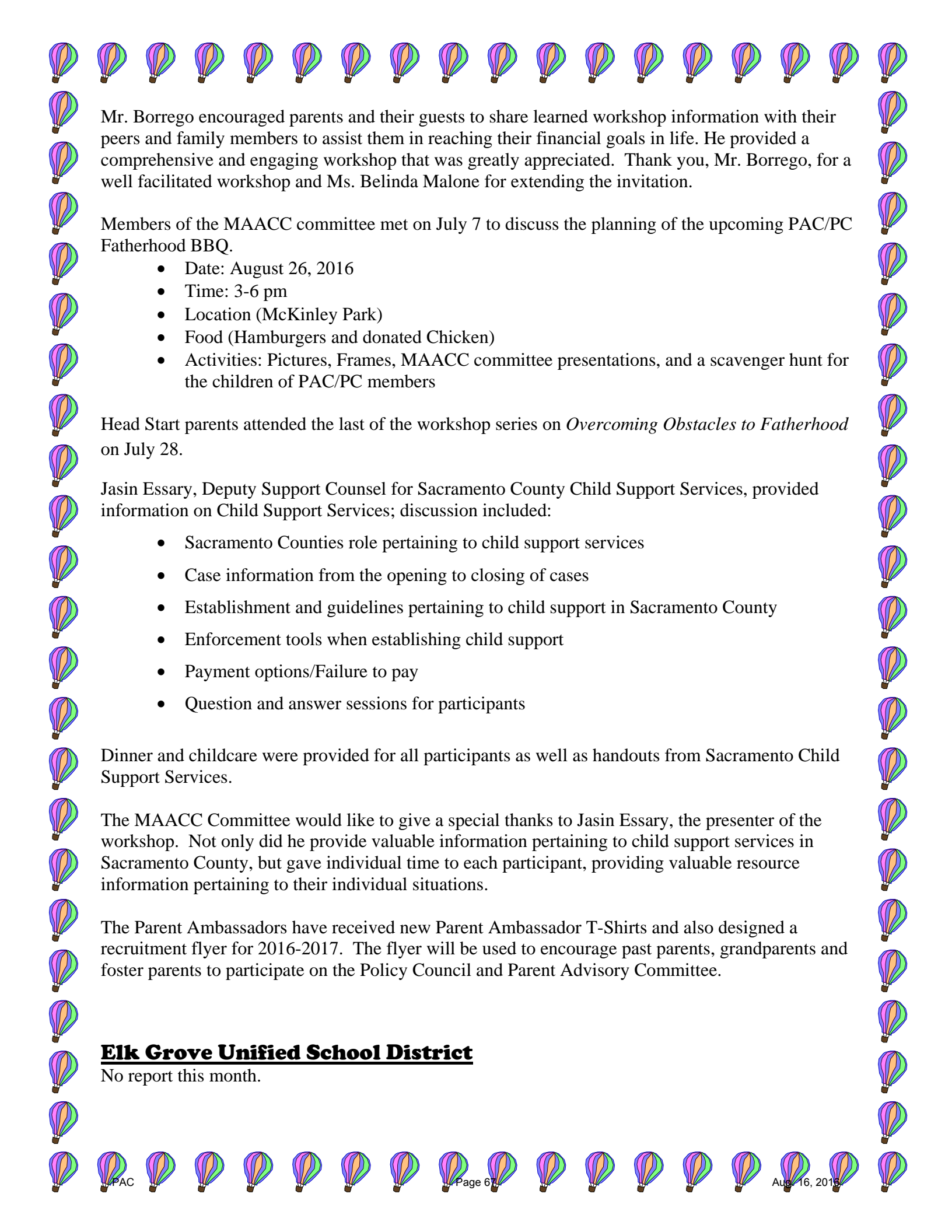
PC/PAC was honored to have the Sacramento Public Library Executive Director, Ms. Rivkah Sass and Ms. Donna Zick, Early Learning Specialist, provided a presentation on library resource information and services. Ms. Sass is a SETA Community Action Board (CAB) member representing the Sacramento Public Library.

The Sacramento Public Library is the fourth largest system in California and serves more than 1.3 million residents in Sacramento County, including the cities of Citrus Heights, Elk Grove, Galt, Isleton, Rancho Cordova and Sacramento. Parents and staff were amazed of the many services available to community members. Library items for check out with a library card include books of course, Go-Pro cameras, video games, musical instruments, sewing machine, prom dresses; just to name a few. In-library use includes a homework zone, play stations, a book publishing center etc. Additional services include EBooks/BookFLIX for kids, storytelling, Rosetta Stone international languages in 30 languages, passport service, adult learning, help with homework on-line program (designed for K-12), and a summer lunch program for children up to age 18 years old. Please see www.saclibrary.org for additional library services.

Thank you, Ms. Sass and Ms. Zick, for an awesome and informative Sacramento Public Library presentation. The Sacramento Public Library delivers ideas, information, and resources to help our community discover, learn and grow (Mission Statement).

On July 20, Mr. Gerad Borrego, Financial Education Coordinator (SAFE Credit Union), provided a Financial/Literacy for parents. Parents learned how to understand credit and the importance of having good credit. Topics of discussion included:

- Why good credit is important
- How to get a free credit report once a year
- What is a credit score?
- Things you can do to build or rebuild credit
- Tips on how to use a credit card responsibly
- Cost of making a minimum payment



Mr. Borrego encouraged parents and their guests to share learned workshop information with their peers and family members to assist them in reaching their financial goals in life. He provided a comprehensive and engaging workshop that was greatly appreciated. Thank you, Mr. Borrego, for a well facilitated workshop and Ms. Belinda Malone for extending the invitation.

Members of the MAACC committee met on July 7 to discuss the planning of the upcoming PAC/PC Fatherhood BBQ.

- Date: August 26, 2016
- Time: 3-6 pm
- Location (McKinley Park)
- Food (Hamburgers and donated Chicken)
- Activities: Pictures, Frames, MAACC committee presentations, and a scavenger hunt for the children of PAC/PC members

Head Start parents attended the last of the workshop series on *Overcoming Obstacles to Fatherhood* on July 28.

Jasin Essary, Deputy Support Counsel for Sacramento County Child Support Services, provided information on Child Support Services; discussion included:

- Sacramento Counties role pertaining to child support services
- Case information from the opening to closing of cases
- Establishment and guidelines pertaining to child support in Sacramento County
- Enforcement tools when establishing child support
- Payment options/Failure to pay
- Question and answer sessions for participants

Dinner and childcare were provided for all participants as well as handouts from Sacramento Child Support Services.

The MAACC Committee would like to give a special thanks to Jasin Essary, the presenter of the workshop. Not only did he provide valuable information pertaining to child support services in Sacramento County, but gave individual time to each participant, providing valuable resource information pertaining to their individual situations.

The Parent Ambassadors have received new Parent Ambassador T-Shirts and also designed a recruitment flyer for 2016-2017. The flyer will be used to encourage past parents, grandparents and foster parents to participate on the Policy Council and Parent Advisory Committee.

Elk Grove Unified School District

No report this month.



Sacramento City Unified School District

Health and Nutrition

As Fall Registration ramps up, the Preschool Nurses are very busy attending to a variety of tasks; such as:

- Emergency Care Plans are being written, medications are being collected from parents and student files are all being reviewed.
- Coordination is taking place between SCUSD Child Development Department and SCUSD Nutrition Services Department staff so that Special Diets will be in place before school starts.
- Substitute teacher binders are being updated to include current health and special diet information on incoming students.
- Flip charts are being prepared for every classroom which has students with special diets.
- Parents are bringing children in for hearing and vision screenings, and parents are being provided information on nutrition, iron, lead and dental care. Parents are receiving a Poison Control magnet and the phone number for Dial-A-Story.
- Nurse Lori is finalizing the dental varnish calendar with the SmileKeepers (County of Sacramento) for the coming year. Packets are being prepared for every classroom, with permission slips and printed information for the parents and the teachers.
- As all the preparations continue to occur for the start of school, nurses continue to also provide nurse support to the five Children Center classrooms that remain open in the summer.

Education

All Resource Staff attended a Creative Curriculum Training session with Cathy Cole. The emphasis was on how to support teachers with the re-alignment implementation of The Creative Curriculum.

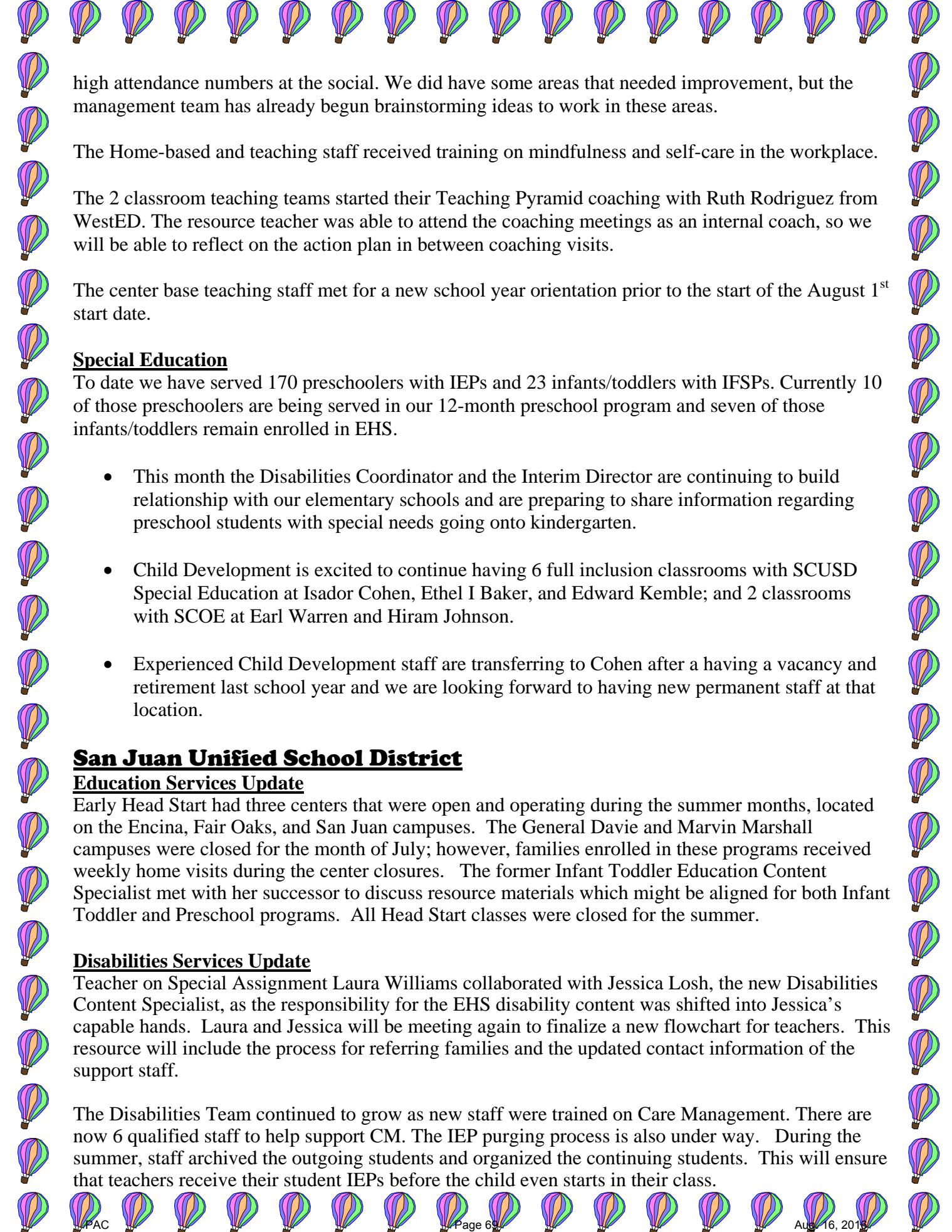
Coordinators and Resource staff are preparing for the next school year by updating classroom forms, ordering consumable materials, replacing curriculum materials and more.

Family & Community Engagement

The department is in its final stages to rolling out the newly developed APPLE Bag. APPLE stands for All Parents Participate in Literacy and Education. This will be a family early literacy and engagement bag. Each teacher will receive 24 bags to rotate with children. The APPLE bag will contained hardbound books selected from the CSEFEL-Teaching Pyramid and staff recommended titles. The goal is to encourage families to engage in their children's early language and literacy development by reading and sharing books. In addition to the books, information and activity sheets on parent engagement will be included as well.

Early Head Start and Home-Based

The Home-based staff had the exit meeting with SETA to go over findings from the Quality Assurance visits in June. Overall the team had positive feedback for the home visitors based on their observations on home visits and at the socialization. There was a lot of positive feedback in regards to the interactions that the reviewers observed while on home visits. They were also happy to see



high attendance numbers at the social. We did have some areas that needed improvement, but the management team has already begun brainstorming ideas to work in these areas.

The Home-based and teaching staff received training on mindfulness and self-care in the workplace.

The 2 classroom teaching teams started their Teaching Pyramid coaching with Ruth Rodriguez from WestED. The resource teacher was able to attend the coaching meetings as an internal coach, so we will be able to reflect on the action plan in between coaching visits.

The center base teaching staff met for a new school year orientation prior to the start of the August 1st start date.

Special Education

To date we have served 170 preschoolers with IEPs and 23 infants/toddlers with IFSPs. Currently 10 of those preschoolers are being served in our 12-month preschool program and seven of those infants/toddlers remain enrolled in EHS.

- This month the Disabilities Coordinator and the Interim Director are continuing to build relationship with our elementary schools and are preparing to share information regarding preschool students with special needs going onto kindergarten.
- Child Development is excited to continue having 6 full inclusion classrooms with SCUSD Special Education at Isador Cohen, Ethel I Baker, and Edward Kemble; and 2 classrooms with SCOE at Earl Warren and Hiram Johnson.
- Experienced Child Development staff are transferring to Cohen after a having a vacancy and retirement last school year and we are looking forward to having new permanent staff at that location.

San Juan Unified School District

Education Services Update

Early Head Start had three centers that were open and operating during the summer months, located on the Encina, Fair Oaks, and San Juan campuses. The General Davie and Marvin Marshall campuses were closed for the month of July; however, families enrolled in these programs received weekly home visits during the center closures. The former Infant Toddler Education Content Specialist met with her successor to discuss resource materials which might be aligned for both Infant Toddler and Preschool programs. All Head Start classes were closed for the summer.

Disabilities Services Update

Teacher on Special Assignment Laura Williams collaborated with Jessica Losh, the new Disabilities Content Specialist, as the responsibility for the EHS disability content was shifted into Jessica's capable hands. Laura and Jessica will be meeting again to finalize a new flowchart for teachers. This resource will include the process for referring families and the updated contact information of the support staff.

The Disabilities Team continued to grow as new staff were trained on Care Management. There are now 6 qualified staff to help support CM. The IEP purging process is also under way. During the summer, staff archived the outgoing students and organized the continuing students. This will ensure that teachers receive their student IEPs before the child even starts in their class.



Mental Health Services Update

The Mental Health Therapist lent ongoing support to families and children with identified mental health needs during the summer vacation. He was also a member of the team that assisted parents and families as they began the screening process for fall enrollment. Children with elevated ASQ-SE assessment scores will receive ongoing follow up mental health services as needed. The Mental Health Therapist will now begin providing support and services to EHS as well.

Health Services Update

Health screened twice a day (one AM session and one PM session), three days a week during the month of July. They also reviewed files for the students entering the 2016-2017 school year. This review included the students' health, nutrition, and immunization status. The pertinent data was entered into Child Plus for children enrolling in the upcoming school year. The School Nurse wrote Individualized Student Health Plans for those who have health concerns. She also prepared the training materials for the staff for the beginning of the school year.

Nutrition Services Update

The Content Specialist for CACFP updated the menus and the Menu Production Records for the 2016-2017 school year for both Preschool and Infant Toddler. A short introductory meeting regarding nutrition is being prepared for the teachers' in-service training in August.

Family and Community Partnerships Update

Staff continued to call new and returning families to complete their children's registration for the new school year in part-day Head Start, WRAP programs, and Early Head Start programs. Additionally, preschool children and their families completed comprehensive screening by completing ASQs, ASQ-SEs and Head Start Family Partnership Agreement Worksheets. Families were provided with community resource information, First 5 parent resource boxes, and contact information for their School Community Worker. Additional community resources were provided based on individual family need. Linguistic support in Spanish and Arabic was provided to assist families.

There was no Policy Committee meeting for the month of July. Most of the Program Governance work for the month consisted of preparation for the upcoming school year. Governance systems, forms, and timelines were reviewed and updated as necessary. The Program Area Plan and program planning cycle (road map) were reviewed to assure that responsible parties and program monitoring plans are in place for the upcoming school year.

Program Support/Staff Training Update

The Early Head Start and Head Start School Readiness goals around literacy will continue to be professional development topics next year. The Infant Toddler and Preschool Leadership teams worked on the professional development schedules for 2016-2017. State Triangulation findings will inform some of the topics and content. Both teams began planning the Pre-Service trainings for August.

Fiscal Update

The Fiscal department was extremely busy this month. The fiscal year closed June 30th, which involved closing purchase orders, setting up liabilities and accounts receivables, and reconciling all programs. This also meant closing grants for 2015-2016 and completing the SAC forms. Head Start and Early Head Start closed the 2015-2016 grant year as of July 31.



Safe Environments Update

Staff began the process of gearing up for the upcoming school year and Professional Development trainings. Staff will be asked to review- and if necessary- rewrite, their SUPER vision plans. They also reviewed all the Safe Environment checklists and forms, as well as updated dates and requirements as needed. Staff looked at the road map created last year as a resource in order to continue meeting important timelines.

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.

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: