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THOUGHT OF THE DAY: "If there is no struggle, there is no progress."

Author: Frederick Douglass

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

DATE: Tuesday, May 16, 2017

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.

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•	<u>Robyn Caruso</u> - Program Support, Quality Assurance, and EHS-CCP services	
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DISTRIBUTION DATE: THURSDAY, MAY 11, 2017

Parent Advisory Committee meeting hosted by:
 Terri McMillin (Chair), vacant (Vice Chair), Angel Chennault (Secretary),
 Angel Burnell (Treasurer), Kenneth Tate (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
- ___ **Angel Chenault, Bannon Creek Head Start**
- ___ **Iliana Antillo, Crossroad Gardens Head Start**
- ___ Vacant, Early Head Start (Home Base)
- ___ **Yesenia Rodriguez, Elkhorn Head Start**
- ___ Vacant, Freedom Park Head Start
- ___ Vacant, Fruitridge Head Start
- ___ **Patricia Molina, Galt Head Start**
- ___ Vacant, Grizzly Hollow
- ___ Vacant, Hillsdale Head Start
- ___ Vacant, Home Based Head Start
- ___ Vacant, Home Base Early Head Start
- ___ Vacant, Hopkins Park Head Start
- ___ Vacant, Illa Collin Head Start
- ___ **Penelope Scott, Job Corps Head Start**
- ___ **Henrietta Gutierrez, 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
- ___ **Griselda O’Cisneros, North Avenue Head Start**
- ___ **Angela Burnell, Northview Head Start**
- ___ Vacant, Parker Head Start
- ___ Vacant, Phoenix Park Head Start
- ___ Vacant, River Oak Center for Children
- ___ **Belgica Jimenez, Sacramento County Office of Education**
- ___ Vacant, Sharon Neese Early Learning Center
- ___ Vacant, Solid Foundation Head Start
- ___ Vacant, Strizek Park Head Start
- ___ **Jessica Sherren, Vineland Head Start**
- ___ Vacant, Walnut Grove Head Start
- ___ Vacant, Foster Parent Representative
- ___ **Calvin Sheppard, Men's Activities Affecting Children Committee Representative**
- ___ Vacant, Community Representative
- ___ **Kenneth Tate, Community Representative**
- ___ **Terri McMillin, Outgoing Chair**

ITEM I-A – ROLL CALL
(Continued)

Program Year 2016-2017 - New Representatives to be seated

<input type="checkbox"/> Franqui Moreno, Freedom Park Head Start
<input type="checkbox"/> Renee Trevino, Norma Johnson Head Start
<input type="checkbox"/> Vacant, Alder Grove I Head Start
<input type="checkbox"/> Vacant, Alder Grove II Head Start
<input type="checkbox"/> Vacant, Auberry Park Head Start
<input type="checkbox"/> Vacant, Fruitridge 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, Laverne Stewart 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"/> Kristin Avary, Strizek Park Head Start
<input type="checkbox"/> Vacant, Nedra Court Head Start
<input type="checkbox"/> Vacant, Parker Head Start
<input type="checkbox"/> Vacant, Phoenix Park Head Start
<input type="checkbox"/> Vacant, River Oak Center for Children
<input type="checkbox"/> Vacant, Sharon Neese Head Start
<input type="checkbox"/> Vacant, Solid Foundation Head Start
<input type="checkbox"/> Vacant, Walnut Grove Head Start
<input type="checkbox"/> Vacant, Early Head Start (Home Base)
<input type="checkbox"/> Vacant, Pre-School (Home Base)
<input type="checkbox"/> Vacant, Home Base
<input type="checkbox"/> Vacant, Community Representative

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

**The PAC was seated on November 15, 2016 and January 17, 2017
PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM
YEAR 2016-2017**

COMMITTEE MEMBER	CENTER	11/15	1/17	2/20	3/21	4/25#	5/16	6/20	7/18	8/15	9/19	10/17	11/21
Yolanda Peaks Seated 4/17	AG I		✗		U	U							
LaTonya Peaks s/b/seated 3/21	AG II				U	U							
Vacant Seated	AP												
Angel Chenault Seated 11/15	BC	X	X		X	X							
Iliana Antillo Seated 11/15	CR	X	U		X	X							
Vacant Seated	EHS/HB												
Yesenia Rodriguez Seated 11/15	EL	X	X		X	X							
Franqui Moreno s/b/seated 3/21	FP				U	E							
Vacant Seated	FP												
Deajanna Lockett S/B/Seated 3/21	FT				U	U							
Patricia Molina Seated 11/15	G		X		E	X							
Vacant Seated	GH												
Vacant Seated	H												
Vacant Seated	HB												
Vacant Seated	HB												
Vacant Seated	IC												
Vacant Seated	HP												
Vacant Seated	JC												
Penelope Scott Seated 1/17	JC		X		X	X							
Henrietta Gutierrez Seated 11/15	K	X	E		X	X							
Vacant Seated	LVS												
Vacant Seated	MCBB												
Vacant Seated	MV												
Vacant Seated	M												
Griselda O' Cisneros Seated 4/25	NA					X							
Brianna Isaac Seated 11/15	NC	✗	U		E	U							
Renee Trevino s/b/seated 4/25	NJ					U							
Angela Burnell Seated 11/15	NV	X	X		E	E							
Vacant Seated	PA												
Vacant Seated	PP												

COMMITTEE MEMBER	CENTER	11/15		1/17	2/20 **	3/21	4/25#	5/16	6/20	7/18	8/15	9/19	10/17	11/21
Vacant Seated	RO													
Belgica Jimenez Seated 3/21	SCOE					X	X							
Vacant Seated	SF													
Vacant Seated	SN													
Kristin Avary s/b/seated 4/25	SP													
Jessica Sherren Seated 3/21	V					X	X							
Vacant Seated	WG													
Vacant Seated	FPR													
Calvin Sheppard Seated 4/26	MAACC	X		X		X	X							
Terri McMillin Seated 11/17	OGC	X		X		X	X							
Thelma Adams Seated 1/17	CR	X		X		U	U							
Kenneth Tate Seated 1/17	CR	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 2016-2017
(Continued)

Head Start Center Abbreviations

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

Representative Abbreviations

MAACCC:	Men's Activities Affecting Children Committee
OGC:	Out Going Chair
CR:	Community 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.

Current a/o: 5/10/2017 2:59 PM

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE APRIL 25, 2017
SPECIAL MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the April 25, 2017 PAC meeting.

RECOMMENDATION:

Approve the minutes of the April 25, 2017 PAC meeting.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

REGULAR MEETING OF THE HEAD START POLICY COUNCIL
SPECIAL MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, April 25, 2017
9:00 a.m.

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

Mr. Kenneth Tate called the meeting to order at 9:04 a.m. The Pledge of Allegiance was recited. Mr. Tate read the thought of the day. Ms. Linda Harris called the roll. A quorum was established.

Members Present:

Linda Harris, Elk Grove Unified School District
Elnora Nears, Elk Grove Unified School District
Vocheri Thomas, WCIC/Playmate Child Development Center
Andrea Scharnow, Sacramento City Unified School District
Ezell Humphrey-Grant, Twin Rivers Unified School District
Henrietta Gutierrez, SETA-Operated Program
Angel Chenault, SETA-Operated Program
Calvin Sheppard, MAACC
Taneya Zimmerman, Early Head Start, Sac. City Unified School Dist.
Linda Litka, Community Representative
Terri McMillin, Community Representative
Robin Blanks, Community Representative
Penelope Scott, Community Representative
Kenneth Tate, Community Representative
Reginald Castex, WCIC/Playmate Child Development Center (seated at 9:20 a.m.)

Members Absent:

Jennifer Lane, Twin Rivers Unified School District (excused)
Angela Burnell, SETA-Operated Program (unexcused)
April Jean, Birth and Beyond (unexcused)
David Lesnick, San Juan Unified School District (excused)
Anchil Goswami, Sacramento City Unified School District (unexcused)

II. Consent Item (Policy Council)

A. Approval of the Minutes of the March 28, 2017 Policy Council Meeting

Minutes were reviewed; no questions or comments.

Moved/Blanks, second/Chenault, to approve the minutes of the March 28, 2017 meeting.

Show of hands vote:

Aye: 13 (Blanks, Chenault, Gutierrez, Harris, Humphrey-Grant, Litka, McMillin, Nears, Scott, Scharnow, Sheppard, Thomas, Zimmerman)

Nay: 0

Abstentions: 1 (Tate)

Absent: 5 (Burnell, Goswami, Jean, Lane, Lesnick)

III. **Action Items**

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

The board went into closed session at 9:10 a.m.

Mr. Reginald Castex was seated at 9:20 a.m.

Mr. Tate called the meeting back to order at 9:21 a.m. and reported that the board approved Eligible Lists for: Associate Teacher and Courier/Maintenance.

IV. **Information Items**

A. Standing Information Items (Policy Council)

➤ PC/PAC Calendar of Events – Ms. Harris reviewed the calendar of events.

Mr. Tate called a break at 9:25 a.m. a break was called in for the system to be powered up.

Ms. Terri McMillin called the PAC meeting to order at 9:42 a.m. and read the thought of the day. Ms. Angel Chenault called the roll and a seated new member; a quorum was established.

Members Present:

Angel Chenault
Calvin Sheppard
Kenneth Tate
Terri McMillin
Penelope Scott
Yesenia Rodriguez
Iliana Antillo
Henrietta Gutierrez
Belgica Jimenez
Jessica Sherren
Patricia Molina

Members Absent:

Yolanda Peaks, Alder Grove I (unex.)
Angela Burnell (unexcused)
Thelma Adams (unexcused)
Brianna Isaac (unexcused)

New Members Seated:

Griselda O’Cisneros, North Avenue Head Start

New Members to be Seated but Absent:

Franqui Moreno, Freedom Park Head Start (excused)
Deaujanna Lockett, Fruitridge Head Start (unexcused)
LaTonya Peaks, Alder Grove II (unexcused)
Renee Trevino, Norma Johnson Head Start (unexcused)
Kristin Avary, Strizek Park Head Start (unexcused)

Ms. O’Cisneros provided some personal information on her children and grandchildren.

II. Consent Item (Parent Advisory Committee)

A. Approval of the Minutes of the March 21, 2017 Policy Council Meeting

Moved/Gutierrez, second/Scott, to approve the minutes of the March 21, 2017 meeting.

Show of hands vote:

Aye: 11 (Antillo, Chenault, Gutierrez, Jimenez, Molina, O’Cisneros, Rodriguez, Scott, Sheppard, Sherren, Tate)

Nay: 0

Abstentions: 1 (McMillin)

Absent: 4 (Adams, Burnell, Isaac, Peaks)

III. Action Items

B. Approval of Annual Self Assessment for 2016-2017 and Resulting Program Improvement Plan SETA-Operated Program

Ms. Caruso stated that this report is required every year. After the self-assessment, she was happy to find the children’s’ files are incredibly neat and complete; it is important to report where the children are at enrollment and how they progress over their school year. The new Performance Standards were reviewed to determine what programs and procedures may need to be changed.

Ms. Caruso reviewed the report and stated that under Health and Nutrition, there is a lot of intentionality for increased documentation for dietary issues for children.

Areas to improve on include actively recruiting, making connections with neighboring agencies, goal follow up, documenting things in the files, tooth brushing to ensure children are brushing their teeth correctly. The program improvement plan was reviewed.

All items identified to grow in are put into the program improvement plan and there is a list of how the goals are to be met.

Mr. Tate asked Ms. Caruso where she thought SETA/Head Start was and Ms. Caruso replied that she thinks the purpose of a self-assessment is to see how we are doing. She reads all of the county-wide assessments, SOP and delegate agencies, and we are doing a tremendous job providing services. Ms. Lee replied that she thinks we are in the high 90's but there is always room to improve to be stronger and better. It is not a problem when there is a finding.

Ms. Thomas shared her concerns are in health and nutrition in the CCP; are we understaffed, overwhelmed? Ms. Caruso replied that this is a newer partnership with Kinderworld. They have just taken on Early Head Start and it is a beast to learn; Kinderworld has to learn a new way of administering the program from what have done over the years.

Policy Council:

Moved/Thomas, second/Scharnow, to approve Program Year 2016-2017 Self-Assessment and resulting Program Improvement Plan for the Head Start/Early Head Start program and the EHS-Child Care Partnership/Expansion program.

Aye: 14 (Blanks, Castex, Chenault, Gutierrez, Harris, Humphrey-Grant, Litka, McMillin, Nears, Scott, Scharnow, Sheppard, Thomas, Zimmerman)

Nay: 0

Abstentions: 1 (Tate)

Absent: 5 (Burnell, Goswami, Jean, Lane, Lesnick)

Parent Advisory Committee:

Moved/Tate, second/Chenault, to approve Program Year 2016-2017 Self-Assessment and resulting Program Improvement Plan for the Head Start/Early Head Start program and the EHS-Child Care Partnership/Expansion program.

Show of hands vote:

Aye: 11 (Antillo, Chenault, Gutierrez, Jimenez, Molina, O'Cisneros, Rodriguez, Scott, Sheppard, Sherren, Tate)

Nay: 0

Abstentions: 1 (McMillin)

Absent: 4 (Adams, Burnell, Isaac, Peaks)

C. Approval of Program Year 2017-2018 Head Start/Early Head Start Refunding Application

Ms. Lee stated that SETA has been the Head Start grantee for 36 years. The grant was generally awarded in perpetuity unless there were serious issues. Recently, there was a change that five year grants, with possible extensions would be issued. SETA is headed into the third year of the five year application process.

Ms. Lee reviewed the 22 page narrative. This document brings all of the delegate's applications as well as SETA together in one document.

We continue to experience challenges with enrollment when services are moved to another area. Staff also looked at the needs for the infant/toddler services to see if more slots could be opened up. We do have the opportunity to move funds around by Head Start/Early Head Start conversion. We will be serving an additional 54 children in SOP and grow EHS at the following centers: Vineland, Job Corps, LaVerne Stewart, SCOE, and Grizzly Hollow. We serve 4,600 children in preschool and 631 children in Early Head Start and there is a far greater need for Early Head Start services.

Ms. Sherren is excited about the Early Head Start program but will there be a preschool at Vineland. Ms. Lee replied that Vineland will be opening up two state preschool classrooms soon. It was decided that SETA would now run one full day class for 20 preschool children and a second class for EHS.

SETA applied to expand longer six hour day classroom for 344 children. This allows children more academic exposure. This is included in the grant application for \$1.6 million. To get the required 1,020 school hours in, SETA offers a variety of combinations.

Policy Council:

Moved/Chenault, second/Zimmerman, to approve the Program Year 2017-2018 Head Start/Early Head Start Refunding Application.

Show of hands vote:

Aye: 14 (Blanks, Castex, Chenault, Gutierrez, Harris, Humphrey-Grant, Litka, McMillin, Nears, Scott, Scharnow, Sheppard, Thomas, Zimmerman)

Nay: 0

Abstentions: 1 (Tate)

Absent: 5 (Burnell, Goswami, Jean, Lane, Lesnick)

Parent Advisory Committee:

Moved/Gutierrez, second/Sheppard, to approve the Program Year 2017-2018 Head Start/Early Head Start Refunding Application.

Show of hands vote:

Aye: 11 (Antillo, Chenault, Gutierrez, Jimenez, Molina, O'Cisneros, Rodriguez, Scott, Sheppard, Sherren, Tate)

Nay: 0

Abstentions: 1 (McMillin)

Absent: 4 (Adams, Burnell, Isaac, Peaks)

D. Approval of the SETA Head Start/Early Head Start Budget for Program Year 2017-2018

The budget reflects the change of Head Start to EHS slots. The federal government provides the base grants to hire staff and provide services, and the T/TA funds are specifically earmarked for technical assistance for parents, staff, or delegate staff. These funds are only for training.

Ms. Lee reviewed the budget. SETA is the third largest Head Start grantee in Region IX; we fall behind Los Angeles, and San Diego. Within the budget, there is included a federal match of 25% in-kind donations. The in-kind matches can be volunteering in the classroom, screening applications, attending meetings, and a wide variety of other ways. The administrative costs must be below 15% and SETA always strives to keep the costs around 12%. This budget funds around 1,100 staff county wide. Fringe benefits and salaries are the largest line item.

Mr. Castex left the meeting at 10:47 a.m.

Ms. Lee stated that the budget moves a little over one million dollars from Head Start to Early Head Start to serve the additional 78 Early Head Start children. Ms. Lee stated that board members can always ask staff or attend upcoming Budget/Planning Committee meetings to learn of more details in the budget.

Policy Council:

Thomas, second/Blanks, to approve the Program Year 2017-2018 Head Start/Early Head Start Budget in the amount of \$53,613,447 for Basic and Training/Technical Assistance Funds.

Show of hands vote:

Aye: 12 (Blanks, Chenault, Gutierrez, Harris, Humphrey-Grant, Litka, McMillin, Nears, Scott, Scharnow, Thomas, Zimmerman)

Nay: 0

Abstentions: 1 (Tate)

Absent: 6 (Burnell, Castex, Goswami, Jean, Lane, Lesnick)

Mr. Sheppard was out of the room during the vote.

Parent Advisory Committee:

Moved/Sheppard, second/Tate, to approve the Program Year 2017-2018 Head Start/Early Head Start Budget in the amount of \$53,613,447 for Basic and Training/Technical Assistance Funds.

Show of hands vote:

Aye: 11 (Antillo, Chenault, Gutierrez, Jimenez, Molina, O'Cisneros, Rodriguez, Scott, Sheppard, Sherren, Tate)

Nay: 0

Abstentions: 1 (McMillin)

Absent: 4 (Adams, Burnell, Isaac, Peaks)

- E. Approval of the 2017-2018 Head Start/Early Head Start Program Options and Center Locations for Sacramento County

Ms. Lee reviewed the list of programs operated in the county. This includes part-day and full-day options. The new standards require that by 2018, grantees

allocate 50% of center based children to receive 1,020 hours of instruction. With the new configuration, SETA will be at 35% with the changes from the current 39%. We will have some work to do to expand slots to 1020 to meet the 2018 requirement.

Ms. Lee stated that SETA will submit a waiver for two centers that do not operate all year, Morey Avenue and Vineland. The locally designed option is not to provide services on a campus that is not opened year round. Sacramento County also operated a locally designed option.

Mr. Tate asked if there were a way to regain the lost slots and Ms. Lee replied that it will take more money and a lot of work. The federal government may not want to provide more money but they can reduce the expectation of 50%. Ms. Lee is anticipating that the changes will align.

Policy Council:

Moved/Scharnow, Thomas, to approve the Head Start/Early Head Start county-wide program options and center locations for the 2017-2018 program year.

Show of hands vote:

Aye: 13 (Blanks, Chenault, Gutierrez, Harris, Humphrey-Grant, Litka, McMillin, Nears, Scott, Scharnow, Sheppard, Thomas, Zimmerman)

Nay: 0

Abstentions: 1 (Tate)

Absent: 6 (Burnell, Castex, Goswami, Jean, Lane, Lesnick)

Parent Advisory Committee:

Moved/Molina, second/Gutierrez, to approve the Head Start/Early Head Start county-wide program options and center locations for the 2017-2018 program year.

Show of hands vote:

Aye: 11 (Antillo, Chenault, Gutierrez, Jimenez, Molina, O’Cisneros, Rodriguez, Scott, Sheppard, Sherren, Tate)

Nay: 0

Abstentions: 1 (McMillin)

Absent: 4 (Adams, Burnell, Isaac, Peaks)

Mr. Ezell Humphrey-Grant was excused at 11:15 a.m.

- F. Approval of 2017-2018 Training/Technical Assistance Plan for the SETA Head Start/Early Head Program, as Aligned with Established Five-Year Goals and Objectives

Ms. Lee stated that these funds allow for the hiring of consultants, psychologist, etc. There are times when Head Start and Workforce work together to provide training for a Head Start parent.

Ms. Lee corrected a discrepancy PC under the “other Conference/Training Resources” portion of the budget; it should be \$13,696.

Policy Council:

Moved/Blanks, second/Scott, to approve the Program Year 2017-2018 SETA Head Start/Early Head Start Training/Technical Assistance Plan as aligned with established five-year goals and objectives.

Show of hands vote:

Aye: 12 (Blanks, Chenault, Gutierrez, Harris, Litka, McMillin, Nears, Scott, Scharnow, Sheppard, Thomas, Zimmerman)

Nay: 0

Abstentions: 1 (Tate)

Absent: 6 (Burnell, Castex, Goswami, Humphrey-Grant, Jean, Lane, Lesnick)

Parent Advisory Committee:

Moved/O’Cisneros, second/Molina, to approve the Program Year 2017-2018 SETA Head Start/Early Head Start Training/Technical Assistance Plan as aligned with established five-year goals and objectives.

Show of hands vote:

Aye: 11 (Antillo, Chenault, Gutierrez, Jimenez, Molina, O’Cisneros, Rodriguez, Scott, Sheppard, Sherren, Tate)

Nay: 0

Abstentions: 1 (McMillin)

Absent: 4 (Adams, Burnell, Isaac, Peaks)

Ms. Penelope Scott left at 11:25 a.m.

G. Approval of Program Year 2017-2018 Early Head Start-Child Care Partnership and Expansion Refunding Application

This is a newer grant partnership with SCOE and Kinderworld. The expansion application will move SCOE to home base services for Head Start.

Ms. Denise Lee acknowledged Erika Franzon, Sacramento County Office of Education, and thanked her for outstanding working relationship

Ms. Thomas left at 11:28 a.m.

The change shifts responsibility to Kinderworld to hire/train staff to do the work that SCOE did for the last two years.

Policy Council:

Moved/Scharnow, second/McMillin, to approve the Program Year 2017-2018 Early Head Start-Child Care Partnership and Expansion refunding application in the amount of \$1,533,185 for Basic and Training/Technical Assistance.

Show of hands vote:

Aye: 10 (Blanks, Chenault, Gutierrez, Harris, Litka, McMillin, Nears, Scharnow, Sheppard, Zimmerman)

Nay: 0

Abstentions: 1 (Tate)

Absent: 8 (Burnell, Castex, Goswami, Humphrey-Grant, Jean, Lane, Lesnick, Scott, Thomas)

Parent Advisory Committee:

Moved/Rodriguez, second/Sheppard, To approve the Program Year 2017-2018 Early Head Start-Child Care Partnership and Expansion refunding application in the amount of \$1,533,185 for Basic and Training/Technical Assistance.

Show of hands vote:

Aye: 10 (Antillo, Chenault, Gutierrez, Jimenez, Molina, O’Cisneros, Rodriguez, Sheppard, Sherren, Tate)

Nay: 0

Abstentions: 1 (McMillin)

Absent: 4 (Adams, Burnell, Isaac, Peaks, Scott)

IV. Information Items

A. Standing Information Items

- Parent, Family & Community Engagement - Events and Activities: None.
- Parent/Staff Recognitions: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Saurbourne doing well, on budget, working to spend every dollar. Ms. Saurbourne thanked Ms. Blanks and Mr. Tate for attending the Budget/Planning Committee meetings.
- Toastmasters Training: Mr. Tate encouraged all board members to attend this important training.
- PC/PAC Survey Results: Mr. Robert Silva stated that in January and February, a survey was distributed soliciting information from board members. Staff received and tallied the results. Mr. Silva reviewed the survey results.
- Community Resources – Parents/Staff: Mr. Silva urged board members to take the information that is available to them at the entry table.

B. Governing Board Minutes – February 2, 2017: No comments.

V. Committee Reports

- Executive Committee Meeting Critique: The critique was reviewed.
- Budget/Planning Committee: Mr. Tate urged attendance at this meeting.

VI. Other Reports

A. Chair’s Report: Mr. Tate acknowledged Ms. Kathy Kossick, Executive Director of SETA. Ms. McMillin asked for parent volunteers for HR screenings.

- B. Open Discussion and Comments: Ms. Rodriguez stated that her center, Elkhorn, is celebrating the Week the Young Child. Each day the children celebrate something different: Monday was Crazy Hair Day, today is a Princess Day, tomorrow is Black Day, and Thursday is Pajama Day. It helps the kids be excited to come to school. Elkhorn will have pictures for children on May 2 and 3.
- C. Public Participation: Mr. Tate urged board members to come up with ideas for the Joint PC/PAC Parent Activity; the event must be educational. Last year attendees went to old Sacramento.

VII. Adjournment: The meeting was adjourned at 12:00 p.m.

ITEM IV-A - INFORMATION

RECOGNITION OF SMILE KINGDOM

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to recognize Smile Kingdom for their loyal services to children enrolled in the Head Start program. This dental office has gone above and beyond to reach out to children and provide follow up for some of the most challenging cases.

Ms. Martha Cisneros will be available to provide additional information and answer questions.

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
 - Community Resources – Parents/Staff: Ms. Terri McMillin
 - Child Care Center Food Menu (attached)

NOTES:

CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PC/PAC Social/Hospitality Committee	Wednesday, May 17, 2017 1:00 – 2:30 p.m. Olympus Room
PAC Executive Committee Meeting	Friday, May 19, 2017 9:00 a.m. Diablo Room
PC/PAC Bylaws Committee	Friday, May 19, 2017 10:30 a.m. Diablo Room
PC Executive Committee	Thursday, May 25, 2017 9:00 a.m. Olympus Room
Men's Activities Affecting Children Committee	Friday, May 26, 2017 10:30 a.m. Diablo Room
PC/PAC Toastmasters Training	Friday, June 2, 2017 11:30 a.m. Diablo Room
PC/PAC Budget/Planning Committee	Tuesday, June 13, 2017 1:00 p.m. Diablo Room
PAC Executive Committee Meeting	Friday, June 23, 2017 9:00 a.m. Olympus Room
Men's Activities Affecting Children Committee	Friday, June 23, 2017 10:30 a.m. Diablo Room

SETA HEAD START MENU

May 2017

"This institution is an equal opportunity provider"

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

Monday

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

Tuesday

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

Wednesday

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

Thursday

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

Friday

5 Breakfast Week 1
Milk, Low Fat 1%
Banana, fresh
Muffin, Blueberry
Lunch
Milk, Low Fat 1%
Whole Wheat Bread
Cantaloupe, fresh
Cauliflower, fresh
Tuna Salad
Snack
Milk, Low Fat 1%
Brown Rice Krispies Cereal

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

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

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

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

12 Breakfast Week 2
Milk, Low Fat 1%
Apple, fresh
Muffin, Banana
Lunch
Milk, Low Fat 1%
Whole Wheat Bread
Broccoli, fresh
Cantaloupe, fresh
Turkey Sliced
Snack
Cheese Quesadilla

15 Breakfast Week 3
Milk, Low Fat 1%
Cheerios Cereal
Oranges, fresh
Lunch
Milk, Low Fat 1%
Apple, fresh
Green Peas
Macaroni & Cheese
Watermelon, fresh or
Snack
Crackers, Wheat Thins
Pears

16 Breakfast Week 3
Milk, Low Fat 1%
Applesauce
Waffles, sticks
Lunch
Milk, Low Fat 1%
Beef Ravioli
Spinach Salad
Whole Grain Buns
Oranges, fresh
Snack
Apple, fresh
Sun Butter

17 Breakfast Week 3
Milk, Low Fat 1%
Whole Wheat Bisquit
Peaches
Lunch
Milk, Low Fat 1%
Cantaloupe, fresh
Fiesta Rice & Beans
Tomato, diced
Snack
Milk, Low Fat 1%
Strawberry Chex

18 Breakfast Week 3
Milk, Low Fat 1%
Banana, fresh
Whole Wheat Bagel
Lunch
Milk, Low Fat 1%
Whole Wheat Bread
Carrot, fresh
Chicken Salad
Strawberries, fresh or
Tangerine, fresh or
Snack
Cottage Cheese
Pineapple, tidbits

19 Breakfast Week 3
Milk, Low Fat 1%
Muffin, Banana
Oranges, fresh
Lunch
Milk, Low Fat 1%
Apricots
Swiss American Cheese
Tortilla, Whole Wheat
Zucchini sticks
Snack
Milk, Low Fat 1%
Crackers, Lemon Dinosaur

22 Breakfast Week 4
Milk, Low Fat 1%
Apple, fresh
Brown Rice Krispies Cereal
Lunch
Milk, Low Fat 1%
Beef, Hamburger
Corn
Oranges, fresh
Whole Wheat Bun
Snack
Crackers, Cheese-It
Peaches

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

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

25 Breakfast Week 4
Milk, Low Fat 1%
Apricots
French Toast Sticks
Lunch
Milk, Low Fat 1%
Coleslaw Salad
Mangoes
Tortilla, Whole Wheat
Turkey & Cheese Roll Up
Snack
Banana, fresh
Yami Dairy Yogurt

26 Breakfast Week 4
Milk, Low Fat 1%
Apple, fresh
Muffin, Blueberry
Lunch
Milk, Low Fat 1%
Cantaloupe, fresh
Carrot, fresh
Crackers, Wheat Thins
Tuna Salad
Snack
Milk, Low Fat 1%
Crackers, Goldfish

29 Breakfast Week 5
NO CLASSES
NO CLASSES
NO CLASSES
Lunch
NO CLASSES
NO CLASSES
NO CLASSES
NO CLASSES
NO CLASSES
NO CLASSES
Snack
NO CLASSES
NO CLASSES

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

31 Breakfast Week 5
Milk, Low Fat 1%
Whole Wheat Bisquit
Peaches
Lunch
Milk, Low Fat 1%
Cantaloupe, fresh
Whole Grain Buns
Potato Salad
Turkey Sliced
Snack
Banana, fresh
Crackers, Lemon Dinosaur

SETA HEAD START MENU

Mayo 2017

"This institution is an equal opportunity provider"

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

Lunes

Martes

Miércoles

Jueves

Viernes

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

2	Desayuno Week 1
Leche	
Chabacano	
Cereal Cheerios de Grano Integ	
<u>Comida</u>	
Leche	
Queso Americano	
Manzana	
Pan de Trigo Integral	
Ensalada de Papa	
Sandía Fresca o	
<u>Bocadillo</u>	
Leche	
Dinosaurios de Galleta de Limón	

3	Desayuno Week 1
Leche	
Bizcocho de Trigo Integral	
Durazno	
<u>Comida</u>	
Leche	
Burrito	
Queso Cheddar	
Lechuga Romana	
Frijoles Refritos	
Fresa	
Tanjarina o	
Jitomate Picado	
Tortilla de Trigo Integral	
<u>Bocadillo</u>	
Plátano Fresco	
Yogur de	

4	Desayuno Week 1
Leche	
Piña Machacada	
Bagel de Trigo Integral	
<u>Comida</u>	
Leche	
Mandarina	
Arroz Español con Pollo	
Varitas de Calabacita	
<u>Bocadillo</u>	
Manzana	
Mantequilla de Semilla de Girasol	

5	Desayuno Week 1
Leche	
Plátano Fresco	
Mollete con Arándanos Azules	
<u>Comida</u>	
Leche	
Pan de Trigo Integral	
Melón	
Coliflor	
Ensalada de Atún	
<u>Bocadillo</u>	
Leche	
Cereal Integral Rice Krispies	

8	Desayuno Week 2
Leche	
Manzana	
Ojuelas de Cereal Multigrano	
<u>Comida</u>	
Leche	
Chabacano	
Hamburguesa de Res	
Verduras Mixtas	
Pan de Trigo Integral	
<u>Bocadillo</u>	
Barita de Queso	
Naranja	

9	Desayuno Week 2
Leche	
Baritas de Pan Francés Tostad	
Pera	
<u>Comida</u>	
Leche	
Manzana	
Piernas de Pollo	
Ensalada de Macarrón	
Jitomate Fresco	
Sandía Fresca o	
<u>Bocadillo</u>	
Leche	
Cereal Integral Rice Krispies	

10	Desayuno Week 2
Leche	
Avena	
Piña Machacada	
Pasas	
<u>Comida</u>	
Leche	
Frijoles Refritos	
Ensalada de Col	
Fresa	
Tanjarina o	
Tortilla de Trigo Integral	
<u>Bocadillo</u>	
Durazno	
Yogur de	

11	Desayuno Week 2
Leche	
Plátano Fresco	
Cereal Crispix	
<u>Comida</u>	
Leche	
Pecho de Res Asado	
Zanahoria	
Naranja	
Mini Panecillo de Grano Entero	
<u>Bocadillo</u>	
Leche	
Pescados Dorados de Galleta	

12	Desayuno Week 2
Leche	
Manzana	
Mollete con Plátano	
<u>Comida</u>	
Leche	
Pan de Trigo Integral	
Brócoli	
Melón	
Rebanada de Pavo	
<u>Bocadillo</u>	
Quesadilla	

15	Desayuno Week 3
Leche	
Cereal Cheerios	
Naranja	
<u>Comida</u>	
Leche	
Manzana	
Chícharos	
Macarrón y Queso	
Sandía Fresca o	
<u>Bocadillo</u>	
Galletas de Trigo Integral	
Pera	

16	Breakfast Week 3
Milk, Low Fat 1%	
Applesauce	
Waffles, sticks	
<u>Lunch</u>	
Milk, Low Fat 1%	
Beef Ravioli	
Spinach Salad	
Whole Grain Buns	
Oranges, fresh	
<u>Snack</u>	
Apple, fresh	
Sun Butter	

17	Breakfast Week 3
Milk, Low Fat 1%	
Whole Wheat Bisquit	
Peaches	
<u>Lunch</u>	
Milk, Low Fat 1%	
Cantaloupe, fresh	
Fiesta Rice & Beans	
Tomato, diced	
<u>Snack</u>	
Milk, Low Fat 1%	
Strawberry Chex	

18	Breakfast Week 3
Milk, Low Fat 1%	
Banana, fresh	
Whole Wheat Bagel	
<u>Lunch</u>	
Milk, Low Fat 1%	
Whole Wheat Bread	
Carrot, fresh	
Chicken Salad	
Strawberries, fresh or	
Tangerine, fresh or	
<u>Snack</u>	
Cottage Cheese	
Pineapple, tidbits	

19	Breakfast Week 3
Milk, Low Fat 1%	
Muffin, Banana	
Oranges, fresh	
<u>Lunch</u>	
Milk, Low Fat 1%	
Apricots	
Swiss American Cheese	
Tortilla, Whole Wheat	
Zucchini sticks	
<u>Snack</u>	
Milk, Low Fat 1%	
Crackers, Lemon Dinosaur	

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

23	Desayuno Week 4
Leche	
Piña Machacada	
Bagel de Trigo Integral	
<u>Comida</u>	
Leche	
Chabacano	
Frijoles Refritos	
Queso Cheddar	
Jitomate Picado	
Tortilla de Trigo Integral	
<u>Bocadillo</u>	
Leche	
Cereal Cheerios de Grano Integ	

24	Desayuno Week 4
Leche	
Plátano Fresco	
Avena	
<u>Comida</u>	
Leche	
Enchilada de Queso con Salsa	
Ensalada de Lechuga Romana	
Naranja	
<u>Bocadillo</u>	
Puré de Garbanzo	
Varitas de Verduras Melody	

25	Desayuno Week 4
Leche	
Chabacano	
Baritas de Pan Francés Tostad	
<u>Comida</u>	
Leche	
Ensalada de Col	
Mango	
Tortilla de Trigo Integral	
Rollo de Pavo y Queso	
<u>Bocadillo</u>	
Plátano Fresco	
Yogur de	

26	Desayuno Week 4
Leche	
Manzana	
Mollete con Arándanos Azules	
<u>Comida</u>	
Leche	
Melón	
Zanahoria	
Galletas de Trigo Integral	
Ensalada de Atún	
<u>Bocadillo</u>	
Leche	
Pescados Dorados de Galleta	

29	Desayuno Week 5
NO CLASES	
NO CLASES	
NO CLASES	
<u>Comida</u>	
NO CLASES	
NO CLASES	
NO CLASES	
NO CLASES	
NO CLASES	
NO CLASES	
<u>Bocadillo</u>	
NO CLASES	
NO CLASES	

30	Desayuno Week 5
Leche	
Manzana	
Cereal Cheerios de Grano Integ	
<u>Comida</u>	
Leche	
Frijoles Refritos	
Fresa	
Tanjarina o	
Salsa de Jitomate	
Tortilla de Trigo Integral	
<u>Bocadillo</u>	
Leche	
Ojuelas de Cereal Multigrano	

31	Desayuno Week 5
Leche	
Bizcocho de Trigo Integral	
Durazno	
<u>Comida</u>	
Leche	
Melón	
Pan de Grano Integral	
Ensalada de Papa	
Rebanada de Pavo	
<u>Bocadillo</u>	
Plátano Fresco	
Dinosaurios de Galleta de Limón	

ITEM IV-C - INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the attached Governing Board minutes of the March 2, 2017 meeting.

NOTES:

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, March 2, 2017
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Kennedy called the meeting to order at 10:00 a.m. The roll was called and a quorum established. The Pledge of Allegiance was recited.

Members Present:

Jay Schenirer, Chair, Governing Board; Councilmember, City of Sacramento
Patrick Kennedy, Vice Chair; Member, Board of Supervisors
Sophia Scherman, Public Representative
Larry Carr, Councilmember, City of Sacramento
Don Nottoli, Member, Board of Supervisors (arrived at 10:21 a.m.)

II. **Consent Items**

- A. Minutes of the February 2, 2017 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Appointment of Sacramento Works, Inc. Youth Committee Members
- D. Approval of Request to the California Workforce Development Board for SETA to Continue to Provide Career Services under the Workforce Innovation and Opportunity Act
- E. Approve the Acceptance of Additional Proposition 39 Funding from the California Workforce Development Board (CWDB), and Authorize the Executive Director to Execute the Funding Agreement, Modifications, or other Documents Required by the Funding Source and Enter into Subcontracts with Training Providers
- F. Approval to Submit an Application to the Employment Development Department for Workforce Innovation and Opportunity Act (WIOA) funds for a Veteran's Employment-Related Assistance Program (VEAP) and Authorize the Executive Director to Execute the Agreement and Any Other Documents Required by the Funding Source

Moved/Scherman, second/Kennedy, to approve the consent items as follows:

- A. Approve the February 2, 2017 minutes.
- B. Approve the claims and warrants for the period 1/27/17 through 2/22/17.
- C. Approve the appointment of Mr. Laron Robinson, Ms. Sandra Waterhouse, and Ms. Jane Ross to the Sacramento Works Youth Committee.

- D. Approve the request to the CWDB for SETA to continue to provide career services under the WIOA.
- E. Approve the acceptance of additional Proposition 39 funding from the CWDB in the amount of \$354,750, and authorize the Executive Director to execute the funding agreement, any modifications, or other documents required by the funding source, and enter into subcontracts with the three collaborating organizations mentioned in the board item.
- F. Approve the submission of the Veterans Employment Assistance Program application to the California Employment Development Department requesting \$500,000 to provide services to 70 veterans, and authorize the SETA Executive Director to execute the agreement, modifications, and any other documents required by the funding source.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Nottoli)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Selection of Audit Firm

Ms. Loretta Su offered to answer questions.

Moved/Scherman, second/Carr, to approve the selection of Vavrinek, Trine, Day & Company, LLP for audit services for SETA for the fiscal year ending June 30, 2017 for fees not to exceed \$44,500 for one year with two optional, additional one-year terms.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Nottoli)

➔ Recognition of long-term employees:

- Julie Davis-Jaffe, Workforce Development Manager, was recognized by Mr. Roy Kim for her 20 years of service to SETA.
- Debi Ross-Brownell, Site Supervisor, was recognized by Ms. Nikki Brock for her 25 years of service to SETA Head Start.
- Elvina Carrington, Program Officer, was recognized by Mr. William Walker for her 30 years of service to SETA.

Mr. Nottoli arrived at 10:21 a.m.

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant: None.

One Stop Services

1. Approval of the Capital Region’s Strategic Workforce Development Plan, Program Years 2017-2020 and the Sacramento Area’s Strategic Workforce Development Plan - 2017-2020, and Authorize SETA’s Executive Director to Make Revisions Required by the State

There were no questions or comments on this item.

Moved/Carr, second/Scherman, to approve the Capital Region’s Strategic Workforce Development Plan—Program Years 2017-20 and the Sacramento Area’s Strategic Workforce Development Plan – Program Years 2017-2020, and authorize SETA’s Executive Director to make revisions required by the state prior to “final” plan submission.

Roll call vote:

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

Nay: 0

Abstentions: 0

2. Approval to Submit an Employment Training Panel (ETP) Application to Support Mayor Steinberg’s Career Work Experience for At-Risk Youth Pilot and Authorize the Executive Director to Execute the Agreement and any Other Documents Required by the Funding Source

Mr. Kennedy inquired how the schools were selected to participate in this program. Ms. Carpenter replied that Mayor Darrell Steinberg chose the schools. Ms. Carpenter stated that the premise is to take juniors and seniors and place them in intensive training. They will be matched and placed with an employer for in a variety of industries, including construction, restaurant, etc.

Mr. Kennedy inquired how the student would be assigned to a provider. Ms. Carpenter stated that the students would be placed based on their relationship with school districts. Mr. Kennedy requested have reports back on this program. Mr. Schenirer stated that it is expected that 500 kids will begin and probably 350 will make it through the program. This program is very complicated due to the ETP regulations. The city will be providing a \$950,000 match for this program.

Ms. Carpenter stated that the amount is continually changing but as of the latest meeting with ETP, the application is seeking \$965,000.

Moved/Scherman, second/Carr, to approve the submission of an Employment Training Panel (ETP) application in the amount of \$965,000 to support Mayor

Steinberg's Career Work Experience for At-Risk Youth pilot program and authorize the SETA Executive Director to execute the agreement and any other documents required by the funding source.

Roll call vote:

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

Nay: 0

Abstentions: 0

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

There were no questions or comments on this item.

Moved/Carr, second/Nottoli, to approve the augmentation recommendation for the WIOA, Title I, Youth Program providers for PY 2016-17 as reflected in the chart included in the board packet.

Roll call vote:

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

Nay: 0

Abstentions: 0

Item 4 was continued until Ms. Carpenter could provide additional information from the Request for Proposals.

5. Approval of Project Slingshot - Capital Region Funding Recommendations for Maker Space/Incubator, Business Mentorship and E-Resource Database Services

Mr. Roy Kim stated that a protest letter was received, however, there was no one present to speak before the board.

Moved/Scherman, second/Carr, to approve the funding recommendations, as outlined in the board packet, for Project Slingshot – Capital Region for Maker Space/Incubator, Business Mentorship, and E-resource Database services.

Roll call vote:

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

Nay: 0

Abstentions: 0

- C. CHILDREN AND FAMILY SERVICES:** No items.

IV. Information Items

- A. Fiscal Monitoring Reports: No questions.
- B. Employer Success Stories and Activity Report: No questions.
- C. Dislocated Worker Update: No questions.
- D. Head Start Reports: No questions.
- E. Presentation: Overview of Youth Programs for 16-24 year olds; include positive collaborations and SWOT analysis of current programs in the region

Mr. Schenirer reminded the board that there are six workshops scheduled for board members over the next year. Staff has been asked to frame the main strategic issues.

Ms. Teri Carpenter provided an overview of the youth programs

Mr. Kennedy would like to have details on the youth program, especially regarding workers compensation; there may be ways the put employer issues aside by working through other programs. Mr. Schenirer stated that the City is working to make it a turn-key program for employers.

Ms. Scherman urged staff to contact our surrounding cities, Elk Grove, Citrus Heights, Rancho Cordova, to consider utilizing interns. Ms. Carpenter stated that she is already working with the City of Citrus Heights and will reach out to Rancho Cordova.

Ms. Scherman asked if Sacramento County was really that bad regarding the youth unemployment rate and Ms. Carpenter replied that Riverside is #1 and Sacramento is #2. The public sector has not embraced the student internship program but she is working to change that. Ms. Carpenter will forward the report regarding youth unemployment rate.

Mr. Carr thanked Ms. Carpenter for the presentation. He stated this program is headed in the right direction. Youth unemployment is a huge problem.

Mr. Schenirer wants to draw a thread between communities that we have and the programs available; this is a region of governments. The city has significant challenges employing staff that represent the city ethnically and socio-economically. Young people lack the understanding of what the city does and available opportunities is a real challenge. We need to frame out how to assist young people to get into government jobs. Then we can do a better job of getting young people to understand civic engagement and put them on paths to get jobs and recruit from within. Mr. Schenirer wants to put all of the pieces together on

how this can be done regionally. Mr. Schenirer wants to make sure that the young people know that if they get a job in one area, it is connected to other areas. Ms. Carpenter stated that most young people think of public sector jobs as a police or fire fighter; they do not think of an analyst because it is not a 'sexy' job.

III. Action Items (continued)

B. WORKFORCE DEVELOPMENT DEPARTMENT (continued)

4. Agreement of Youth Services Provider for the Galt Area

Mr. Nottoli asked why the ranking for Sacramento Empowerment was so much lower. Ms. Carpenter replied that the proposal included housing and housing is not an allowable activity under the youth program. The principal of the organization was involved serving youth in Los Angeles where housing is an issue. Ms. Carpenter stated that housing is always an issue with homeless youth so SETA staff work with other service providers to ensure housing is provided for youth. Mr. Nottoli noted some changes to the ZIP codes to be serviced. Mr. Nottoli wants to make sure the Herald area is included in the service area.

Moved/Nottoli, second/Scherman, to agree with the selection of California Human Development for WIOA Youth Services for the Galt area. In addition, approve with the stipulation that all funding recommendations are contingent upon satisfactory year-end program performance reviews.

Roll call vote:

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

Nay: 0

Abstentions: 0

V. Reports to the Board

A. Chair: No report.

B. Executive Director: Ms. Kossick stated that by the next meeting, the construction on the board room will be completed; construction continues in the rest of the building.

C. Deputy Directors: Mr. Roy Kim stated that the final contract amount on consent item II (e) is still being negotiated.

D. Counsel: No comment.

E. Members of the Board

F. Public: No comments.

VI. Adjournment: The meeting was adjourned at 11:21 a.m.

ITEM V – COMMITTEE REPORT

➤ Executive Committee

Critique of the April 25, 2017 Parent Advisory Committee meeting.

GOOD!!!
Thank you, Ms. Denise Lee for shared information on Year 2017-2018 HS/EHS Refunding Application and EHS/CCP Partnership Expansion
Thank you, Ms. Robyn Caruso for shared information on the Self-Assessment and Resulting Program Improvement Plan for the HS/EHS Program.
Thank you, Ms. Allison Noren for shared information on the employment list
Thank you, Mr. Bob Silva for shared information on PC/PAC Survey Results and the fiscal monthly report/Corporate monthly statement of account.
Thank you, Ms. Dina Serrano (SCOE Home Educator) for assistance with translation.
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: Ms. Terri McMillin

ITEM V – COMMITTEE REPORTS (continued)
Page 2

- Personnel/Bylaws Committee: Ms. Terri McMillin

- Men's Activities Affecting Children Committee: Ms. Terri McMillin

- Social/Hospitality Committee: Ms. Terri McMillin

- 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. Angela Burnell, Ms. Henrietta Gutierrez, Ms. Angel Chenault
- Head Start Deputy Director's Report – Ms. Denise Lee
 - ✓ Monthly Head Start Report (attached)
- Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, and ERSEA Services
 - Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP Services
 - Martha Cisneros - Health, Nutrition and Safe Environments Services
 - Karen Griffith - School Readiness, Special Education and Mental Health Services

NOTES:

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

April 2017

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	1988	265	13%	377	87	23%
Twin Rivers USD	233	27	12%			
Elk Grove USD	440	60	14%			
Sac City USD	1211	156	13%	144	29	20%
San Juan USD	668	92	14%	160	19	12%
WCIC	120	16	13%			
EHS CCP				80	4	5%
COUNTY TOTAL	4660	616	13%	761	139	18%

AFE: Annual Funded Enrollment



SETA Head Start

Food Service Operations Monthly Report

*March 2017

March 3rd - Minimum day Preschool and EHS Full-Day Classes, Walnut Grove closed.

March 6th - Elkhorn Center closed one AM class due to a shortage of teachers.

March 7th - Vineland Center closed one AM class due to a shortage of teachers.

March 17th - Crossroad Gardens Center - Class A limiting to 10 children due to a shortage of teachers.

March 20th through 24th - Fruitridge Center closed for repairs.

March 23rd - Home Base Field Trip/Socialization to the Zoo - Special menu lunch & snack provided for 230 guests.

March 27th - Holiday - Cesar Chavez Birthday - Electrical Pole replaced at the Central Kitchen

March 31st - Pyramid Training, classes closed - Solid 1PM, Norma Johnson 1AM & 1PM, and Walnut Grove 1AM.

Meetings & Trainings:

HR Union training at Plaza Del Paso attended by Connie and Celia on March 2nd.

SERV Safe Training at the SYSCO Plant in Pleasant Grove attended by Connie, Pam, Beth, Rosa, Raven, Alex, Joyce and Bea on March 3rd.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
42,240	15,820	27,540	280

Total Amount of Meals and Snacks Prepared 85,880

Purchases:

Food	\$84,171.70
Non - Food	\$11,110.95

Building Maintenance and Repair: \$972.96

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$239.53

Vehicle Maintenance and Repair : \$2,406.92

Vehicle Gas / Fuel: \$1,396.34

Normal Delivery Days	22
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SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 04/28/2017						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Alder Grove ELC	1247A	9	7	2	0	9
Alder Grove ELC	1247B	16	12	4	1	17
Auberry Park	1238A	20	12	8	0	20
Auberry Park	1238B	20	17	3	0	20
Bannon Creek	1200A	20	12	8	0	20
Bannon Creek	1200B	20	16	4	1	21
Bannon Creek	1200C	20	16	4	1	21
Bannon Creek	1200D	20	12	8	0	20
Bright Beginnings	1201A	18	14	4	1	19
Bright Beginnings	1201C	18	11	7	2	20
Bright Beginnings	1201D	19	15	4	0	19
Crossroad Gardens	1242A	20	16	4	0	20
Crossroad Gardens	1242B	19	17	2	1	20
Crossroad Gardens	1242R	21	15	6	1	22
Crossroad Gardens	1242X	22	21	1	0	22
Elkhorn	1255A	20	15	5	0	20
Elkhorn	1255B	20	17	3	1	21
Elkhorn	1255C	20	13	7	0	20
Elkhorn	1255D	20	16	4	0	20
Elkhorn	1255X	22	20	2	0	22
Freedom Park	1239A	20	13	7	0	20
Freedom Park	1239B	19	13	6	1	20
Freedom Park	1239C	20	13	7	0	20
Freedom Park	1239D	20	14	6	0	20
Freedom Park	1239R	20	17	3	0	20
Freedom Park	1239X	22	16	6	0	22
Fruitridge	1216A	20	15	5	3	23
Fruitridge	1216B	19	15	4	2	21
Fruitridge	1216C	20	16	4	0	20
Fruitridge	1216D	20	16	4	0	20
Galt	1234A	20	17	3	0	20
Galt	1234B	20	16	4	0	20
Galt	1234C	20	19	1	3	23
Galt	1234D	20	16	4	0	20

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

Northview	1224A	20	12	8	0	20
Northview	1224B	20	13	7	0	20
Northview	1224C	20	13	7	1	21
Northview	1224D	20	17	3	0	20
Northview	1224X	22	16	6	1	23
Parker	1207E	22	16	6	1	23
Phoenix Park	1248A	20	14	6	0	20
Phoenix Park	1248B	20	16	4	0	20
Phoenix Park	1248X	22	17	5	0	22
Sharon Neese	1249R	21	17	4	1	22
Sharon Neese	1249X	21	19	2	1	22
Solid Foundation	1254A	20	14	6	0	20
Solid Foundation	1254B	20	19	1	0	20
Solid Foundation	1254C	20	14	6	0	20
Solid Foundation	1254D	18	12	6	2	20
Strizek Park	1225A	20	15	5	0	20
Strizek Park	1225B	20	14	6	0	20
Vineland	1211A	18	17	1	2	20
Vineland	1211B	19	14	5	0	19
Walnut Grove	1235A	20	12	8	1	21
Walnut Grove	1235C	20	18	2	2	22
Alder Grove Infant/Toddler Center	1212M	8	3	5	0	8
Alder Grove Infant/Toddler Center	1212U	8	7	1	1	9
Crossroad Gardens	1242U	8	7	1	0	8
Elkhorn	1255M	8	6	2	0	8
Elkhorn	1255U	8	7	1	0	8
Job Corp	1237M	8	6	2	1	9
Job Corp	1237U	8	6	2	0	8
Marina Vista ELC	1246U	8	8	0	0	8
Mather	1223M	5	4	1	2	7
Mather	1223U	7	7	0	0	7
Norma Johnson	1214U	8	7	1	0	8
North Avenue	1256U	7	6	1	2	9
Northview	1224U	8	8	0	1	9
Phoenix Park	1248U	8	6	2	0	8
Sharon Neese	1249M	7	5	2	2	9
Sharon Neese	1249U	8	6	2	0	8
TOTALS for Head Start		1950	1488	462	68	2018

HS Totals	1828	
Drops w/in 30	59	
P/S Home Base	124	
Total	2011	
EHS Totals	122	
Drops w/in 30	9	
SCOE	44	
EHS Home Base	141	
River Oaks	61	
Total	377	
GRAND TOTAL	2388	

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2016 to 2017

Period: April 2017

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

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2016 to 2017

Period: April 2017

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

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2016 to 2017

Period: April 2017

Part Day Classes						
			Present Only		Present/Excused	
Center Name	Funded Enrollment	Total Days	ADA	% ADA	ADA	%ADA
Kennedy Estates	40	12	32	80%	38	95%
Grizzly Hollow	40	12	34	85%	40	100%
Walnut Grove	40	13	33	83%	38	95%
Solid Foundation	80	14	58	73%	79	99%
Auberry Park	40	12	28	70%	40	100%
Marina Vista ELC	20	14	15	75%	18	90%
Illa Collin	40	12	25	63%	35	88%
Bannon Creek	80	14	64	80%	79	99%
Mather	80	14	55	69%	73	91%
Crossroad Gardens	40	14	32	80%	39	98%
Freedom Park	80	14	55	69%	74	93%
La Verne Sterwart	40	14	23	57%	32	80%
Norma Johnson	40	14	31	78%	39	98%
Galt	120	14	98	82%	119	99%
Parker	13	14	15	115%	18	138%
Phoenix Park	40	14	32	80%	39	98%
Strizek Park	40	14	30	75%	38	95%
Fruitridge	80	14	64	80%	75	94%
Northview	80	14	66	83%	80	100%
Alder Grove ELC	40	12	19	48%	25	63%
Hillsdale	80	13	61	76%	73	91%
Nedra Court	60	14	51	85%	57	95%
Hopkins Park	80	14	65	81%	79	99%
North Avenue	40	14	32	80%	38	95%
Bright Beginnings	60	12	40	67%	54	90%
Vineland	40	12	32	80%	38	95%
Elkhorn	80	14	65	81%	79	99%

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: