

GOVERNING BOARD

LARRY CARR
Councilmember
City of Sacramento

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

ADMINISTRATION

KATHY KOSSICK
Executive Director

DENISE LEE
Deputy Director

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

Phone: (916) 263-3804
Fax: (916) 263-3779

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

***THOUGHT OF THE DAY:** "The difference between the impossible and the possible lies in a person's determination."
~~Tommy Lasorda*

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

DATE: Tuesday, August 15, 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.

AGENDA

PAGE NUMBER

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <p>I. <u>Call to Order/Roll Call/Review of Board Member Attendance</u></p> <ul style="list-style-type: none"> ➤ PAC Meeting Attendance Update ➤ Introduction of Newly Seated Representatives <p>II. <u>Consent Item</u></p> <p>A. Approval of the Minutes of the June 20, 2017 Regular Meeting</p> <p>III. <u>Action Item:</u> None.</p> | <p>1-5</p> <p>6-10</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|

IV.	<u>Information Items</u>	
A.	Standing Information Items	11-20
	➤ PC/PAC Calendar of Events – Ms. Terri McMillin	
	➤ Parent, Family & Community Engagement - Events and Activities – Ms. Terri McMillin	
	➤ PC/PAC Joint Parent Activity Reports on Leland Stanford Mansion Tour	
	➤ Parent/Staff Recognitions – Ms. Terri McMillin	
	➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Saurbourne	
	➤ Child Care Center Food Menu (attached)	
	➤ Community Resources – Parents/Staff: Mr. Robert Silva	
B.	Presentation by José Diaz, Head Start Facilities Coordinator	21
C.	Presentation - 2016-2017 Countywide CLASS Results – Ms. Alexis Briggs	22-24
D.	Governing Board Minutes – June 1, 2017	25-34
V.	<u>Committee Reports</u>	35-36
	➤ Executive Committee Meeting Critique: Ms. Terri McMillin	
	➤ Budget/Planning Committee: Ms. Terri McMillin	
	➤ Personnel/Bylaws Committee: Ms. Terri McMillin	
	➤ Men’s Activities Affecting Children Committee (MAACC): Ms. Terri McMillin	
	➤ Parent Ambassador Report: Ms. Terri McMillin	
	➤ Social/Hospitality Committee: Ms. Terri McMillin	
VI.	<u>Other Reports</u>	37-47
	➤ Chair’s Report	
	➤ Policy Council Report(s): Ms. Henrietta Gutierrez & Ms. Angel Chenault	
	➤ Head Start Deputy Director’s Report – Ms. Denise Lee	
	✓ Monthly Head Start Report (attached)	
	➤ Head Start Managers’ Reports	
	• <u>Lisa Carr</u> - Family Engagement, Home Base, and ERSEA Services	
	• <u>Robyn Caruso</u> - Program Support, Quality Assurance, & EHS-CCP services	
	• <u>Martha Cisneros</u> - Health, Nutrition and Safe Environments Services	
	• <u>Karen Gonzales</u> - School Readiness, Special Education & Mental Health Services	
VII.	<u>Center Updates</u>	48
VIII.	<u>Discussion</u>	48
IX.	<u>Public Participation</u>	48
X.	<u>Adjournment</u>	

DISTRIBUTION DATE: WEDNESDAY, AUGUST 9, 2017

Parent Advisory Committee meeting hosted by: Terri McMillin (Chair), Griselda O’Cisneros (Vice Chair), Angel Chenault (Secretary), Jessica Sherren (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**
- ___ Vacant, Crossroad Gardens Head Start
- ___ Vacant, Early Head Start (Home Base)
- ___ **Yesenia Rodriguez, Elkhorn Head Start**
- ___ **Franqui Moreno, Freedom Park Head Start**
- ___ **Marcus Oden, Fruitridge Head Start**
- ___ Vacant, 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
- ___ **Rosa Aguilar, Nedra Court Head Start**
- ___ Vacant, Norma Johnson Head Start
- ___ **Griselda O' Cisneros, North Avenue Head Start**
- ___ Vacant, 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"/> 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, Crossroad Gardens 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, 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"/> Vacant, Norma Johnson Head Start

<input type="checkbox"/> Vacant, Northview 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, Strizek Park 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
Vacant Seated	AG I												
Vacant Seated	AG II												
Vacant Seated	AP												
Angel Chenault Seated 11/15	BC	X	X		X	X	X	X					
Liliana Antille Seated 11/15	CR	X	U		X	X	E	U					
Vacant Seated	EHS/HB												
Yesenia Rodriguez Seated 11/15	EL	X	X		X	X	X	X					
Franqui Moreno s/b/seated 3/21; seated 5/16	FP				U	E	X	X					
Vacant Seated	FP												
Marcus Oden Seated 6/20	FT							X					
Patricia Molina Seated 11/15	G		X		E	X	E	E					
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	X	X					
Henrietta Gutierrez Seated 11/15	K	X	E		X	X	X	X					
Vacant Seated	LVS												
Vacant Seated	MCBB												
Vacant Seated	MV												
Vacant Seated	M												
Griselda O' Cisneros Seated 4/25	NA					X	U	X					
Rosa Aguilar Seated 6/20	NC							X					
Vacant Seated	NJ												
Vacant Seated	NV												
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	X	X					
Vacant Seated	SF													
Vacant Seated	SN													
Vacant Seated	SP													
Jessica Sherren Seated 3/21	V					X	X	X	X					
Vacant Seated	WG													
Vacant Seated	FPR													
Calvin Sheppard Seated 4/26	MAACC	X		X		X	X	X	U					
Terri McMillin Seated 11/17	OGC	X		X		X	X	X	X					
Vacant Seated	CR													
Kenneth Tate Seated 1/17	CR	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 2016-2017
(Continued)

Head Start Center Abbreviations

AG I	Alder Grove Early Learning Ctr.	LVS:	LaVerne Stewart
AG II:	Alder Grove Infant/Toddler	MV	Marina Vista Early Learning Center
AP:	Auberry Park	M:	Mather
BC:	Bannon Creek	MCBB	Marie Cleveland's Bright Beginnings
BB:	Bright Beginnings	NJ:	Norma Johnson
CR:	Crossroad Gardens	NA:	North Avenue
EHS:	Early Head Start	NC:	Nedra Court
EL:	Elkhorn	NA	North Avenue
FP:	Freedom Park	NV:	Northview
FT:	Fruitridge	PA:	Parker Avenue
G:	Galt	PP:	Phoenix Park
GH:	Grizzly Hollow	RO:	River Oak
H:	Hillsdale	SCOE:	Sacramento County Office of Education
HB:	Home Based	SF:	Solid Foundation
HP:	Hopkins Park	SN:	Sharon Neese
IC:	Illa Collin	SP:	Strizek Park
JC:	Job Corps	V:	Vineland
K:	Kennedy Estates	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: 8/3/2017 1:05 PM

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE JUNE 20, 2017 REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the June 20, 2017 PAC meeting.

RECOMMENDATION:

Approve the minutes of the June 20, 2017 PAC meeting.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

REGULAR MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, June 20, 2017
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 9:10 a.m. and read the thought of the day. The Pledge of Allegiance was recited. Ms. Angel Chenault called the roll and seated new members; a quorum was established.

Members Present:

Angel Chenault
Kenneth Tate
Franqui Moreno
Terri McMillin
Penelope Scott
Yesenia Rodriguez
Henrietta Gutierrez
Belgica Jimenez
Jessica Sherren
Griselda O’Cisneros

Members Absent:

Iliana Antillo (unexcused)
Patricia Molina (excused)
Calvin Sheppard (unexcused)

New Members Seated:

Rosa Aguilar, Nedra Court Head Start
Marcus Oden, Fruitridge Head Start

II. Consent Item

A. Approval of the Minutes of the May 16, 2017 Regular Meeting

Moved/Gutierrez, second/Tate, to approve the May 16, 2017 minutes.

Show of hands vote:

Aye: 11 (Aguilar, Chenault, Gutierrez, Jimenez, Moreno, O’Cisneros, Oden, Rodriguez, Scott, Sherren, Tate)

Nay: 0

Abstentions: 1 (McMillin)

Absent: 3 (Antillo, Molina, Sheppard)

III. Action Item

A. Election of Parent Advisory Committee Vice Chair and Treasurer

Ms. O’Cisneros indicated her interest in serving as Vice Chair and spoke of what qualifies her to serve as Vice Chair.

Vote:

Aye: 11

Nay: 0

Ms. O’Cisneros was congratulated on her election and she assumed her seat on the dias.

Ms. McMillin asked for interest in serving as Treasurer. Those interested in serving as Treasurer:

Penelope Scott

Jessica Sherren

Nominees spoke of their interest. After discussion, Ms. Scott declined to run for office and urged unanimous support of Ms. Sherren.

Vote:

Aye: 11

Nay: 0

Ms. Sherren was congratulated on here election and she assumed her seat on the dias.

Moved/Tate, second/Scott, to ratify the election of Ms. Griselda O’Cisneros as Vice Chair and Ms. Jessica Sherren as Treasurer.

Show of hands vote:

Aye: 11 (Aguilar, Chenault, Gutierrez, Jiminez, Moreno, O’Cisneros, Oden, Rodriguez, Scott, Sherren, Tate)

Nay: 0

Abstentions: 1 (McMillin)

Absent: 3 (Antillo, Molina, Sheppard)

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Angel Chenault reviewed the calendar of events.
- Parent, Family & Community Engagement - Events and Activities: No questions.
- PC/PAC Joint Parent Activity: Leland Stanford Mansion Tour: Mr. Tate stated that this is a bonding and event for board members; he encouraged all board members to attend. Ms. Desha reminded the board that everything is free for board members but guests must pay their lunch and transportation. An e-mail will be sent out to clarify the departure time.
- Parent/Staff Recognitions: None.

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne reviewed the fiscal report ending May 31. The budget is 10 months into the year and are currently at 82.2% spent. The non-federal share is at 26.9%, and the administrative maximum is at 10%, well below the 15% allowable. The Head Start duration report was reviewed. The credit card report was reviewed. Last month we requested to reprogram some funds to purchase a modular at Hopkins Park.
This is a larger project and staff will be requesting an extension of the funds.
- Toastmasters Training: The last meeting for the series was held June 2nd. A new training series will begin next year. It is wonderful public speaking training. Ms. Chenault spoke of her final speech and how helpful the training has been.
- Child Care Center Food Menu: No questions.
- Community Resources – Parents/Staff: Mr. Bob Silva reviewed the community resources.

B. Governing Board Minutes: No comments.

V. **Committee Reports**

- Executive Committee Meeting Critique: Ms. Chenault reviewed the executive committee critique.
- Budget/Planning Committee: Ms. Chenault reported that the committee discussed the COLA increase. There will not be a committee meeting in July; will resume August 8.
- Personnel/Bylaws Committee: Mr. Tate stated that there will be a bylaws committee meeting on Thursday at 9:00 a.m. The PAC bylaws were reviewed at the last meeting.
- Men's Activities Affecting Children Committee (MAACC): Mr. Tate stated that he receives e-mails from the Fish and Game Department and July 1 is a free fishing day with no license required. There will be an event at Howe Avenue Park, 9:00 a.m. on July 1. Fish and Game Department will provide poles, bait, and stock the pond. This is a great time to bond with your children. The MAACC is also planning a tour of the Crocker Museum. The annual MAACC BBQ has been scheduled for August 25, 4-7 p.m. at McKinley Park; this is a bonding event.
- Social/Hospitality Committee: Ms. McMillin said that committee attendance has been very low. At the last meeting, attendees decided on the parent bonding activity. The next meeting will begin planning for the End-of-Year Celebration.
- Parent Ambassador Report: No report.

Ms. Aguilar excused at 10:15 a.m.

VI. **Other Reports**

- Chair's Report: Ms. McMillin acknowledged the new PAC officers. Ms. McMillin thanked new members, Ms. Aguilar and Mr. Oden for stepping up and serving as board officers.

- Policy Council Report(s): Ms. Gutierrez reported that an emergency meeting was held at May 30 to approve the budget modification for the modular building.
- Head Start Deputy Director's Report: Ms. Lee stated that a 1% COLA was announced; this would go toward for staff salaries and fringe benefits. Head Start is a union shop and staff are voting on this now. It will go to the PC next week and then go to the Governing Board on July 6. The PAC will ratify this in July. The application for the new modular was submitted June 2; staff is awaiting approval on this. It is expected that building will begin in May, 2018.
- Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, and ERSEA Services: Ms. Carr suggested that those not engaged in Toastmasters should consider it for next year. Managers attended and watched the final speeches and the incredible support parents gave to each other. Ms. Carr stated that there will be new FSWs at sites; some will be taking over health screening and enrollment. Ms. Carr acknowledged Ms. Gutierrez for her helpfulness in the screening of applicants.
 - Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services: Ms. Caruso extended congratulations to new board members and new officers. Staff is working on the new COLA grant application; staff is also working with delegates to get them done. The Quality Assurance team is working on the final touches on the revised monitoring tool and looking at a new computer platform for the monitoring tool.
 - Martha Cisneros - Health, Nutrition and Safe Environments Services: No report.
 - Karen Griffith - School Readiness, Special Education and Mental Health Services: No report.

VII. Center Updates

Ms. Rodriguez reported that her daughter's graduation will be July 7. Her daughter begins kindergarten in August. Ms. Rodriguez stated that she will finish her program year on the Parent Advisory Committee. Ms. Rodriguez stated that she returns the information she learns at SETA to both her Head Start site and her school.

VIII. Discussion: None.

IX. Public Participation

Ms. Vocheri Thomas introduced herself as a volunteer from Black Women United, a non-profit begun in January. Ms. Thomas announced that the Black Women's March and Rally, "A'int I a Woman" will be held Saturday, July 15, 9:00 a.m. to noon. The event begins at Crocker Park and participants will be marching to the south steps of the State Capitol. This will be a free, family friendly event. Ms. Thomas invited all to participate, join, march, or donate.

X. Adjournment: The meeting was adjourned at 10:40 a.m.

ITEM IV- A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information Items
- PC/PAC Calendar of Events – Ms. Terri McMillin
 - Parent, Family & Community Engagement - Events and Activities – Ms. Terri McMillin
 - PC/PAC Joint Parent Activity Reports on Leland Stanford Mansion Tour
 - Parent/Staff Recognitions – Ms. Terri McMillin
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Saurbourne
 - Child Care Center Food Menu (attached)
 - Community Resources – Parents/Staff: Mr. Robert Silva

NOTES:

EVENT**DATE**

PAC Executive Committee	Friday, August 18, 2017 9:00 a.m. Diablo Room
PC/PAC Social/Hospitality Committee	Wednesday, August 23, 2017 11:00 a.m. Olympus Room
PC Executive Committee	Thursday, August 24, 2017 9:00 a.m. Olympus Room
Men's Activities Affecting Children Committee Bar-b-Que	Friday, August 25, 2017 4:00 – 7:00 p.m. McKinley Park 601 Alhambra Blvd. Sacramento, CA
PC/PAC Social/Hospitality Committee	Wednesday, September 6, 2017 1:00 – 3:00 p.m. Olympus Room
PC/PAC Budget/Planning Committee	Tuesday, September 12, 2017 1:00 p.m. Oak Room
PC/PAC Bylaws Committee	Thursday, September 14, 2017 9:00 a.m. Olympus Room

SETA HEAD START MENU

August 2017

"This institution is an equal opportunity provider"

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

Monday

Tuesday

Wednesday

Thursday

Friday

1 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

2 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

3 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
Cheese Sticks

4 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

7 Breakfast Week 5
Milk, Low Fat 1%
Pancakes
Pears
Lunch
Milk, Low Fat 1%
Apricots
Chicken Patty
Coleslaw Salad
Whole Wheat Bun
Snack
Cheese Sticks
Pineapple, tidbits

8 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

9 Breakfast Week 5
Milk, Low Fat 1%
Whole Wheat Biscuit
Peaches
Lunch
Milk, Low Fat 1%
Cantaloupe, fresh
Carrot, fresh
Whole Grain Buns
Turkey Sliced
Snack
Banana, fresh
Crackers, Cheese-It

10 Breakfast Week 5
Milk, Low Fat 1%
Oatmeal Cereal
Pineapple, tidbits
Raisins
Lunch
Milk, Low Fat 1%
Carrot, fresh
Romaine Lettuce Salad
Spaghetti Casserole
Snack
Milk, Low Fat 1%
Strawberry Chex

11 Breakfast Week 5
Milk, Low Fat 1%
Muffin, Banana
Oranges, fresh
Lunch
Milk, Low Fat 1%
Banana, fresh
Broccoli, fresh
Chicken Salad
Crackers, Wheat Thins
Snack
Milk, Low Fat 1%
Brown Rice Krispies Cereal

14 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

15 Breakfast Week 1
Milk, Low Fat 1%
Apricots
Cheerios, Whole Grain Cereal
Lunch
Milk, Low Fat 1%
American Cheese
Apple, fresh
Whole Wheat Bread
Broccoli, fresh
Watermelon, fresh or
Snack
Milk, Low Fat 1%
Strawberry Chex

16 Breakfast Week 1
Milk, Low Fat 1%
Whole Wheat Biscuit
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
Cheese Sticks

17 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

18 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

21 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

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

23 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
Cheese Sticks
Peaches

24 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

25 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

28 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

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

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

31 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

Lunes

Martes

Miércoles

Jueves

Viernes

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

2 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

3 Desayuno Week 4
 Leche
 Chabacano
 Baritas de Pan Francés Tostado
Comida
 Leche
 Ensalada de Col
 Mango
 Tortilla de Trigo Integral
 Rollo de Pavo y Queso
Bocadillo
 Plátano Fresco
 Yogur de

4 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

7 Desayuno Week 5
 Leche
 Jotqueis
 Pera
Comida
 Leche
 Chabacano
 Torta de Pollo
 Ensalada de Col
 Pan de Trigo Integral
Bocadillo
 Barita de Queso
 Piña Machacada

8 Desayuno Week 5
 Leche
 Manzana
 Cereal Cheerios de Grano Inte
Comida
 Leche
 Frijoles Refritos
 Fresa
 Tanjarina o
 Salsa de Jitomate
 Tortilla de Trigo Integral
Bocadillo
 Leche
 Ojuelas de Cereal Multigrano

9 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 Limó

10 Desayuno Week 5
 Leche
 Avena
 Piña Machacada
 Pasas
Comida
 Leche
 Chabacano
 Ensalada de Lechuga Romana
 Espagueti Horneado
Bocadillo
 Leche
 Chex de fresa

11 Desayuno Week 5
 Leche
 Mollete con Plátano
 Naranja
Comida
 Leche
 Plátano Fresco
 Brócoli
 Ensalada de Pollo
 Galletas de Trigo Integral
Bocadillo
 Manzana
 Yogur de

14 Desayuno Week 1
 Leche
 Jotqueis
 Pera
Comida
 Leche
 Zanahoria
 Pollo con Limón y Pimienta
 Naranja
 Tortilla de Trigo Integral
Bocadillo
 Requesón
 Galletas Cheese-It

15 Breakfast Week 1
 Leche
 Chabacano
 Cereal Cheerios de Grano Inte
Lunch
 Leche
 Queso Americano
 Manzana
 Pan de Trigo Integral
 Ensalada de Papa
 Sandía Fresca o
Snack
 Leche
 Dinosaurios de Galleta de Limó

16 Breakfast Week 1
 Leche
 Bizcocho de Trigo Integral
 Durazno
Lunch
 Leche
 Burrito
 Queso Cheddar
 Lechuga Romana
 Frijoles Refritos
 Fresa
 Tanjarina o
 Jitomate Picado
 Tortilla de Trigo Integral
Snack
 Plátano Fresco
 Yogur de

17 Breakfast Week 1
 Leche
 Piña Machacada
 Bagel de Trigo Integral
Lunch
 Leche
 Mandarina
 Arroz Español con Pollo
 Varitas de Calabacita
Snack
 Manzana
 Mantequilla de Semilla de Gira

18 Breakfast Week 1
 Leche
 Plátano Fresco
 Mollete con Arándanos Azules
Lunch
 Leche
 Pan de Trigo Integral
 Melón
 Coliflor
 Ensalada de Atún
Snack
 Leche
 Cereal Integral Rice Krispies

21 Desayuno Week 2
 Leche
 Manzana
 Ojuelas de Cereal Multigrano
Comida
 Leche
 Chabacano
 Hamburguesa de Res
 Verduras Mixtas
 Pan de Trigo Integral
Bocadillo
 Barita de Queso
 Naranja

22 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

23 Desayuno Week 2
 Leche
 Avena
 Piña Machacada
 Pasas
Comida
 Leche
 Frijoles Refritos
 Ensalada de Col
 Fresa
 Tanjarina o
 Tortilla de Trigo Integral
Bocadillo
 Durazno
 Yogur de

24 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

25 Desayuno Week 2
 Leche
 Manzana
 Mollete con Plátano
Comida
 Leche
 Pan de Trigo Integral
 Brócoli
 Melón
 Rebanada de Pavo
Bocadillo
 Quesadilla

228 Desayuno Week 3
 Leche
 Cereal Cheerios
 Naranja
Comida
 Leche
 Manzana
 Chicharos
 Macarrón y Queso
 Sandía Fresca o
Bocadillo
 Galletas de Trigo Integral
 Pera

29 Desayuno Week 3
 Leche
 Puré de Manzana
 Baritas de Waffle
Comida
 Leche
 Ravioli de Res
 Ensalada de Espinaca
 Pan de Grano Integral
 Naranja
Bocadillo
 Manzana
 Mantequilla de Semilla de Girasol

30 Desayuno Week 3
 Leche
 Bizcocho de Trigo Integral
 Durazno
Comida
 Leche
 Melón
 Arroz y Frijoles
 Jitomate Picado
Bocadillo
 Leche
 Chex de fresa

31 Desayuno Week 3
 Leche
 Plátano Fresco
 Bagel de Trigo Integral
Comida
 Leche
 Pan de Trigo Integral
 Zanahoria
 Ensalada de Pollo
 Fresa
 Tanjarina o
Bocadillo
 Requesón
 Piña Machacada

ITEM IV-B – INFORMATION

PRESENTATION BY JOSÉ DIAZ , HEAD START FACILITIES COORDINATOR

BACKGROUND:

This item provides an opportunity for Head Start Facilities Coordinator, José Diaz, to provide an overview of services provided by the Facilities Department.

NOTES:

ITEM IV-C – INFORMATION

PRESENTATION – 2016-2017 COUNTYWIDE CLASS RESULTS

BACKGROUND:

This item provides an opportunity for Ms. Alexis Briggs, Education Coordinator and Karen Griffith, Head Start Manager, to provide a presentation on the CLASS results.

NOTES:

Program Update



Grantee Center Updates

Vineland - Over the Memorial Day weekend, the Vineland Elementary School in Rio Linda was vandalized with fire. As a result, the electrical panel that powers the Head Start classroom was destroyed. While the District has been actively remediating the facility, the classroom will not be fully ready for children to start school on August 17th as scheduled. As a result, children/families are being relocated to Rio Linda Head Start and/or Vineland State Preschool.

Grizzly Hollow is now serving children ages 18 to 36 months. Currently enrolled families are receiving home-based services until the center is fully furnished and ready for children to start center-based services. For enrollment information, call (209) 744-7727

Job Corps will be serving 8 additional infants/toddlers beginning fall 2017. The center is currently awaiting licensing approval for the new classroom. For enrollment information, call (916) 563-5040.

Hopkins Park—SETA's budget modification request for a new modular building at Hopkins Park Early Learning Center was approved by OHS/ACF. Procurement will begin immediately with a proposed construction date of May 2018 and a completion date of August 2018.

Recently Released Program Instructions and Information Memorandums:

Facilities Guidance ACF-IM-HS-17-01
 Issued: 06-28-2017
Provides facilities guidance and regulations related to quality indoor/outdoor learning environments, 1303 facilities funding applications and post-award requirements.



The Art of Measuring Teacher-Child Interactions

July 2017

Grant Awards for 2017-2018:

- ☉ Head Start/Early Head Start Basic and TTA \$54,127,369
- ☉ Early Head Start-Child Care Partnership \$1,548,149
- ☉ California Department of Education/State Preschool and General Child Care \$3,697,448

CLASS Outcomes 2017-2018

On an annual basis, the SETA education team performs classroom observations and assessments utilizing the Classroom Assessment Observation Scoring System (CLASS). This research-based assessment tool measures the quality of interactions between the teacher and the child during routine educational activities.

Each program year, each teacher receives at least one CLASS assessment with feedback and coaching to support

their professional growth and learning.

As a general practice, SETA provides at least 50% of the CLASS observations countywide with each delegate agency providing the remaining 50%. Scores are reviewed with each teacher, within each program, and across the county. Results of the 2017-2018 CLASS assessment are attached. A presentation will be provided by Alexis Briggs and Karen Griffith.

Back to School School is back in session:

SETA
August 17th

Elk Grove USD
August 9th

Sacramento City USD
September 5th

San Juan USD
August 21st

Twin Rivers USD
August 8th

WCIC
September 11th

The CLASS Process

What is CLASS?

The Classroom Assessment Scoring System (CLASS) is an observation instrument developed to assess classroom quality in preschool through third-grade classrooms.

1. Observation

CLASS in Sacramento County

CLASS observer completes three twenty minute cycle with a 10 minute scoring session in between. Teacher and Observer collaborate to generate domain specific strategies to support teacher's growth. Teacher begins to implement the shared strategies in the classroom.

3. Implementation

2. Feedback Session

Sacramento County 2016-2017 CLASS Scores

	SETA	Elk Grove	Sacramento	San Juan	WCIC	Twin Rivers	County Average	National Average (2015)
Emotional Support	6.00	5.71	5.70	6.00	5.60	5.80	5.91	6.03
Positive Climate	6.14	6.00	6.05	5.92	6.5	5.87	6.08	5.97
Negative Climate	1.10	1.00	1.14	1.02	1	1.33	1.10	1.06
Teacher Sensitivity	5.73	5.44	5.32	5.80	5.25	5.33	5.58	5.86
Regard for Student Perspective	5.26	4.37	4.41	5.33	3.58	5.27	5.07	5.37
Classroom Organization	5.60	5.27	4.9	5.40	4.90	4.90	5.40	5.80
Behavior Management	6.09	5.90	5.39	5.71	5.66	5.13	5.78	6.01
Productivity	6.09	5.94	5.00	5.72	4.58	5.07	5.72	6.12
Instructional Learning Formats	4.93	4.07	4.37	4.81	4.41	4.40	4.71	5.25
Instructional Support	2.80	3.14	2.90	3.30	2.70	2.90	2.89	2.88
Concept Development	2.59	3.30	2.73	3.32	3.5	3.06	2.74	2.44
Quality of Feedback	2.82	3.34	3.02	3.51	2.66	2.60	2.88	2.84
Language Modeling	3.12	3.26	3.03	3.22	2.00	3.14	3.05	3.35

CLASS County Scores

In the 2016/17 program year, 203 classrooms in Sacramento County received CLASS observations from Teachstone certified observers. The CLASS tool has 10 dimensions of teacher-child interactions rated on a 7-point scale, from low –high. The 10 CLASS dimensions are organized into three domains: Emotional Support, Classroom Organization and Instructional Support. The above graph displays each delegate agency's average domain level scores. The county's averages are highlighted in grey and the national averages are highlighted in blue.

ITEM IV-D - 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 1, 2017 meeting.

NOTES:

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

Minutes/Synopsis

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

Thursday, June 1, 2017
10:00 a.m.

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

Members Present:

Jay Schenirer, Chair, Governing Board; Councilmember, City of Sacramento
Sophia Scherman, Public Representative
Don Nottoli, Member, Board of Supervisors (arrived at 10:05 a.m.)
Patrick Kennedy, Vice Chair; Member, Board of Supervisors

Member Absent:

Larry Carr, Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the April 27, 2017 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Revised Administrative Services Agreement with the International City Management Corporation (ICMA)

The consent items were reviewed; no questions or corrections.

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

- A. Approve the April 27, 2017 minutes.
- B. Approve the claims and warrants for the period 4/22/17 through 5/24/17.
- C. Authorize the Board Chairperson to sign the revised Administrative Services Agreement with ICMA reflecting the Plan Administration fee of 0.29% per annum of the amount of Plan assets invested in Vantage Trust.

Roll Call Vote:

Aye: 3 (Kennedy, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Carr, Nottoli)

Mr. Thatch stated that an item came up after the required 72 hours needed to comply with the Brown Act. The board must agree to hear the off-agenda item and that the need for action came to the attention of staff subsequent to the

agenda posted as specified in Government Code 54954.2(b). There must be a unanimous vote to hear the off-agenda item.

Moved/Schenirer, second/Kennedy, to agree to hear the off agenda item III-B-10 as presented.

Roll Call Vote:

Aye: 3 (Kennedy, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Carr, Nottoli)

III. Action Items

B. WORKFORCE DEVELOPMENT DEPARTMENT

10. Approval of Agreement with the City of Sacramento in Support of Mayor Steinberg's Thousand Strong Initiative for at-risk Youth and Authorize the Executive Director To Execute the Agreement and any other Documents Required by the City of Sacramento

Ms. Kossick reviewed this and stated that the City Council voted on this agreement that authorizes the City to advance \$400,000, providing SETA with the cash flow needed to manage the Thousand Strong Initiative. This is protection for SETA's budget.

Moved/Schenirer, second/Kennedy, to approve the Agreement with the City of Sacramento in support of Mayor Steinberg's Thousand Strong Initiative for at-risk youth and authorize SETA's Executive Director to execute the agreement and any other documents required by the City of Sacramento.

Roll Call Vote:

Aye: 3 (Kennedy, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Carr, Nottoli)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Sacramento Employment and Training Agency Recommended Budget for Fiscal Year 2017-2018

Mr. Nottoli arrived at 10:05 a.m.

Ms. Loretta Su stated that this item provides the Agency authority to operate until the final budget is approved in August. This reflects a \$4 million reduction in

WIOA funding and in CalWORKs due to reduced formula allocations and the elimination of the OJT program. There is an increase in RESS and TA funding. As funding becomes more definite, the August budget will reflect the actual budget.

Moved/Scherman, second/Nottoli, 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 3, 2017 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: 4 (Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

2. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of New Dispatch Clerk Classification, Related Salary Schedule, and Reclassify Employee into Classification

Ms. Noren stated that the union reviewed this item. There were no questions.

Moved/Scherman, second/Schenirer, to approve the creation of the Dispatch Clerk Job Specification, the related salary schedule, and the reclassification of Consuelo Lopez to Dispatch Clerk.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Revision to the Job Specification and Salary Schedule for Family Services Worker (I, II, III)

Ms. Kossick explained that the classification is one job but there are stepped positions with different levels of responsibility.

The Head Start Policy Council reviewed and approved this item.

Moved/Nottoli, second/Kennedy, to approve the revised job specification and pay ranges for Family Services Worker (I, II, III).

Roll Call Vote:

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

Nay: 0

Abstentions: 0
Absent: 1 (Carr)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services:

1. Approval to Deobligate and Reobligate CalWORKs Assembly Bill 74 (AB74) funds for Expanded Subsidized Employment (ESE) Providers, Program Year 2016-17

Ms. Michelle O’Camb reviewed this item seeking approval to deobligate and reobligate funding for CalWORKS Expanded Subsidized Employment. The reallocation of \$110,000 in funding will enable Bach Viet to cover projected wage reimbursement expenditures through June 30, 2017 for the additional ESE contracts.

Speakers before the board:

- Tom Thao, Bach Viet Association, Inc. expressed appreciation for the funding.

Moved/Nottoli, second/Scherman, to approve the deobligation and reobligation of CalWORKs AB74 for ESE providers as indicated in the chart included in the agenda packet.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

Community Services Block Grant:

2. Approval of 2018-2019 Community Services Block Grant Community Action Plan

Ms. Julie Davis-Jaffe stated that this plan is done every two years and will cover the period 1/1/18 through 12/31/19. The Community Action Board met on June 14 to approve the Plan. At this meeting, the board asked staff to invite people to speak on what can be done to reduce the high rate of arrests for African American youth. The Community Action Plan is moving forward to serve single parents, seniors, and youth.

Mr. Nottoli asked about how some of the data is gleaned for the report. Mr. Roy Kim offered to invite Ms. Cara Welch to come and present how the data is developed.

Moved/Scherman, second/Nottoli, to approve the 2018-2019 Community Services Block Grant Community Action Plan.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

One Stop Services

3. Approval of Appointment to the Sacramento Works Workforce Development Board

Ms. Kossick stated that the Sacramento Works Executive Committee reviewed the five candidates presented. The Executive Committee recommends Tom Kandris. Currently, no one on the board represents the manufacturing sector.

Moved/Schenirer, second/Kennedy, to approve the appointment of Mr. Tom Kandris to fill the Private Business seat vacated by Ms. Charlotte Mitchell.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

4. Approval to Release a Request for Proposals (RFP) for Payroll Services and Act as the Employer of Record for Workforce Development Programs and Participants

Ms. Terri Carpenter stated that the payroll services are provided for work experience participants in adult and youth programs. Five years ago, procurement resulted in the Community College Foundation to serve as employer of record to provide these services.

Moved/Schenirer, second/Kennedy, to approve the release of a Request for Proposals for payroll services and to act as the employer of record for workforce development programs and participants.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

5. Agree with the Sacramento Works, Inc. Board to Approve the Workforce Innovation and Opportunity Act (WIOA), Resource Allocation Plan for 2017-2018

Mr. Roy Kim stated that this item comes from the Sacramento Works Board. Each year the board establishes a Resource Allocation Plan for the Sacramento Works job center system. Staff received reduced planning estimates for the funding year of around \$500,000 and staff are hoping to have better numbers soon. One big change is the elimination of the County's contract for OJT and historically, SETA has contracted with the County for OJT. The consensus was that the service providers will now contract directly with the County/DHA. This results in a significant reduction in the training services category.

Moved/Schenirer, second/Scherman, to agree with the Sacramento Works, Inc. board to approve the Sacramento Works, Inc. Resource Allocation Plan for 2017-18.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

6. Approval of Funding Extension Recommendations for the Workforce Innovation and Opportunity Act, Title I, Adult/Dislocated Worker Programs, PY 2017-2018

Mr. Roy Kim reviewed the funding extension item. With reductions in funding, it became apparent that funding a WIOA stand-alone OJT program is not financially viable. He is hopeful that the final allocations will be closer to the original RFP available amounts. Staff is also recommending the flexibility for job centers to utilize scholarship funds to write OJT contracts.

It has been a transition year to implement the requirements of WIOA. A major transition was from SETA's case management system to the State's case management system. In addition, providers are transitioning from the training center system to a neighborhood job center system that provides services to all.

Moved/Scherman, second/Schenirer, to approve funding extension recommendations for the WIOA Title I, Adult/Dislocated Worker Programs and approve the following stipulations:

- If final WIOA, Title I, Adult and DW 2017-18 funding is less than anticipated, staff will adjust the amounts allocated to Job Centers, proportionately.
- If final WIOA, Title I, Ault and DW 2017-18 funding is greater than anticipated, staff will return with a recommendation to augment services, which may include contracting for OJT/SE.
- Funding allocated to Job Centers will be subject to satisfactory year-end program performance. Job Centers that do not meet year-end

performance goals and benchmarks may be subject to the deobligation of funds.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

7. Approval of Funding Extension Recommendations for the Workforce Innovation and Opportunity Act (WIOA), Title I, Youth Program, for Program Year 2017-2018

Ms. Carpenter stated that last year, operators were procured for 2017-18. Substantial compliance has been met by the providers including meeting the 20% adherence to WEX services. Due to a reduction in the amount of \$166,566 and lack of carry-over funds, staff is recommending a 5% funding cut across the board. These funding recommendations are based on performance as of June 30. Many of the customers are in training and a final computation will be done at the completion of training. All of the service providers are on track to hit the 20% work experience requirement.

Ms. Carpenter was asked why is the Sacramento Urban League's cost per participant so much less than other service providers and she replied that it is what they requested in their proposal. Staff is reviewing providers to ensure they have enough money to provide services. Their cost per participant is much less based on the proposals. One difference is that they do not have as many kids to serve. Mr. Schenirer requested a report back on the differences; he wants to make sure they provide quality services.

Mr. Schenirer suggested that staff look at other ways to make cuts rather than an across the board approach. Ms. Carpenter replied that the across the board seemed to be the most equitable way because all of the operators are providing the services the same. When the year-end data is available, it will probably give us a better read on the services provided.

Moved/Schenirer, second/Nottoli, to approve the staff funding extension recommendations for the WIOA Title I, Youth Program, PY 2017-2018 of \$2,450,927. Approve with the stipulation that all funding recommendations are contingent upon satisfactory year-end program performance reviews and the receipt of the final WIOA funding allocation.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

8. Approval of the Extension of the One-Stop Share of Cost Agreement with the County Department of Human Assistance, PY 2016-2017, and Authorize the Executive Director to Sign the Agreement and any Required Documents Pertaining to the Agreement

Mr. Kim stated that this item comes each year and ensures that DHA provides one stop share of costs funds. The final amount of this version could be around \$2 million. The funds are used to support job centers where DHA staff are co-located and joint DHA/SETA initiatives.

Moved/Nottoli, second/Kennedy, to approve the extension of the One-Stop Share of Cost agreement with the Department of Human Assistance for up to \$2,000,000, and authorize the Executive Director to execute the agreement.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

9. Approval to Accept the National Dislocated Worker Grant "Storm Project" Funding from the Employment Development Department and Authorize the Executive Director to Execute the Funding Agreement, any Modifications, or other Documents Required by the Funding Source

Ms. Davis-Jaffe stated that this program in the amount of \$600,000 will serve 50 dislocated workers with wages and temporary employment. The participants cannot work past one year during the project. Participants will be placed by the Parks and Recreation Department and Arcade Creek Recreational Department. Mr. Nottoli suggested Walnut Grove and even Wilton. Mr. Nottoli asked for a report back. By September the plan is to place 17 individuals, the remaining amount will go through 9/30/18.

Moved/Scherman, second/Kennedy, to approve the acceptance of the National Dislocated Worker Grant "Storm Project" funding from the Employment Development Department, and authorize the Executive Director to execute the funding agreement, any modifications, or other documents required by the funding source.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

C. CHILDREN AND FAMILY SERVICES

1. Approval of Budget Modification for Head Start Fiscal Year 2016-2017

Ms. Denise Lee stated that this item seeks approval to reprogram funds to purchase a new modular for the Hopkins Park Head Start Center. The modular will be placed on land SETA currently leases from the City of Sacramento.

The Head Start Policy Council reviewed and approved this item at their May 30 special meeting.

Moved/Scherman, second/Nottoli, to approve a budget modification in fiscal year 2016-2017 for up to \$725,000 of which approximately \$275,000 will be reprogrammed from the supplemental (Duration) startup funds and approximately \$450,000 will be reprogrammed from under-spent Head Start Basic funds, and submit a 1303 Facilities Application.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

IV. Information Items

- A. Fiscal Monitoring Reports: No additional report.
- B. Employer Success Stories and Activity Report: No additional report.
- C. Dislocated Worker Update: No additional report.
- D. Head Start Reports: No additional report.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick reported that board members should anticipate a July meeting.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No report.

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

ITEM V – COMMITTEE REPORT

➤ Executive Committee

Critique of the June 20, 2017 Parent Advisory Committee meeting.

GOOD!!!
Thank you, Ms. Denise Lee, for shared information on the COLA.
Thank you, Ms. Lisa Carr, for an in-depth program report.
Thank you, Ms. Robyn Caruso, for shared information on QA and grant deadlines.
Thank you, Mr. Bob Silva, for shared information on community resources.
Thank you, Ms. Terri McMillin on a well facilitated meeting.
Congratulations to our newly seated officers, Ms. Griselda O’Cisneros, and Ms. Jessica Sherren.
Thank you, Ms. Dina Serrano (SCOE) for assistance with translation.
NEEDS IMPROVEMENT
Please remember to use point of privilege and be recognized by the Chair.
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

- Parent Ambassadors Committee: Ms. Terri McMillin

- Social/Hospitality Committee: Ms. Terri McMillin

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. 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
 - ▶ Presentation - 2016-2017 Countywide CLASS Results – Ms. Alexis Briggs

NOTES:

SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 06/30/2017						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Bannon Creek	1200A	15	10	5	6	21
Bannon Creek	1200B	19	15	4	2	21
Bannon Creek	1200C	16	11	5	6	22
Bannon Creek	1200D	20	13	7	1	21
Crossroad Gardens	1242A	19	9	10	1	20
Crossroad Gardens	1242B	19	13	6	0	19
Crossroad Gardens	1242R	19	17	2	3	22
Crossroad Gardens	1242X	24	17	7	1	25
Elkhorn	1255A	20	17	3	3	23
Elkhorn	1255B	20	13	7	2	22
Elkhorn	1255C	20	12	8	1	21
Elkhorn	1255D	19	12	7	1	20
Elkhorn	1255X	21	17	4	2	23
Freedom Park	1239A	14	8	6	11	25
Freedom Park	1239B	20	8	12	1	21
Freedom Park	1239C	17	7	10	4	21
Freedom Park	1239D	15	11	4	5	20
Freedom Park	1239R	16	7	9	6	22
Freedom Park	1239X	16	10	6	7	23
Fruitridge	1216A	18	5	13	9	27
Fruitridge	1216B	19	16	3	10	29
Fruitridge	1216C	20	16	4	5	25
Fruitridge	1216D	19	15	4	7	26
Galt	1234A	19	11	8	1	20
Galt	1234B	20	12	8	0	20
Galt	1234C	20	10	10	1	21
Galt	1234D	20	14	6	3	23
Galt	1234E	20	16	4	0	20
Galt	1234F	20	11	9	1	21
Hillsdale	1228A	18	4	14	2	20
Hillsdale	1228B	15	8	7	5	20
Hillsdale	1228C	13	8	5	8	21
Hillsdale	1228D	16	7	9	4	20
Hillsdale	1228R	20	16	4	4	24

Hillsdale	1228X	19	16	3	4	23
Hopkins Park	1253A	17	9	8	4	21
Hopkins Park	1253B	18	13	5	3	21
Hopkins Park	1253C	20	12	8	3	23
Hopkins Park	1253D	19	11	8	1	20
Job Corp	1237X	22	14	8	2	24
La Verne Sterwart	1219A	20	8	12	0	20
La Verne Sterwart	1219B	20	11	9	0	20
Marina Vista ELC	1246R	16	13	3	5	21
Marina Vista ELC	1246S	13	10	3	8	21
Marina Vista ELC	1246X	18	10	8	5	23
Mather	1223A	20	11	9	2	22
Mather	1223B	17	10	7	4	21
Mather	1223C	13	8	5	8	21
Mather	1223D	16	10	6	5	21
Mather	1223X	21	13	8	3	24
Nedra Court	1244A	19	18	1	2	21
Nedra Court	1244B	17	14	3	2	19
Nedra Court	1244C	19	14	5	3	22
Norma Johnson	1214A	19	15	4	1	20
Norma Johnson	1214B	17	15	2	2	19
Norma Johnson	1214X	20	16	4	3	23
North Avenue	1256A	16	11	5	4	20
North Avenue	1256B	14	10	4	5	19
North Avenue	1256X	20	14	6	1	21
Northview	1224A	20	8	12	1	21
Northview	1224B	20	14	6	3	23
Northview	1224C	19	10	9	3	22
Northview	1224D	20	12	8	2	22
Northview	1224X	22	17	5	1	23
Parker	1207E	20	10	10	3	23
Phoenix Park	1248A	18	12	6	2	20
Phoenix Park	1248B	20	14	6	0	20
Phoenix Park	1248X	21	18	3	3	24
Sharon Neese	1249R	20	16	4	2	22
Sharon Neese	1249X	21	14	7	2	23
Solid Foundation	1254A	20	6	14	0	20
Solid Foundation	1254B	19	19	0	1	20

Solid Foundation	1254C	19	3	16	1	20
Solid Foundation	1254D	18	6	12	1	19
Strizek Park	1225A	19	13	6	2	21
Strizek Park	1225B	20	12	8	1	21
Alder Grove Infant/Toddler Center	1212M	6	4	2	1	7
Alder Grove Infant/Toddler Center	1212U	6	2	4	0	6
Crossroad Gardens	1242U	7	7	0	1	8
Elkhorn	1255M	8	7	1	0	8
Elkhorn	1255U	7	5	2	0	7
Job Corp	1237M	6	2	4	2	8
Job Corp	1237U	8	6	2	0	8
Marina Vista ELC	1246U	6	5	1	3	9
Mather	1223M	7	6	1	0	7
Mather	1223U	5	3	2	2	7
Norma Johnson	1214U	8	6	2	0	8
North Avenue	1256U	8	7	1	0	8
Northview	1224U	8	4	4	0	8
Phoenix Park	1248U	6	2	4	4	10
Sharon Neese	1249M	8	6	2	0	8
Sharon Neese	1249U	8	8	0	0	8
TOTALS for Head Start		1524	986	538	244	1768
HS Totals	1412					
Drops w/in 30	231					
P/S Home Base	122					
Total	1765					
EHS Totals	112					
Drops w/in 30	13					
SCOE	44					
EHS Home Base	161					
River Oaks	60					
Total	390					
GRAND TOTAL	2155					

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2016 to 2017

Period: June 2017

Full Day Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	% ADA	ADA	%ADA
Marina Vista ELC	64	22	26	41%	35	55%
Hillsdale	44	21	31	70%	39	89%
North Avenue	20	21	15	75%	18	90%
Northview	22	21	15	68%	22	100%
Phoenix Park	22	22	17	77%	21	95%
Sharon Neese	44	22	32	73%	42	95%
Crossroad Gardens	44	22	34	77%	40	91%
Freedom Park	44	21	21	48%	28	64%
Job Corp	22	22	16	73%	21	95%
Norma Johnson	22	22	16	73%	21	95%
Elkhorn	22	15	15	68%	21	95%
Mather	22	22	16	73%	21	95%

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2016 to 2017

Period: June 2017

Part Day Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	% ADA	ADA	%ADA
Strizek Park	40	21	28	70%	37	93%
Freedom Park	80	21	40	50%	63	79%
Elkhorn	80	15	55	69%	77	96%
Galt	120	21	84	70%	119	99%
Mather	80	21	40	50%	64	80%
Crossroad Gardens	40	21	25	63%	38	95%
Norma Johnson	40	21	23	57%	37	93%
North Avenue	40	21	25	63%	31	78%
Solid Foundation	80	21	52	65%	75	94%
Hopkins Park	80	21	56	70%	76	95%
Parker	13	21	14	108%	18	138%
Bannon Creek	80	21	47	59%	74	93%
Nedra Court	60	21	45	75%	57	95%
Phoenix Park	40	21	26	65%	40	100%
La Verne Sterwart	40	21	23	57%	39	98%
Northview	80	21	41	51%	75	94%
Fruitridge	80	21	54	68%	71	89%
Marina Vista ELC	20	21	10	50%	14	70%
Hillsdale	80	21	40	50%	67	84%

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2016 to 2017

Period: June 2017

Early Head Start Classes						
			Present Only		Present/Excused	
Center Name	Funded Enrollment	Total Days	ADA	% ADA	ADA	%ADA
Northview	8	22	6	75%	8	100%
Marina Vista ELC	8	22	6	75%	7	88%
Job Corp	16	22	10	63%	14	88%
Alder Grove Infant/Toddler Center	16	20	9	56%	12	75%
Mather	14	22	10	71%	14	100%
Norma Johnson	8	22	6	75%	8	100%
Sharon Neese	16	22	12	75%	15	94%
Elkhorn	16	15	12	75%	14	88%
Crossroad Gardens	8	22	6	75%	8	100%
Phoenix Park	8	22	5	63%	7	88%
North Avenue	8	21	6	75%	8	100%



SETA Head Start

Food Service Operations Monthly Report

*June 2017

June 1st through 9th - The Elkhorn Center Closed

June 2nd - Minimum Day Preschool & EHS Full Day Classes

June 7th - WCIC Playmate last day of classes for the summer

June 12th - New On Call Cook / Driver Matthew starts

June 13th -Job Corps closed low water pressure.

June 15th - Denise Lee visited the WCIC Kitchen and helped deliver Route 7 with Cook Driver Shantell

June 16th - Alder Grove IT closed due to the water shut off for the day.

June 20th - Alder Grove IT closed again for water repair by SHRA

June 30th - Daddy & Me Fishing Activity Continental Breakfast Provided for 60 Guests

Meetings & Trainings:

Serve Safe Training attended by Cook / Driver Shantell on June 14th.

The Food Service Staff attended a Drivers Training Class on June 23rd.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
34,340	21,630	23,390	600

Total Amount of Meals and Snacks Prepared **79,960**

Purchases:

Food	\$73,592.10
Non - Food	\$11,172.32

Building Maintenance and Repair: **\$280.99**

Janitorial & Restroom Supplies: **\$0.00**

Kitchen Small Wares and Equipment: **\$60.68**

Vehicle Maintenance and Repair : **\$2,589.74**

Vehicle Gas / Fuel: **\$1,321.70**
Normal Delivery Days **22**



SETA Head Start

Food Service Operations Monthly Report

*July 2017

July 3rd - Part-day classes closed.

July 4th - Holiday Independence Day.

July 5th to 7th - Part-day classes closed.

July 5th - Celia Limones started as the new permanent Head Cook.

July 10th - Some of the SCOE children returned for Summer School through August 4th, Monday to Friday classes.

July 17th - North Avenue PM class closed due to staff shortage.

Meetings & Trainings:

None

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
28,060	15,170	19,100	400

Total Amount of Meals and Snacks Prepared 62,730

Purchases:

Food	\$54,058.39
Non - Food	\$5,889.79

Building Maintenance and Repair: \$180.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$797.29

Vehicle Maintenance and Repair : \$1,143.70

Vehicle Gas / Fuel: \$916.79
 Normal Delivery Days 20

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

June 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	274	14%	377	97	26%
Twin Rivers USD	233	27	12%			
Elk Grove USD	440	68	15%			
Sac City USD	1211	167	14%	144	34	24%
San Juan USD	668	102	15%	160	19	12%
WCIC	120	16	13%			
EHS CCP				80	4	5%
COUNTY TOTAL	4660	654	14%	761	154	20%

AFE: Annual Funded Enrollment

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

July 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	282	14%	377	102	27%
Twin Rivers USD	233	27	12%			
Elk Grove USD	440	68	15%			
Sac City USD	1211	167	14%	144	34	24%
San Juan USD	668	102	15%	160	19	12%
WCIC	120	16	13%			
EHS CCP				80	4	5%
COUNTY TOTAL	4660	662	14%	761	159	21%

AFE: Annual Funded Enrollment

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: