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

DATE: Tuesday, September 19, 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>Lisa Carr</u> - Family Engagement, Home Base, and ERSEA Services	
	• <u>Robyn Caruso</u> - Program Support, Quality Assurance, and EHS-CCP services	
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DISTRIBUTION DATE: WEDNESDAY, SEPTEMBER 13, 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**
- ___ Vacant, 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**
- ___ Vacant, Kennedy Estates Head Start
- ___ Vacant, LaVerne Stewart Head Start
- ___ Vacant, (Marie Cleveland's) Bright Beginning Head Start
- ___ Vacant, Marina Vista Early Learning Center
- ___ Vacant, Mather Head Start
- ___ **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
- ___ Vacant, 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"/> Jessica Sherren, Vineland 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, Freedom 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, Kennedy Estates 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		X			
Vacant Seated	CR													
Vacant Seated	EHS/HB													
Yesenia Rodriguez Seated 11/15	EL	X		X		X	X	X	X		X			
Franqui Moreno s/b/seated 3/21, seated 5/16	FP					U	E	X	X		U			
Vacant Seated	FP													
Marcus Oden Seated 6/20	FT								X		U			
Vacant Seated	G													
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		X			
Henrietta Gutierrez Seated 11/15	K	X		E		X	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		X			
Rosa Aguilar Seated 6/20	NC								X		U			
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		X			
Vacant Seated	SF													
Vacant Seated	SN													
Vacant Seated	SP													
Jessica Sherren Seated	V													
Vacant Seated	WG													
Vacant Seated	FPR													
Calvin Sheppard Seated 4/26	MAACC	X		X		X	X	X	U		E			
Terri McMillin Seated 11/17	OGC	X		X		X	X	X	X		X			
Vacant Seated	CR													
Kenneth Tate Seated 1/17	CR	X		X		X	X	X	X		X			

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

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

**** Ethics training with Policy Council**

Special meeting

PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE UPDATE
PROGRAM YEAR 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: 9/12/2017 10:24 AM

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE AUGUST 15, 2017 REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the August 15, 2017 PAC meeting.

RECOMMENDATION:

Approve the minutes of the August 15, 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, August 15, 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 9:04 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
Terri McMillin
Penelope Scott
Yesenia Rodriguez
Henrietta Gutierrez
Belgica Jimenez
Jessica Sherren
Griselda O’Cisneros

Members Absent:

Calvin Sheppard (excused)
Rosa Aguilar (unexcused)
Marcus Oden (unexcused)
Franqui Moreno (unexcused)

II. Consent Item

A. Approval of the minutes of the June 20, 2017 regular meeting

The minutes were reviewed; no questions or corrections.

Moved/Gutierrez, second/Tate, to approve the June 20, 2017 minutes.

Show of hands vote:

Aye: 8 (Chenault, Gutierrez, Jimenez, O’Cisneros, Rodriguez, Scott, Sherren, Tate)

Nay: 0

Abstentions: 1 (McMillin)

III. Action Item: None.

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Chenault reviewed the calendar of events.
- Parent, Family & Community Engagement - Events and Activities: No comments.

- PC/PAC Joint Parent Activity Reports on Leland Stanford Mansion Tour: Ms. McMillin spoke of how much she enjoyed the tour. Mr. Tate enjoyed the tour for its historical value. Ms. Scott found the tour interesting and the tour guide very informative.
 - Parent/Staff Recognitions: Ms. McMillin read a note of appreciation Ms. Rodriguez received from Elkhorn Head Start staff; she also received a volunteer award.
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne reviewed the fiscal expenditures. July 31 is the end of the program year. Ms. Saurbourne stated that the Agency has until October 30 to close out any outstanding invoices. The delegates have until August 31 to submit their final expenditures. It is expected that a budget modification request to carry over funds for the modular at Hopkins Park will be submitted. Ms. Saurbourne reviewed the credit card statements.
 - Child Care Center Food Menu: No comments.
 - Community Resources – Parents/Staff: Mr. Robert Silva stated that he has seen a lot of the community resource flyers at the centers when he visits them. A free backpack giveaway will be on August 18, 5 p.m. at Garcia Bend Park. There will be a Countering Violent Extremism Fall Symposium workshop on September 22; attendees will learn how to work together and not allow things escalating. See www.coreconnectivity.org for more information. Amazon is hiring full time employees at the airport; they are hiring up to 1,000 people. This would be a good way for a young person to get a start in the work world.
- B. Presentation by José Diaz, Head Start Facilities Coordinator: Ms. McMillin joined Mr. Diaz on a hiring panel and she found it very interesting to learn what the facilities department does. Mr. José Diaz stated that his department is partially responsible for the safety of the Head Start facilities. His staff meet every morning to discuss what is going on at the various centers. Mr. Diaz introduced his staff members: Celia Lopez, Marty Marriott, Spencer Moua, Greg Dobson, Masoud Eid, Arnie Torrecampo, Steve Solomito. Each staff member has 6-7 school centers they are responsible to ensure they are okay.
- C. Presentation - 2016-2017 Countywide CLASS Results: Ms. Karen Griffith stated that the CLASS evaluation shows teacher interactions with the children. Ms. Griffith introduced Education Coordinator, Ms. Alexis Briggs. Ms. Briggs stated that this tool is used by the Office of Head Start to measure classroom interactions and the quality of teaching in general. What they did gave teachers more say in the evaluation process; there was a feedback process with the teachers. OHS stated that it takes at least a year to raise scores. SETA saw gains in concept development, which is a difficult area to improve. Ms. Briggs stated that the Head Start teachers are helping children in making gains. The evaluation asks what the teacher does to support the needs, social/emotional needs of a child; does the teacher's action positively support the positivity required in a classroom? Mr. Tate asked how this compares to 10 years ago; is there a higher level of students better prepared than 10 years ago? Ms. Briggs replied that this is a new tool so there is no data. A lot of research shows how

the children improve over the course of first to fifth grade. Ms. Griffith stated that it all merges together and when the curriculum is developed, it all supports emotional support and environment ratings. The referrals for mental health and bad behavior have decreased about 29% over the past two years. In addition, staff is seeing increases in math and science scores. Coaches are being utilized to assist the teachers. Ipads are being utilized so teachers can videotape themselves to reflect on changes to make.

D. Governing Board Minutes – June 1, 2017: No comments.

V. **Committee Reports**

- Executive Committee Meeting Critique: Ms. Chenault reviewed the critique.
- Budget/Planning Committee: Ms. O’Cisneros reviewed the August 8 meeting.
- Personnel/Bylaws Committee: Mr. Tate provided an overview of the last meeting. There was a good deal of discussion regarding bylaws modifications. The next meeting is scheduled for August 29.
- Men’s Activities Affecting Children Committee (MAACC): Ms. McMillin reported that attendees reviewed the agenda for the upcoming BBQ meeting. Mr. Tate stated attendees chose a list of activities to incorporate into the BQ. They also discussed the Daddy and Me event to be held at the Crocker Art Museum on October 24. All PAC and PC members are invited to attend the MAACC BBQ scheduled for Friday, August 25 at McKinley Park.
- Parent Ambassador Report: Ms. McMillin reported that they met with Mr. Silva on the same day as MAACC. They talked about perhaps changing the mission and vision of the Parent Ambassador Committee. The next meeting is scheduled for August 31, 9:30 a.m.
- Social/Hospitality Committee: Ms. McMillin shared planning details of the End-of-Year Parent Appreciation brunch. Ms. McMillin reviewed the October 11 announcement.

VI. **Other Reports**

- Chair’s Report: No additional report.
- Policy Council Report(s): Ms. McMillin reviewed the last PC meeting. A tour of the Hillsdale Sacramento Works career centers is scheduled August 17.
- Head Start Deputy Director’s Report – Ms. Denise Lee stated that staff received the notice of award for the FY 2017/2018 year. Ms. Lee stated that Vineland school had a vandalism fire over Memorial Day weekend. It destroyed a building that powered our Head Start building. The district got a generator and remedied the building to get rid of the smoke; they are still working on getting the building cleaned up. Management decided not to return to Vineland so the 14 families interested in finding another Head Start classroom were placed. A new EHS classroom will be opening at the Hillsdale Center. Staff is working on a lease and then facilities will work to get it licensed; it is hoped that the center will be up and running by the holidays. The LaVerne Stewart Center is awaiting licensing.

There will be an additional EHS classroom at Job Corps. Ms. Lee thanked Ms. Briggs for her excellent presentation. Ms. Lee is expecting the feds to review us in the coming year. SETA started our five-year cycle August, 2015. Ms. Lee is expecting us to receive at least three reviews in the next two years. The first will be a health and safety review. We are also guaranteed to have an enrollment and fiscal review, and then a classroom review. In preparation, SETA will probably secure consultants to have health and safety reviews of our classrooms. In September and October, the consultant reviewers will be reviewing the 111 classrooms. The Agency recently enacted a new Vehicle Policy which will affect a lot of staff that drive as a significant portion of their job. The policy clarified that DMV printouts would be run each year which would cover 10 years. There are a lot of decisions to be made and the management team is working on developing the communication around this. If there are some things the agency needs to deal with, the Human Resources department will work with management to address issues. This will affect staff in the SETA-Operated Program.

Mr. Tate asked that the record show that Mr. Sheppard is excused from the meeting; Mr. Tate recently received a text from Mr. Sheppard.

➤ **Head Start Managers' Reports**

- **Lisa Carr** - Family Engagement, Home Base, and ERSEA Services: Ms. Carr reported that a new Home Base Educator was hired and will begin soon. Parent attendance has increased at center parent meetings. Ms. Carr talked about the DRDP which helps the parents to understand the evaluating process. There will be recruitment for parent aides and school readiness aides. The reimbursement rate was increased to \$15 for two hours per day. It is important to have aides in the classroom to assist the teaching staff. The attendance policy is being enforced so parents have to notify us within one hour if their child will not be present.
- **Robyn Caruso** - Program Support, Quality Assurance, & EHS-CCP services: Her unit has been providing support by working on the PIR which is due the end of the month. All contracts were funded and will be amended to reflect the 1% COLA. The Quality Assurance unit is revamping the monitoring tool, utilizing Child Plus which will be utilized to produce reports. They have been updating the monitoring tool utilized during their monitoring. They will be doing a comprehensive review of our program or a differential review. In Year 1, they are focused on getting everyone trained and do a monitoring to see how the program is doing and to see how the tool is working and update as needed. In Year 2, next program year, everyone will receive a comprehensive review. In Year 3, 2020, there will be an option to do a comprehensive review or a differential review. The caveat is that if a program has a differential review, they will automatically get a comprehensive review the following year.
- **Martha Cisneros** - Health, Nutrition and Safe Environments Services: Ms. Cisneros highlighted the food services report. Ms. Connie Otwell and food services department provide 85,000 meals per month; Ms. Celia Loames is our

new Head Cook. As fiscal closes their year, the health unit received 826 referrals for asthma, allergies, each required to provide care plans for the kids. There were 219 special diets, 144 asthma referrals, 37 dental referrals, and 36 other health care plans. Ms. Cisneros stated that her team is working diligently to ensure the Family Services Workers have the paperwork at centers. Ms. Cisneros stated that their team reported that 30 children failed their hearing tests. The Otoacoustic Emissions (OAE) tests the outer and inner canal for fluid and is a good indicator for pediatricians on hearing loss.

- Karen Griffith - School Readiness, Special Education & Mental Health Services: Ms. Griffith reported that many of the teaching staff attended teacher trainings last week. Ms. Alexis Briggs was doing training on second steps which support the teaching pyramid. All teaching staff will be trained on the new teaching curriculum in waves. Teachers are learning to use Ipads in the classroom to observe and improve their teaching methods.

VII. Center Updates: Ms. Rodriguez reported that the Elkhorn center had a parent meeting on June 29 where she distributed information on drowning, fishing in the city, and where children could go swimming.

VIII. Discussion: Ms. Desha asked for those interested in assisting with PC/PAC recruitment. Ms. Desha stated that every year the Parent Ambassadors assist with the distribution of recruitment flyers, memos, and forms. Those interested: Jessica Sherren, Griselda O’Cisneros, Terri McMillin, and Angel Chenault.

IX. Public Participation: None.

X. Adjournment: The meeting was adjourned at 11:24 a.m.

ITEM III-A – ACTION

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

BACKGROUND:

The Personnel/Bylaws Committee 2016-2017 met during the program year to review and recommend revisions to the Bylaws of the SETA-Operated Head Start/Early Head Start Parent Advisory Committee.

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

RECOMMENDATION:

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

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

BYLAWS

FOR THE

SETA HEAD START/EARLY HEAD START

PARENT ADVISORY COMMITTEE

PAC First Reading: 9/19/17
PAC Final Approval:

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

Article I

Name

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

SECTION 1: Definition of Parents

Parents

Head Start parent means a Head Start child's mother or father, other family member who is a primary care giver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree [in accordance with the Head Start Performance Standards, 45CFR ~~1305.2~~ ~~1306.3(h)~~]. All future reference of parents will be defined as such.

Article II

Purpose, Powers, and Functions

SECTION 1: Purpose

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

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

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

SECTION 2: Powers, Duties, and Functions

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

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

Article III

Membership

SECTION 1: Election of Members

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

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

SECTION 2: Members

The membership of the PAC shall consist of:

A. SOP Parent Representatives

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

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

B. Partner Representatives

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

C. Community Representatives

Additional PAC members will include:

- ~~1. Four (4) voting Community Representatives shall be elected by the outgoing PAC.~~

~~Representative may be elected by the current PAC if the outgoing PAC has been dissolved. These Representatives may or may not be a current parent. Community members desiring to be reappointed must reapply for membership on a yearly basis. There will be four (4) Alternates for Community Representatives.~~

1. **Two (2) voting Community Representatives referred to as Past Parent shall be elected by the current PAC if the outgoing PAC has been resolved. The Past Parent elected to the PAC may not have a child/children currently enrolled in the HS/EHS program. There will be two Alternates for Past Parent Representatives.**
2. **One (1) voting Grandparent elected to the PAC must have a child/children currently enrolled or previously enrolled in the HS/EHS program. There will be one Alternate for the Grandparent Representative position.**
3. **One (1) voting Foster Parent elected to the PAC must have child/children currently or previously enrolled in the HS/EHS program. There will be one Alternate for the Foster Parent Representative position.**

Community members desiring to be reappointed must apply for membership on a yearly basis.

4. One (1) voting seat shall be specifically reserved for the Outgoing Chair, if not termed out. The Outgoing Chair reserves the right to relinquish this seat. The position may not be filled by any other party.
5. One (1) voting Male Involvement Representative (MIR) shall be elected by the SETA Operated Program Representative from Men's Activities Affecting Children Committee (MAACC) to sit on the committee. The Representative must be elected from the SOP MIRs or their Alternates based upon a recommendation from the SOP MIRs. This Representative may or may not be a current parent.

SECTION 3: Policy Council Members

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

SECTION 4: Alternates

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

- A. Upon recognition of his or her status by the PAC Chair, an Alternate may be seated as a voting member of the PAC during the temporary absence of the elected Representative for whom he or she serves as an Alternate. However, an Alternate may not hold an office.

1. A Representative missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings (regular/special, excused or unexcused) will automatically be removed and replaced by the Alternate.
 2. The Alternate who attends meetings on behalf of an absent Representative will be recorded as Alternate Present (AP). An Alternate's AP attendance will not count as "present" for the Representative.
 3. In the event an Alternate does not cast a vote during the program year, Alternate will not have served as a PAC Representative and term is not counted.
- B. Alternates are encouraged to attend meetings of the PAC on the same regular basis as members. However, the Alternate will not receive a reimbursement if the Alternate is not replacing the Representative.
- C. Should the Representative member be unable to fulfill their term of office, the first Alternate shall automatically serve in that capacity with all rights and privileges.
- D. Alternates are excluded from attending the following conferences: The National Head Start Association (NHSA) Parent Training Conference, the Region IX Head Start Association Annual Conference/Training, and the California Head Start Association (CHSA) Conference.

SECTION 5: Other Provisions

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

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

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

SECTION 7: Term of Office

- A. The term of each member shall be for one (1) program year, and said person may not serve more than five (5) program years ~~with the exception of Community Representatives who have not previously served on the PC, Policy Committee, or the Parent Advisory Committee. Such Community Representatives are limited to three (3) program years.~~ During the term of office, present members (and Alternates) shall serve in that capacity until one of the following situations occur: the Representative's voluntary termination; a new Representative from the center/program they currently represent is seated; the Representative is removed per Section 6A; or the Representative is termed out. Until such occurrence, Representatives must continue to represent the center or agency they were chosen to represent.

SECTION 8: Attendance

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

- A. **Absences:**
Any member or Alternate missing two (2) consecutive meetings without an excused absence or missing a total of three (3) meetings (regular or special) excused/unexcused will be automatically removed. An excused absence shall include but not be limited to sickness or death in the family. A member requesting an excused absence must call prior to the meeting: the Alternate, if the Alternate is known, and the SS/PI Coordinator, PAC Chair or the Clerk of the Boards.
- B. **Reinstatement:**
The Representative or agency/group may request that a member who has been removed due to absences be reinstated in the event the Alternate declines. This request must be in writing and submitted to the Chair and SS/PI Coordinator within ten (10) calendar days. It is the final decision of the PAC Executive Committee whether any Representative shall be reinstated.
- C. **PAC Business:**
Members conducting PAC business and not at the PAC meeting, shall be neither present nor absent, but rather identified as PAC.
- D. **Punctuality:**

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

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

E. **Quorum:**

For purposes of transacting the business of the PAC at any annual, regular, special, or emergency meeting, a quorum of the PAC shall be ~~51%~~ **41%** of the current membership. ~~A majority of the quorum must be current parents.~~

SECTION 9: Removal

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

Article IV

Meetings

SECTION 1: Meetings

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

A. **Annual Meeting**

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

B. **Regular Meetings**

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

C. **Special Meetings**

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

SECTION 2: Meeting Notice

Meeting notices shall include an agenda for the next meeting and PAC members shall

be provided with the minutes of the preceding (annual, regular, special or emergency) meeting notification as indicated below:

A. **Annual and Regular Meetings**

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

B. **Special Meetings**

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

C. **Emergency Meetings**

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

D. **Committee Meetings**

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

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

E. **Mailing Address**

1. Notices to all meetings of the PAC shall be in writing and delivered

personally, or by mail, to the PAC members' address, as recorded in the PAC records. Representatives, Alternates, and Community members shall be personally responsible for the accuracy of mailing address.

2. Updated contact information should be submitted to the SS/PI Coordinator or Clerk of the Boards within ten (10) calendar days of change.

SECTION 3: Meeting Reimbursement

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

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

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

SECTION 4: Rules of Procedures

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

SECTION 5: Nominations/Elections

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

SECTION 6: Voting

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

Article V

Officers

SECTION 1: Officers

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

SECTION 2: Election and Term of Office

- A. Officers of the PAC shall be elected at the next regularly scheduled meeting following the annual PAC meeting by a plurality vote of the PAC members present and voting, providing a quorum is present. Officers shall take office immediately following the election.

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

- B. All PAC members are eligible to run for an Office/Officer position except members holding a seat. The Executive Committee must have at least three members who are parents of child/children currently enrolled in the HS/EHS, Home Base Option.
- C. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office.

SECTION 3: Duties of Officers

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

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

SECTION 4: Vacancy

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

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

Article VI

Committees

The quorum of the PAC shall be ~~51%~~ 41% of the committee membership. Membership is determined by the selection of the PAC. ~~A majority (51%) of the quorum must be current parents.~~ No committee meeting shall have a majority of PAC members present without proper public notice. Reference page Article III, Membership, Section 6, Attendance, A. Absences, for Standing and Program Area Committee meeting attendance.

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

SECTION 1: Standing Committees

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

A. Executive Committee

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

shall report to the full PAC, in writing, all actions for ratification at the next meeting.

B. **Budget/Planning Committee**

Budget/Planning Committee shall be comprised of the Treasurer and other Representatives who shall be selected by the PAC promptly after each annual meeting. This Committee shall review all HS/EHS budgets and modifications for the HS/EHS funding year and submit their review to the full PAC for approval. In addition, this Committee shall have input on program design and operations and long- and short-term planning goals and objectives. It is recommended that all HS/EHS budget modifications and amendments be approved by the PAC prior to Policy Council approval. A monthly fiscal report shall be provided to the full PAC on the fiscal status of the HS/EHS budget. It shall be the duty of this committee to oversee the expenditures of the PAC and to report the acquired and expended amount of money to the full PAC.

C. **Personnel/Bylaws Committee**

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

D. **Social/Hospitality Committee**

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

E. **Parent Ambassador Committee**

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

SECTION 2: Program Area Committees

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

- ♦ **Early Childhood Development and Health Services Committee** shall be comprised of one (1) staff and representatives who shall plan and review the Early Childhood Development and Health Services program content area and participate in curriculum/instruction and health and safety.

- ♦ **Parent, Family and Community Engagement Committee** shall be comprised of one (1) staff and Representatives who shall plan and review the Parent, Family and Community Engagement Committee program area.
- ♦ **The Men's Activities Affecting Children Committee (MAACC)** shall be comprised of one (1) staff and Representatives who shall plan and review the Male Involvement program.
- ♦ **The Monitoring and Evaluation Committee** shall be comprised of one (1) staff and the Committee of the Whole who shall plan, review and oversee program.
- ♦ **The Food Services Committee** shall be comprised of one (1) staff and Representatives who shall plan, review and oversee program food service.

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

SECTION 3: Special Committees

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

A report will be provided to the full PAC.

Article VII

Reports

SECTION 1: Reports

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

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

Article VIII

Bylaws Amendment

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

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PAC. Proposals to amend these Bylaws must originate at least four full calendar weeks prior to the final voting and acceptance or rejection of the proposals.
- C. Written notice of the intention to amend these Bylaws be forwarded to members of the PAC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.
- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voting upon, and further, that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place except at a regular, annual or special meeting of the PAC.

PAC approved

ITEM IV- A – INFORMATION

STANDING INFORMATION

BACKGROUND:

A. Standing Information Items

- PC/PAC Calendar of Events – Ms. Terri McMillin
- Parent/Staff Recognitions – Ms. Terri McMillin
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Saurbourne
- PAC Facilities Department Tour Reports – Ms. Terri McMillin
- PTA/PTO Workshop Reports – *It Makes a Difference* – Ms. Terri McMillin
- Child Care Center Food Menu (attached)
- Community Resources – Parents/Staff: Mr. Robert Silva & Ms. Terri McMillin

NOTES:

EVENT

DATE

PAC Executive Committee	Thursday, September 21, 2017 9:00 - 10:30 a.m. Diablo Room
Men's Activities Affecting Children Committee/Parent Ambassador Committee	Friday, September 22, 2017 10:30 a.m. – 12:30 p.m. Diablo Room
PC/PAC Social/Hospitality Committee	Thursday, September 28, 2017 9:00 a.m. Diablo Room
PC Executive Committee	Tuesday, October 3, 2017 9:00 – 11:00 a.m. Diablo Room
End-of-Year Parent Appreciation Brunch	Wednesday, October 11, 2017 10:00 a.m. – 1:00 p.m. Shriners Hospitals for Children 2425 Stockton Blvd. Sacramento, CA 95817

**The Head Start/Early Head Start
Policy Council and Parent Advisory Committee
cordially invite you to attend the 2016-2017**

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

**"To the world you may be one person; but to
one person, you may be the world."**

~~ Dr. Seuss

**Shriners Hospitals for Children
2425 Stockton Blvd., Sacramento, CA
Wednesday, October, 11, 2017
10:00 a.m. – 1:00 p.m.
Attire: Business casual**

Brunch Menu

**French toast, sausage, bacon, scrambled eggs, potatoes
Coffee and orange juice**

**Keynote Speaker:
TBA**

**Guests, two per board member, are responsible for their brunch fee
\$7.95**

**Cash or money order only
(Non-refundable, advance payment required)
Guest fees are due by: Thursday, October 3, 2017, 12:00 p.m. (no
exceptions)**

**RSVP by Friday, September 22, 2017 by calling Nancy Hogan at
(916) 263-3827, or e-mail: nancy.hogan@seta.net**

Lunes

Martes

Miércoles

Jueves

Viernes

4 Desayuno Week 4
NO CLASES
NO CLASES
NO CLASES
Comida
NO CLASES
NO CLASES
NO CLASES
NO CLASES
NO CLASES
NO CLASES
Bocadillo
NO CLASES
NO CLASES

5 Desayuno Week 4
Leche
Puré de Manzana
Cereal Integral Rice Krispies
Comida
Leche
Chabacano
Frijoles Refritos
Queso Cheddar
Jitomate Picado
Tortilla de Trigo Integral
Bocadillo
Leche
Cereal Cheerios de Grano Inte

6 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

7 Desayuno Week 4
Leche
Chabacano
Baritas de Pan Francés Tostad
Comida
Leche
Ensalada de Col
Mango
Tortilla de Trigo Integral
Rollo de Pavo y Queso
Bocadillo
Plátano Fresco
Barita de Queso

1 Desayuno Week 3
Leche
Mollete con Plátano
Naranja
Comida
Leche
Chabacano
Queso Suizo
Tortilla de Trigo Integral
Varitas de Calabacita
Bocadillo
Leche
Galletas Cheese-It

11 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

12 Breakfast Week 5
Leche
Manzana
Cereal Cheerios de Grano Inte
Lunch
Leche
Frijoles Refritos
Fresa
Tanjarina o
Salsa de Jitomate
Tortilla de Trigo Integral
Snack
Leche
Ojuelas de Cereal Multigrano

13 Breakfast Week 5
Leche
Bizcocho de Trigo Integral
Durazno
Lunch
Leche
Melón
Zanahoria
Pan de Grano Integral
Rebanada de Pavo
Snack
Plátano Fresco
Galletas Cheese-It

14 Breakfast Week 5
Leche
Avena
Piña Machacada
Pasas
Lunch
Leche
Chabacano
Ensalada de Lechuga Romana
Espagueti Horneado
Snack
Leche
Chex de fresa

15 Breakfast Week 5
Leche
Mollete con Plátano
Naranja
Lunch
Leche
Plátano Fresco
Brócoli
Ensalada de Pollo
Galletas de Trigo Integral
Snack
Leche
Cereal Integral Rice Krispies

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

19 Desayuno Week 1
Leche
Chabacano
Cereal Cheerios de Grano Inte
Comida
Leche
Queso Americano
Manzana
Pan de Trigo Integral
Brócoli
Sandía Fresca o
Bocadillo
Leche
Chex de fresa

20 Desayuno Week 1
Leche
Bizcocho de Trigo Integral
Durazno
Comida
Leche
Burrito
Queso Cheddar
Lechuga Romana
Frijoles Refritos
Fresa
Tanjarina o
Jitomate Picado
Tortilla de Trigo Integral
Bocadillo
Plátano Fresco
Barita de Queso

21 Desayuno Week 1
Leche
Piña Machacada
Bagel de Trigo Integral
Comida
Leche
Mandarina
Arroz Español con Pollo
Varitas de Calabacita
Bocadillo
Manzana
Mantequilla de Semilla de Gira

22 Desayuno Week 1
Leche
Plátano Fresco
Mollete con Arándanos Azules
Comida
Leche
Pan de Trigo Integral
Melón
Coliflor
Ensalada de Atún
Bocadillo
Leche
Cereal Integral Rice Krispies

25 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

26 Desayuno Week 2
Leche
Baritas de Pan Francés Tostado
Pera
Comida
Leche
Manzana
Pierna de Pollo
Panecillo para Cena
Jitomate Fresco
Sandía Fresca o
Bocadillo
Leche
Cereal Integral Rice Krispies

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

28 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

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

SETA HEAD START MENU

September 2017

"This institution is an equal opportunity provider"

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

Monday

Tuesday

Wednesday

Thursday

Friday

4 Breakfast Week 4
 NO CLASSES
 NO CLASSES
 NO CLASSES
Lunch
 NO CLASSES
 NO CLASSES
 NO CLASSES
 NO CLASSES
 NO CLASSES
 NO CLASSES
 NO CLASSES
Snack
 NO CLASSES
 NO CLASSES

5 Breakfast Week 4
 Milk, Low Fat 1%
 Applesauce
 Brown Rice Krispies Cereal
Lunch
 Milk, Low Fat 1%
 Apricots
 Beans Refried
 Cheddar Cheese
 Tomato, diced
 Tortilla, Whole Wheat
Snack
 Milk, Low Fat 1%
 Cheerios, Whole Grain Cereal

6 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

7 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

1 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, Cheese-It

8 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

11 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

12 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

13 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

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

15 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

18 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

19 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

20 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

21 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

22 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

25 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

26 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

27 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

28 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

29 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

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 July 6, 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 August 18, 2017 Parent Advisory Committee meeting.

GOOD!!!
Thank you, Ms. Denise Lee, for program overview.
Thank you managers (Ms. Lisa Carr, Ms. Robyn Caruso, Ms. Martha Cisneros, & Ms. Karen Griffith) for shared program information.
Thank you, Mr. Jose Diaz and staff for an enlightening presentation on the Facilities Department operations.
Thank you, Ms. Alexis Briggs for an in-depth presentation on the CLASS Results.
Thank you, Mr. Bob Silva for shared information on community resources.
Thank you, Ms. Terri McMillin for a well-facilitated meeting.
Thank you, Ms. Henrietta Gutierrez and Ms. Jessica Sherren, for your service on the board.
Thank you, Ms. Dina Serrano, 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

- Social/Hospitality Committee: Ms. Terri McMillin

- Men’s Activities Affecting Children Committee and Parent Ambassadors 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. 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
 - ▶ Quality Assurance Report for the SETA-Operated Program
 - Martha Cisneros - Health, Nutrition and Safe Environments Services
 - Karen Griffith - School Readiness, Special Education and Mental Health Services

NOTES:



Program Update

A Year in Review

Each August, SETA, its delegate agencies and partners submit a Program Information Report (PIR) to the Office of Head Start.

This statistical report summarizes demographics of families/children served and the services to them provided within the program year.

Some highlights for the 2016-2017 PIR include (see attached report for more details):

Head Start (preschool)

- Nearly all children had **medical insurance** and a primary **medical home** for on-going access to medical care.
- On average, 89% of all children enrolled received a professional **dental exam**. This is above national, regional and state averages of 82%.
- 567 children (12%) were diagnosed with **special needs**. Of those, 80% had IEPs for speech/language.

- 96% of children had current/ up-to-date **immunizations**.
- 32% of families received **TANF** benefits.
- 56% of families participated in **WIC**.
- 12% of families were on active **military duty**.
- 79% of families requested and received Head Start **support services**.
- 78% of teachers have a BA degree or higher; above the national average of 74%.
- 54% of teacher assistants have an AA degree or higher.
- 67% of home visitors have an AA degree or higher.
- 79% of Family Services Workers have an AA degree or higher.

Early Head Start (ages 0-3)

- Nearly all children had **medical insurance** and a primary **medical home** for on-going access to medical care. However, less than 60% of children were up to date on their **well child checks**. This is slightly lower than the national, regional and state averages of 78%.
- 78% of children received a **dental exam** as part of their well child check.
- 72 **pregnant women** were enrolled with 35% identified as **high risk pregnancies**.
- 18% of children were diagnosed with **special needs**.



Open Enrollment

While most Head Start classes are fully enrolled, there are still a few centers with openings. Call the number below for enrollment information:

Abraham Lincoln—SCUSD
916.277.7047

CP Huntington—SCUSD
916.264.3950

Freeport—SCUSD
916.264.3950

Marshall Children’s Center—SJUSD
916.979.8760

Mark Twain—SCUSD
916.277.7047

Oakridge—SCUSD
916.277.7047

Parkway—SCUSD
916.264.3950

Peter Burnett—SCUSD
916.277.7047

Prairie Elementary School -EGUSD
916.424.7665

Playmate
Women’s Civic Improvement Club
916.451.8870

Twin Rivers USD
916.566.3485

Center Updates

Hopkins Park ELC (SOP) will be receiving a new modular building in fall 2018. While construction plans have not yet been finalized, staff anticipates services to be temporarily relocated to a nearby location mid school year. Relocation will ensure children and families can finish out their school year with minimal interruptions. Detailed information will be forthcoming to all enrolled families.

Crossroad Gardens ELC (SOP) will be under-going minor renovations/repairs starting late December. As a result, a new EHS classroom will open to serve 8 additional toddlers. During construction, children/families will be temporarily relocated to an alternate location to ensure services are uninterrupted. Details will be forthcoming to all enrolled families.

Hollywood Park (SCUSD) moved its Head Start services to Parkway Elementary. Parkway now has two preschool classrooms.

Irene West (EGUSD) was not able to open a Head Start class as planned for 2017-18. However, additional preschool classes were opened at Prairie Elementary.



Health and Safety Monitoring

During the months of September and October, each Head Start and Early Head Start center (countywide) will under-go a detailed health and safety monitoring review. These reviews ensure all centers are safe and in good repair for children, families and staff.

A typical review will consist of the following elements: air quality and overall sanitation, emergency alert systems and fire safety, general safety and wellness,

evacuation routes and emergency preparedness, life safety code an occupancy requirements, safety and cleanliness of indoor and outdoor spaces, handwashing, diapering and spilled bodily fluids procedures, medication management, appropriate release of children, supervision and positive guidance, group ratios and safe outdoor areas.

Upon completion of each review, management will receive feedback on strengths, areas for continuous improvement, and non-compliance items. Follow-up on non-compliance items will be performed by staff with

Following health and safety best practices is an important way to provide quality early care and education to young children.

Corrective Plans of Action being developed for systemic issues. A summary of results will be shared with the boards.

From the Office of Head Start

The Office of Head Start released two new Program Instructions (PI) in August 2017.

ACF-PI-HS-17-04. This PI was issued on August 21, 2017 regarding Federal Reporting of Standard forms and notified grantees of the requirements for submitting Federal Financial Report Standard Form SF-425 for cash transactions and for expenditures to HHS Payment Management Systems.

ACF-PI-HS-17-03. This PI was issued on August 21, 2017 regarding Electronic Submission of Real Property Standard Form SF-429 and Attachments and notified grantees of the required annual reports on the status of real property in which the government retains an interest.



HS Program Info. Report 2016/17	SOP	Elk Grove	Sac City	San Juan	Twin Rivers	WCIC	County Totals
Enrollment							
Total Funded Enrollment	1988	440	1211	668	233	120	4660
Actual Enrollment	2643	516	1495	784	272	164	5874
# Enrolled < 45 days	154	16	58	41	12	9	290
# Total staff	382	66	174	101	33	15	771
# of classes	93	22	56	35	17	6	229
Child Demographics							
Age: 2 years old	11%	0%	4%	4%	6%	0%	7%
Age: 3 years old	40%	34%	34%	40%	45%	54%	39%
Age: 4 years old	44%	66%	59%	56%	49%	46%	52%
Age: 5 years old	6%	0%	3%	0%	0%	0%	3%
Ethnicity							
Hispanic	47%	38%	46%	33%	30%	28%	43%
Non -Hispanic	53%	62%	54%	67%	70%	72%	57%
Am. Indian/Alaska Native	1%	25%	1%	1%	1%	1%	3%
Asian	7%	26%	19%	13%	16%	2%	13%
Black or African America	30%	22%	25%	13%	27%	58%	27%
Native Hawaiian/Pac.Islander	1%	1%	2%	1%	4%	1%	2%
White	19%	12%	46%	64%	18%	6%	31%
Bi-racial/Multi-racial	6%	13%	7%	6%	16%	3%	7%
Other or Unspecified	35%	0%	1%	1%	17%	28%	18%
Language							
English	62%	62%	62%	54%	78%	86%	63%
Spanish	27%	19%	22%	20%	10%	12%	23%
Native Central/South Am.	0%	0%	0%	0%	0%	0%	0%
Middle Eastern/Indic	3%	6%	1%	11%	4%	2%	4%
East Asian	5%	13%	13%	1%	8%	0%	7%
Native No.American/Alaska	0%	0%	0%	0%	0%	0%	0%
Pacific Islander	1%	0%	1%	0%	0%	0%	0%
European/Slavic	1%	0%	0%	2%	0%	0%	1%
African	0%	0%	0%	0%	0%	0%	0%
Other or Unspecified	1%	0%	0%	12%	0%	0%	2%
Other							
# children in foster care	1%	3%	2%	3%	1%	0%	2%
First year enrollees	54%	91%	64%	74%	69%	69%	64%
Family Demographics							
# of Families	2423	495	1409	746	251	144	5468
# of One Parent Families	51%	41%	54%	34%	42%	74%	49%
# of Two Parent Families	49%	59%	46%	66%	58%	26%	51%
Highest Household Education Level							
....Advanced or baccalaureate degree	4%	6%	4%	10%	4%	0%	5%
....Associate degree, vocational scho	36%	19%	34%	38%	40%	20%	34%
....High School graduate or GED	22%	58%	44%	36%	40%	56%	35%

...Less than high school graduate	38%	17%	17%	16%	17%	24%	26%
# income below 100% poverty	70%	67%	45%	49%	54%	44%	59%
# over income	6%	4%	11%	4%	11%	0%	7%
# families experiencing homeless	1%	0%	0%	1%	0%	0%	1%
# families receiving TANF	32%	25%	30%	31%	30%	68%	32%
# families receiving SSI	5%	7%	4%	7%	8%	2%	5%
Families receiving WIC	58%	55%	53%	61%	38%	70%	56%
Families receiving SNAP	36%	44%	44%	24%	29%	68%	38%
Families on active military duty	17%	8%	6%	43%	0%	0%	12%
% families receiving HS Services	97%	39%	70%	57%	96%	97%	79%

Child Health Services

Children with medical home	94%	100%	100%	100%	100%	100%	97%
Children with health insurance	96%	99%	100%	100%	100%	100%	98%

Body Mass Index

...Underweight	2%	14%	8%	10%	3%	0%	6%
...Healthy weight	70%	65%	60%	70%	71%	77%	67%
...Overweight	11%	10%	13%	10%	8%	10%	11%
...Obese	14%	11%	17%	10%	15%	11%	13%
Med. Screenings Complete	90%	92%	83%	97%	75%	91%	89%
...at enrollment	32%	48%	71%	61%	19%	58%	47%
...at end of program year	85%	89%	80%	92%	72%	86%	84%
Needing Med. Treatment	3%	20%	7%	12%	9%	3%	7%
Rec'd Med. Treatment	83%	100%	100%	100%	83%	100%	96%
Up to date on oral health care	90%	91%	80%	100%	100%	64%	89%
Needing Dental Treatment	9%	49%	26%	30%	13%	32%	20%
Dental Treatment Rec'd	92%	76%	54%	99%	97%	88%	79%

Immunization

Complete/up to date/exempt	94%	98%	98%	96%	97%	97%	96%
...at enrollment	93%	97%	98%	95%	93%	98%	95%
...at end of program year	94%	98%	98%	96%	97%	98%	96%

Education Screenings/Assessments

# Completed Ed. Screenings	91%	91%	84%	99%	94%	100%	91%
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Disabilities

% Diagnosed	10%	14%	13%	15%	12%	13%	12%
# of Health Impairments	1%	0%	2%	0%	0%	0%	1%
# Speech/language impairments	77%	88%	77%	81%	78%	100%	80%
#Intellectual disabilities	4%	2%	0%	4%	0%	0%	2%
Hearing impairment, include deaf	0%	0%	0%	1%	0%	0%	0%
Orthopedic impairment	2%	0%	1%	2%	0%	0%	1%
Visual impairment, include blind	1%	0%	0%	0%	0%	0%	0%
Special learning disability	0%	0%	0%	0%	0%	0%	1%
Autism	10%	5%	11%	7%	22%	0%	10%

Non-categorical/develop. delay	3%	3%	0%	5%	0%	0%	2%
Multiple disabilities	0%	0%	9%	0%	0%	0%	3%
Deaf-blind	0%	0%	0%	0%	0%	0%	0%
Mental Health							
# of Individual M.H. Assm'ts	2%	11%	4%	2%	19%	1%	4%
# Referred outside for M.H.	55	17	46	15	19	2	154
Staff Qualifications							
# of Teachers	93	22	54	24	10	6	209
..Teachers with AA degree	45%	0%	7%	0%	0%	0%	22%
..Teachers with BA or higher	55%	100%	93%	100%	100%	100%	78%
# of Teacher Assistants	79	21	58	24	13	3	198
..Teacher Assistants with permit	39%	14%	64%	0%	38%	0%	38%
..Teacher Assistants w/AA degree	42%	48%	26%	29%	31%	100%	36%
..Teacher Assistants with BA degree or higher	19%	38%	10%	0%	31%	0%	17%
# of Home Visitors	10	0	2	0	0	0	12
..Home Visitors with AA degree	30%	0%	50%	0%	0%	0%	33%
..Home Visitors with BA degree or higher	40%	0%	0%	0%	0%	0%	33%
Staff Ethnicity							
Hispanic	22%	14%	30%	17%	22%	22%	23%
Non- Hispanic	61%	86%	70%	83%	78%	78%	72%
Am. Indian/Alaska Native	2%	0%	5%	0%	0%	0%	2%
Asian	11%	42%	19%	6%	43%	67%	19%
Black or African America	17%	12%	16%	6%	26%	11%	16%
Native Hawaiian/Pac.Islander	2%	0%	1%	0%	4%	0%	1%
White	33%	42%	57%	60%	4%	0%	41%
Bi-racial/Multi-racial	4%	5%	7%	10%	4%	0%	5%
Other or Unspecified	15%	0%	0%	17%	17%	22%	11%
Staff Languages other than English							
Spanish	19%	12%	25%	21%	17%	11%	20%
Native Central/South Am.	0%	0%	0%	4%	0%	0%	0%
Caribbean (e.g.Haitian-Creole)	0%	0%	0%	0%	0%	0%	0%
Middle Eastern/Indic	2%	12%	4%	4%	9%	0%	4%
East Asian	16%	37%	15%	4%	39%	67%	19%
Native No.American/Alaska	0%	0%	0%	0%	0%	0%	0%
Pacific Islander	2%	0%	0%	0%	0%	0%	1%
European/Slavic	5%	0%	9%	6%	0%	0%	5%
African	1%	0%	1%	0%	0%	0%	1%
Other or Unspecified	1%	2%	4%	0%	0%	0%	2%
# FSW's	33	50	56	5	4	3	151
...With AA degree	3%	26%	11%	20%	50%	33%	1%
....With BA degree or higher	30%	66%	82%	80%	25%	33%	62%

...Family Development Credential	45%	6%	4%	0%	0%	33%	14%
....None of the above	21%	2%	4%	0%	25%	0%	7%
# of Volunteers	1073	325	504	345	120	194	2561

*Due to rounding, not all numbers will equal 100%.

EHS Program Info. Summary 2016/17	SOP	Sac City	San Juan	County Totals
Enrollment Summary				
Total Funded Enrollment	377	144	160	681
Actual Enrollment	622	271	266	1159
# Enrolled < 45 days	39	25	14	78
Of enrollees, # Pregnant Women	15	34	23	72
# pregnant women who left before baby was born	0	1	1	2
# of infants subsequently enrolled after birth	12	15	11	38
# Total staff	186	31	57	274
# of classes	16	3	10	29
Child Demographics				
Age: under 1	27%	39%	27%	24%
Age: 1 years old	32%	30%	30%	31%
Age: 2 years old	39%	29%	42%	38%
Age: 3 years old	1%	2%	0%	1%
Ethnicity				
Hispanic	38%	71%	30%	44%
Non-Hispanic	62%	29%	70%	56%
Am. Indian/Alaska Native	1%	0%	1%	1%
Asian	7%	5%	12%	8%
Black or African America	36%	17%	19%	28%
Native Hawaiian/Pac.Islander	0%	3%	1%	1%
White	25%	69%	61%	44%
Bi-racial/Multi-racial	6%	5%	3%	5%
Other or Unspecified	23%	1%	8%	25%
Language				
English	70%	51%	50%	68%
Spanish	19%	43%	18%	24%
Native Central/South Am.	0%	0%	0%	0%
Caribbean languages	0%	0%	0%	0%
Middle Eastern/Indic	2%	0%	15%	5%
East Asian	6%	4%	1%	4%
Native No.American/Alaska	0%	0%	0%	0%
Pacific Islander	0%	1%	0%	0%
European/Slavic	2%	0%	4%	2%
African	1%	0%	0%	1%
Other or Unspecified	2%	0%	12%	4%
Other				
# children in foster care	4%	1%	3%	3%
First year enrollees	54%	51%	67%	56%
Family Demographics				
# of Families	550	219	206	975
# of One Parent Families	57%	57%	34%	52%
# of Two Parent Families:	43%	43%	66%	48%
Highest education in household				
..... Advanced or baccalaureate degree	8%	1%	13%	5%

.....Associate degree, vocational school	4%	21%	41%	15%
.....High School graduate or GED	20%	43%	28%	27%
.....Less than high school graduate	13%	36%	18%	19%
# income below 100% poverty	71%	66%	58%	67%
% Over Income	3%	3%	3%	3%
# families in homeless status	3%	1%	0%	2%
# families receiving TANF	33%	21%	23%	28%
# families receiving SSI	11%	3%	3%	7%
Families receiving WIC	66%	55%	68%	64%
Families receiving SNAP	35%	28%	22%	30%
# Families on active military duty	0%	0%	0%	0%
% Families receiving EHS services	87%	57%	42%	71%
Child Health Services				
Children with medical home	93%	100%	100%	100%
Children with health insurance	93%	100%	98%	96%
Med Screenings Complete	68%	16%	83%	59%
Needing Med. Treatment	3%	3%	11%	5%
Rec'd Med. Treatment	82%	100%	91%	89%
Dental				
Up to date oral health care	68%	96%	83%	78%
Immunization				
Complete/up to date/exempt	56%	38%	73%	56%
....at enrollment	48%	73%	62%	57%
....at end of program year	56%	38%	73%	56%
Education Screenings/Assessments				
# Completed Ed. Screenings	73%	79%	76%	75%
Disabilities				
% Diagnosed	20%	19%	12%	18%
% receiving special services	100%	100%	100%	100%
Mental Health				
# of Individual M.H. Assm'ts	11	2	5	18
# Referred outside for M.H.	12	1	7	20
Services to Pregnant Women				
# of Pregnant Women	15	34	23	72
Prenatal Health-1st trimester	13%	12%	9%	11%
Prenatal Health-2nd trimester	40%	35%	35%	37%
Prenatal Health-3rd trimester	47%	53%	57%	54%
# with medical insur.	100%	100%	100%	103%
# rec'd professional dental exam	13%	12%	30%	15%
# identified medically high risk	20%	32%	48%	35%
Pregnant Women receiving the following services:				
prenatal health care	100%	100%	100%	103%
postpartum health care	53%	88%	91%	84%
mental health interventions	47%	32%	22%	33%
substance abuse prevention	47%	88%	96%	84%
substance abuse treatment	33%	3%	0%	9%

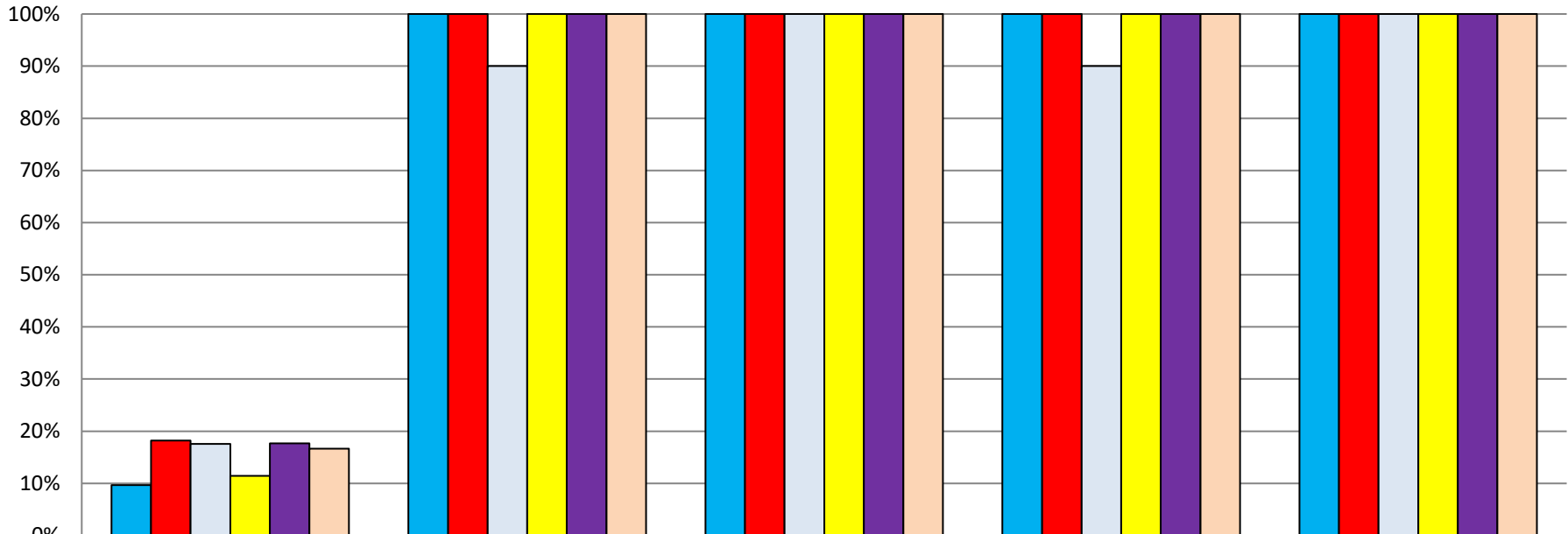
prenatal education on fetal develop.	100%	91%	96%	97%
info. on benefits of breastfeeding	100%	82%	96%	93%
Staff Qualifications				
# of Teachers	32	4	20	56
..... Teachers with AA degree	41%	0%	15%	29%
.....Teachers with BA or higher degree	34%	100%	60%	48%
# of Teacher Assistants	16	0	0	16
.....Teacher Assistants with permit	100%	0%	0%	100%
.....Teacher Assistants with AA degree	0%	0%	0%	0%
.....Teacher Assistants with BA or higher	0%	0%	0%	6%
# of Home Visitors	21	10	7	38
.....Home Visitors with AA degree	0%	10%	0%	16%
.....Home Visitors with BA degree or higher	0%	30%	100%	58%
Teaching Staff Ethnicity/Race				
Hispanic	89%	43%	41%	30%
Non -Hispanic	274%	57%	59%	66%
Am. Indian/Alaska Native	32%	0%	0%	5%
Asian	100%	36%	4%	22%
Black or African America	53%	7%	7%	11%
Native Hawaiian/Pac.Islander	11%	0%	0%	2%
White	116%	57%	52%	38%
Bi-racial/Multi-racial	16%	0%	33%	10%
Other or Unspecified	37%	0%	4%	7%
Teaching Staff Languages other than English				
Spanish	63%	36%	22%	209%
Native Central/South America	0%	0%	0%	0%
Caribbean languages (Haitain-Creole)	0%	0%	0%	0%
Middle Eastern/India	11%	0%	0%	18%
East Asian	37%	29%	0%	100%
Native No.American/Alaska	0%	0%	0%	0%
Pacific Islander	11%	0%	0%	18%
European/Slavic	26%	0%	11%	73%
African	0%	0%	7%	18%
Other or Unspecified	5%	0%	0%	9%
# of FSWs				
# of FSWs	32	12	1	45
.....with AA degree	43%	8%	8%	33%
.....with BA degree of higher	37%	42%	42%	40%
.....Family Development Credential	27%	17%	17%	23%
.....None of the above	0%	33%	33%	9%
# of Volunteers				
# of Volunteers	257	200	15	472
*Due to rounding, not all numbers will equal 100%.				

EHS/CCP Program Info Summary 2016/27	SOP	Sac City	County Totals
Enrollment Summary			
Total Funded Enrollment	40	40	80
Actual Enrollment	84	68	152
# Enrolled < 45 days	8	8	16
Of enrollees, # Pregnant Women	0	0	0
# pregnant women who left before baby was born	0	0	0
# of infants subsequently enrolled after birth	0	0	0
# Total staff	16	21	37
# of classes	6	5	11
Child Demographics			
Age: under 1	13%	18%	24%
Age: 1 years old	40%	49%	44%
Age: 2 years old	45%	31%	39%
Age: 3 years old	1%	3%	2%
Race			
Hispanic	29%	53%	39%
Non-Hispanic	71%	47%	61%
Am. Indian/Alaska Native	1%	0%	1%
Asian	6%	6%	6%
Black or African America	52%	28%	41%
Native Hawaiian/Pac.Islander	0%	3%	1%
White	18%	56%	35%
Bi-racial/Multi-racial	17%	10%	14%
Other or Unspecified	23%	0%	25%
Language			
English	87%	74%	68%
Spanish	5%	22%	13%
Native Central/South Am.	0%	0%	0%
Caribbean languages	0%	0%	0%
Middle Eastern/Indic	1%	0%	1%
East Asian	4%	3%	3%
Native No.American/Alaska	0%	0%	0%
Pacific Islander	1%	1%	1%
European/Slavic	2%	0%	1%
African	0%	0%	0%
Other or Unspecified	0%	0%	0%
Other			
# children in foster care	2%	3%	3%
First year enrollees	87%	47%	69%
Family Demographics			
# of Families	78	60	138
# of One Parent Families	82%	83%	83%
# of Two Parent Families:	18%	17%	17%
Highest education in household			
..... Advanced or baccalaureate degree	1%	7%	4%

.....Associate degree, vocational school	59%	33%	48%
.....High School graduate or GED	24%	30%	27%
.....Less than high school graduate	15%	30%	22%
# income below 100% poverty	65%	50%	59%
% Over Income	2%	10%	6%
# families in homeless status	0%	0%	0%
# families receiving TANF	33%	25%	30%
# families receiving SSI	8%	6%	7%
Families receiving WIC	63%	56%	60%
Families receiving SNAP	24%	34%	28%
# Families on active military duty	0%	0%	0%
% Families receiving EHS services	97%	52%	78%
Child Health Services			
Children with medical home	99%	100%	99%
Children with health insurance	100%	100%	100%
Med Screenings Complete	63%	32%	49%
Needing Med. Treatment	4%	0%	1%
Rec'd Med. Treatment	100%	#DIV/0!	1%
Dental			
Up to date oral health care	63%	113%	85%
Immunization			
Complete/up to date/exempt	77%	69%	74%
....at enrollment	67%	96%	80%
....at end of program year	77%	69%	74%
Education Screenings/Assessments			
# Completed Ed. Screenings	6%	27%	8%
Disabilities			
% Diagnosed	0%	15%	8%
% receiving special services	0%	100%	100%
Mental Health			
# of Individual M.H. Assm'ts	1	5	6
# Referred outside for M.H.	1	1	2
Services to Pregnant Women			
# of Pregnant Women	0	0	0
Prenatal Health-1st trimester	0%	0%	0%
Prenatal Health-2nd trimester	0%	0%	0%
Prenatal Health-3rd trimester	0%	0%	0%
# with medical insur.	0%	0%	0%
# rec'd professional dental exam	0%	0%	0%
# identified medically high risk	0%	0%	0%
Pregnant Women receiving the following services:			
prenatal health care	0%	0%	0%
postpartum health care	0%	0%	0%
mental health interventions	0%	0%	0%
substance abuse prevention	0%	0%	0%
substance abuse treatment	0%	0%	0%

prenatal education on fetal develop.	0%	0%	0%
info. on benefits of breastfeeding	0%	0%	0%
Staff Qualifications			
# of Teachers	6	5	11
..... Teachers with AA degree	50%	100%	73%
.....Teachers with BA or higher degree	17%	0%	9%
# of Teacher Assistants	4	5	9
.....Teacher Assistants with permit	0%	0%	22%
.....Teacher Assistants with AA degree	0%	0%	22%
.....Teacher Assistants with BA or higher	0%	0%	11%
# of Home Visitors	0	0	0
.....Home Visitors with AA degree	0%	0%	0%
.....Home Visitors with BA degree or higher	0%	0%	0%
Teaching Staff Ethnicity/Race			
Hispanic	26%	7%	5%
Non -Hispanic	26%	64%	12%
Am. Indian/Alaska Native	11%	0%	2%
Asian	5%	21%	3%
Black or African America	11%	7%	3%
Native Hawaiian/Pac.Islander	0%	0%	0%
White	26%	43%	10%
Bi-racial/Multi-racial	0%	0%	0%
Other or Unspecified	0%	0%	0%
Teaching Staff Languages other than English			
Spanish	11%	7%	27%
Native Central/South America	0%	0%	0%
Caribbean languages (Haitain-Creole)	0%	0%	0%
Middle Eastern/India	0%	14%	18%
East Asian	5%	0%	9%
Native No.American/Alaska	0%	0%	0%
Pacific Islander	0%	0%	0%
European/Slavic	0%	14%	18%
African	0%	0%	0%
Other or Unspecified	0%	0%	0%
# of FSWs			
# of FSWs	1	1	2
.....with AA degree	3%	0%	2%
.....with BA degree of higher	0%	8%	2%
.....Family Development Credential	0%	0%	0%
.....None of the above	0%	0%	0%
# of Volunteers			
# of Volunteers	4	36	40
*Due to rounding, not all numbers will equal 100%.			

Unannounced Safety and Supervision Visits Conducted by QA Unit 2/1/17 - 6/15/17 Compliance Rate



**Number of Classes		% of Classes Visited	Compliant Indicator 1	Compliant Indicator 2	Compliant Indicator 3	Compliant* Indicator 4
■ SOP	95	10%	100%	100%	100%	100% of 9 classes
■ EGUSD	22	18%	100%	100%	100%	100% of 4 classes
■ SCUSD	56	18%	90%	100%	90%	100% of 10 classes
■ SJUSD	35	11%	100%	100%	100%	100% of 4 classes
■ TRUSD	17	18%	100%	100%	100%	100% of 3 classes
■ WCIC	6	17%	100%	100%	100%	100% of 1 class

Indicator 1 - Children are within sight and sound of teaching staff at all times.

Indicator 2 - Appropriate teacher/child ratio is maintained at all times (indoor and outdoor).

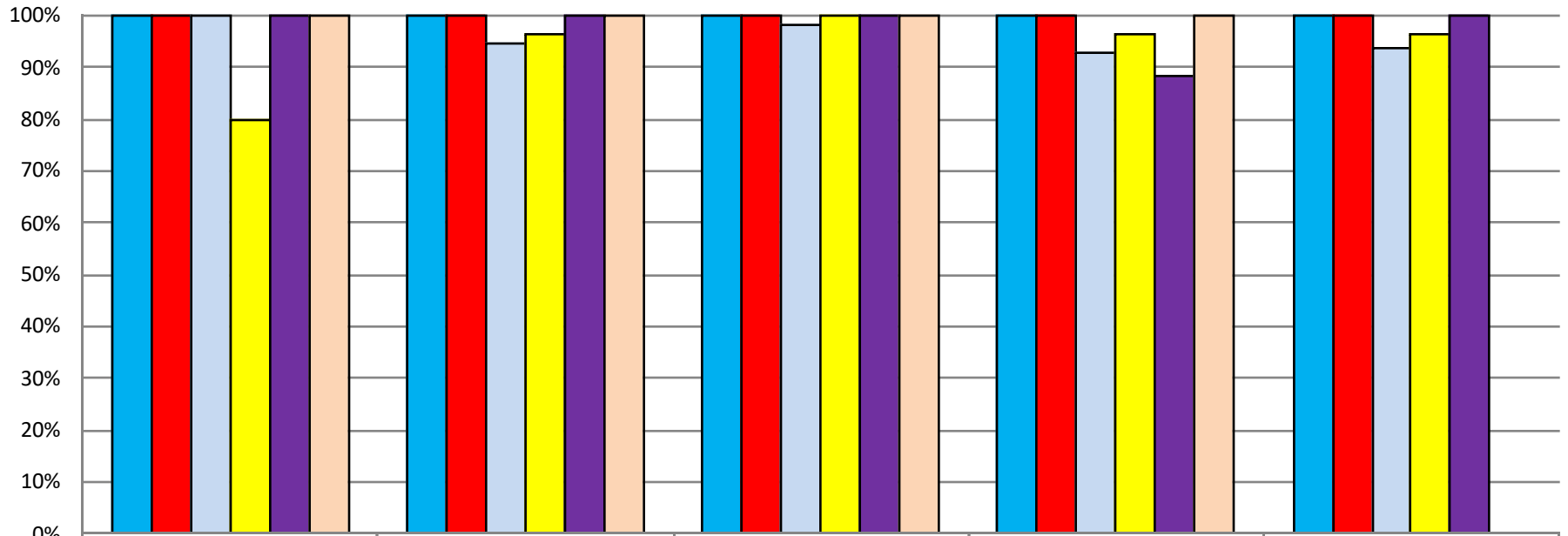
Indicator 3 - Teaching staff are able to reply immediately and accurately as to how many children are in attendance at time of visit.

Indicator 4 - Teaching staff ensure all children are safe and accounted for during transitions.

**Only a sampling of classes were reviewed due to differentiated monitoring.

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

Unannounced Safety and Supervision Visits Conducted by Delegates and SOP 2/1/17 - 6/15/17 Compliance Rate



	Number of Classes	% of Classes Visited	Compliant Indicator 1	Compliant Indicator 2	Compliant Indicator 3	Compliant* Indicator 4
■ SOP	95	100%	100%	100%	100%	100% of 65 classes
■ EGUSD	22	100%	100%	100%	100%	100% of 22 classes
■ SCUSD	56	100%	95%	98%	93%	94% of 20 classes
■ SJUSD	35	80%	96%	100%	96%	96% of 28 classes
■ TRUSD	17	100%	100%	100%	88%	100% of 5 classes
■ WCIC	6	100%	100%	100%	100%	0% Not observed

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

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

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

August 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	198	10%	377	44	12%
Twin Rivers USD	233	16	7%	16	0	0%
Elk Grove USD	440	22	5%			
Sac City USD	1211	10	1%	144	6	4%
San Juan USD	668	71	11%	160	12	8%
WCIC	120	0	0%			
EHS CCP				80	4	5%
COUNTY TOTAL	4660	317	7%	761	66	8%

AFE: Annual Funded Enrollment



SETA Head Start

Food Service Operations Monthly Report

*August 2017

August 3rd - On Call Cook/Driver Laura starts.

August 4th - Minimum Day Preschool & EHS full-day Classes / Part-day classes closed.

August 7th to 11th - Part-day classes closed.

August 8th & 9th - Walk-In repair at the Central Kitchen.

August 14th - Most Traditional Centers returned from Summer break.

August 25th - Daddy & Me BBQ assorted supplies provided for 100 guests.

Meetings & Trainings:

Belinda Malone, Connie & Celia presented Parent Aid Training Information at the Site Supervisor and FSW meeting on August 17th.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
31,830	17,720	21,970	40

Total Amount of Meals and Snacks Prepared 71,560

Purchases:

Food	\$69,901.19
Non - Food	\$9,984.90

Building Maintenance and Repair: \$9,340.50

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$3,315.90

Vehicle Maintenance and Repair : \$243.15

Vehicle Gas / Fuel: \$1,370.32
 Normal Delivery Days 23



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

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2016 to 2017

Period: August 2017

Early Head Start Classes						
			Present Only		Present/Excused	
Center Name	Funded Enrollment	Total Days	ADA	% ADA	ADA	%ADA
North Avenue	8	1	7	88%	8	100%
Crossroad Gardens	8	23	7	88%	8	100%
Mather	14	23	10	71%	13	93%
Sharon Neese	16	23	14	88%	16	100%
Northview	8	23	7	88%	8	100%
Elkhorn	16	23	12	75%	14	88%
Alder Grove Infant/Toddler Center	16	23	12	75%	13	81%
Phoenix Park	8	23	5	63%	7	88%
Marina Vista ELC	8	23	6	75%	7	88%
Norma Johnson	8	23	7	88%	8	100%

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2016 to 2017

Period: August 2017

Full Day Classes						
			Present Only		Present/Excused	
Center Name	Funded Enrollment	Total Days	ADA	% ADA	ADA	%ADA
Freedom Park	44	17	29	66%	33	75%
Hillsdale	44	17	26	59%	30	68%
Parker	13	15	9	69%	12	92%
Northview	22	17	14	64%	16	73%
Crossroad Gardens	44	23	32	73%	39	89%
Norma Johnson	22	23	16	73%	18	82%
La Verne Sterwart	20	17	16	80%	18	90%
Alder Grove ELC	20	12	12	60%	12	60%
Job Corp	22	17	17	77%	21	95%
North Avenue	20	17	15	75%	17	85%
Phoenix Park	22	23	15	68%	19	86%
Elkhorn	22	17	15	68%	18	82%
Sharon Neese	44	23	33	75%	41	93%
Mather	22	23	13	59%	19	86%
Marina Vista ELC	64	18	39	61%	48	75%

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2016 to 2017

Period: August 2017

Part Day Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	% ADA	ADA	%ADA
Elkhorn	80	17	54	68%	69	86%
Solid Foundation	80	17	30	38%	62	78%
Hillsdale	80	18	30	38%	39	49%
North Avenue	40	17	33	83%	36	90%
Strizek Park	40	17	25	63%	30	75%
Nedra Court	40	16	29	73%	33	83%
Fruitridge	80	17	60	75%	73	91%
Hopkins Park	80	17	58	73%	72	90%
Auberry Park	40	12	29	73%	36	90%
Crossroad Gardens	40	17	17	43%	21	53%
Mather	80	17	46	57%	62	78%
Bright Beginnings	40	12	29	73%	33	83%
Walnut Grove	40	14	31	78%	35	88%
Bannon Creek	80	17	54	68%	66	83%
Galt	120	17	81	68%	104	87%
Norma Johnson	40	17	22	55%	29	73%
Grizzly Hollow	40	12	34	85%	37	93%
Northview	80	17	50	63%	64	80%
Phoenix Park	40	17	18	45%	27	68%
Freedom Park	80	17	44	55%	57	71%
Marina Vista ELC	20	17	10	50%	13	65%
Illa Collin	20	12	14	70%	20	100%
Kennedy Estates	40	12	20	50%	23	57%

SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 08/31/2017						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Alder Grove ELC	1247S	13	13	0	1	14
Auberry Park	1238A	18	14	4	0	18
Auberry Park	1238B	20	16	4	1	21
Bannon Creek	1200A	17	14	3	8	25
Bannon Creek	1200B	20	15	5	7	27
Bannon Creek	1200C	16	13	3	7	23
Bannon Creek	1200D	19	12	7	7	26
Bright Beginnings	1201V	18	17	1	0	18
Bright Beginnings	1201W	17	14	3	1	18
Crossroad Gardens	1242A	13	9	4	6	19
Crossroad Gardens	1242B	10	7	3	2	12
Crossroad Gardens	1242R	21	20	1	2	23
Crossroad Gardens	1242X	15	13	2	10	25
Elkhorn	1255A	20	18	2	1	21
Elkhorn	1255B	18	14	4	7	25
Elkhorn	1255C	20	17	3	5	25
Elkhorn	1255D	18	17	1	7	25
Elkhorn	1255X	18	15	3	5	23
Freedom Park	1239A	19	12	7	2	21
Freedom Park	1239B	13	11	2	7	20
Freedom Park	1239C	16	15	1	4	20
Freedom Park	1239D	13	11	2	7	20
Freedom Park	1239R	19	12	7	4	23
Freedom Park	1239X	22	20	2	4	26
Fruitridge	1216A	20	17	3	7	27
Fruitridge	1216B	19	16	3	5	24
Fruitridge	1216C	20	16	4	7	27
Fruitridge	1216D	20	17	3	0	20
Galt	1234A	20	19	1	8	28
Galt	1234B	17	15	2	12	29
Galt	1234C	16	12	4	6	22
Galt	1234D	20	19	1	4	24
Galt	1234E	16	12	4	12	28
Galt	1234F	19	15	4	6	25

Grizzly Hollow	1252A	20	19	1	0	20
Grizzly Hollow	1252B	19	17	2	0	19
Hillsdale	1228A	9	6	3	5	14
Hillsdale	1228B	13	9	4	4	17
Hillsdale	1228C	10	9	1	5	15
Hillsdale	1228D	11	8	3	4	15
Hillsdale	1228R	17	15	2	8	25
Hillsdale	1228X	17	16	1	6	23
Hopkins Park	1253A	19	18	1	8	27
Hopkins Park	1253B	14	13	1	8	22
Hopkins Park	1253C	11	10	1	13	24
Hopkins Park	1253D	16	15	1	4	20
Illa Collin	1221V	19	15	4	1	20
Job Corp	1237X	21	18	3	4	25
Kennedy Estates	1240A	15	13	2	0	15
Kennedy Estates	1240B	9	7	2	1	10
La Verne Sterwart	1219S	18	16	2	7	25
Marina Vista ELC	1246R	18	17	1	4	22
Marina Vista ELC	1246S	14	12	2	3	17
Marina Vista ELC	1246X	20	18	2	5	25
Mather	1223A	12	10	2	11	23
Mather	1223B	17	16	1	4	21
Mather	1223C	16	15	1	4	20
Mather	1223D	17	16	1	8	25
Mather	1223X	18	16	2	9	27
Nedra Court	1244A	11	7	4	11	22
Nedra Court	1244B	3	3	0	5	8
Nedra Court	1244C	1	1	0	16	17
Nedra Court	1244V	20	19	1	0	20
Nedra Court	1244W	20	19	1	0	20
Norma Johnson	1214A	16	14	2	6	22
Norma Johnson	1214B	13	10	3	6	19
Norma Johnson	1214X	17	16	1	7	24
North Avenue	1256A	19	18	1	5	24
North Avenue	1256B	17	16	1	4	21
North Avenue	1256X	20	18	2	7	27
Northview	1224A	19	18	1	9	28
Northview	1224B	19	15	4	8	27

Northview	1224C	12	10	2	11	23
Northview	1224D	15	12	3	11	26
Northview	1224X	19	18	1	7	26
Parker	1207S	9	8	1	12	21
Phoenix Park	1248A	12	7	5	12	24
Phoenix Park	1248B	9	7	2	7	16
Phoenix Park	1248X	20	18	2	7	27
Sharon Neese	1249R	19	17	2	10	29
Sharon Neese	1249X	22	18	4	4	26
Solid Foundation	1254A	9	6	3	16	25
Solid Foundation	1254B	14	11	3	15	29
Solid Foundation	1254C	12	10	2	10	22
Solid Foundation	1254D	8	7	1	6	14
Strizek Park	1225A	18	16	2	6	24
Strizek Park	1225B	16	14	2	8	24
Walnut Grove	1235V	20	20	0	0	20
Walnut Grove	1235W	17	15	2	0	17
Alder Grove Infant/Toddler Center	1212M	8	6	2	1	9
Alder Grove Infant/Toddler Center	1212U	7	6	1	2	9
Crossroad Gardens	1242U	7	6	1	1	8
Elkhorn	1255M	8	7	1	1	9
Elkhorn	1255U	7	7	0	2	9
Job Corp	1237O	8	5	3	0	8
Job Corp	1237P	8	7	1	0	8
Marina Vista ELC	1246U	8	7	1	0	8
Mather	1223M	6	4	2	2	8
Mather	1223U	6	6	0	0	6
Norma Johnson	1214U	7	7	0	3	10
North Avenue	1256P	8	8	0	1	9
Northview	1224U	8	8	0	0	8
Phoenix Park	1248U	8	6	2	1	9
Sharon Neese	1249M	8	7	1	1	9
Sharon Neese	1249U	8	6	2	1	9
TOTALS for Head Start		1556	1332	224	540	2096
HS Totals	1436					
Drops w/in 30	524					
P/S Home Base	138					
Total	2098					

EHS Totals	120	
Drops w/in 30	16	
SCOE	51	
EHS Home Base	161	
River Oaks	60	
Total	408	
GRAND TOTAL	2506	

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: