

**GOVERNING BOARD**

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City of Sacramento

**PATRICK KENNEDY**  
Board of Supervisors  
County of Sacramento

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**SOPHIA SCHERMAN**  
Public Representative

**ADMINISTRATION**

**KATHY KOSSICK**  
Executive Director

**DENISE LEE**  
Deputy Director

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*Thought of the Day: "Individually, we are one drop.  
Together, we are an ocean."*

*Author: Ryunosuke Satoro*

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

**DATE:** Tuesday, November 21, 2017

**TIME:** 9:00 a.m.

**LOCATION:** SETA Board Room  
925 Del Paso Blvd., Suite 100  
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](http://www.seta.net).

**AGENDA**

**PAGE NUMBER**

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| <p><b>I. <u>Call to Order/Roll Call/Review of Board Member Attendance</u></b></p> <ul style="list-style-type: none"> <li>➤ PAC Meeting Attendance Update</li> <li>➤ Introduction of Newly Seated Representatives</li> </ul> | <p>1-8</p>   |
| <p><b>II. <u>Consent Item</u> (2016-2017 Parent Advisory Committee)</b></p>   |              |
| <p>A. Approval of the Minutes of the October 17, 2017 Regular Meeting</p>   | <p>9-13</p>  |
| <p><b>III. <u>Information Item</u></b></p>  |              |
| <p>A. Standing Information</p> <ul style="list-style-type: none"> <li>➤ Parent/Staff Recognition: Ms. Terri McMillin</li> <li>✓ PAC Meeting Perfect Attendance Recognition</li> </ul>                                       | <p>14-21</p> |

**III. Information Items** (continued)

- Toastmasters Training – Ms. Terri McMillin
- Committee Reports:
  - Executive Committee: Ms. Terri McMillin
  - Budget/Planning Committee: Ms. Terri McMillin
  - Parent Ambassador/MAACC: Ms. Terri McMillin
  - Social/Hospitality Committee: Ms. Terri McMillin
  - Health Services Advisory Committee: Ms. Terri McMillin
- Seating of New Parent Advisory Committee Representatives (2017-2018)
- Introduction of PAC Representatives (2017-2018)
- Introduction of SETA Head Start Staff
- How to Make and Present Motions – Ms. Terri McMillin
- Fiscal Report/Corporate Card Monthly Statement of Account – Ms. D'et Saurbourne (attached)
- Board Procedures
  - ✓ Reimbursements and Budget/Planning – Ms. D'et Saurbourne
  - ✓ Personnel – Ms. Allison Noren
  - ✓ Conflict of Interest – Ms. Nancy Hogan
- Officer Elections will be held on December 19, 2017 (Board Meeting)

**IV. Action Item** (2017-2018 Parent Advisory Committee)

- A. Election of SETA-Operated Representatives and Alternates to the Policy Council 22-23

**III. Information Items** (continued)

- A. Standing Information (continued) 24-27
- PC/PAC Calendar of Events – Ms. Terri McMillin
  - Community Resources – Parent/Staff
  - Child Care Center Food Menu (attached)
- B. Head Start Policy Council Minutes: September 26, 2017 28-34

**VI. Other Reports** 35-48

- Chair's Report – Ms. Terri McMillin
- Head Start Deputy Director's Monthly Report – Ms. Denise Lee
  - ✓ Monthly Head Start Report

**VII. Center Updates** 49

**VIII. Discussion** 49

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**X. Adjournment**

**DISTRIBUTION DATE: TUESDAY, NOVEMBER 14, 2017**

Parent Advisory Committee meeting hosted by:  
Terri McMillin (Chair)

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
- \_\_\_ Vacant, 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
- \_\_\_ Vacant, Nedra Court Head Start
- \_\_\_ Vacant, Norma Johnson Head Start
- \_\_\_ **Griselda O’Cisneros, North Avenue Head Start**
- \_\_\_ Vacant, Northview Head Start
- \_\_\_ Vacant, Parker Head Start
- \_\_\_ Vacant, Phoenix Park Head Start
- \_\_\_ Vacant, River Oak Center for Children
- \_\_\_ **Belgica Jimenez, Sacramento County Office of Education**
- \_\_\_ Vacant, Sharon Neese Early Learning Center
- \_\_\_ Vacant, Solid Foundation Head Start
- \_\_\_ Vacant, Strizek Park Head Start
- \_\_\_ **Jessica Sherren, Vineland Head Start**
- \_\_\_ Vacant, Walnut Grove Head Start
- \_\_\_ Vacant, Foster Parent Representative
- \_\_\_ Vacant, Men's Activities Affecting Children Committee Representative
- \_\_\_ Vacant, Community Representative
- \_\_\_ **Kenneth Tate, Community Representative**
- \_\_\_ **Terri McMillin, Outgoing Chair**

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													
<b>Angel Chenault Seated 11/15</b>	BC	X		X		X	X	X	X		X	X	X	
Vacant Seated	CR													
Vacant Seated	EHS/HB													
<b>Yesenia Rodriguez Seated 11/15</b>	EL	X		X		X	X	X	X		X	X	X	
Vacant Seated	FP													
Vacant Seated	FP													
Vacant Seated	FT													
Vacant Seated	G													
Vacant Seated	GH													
Vacant Seated	H													
Vacant Seated	HB													
Vacant Seated	HB													
Vacant Seated	IC													
Vacant Seated	HP													
Vacant Seated	JC													
<b>Penelope Scott Seated 1/17</b>	JC			X		X	X	X	X		X	X	X	
Vacant Seated	K													
Vacant Seated	LVS													
Vacant Seated	MCBB													
Vacant Seated	MV													
Vacant Seated	M													
<b>Griselda O' Cisneros Seated 4/25</b>	NA						X	U	X		X	X	X	
Vacant Seated	NC													
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													
<b>Belgica Jimenez Seated 3/21</b>	SCOE				X	X	X	X		X	E	U		
Vacant Seated	SF													
Vacant Seated	SN													
Vacant Seated	SP													
<b>Jessica Sherrren Seated 9/19</b>	V										X	U		
Vacant Seated	WG													
Vacant Seated	FPR													
Vacant Seated	MAACC													
<b>Terri McMillin Seated 11/17</b>	OGC	X	X		X	X	X	X		X	X	X		
Vacant Seated	CR													
<b>Kenneth Tate Seated 1/17</b>	CR	X	X		X	X	X	X		X	E	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**

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

**Representative Abbreviations**

<b>MAACCC:</b>	Men's Activities Affecting Children Committee
<b>OGC:</b>	Out Going Chair
<b>CR:</b>	Community Representative

**Attendance Record Abbreviations**

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

Current a/o: 11/14/2017 9:59 AM

**ITEM I-A – ROLL CALL**  
(Continued)

**Program Year 2017-2018 - New Representatives to be seated**

<input type="checkbox"/> Iysha Huel, Bannon Creek Head Start
<input type="checkbox"/> Yesenia Lopez, Galt Head Start
<input type="checkbox"/> Jasmine Robinson, Galt Head Start
<input type="checkbox"/> Angela Moore, Hopkins Park Head Start
<input type="checkbox"/> Henrietta Gutierrez, Laverne Stewart Head Start
<input type="checkbox"/> Marley Schurr, Marie Cleveland's Bright Beginnings
<input type="checkbox"/> Cindy Ruiz Lopez, Norma Johnson Head Start
<input type="checkbox"/> Rebecca Tyes, Northview 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, Fruitridge Head Start
<input type="checkbox"/> Vacant, Grizzly Hollow Head Start
<input type="checkbox"/> Vacant, Hillsdale Head Start
<input type="checkbox"/> Vacant, Illa Collin Head Start
<input type="checkbox"/> Vacant, Kennedy Estates Head Start

<input type="checkbox"/> China Rosalez, Sharon Neese Head Start
<input type="checkbox"/> Marisol Andrade, Solid Foundation Head Start
<input type="checkbox"/> Jessica Sherren, Strizek Park Head Start
<input type="checkbox"/> Esmeralda Rios Sanchez, Walnut Grove Head Start
<input type="checkbox"/> Angel Chenault, Community Representative
<input type="checkbox"/> Penelope Scott, Community Representative
<input type="checkbox"/> Dara Battista, Grandparent Representative
<input type="checkbox"/> Terri McMillin, Outgoing Chair
<input type="checkbox"/> Vacant, Marina Vista Early Learning Center
<input type="checkbox"/> Vacant, Mather Head Start
<input type="checkbox"/> Vacant, Nedra Court Head Start
<input type="checkbox"/> Vacant, Parker Head Start
<input type="checkbox"/> Vacant, Phoenix Park Head Start
<input type="checkbox"/> Vacant, River Oak Center for Children
<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, Men's Activities Affecting Children Committee Representative

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

**The PAC was seated on November 21, 2017 and December 19, 2017  
PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM  
YEAR 2017-2018**

COMMITTEE MEMBER	CENTER	11/21	12/19	1/16	2/20	3/20	4/24	5/15	6/19	7/17	8/21	9/18	10/16	11/20
Vacant Seated	AG I													
Vacant Seated	AG II													
Vacant Seated	AP													
Iysha Huel Seated	BC													
Vacant Seated	CR													
Vacant Seated	EHS/HB													
Yesenia Lopez Seated	EL													
Vacant Seated	FP													
Vacant Seated	FP													
Vacant Seated	FT													
Jasmine Robinson Seated	G													
Vacant Seated	GH													
Vacant Seated	H													
Vacant Seated	HB													
Vacant Seated	HB													
Vacant Seated	IC													
Angela Moore Seated	HP													
Vacant Seated	JC													
Vacant Seated	JC													
Vacant Seated	K													
Henrietta Gutierrez Seated	LVS													
Marley Schurr Seated	MCBB													
Vacant Seated	MV													
Vacant Seated	M													
Vacant Seated	NA													
Vacant Seated	NC													
Cindy Ruiz Lopez Seated	NJ													
Rebecca Tyes Seated	NV													
Vacant Seated	PA													
Vacant Seated	PP													
COMMITTEE MEMBER	CENTER	11/21	12/19	1/16	2/20	3/20	4/24	5/15	6/19	7/17	8/21	9/18	10/16	11/20



Vacant Seated	RO													
Vacant Seated	SCOE													
Marisol Andrade Seated	SF													
China Rosalez Seated	SN													
Jessica Sherren Seated	SP													
Vacant Seated	V													
Esmeralda Rios Sanchez Seated	WG													
Vacant Seated	FPR													
Vacant Seated	MAACC													
Angel Chenault Seated	CR/PP													
Penelope Scott Seated	CR/PP													
Dara Battista Seated	CR/GP													
Terri McMillin Seated	OGC													

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- 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 2017-2018**  
(Continued)

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**Representative Abbreviations**

<b>MAACCC:</b>	Men's Activities Affecting Children Committee
<b>OGC:</b>	Out Going Chair
<b>CR/PP:</b>	Community Representative/Past Parent
<b>CR/GP:</b>	Community Representative/Grandparent

**Attendance Record Abbreviations**

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<b>PAC:</b>	Parent Advisory Committee
<b>PC:</b>	PAC Board Business
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<b>CD:</b>	Child Dropped.

Current a/o: 11/14/2017 9:59 AM

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE OCTOBER 17, 2017 REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the October 17, 2017 PAC meeting.

RECOMMENDATION:

Approve the minutes of the October 17, 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, October 17, 2017  
9:00 a.m.

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

Ms. Terri McMillin called the PAC meeting to order at 9:10 a.m. and read the thought of the day. The Pledge of Allegiance was recited. Ms. Angel Chenault called the roll and seated new members; a quorum was not established.

#### **Members Present:**

Angel Chenault  
Terri McMillin  
Penelope Scott  
Griselda O’Cisneros  
Yesenia Rodriguez  
Kenneth Tate

#### **Members Absent:**

Belgica Jimenez (unexcused)  
Jessica Sherren (unexcused)

### **II. Consent Item**

#### **A. Approval of the Minutes of the September 19, 2017 Regular Meeting**

The minutes were reviewed; no questions or corrections.

Moved/Scott, second/Tate, to approve the September 19, 2017 minutes.

Show of hands vote:

Aye: 5

Nay: 0

Abstentions: 1 (McMillin)

Absent: 2 (Jimenez & Sherren)

### **III. Action Item**

#### **A. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: Final Reading and Approval of Modifications to the Bylaws of the SETA-Operated Head Start/Early Head Start Parent Advisory Committee**

Ms. McMillin reviewed some additional modifications to be made in the bylaws. Mr. Tate stated that the committee worked hard to modify the bylaws to be in line with Performance Standards.

Moved/Tate, second/Chenault, to close the public hearing and approve the amendments to the PAC bylaws as presented.

Show of hands vote:

Aye: 5

Nay: 0

Abstentions: 1 (McMillin)

Absent: 2 (Jimenez & Sherren)

B. Election of Parent Advisory Committee Community Representatives 2017-2018

Ms. McMillin reviewed the four applications submitted for consideration.

Applications for Past Parent were received from Ms. Chenault and Ms. McMillin. Ms. Chenault and Ms. McMillin spoke of their interest in serving as Past Parent. Ms. Desha stated that Ms. McMillin can choose to serve as Past Parent or as Outgoing Chair. Ms. McMillin withdrew her name for the Past Parent position.

**Vote for Angel Chenault:**

Aye: 5

Nay: 0

Abstentions: 1 (McMillin)

Grandparent applications were received from Ms. Dara Battista and Ms. Scott. Ms. Battista and Ms. Scott spoke of their interest in serving. Ms. Scott was asked to consider running as Past Parent. She switched from Grandparent to Past Parent. Ms. McMillin requested a vote for Ms. Battista.

**Vote for Dara Battista:**

Aye: 5

Nay: 0

Abstentions: 1 (McMillin)

Ms. McMillin requested a vote for Ms. Chenault and Ms. Scott as Past Parent Representatives:

Aye: 5

Nay: 0

Abstentions: 1 (McMillin)

Moved/Scott, second/O'Cisneros, to ratify the selection of Ms. Chenault and Ms. Scott as Past Parent Representatives, and Ms. Dara Battista as Grandparent Representative.

Show of hands vote:

Aye: 5

Nay: 0

Abstentions: 1 (McMillin)

Absent: 2 (Jimenez & Sherren)

#### **IV. Information Items**

##### **A. Standing Information Items**

- PC/PAC Calendar of Events: Ms. Chenault reviewed the calendar of events.
- End-of-Year Parent Appreciation Brunch Reports – Ms. Rodriguez thanked all members for the support. Ms. O’Cisneros enjoyed the event. Her daughter enjoyed attending the brunch. Ms. Scott enjoyed watching everyone socializing and enjoying their food. Ms. Chenault was very grateful for the beautiful plaque she received. Mr. Tate stated that this event was very special to him. Ms. McMillin thanked members of the Social/Hospitality Committee for their hard work.
- Parent/Staff Recognitions: Ms. Terri McMillin and Ms. O’Cisneros read certificates of appreciation for Ms. Jessica Sherren, Ms. Loretta Su, and Ms. Wendy Tanner.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D’et Saurbourne reviewed the fiscal reports for the month ending in September. Still waiting for in-kind reports to come in from delegates. Everything is on budget. The next Budget/Planning Committee is scheduled for Tuesday, November 14 and Ms. Saurbourne invited all members to attend.
- Child Care Center Food Menu: No questions.
- Community Resources – Parents/Staff: Mr. Robert Silva announced that the Del Paso Boulevard Partnership will host the Sacramento Storybook Festival on October 28. There will be storytelling from old to new. Mr. Silva stated that the Sacramento Food Bank offers an after school program for STEM at the Sacramento Food Bank; dinner provided. Students from the CSUS Science Club come to teach the kids attending. The Sacramento Food Bank also provided after-school programs. Stanford Settlement is having Christmas basket sign ups; there is pre-registration required.

##### **B. Governing Board Minutes: No questions.**

#### **V. Committee Reports**

- Executive Committee Meeting Critique: Ms. Chenault read the Executive Committee critique.
- Personnel/Bylaws Committee: Mr. Tate stated the committee’s work is completed for the year.
- Social/Hospitality Committee: Ms. McMillin stated committee members did final preparations for the End-of-Year Parent Appreciation Brunch.
- Men’s Activities Affecting Children Committee (MAACC) and Parent Ambassador Committee: Mr. Tate and Mr. Silva are still working on the Crocker Museum tour.

#### **VI. Other Reports**

- Chair’s Report: Ms. McMillin thanked the PAC for their hard work over the year. Ms. McMillin acknowledged Mr. Bill Simmons. Ms. Chenault complimented the board members that assisted her in becoming a confident board member.

- Policy Council Report(s): Mr. Tate provided a report on the last PC meeting.
- Head Start Deputy Director's Report: Ms. Denise Lee thanked board members for their participation on the board and the End-of-Year Parent Appreciation Brunch. The Office of Head Start has a new protocol for their federal monitoring reviews. SETA received notice that it will be reviewed within the program year. We will receive a 60-day notice prior to the reviewers' arrival. The upcoming review will be very different from previous reviews. The new process is more open ended and interview based. There are three main areas: 1) what data is collected on a regular basis; 2) how is the data analyzed; and 3) what did the program do with the data to improve overall services and program quality? Staff will be spending time in different content areas to review the focus area questions to ensure staff are able to share how data is utilized to make program changes. Crossroad Gardens will be undergoing major renovations including an unused kitchen area that will be modified to provide additional classroom space. The Hopkins modular installation is still moving forward.
- Head Start Managers' Reports
  - Lisa Carr - Family Engagement, Home Base, and ERSEA Services: No report.
  - Robyn Caruso - Program Support, Quality Assurance, & EHS-CCP: No report.
  - Martha Cisneros - Health, Nutrition and Safe Environments Services: Ms. Cisneros expressed appreciation for the End-of-Year Parent Appreciation Brunch. The Health Services Advisory Committee will have a meet and greet on October 26 from 10:30 a.m. to noon, in the Shasta Room. Refreshments will be provided. This provides an opportunity to introduce people to this committee. Head Start staff routinely monitor the Centers for Disease Control's website for air quality information. Her unit will occasionally send out e-mails to centers when the air quality is bad in the area. Ms. Cisneros replied that teaching staff have a protocol in place to limit the time children spend outside when the air quality is bad. Ms. Cisneros and her staff are active in reviewing policies and procedures to ensure compliance during the review.
  - Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith thanked board members for the End-of-Year Parent Appreciation Brunch. The learning groups for teachers started last week; this assist teachers to begin working on their CLASS strategies. This training will be done county-wide. We are being charged with measuring curriculum fidelity; more information will be provided on curriculum fidelity at a later meeting.

**VII. Center Updates:** Ms. Yesenia Rodriguez received her Pioneer School volunteer card. She was just voted in to the PTA at this school. Ms. O'Cisneros is working as a community volunteer at North Avenue.

**VIII. Discussion:** None.

**IX. Public Participation:** None.

**X. Adjournment:** The meeting was adjourned at 10:43 a.m.

## ITEM III-A – INFORMATION

### STANDING INFORMATION

#### BACKGROUND:

- Parent/Staff Recognition: Ms. Terri McMillin
  - ✓ PAC Meeting Perfect Attendance Recognition
- Toastmasters Training – Ms. Terri McMillin
- Committee Reports:
  - Executive Committee: Ms. Terri McMillin
  - Budget/Planning Committee: Ms. Terri McMillin
  - Parent Ambassador/MAACC: Ms. Terri McMillin
  - Social/Hospitality Committee: Ms. Terri McMillin
  - Health Services Advisory Committee: Ms. Terri McMillin
- Seating of New Parent Advisory Committee Representatives (2017-2018)
- Introduction of PAC Representatives (2017-2018)
- Introduction of SETA Head Start Staff
- How to Make and Present Motions – Ms. Terri McMillin
- Fiscal Report/Corporate Card Monthly Statement of Account – Ms. D'et Saurbourne (attached)
- Board Procedures
  - ✓ Reimbursements and Budget/Planning – Ms. D'et Saurbourne
  - ✓ Personnel – Ms. Allison Noren
  - ✓ Conflict of Interest – Ms. Nancy Hogan
- Officer Elections will be held on December 19, 2017 (Board Meeting)

#### **NOTES:**



COMMITTEE REPORTS

➤ Executive Committee

Critique of the October 17, 2017 Parent Advisory Committee meeting.

<b>GOOD!!!</b>
Thank you, Ms. Denise Lee, for shared program information.
Thank you managers (Ms. D'et Saurbourne, Ms. Martha Cisneros, & Ms. Karen Griffith) for shared program information.
Thank you, Mr. Bob Silva, for shared information on community resources.
Thank you, Ms. Terri McMillin for a well-facilitated meeting.
<b>NEEDS IMPROVEMENT</b>
<b>Please remember to use point of privilege and be recognized by the Chair.</b>
<b>ATTENDANCE.</b> Please make every effort to attend board meetings and committee meetings.
<b>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.</b>
<b>REMINDERS</b>
Please be on time and be seated by 8:50 a.m.
** Please turn off <u>all</u> electronic devices. Please provide (916) 263-3800 for emergencies.
<b>No eating in the Board room.</b>
Please remember to use point of privilege and be recognized by the Chair before leaving your seat.

➤ Budget/Planning Committee: Ms. Terri McMillin

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COMMITTEE REPORTS (continued)  
Page 2

- Parent Ambassador/MAACC Committee: Ms. Terri McMillin

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- Social/Hospitality Committee: Ms. Terri McMillin

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- Health Services Advisory Committee: Ms. Terri McMillin

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ITEM IV-A – ACTION

ELECTION OF SETA-OPERATED REPRESENTATIVES AND  
ALTERNATES TO THE POLICY COUNCIL

BACKGROUND:

This agenda item provides an opportunity for the PAC to elect SETA-Operated Representatives and Alternates to the Sacramento County Head Start Policy Council (PC).

The duties of Representatives include:

- ✓ Attend monthly Policy Council meetings held at the SETA Boardroom on the fourth Tuesday of each month at 9:00 a.m.
- ✓ Attend Committee meetings as needed
- ✓ Report to the PAC members information received and decisions made by the Policy Council
- ✓ Policy Council Representatives must be a parent of children currently enrolled in the Head Start/Early Head Start program

PAC Bylaws referenced:

**Article III – Membership, Section 3: Policy Council Members, B:**

*“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.”*

*In addition, refer to:*

**Article III – Membership, Section 5: Other Provisions, 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.”*

ITEM IV-A – ACTION (continued)  
Page 2

RECOMMENDATION:

That the Parent Advisory Committee elect six Representatives and six Alternates.

NOTES:

Representative nominated:

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Alternates nominated:

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**ACTION:** Moved \_\_\_\_\_ Seconded \_\_\_\_\_

VOTE: Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_

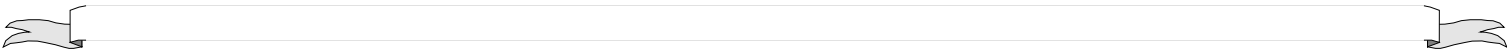
ITEM III-A – INFORMATION  
(continued)

STANDING INFORMATION

BACKGROUND:

This agenda item provides an opportunity for information to be shared on the following:

- A. Standing Information (continued)
  - ❖ PC/PAC Calendar of Events – Ms. Terri McMillin
  - ❖ Community Resources – Parent/Staff
  - ❖ Child Care Center Food Menu (attached)



**EVENT**

**DATE**

PC Executive Committee	Thursday, November 30, 2017 9:00 a.m. Camellia Room
PAC Executive Committee	Thursday, November 30, 2017 10:00 a.m. Camellia Room
PC/PAC Meet & Greet Breakfast	Friday, December 8, 2017 9:00 a.m. – 10:30 a.m. <b>Registration at 8:30 a.m.</b> Sequoia Room
PC/PAC Budget/Planning Committee	Tuesday, December 12, 2017 1:00 p.m. Oak Room
PC/PAC Orientation	Friday, January 5, 2018 9:00 a.m. – 1:00 p.m. <b>Registration at 8:30 a.m.</b> Shasta Rooms
County-wide Officer Training	Friday, January 12, 2018 9:00 a.m. – 12:30 p.m. <b>Registration at 8:30 a.m.</b> Olympus Room

# SETA HEAD START MENU

# November 2017

"This institution is an equal opportunity provider"

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

## Monday

## Tuesday

## Wednesday

## Thursday

## Friday

**1** Breakfast Week 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

**2** 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

**3** 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

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

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

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

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

**10** Breakfast Week 3  
NO CLASSES  
NO CLASSES  
NO CLASSES  
Lunch  
NO CLASSES  
NO CLASSES  
NO CLASSES  
NO CLASSES  
NO CLASSES  
NO CLASSES  
Snack  
NO CLASSES  
NO CLASSES

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

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

**15** 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

**16** 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

**17** 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

**20** 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

**21** 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

**22** 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

**23** Breakfast Week 5  
NO CLASSES  
NO CLASSES  
NO CLASSES  
NO CLASSES  
Lunch  
NO CLASSES  
NO CLASSES  
NO CLASSES  
NO CLASSES  
NO CLASSES  
NO CLASSES  
Snack  
NO CLASSES  
NO CLASSES

**24** Breakfast Week 5  
NO CLASSES  
NO CLASSES  
NO CLASSES  
NO CLASSES  
Lunch  
NO CLASSES  
NO CLASSES  
NO CLASSES  
NO CLASSES  
NO CLASSES  
NO CLASSES  
Snack  
NO CLASSES  
NO CLASSES

**27** 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

**28** 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

**29** 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

**30** 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

**Lunes**

**Martes**

**Miércoles**

**Jueves**

**Viernes**

<b>1</b>	<u>Desayuno Week 2</u>
Leche	
Avena	
Piña Machacada	
Pasas	
<u>Comida</u>	
Leche	
Frijoles Refritos	
Ensalada de Col	
Fresa	
Tanjarina o	
Tortilla de Trigo Integral	
<u>Bocadillo</u>	
Barita de Queso	
Durazno	

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

<b>3</b>	<u>Desayuno Week 2</u>
Leche	
Manzana	
Mollete con Plátano	
<u>Comida</u>	
Leche	
Pan de Trigo Integral	
Brócoli	
Melón	
Rebanada de Pavo	
<u>Bocadillo</u>	
Quesadilla	

<b>6</b>	<u>Desayuno Week 3</u>
Leche	
Cereal Cheerios	
Naranja	
<u>Comida</u>	
Leche	
Manzana	
Chicharos	
Macarrón y Queso	
Sandía Fresca o	
<u>Bocadillo</u>	
Galletas de Trigo Integral	
Pera	

<b>7</b>	<u>Desayuno Week 3</u>
Leche	
Puré de Manzana	
Baritas de Waffle	
<u>Comida</u>	
Leche	
Pierna de Pollo	
Ensalada de Espinaca	
Pan de Grano Integral	
Naranja	
<u>Bocadillo</u>	
Manzana	
Mantequilla de Semilla de Gira	

<b>8</b>	<u>Desayuno Week 3</u>
Leche	
Bizcocho de Trigo Integral	
Durazno	
<u>Comida</u>	
Leche	
Melón	
Arroz y Frijoles	
Jitomate Picado	
Naranja	
<u>Bocadillo</u>	
Leche	
Chex de fresa	

<b>9</b>	<u>Desayuno Week 3</u>
Leche	
Plátano Fresco	
Bagel de Trigo Integral	
<u>Comida</u>	
Leche	
Pan de Trigo Integral	
Zanahoria	
Ensalada de Pollo	
Fresa	
Tanjarina o	
<u>Bocadillo</u>	
Requesón	
Piña Machacada	

<b>10</b>	<u>Desayuno Week 3</u>
NO CLASES	
NO CLASES	
NO CLASES	
<u>Comida</u>	
NO CLASES	
NO CLASES	
NO CLASES	
NO CLASES	
NO CLASES	
NO CLASES	
<u>Bocadillo</u>	
NO CLASES	
NO CLASES	

<b>13</b>	<u>Desayuno Week 4</u>
Leche	
Manzana	
Cereal Integral Rice Krispies	
<u>Comida</u>	
Leche	
Hamburguesa de Res	
Elote	
Naranja	
Pan de Trigo Integral	
<u>Bocadillo</u>	
Galletas Cheese-It	
Durazno	

<b>14</b>	<u>Breakfast Week 4</u>
Leche	
Piña Machacada	
Bagel de Trigo Integral	
<u>Lunch</u>	
Leche	
Chabacano	
Frijoles Refritos	
Queso Cheddar	
Jitomate Picado	
Tortilla de Trigo Integral	
<u>Snack</u>	
Leche	
Cereal Cheerios de Grano Inte	

<b>15</b>	<u>Breakfast Week 4</u>
Leche	
Plátano Fresco	
Avena	
<u>Lunch</u>	
Leche	
Enchilada de Queso con Salsa	
Ensalada de Lechuga Romana	
Naranja	
<u>Snack</u>	
Puré de Garbanzo	
Varitas de Verduras Melody	

<b>16</b>	<u>Breakfast Week 4</u>
Leche	
Chabacano	
Baritas de Pan Francés Tostad	
<u>Lunch</u>	
Leche	
Ensalada de Col	
Mango	
Tortilla de Trigo Integral	
Rollo de Pavo y Queso	
<u>Snack</u>	
Plátano Fresco	
Barita de Queso	

<b>17</b>	<u>Breakfast Week 4</u>
Leche	
Manzana	
Mollete con Arándanos Azules	
<u>Lunch</u>	
Leche	
Melón	
Zanahoria	
Galletas de Trigo Integral	
Ensalada de Atún	
<u>Snack</u>	
Leche	
Pescados Dorados de Galleta	

<b>20</b>	<u>Desayuno Week 5</u>
Leche	
Jotqueis	
Pera	
<u>Comida</u>	
Leche	
Chabacano	
Torta de Pollo	
Ensalada de Col	
Pan de Trigo Integral	
<u>Bocadillo</u>	
Barita de Queso	
Piña Machacada	

<b>21</b>	<u>Desayuno Week 5</u>
Leche	
Manzana	
Cereal Cheerios de Grano Inte	
<u>Comida</u>	
Leche	
Frijoles Refritos	
Fresa	
Tanjarina o	
Salsa de Jitomate	
Tortilla de Trigo Integral	
<u>Bocadillo</u>	
Leche	
Ojuelas de Cereal Multigrano	

<b>22</b>	<u>Desayuno Week 5</u>
Leche	
Bizcocho de Trigo Integral	
Durazno	
<u>Comida</u>	
Leche	
Melón	
Zanahoria	
Pan de Grano Integral	
Rebanada de Pavo	
<u>Bocadillo</u>	
Plátano Fresco	
Galletas Cheese-It	

<b>23</b>	<u>Desayuno Week 5</u>
NO CLASES	
NO CLASES	
NO CLASES	
NO CLASES	
<u>Comida</u>	
NO CLASES	
NO CLASES	
NO CLASES	
NO CLASES	
NO CLASES	
NO CLASES	
<u>Bocadillo</u>	
NO CLASES	
NO CLASES	

<b>24</b>	<u>Desayuno Week 5</u>
NO CLASES	
NO CLASES	
NO CLASES	
<u>Comida</u>	
NO CLASES	
NO CLASES	
NO CLASES	
NO CLASES	
NO CLASES	
NO CLASES	
<u>Bocadillo</u>	
NO CLASES	
NO CLASES	

<b>27</b>	<u>Desayuno Week 1</u>
Leche	
Jotqueis	
Pera	
<u>Comida</u>	
Leche	
Zanahoria	
Pollo con Limón y Pimienta	
Naranja	
Tortilla de Trigo Integral	
<u>Bocadillo</u>	
Requesón	
Galletas Cheese-It	

<b>28</b>	<u>Desayuno Week 1</u>
Leche	
Chabacano	
Cereal Cheerios de Grano Integ	
<u>Comida</u>	
Leche	
Queso Americano	
Manzana	
Pan de Trigo Integral	
Brócoli	
Sandía Fresca o	
<u>Bocadillo</u>	
Leche	
Chex de fresa	

<b>29</b>	<u>Desayuno Week 1</u>
Leche	
Bizcocho de Trigo Integral	
Durazno	
<u>Comida</u>	
Leche	
Burrito	
Queso Cheddar	
Lechuga Romana	
Frijoles Refritos	
Fresa	
Tanjarina o	
Jitomate Picado	
Tortilla de Trigo Integral	
<u>Bocadillo</u>	
Plátano Fresco	
Barita de Queso	

<b>30</b>	<u>Desayuno Week 1</u>
Leche	
Piña Machacada	
Bagel de Trigo Integral	
<u>Comida</u>	
Leche	
Mandarina	
Arroz Español con Pollo	
Varitas de Calabacita	
<u>Bocadillo</u>	
Manzana	
Mantequilla de Semilla de Girasol	



ITEM III-B - INFORMATION

POLICY COUNCIL BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review the attached Governing Board minutes of the September 26, 2017 meeting.

**NOTES:**

**REGULAR MEETING OF THE HEAD START POLICY COUNCIL**

*(Minutes reflect the actual progress of the meeting.)*

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

Tuesday, September 26, 2017  
9:00 a.m.

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

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

**Members Present:**

Linda Harris, Elk Grove Unified School District  
Elnora Nears, Elk Grove Unified School District  
Andrea Scharnow, Sacramento City Unified School District  
Angel Chenault, SETA-Operated Program  
Terri McMillin, Community Representative  
Robin Blanks, Community Representative  
Linda Litka, Community Representative  
Kenneth Tate, Community Representative  
Penelope Scott, Community Representative  
Reginald Castex, WCIC (seated at 9:31 a.m.)

**Members Absent:**

Calvin Sheppard, MAACC (unexcused)

**II. Consent Item**

- A. Approval of the Minutes of the August 22, 2017 Regular meeting

The minutes were reviewed; no questions or corrections.

Moved/Scharnow, second/Blanks, to approve the August 22, 2017 minutes.

Show of hands vote:

Aye: 8 (Blanks, Chenault, Harris, Litka, McMillin, Nears, Scharnow, Scott)

Nay: 0

Abstentions: 1 (Tate)

Absent: 2 (Castex & Sheppard)

**III. Action Items**

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

- and -

➤ **CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/ DISMISSAL/RELEASE**  
Pursuant to Government Code Section 54957

The board went into closed session at 9:09 a.m. At 9:29 a.m., Mr. Tate called the meeting back to order and reported that the following eligible lists were approved in closed session: Associate Teacher, Head Start/Early Head Start Coordinator (Health-Nutrition) (Supervisory). In addition, the employee personnel discipline action item was also approved.

B. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** First Reading of Modifications to the Bylaws of the SETA-Operated Head Start/Early Start Policy Council

Mr. Tate opened a public hearing on this item.

Mr. Reginald Castex was seated at 9:31 a.m.

Ms. Harris reviewed the modifications to the bylaws. Ms. Lee asked that the bylaws Article II, Section 2, Item 12 not be modified. The Head Start Policies and Procedures currently comply with updated Head Start regulations however, when the Policies and Procedures are updated, this particular portion of the bylaws can be modified to coincide.

Ms. Lee stated that the Head Start regulations used to require that the Board take action of hiring and firing of employees. Those regulations have been modified.

Mr. Tate thanked the hard work of the committee to review and update the bylaws to bring them in line with the new Head Start regulations.

Move/McMillin, second/Castex, to continue this item to the October 24, 2017 meeting where the action of the Policy Council will be to close the public hearing and approve modifications to the bylaws of the SETA-Operated Head Start/Early Start Policy Council

Show of hands vote:

Aye: 9 (Blanks, Castex, Chenault, Harris, Litka, McMillin, Nears, Scharnow, Scott)

Nay: 0

Abstentions: 1 (Tate)

Absent: 1 (Sheppard)

C. Approval of Shared Decision-Making, Internal Dispute, Resolution and Impasse Procedures Between the SETA Governing Board and Head Start Policy Council

Ms. Denise Lee provided information on the impasse procedure. This procedure oversees the shared decision making between the Policy Council and the SETA

Governing Board. Many of the bylaw changes presented earlier are due to the updated regulations made in 2016. One thing added in new Performance Standards, was that if there is a disagreement between the Policy Council and the Governing Board, the issue would be resolved through an Impasse Procedure. If an agreement could not be reached, the new regulations have mediation and arbitration language added. SETA's Impasse Procedure was last updated in 1999. The added language needed to align with the new standards. Staff worked with SETA legal counsel to ensure it aligned with the Performance Standards.

If approved, this Impasse Procedure would go before the Governing Board for approval on October 5<sup>th</sup>.

Moved/Blanks, second/Castex, to approve the Shared Decision-Making, Internal Dispute Resolution and Impasse Procedures Between the Sacramento Employment and Training Agency Governing Board and the Head Start Policy Council.

Show of hands vote:

Aye: 9 (Blanks, Castex, Chenault, Harris, Litka, McMillin, Nears, Scharnow, Scott)

Nay: 0

Abstentions: 1 (Tate)

Absent: 1 (Sheppard)

#### **IV. Information Items**

##### **A. Presentation - 2016-2017 Countywide CLASS Results – Ms. Alexis Briggs**

Ms. Karen Gonzales introduced Ms. Alexis Briggs to provide a presentation on the CLASS results which is a way to measure teacher interactions in the classroom. Ms. Alexis Briggs stated that there is a lot to be proud of in our Head Start classrooms. Over 200 classrooms were reviewed. The teachers were given their scores and provided feedback on how to guide their professional development. Instructional Support is what Head Start is focusing on in the classroom which is also the hardest area to score well. To ensure consistency in codig CLASS scores, dual observations were made with expert observers. There is a CLASS work sheet that went out with each observer to ensure the teachers were being scored correctly.

Ms. Blanks asked how teachers respect a child's perspective in the classroom. Ms. Griffith replied that it helps teachers to balance out that it is okay to have control in the classroom but give children a choice. At our North Avenue site Ms. Annabelle provides children a number of choices of what they can do and when. Children have the freedom to select among those choices.

B. Standing Information Items

- PC/PAC Calendar of Events – Ms. Linda Harris reviewed the calendar of events. Mr. Tate urged all board members to attend the End-of-Year Parent Appreciation brunch.
- Parent, Family & Community Engagement - Events & Activities: No comments.
- Parent/Staff Recognitions – Mr. Tate recognized Ms. Scharnow for chairing her delegate PC meeting. He extended congratulations to Ms. Scharnow.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne provided the fiscal report for the month of August 31. The delegate numbers are estimates since it is too soon to have delegate numbers. There are no in-kind numbers for the same reason. We are in the process of upgrading all of our communications infrastructure and upgrade to WIFI. There will not be a Budget/Planning Committee in October due to the End of Year event.
- PTA/PTO Workshop Reports – It Makes a Difference – Mr. Tate thanked Ms. Belinda Malone for organizing an outstanding workshop on PTA/PTO. Mr. Tate was very impressed with the information provided at the workshop. Ms. Blanks found it very informative. Mr. Castex also enjoyed the workshop. He had no idea that parents had so much control over their child's education. Ms. Chenault found it very informative.
- Sacramento Works Facilities Tour Reports: Ms. McMillin stated that it was a very interesting tour to see facilities and how their unit does behind-the-scenes work. They are a good crew of people that care about the kids. Ms. Chenault found it very informative; they were very organized
- Sacramento Works Career Center Tour: Mr. Tate thanked Ms. Kossick for organizing the tour of the Hillsdale Career Center.
- Community Resources – Parents/Staff: Mr. Tate offered to share information he received from Mr. Silva.

C. Governing Board Minutes of August 3, 2017: No questions.

**V. Committee Reports**

- Executive Committee Meeting Critique: Ms. Harris reviewed the critique.
- Personnel/Bylaws Committee: No additional report.
- Social/Hospitality Committee: Mr. Tate thanked committee for their work on the End-of-Year Parent Appreciation Brunch.
- Parent Ambassadors Committee/Men's Activities Affecting Children Committee (MAACC): No report.
- Sacramento Medi-Cal Dental Advisory Committee: No report.
- Maternal, Child, and Adolescent Health Advisory Board: No report.

**VI. Other Reports**

- A. Executive Director's Report: Mr. Tate thanked Ms. Kossick for information on the CSBG. He spoke with Victor Bonanno and got a lot of information. Ms. Kossick reported that staff provided the Governing Board a wonderful presentation on

SETA's refugee services. Ms. Kossick would like to provide a presentation on refugee services but will wait until the full board is seated.

- C. Head Start Deputy Director's Report: Ms. Lee reported that there is possibility of having a review in the upcoming 12-18 months. The monitoring tool has changed significantly and the new system has moved into a data and measuring progress. There are two steps involved in the review process. The first step is done by reviewing documents (Focus Area I). This is an off-site review via conference call/webinar. The second step when a team visits to review the responses to the questions, called Focus Area II. It is a very different type of process and a nice opportunity for dialogue. The new system rolls out October 1. Staff expects to receive a letter whether there will be a review this year or not. No longer will reviewers check 100% of the classes for health and safety. They will pull a sample. Staff will keep the Policy Council involved and informed.

- ❖ Program Information Report for 2016-2017 (Head Start, Early Head Start, and Child Care Partnership-Early Head Start)

The Program Information Report (PIR) is a report that is submitted every year to the Office of Head Start. This data is shared with delegate directors and content staff. Ms. Lee referred to page 61 that shows that almost 100% of our families have medical insurance. The geographic managed care has provided an opportunity for parents to get medical care. The dental screenings were reviewed; SETA's numbers are above the national average but we will strive to improve even these excellent numbers. SETA Head Start has been very successful in ensuring children receive their immunizations. We excel in the number of teachers having AA and BA degrees with almost 90% of teaching staff having a degree.

D. Head Start Managers' Reports

- Lisa Carr - Family Engagement, Home Base, and ERSEA Services: No report.
- Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services: Ms. Caruso stated that her team is getting ready for the delegate kickoff scheduled for Thursday, October 12. Two health consultants are in the process of doing health and safety reviews; they are reviewing all classrooms. Two new Quality Assurance analysts came on board; they are in the process of being trained. Staff is working on first quarter unannounced visits. Twin Rivers was not hitting their numbers at the last report. The Twin Rivers Head Start director is developing a corrective plan for SETA. They are working on doing retraining and professional development for their teaching staff. As a result, the QA team will do more time at Twin Rivers doing unannounced visits to figure out where the issue is.
- Martha Cisneros - Health, Nutrition and Safe Environments Services: No report.
- Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith stated that staff knows we will be reviewed by OHS next year. Teaching staff have started a three-part training series which will include delegate and SETA/Head Start teachers. There will be small groups of 25

teachers that will go through the three training sessions together. Staff is developing a form that teachers can use to prepare. In addition, staff will be working with teachers to make their 40 minutes of review time to showcase the best they have. A 'cheat sheet' is being developed to assist teachers in their presentations.

- Personnel/Bylaws Committee: Mr. Tate thanked committee members for their hard work. In addition, he thanked Ms. Desha for coordinating everything.
  - Budget/Planning: Ms. Robin Blanks provided an overview.
  - Social/Hospitality Committee: Ms. McMillin reported out on the most recent actions of this committee.
  - Parent Ambassadors Committee/Men's Activities Affecting Children Committee (MAACC): This was canceled; new meeting is Friday.
  - Sacramento Medi-Cal Dental Advisory Committee: Ms. Blanks reported that the next meeting will be October 5.
  - Maternal, Child, and Adolescent Health Advisory Board: Ms. Blanks reviewed the recent business of this committee.
- B. Chair's Report: Mr. Tate thanked members for showing up and participating.
- E. Open Discussion and Comments: No comments.
- F. Public Participation: No comments.

**VII. Adjournment:** The meeting was adjourned at 11:13 a.m.

ITEM VI

OTHER REPORTS

BACKGROUND:

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

- Chair's Report – Ms. Terri McMillin
- Head Start Deputy Director's Monthly Report – Ms. Denise Lee
  - ✓ Monthly Head Start Report

NOTES:





# SETA Head Start

## Food Service Operations Monthly Report

### \*October 2017

- October 4th** - North Avenue 1256A class closed due to short staffed and no available subs.
- October 6th** - Marina Vista EHS closed due to ceiling leak, SHRA made repairs.  
Minimum Day Calendar D classes - Class Calendars A, B, C, E, closed.
- October 9th** - WCIC classes closed.
- October 9th & 10th** - Marina Vista Center closed for bathroom repairs.
- October 12th** - All EHS classes closed for training.
- October 17th** - Lori & Frank's - Home Base Pumpkin Farm Field Trip lunch & snack provided for 70 guests.
- October 18th** - Mindy's - Home Base Pumpkin Farm Field Trip lunch & snack provided for 40 guests.
- October 19th** - Kazoua's - Home Base Pumpkin Farm Field Trip lunch & snack provided for 90 guests.  
Victoria's - Home Base Pumpkin Farm Field Trip lunch & snack provided for 40 guests
- October 18th** - City of Sacramento issued an Unsafe Water Alert affecting Norma Johnson and the North Avenue Centers, bottled water was supplied.
- October 20th** - Teaching Pyramid - Freedom A class and Walnut Grove W class closed.
- October 23rd** - North Avenue 1256A class capping at 10 children due to staff shortage and no available subs.
- October 24th** - Elkhorn is limiting classes 1255 A and C to 10 children each due to staffing issues.
- October 26th** - Refreshments provided for the Health Services Meeting at Del Paso - 30 guests.
- October 27th** - Teaching Pyramid closed classes - Freedom B, C, D; Hillsdale C, D; and Mather A, B, C, D.

#### Meetings & Trainings:

CPR Training attended by Head Cook Celia and Cook/Driver Shantell on October 6th.  
Cook/Driver Lawrence's Retirement Lunch at Del Paso all Food Service Staff Attended October 13th.  
Connie attended CACFP New Meal Pattern mandatory training on October 23rd.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
38,940	21,740	27,160	1180

Total Amount of Meals and Snacks Prepared 89,020

#### Purchases:

Food	\$86,886.70
Non - Food	\$16,445.28

Building Maintenance and Repair: \$610.90

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$2,852.54

Vehicle Maintenance and Repair : \$2,043.57

Vehicle Gas / Fuel:	\$1,510.33
Normal Delivery Days	22

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**October 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
<b>SETA operated</b>	1988	188	9%	377	67	18%
<b>Twin Rivers USD</b>	233	19	8%	16	0	0%
<b>Elk Grove USD</b>	440	27	6%			
<b>Sac City USD</b>	1211	86	7%	144	20	14%
<b>San Juan USD</b>	668	76	11%	160	12	8%
<b>WCIC</b>	120	7	6%			
<b>EHS CCP</b>				80	5	6%
<b>COUNTY TOTAL</b>	<b>4660</b>	<b>403</b>	<b>9%</b>	<b>761</b>	<b>104</b>	<b>13%</b>

*AFE: Annual Funded Enrollment*

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

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

Parker	1207S	16	15	1	1	17
Phoenix Park	1248A	20	14	6	1	21
Phoenix Park	1248B	17	13	4	0	17
Phoenix Park	1248X	22	19	3	0	22
Sharon Neese	1249R	19	17	2	1	20
Sharon Neese	1249X	20	17	3	1	21
Solid Foundation	1254A	12	11	1	2	14
Solid Foundation	1254B	20	20	0	0	20
Solid Foundation	1254C	20	19	1	2	22
Solid Foundation	1254D	10	8	2	0	10
Strizek Park	1225A	20	13	7	0	20
Strizek Park	1225B	17	7	10	3	20
Walnut Grove	1235V	20	16	4	1	21
Walnut Grove	1235W	18	15	3	2	20
Alder Grove Infant/Toddler Center	1212M	8	6	2	0	8
Alder Grove Infant/Toddler Center	1212U	7	4	3	1	8
Crossroad Gardens	1242U	8	8	0	0	8
Elkhorn	1255M	8	6	2	0	8
Elkhorn	1255U	7	6	1	2	9
Grizzly Hollow	1252P	8	8	0	1	9
Job Corp	1237O	6	4	2	2	8
Job Corp	1237P	8	8	0	0	8
Job Corp	1237Q	8	7	1	0	8
Marina Vista ELC	1246U	7	7	0	1	8
Mather	1223M	6	6	0	1	7
Mather	1223U	7	4	3	1	8
Norma Johnson	1214U	8	7	1	0	8
North Avenue	1256P	7	7	0	1	8
Northview	1224U	8	6	2	0	8
Phoenix Park	1248U	8	8	0	0	8
Sharon Neese	1249M	8	6	2	1	9
Sharon Neese	1249U	7	7	0	2	9
TOTALS for Head Start		1751	1381	370	97	1848
HS Totals	1617					
Drops w/in 30	84					
P/S Home Base	135					
Total	1836					

EHS Totals	134	
Drops w/in 30	13	
River Oaks	62	
SCOE	68	
EHS Home Base	145	
Total	<b>422</b>	
<b>GRAND TOTAL</b>	<b>2258</b>	

## SETA Head Start/Early Head Start

## Monthly Program Enrollment Report for School Year 2017 to 2018

Period: October 2017

Full Day Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	% ADA	ADA	%ADA
Elkhorn	22	21	17	77%	20	91%
North Avenue	20	21	16	80%	19	95%
Phoenix Park	22	22	19	86%	22	100%
Northview	22	21	18	82%	22	100%
Crossroad Gardens	44	22	33	75%	38	86%
Freedom Park	44	21	33	75%	38	86%
Alder Grove ELC	20	18	12	60%	14	70%
Job Corp	22	21	16	73%	20	91%
Norma Johnson	22	22	17	77%	19	86%
La Verne Sterwart	20	21	16	80%	20	100%
Marina Vista ELC	64	19	49	77%	58	91%
Sharon Neese	44	22	33	75%	39	89%
Hillsdale	44	21	35	80%	39	89%
Mather	22	22	16	73%	19	86%
Parker	13	18	13	100%	16	123%

## SETA Head Start/Early Head Start

## Monthly Program Enrollment Report for School Year 2017 to 2018

Period: October 2017

Part Day Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	% ADA	ADA	%ADA
Solid Foundation	80	21	49	61%	56	70%
Freedom Park	80	21	49	61%	62	78%
Strizek Park	40	21	25	63%	34	85%
Galt	120	21	93	78%	113	94%
Walnut Grove	40	21	30	75%	37	93%
Auberry Park	40	18	29	73%	38	95%
Mather	80	20	49	61%	65	81%
North Avenue	40	21	38	95%	45	113%
Northview	80	21	60	75%	75	94%
Bannon Creek	80	21	58	73%	72	90%
Fruitridge	80	21	63	79%	79	99%
La Verne Stewart	40	21	16	40%	20	50%
Hillsdale	80	21	59	74%	73	91%
Hopkins Park	80	21	65	81%	75	94%
Marina Vista ELC	20	19	15	75%	17	85%
Parker	13	18	13	100%	16	123%
Kennedy Estates	40	18	25	63%	30	75%
Phoenix Park	40	21	28	70%	35	88%
Nedra Court	40	18	35	88%	39	98%
Illa Collin	20	18	15	75%	19	95%
Elkhorn	80	21	59	74%	75	94%
Grizzly Hollow	40	21	35	88%	41	102%
Norma Johnson	40	21	28	70%	35	88%
Alder Grove ELC	40	18	12	30%	14	35%
Bright Beginnings	40	18	33	83%	40	100%
Crossroad Gardens	40	21	29	73%	35	88%



## SETA Head Start/Early Head Start

## Monthly Program Enrollment Report for School Year 2017 to 2018

Period: October 2017

Early Head Start Classes						
			Present Only		Present/Excused	
Center Name	Funded Enrollment	Total Days	ADA	% ADA	ADA	%ADA
Norma Johnson	8	21	7	88%	8	100%
Crossroad Gardens	8	21	7	88%	7	88%
Marina Vista ELC	8	20	6	75%	8	100%
Northview	8	21	7	88%	8	100%
Phoenix Park	8	21	7	88%	8	100%
Alder Grove Infant/Toddler Center	16	21	11	69%	15	94%
Sharon Neese	16	21	12	75%	15	94%
Elkhorn	16	21	12	75%	15	94%
Mather	14	21	10	71%	12	86%

# Monthly Program Report

NOVEMBER 2017

HEAD START / EARLY HEAD START

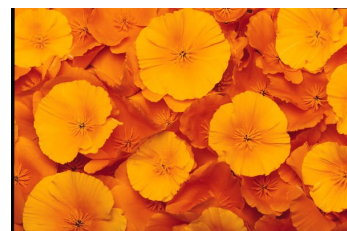
## Twin Rivers Rocks Into The New School Year

Twin Rivers Unified School District starts the 2017-18 school year with many new offerings for Head Start/Early Head Start children and families, including:

- Two new inclusion classrooms offered in collaboration with the TRUSD Special Education Department
- Two new Early Head Start classrooms (with a new play yard) serving 16 children, ages 24-36 months, at Morey Avenue
- A new preschool classroom at Rio Linda Elementary School
- Longer service hours for preschool children

In addition to the newly added services, Twin Rivers USD celebrates:

- Full enrollment on the first day of school
- The launch of Ages and Stages 3 (ASQ3) and Ages and Stages/ Social Emotional (ASQ-SE) online assessments with continuation of DRDP Tech
- The completion of the ECE Strategic Plan 2017-2022
- Commencement of the new Village Elementary School modular building, which will serve Head Start children upon completion



## Health and Safety Reviews 2017

During October and November, SETA, its delegate agencies and partners, have been under-going a thorough safe environments monitoring review. The reviewers are monitoring all 120 centers (indoors and outdoors) countywide using a detailed monitoring checklist to help assess program strengths, opportunities for improvement, and non-compliance issues. As part of the review process, a center specific

report are provided within 10 days of the review so that staff may address any concerns that arise immediately and not wait for the full monitoring process to be completed before feedback is given. A detailed summary report will be provided to the boards, along with a corrective plan of action, as needed.



# Delegate Kick-off 2017

On October 12th, Head Start/ Early Head Start directors and content leaders came together for SETA's annual Delegate Kick-off meeting—*Essential Pieces—Stronger Together*. This all-day event hosted over 100 participants who heard from guest speakers from the Region IX Association, the Sacramento County Office of Education (SCOE) and the SETA Quality Assurance unit. The keynote address was masterfully presented by Ms. Senta Greene who shared powerful

words of inspiration, dedication and perseverance for the work Head Start staff do each and every day. It was a great day filled with state, regional and local updates, new learning opportunities, networking and fellowship.



*“The five pillars of successful living and leading: INTEGRITY, HUMILITY, COURAGE, COMPASSION and DISCIPLINE”*

*Senta Greene (as quoted from Steven Covey)*





# WCIC Celebrates New Partners

**WCIC/Playmate Head Start Program received 6 new children's books per child generously donated by local Author, Mrs. Marchus!!!**

**Additionally, staff members are working with Sacramento County Office of Education (SCOE) Mentor, Tracy Marrs and SCOE Manager, Ramee Serwanga on three 2017-18 Quality Improvement Goals:**

- A) To enhance staff's understanding of how to interpret and share Ages and Stages Questionnaire (ASQ) information to strengthen family engagement;**
- B) To increase CLASS Language Modeling scores; and**
- C) To increase Environmental Rating Scale (ERS) subscales with overall scores of 5 or less.**



## OFFICE OF HEAD START

An Office of the Administration for Children & Families

In October, the Office of Head Start released a federal register alert regarding the Head Start Child and Family Experiences Survey (FACES).

The Office of Planning, Research and Evaluation (OPRE), Administration for Children and Families (ACF), U.S. Department of Health and Human Services (HHS), is proposing to collect data for a new round of the Head Start Family and Child Experiences Survey (FACES). Featuring a "Modified Core Plus" Study design, FACES 2019 will provide data on a set of key indicators in Head Start Regions I-XI. While data collection for FACES 2019 will occur in Regions I-XI, there is a slightly different sample design and recruitment strategy for Regions I-X and Region XI (whose grants are awarded to tribal governments or consortiums of tribes).

## 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: