

*Thought of the Day: "A single act of kindness
Throws out roots in all directions."*

~~ Amelia Earhart

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

DATE: Tuesday, December 19, 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.

AGENDA

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GOVERNING BOARD

LARRY CARR
Councilmember
City of Sacramento

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

ADMINISTRATION

KATHY KOSSICK
Executive Director

DENISE LEE
Deputy Director

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

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

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

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DISTRIBUTION DATE: WEDNESDAY, DECEMBER 13, 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
- ___ **Iysha Huel, Bannon Creek Head Start**
- ___ **Linda Yang, Crossroad Gardens Head Start**
- ___ Vacant, Early Head Start (Home Base)
- ___ **Yezenia Lopez, Elkhorn Head Start**
- ___ Vacant, Freedom Park Head Start
- ___ Vacant, Fruitridge Head Start
- ___ **Jasmine Robinson, Galt Head Start**
- ___ Vacant, Grizzly Hollow
- ___ Vacant, Hillsdale Head Start
- ___ Vacant, Home Based Head Start
- ___ Vacant, Home Base Early Head Start
- ___ **Angela Moore, Hopkins Park Head Start**
- ___ Vacant, Illa Collin Head Start
- ___ Vacant, Job Corps Head Start
- ___ Vacant, Kennedy Estates Head Start
- ___ **Henrietta Gutierrez, LaVerne Stewart Head Start**
- ___ **Marley Schurr, (Marie Cleveland's) Bright Beginning Head Start**
- ___ Vacant, Marina Vista Early Learning Center
- ___ Vacant, Mather Head Start
- ___ Vacant, Nedra Court Head Start
- ___ **Cindy Ruiz Lopez, Norma Johnson Head Start**
- ___ **Griselda Cisneros, North Avenue Head Start**
- ___ **Rebecca Tyes, 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**
- ___ **China Rosalez, Sharon Neese Early Learning Center**
- ___ **Marisol Andrade, Solid Foundation Head Start**
- ___ **Jessica Sherren, Strizek Park Head Start**
- ___ **Esmeralda Rios Sanchez, Walnut Grove Head Start**
- ___ **Angel Chenault, Past Parent Representative**
- ___ **Penelope Scott, Past Parent Representative**
- ___ Vacant, Community Representative
- ___ Vacant, Men's Activities Affecting Children Committee Representative
- ___ **Terri McMillin, Outgoing Chair**

ITEM I-A – ROLL CALL
(Continued)

Program Year 2017-2018 - New Representatives to be seated

<input type="checkbox"/> Devon McCracken, Pre-School (Home Base)
<input type="checkbox"/> Belgica Jimenez, SCOE 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"/> Jennifer Shields, Pre-School (Home Base)
<input type="checkbox"/> Dara Battista, Grandparent Representative
<input type="checkbox"/> Vacant, Kennedy Estates Head Start
<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, 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 11/21	BC	X												
Linda Yang Seated 11/21	CR													
Vacant Seated	EHS/HB													
Yezenia Lopez Seated 11/21	EL	X												
Vacant Seated	FP													
Vacant Seated	FP													
Vacant Seated	FT													
Jasmine Robinson Seated 11/21	G	X												
Vacant Seated	GH													
Vacant Seated	H													
Devon McCracken Seated	HB													
Jennifer Shields Seated	HB													
Vacant Seated	IC													
Angela Moore Seated 11/21	HP	X												
Vacant Seated	JC													
Vacant Seated	JC													
Vacant Seated	K													
Henrietta Gutierrez Seated 11/21	LVS	X												
Marley Schurr Seated 11/21	MCBB	X												
Vacant Seated	MV													
Vacant Seated	M													
Griselda Cisneros Seated	NA													
Vacant Seated	NC													
Cindy Ruiz Lopez Seated 11/21	NJ	X												
Rebecca Tyes Seated 11/21	NV	X												
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													
Belgica Jimenez Seated	SCOE													
Marisol Andrade Seated 11/21	SF	X												
China Rosalez Seated 11/21	SN	X												
Jessica Sherren Seated 11/21	SP	X												
Esmeralda Rios Sanchez Seated 11/21	WG	X												
Vacant Seated	FPR													
Vacant Seated	MAACC													
Angel Chenault Seated 11/21	CR/PP	X												
Penelope Scott Seated 11/21	CR/PP	X												
Dara Battista s/b/seated 11/21	CR/GP	U												
Terri McMillin Seated 11/21	OGC	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 2017-2018
(Continued)

Head Start Center Abbreviations

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

Representative Abbreviations

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

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: 12/12/2017 9:16 AM

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE NOVEMBER 21, 2017 REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the November 21, 2017 PAC meeting.

RECOMMENDATION:

Approve the minutes of the November 21, 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, November 21, 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 9:03 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
Jessica Sherren
Yesenia Rodriguez
Kenneth Tate

Members Absent:

Belgica Jimenez (unexcused)

II. Consent Item (2016-2017 Parent Advisory Committee)

A. Approval of the Minutes of the October 17, 2017 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Tate, second/Chenault, to approve the October 17, 2017 minutes.

Show of hands vote:

Aye: 6 (Chenault, O’Cisneros, Rodriguez, Scott, Sherren, Tate)

Nay: 0

Abstentions: 1 (McMillin)

Absent: 1 (Jimenez)

III. Information Item

A. Standing Information

➤ Parent/Staff Recognition:

✓ PAC Meeting Perfect Attendance Recognition: Ms. Jessica Sherren was presented with a certificate and present from the End-of-Year Parent Appreciation Brunch.

A Certificate of Appreciation was given to Ms. Yesenia Rodriguez.

Ms. Penelope Scott was presented with a certificate in recognition of her Perfect Attendance.

Ms. Angel Chenault was also presented with a certificate for Perfect Attendance. Ms. O’Cisneros presented Ms. McMillin with a certificate of perfect attendance.

III. Information Items (continued)

- Toastmasters Training – Ms. McMillin stated that Toastmasters Training will begin in March, 2018 and go through June. This training is helpful and a safe place to learn how to speak in public. Mr. Tate stated that the training provides you with knowledge of how to do better in interviews; he urged everyone to participate in this training. Ms. Scott urged shy people to attend this training; she guarantees that those attending the training will learn and feel confident in their ability to speak in public.
- Committee Reports:
 - Executive Committee: Ms. Chenault reviewed the Executive Committee critique.
 - Budget/Planning Committee: Mr. Tate reported on the November 14 Budget/Planning Committee meeting. The new Hopkins modular is on schedule. LaVerne Stewart still awaiting Fire Marshall sign off. It is expected that Crossroad Gardens will have an updated facility and one new classroom in February.
 - Parent Ambassador/MAACC: Mr. Tate stated that the MAACC is in transition and this committee is still a work in process
 - Social/Hospitality Committee: Ms. McMillin reported the last meeting attendees reviewed the county-wide parent activities.
 - Health Services Advisory Committee: Ms. Scott stated that there was a meet and greet with a number of public agencies. They strategized how to get better services for children. Ms. Chenault stated that the meet and greet was very informative. She was surprised how many resources are available. She will be providing the information she learned to her childrens’ new school. It was very informative and Ms. Chenault urged all board members to attend.
- Seating of New Parent Advisory Committee Representatives (2017-2018): Board Members stepping down: Ms. Sherren, Ms. Chenault. Ms. O’Cisneros is holding. Mr. Tate will be assuming outgoing chair position and Ms. Rodriguez will be leaving the board.

Ms. McMillin called new board members to be seated.

Iysha Huel, Bannon Creek Head Start
Linda Yang, Crossroad Gardens Head Start
Yezenia Lopez, Elkhorn Head Start
Jasmine Robinson, Galt Head Start
Angela Moore, Hopkins Park Head Start
Henrietta Gutierrez, Laverne Stewart Head Start
Marley Schurr, Marie Cleveland’s Bright Beginnings
Cindy Ruiz Lopez, Norma Johnson Head Start

China Rosalez, Sharon Neese Head Start
Marisol Andrade, Solid Foundation Head Start
Jessica Sherren, Strizek Park Head Start
Esmeralda Rios Sanchez, Walnut Grove Head Start
Angel Chenault, Community Representative
Penelope Scott, Community Representative
Terri McMillin, Outgoing Chair
Rebecca Tyes, Northview Head Start (seated at 10:45 a.m.)

Board member to be seated but not present:

Dara Battista, Grandparent Representative (unexcused)

- Introduction of PAC Representatives (2017-2018): New PAC members introduced themselves.
- Introduction of SETA Head Start Staff: Head Start staff came to the podium and introduced themselves.
- How to Make and Present Motions – Ms. McMillin reviewed the process by which motions are made.
- Board Procedures
 - ✓ Personnel – Ms. Allison Noren stated that participation in the staff recruitment process is very important. A sign-up sheet was distributed for board members interested in assisting in the personnel procedure.
- Fiscal Report/Corporate Card Monthly Statement of Account – Ms. Denise Lee reviewed the fiscal report. These reports provide an overview of how the Head Start funds are budgeted and spent. The Child Care Partnership program is a five-year project where SETA partnered with community partners that provide child care. SETA offers health/dental, and other services that are not typically provided at private preschool centers. Eighty children are served in the project. The credit card expenditure reports are required to be provided to all board members. Credit card points are urged and used to purchase things that are not generally allowed with federal dollars.
- Board Procedures (continued)
 - ✓ Reimbursements and Budget/Planning – Ms. Lee reviewed the PC/PAC reimbursement policy. Board members are reimbursed for mileage and child care for attendance at meetings. Conference expenses are paid to board members chosen to attend. Ms. Robinson asked if there were a way to find services in the community through fundraising and Ms. Lee stated that Head Start does not do fundraising. Head Start is required to match twenty-five cents on the dollar in the form of volunteer time or donations. We have a lot of partnerships in the community to provide services to Head Start families. Ms. Lee stated that the Budget/Planning Committee provides a way for parent input on how funding is distributed.
 - ✓ Conflict of Interest – Ms. Nancy Hogan provided information on SETA's Conflict of Interest policy.
- Officer Elections will be held on December 19, 2017: Ms. McMillin urged board members to consider running for election.

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

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

Ms. O’Cisneros stated that since she is holding her seat, she cannot run. However, it is a great opportunity for parents to meet delegate partners.

Those interested in serving on the Policy Council:

Henrietta Gutierrez
Cindy Ruiz Lopez
Jessica Sherren: withdrew and would prefer alternate.
China Rosalez
Jasmine Robinson
Marisol Andrade
Yezenia Lopez

Parents spoke of their interest in serving on the Policy Council.

Moved/O’Cisneros, second/Scott, to ratify the election of Policy Council representatives: Henrietta Gutierrez, Cindy Ruiz Lopez, China Rosalez, Jasmine Robinson, Marisol Andrade, Yezenia Lopez. In addition, ratify the election of Policy Council alternate Jessica Sherren.

Show of hands vote:

Aye: 15 (Andrade, Chenault, Gutierrez, Huel, Lopez, Moore, O’Cisneros, Robinson, Rios Sanchez, Rosalez, Ruiz Lopez, Schurr, Scott, Sherren, Yang)

Nay: 0

Abstentions: 1 (McMillin)

Absent: 3 (Battista, Jimenez, Tyes)

III. Information Items (continued)

A. Standing Information (continued)

- PC/PAC Calendar of Events – Ms. Chenault reviewed the calendar of events.

Ms. Rebecca Tyes was seated at 10:45 a.m.

- Community Resources – Ms. Belinda Malone stated that one responsibility of the PAC Board representative is to distribute information received at meetings to the members of their site. Ms. Malone distributed information including a pre-apprenticeship orientation, December 5 1-3, there will be job placement. The Sacramento Food Bank is distributing free gifts for 100 children. The children must be present and dinner will be provided. Sacramento Food Bank also offers a Youth Education Program providing academic assistance for grades 1-6.

Participants are required to attend an orientation and provide a copy of the child's report card.

- Child Care Center Food Menu: No questions.

B. Head Start Policy Council Minutes: September 26, 2017: No questions.

VI. Other Reports

- Chair's Report: Ms. Terri McMillin spoke of the various subcommittees and urged all board members to consider participating on the committees.
- Head Start Deputy Director's Monthly Report: Ms. Lee urged board members to check with their tax preparer regarding the threshold of reimbursements on individual taxes. If there are flyers that are in English, have the FSW send it to staff and it can be translated.

VII. Center Updates

Ms. Sherren reported that Strizek Park is getting a new park.

VIII. Discussion

Ms. Robinson asked where the information on full day or part day classes are offered. Ms. Lee shared that the Family Services Workers have the information.

IX. Public Participation

Ms. Yesenia Rodriguez reported that she recently went to her daughter's school and got information on how good her daughter's assessment was. Ms. Rodriguez stated that her daughter's outstanding assessment was due to Head Start.

Ms. McMillin asked all board members to fill out information on updates, PAC/PC meet and greet breakfast, and personnel sign ups.

Ms. Rodriguez acknowledged Ms. Afiya and Ms. Kim from Elkhorn and stated that they have been awesome this is another example of what your site should be doing.

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

ITEM III-A – ACTION

ELECTION OF PARENT ADVISORY COMMITTEE OFFICERS 2017-2018

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect officers for Program Year 2017-2018. The duties of PAC officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PAC that are not in conflict with these Bylaws, Article V – Officers, Section 2B: 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 Center-Based or Home-Based Option.

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.

ITEM III-A – ACTION (continued)
Page 2

- 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.

RECOMMENDATION:

That the Parent Advisory Committee elect a Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

Chair:

Vice Chair:

Secretary:

Treasurer:

Parliamentarian:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information
 - PC/PAC Calendar of Events – Ms. Terri McMillin
 - Community Resources – Mr. Robert Silva
 - Child Care Center Food Menu (attached)
 - Parent/Staff Recognition - Ms. Terri McMillin
 - PC/PAC Meet and Greet Reports – Ms. Terri McMillin
 - Toastmasters Training – Ms. Terri McMillin
 - PC/PAC Orientation & Officer Training – Ms. Terri McMillin
 - Fiscal Report/Corporate Card Monthly Statement of Account – Ms. D'et Saurbourne (attached)
 - Governance Self-Assessment – Ms. Terri McMillin

NOTES:

CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PC Executive Committee	Thursday, December 21, 2017 9:00 a.m. – 10:00 a.m. Olympus Room
PAC Executive Committee	Thursday, December 21, 2017 10:00 a.m. – 11:00 a.m. Olympus Room
PC/PAC Orientation	Friday, January 5, 2018 9:00 a.m. – 1:00 p.m. Registration at 8:30 a.m. Shasta Rooms
PC/PAC Budget/Planning Committee	Tuesday, January 8, 2018 1:00 p.m. Oak Room
County-wide Officer Training	Friday, January 12, 2018 9:00 a.m. – 12:30 p.m. Registration at 8:30 a.m. Olympus Room
PC Governance Self-Assessment	Friday, January 19, 2018 9:30 a.m. – 11:00 a.m. Redwood Room

Lunes

Martes

Miércoles

Jueves

Viernes

4 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

5 Desayuno Week 2
 Leche
 Baritas de Pan Francés Tostad
 Pera
Comida
 Leche
 Manzana
 Pierna de Pollo
 Jitomate Fresco
 Sandía Fresca o
 barra de pan para
Bocadillo
 Leche
 Cereal Integral Rice Krispies

6 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

7 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

1 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

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

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

12 Breakfast Week 3
 Leche
 Puré de Manzana
 Baritas de Waffle
Lunch
 Leche
 Pierna de Pollo
 Ensalada de Espinaca
 Pan de Grano Integral
 Naranja
Snack
 Manzana
 Mantequilla de Semilla de Gira

13 Breakfast Week 3
 Leche
 Bizcocho de Trigo Integral
 Durazno
Lunch
 Leche
 Melón
 Arroz y Frijoles
 Jitomate Picado
Snack
 Leche
 Chex de fresa

14 Breakfast Week 3
 Leche
 Plátano Fresco
 Bagel de Trigo Integral
Lunch
 Leche
 Zanahoria
 Ensalada de Pollo
 Fresa
 Tanjarina o
 la ciabatta
Snack
 Requesón
 Piña Machacada

15 Breakfast Week 3
 Leche
 Mollete con Plátano
 Naranja
Lunch
 Leche
 Chabacano
 Queso Suizo
 Tortilla de Trigo Integral
 Varitas de Calabacita
Snack
 Leche
 Galletas Cheese-It

18 Desayuno Week 4
 Leche
 Manzana
 Cereal Integral Rice Krispies
Comida
 Leche
 Hamburguesa de Res
 Elote
 Naranja
 Pan de Trigo Integral
Bocadillo
 Galletas Cheese-It
 Durazno

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

20 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

21 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

22 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

SETA HEAD START MENU

December 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 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

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

6 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

7 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

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

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

11 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

12 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

13 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

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

15 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

18 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

19 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

20 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

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

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

ITEM IV-B - INFORMATION

HEAD START POLICY COUNCIL MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review the attached Governing Board minutes of the October 24, 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, October 24, 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 9:10 a.m. Ms. Linda Litka was asked to serve as Secretary. The Pledge of Allegiance was recited. Mr. Tate read the thought of the day. Ms. Litka called the roll and a quorum was established.

Members Present:

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

Members Absent:

Linda Harris, Elk Grove Unified School District (excused)
Reginald Castex, WCIC (excused)

II. Consent Item

A. Approval of the Minutes of the September 26, 2017 Regular meeting

Moved/Blanks, second/Scharnow, to approve the September 26, 2017 minutes.

Show of hands vote:

Aye: 7 (Blanks, Chenault, Litka, McMillin, Nears, Scharnow, Scott)

Nay: 0

Abstentions: 1 (Tate)

Absent: 2 (Castex & Harris)

IV. Information Items

➤ Parent/Staff Recognitions – Mr. Kenneth Tate

Appreciation certificate for PTA information. Ms. Peggy Parker provided a great workshop for the board members. Ms. Parker was presented with a certificate of appreciation.

Ms. Julie Davis-Jaffe received a certificate in appreciation for coordinating the Hillsdale Career Center tour.

III. Action Items

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

The board went into closed session at 9:17 a.m. At 9:26 a.m., Mr. Tate called the meeting back to or Associate Teacher, Associate Teacher/Infant Toddler, Lead Teacher/Infant Toddler, and Family Services Worker III.

B. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: Approval of Revisions to the Job Specification for Personnel/Human Resources Department Chief

Mr. Tate opened a public hearing and reviewed the board item.

Ms. Allison Noren stated Workforce Innovation & Opportunity Act (WIOA) funds prohibit discrimination on a wide variety of situations. Part of WIOA was revised to require states that do monitoring require a non-discrimination policy. Each workforce area must designate an Equal Opportunity Officer (EEO) to coordinate efforts. SETA has designated the Personnel/Human Resources Department Chief to be the EEO. Ms. Noren stated that job specification was modified to reflect this. In addition, the job specification was revised to ensure it meets Head Start Performance Standard requirements.

Ms. Lee stated that WIOA is the funding source for the other half of SETA and the Personnel/Human Resources Department Chief position is partially funded by WIOA funds.

Moved/Blanks, second/McMillin, to close the public hearing and approve the revised job specification for Personnel/Human Resources Department

Show of hands vote:

Aye: 6 (Blanks, Chenault, Litka, McMillin, Nears, Scharnow)

Nay: 0

Abstentions: 2 (Scott & Tate)

Absent: 2 (Castex & Harris)

C. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: Approval of Revisions to the Salary Schedule for Head Start Parent Intern, Student Intern, Head Start Childcare Teacher Assistant, Bilingual Aide, and Head Start On-Call Cook Driver

Mr. Tate opened a public hearing.

Ms. Allison Noren reviewed this item. New legislation requires the minimum wage increases up to \$15.00 per hour in four years. Five job classifications will be affected.

Mr. Tate inquired why is board item was brought to the board every year. Ms. Lee replied that the current board may not be the board in 2022 so it is nice that the board know the budgetary effect. This may not be the only position that will be affected by the law between now and 2022.

Moved/Chenault, second/Scott, to close the public hearing and approve the new salary schedules for the Head Start Parent Intern, Student Intern, Head Start Childcare Teacher Assistant, Bilingual Aide, and Head Start On-Call Cook Driver.
Show of hands vote:

Aye: 7 (Blanks, Chenault, Litka, McMillin, Nears, Scharnow, Scott)

Nay: 0

Abstentions: 1 (Tate)

Absent: 2 (Castex & Harris)

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

Mr. Tate reviewed this item; a public hearing was opened last month.

Mr. Tate reviewed modifications to the PC bylaws. Many of the modifications were required due to updated Performance Standards.

Moved/Scott, second/Blanks, to close the public hearing and approve the amendments to the PC Bylaws as attached.

Show of hands vote:

Aye: 7 (Blanks, Chenault, Litka, McMillin, Nears, Scharnow, Scott)

Nay: 0

Abstentions: 1 (Tate)

Absent: 2 (Castex & Harris)

E. Election of Policy Council Community Agency Representatives

Mr. Tate introduced Ms. Beth Hassett, CEO from WEAVE. Ms. Hassett stated that WEAVE is the rape crisis organization for Sacramento. They also work in the sex trafficking areas to provide assistance to the victims. Many of their clients have numerous barriers to their success. WEAVE assists in providing safe housing, child care, and employment to their clients.

Ms. Scott asked if Ms. Hassett would be sitting on the board or someone else. Ms. Scott requested that Ms. Hassett serve as the representative. Ms. Hassett stated she would be happy to serve and occasionally bring her staff in to provide

specific training.

Mr. Tate reviewed Ms. Mason Taylor's application. Ms. Taylor was not available to attend the meeting due to work matters. Since there are two applications, Mr. Tate requested a motion approving both WEAVE and Birth and Beyond as Community Agency Representatives.

Moved/Blanks, second/Scott, to approve both WEAVE and North Sacramento Family Resource Center/Birth and Beyond, to serve as Community Agency representatives.

Show of hands vote:

Aye: 7 (Blanks, Chenault, Litka, McMillin, Nears, Scharnow, Scott)

Nay: 0

Abstentions: 1 (Tate)

Absent: 2 (Castex & Harris)

Ms. Terri McMillin left the meeting at 10:06 a.m.

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events – Ms. Linda Litka reviewed the calendar of events for the upcoming month.
- Parent, Family & Community Engagement - Events & Activities – No additional report.
- End-of-Year Parent Appreciation Brunch Reports – Mr. Tate stated that the Social/Hospitality Committee did an outstanding job; the events get better every year. Ms. Blanks stated that it was a great event and was grateful that staff attended. Ms. Chenault stated that it was her first event and it was a wonderful, positive environment.
- Parent/Staff Recognitions – Mr. Tate stated a certificate of appreciation was provided to Ms. Linda Harris and Mr. Reginald Castex.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne thanked board members for inviting her to the End-of-Year Parent Appreciation event. Ms. Saurbourne provided the fiscal report for the month ending September 30. Since it is so early in the year, the delegate reports are one month behind. The Budget/Planning Committee will meet on November 14 and the final numbers for last fiscal year will be reviewed; Ms. Saurbourne urged all members to consider attending.
- Community Resources – Parents/Staff – Ms. Belinda Malone reviewed the Sacramento Food Bank hosting free flu shots and dental screens. In addition, the Stanford Settlement is offering a Christmas Basket. Sign-up information is required. Ms. Malone urged board members to take the community information and bring it back to their centers.

B. Governing Board Minutes of September 7, 2017: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Litka reviewed the Executive Committee critique.
- Personnel/Bylaws Committee: Mr. Tate stated the last meeting was last month where members completed the second reading of the bylaws.
- Men's Activities Affecting Children Committee (MAACC)/Parent Ambassador Report: Ms. Blanks reported that a meeting was held earlier in October. Attendees reviewed shirts for Parent Ambassadors. The next meeting will be held on October 27; she urged all board members to consider attending. Ms. Desha stated that more information on the tee shirts will be available at the October 27 meeting.
- Social/Hospitality Committee: Mr. Tate stated that a close-out meeting will be held to go over final details. He extended thanks to the committee members.
- Sacramento Medi-Cal Dental Advisory Committee: Ms. Blanks reviewed the last meeting where the Sacramento County propositions were reviewed. The dental plans are doing well. Liberty Dental has a mobile van to outreach to children. Beginning January 1 MediCal adults will get their dental services back.
- Maternal, Child and Adolescent Health Advisory Board: Ms. Blanks stated that the next meeting will be on November 14. The Chair of the Maternal, Child and Adolescent Health Advisory Board will be resigning as Chair.

VI. Other Reports

- A. Executive Director's Report: No report.
- B. Head Start Deputy Director's Report: Ms. Lee thanked board members for the End-of-Year Parent Appreciation brunch. Staff has been notified that our federal review will be in 2018. One review will be for CLASS which will be classroom observations for teacher-child interactions; we are not sure how many observations will be done. The second is the Focus Area 2 on-site review that reviews all areas. The tool that they sent out is new and very different from previous reviews. This format is more open ended where reviewers interview staff to understand the strengths and local challenges. They will be looking at data, what the data told us, and where we are going as a result of the data. The tool is much smaller and it appears to be more subjective. Staff will receive a 60-day notice of the review dates. We have the option to do the two reviews separately or together; staff chose to have the reviews separately. The review will definitely be done before May, 2018. Ms. Lee is curious as to how the reviewers will determine compliance under this new review format.
- C. 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 extended thanks for the invitation to the End-of-Year Parent Appreciation Brunch. The Delegate Kickoff was held last week with over 100 staff and management from the SOP, delegate agencies and partner programs in

attendance. It provided an opportunity to kick off the year as one county. One of the Safe Environments consultants presented preliminary results of county strengths, areas for improvement and non-compliance. Ms. Caruso will be meeting with the consultants to provide information as we prepare for the federal review. The QA team provided an overview of the new protocol and the process using Child Plus as the vehicle to record all of the data.

- Martha Cisneros - Health, Nutrition and Safe Environments Services: Ms. Cisneros thanks the board for the invitation to the End-of-Year Parent Appreciation event. Ms. Blanks was thanked for her participation in the various medical/dental committees on which she serves. Proposition 56 ensures funds go into a pot to serve medically indigent adults. With increased cuts in public services, Proposition 56 is moving to ensure all adults receive care. The health unit is busy working with medically fragile children and ensuring children receive their dental exams. In health, nutrition, and safety, they have data that needs to match the regulations. The Health Services Advisory Committee meet and greet event is being planned and flyers will be sent board members. Ms. Cisneros stated that waivers for those with insurance through the Affordable Care Act (ACA) will be funded by the State of California.
- Karen Griffith - School Readiness, Special Education and Mental Health Services: No report.

- D. Chair's Report: Mr. Tate asked for parents to assist in the HR screenings.
- E. Open Discussion and Comments: None.
- F. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 10:56 a.m.

ITEM V

COMMITTEE REPORTS

➤ Executive Committee

Critique of the November 21, 2017 Parent Advisory Committee meeting.

GOOD!!!
Thank you, Ms. Denise Lee, for sharing reimbursement policies and procedures, budget planning, and fiscal report.
Thank you managers and staff for introductions.
Thank you, Ms. Allison Noren, for personnel overview.
Thank you, Ms. Nancy Hogan, for shared information regarding Conflict of Interest.
Thank you, Ms. Belinda Malone, for community Resources.
Congratulations to newly seated board members.
Congratulations to the newly elected SETA-operated representatives to the Policy Council.
Thank you, Ms. Terri McMillin for a well-facilitated meeting.
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. Please provide (916) 263-3800 for emergencies.
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

- MAACC/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 – Ms. Terri McMillin
- Head Start Deputy Director's Monthly Report – Ms. Denise Lee
 - ✓ Monthly Head Start Report
- Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, and ERSEA Services
 - ❖ Attendance and Chronic Absence Presentation
 - Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services
 - Martha Cisneros - Health, Nutrition and Safe Environments Services
 - Karen Griffith - School Readiness, Special Education and Mental Health Services

NOTES:

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

November 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	200	10%	377	91	24%
Twin Rivers USD	233	19	8%	16	0	0%
Elk Grove USD	440	31	7%			
Sac City USD	1211	89	7%	144	23	16%
San Juan USD	668	82	12%	160	10	6%
WCIC	120	8	7%			
EHS CCP				80	5	6%
COUNTY TOTAL	4660	429	9%	777	129	17%

AFE: Annual Funded Enrollment



SETA Head Start Food Service Operations Monthly Report *November 2017

November 3rd - Minimum Day Calendar D classes - Calendars A, B, C & E closed.

November 10th - Holiday Veteran's Day.

November 20th to 22nd - Calendar B & D classes open - Calendars A, C & E closed.

November 21st - Crossroads Kitchen equipment moved or disposed of by Commercial Appliance.

November 23rd & 24th - Thanksgiving Holiday.

November 28th - Auberry Park B Class closed due to a plumbing issue.

Meetings & Trainings:

CPR Training attended by Cook/Drivers Mario & Melissa on November 3rd at Plaza Del Paso.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
31,060	17,250	20,790	160

Total Amount of Meals and Snacks Prepared 69,260

Purchases:

Food	\$69,172.33
Non - Food	\$8,460.55

Building Maintenance and Repair: \$1,980.59

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$1,590.51

Vehicle Maintenance and Repair : \$842.40

Vehicle Gas / Fuel: \$1,035.69
 Normal Delivery Days 19

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2017 to 2018

Period: November 2017

Part Day Classes						
			Present Only		Present/Excused	
Center Name	Funded Enrollment	Total Days	ADA	% ADA	ADA	%ADA
Elkhorn	80	15	58	73%	75	94%
Bannon Creek	80	15	60	75%	72	90%
Hopkins Park	80	15	65	81%	75	94%
Auberry Park	40	17	27	68%	38	95%
Norma Johnson	40	15	29	73%	36	90%
Walnut Grove	40	15	31	78%	37	93%
Fruitridge	80	15	66	83%	78	98%
Illa Collin	20	17	13	65%	20	100%
Bright Beginnings	40	17	31	78%	39	98%
Crossroad Gardens	40	15	26	65%	35	88%
Grizzly Hollow	40	17	32	80%	40	100%
Nedra Court	40	17	32	80%	39	98%
Phoenix Park	40	15	27	68%	35	88%
Solid Foundation	80	15	54	68%	65	81%
Strizek Park	40	15	32	80%	37	93%
Freedom Park	80	15	54	68%	67	84%
Kennedy Estates	40	17	25	63%	33	83%
North Avenue	40	15	33	83%	37	93%
Mather	80	15	49	61%	67	84%
Northview	80	15	61	76%	74	93%
Hillsdale	80	15	65	81%	78	98%
Galt	120	15	96	80%	115	96%

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2017 to 2018

Period: November 2017

Full Day Classes						
			Present Only		Present/Excused	
Center Name	Funded Enrollment	Total Days	ADA	% ADA	ADA	%ADA
Marina Vista ELC	64	15	51	80%	59	92%
Phoenix Park	22	19	17	77%	22	100%
Hillsdale	44	15	36	82%	39	89%
Crossroad Gardens	44	19	33	75%	39	89%
Elkhorn	22	15	16	73%	18	82%
Northview	22	15	18	82%	21	95%
Sharon Neese	44	19	32	73%	40	91%
North Avenue	20	15	15	75%	18	90%
Parker	13	17	13	100%	17	131%
Alder Grove ELC	20	17	14	70%	17	85%
Job Corp	22	15	18	82%	20	91%
Mather	22	19	16	73%	20	91%
Norma Johnson	22	19	15	68%	19	86%
La Verne Sterwart	20	15	15	75%	18	90%
Freedom Park	44	15	32	73%	38	86%

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2017 to 2018

Period: November 2017

Early Head Start Classes						
			Present Only		Present/Excused	
Center Name	Funded Enrollment	Total Days	ADA	% ADA	ADA	%ADA
Sharon Neese	16	19	12	75%	15	94%
Crossroad Gardens	8	19	6	75%	8	100%
Grizzly Hollow	8	15	6	75%	8	100%
Norma Johnson	8	19	6	75%	8	100%
North Avenue	8	15	6	75%	7	88%
Phoenix Park	8	19	5	63%	8	100%
Elkhorn	16	19	12	75%	16	100%
Job Corp	24	16	16	67%	20	83%
Marina Vista ELC	8	19	5	63%	7	88%
Mather	14	19	10	71%	11	79%
Alder Grove Infant/Toddler Center	16	19	10	63%	13	81%
Northview	8	19	6	75%	8	100%

SETA Head Start/Early Head Start Enrollment Report

(Enrollment as of the last service day of the month)

Last Service Day of Month: 11/30/2017

Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Alder Grove ELC	1247S	18	15	3	0	18
Auberry Park	1238A	20	16	4	1	21
Auberry Park	1238B	20	17	3	0	20
Bannon Creek	1200A	17	13	4	2	19
Bannon Creek	1200B	20	17	3	0	20
Bannon Creek	1200C	17	15	2	2	19
Bannon Creek	1200D	20	15	5	0	20
Bright Beginnings	1201V	20	15	5	0	20
Bright Beginnings	1201W	20	16	4	1	21
Crossroad Gardens	1242A	18	15	3	2	20
Crossroad Gardens	1242B	17	15	2	4	21
Crossroad Gardens	1242R	21	20	1	0	21
Crossroad Gardens	1242X	20	19	1	1	21
Elkhorn	1255A	18	15	3	2	20
Elkhorn	1255B	20	12	8	1	21
Elkhorn	1255C	18	14	4	1	19
Elkhorn	1255D	19	11	8	0	19
Elkhorn	1255X	19	18	1	1	20
Freedom Park	1239A	16	14	2	3	19
Freedom Park	1239B	18	15	3	0	18
Freedom Park	1239C	17	16	1	2	19
Freedom Park	1239D	19	16	3	0	19
Freedom Park	1239R	17	14	3	1	18
Freedom Park	1239X	22	19	3	0	22
Fruitridge	1216A	20	14	6	0	20
Fruitridge	1216B	20	18	2	1	21
Fruitridge	1216C	20	16	4	1	21
Fruitridge	1216D	20	18	2	0	20
Galt	1234A	20	16	4	0	20
Galt	1234B	20	19	1	0	20
Galt	1234C	20	17	3	0	20
Galt	1234D	20	17	3	0	20
Galt	1234E	16	13	3	2	18
Galt	1234F	19	14	5	1	20

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

Parker	1207S	18	13	5	1	19
Phoenix Park	1248A	18	13	5	2	20
Phoenix Park	1248B	16	14	2	1	17
Phoenix Park	1248X	22	19	3	0	22
Sharon Neese	1249R	20	17	3	1	21
Sharon Neese	1249X	20	18	2	0	20
Solid Foundation	1254A	17	9	8	0	17
Solid Foundation	1254B	20	7	13	0	20
Solid Foundation	1254C	20	4	16	0	20
Solid Foundation	1254D	14	5	9	1	15
Strizek Park	1225A	20	19	1	0	20
Strizek Park	1225B	19	10	9	2	21
Walnut Grove	1235V	19	15	4	1	20
Walnut Grove	1235W	19	15	4	1	20
Alder Grove Infant/Toddler Center	1212M	8	8	0	0	8
Alder Grove Infant/Toddler Center	1212U	7	6	1	2	9
Crossroad Gardens	1242U	7	7	0	1	8
Elkhorn	1255M	8	6	2	0	8
Elkhorn	1255U	8	7	1	0	8
Grizzly Hollow	1252P	8	6	2	0	8
Job Corp	1237O	5	3	2	2	7
Job Corp	1237P	8	6	2	0	8
Job Corp	1237Q	8	6	2	0	8
Marina Vista ELC	1246U	8	6	2	2	10
Mather	1223M	6	6	0	0	6
Mather	1223U	5	4	1	2	7
Norma Johnson	1214U	8	5	3	0	8
North Avenue	1256P	8	8	0	1	9
Northview	1224U	8	7	1	1	9
Phoenix Park	1248U	8	7	1	1	9
Sharon Neese	1249M	8	7	1	0	8
Sharon Neese	1249U	8	7	1	0	8
TOTALS for Head Start		1777	1434	343	78	1855
HS Totals	1643					
Drops w/in 30	66					
P/S Home Base	121					
Total	1830					

EHS Totals	134	
Drops w/in 30	12	
River Oaks	60	
EHS Home Base	146	
SCOE	69	
Total	421	
GRAND TOTAL	2251	

Monthly Program Information Report

SETA HEAD START/ EARLY HEAD START

DECEMBER 2017

Summary of SETA's Health and Safety Review

During the months of October and November, SETA, its delegate agencies and partners underwent a thorough health and safety review as part of the annual self-assessment process. Reviewers visited all 30 of the SETA operated centers and assessed more than 75 physical classrooms in the areas of: Air Quality and Overall Sanitation, Emergency Alert Systems and Fire Safety, General Safety and Wellness, Evacuation Routes and Emergency Preparedness, Life Safety Code and Occupancy Requirements, Safety and Cleanliness of Indoor and Outdoor Spaces, Handwashing, Diapering, Spilled Bodily Fluids, Medication Management, Appropriate Release, Supervision and Positive Guidance, Group Ratios and Safe Outdoors Areas. A summary of the results and corrective action is as follows:

Strengths:

- The computerized attendance system for parent sign-in/out is innovative and efficient.
- EHS Infant and Toddler Daily Information Exchange form has a built in daily health check.
- Special Diet Alert form has a photo of each child to clearly identify children with food allergies/restrictions; this also helps substitute teachers to recognize children easier.
- Disaster Preparedness Plan Quick Reference Guide is useful for staff in emergency situations.
- Good teacher-child interactions with exceptional supervision; teachers performing regular head counts throughout the day, zoning in the yards, using white boards and a transition log.
- A customized Classroom/Playground Safety Plan is completed by the teachers and posted in some of the classrooms.
- Great implementation of Family Style Meal Service with staff and children eating together and children serving themselves.

The Federal Review Is Coming To Town

SETA has received official notification that its federal review will take place the week of February 5th (February 5th through February 9th) for a Focus Area 2 review. The CLASS review will be scheduled at a later date. Notification of the CLASS review will be provided 60 days in advance of the review date.

The review will consist of staff, parent and board interviews, classroom explorations, data tours, file reviews, and facilities reviews.

SETA maintains a review-ready program however, over the next month, program managers and supervisors will be working with staff and parents in final preparation of the review.

Details will be forthcoming as the Deputy Director connects with the Review Leader in the coming weeks.

Safety Reviews (continued from page 1)

Areas of Improvement and Corrective Action (CA):

- Develop a system for sanitizing and disinfecting classroom supplies, materials and equipment

CA: Written plan developed; new products purchased; use schedule created; and training materials developed. Staff training and roll out will began on December 8th

- Adult CPR and choking posters should include instructions for children

CA: Child CPR posters have been purchased and posted at each center

- Fire extinguishers should have safety straps to avoid possible injury to children/staff

CA: Wall mounts with straps have been purchased and are scheduled for installation by December 20th

- The use of push pins in classrooms is prohibited (choking hazard)

CA: Staff have been instructed to remove push pins. Supervisors reviewing each classroom to confirm.

- Emergency Disaster Plans should be updated with staff names and backpacks should contain the same items in each classroom

CA: Plans updated. New disaster backpacks have been purchased and will be distributed with new contents on December 18th

- Hand-washing procedures need improvement. Often children are not scrubbing with soap prior to rinsing

CA: New activities have been developed to encourage children to scrub prior to rinsing (ex. applying soap at circle time and scrubbing while they walk to sink to rinse)

- Health Care Plan form should be updated to include documentation that individual teachers were trained by health staff

CA: Training documentation was kept at the admin office. A new section was added to the care plan to show staff received training

- Strengthen medication procedures and monitoring for children who left the program and/or did not have a care plan on file

CA: Procedures have been updated to include cross checks and monthly monitoring to ensure all medications are in compliance. Staff visited each center to remove any unnecessary medications.

- Play yard maintenance needs improvement prior to children going outdoors

CA: Schedules have been developed to ensure play yards are maintained prior to children going outside. Schedules are initialed by staff indicating the maintenance routine has been completed

- Some outlets are uncovered in classrooms and hallways

CA: New self-closing outlet plates have been purchased and installed in each classroom.

Office of Head Start Updates

The Office of Planning, Research and Evaluation (OPRE) in the Administration for Children and Families (ACF) is proposing an information collection activity for the Culture of Continuous Learning Project. The goal of the project is to assess the feasibility of implementing continuous quality improvement methods in early care and education programs to support the use and sustainability of evidence-based practices. A Breakthrough Series Collaborative (BSC), a specific model designed to support learning and improvement among practitioners at all levels of an organization, will be implemented in Head Start and child care settings. The findings will be of broad interest to child care early education programs as well as training and technical assistance providers and researchers

Head Start wishes you and yours a very happy holiday season and a happy new year.

Cold Weather Safety

(Published by the Office of Head Start)

Children are more vulnerable than adults to the effects of cold weather.

Bundle Up!

- Children are at greater risk for frostbite than adults. The best way to prevent frostbite is to make sure children dress warmly and don't spend too much time outside in extreme weather.
- Dress children in layers of warm clothing. If the top layer gets wet, they will still have a dry layer underneath.
- Tuck scarves inside coats and jackets to prevent them from becoming strangulation hazards.
- Car seats and winter coats don't mix. Bulky coats can compress in a crash and create a loose car seat harness. Instead, lay the jacket or a blanket over children once you've safely strapped them into their car seat.

Keeping Healthy Outdoors

- There's no set amount of time for children to play outside safely when the weather is cold. Use your best judgment. When the cold becomes unpleasant, it's time to go inside.
- If you are unsure if weather conditions are safe for outdoor play, check the Child Care Weather Watch Chart (attached).
- Even though it's cold outside, it's important to use sunscreen and stay hydrated. Children are more likely than adults to become dehydrated.

Staying Safe Indoors and in Vehicles

- Keep anything that can burn at least three feet away from heating equipment, including furnaces, fireplaces, wood stoves, and portable space heaters.
- Set up a three-foot "kid-free zone" around open fires and space heaters.
- Remember to turn portable heaters off when leaving the room.
- Test smoke alarms at least once a month.
- Vent all fuel-burning equipment to the outside to avoid carbon monoxide (CO) poisoning.
- Install and maintain CO alarms. Keep alarms at least 15 feet away from fuel-burning appliances.
- If you need to warm up your vehicle, remove it from the garage as soon as you start it to avoid the risk of CO poisoning. Don't leave a vehicle running inside a garage.



Understand the Weather



Wind-Chill

- 30° is **chilly** and generally uncomfortable
- 15° to 30° is **cold**
- 0° to 15° is **very cold**
- -20° to 0° is **bitter cold** with significant risk of **frostbite**
- -20° to -60° is **extreme cold** and **frostbite** is likely
- -60° is **frigid** and exposed **skin will freeze** in 1 minute

Heat Index



- 80° or below is considered **comfortable**
- 90° beginning to feel **uncomfortable**
- 100° **uncomfortable** and may be **hazardous**
- 110° considered **dangerous**

All temperatures are in degrees Fahrenheit

Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)										
		Wind Speed in mph								
		Calm	5	10	15	20	25	30	35	40
Air Temperature	40	40	36	34	32	30	29	28	28	27
	30	30	25	21	19	17	16	15	14	13
	20	20	13	9	6	4	3	1	0	-1
	10	10	1	-4	-7	-9	-11	-12	-14	-15
	0	0	-11	-16	-19	-22	-24	-26	-27	-29
	-10	-10	-22	-28	-32	-35	-37	-39	-41	-43



Comfortable for out door play



Caution




Danger

Heat Index Chart (in Fahrenheit %)														
		Relative Humidity (Percent)												
		40	45	50	55	60	65	70	75	80	85	90	95	100
Air Temperature (F)	80	80	80	81	81	82	82	83	84	84	85	86	86	87
	84	83	84	85	86	88	89	90	92	94	96	98	100	103
	90	91	93	95	97	100	103	105	109	113	117	122	127	132
	94	97	100	103	106	110	114	119	124	129	135			
	100	109	114	118	124	129	130							
	104	119	124	131	137									


Child Care Weather Watch

Watching the weather is part of a child care provider's job. Planning for playtime, field trips, or weather safety is part of the daily routine. The changes in weather require the child care provider to monitor the health and safety of children. What clothing, beverages, and protections are appropriate? **Clothe** children to maintain a comfortable body temperature (warmer months - lightweight cotton, colder months - wear layers of clothing). **Beverages** help the body maintain a comfortable temperature. Water or fruit juices are best. Avoid high-sugar content beverages and soda pop. **Sunscreen** may be used year around. Use a sunscreen labeled as SPF-15 or higher. Read and follow all label instructions for the sunscreen product. Look for sunscreen with UVB and UVA ray protection. **Shaded** play areas protect children from the sun.

 Condition **GREEN** - Children may play outdoors and be comfortable. Watch for signs of children becoming uncomfortable while playing. Use precautions regarding clothing, sunscreen, and beverages for all child age groups.

INFANTS AND TODDLERS are unable to tell the child care provider if they are too hot or cold. Children become fussy when uncomfortable. Infants/toddlers will tolerate shorter periods of outdoor play. Dress infants/toddlers in lightweight cotton or cotton-like fabrics during the warmer months. In cooler or cold months dress infants in layers to keep them warm. Protect infants from the sun by limiting the amount of time outdoors and playing in shaded areas. Give beverages when playing outdoors.


YOUNG CHILDREN remind children to stop playing, drink a beverage, and apply more sunscreen. OLDER CHILDREN need a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens). They may resist applying sunscreen and drinking beverages while outdoors.

 Condition **YELLOW** - use caution and closely observe the children for signs of being too hot or cold while outdoors. Clothing, sunscreen, and beverages are important. Shorten the length of outdoor time.

INFANTS AND TODDLERS use precautions outlined in Condition Green. Clothing, sunscreen, and beverages are important. Shorten the length of time for outdoor play.

YOUNG CHILDREN may insist they are not too hot or cold because they are enjoying playtime. Child care providers need to structure the length of time for outdoor play for the young child.

OLDER CHILDREN need a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens), applying sunscreen and drinking liquids while playing outdoors.

 Condition **RED** - most children should not play outdoors due to the health risk.

INFANTS/TODDLERS should play indoors and have ample space for large motor play.

YOUNG CHILDREN may ask to play outside and do not understand the potential danger of weather conditions.

OLDER CHILDREN may play outdoors for very short periods of time if they are properly dressed, have plenty of fluids. Child care providers must be vigilant about maximum protection of children.

Understand the Weather

The weather forecast may be confusing unless you know the meaning of the words.

Blizzard Warning: There will be snow and strong winds that produce a blinding snow, deep drifts, and life threatening wind chills. Seek shelter immediately.

Heat Index Warning: How hot it feels to the body when the air temperature (in Fahrenheit) and relative humidity are combined.

Relative Humidity: The percent of moisture in the air.

Temperature: The temperature of the air in degrees Fahrenheit.

Wind: The speed of the wind in miles per hour.

Wind Chill Warning: There will be sub-zero temperatures with moderate to strong winds expected which may cause hypothermia and great danger to people, pets and livestock.

Winter Weather Advisory: Weather conditions may cause significant inconveniences and may be hazardous. If caution is exercised, these situations should not become life threatening.

Winter Storm Warning: Severe winter conditions have begun in your area.

Winter Storm Watch: Severe winter conditions, like heavy snow and ice are possible within the next day or two.

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: