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*THOUGHT OF THE DAY: "Teamwork is the ability to work together toward a common vision."  
~~ Andrew Carnegie*

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

**DATE:** Tuesday, March 20, 2018

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

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

While the SETA/Head Start Policy Council welcomes and encourages participation in the Council meetings, it would be appreciated if you would limit your comments to three minutes so that everyone may be heard. Matters under jurisdiction of the SETA/Head Start Policy Council and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA/Head Start Policy Council limits testimony on matters not on the agenda to three minutes per person and not more than ten minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: [www.seta.net](http://www.seta.net).

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✓	Health, Nutrition and Safe Environments Services – Ms. Martha Cisneros	
✓	Family Engagement, Home Base, and ERSEA Services – Ms. Lisa Carr	

- ✓ School Readiness, Special Education and Mental Health Services – Ms. Karen Griffith
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**DISTRIBUTION DATE: WEDNESDAY, MARCH 14, 2018**

Parent Advisory Committee meeting hosted by:  
Angel Chenault (Chair), Griselda Cisneros (Vice Chair), Henrietta Gutierrez (Secretary),  
Esmeralda Rios Sanchez (Treasurer), Marley Schurr (Parliamentarian).

ITEM I - A – ROLL CALL

The Parent Advisory Committee Secretary will call the roll for the following members:

- \_\_\_ Vacant, Alder Grove I Head Start
- \_\_\_ Vacant, Alder Grove II Head Start
- \_\_\_ Vacant, Auberry Park Head Start
- \_\_\_ **Iysha Huel, Bannon Creek Head Start**
- \_\_\_ Vacant, Crossroad Gardens Head Start
- \_\_\_ Vacant, Early Head Start (Home Base)
- \_\_\_ **Yezenia Lopez, Elkhorn Head Start**
- \_\_\_ Vacant, Freedom Park Head Start
- \_\_\_ Vacant, Fruitridge Head Start
- \_\_\_ Vacant, Galt Head Start
- \_\_\_ **Brittni Cearly, Grizzly Hollow**
- \_\_\_ Vacant, Hillsdale Head Start
- \_\_\_ **Devon McCracken, Preschool 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
- \_\_\_ Vacant, Norma Johnson Head Start
- \_\_\_ **Griselda Cisneros, North Avenue Head Start**
- \_\_\_ **Spring Burrell, Northview Head Start**
- \_\_\_ Vacant, Parker Head Start
- \_\_\_ Vacant, Phoenix Park Head Start
- \_\_\_ Vacant, River Oak Center for Children
- \_\_\_ Vacant, Sacramento County Office of Education
- \_\_\_ Vacant, Sharon Neese Early Learning Center
- \_\_\_ Vacant, 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**
- \_\_\_ **Dara Battista, Grandparent Representative**
- \_\_\_ **Robin Blanks, 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"/> Leah Czekai, Home Base Head Start
<input type="checkbox"/> Marcheri Smith, Marina Vista Early Learning Center
<input type="checkbox"/> Vacant, Alder Grove I Head Start
<input type="checkbox"/> Vacant, Alder Grove II Head Start
<input type="checkbox"/> Vacant, Auberry Park Head Start
<input type="checkbox"/> Vacant, Crossroad Gardens Head Start
<input type="checkbox"/> Vacant, Freedom Park Head Start
<input type="checkbox"/> Vacant, Fruitridge Head Start
<input type="checkbox"/> Vacant, Galt 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"/> Jennifer Shields, Pre-School (Home Base)
<input type="checkbox"/> Vacant, Mather Head Start
<input type="checkbox"/> Vacant, Nedra Court Head Start
<input type="checkbox"/> Vacant, Norma Johnson 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, SCOE Head Start
<input type="checkbox"/> Vacant, Sharon Neese Head Start
<input type="checkbox"/> Vacant, Solid Foundation Head Start
<input type="checkbox"/> Vacant, Early Head Start (Home Base)

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	E	X										
Linda Yang Seated 11/21	CR	X	X	U										
Vacant Seated	EHS/HB													
Yezenia Lopez Seated 11/21	EL	X	AP	X										
Vacant Seated	FP													
Vacant Seated	FP													
Vacant Seated	FT													
<del>Jacmino Robinson</del> Seated 11/21	<del>G</del>	<del>X</del>	<del>U</del>	<del>R</del>										
Brittini Clearly Seated 1/16	GH			X										
Vacant Seated	H													
Devon McCracken Seated 12/19	HB		X	X										
<del>Jennifer Shields</del> <del>s/b/seated 12/19</del>	<del>HB</del>		<del>U</del>	<del>R</del>										
Vacant Seated	IC													
Angela Moore Seated 11/21	HP	X	X	U										
Vacant Seated	JC													
Vacant Seated	JC													
Vacant Seated	K													
Henrietta Gutierrez Seated 11/21	LVS	X	X	X										
Marley Schurr Seated 11/21	MCBB	X	X	X										
Vacant Seated	MV													
Vacant Seated	<del>M</del>													
Griselda Cisneros Seated 11/21	NA		X	X										
Vacant Seated	NC													
<del>Cindy Ruiz Lopez</del> Seated 11/21	<del>NJ</del>	<del>X</del>	<del>U</del>	<del>U</del>										
<del>Rebecca Tyos</del> Seated 11/21	<del>NV</del>	<del>X</del>	<del>AP</del>	<del>AP</del>										
Spring Burrell Seated 1/16	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													
<del>Belgica Jimenez Seated 3/21/17/s/b/s 12/19</del>	<del>SCOE</del>		U	U										
<del>Marisol Andrade Seated 11/21</del>	<del>SF</del>	X	U	U										
<del>China Rosalez Seated 11/21</del>	<del>SN</del>	X	U	U										
Jessica Sherren Seated 11/21	SP	X	E	X										
Esmeralda Rios Sanchez Seated 11/21	WG	X	X	E										
Vacant Seated	FPR													
Robin Blanks Seated 12/19	MAACC		X	X										
Angel Chenault Seated 11/21	CR/PP	X	X	X										
Penelope Scott Seated 11/21	CR/PP	X	X	X										
Dara Battista s/b/seated 11/21; seated 12/19	CR/GP	U	X	U										
Terri McMillin Seated 11/21	OGC	X	X	E										

**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. Angel Chenault, at (916) 821-7099, 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**

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

**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**

<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: 3/13/2018 4:05 PM



ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE JANUARY 16, 2018 REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the January 16, 2018 PAC meeting.

RECOMMENDATION:

Approve the minutes of the January 16, 2018 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, January 16, 2018  
9:00 a.m.

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

Ms. Angel Chenault called the PAC meeting to order at 9:08 a.m. and read the thought of the day. The Pledge of Allegiance was recited. Ms. Henrietta Gutierrez called the roll and seated new members; a quorum was established.

**Members Present:**

Henrietta Gutierrez  
Yezenia Lopez  
Marley Schurr  
Griselda Cisneros  
Spring Burrell (alternate for R. Tyes)  
Robin Blanks  
Angel Chenault  
Penelope Scott  
Rebecca Tyes  
Jessica Sherren  
Iysha Huel  
Devon McCracken  
Brittni Cearly (seated at 9:12 a.m.)

**Members Absent:**

Linda Yang (unexcused)  
Angela Moore (unexcused)  
Jasmine Robinson (resigned)  
Cindy Ruiz Lopez (unexcused)  
China Rosalez (unexcused)  
Marisol Andrade (unexcused)  
Rebecca Tyes (alternate present)  
Terri McMillin (excused)  
Dara Battista (unexcused)  
Esmeralda Rios Sanchez (excused)

**Members to be seated:**

Brittni Cearly, Grizzly Hollow, was seated and welcomed to the board.

**Members to be seated but absent:**

Jennifer Shields, Pre-School (Home Base) (unexcused)  
Belgica Jiminez, SCOE (holding; unexcused)

**II. Consent Item**

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

The minutes were reviewed; no questions or corrections.

Moved/Cisneros, second/Sherren, to approve the December 19, 2017 minutes.

Show of hands vote:

Aye: 11 Blanks, Cearly, Cisneros, Ferrell, Gutierrez, Huell, Lopez, McCracken, Schurr, Scott, Sherren)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 10 (Andrade, Battista, McMillin, Moore, Rios Sanchez, Robinson, Rosalez, Ruiz Lopez, Tyes, Yang)

**III. Action Items: None.**

**IV. Information Items**

**A. Standing Information Items**

- PC/PAC Calendar of Events: Ms. Henrietta Gutierrez reviewed the calendar of events.
- Parent/Staff Recognitions: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. Loretta Su reviewed the December fiscal report. The expenditures are on track.
- Toastmasters Training: Ms. Chenault stated that this training will begin in March and urged all board members to attend this important training.
- PC/PAC Orientation & Officer Training Reports: Ms. Cisneros spoke of her experience at the officer training; she feels more confident now after the training. Ms. Blanks appreciated the information and it jogged her memory of previous meetings.
- Child Care Center Food Menu: No questions.
- Community Resources – Parents/Staff: None.
- Governance Self-Assessment: Ms. Chenault urged board members to participate in the Governance Self-Assessment scheduled for later in the month.

**B. Policy Council Minutes: November 28, 2017: No questions.**

**C. Kindergarten Registration & Parent Survey: Ms. Belinda Malone introduced Ms. Alexis Briggs to present the Kindergarten Registration information. Alexis spoke of school readiness and the transition to kindergarten. Typically, registration begins in February for the public school system. Private schools usually enroll children utilizing a lottery system. Parents are urged to go to the school, meet the staff and take a tour of the school. Parents are urged to include their teachers in the preparation process; teachers understand that the family goes to kindergarten, not just the child.**

Ms. Malone reviewed the 2018 PC/PAC Survey which assist staff in knowing what type of services and workshops are of interest to board members.

Ms. Chenault went off agenda.

**VI. Other Reports**

- ✓ Workforce Report – Mr. William Walker, Workforce Development Manager, distributed information on the location of the Sacramento Works Career Centers. SETA staff are on each of the community college campuses to assist students to

become employed. SETA works with SMUD, PG&E and a lot of public employers that are seeking employees. Ms. Maria Steele and Mr. Antwaun Billoups were introduced. Mr. Walker stated that the unemployment rate is currently at 4%. The construction industry is actively seeking women in the trades. Mr. Walker or one of his staff will present Workforce updates to PAC each quarter.

## **V. Committee Reports**

- Executive Committee Meeting Critique: Ms. Gutierrez reviewed the Executive Committee critique.
- Budget/Planning Committee: Ms. Cisneros reported on the most recent meeting.
- MAACC/Parent Ambassadors Committee: The next meeting will be announced.

## **VI. Other Reports**

- Chair's Report: Ms. Chenault recognized Ms. Lynnette Mims, alternate at Strizek Park and thanked her for her dedication. Ms. Chenault stated that the Early Learning Advocacy Day, March 1 at 9:00 a.m. Ms. Chenault asked those interested in attending this event to sign-up on the list being distributed. This is not an opportunity to lobby. It is an Advocacy Day. Transportation via light rail will be provided as well as child care if needed.
- Policy Council Report(s): Ms. Gutierrez reported on the December 20 meeting; election of officers was done and Ms. Lee provided information on the upcoming federal review.
- Head Start Deputy Director's Report (continued): Ms. Denise Lee stated that Mr. Walker will be presenting on a quarterly basis; training and job information is available at no cost at all career centers. The federal review is scheduled February 5-9 and will include 11 reviewers and the Team Leader. The self-assessment governance is a great way to become familiar with some of the questions that may be asked by reviewers. If parents are not available to be interviewed, parents were urged to be at their child's school to show support. Staff will be informed which classrooms will be reviewed one week prior to the review; parents will be informed via e-mail. Ms. Lee stated that reports are included in the board packet to provide information on the program and to see how other centers are doing. The upgrades at Crossroad Gardens and Hopkins continue to be on track. There will be a Federal CLASS review later in the year; staff has not yet been informed of the date. This review will be on teacher/child interaction.
- Head Start Managers' Reports
  - ✓ Health, Nutrition and Safe Environments Services: No report.
  - ✓ Family Engagement, Home Base, and ERSEA Services: Ms. Lisa Carr thanked Ms. Briggs for her presentation. If child is still eligible to attend, the child is still eligible to attend Head Start centers. Staff talks a lot about school readiness for children but not much on school readiness for parents. Parents were urged to set a reasonable bed time for their child to ensure their child

gets enough sleep and remove all electronics for the bedroom. In addition, find a place for their child to do homework every day and a place to hang up their backpack. The federal reviewers will be doing 8-10 home visit reviews county-wide. The home-base program had a great socialization at Tumble Buddies.

Ms. Carr reviewed the enrollment and attendance report. As a county, SETA has been under-enrolled for four months. Part of the challenge is that regulations require programs to limit enrollment if the classroom has a majority of 3-year old children. In these cases, the class would be capped at 17 enrollment slots, leaving 3 enrollment slots vacant. Additionally, some of the new modular projects are not yet completed so the program is under-enrolled by 40 slots. SETA staff is working with the Office of Head Start on a corrective action plan. Parents were urged to spread the word about Head Start to family and friends.

Ms. Scott left at 10:39 a.m.

- ✓ School Readiness, Special Education and Mental Health Services: No report.
- ✓ Program Support, Quality Assurance, and EHS-CCP: No report.

**VII. Center Updates:** None.

**VIII. Discussion:** None.

**IX. Public Participation:** None.

**X. Adjournment:** The meeting was adjourned at 10:44 a.m.

ITEM III-A – ACTION

APPROVAL OF PARENT ADVISORY COMMITTEE AND POLICY  
COUNCIL JOINT PARENT ACTIVITY

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to discuss and approve a joint parent activity with the Policy Council.

See attached information on the Parent Activity Fund.

RECOMMENDATION:

That the Parent Advisory Committee approve a joint parent activity with the Policy Council.

**NOTES:**

**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

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

# PARENT ACTIVITY FUND

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## ***How can the parent activity fund be used?***

Interpretation: Programs must be cautioned that 45 CFR, Part 74, Appendix F, prohibits expenditure of grant funds solely for entertainment purposes. Entertainment expenditures are defined as the cost of amusement, diversion, social activities, ceremonials, and incidental cost relating thereto, such as meals, lodging, transportation and gratuities. It should be noted that the restriction on expenditures applies to activities which are solely for entertainment. Expenditures for project related purposes are allowable even though entertainment may play an incidental part in the activities. Therefore, programs are required to justify the expenditure of parent activity funds on the basis of project relatedness. For example, a visit by a parent group to a museum can be justified if parents utilize the experience to train parents in ways of providing educational activities for their children in the community. Banquets given in conjunction with parent training and seminars can be justified based on the performance standards. Once the program justifies the activity as primarily project related, with entertainment being incidental, then the related costs of lodging, transportation, refreshments, meals, etc., are also allowable.

ITEM III-B – 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 III-B – ACTION (continued)  
Page 2

Currently, there are three PAC representatives on the Policy Council: Ms. Henrietta Gutierrez, Ms. Yezenia Lopez, and Ms. Jessica Sherren (yet to be seated on the PC).

RECOMMENDATION:

That the Parent Advisory Committee elect three 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-C – ACTION

### APPROVAL OF BUDGET MODIFICATION FOR HEAD START AND EARLY HEAD START PROGRAM YEAR 2017-2018

#### BACKGROUND:

This agenda item provides the opportunity for the Policy Council to approve a Head Start budget modification for the SETA Operated Program in the amount of \$1,084,000 and an Early Head Start budget modification in the amount of \$105,000 for the 2017-2018 program year, for a total budget modification not to exceed \$1,189,000.

Head Start – SETA projects that the 2017-2018 Head Start budget will be under-spent by \$1,084,000 in the Personnel and Fringe Benefits cost categories (5.4% of the total Head Start Personnel and Fringe Benefit budget) due to various vacant positions (i.e. retirements, resignations, competitive hiring marketing) not being replaced during the program year.

Early Head Start - SETA projects that the 2017-2018 Early Head Start budget will be under-spent by \$105,000 in the Other/Occupancy cost category (7.5% of the Early Head Start Occupancy budget) due to various re-negotiated lease agreements that resulted in less rental costs per month.

The program is requesting to move \$1,189,000 to Equipment, Supplies, Construction, and Other as follows:

#### **Deferred Maintenance Items – Equipment** (HS: \$446,000, EHS: \$70,000 = \$516,000)

Play structure replacements/rubber surface (\$300,000) – Replacement play structures are needed at three (3) SETA Early Learning Centers – Elkhorn, North Avenue and the new center on MLK Blvd. Current play structures are either outdated, worn/irreparable, and/or not age appropriate, limiting gross motor activities or offering less exciting play for children. The play structure and existing rubber surface will be replaced with a more up-to-date, age-appropriate structure.

Install new infant/toddler play yard (\$70,000) – SETA will be purchasing and installing a new Early Head Start play yard at Crossroad Gardens. The play yard will include, but not be limited to, a dividing fence, a play structure, rubber surface, concrete pathways, artificial grass, and a shade structure.

Spot Vision Screener (\$16,000) – SETA uses hand-held portable devices to quickly, easily and accurately detect vision issues on young children. Head Start Performance Standards require staff to perform annual vision screens on each enrolled child. SETA is in need of replacing two (2) outdated/un-calibrated machines. Each machine costs approximately \$8,000.

## ITEM III-C – ACTION (continued)

Page 2

OAE Hearing Screener (\$10,000) – Objective hearing screeners are designed to address the hearing issues in young children. SETA uses OAE machines to annually screen children’s hearing. Two (2) replacement machines are needed for staff use. Each machine costs approximately \$5,000.

Server Replacement Project (\$120,000) – SETA is in the process of updating its archaic and aging servers that support the Agency’s technology infrastructure for email, word processing, internet, client services and classroom technology. This new server system will include, but not limited to, new hardware, software, and technical support and professional services contracts. The Children and Family Services Department will pay an allocated portion of the final cost which is still under procurement.

### **Deferred Maintenance Items – Supplies** (HS: \$160,000)

Classroom furniture/supplies (\$160,000) – New classroom furniture will be needed for three (3) SETA locations – Crossroad Gardens, Hillsdale, and the new center on MLK Blvd, for a total of 8 new classrooms. Furniture and supplies will include, but not limited to, tables, chairs, cubbies, shelves, book cases, house-area furniture, napping mats, puzzles, blocks, manipulatives, art supplies, dolls, soft goods, etc. Each classroom is estimated to cost approximately \$20,000.

### **Deferred Maintenance Items – Construction** (HS: \$150,000)

Modular unit (\$150,000) – SETA is installing a new modular building at the Hopkins Park Early Learning Center, with construction starting on June 1<sup>st</sup>. Original funding was provided by federal Duration funds in the amount of the \$854,265. On the property, there is enough space to install a dedicated parking lot to ensure safety of children when entering/leaving the facility. Currently, adults are parking on the street during drop-off/pick-up, leaving children vulnerable to passing cars on the street. Total projected costs for the project, including the parking lot, are approximately \$1M. The \$150,000 will cover the additional costs associated with the parking lot.

### **Deferred Maintenance Items – Other** (HS: \$328,000, EHS: \$35,000 = \$363,000)

Flooring (\$110,000) – Due to old and worn conditions, flooring will be replaced at two (2) SETA Operated Early Learning Centers – Elkhorn and Job Corps. Specifically at Elkhorn, carpet will be replaced in the classrooms with Vinyl Composite Tile (VCT) and carpet. Bathroom floors, common areas and offices will be replaced with VCT. At Job Corps, the newly licensed EHS classroom flooring will be replaced with VCT and carpet, along with the common areas and hallways.

Lighting (\$53,000) – Ceiling lighting (ballast and light bulbs) will be replaced throughout the center at the Mather Early Learning Center and Northview Early Learning Center. Northview is a SETA owned facility and has not been updated since occupancy in August, 1997. Ceiling tiles and lighting will be updated to meet current regulations. Due to the height of the ceilings at Mather, the job will require the contractor to operate a boom which will result in slightly higher costs than regular lighting replacement projects.

Fencing (\$15,000) – Fencing is needed at the Mather Early Learning Center. In the front parking lot there is secured, fenced-in parking area for the SETA Food Services vehicles. This fencing is in poor repair and needs to be replaced.

Rubber surface replacement (\$155,000) – Rubber surfaces in the play yards at Northview ELC and Bright Beginnings ELC are worn and in need of replacement. Both have been repaired and are no longer repairable with patches. Rubber surfaces serve as soft cushioning required under play structures to reduce injury to children. The rubber surface at Northview is three times larger than Bright Beginnings and therefore will cost more to replace. Neither surface is still under warranty.

Cabinets/Countertops (\$30,000) – replacement cabinets and countertops are needed in four classrooms at SETA’s Northview Early Learning Center. Cabinets are original to the building of which SETA occupied in August 1997.

SETA staff will be available to answer questions.

RECOMMENDATION:

Approve a budget modification in the amount of \$1,084,000 from Head Start Personnel and Fringe Benefits and \$105,000 from Early Head Start Other/Occupancy to Equipment, Supplies, Construction, and Other for the SETA Operated Program for the 2017-2018 program year.

**NOTES:**

**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

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

## ITEM III- D – ACTION

### APPROVAL OF BUDGET MODIFICATION FOR EARLY HEAD START-CHILD CARE PARTNERSHIP PROGRAM YEAR 2017-2018

#### BACKGROUND:

This agenda item provides the opportunity for the Parent Advisory Committee to approve a budget modification for the SETA Operated Program Early Head Start-Child Care Partnership program in the amount not to exceed \$240,000.

Specifically, the SETA Operated Program has projected under-spent funds in Early Head Start-Child Care Partnership Personnel and Fringe Benefits due to staff salary savings and related benefits caused by various vacancies throughout the program year. In addition, actual fringe benefits have been less than budgeted. The program is requesting to move \$240,000 from the Early Head Start-Child Care Partnership Personnel and Fringe Benefits cost categories to Equipment, Supplies and Construction.

Due to the upcoming retirement and possible sale of SETA's partner child care center, SETA will be relocating 36 EHS-CCP enrollment slots to the grantee operated program starting on August 1, 2018. To prepare for the expanded services, SETA must add an additional classroom; purchase classroom supplies/materials; and purchase and install a new age-appropriate play yard. Details are as follows:

#### Add a New Classroom at Hopkins Park ELC – Construction (\$40,000)

SETA will be installing a new modular building at the Hopkins Park Early Learning Center with construction starting on June 1st. Original funding was provided by federal Duration funds and covered costs for the preschool classrooms. However, there is enough land space to purchase and install an additional section to provide services for infant/toddlers. The total cost of the additional modular unit is estimated to be \$120,000. This includes a 480 square foot classroom with classroom cabinetry, sinks/drinking fountain, and a children's restroom. Forty thousand (\$40,000) of the project will be reprogrammed from the current EHS-CCP budget. The remaining \$80,000 will come from one-time EHS-CCP Program Improvement Supplemental funds. The classroom will serve 8 of the 36 EHS-CCP enrollment slots from the partner.

#### Purchase Classroom Supplies/Materials – Supplies (\$100,000)

New classroom furniture will be needed for five (5) new EHS-CCP classrooms. Furniture and supplies will include, but not limited to, tables, chairs, cubbies, shelves, book cases, house-area furniture, napping mats, puzzles, blocks, manipulatives, art supplies, dolls, soft goods, etc. Each classroom is estimated to cost approximately \$20,000.

ITEM III-D – ACTION (continued)  
Page 2

Purchase and Install a New Play Yard – Equipment (\$100,000)

With the additional EHS-CCP classroom at Hopkins Park, SETA will need to purchase and install a new infant/toddler play yard at Hopkins Park ELC. The play yard will include, but not be limited to, a dividing fence, a play structure, rubber surface, concrete pathways, artificial grass, and a shade structure.

SETA staff will be available to answer questions.

RECOMMENDATION:

Approve an Early Head Start-Child Care Partnership budget modification in the amount of \$240,000 from Personnel and Fringe Benefits to Equipment, Supplies, and Construction for the 2017-2018 program year.

**NOTES:**

**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

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

## ITEM III-E - ACTION

### APPROVAL OF THE SUBMISSION OF THE EARLY HEAD START-CHILD CARE PARTNERSHIP SUPPLEMENTAL PROGRAM IMPROVEMENT APPLICATION 2017-2018

#### BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the Early Head Start-Child Care Partnership Program Improvement Supplemental application for Fiscal Year 2017-2018 in the amount of \$200,000.

On March 12, the Office of Head Start/Administration for Children and Families (ACF) contacted SETA to share an opportunity to apply for Program Improvement Supplemental funds designed for facility enhancements, maintenance, and/or repair. Funds cannot exceed \$250,000 with funding award notices being provided to awardees no later than March 30, 2018.

These one-time funds will be used:

- 1) to purchase and install an infant/toddler play yard at the new center located at 4104 Martin Luther King Jr. Blvd. (\$120,000); and
- 2) to purchase and install an additional modular unit at Hopkins Park Early Learning Center (\$80,000)

Due to the upcoming retirement and possible sale of SETA's partner child care center, SETA will be relocating 36 EHS-CCP enrollment slots to the grantee operated program starting on August 1, 2018. No families will be displaced as result of this change. To ensure a seamless transition, families currently enrolled in partners' child care center will be offered SETA home-based services starting August 1, 2018. Transferring to home-base will ensure comprehensive services continue while families maintain their full day care at their current provider.

#### PROGRAM IMPROVEMENT PROJECTS:

##### *Project #1 - Install of a New Play Yard (\$120,000):*

The new SETA facility will host 28 of 36 EHS-CCP enrollment slots starting August 1, 2018. While the facility was previously licensed as a child care center, the play structure is broken, in disrepair, and not suitable for children. As a result, the landlord removed the unsafe play structure as part of the lease agreement, leaving the space empty.

The new center has a large outdoor play yard with ample space to install a new infant/toddler play structure, rubber surface, and fencing. The project will include:

- Removal of concrete under the existing shade structure (shade structure will remain)

ITEM III-E – ACTION (continued)  
Page 2

- Purchase and installation of an age-appropriate play structure
- Installation of rubber surface under the play structure
- Fencing in the new play yard to keep infants/toddlers separated from preschoolers during outdoor play
- Possible installation of concrete pathways and/or artificial grass, depending on space availability once designed

Estimated Costs are \$120,000 based on recent similar projects completed at other SETA Early Learning Centers.

Project #2 –Additional Modular Unit at Hopkins Park ELC (\$80,000):

SETA will be installing a new modular building at the Hopkins Park Early Learning Center with construction starting on June 1. Original funding was provided by federal Duration funds and covered costs for the preschool classrooms. However, there is enough land space to purchase and install an additional section to provide services for infant/toddlers. Program Improvement funds will be used to purchase and install the additional section, not to exceed 12’X40’ (480 sq. ft.), including one classroom, cabinetry, sinks/drinking fountain and a children’s restroom. This classroom will serve the remaining eight EHS-CCP enrollment slots from the partner, for a total of 36 enrollment slots.

Proposed Budget:

Cost Item	2017-2018 Original EHS-CCP Budget	T/TA	Non-Federal Share*	2017-2018 Supplemental Budget	Final Budget (not including Non-Federal Share)
A. Personnel	\$244,332				\$244,332
B. Fringe Benefits	\$133,657				\$133,657
C. Travel					
D. Equipment				\$85,000	\$85,000
E. Supplies	\$7,400				\$7,400
F. Contractual	\$1,092,744	\$36,500	\$282,311		\$1,129,244
G. Construction				\$80,000	\$80,000
H. Other	\$33,267	\$143,039	\$140,424	\$35,000	\$211,306
<b>Total EHS-CCP</b>	<b>\$1,511,400</b>	<b>\$179,539</b>	<b>\$422,735*</b>	<b>\$200,000</b>	<b>\$1,890,939</b>

*\*current Non-Federal Share obligation without the requested supplemental budget amount. Additional Non-Federal Share amount outlined below in narrative.*



ITEM III-E – ACTION (continued)  
Page 3

See HSES for budget, SF424 and SF 424A/B.  
Budget Justification:

**Equipment** (\$85,000)

Funds will be used to purchase and install a new age-appropriate play structure for infants/toddlers with a rubber surface underneath. The structure will be purchased and installed under Davis-Bacon (prevailing wages) regulations with successful vendor(s) registering on the Department of Industrial Relations (DIR) website.

**Other** (\$35,000)

*Concrete* - Funds will be used to remove existing concrete, purchase, and install new concrete as needed for the project. Concrete work will be required as a base and an outer edge for the rubber surface. Concrete may also be used to create bike pathways, if space permits.

*Fencing* - Funds will be used to install fencing to separate the infant/toddler play yard from the preschool play yard so children may utilize the outdoor space at the same time but remain within their age group.

*Artificial grass* – Funds will be used to install artificial turf, where appropriate. Sacramento County is on a one-day per week water conservation plan due to a historic drought. This limits the ability to keep real grass alive and healthy for children’s play.

**Construction** (\$80,000)

Funds will be used to purchase and install an additional modular unit, not to exceed 12’X40’ (480 sq. ft.), including one classroom, cabinetry, sinks/drinking fountain and a children’s restroom.

**Non-Federal Share** (\$50,000)

Additional non-federal share funds will be provided by CCTR state funding.

Ms. Denise Lee will be available to answer questions.

RECOMMENDATION:

That the Parent Advisory Committee approve the submission of the Program Improvement Supplemental application for the Early Head Start-Child Care Partnership program in the amount of \$200,000 for Fiscal Year 2017-2018.

**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

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

## ITEM IV-A – INFORMATION

### STANDING INFORMATION

#### BACKGROUND:

- A. Standing Information Items
- PC/PAC Calendar of Events – Ms. Angel Chenault
  - Parent/Staff Recognitions – Ms. Angel Chenault
  - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Saurbourne
  - Toastmasters Training – Ms. Angel Chenault
  - Crocker Art Museum Tour Report – Ms. Angel Chenault
  - Early Learning Advocacy Day Report – Ms. Angel Chenault
  - Child Care Center Food Menu (attached)
  - Community Resources – Parents/Staff: Mr. Robert Silva
    - ◆ Parent Training – Mr. Robert Silva

#### **NOTES:**

<u>EVENT</u>	<u>DATE</u>
PAC Executive Committee	Thursday, March 22, 2018 9:00 – 10:30 a.m. Diablo Room
PC/PAC Budget/Planning Committee Refunding Grant Planning	Friday, March 23, 2018 10:00 a.m. Olympus Room
MAACC/Parent Ambassador Committee	Friday, March 23, 2018 11:00 a.m. – 12:30 p.m. Diablo Room
PC Executive Committee	Thursday, March 29, 2018 9:00 a.m. – 10:30 a.m. Olympus Room
PC/PAC Orientation #2	Friday, March 30, 2018 8:30 a.m.: Registration 9:00 a.m. – 11:00 a.m.: Training Redwood Room
PC/PAC Budget/Planning Committee Refunding Grant Planning <i>(only if needed)</i>	Friday, March 30, 2018 10:00 a.m. Diablo Room
PC/PAC Budgeting Workshop (see attached flyer)	Wednesday, April 4, 2018 10:00 a.m. – 12:00 p.m. Sacramento Works 7000 Franklin Blvd., Suite 540 Sacramento, CA 95823
PC/PAC Bylaws Committee	Friday, April 6, 2018 10:00 – 11:00 a.m. Olympus Room
Toastmasters Training	Friday, April 6, 2018 11:00 a.m. – 12:30 p.m. Redwood Room
Parent Leadership Institute (Session 1) Theme to be announced.	Friday, April 13, 2018 8:30 a.m.: Registration 9:00 a.m. – 1:00 p.m.: Training Shasta A & B Rooms Trainer: Dr. Tracy Tomasky

Fishing in the City County-wide Parent Activity	Saturday, April 21, 2018 9:00 a.m. – 12:00 p.m. Natomas Park 4989 Natomas Blvd. Sacramento, CA 95835
PC/PAC Joint Executive Committee	Thursday, April 26, 2018 9:00 a.m. – 10:30 a.m. Olympus Room
MAACC/Parent Ambassador Committee	Friday, April 27, 2018 10:30 a.m. Diablo Room
Parent Leadership Institute (Session 2) Theme to be announced.	Friday, May 11, 2018 8:30 a.m.: Registration 9:00 a.m. – 1:00 p.m.: Training SETA Board Room Trainer: Dr. Tracy Tomasky
PC/PAC Social/Hospitality Committee	Date, Time and Location TBA

**California Early Learning Advocacy Day**  
**District Attorneys Association & State Capitol Building**  
**Thursday, March 1, 2018**

Speaker Kristin Shumacher, Policy Analyst, California Budget and Policy Center

Discussion: Discussion on current California Budget and its effects on childcare in CA.

Stats: Percentage of wage earners increases since 2007-2008 by Social Economics

- High Wage earners           42.2 %
- Medium Wage earners       6.5 %
- Low wage earners            3.4 %

Conclusion: High wage earners had larger and faster increase in income since 2007-2008

Child Poverty rate

- 2007-2008           14.3 %
- 2017-2018           19.9 %
- 

Conclusion: Child poverty rate increased since great recession, left many families behind

- Cal works: 865, 000 children receive assistance thru Cal Works program
- 64, 000 Less state child care slots since 2007-2008
- 62 % of California children born into low-income homes
- Only 14 % of California's income-eligible infants/toddlers are enrolled in quality childcare
- More than 1.2 million California children from 1-12 years old who are eligible for subsidized childcare are not receiving services.

Conclusion: State childcare has not recovered completely since the 2008 recession.

Discussion on solutions to childcare shortage:

- Create a single child care center license for birth to First grade aged children to streamline high quality early learning environments
- Invest in the capacity and infrastructure that will be needed to ensure increased services for infants and toddlers across the state by
  - Increasing the infant/toddler reimbursement rate factor to better reflect the actual cost of care
  - Reestablish professional development days for Title 5 providers
  - Providing child care centers with start-up and program implementation funds so they can begin to convert existing preschool classrooms into appropriate infant/toddler rooms
  - Increase support for workforce development initiatives, such as the Child Care initiative project, and infrastructure to support parents in finding care

Discussion on Meeting tips for teams

Meetings with Legislators:

- Assemblyman Kevin McCarty
- Senator Richard Pan



## Introduction into **Budgeting** Workshop

Wednesday, April 4, 2018

### Learn how to:

- List the steps for setting financial goals.
- Track daily spending habits.
- Prepare a personal spending plan to estimate monthly income and expenses.
- Identify ways to decrease spending.
- Identify ways to increase income.
- Identify spending plan tools that will help you manage your bills.

*10:00 a.m. – 12:00 p.m., the first Wednesday of each month (5/2/18, 6/6/18, 8/1/18, 9/5/18, 10/3/18, 11/7/18, and 12/5/18)*



**SACRAMENTOWORKS**

7000 Franklin Blvd,  
Suite 540  
Sacramento, CA 95823

Phone: (916) 563-5151  
<http://www.sacramentoworks.org/>

# SETA HEAD START MENU

## March 2018

"This institution is an equal opportunity provider"

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

### Monday

### Tuesday

### Wednesday

### Thursday

### Friday

**5** 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

**6** 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

**7** 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

**1** 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

**2** 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

**12** 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

**13** 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

**14** 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

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

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

**19** 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

**20** 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

**21** 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

**22** 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

**23** 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

**26** Breakfast Week 2  
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 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

**28** 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

**29** 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

**30** 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

**Lunes**

**Martes**

**Miércoles**

**Jueves**

**Viernes**

**5** 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

**6** 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

**7** 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

**1** Desayuno Week 3  
 Leche  
 Plátano Fresco  
 Bagel de Trigo Integral  
Comida  
 Leche  
 Zanahoria  
 Ensalada de Pollo  
 Fresa  
 Tanagerina o  
 la ciabatta  
Bocadillo  
 Requesón  
 Piña Machacada

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

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

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

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

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

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

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

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

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

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

**23** 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

**26** Desayuno Week 2  
 NO CLASES  
 NO CLASES  
 NO CLASES  
Comida  
 NO CLASES  
 NO CLASES  
 NO CLASES  
 NO CLASES  
 NO CLASES  
 NO CLASES  
Bocadillo  
 NO CLASES  
 NO CLASES

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

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

**29** 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

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



ITEM IV-B - INFORMATION

HEAD START POLICY COUNCIL MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the Policy Council minutes of the January 23, 2018 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, January 23, 2018  
9:00 a.m.

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

Mr. Reginald Castex called the meeting to order at 9:07 a.m. The Pledge of Allegiance was recited. Mr. Castex announced that he would be recording the meeting to assist him in honing his skills as Chair. The thought of the day was read. Ms. Henrietta Gutierrez called the roll and a quorum was established.

#### **Members Present:**

Andrea Scharnow, Sacramento City Unified School District  
Jessica Bradsberry, Sacramento City Unified School District  
Coline Jorgensen, San Juan Unified School District  
Charles Taylor, Twin Rivers Unified School District  
Allison Vaughn, Twin Rivers Unified School District  
Henrietta Gutierrez, SETA-Operated Program  
Angel Chenault, SETA-Operated Program (alternate)  
Yezenia Lopez, SETA-Operated Program  
Linda Litka, Past Parent/Community Representative  
Penelope Scott, Grandparent/Community Representative  
Kenneth Tate, Outgoing Chair  
Mason Taylor, Birth & Beyond, Community Agency Representative  
Reginald Castex, Men's Activities Affecting Children Committee

#### **Members Absent:**

Maria Castro-Flores, Sacramento City Unified School District (excused)  
Terri McMillin, Past Parent/Community Representative (unexcused)

#### **Members to be seated:**

Willie Holmes, Elk Grove Unified School District  
Kao Yee Xiong, Elk Grove Unified School District  
Claudett Sanders, Early Head Start, Sacramento City Unified School District  
(seated at 9:48 a.m.)

#### **Members to be seated but absent:**

Shannon Pierce, San Juan Unified School District (unexcused)  
Noor Altameemi, Early Head Start, San Juan Unified School District (excused)

Ms. Gutierrez seated Angel Chenault, alternate, to represent Terri McMillin.

**II. Consent Item**

A. Approval of the Minutes of the December 20, 2017 Special Meeting

The minutes were reviewed; no questions or corrections.

Moved/Tate, second/Scott, to approve the December 20, 2017 minutes.

Show of hands vote:

Vote: 14 (Bradsberry, Chenault, Gutierrez, Holmes, Jorgensen, Litka, Lopez, Scharnow, Scott, Tate, C. Taylor, M. Taylor, Vaughn, Yee Xiong)

Nay: 0

Abstentions: 1 (Tate)

Absent:

Absent: 2 (Castro-Flores, McMillin)

**III. Action Items**

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

The Board went into closed session at 9:25 a.m. At 9:47 a.m., Mr. Castex called the meeting back to order and reported that during closed session, the board approved the following eligible lists: Associate Teacher, Associate Teacher/ Infant Toddler, Head Start Cook/Driver, and Quality Assurance Analyst.

Ms. Claudett Sanders, EHS, Sacramento City Unified School District, was seated at 9:48 a.m.

B. Election of Sacramento Medi-Cal Dental Advisory Committee Representative and Alternate

Mr. Castex reviewed the purpose of this committee. Ms. Penelope Scott expressed interest in serving on this committee.

Moved/Jorgensen, second/Vaughn, to approve the selection of Penelope Scott to serve as the Sacramento Medi-Cal Dental Advisory Committee Representative.

Show of hands vote:

Aye: 14 Bradsberry, Chenault, Gutierrez, Holmes, Jorgensen, Litka, Lopez, Sanders, Scharnow, Scott, C. Taylor, M. Taylor, Vaughn, Yee Xiong)

Nay: 0

Abstention: 2 (Castex, Tate)

Absent: 2 (Castro-Flores, McMillin)

Mr. Castex asked for an alternate for the committee; Ms. Henrietta Gutierrez expressed interest and spoke of her willingness to serve as an alternate. Ms.

Scott also spoke of her interest; she has previously served as an alternate on this committee.

Moved/Tate, second/Scharnow, to elect Ms. Henrietta Gutierrez to serve as alternate on the Sacramento Medi-Cal Dental Advisory Committee.

Show of hands vote:

Aye: 15 (Bradsberry, Chenault, Gutierrez, Holmes, Jorgensen, Litka, Lopez, Sanders, Scharnow, Scott, Tate, C. Taylor, M. Taylor, Vaughn, Yee Xiong)

Nay: 0

Abstention: 1 (Castex)

Absent: 2 (Castro-Flores, McMillin)

C. Election of Maternal, Child and Adolescent Health Advisory Board Representative and Alternate

Mr. Castex stated that this committee meets five times per year. Ms. Martha Cisneros provided additional information.

Ms. Linda Litka expressed interest to serve as Representative on this committee. Ms. Jessica Bradsberry expressed interest in serving as alternate.

Moved/Vaughn, second/Scharnow, to elect Ms. Linda Litka as Representative, and Ms. Jessica Bradsberry as Alternate, to serve on the Maternal, Child, and Adolescent Health Advisory Board.

Show of hands vote:

Aye: 15 (Bradsberry, Chenault, Gutierrez, Holmes, Jorgensen, Litka, Lopez, Sanders, Scharnow, Scott, Tate, C. Taylor, M. Taylor, Vaughn, Yee Xiong)

Nay: 0

Abstention: 1 (Castex)

Absent: 2 (Castro-Flores, McMillin)

D. Election of Policy Council Treasurer for 2017-2018

Mr. Castex stated that only San Juan USD, Elk Grove USD, or WCIC representatives are eligible to serve on the Executive committee.

There were no board members interested in serving as Treasurer. Mr. Castex reviewed the duties of the Treasurer; executive officers will be attending additional meetings. The Treasurer attends the Budget/Planning Committee meetings scheduled for the second Tuesday of every month at 1 p.m.

Ms. Kao Yee Xiong was nominated as Treasurer. Ms. Xiong spoke of her interest in serving as Treasurer and how important early childhood education is.

Moved/Vaughn, second/Scharnow, to elect Kao Yee Xiong to serve as Treasurer.

Show of hands vote:

Aye: 15 (Bradsberry, Chenault, Gutierrez, Holmes, Jorgensen, Litka, Lopez, Sanders, Scharnow, Scott, Tate, C. Taylor, M. Taylor, Vaughn, Yee Xiong)

Nay: 0

Abstention: 1 (Castex)

Absent: 2 (Castro-Flores, McMillin)

Ms. Lopez excused at 10:25 a.m.

E. Election Community Action Board of Representative and Alternate

Ms. Nancy Hogan provided an overview of this board. Those interested in serving as representative:

Kenneth Tate

Charles Taylor

Nominees spoke of their interest in serving on this committee.

**Vote:**

Kenneth: 11

Charles: 3

Mr. Tate was elected as the Representative and Mr. Charles Taylor will serve as the Alternate.

Moved/Scott, second/Gutierrez, to elect Mr. Kenneth Tate as Representative, and Mr. Charles Taylor as Alternate, to serve on the Community Action Board.

Aye: 14 (Bradsberry, Chenault, Gutierrez, Holmes, Jorgensen, Litka, Sanders, Scharnow, Scott, Tate, C. Taylor, M. Taylor, Vaughn, Yee Xiong)

Nay: 0

Abstention: 1 (Castex)

Absent: 2 (Castro-Flores, McMillin)

Ms. Yee Xiong excused at 10:35 a.m.

**IV. Information Items**

A. Parent Survey: Mr. Robert Silva distributed the Annual Parent Survey. Mr. Silva reviewed the survey and clarified the questions asked of members. Information received in the surveys assist staff in setting up trainings desired by board members.

B. Standing Information Items

➤ PC/PAC Calendar of Events: Ms. Gutierrez reviewed the calendar of events.

- Parent/Staff Recognition: None.
- Toastmasters Training: Mr. Tate spoke of Toastmasters training and how beneficial it is for all board members. This training will begin in March. Mr. Tate urged all board members to take advantage of this training.
- Orientation and Officer Training Reports: Mr. Tate extended thanks to Ms. Desha on how well the training and participation of members was at the orientation meeting. The turnout for each of the orientations was great. Ms. Chenault also expressed how fun the orientation was. Mr. Castex also had a good time at the orientations.
- PC Governance Self-Assessment Reports: Ms. Scott thought this was an interesting process. Mr. Tate was impressed on how knowledgeable our board members are and he feels comfortable that when the reviewers arrive, board members will be able to provide a great report on how the agency is run from a parent's perspective. Ms. Gutierrez stated that the attendance was great and she feels comfortable with anything the reviewers may ask of her. Ms. Chenault was initially nervous but she soon became confident that she is well versed in the Head Start program. Mr. Castex stated that all attendees did a good job; he thanked Ms. Brittany Allen for her recording of the comments.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne reviewed the Head Start financials as of December 31. Overall, the budget is 35% spent. The expenditures/bills for the two modular (Hopkins Park and Twin Rivers at the Village site) are yet to be submitted. The non-federal share is currently at 25.4%. The administrative percentage is 10%. Overall, everything looks good. Mr. Castex inquired what the Teachstone expenditure was; Ms. Saurbourne replied that this organization provides the class certification of teachers for classroom observation.

Ms. Saurbourne stated that there are staff members that visit the delegate directors to ensure there are no fiscal issues. Reports are routinely provided to all board members.

- Community Resources: Parents/Staff: Mr. Silva distributed community information on free or low cost information is available to everyone.

C. Fiscal Monitoring Reports: No questions.

## V. **Committee Reports**

- Executive Committee: Ms. Scharnow reviewed the Executive Committee critique.
- Budget/Planning Committee: Mr. Tate reported on the January 9 meeting. Three PAC/PC members were in attendance. Mr. Tate provided an overview of the meeting.

## VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick looking forward to the federal review and thanked board members for their active participation.
- B. Head Start Deputy Director's Report: Ms. Denise Lee introduced Mr. William Walker Workforce Development Manager distributed information on the workforce side of SETA. SETA was involved in providing trainees during the building of the Golden 1 Arena. SETA staff provides assistance for anyone wanting to become employed. SETA will be assisting the State, County, and City to recruit potential employees for the upcoming "Civil Tsunami."

Ms. Lee stated that the Federal Review is scheduled for February 5-9, 2018; she has received no formal notification that the federal shutdown will affect the review schedule. The CLASS review will be done later in the year. Staff anticipates that 48 classroom observations will be done at: SOP, San Juan, and Sacramento City. Staff was notified that 48 centers will be reviewed; 22 from the SOP; nine from San Juan; and 17 from Sacramento City. The board interview is February 6 at 9:00 a.m. The Office of Head Start does the final review and will issue the final report. If findings are noted, SETA will have time to resolve any issues. In the past, 120 days was given to remedy the finding. There are 11 members and one federal team leader that will be present during the review. Two reviewers will go to fiscal/facilities/ERSEA and the remaining nine will do classroom observations.

In February/March, management will begin preparing for the 2018/2019 program year. Attendance at the Budget/Planning Committee is highly encouraged.

Part of the review is maintaining enrollment and attendance. SETA continues to be under-enrolled. Ms. Lee referred board members to page 42-43, the enrollment report and action plan. The action plan has not previously been done because we have not had issues with enrollment. Most of the under-enrollment is tied to facilities not opening in a timely manner for Duration and EHS conversion. The regional office will have us on corrective action after January but know that we are in good standing on fixing the issue.

- C. Chair's Report: The Early Learning Advocacy Day is March 1 and all board members are urged to attend. We can advocate but cannot lobby. Board rosters confirmations were passed around. Board members were asked if anyone had issues with their personal information being distributed to all board members. No one had a problem and rosters were distributed.
- 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: The QA team is in the process of reviewing Kinder World and Twin Rivers Early Head Start program. Ms. Caruso referred board members to the QA reports for Sacramento City EHS and San Juan HS and EHS; this is the first time using the Child Plus monitoring tool. The QA team did a very small sampling of delegates

in order to break in the new monitoring tool. Next year, the QA team will be doing a more comprehensive review of delegates. Ms. Lee urged board members to let her know if a different reporting format would be better received.

- Martha Cisneros - Health, Nutrition and Safe Environments Services: Ms. Cisneros reviewed the Food Services report for the SOP. Similar reports are available at the delegate level. A date will be selected for a tour of the central kitchen. She recently attended an Oral Health Committee to review the new dental surveillance system. The county received funds to create dental surveillance system of all general managed care plans in the dental world. The issue of health issues came up as well. Additional information on this will be brought to the board. Ms. Cisneros will also provide updates on Proposition 56 (tobacco tax) program. Staff has completed updating all policies and procedures on health and safety reviews.

- ✓ Recognition of Smile Kingdom: Tabled and continued since recipient was not available.

- Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith distributed information entitled “Diving into Data” which assists to inform PC and PC of data collected by staff. This provides information on outcomes data for children. Data will be a big part of our assessment review. The DRDP data is how the children’s progress is done over the school year.

E. Open Discussion and Comments: No comments.

F. Public Participation: None.

**VI. Adjournment:** The meeting was adjourned at 11:57 a.m.



ITEM V

COMMITTEE REPORTS

➤ Executive Committee

Critique of the January 16, 2018 Parent Advisory Committee meeting.

<b>GOOD!!!</b>
Thank you, Ms. Denise Lee, for shared information on Federal Review and Governance Self-Assessment.
Thank you, Ms. Loretta Su, for shared information on fiscal report.
Thank you managers (Ms. Lisa Carr and Ms. Robyn Caruso) for shared program information.
Thank you, Mr. William Walker, Workforce Development Manager, for shared information on workforce employment opportunities.
Thank you, Ms. Alexis Briggs, SCOE Representative, for our in-depth presentation on kindergarten readiness.
Thank you, Mr. Bob Silva, for shared information on community resources.
Thank you, Ms. Lynnette Mims, Strizek Park Alternate, for your attendance.
Congratulations to newly seated board member, Brittini Cearly.
<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 Angel Chenault, 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. Angel Chenault

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ITEM V-COMMITTEE REPORTS (continued)  
Page 2

➤ Social/Hospitality Committee: Ms. Angel Chenault

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➤ MAACC/Parent Ambassadors Committee: Ms. Angel Chenault

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## ITEM VI

### OTHER REPORTS

#### BACKGROUND:

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

- Chair's Report
- Policy Council Report(s): Ms. Henrietta Gutierrez, Ms. Yezenia Lopez
- Head Start Deputy Director's Report – Ms. Denise Lee
  - ✓ Monthly Head Start Report (attached)
  - ✓ Workforce Report – Mr. William Walker
  - ✓ Quality Assurance Report for Kinder World, Inc.
- Head Start Managers' Reports
  - ✓ Health, Nutrition and Safe Environments Services – Ms. Martha Cisneros
  - ✓ Family Engagement, Home Base, and ERSEA Services – Ms. Lisa Carr
  - ✓ School Readiness, Special Education and Mental Health Services – Ms. Karen Griffith
  - ✓ Program Support, Quality Assurance, and EHS-CCP - Robyn Caruso

#### NOTES:

## ITEM VI

### OTHER REPORTS

#### BACKGROUND:

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

- Chair's Report
- Policy Council Report(s): Ms. Henrietta Gutierrez, Ms. Yezenia Lopez
- Head Start Deputy Director's Report – Ms. Denise Lee
  - ✓ Monthly Head Start Report (attached)
  - ✓ Quality Assurance Report for Kinder World, Inc.
- Head Start Managers' Reports
  - ✓ Health, Nutrition and Safe Environments Services – Ms. Martha Cisneros
  - ✓ Family Engagement, Home Base, and ERSEA Services – Ms. Lisa Carr
  - ✓ School Readiness, Special Education and Mental Health Services – Ms. Karen Griffith
  - ✓ Program Support, Quality Assurance, and EHS-CCP - Robyn Caruso

#### NOTES:

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**February 2018**

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: 1302.14 (b)(1) states *a program must ensure at least 10 percent of its total funded enrollment is filled by children eligible for services under IDEA, unless the responsible HHS official grants a waiver.*

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
<b>SETA operated</b>	1988	223	<b>11%</b>	377	111	<b>29%</b>
<b>Twin Rivers USD</b>	180	23	<b>13%</b>	16	0	<b>0%</b>
<b>Elk Grove USD</b>	440	49	<b>11%</b>			
<b>Sac City USD</b>	1211	120	<b>10%</b>	144	25	<b>17%</b>
<b>San Juan USD</b>	668	86	<b>13%</b>	160	13	<b>8%</b>
<b>WCIC</b>	120	11	<b>9%</b>			
<b>EHS CCP</b>				80	6	<b>8%</b>
<b>COUNTY TOTAL</b>	<b>4607</b>	<b>512</b>	<b>11%</b>	<b>777</b>	<b>155</b>	<b>20%</b>

*AFE: Annual Funded Enrollment*



# SETA Head Start

## Food Service Operations Monthly Report

### \*February 2018

**February 2nd** - Minimum Day Calendar D Classes; Class Calendars A, B, C, & E closed.

**February 5th to 9th** - Head Start Review.

**February 9th** - Teaching Pyramid - closed classes at Freedom, Walnut Grove W, & Marina Vista.

**February 11th** - Daddy & Me at the Crocker Art Museum, breakfast provided for 80 guests.

**February 16th** - Solid Foundation and Nedra Court limited the number of children morning classes due to low number of staff.

**February 12th to 23rd** -Crossroad Gardens closed for construction.

**February 19th** - Holiday! President's Day.

**February 22nd to 27th** - Marina Vista closed for floor repair.

**February 25th** -Crossroad Gardens classes moved to Florin East Grammar School; 2 full days and 1 EHS until construction is completed.

**Meetings & Trainings:** None.

**Total Number of Meals and Snacks Prepared for All Kitchens:**

Lunch	PM Snack	Breakfast	Field Trips
34,650	17,860	24,000	40

**Total Amount of Meals and Snacks Prepared** 76,550

**Purchases:**

Food	\$70,214.37
Non - Food	\$9,066.41

**Building Maintenance and Repair:** \$0.00

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

**Kitchen Small Wares and Equipment:** \$235.20

**Vehicle Maintenance and Repair :** \$39.15

**Vehicle Gas / Fuel:** \$1,452.57  
     Normal Delivery Days 19

<b>SETA Head Start/Early Head Start Enrollment Report</b>						
<b>(Enrollment as of the last service day of the month)</b>						
<b>Last Service Day of Month: 02/28/2018</b>						
<b>Site</b>	<b>Loc Id</b>	<b># Enrolled</b>	<b># Present</b>	<b># Absent</b>	<b># Term W/I 30</b>	<b>Total</b>
Alder Grove ELC	1247S	18	14	4	2	20
Auberry Park	1238A	17	13	4	5	22
Auberry Park	1238B	20	16	4	3	23
Bannon Creek	1200A	20	15	5	1	21
Bannon Creek	1200B	20	19	1	1	21
Bannon Creek	1200C	20	18	2	1	21
Bannon Creek	1200D	20	15	5	0	20
Bright Beginnings	1201V	20	19	1	1	21
Bright Beginnings	1201W	20	16	4	0	20
Crossroad Gardens	1242A	12	9	3	12	24
Crossroad Gardens	1242B	13	9	4	13	26
Crossroad Gardens	1242R	22	15	7	0	22
Crossroad Gardens	1242X	22	18	4	0	22
Elkhorn	1255A	18	16	2	1	19
Elkhorn	1255B	19	14	5	0	19
Elkhorn	1255C	19	15	4	1	20
Elkhorn	1255D	19	14	5	0	19
Elkhorn	1255X	20	20	0	0	20
Freedom Park	1239A	18	16	2	1	19
Freedom Park	1239B	18	15	3	2	20
Freedom Park	1239C	19	15	4	0	19
Freedom Park	1239D	19	16	3	0	19
Freedom Park	1239R	17	15	2	0	17
Freedom Park	1239X	21	20	1	2	23
Fruitridge	1216A	20	13	7	1	21
Fruitridge	1216B	20	14	6	0	20
Fruitridge	1216C	19	16	3	1	20
Fruitridge	1216D	20	18	2	0	20
Galt	1234A	20	18	2	0	20
Galt	1234B	20	17	3	1	21
Galt	1234C	20	15	5	0	20
Galt	1234D	20	16	4	0	20
Galt	1234E	17	15	2	1	18
Galt	1234F	20	15	5	0	20

<b>SETA Head Start/Early Head Start Enrollment Report</b>						
<b>(Enrollment as of the last service day of the month)</b>						
<b>Last Service Day of Month: 02/28/2018</b>						
<b>Site</b>	<b>Loc Id</b>	<b># Enrolled</b>	<b># Present</b>	<b># Absent</b>	<b># Term W/I 30</b>	<b>Total</b>
Grizzly Hollow	1252A	20	19	1	1	21
Grizzly Hollow	1252B	20	15	5	0	20
Hillsdale	1228A	20	15	5	1	21
Hillsdale	1228B	20	14	6	1	21
Hillsdale	1228C	20	17	3	0	20
Hillsdale	1228D	20	14	6	2	22
Hillsdale	1228R	20	17	3	1	21
Hillsdale	1228X	20	19	1	0	20
Hopkins Park	1253A	20	17	3	0	20
Hopkins Park	1253B	20	17	3	0	20
Hopkins Park	1253C	20	18	2	0	20
Hopkins Park	1253D	20	16	4	0	20
Illa Collin	1221V	20	18	2	1	21
Job Corp	1237X	22	20	2	0	22
Kennedy Estates	1240A	19	14	5	1	20
Kennedy Estates	1240B	20	18	2	1	21
La Verne Sterwart	1219S	20	19	1	0	20
Marina Vista ELC	1246R	20	17	3	0	20
Marina Vista ELC	1246S	20	14	6	0	20
Marina Vista ELC	1246X	22	16	6	0	22
Mather	1223A	19	13	6	1	20
Mather	1223B	19	13	6	2	21
Mather	1223C	20	12	8	1	21
Mather	1223D	17	12	5	0	17
Mather	1223X	20	18	2	1	21
Nedra Court	1244V	20	17	3	1	21
Nedra Court	1244W	20	19	1	1	21
Norma Johnson	1214A	20	16	4	0	20
Norma Johnson	1214B	18	13	5	1	19
Norma Johnson	1214X	20	16	4	1	21
North Avenue	1256A	19	18	1	1	20
North Avenue	1256B	18	14	4	1	19
North Avenue	1256X	20	16	4	0	20
Northview	1224A	20	17	3	1	21



<b>SETA Head Start/Early Head Start Enrollment Report</b>						
<b>(Enrollment as of the last service day of the month)</b>						
<b>Last Service Day of Month: 02/28/2018</b>						
<b>Site</b>	<b>Loc Id</b>	<b># Enrolled</b>	<b># Present</b>	<b># Absent</b>	<b># Term W/I 30</b>	<b>Total</b>
Northview	1224B	20	13	7	0	20
Northview	1224C	19	13	6	1	20
Northview	1224D	20	14	6	0	20
Northview	1224X	22	18	4	0	22
Parker	1207S	15	11	4	4	19
Phoenix Park	1248A	20	16	4	0	20
Phoenix Park	1248B	16	16	0	2	18
Phoenix Park	1248X	22	18	4	0	22
Sharon Neese	1249R	19	16	3	1	20
Sharon Neese	1249X	20	19	1	0	20
Solid Foundation	1254A	20	16	4	1	21
Solid Foundation	1254B	20	18	2	2	22
Solid Foundation	1254C	20	19	1	2	22
Solid Foundation	1254D	20	14	6	1	21
Strizek Park	1225A	19	15	4	0	19
Strizek Park	1225B	20	18	2	0	20
Walnut Grove	1235V	19	15	4	2	21
Walnut Grove	1235W	20	18	2	1	21
Alder Grove Infant/Toddler Center	1212M	8	5	3	1	9
Alder Grove Infant/Toddler Center	1212U	8	7	1	0	8
Crossroad Gardens	1242U	7	6	1	0	7
Elkhorn	1255M	8	6	2	0	8
Elkhorn	1255U	8	6	2	0	8
Grizzly Hollow	1252P	8	8	0	0	8
Job Corp	1237O	7	6	1	0	7
Job Corp	1237P	5	4	1	2	7
Job Corp	1237Q	8	6	2	0	8
Marina Vista ELC	1246U	8	6	2	0	8
Mather	1223M	7	6	1	1	8
Mather	1223U	6	5	1	0	6
Norma Johnson	1214U	8	7	1	0	8
North Avenue	1256P	8	6	2	1	9
Northview	1224U	6	4	2	2	8
Phoenix Park	1248U	8	6	2	0	8

<b>SETA Head Start/Early Head Start Enrollment Report</b>						
<b>(Enrollment as of the last service day of the month)</b>						
<b>Last Service Day of Month: 02/28/2018</b>						
<b>Site</b>	<b>Loc Id</b>	<b># Enrolled</b>	<b># Present</b>	<b># Absent</b>	<b># Term W/I 30</b>	<b>Total</b>
Sharon Neese	1249M	8	8	0	4	12
Sharon Neese	1249U	8	7	1	0	8
<b>TOTALS for Head Start</b>		<b>1805</b>	<b>1473</b>	<b>332</b>	<b>99</b>	<b>1904</b>
<b>HS Totals</b>	<b>1671</b>					
<b>Drops w/in 30</b>	<b>88</b>					
<b>P/S Home Base</b>	<b>147</b>					
<b>Total</b>	<b>1906</b>					
<b>EHS Totals</b>	<b>134</b>					
<b>Drops w/in 30</b>	<b>11</b>					
<b>River Oaks</b>	<b>60</b>					
<b>SCOE</b>	<b>69</b>					
<b>EHS Home Base</b>	<b>176</b>					
<b>Total</b>	<b>450</b>					
<b>GRAND TOTAL</b>	<b>2356</b>					

<b>CLASS CODE BREAKOUT</b>	
<b>Class Code</b>	<b>Class Type/Funding</b>
A-F	Part Day Head Start
O,P,Q	EHS (No CCTR)
M,U	EHS/CCTR
V,W,Y	Duration (Head Start)
12231 A-K	Home Based Preschool
1231 B-N	Home Based EHS

## SETA Head Start/Early Head Start

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

Period: February 2018

Part Day Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	% ADA	ADA	%ADA
Mather	80	18	52	65%	74	93%
Freedom Park	80	18	57	71%	70	88%
Hillsdale	80	18	58	73%	77	96%
Solid Foundation	80	18	61	76%	77	96%
Auberry Park	40	15	27	68%	37	93%
Phoenix Park	40	18	28	70%	37	93%
Nedra Court	40	15	31	78%	39	98%
Illa Collin	20	15	15	75%	20	100%
Norma Johnson	40	18	26	65%	35	88%
Fruitridge	80	18	57	71%	77	96%
Grizzly Hollow	40	15	31	78%	39	98%
Strizek Park	40	18	28	70%	39	98%
Northview	80	18	56	70%	76	95%
Elkhorn	80	18	57	71%	74	93%
Bright Beginnings	40	15	33	83%	40	100%
Kennedy Estates	40	15	29	73%	37	93%
Crossroad Gardens	40	6	22	55%	29	73%
Hopkins Park	80	18	64	80%	79	99%
Bannon Creek	80	18	58	73%	78	98%
North Avenue	40	18	31	78%	36	90%
Walnut Grove	40	18	28	70%	36	90%
Galt	120	18	93	78%	116	97%

## SETA Head Start/Early Head Start

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

Period: February 2018

Full Day Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	% ADA	ADA	%ADA
Northview	22	18	18	82%	22	100%
Phoenix Park	22	19	19	86%	22	100%
Alder Grove ELC	20	15	15	75%	18	90%
Marina Vista ELC	64	15	48	75%	56	88%
Freedom Park	44	18	34	77%	38	86%
Crossroad Gardens	44	10	34	77%	43	98%
Job Corp	22	18	18	82%	22	100%
Mather	22	19	16	73%	20	91%
Parker	13	15	11	85%	15	115%
Hillsdale	44	18	34	77%	39	89%
Sharon Neese	44	19	31	70%	40	91%
La Verne Sterwart	20	18	17	85%	20	100%
North Avenue	20	18	17	85%	20	100%
Norma Johnson	22	19	16	73%	19	86%
Elkhorn	22	18	17	77%	20	91%

## SETA Head Start/Early Head Start

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

Period: February 2018

Early Head Start Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	% ADA	ADA	%ADA
Norma Johnson	8	19	7	88%	8	100%
Grizzly Hollow	8	18	6	75%	8	100%
Sharon Neese	16	19	11	69%	16	100%
Alder Grove Infant/Toddler Center	16	19	12	75%	15	94%
North Avenue	8	18	6	75%	7	88%
Crossroad Gardens	8	10	5	63%	6	75%
Phoenix Park	8	19	7	88%	8	100%
Elkhorn	16	19	12	75%	15	94%
Job Corp	24	18	17	71%	21	88%
Marina Vista ELC	8	19	5	63%	8	100%
Mather	14	19	11	79%	12	86%
Northview	8	19	5	63%	7	88%



## Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council and SETA Governing Board members  
 RE: SETA Quality Assurance/Monitoring Results – February 2018

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
SETA Operated Program	Kinder World Inc. Early Head Start – Child Care Partnership	1 center 5 classrooms 24 child files 8 staff files	January 8 – 26, 2018	<b>Comprehensive Review</b> <input checked="" type="checkbox"/> Initial (pilot) <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

This review was performed using the newly developed Monitoring for Compliance and Quality Improvement tool (MCQI). MCQI was designed in *ChildPlus* and is comprised of 21 monitoring checklists representing 396 performance indicators. All indicators align with the Head Start Program Performance Standards (HSPPS) November 2016, the Head Start Act, Community Care Licensing, and other local, state and federal regulations. During this pilot year, a smaller sample size was selected for review to ensure each agency/partner is exposed to each checklist in the new tool within the current program year. The pilot will help ensure each checklist represent all critical elements and that the processes meet the needs of stakeholders for continuous quality improvement.

### **Highlighted Program Strengths and Positive Observations:**

- Staff members are sensitive and nurturing caregivers, providing assistance to children to self-regulate and calm down when their parents leave the room. It was evident that children were attached to their teachers/caregivers.
- All staff engaged in conversations with parents during sign-in and sign-out process and ensured that children were released to the assigned parent/guardian.
- Program transitions from EHS to the program’s preschool classes were facilitated by children’s visits to the classrooms, familiarizing at least one preschool staff with the child.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
<b>ERSEA</b> <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	61%	-Not all data entered into Childplus within required timelines and/or inconsistent with contents of child file. -Enrollment applications are missing information and/or incomplete. -Attendance tracking activities for absences does not match written PPs. -No evidence that vacancies were filled within 30 days.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
<b>Disabilities Services</b> <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>	N/A	No noted children with disabilities.
<b>Education</b> <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>	65%	<ul style="list-style-type: none"> <li>-Not all children had completed developmental screenings (ASQs)</li> <li>-No evidence that screening results were shared with parents</li> <li>- Although there are anecdotes on file, the measures on the activities are not marked and difficult to determine if it is linked to the curriculum. (b) No evidence of child observations on file, up to date, and linked to the curriculum.</li> <li>-No evidence of IDPs in child's file</li> <li>-No evidence of home visit/parent conference for the current program year</li> <li>-Adult-child ratios were not maintained at all times. 1:4 is regulatory but 1:5 was observed.</li> <li>-Zoning needs improvement.</li> </ul>
<b>Family and Community Engagement</b> <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	38%	<ul style="list-style-type: none"> <li>-Family Partnership Agreements (FPAs) were not completed in a timely manner and/or contained all required information.</li> <li>-Little/no follow-up on FPAs.</li> <li>-The center environment has limited materials that incorporate cultural, ethnic and linguistic backgrounds of families served.</li> <li>-No evidence of parent meetings.</li> <li>-No established approach to offer research-based parenting curriculum/activities and practice parenting skills.</li> </ul>
<b>Mental Health</b> <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>	68%	<ul style="list-style-type: none"> <li>-Social/emotional screening (ASQ-SE) not completed in a timely manner.</li> <li>-Not all screening results were shared with parents.</li> </ul>
<b>Nutrition</b> <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	66%	<ul style="list-style-type: none"> <li>-Growth Assessments were not completed and/or in a timely manner.</li> <li>-Blood lead results not in file and/or no evidence of follow-up.</li> <li>-Special Diet forms are missing from file</li> <li>-Meals were served less than 3 hours apart (the requirement is 3 hrs minimum)</li> <li>-Meals are not served family style</li> <li>-Supervision needs improvement during meal service</li> </ul>

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
		-Not sufficient food for children and staff for the latter to role model to children during meal times.
<b>Program Design and Management Human Resources</b> <i>(Pre-employment Requirements, Staff Qualifications, Staff Development, and Safety Training)</i>	63%	-Not all staff licensing files contained required documents such as TB, Influenza, fingerprints, health records, CPR-FA certifications, etc. -Not all staff meeting minimum education requirements.
<b>Health</b> <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	58%	-Although there is a written procedure for health emergencies that require rapid response on the part of staff or require immediate medical attention, information on the parent handbook did not include all required elements. -Limited/no screening dates/well child checks on schedule nor adequate follow-up on concerns. -Not all documentation of immunizations was up-to-date or accurate. -Inconsistencies in information in tracking systems used (child files and Child Plus). Tracking system was not well organized or easy to follow. -Systems for tracking, storing and labeling medications was not followed/non-existent.
<b>Safe Environments</b> <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	71%	-Tooth-brushing practices, including supervision, need improvement. -Diapering procedures did not include pull-ups and/or were not followed at all times. -Drinking water outdoors was not accessible and/or offered to children. -Procedures for daily sanitation/disinfectant was not followed at all times. -Not all classrooms were well maintained. Deep cleaning recommended. -Daily communication with parents about feeding schedule, elimination pattern not evident in all classes. -Not all required postings were in place. -Play yard not inspected daily prior to going outside with children.

\* Scores between 90-99% per section will be addressed by the program but do not require a formal Corrective Action Plan Monitoring. Scores less than 90% require a program-level Corrective Action Plan. Determination of a Comprehensive Review and/or Differentiated Review will be based on historic data.



**Follow-up and Corrective Action Plans:**

A program-level Corrective Action Plan (CAP) to address above areas of non-compliance is due to SETA within 30 days of receipt of this report. Governing Board/School Board notification of monitoring results is required within 60 days.

Programs have been provided a form to complete the CAP which serves as written response by the agency to resolve systems-level areas of non-compliance identified during the MCQI review. A program trend CAP does not supersede the individual CAP for non-compliant indicators using the Child Plus Internal Monitoring Module.

# Monthly Program Information Report

## SETA Head Start / Early Head Start

February 2018

### HHS Secretary Exercises Authority to Waive Duration Deadlines

Published by: HHS/OHS

The Head Start Program Performance Standards (HSPPS) state that programs must provide 1,020 annual hours of planned class operations over at least eight months per year for at least 50 percent of its center-based funded enrollment by August 1, 2019.

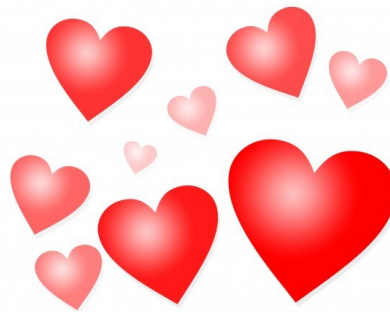
On January 19th, the Office of Head Start notified programs that the Secretary has exercised her authority under 45 CFR § 1302.21(c)(3)(i) of the HSPPS to waive the August 1, 2019 Head Start center-based service duration requirements, effectively lowering this requirement from 50 percent to zero percent. The Secretary has determined the mandate was not coupled with sufficient funding to mitigate a

substantial reduction in funded enrollment. Therefore, to avoid serving fewer children and families, this requirement will not go into effect.

Programs are still free to choose to increase the duration of services, but the Secretary's determination waives the mandate that all programs do so for at least 50 percent of its funded enrollment. Given the funding constraints, we believe programs will have more

flexibility to most effectively meet the needs of their communities.

The Department is also considering whether to remove the requirement that programs provide 1,020 annual hours of planned class operations for 100 percent of its funded enrollment by August 1, 2021. We expect to release a Notice of Proposed Rulemaking later this year.



### Health/Nutrition Update

**New Health/Nutrition Coordinator**—The Health, Nutrition, and Safe Environments Unit would like to welcome **Gricelda Ocegueda** to the Head Start Team! Gricelda, comes with over 10 years of health and nutrition experience working with local non-profit organizations and UC Davis. Gricelda hit the ground running as the unit launched straight into federal review preparations. We are very excited to wel-

come Gricelda and have her as part of the SETA Head Start Family.

**Dental Support**—The Sacramento County Public Health Department in their has developed a dental surveillance system that will serve as a watch dog of dental providers and provide information to the public regarding dental awareness, oral health, treatment and prevention.

**2-Year Old Immunizations**—Extra efforts are being made to ensure 2-year old children get immunized! Free clinics and resources are available. Ask Martha Cisneros for more information.



## Federal Review—Preliminary Feedback

SETA, its delegate agencies, and partners completed the first of two federal review processes. The Focus Area 2 (FA2) review began on Monday, February 5th with an Introductory Meeting and content interviews. The rest of the week consisted of 48 center visits, 56 classroom observations, one home visit, one socialization activity and many individual staff interviews. While no formal feedback was provided by the review team, staff reported that center visits and individual interviews went exceptionally well and that staff were able to comfortably showcase the quali-

ty services provided to children and families. Some comments heard throughout the week included: "Wow, great classroom," "exceptional quality," "you have high quality staff here in Sacramento," "I would leave my child in their care," "very impressive." "best program I have ever seen."

Overall, the review went well. The reviewer also commented how awesome the PAC/PC and Governing Board interviews went. She stated parents and board members were clearly involved and knew, shared and spoke a lot about the program and services. Great job Sacramento!

Part 2 of the review, CLASS, will begin April 2nd. We do not have an expected date for formal feedback from the Office of Head Start. Information will be shared upon receipt.



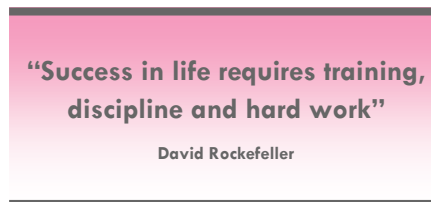
## Training Opportunities for WCIC Staff and Parents

WCIC/Playmate Head Start offered training for staff and parents during the month of January including:

- ◆ **Kindergarten Registration** for Fortune School of Education, presented by Mr. Robert Ceasar. Extra curricular activities include basketball, jazz, marching band, cheerleading, and after school programs.
- ◆ **Home Ownership Program**, presented by Ms. Kara Thomson and

Beilul Naizghi. Programs are available to help increase and preserve homeownership; develop affordable housing; and empower residents through education and collaboration. Program staff are available to guide on how to pay bills on time, refinance, establish better credit and help raise FICO scores.

- ◆ Early Childhood Environmental Rating Scale-R (ECERS-R) for staff, presented by Ms. Joyce Lee. The training focused on space/furnishings, personal care routines, language-reasoning, activities, interactions, program structure, hand-washing, cleaning, table washing and diapering.



## Education Update

**Child Assessments**—Teachers are busy finishing up their DRDP assessments for the winter assessment period. They will receive their classroom and individual student data. The teachers will use the classroom data to plan small group and large group activities and will meet with families to set individual goals to focus on for each child. Teachers will be connecting with parents to share more about their child's progress.

**Learning Genie**—The final group of SETA Head Start teachers who will be using the Learning Genie application for DRDP assessment collection and assessment will be receiving training on the use of the iPad and the Learning Genie Application.

**Teaching Pyramid**—The county wide Teaching Pyramid cohort will meet in February for module 2b which focuses on emotional literacy, problem solving,

and provides teachers with resources to take back and implement in their classrooms.

**Volunteers/Substitutes**—SETA Head Start had 15 new volunteers and 28 new substitutes through the Sacramento State partnership start in February. The substitutes will have the opportunity to work alongside Head Start teachers while completing their ECE coursework.

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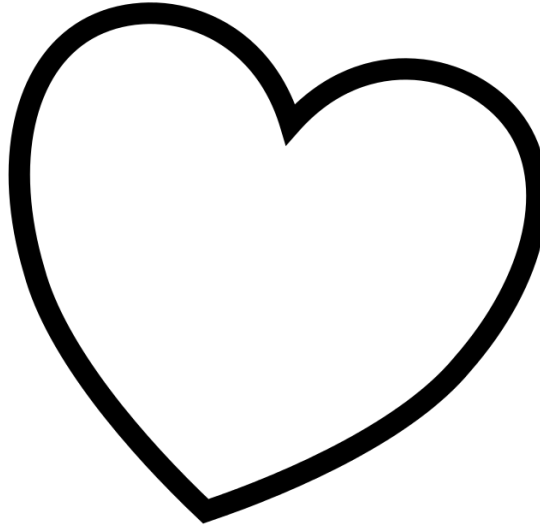
## CONTEST!

**Nominate a name for the new SETA Early Learning Center located on Martin Luther King Jr Blvd.**

**Nominations will be voted on by the SETA staff, PAC/PAC board members and leadership.**

**Email nominations to: Wendy.Tanner@seta.net no later than March 1st.**

**No prizes will be awarded just the pleasure of seeing your nominated name on the front of the building.**



## Center Updates:

- Crossroad Gardens' temporary relocation will take place on February 20th.
- Hopkins Park new modular building is on schedule for ground-breaking on June 1st.
- New SOP center will be opening in Fall 2018 located on Martin Luther King Jr Blvd. More details to come regarding enrollment.

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We're on the Web!

[headstart.seta.net](http://headstart.seta.net)

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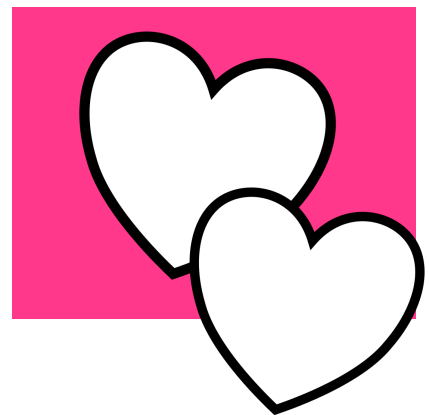
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## QA Monitoring Unit Update

The Quality Assurance (QA) Unit completed monitoring reviews for Kinder World EHS-CCP and Twin Rivers USD EHS (TRUSD) for the month of January 2018. Monitoring for Compliance and Quality Improvement (MCQI) Exit Meetings are scheduled for February 21 (TRUSD EHS) and February 23 (Kinder World EHS-CCP). Program MCQI Summary Reports will be shared with the program staff during

the Exit Meetings. Additionally, QA staff conducted second quarter un-announced safety and supervision visits, which ended on January 31, 2018.

With the redesigned monitoring system, using the Child Plus Internal Monitoring Module, site-based Corrective Action Plans (CAPs) are now included as part of the follow-up system for areas determined to be non-compliant during the monitor-





# Monthly Program Information Report

March 2018

## CONTEST EXTENDED

The date has been extended to nominate a name for the new SETA Early Learning Center located on Martin Luther King Jr Blvd.

Submit nominations to: [Wendy.Tanner@seta.net](mailto:Wendy.Tanner@seta.net) no later than March 15th

No prizes will be awarded, just the pleasure of seeing your nominated name on the front of the building.

## Getting Parents Engaged in School Readiness Activities

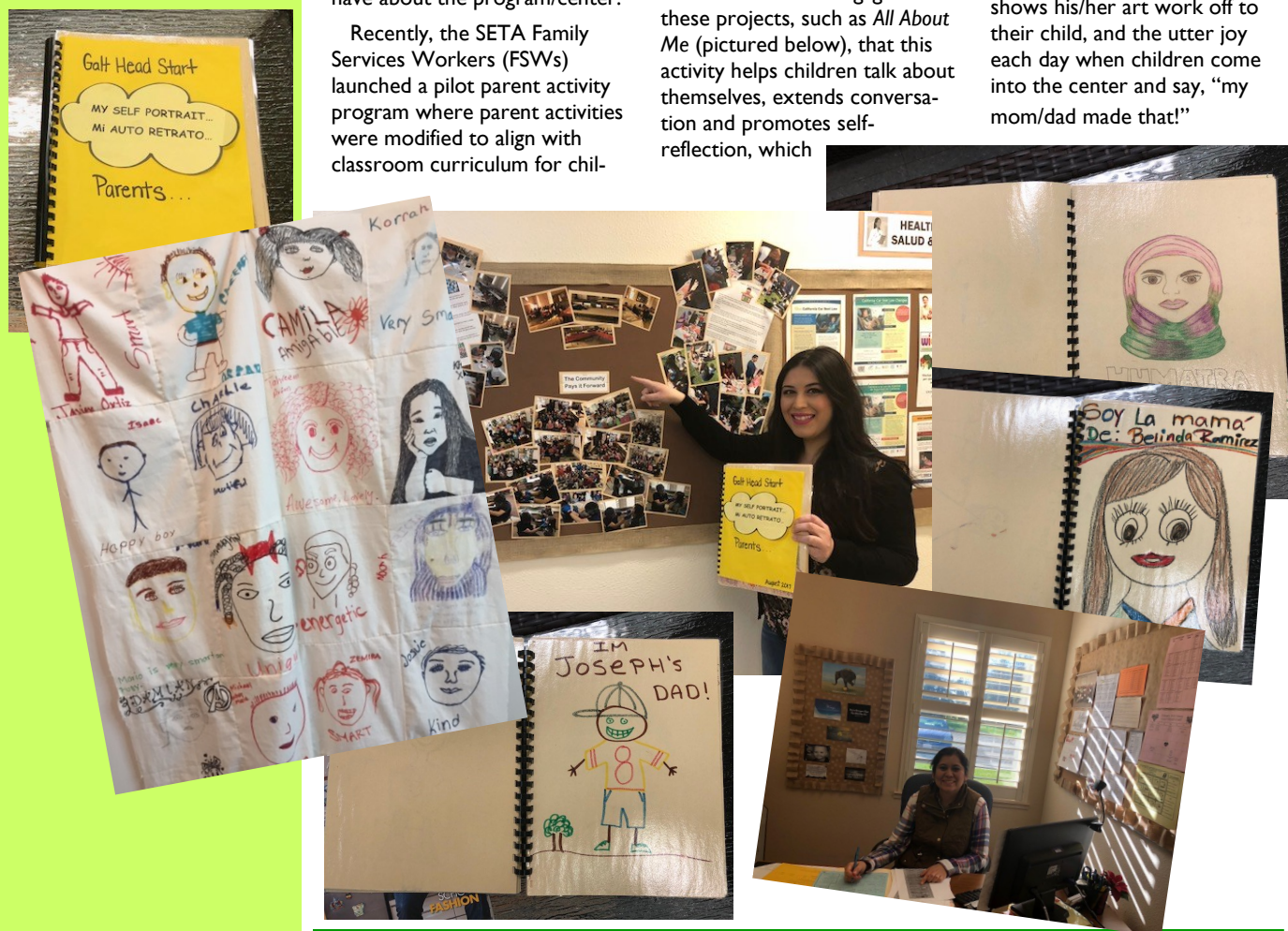
Each month, staff host center parent meetings to help ensure parents are connected to each other; have learning opportunities on topics of their interest; stay involved in their child's education; and share in program design. Meetings often have guest speakers who present on topics of interest while staff have dedicated time to share site specific information and answer questions parents may have about the program/center.

Recently, the SETA Family Services Workers (FSWs) launched a pilot parent activity program where parent activities were modified to align with classroom curriculum for chil-

dren. Parents not only have a great time participating in the activities, they are also able to see how each activity is designed to highlight what children are learning in their classroom. This allows parents the opportunity to be engaged in their children's learning and to understand the different domains of learning that each activity teaches. Parents are given an information sheet that explains that when children are engaged in these projects, such as *All About Me* (pictured below), that this activity helps children talk about themselves, extends conversation and promotes self-reflection, which

helps develop their cognitive and language skills.

Since SETA has rolled out the parent curriculum alignment project, staff has seen an increase in parent meeting attendance and a deeper parental understanding of how the activities provided in the classroom promote school readiness. The best part about the project, however, is the excitement that families share when the parent shows his/her art work off to their child, and the utter joy each day when children come into the center and say, "my mom/dad made that!"



### Head Start Families Spend the Day at the Crocker Art Museum

On February 11th, the SETA Head Start Men’s Activities Affecting Children’s (MAAC) Committee hosted a Daddy & Me event at the Crocker Art Museum. Over 60 families/children attended the family event and were provided free admission, a continental breakfast, free community resources, family art activities, and a docent guided tour of the museum. After the art activities and tour, families were free to explore the museum and enjoy all it has to offer. The Museum staff provided passes to each family for a future trip to the museum free of charge. It was a great family-focused, child-friendly day! SETA extends a sincere thank you to the Crocker Art Museum staff and management for their kind and gracious hospitality.



### SETA Re-launches Attendance Task Force Committee



In February, SETA re-launched the Attendance Task Force Committee to address low attendance across Head Start/ Early Head Start classrooms. The Committee began by looking at historic attendance data to determine what, if any, trends emerged. With representation from site staff, support staff, managers, and the Deputy Director, the Committee began discussions of how to work with parents, site staff,

and children to increase attendance. The goal of the Committee is to ensure that all stakeholders understand the importance of attendance, the correlation to school readiness skills, and how that translates to success in K-12. The Committee will meet weekly and pilot various strategies in Spring/early Summer, with an anticipated roll-out to all SETA classrooms in August.

Parents are encouraged to attend Task Force meetings.

Upcoming meeting dates:

*March 22nd @ 2:00 @ SETA*

*April 19th @ 2:00 @ SETA*

*May 2nd @ 2:00 @ SETA*

See attendance information attached

### Home-Based Children and Families Enjoy a Day of Socialization

During February, the Home Based Program hosted two fun and engaging socialization activities—one at the Arden-Dimick Public Library and one at Art Beast/Downtown.

On February 9th, infants and toddlers and their parents explored language and literacy through books and stories at the public library. Children engaged and played with home-made blocks and play dough while parents learned about library resources and signed-up for library cards. Parents were so excited

about the home-made blocks made by Lead Teacher, Lori Taylor, that they requested to learn how to make them at one of the upcoming socializations.

On February 23rd, children and their families enjoyed a creative day at Art Beast/Downtown. This open studio offers children under the age of 6 years the opportunity to explore various arts, while providing a gathering place for parents and caregivers to build community. The children had a “Blast!!”

*The interactions that young children have with such literacy materials as books, paper, and crayons, and with the adults in their lives are the building blocks for language, reading, and writing development.”*

Zero to Three.org





©Jason Miczek Photography

## Help Your Child Succeed in School: Build the Habit of Good Attendance Early

School success goes hand in hand with good attendance!

### DID YOU KNOW?

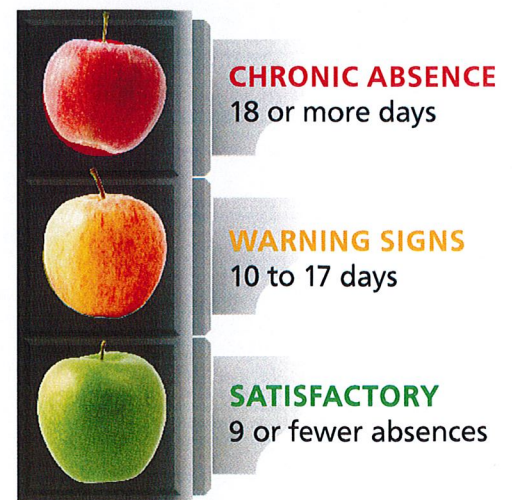
- Starting in kindergarten, too many absences can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) can make it harder to learn to read.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.

Attending school regularly helps children feel better about school—and themselves. Start building this habit in preschool so they learn right away that going to school on time, every day is important. Good attendance will help children do well in high school, college, and at work.

### WHAT YOU CAN DO

- Set a regular bed time and morning routine.
- Lay out clothes and pack backpacks the night before.
- Find out what day school starts and make sure your child has the required shots.
- Introduce your child to her teachers and classmates before school starts to help her transition.
- Don't let your child stay home unless she is truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- If your child seems anxious about going to school, talk to teachers, school counselors, or other parents for advice on how to make her feel comfortable and excited about learning.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Avoid medical appointments and extended trips when school is in session.

### When Do Absences Become a Problem?



Note: These numbers assume a 180-day school year.

For more on school readiness, visit [attendanceworks.org](http://attendanceworks.org) and [reachoutandread.org](http://reachoutandread.org)



## 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: