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***THOUGHT OF THE DAY:** "Enthusiasm is contagious.
It's difficult to remain neutral or indifferent in the
presence of a positive thinker."*

Author: Melvin Maxwell

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

DATE: Tuesday, April 24, 2018

TIME: 9:30 a.m.

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

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

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- Head Start Deputy Director's Report – Ms. Denise Lee
 - ✓ Monthly Head Start Report (attached)

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DISTRIBUTION DATE: TUESDAY, APRIL 17, 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**
- ___ **Marcheri Smith, 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**
- ___ Vacant, 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"/> Marci Martin, Pre-School (Home Base)
<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, Home Base Head Start
<input type="checkbox"/> Vacant, Illa Collin Head Start
<input type="checkbox"/> Vacant, Kennedy Estates Head Start

<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)
<input type="checkbox"/> Vacant, Grandparent Representative

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

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

COMMITTEE MEMBER	CENTER	11/21	12/19	1/16	2/20	3/20	4/24 #	5/15	6/19	7/17	8/21	9/18	10/16	11/20
Vacant Seated	AG I													
Vacant Seated	AG II													
Vacant Seated	AP													
Iysha Huel Seated 11/21	BC	X	E	X		E								
Vacant Seated	CR													
Vacant Seated	EHS/HB													
Yezenia Lopez Seated 11/21	EL	X	AP	X		E								
Vacant Seated	FP													
Vacant Seated	FP													
Vacant Seated	FT													
Vacant Seated	G													
Brittini Cearly Seated 1/16	GH			X		E								
Vacant Seated	H													
Devon McCracken Seated 12/19	HB		X	X		X								
Marci Martin Seated	HB													
Vacant Seated	IC													
Angela Moore Seated 11/21	HP	X	X	U		X								
Vacant Seated	JC													
Vacant Seated	JC													
Vacant Seated	K													
Henrietta Gutierrez Seated 11/21	LVS	X	X	X		X								
Marley Schurr Seated 11/21	MCBB	X	X	X		X								
Marcheri Smith Seated 3/20	MV					X								
Vacant Seated	M													
Griselda Cisneros Seated 11/21	NA		X	X		X								
Vacant Seated	NC													
Vacant Seated	NJ													
Vacant Seated	NV													
Spring Burrell Seated 3/20	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													
Vacant Seated	SCOE													
Vacant Seated	SF													
Vacant Seated	SN													
Jessica Sherren Seated 11/21	SP	X	E	X		E								
Esmeralda Rios Sanchez Seated 11/21	WG	X	X	E		U								
Vacant Seated	FPR													
Robin Blanks Seated 12/19	MAACC		X	X		X								
Angel Chenault Seated 11/21	CR/PP	X	X	X		X								
Penelope Scott Seated 11/21	CR/PP	X	X	X		X								
Dara Battista s/b/seated 11/21; seated 12/19	CR/PP	U	X	U		E								
Terri McMillin Seated 11/21	OGC	X	X	E		U								

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

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

Representative Abbreviations

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

Attendance Record Abbreviations

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

Current a/o: 4/16/2018 12:35 PM

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE MARCH 20, 2018 REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the March 20, 2018 meeting.

RECOMMENDATION:

Approve the minutes of the March 20, 2018 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, March 20, 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 9:04 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
Marley Schurr
Griselda Cisneros
Robin Blanks
Angel Chenault
Angela Moore
Penelope Scott
Devon McCracken
Spring Burrell (seated at 9:08 a.m.)

Members Absent:

Terri McMillin (unexcused)
Dara Battista (excused)
Esmeralda Rios Sanchez (unexcused)
Jessica Sherren (excused)
Iysha Huel (excused)
Yezenia Lopez (excused)
Brittini Cearly (excused)

Members to be seated:

Marcheri Smith, Marina Vista was seated at 9:10 a.m.

Members to be seated but absent:

Leah Czekai, Home Based Program (resigned)

Ms. Smith was welcomed to the board; she provided a brief overview of herself. Ms. Spring Burrell introduced herself and provided a brief overview of herself.

II. Consent Item

A. Approval of the Minutes of the January 16, 2018 Regular Meeting

Moved/Blanks, second/Gutierrez, to approve the January 16, 2018 minutes.

Show of hands vote:

Aye: 9 (Blanks, Burrell, Cisneros, Gutierrez, McCracken, Moore, Schurr, Scott, Smith)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 7 (Battista, Cearly, Huel, Lopez, McMillin, Rios Sanchez, Sherren)

III. Action Items

A. Approval of the Parent Advisory Committee and Policy Council Joint Parent Activity

Ms. Chenault reviewed this event that is done each year with the Policy Council. The event must be educational in nature.

Moved/Gutierrez, second/Cisneros, that the Parent Advisory Committee approve a joint parent activity with the Policy Council.

Show of hands vote:

Aye: 9 (Blanks, Burrell, Cisneros, Gutierrez, McCracken, Moore, Schurr, Scott, Smith)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 7 (Battista, Cearly, Huel, Lopez, McMillin, Rios Sanchez, Sherren)

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

Ms. Chenault reviewed the requirements of the SOP representatives to the Policy Council. Those interested in serving on the Policy Council:
Griselda Cisneros, Marcheri Smith, and Devon McCracken

Ms. Schurr stated that she would be interested in serving as alternate.

Moved/Scott, second/Blanks, to elect three representatives (Griselda Cisneros, Marcheri Smith, and Devon McCracken) to the Policy Council and one alternate representative (Marley Schurr).

Show of hands vote:

Aye: 9 (Blanks, Burrell, Cisneros, Gutierrez, McCracken, Moore, Schurr, Scott, Smith)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 7 (Battista, Cearly, Huel, Lopez, McMillin, Rios Sanchez, Sherren)

C. Approval of Budget Modification for Head Start and Early Head Start Program Year 2017-2018

Ms. Denise Lee reviewed this item. It is expected that the budget will be underspent by just over \$1.1 million. Instead of sending the money back, the Agency has the opportunity to reprogram the funds for projects not already included in the budget. Generally, the reprogrammed funds are utilized on deferred maintenance items. Ms. Lee reviewed the proposed plan for the reprogrammed funds. The dollar amounts are estimates since quotes have not yet been secured. Some of the proposed purchases include play structures, shade structures, hearing and vision screening equipment, and updated IT

servers. Funds will also be used to support eight new classrooms opening up in the fall; a new facility opening on Martin Luther King Blvd., and a new modular unit being installed at the Hopkins Park center. Funds will also be used to install a parking lot adjacent to the new modular building. Final approval from the SETA Governing Board and ACF are required prior to implementation.

Moved/Smith, second/Cisneros, to 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.

Show of hands vote:

Aye: 9 (Blanks, Burrell, Cisneros, Gutierrez, McCracken, Moore, Schurr, Scott, Smith)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 7 (Battista, Cearly, Huel, Lopez, McMillin, Rios Sanchez, Sherren)

D. Approval of Budget Modification for Early Head Start-Child Care Partnership Program Year 2017-2018

Ms. Lee reviewed this board item which is very similar to the previous item. This budget modification requests the movement of \$240,000 funds from personnel and Fringe Benefits to equipment, supplies and construction. SETA will be absorbing slots from a former partner to allow for additional classroom slots and support.

Moved/Gutierrez, second/Blanks, to 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.

Show of hands vote:

Aye: 9 (Blanks, Burrell, Cisneros, Gutierrez, McCracken, Moore, Schurr, Scott, Smith)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 7 (Battista, Cearly, Huel, Lopez, McMillin, Rios Sanchez, Sherren)

E. Approval of the Submission of the Early Head Start-Child Care Partnership Supplemental Program Improvement Application 2017-2018

Ms. Lee stated that this should be the last budget modification for the program year. Staff received notice from the Administration for Children and Families with an opportunity for SETA to apply for one-time funding for program improvement projects for EHS-CCP. SETA is proposing to apply for \$200,000 for two projects: 1) a new play yard to be located at the new center on Martin Luther King Blvd. in the amount of \$120,000), and 2) to purchase and install an additional modular

unit at Hopkins Park ELC (\$80,000) to serve infants/toddlers. These funds are for one-time only projects and need to be spent by July 31, 2018

Moved/Cisneros, second/Schurr, 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.

Show of hands vote:

Aye: 9 (Blanks, Burrell, Cisneros, Gutierrez, McCracken, Moore, Schurr, Scott, Smith)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 7 (Battista, Cearly, Huel, Lopez, McMillin, Rios Sanchez, Sherren)

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Chenault reviewed the calendar of events.
- Parent/Staff Recognitions: Ms. Marie Desha introduced Parent Intern, Ms. Jasmine Robinson. Ms. Robinson is working as an Administration Clerical/Secretary Intern.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne reviewed the February 2018 financial reports. The budget is slightly underspent by 2% but staff plans to spend the entire grant. We are currently under in the in-kind numbers and staff will be working to get those numbers up.
- Toastmasters Training: Ms. Chenault urged board members to consider attending the Toastmasters Training. Ms. Blanks spoke of her experience in Toastmasters and urged all members to attend the training. Ms. McCracken asked if there were a possibility of changing the trainings to other days than Fridays. Ms. Desha said the committee will consider this at their next meeting.
- Crocker Art Museum Tour Report: Ms. Gutierrez stated that the MAACC went to the Crocker Art Museum. Her children really enjoyed it and Ms. Gutierrez enjoyed socializing with other parents.
- Early Learning Advocacy Day Report: Ms. Scott spoke of this event and how much she enjoyed attending the event. Ms. Blanks stated that attendees actually got to talk with some legislators advocating for support of certain bills. It was very nice to interact with these legislators.
- Child Care Center Food Menu: No comments.
- Community Resources – Parents/Staff: Mr. Robert Silva provided some resources available to all parents.

B. Policy Council Minutes: January 23, 2018: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Gutierrez reviewed the critique.

- Budget/Planning Committee: Ms. Blanks encourages all members to attend the meeting on March 23.
- Social/Hospitality Committee: Ms. Gutierrez stated the committee just had their first meeting. They reviewed 10-12 possible bonding activities for the Parent Activity. The next meeting is scheduled for 12:30 p.m. at a date to be announced.
- MAACC/Parent Ambassadors Committee: Ms. Blanks spoke about vision statement and mission statement. This committee needs to do outreach in the community and all parents are urged to join. Ms. Scott stated that a Fishing in the City event is being planned; event is Saturday, April 21.

VI. Other Reports

- Chair's Report: See Ms. Desha to get a copy of your ethics certificate.
- Policy Council Report(s): Ms. Henrietta Gutierrez reported that the last PC meeting was short due to Ethics training.
- Head Start Deputy Director's Report: Ms. Denise Lee introduced Gricelda Ocegueda will be overseeing the health nutrition program. Ms. Martha Cisneros has taken a job elsewhere; tomorrow is her last day at SETA. SETA is in the process of recruiting for the Head Start manager position. The CLASS review has been scheduled for the week of April 2nd. The reviewers will be visiting the classrooms and working independently. Ms. Lee asked members to vote on a name for the new center and distributed ballots.
 - ✓ Monthly Head Start Report: No questions.
 - ✓ Quality Assurance Report for Kinder World, Inc.: No questions.
- Head Start Managers' Reports
 - ✓ Family Engagement, Home Base, and ERSEA Services: Ms. Lisa Carr announced that the Head Start enrollment has been at 100% recently.
 - ✓ School Readiness, Special Education and Mental Health Services: Ms. Karen Griffith reported that staff is getting ready for the CLASS review that will focus on teaching practices. Teachers are working to show case their best teaching practices. Teaching staff just finished the DRDP winter assessment period for the children. Teachers received an individual report for each child. Teachers will be meeting with parents to show their progress.
 - ✓ Program Support, Quality Assurance, and EHS-CCP: Ms. Robyn Caruso shared that it is the grant time and staff is getting ready for presentation to the various boards. The Quality Assurance unit is monitoring Elk Grove USD and WCIC; reports will be forthcoming. Ms. Caruso reviewed the Kinder Works Quality Assurance summary. Ms. Caruso reviewed the report and how the results are determined. Kinder World is currently under corrective action.
 - ✓ Health, Nutrition and Safe Environments Services: Ms. Gricelda Ocegueda reported on a dental surveillance system to provide services county-wide. Staff will be encouraging Head Start parents to participate in the needs assessment expected by early April.

VII. Center Updates: None.

- VIII. **Discussion:** Ms. Chenault announced that birthday cake for the quarterly birthdays would be available after the meeting.
- IX. **Public Participation:** None.
- X. **Adjournment:** The meeting was adjourned at 10:53 a.m.

ITEM III-A – ACTION

APPROVAL OF SELECTION CRITERIA FOR ENROLLMENT IN
HEAD START OR EARLY HEAD START PROGRAMS

BACKGROUND:

On an annual basis the Parent Advisory Committee is required to review and approve the Countywide Enrollment Selection Criteria for the Head Start and Early Head Start programs. In March 2018, a team of countywide Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) stakeholders and parents met to review and update the Head Start (preschool) Selection Criteria and the Early Head Start (infants/toddlers/pregnant women) Selection Criteria. As a result, the following changes are recommended:

For the Head Start Selection Criteria, “*Transitioning Early Head Start child who meets the federal income guidelines*” was moved from priority ranking #4 to priority ranking #2. This resulted in re-numbering the remainder of priority categories.

For the Early Head Start Selection Criteria, “*Transfer homeless child or child in foster care from outside of Sacramento County (now living in Sacramento County)*” was added as priority ranking #2. This resulted in re-numbering of priority categories.

A redline and clean copy of each Selection Criteria are attached for review.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the Head Start Enrollment Selection Criteria and the Early Head Start Enrollment Selection Criteria for Sacramento County as attached.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

HEAD START SELECTION CRITERIA SACRAMENTO COUNTY

Instructions: Place an "X" by the category that is applicable to applicant. Selection is based on the "X" that is the highest on the scale.

The following criteria is to be used when prioritizing Waiting Lists for enrollment:

- Within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, the oldest child will be selected.
- Each delegate/grantee agency has the option to determine transfer criteria within its own program.
- All efforts will be made to enroll children with certified Special Education needs to meet the mandated minimum service level of 10% per program.
- For State Collaborative, families must meet Head Start income and age requirements (unless waived) and State admissions priorities.

1. 2nd year enrollment within Sacramento County. _____
2. Transition from Early Head Start whose family meets Federal Income Guidelines ~~Transfer Head Start child to the same or another Sacramento Head Start agency.~~ _____
- ~~3. Transfer Head Start child to the same or another Sacramento Head Start agency. ~~Transfer Homeless child or child in foster care from outside of Sacramento County.*~~~~
3. _____ * (Now living in Sacramento County)
- ~~4. Transfer Homeless child or child in foster care from outside of Sacramento County.*~~
4. _____ * (Now living in Sacramento County) ~~Transition from Early Head Start whose family meets Federal Income Guidelines.~~
5. Documented High Risk Families (with child 4-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency: _____
 - abuse (physical, substance, sexual & emotional abuse)
 - homeless
 - foster child (age 5 or under)
 - death of a parent/guardian, sibling
 - other special circumstances (which shall include a child with diagnosed disability (s)).
 - Foster youth with a child (AB 12)
6. A previously enrolled child (who dropped on good standing) who requests to return within 60 days whose family meets Federal Income Guidelines. _____
7. 4-year-old child whose family meets Federal Income Guidelines. _____
8. Documented High Risk families (with child 3-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency: _____
 - abuse (physical, substance, sexual & emotional abuse)
 - homeless
 - foster child (age 5 or under)
 - death of a parent/guardian, sibling
 - other special circumstances (which shall include a child with diagnosed disability (s)).
 - Foster youth with a child (AB 12)
9. 3-year-old child whose family meets Federal Income Guidelines. _____
10. 4-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____
11. 3-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____

Child's Name: _____

12. 4-year-old child whose family exceeds Federal Income Guidelines with no cap (waiver necessary).

13. 3-year-old child whose family exceeds Federal Income Guidelines with no cap (waiver necessary).

Child's Name: _____

HEAD START SELECTION CRITERIA SACRAMENTO COUNTY

Instructions: Place an “X” by the category that is applicable to applicant. Selection is based on the “X” that is the highest on the scale.

The following criteria is to be used when prioritizing Waiting Lists for enrollment:

- Within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, the oldest child will be selected.
- Each delegate/grantee agency has the option to determine transfer criteria within its own program.
- All efforts will be made to enroll children with certified Special Education needs to meet the mandated minimum service level of 10% per program.
- For State Collaborative, families must meet Head Start income and age requirements (unless waived) and State admissions priorities.

1. 2nd year enrollment within Sacramento County. _____
2. Transition from Early Head Start whose family meets Federal Income Guidelines _____
3. Transfer Head Start child to the same or another Sacramento Head Start agency. _____
4. Transfer Homeless child or child in foster care from outside of Sacramento County.* _____
* (Now living in Sacramento County).
5. Documented High Risk Families (with child 4-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency: _____
 - abuse (physical, substance, sexual & emotional abuse)
 - homeless
 - foster child (age 5 or under)
 - death of a parent/guardian, sibling
 - other special circumstances (which shall include a child with diagnosed disability (s)).
 - Foster youth with a child (AB 12)
6. A previously enrolled child (who dropped on good standing) who requests to return within 60 days whose family meets Federal Income Guidelines. _____
7. 4-year-old child whose family meets Federal Income Guidelines. _____
8. Documented High Risk families (with child 3-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency: _____
 - abuse (physical, substance, sexual & emotional abuse)
 - homeless
 - foster child (age 5 or under)
 - death of a parent/guardian, sibling
 - other special circumstances (which shall include a child with diagnosed disability (s)).
 - Foster youth with a child (AB 12)
9. 3-year-old child whose family meets Federal Income Guidelines. _____
10. 4-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____
11. 3-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____
12. 4-year-old child whose family exceeds Federal Income Guidelines with no cap (waiver necessary). _____
13. 3-year-old child whose family exceeds Federal Income Guidelines with no cap (waiver necessary). _____

Child's Name: _____

**EARLY HEAD START SELECTION CRITERIA:
SACRAMENTO COUNTY**

Unless otherwise indicated, all applicants must meet Head Start Family Income Guidelines

INSTRUCTIONS: Place an "X" by the highest applicable category on the scale (#1 being the highest).

The following criteria is to be used when prioritizing Waiting Lists for enrollment:

- For #1-7, within the same priority ranking, selection is based on age, with the youngest child receiving priority.
- For #8-11, within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, selection for enrollment will be based on individual family needs.
- Center based availability to be determined by individual child's age and family need.
- For State Collaboratives, families must meet Early Head Start income and age requirements (unless waived) and State admissions priorities.

The Early Head Start program can consider individual child and family needs

1. Transfer Early Head Start child within Sacramento County with documentation.
(copy of Application and Eligibility Verification Form must be attached to wait list)

2. Transfer homeless child or child in foster care from outside of Sacramento County*
*(Now living in Sacramento County)

2.3. Family with a child birth to 36 months of age with a current IFSP.
(up to 10% may exceed Federal Income Guidelines) (waiver necessary)

3.4. A previously enrolled child (who dropped on good standing)
who requests to return to original agency within 60 days.

4.5. Pregnant woman/parent/guardian with a child birth to 12 months of age having
one or more documented family situations within the past year such as:

- Abuse (physical, substance, sexual & emotional)
- High Risk Pregnancy (includes moms >35 or <18)
- Death of a parent/guardian, sibling
- Parent with developmental delay or other disabling condition
- Teen Parent
- Homelessness
- Foster care
- CPS

5.6. Pregnant woman/parent/guardian with a child 13 to 36 months of age having
one or more documented family situations within the past year such as:

- Abuse (physical, substance, sexual & emotional)
- High Risk Pregnancy (includes moms >35 or <18)
- Death of a parent/guardian, sibling
- Parent with developmental delay or other disabling condition
- Teen Parent
- Homelessness
- Foster care
- CPS

6.7. Pregnant woman/parent/guardian with a child birth to 12 months of age.

7.8. Pregnant woman/parent/guardian with a child 13 to 36 months of age.

8.9. Pregnant woman/parent/guardian with a child birth to 12 months of age
who exceeds Federal Income Guidelines 101 to 130% (waiver necessary).

9.10. Pregnant woman/parent/guardian with a child birth to 12 months of age
who exceeds Federal Income Guidelines with no cap (waiver necessary).

~~10.11.~~ Pregnant woman/parent/guardian with a child 13 to 36 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____

~~11.12.~~ Pregnant woman/parent/guardian with a child 13 to 36 months of age who _____ exceeds Federal Income Guidelines with no cap (waiver necessary).

**EARLY HEAD START SELECTION CRITERIA:
SACRAMENTO COUNTY**

Unless otherwise indicated, all applicants must meet Head Start Family Income Guidelines

INSTRUCTIONS: Place an "X" by the highest applicable category on the scale (#1 being the highest).

The following criteria is to be used when prioritizing Waiting Lists for enrollment:

- For #1-7, within the same priority ranking, selection is based on age, with the youngest child receiving priority.
- For #8-11, within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, selection for enrollment will be based on individual family needs.
- Center based availability to be determined by individual child's age and family need.
- For State Collaboratives, families must meet Early Head Start income and age requirements (unless waived) and State admissions priorities.

The Early Head Start program can consider individual child and family needs

1. Transfer Early Head Start child within Sacramento County with documentation.
(copy of Application and Eligibility Verification Form must be attached to wait list) _____
2. Transfer homeless child or child in foster care from outside of Sacramento County*
*(Now living in Sacramento County) _____
3. Family with a child birth to 36 months of age with a current IFSP.
(up to 10% may exceed Federal Income Guidelines) (waiver necessary) _____
4. A previously enrolled child (who dropped on good standing)
who requests to return to original agency within 60 days. _____
5. Pregnant woman/parent/guardian with a child birth to 12 months of age having
one or more documented family situations within the past year such as:

•Abuse (physical, substance, sexual & emotional)	•Teen Parent
•High Risk Pregnancy (includes moms >35 or <18)	•Homelessness
•Death of a parent/guardian, sibling	•Foster care
•Parent with developmental delay or other disabling condition	•CPS
6. Pregnant woman/parent/guardian with a child 13 to 36 months of age having
one or more documented family situations within the past year such as:

•Abuse (physical, substance, sexual & emotional)	•Teen Parent
•High Risk Pregnancy (includes moms >35 or <18)	•Homelessness
•Death of a parent/guardian, sibling	•Foster care
•Parent with developmental delay or other disabling condition	•CPS
7. Pregnant woman/parent/guardian with a child birth to 12 months of age. _____
8. Pregnant woman/parent/guardian with a child 13 to 36 months of age. _____
9. Pregnant woman/parent/guardian with a child birth to 12 months of age
who exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____
10. Pregnant woman/parent/guardian with a child birth to 12 months of age
who exceeds Federal Income Guidelines with no cap (waiver necessary). _____
11. Pregnant woman/parent/guardian with a child 13 to 36 months of age who
exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____
12. Pregnant woman/parent/guardian with a child 13 to 36 months of age who
exceeds Federal Income Guidelines with no cap (waiver necessary). _____

ITEM III-B - ACTION

APPROVAL OF ANNUAL SELF ASSESSMENT FOR 2017-2018
AND RESULTING PROGRAM IMPROVEMENT PLAN
SETA OPERATED PROGRAM

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the results of the Head Start, Early Head Start and Early Head Start Child Care Partnership/Expansion Annual Self-Assessments and Program Improvement Plans (PIP).

In January/February 2018, a team of staff and parents were assembled for the 2017-2018 Head Start/Early Head Start self-assessment process. Teams reviewed and analyzed service areas including Program Governance, Education/Child Outcomes, Disabilities, Mental Health, Health, Nutrition, Safe Environments, Family and Community Engagement, Eligibility/ Recruitment/Selection/ Enrollment/Attendance, Human Resources and Fiscal. A summary report of program strengths, areas of improvement and a resulting program improvement plan are attached.

Additionally, a self-assessment was conducted for the Early Head Start-Child Care Partnership/Expansion (EHS-CCP) program. A summary report of program strengths, areas of improvement and resulting program improvement plan are attached.

Staff will be available to answer questions.

RECOMMENDATION:

Approve Program Year 2017-2018 Self-Assessments and resulting Program Improvement Plans for the Head Start/Early Head Start program and the EHS-Child Care Partnership/Expansion program.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____



Self Assessment Summary of Results 2017-2018

Project Background:

During fall of 2017, SETA Head Start/Early Head Start developed a self-assessment plan that included parents, administrative and field staff, as well as management. Two outside consultants were also used for the review of health and safe environments. The self-assessment process resulted in a review of the quality and compliance of the SETA Head Start/Early Head Start program.

To conduct the self-assessment, the teams utilized the *OHS Monitoring Protocols*, *OHS Health and Safety Screener*, the *Head Start Self-Assessment: Your Foundation for Building Program Excellence* tool, the *SETA Head Start/Early Head Start Monitoring for Compliance and Quality Improvement Tool*, *SETA's standard file checklist tool*, the *Uniform Guidance 45 CFR Part 75*, the *Creative Curriculum Fidelity Tool*, and the new *Head Start Program Performance Standards*. Each team developed a review plan and the team leaders trained staff and parents to ensure they were clear on the protocols. The teams conducted site visits in the winter. Many of the Early Learning Centers were visited and all were observed using the *CLASS* and *CLASS Toddler* observation tools. Team reviews included, but were not limited to the following: children's files, on-going monitoring (Quality Assurance) reports, Unannounced visit reports, program information reports, policies and procedures manuals, personnel and licensing files, human resource documents, monthly reports, *ChildPlus* reports, average daily attendance reports, self-assessment results, goals and objectives, *ECERS*, *ITERS*, and *CLASS* results, *DRDP* data, health and safe environments checklist, medication releases and care plans, home visit and classroom observations, etc. Results from the self-assessment were analyzed and resulted in a detailed Self-Assessment Program Improvement Plan (PIP).

Team Composition:

A total of seven teams were assembled for the Self-Assessment. Each team had an appointed team leader to facilitate the process and was composed of staff as well as parents in some cases. Some parents and staff may have served on more than one team. The teams were as follows:

Program Governance
ERSEA
Human Resources
Fiscal

Parent and Family Engagement
Disabilities, Education and Mental Health
Health, Nutrition and Safe Environments

Summary of Program Strengths: The SETA Head Start/Early Head Start program has many notable strengths, including some of the following:

Education, Disabilities and Mental Health:

- Portfolios completed on Learning Genie contain higher quality observation data.
- The vast majority of children's files are neat, organized, current and complete.
- Classrooms are organized to support learning and are healthy, safe and clean.
- CLASS scores in Instructional Support have increased to 3.21, which is above the national average.
- Parents and teachers working together to complete the ASQs has resulted in less speech and language referrals.
- Follow-up based on the ASQ results is evident in children's files.
- Intervention Specialists and teachers are working collaboratively to develop behavioral support plans that best fit the individual needs of children.
- Teachers are implementing Teaching Pyramid strategies to promote social emotional development in preschool classrooms.
- Teachers have a variety of resources (curriculum, materials, support staff) to use to support appropriate classroom behavior and to develop strategies for addressing challenging behaviors.

Parent and Family Engagement:

- Approximately 89% of the files sampled had a Family Partnership started with immediate needs and strengths identified.
- The majority (84%) of sites had evidence of monthly parent meetings.

Health, Nutrition and Safe Environments:

- Disaster preparedness guides are useful and are easily accessible to site staff.
- Teachers were observed to have positive teacher-child interactions and were well positioned for appropriate supervision.
- The special diet process was clearly labeled in each classroom and students with special diets are clearly identified with appropriate documentation.
- Height/weight and hearing screens are at 85% completion, while vision screenings are at 90% completion.
- Nearly all (94%) of children have completed physical exams.

Program Design and Management (including Governance, ERSEA, Fiscal and Human Resources):

- All ERSEA procedures align with the current HS Performance Standards.
- Well documented internal fiscal controls, policies and procedures.
- Accurate fiscal record-keeping.
- The Wellness Program was reinstated with representation from all departments.
- Continued collaboration between the Head Start and Workforce Development programs.
- Successful parent internship program.
- There has been a 27% reduction in worker's compensation claims in 2017.
- New worker's compensation follow-up accident reporting.
- Seasoned PC/PAC representatives mentor new parent representatives.

- Toastmasters training for PC/PAC members prepares parents for public speaking.
- Timely and useful monthly reports that contribute and support PC's decision-making.

Summary of Program Growth Opportunities: During the Self-Assessment process, teams identified areas for improvement and opportunities for growth. Areas of improvement do not necessarily indicate systemic issues and/or areas of non-compliance. Below is a summary of some of the highlighted areas. A complete Program Improvement Plan (PIP) with action steps, timelines, and staff responsible is attached.

Education, Disabilities & Mental Health:

- ASQ rescreening is not being consistently completed.
- Art, dramatic play and outdoor materials need to be strengthened.
- Interactions to effectively guide language, literacy and mathematical concepts need increased fidelity.
- Intervention Specialists expressed challenges with the mental health and disabilities referral process and identified that parents need additional support with the process.
- Many teachers are not fully utilizing the TIPS tool to document individualization.
- Some teachers are unaware of student's IEP goals.

Parent and Family Engagement:

- Not all sites had evidence that the aligned parent engagement activities were being implemented at the parent meetings.
- Many of the files reviewed did not have page 2 of the Family Partnership Agreement completed.

Health, Nutrition and Safe Environments:

- The process for cleaning, sanitation and disinfection is not visible and only one product is being used for cleaning.
- Diapering procedures are not clearly labeled and did not include the use of Pull-Ups.
- In some classrooms, fire extinguishers are not reinforced as securely as they could be.
- Some indoor equipment is also available for outdoor play, often is disrepair and/or worn due to inclement weather.
- Fibar/woodchips is low in many of the centers visited.
- The medication administration process has some shortcomings: medication inventory is only done quarterly; labeling of medical equipment is not consistent; bags used for medication are too big for the medication boxes.
- The 3030 *ChildPlus Participant Summary Report* for health events/screenings is low (81%), indicating that either items are not being collected or the summary report is not consistently being given to parents.

Program Design and Management (including Governance, ERSEA, Fiscal and Human Resources):

- Some children have extensive periods of absence.
- There are some inconsistencies in staff following SETA's policy of filling vacancies within 14 days.
- Volunteer in-kind manual recording is time consuming and increases the risk of errors.

- There have been some challenges in implementation of Laserfiche in terms of technology glitches and system design.
- Continued difficulty in recruiting enough qualified Teachers, Associate Teachers, Associate Teacher/Infant Toddler, Site Supervisors, Program Specialists and Courier/Maintenance.
- Employees do not always understand the Tuition Reimbursement process.
- Low parent attendance at board meetings, trainings and committee meetings.
- Some long-time Board members are hesitant to transition out and use their skills in PTA/PTO settings.

Individual self-assessment team summary reports are on file.

<i>Action Steps:</i>	<i>Responsible Person(s)/Unit</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
<i>EDUCATION, DISABILITIES AND MENTAL HEALTH - SYSTEMS, SERVICES AND STAFF DEVELOPMENT</i>				
The Creative Curriculum Fidelity Tool for Administrators will be used in all classrooms to determine support level for individual classrooms. Specific attention will be given to the areas of language, literacy and math.	Karen Griffith, Manager Program Officers (Ed) Education Coordinators	May 2018	Creative Curriculum Fidelity Training for Administrators to be held May 31, 2018	
All teachers will receive the Pre-Opening and Ongoing environmental checklists to guide and monitor art, dramatic play and outdoor materials.	Karen Griffith, Manager Program Officers (Ed) Education Coordinators	June 2018		
Schedule a TIPS refresher training that addresses effective use of the resource as well as guidance provided for screening and implementation of IEP goals into individualization.	Karen Gonzales, Manager Program Officers (Ed) Education Coordinators Intervention Specialists	August 2018		
Intervention Specialists will work collaboratively with LEA's to develop a resource for parents to help them navigate the referral process including support for when timelines and services may be a challenge.	Karen Gonzales, Manager Program Officers (Ed) Education Coordinators Intervention Specialists	April 2018		
<i>PARENT AND FAMILY ENGAGEMENT – SYSTEMS, SERVICES AND STAFF DEVELOPMENT</i>				
Schedule a refresher training on completing the FPA, with an emphasis on completing the second page of the FPA, including follow up strategies.	Lisa Carr, Manager Program Officers (FEU) Education Coordinator	October 2018		
Ensure that all Head Start and Early Head Start classrooms are implementing the Aligned Parent Curriculum Activity at parent meetings. Provide strategies for those sites which have full-day programs and difficulty implementing the project.	Lisa Carr, Manager Program Officers (FEU) Education Coordinator	November 2018		
Program Officers will work collaboratively with FSWs to monitor follow up on the FPA to ensure it is in compliance with the Policies and Procedures.	Lisa Carr, Manager Program Officers (FEU)	June 2018		

HEALTH, NUTRITION AND SAFE ENVIRONMENTS – SYSTEMS, SERVICES AND STAFF DEVELOPMENT

Update Policy and Procedure for Medication Administration. Staff to be trained and materials to be purchased, including smaller medication bags and medication storage boxes, as necessary.	Martha Cisneros, Manager Health/Nutrition Specialists	January 2018	This has been completed with updated Incidental Medical Services posted on website.	January 2018
Remove all medicated products from all disaster backpacks and create a consistent checklist and monitoring system for items within the back packs.	Martha Cisneros, Manager Health/Nutrition Specialists	January 2018	This was completed in January of 2018. All sites have replaced disaster back packs.	January 2018
Add pull ups to the diapering procedures and ensure that diapering procedures are posted.	Karen Griffith, Manager Education Coordinator	April 2018		
Remove all Care Plan clipboards located in the classroom and replace with tabbed Care Plan binders. Tabs to include care plan, training dates for staff, and medication logs.	Martha Cisneros, Manager Health/Nutrition Specialists	February 2018	This was completed for each child with a care plan,	February 2018
Provide a training for Family Services Workers on how to increase the dissemination of information to parents regarding health screenings, and ensuring that information is being explained to parents and all information is being collected.	Lisa Carr, Manager Health Coordinator Program Officers, (FEU) Health/Nutrition Specialists	December 2018		
Determine ways to increase dental exams program wide Work with partners such as The Center on Oral Health, to increase utilization of Denti-Cal managed care providers and provide information and resources for parents and staff. Develop new MOU with the Center for Oral Health/Early Smiles.	Lisa Carr, Manager Health Coordinator Health/Nutrition Specialists	June 2018	MOU in draft format. Being reviewed by Deputy Director and SETA legal counsel.	
A written Preventive Maintenance Work Schedule will be developed and implemented to ensure routine monitoring and care is provided on schedule without being requested by staff. The schedule will be managed and maintained by the Facilities Coordinator.	Martha Cisneros, Manager Jose Diaz, Facilities Coordinator	February 2018	Preventive Maintenance Work Schedule was developed and implemented.	February 2018

PROGRAM DESIGN AND MANAGEMENT

Establish a work group comprised of parents, staff and leadership to develop a campaign to educate parents and staff on the importance of daily attendance and develop tools to assist in the efforts. As a result, average daily attendance will increase above 85% consistently.	Denise Lee, Deputy Director Lisa Carr, Manager Task Force Committee members (staff and parents)	February-July 2018	Task Force has been developed. Meetings occur bi-monthly. Ideas developed. Pilot project will launch in May 2018. Implementation is scheduled for July 2018.	
Expand EZ-Suites to include an in-kind tracking component of in-classroom volunteerism. The system will be based on time-stamped, sign-in/out procedures for each adult volunteer.	D'et Saurbourne, Manager Walter Lott, IT Developer	January 2018	Module has been developed. 3 identified centers will pilot module in April 2018. Full implementation is scheduled for July 2018	
Assess and analyze retention data to better understand the reasons for employees obtaining employment outside of SETA. Develop strategies to attract new talent in a highly competitive market.	Allison Noren, HR Chief CFS Managers HR Staff	March 2018		
Survey site staff and parents to better understand how to attract more interest in center representation. Assess technology as possible medium for participation. Review regulations related to remote participation.	Marie Desha, Coordinator SS/PI Specialists Parent Ambassadors	April 2018		



Early Head Start-Child Care Partnership Self-Assessment Summary 2017-2018

Approach & Justification:

In fall of 2017, SETA and KinderWorld (KW) developed a self-assessment plan that included staff and management from both agencies. The self-assessment process resulted in a review of the quality and compliance of the Early Head Start-Child Care Partnership (EHS-CCP) program at KinderWorld. The majority of the self-assessment took place in January 2018; however, an extensive health and safety review by an outside consultant was completed in the fall.

The self-assessment review included the following content areas: education, ERSEA, human resources, family engagement, health, nutrition and safe environments. To conduct the review, the team utilized the FY 2017 Office of Head Start Monitoring Protocol, school readiness guide, and SETA's monitoring and quality assurance self-assessment checklist. The review included, but not limited to, the following: children's files, policies and procedures manuals, parent handbook, personnel files, enrollment applications, attendance reports, human resource and fiscal documents, *Child Plus* reports, case conferencing notes, lesson plans, ITERS and DRDP results, health and safety checklists, home visit and classroom observations. All of the children's files were reviewed.

Program Strengths:

- Staff members are sensitive and nurturing caregivers. They provide assistance to children to self-regulate and feel secure, especially during drop-off. Children and parents show a strong bond with teachers.
- Teachers are very engaged with parents during drop off/pick up and share information about the child.
- Toddlers transitioning to preschool visit their new classroom and are given the opportunity to get to know the teachers and other children prior to the first day of attendance.
- Teachers have been trained on, and now incorporate, family style meals at all meal services.
- Classrooms are clean, well-stocked and inviting. Children are given a variety of rich experiences.
- All EHS staff are familiar with the children which facilitates easy transitions to a substitute caregiver when a child's primary caregiver is absent.
- Staff all attend and are excited about opportunities for professional growth as well as routine trainings.
- SETA has provided a Professional Growth Advisor to consult with EHS teaching staff on their individual education roadmaps and professional growth.

- EHS staff are able to access the grantee's Career Incentive Program, which provides tuition/book reimbursement as well as educational incentive funds for staff in school to obtain a permit, AA or BA degree relevant to their work.
- Great security system on campus with codes assigned to designated adults
- All fire extinguishers were safely mounted to the walls and all electrical outlets were covered.

Program Challenges:

During the self-assessment process teams identified areas of improvement and opportunities for growth. Areas of improvement do not necessarily indicate systemic issues and/or areas of non-compliance. Below is a summary of some of the highlighted areas.

Education

- File sign-out logs were missing in some files.
- Toddler transitions plans into preschool need to be developed six months prior to the date of transition.
- Not all classrooms have posted lesson plans
- Staff need additional training on how to handle children that are non-napping and develop a formalized written plan.

ERSEA

- Applications were not entered into the *ChildPlus* database by the 5th of the month.
- Some files had incomplete enrollment documentation.
- Children's files and the documentation in *ChildPlus* did not always match.
- The program did not make full enrollment in January.

Parent and Family Engagement

- There is a lack of relationships with community-based organizations that could be useful resources for parents.
- There is a limited amount of resources for parents in the parent area.
- Parent meetings are not being offered.
- Not all Family Partnership Agreements are complete with specified goals.

Human Resources

- There is no evidence of staff transcripts or permits in all staff files.
- Not all files had evidence of fingerprint clearances.
- Many of the EHS teaching staff are not fully qualified per Head Start Performance Standards.

Health, Nutrition and Safe Environments

- Family contact notes do not contain documentation regarding receipt of well-baby checks.
- There is a lack of documentation of follow-up for required physical exams that were missing.
- Not all staff is aware of meal accommodations or substitutions for children with special diets.
- Formalized sanitizing and disinfecting procedures are not in place.

- Room 0 has some peeling paint and exposed studs.
- Medication procedures need some revision as it relates to documentation of possible side effects of medication and tracking of when medications are about to expire.
- Children are using improper handwashing technique (no scrubbing with soap prior to rinsing hands).
- Various classroom items are in need of repair, such as: cover over light in Room OA is missing; there is no exit sign on the Room 1B door to the play yard; gate to Room 1B is missing with entry temporarily blocked by furniture; and, missing trash can lid in Room 1B.

Even though KinderWorld is leaving the project at the end of this program year (July 31, 2018), this self-assessment has resulted in a program improvement plan. Grantee staff will continue to work close with KinderWorld to provide assistance on the items contained in the program improvement plan to ensure that children and families receive quality services for the duration of the program year.

Close-Out of 2016-2017 PIP:

As a result of the 2016-2017 self-assessment, many improvements are in process or have already been completed. A rotation schedule for toys and classroom materials has been developed and is being implemented. Additionally, EHS staff at KW have received professional development on a variety of topics, including Creative Curriculum, lesson planning, family-style meal service, health procedures, etc. Tooth brushing times are now clearly noted on the daily schedule. The EHS Coordinator has received extensive training and coaching from the grantee on many topics, including: ERSEA, FPAs, home visiting, Creative Curriculum, *ChildPlus*. Grantee staff have been providing weekly coaching and technical assistance to the EHS Coordinator. Some items in the program improvement plan are currently still in process as the program year is only partially over. Further, some items in the plan have required more time and effort, partially due to the high staff turnover at KinderWorld.

<i>Action Steps:</i>	<i>Responsible Person/Department</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
<i>EDUCATION, DISABILITIES AND MENTAL HEALTH – SYSTEMS, SERVICES AND STAFF DEVELOPMENT</i>				
Review all children’s files to ensure there is a sign-out log; include log in any files that are missing it.	KW	May 2018		
Teachers will receive additional training and support on how to handle non-napping children. A formalized written plan will be developed.	KW and SETA	Spring 2018		
Lesson plans will be posted in all classrooms; EHS Coordinator will remind staff of this at staff meeting and will check for it during regular class walk-throughs.	KW	April 2018		
Develop tickler system to ensure transition planning for toddlers going into preschool begins six months prior to the date of transition.	KW and SETA	Spring 2018		
<i>FAMILY AND COMMUNITY ENGAGEMENT – SYSTEMS, SERVICES AND STAFF DEVELOPMENT</i>				
Provide families with more community opportunities tied to Family Partnership Agreement (FPA) goals. Add more resources to parent area.	KW	Spring 2018		
Hold monthly parent meetings. Develop plan to promote parent meeting attendance.	KW	May 2018		
Continue to provide coaching to KW staff on FPA goal setting and community resources available to support family goals	SETA	Spring 2018		

HEALTH, NUTRITION AND SAFE ENVIRONMENTS – SYSTEMS, SERVICES AND STAFF DEVELOPMENT

Various classroom repairs are needed (i.e. peeling paint, exposed studs, missing gate, missing trash can lid, missing exit sign, and missing cover light)	KW	Fall 2017	All repairs completed and missing items replaced.	Fall 2017
Medication procedures will be revised to include documentation of possible medication side effects. A system to track when medications are about to expire will be developed; all staff will be trained.	KW and SETA	Spring 2018		
Staff will be re-trained on meal accommodations for children with special diets.	KW	May 2018		
Sanitizing and disinfecting procedures will be formalized; all staff will be trained.	KW and SETA	Spring 2018		

ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT AND ATTENDANCE (ERSEA) – SYSTEMS, SERVICES AND STAFF DEVELOPMENT

Staff will enhance recruitment plan to ensure active waiting lists are available and vacancies are filled within 30 days. Staff will keep a Recruitment Log as evidence of recruitment activities.	KW	Spring 2018		
Enrollment staff will receive refresher training on ERSEA, specifically as it relates to required file documentation and the importance of consistency between children’s files and <i>ChildPlus</i> .	SETA	May 2018		

PROGRAM DESIGN AND MANAGEMENT SYSTEMS

All EHS teachers who do not currently meet EHS educational requirements will remain enrolled in school and will pass all classes to be fully qualified. Any EHS staff vacancies will be filled with fully EHS qualified staff.	KW	Ongoing		
All EHS staff will participate in an Individualized Staff Development Plan (ISDP). Ongoing monitoring of EHS teachers' educational plans to ensure teaching staff are working towards becoming fully qualified.	KW	Ongoing		
Professional Growth Advisor will continue to monitor EHS staff progress on educational goals.	SETA	Ongoing		
Staff will continue to generate monthly <i>ChildPlus</i> reports and monitor data to ensure services, screenings and data are up to date.	KW	Monthly and on-going until July 31, 2018		

ITEM III- C – ACTION

APPROVAL OF PROGRAM YEAR 2018-2019 HEAD START, EARLY HEAD START, AND EARLY HEAD START CHILD CARE PARTNERSHIP/EXPANSION REFUNDING APPLICATIONS

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the Program Year 2018-2019 Head Start/Early Head Start Refunding Application. This application is for the fourth year of a five-year refunding cycle.

A copy of the Head Start, Early Head Start, and Early Head Start Child Care Partnership/Expansion Program Narratives are attached for review. Some proposed changes include:

- SETA will be relocating 36 EHS-CCP enrollment slots to the grantee operated program starting on August 1, 2018 as SETA's partner child care center, KinderWorld Inc., will be taking on new enterprises. As a result, infant/toddler services will be added to:
 - *Hopkins Park* (8)
 - *Job Corps* (4)
 - *New Center on MLK Blvd.* (16)
 - *Sharon Neese* (8)
- SETA, WCIC, Twin Rivers USD and Elk Grove USD will be opening new centers in 2018-2019, including:
 - *New Center on Martin Luther King Jr Blvd* (SOP) –will serve 16 infants/toddlers (EHS-CCP) and 40 preschoolers in full-day, full-year options targeted for families working and/or going to school. This center will also serve as a socialization center for home base children/families.
 - *Playmate #2* (WCIC) – will serve 20 full-day preschoolers as part of the Duration funding. This center was under construction during the 2017-2018 program year. The enrollment slots were served in part-day services at Playmate #1 during construction.
 - *Village Elementary* (TRUSD) – will serve 40 full-day preschoolers as part of the Duration funding. This center was under construction during the 2017-2018 program year. Sixteen of the 40 enrollment slots were served in Wrap-around services during construction.
 - *Irene B. West* (EGUSD) – will serve 40 part-day preschoolers. This center was under construction during the 2017-2018 program year. Children were served at Prairie Elementary during construction.
- A Head Start to Early Head Start enrollment slot conversion. SETA will convert 32 preschool enrollment slots to 8 infant/toddler enrollment slots. The new infant/toddler enrollment slots will be served at SETA's *Hillsdale* location where preschool services are currently offered. Services will be full-day, full-year. No

children/families will be displaced as a result of this change. Enrollment reduction will happen through natural attrition as children transition to Kindergarten.

- Other changes for 2018-2019:
 - *Hopkins Park* will offer full-day preschool services for 40 children/families. This will change the service options at Hopkins Park from 80 part-day enrollment slots to 40 full-day enrollment slots.
 - Enrollment slots will be relocated from the Mather ELC to *Crossroads*. This will expand Crossroads infant/toddler services by eight.
 - Sac City USD will move 8 EHS enrollment slots from Center-based to Home-based

Services for the 2018-2019 program year will commence on August 1, 2018 through July 31, 2019.

The Program Narratives will be sent under separate cover.

RECOMMENDATION:

Approve the Program Year 2018-2019 Head Start, Early Head Start, and Early Head Start Child Care /Partnership/Expansion Refunding Applications.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM III-D – ACTION

APPROVAL OF THE SETA HEAD START, EARLY HEAD START
AND EARLY HEAD START CHILD CARE PARTNERSHIP BUDGETS
FOR PROGRAM YEAR 2018-2019

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the 2018-2019 Head Start, Early Head Start, and Early Head Start Child Care Partnership/ Expansion budgets. The budgets include Basic and Training and Technical Assistance funds for the SETA Operated Program, its five delegate agencies, and two partners. Budget details are as follows:

Head Start Basic (4,363 children/families)	\$44,216,784
Head Start Training and Technical Assistance	<u>\$ 343,307</u>
Sub-Total	\$44,560,091
Early Head Start Basic (767 children/families)	\$ 9,336,130
Early Head Start Training and Technical Assistance	<u>\$ 231,148</u>
Sub-Total	<u>\$ 9,567,278</u>
EHS-CCP Basic (80 children/families)	\$ 1,511,400
EHS-CCP Training and Technical Assistance	<u>\$ 36,749</u>
Sub-Total	\$ 1,548,149
TOTAL	<u>\$55,675,518</u>

The Head Start/Early Head Start budgets reflect a transfer of \$225,000 Head Start Basic funds and \$5,625 Training and Technical Assistance funds to Early Head Start Basic and TTA budgets respectively. The transfer of the funds will support the conversion of 32 Head Start enrollment slots to eight Early Head Start enrollment slots. Funds will be used for personnel, fringe benefits and other operating costs.

The Budget/Planning Committee met weekly in March, including Head Start parents, the Deputy Director/Children and Family Services, Head Start Managers, and the Social Services/Parent Involvement Coordinator to provide input on the budgets and program design.

A copy of the 2018-2019 Head Start, Early Head Start and Early Head Start Child Care Partnership/Expansion Budgets will be sent under separate cover.

Staff will be available to answer questions.

ITEM III-D – ACTION (continued)
Page 2

RECOMMENDATION:

Approve the Program Year 2018-2019 Head Start, Early Head Start, and Early Head Start Child Care Partnership/Expansion Budgets for Basic and Training/Technical Assistance funds.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM III-E – ACTION

APPROVAL OF THE 2018-2019 HEAD START, EARLY HEAD START, AND
EARLY HEAD START CHILD CARE PARTNERSHIP/EXPANSION
PROGRAM OPTIONS AND CENTER LOCATIONS FOR
SACRAMENTO COUNTY

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the program options and center locations for the SETA Operated Program and its delegate agencies for the 2018-2019 Program Year.

A detailed list of the program options and center locations are attached.

RECOMMENDATION:

Approve the Head Start, Early Head Start and Early Head Start Child Care Partnership/Expansion countywide program options and center locations for the 2018-2019 program year.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

HEAD START

2018-2019 SACRAMENTO COUNTY PROGRAM OPTIONS / GRANTEE & DELEGATE AGENCIES

AGENCY	Funded Enrollment	Center Based • Year-Round • 5 Days/Week					Center Based • Traditional School Year • 5 Days/Week		
		4 hrs/day	6.5 hrs/day	8 hrs/day	9 hrs/day	10 hrs/day	6 hrs/day	6.5 hrs/day	8 hrs/day
SETA	1,836	960	60	200	140	40		40	
Elk Grove	440						60		
Sac. City	1,139			72		68		583	72
San Juan	668						68	276	
Twin Rivers	180								
WCIC	100								
TOTAL	4,363	960	60	272	140	108	128	899	72

AGENCY	Funded Enrollment	Center Based • Traditional School Year • 4 Days/Week					Home-Based
		3.5 hrs/day	4 hrs/day	5 hrs/day	6.5 hrs/day	7.5 hrs/day	
SETA	1,836	120			153		123
Elk Grove	440	380					
Sac. City	1,139	300					44
San Juan	668	324					
Twin Rivers	180			180			
WCIC	100		60			40	
TOTALS	4,363	1,124	60	180	153	40	167

Comments - Head Start funded enrollment reflects a proposed HS-EHS conversion of 32 HS enrollment slots

Please refer to individual Program Approach forms for specific detail of the above options

**EARLY HEAD START
2018-2019 SACRAMENTO COUNTY PROGRAM OPTIONS / GRANTEE & DELEGATE AGENCIES**

PROGRAM OPTIONS							
		Center Based • 5 days/week				Locally Designed Option * (LDO)	Home-Based
		Year Round		Traditional School year			
AGENCY	Total Funded Enrollment *	8 hrs/day	9 hrs/day	6.5 hrs/day	8 hrs/day		
SETA	439	80	56		8		295
Sacramento City	152	8				16 ¹	128
San Juan	160	48			32		80
Twin Rivers	16			16			
TOTALS	767	136	56	16	40	16	503
Comments	¹ This option serves high school teen mothers and families with children with disabilities. Class operates one day per week during the school year along with bi-weekly home visits. During the summer the program converts to weekly home visits when high school and special education is out of session. * Funded enrollment includes a proposed HS-EHS conversion, adding 8 more EHS enrollment slots						

Please refer to individual Program Approach forms for specific detail on the above options.

**EARLY HEAD START – CHILD CARE PARTNERSHIP AND EXPANSION
2018-2019 SACRAMENTO COUNTY PROGRAM OPTIONS / GRANTEE & DELEGATE AGENCY**

Center Based • 5 days/week • Year Round			
AGENCY	Total Funded Enrollment	8 hrs/day	9 hrs/day
SETA	40	32	8
Sacramento City	40	16	24
TOTALS	80	48	32
Comments:			

Please refer to individual Program Approach forms for specific detail on the above options.

**SETA OPERATED HEAD
START PROGRAM
Funded Enrollment:
1,836**

Administrative Office:
925 Del Paso Blvd.,
Suite 100
Sacramento, CA 95815
(916) 263-3804

Alder Grove ELC
816 Revere Street
Sacramento, CA 95818

Auberry Park
8120 Power Inn
Sacramento, CA 95828

Bannon Creek
2775 Millcreek Drive
Sacramento, CA 95833

Bright Beginnings
10487 White Rock Road, P52
Rancho Cordova, CA 95670

Crossroad Gardens
7322 Florinwood Dr.
Sacramento, CA 95823

Elkhorn
5249 Elkhorn Blvd.
Sacramento, CA 95660

Freedom Park
6015 Watt Ave., S #5
North Highlands, CA 95660

Fruitridge
5746 40th Street
Sacramento, CA 95824

Galt
615 2nd Street
Galt, CA 95632

Grizzly Hollow
805 Elk Hills Drive
Galt, CA 95632

Hillsdale
5665 Hillsdale Ave., Bldg. 4
Sacramento, CA 95842

Hopkins Park
2317 Matson Drive
Sacramento, CA 95822

Illa Collin Center
3530 41st Avenue
Sacramento, CA 95824

Job Corps
3100 Meadowview
Sacramento, CA 95832

Kennedy Estates
6501 Elder Creek
Sacramento, CA 95824

LaVerne Stewart
5545 Sky Parkway
Sacramento, CA 95823

Marina Vista ELC
263 Seavey Circle
Sacramento, CA 95818

Mather
10546 Peter A. McCuen Rd.
Mather, CA 95655

Nedra Court
#60 Nedra Court
Sacramento, CA 95822

New Center on MLK
4104 Martin Luther King Jr
Blvd.
Sacramento, CA 95814

**Norma Johnson
Early Learning Center**
3265 Norwood Avenue
Sacramento, CA 95838

North Avenue Elem. School
1281 North Avenue
Sacramento, CA 95838

Northview
2401 Northview
Sacramento, CA 95833

Parker Avenue
4516 Parker Avenue
Sacramento, CA 95820

Phoenix Park
4400 Shining Star Dr.
Sacramento, CA 95823

Sharon Neese ELC
925 Del Paso Blvd., Suite 300
Sacramento, CA 95815

Solid Foundation
7505 Franklin Blvd.
Sacramento, CA 95823

Strizek Park
3829 Stephen Drive
North Highlands, CA 95660

Walnut Grove
14181 Grove Street
Walnut Grove, CA 95690

SETA Home Base Program

**ELK GROVE USD
HEAD START
Funded Enrollment:
440**

Administrative Office:
9510 Elk Grove-Florin Rd.,
Room 214
Elk Grove, CA 95624
(916) 686-7595

Charles E. Mack Elementary
4701 Brookfield Drive
Sacramento, CA 95823

David Reese Elementary
7600 Lindale Drive
Sacramento, CA 95828

**Florence Markofer
Elementary**
9759 Tralee Way
Elk Grove, CA 95624

Franklin Elementary
4011 Hood Franklin Road
Elk Grove, CA 95757

Florin Elementary
7300 Kara Drive
Sacramento, CA 95828

**Herman Leimbach
Elementary**
8010 Grandstaff Drive
Room B2
Sacramento, CA 95823

Irene B. West Elementary
8625 Serio Way
Elk Grove, CA 95758

**Isabelle Jackson
Elementary**
8351 Cutler Way
Sacramento, CA 95828

James McKee Elementary
8701 Halverson Drive
Elk Grove, CA 95624

John Reith
8401 Valley Lark Drive
Sacramento CA 95823

Maeola Beitzel Elementary
8140 Caymus Drive
Sacramento CA 95829

Prairie Elementary
5251 Valley Hi Drive
Sacramento, CA 95823

**Samuel Kennedy
Elementary**
7037 Briggs Drive
Sacramento, CA 95828

**Sierra Enterprise
Elementary**
9115 Fruitridge Road
Sacramento, CA 95826

Union House Elementary
7850 Deer Creek Dr.
Sacramento, CA 95823

**William Daylor Continuation
High School**
6131 Orange Ave.
Sacramento, CA 95823

**SACRAMENTO CITY USD
HEAD START
Funded Enrollment:
1,139**

Administrative Office:
Serna Center
5735 47th Ave.
Sacramento, CA 95824
(916) 643-7800

**Abraham Lincoln
Children's Center**
3324 Glenmoor Drive
Sacramento, CA 95827

**Bear Flag
Children's Center**
6620 Gloria Drive
Sacramento, CA 95831

**Bowling Green Elementary-
Chacon**
6807 Franklin Blvd.
Sacramento, CA 95823

**Bowling Green Elementary-
McCoy**
4211 Turnbridge Drive
Sacramento, CA 95823

**Bret Harte
Children's Center**
2761 9th Avenue
Sacramento, CA 95818

Capital City
7220 24th Street
Sacramento, CA 95822

**Charles A. Jones Skills
Children's Center**
5451 Lemon Hill Ave.
Sacramento, CA 95824

**Collis P. Huntington
Elementary**
5917 26th Street
Sacramento, CA 95822

Earl Warren Elementary
5420 Lowell Street
Sacramento, CA 95820

Edward Kemble Elementary
7495 29th Street
Sacramento, CA 95822

Elder Creek Elementary
7800 Lemon Hill Avenue
Sacramento, CA 95824

Ethel I. Baker Elementary
5717 Laurine Way
Sacramento, CA 95824

Ethel Phillips Elementary
2930 21st Avenue
Sacramento, CA 95820

Fr. Keith B. Kenny
3525 MLK Jr. Blvd.
Sacramento, CA 95817

Freeport
2118 Meadowview Drive
Sacramento, CA 95832

Fruit Ridge Elementary
4625 44th Street
Sacramento, CA 95820

Golden Empire Elementary
9045 Canberra Drive
Sacramento, CA 95826

H. W. Harkness Elementary
2147 54th Avenue
Sacramento, CA 95822

Hiram Johnson
3535 65th Street
Sacramento, CA 95820

Isador Cohen Elementary
9025 Salmon Falls Drive
Sacramento, CA 95826

James Marshall Elem.
9525 Goethe Road
Sacramento, CA 95827

John Bidwell Elementary
1730 65th Avenue
Sacramento, CA 95822

John Cabrillo Elementary
1141 Seamas Avenue
Sacramento, CA 95822

John Sloat
7525 Candlewood Way
Sacramento, CA 95822

Leataata Floyd
401 McClatchy Way
Sacramento, CA 95818

Lisbon
7555 S. Land Park Dr.
Sacramento, CA 95831

Marian Anderson
2850 49th Street
Sacramento, CA 95817

Mark Twain Elementary
4914 58th Street
Sacramento, CA 95820

Martin Luther King Jr.
480 Little River Way
Sacramento, CA 95831

Nicholas Elementary
6601 Steiner Drive
Sacramento, CA 95823

Oak Ridge Elementary
4501 Martin L. King Jr. Blvd.
Sacramento, CA 95820

Pacific Elementary
6201 41st Street
Sacramento, CA 95824

Parkway Elementary
4720 Forest Parkway
Sacramento, CA 95823

Peter Burnett Elementary
6032 36th Avenue
Sacramento, CA 95824

Rosa Parks Elementary
2250 68th Avenue
Sacramento, CA 95822

Susan B. Anthony Elementary
7864 Detroit Blvd.
Sacramento, CA 95832

Washington Elementary
520 18th Street
Sacramento, CA 95814

Woodbine
2500 52nd Ave.
Sacramento, CA 95822

SCUSD Home Base

**SAN JUAN USD
HEAD START
Funded Enrollment:
668**

Administrative Office:
5309 Kenneth Avenue
Carmichael, CA 95608
(916) 971-7375

Choices Charter
4425 Laurelwood Way
Sacramento, CA 95864

Coleman Elementary
6545 Beech Avenue
Orangevale, CA 95662

Cottage Elementary
2221 Morse Avenue
Sacramento, CA 95825

Dyer Kelly
2236 Edison Avenue
Sacramento, CA 95821

Encina
1400 Bell Street
Sacramento, CA 95825

Garfield
3700 Garfield Avenue
Carmichael, CA 95608

General Davie Jr. Primary Center
1500 Dom Way
Sacramento, CA 95864

Grand Oaks
7901 Rosswood Dr.
Citrus Heights, CA 95621

Howe Elementary
2404 Howe Avenue
Sacramento, CA 95825

Kingswood Elementary
5700 Primrose Drive
Fair Oaks, CA 95610

Lichen Elementary
8319 Lichen Drive
Citrus Heights, CA 95621

Marvin Marshall
5309 Kenneth Avenue
Carmichael, CA 95608

Pasadena Elementary
4330 Pasadena Avenue
Sacramento, CA 95821

Ralph Richardson Elementary
4848 Cottage Way
Carmichael CA 95608

Skycrest Elementary
5641 Mariposa Ave.
Citrus Heights, CA 95610

Sunrise Elementary
7322 Sunrise Blvd.
Citrus Heights, CA 95610

**TWIN RIVERS USD
HEAD START
Funded Enrollment:
180**

Administrative Office:
155 Morey Avenue
Sacramento, CA 95838
(916) 643-8680

Morey Avenue
155 Morey Avenue
Sacramento, CA 95838
(916) 643-8680

Oakdale Preschool Center
3708 Myrtle Avenue
North Highlands, CA 95660

Rio Linda Preschool Center
631 L Street
Rio Linda, CA 95673

Village Preschool Center
6845 Larchmont Drive
North Highlands, CA 95660

**WOMEN'S CIVIC
IMPROVEMENT CLUB/
PLAYMATE HEAD START
Funded Enrollment:
100**

Administrative Office:
W.C.I.C./
3555 3rd Avenue
Sacramento, CA 95817
(916) 457-8661

Playmate #1
3930 8th Avenue
Sacramento, CA 95817

Playmate #2
3555 3rd Avenue
Sacramento, CA 95817

**SETA OPERATED EARLY
HEAD START**
Funded enrollment:
439

**SETA Early Head Start
Administrative Office:**
925 Del Paso Blvd.,
Suite 100
Sacramento, CA 95815
(916) 263-3804

**Alder Grove Infant/Toddler
Center**
2640 A/B Muir Way
Sacramento, CA 95818

Crossroad Gardens
7322 Florinwood Dr.
Sacramento, CA 95823

Elkhorn
5249 Elkhorn Blvd.
Sacramento, CA 95660

Grizzly Hollow
805 Elk Hills Dr.
Galt, CA 95632

Hillsdale
5665 Hillsdale Ave., Bldg. 4
Sacramento, CA 95842

Job Corps
3100 Meadowview
Sacramento, CA 95832

Marina Vista ELC
263 Seavey Circle
Sacramento, CA 95818

Mather
10546 Peter A. McCuen Rd.
Mather, CA 95655

New Center on MLK
4104 Martin Luther King Jr
Blvd.
Sacramento, CA 95814

North Avenue Elem. School
1281 North Avenue
Sacramento, CA 95838

Norma Johnson ELC
3265 Norwood Avenue
Sacramento, CA 95838

Northview
2401 Northview
Sacramento, CA 95833

Phoenix Park
4400 Shining Star Dr.
Sacramento, CA 95823

**Sharon Neese
Early Learning Center**
925 Del Paso Blvd., Ste. 300
Sacramento, CA 95815

**SETA/SCOE/ROCC EHS
Home Base**

**SACRAMENTO CITY USD
EARLY HEAD START**
Funded Enrollment:
152

**Sacramento City USD
Administrative Office:**
3535 65th Street
Sacramento, CA 95820
(916) 277-6767

American Legion
3801 Broadway
Sacramento, CA 95817

Capital City
7220 24th Street
Sacramento, CA 95822

SCUSD EHS Home Base

**SAN JUAN USD
EARLY HEAD START**
Funded Enrollment:
160

**San Juan USD
Administrative Office:**
5309 Kenneth Avenue
Carmichael, CA 95608
(916) 971-7375

**Encina Infant/Toddler
Center**
1400 Bell Street
Sacramento, CA 95825

**Fair Oaks Infant/Toddler
Center**
10700 Fair Oaks Blvd.
Fair Oaks, CA 95628

General Davie Jr.
1500 Dom Way
Sacramento, CA 95864

**Marvin Marshall Toddler
Center**
5309 Kenneth Avenue
Carmichael, CA 95608

**San Juan Infant/Toddler
Center**
7551 Greenback Lane
Citrus Heights, CA 95610

SJUSD EHS Home Base

**TWIN RIVERS USD
EARLY HEAD START**
Funded Enrollment:
16

Administrative Office:
155 Morey Avenue
Sacramento, CA 95838
(916) 643-8680

Morey Avenue School
155 Morey Avenue
Sacramento, CA 95838

**SETA OPERATED EARLY
HEAD START- CHILD CARE
PARTNERSHIP AND
EXPANSION**
Funded enrollment:
40

**SACRAMENTO CITY USD
EARLY HEAD START- CHILD
CARE PARTNERSHIP AND
EXPANSION**
Funded Enrollment:
40

Hopkins Park
2317 Matson Drive
Sacramento, CA 95822

Job Corps
3100 Meadowview
Sacramento, CA 95832

New Center on MLK
4104 Martin Luther King Jr
Blvd.
Sacramento, CA 95814

Sharon Neese
Early Learning Center
925 Del Paso Blvd., Ste. 300
Sacramento, CA 95815

American Legion
3801 Broadway
Sacramento, CA 95817

Elder Creek
7934 Lemon Hill Avenue
Sacramento, CA 95824

Hiram Johnson
3535 65th Street
Sacramento, CA 95820

ITEM III- F – ACTION

APPROVAL OF 2018-2019 TRAINING/TECHNICAL ASSISTANCE PLAN FOR
THE SETA HEAD START, EARLY HEAD START, AND CHILD CARE
PARTNERSHIP/EXPANSION PROGRAM, AS ALIGNED
WITH ESTABLISHED FIVE-YEAR GOALS AND OBJECTIVES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the Program Year 2018-2019 Head Start, Early Head Start, and Early Head Start Child Care Partnership/Expansion Training/Technical Assistance Plans (TTA). The funds reflect a transfer of \$5,625 from the Head Start TTA budget to the Early Head Start TTA budget as result of the Head Start-Early Head Start conversion. The following chart outlines the TTA budgets and changes:

	2017-2018	2018-2019	Difference
Head Start	\$348,932	\$343,307	(\$5,625)
Early Head Start	\$225,523	\$231,148	\$5,625
Early Head Start-CCP	\$36,749	\$36,749	0
TOTAL	\$611,204	\$611,204	--

The TTA Plans were developed to ensure continued quality and improvement and to support training activities for staff and parent development. The Budget/Planning Committee met weekly in March, including Head Start parents, Deputy Director/Children and Family Services, Head Start Managers, and the Social Services/Parent Involvement Coordinator to provide input on the plan and correlating budget.

The Training and Technical Assistance Plan and a summary of five-year goals and objectives is attached.

RECOMMENDATION:

Approve the Program Year 2018-2019 SETA Head Start, Early Head Start and Early Head Start Child Care Partnership/Expansion Training/Technical Plans as aligned with established five-year goals and objectives.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

PHILOSOPHY

SETA Head Start's program philosophy is based on the premise that all families share certain basic needs and that the Head Start population, in particular, can reap even greater benefits from a comprehensive service delivery system that ensures their needs are met. SETA's program mission is to improve the lives of low-income children by providing comprehensive child development services that are family focused, including education, health, nutrition, mental health and social services. SETA Head Start's goals are accomplished by involving parents in the complete operation and administration of the program and by supporting the growth of families and staff through the development of advocacy skills, enhanced self-esteem and empowerment. The overall goal is to develop a greater degree of independence among families and the decisions which impact their lives. Finally, SETA Head Start has established as its vision, "Touching Families, Making a Difference."

SETA continually strives to recruit, train and retain the highest quality staff. Ongoing training and technical assistance ensures that all staff are knowledgeable about the Head Start philosophy, goals and objectives, mission, values and Performance Standards of the Head Start and Early Head Start programs.

PLANNING PROCESS

SETA employs an exacting strategic planning process to identify and accomplish the training, professional development and coaching needs of Head Start staff, parents, delegate agencies and partners. This process results in a T/TA Plan which carefully incorporates needs identified through PIR, OHS Monitoring Protocols, Self-Assessment, Community Assessment, on-going Quality Assurance results, Desired Results and child outcomes, as well as analysis of embedded program and operational reporting systems such as enrollment and attendance reports, disabilities reports, food services reports, and established countywide goals. Ultimately, under the direction of SETA's strong parent boards (PC/PAC), specific dollars are allocated to these prioritized needs to ensure staff, parents, delegate agencies and partners receive the necessary training and professional development to move SETA's organization forward.

Participants in the T/TA planning process include the SETA Leadership team, Policy Council and Parent Advisory Committee members and delegate agency directors. Participants share information about their community assessment results, Program Self-Assessment, most recent ERSEA, health, and child outcomes reports, i.e., DRDP. Participants identify program strengths and service gaps. A number of areas are identified through these meetings as priorities for T/TA and countywide goal statements are formulated.

The Training and Technical Assistance Plan was the direct result of an exhaustive and highly collaborative partnership between Head Start grantee staff, parents, delegate agencies and partners. The plan was adjusted to align with The Five Year Goals and Objectives, and the Self-Assessment Program Improvement Plan (PIP). Items which were modified on the current T/TA Plan to support specific PIP goals are denoted with an asterisk *.

Outcomes and timetable attainment of the Program Improvement Plan will be tracked and measured on a monthly basis. Leadership Team and Management meetings are conducted weekly with specific agenda content.

[NOTES LEGEND: M=Mandated; GO= Goals and Objectives; PIP= Program Improvement Plan; BP=Best Practice

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost		Notes
					T/TA Budget Source	HS EHS	
Parent Services							
A. Parent Intern Training							
Parents will be recruited to train for a variety of apprentice type jobs, including working as a health aide, office support and data entry.	HS/EHS parents	Head Start staff SETA Workforce Job Coaches	HS/EHS parents will be offered the opportunity to learn skills, including soft skills that potentially may lead to permanent employment opportunities in the community.	August 2018-July 2019	\$40,000		BP
B. Family Literacy Involvement Project							
Parents will be provided books and other school readiness activities to do at home with their child(ren) monthly	HS/EHS parents	SS/PI Specialist	Parents will be given a book bi-monthly along with activity sheets to do with their child. Activity sheets will focus on literacy and math skills that parents can easily do at home with their child. The expected outcome will be increased literacy scores in children's assessment data, and increased knowledge about the importance of parent participation in school readiness activities. Measurable in-home teaching time is also used as in-kind (NFS).	August 2018-July 2019	\$30,000	\$6,000	PIP

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost		Notes
					T/TA Budget Source	HS EHS	
Training or Staff Development							
Teaching Pyramid Center-based training	Grantee and Delegate Staff	Certified Teaching Pyramid Trainers	Consultants will be used to provide 4-full-day training of all modules of the Teaching Pyramid.	Oct 2017- July 2018		\$10,000	GO
Curriculum Training	Grantee and Delegate Staff	Teaching Solutions	Teaching Strategies will be contracted to provide in-service workshops for staff in the area of Creative Curriculum for Preschool and EHS. The expected outcome is for staff to have increased confidence in their ability to implement this curriculum to fidelity in their classroom.	To be determined		\$10,000	BP
Remote Coaching	Grantee and Delegate Staff	My TeachStone®	Staff will have access to an online subscription service to enhance their skills in implementing and understanding CLASS principles and techniques.	August 2018- July 2019	\$4,000		BP GO
Career Incentive Plan Funds	HS/EHS Staff	Community College and Universities and Teacher Credentialing	Staff will have the opportunity to be reimbursed a set amount of money annually to continue their education and to keep up required teaching credentials.	August 2018- July 2019	\$30,670	\$2,000	BP
Workforce/Head Start Parent Tuition Reimbursement	HS/EHS Parents	Community College and Universities and Accredited Training	Parents who have a child enrolled in the SETA Operated Program may qualify for tuition reimbursement if the parents	August 2018- July 2019	\$6,000	\$2,500	BP

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost		Notes
					T/TA Budget Source HS	EHS	
		Institutes	are enrolled in an approved job training program through SETA's Workforce Development Department.				
CLASS Reliability Observer Training	Grantee and Delegate Staff	Education Coordinators	Three CLASS Reliability Observer Training sessions for program staff will be offered. Costs include TeachStone® registration, materials, and CLASS Trainer Fees.	TBA	\$5,000		GO
ECERS/ITERS Train the Trainer	Delegate Staff	Consultants	A consultant trainer will be hired to provide a Train-the-Trainer module on the ECERS/ITERS.	Through out Program year	\$10,000	\$3,000	BP
Learning Genie Training	HS/EHS Staff	Learning Genie	Teaching staff will be trained to use the Learning Genie on-line tool for assessments and observations.	August 2018	\$6,000		PIP
Other Conference, Training, Resources	Grantee Staff	To Be Determined	Staff and supervisors will have the opportunity to access training and resource funds throughout the program year in order to enhance and support services to children.	TBA	\$35,348	\$3,960	
Partners for a Healthy Baby	Grantee and Delegate Home Visitors	Partners for a Healthy baby	EHS Home based staff will be given a refresher course in the parenting curriculum-Partners for a Healthy Baby.	Nov 2018-May 2018		\$17,000	GO
PITC Training	EHS Home Based Staff	West ED	EHS home visitors will be given the opportunity to attend a week long workshop on best practices in home visiting based on the PITC			\$20,400	

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost		Notes
					T/TA Budget Source HS	EHS	
			model. Expected outcomes will support increased knowledge and excellence in home visiting.				
Family Development Credential (FDC)	Grantee and Delegate Staff	SETA Trainers	Family Service Workers will be given the opportunity to earn their Family Development Credential (FDC). This will increase quality services to parents enrolled on the program. SETA will host two cohorts for the program year.	October 201-August 2018	\$11,000	\$2,000	BP
CLASS Assessment Training	Assistance to train countywide CLASS Assessment	Consultants	Depending on the consultants used, the outcomes to be expected include: increase in CLASS scores, curriculum fidelity, and a deeper understanding of curriculum methods.	TBA	\$8,000		BP
ECE College Class	Grantee and Delegate Staff	American River College	Staff will be offered an opportunity to enroll in an infant/toddler ECE class and earn college units. The expected outcome includes the ability for staff to earn units toward their permit or degree and ensure quality educated staff in Head Start and Early Head Start classrooms.	June 2019		\$10,000	BP

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost T/TA Budget Source		Notes
					HS	EHS	
Delegate/Partner Support Services							
Delegate Kick-off and on-site training	Delegate Staff	Delegate Support Staff	This is annual countywide meeting for directors and content leaders to assemble and kick-off the program year. The expected outcomes include continued support on polices and procedures and monitoring processes between the Grantee and delegate and partner agencies.	November 2017	\$5,000		BP

Ongoing training and technical assistance ensures that all Partner staff are knowledgeable about the Early Head Start philosophy, infant/toddler development, goals and objectives, mission, values and Performance Standards of the Head Start and Early Head Start programs.

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/T & TA Budget Source EHS
Training & Staff Development					
Practice-Based Coaching	EHS Staff	Teacher on Special Assignment (TOSA)	EHS-CCP staff will receive individualized coaching to improve teaching practices and child outcomes. Coaching will also be provided to newly hired staff to ensure high quality infant/toddler care-giving.	On-going Aug 2018-July 2019	\$7,329
ECE College Class	Grantee and Delegate Staff	American River College	Staff will be offered an opportunity to enroll in an on-site infant/toddler ECE class and earn college units. The expected outcome includes the ability for staff to conveniently earn units toward their permit or degree and ensure quality educated staff in the EHS-CCP classrooms.	Summer, Fall 2018 (TBD)	\$10,000
California Head Start Association (CHSA) Conference	EHS staff	CHSA	Staff will have an opportunity to attend the EHS conference strand at the annual CHSA Education and Parent Conference which will result in knowledge gained and a better understanding of best practices in EHS and networking with other grantees across the state.	Jan/Feb 2019	\$1,920



Summary of 5-Year Goals and Objectives

Goal 1 – School Readiness: Increase school readiness outcomes by engaging families and staff in implementing effective, research-based strategies that support the Five Essential Domains of the Early Learning Framework to ensure a high quality learning experience.

Objectives:

- 1) Implement a math curriculum that will increase children’s level of skill and knowledge as well as provide parents with information on supporting math in the home.

Objective Activities:

- Provide resources/ training on math curriculum (Math Works) linked to math indicators on DRDP;
- Schedule Make and Take sessions to produce the materials needed to carry out math activities;
- Increase the number of planned math activities that children participate in to 3 per week;
- Increase math materials in classrooms;
- Provide coaching on effective teaching practices with both individualized coaching and TLC (Teachers Learning and Collaborating) Group;
- Train School Readiness Aides (parents) on the how they will be able to support math activities during their volunteer hours;
- Provide home connection activities in the area of math. Time spent on home activities will be tracked.

Objective Expected Outcomes:

- Increase in numbers of classrooms that include math activities in daily lesson plans
- 5% improvement in child assessment data, particularly in the measures that assess Math knowledge and skills;
- Improvement in CLASS scores, particularly in Instructional Support;
- Increase in ECER scores, specifically in Math Activities;
- Parents will report increased awareness on supporting Math activities in the home.

- 2) Implement an effective approach to promote positive, significant and sustained outcomes for children by improving the quality of Instructional Support.

Objective Activities:

- Provide resources/training on problem solving, prediction/experimentation, classification/comparison as well as increasing how/why questions;
- Provide individualized mentor/coaching to teachers through the use of internal coaching as well as collaboration with Race to the Top;
- Facilitate two groups using the TLC (Teachers Learning and Collaborating) coaching model;
- Increase the use of video-recording in the classroom to improve teacher feedback;
- Provide resources/ training on utilizing small groups to introduce higher level concepts and activities.

Objective Expected Outcomes:

- Improvement in child assessment data, particularly in the measures that assess Approaches to Learning, Science and Math skills;
- Improvement in CLASS scores, particularly in Concept Development;
- Increase in ECER scores specifically in Language- Reasoning and Activities-Math, Science;
- 16 Teachers (each year) will complete the TLC sessions.

Goal 2 – Mental Health/Social Services: Assist families, children and staff with accessing mental health and social services through communication, advocacy, and education.

Objectives:

- 1) Increase formal collaborations with community agencies and professionals to improve access to culturally-responsive mental health and social services.

Objective Activities:

- Seek and formalize relationships with current and potential SETA Workforce and community partners with Memorandum of Understanding (MOU);
- Maintain, cultivate and evaluate active SETA Head Start membership and participation in various boards and collaborative groups;
- Engage HS/EHS parents as program ambassadors by sharing personal successes;
- Disseminate information to SOP leadership and staff (FSWs, Home Base Educators) to utilize services with partners.

Objective Expected Outcomes:

- SETA will have stronger collaborations which will lead to routine referrals and recommendations for enrollment in Head Start;
- Parents will share testimonial stories to encourage other parents to enroll in the program;

- Community collaborations will be strengthened to support families during their time in Head Start and thereafter.
- 2) Deepen and support the use of Reflective Practice strategies for effective communication and collaboration between staff members, families and community agencies.

Objective Activities:

- Coordinate at least 4 delegate consultation meetings between grantee consultant and delegates on the use of Reflective Practice within their programs;
- Grantee to host 2 countywide combined content meetings per year with the objectives of fostering collaboration and networking; promoting inclusion and deepening awareness of diversity;
- Assess delegate strengths and improvement areas in Parent Family and Community Engagement (PFCE) utilizing OHS materials.

Objective Expected Outcomes:

- Small group opportunities will be created to engage in critical reflection for personal and professional development;
- PFCE Outcomes reviewed and discussed at all content area meetings

- 3) Develop a program plan to evaluate and improve current Parent Family and Community Engagement (PFCE) program strategies using guidelines and resources provided by Office of Head Start.

Objective Activities:

- Content Coordinators will include the review and discussion of PFCE framework and training materials related to building Relationship-based Competencies for support staff (health, mental health, family service workers, etc.)
- Grantee will host 2 countywide combined content meetings annually (February and May) with the objectives of fostering collaboration and networking; promoting inclusion and deepening awareness of diversity.

Objective Expected Outcomes:

- Countywide training plan will be developed on how PFCE Outcomes are used to inform and guide practice in health, mental health, family engagement, disabilities, etc.
- Summary of recommendations for agency strategic planning process

Goal 3 – Enrollment/Recruitment: Create innovative marketing/recruitment strategies to ensure full enrollment by increasing the community’s awareness of the value of earl education programs and Head Start comprehensive services.

Objective:

- 1) SETA Head Start/Early Head Start will have greater name recognition in the community and increase enrollment and referral opportunities for families being served by other community agencies.

Objective Activities:

- Identify community agencies in high need areas in which Family Services Workers IIIs can collaborate by 1) being on a community board, 2) by presenting information at a monthly meeting, or 3) being included in enrollment packets for the identified agencies;
- Through outreach opportunities, recruitment staff will identify and commit to participate in more community sponsored events;
- Work with the Parent Ambassador group to provide representation at community events;
- Head Start Managers will reach out and present information to content specific professional groups and organizations;
- Work with marketing agency to develop marketing materials that target high needs clients as identified in the program's community assessment and enhance the website to ensure ease of use for clients;
- Increase SETA Head Start and Early Head Start's participation in community events.

Objective Expected Outcomes:

- Each year, 25% of Family Services Workers will have made contact with at least one of the identified community agencies;
- Each year, the program will increase by 10% the number of community events that staff participate in;
- 10% of all community events will include at least one parent ambassador annually;
- Within each area of responsibility, each Head Start Manager will develop two content specific relationships each year in order to increase awareness of the Head Start and Early Head Start Program in their professional circles;
- 35% of the professional relationships developed with FSWIIIs and Managers will result in a formal MOU with community agencies annually.

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. Loretta Su/Mr. Victor Han
 - Toastmasters Training – Ms. Angel Chenault
 - PC/PAC Orientation #2 Reports – Ms. Angel Chenault
 - Budgeting Workshop Reports – Ms. Angel Chenault
 - Parent Leadership Institute (Session 1) Reports – Ms. Angel Chenault
 - Child Care Center Food Menu (attached)
 - Community Resources – Parents/Staff: Mr. Robert Silva

NOTES:

EVENT

DATE

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 Social/Hospitality Committee	Wednesday, April 25, 2018 12:30 p.m. – 2:00 p.m. Olympus Room
PC/PAC Joint Executive Committee	Thursday, April 26, 2018 9:00 – 10:30 a.m. Olympus Room
MAACC/Parent Ambassador Committee	Friday, April 27, 2018 10:30 a.m. – 12:30 p.m. Diablo Room
PC/PAC Bylaws Committee	Thursday, May 3, 2018 9:00 – 10:30 a.m. Camellia Room
PC/PAC Budget/Planning Committee	Tuesday, May 8, 2018 1:00 p.m. Camellia Room
PC/PAC Social/Hospitality Committee	Wednesday, May 9, 2018 12:30 p.m. – 2:00 p.m. Olympus Room
Parent Leadership Institute (Session 2) Theme: Becoming a Conscious and Courageous Leader	Friday, May 11, 2018 8:30 a.m.: Registration 9:00 a.m. – 1:00 p.m.: Training Shasta A & B Rooms Trainer: Dr. Tracy Tomasky
PAC Executive Committee	Friday, May 18, 2018 9:00 a.m. Olympus Room
PC Executive Committee	Thursday, May 24, 2018 9:00 a.m. Camellia Room

MAACC/Parent Ambassador Committee	Friday, May 25, 2018 10:30 a.m. – 12:00 p.m. Diablo Room
Toastmasters Training	Date/Time TBA
Urban Farming County-wide Parent Activity	Date/Time TBA

SETA HEAD START MENU

Abril 2018

"This institution is an equal opportunity provider"

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

Lunes	Martes	Miércoles	Jueves	Viernes
2 Desayuno Week 3 Leche Cereal Cheerios Naranja <u>Comida</u> Leche Manzana Chícharos Macarrón y Queso Sandía Fresca o <u>Bocadillo</u> Galletas de Trigo Integral Pera	3 Desayuno Week 3 Leche Puré de Manzana Baritas de Waffle <u>Comida</u> Leche Pierna de Pollo Ensalada de Espinaca Pan de Grano Integral Naranja <u>Bocadillo</u> Manzana Mantequilla de Semilla de Girasol	4 Desayuno Week 3 Leche Bizcocho de Trigo Integral Durazno <u>Comida</u> Leche Melón Arroz y Frijoles Jitomate Picado <u>Bocadillo</u> Leche Chex de fresa	5 Desayuno Week 3 Leche Plátano Fresco Bagel de Trigo Integral <u>Comida</u> Leche Zanahoria Ensalada de Pollo Fresa Tanjarina o la ciabatta <u>Bocadillo</u> Requesón Piña Machacada	6 Desayuno Week 3 Leche Mollete con Plátano Naranja <u>Comida</u> Leche Chabacano Queso Suizo Tortilla de Trigo Integral Varitas de Calabacita <u>Bocadillo</u> Leche Galletas Cheese-It
9 Desayuno Week 4 Leche Manzana Cereal Integral Rice Krispies <u>Comida</u> Leche Hamburguesa de Res Elote Naranja Pan de Trigo Integral <u>Bocadillo</u> Galletas Cheese-It Durazno	10 Desayuno Week 4 Leche Piña Machacada Bagel de Trigo Integral <u>Comida</u> Leche Chabacano Frijoles Refritos Queso Cheddar Jitomate Picado Tortilla de Trigo Integral <u>Bocadillo</u> Leche Cereal Cheerios de Grano Inte	11 Desayuno Week 4 Leche Plátano Fresco Avena <u>Comida</u> Leche Enchilada de Queso con Salsa Ensalada de Lechuga Romana Naranja <u>Bocadillo</u> Puré de Garbanzo Varitas de Verduras Melody	12 Desayuno Week 4 Leche Chabacano Baritas de Pan Francés Tostad <u>Comida</u> Leche Ensalada de Col Mango Tortilla de Trigo Integral Rollo de Pavo y Queso <u>Bocadillo</u> Plátano Fresco Barita de Queso	13 Desayuno Week 4 Leche Manzana Mollete con Arándanos Azules <u>Comida</u> Leche Melón Zanahoria Galletas de Trigo Integral Ensalada de Atún <u>Bocadillo</u> Leche Pescados Dorados de Galleta
16 Desayuno Week 5 Leche Jotqueis Pera <u>Comida</u> Leche Chabacano Torta de Pollo Ensalada de Col Pan de Trigo Integral <u>Bocadillo</u> Barita de Queso Piña Machacada	17 Breakfast Week 5 Leche Manzana Cereal Cheerios de Grano Inte <u>Lunch</u> Leche Frijoles Refritos Fresa Tanjarina o Salsa de Jitomate Tortilla de Trigo Integral <u>Snack</u> Leche Ojuelas de Cereal Multigrano	18 Breakfast Week 5 Leche Bizcocho de Trigo Integral Durazno <u>Lunch</u> Leche Melón Zanahoria Pan de Grano Integral Rebanada de Pavo <u>Snack</u> Plátano Fresco Galletas Cheese-It	19 Breakfast Week 5 Leche Avena Piña Machacada Pasas <u>Lunch</u> Leche Chabacano Ensalada de Lechuga Romana Espagueti Horneado <u>Snack</u> Leche Chex de fresa	20 Breakfast Week 5 Leche Mollete con Plátano Naranja <u>Lunch</u> Leche Plátano Fresco Brócoli Ensalada de Pollo Galletas de Trigo Integral <u>Snack</u> Leche Cereal Integral Rice Krispies
23 Desayuno Week 1 Leche Jotqueis Pera <u>Comida</u> Leche Zanahoria Pollo con Limón y Pimienta Naranja Tortilla de Trigo Integral <u>Bocadillo</u> Requesón Galletas Cheese-It	24 Desayuno Week 1 Leche Chabacano Cereal Cheerios de Grano Inte <u>Comida</u> Leche Queso Americano Manzana Pan de Trigo Integral Brócoli Sandía Fresca o <u>Bocadillo</u> Leche Chex de fresa	25 Desayuno Week 1 Leche Bizcocho de Trigo Integral Durazno <u>Comida</u> Leche Burrito Queso Cheddar Lechuga Romana Frijoles Refritos Fresa Tanjarina o Jitomate Picado Tortilla de Trigo Integral <u>Bocadillo</u> Plátano Fresco Barita de Queso	26 Desayuno Week 1 Leche Piña Machacada Bagel de Trigo Integral <u>Comida</u> Leche Mandarina Arroz Español con Pollo Varitas de Calabacita <u>Bocadillo</u> Manzana Mantequilla de Semilla de Gira	27 Desayuno Week 1 Leche Plátano Fresco Mollete con Arándanos Azules <u>Comida</u> Leche Pan de Trigo Integral Melón Coliflor Ensalada de Atún <u>Bocadillo</u> Leche Cereal Integral Rice Krispies
30 Desayuno Week 2 Leche Manzana Ojuelas de Cereal Multigrano <u>Comida</u> Leche Chabacano Hamburguesa de Res Verduras Mixtas Pan de Trigo Integral <u>Bocadillo</u> Barita de Queso Naranja				

SETA HEAD START MENU

April 2018

"This institution is an equal opportunity provider"

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

Monday

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

Tuesday

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

Wednesday

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

Thursday

5 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

Friday

6 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

9 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

10 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

11 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

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

13 Breakfast Week 4
Milk, Low Fat 1%
Apple, fresh
Muffin, Blueberry
Lunch
Milk, Low Fat 1%
Cantaloupe, fresh
Carrot, fresh
Crackers, Wheat Thins
Tuna Salad
Snack
Milk, Low Fat 1%
Crackers, Goldfish

16 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

17 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

18 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

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

20 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

23 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

24 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

25 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

26 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

27 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

30 Breakfast Week 2
Milk, Low Fat 1%
Apple, fresh
Multi Grain Flakes Cereal
Lunch
Milk, Low Fat 1%
Apricots
BBQ Beef Burger
Mixed Vegetables
Whole Wheat Bun
Snack
Cheese Sticks
Oranges, fresh

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 February 27, 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, February 27, 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 9:00 a.m. The Pledge of Allegiance was recited. The thought of the day was read. Ms. Henrietta Gutierrez called the roll and a quorum was established.

Members Present:

Kaoyee Xiong, Elk Grove Unified School District
Andrea Scharnow, Sacramento City Unified School District
Coline Jorgensen, San Juan Unified School District
Charles Taylor, Twin Rivers Unified School District
Claudett Sanders, Early Head Start, Sacramento City Unified School District
Henrietta Gutierrez, SETA-Operated Program
Angel Chenault, SETA-Operated Program (alternate present)
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 (unexcused)
Terri McMillin, Past Parent/Community Representative (excused)
Allison Vaughn, Twin Rivers Unified School District (unexcused)
Jessica Bradsberry, Sacramento City Unified School District (unexcused)
Willie Holmes, Elk Grove Unified School District (unexcused)

Members to be seated but absent:

Shannon Pierce, San Juan Unified School District (unexcused)
Noor Altameemi, Early Head Start, San Juan Unified School District (unexcused)
Jessica Sherren, SETA-Operated Program (unexcused)
Alisha Givehchi, Early Head Start/Home Base (SOP) (excused)

II. Consent Item

A. Approval of the Minutes of the January 23, 2018 Regular Meeting

The minutes were reviewed; no comments or corrections.

Moved/Gutierrez, second/Scharnow, to approve the January 23, 2018 minutes.

Show of hands vote:

Aye: 12 (Chenault, Gutierrez, Jorgensen, Litka, Lopez, Sanders, Scharnow, Scott, Tate, C. Taylor, M. Taylor, Xiong)

Nay: 0

Abstention: 1 (Castex)

Absent: 5 (Bradsberry, Castro-Flores, Holmes, McMillin, Vaughn)

III. Action Item

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

The Board went into closed session at 9:07 a.m. At 9:25 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, Family Services Worker II, Head Start Teacher, Intervention Specialist, Program Analyst, and Payroll Specialist

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: The calendar of events was reviewed.
- Parent/Staff Recognition: None.
- Crocker Art Museum Tour Report: No report in interest of time.
- Toastmasters Update: Mr. Castex urged all members to consider attending this important training.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne reviewed the fiscal report for January. Ms. Saurbourne stated that the budget planning for the next program year will begin this Friday and will continue for the entire month. It is very important to know how the budget is developed. Ms. Saurbourne urged all Policy Council members to attend these important meetings.
- Community Resources: Mr. Reginald Castex
 - ✓ Birth & Beyond: Mr. Mason Taylor stated that he is here representing Birth and Beyond in the North Sacramento area; there are nine sites in the county. He brought a calendar for the March events. They do child abuse prevention and work with all families.

B. Fiscal Monitoring Report: No questions.

V. Committee Reports: All committee reports were tabled in the interest of time.

- ✓ Executive Committee
- ✓ Budget/Planning Committee

- ✓ Men's Activities Affecting Children Committee/Parent Ambassador Committee

VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick reported that the Federal reviewers were very impressed. One of the reviewers thought the board knew a lot about the program and represented Sacramento well. Ms. Kossick announced that the celebration of SETA's 40th Anniversary is scheduled for Wednesday, October 10. There will be a program in the parking lot from 4:30 p.m. – 6:30 p.m.
- B. Head Start Deputy Director's Report: Ms. Lee had no additional report.
- C. Chair's Report: Mr. Castex asked those interested in serving on a human resources panel to consider signing up.
- D. Open Discussion and Comments: None.
- E. Public Participation: none.

VI. Training

The Parent Advisory Committee and Head Start Policy Council will participate in AB 1234 Ethics Training.

- VII. Adjournment:** The meeting was adjourned at 9:40

ITEM V

COMMITTEE REPORTS

➤ Executive Committee

Critique of the March 20, 2018 Parent Advisory Committee meeting.

GOOD!!!
Thank you, Ms. Denise Lee, for your in-depth presentation on: <ul style="list-style-type: none">• Budget modification for HS/EHS Program Year 2017-2018• Budget modification for EHS-CCP Program Year 2017-2018• EHS-CCP Supplemental Improvement Application for 2017-2018 Program Year
Thank you managers for shared program information.
Thank you, Ms. Gricelda Ocegueda for shared information on dental care and other health care issues.
Congratulations to newly elected SOP representatives/alternate to the Policy Council (Ms. Griselda Cisneros, Ms. Marcheri Smith, Ms. Devon McCracken, and Ms. Marley Schurr).
Thank you, Ms. Jasmine Robinson (Parent Intern), for shared information on Early Learning Advocacy Day and welcome to HS/EHS.
Thank you Board members for committee reports.
Thank you Chair for a timely and productive meeting.
NEEDS IMPROVEMENT
If you will be late or will not attend the PAC board meeting, please call or e-mail Angel Chenault (916-821-7099, Chair), Marie Desha (916-263-4082), or Nancy Hogan (916-263-3827).
Please remember to use point of privilege and be recognized by the Chair.
ATTENDANCE. Please make every effort to attend board meetings and committee meetings.
REMINDERS
Please be on time and be seated by 8:50 a.m.
** Please turn off <u>all</u> electronic devices. Please provide (916) 263-3800 for emergencies.
No eating in the Board room.
Please remember to use point of privilege and be recognized by the Chair before leaving your seat.

➤ Budget/Planning Committee: Ms. Angel Chenault

ITEM V-COMMITTEE REPORTS (continued)
Page 2

- Social/Hospitality Committee: Ms. Angel Chenault

- MAACC/Parent Ambassadors Committee: Ms. Angel Chenault

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, Ms. Jessica Sherrin, Ms. Griselda Cisneros, Ms. Marcheri Smith, and Ms. Devon McCracken
- Head Start Deputy Director's Report – Ms. Denise Lee
 - ✓ Monthly Head Start Report (attached)

NOTES:

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2017 to 2018

Period: March 2018

Part Day Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	% ADA	ADA	%ADA
Nedra Court	40	16	33	83%	39	98%
Mather	80	16	48	60%	67	84%
Solid Foundation	80	16	67	84%	80	100%
Walnut Grove	40	16	33	83%	39	98%
Auberry Park	40	16	25	63%	37	93%
Bannon Creek	80	16	62	78%	79	99%
Norma Johnson	40	16	28	70%	37	93%
Phoenix Park	38	16	28	74%	36	95%
Fruitridge	80	16	63	79%	77	96%
Kennedy Estates	40	16	28	70%	37	93%
Hillsdale	80	16	53	66%	71	89%
North Avenue	40	16	29	73%	38	95%
Bright Beginnings	40	16	29	73%	40	100%
Northview	80	16	61	76%	78	98%
Elkhorn	77	16	59	77%	73	95%
Hopkins Park	80	16	63	79%	79	99%
Illa Collin	20	16	13	65%	19	95%
Galt	119	16	96	81%	118	99%
Freedom Park	77	16	55	71%	69	90%
Crossroad Gardens	0	21	1	0%	13	0%
Strizek Park	40	16	28	70%	38	95%
Grizzly Hollow	40	16	29	73%	40	100%

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2017 to 2018

Period: March 2018

Full Day Classes						
			Present Only		Present/Excused	
Center Name	Funded Enrollment	Total Days	ADA	% ADA	ADA	%ADA
Crossroad Gardens	44	21	30	68%	44	100%
Job Corp	22	16	17	77%	22	100%
Marina Vista ELC	62	16	50	81%	60	97%
Freedom Park	44	16	31	70%	38	86%
La Verne Sterwart	20	16	17	85%	20	100%
Norma Johnson	22	21	17	77%	20	91%
Northview	22	16	19	86%	22	100%
Alder Grove ELC	20	16	15	75%	20	100%
Sharon Neese	40	21	34	85%	39	98%
Hillsdale	44	16	34	77%	40	91%
Phoenix Park	22	21	18	82%	22	100%
Mather	21	21	17	81%	20	95%
Parker	15	16	10	67%	15	100%
Elkhorn	22	16	18	82%	20	91%
North Avenue	20	16	18	90%	20	100%

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2017 to 2018

Period: March 2018

Early Head Start Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	% ADA	ADA	%ADA
Crossroad Gardens	8	21	5	63%	6	75%
Northview	8	21	5	63%	7	88%
Job Corp	24	16	15	63%	21	88%
Norma Johnson	8	21	7	88%	8	100%
North Avenue	8	16	6	75%	7	88%
Elkhorn	16	20	11	69%	16	100%
Mather	14	21	10	71%	13	93%
Phoenix Park	8	21	6	75%	8	100%
Marina Vista ELC	8	21	6	75%	8	100%
Alder Grove Infant/Toddler Center	16	21	12	75%	16	100%
Grizzly Hollow	8	16	6	75%	8	100%
Sharon Neese	16	21	13	81%	16	100%

SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 03/30/2018						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Alder Grove ELC	1247S	20	15	5	0	20
Auberry Park	1238A	19	4	15	2	21
Auberry Park	1238B	19	4	15	1	20
Bannon Creek	1200A	20	16	4	2	22
Bannon Creek	1200B	19	13	6	1	20
Bannon Creek	1200C	20	17	3	0	20
Bannon Creek	1200D	20	13	7	1	21
Bright Beginnings	1201V	20	7	13	0	20
Bright Beginnings	1201W	20	9	11	0	20
Crossroad Gardens	1242A	7	0	7	0	7
Crossroad Gardens	1242B	6	0	6	0	6
Crossroad Gardens	1242R	22	7	15	1	23
Crossroad Gardens	1242X	22	9	13	0	22
Elkhorn	1255A	18	14	4	0	18
Elkhorn	1255B	17	12	5	3	20
Elkhorn	1255C	19	16	3	1	20
Elkhorn	1255D	18	16	2	1	19
Elkhorn	1255X	20	16	4	1	21
Freedom Park	1239A	18	12	6	1	19
Freedom Park	1239B	19	14	5	1	20
Freedom Park	1239C	17	10	7	2	19
Freedom Park	1239D	19	16	3	0	19
Freedom Park	1239R	17	10	7	0	17
Freedom Park	1239X	21	20	1	0	21
Fruitridge	1216A	19	16	3	3	22
Fruitridge	1216B	19	15	4	1	20
Fruitridge	1216C	20	16	4	1	21
Fruitridge	1216D	20	17	3	0	20
Galt	1234A	20	16	4	0	20
Galt	1234B	20	12	8	0	20
Galt	1234C	20	19	1	0	20
Galt	1234D	20	18	2	0	20
Galt	1234E	19	18	1	0	19
Galt	1234F	20	16	4	0	20

SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 03/30/2018						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Grizzly Hollow	1252A	20	7	13	0	20
Grizzly Hollow	1252B	20	8	12	0	20
Hillsdale	1228A	17	11	6	3	20
Hillsdale	1228B	20	11	9	1	21
Hillsdale	1228C	19	13	6	2	21
Hillsdale	1228D	20	14	6	3	23
Hillsdale	1228R	20	13	7	0	20
Hillsdale	1228X	20	18	2	0	20
Hopkins Park	1253A	19	15	4	1	20
Hopkins Park	1253B	19	14	5	1	20
Hopkins Park	1253C	20	13	7	0	20
Hopkins Park	1253D	20	17	3	0	20
Illa Collin	1221V	19	11	8	1	20
Job Corp	1237X	22	14	8	0	22
Kennedy Estates	1240A	20	9	11	0	20
Kennedy Estates	1240B	20	13	7	0	20
La Verne Sterwart	1219S	20	15	5	0	20
Marina Vista ELC	1246R	20	17	3	0	20
Marina Vista ELC	1246S	20	16	4	0	20
Marina Vista ELC	1246X	22	12	10	0	22
Mather	1223A	20	15	5	2	22
Mather	1223B	18	16	2	2	20
Mather	1223C	19	13	6	3	22
Mather	1223D	15	11	4	3	18
Mather	1223X	20	13	7	1	21
Nedra Court	1244V	19	15	4	2	21
Nedra Court	1244W	20	16	4	0	20
Norma Johnson	1214A	18	15	3	2	20
Norma Johnson	1214B	20	9	11	2	22
Norma Johnson	1214X	21	13	8	1	22
North Avenue	1256A	18	15	3	1	19
North Avenue	1256B	20	16	4	0	20
North Avenue	1256X	20	17	3	0	20
Northview	1224A	20	12	8	0	20

SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 03/30/2018						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Northview	1224B	20	11	9	0	20
Northview	1224C	20	16	4	1	21
Northview	1224D	19	15	4	2	21
Northview	1224X	21	16	5	1	22
Parker	1207S	15	6	9	0	15
Phoenix Park	1248A	20	12	8	1	21
Phoenix Park	1248B	17	15	2	0	17
Phoenix Park	1248X	22	11	11	0	22
Sharon Neese	1249R	20	16	4	0	20
Sharon Neese	1249X	20	15	5	0	20
Solid Foundation	1254A	20	15	5	0	20
Solid Foundation	1254B	20	18	2	0	20
Solid Foundation	1254C	20	14	6	0	20
Solid Foundation	1254D	20	19	1	1	21
Strizek Park	1225A	20	14	6	1	21
Strizek Park	1225B	19	12	7	2	21
Walnut Grove	1235V	20	14	6	0	20
Walnut Grove	1235W	19	17	2	1	20
Alder Grove Infant/Toddler Center	1212M	8	4	4	0	8
Alder Grove Infant/Toddler Center	1212U	8	4	4	0	8
Crossroad Gardens	1242U	6	4	2	2	8
Elkhorn	1255M	8	1	7	0	8
Elkhorn	1255U	8	2	6	2	10
Grizzly Hollow	1252P	8	3	5	0	8
Job Corp	1237O	7	6	1	1	8
Job Corp	1237P	6	6	0	1	7
Job Corp	1237Q	8	4	4	1	9
Marina Vista ELC	1246U	8	5	3	0	8
Mather	1223M	7	5	2	0	7
Mather	1223U	7	6	1	0	7
Norma Johnson	1214U	8	7	1	0	8
North Avenue	1256P	8	8	0	2	10
Northview	1224U	8	3	5	1	9
Phoenix Park	1248U	7	5	2	1	8

SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 03/30/2018						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Sharon Neese	1249M	8	5	3	0	8
Sharon Neese	1249U	8	7	1	1	9
TOTALS for Head Start		1787	1231	556	76	1863
HS Totals	1651					
Drops w/in 30	64					
P/S Home Base	148					
Total	1863					
EHS Totals	136					
Drops w/in 30	12					
River Oaks	60					
SCOE	68					
EHS Home Base	187					
Total	463					
GRAND TOTAL	2326					

CLASS CODE BREAKOUT	
Class Code	Class Type/Funding
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

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

March 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
SETA operated	1988	234	12%	377	122	32%
Twin Rivers USD	180	23	13%	16	0	0%
Elk Grove USD	440	53	12%			
Sac City USD	1211	132	11%	144	25	17%
San Juan USD	668	108	16%	160	17	11%
WCIC	120	11	9%			
EHS CCP				80	7	9%
COUNTY TOTAL	4607	561	12%	777	171	22%

AFE: Annual Funded Enrollment



SETA Head Start

Food Service Operations Monthly Report

*March 2018

March 2nd - Minimum Day Calendar D Classes; Class Calendars A, B, C, & E closed.
Elkhorn Center closed for pest control. Crossroad PM classes open.

March 5th - Bright Beginnings water turned off, center closed.

March 16th - Teaching Pyramid - Classes closed at Freedom Park, Hillsdale, Strizek Park and Mather.

March 20th - Home Base Fairytale Town fieldtrip for 110 guests.

March 26th - Holiday - Cesar Chavez Birthday.

March 27th to 30th - Spring Break Calendar B, D & E Classes open. Calendars A & C closed, WCIC closed.

Meetings & Trainings:

Connie Otwell attended the SETA Supervisors Sexual Harassment Prevention Training on 3/13/18.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
32,250	16,730	22,125	100

Total Amount of Meals and Snacks Prepared 71,205

Purchases:

Food	\$69,197.58
Non - Food	\$8,794.74

Building Maintenance and Repair: \$280.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$1,226.18

Vehicle Maintenance and Repair : \$2,708.63

Vehicle Gas / Fuel: \$1,528.85
 Normal Delivery Days 21



Special Delivery from a Past Parent

It is not often that a client will take time to stop and write a letter recognizing the great work of staff. But, when they do, it brings great pride and smiles to all that read it. This letter was written by a past parent and sent via email to one of the Head Start managers. It most certainly will make you smile.

Good Morning,

I'm not sure if you are the correct person to direct our accomplishments to, but I wanted to let All the teachers and staff at Head Start to know that my son was a student of Head Start.

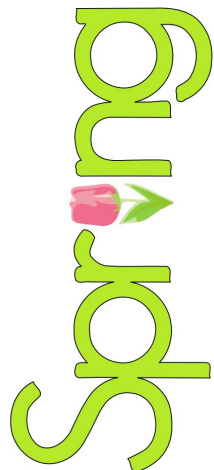
I am proud to say he will be graduating from High School at the end of May

2018 with honors and have been accepted to many university, and state colleges within California but has chosen San Jose State University.

I want to thank all the teachers and staff who was a part of his journey. He attended the Mark Hopkins site with Meadowview Community Agency back in the 2003-2004. Special recognition to Ms. Cindy Vang whom had a direct impact to his learning.

They say, "it takes a village to raise a child," and with the Head Start Program, our family has truly felt this.

*Again thank you,
Sophia Mua*



Federal CLASS® Review

During the week of April 2nd, SETA and its delegate agencies underwent the second phase of the federal review process, the Classroom Assessment and Scoring System (CLASS). During the week, 6 reviewers and 2 dual coders worked independently and reviewed 59 Head Start classrooms in 55 centers throughout the county. The review process does not

allow for feedback during the week. A final report with aggregate scores will be provided within 30-60 days. Scores will be used to compare SETA to the national average CLASS scores within the federal review year cycle. Programs in the bottom 10th percentile of the national scores may be required to re-compete for their federal grant in the next

five-year funding cycle. Based on recent SETA's internal CLASS monitoring, the team believes it will score within or above the national average.

Tea Time at Galt Head Start



Children enjoy a day of friendship and "tea"



Office of Head Start Updates



Public Comment on PIR Changes - OHS invites public comment on several major proposed changes to the Head Start Program Information Report (PIR). The comment period is open until April 6, 2018.

Proposed changes will better align with the revision of the

Head Start Program Performance Standards, reduce reporting burden, and improve the data collection.

Free Tax Services for Families—The Volunteer Income Tax Assistance (VITA) program offers free tax help to people who generally make \$54,000 or

less, persons with disabilities, and limited English-speaking taxpayers who need assistance in preparing their own tax returns.

To locate the nearest VITA or TCE site, visit <https://irs.treasury.gov/freetaxprep/> or call (toll-free) 1-800-906-9887

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: