

GOVERNING BOARD

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KATHY KOSSICK
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DENISE LEE
Deputy Director

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

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

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

THOUGHT OF THE DAY: "The most important thing is to try and inspire people so that they can be great in whatever they want to do."

~~ Kobe Bryant

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

DATE: Tuesday, August 21, 2018

TIME: 9:00 a.m.

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

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

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✓	Monthly Head Start Report (attached)	
	▪ Quality Assurance Report: River Oak Center for Children	
	▪ Quality Assurance Report: Sacramento County Office of Education	
➤	Head Start Managers’ Reports	
	▪ <u>Lisa Carr</u> - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services	
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DISTRIBUTION DATE: WEDNESDAY, AUGUST 15, 2018

Parent Advisory Committee meeting hosted by:
 Angel Chenault (Chair), Griselda Cisneros (Vice Chair), Henrietta Gutierrez (Secretary),
 vacant (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
- ___ **Christian Parada, Bannon Creek Head Start**
- ___ Vacant, Crossroad Gardens Head Start
- ___ **Alisha Givehchi, Early Head Start (Home Base)**
- ___ Vacant, Elkhorn Head Start
- ___ Vacant, Freedom Park Head Start
- ___ Vacant, Fruitridge Head Start
- ___ Vacant, Galt Head Start
- ___ Vacant, Grizzly Hollow
- ___ Vacant, Hillsdale Head Start
- ___ **Devon McCracken, Preschool Home Based Head Start**
- ___ Vacant, Pre-School (Home Base)
- ___ Vacant, Home Base Early Head Start
- ___ Vacant, Hopkins Park Head Start
- ___ Vacant, Illa Collin Head Start
- ___ Vacant, Job Corps Head Start
- ___ Vacant, Kennedy Estates Head Start
- ___ **Henrietta Gutierrez, LaVerne Stewart Head Start**
- ___ **Marley Schurr, (Marie Cleveland's) Bright Beginning Head Start**
- ___ Vacant, Marina Vista Early Learning Center
- ___ Vacant, Mather Head Start
- ___ Vacant, Nedra Court Head Start
- ___ Vacant, Norma Johnson Head Start
- ___ Vacant, 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
- ___ Vacant, Strizek Park Head Start
- ___ Vacant, 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**
- ___ Vacant, Outgoing Chair

ITEM I-A – ROLL CALL
(Continued)

Program Year 2017-2018 - New Representatives to be seated

<input type="checkbox"/> Griselda Cisneros, Norma Johnson Head Start
<input type="checkbox"/> Vacant, Alder Grove I Head Start
<input type="checkbox"/> Vacant, Alder Grove II Head Start
<input type="checkbox"/> Vacant, Auberry Park Head Start
<input type="checkbox"/> Vacant, Crossroad Gardens Head Start
<input type="checkbox"/> Vacant, Elkhorn 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, Grizzly Hollow Head Start
<input type="checkbox"/> Vacant, Hillsdale Head Start
<input type="checkbox"/> Vacant, Home Base Head Start
<input type="checkbox"/> Vacant, Hopkins Park Head Start
<input type="checkbox"/> Vacant, Illa Collin Head Start
<input type="checkbox"/> Vacant, Kennedy Estates Head Start
<input type="checkbox"/> Vacant, Marina Vista Head Start
<input type="checkbox"/> Vacant, Mather Head Start

<input type="checkbox"/> Natalie Holland, Solid Foundation Head Start
<input type="checkbox"/> Vacant, Mather Head Start
<input type="checkbox"/> Vacant, Nedra Court Head Start
<input type="checkbox"/> Vacant, North Avenue Head Start
<input type="checkbox"/> Vacant, Parker Head Start
<input type="checkbox"/> Vacant, Phoenix Park Head Start
<input type="checkbox"/> Vacant, Pre-School (Home Base)
<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, Strizek Park Head Start
<input type="checkbox"/> Vacant, Walnut Grove Head Start
<input type="checkbox"/> Vacant, Early Head Start (Home Base)
<input type="checkbox"/> Vacant, Grandparent Representative
<input type="checkbox"/> Vacant, Outgoing Chair

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													
Vacant Seated	BC													
Christian Parada Seated 6/19	BC								X	E				
Vacant Seated	CR													
Alisha Givchchi Seated 6/19	EHS/HB								X	U				
Vacant Seated	EL													
Vacant Seated	FP													
Vacant Seated	FP													
Vacant Seated	FT													
Vacant Seated	G													
Vacant Seated	GH													
Vacant Seated	H													
Devon McCracken Seated 12/19	HB		X	X		X	X	X	X	X				
Vacant Seated	HB													
Vacant Seated	IC													
Angela Moore Seated 11/21	HP	X	X	U		X	X	X	U	U				
Vacant Seated	JC													
Vacant Seated	JC													
Vacant Seated	K													
Henrietta Gutierrez Seated 11/21	LVS	X	X	X		X	X	X	X	X				
Marley Schurr Seated 11/21	MCBB	X	X	X		X	X	X	X	X				
Marcher Smith Seated 3/20; resigned 7/20	MV					X	X	X	X	X				
Vacant Seated	M													
Griselda Cisneros Seated 11/21	NA		X	X		X	X	X	X	X				
Vacant Seated	NC													
Giselda Cisneros Seated	NJ													
Vacant Seated	NV													
Spring Burrell Seated 3/20	NV					X	X	E	X	X				
Vacant Seated	PA													

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	PP													
Vacant Seated	RO													
Vacant Seated	SCOE													
Natalie Holland s/b/seated 6/19	SF								E	U				
Vacant Seated	SN													
Vacant Seated	SP													
Vacant Seated	WG													
Vacant Seated	FPR													
Robin Blanks Seated 12/19	MAACC		X	X		X	X	X	X	X				
Angel Chenault Seated 11/21	CR/PP	X	X	X		X	X	X	X	X				
Penelope Scott Seated 11/21	CR/PP	X	X	X		X	X	X	X	X				
Vacant Seated	CR/GP													
Vacant Seated	OGC													

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.
RS:	Reseat

Current a/o: 8/14/2018 4:21 PM

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE JULY 17, 2018 REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the July 17, 2018 meeting.

RECOMMENDATION:

Approve the minutes of the July 17, 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, July 17, 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 9:05 a.m. and read the thought of the day. The Pledge of Allegiance was recited. Ms. Henrietta Gutierrez called the roll; a quorum was established.

Members Present:

Spring Burrell
Henrietta Gutierrez
Marley Schurr
Marcheri Smith
Griselda Cisneros
Angel Chenault
Penelope Scott
Robin Blanks
Devon McCracken

Members Absent:

Alisha Givehchi (unexcused)
Christian Parada (excused)
Angela Moore (unexcused)

Member to be seated but Absent:

Natalie Holland (unexcused)

II. Consent Item

A. Approval of the Minutes of the June 19, 2018 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Blanks, second/Scott,

Show of hands vote:

Aye: 8 (Blanks, Burrell, Cisneros, Gutierrez, McCracken, Schurr, Scott, Smith)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 3 (Givehchi, Moore, Parada)

III. Presentation: Water Play & Safety Precautions by Ms. Chengyeng Ly, Child Passenger Safety Program Coordinator

Ms. Chenyeng Ly distributed information and showed a Power Point Presentation on drowning prevention. In addition, she presented statistical information about drowning victims, prevention tips and resources.

IV. Action Items

A. Election of Parent Advisory Committee Treasurer

Ms. Chenault reviewed this item. She asked if any member was interested in serving as Treasurer. Ms. Scott nominated Ms. Marcheri Smith to serve as Treasurer. Ms. Blanks nominated herself. Nominees spoke of their interest to serve.

Vote:

Marcheri: 4

Robin: 4

Ms. Chenault broke the tie by choosing Ms. Smith.

Moved/Blanks, second/Schurr, to confirm Ms. Marcheri Smith as Treasurer.

Show of hands vote:

Aye: 8 (Blanks, Burrell, Cisneros, Gutierrez, McCracken, Schurr, Scott, Smith)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 3 (Givehchi, Moore, Parada)

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

Ms. Chenault reviewed this item. At this time, Ms. Spring Burrell is the only member present that is eligible. Ms. Burrell stated that she would not be able to accept the position since she works.

Moved/Gutierrez, second/Cisneros, to table this item to the next meeting.

Show of hands vote:

Aye: 8 (Blanks, Burrell, Cisneros, Gutierrez, McCracken, Schurr, Scott, Smith)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 3 (Givehchi, Moore, Parada)

V. Information Items

A. Standing Information Items

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

➤ Parent/Staff Recognitions: None.

➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. Denise Lee reviewed the fiscal report which is 91% of the budget spent. The expenditures are a bit under expended but still on track to have the budget fully spent with exception of the planned carryover for deferred maintenance projects.

- PC/PAC Parent Activity Reports: Ms. Smith thought the activity (Aerospace Museum tour) was very interesting and enjoyed getting to know the other parents. Ms. Gutierrez had a great time and enjoyed the docent's stories. Ms. Chenault really enjoyed the tour but especially enjoyed visiting with others during the lunch.
 - Child Care Center Food Menu: No questions.
 - Community Resources – Parents/Staff: Ms. Chenault reviewed some of the community resources available.
- B. Head Start Policy Council Minutes: May 22, 2018: No questions.

VI. Committee Reports

- Executive Committee Meeting Critique: Ms. Gutierrez reviewed the critique.
- Social/Hospitality Committee: Ms. Gutierrez reported on the most recent meeting. The majority of the work was done on the upcoming End-of-Year Celebration event. The committee approved Wednesday, October 3, 10-12. However, the committee will take action on a second date/time in consideration of staff availability to attend the event. The next meeting is scheduled for July 25.
- Personnel/Bylaws Committee: Ms. Marley Schurr reported that there was a great turn out at the last meeting. There are a lot of issues the committee will consider revising. All board members are encouraged to attend at the next meeting.
- MAACC/Parent Ambassadors Committee: No report.

VII. Other Reports

- Chair's Report: No report.
- Policy Council Report(s): Ms. Marcheri Smith reported that the PC approved items in closed session including eligible lists. The PC also approved the COLA.
- Head Start Deputy Director's Report: Ms. Denise Lee reviewed the Program Improvement Plan (PIP) for attendance and current attendance data. The PIP was developed to address an area of non-compliance from the recent federal review. Ms. Lee reviewed the finding. She and other staff met with ACF/TTA staff to enhance systems for reporting, tracking and analyzing attendance data. There will be an increased awareness of the attendance issue throughout the school year. SETA has 120 days to ensure the attendance issue has been resolved. Ms. Caruso will be leaving the agency to go to San Juan USD as a grant writer. She was thanked for her serve.
- ✓ Monthly Head Start Report
- Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: Ms. Carr reviewed page 36, the enrollment report. Danielle Cisneros is the new Education Coordinator overseeing the enhanced attendance project. A literacy event will be held the last week of September. There will be reading and activities available for children; additional information will be provided to board member. Two new Health/Nutrition

Specialists were recently hired. Ms. Carr announced that a college-level ECE class will be held at SETA. She will provide a flyer to board members.

- Robyn Caruso - Program Support, Food Services and Save Environments, Quality Assurance, and EHS-CCP Services: The QA team is going through the monitoring tool to ensure the tool remains effective. Staff is also working on the delegate agencies Program Information Reports (PIR). Ms. Caruso thanked board members for the support over the years. She will be focusing on writing grants for children from age 1 to 18 years of age. She commends all board members in being a part of their child's education. She urged board members to have a voice at their child's school. Board members and staff all wished Ms. Caruso well in her new endeavor.
- Karen Griffith - School Readiness, Special Education and Mental Health Services: No report.

VIII. Center Updates: None.

IX. Discussion

Ms. Desha announced that a Play Summit will be held at Fairy Tale Town. This is an adult-only event where attendees will learn how to incorporate learning into play. Ms. Blanks spoke of last year's event and the various things she learned; it was a great event to attend. Any board member wishing to attend this summit should contact Ms. Desha. SETA will cover the \$50.00 registration.

X. Public Participation: None.

XI. Adjournment: The meeting was adjourned at 11:10 a.m.

ITEM III-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information Items
- PC/PAC Calendar of Events – Ms. Angel Chenault
 - Parent/Staff Recognitions – Ms. Angel Chenault
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Saurbourne
 - Child Care Center Food Menu (attached)
 - Community Resources – Parents/Staff: Mr. Robert Silva
 - Expunging Criminal Records: Understanding the Sacramento Superior Court's Expungement Packet – Mr. Robert Silva
 - PC/PAC Recruitment 2018-2019 – Mr. Robert Silva

NOTES:

EVENT**DATE**

PC/PAC Social/Hospitality Committee	Wednesday, August 22, 2018 9:00 – 11:00 a.m. Olympus Room
PAC Executive Committee	Friday, August 24, 2018 9:00 a.m. Camellia Room
PC Executive Committee	Thursday, August 30, 2018 9:00 a.m. Camellia Room
PC/PAC Bylaws Committee	Friday, August 31, 2018 9:00 a.m. Camellia Room
PC/PAC Social/Hospitality Committee	Wednesday, September 5, 2018 9:00 – 11:00 a.m. Olympus Room
Early Literacy Family Fun Night (see attached flyer)	Friday, September 7, 2018 3:00 p.m. – 5:00 p.m. Sequoia Room - SETA 925 Del Paso Blvd., Suite 100 Sacramento, CA 95815
PC/PAC Budget/Planning Committee	Tuesday, September 11, 2018 9:00 – 11:00 a.m. Camellia Room
PC/PAC Bylaws Committee	Friday, September 14, 2018 9:00 – 10:30 a.m. Camellia Room
End-of-Year Parent Appreciation Brunch (see attached flyer)	Thursday, October 11, 2018 10:00 a.m. – 12:00 p.m. Shriners Hospitals for Children 2425 Stockton Blvd. Sacramento, CA 95817



ECE 330: Infant Development

Is being offered at SETA

This course is open free of charge to Head Start/Early Head Start staff, and parents with an enrolled child

WHEN: October 18, 2018 – December 14, 2018

FROM: 6:00 p.m. – 9:10 p.m.

WHERE: 925 Del Paso Blvd - SETA

Units transferable to CSU

This class is open to 35 students only

First come first serve

E-mail Lisa Carr at Lisa.Carr@seta.net

or call at (916) 263-8123





Head
Start

Early Literacy

Family Fun Night!

Friday,

September 7,
2018

3:00 to 5:00 p.m.

ONLY 50 spots available!

LOCATION:

SETA/Head Start Main
Office – Sequoia Rm.

925 Del Paso Blvd.,
Suite 100

Sacramento, CA
95815

Across from
Globe Avenue



SETA has paired with the Sacramento Public Library to bring a FUN and HANDS-ON family night to Head Start families!



Snacks provided!



There is limited space so RSVP soon to guarantee your spot!

RSVP by 8/30/18 to:

Danielle.Sisneros@seta.net

(916) 263-3806

SETA Head Start/Early Head Start Policy Council and Parent Advisory Committee

CORDIALLY INVITE YOU TO ATTEND OUR
2017—2018 ANNUAL END-OF-THE-YEAR PARENT APPRECIATION BRUNCH

*“It takes a Village to Raise a Leader,
but it takes a Courageous Leader to Raise a Village”*



THURSDAY, OCTOBER 11

2018

10:00 a.m. —12:00 p.m.

LOCATION:

SHRINERS HOSPITALS FOR CHILDREN
2425 STOCKTON BLVD
SACRAMENTO, CA 95817

Brunch Selection

- ◆ *French toast, Sausage, Bacon, Scrambled eggs, Potatoes*
- ◆ *Coffee, and Orange Juice*

Keynote Speaker:

TBA

GUESTS (TWO PER BOARD MEMBER) ARE RESPONSIBLE FOR THEIR BRUNCH FEE.

(NON-REFUNDABLE, ADVANCE PAYMENT REQUIRED)

CASH OR MONEY ORDER ONLY—**\$7.95**

GUEST FEES ARE DUE BY **MONDAY, OCTOBER 1, 2018, 12:00 NOON**

SUBMIT TO BELINDA MALONE

RSVP by Friday, September 28, 2018

Call Nancy Hogan at (916) 263-3827, OR e-mail: nancy.hogan@seta.net

SETA HEAD START MENU

August 2018

"This institution is an equal opportunity provider"

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

Monday

Tuesday

Wednesday

Thursday

Friday

1 Breakfast Week 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

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

3 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

6 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

7 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

8 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

9 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

10 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

13 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

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

15 Breakfast Week 2
Milk, Low Fat 1%
Oatmeal Cereal
Pineapple, tidbits
Raisins
Lunch
Milk, Low Fat 1%
Beans Refried
Coleslaw Salad
Strawberries, fresh or
Tangerine, fresh or
Tortilla, Whole Wheat
Snack
Cheese Sticks
Peaches

16 Breakfast Week 2
Milk, Low Fat 1%
Banana, fresh
Crispix Cereal
Lunch
Milk, Low Fat 1%
BBQ Beef Brisket
Carrot, fresh
Oranges, fresh
Whole Grain Mini Hoagie Roll
Snack
Milk, Low Fat 1%
Crackers, Goldfish

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

20 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

21 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

22 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

23 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

24 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

27 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

28 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

29 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

30 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

31 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

Lunes

Martes

Miércoles

Jueves

Viernes

<p>1 <u>Desayuno Week 5</u> Leche Bizcocho de Trigo Integral Durazno <u>Comida</u> Leche Melón Zanahoria Pan de Grano Integral Rebanada de Pavo <u>Bocadillo</u> Plátano Fresco Galletas Cheese-It</p>	<p>2 <u>Desayuno Week 5</u> Leche Avena Piña Machacada Pasas <u>Comida</u> Leche Chabacano Ensalada de Lechuga Romana Espagueti Horneado <u>Bocadillo</u> Leche Chex de fresa</p>	<p>3 <u>Desayuno Week 5</u> Leche Mollete con Plátano Naranja <u>Comida</u> Leche Plátano Fresco Brócoli Ensalada de Pollo Galletas de Trigo Integral <u>Bocadillo</u> Leche Cereal Integral Rice Krispies</p>		
<p>6 <u>Desayuno Week 1</u> Leche Jotqueis Pera <u>Comida</u> Leche Zanahoria Pollo con Limón y Pimienta Naranja Tortilla de Trigo Integral <u>Bocadillo</u> Requesón Galletas Cheese-It</p>	<p>7 <u>Desayuno Week 1</u> 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</p>	<p>8 <u>Desayuno Week 1</u> Leche Bizcocho de Trigo Integral Durazno <u>Comida</u> Leche Burrito Queso Cheddar Lechuga Romana Frijoles Refritos Fresa Tanjarina o Jitomate Picado Tortilla de Trigo Integral <u>Bocadillo</u> Plátano Fresco Barita de Queso</p>	<p>9 <u>Desayuno Week 1</u> Leche Piña Machacada Bagel de Trigo Integral <u>Comida</u> Leche Mandarina Arroz Español con Pollo Varitas de Calabacita <u>Bocadillo</u> Manzana Mantequilla de Semilla de Gira</p>	<p>10 <u>Desayuno Week 1</u> 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</p>
<p>13 <u>Desayuno Week 2</u> 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</p>	<p>14 <u>Breakfast Week 2</u> Leche Baritas de Pan Francés Tostad Pera <u>Lunch</u> Leche Manzana Pierna de Pollo Jitomate Fresco Sandía Fresca o barra de pan para <u>Snack</u> Leche Cereal Integral Rice Krispies</p>	<p>15 <u>Breakfast Week 2</u> Leche Avena Piña Machacada Pasas <u>Lunch</u> Leche Frijoles Refritos Ensalada de Col Fresa Tanjarina o Tortilla de Trigo Integral <u>Snack</u> Barita de Queso Durazno</p>	<p>16 <u>Breakfast Week 2</u> Leche Plátano Fresco Cereal Crispix <u>Lunch</u> Leche Pecho de Res Asado Zanahoria Naranja Mini Panecillo de Grano Entero <u>Snack</u> Leche Pescados Dorados de Galleta</p>	<p>17 <u>Breakfast Week 2</u> Leche Manzana Mollete con Plátano <u>Lunch</u> Leche Pan de Trigo Integral Brócoli Melón Rebanada de Pavo <u>Snack</u> Quesadilla</p>
<p>20 <u>Desayuno Week 3</u> Leche Cereal Cheerios Naranja <u>Comida</u> Leche Manzana Chícharos Macarrón y Queso Sandía Fresca o <u>Bocadillo</u> Galletas de Trigo Integral Pera</p>	<p>21 <u>Desayuno Week 3</u> Leche Puré de Manzana Baritas de Waffle <u>Comida</u> Leche Pierna de Pollo Ensalada de Espinaca Pan de Grano Integral Naranja <u>Bocadillo</u> Manzana Mantequilla de Semilla de Gira</p>	<p>22 <u>Desayuno Week 3</u> Leche Bizcocho de Trigo Integral Durazno <u>Comida</u> Leche Melón Arroz y Frijoles Jitomate Picado <u>Bocadillo</u> Leche Chex de fresa</p>	<p>23 <u>Desayuno Week 3</u> 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</p>	<p>24 <u>Desayuno Week 3</u> 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</p>
<p>27 <u>Desayuno Week 4</u> Leche Manzana Cereal Integral Rice Krispies <u>Comida</u> Leche Hamburguesa de Res Elote Naranja Pan de Trigo Integral <u>Bocadillo</u> Galletas Cheese-It Durazno</p>	<p>28 <u>Desayuno Week 4</u> 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 Integ</p>	<p>29 <u>Desayuno Week 4</u> 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</p>	<p>30 <u>Desayuno Week 4</u> Leche Chabacano Baritas de Pan Francés Tostado <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</p>	<p>31 <u>Desayuno Week 4</u> 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</p>

ITEM III-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 June 26, 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, June 26, 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. and read the thought of the day. The Pledge of Allegiance was recited. Ms. Henrietta Gutierrez called the roll and a quorum was established.

Members Present:

Andrea Scharnow, Sacramento City Unified School District (seated at 9:04 a.m.)
Jessica Bradsberry, Sacramento City Unified School District
Diana Wriedt, Elk Grove Unified School District
Charles Taylor, Twin Rivers Unified School District
Henrietta Gutierrez, SETA-Operated Program
Griselda Cisneros, SETA-Operated Program
Devon McCracken, SETA-Operated Program
Marley Schurr, SETA-Operated Program
Penelope Scott, Grandparent/Community Representative
Reginald Castex, Men's Activities Affecting Children Committee
Linda Litka, Past Parent/Community Representative (seated at 9:04 a.m.)
Marcheri Smith, SETA-Operated Program
Angel Chenault, Past Parent/Community Representative (excused)

Members Absent:

Kaoyee Xiong, Elk Grove Unified School District (excused)
Kenneth Tate, Outgoing Chair (excused)
Claudett Sanders, Early Head Start, Sacramento City Unified School District (excused)
Mason Taylor, Birth & Beyond, Community Agency Representative (unexcused)

Members to be seated but absent:

Gloria Hager, Women's Civic Improvement Club (unexcused)

II. Consent Item

A. Approval of the Minutes of the May 22, 2018 Policy Council Meeting

The minutes were reviewed; no questions or comments.

Moved/Gutierrez, second/Scharnow, to approve the May 22, 2018 minutes.
Show of hands vote:

Aye: 12 (Bradsberry, Chenault, Cisneros, Gutierrez, Litka, McCracken, Scharnow, Schurr, Scott, Smith, C. Taylor, Wriedt)

Nay: 0

Abstentions: 1 (Castex)

Absent: (Sanders, Tate, Taylor, Xiong)

III. Action Items

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

The Board went into closed session at 9:06 a.m. At 9:33 a.m. Mr. Castex called the meeting back to order and reported that during closed session, the Board approved the following eligible lists: Associate Teacher, Associate Teacher/Infant Toddler, Head Start Cook/Driver, Head Start Health/Nutrition Specialist, Payroll Specialist, and Administrative Assistant. In addition, Ms. D'et Saurbourne was appointed to the position of Fiscal Department Chief

B. Ratification of the Submission of the Head Start Training and Technical Assistance Application for Program Year 2018-2019

Ms. Lee stated that this item requests the approval to ratify the submission of the Head Start Training and Technical Assistance (TTA) application for Program Year 2018-2019 in an amount not to exceed \$196,068.

Moved/Chenault, second/Scharnow, to approve the ratification of the submission of the Head Start Training and Technical Assistance Application for Program Year 2018-2019.

Show of hands vote:

Aye: 12 (Bradsberry, Chenault, Cisneros, Gutierrez, Litka, McCracken, Scharnow, Schurr, Scott, Smith, C. Taylor, Wriedt)

Nay: 0

Abstentions: 1 (Castex)

Absent: (Sanders, Tate, Taylor, Xiong)

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Gutierrez reviewed the calendar of events.
- Parent/Staff Recognitions: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. Denise Lee on track with the budget; getting close to the end of the fiscal year, which ends July 31. Staff is expecting the budget to be fully expended.
- PC/PAC New Member Orientation #3: No additional report.
- Toastmasters Training: No report.

- Community Resources – Parents/Staff: Mr. Robert Silva reported on an event at WCIC where Senator Pan attended. This event was fun and it was great to have such good community involvement. Mr. Castex stated that it was really fun. The food was catered and delicious.

Mr. Silva reviewed some local community events.

Ms. Denise Lee reviewed the Program Improvement Report which was developed to respond to the non-compliance finding. This document will be updated frequently. Staff will be requesting an extension to accommodate the delegates that are closed over the summer months. Have tightened the system to collect attendance data. Support plans will be utilized to deal with chronic absences.

Ms. Scott wants questions sent to board members needing to be answered; the questions can be answered.

- Birth & Beyond: No report.
- B. Governing Board Minutes: No questions.
- C. Fiscal Monitoring Report: No questions.

V. Committee Reports: No additional report.

- Executive Committee Meeting Critique: The Executive Committee critique was reviewed.
- Budget/Planning Committee: No report.
- Social/Hospitality Committee: No report.
- Personnel/Bylaws Committee: No report.
- Men's Activities Affecting Children Committee/Parent Ambassadors Committee: No report.
- Sacramento Medi-Cal Dental Advisory Committee: No report.
- Maternal, Child & Adolescent Health Advisory Board Report: No report.

VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick reminded Board members that SETA's 40th anniversary will be October 10 in the parking lot. Ms. Kossick requested 'success stories' from former Head Start parents or children.
- B. SETA Head Start Deputy Director's Report: No additional report.
 - Monthly Head Start Reports (attached)
 - ✓ Quality Assurance Report – Sacramento City USD
 - ✓ Quality Assurance Report – SETA Operated Program: Center Based
 - ✓ Quality Assurance Report – SETA Operated Program: Home Based
- C. Chair's Report: No additional report.

- D. Head Start Managers' Reports
 - Lisa Carr: No report.
 - Robyn Caruso: No report.
 - Karen Griffith: No report.
 - E. Open Discussion and Comments: No comments.
 - F. Public Participation: No comments.
- VII. Adjournment:** The meeting was adjourned at 10:33 a.m.

ITEM IV

COMMITTEE REPORTS

➤ Executive Committee

Critique of the July 17, 2018 regular Parent Advisory Committee meeting.

GOOD!!!
Thank you, Ms. Denise Lee, for shared program information.
Thank you, Ms. Lisa Carr, for shared program information with an emphasis on attendance.
Thank you, Ms. Robyn Caruso, for your nine years of service to SETA HS/EHS and your commitment to providing quality services for children and families. You will be greatly missed. We wish you well!
Congratulations to our newly elected Treasurer, Ms. Marcheri Smith.
Thank you, officers, for your unwavering commitment.
Thank you, Madam Chair, for a timely and well-facilitated 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 be recognized by the Chair prior to requesting a point of privilege (includes leaving your seat).
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.

➤ Social/Hospitality Committee: Ms. Angel Chenault

ITEM IV - COMMITTEE REPORTS (continued)
Page 2

- Personnel/Bylaws Committee: Ms. Angel Chenault

- Budget/Planning Committee: Ms. Angel Chenault

ITEM V

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. Griselda Cisneros, Ms. Devon McCracken, Ms. Marley Schurr
- Head Start Deputy Director's Report – Ms. Denise Lee
 - ✓ Monthly Head Start Report (attached)
 - Quality Assurance Report: River Oak Center for Children
 - Quality Assurance Report: Sacramento County Office of Education
- Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services
 - Vacant - Program Support, Food Services and Safe Environments, Quality Assurance, and EHS-CCP Services
 - Karen Griffith - School Readiness, Special Education and Mental Health Services

NOTES:



Quality Assurance Summary Report

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

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
River Oak Center for Children (EHS Partner)	Early Head Start Home Base	1 Home Visit 1 Socialization Group 2 child files 1 Home Visitor	June 6-20, 2018	Comprehensive Review <input checked="" type="checkbox"/> Initial (pilot) <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

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

Highlighted Program Strengths and Positive Observations:

- Extensive and strong collaboration with community agencies providing families access to a network of resources
- Recruitment and service history with the foster youth community
- Effective recordkeeping system
- Excellent follow-up as evidenced by thorough and detailed case notes

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance)	75%	-Not all vacancies were filled within 30 days -Recruitment information is not offered in other languages than English
Disabilities Services (Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)	N/A	Not reviewed in sample size

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
Education (Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)	93%	No significant noted findings
Family and Community Engagement (Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)	100%	No significant noted findings
Mental Health (Screening, Consent, Referrals, Follow-up, Strategies)	100%	No significant noted findings
Nutrition (Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)	88%	-Not all screenings were completed (i.e. Lead Risk Assessment, HGB/HCT) -Some data in ChildPlus did not match contents of file
Program Design and Management Human Resources (Pre-employment Requirements, Staff Qualifications, Staff Development, and Safety Training)	92%	No significant noted findings
Health (Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)	97%	No significant noted findings
Home Based Services (Caseload, communication, relationship, activities, parent-child interactions, home visit plans, use of environment for lessons, resources, etc.)	100%	No significant noted findings
Socialization (Activities, facility, parent input, facilitation, parent-child interactions, shared experiences, etc.)	84%	-Indoor climbing structure was not age appropriate -No evidence of parent meetings -Program did not offer jarred baby food or formula at the socialization group
Services to Pregnant Women (Health status, screenings, follow-up, pre/post-partum visits, medical home, dental services, etc.)	N/A	Not reviewed

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

Follow-up and Corrective Action Plans:

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

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



Quality Assurance Summary Report

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

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
Sacramento County Office of Education (SCOE)	Early Head Start Home Base	1 Home Visits 1 Socialization Group 2 Child Files 1 Home Visitor	June 6-20, 2018	Comprehensive Review <input checked="" type="checkbox"/> Initial (pilot) <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

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

Highlighted Program Strengths and Positive Observations:

- Excellent child file recordkeeping system. Applications are complete, concise and clear. Checklists used in the beginning of the child’s files are easy to follow and accurate.
- Socializations were welcoming, interactive and inclusive of all family members. Home visitors greeted all families and encouraged participation of all parents and children in the activities.
- Home visit was pleasant, inviting, and it built on parent’s strengths in assisting her to overcome her parenting challenges with her child. Visit included a review process that highlighted child’s growth and development over time and parent’s efforts in supporting her child. Home visitor incorporated a majority of the materials from the home and worked with the parent on strategies to help the child overcome milestones.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance)	88%	-No source document to verify enrollment eligibility -Not all vacancies filled within 30

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
		days
Disabilities Services <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>	100%	No significant noted findings
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>	86%	-No dates on developmental assessment forms (HELP) to ascertain if they were completed within timelines -No evidence of Winter Individual Development Plans (IDPs) on file
Family and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	96%	No significant noted findings
Mental Health <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>	94%	No significant noted findings
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	69%	-Several screenings/subsequent screenings were not completed and/or not completed within timelines
Program Design and Management Human Resources <i>(Pre-employment Requirements, Staff Qualifications, Staff Development, and Safety Training)</i>	100%	No significant noted findings
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	83%	-Required physical past due -Subsequent TB Risk Assessment not completed within time lines - <i>ChildPlus</i> did not match contents of child's file -No evidence of dental exam and/or dental home on file
Home Based Services <i>(Caseload, communication, relationship, activities, parent-child interactions, home visit plans, use of environment for lessons, resources, etc.)</i>	95%	No significant noted findings
Socialization <i>(Activities, facility, parent input, facilitation, parent-child interactions, shared experiences, etc.)</i>	81%	-Parent meeting documentation unavailable to monitors -Baby wipes used in lieu of handwashing -Tooth brushing with fluoride toothpaste not offered at socialization

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
		-No diaper pad was provided for diaper changing -Program did not offer baby food or formula during socialization

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

Follow-up and Corrective Action Plans:

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

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

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

July 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	259	13%	377	129	34%
Twin Rivers USD	180	23	13%	16	0	0%
Elk Grove USD	440	58	13%			
Sac City USD	1211	150	12%	144	25	17%
San Juan USD	668	111	17%	160	18	11%
WCIC	100	12	12%			
EHS CCP				80	9	11%
COUNTY TOTAL	4587	613	13%	777	181	23%

AFE: Annual Funded Enrollment



SETA Head Start Food Service Operations Monthly Report *July 2018

July 2nd - SCOE children return for the Monday through Friday summer program.

July 4th - Holiday Independence Day.

July 5th - Calenda A & E Classes closed.

July 6th - Calendar A & E classes closed, minimum day Preschool & EHS full day calendar C classes.

July 12th - Alder Grove I/T closed SHRA project water will need to be turned off.

Meetings & Trainings:

CPR Training attended in July by Head Cook Celia, Cook Drivers Raven, Mario & Shantell.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
28,620	19,330	19,870	1500

Total Amount of Meals and Snacks Prepared **69,320**

Purchases:

Food	\$59,195.03
Non - Food	\$9,019.91

Building Maintenance and Repair: **\$616.21**

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

Kitchen Small Wares and Equipment: **\$1,473.60**

Vehicle Maintenance and Repair : **\$3,313.96**

Vehicle Gas / Fuel: **\$1,273.09**
 Normal Delivery Days **21**

SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 07/31/2018						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Bannon Creek	1200A	19	14	5	0	19
Bannon Creek	1200B	20	10	10	1	21
Bannon Creek	1200C	17	9	8	1	18
Bannon Creek	1200D	19	14	5	2	21
Crossroad Gardens	1242A	17	12	5	1	18
Crossroad Gardens	1242B	15	5	10	2	17
Crossroad Gardens	1242R	21	17	4	0	21
Crossroad Gardens	1242X	22	15	7	2	24
Elkhorn	1255A	19	13	6	1	20
Elkhorn	1255B	14	8	6	6	20
Elkhorn	1255C	14	7	7	5	19
Elkhorn	1255D	18	10	8	2	20
Elkhorn	1255X	21	13	8	3	24
Freedom Park	1239A	18	16	2	0	18
Freedom Park	1239B	20	14	6	1	21
Freedom Park	1239C	18	10	8	1	19
Freedom Park	1239D	14	6	8	3	17
Freedom Park	1239R	20	15	5	0	20
Freedom Park	1239X	20	18	2	1	21
Fruitridge	1216A	19	9	10	0	19
Fruitridge	1216B	17	14	3	2	19
Fruitridge	1216C	20	12	8	1	21
Fruitridge	1216D	20	13	7	0	20
Galt	1234A	15	8	7	9	24
Galt	1234B	18	14	4	2	20
Galt	1234C	14	13	1	5	19
Galt	1234D	19	12	7	4	23
Galt	1234E	16	7	9	6	22
Galt	1234F	16	13	3	9	25
Hillsdale	1228A	16	12	4	7	23
Hillsdale	1228B	20	16	4	5	25
Hillsdale	1228C	20	16	4	2	22
Hillsdale	1228D	20	17	3	5	25
Hillsdale	1228R	20	13	7	5	25

SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 07/31/2018						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Hillsdale	1228X	19	13	6	11	30
Job Corp	1237X	20	19	1	3	23
La Verne Sterwart	1219S	18	12	6	3	21
Marina Vista ELC	1246R	13	11	2	10	23
Marina Vista ELC	1246S	17	12	5	6	23
Marina Vista ELC	1246X	15	11	4	9	24
Mather	1223A	18	10	8	2	20
Mather	1223B	18	14	4	4	22
Mather	1223C	18	4	14	3	21
Mather	1223D	18	12	6	1	19
Mather	1223X	19	13	6	2	21
Norma Johnson	1214A	19	13	6	5	24
Norma Johnson	1214B	18	14	4	4	22
Norma Johnson	1214X	20	15	5	1	21
North Avenue	1256A	15	11	4	5	20
North Avenue	1256B	14	9	5	5	19
North Avenue	1256X	20	15	5	2	22
Northview	1224A	19	14	5	2	21
Northview	1224B	20	13	7	1	21
Northview	1224C	19	10	9	2	21
Northview	1224D	20	13	7	1	21
Northview	1224X	19	12	7	5	24
Parker	1207S	14	6	8	2	16
Phoenix Park	1248A	20	14	6	5	25
Phoenix Park	1248B	20	18	2	4	24
Phoenix Park	1248X	18	14	4	6	24
Sharon Neese	1249R	20	16	4	0	20
Sharon Neese	1249X	19	15	4	3	22
Solid Foundation	1254A	14	8	6	4	18
Solid Foundation	1254B	19	11	8	1	20
Solid Foundation	1254C	20	3	17	0	20
Solid Foundation	1254D	17	10	7	3	20
Strizek Park	1225A	19	15	4	6	25
Strizek Park	1225B	19	9	10	4	23

SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 07/31/2018						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Alder Grove Infant/Toddler Center	1212M	7	7	0	1	8
Alder Grove Infant/Toddler Center	1212U	7	3	4	2	9
Crossroad Gardens	1242U	8	8	0	0	8
Elkhorn	1255M	7	6	1	1	8
Elkhorn	1255U	8	6	2	0	8
Job Corp	1237O	6	6	0	1	7
Job Corp	1237P	6	6	0	3	9
Job Corp	1237Q	7	7	0	1	8
Marina Vista ELC	1246U	8	6	2	1	9
Mather	1223M	7	6	1	0	7
Mather	1223U	3	3	0	0	3
Norma Johnson	1214U	8	6	2	0	8
North Avenue	1256P	8	7	1	0	8
Northview	1224U	8	3	5	0	8
Phoenix Park	1248U	8	5	3	0	8
Sharon Neese	1249M	8	7	1	0	8
Sharon Neese	1249U	8	8	0	1	9
TOTALS for Head Start		1353	924	429	230	1583
HS Totals	1231					
Drops w/in 30	219					
P/S Home Base	155					
Total	1605					
EHS Totals	122					
Drops w/in 30	11					
SCOE	66					
River Oaks	60					
EHS Home Base	183					
Total	442					
GRAND TOTAL	2047					

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

SETA Head Start/Early Head Start

Monthly Attendance Report for School Year 2017 to 2018

Period: July 2018

Part Day Classes						
Center Name	Actual Enrollment	Total Days	Present Only		Present/Excused	
			ADA	%ADA	ADA	%ADA
Freedom Park	75	19	40	53%	53	71%
Galt	120	19	69	57%	112	93%
Crossroad Gardens	35	19	19	54%	30	86%
Phoenix Park	40	19	27	68%	37	93%
Bannon Creek	79	19	53	67%	74	94%
North Avenue	39	19	21	54%	31	79%
Fruitridge	79	19	47	59%	74	94%
Norma Johnson	40	19	24	60%	34	85%
Mather	80	19	46	57%	72	90%
Solid Foundation	78	19	42	54%	74	95%
Hillsdale	80	19	49	61%	65	81%
Elkhorn	79	19	39	49%	66	84%
Strizek Park	40	19	21	53%	32	80%
Northview	80	19	49	61%	77	96%
Overall Averages				58%		87%

SETA Head Start/Early Head Start

Monthly Attendance Report for School Year 2017 to 2018

Period: July 2018

Full Day Classes						
			Present Only		Present/Excused	
Center Name	Actual Enrollment	Total Days	ADA	%ADA	ADA	%ADA
Northview	22	19	12	55%	19	86%
Hillsdale	40	19	28	70%	34	85%
Elkhorn	22	19	15	68%	21	95%
Freedom Park	41	19	25	61%	30	73%
Norma Johnson	21	21	15	71%	20	95%
Crossroad Gardens	44	21	31	70%	40	91%
La Verne Sterwart	20	19	15	75%	18	90%
Marina Vista ELC	64	19	38	59%	50	78%
North Avenue	20	19	15	75%	19	95%
Sharon Neese	40	21	31	78%	38	95%
Job Corp	22	19	16	73%	21	95%
Parker	16	16	6	38%	13	81%
Mather	21	21	14	67%	19	90%
Phoenix Park	22	21	14	64%	19	86%
Overall Averages				66%		88%

SETA Head Start/Early Head Start

Monthly Attendance Report for School Year 2017 to 2018

Period: July 2018

Early Head Start Classes						
			Present Only		Present/Excused	
Center Name	Actual Enrollment	Total Days	ADA	%ADA	ADA	%ADA
Job Corp	22	19	17	77%	22	100%
Mather	10	21	8	80%	10	100%
Phoenix Park	8	21	6	75%	8	100%
Elkhorn	16	21	12	75%	15	94%
Marina Vista ELC	7	21	6	86%	7	100%
Norma Johnson	8	21	6	75%	8	100%
Sharon Neese	16	21	14	88%	16	100%
Alder Grove Infant/Toddler Center	16	20	11	69%	14	88%
Northview	8	21	5	63%	8	100%
Crossroad Gardens	8	21	4	50%	6	75%
North Avenue	8	19	6	75%	8	100%
Overall Averages				74%		96%

ITEM VI – CENTER UPDATES

BACKGROUND:

This agenda item allows Parent Advisory Committee Representatives the opportunity to discuss events going on at their center.

NOTES:

ITEM VII - DISCUSSION

BACKGROUND:

This agenda item allows Parent Advisory Committee Representatives the opportunity to discuss items not on the agenda.

NOTES:

ITEM VIII – 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: