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THOUGHT OF THE DAY: "You can go as far as your mind leads you. What you believe. remember you can achieve."

Author: Mary Kay Ash

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

DATE: Tuesday, April 23, 2019

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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DISTRIBUTION DATE: WEDNESDAY, APRIL 17, 2019

Parent Advisory Committee meeting hosted by:
Angel Chenault (Chair), vacant (Vice Chair), Henrietta Gutierrez (Secretary),
Michael Beavers (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
- ___ Vacant, Bannon Creek Head Start
- ___ **Mavis Urrutia, 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
- ___ **Miranda Hess, LaVerne Stewart Head Start**
- ___ **Marley Schurr, (Marie Cleveland's) Bright Beginning Head Start**
- ___ **Michael Beavers, Marina Vista Early Learning Center**
- ___ Vacant, Mather Head Start
- ___ Vacant, Nedra Court Head Start
- ___ **Griselda Cisneros, 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
- ___ **Shanelle Webster, Sharon Neese Early Learning Center**
- ___ Vacant, Solid Foundation Head Start
- ___ **Evangelina Barrios, Strizek Park Head Start**
- ___ **Laura Meza, Walnut Grove Head Start**
- ___ **Angel Chenault, Past Parent Representative**
- ___ **Henrietta Gutierrez, Past Parent Representative**
- ___ Vacant, Grandparent Representative
- ___ Vacant, Outgoing Chair

ITEM I-A – ROLL CALL
(Continued)

Program Year 2018-2019 - New Representatives to be seated

<input type="checkbox"/> Jocelyn McConahy, Elkhorn Head Start
<input type="checkbox"/> Veronica Suarez, Freedom Park Head Start
<input type="checkbox"/> Antonio Rivera, Grizzly Hollow 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, Bannan Creek 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, Hopkins Park 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"/> Megan Voorheis, Parker Head Start
<input type="checkbox"/> Shayla Hampton, Solid Foundation Head Start
<input type="checkbox"/> Vacant, Nedra Court Head Start
<input type="checkbox"/> Vacant, North Avenue 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, Early Head Start (Home Base)
<input type="checkbox"/> Vacant, Grandparent Representative
<input type="checkbox"/> Vacant, Outgoing Chair
<input type="checkbox"/> Vacant, Parent Ambassador
<input type="checkbox"/> Vacant, Parent Ambassador

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

OGC:	Out Going Chair
PPR:	Past Parent Representative
GPR:	Grandparent Representative
AMB:	Parent Ambassador

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: 4/16/2019 1:20 PM

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

**The PAC was seated on November 20, 2018 and December 18, 2018
PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM
YEAR 2018-2019**

COMMITTEE MEMBER	CENTER	11/20	12/18	1/15	2/26 **	3/19	4/23 #	5/21	6/18	7/16	8/20	9/17	10/15	11/19
Vacant Seated	AG I													
Vacant Seated	AG II													
Vacant Seated	AP													
Salvador Amaya s/b/seated 11/20; seated 12/18	BC	U	X	U		U								
Vacant Seated	BC													
Mavis Urrutia Seated 3/19	CR					X								
Alisha Givehchi Seated 6/19	EHS/HB	X	X	X		X								
Jocelyn McConahy Seated	EL													
Amy Melvin Seated 11/20	EE	X	E	E		E								
Veronica Suarez s/b/seated 3/19	FP					U								
Vacant Seated	FP													
Vacant Seated	FT													
Vacant Seated	G													
Antonio Rivera Seated	GH					U								
Vacant Seated	H													
Devon McCracken s/b/seated 11/20; seated 12/18	HB	E	X	X		X								
Vacant Seated	HB													
Vacant Seated	IC													
Vacant Seated	HP													
Vacant Seated	JC													
Vacant Seated	JC													
Vacant Seated	K													
Miranda Hess Seated 3/19	LVS					X								
Marley Schurr Seated 11/20	MABB	X	E	X		E								
Michael Beavers Seated 11/20	MV	X	X	X		E								
Vacant Seated	M													
Vacant Seated	NA													
Vacant Seated	NC													

COMMITTEE MEMBER	CENTER	11/20	12/18	1/15	2/26 **	3/19	4/23 #	5/21	6/18	7/16	8/20	9/17	10/15	11/19
Griselda Cisneros Seated 8/21	NJ	E	X	X		E								
Spring Burrell Seated 11/20	NV	X	X	E		X								
Vacant Seated	NV													
Megan Voorheist s/b/seated 3/19	PA					U								
Vacant Seated	PP													
Vacant Seated	RO													
Vacant Seated	SCOE													
Shayla Hampton Seated	SF													
Shanelle Webster s/b/seated 11/20; seated 12/18	SN	E	X	U		X								
Evangelina Barrios Seated 11/20	SP	X	X	E		X								
Laura Meza Seated 3/19	WG					X								
Vacant Seated	FPR													
Vacant Seated	AMB													
Vacant Seated	AMB													
Angel Chenault Seated 11/20	CR/PP	X	X	X		X								
Henrietta Gutierrez Seated 11/20	CR/PP	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

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE MARCH 19, 2019 REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the March 19, 2019 meeting.

RECOMMENDATION:

Approve the minutes of the March 19, 2019 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 19, 2019
9:00 a.m.

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

Ms. Angel Chenault called the meeting to order at 9:05 a.m. The Pledge of Allegiance was recited. Ms. Chenault read the thought of the day. Ms. Henrietta Gutierrez was appointed acting secretary; Ms. Gutierrez called the roll and a quorum was established.

Members Present:

Spring Burrell
Evangelina Barrios
Devon McCracken
Angel Chenault
Henrietta Gutierrez
Alisha Givehchi (seated at 9:14 a.m.)
Shanelle Webster (seated at 9:15 a.m.)

Members Absent:

Amy Melvin (excused)
Salvador Amaya (unexcused)
Marley Schurr (excused)
Griselda Cisneros (excused)
Michael Beavers (excused)

New Members to be seated:

Mavis Urrutia, Crossroad Gardens Head Start
Miranda Hess, LaVerne Stewart Head Start
Laura Meza, Walnut Grove Head Start

Members to be seated but absent:

Antonio Rivera, Grizzly Hollow Head Start (unexcused)
Megan Voorheis, Parker Head Start (unexcused)
Veronica Suarez, Freedom Park (unexcused)

Ms. Chenault thanked translators, Ms. Paula Perez and Ms. Yulisa Orihuela, for their assistance during the meeting.

II. Consent Item

A. Approval of the Minutes of the January 15, 2019 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Gutierrez, second/ Burrell, to approve the January 15, 2019 minutes.

Show of hands vote:

Aye: 7 (Barrios, Burrell, Gutierrez, Hess, McCracken, Meza, Urrutia)

Nay: 0
Abstentions: 1 (Chenault)
Absent: 7 (Amaya, Beavers, Cisneros, Givehchi, Melvin, Schurr, Webster)

III. Action Items

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

Ms. Chenault reviewed this item which is to approve the actual joint parent activity, not what the activity is. The Social/Hospitality Committee will meet to select a parent bonding activity.

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

Show of hands vote:

Aye: 7 (Barrios, Burrell, Gutierrez, Hess, McCracken, Meza, Urrutia)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 7 (Amaya, Beavers, Cisneros, Givehchi, Melvin, Schurr, Webster)

Ms. Alicia Givehchi was seated at 9:14 a.m.

Ms. Shanelle Webster was seated at 9:15 a.m.

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

Ms. Chenault reviewed this item; there are three representative vacancies on the Policy Council.

Ms. Spring Burrell and Ms. Shanelle Webster expressed interest in serving as alternates on the Policy Council.

Moved/McCracken, second/Givehchi, to approve the selection of Ms. Spring Burrell and Ms. Shanelle Webster as alternates on the Policy Council.

Show of hands vote:

Aye: 9 (Barrios, Burrell, Givehchi, Gutierrez, Hess, McCracken, Meza, Urrutia, Webster)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 5 (Amaya, Beavers, Cisneros, Melvin, Schurr)

C. Election of Community Representative/Alternate (Grandparent/ Foster Parent)

Ms. Chenault reported there are currently no applications and requested a motion to table this item.

Moved/Gutierrez, second/Barrios, to table the election of Community Representative/Alternate (Grandparent/Foster Parent).

Show of hands vote:

Aye: 9 (Barrios, Burrell, Givehchi, Gutierrez, Hess, McCracken, Meza, Urrutia, Webster)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 5 (Amaya, Beavers, Cisneros, Melvin, Schurr)

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Henrietta Gutierrez reviewed the calendar of events.
- Parent/Staff Recognitions: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. Denise Lee reviewed the fiscal report for seven months of operation. The budget is expended 58.3% and on track. The non-federal share is on track as well. Ms. Lee explained that the non-federal share is for volunteer time in the classroom or on the board. The delegate agencies receive funds to operate their own Head Start classes. Ms. Lee reviewed the SOP report. The administrative expenses are very low. The credit card report was reviewed; there were no questions.
- Toastmasters Training Reports: Ms. Chenault spoke of her participation in this training; she loves the training. This is great training that works in all areas of your life. Ms. Barrios spoke of her experience in the training. It helps her outside of the board.
- CHSA Conference Reports: Ms. Chenault asked for reports from the three attendees. Ms. McCracken shared that it was really amazing. Ms. Gutierrez encouraged all board members to attend future conferences. She attended a workshop on seven steps to raise a high achiever. Ms. Barrios said the conference was great; she attended some classes provided in Spanish. One was on how to deal with a catastrophe which helped her to become better prepared at home.
- Powerhouse Science Center Tour: Ms. Chenault received feedback that it was a great day for the attendees.
- Early Learning Advocacy Day Report: Ms. Chenault attended this event and found it extremely informative. Ms. McCracken said the visit with various program staff was very informative. She met with Dr. Richard Pan and it was an amazing experience. Ms. Barrios encouraged all Hispanic parents to learn more about the legislative process.
- Introduction into Budgeting Workshop: A sign-up sheet was distributed.
- Child Care Center Food Menu: No questions.
- A Calling to Lead; How will you Respond: Mr. Silva stated that this workshop is provided as a result of feedback from parents. Mr. Bonanno will be doing a workshop tomorrow at 9:00 a.m.

- ✓ Community Resources: Mr. Robert Silva reviewed a number of community resources. McGeorge School of Law has a new resource center and now has a 'hot line'. This provides free services on a wide variety of subjects provided by students at McGeorge. The South County Job Center will be having an orientation for those interested in working for the U. S. Census bureau.
- Parent Survey Results: Mr. Silva reviewed the parent survey results. This information will be utilized to plan trainings and events.

B. Policy Council Minutes: Copies of the December 19 meeting were distributed.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Gutierrez reviewed the critique.
- Budget/Planning Committee: No additional report.
- Parent Ambassadors Committee: Ms. Chenault reported that the committee went over the mission statement. Committee members are encouraging the community representatives to bring in information.
- Social/Hospitality Committee: Ms. Gutierrez reported that their first meeting was March 13. Attendees came up with eight suggestions for the parent activity. Ms. Chenault stated that this is a great committee to bond with other board members.

VI. Other Reports

- Chair's Report: No report.
- Policy Council Report(s): No additional report.
- Head Start Deputy Director's Report: No additional report.
- Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: Ms. Carr was thrilled to announce that our program has finally reached full enrollment. Ms. Carr stated that summer is coming and sometimes parents fail to bring their children to school. Ms. Carr urged parents to continue bringing their children to school over the summer months. Ms. Carr spoke of Ready Rosie, an app that helps children to be busy in an educational way.
 - Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith spoke of classroom observation; the self-assessment process resulted in 85 observations returned from parents. Ms. Spring Burrell spoke of her classroom review at Northview. She was not aware of the signs and schedules before and she found it very helpful. Ms. Shanelle Webster said the survey was a great way to take note of things she never noticed before. It was a good experience. Ms. Meza reported that she participated in a survey in her child's classroom and she was happy with what she saw in the classroom. Ms. Griffith distributed the Winter to Winter Student Assessment Data. Every year, a survey is done of the children and how the children are doing on the state assessment. There are more three year olds than five year olds; this is important to know because these groups learn at different rates. The Language and Literacy Development chart was reviewed. The cognition chart shows how the

children are improving over time partially due to teachers incorporating math into all phases of the classroom activities.

- Kaleb Call – Quality Assurance, Food Services, Save Environments, Grants, and Contracts: No report.

VII. Center Updates: No reports.

VIII. Discussion: No comments.

IX. Public Participation:

Ms. Paula Perez and Ms. Yulisa Orihuela were acknowledged and thanked for translation and Ms. Emma Casebolt was thanked for bringing a potential board member to the PAC meeting.

X. Adjournment: The meeting was adjourned at 10:25 a.m.

ITEM III-A – ACTION

ELECTION OF PARENT ADVISORY COMMITTEE VICE CHAIR

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect officers for Program Year 2018-2019. The duties of PAC officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PAC that are not in conflict with these Bylaws, Article V – Officers, Section 2B: All PAC members are eligible to run for an Office/Officer position except members holding a seat. The Executive Committee must have at least three members who are parents of child/children currently enrolled in the HS/EHS Center-Based or Home-Based Option.

This item provides an opportunity to elect a Vice Chair to serve the remaining program year.

SECTION 3: Duties of Officers

The duties of PAC officers shall be as prescribed in these Bylaws and shall include such other duties as may be established by the PAC that are not in conflict with these Bylaws.

- B. The Vice Chair shall serve as Chair of the PAC in the absence of the Chair, and shall have all delegated powers. The Vice Chair will assume position of Chair if seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.

RECOMMENDATION:

That the Parent Advisory Committee elect a Vice Chair.

Vice Chair:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM III-B – ACTION

TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: APPROVAL OF BUDGET
MODIFICATION FOR HEAD START/EARLY
HEAD START FISCAL YEAR 2018-2019

BACKGROUND:

This item provides the opportunity for the Parent Advisory Committee to approve a budget modification. The Sacramento Employment and Training Agency (SETA) is submitting a request for a Head Start budget modification and reprogramming of funds in the 2018-2019 fiscal year in the amount of **\$819,516** for the Head Start grant. Reprogrammed funds will be used to cover the overage in the Hopkins Park modular project, to purchase two replacement vehicles necessary to facilitate a high quality program and to cover one-time start-up costs for the re-distribution of relinquished Delegate Agency enrollment slots.

2018-2019 Projected Cost-Savings (\$819,516)

Personnel and Fringe Benefits - SETA projects that the 2018-2019 Head Start budget will be under-spent by approximately \$200,000 in the Personnel and \$539,516 in Fringe Benefits cost categories (4.2% of the total Head Start Personnel and Fringe Benefit budget) due to various vacant positions (i.e., retirements, resignations, competitive hiring marketing) not being replaced during the program year.

Equipment - SETA also projects that the 2018-2019 Head Start budget will be under-spent by approximately \$80,000 in the Equipment cost category (20% of the total Equipment budget) due to cost savings in the original vehicle budgeted and a deferred maintenance project being put on hold as SETA reassess what sites need.

Combined, SETA is requesting to reprogram a total of **\$819,516** from Personnel, Fringe Benefits and Equipment to Equipment, Construction and Contractual. Details of each budget modification are provided below:

Head Start Budget Modification:

Cost Item	2018-2019 Original HS Budget	2018-2019 Budget Modification	Reprogram of Cost Savings	Final Budget (not including Non-Federal Share)
A. Personnel	\$12,806,571	(\$200,000)		\$12,606,571
B. Fringe Benefits	\$7,456,798	(\$539,516)		\$6,917,282
C. Travel	\$90,000			\$90,000
D. Equipment	\$397,000	\$40,000	\$80,000**	\$437,000

E. Supplies	\$441,000			\$441,000
F. Contractual	\$20,304,729	\$314,178		\$20,618,907
G. Construction	\$150,000	\$385,338		\$535,338
H. Other	\$4,521,869			\$4,521,869
Total HS Budget / SOP	\$46,167,967	\$--	\$--	\$46,167,967

***funds currently budgeted in the cost category.*

Head Start budget Justification

The program is requesting to move \$314,178 to Contractual (San Juan Unified School District), \$385,338 to Construction, moving \$40,000 to Equipment, and reprogramming \$80,000 within the Equipment cost category as follows:

CONTRACTUAL (\$314,178)

One-Time Start-Up – San Juan Unified School District

Due to severe District budget crisis, the Sacramento City Unified School District, a SETA delegate agency, will be relinquishing 403 Head Start enrollment slots, effective August 1, 2019. In accordance with SETA’s community assessment, SETA will re-distribute enrollment slots within the grantee and two of its delegate agencies, San Juan USD and Women’s Civic Improvement Club (WCIC). San Juan will be expanding its operations by 384 Head Start enrollment slots in three new locations and various new classrooms across the District.

To ensure start-up by at the beginning of the 2019-2020 program year, San Juan Unified School District is requesting one-time start-up funds to hire/on-board new staff, purchase classroom supplies/materials, and perform minor renovations and repairs to the new classrooms. As a result, San Juan Unified School District is requesting one-time start-up funds in the amount of \$314,178. Funds will be used to cover personnel costs, fringe benefits, supplies and furnishings for the new classrooms, minor renovations to the classroom, and other building and maintenance costs.

CONSTRUCTION (\$385,338)

Hopkins Park Modular

The Hopkins Park modular building was originally funded by Duration 2016 funding, along with Basic funds that were re-programmed funding in 2016-2017 and 2017-2018. Due to the extended timelines of the project, costs exceeded the original budget. Specifically, the General Contractor costs were higher than originally anticipated. SETA had originally budgeted the General Contractor at an estimated cost of \$250,000, but the final cost was \$488,159. The increase was largely due to increased prices from the start of the procurement process to contracting one year later. Additionally, there were

ITEM III-B – ACTION (continued)

Page 3

unforeseen costs due to an added fire suppression system, land grading and ground treatment for the parking lot, and unplanned landscaping. The additional funds will complete the Hopkins Park modular project with an anticipated start date of July 1, 2019.

Equipment (\$120,000)

Vehicles

Funds, in the amount of \$397,000 are budgeted under SETA’s Head Start Equipment line item, with \$362,000 budgeted for Playground Equipment and \$35,000 budgeted for a vehicle. SETA does not plan to replace one of the previously proposed playgrounds during the 2018-2019 program as the needs of that site are reassessed. The savings from that project coupled with the additional \$40,000 requested in this budget modification will be used to purchase three additional service vehicles at an estimated cost of \$40,000 each. SETA has purchased one replacement vehicle during the 2018-2019 program year as was provided for in the original budget, but is in need of three (3) additional fleet vehicles; one vehicle for the Facilities Unit and two vehicles for the Food Service unit.

The Facilities Unit will purchase a new vehicle for an additional Maintenance/Courier staff to be hired as a result of the new SCUSD centers to be operated by the grantee. The Food Services Unit will replace two aging, irreparable food service vehicles. One vehicle was purchased in 1994 and one purchased in 2003. These three vehicles are outdated and in poor running condition. With the addition of new classroom sites, reliable transportation will be necessary to continue to serve each of the centers and maintain SETA’s high quality standards.

The aging vehicles will be disposed of in accordance with SETA’s policies which meet all federal requirements. The vehicles currently have a Kelly Blue Book value less than \$5,000. Any proceeds from the sale of the vehicles will be used to offset the purchase of their replacement vehicles.

Staff will be available to answer questions.

RECOMMENDATION:

Approve a Head Start/Early Head Start modification in the amount of **\$819,516**.

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM III- C – 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 2019, a team of countywide Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) stakeholders 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, there were no recommended changes to the Head Start Selection Criteria and one minor recommended change to the Early Head Start Selection Criteria as follows:

Reversed the order between criteria #10 and criteria #11 to match the order in the Head Start Selection Criteria

For review, a redline and clean copy of the Early Head Start Selection Criteria is attached, along with an unchanged copy of the Head Start Selection Criteria.

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.
- _____ 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 #1-8, within the same priority ranking, selection is based on age, with the youngest child receiving priority.
- For #9-12, 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)
 - 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. 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
- _____ 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 13 to 36 months of age
who exceeds Federal Income Guidelines 101 to 130% (waiver
necessary). ~~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 birth to 12 months of age
who exceeds Federal Income Guidelines with no cap (waiver
necessary). ~~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).

Revised April 201~~9~~⁸

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 #1-8, within the same priority ranking, selection is based on age, with the youngest child receiving priority.
- For #9-12, 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)
 - 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. 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
- _____ 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 13 to 36 months of age
who exceeds Federal Income Guidelines 101 to 130% (waiver
necessary).
- _____ 11. Pregnant woman/parent/guardian with a child birth to 12 months of age
who exceeds Federal Income Guidelines with no cap (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-D - ACTION

APPROVAL OF ANNUAL SELF ASSESSMENT FOR 2018-2019
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 2019, a team of staff and parents were assembled for the 2018-2019 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 2018-2019 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
Head Start, Early Head Start and EHS-CCP
2018-2019**

Project Background:

During January 2019, SETA Head Start/Early Head Start developed a self-assessment plan that included parents, administrative and field staff, as well as management. 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, FY 2019 Area two Monitoring protocol, 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 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. 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, PIR data, parent Meeting notes and agendas, Ready Rosie parenting curriculum data, average daily attendance reports, self-assessment results, goals and objectives, *ECERS*, *ITERS*, and *CLASS* results, *DRDP* data, health and safe environments checklist, 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 eight 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. Teams were as follows:

- | | |
|--------------------|---|
| Program Governance | Parent and Family Engagement |
| ERSEA | Disabilities, Education and Mental Health |
| Human Resources | Health and Nutrition |
| Fiscal | Safe Environments |

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

Education

- CLASS scores in Instructional Support continue to increase as teachers exhibit stronger knowledge of effective teaching strategies. (9% increase)
- The Program has an average curriculum fidelity score of 75% in environments according to Creative Curriculum Tool for Administrators. (70 percent or higher indicates strong fidelity)
- Lesson Plans are posted, current and show strong connections to learning objectives in both preschool and EHS.
- Greater cognitive and language/literacy gains over the previous program year in relation to average age groups.
- Preschool Interest Areas are well defined with a variety of materials for child choice time and independent use. EHS classrooms provide ample opportunities to explore and experience materials.
- Home Visits and Parent Conferences are occurring within expected timelines.

Mental Health

- Stronger curriculum implementation and environments are supporting positive mental health and social/emotional functioning
- Smaller group Teaching Pyramid training in cadres are leading to better participation
- Collaborations with outside agency resources have improved. (Alta, UC Davis- MIND Institute, River Oak)

Disabilities

- Centrally located and adequately supplied resource library has provided better access to equipment and adaptive materials.
- Intervention Specialists are ensuring parents are included in the IEP/ IFSP and the planning of goals and strategies.
- Intervention Specialists are supporting teachers with Summary of Development Plans to clarify goals and services for children with IEP and IFSP's.

Parent and Family Engagement.

- Ready Rosie videos have been aligned to the DRDP and to HELP curriculum for home-based programs.
- The sites that have instituted the parent meeting activities aligned with classroom curriculum have seen an increase in parent meeting attendance.
- Sites are offering monthly parent meetings and documenting those meetings.
- Paid intern positions have been offered to parents

Health and Nutrition

- Most staff are up-to-date on the data entry for the PIR Addendum.
- Staff is documenting and time stamping their notes of receiving treatment for health conditions in the health notes section, and are easy to read including the following needed.
- More consistency in home-based training and follow up on health recording and data entry.

- Consistent guidance to delegates and PIR training for both the grantee and delegates ensuring consistency throughout the county.
- Immunizations are between 96-100% in the center-based program.
- The implementation of monthly Health Huddles for FSWs and Home Based staff.

Safe Environments:

- Play areas and walkways were free of debris and objects that are potential tripping hazards.
- Furniture is placed to encourage walking around active play areas versus crossing through busy areas, and furniture is arranged to discourage running around the classroom.
- Gates to go in and out of outdoor play areas are in good repair and open and close properly.

Fiscal

- The fiscal department works cohesively and is highly cross-trained.
- Staff longevity, lots of experience throughout the department. We have years of experience throughout the department, whether within SETA or from previous positions.
- Highly accurate and always strive to meet deadlines.
- No noted findings in audit and proactive to resolve any issues that arise during audits/monitors.

Governance:

- The program provides adequate reports to board members to assist them in making sound decisions at committee and board meetings.
- The program provides adequate training to board members pertaining to board training, leadership training, officer training, ethics training, Toastmasters and life skills training.
- Seasoned PC/PAC Representatives mentor new parent reps; develop a strong bond and demonstrate exemplary leadership.
- Parent participation in the HR recruitment of HS/EHS staff
- Provide training and pathways for parents who are transitioning out of the program to assist with self-sufficiency and district leadership opportunities.
- Developed PC/PAC & Policy Committee Report form to assist parents in providing program information.

Human Resources:

- Achieved successful ratification of new labor agreements.
- Added new Step "F" to pay scale by making other fiscal adjustments.
- Head Start Supervisor Training was implemented in 2018.
- Recruitment and hiring increased slightly in 2018. Received 1121 Head Start applications (33% increase over 2017) to fill 19 classifications (multiple vacancies per position).
- Successfully continuing parent internship program. Eight interns have received jobs, two with SETA and six with external employers.

- Continuing online application process through Laserfiche, which also has supply ordering and maintenance orders for the Head Start department. Increased efficiency via Laserfiche by improving communication and tracking capabilities with applicants.
- Continued monthly audits of Head Start employee evaluations for 2018.
- Per law SB 792, continued scheduling and tracking immunizations for all applicable new hires effective September 1, 2016. Additional positions were added to be tracked per Head Start in 2017 after revised interpretation of the standards.
- Continued use of exit interviews to gather data on why employees leave.
- Continued Worker's Comp follow-up accident reporting.
- Provided continuing training for Supervisors on the Bullseye Evaluation tool and on the role of the evaluation process in employee supervision.
- Updated three Policies and Procedures: Sick Leave Accrual and Usage and Leave of Absence with or without Pay, and Equal Opportunity Employer section to update protected classes as defined by law.

ERSEA

- Attendance percentages have improved since implementing the new attendance Procedures.

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:

Education

- Not enough books and music in different languages as well as representing diversity and differing abilities.
- Not all classrooms have effective and complete labeling of shelves and materials.
- Learning Genie data shows the need for better pacing throughout the assessment period rather than entering most data at the end of the period.
- Though DRDP data shows increases in the percentage of growth, math and literacy continue to score lower than other ELOF sub-domains.

Mental Health

- PDA's (Positive Descriptive Acknowledgement) from Teaching Pyramid training not used as frequently as needed to make a significant impact.
- Inconsistent use of the TIPS binders including behavior support strategies

Disabilities

- Clarification and increased effective communication of routing and transition processes needed between intervention and enrollment staff.
- Inconsistent use of the TIPS binders including IEP/IFSP individualization strategies

Parent and Family Engagement:

- Only 24% of the eligible families have signed up for Ready Rosie.
- Many sites do not offer parent curriculum activities aligned to classroom curriculum.
- Very few parents have applied for parent intern positions.

Health and Nutrition

- Staff is getting used to a new countywide Child Plus system and the learning curve is taking time and data entry is not up to date because of this.
- On-going training needs to be developed and implemented for health and Child Plus entry.
- New health policies and procedures need to be developed and implemented.

Safe Environments:

- Electrical cords were in the reach of children and/or obstructing foot traffic or doorways.
- Classroom furniture could easily be tipped over and was unstable.
- Cabinets were not clear of objects that have the potential to fall and injure a child or adult.

Fiscal:

- Lots of internal movement leading to a new learning curve.
- Payroll conversion and banking changes have taken longer than anticipated, due to vendor delaying the upgrade process. Also, the department has relied on the County to process payroll in the past and as a result will need to learn the process.
- In-Kind Electronic Classroom Sign-In – Will work with Walter to restart and work towards implementing the classroom sign-in.
- Laserfiche – Will continue to work and restart the Laserfiche processing to make sure that the agency continues towards its goal of being mostly paperless.

Governance:

- Low parent attendance at board meetings, training and committee meetings.
- Head Start enrollment improvement.
- Not all centers have a PAC Representative. Some have not had one in quite some time.

HR:

- Continued difficulty in recruiting enough qualified Teachers, Associate Teachers, Associate Teacher/Infant Toddler, Site Supervisors, Program Specialists, Head Start On-Call Cook/Drivers.
- Per law SB 792, continued scheduling and tracking immunizations for all applicable new hires effective September 1, 2016. Additional positions were added to be tracked per Head Start in 2017 after revised interpretation of the standards.
- Continued challenges with receiving correctly coded and completed training sign-in sheets from a majority of training facilitators, causing many employees to not receive professional development credit hours.
- ISDPs are not being turned in by Head Start supervisors on a regular basis.

- We continue to experience challenges with timely submission of evaluations. A slight increase in a number of overdue evaluations from 96 this time last year to 103 currently. Training was held for Supervisors agency-wide.
- Increased number of worker's compensation claims in 2018, a 52% increase from 2017.

ERSEA

- In the majority of classrooms, attendance was not recorded daily.
- Many applications are incomplete and/or inaccurate ChildPlus data does not consistently match documentation and often is missing.
- The application data entered by families when they apply online is not being updated when staff enters the application into ChildPlus.

Individual self-assessment team summary reports are on file.

**Sacramento Employment and Training Agency
Heads Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2018-2019**

<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>				
Develop and hold a refresher training for TIP Binder usage.	Karen Griffith, Manager Program Officers (Ed) Education Coordinators			
Order and distribute materials that increase home language, diversity and differing ability awareness in the classrooms.	Karen Griffith, Manager Program Officers (Ed) Education Coordinators			
Provide resources to teachers to complete classroom labeling in all areas.	Karen Griffith, Manager Program Officers (Ed) Education Coordinators			
Increase sites participating in Teaching Pyramid trainings using small group cadre approach.	Karen Griffith, Manager Program Officers (Ed) Education Coordinators			
Review and update routing and transition process to clarify expectations.	Karen Griffith, Manager Program Officers (Ed) Education Coordinators			
Focus professional development in STEAM to raise math activities in the classrooms.	Karen Griffith, Manager Program Officers (Ed) Education Coordinators			
<i>PARENT AND FAMILY ENGAGEMENT – SYSTEMS, SERVICES AND STAFF DEVELOPMENT</i>				
Present in parent meetings about the Ready Rosie parenting curriculum in order to increase usage to a minimum of 50%	Lisa Carr, Manager Program Officers			
Work with FSWS’s on providing activities during parent meetings that align with classroom curriculum. The goals is to have a minimum of 45% of all sites providing these activities during parent meetings.	Lisa Carr, Manager Program Officers			

**Sacramento Employment and Training Agency
Heads Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2018-2019**

Meet with teachers during teacher planning days and invite them to use the Ready Rosie parenting curriculum on their IDP and home visit forms.	Lisa Carr, Manager Program Officers			
<i>HEALTH, NUTRITION AND SAFE ENVIRONMENTS – SYSTEMS, SERVICES AND STAFF DEVELOPMENT</i>				
Institute a monitoring system grid with responsibilities and timelines attached for supervisors and H/N Specialists	Lisa Carr, Manager Health and Nutrition Unit.			
Design a new training system for the Health Unit.	Lisa Carr, Manager Health and Nutrition Unit.			
Update Health Policies and procedures.	Lisa Carr, Manager Health and Nutrition Unit.			
<i>ERSEA</i>				
Train teachers to record attendance daily and to look at ADA's on a regular basis.	Lisa Carr, Manager ERSEA Program Officer			
Train all FSW's on how to complete an application and other ChildPlus duties to increase knowledge.	Lisa Carr, Manager ERSEA Program Officer			
Hold Weekly PIR huddles to ensure that data is not missing in ChildPlus.	Lisa Carr, Manager ERSEA Program Officer			
<i>Human Resources</i>				
Work with IT staff to refine and restart electronic meeting sign-in's to increase reporting of meeting attendance.	Allison Noren, HR Chief CFS Managers HR Staff			
Implement Laserfiche scanning of Head Start Licensing files and HR files.	Allison Noren, HR Chief CFS Managers HR Staff			

**Sacramento Employment and Training Agency
Heads Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2018-2019**

Improve use of injury and illness prevention program for safety and worker's compensation by scheduling IIPP and safety training for all employees.	Allison Noren, HR Chief CFS Managers HR Staff			
Increase recruitment visibility and update job specifications and HR Policies and Procedures.	Allison Noren, HR Chief CFS Managers HR Staff			
Per SB 1343 law requirements, all non-supervisory staff must receive harassment training.	Allison Noren, HR Chief CFS Managers HR Staff			
Investigate possibility of new employee evaluation system as well as continue to train employees on how to use the current system and encourage timeliness of turning in evaluation documentation.	Allison Noren, HR Chief CFS Managers HR Staff			

Fiscal

Update Fiscal Desk Manuals including policies and procedures.	Victor Han, Manager			
Learning new banking system processes including new QuickBooks program.	Victor Han, Manager			
Work with IT to set up in-Kind Electronic Classroom Sign-in and restarting Laserfiche processing.	Victor Han, Manager			

Safe Environments

Review and update Classroom Health and Safety Checklists.	Kaleb Call, Manager Karen Griffith, Manager			
Train all onsite staff on changes to the Health and Safety checklists.	Kaleb Call, Manager Karen Griffith, Manager			

Governance

**Sacramento Employment and Training Agency
 Heads Start/Early Head Start
 Self-Assessment Program Improvement Plan (PIP)
 2018-2019**

Brainstorm ideas on how to increase parent participation.	Marie Desha, Coordinator SS/PI Specialists Parent Ambassadors			
Brainstorm new ideas/strategies on how to increase Head Start enrollment and recruitment.	Marie Desha, Coordinator SS/PI Specialists Parent Ambassadors			

ITEM III-E – ACTION

APPROVAL OF PROGRAM YEAR 2019-2020 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 2019-2020 Head Start/Early Head Start Refunding Applications. Head Start and Early Head Start are Year 5 of a 5-year funding cycle. Early Head Start – Child Care Partnership/Expansion is Year 1 of a 5-Year cycle.

A copy of the Head Start, Early Head Start, and Early Head Start Child Care Partnership/Expansion Program Narratives will be sent separately for review. Some proposed program changes include:

- Due to severe budget challenges, the Sacramento City Unified School District, a SETA delegate agency, will be relinquishing a portion of their Head Start enrollment (403 out of 1,139 enrollment slots), all of their Early Head Start and Early Head Start-CCP program, which is 152 and 40 enrollment slots respectively, and associated funding.
- The relinquishment triggered several program changes throughout the county to accommodate the returned enrollment slots and associated funding.
- Proposed changes include a re-distribution of Head Start and Early Head Start enrollment slots and associated funding throughout Sacramento County to ensure continued services to infants, toddlers and preschoolers within Sacramento City USD boundaries and other underserved areas of the county. Significant changes include:
 - SETA, under the grantee operated program, will continue services at 6 of SCUSD locations including: American Legion, Bret Harte, Capital City, CP Huntington, Freeport and Hiram Johnson.
 - SETA will expand Early Head Start services to an additional 150 infants/toddlers, of which 79 enrollment slots will be converted from home-base to center-base services to meet the need of working families.
 - San Juan Unified School District, a SETA delegate agency, will expand Head Start services to an additional 384 preschool aged children within their District boundaries.
 - Women’s Civic Improvement Club (WCIC) will expand Head Start services to an additional 20 preschool aged children in the Oak Park community.
 - Twin Rivers Unified School District, a SETA delegate agency, will expand Early Head Start services to 24 additional toddlers at Rio Linda Elementary (8) and Village (16).
 - Sacramento County Office of Education will serve an additional 11 EHS home-based children/families.

ITEM III-E – ACTION (continued)

Page 2

- River Oak Center for Children will serve an additional 12 EHS home-based children/families
- As a result of the re-distribution, the following is a summary of the proposed funded enrollment for each program in the 2019-2020 program year:

Agency	Proposed Enrollment 2019-2020					
	Head Start		Early Head Start		EHS-CCP	
	Current	New	Current	New	Current	New
SETA Operated Program	1,836	1,756	439	589	40	80
Elk Grove USD	440	440				
Sacramento City USD	1,139	736	152	0	40	0
San Juan USD	668	1,052	160	160		
Twin Rivers USD	180	140	16	40		
WCIC	100	120				
Total	4,363	4,244	767	790*	80	80

*Pending ACF approval for the HS-EHS enrollment slot conversion.

- In an effort to serve more infants and toddlers in Sacramento County, SETA is proposing to convert the unassigned 119 Head Start enrollment slots to 22 Early Head Start enrollment slots, effective August 1, 2019.
- To support this HS-EHS conversion and to convert 79 EHS home-base enrollment slots to center-based, a transfer of \$1,000,000 from the Head Start budget to the Early Head Start budget will be requested to operate ten (10) additional infant/toddler classes within the SETA operated program. Associated Training and Technical Assistance (TTA) funds in the amount of \$25,000 will also be transferred to support staff development and parent training efforts.
- Currently enrolled families will not be displaced as a result of the enrollment changes. With kindergarten-bound children leaving, there will be enough vacancies to accommodate eligible returning children within SCUSD’s remaining locations and/or in alternate SETA locations within the same neighborhood.
- Other SETA Operated Program changes include:
 - Freedom Park will offer 16 EHS enrollment slots
 - Galt will offer 16 EHS enrollment slots
 - Hillsdale will offer 15 EHS enrollment slots
 - EHS home-base will serve an additional 48 children/families

ITEM III-E – ACTION (continued)
Page 3

Services for the 2019-2020 program year will commence on August 1, 2019.

RECOMMENDATION:

Approve the Program Year 2019-2020 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-F – ACTION

APPROVAL OF THE SETA HEAD START, EARLY HEAD START
AND EARLY HEAD START CHILD CARE PARTNERSHIP BUDGETS
FOR PROGRAM YEAR 2019-2020

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the 2019-2020 Head Start, Early Head Start, and Early Head Start Child Care Partnership/ Expansion budgets. The budgets include Basic, Training and Technical Assistance and Cost of Living Adjustment (COLA) for the SETA Operated Program, its five delegate agencies, and two partners. Supplemental Duration 2019 funding is not included. The proposed budgets, after the HS-EHS conversion, are as follows:

Head Start Basic (4,244 children/families)	\$44,366,420
Head Start COLA (1.77%)	\$ 785,286
Head Start Training and Technical Assistance	<u>\$ 520,000</u>
Sub-Total (excludes 2019 Supplemental Duration funding)	\$45,671,706
Early Head Start Basic (790 children/families)	\$10,578,869
Early Head Start COLA (1.77%)	\$ 187,246
Early Head Start Training and Technical Assistance	<u>\$ 250,523</u>
Sub-Total	\$ 11,016,638
EHS-CCP Basic (80 children/families)	\$ 1,550,696
EHS-CCP COLA (1.77%)	\$ 27,447
EHS-CCP Training and Technical Assistance	<u>\$ 36,749</u>
Sub-Total	\$ 1,614,892
TOTAL	<u>\$58,303,236</u>

The Head Start/Early Head Start budgets reflect a transfer of \$1,000,000 Head Start Basic funds and \$25,000 Training and Technical Assistance funds to Early Head Start Basic and TTA budgets respectively. The transfer of the funds will support the conversion of 119 Head Start enrollment slots to 22 Early Head Start enrollment slots. Funds will be used for personnel, fringe benefits and other operating costs.

The Budget/Planning Committee met weekly in February and 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 2019-2020 Head Start, Early Head Start and Early Head Start Child Care Partnership/Expansion Budgets will be sent under separate cover.

ITEM III-F – ACTION (continued)
Page 2

Staff will be available to answer questions.

RECOMMENDATION:

Approve the Program Year 2019-2020 Head Start, Early Head Start, and Early Head Start Child Care Partnership/Expansion Budgets for Basic, Cost of Living Adjustment (COLA), and Training and Technical Assistance funds.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM III-G – ACTION

APPROVAL OF THE 2019-2020 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 2019-2020 Program Year.

A detailed list of the program options and center locations is 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 2019-2020 program year.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

**SETA OPERATED HEAD
START PROGRAM
Funded Enrollment:
1,756**

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

16th Avenue
4104 Martin Luther King Jr.
Blvd.
Sacramento, CA 95820

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

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

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

Capital City
7220 24th Street
Sacramento, CA 95822

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

Crossroad Gardens
7322 Florinwood Dr.
Sacramento, CA 95823

Elkhorn
5249 Elkhorn Blvd.
Sacramento, CA 95660

Franklin
6929 Franklin Blvd.
Sacramento, CA 95823

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

Freeport
2118 Meadowview Drive
Sacramento, CA 95832

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

**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:
736**

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

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

A. M. Winn
3351 Explorer 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

Camelia
6600 Cougar Drive
Sacramento, CA 95828

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

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

John Still
2200 John Still Drive
Sacramento, CA 95832

Leataata Floyd
401 McClatchy Way
Sacramento, CA 95818

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

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

Woodbine
2500 52nd Ave.
Sacramento, CA 95822

**SAN JUAN USD
HEAD START
Funded Enrollment:
1,052**

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:
140**

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:
120**

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:
589**

**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

American Legion
3801 Broadway
Sacramento, CA 95817

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

Capital City
7220 24th Street
Sacramento, CA 95822

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

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

Galt
615 2nd Street
Galt, CA 95632

Grizzly Hollow
805 Elk Hills Dr.
Galt, CA 95632

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

Hiram Johnson
3535 65th Street
Sacramento, CA 95820

Hopkins Park
2317 Matsun Drive
Sacramento, CA 95822

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

Norma Johnson ELC
3265 Norwood Avenue
Sacramento, CA 95838

North Avenue Elem. School
1281 North 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

16th Avenue
4104 Martin Luther King Jr
Blvd.
Sacramento, CA 95814

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

**SAN UAN 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:
40**

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

Morey Avenue School
155 Morey Avenue
Sacramento, CA 95838

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

Village Preschool Center
6845 Larchmont Drive
North Highlands, CA 95660

HEAD START
2019-2020 SACRAMENTO COUNTY PROGRAM OPTIONS / GRANTEE & DELEGATE AGENCIES

AGENCY	Funded Enrollment ¹	Center Based • Year-Round 5 Days/Week					Center Based • Traditional School Year 5 Days/Week			
		4 hours/ day	6.5 hours/ day	7 hours/ day	8 hours/ day	9 hours/ day	6 hours/ day	6.5 hours/ day	7 hours/ day	8 hours/ day
SETA	1,756	720	60		240	160		40		20
Elk Grove	440						60			
Sac. City	736		336	32					48	
San Juan	1,052		660				170	140		
Twin Rivers	140									
WCIC	120									
TOTAL	4,244	720	1,056	32	240	160	230	180	48	20

AGENCY	Funded Enrollment ¹	Center Based • Traditional School Year 4 Days/Week				Home-Based
		3.5 hours/day	4 hours/day	6.5 hours/day	7.5 hours/day	
SETA	1,756	80	20	293		123
Elk Grove	440	380				
Sac. City	736	320				
San Juan	1,052	222				
Twin Rivers	140					
WCIC	120				120	
TOTALS	4,244	1,002	20	293	120	123

¹ Head Start funded enrollment reflects a proposed HS-EHS conversion of 119 HS enrollment slots

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

**EARLY HEAD START
2019-2020 SACRAMENTO COUNTY PROGRAM OPTIONS / GRANTEE & DELEGATE AGENCIES**

PROGRAM OPTIONS						
		Center Based • 5 days/week				Home-Based
		Year Round		Traditional School Year		
AGENCY	Total Funded Enrollment ¹	8 hours/day	9 hours/day	6.5 hours/day	8 hours/day	
SETA	589	167	39		16	367
San Juan	160	48			32	80
Twin Rivers	40			40		
TOTALS	789	215	39	40	48	447
¹ Funded enrollment includes a proposed HS-EHS conversion, adding 22 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
2019-2020 SACRAMENTO COUNTY PROGRAM OPTIONS**

AGENCY	Total Funded Enrollment	Center Based • 5 days/week • Year Round	
		8 hours/day	9 hours/day
SETA	80	32	48
TOTAL	80	32	48

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

ITEM III-H – ACTION

APPROVAL OF 2019-2020 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 2019-2020 Head Start, Early Head Start, and Early Head Start Child Care Partnership/Expansion Training/Technical Assistance Plans (TTA). The funds reflect a transfer of \$25,000 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:

	2018-2019	2019-2020	Difference
Head Start	\$545,000	\$520,000	(\$25,000)
Early Head Start	\$225,523	\$250,523	\$25,000
Early Head Start-CCP	\$36,749	\$36,749	0
TOTAL	\$807,272	\$807,272	--

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 February and 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 are attached.

RECOMMENDATION:

Approve the Program Year 2019-2020 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: _____

TRAINING AND TECHNICAL ASSISTANCE PLAN

SETA Operated Program

2019-2020

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. Our 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 a planning process to identify and accomplish the training and professional development needs of Head Start staff, parents, and delegate agencies. This process results in a T/TA Plan which carefully incorporates needs identified through PIR, OHS Monitoring Protocol, Self Assessment, Community Assessment, on-going monitoring results, Desired Results and Child Outcomes, as well as analysis of embedded program and operational reporting systems such as ERSEA reports, ADA reports, etc., and established countywide goals. Ultimately, under the direction of SETA's strong parent organizations (PC/PAC), specific dollars are allocated to these prioritized needs (see attached budget) to ensure staff, parents and delegate agencies receive the necessary training and professional development to move SETA's organization forward.

Several T/TA planning sessions take place in late winter. Participants in the T/TA planning 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 and health and child outcomes reports, i.e., DRDP-r. 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.

Sub-committees which include staff, parents and countywide content coordinators update written program area plans and modify or develop policies and procedures for key management systems.

The Training and Technical Assistance Plan was the direct result of an exhaustive and highly collaborative partnership between Head Start Grantee staff, parents, and delegate agencies.

TRAINING AND TECHNICAL ASSISTANCE PLAN

SETA Operated Program

2019-2020

APPROACH TO TRAINING, TECHNICAL ASSISTANCE AND PROGRAM IMPROVEMENT

Adjustments to the Training and Technical Assistance Plan (T/TA) proposed for PY 2019-2020 reflect the combined needs identified and prioritized by 1) parents on the Refunding Grant Application Planning Committee, 2) parents on the Budget/Planning Review Committee, and 3) the resulting goals established in the 2019-2020 Self-Assessment Action Plan through careful analysis of results from: PIR, Community Assessment, countywide goals, on-going monitoring, DRDP-r, and ERSEA reports.

A systematic approach was taken to ensure that our 2019-2020 Self-Assessment Action Plan, and associated budget, would reflect current needs identified through a) on-going monitoring, b) PIR results, c) committee reviews of the existing T/TA Plan, as well as the continuing Five Year Goals and Objectives.

The T/TA Plan was adjusted to align with The Five Year Goals and Objectives, and the Self-Assessment Action Plan. Items which were modified on the current T/TA to support specific PIP goals are denoted with an asterisk *.

OUTCOMES AND TIMETABLES

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. Agendas will include status reports and check-ins on a bi-weekly basis. This process will allow for careful tracking of progress as it relates to timetables and outcomes attainment in the defined priorities and sub-groups: Early Intervention and Prevention; Record Keeping and Reporting; Planning; Communication; Human Resources/Staff Development/Training; and Health and Nutrition Services.

TRAINING AND TECHNICAL ASSISTANCE PLAN
SETA Operated Program
2019-2020

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost T/TA Budget Source		
					HS CCP	EHS	EHS-
1. Child Services and Consultants							
A. Consultants							
Consultants will be used as subject-area experts to ensure that HS/EHS services are aligned with Performance Standards.	HS/EHS Staff	Consultants	Depending on the consultants used, staff will utilize the services of consultants to ensure best practices and adherence to Performance Standards are met. Consultants may also be used as a training resource for staff, and provide coaching when necessary.	Consultants will be scheduled as needed in the program year 19/20	\$10,000	\$4,000	
2. Parent Services							
A. Parent Internships and Training							
Parents will be recruited to train for a variety of apprentice type jobs, including working with facilities, office work, working in the kitchen.	HS/EHS parents	Head Start staff	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.	October 2019 July 2020	\$20,000		
Parents and staff will be given an opportunity to attend the NHSA Parent Conference in Anaheim, CA.	HS/EHS parents and staff	Conference	Staff and parents will have the opportunity to attend a national Head Start conference. Both parents and staff will be expected	December 2019	\$34,000		

TRAINING AND TECHNICAL ASSISTANCE PLAN
 SETA Operated Program
 2019-2020

			to report out to their boards or their peers, on the information they learned and felt was the most impactful.				
B. Family Literacy Project							
Workforce/Head Start Parent Tuition Reimbursement	HS/EHS parents	Approved vendors from Sacramento County	This reimbursement will be used for parents who request to attend a job training program and the cost is not fully covered by other providers. The expected outcome includes providing opportunities to enrolled HS/EHS parents to become job ready and to provide opportunities for increased economic mobility.	2019-2020	\$6,000	\$2,500	
Family Literacy Involvement Program (FLIP)	HS/EHS parents	SS/PI Specialist	Parents will be given a book monthly along with activity sheets to do monthly 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	August 2019-July 2020	\$43,000	\$6,000	\$3,600
C. Training / Staff Development							

TRAINING AND TECHNICAL ASSISTANCE PLAN
SETA Operated Program
2019-2020

Teachers on Special Assignment (TOSA)	HS and EHS teachers	HS and EHS teachers	A Teacher on Special Assignment (TOSA) is peer-to-peer training and coaching using current staff who have innovative and high quality practices in their classrooms. During the one-year special assignment, TOSAs do not work in the classroom with children, but instead coach/mentor other teaching staff. There are 2 HS and 2 EHS TOSAs. Costs cover salary, fringe benefits, and allocated services/supplies.	August 2019 – July 2020	\$144,485	\$128,307	\$14,256
On-going training and conference opportunities and other resources	EHS and HS staff	Trainers, conferences, and resources to be determined.	Staff will be offered the opportunity to engage in a variety of staff development activities with the expected outcome to include increased knowledge in the areas of school readiness, curriculum implementation, and improved CLASS scores.	August 2019-July 2020	\$7,481	\$8,181	\$15,318
California Head Start Association Conference	HS Staff	California Head Start Association	Staff will have the opportunity to attend the California Head Start Association conference. Staff will report out to their peers and Leadership on the information they	January 2020	\$7,200		

TRAINING AND TECHNICAL ASSISTANCE PLAN
 SETA Operated Program
 2019-2020

			learned and felt was the most impactful.				
Teaching Pyramid	HS Staff	Sacramento County Office of Education	Teaching Pyramid training will continue for HS staff in order to ensure best practices continue in the area of social/emotional support for HS children.	To be determined	\$8,000		
CLASS Observer Training/Coaching and CLASS certificates	Grantee and Delegate staff	<i>TeachStone</i>	<i>TeachStone</i> will be contracted to provide refresher training for HS staff on the use of the CLASS tool. The expected outcome includes increased confidence and knowledge in the areas that CLASS assesses, including increased scores on classroom assessment evaluations and CLASS scores.	To be determined	\$22,000	\$4,000	
Learning Genie	SCUSD	SETA Staff	SETA staff will provide T/TA services to teachers in SCUSD. Allocated money will be used to buy licenses for the program. The expected outcome is a better alignment with countywide practice and more effective implementation of the DRDP for children's assessment.	October 2019	\$4,000		
Program For Infant/Toddler	Home Based Staff	PITC	Home Visitors will participate in a week long	To be determined.		\$20,400	

TRAINING AND TECHNICAL ASSISTANCE PLAN
SETA Operated Program
2019-2020

Caregivers (Homebased)			training of best practices in the field of home visiting. Expected outcomes include having an opportunity to network with other Home Visitors in the state, and to learn new, research-based practices in the field of home visiting. This will ensure that families continue to receive the highest quality services.				
ECERS/ITERS Observers	HS/EHS Staff	Consultants	Consultants will be used to independently assess HS/EHS classrooms using the ECERS and ITERS tool. Consultants will also provide reports to staff for continuous improvement and feedback.	Spring 2020	\$10,000	\$3,000	
Out of State Conferences	HS/EHS staff	Expert Trainers from various organizations	Staff will have the opportunity to attend the annual ChildPlus Scramble and WIPFLI conference, in Las Vegas in 2019-2020	Nov 2019 for ChildPlus Scramble and July for WIPFLI	\$27,500	\$10,000	
Family Development Credential	FSW and Home Visitors		Countywide staff will be given the opportunity to participate in this monthly training. The expected outcomes include increased quality services to parents, looking at strength-based approaches to family engagement, and an	October 2019- July 2020	\$15,000	\$2,000	

TRAINING AND TECHNICAL ASSISTANCE PLAN
SETA Operated Program
2019-2020

			opportunity to network and collaborate across agencies.				
Creative Curriculum Fidelity Training	HS/EHS Staff	Consultants	Staff will have an opportunity to learn best practices and enhance teaching techniques to ensure they are implementing the Creative Curriculum in a way to ensure faithfulness to the curriculum.	To be determined	\$5,000	\$1,000	
Curriculum Focus-STEM	HS Staff	SETA Staff	Staff will be given an opportunity to participate in on-going training in the area of STEM practices. Money will be used to provide materials for make and take and to enhance curriculum activities in the classroom.	To be determined	\$8,000		
HELP Training	Home Based Staff	SETA Staff	Countywide home visiting staff will be provided training in the HELP curriculum with the expected outcome of more consistently in our countywide home visiting program.	October-June 2019-2020		\$2,000	
CCEI Online Professional Development	HS/EHS Staff	CCEI	This is a subscription service that allows teaching staff to engage in on-line professional growth opportunities.	2019-2020	\$800	\$200	
Early Childhood	HS/EHS staff	Los Rios	Countywide staff and	August		\$15,000	

TRAINING AND TECHNICAL ASSISTANCE PLAN
SETA Operated Program
2019-2020

Education College Course	and parents	Instructor	parents will be offered an on-site Early Childhood Education class focusing on infants and toddlers. The expected outcome is a better prepared workforce and continuing professional growth opportunities. Parents who are interested in the field of ECE are encouraged to enroll in order to obtain ECE units and an opportunity to apply for AT vacancies.	2019- May 2020			
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 2019- July 2020	\$30,670	\$2,000	\$3,000
D. Other – Delegate and Partner Support and Allocated Services and Supplies							
Delegate Kick-off and on-site training	Delegate Staff	Delegate Support Staff	The expected outcomes include continued support on policies and procedures and monitoring processes between the Grantee and delegate and partner agencies.	November 2019	\$9,000		
Allocated Services/Supplies (rounded)					\$5,824	\$5,171	\$575
TOTAL					\$417,960	\$213,759	\$36,749



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 the 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 services 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 early 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 Worker 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 SETA's 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:

Standing Information Items

- 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 – Mr. Victor Han
 - A Calling to Lead: How will you Respond Report(s) – Ms. Angel Chenault
 - Toastmasters Training Reports – Ms. Angel Chenault
 - Child Care Center Food Menu (attached)
 - Community Resources – Parents/Staff: Mr. Robert Silva

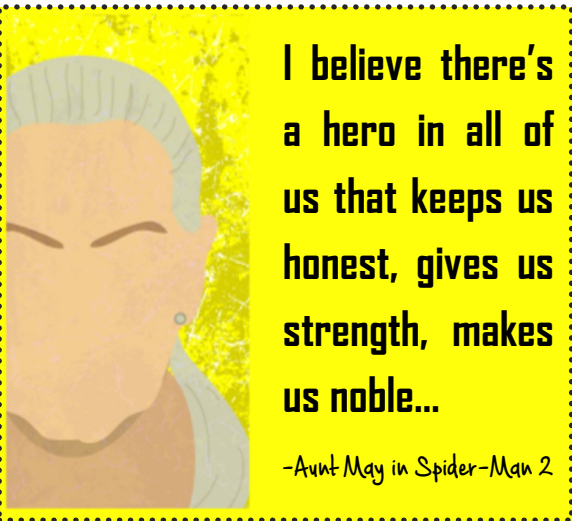
NOTES:

<u>EVENT</u>	<u>DATE</u>
Introduction into Budgeting Workshop	Wednesday, April 24, 2019 10:00 a.m. Sacramento Works Job Center 7000 Franklin Blvd., Suite 540 Sacramento, CA 95823
PC/PAC Joint Executive Committee	Thursday, April 25, 2019 9:00 a.m. Camellia Room
Fishing in the City – Countywide Parent Activity	Saturday, April 27, 2019 9:00 a.m. – 12:00 p.m. North Natomas Park 4989 Natomas Blvd. Sacramento, CA 95835 <i>RSVP to Bob Silva: 916-263-3809 by 4/24/19</i>
PC/PAC Personnel Bylaws Committee	Friday, May 3, 2019 9:00 a.m. Redwood Room
Toastmasters Training	Friday, May 3, 2019 10:30 a.m. Redwood Room
PC/PAC Social/Hospitality Committee	Wednesday, May 8, 2019 9:00 a.m. – 11:00 a.m. Diablo Room
PC/PAC Parent Activity	Friday, May 10, 2019 10:00 a.m. – 1:00 p.m. Sierra Sacramento Valley Medical Society Museum of Medical History 5380 Elvas Avenue Sacramento, CA 95819
PC/PAC Budget Planning Committee	Tuesday, May 14, 2019 1:00 p.m. Camellia Room
Community Carnival	Saturday, May 18, 2019 10:00 a.m. – 1:00 p.m. South Natomas Community Park 2881 Truxel Road Sacramento, CA 95833

PC/PAC Going Back-to-School Orientation and Tour	Wednesday, May 22, 2019 9:30 a.m. – 12:00 p.m. Charles A. Jones Education Center 5451 Lemon Hill Avenue Sacramento, CA 95824
PAC Executive Committee	Thursday, May 23, 2019 9:00 a.m. Camellia Room
PC/PAC Parent Ambassador Committee	Thursday, May 23, 2019 10:30 a.m. Olympus Room
15 th Annual International Kids Festival	Saturday, May 25, 2019 10:00 a.m. – 4:00 p.m. William Land Park Amphitheater 3800 West Land Park Drive Sacramento, CA 95822
PC Executive Committee	Thursday, May 30, 2019 9:00 a.m. Camellia Room
Kids Zone – The Children’s Fun and Literacy Area	Saturday, June 1, 2019 11:00 a.m. – 5:30 p.m. The Brickhouse Art Gallery 2837 36 th Street Sacramento, CA 95817

Parent Advisory Committee – Center Parent Meetings

Center	April, 2019	May, 2019	June, 2019
16 th Avenue	April 19, 8:00 a.m.	May 17, 8:00 a.m.	June 21, 8:00 a.m.
Alder Grove	April 25, 2:30 p.m.	May 23, 2:30 p.m.	No meeting.
Auberry Park			
Bannon Creek	April 24, 5:00 p.m.	May 9, 5:00 p.m.	June 13, 5:00 p.m.
Bright Beginnings	April 19, 9:15 a.m.	May 19, 9:15 a.m.	June 3, 9:15 a.m.
Illa Collin	April 24, 2:30 p.m.	May 22, 2:30 p.m.	No meeting.
Crossroad Gardens	April 24 (meeting in a bag)		
Elkhorn	April 24, 8:30 a.m.	May 22, 8:30 a.m.	June 18, 8:30 a.m.
Fruitridge	April 30, 12:30 p.m. (Fruitridge Community Center)		
Kennedy Estates			
Mather	April 24, 4:30 – 6:30 p.m.		
Nedra Court	April 25, 1:00 p.m.	May 23, 1:00 p.m.	June 5, 1:00 p.m.
North Avenue	April meeting		
Northview	April 22, 12:00 – 2:00		
Parker	April 23, 8:00 a.m.	May 21, 8:00 a.m.	June 25, 8:00 a.m.
Solid Foundation	April 24, 12:00 p.m.		
LaVerne Stewart			
Strizek Park	April 25, 4:30 p.m.	May 30, 4:30 p.m.	June 27, 4:30 p.m.
Walnut Grove		No meeting.	No Meeting



I believe there's a hero in all of us that keeps us honest, gives us strength, makes us noble...

-Aunt May in Spider-Man 2

COMMUNITY CARNIVAL

A Parent's Mission is Never Done



presented by

**THE NORTH SACRAMENTO
FAMILY RESOURCE CENTER**

Fun for the whole family

Free **lunch**, bounce houses, popcorn, carnival **games**, link up with local businesses and **non-profits** doing great work in our Sacramento **communities!**

Live **DJ**, Radio Stations, Dance **performances**, and local Fire Firefighters!

Call 916-290-8263 with questions

South Natomas

Community Park

2881 Truxel Rd.

Sacramento 95833

10:00am-1:00pm

SATURDAY

MAY 18TH

C'MON EVERYBODY!



SACRAMENTO COUNTY

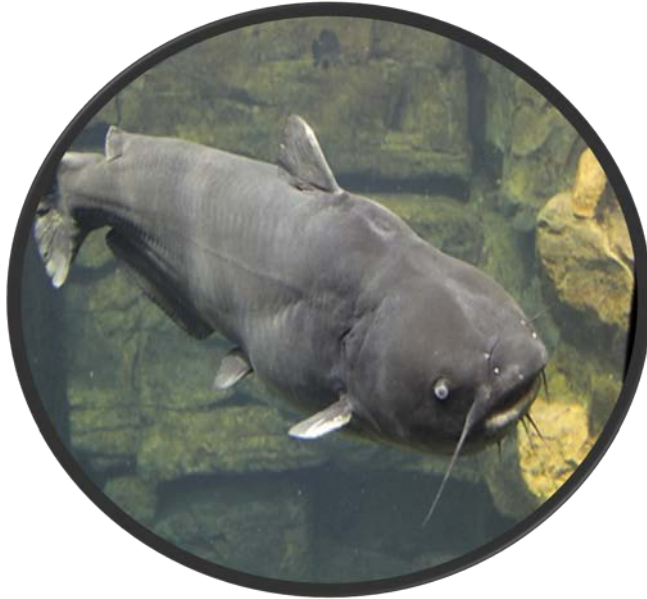


SACRAMENTO CHILDREN'S HOME





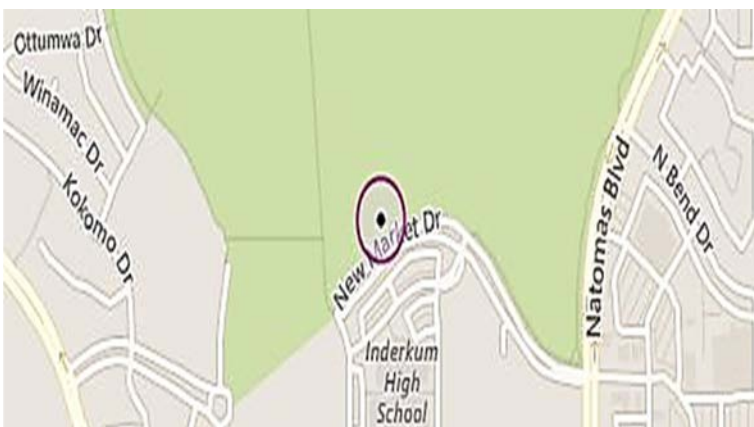
Daddy and Me Fishing in the City
All Head Start Families Are Welcome



When: Saturday, April 27, 2019
Where: North Natomas Park
4989 Natomas Blvd 95835
Time: 9 a.m. -12 p.m.
(Look for Head Start Banner)

Free:
Fishing for 15 & under
Continental Breakfast
Poles, Fishing workshop

Sacramento County-Wide Parent Event



To reserve attendance:
Call Bob Silva @
916-263-3809
Email:
Robert.Silva@seta.net
Deadline: Wednesday, April
24th by 5pm



15th Annual International Kids Festival

Saturday, May 25, 2019, 10am - 4pm
WILLIAM LAND PARK AMPHITHEATER



Sat, June 1, 2019 • 11:00 am - 5:30 pm

KIDS ZONE

THE CHILDREN'S FUN & LITERACY AREA AT THE BRICKHOUSE ART GALLERY

2837 36th St, Sacramento, CA 95817

Free give-a-way bags to the first 100 children / youth.

(Children must be accompanied by an adult)

Games, storytelling, music, books, poetry, african drumming!

Join us for fun activities for children

(ages 18 months - 17 years)

Free give-a-way bags to the first 100 children / youth.



SACRAMENTO BLACK
BOOK FAIR

The Brickhouse (916) 475-1240

Blue Nile Press (916) 484-3749

FREE & OPEN TO PUBLIC

PC/PAC Going Back-to-School Orientation & Tour

**COME LEARN ABOUT
CAREER TRAINING PROGRAMS
AT THE CHARLES A. JONES
CAREER & EDUCATION CENTER**

Date:
Wednesday, May 22nd, 2019

Time:
9:30^{a.m.}—12:00^{p.m.}

Location:
Charles A. Jones (CAJ) & Education Center
5451 Lemon Hill Avenue
Sacramento, CA 95824

Please be prompt
We will meet in the lobby of
Charles A. Jones
At 9:00^{a.m.} Sharp!

Please Note:

- ⇒ You will be reimbursed for mileage
- ⇒ No children and no smoking permitted
- ⇒ Please make sure you wear appropriate attire (No low cleavage tops or shorts).
- ⇒ Lunch will be provided

**Lunch is from 11:00^{a.m.}—12:00^{p.m.} at Taqueria Hecho en México -
6036 Stockton Blvd #100 Sacramento, CA 95824**

PC/PAC Parent Activity

Sierra Sacramento Valley Medical Society Museum of Medical History

Date: Friday, May 10th, 2019

Time: 10:00_{a.m.}—1:00_{p.m.}

Location: 5380 Elvas Ave. Sacramento, CA 95819

Please be prompt

We will meet in the front of the museum
at 9:30_{a.m.} Sharp!



Please Note :

⇒ You will be reimbursed for mileage.

⇒ One guest per member (guest must be 18 years or older).

⇒ Please make sure you wear appropriate attire (no low cleavage tops or shorts).

Lunch will be provided to board members only

(Lunch is from 11:45_{a.m.}—1:00_{p.m.} at Round Table Pizza - 5101 Folsom Blvd., Sacramento, CA 95819)



PAC



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Apr. 23, 2019

SETA HEAD START MENU

April 2019

"This institution is an equal opportunity provider"

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

Monday

1 Breakfast Week 4
 NO CLASSES
 NO CLASSES
 NO CLASSES
Lunch
 NO CLASSES
 NO CLASSES
 NO CLASSES
 NO CLASSES
 NO CLASSES
Snack
 NO CLASSES
 NO CLASSES

Tuesday

2 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

Wednesday

3 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
 Carrot, fresh
 Crackers, Wheat Thins
 Hummus

Thursday

4 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

Friday

5 Breakfast Week 4
 Milk, Low Fat 1%
 Apple, fresh
 Muffin, Blueberry
Lunch
 Milk, Low Fat 1%
 Cantaloupe, fresh
 Carrot, fresh
 Crackers, Ritz Whole Wheat
 Tuna Salad
Snack
 Milk, Low Fat 1%
 Crackers, Remy's Graham

8 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

9 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

10 Breakfast Week 5
 Milk, Low Fat 1%
 Whole Wheat Biscuit
 Peaches
Lunch
 Milk, Low Fat 1%
 Whole Wheat Bread
 Cantaloupe, fresh
 Carrot, fresh
 Turkey Sliced
Snack
 Banana, fresh
 Crackers, Dick & Jane

11 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

12 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

15 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
 Applesauce
 Crackers, Remy's Graham

16 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

17 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

18 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

19 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

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

23 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

24 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
 Muffin, Blueberry
 Peaches

25 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, Dick & Jane

26 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
 Applesauce
 Crackers, Remy's Graham

29 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, Ritz Whole Wheat
 Pears

30 Breakfast Week 3
 Milk, Low Fat 1%
 Applesauce
 Waffles, sticks
Lunch
 Milk, Low Fat 1%
 Chicken Drumsticks
 Spinach Salad
 Oranges, fresh
 Wheat Breadsticks
Snack
 Apple, fresh
 Sun Butter

SETA HEAD START MENU

Abril 2019

"This institution is an equal opportunity provider"

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

Lunes

Martes

Miércoles

Jueves

Viernes

1	Desayuno Week 4
NO CLASSES	
NO CLASSES	
NO CLASSES	
<u>Comida</u>	
NO CLASSES	
NO CLASSES	
NO CLASSES	
NO CLASSES	
NO CLASSES	
<u>Bocadillo</u>	
NO CLASSES	
NO CLASSES	

2	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 Integ	

3	Desayuno Week 4
Leche	
Plátano Fresco	
Avena	
<u>Comida</u>	
Leche	
Enchilada de Queso con Salsa	
Ensalada de Lechuga Romana	
Naranja	
<u>Bocadillo</u>	
Zanahoria	
Galletas de Trigo Integral	
Puré de Garbanzo	

4	Desayuno Week 4
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	

5	Desayuno Week 4
Leche	
Manzana	
Mollete con Arándanos Azules	
<u>Comida</u>	
Leche	
Melón	
Zanahoria	
galletas Ritz integrales	
Ensalada de Atún	
<u>Bocadillo</u>	
Leche	
Galletas	

8	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	

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

10	Desayuno Week 5
Leche	
Bizcocho de Trigo Integral	
Durazno	
<u>Comida</u>	
Leche	
Pan de Trigo Integral	
Melón	
Zanahoria	
Rebanada de Pavo	
<u>Bocadillo</u>	
Plátano Fresco	
Galletas	

11	Desayuno Week 5
Leche	
Avena	
Piña Machacada	
Pasas	
<u>Comida</u>	
Leche	
Chabacano	
Ensalada de Lechuga Romana	
Espagueti Horneado	
<u>Bocadillo</u>	
Leche	
Chex de fresa	

12	Desayuno Week 5
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	

15	Desayuno Week 1
Leche	
Jotqueis	
Pera	
<u>Comida</u>	
Leche	
Zanahoria	
Pollo con Limón y Pimienta	
Naranja	
Tortilla de Trigo Integral	
<u>Bocadillo</u>	
Puré de Manzana	
Galletas	

16	Breakfast Week 1
Leche	
Chabacano	
Cereal Cheerios de Grano Inte	
<u>Lunch</u>	
Leche	
Queso Americano	
Manzana	
Pan de Trigo Integral	
Brócoli	
Sandía Fresca o	
<u>Snack</u>	
Leche	
Chex de fresa	

17	Breakfast Week 1
Leche	
Bizcocho de Trigo Integral	
Durazno	
<u>Lunch</u>	
Leche	
Burrito	
Queso Cheddar	
Lechuga Romana	
Frijoles Refritos	
Fresa	
Tanjarina o	
Jitomate Picado	
Tortilla de Trigo Integral	
<u>Snack</u>	
Plátano Fresco	
Barita de Queso	

18	Breakfast Week 1
Leche	
Piña Machacada	
Bagel de Trigo Integral	
<u>Lunch</u>	
Leche	
Mandarina	
Arroz Español con Pollo	
Varitas de Calabacita	
<u>Snack</u>	
Manzana	
Mantequilla de Semilla de Gira	

19	Breakfast Week 1
Leche	
Plátano Fresco	
Mollete con Arándanos Azules	
<u>Lunch</u>	
Leche	
Pan de Trigo Integral	
Melón	
Coliflor	
Ensalada de Atún	
<u>Snack</u>	
Leche	
Cereal Integral Rice Krispies	

22	Desayuno Week 2
Leche	
Puré de 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	

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

24	Desayuno Week 2
Leche	
Avena	
Piña Machacada	
Pasas	
<u>Comida</u>	
Leche	
Frijoles Refritos	
Ensalada de Col	
Fresa	
Tanjarina o	
Tortilla de Trigo Integral	
<u>Bocadillo</u>	
Mollete con Arándanos Azules	
Durazno	

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

26	Desayuno Week 2
Leche	
Manzana	
Mollete con Plátano	
<u>Comida</u>	
Leche	
Pan de Trigo Integral	
Brócoli	
Melón	
Rebanada de Pavo	
<u>Bocadillo</u>	
Puré de Manzana	
Galletas	

29	Desayuno Week 3
Leche	
Cereal Cheerios	
Naranja	
<u>Comida</u>	
Leche	
Manzana	
Chícharos	
Macarrón y Queso	
Sandía Fresca o	
<u>Bocadillo</u>	
galletas Ritz integrales	
Pera	

30	Desayuno Week 3
Leche	
Puré de Manzana	
Baritas de Waffle	
<u>Comida</u>	
Leche	
Pierna de Pollo	
Ensalada de Espinaca	
Naranja	
barra de pan para	
<u>Bocadillo</u>	
Manzana	
Mantequilla de Semilla de Giraso	

ITEM IV-B – INFORMATION

POLICY COUNCIL MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the Policy Council minutes of the February 26, 2019 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 26, 2019
9:00 a.m.

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

Ms. Henrietta Gutierrez called the meeting to order at 9:05 a.m. and read the thought of the day. The Pledge of Allegiance was recited. Ms. Claudett Sanders called the roll and confirmed that a quorum was established.

Members Present:

Adeola Adedipe, Elk Grove Unified School District
Claudett Sanders, Sacramento City Unified School District
Elizabeth Schoemig, Twin Rivers Unified School District
Yamilka Estrella, Twin Rivers Unified School District
Evangalina Barrios, SETA-Operated Program
Devon McCracken, Home Base Option
Sharon Stone Smith, Sacramento Children's Museum
Henrietta Gutierrez, Past Parent/Community Representative
Kao Yee Xiong, Elk Grove Unified School District (seated at 9:09 a.m.)
Marley Schurr, SETA-Operated Program (seated 9:10 a.m.)

Members Absent:

Sandra Olguin, Early Head Start/Home Base (Sac. City) (excused)
Griselda Cisneros, SETA-Operated Program (excused)
Amy Melvin, SETA-Operated Program (unexcused)
Brenda Valenzuela, Sacramento City Unified School District (unexcused)
Christie Hamm, Sacramento Public Library (excused)

New Member to be Seated:

Charles Taylor, Past Parent/Community Representative
Jouita Galvin, Women's Civic Improvement Club

II. Consent Item

A. Approval of the Minutes of the January 22, 2019 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Schoemig, second/Adedipe, to approve the January 22, 2019 minutes.

Show of hands vote:

Aye: 11 (Adedipe, Barrios, Estrella, Galvin, McCracken, Sanders, Schoemig, Schurr, Stone Smith, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 5 (Cisneros, Hamm, Melvin, Olguin, Valenzuela)

III. Action Item

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

The Board went into closed session at 9:10 a.m. At 9:19 a.m., Ms. Gutierrez called the meeting back to order and reported that during closed session, the Board approved the following eligible lists: Associate Teacher and Associate Teacher/Infant Toddler, and CFS Support Services Program Officer,

IV. Information Items

A. Fiscal Monitoring Report: Mr. Victor Han reviewed the fiscal monitoring report.

B. Standing Information Items

- PC/PAC Calendar of Events: Ms. Sanders reviewed the calendar of events.
- Parent/Staff Recognition: None.
- CHSA Parent Conference Reports: Ms. Sanders reported that it was a great workshop; one of the keynote speakers was great and spoke about surviving and thriving, from infancy on. She enjoyed all of the classes and role playing. Ms. McCracken stated that it was an amazing conference. The first speaker spoke of brain development and how trauma affects the brain. A lot of the workshops taught self-care so parents could then care for their children. Ms. Gutierrez enjoyed hearing the speakers especially a speaker from Orange County. You gained a little something from each workshop. Ms. Xiong asked that information from the conference be shared with other board members.
- Governance Self-Assessment Report: Ms. Gutierrez spoke of how helpful going through the self-assessment process was.
- Powerhouse Science Center Reports: Ms. Schoemig reported that her children really enjoyed the science center. She encouraged everyone to visit the center.
- Toastmasters Training: The training is scheduled for March 1 and all are encouraged to participate.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han reviewed the six-month fiscal report; the budget is on track. The non-federal share is on track and everyone is below the administrative cost allowance. Mr. Han reported that some of the funding previously allocated to the EHS grant was moved to CCP to alleviate some costs previously allocated. The EHS personnel percentage was very high. Staff are monitoring monthly expenditures closely. The Child Care

Partnership program and Sacramento City is on track; this is an area to see if there are EHS expenditures that can be moved to the CCP grant.

- Community Agency Reports
 - Sacramento Children's Museum: Ms. Stone Smith announced The Children's Museum will be installing a new high-tech exhibit in March. She urged everyone come to check it out later in the spring.
 - Sacramento Public Library: No report.
 - Community Resources: Mr. Robert Silva reviewed some community resources available to the public. The Boards are seeking community representatives. A community representative can be a foster parent, grandparent, or someone from the community. Mr. Silva urged those interested to fill out and submit an application.
- Parent Survey Results: Mr. Silva reviewed the parent survey results. The survey was done earlier in the program year.

Ms. Schurr was excused at 9:52 a.m.

V. Committee Reports: All reports were tabled.

- ✓ Executive Committee: Ms. Henrietta Gutierrez
- ✓ Budget/Planning Committee: Ms. Henrietta Gutierrez
- ✓ Parent Ambassador Committee: Ms. Henrietta Gutierrez

VI. Other Reports

- A. Executive Director's Report: Ms. Kossick reported that a presentation on either the CSBG program or the refugee program will be provided at the March meeting.
- B. Head Start Deputy Director's Report: Ms. Lee introduced Jessica Rosenfeldt, the new QA Analyst. Ms. Lee urged board members to participate in the grant planning meeting. Attendees will be talking about the proposed changes at Sacramento City USD at the next meeting.
- C. Chair's Report: No report.
- D. Open Discussion and Comments: None.
- E. Public Participation: Ms. Schoemig reported that she has an interview at Twin Rivers and may not be able to return as a parent on the board if she is hired.

VI. Training

The Parent Advisory Committee and Head Start Policy Council will participate in AB 1234 Ethics Training: Ms. Rachel Sattel, Ethics Trainer.

VII. Adjournment: The meeting was adjourned at 9:59 a.m.

ITEM VI
COMMITTEE REPORT

➤ Executive Committee

Critique of the March 19, 2019 regular Parent Advisory Committee meeting.

GOOD!!!
Thank you, Ms. Denise Lee, for the fiscal report.
Thank you, Ms. Lisa Carr, for shared program information on enrollment and Ready Rosie.
Thank you, Ms. Karen Griffith, for shared program information on classroom observations and Winter-to-Winter Assessment Data.
Thank you, Mr. Victor Bonanno, for a phenomenal leadership training. Best wishes on your retirement and thank you for your service.
Thank you, Mr. Robert Silva, for sharing parent survey results and community resources.
Thank you, Ms. Paula Perez and Ms. Yulisa Orihuela, for providing translation services.
Congratulations to newly seated board members.
Thank you, Ms. Angel Chenault, for a well-facilitated and timely 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 VII

OTHER REPORTS

BACKGROUND:

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

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

NOTES:



SETA Head Start Food Service Operations Monthly Report *March 2019

February 1st - Minimum Day Calendar D Classes - Class Calendars A, B, C, E closed.

March 14th - Alder Grove centers are closed due to the water is turned off, SHRA is working on it.

March 18th - Illa Collin center closed due to both the Site Supervisor and AT are out sick.
Alarm system updated at the Central Kitchen by Bay Alarm.

March 22nd - Galt PM class closed due to a teacher training.

Meetings & Trainings: None

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
39,440	28,000	28,970	200

Total Amount of Meals and Snacks Prepared 96,610

Purchases:

Food	\$84,935.81
Non - Food	\$11,704.87

Building Maintenance and Repair: \$1,765.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$576.40

Vehicle Maintenance and Repair : \$845.96

Vehicle Gas / Fuel: \$1,623.77
Normal Delivery Days 21

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

March 2019

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	1836	229	12%	439	116	26%
Twin Rivers USD	180	28	16%	16	1	6%
Elk Grove USD	440	53	12%			
Sac City USD	1139	126	11%	152	19	13%
San Juan USD	668	109	16%	160	19	12%
WCIC	100	7	7%			
EHS CCP				120	9	8%
COUNTY TOTAL	4363	552	13%	887	164	18%

AFE: Annual Funded Enrollment

SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 03/29/2019						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
16th Avenue	1257R	20	19	1	0	20
16th Avenue	1257X	20	13	7	1	21
Alder Grove ELC	1247V	20	16	4	0	20
Auberry Park	1238A	19	15	4	1	20
Auberry Park	1238B	19	16	3	1	20
Bannon Creek	1200A	18	14	4	1	19
Bannon Creek	1200B	18	14	4	1	19
Bannon Creek	1200C	19	14	5	0	19
Bannon Creek	1200D	16	12	4	1	17
Bright Beginnings	1201V	20	12	8	0	20
Bright Beginnings	1201W	20	15	5	0	20
Crossroad Gardens	1242A	18	13	5	1	19
Crossroad Gardens	1242B	20	14	6	1	21
Crossroad Gardens	1242R	20	19	1	1	21
Crossroad Gardens	1242X	20	19	1	1	21
Elkhorn	1255A	20	15	5	0	20
Elkhorn	1255B	20	16	4	0	20
Elkhorn	1255C	20	13	7	3	23
Elkhorn	1255D	20	17	3	0	20
Elkhorn	1255X	20	18	2	0	20
Freedom Park	1239A	18	15	3	2	20
Freedom Park	1239B	18	14	4	2	20
Freedom Park	1239C	16	14	2	1	17
Freedom Park	1239D	19	13	6	2	21
Freedom Park	1239R	20	12	8	0	20
Freedom Park	1239X	20	13	7	0	20
Fruitridge	1216A	20	14	6	0	20
Fruitridge	1216B	19	15	4	1	20
Fruitridge	1216C	20	17	3	0	20
Fruitridge	1216D	20	14	6	0	20
Galt	1234A	20	18	2	0	20
Galt	1234B	20	16	4	0	20
Galt	1234C	20	14	6	0	20
Galt	1234D	20	16	4	2	22

SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 03/29/2019						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Galt	1234E	19	9	10	3	22
Galt	1234F	20	16	4	1	21
Grizzly Hollow	1252A	20	19	1	1	21
Grizzly Hollow	1252B	20	18	2	1	21
Hillsdale	1228A	18	13	5	1	19
Hillsdale	1228B	19	14	5	1	20
Hillsdale	1228C	20	14	6	1	21
Hillsdale	1228D	20	17	3	1	21
Hillsdale	1228R	20	20	0	0	20
Hillsdale	1228X	20	15	5	0	20
Illa Collin	1221V	20	18	2	0	20
Job Corp	1237X	20	13	7	1	21
Kennedy Estates	1240A	17	14	3	0	17
Kennedy Estates	1240B	18	12	6	2	20
La Verne Sterwart	1219S	20	16	4	0	20
Marina Vista ELC	1246R	20	17	3	0	20
Marina Vista ELC	1246S	20	18	2	0	20
Marina Vista ELC	1246X	20	19	1	0	20
Mather	1223A	18	14	4	1	19
Mather	1223B	16	14	2	3	19
Mather	1223C	19	13	6	1	20
Mather	1223D	20	13	7	1	21
Mather	1223X	20	17	3	0	20
Nedra Court	1244V	20	19	1	0	20
Nedra Court	1244W	20	19	1	1	21
Norma Johnson	1214A	20	15	5	0	20
Norma Johnson	1214B	18	11	7	2	20
Norma Johnson	1214X	20	19	1	0	20
North Avenue	1256A	19	18	1	2	21
North Avenue	1256B	19	16	3	1	20
North Avenue	1256V	19	16	3	1	20
North Avenue	1256X	19	16	3	2	21
Northview	1224A	20	10	10	2	22
Northview	1224B	19	15	4	1	20

SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 03/29/2019						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Northview	1224C	20	17	3	0	20
Northview	1224D	19	17	2	1	20
Northview	1224X	20	18	2	0	20
Parker	1207S	19	14	5	1	20
Phoenix Park	1248A	20	18	2	1	21
Phoenix Park	1248B	20	17	3	0	20
Phoenix Park	1248X	20	17	3	0	20
Sharon Neese	1249R	20	19	1	0	20
Sharon Neese	1249V	20	18	2	0	20
Sharon Neese	1249X	20	16	4	0	20
Solid Foundation	1254A	19	17	2	1	20
Solid Foundation	1254B	20	17	3	0	20
Solid Foundation	1254C	17	10	7	1	18
Solid Foundation	1254D	16	13	3	2	18
Strizek Park	1225A	19	18	1	1	20
Strizek Park	1225B	20	14	6	1	21
Walnut Grove	1235V	19	13	6	0	19
Walnut Grove	1235W	19	17	2	4	23
16th Avenue	1257J	8	5	3	0	8
16th Avenue	1257K	8	7	1	1	9
16th Avenue	1257N	8	8	0	0	8
Alder Grove Infant/Toddler Center	1212M	7	7	0	0	7
Alder Grove Infant/Toddler Center	1212U	8	5	3	0	8
Crossroad Gardens	1242M	8	6	2	1	9
Crossroad Gardens	1242U	8	7	1	3	11
Elkhorn	1255M	8	7	1	2	10
Elkhorn	1255U	8	6	2	3	11
Grizzly Hollow	1252P	8	7	1	0	8
Job Corp	1237M	8	5	3	0	8
Job Corp	1237N	8	7	1	0	8
Job Corp	1237U	8	6	2	2	10
Marina Vista ELC	1246P	7	5	2	4	11
Mather	1223M	7	5	2	1	8
Mather	1223U	8	5	3	1	9

SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 03/29/2019						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Norma Johnson	1214U	8	8	0	0	8
North Avenue	1256P	8	6	2	2	10
Northview	1224P	8	8	0	0	8
Phoenix Park	1248U	8	8	0	0	8
Sharon Neese	1249M	8	5	3	0	8
Sharon Neese	1249N	8	6	2	1	9
Sharon Neese	1249U	8	8	0	1	9
TOTALS for Head Start		1842	1473	369	89	1931
HS Totals	1661					
Drops w/in 30	67					
P/S Home Base	141					
Total	1869					
EHS Totals	181					
Drops w/in 30	22					
River Oaks	62					
SCOE	70					
EHS Home Base	164					
Total	499					
GRAND TOTAL	2368					

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 2018 to 2019

Period: March 2019

Part Day Classes		
	Present Only	Present and Excused
Center Name	%ADA *	%ADA **
Auberry Park	80%	100%
Bannon Creek	86%	97%
Crossroad Gardens	76%	99%
Elkhorn	76%	100%
Freedom Park	80%	96%
Fruitridge	79%	99%
Galt	83%	100%
Grizzly Hollow	89%	100%
Hillsdale	78%	97%
Kennedy Estates	81%	99%
Mather	75%	100%
Norma Johnson	80%	99%
North Avenue	82%	100%
Northview	81%	100%
Phoenix Park	84%	99%
Solid Foundation	81%	100%
Strizek Park	82%	100%
Overall Averages	80%	99%

* ADA reflects cumulative days present for the month

** ADA reflects cumulative days present+excused absences for the month

SETA Head Start/Early Head Start

Monthly Attendance Report for School Year 2018 to 2019

Period: March 2019

Full Day Classes		
	Present Only	Present and Excused
Center Name	%ADA *	%ADA **
Alder Grove ELC	81%	100%
Bright Beginnings	88%	100%
Crossroad Gardens	89%	99%
Elkhorn	89%	100%
Freedom Park	78%	97%
Hillsdale	86%	98%
Illa Collin	87%	100%
Job Corp	84%	100%
La Verne Sterwart	84%	100%
Marina Vista ELC	89%	96%
Mather	83%	100%
Nedra Court	85%	99%
Norma Johnson	84%	100%
North Avenue	89%	100%
Northview	89%	100%
Parker	73%	99%
Phoenix Park	83%	100%
Sharon Neese	87%	98%
Walnut Grove	79%	100%
Overall Averages	85%	99%

* ADA reflects cumulative days present for the month

** ADA reflects cumulative days present+excused absences for the month

SETA Head Start/Early Head Start

Monthly Attendance Report for School Year 2018 to 2019

Period: March 2019

Early Head Start Classes		
	Present Only	Present and Excused
Center Name	%ADA *	%ADA **
16th Avenue	85%	99%
Alder Grove Infant/Toddler Center	74%	95%
Crossroad Gardens	72%	99%
Elkhorn	84%	100%
Grizzly Hollow	84%	100%
Job Corp	79%	99%
Marina Vista ELC	85%	97%
Mather	84%	100%
Norma Johnson	93%	100%
North Avenue	85%	99%
Northview	92%	100%
Phoenix Park	88%	100%
Sharon Neese	86%	99%
Overall Averages	83%	99%

* ADA reflects cumulative days present for the month

** ADA reflects cumulative days present+excused absences for the month

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: