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

THOUGHT OF THE DAY: "Not everything that is faced can be changed, but nothing can be changed until it is faced."

~James Baldwin

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

DATE: Tuesday, September 21, 2021

TIME: 10:00 a.m.

LOCATION:

<https://us02web.zoom.us/j/83135228131?pwd=QThFSHVaTDV1MStBVGRLMVIkOW83QT09>

In response to the Governor's Executive Order N-29-20 relating to the COVID-19 Pandemic, the Head Start Parent Advisory Committee (PAC) is conducting this meeting on Zoom at <https://us02web.zoom.us/j/83135228131?pwd=QThFSHVaTDV1MStBVGRLMVIkOW83QT09> Meeting ID: 831 3522 8131. Passcode: 705334. Members of the public may join the meeting by clicking the link above or typing the meeting address above into their web browser, or listen to the meeting by telephone: One tap mobile: +16699006833,,83135228131# US (San Jose). Dial by your location +1 669 900 6833 US (San Jose). Find your local number: <https://us02web.zoom.us/j/83135228131?pwd=QThFSHVaTDV1MStBVGRLMVIkOW83QT09> Members of the public are encouraged to participate in the meeting by submitting written comments by email to: Monica.Newton@seta.net. Any member of the public who wishes to speak directly to the board regarding any item on the agenda may contact Monica Newton at (916) 263-3753, or Monica.Newton@seta.net. Please include in your request which item you would like to participate on. Additionally, during the meeting any questions or comments may be submitted via the Q&A or chat features on Zoom. Public comments will be accepted until the adjournment of the meeting, distributed to the Parent Advisory Committee and included in the record.

Closed captioning will be available. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

AGENDA

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➤ PAC Meeting Attendance Update

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✓	Monthly Head Start Report	
➤	Head Start Managers’ Reports	
•	<u>Lisa Carr</u> - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services	
•	<u>Karen Griffith</u> - School Readiness, Special Education and Mental Health Services	
•	<u>Gricelda Ocegueda</u> – Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring	
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DISTRIBUTION DATE: Wednesday, September 15, 2021

Parent Advisory Committee meeting hosted by:
Fienishia Wash (Chair)

ITEM I - A – ROLL CALL

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

- ____ Vacant, Alder Grove I Head Start
- ____ Vacant, Alder Grove II Head Start
- ____ Vacant, American Legion Head Start
- ____ **Donna Bonner, Bannon Creek Head Start**
- ____ Vacant, Bret Harte Head Start
- ____ Vacant, Capital City Head Start
- ____ Vacant, CP Huntington Head Start
- ____ Vacant, Crossroad Gardens Head Start
- ____ **Alisha Givehchi, Early Head Start (Home Base)**
- ____ Vacant, Elkhorn Head Start
- ____ Vacant, Franklin Head Start
- ____ Vacant, Freedom Park Head Start
- ____ Vacant, Freeport Head Start
- ____ **Arianna Torres, Fruitridge Head Start**
- ____ Vacant, Galt Head Start
- ____ Vacant, Grizzly Hollow
- ____ Vacant, Hillsdale Head Start
- ____ Vacant, Hiram Johnson Head Start
- ____ Vacant, Preschool Home Based Head Start
- ____ **Fienishia Wash, 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
- ____ Vacant, LaVerne Stewart Head Start
- ____ Vacant, (Marie Cleveland's) Bright Beginning Head Start
- ____ Vacant, Marina Vista Early Learning Center
- ____ Vacant, Mather Head Start
- ____ Vacant, Nedra Court Head Start
- ____ Vacant, Norma Johnson Head Start
- ____ Vacant, North Avenue Head Start
- ____ Vacant, Northview Head Start
- ____ Vacant, Parker Head Start
- ____ Vacant, Phoenix Park Head Start
- ____ Vacant, River Oak Center for Children
- ____ Vacant, Sacramento County Office of Education
- ____ **Earlene McBryde, Sharon Neese Early Learning Center**
- ____ Vacant, Solid Foundation Head Start
- ____ **Shannon Pierce, Strizek Park Head Start**
- ____ **Brenda Casillas, Walnut Grove Head Start**
- ____ Vacant, 16th Avenue Head Start
- ____ **Stephen Key, Past Parent Representative**
- ____ **Henrietta Gutierrez, Past Parent Representative**
- ____ Vacant, Grandparent Representative
- ____ Vacant, Outgoing Chair

ITEM I-A – ROLL CALL

(Continued)

Program Year 2020-2021 - New Representatives to be seated

<input type="checkbox"/> Vacant, Alder Grove I Head Start	<input type="checkbox"/> Vacant, Marina Vista Head Start
<input type="checkbox"/> Vacant, Alder Grove II Head Start	<input type="checkbox"/> Vacant, Mather Head Start
<input type="checkbox"/> Vacant, American Legion Head Start	<input type="checkbox"/> Vacant, Nedra Court Head Start
<input type="checkbox"/> Vacant, Bret Harte Head Start	<input type="checkbox"/> Vacant, Norma Johnson Head Start
<input type="checkbox"/> Vacant, Capital City Head Start	<input type="checkbox"/> Vacant, North Avenue Head Start
<input type="checkbox"/> Vacant, CP Huntington Head Start	<input type="checkbox"/> Vacant, Northview Head Start
<input type="checkbox"/> Vacant, Crossroad Gardens Head Start	<input type="checkbox"/> Vacant, Parker Head Start
<input type="checkbox"/> Vacant, Elkhorn Head Start	<input type="checkbox"/> Vacant, Phoenix Park Head Start
<input type="checkbox"/> Vacant, Franklin Head Start	<input type="checkbox"/> Vacant, Pre-School (Home Base)
<input type="checkbox"/> Vacant, Freedom Park Head Start	<input type="checkbox"/> Vacant, River Oak Center for Children
<input type="checkbox"/> Vacant, Freeport Head Start	<input type="checkbox"/> Vacant, SCOE
<input type="checkbox"/> Vacant, Galt Head Start	<input type="checkbox"/> Vacant, Sharon Neese Head Start
<input type="checkbox"/> Vacant, Grizzly Hollow Head Start	<input type="checkbox"/> Vacant, Solid Foundation Head Start
<input type="checkbox"/> Vacant, Hillsdale Head Start	<input type="checkbox"/> Vacant, Early Head Start (Home Base)
<input type="checkbox"/> Vacant, Hiram Johnson Head Start	<input type="checkbox"/> Vacant, Grandparent Representative
<input type="checkbox"/> Vacant, Home Base Head Start	<input type="checkbox"/> Vacant, Outgoing Chair
<input type="checkbox"/> Vacant, Hopkins Park Head Start	<input type="checkbox"/> Vacant, Parent Ambassador
<input type="checkbox"/> Vacant, Illa Collin Head Start	<input type="checkbox"/> Vacant, Parent Ambassador
<input type="checkbox"/> Vacant, Kennedy Estates Head Start	<input type="checkbox"/> Vacant, 16 th Avenue Head Start
<input type="checkbox"/> Vacant, LaVerne Stewart Head Start	<input type="checkbox"/> Vacant, Past Parent Representative
<input type="checkbox"/> Vacant, (Marie Cleveland's) Bright Beginning Head Start	

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

**The PAC was seated on November 19, 2019 and December 17, 2019
PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM
YEAR 2019-2020**

COMMITTEE MEMBER	CENTER	1/19	2/16	3/16	4/27 *	5/18	6/15	7/20	8/17	9/21	10/19	11/16
Vacant Seated	AG I											
Vacant Seated	AG II											
Vacant Seated	AL											
Donna Bonner Seated 11/19 HOLDING	BC	X	X	X	X	X	X	X	X			
Vacant Seated	BH											
Christine Salas Seated 4/24 HOLDING R: 8/16	CP	X	X	X	X	X	U	X				
Vacant Seated	CPH											
Vacant Seated	CR											
Alisha Givehchi Seated 11/19 HOLDING	EHS/HB	X	X	X	X	X	X	X	U			
Stephen Key Seated 11/19 RESEATED	EL	X	X									
Vacant Seated	FA											
Vacant Seated	FP											
Vacant Seated	FPT											
Arianna Torres Seated 11/19 HOLDING	FT	X	X	X	X	X	X	X	X			
Vacant Seated	G											
Vacant Seated	GH											
Vacant Seated	H											
Fienishia Wash Seated 11/19 HOLDING	HB	X	X	X	X	X	X	X	X			
Vacant Seated	HB											
Vacant Seated	HI											
Vacant Seated	HP											
Vacant Seated	IC											
Vacant Seated	HP											
Vacant Seated	JC											
Vacant Seated	K											
Vacant Seated	LVS											

COMMITTEE MEMBER	CENTER	1/19	2/16	3/16	4/27 *	5/18	6/15	7/20	8/17	9/21	10/19	11/16
Vacant Seated	MCBB											
Vacant Seated	MV											
Vacant Seated	M											
Vacant Seated	NA											
Vacant Seated	NC											
Vacant Seated	NJ											
Vacant Seated	NV											
Vacant Seated	NV											
Vacant Seated	PA											
Vacant Seated	PP											
Vacant Seated	RO											
Vacant Seated	SCOE											
Vacant Seated	SF											
Earlene McBryde Seated 11/19 HOLDING	SN	X	X	X	X	X	E	X	X			
Shannon Pierce Seated 11/19 HOLDING	SP	X	X	U	X	X	X	X	X			
Brenda Casillas Seated 11/19 HOLDING	WG	X	X	X	X	X	X	X	X			
Vacant Seated	16A											
Vacant Seated	FPR											
Vacant Seated	AMB											
Vacant Seated	AMB											
Stephen Key Seated 2/16	CR/PP		X	X	X	X	X	X	X			
Henrietta Gutierrez Seated 11/19; reseated 2/16	CR/PP	X	X	X	X	X	X	X	X			
Vacant Seated	CR/GP											
Vacant Seated	OGC											

Members: If you cannot attend a meeting and are going to be absent, you must:

- 1. First, call your Alternate(s) to see if they can attend in your place;**
- 2. Second, call Head Start Social Services/Parent Involvement Coordinator, Ms. Marie Desha, at (916) 263-4082; and**
- 3. Third, please call the PAC Chair, Ms. Fienishia Wash, at (510) 228-5499, or the Clerk of the Boards, Ms. Nancy Hogan, at (916) 263-3827.**

**** Ethics training with Policy Council**

Special meeting

NM: No meeting

**PARENT ADVISORY COMMITTEE - MEETING
ATTENDANCE UPDATE PROGRAM YEAR 2020-2021
(Continued)**

Head Start Center Abbreviations

AG I	Alder Grove Early Learning Ctr.	HP:	Hopkins Park
AG II:	Alder Grove Infant/Toddler	IC:	Illa Collin
AL:	American Legion	JC:	Job Corps
BC:	Bannon Creek	K:	Kennedy Estates
BB:	Bright Beginnings	LVS:	LaVerne Stewart
BH:	Bret Harte	MV M:	Marina Vista Early Learning Center
CP:	Capital City	MCBB	Mather
CPH:	CP Huntington	NJ:	Marie Cleveland's Bright Beginnings
CR:	Crossroad Gardens	NA:	Norma Johnson
EHS:	Early Head Start	NC:	North Avenue
EL:	Elkhorn	NA	Nedra Court
FA:	Franklin	NV:	North Avenue
FP:	Freedom Park	PA:	Northview
FPT:	Freeport	PP:	Parker Avenue
FT:	Fruitridge	RO:	Phoenix Park
G:	Galt	SCOE:	River Oak
GH:	Grizzly Hollow	SF:	Sacramento County Office of Education
H:	Hillsdale Home	SN:	Solid Foundation
HB:	Based	SP:	Sharon Neese
HI:	Hiram Johnson	WG:	Strizek Park 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 9/13/2021 2:16 PM

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE AUGUST 17, 2021 SPECIAL MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the August 17, 2021.

RECOMMENDATION:

Approve the minutes of the August 17, 2021 meeting.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

SPECIAL MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE

(Minutes reflect the actual progress of the meeting.)

LOCATION: meeting held electronically

Tuesday, August 17, 2021
10:00 a.m.

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

Ms. Fienishia Wash called the meeting to order at 10:03 a.m. Ms. Wash read the thought of the day. Ms. Shannon Pierce called the roll; a quorum was achieved.

Members Present:

Fienishia Wash, Home Base
Donna Bonner, Bannon Creek
Henrietta Gutierrez, Past Parent Representative
Stephen Key, Past Parent Representative
Earlene McBryde, Sharon Neese
Shannon Pierce, Strizek Park
Arianna Torres, Fruitridge
Brenda Casillas, Walnut Grove (joined the meeting at 10:11 a.m.)

Members Absent:

Christine Salas (resigned 8/16)
Alisha Givehchi, HS/Home Base (unexcused)

II. Consent Item

A. Approval of the Minutes of the July 20, 2021 Special Meeting

Minutes were reviewed; no questions or comments.

Moved/Gutierrez, second/McBryde, to approve the July 20, 2021 minutes.

Roll call vote:

Aye: 6 (Bonner, Gutierrez, Key, McBryde, Pierce, Torres)

Nay: 0

Abstentions: 1 (Wash)

Absent: 2 (Casillas and Givehchi)

III. Action Item

A. Approval of the PC/PAC Joint Parent Activity

Ms. Wash reviewed the board item; there were no questions or comments.

Moved/Bonner, second/Key, to approve a joint parent activity with the Policy Council.

Roll call vote:

Aye: 6 (Bonner, Gutierrez, Key, McBryde, Pierce, Torres)

Nay: 0

Abstentions: 1 (Wash)

Absent: 2 (Casillas and Givehchi)

Ms. Brenda Casillas joined the meeting at 10:11 a.m.

IV. Information Items

- A. Advocacy Project/Special Needs: Ms. Marie Desha shared additional background information and Ms. Henrietta Gutierrez reviewed the Power Point Presentation of the advocacy project that was developed. Ms. Wash reviewed a list of resources available to those interested in the advocacy process. Ms. Lee thanked the project team and parents that participated in this important project.
- B. Standing Information Items
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han reviewed the July fiscal report. There are still some facility projects that are being completed. Over the next couple of months, staff will provide updates on the facility projects. Unspent funds will be carried over to the next fiscal year. A waiver for unspent CCP funds has been submitted. The administrative expenditures are below the 15% allowed. The credit card statement was reviewed; a number of books have been ordered to replenish the classrooms. Mr. Han will be reporting on CDE funds in a separate report. The CDE funds are discussed more fully in the Budget/Planning Committee meetings.
 - Community Resources – Parents/Staff:
 - Mutual Assistance Network Community Information: Ms. Desha reviewed information provided from the Mutual Assistance Network program.
- C. Head Start Policy Council Minutes for June 22, 2021: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Wash reported that the next meeting will be August 26, 9:00 a.m.
- Budget/Planning Committee Meeting: Ms. Wash reported that the next meeting will be September 14, 1 p.m.
- Social/Hospitality Committee Meeting: Ms. Wash reported on the August 11 meeting; attendees voted on the parent activity details. All of the event details will comply with COVID-19 regulations. The next meeting is scheduled for August 25, 3:00 p.m.; all parents are welcome to attend.

VI. Other Reports

- Chair's Report: No report.

- Policy Council Report(s): Ms. Brenda Casillas, Ms. Shannon Pierce, Ms. Donna Bonner, Ms. Arianna Torres: No report.
- Head Start Deputy Director's Report: Ms. Denise Lee stated that we will continue to meet on Zoom until the Department of Health allows in-person meetings. Ms. Lee introduced Ms. Gricelda Ocegueda, the new CFS manager overseeing the health programs. She has produced many of the health reports presented to the board. Ms. Lee introduced Ms. Monica Newton, the Clerk of the Boards. Ms. Lee reported that Ms. Kathy Kossick will be retiring in December. José Diaz will be retiring September 3. The SOP centers are experiencing an uptick in COVID-19 exposures. This results in the center closure. Staff continues very strict protocols to ensure the classrooms are safe for children and staff. The Governing Board has asked Head Start to provide vaccine information to parents at the center level. This information will be provided at the centers and in newsletters.
- Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: No report.
 - Karen Griffith - School Readiness, Special Education and Mental Health Services: Staff is in the process of screening children for their development levels. Home base services are being done on Zoom and distance, i.e., in parks or back yards. The Agency is reaching out to hire more teaching staff. Staff is looking at ways to support the children that must be quarantined through books and other support. Though there have been positive cases, no one has been exposed from contact at the center. Exposure has come from outside of the center.
 - Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring: Ms. Ocegueda reported that 297 special diets were accommodated during the closure of the centers; 83 medical diets were identified. With the new fiscal year, Head Start is currently accommodating 118 special diets. Head Start will begin to accommodate cultural food for certain events held over the year. Cultural information will be shared while the children eat their lunch. Every summer, SETA has a group of student nurses from the University of California, Davis. Last year, the nurses provided webinars on a variety of topics. Information on 'hot topics' included oral health event that provided toothbrushes for children and parents. In addition, there was a physical activity promoting exercise; the nurses worked with the children promoting exercise and physical movement. There was also a TB clinic providing 122 tests to staff and in that clinic, educated staff on COVID-19 vaccinations.

VII. Center Updates: None.

VIII. Discussion: None

IX. Public Participation: None.

X. Adjournment: The meeting was adjourned at 11:09 a.m.

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information Items
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han
 - End of Year Parent Appreciation Drive Through Event
 - Community Resources – Parents/Staff: Ms. Marie Desha

NOTES:

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

**CORDIALLY INVITE YOU TO ATTEND OUR
2020-2021 ANNUAL END-OF-THE-YEAR PARENT APPRECIATION
DRIVE-THROUGH EVENT**

“Our Kids Reaching For the Stars”



**LOCATION:
SETA Administrative Building
Parking Lot**

**Thursday, October 21, 2021
11:00 a.m.—12:30 p.m.**

(North Side Parking Lot-Head Start/Early
Head Start)
925 Del Paso Bldg., Suite 100

CDC COVID-19 pandemic guidelines must be followed.

All staff & parents must wear a mask (mouth and nose must be covered at all times)

Social distancing (6 feet apart)

No food allowed

Hand sanitizer on site (hands must be kept clean)

RSVP BY THURSDAY, OCTOBER 14, 2021

MONICA NEWTON AT : MONICA.NEWTON@SETA.NET

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Daniel Barreras
&
Daniel Valdez



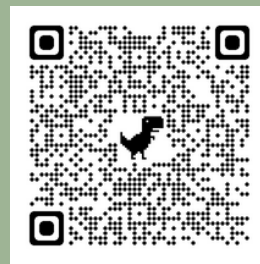
Resume:

11AM - 1PM | September 7th & 21st

Interview-Job Applications:

11AM - 1PM | September 9th & 23rd

For more information, please call the main office
at (916) 452-3601 or you can send
an email to careercenterlfcc@gmail.com



La Familia
COUNSELING CENTER



VIRTUAL

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**Obten ayuda de un especialista
de empleo!**



Daniel Barreras
y
Daniel Valdez



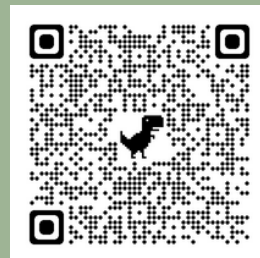
Currículum:

11AM - 1PM | Septiembre 7th & 21st

Entrevista-Applicación del Trabajo:

11AM - 1PM | Septiembre 9th & 23rd

**Para más información,
llamar al (916) 452-3601 o mandar
Correo electronico a careercenterlfc@gmail.com**



La Familia
COUNSELING CENTER



Parent Advisory Committee

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Tuesday, September 21, 2021



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**DO YOU WANT TO MAKE A DIFFERENCE FOR YOUR CHILD'S FUTURE?
NO EXPERIENCE NEEDED!**

Join Now

PAC

Parent Advisory Committee (PAC)

APPLY NOW

- **PAC Representatives: Current Parents (Inform staff if interested)**
- **Community Representatives: Past Parent, Grandparents, Foster Parents**

PAC Reps Receive:

- **TRAINING ON THEIR ROLES AND RESPONSIBILITIES**
- **HS/EHS TRAINING VIA ZOOM LOCAL CONFERENCES**
- **BUDGET/PLANNING INFORMATION AND INVOLVED IN PROGRAM CHANGES**
- **AN OPPORTUNITY TO ENGAGE IN PROGRAM DECISION MAKING**
- **REIMBURSEMENT FOR ZOOM MEETING ATTENDANCE**
- **EMPLOYMENT/JOB ASSISTANCE**
- **GOING BACK TO SCHOOL ASSISTANCE**
- **COMMUNITY RESOURCES**

Program Year 2021-2022

PAC Representative Continuous Recruitment
Applications must be submitted to
Marie Desha
E-mail: Marie.Desha@seta.net
Or by courier



**¿DESEA HACER UNA DIFERENCIA EN EL FUTURO DE SUS HIJOS?
¡No se necesita experiencia!**

Participen En **PAC**

El Comité Consultivo de Padres (PAC)

HAGA LA SOLICITUD AHORA

- **Representantes de PAC: Padres Actuales** (informar al personal del centro si están interesados).
- **Representantes de la Comunidad: Padres Anteriores, Abuelos, Padres de Crianza**

Los Representantes de PAC Recibirán:

- **ENTRENAMIENTO SOBRE SUS DEBERES Y RESPONSABILIDADES**
- **ENTRENAMIENTO POR ZOOM PARA EL PROGRAMA PREESCOLAR Y EL PROGRAMA DE TEMPRANA EDAD**
- **INFORMACION DE PLANIFICACION/PRESUPUESTAS E INVOLUCATRACION EN LOS CAMBIOS DE DECISION DEL PROGRAMA**
- **REEMBOLSO POR ATENDER LA REUNIONES DE ZOOM**
- **ASISTENCIA CON EMPLEOS**
- **ASISTENCIA PARA REGRESAR A LA ESCUELA**
- **RECURSOS COMUNITARIOS**

Programa del Año 2021-2022

PAC Reclutamiento continuo de representantes

**Las solicitudes deben ser enviadas a
Marie Desha**

Por correo electrónico: Marie.Desha@seta.net

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 July 27, 2021 meeting.

NOTES:

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

Meeting Held Electronically

Tuesday, July 27, 2021

11:00 a.m.

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

Ms. Henrietta Gutierrez called the meeting to order at 11:02 a.m. Ms. Gutierrez read the thought of the day.

Ms. Fienishia Wash called the roll; a quorum was met.

Members Present:

Elizabeth Gutierrez, San Juan Unified School District
Arianna Torres, SETA-Operated Program
Brenda Casillas, SETA-Operated Program
Shannon Pierce, SETA-Operated Program
Donna Bonner, SETA-Operated Program
Charles Taylor, Past Parent/Community Representative
Fienishia Wash, Home Base Option
Henrietta Gutierrez, Outgoing Chair
Junior Goris, Elk Grove Unified School District (joined at 11:04 a.m.)
Stephen Key, Past Parent/Community Representative (joined the meeting at 11:18 a.m.)

Members Absent:

Kara Otter, San Juan Unified School District (unexcused)
Rosemary Schapira, Community Agency Representative (excused)
Jessica Coultrup, Early Head Start, San Juan Unified School District (unexcused)

II. Consent Item

A. Approval of the Minutes of the June 22, 2021 Meeting

Minutes were reviewed; no questions or corrections.

Moved/Bonner, second/Casillas, to approve the June 22, 2021 minutes as distributed.

Roll call vote:

Aye: 8 (Bonner, Casillas, Goris, E. Gutierrez, Pierce, Torres, Taylor, Wash)

Nay: 0

Abstentions: 1 (H. Gutierrez)

Absent: 4 (Coultrup, Key, Otter, Schapira)

III. Action Item

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

The board went into closed session at 11:07 a.m. At 11:39 a.m., Ms. Gutierrez called the meeting back into open session and reported that the following eligible lists were approved in closed session: Associate Teacher/Associate Teacher Infant Toddler; Head Start Cook; Site Supervisor; Family Services Worker II; Family Services Worker III; Home Visitor; and Staff Support Officer

Mr. Stephen Key joined the meeting at 11:18 a.m.

IV. Information Items

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han reviewed the fiscal report. This is the first year of a five-year cycle; there are still four more years to go for the cycle. There is a savings in the budget due to the closure of centers over the past year. Staff submitted a waiver request in the amount of just over \$3 million in non-federal share match. The administrative expenses are below the 15% maximum. We may return some of the no-cost extension funds due to some vendors are not willing to provide quotes during the pandemic and increase workload. Staff is hoping to reobligate some of the unexpended CARES Act funds, pending ACF approval; some concrete information is yet to be received. Most of the delegates were working remotely last year so the expenditure of funds is lagging. The credit card statements were reviewed. The next Budget/Planning Committee meeting is scheduled for August 10.
- Community Resources – Parents/Staff: Ms. Marie Desha reviewed information provided for the North Sacramento Family Resource Center. The California central valley hours are Wednesday, 6-7:30 p.m. This is a great opportunity to network and connect with other parents.

B. Governing Board Minutes for June 3, 2021: No questions.

C. Fiscal Monitoring Report: No questions.

V. Committee Reports

- Executive Committee Meeting: Ms. Gutierrez reported that the committee will meet on Friday, July 30, 9:00 a.m.
- Budget/Planning Committee: The next meeting is scheduled for Tuesday, August 10, 1 p.m.

VI. Other Reports

- A. Executive Director's Report: No report.
- B. Head Start Deputy Director's Report: Ms. Denise Lee introduced Ms. Gricelda Ocegueda, the new manager for Health, Oral Health, Nutrition, Food Services, and Quality Assurance/On-going Monitoring. Ms. Ocegueda has been with the agency for a number of years. She was previously in the Contracts Unit in the Workforce Department prior to joining Head Start.

Ms. Ocegueda introduced herself and is looking forward to working with the board. She was a Head Start child, then a Head Start parent and now a Head Start Manager. Through all of these experiences, she knows Head Start.

- C. Chair's Report: Ms. Fienishia Wash reported out on the July 14 CAB meeting. The Board approved the CSBG Request for Proposals which will be released in August.
- D. Head Start Managers' Reports
 - ✓ Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: Ms. Carr reported that Head Start has used some of its COVID-19 funds to partner with the Workforce Development Department and provide a dedicated employee to work with parents at the Early Learning Center for job opportunities; a flyer will be sent out with detailed information. Ms. Wanda Thomas will be working with families and providing workshops for those interested in getting a job and updating their resumes. Parents as Teachers training will begin in August; this training is for home base parents. Parents as Teachers is the new Home-based curriculum for children and families. Ms. Carr stated that updated enrollment cards, with QR codes, are in the process of being printed and will be distributed upon receipt. Ms. Carr reported that we need enrollment in Elk Grove USD, Sacramento City USD and the SOP programs; staff is diligently working to enroll children in Head Start and Early Head Start programs. There is a requirement to qualify income-wise. For those in SOP, the program will continue to have parents sign in/out their children outside due to the COVID-19 upticks. For now, and for the near future, the classrooms will not host parent volunteers in the classroom.
 - ✓ Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith reported that the Agency is in the process of getting teaching staff updated annual training on a variety of subjects. The school readiness unit is contacting all delegate agencies and providing trainers and CLASS observations of interactions between teachers and children. Staff received the Focus Area 1 results from the federal review and they were glowing results. There were no areas of non-compliance; lots of areas of strength were identified. Ms. Denise Lee reported that that we will have Focus Area 2 review between January-June, 2022; this will involve a one-week on-site review including group interview of the Policy Council members.
 - ✓ Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, and Quality Assurance/On-going Monitoring: Ms. Ocegueda reported that the

Food Services unit currently has 134 special diets requests. Special diets will be resuming once we start the program year. Ms. Ocegueda reported that we recently had a very successful TB clinic for staff; resulting in over 100 staff received TB tests.

E. Open Discussion and Comments: None.

F. Public Participation: None.

VII. **Adjournment**: The meeting was adjourned at 12:12 p.m.

ITEM V

COMMITTEE REPORTS

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Fienishia Wash

- Budget/Planning Committee Meeting: Ms. Fienishia Wash

- Social/Hospitality Committee Meeting: Ms. Fienishia Wash

NOTES:

ITEM VI
OTHER REPORTS

BACKGROUND:

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

- Chair's Report
 - ✓ PAC Recruitment
- Policy Council Report(s): Ms. Brenda Casillas, Ms. Shannon Pierce, Ms. Donna Bonner, Ms. Arianna Torres
- Head Start Deputy Director's Report – Ms. Denise Lee
 - ✓ Monthly Head Start Report
- Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services
 - Karen Griffith - School Readiness, Special Education and Mental Health Services
 - Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring

NOTES:



SETA Head Start Food Service Operations Monthly Report *August 2021

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
34,260	30,344	30,160	0

Total Amount of Meals and Snacks Prepared

Purchases:

Food	\$101,529.66
Non - Food	\$19,042.70

Building Maintenance and Repair: \$0.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$78.61

Vehicle Gas / Fuel: \$1,970.32
Normal Delivery Days 22

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

August 2021

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	1756	89	5%	589	74	13%
Twin Rivers USD	140	26	19%	40	7	18%
Elk Grove USD	440	17	4%			
Sac City USD	736	NA*	0%			
San Juan USD	1052	71	7%	160	5	3%
WCIC	120	NA*	0%			
EHS CCP				80	8	10%
COUNTY TOTAL	4244	203	5%	869	94	11%

*Program not open

AFE: Annual Funded Enrollment

SETA Head Start

VJONES

2005 - Management Report - End of Month Enrollment Program Term: 2021 - 2022 - Early Head Start

SETA Head Start

	Actual Enrollment	Drop within 30 days	Total Enrollment for Month
* 16th Avenue			
Early Head Start Totals:	16	1	17
* Alder Grove I/T			
Early Head Start Totals:	10	1	11
* American Legion			
Early Head Start Totals:	8	3	11
* Bret Harte			
Early Head Start Totals:	8	2	10
* Capital City			
Early Head Start Totals:	15	2	17
* CP Huntington			
Early Head Start Totals:	7	4	11
* Crossroads Gardens			
Early Head Start Totals:	14	2	16
* Elkhorn			
Early Head Start Totals:	16	0	16
* Freedom Park			
Early Head Start Totals:	14	0	14
* Hillsdale			
Early Head Start Totals:	6	1	7
* Hiram Johnson			
Early Head Start Totals:	21	3	24
* Hopkins Park			
Early Head Start Totals:	4	0	4
* Job Corps			
Early Head Start Totals:	15	1	16
* Marina Vista			
Early Head Start Totals:	8	1	9
* Mather			
Early Head Start Totals:	15	0	15
* Norma Johnson			
Early Head Start Totals:	8	1	9
* North Avenue			
Early Head Start Totals:	8	0	8
* Phoenix Park			
Early Head Start Totals:	8	1	9
* Sharon Neese Center			
Early Head Start Totals:	23	2	25
EHS Home Base			
Early Head Start Totals:	140	15	155
Galt			

Early Head Start Totals:	15	3	18
Grizzly Hollow			
Early Head Start Totals:	7	1	8
River Oak - EHS - Home-Based			
Early Head Start Totals:	70	2	72
SCOE-Early Head Start-Home-Based			
Early Head Start Totals:	51	6	57
SETA Head Start Totals:	507	52	559

This report shows children/pregnant mothers who were either enrolled on the Reporting Date or were terminated and not replaced within

SETA Head Start

2005 - Management Report - End of Month
 Program Term: 2021 - 2022 - HEAD START, Agency:
 SETA Head Start

SETA Head Start

	Actual Enrollment	Drop within 30 days	Total Enrollment for Month
* 16th Avenue			
Head Start Totals:	35	0	35
* Bret Harte			
Head Start Totals:	19	0	19
* Capital City			
Head Start Totals:	13	0	13
* CP Huntington			
Head Start Totals:	20	2	22
* Crossroads Gardens			
Head Start Totals:	47	3	50
* Elkhorn			
Head Start Totals:	67	6	73
* Freedom Park			
Head Start Totals:	49	2	51
* Freeport			
Head Start Totals:	15	0	15
* Hillsdale			
Head Start Totals:	45	1	46
* Hopkins Park			
Head Start Totals:	34	0	34
* Job Corps			
Head Start Totals:	19	2	21
* LaVerne Stewart			
Head Start Totals:	17	0	17
* Marina Vista			
Head Start Totals:	40	1	41
* Mather			
Head Start Totals:	72	5	77
* Norma Johnson			
Head Start Totals:	47	3	50
* North Avenue			
Head Start Totals:	50	3	53
* Phoenix Park			
Head Start Totals:	55	2	57
* Sharon Neese Center			
Head Start Totals:	53	3	56
Alder Grove ELC			

Head Start Totals:	15	0	15
Bannon Creek			
Head Start Totals:	50	6	56
Bright Beginnings			
Head Start Totals:	14	0	14
Franklin			
Head Start Totals:	8	0	8
Galt			
Head Start Totals:	68	0	68
Grizzly Hollow			
Head Start Totals:	36	3	39
Home Base			
Head Start Totals:	79	9	88
Illa Collin			
Head Start Totals:	10	1	11
Kennedy Estates			
Head Start Totals:	10	0	10
Nedra Court			
Head Start Totals:	12	0	12
Parker			
Head Start Totals:	8	6	14
Solid Foundation			
Head Start Totals:	12	0	12
Strizek Park			
Head Start Totals:	7	1	8
Walnut Grove			
Head Start Totals:	15	0	15
SETA Head Start Totals:	1,041	59	1,100

This report shows children/pregnant mothers who were either enrolled on the Reporting Date or were terminated and not

ITEM VII – CENTER UPDATES

BACKGROUND:

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

NOTES:

ITEM VIII – DISCUSSION

BACKGROUND:

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

NOTES:

ITEM IX – PUBLIC PARTICIPATION

BACKGROUND:

Participation of the general public at the SETA-Operated Program Parent Advisory Committee meeting is encouraged. Members of the audience are asked to address their request to the Chair if they wish to speak.

NOTES: