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City of Sacramento

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*THOUGHT OF THE DAY: "A genuine leader is not a searcher for consensus but a molder of consensus."
~~Martin Luther King*

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

DATE: Tuesday, June 16, 2020

TIME: 9:00 a.m.

LOCATION: <https://us02web.zoom.us/j/87591276115>

In response to the Governor's Executive Order N-29-20 relating to the COVID-19 Pandemic, the Sacramento Employment and Training Agency Parent Advisory Committee is conducting this meeting on Zoom at <https://us02web.zoom.us/j/87591276115>. 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 dialing any of the following telephone numbers and entering in the Meeting ID: 875 9127 6115: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799. Members of the public are encouraged to participate in the meeting by submitting written comments in the Q&A section of the Zoom meeting or by email to: Nancy.Hogan@seta.net. This meeting will be closed captioned. Public comments will be accepted until the adjournment of the meeting, distributed to the PAC, and included in the record.

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, JUNE 10, 2020

Parent Advisory Committee meeting hosted by:
 Fienishia Wash (Chair), Donna Bonner (Vice Chair), Shannon Pierce (Secretary),
 Earlene McBryde (Treasurer), Kori Folau (Parliamentarian).

ITEM I - A – ROLL CALL

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

- ___ **Yolanda Peaks, 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
- ___ **Christine Salas, Capital City Head Start**
- ___ Vacant, CP Huntington Head Start
- ___ **Maria Levert, Crossroad Gardens Head Start**
- ___ **Alisha Givehchi, Early Head Start (Home Base)**
- ___ **Stephen Key, 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
- ___ **Kori Folau, 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
- ___ **Jasmine Bonilla, Northview Head Start**
- ___ Vacant, Parker Head Start
- ___ Vacant, Phoenix Park Head Start
- ___ **Lisa Cleveland, River Oak Center for Children**
- ___ **Marcheri Smith, 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
- ___ Vacant, Past Parent Representative
- ___ **Henrietta Gutierrez, Past Parent Representative**
- ___ Vacant, Grandparent Representative
- ___ Vacant, Outgoing Chair

ITEM I-A – ROLL CALL

(Continued)

Program Year 2019-2020 - New Representatives to be seated

<input type="checkbox"/> Briana Jones, Illa Collin Head Start	<input type="checkbox"/> Elizabeth Martinez Mejia, Norma Johnson Head Start
<input type="checkbox"/> Vacant, Alder Grove II Head Start	<input type="checkbox"/> Vacant, Marina Vista Head Start
<input type="checkbox"/> Vacant, American Legion Head Start	<input type="checkbox"/> Vacant, Mather Head Start
<input type="checkbox"/> Vacant, Bret Harte Head Start	<input type="checkbox"/> Vacant, Nedra Court Head Start
<input type="checkbox"/> Vacant, CP Huntington Head Start	<input type="checkbox"/> Vacant, North Avenue Head Start
<input type="checkbox"/> Vacant, Franklin Head Start	<input type="checkbox"/> Vacant, Parker Head Start
<input type="checkbox"/> Vacant, Freedom Park Head Start	<input type="checkbox"/> Vacant, Phoenix Park Head Start
<input type="checkbox"/> Vacant, Freeport Head Start	<input type="checkbox"/> Vacant, Pre-School (Home Base)
<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, Kennedy Estates Head Start	<input type="checkbox"/> Vacant, Parent Ambassador
<input type="checkbox"/> Vacant, LaVerne Stewart Head Start	<input type="checkbox"/> Vacant, Parent Ambassador
<input type="checkbox"/> Vacant, (Marie Cleveland's) Bright	<input type="checkbox"/> Vacant, 16 th Avenue Head Start
	<input type="checkbox"/> Vacant, Past Parent Representative

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	11/19	12/17	1/21	2/25 NM	3/17 NM	4/24 #	5/19	6/16	7/21	8/18	9/15	10/20	11/17
Yolanda Peaks Seated 11/19	AG I	X	E	X			X	U						
Jernique West Seated 12/17	AG II		X	E			U	U						
Vacant Seated	AL													
Donna Bonner Seated 11/19	BC	X	X	X			X	X						
Vacant Seated	BH													
Christine Salas Seated 4/24	CP						X	U						
Vacant Seated	CPH													
Maria Levert Seated 11/19	CR	X	X	X			X	X						
Alisha Givehchi Seated 11/19	EHS/HB	X	E	X			X	X						
Stephen Key Seated 11/19	EL	X	E/AP	X			X	X						
Vacant Seated	FA													
Vacant Seated	FP													
Vacant Seated	FPT													
Arianna Torres Seated 11/19	FT	X	X	X			X	X						
Vacant Seated	G													
Vacant Seated	GH													
Vacant Seated	H													
Fenishia Wash Seated 11/19	HB	X	X	X			X	X						
Vacant Seated	HB													
Vacant Seated	HI													
Kori Folau Seated 12/17	HP		X	X			X	U						
Briana Jones S/B/Seated 5/19	IC							U						
Vacant Seated	HP													
Vacant Seated	JC													
Vacant Seated	K													
Vacant Seated	LVS													

COMMITTEE MEMBER	CENTER	11/19	12/17	1/21	2/25 NM	3/17 NM	4/24 #	5/19	6/16	7/21	8/18	9/15	10/20	11/17
Vacant Seated	MCBB													
Vacant Seated	MV													
Vacant Seated	M													
Jaelyn Pennington Seated 12/17	NA		X	E			U	U						
Vacant Seated	NC													
Elizabeth Martinez Mejia S/B/Seated 5/19	NJ							U						
Vacant Seated	NV													
Jasmine Bonilla s/b/seated 4/24; seated 5/19	NV						U	X						
Vacant Seated	PA													
Vacant Seated	PP													
Lisa Cleveland Seated 12/17	RO		X	X			X	U						
Marcheri Smith Seated 11/19	SCOE	X	E	X			X	U						
Vacant Seated	SF													
Earlene McBryde Seated 11/19	SN	X	X	X			X	X						
Shannon Pierce Seated 11/19	SP	X	X	X			X	X						
Brenda Casillas Seated 11/19	WG	X	X	U/AP			X	E						
Susan Geisler Seated 12/17	16A		X	U			U	U						
Vacant Seated	FPR													
Vacant Seated	AMB													
Vacant Seated	AMB													
Vacant Seated	CR/PP													
Henrietta Gutierrez Seated 11/19 holding	CR/PP	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 2018-2019
(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	Marina Vista Early Learning Center
CP:	Capital City	M:	Mather
CPH:	CP Huntington	MCBB	Marie Cleveland's Bright Beginnings
CR:	Crossroad Gardens	NJ:	Norma Johnson
EHS:	Early Head Start	NA:	North Avenue
EL:	Elkhorn	NC:	Nedra Court
FA:	Franklin	NA	North Avenue
FP:	Freedom Park	NV:	Northview
FPT:	Freeport	PA:	Parker Avenue
FT:	Fruitridge	PP:	Phoenix Park
G:	Galt	RO:	River Oak
GH:	Grizzly Hollow	SCOE:	Sacramento County Office of Education
H:	Hillsdale	SF:	Solid Foundation
HB:	Home Based	SN:	Sharon Neese
HI:	Hiram Johnson	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: 5/29/2020 10:23 AM

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE MAY 19, 2020 REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the May 19, 2020 meeting.

RECOMMENDATION:

Approve the minutes of the May 19, 2020 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.)

LOCATION: <https://us02web.zoom.us/j/89623672764>

Tuesday, May 19, 2020
9:00 a.m.

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

Ms. Fienishia Wash called the meeting to order at 9:11 a.m. and read the thought of the day. Ms. Shannon Pierce called the roll; a quorum was achieved.

Members Present:

Donna Bonner
Stephen Key
Fienishia Wash
Earlene McBryde
Henrietta Gutierrez
Alisha Givehchi
Arianna Torres
Maria Levert
Shannon Pierce

Members Absent:

Jernequa West (unexcused)
Jaclyn Pennington (unexcused)
Susan Geisler (unexcused)
Christine Salas (unexcused)
Brenda Casillas (excused)
Lisa Cleveland (unexcused)
Marcheri Smith (unexcused)
Yolanda Peaks (unexcused)
Kori Folau (unexcused)

Members to be seated:

Jasmine Bonilla, Northview Head Start

Members to be seated but absent:

Elizabeth Martinez Mejia (unexcused)
Brianna Jones (unexcused)

II. Consent Item

A. Approval of the Minutes of the January 21, 2020 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Bonner, second/Gutierrez, to approve the January 21, 2020 minutes.

Roll Call Vote:

Aye: 9 (Bonilla, Bonner, Givehchi, Gutierrez, Key, Levert, McBryde, Pierce, Torres)

Nay: 0

Abstentions: 1 (Wash)

Absent: 9 (Casillas, Cleveland, Folau, Geisler, Peaks, Pennington, Salas, Smith, West)

III. Action Items: None.

IV. Information Items

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han reviewed the fiscal report which is nine months into the fiscal year; the budget is around 75% expended. Mr. Han reviewed the various line items and that there will be some carryover into the new fiscal year. Since there's a 4-5% difference, the management team will determine which cost categories have savings and it will be determined how to expend the extra funds. Staff is looking at ways to utilize the savings largely on deferred on maintenance items. The non-federal share is at 25%; due to the closure, staff will request a non-federal share waiver for donations/volunteer time not earned during the closure. A waiver will give approve SETA and its delegates to not meet the full non-federal share match requirement. Administrative expenses are below the maximum.

Ms. Lee stated that staff is in the middle of getting a third quote for playground replacement. The delay is getting three quotes, not getting the work done.

Mr. Han reviewed the budget and reviewed some of the cost categories that are close to being spent. Costs are down due to the closure due to COVID 19.

The in-kind report was review; there were no updates due to the center closures. In June, there should be updated numbers.

- Community Resources: Mr. Robert Silva: None.

B. Policy Council Minutes: February 25, 2020: No questions.

V. Committee Report

- Executive Committee Report: Ms. Wash wanted to know when the Executive Committee members could meet. Ms. Wash stated the Walmart food gift card will be provided for food reimbursement for attending a remote meeting. Staff is working on amending the reimbursement policy.

Ms. Lee stated that due to the Covid-19 pandemic, the Office of Head Start (OHS) has been flexible with their interpretation of the regulations. Staff are working with ACF to determine if we can do a reimbursement for food; SETA would reimburse board members for food not served to their children while participating in a virtual board meeting. Grocery store chains are not available in each community so Walmart was chosen to provide a food gift card. Staff is working on the details to get the gift cards to parents electronically. This would be retroactive to the April meeting.

The challenge with mailing gift cards is if they do not show up, they cannot be replaced. The replacement value is not something the agency can cover. Ms.

Lee polled board members asking for feedback. All members indicated that an electronic gift card would be appreciated.

Ms. Lee emphasized that the gift card would be for food.

VI. Other Reports

- Chair's Report: No report.
- Head Start Deputy Director's Report – Ms. Denise Lee reported that staff is preparing letters to go out on the processes that will change when school reopens. SETA/Head Start is following the guidelines from Community Care Licensing and CDC. One of the biggest changes is likely the number of children will be limited to 10 children per class and two teachers in the room at any given time. Volunteers, school readiness aides and food aides will not be allowed in classrooms. Drop off and pick up will take place in the entry way of the school. Parents will sign in on an IPad which will be disinfected between sign ins. New protocols will require a short questionnaire and taking the child's temperature. If a child has a temperature of 100.4 degrees, they cannot attend school. Staff will be disinfecting far more frequently and deeply cleaning all of the classrooms. Children will be given more time outside. All children will have their own art supplies. Children will be napping from 6' apart. Tooth brushing at school will not occur until further notice. Family-style meal service will not be done; staff will serve children individually. Soft toys and dress up clothes will not be utilized for a while since they are difficult to keep clean. It is undecided at this time as to whether staff will be required to wear masks and gloves and whether the masks will be cloth or disposable. There is a lot of conflicting information as to what is expected for safety. Staff is still in discussion with the union regarding reopening procedures including whether the temperature of staff will be monitored. Ms. Lee stated that only 10 children will be allowed in a classroom so half of the enrollment will be affected. SETA/Head Start will be prioritizing four- year olds and special needs children. If those families are not interested in returning, staff will move to three-year olds. Siblings will need to go into one classroom and will not split between two classrooms. Remote teaching will continue for all children not in center-based care.

When Governor Newsome allows the return to classrooms, staff will be brought back first and then the children will return after classrooms can be set-up under the new guidelines. Also, not all of the classrooms will be open at the same time. A handful of full day sites will be brought back in the first two weeks, and then the part-time classrooms. It will be a slow phase-in process. The outside play structures will be fogged each day and wiped down between recess.

Ms. Bonner asked about children that have one-on-one instruction and if those sessions will be continued on Zoom? Ms. Lee replied that she will find out and follow up. Ms. Bonner was informed that physical therapy/speech therapy will not continue during the summer. She asked if that would continue to be on hold during the summer months? Is there a way the speech therapists can provide

services? Ms. Lee replied that SCOE or Alta Regional provides this service. SETA can look at the IEPs and will follow-up on how it will be handled.

Ms. Gutierrez asked how the children will be tested and tracked and Ms. Lee replied that staff is not yet sure and are working on a protocol. We also need to find an isolation area if a child becomes sick while at school. Staff is still working on those details.

Ms. Pierce left the meeting at 9:58 a.m.

Ms. Givehchi asked how this would affect the Home Base families. Ms. Lee replied that staff is looking at other programs and determining places where visits can take place where there is not close contact. An option is to stay at with remote teaching and learning, i.e., Zoom. If families are using toy lending libraries now, we have to figure out how to disinfect the toys between visits. Staff ordered home kits to distribute to home base families. It is a work in progress.

Mr. Key asked how soon after the kids go back will the Parent Aides and School Readiness Aides go back? Ms. Lee replied that staff will be relying on information from CDC and licensing to determine the number of adults in the room.

Ms. Lee stated that plastic paper and cups will not be utilized; the Agency will be returning to using paper products. Additional funds will be provided for each program to buy more sanitizing products including masks, Purell, sanitizer, and foggers for play areas.

➤ **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: No report.
- Kaleb Call – Quality Assurance, Food Services, Save Environments, Grants, and Contracts: Mr. Call reported that staff have been working on the plan to come back to work. He has been working on the plan for the kitchen. The plan is still to continue site reviews remotely.

Ms. Wash asked new member, Ms. Jasmine Bonilla, to introduce herself. Ms. Bonilla stated that she is a representative from Northview and has two children; this is her first actual meeting and glad to be a part of the board.

VII. Discussion: None.

VIII. Public Participation: Ms. Tanner reported that she spoke with Mr. Silva and he said there are no community resources to report at this time.

IX. Adjournment: The meeting was adjourned at 10:16 a.m.

ITEM III-A – ACTION

APPROVAL OF MODIFICATIONS TO THE REIMBURSEMENT POLICIES AND PROCEDURES OF THE SETA-OPERATED HEAD START/EARLY HEAD START POLICY COUNCIL AND PARENT ADVISORY COMMITTEE

BACKGROUND:

The CFS Management is recommending a revision to the Policies and Procedures of the SETA Head Start/Early Head Start Policy Council and Parent Advisory Committee to modify the language regarding reimbursements during the COVID19 pandemic.

In accordance with Section 1301.3(e) of the Head Start Program Performance Standards, *“a program must enable low-income members to participate fully in their policy council or policy committee responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the low-income members.”* After further discussion with the members of the Executive Committee, it was determined that social distancing and virtual meetings due to COVID19 have impacted participation and parents’ ability to provide food for their children during meetings that conflict with meal time hours in the home. To ensure vital participation and meeting quorums, management believes reimbursement for food is warranted to ensure parents do not have out-of-pocket expenses as a result of participation.

The proposed revisions are identified at the end of the policy under COVID19 Adaptations, in redline format.

RECOMMENDATION:

That the Parent Advisory Committee approve the modifications to the Reimbursement Policies and Procedures of the SETA Head Start/Early Head Start Policy Council/Parent Advisory Committee as proposed.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

Head Start/Early Head Start Policies and Procedures

PC/PAC Reimbursement

Policy & Procedure

MILEAGE

1. Reimbursements will be made for actual costs of attending the REQUIRED meetings and other obligations associated with your participation as a member/officer of SETA Head Start PC/PAC.
 - a. Reimbursement will not be made for attendance at optional meetings or training meetings.

2. **Roundtrip** mileage will be calculated from your residence or workplace to the SETA offices or other location where the meeting is being held. **If additional stops are required, the additional mileage will not be reimbursed.** If you come to the meeting directly from home and then proceed to your workplace, SETA will reimburse you for the total mileage incurred.
 - a. For example, assume that your home is 5 miles from the SETA offices, but your workplace is 20 miles from the SETA offices. You attend a meeting held at the SETA offices at 8:30am and then proceed directly to your workplace. You would be reimbursed for 25 total miles.
 - b. However, if you attend the meeting at 8:30 and then return home prior to proceeding to work, you would be reimbursed for 10 miles.
 - c. If you came directly from work to attend a meeting held at 1:00pm and then returned directly to work, you would be reimbursed for 40 miles.

3. If you utilized public transportation to attend a meeting at SETA, you would be reimbursed for the actual costs of that transportation.
 - a. Assume that you attended a meeting and rode RT Light Rail from your house to SETA offices and back to your house. You would be reimbursed for the cost of a round trip ticket.
 - b. If you were working out of town and rode Greyhound and RT Light Rail to attend a meeting at SETA and then rode RT Light Rail to your home after the meeting, you would be reimbursed for the cost of the Greyhound ticket to Sacramento and the RT Light Rail passes to SETA and home.

Head Start/Early Head Start Policies and Procedures

CHILD CARE

1. SETA will reimburse you at the rate of \$9.50 per hour, up to a maximum of \$40 per day, for the number of hours of child care necessitated by your attendance/participation in REQUIRED PC/PAC meetings when your child(ren) are cared for by a non-SETA care provider.
 - a. Reimbursement will not be made for child care provided by spouse/significant other.
 - b. Reimbursement will be for actual costs incurred up to a maximum of \$9.50 per hour, no matter how many children are cared for.
 - c. If the PC/PAC meeting that you attend runs for 2 hours, but you must incur child care for an additional hour for the travel time to and from SETA offices, you will be reimbursed for 3 hours. If you arrange child care for the day in order to run some errands, attend the PC/PAC meeting, and meet a friend for lunch, you will be reimbursed only for the 2 hours of the PC/PAC meeting.
 - d. For attendance at conferences as a representative of SETA Head Start, the maximum reimbursement will be \$9.50 per hour up to \$40 for each 24-hour period of time away from home.
 - e. No reimbursement for child care will be available when attendance at meetings, conferences, or training events is voluntary.
 - f. No reimbursement for child care will be available for children thirteen (13) years of age and older, unless special circumstances exist. An example of special circumstances might be a special needs child.
 - g. No reimbursement for child care will be available for children of any age who are in a Head Start program or who would normally be in school unless the child is out of school for a valid reason, such as being off track or being ill. Home schooled children might be a reasonable exception to this policy.

FREQUENCY OF REIMBURSEMENT

1. Following the submission of the appropriate requests for reimbursement, every reasonable effort will be made to process reimbursements and have either cash or petty cash checks available to be picked up from a petty cash custodian one week following the meeting, or at the next meeting attended.

[ADAPTATIONS FOR COVID19](#)

[In accordance with Information Memorandum \(IM-ACF-OA-2020-01\)/Grant Flexibilities \(Item #6\), issued on March 30, 2020, SETA will adapt this reimbursement policy and](#)

procedure to address limitations of hosting in-person PAC and PC meetings/board activities.

During the COVID19 pandemic, SETA will be hosting PAC and PC meetings, sub-committee meetings, and personnel activities virtually to ensure compliance with social distancing and health and safety guidelines. In-person meetings will be restricted until further notice by the state Governor or local health officials.

Reimbursements

1. Reimbursements will be made for costs of attending the REQUIRED meetings and other obligations associated with participation as a member/officer of SETA Head Start PC/PAC.

a. Reimbursement will not be made for attendance at optional meetings or training meetings.

2. SETA will reimburse:

a. At a rate of \$25.00/meeting or activity in the form of a food gift card

b. If/when the meeting/activity is hosted between the hours of 8:00 a.m. and 10:00 a.m.; 11:30 a.m. and 12:30 p.m.; or 5:00 p.m. and 6:30 p.m.

3. A food gift card will be provided electronically and sent to the email address provided by the PAC/PC board member on the most current board roster.

a. It is the responsibility of the PAC/PC board member to ensure the email address on file with the Clerk of the Boards is current and up-to-date prior to the board meeting each month.

4. SETA will not be responsible for lost/stolen gift cards.

5. Following each meeting/activity, every reasonable effort will be made to process and email reimbursements one week following the meeting/activity.

6. Members will be reimbursed based on roll-call at each meeting as recorded by the Clerk of the Boards. For personnel activities, a verification email will be provided by the SETA Human Resources Department for reimbursement.

Rationale

In accordance with the fiscal flexibilities outlined in IM-ACF-OA-2020-01, *Allowability of Costs Not Normally Chargeable to Awards*, SETA will reimburse participating PAC/PC for

meals they cannot prepare for their child(ren) while participating in virtual meetings/ activities.

1. A merchant gift card for Wal-Mart will be provided.
2. Wal-Mart is readily available in all communities, is frequented by most enrolled Head Start/Early Head Start families, and has food items available often purchased by families.
3. Gift cards are provided for the use of food purchases only.
4. Wal-Mart was selected as the food vendor of choice to ensure all members have access in their community. Not all grocery food chains are available in each community.

Source: 6. Allowability of Costs Not Normally Chargeable to Awards. (45 CFR §75.403, 45 CFR §75.404, 45 CFR §75.405, 45 CFR Part 75 Subpart E – Cost Principles; 2 CFR §200.403, 2 CFR §200.404, 2 CFR § 200.405, 2 CFR Part 200 Subpart E – Cost Principles)

Effective Date: This policy adaptation is effective retroactively starting April 1, 2020.

Effective Date: PC approval date: September 25, 2018

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information Items
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
 - Community Resources: Mr. Robert Silva

NOTES:

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 April 28, 2020 meeting.

NOTES:

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

Meeting Held Electronically

Tuesday, April 28, 2020
9:00 a.m.

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

Ms. Henrietta Gutierrez called the meeting to order at 9:08 a.m. Ms. Gutierrez read the thought of the day. Ms. Gutierrez called the roll and confirmed that a quorum was established.

Members Present:

Kanade Oishi, San Juan Unified School District
Shannon Pierce, SETA-Operated Program
Arianna Torres, SETA-Operated Program
Donna Bonner, SETA-Operated Program
Fienishia Wash, Home Base Option
Rosemary Schapira, Community Agency Representative
Henrietta Gutierrez, Past Parent/Community Representative
Jara Lindgren, Elk Grove Unified School District
Brenda Casillas, SETA-Operated Program
Charles Taylor, Past Parent/Community Representative (joined at 9:18 a.m.)

Members Absent:

Jamilia Land, WCIC/Playmate Child Development Center (unexcused)
Diana Angulo, Sacramento City Unified School District (unexcused)
Alma Leiva, Elk Grove Unified School District (unexcused)
Antoine Montgomery, WCIC/Playmate Child Development Center (unexcused)
Rebecca Perez, Twin Rivers Unified School District (unexcused)

New Member to be Seated

Kara Otter, San Juan USD was seated

II. Consent Item

A. Approval of the Minutes of the February 25, 2020 Policy Council Meeting

The minutes were reviewed; no questions or corrections.

Moved/Pierce, second/Bonner, to approve the February 25, 2020 minutes.

Roll Call Vote:

Aye: 9 (Bonner, Casillas, Lindgren, Oishi, Otter, Pierce, Schapira, Torres, Wash)

Nay: 0

Abstention: 1 (Gutierrez)

Absent: 6 (Angulo, Land, Leiva, Montgomery, Perez, Taylor)

III. Action Items

A. Approval to Eliminate Classifications

Ms. Allison Noren stated that this item is requesting the elimination of 22 job classifications that are no longer utilized in the agency.

Ms. Bonner inquired about the wellness position. Ms. Noren replied that there used to be a staff in the wellness position but there is no longer a need for a full-time person to provide wellness information to the agency. SETA has a Wellness Committee that disseminates information to the staff.

Mr. Charles Taylor joined the meeting at 9:18 a.m.

Moved/Lindgren, second/Casillas, to approve the elimination of classifications as listed in the board item.

Aye: 10 (Bonner, Casillas, Lindgren, Oishi, Otter, Pierce, Schapira, Taylor, Torres, Wash)

Nay: 0

Abstention: 1 (Gutierrez)

Absent: 5 (Angulo, Land, Leiva, Montgomery, Perez)

B. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: Approval of Revised Job Classification for Head Start Cook/Driver

Ms. Noren stated that SETA and the Children and Family Services department strive to give promotional opportunities for employees. The Head Start Cook/Driver does not have those opportunities which resulted in fewer people seeking employment. This item offers a tiered, five-level system with promotional opportunities within the classification.

Ms. Gutierrez opened a public hearing; there was no public testimony.

Moved/Bonner, second/Wash, to close the public hearing, approve the revised job specification for Head Start Cook/Driver, and make revision retroactive to April 6, 2020.

Roll call vote:

Aye: 10 (Bonner, Casillas, Lindgren, Oishi, Otter, Pierce, Schapira, Taylor, Torres, Wash)

Nay: 0

Abstention: 1 (Gutierrez)

Absent: 5 (Angulo, Land, Leiva, Montgomery, Perez)

C. Approval of Salary Increase Pursuant to the Labor Agreements and the Related Salary Schedules

Ms. Noren shared the agency has been in negotiations with the union regarding modification of the salary schedule to mitigate the impact of the minimum wage increases. Ms. Noren reviewed the tentative agreement which was ratified by the union on April 8. The proposed salary schedule was reviewed. In addition, an education incentive salary schedule for various classifications was added. The cost of this package is \$3.18 million which will come from the Cost-of-Living Adjustment, Quality Improvement funds, and a variety of new grants.

Moved/Wash, second/Lindgren, to approve the salary increase in the tentative agreements as noted above effective April 6, 2020 and the related salary schedules.

Roll Call Vote:

Aye: 10 (Bonner, Casillas, Lindgren, Oishi, Otter, Pierce, Schapira, Taylor, Torres, Wash)

Nay: 0

Abstention: 1 (Gutierrez)

Absent: 5 (Angulo, Land, Leiva, Montgomery, Perez)

D. Approval of Selection Criteria for Enrollment in Head Start or Early Head Programs

Ms. Denise Lee shared that the Selection Criteria provides an orderly process to fill vacant slots in Head Start and Early Head Start. It provides a way to ensure children needing services are provided services in highest priority need. Head Start strives to keep an ample waiting list and regularly has a group of children ready for enrollment upon vacancy; Early Head Start works similarly. There are no recommended changes being presented.

Moved/Taylor, second/Otter, to approve the Head Start Enrollment Selection Criteria and the Early Head Start Enrollment Selection Criteria for Sacramento County.

Roll Call Vote:

Aye: 10 (Bonner, Casillas, Lindgren, Oishi, Otter, Pierce, Schapira, Taylor, Torres, Wash)

Nay: 0

Abstention: 1 (Gutierrez)

Absent: 5 (Angulo, Land, Leiva, Montgomery, Perez)

Ms. Denise Lee reviewed items E-I via a power point.

E. Approval of Annual Self-Assessment for 2019-20 and Resulting Program Improvement Plan SETA-Operated Program

- and -

F. Approval of Program Year 2020-21 Head Start, Early Head Start, and Early Head Start Child Care Partnership Annual Refunding Applications

- and -
- G. Approval of the SETA Head Start, Early Head Start, and Early Head Start Child Care Partnership Budgets for Program Year 2020-21
 - and -
- H. Approval of the 2020-21 Head Start, Early Head Start, and Early Head Start Child Care Partnership Program Options and Center Locations for Sacramento County
 - and -
- I. Approval of 2020-21 Training/Technical Assistance Plan for the SETA Head Start/Early Head, and Child Care Partnership Program, as Aligned with Established Five-Year Goals and Objectives

Ms. Lee reviewed the refunding grant application documents that will provide services for 4,236 Head Start children and 792 Early Head Start children. The \$63 million budget is broken down into Basic, Quality Improvement, Training/Technical Assistance, and a Cost of Living Adjustment (COLA). Ms. Lee reviewed a number of changes proposed in the new program year. Two new centers will open: Dudley Elementary School (SOP) and Washington Elementary School (SCUSD). Ms. Lee reviewed the various options available to parents. The Office of Head Start has urged programs to utilize QI funding to support trauma informed care and approaches.

Ms. Pierce and Ms. Schapira left the Policy Council meeting at 9:59 a.m.

Moved/Wash, second/Otter, to approve the following items:

Item III-E: Approve Program Year 2019-2020 Self-Assessments and resulting Program Improvement Plans for the Head Start/Early Head Start program and the EHS-Child Care Partnership program.

Item III-F: Approve the Program Year 2020-2021 Head Start, Early Head Start, and Early Head Start Child Care/Partnership Annual Refunding Applications.

Item III-G: approve the Program Year 2020-2021 Head Start, Early Head Start, and Early Head Start Child Care Partnership Budgets for Basic, Training and Technical Assistance (TTA), Cost of Living Adjustment (COLA), and Quality Improvement funds (QI) in the amount of \$63,175,960.

Item H: Approve the Head Start, Early Head Start and Early Head Start Child Care Partnership countywide program options and center locations for the 2020-2021 program year.

Item I: Approve the Program Year 2020-2021 SETA Head Start, Early Head Start and Early Head Start Child Care Partnership Training/Technical Plans as aligned with established five-year goals and objectives.

Roll Call Vote:

Aye: 8 (Bonner, Casillas, Lindgren, Oishi, Otter, Taylor, Torres, Wash)

Nay: 0

Abstention: 1 (Gutierrez)

Absent: 7 (Angulo, Land, Leiva, Montgomery, Perez, Pierce, Schapira)

J. Approval to Submit a Grant Application for FY 2020 Supplemental Funds in Response to the Coronavirus Disease 2019 (COVID-19)

Ms. Lee stated that the Office of Head Start (OHS) has been incredibly responsive and has been communicating with staff on a regular basis. This item requests approval to submit a grant application not to exceed \$500,000 for summer programs. Should the shelter-in-place order be lifted, summer programs would be offered in centers that would normally be closed, following a traditional school calendar. Sacramento City USD and Twin Rivers USD are proposing to operate summer programs for a portion of their Head Start children who would otherwise not be served over the summer. Projected start dates are June 15th/July 1st respectively. They are working on the budget which is not expected to cost more than \$500,000.

Ms. Lee stated that yesterday staff participated in a conference call with the regional office. Staff was informed that OHS will provide one-time COVID-19 funding for programs. The amount of the funds is unknown and staff is still working on a plan of action for returning to school. The funds will be earmarked for supplies and materials, deep cleaning, and other supplies to provide safe classrooms and offices. Staff will develop the budget and submit it to the OHS by May 15 and a report back will be provided. Ms. Lee asked that the motion include the following language: ‘and supplemental funds to address COVID-19 issues.’

Mr. Taylor inquired how will this be done? Ms. Lee stated that this will only be done when the shelter in place is lifted. Staff is not sure if, when the shelter in place is lifted, that things will go back to ‘normal;’ we may have to alternate days or reduce the number of children in each class. The funding would only be available for in-class summer sessions, not virtual classes. This is all pending the shelter in place being lifted. Sacramento does not have a date as of yet.

Moved/Wash, second/Bonner, to approve the Head Start FY 2020 supplemental grant application in response to the coronavirus disease 2019 (COVID-19) in an amount not to exceed \$500,000 to operate the summer programs and supplemental funds to address COVID issues.

Roll Call Vote:

Aye: 8 (Bonner, Casillas, Lindgren, Oishi, Otter, Taylor, Torres, Wash)

Nay: 0

Abstention: 1 (Gutierrez)

Absent: 7 (Angulo, Land, Leiva, Montgomery, Perez, Pierce, Schapira)

IV. **Other Reports**

- A. Executive Director’s Report: Ms. Kathy Kossick thanked the board for their participation at the meeting; the board’s approval was crucial. The workforce part of the agency is still working. As of last Tuesday, SETA was notified of

10,300 dislocated workers from different employers that have had to lay off employees. Ms. Kossick encouraged board members, their neighbors and friends to look at SETA's webpage for possible job openings. Ms. Kossick is hoping that in-person meetings will resume in the next two to three months.

- B. Head Start Deputy Director: Head Start Fiscal Report: Ms. Lee reported that the Office of Head Start has directed the Agency to continue paying staff during the center closures. Many staff are working remotely and offering remote teaching. A large portion of the annual grant will be spent by the end of the year, but there are projected cost savings due to the late center openings, delayed hiring and vacancies. Staff will be asking for a special circumstance roll over of funds to complete projects such as roof replacement, new play structures, or classroom improvements. Staff will present an item next month requesting roll over to the new fiscal year with the funds earmarked for pre-approved deferred maintenance projects. There may also be a need to request a waiver for the non-federal share. Ms. Lee commended the Office of Head Start for their amazing flexibility and responsiveness to staff.
- C. Chair's Report: Ms. Gutierrez thanked board members for their participation.
- D. Open Discussion and Comments: The board discussed ways that teaching staff are reaching out to parents. Ms. Lee stated that staff is always looking to find creative ways to connect and assist parents with in-home schooling.
- E. Public Participation: None.
- V. **Adjournment**: The meeting was adjourned at 10:28 a.m.

ITEM V – COMMITTEE REPORT

COMMITTEE REPORT

➤ Executive Committee

Ms. Fienishia Wash will provide the Executive Committee report.

ITEM VI

OTHER REPORTS

BACKGROUND:

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

- Chair's Report
- 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
 - Kaleb Call – Quality Assurance, Food Services, Safe Environments, Grants, and Contracts

NOTES:

MONTHLY PROGRAM INFORMATION REPORT

JUNE 2020

SETA Re-Opens Centers in Phases

On June 22nd, the SETA Operated Program will begin opening Early Learning Centers to serve children/ families in center-based care. A carefully planned roll-out includes opening two centers to start, Sharon Neese ELC and Crossroad Gardens ELC. The slow start helps ensure proper protocols, procedures and training are in place prior to staff and children returning.

The local health department and Community Care Licensing modified many regulations, guidelines and procedures to safeguard against the risk of COVID19 exposure in child care settings. To prepare, staff will attend mandatory “return to work” training sessions, make various adaptations to their classrooms, and prepare for increased health/safety protocols in anticipation of children returning.

During the first week of re-opening, supervisors will seek feedback from staff on “what worked” and “what needs improvement” for the next phase of centers to re-open. Each week additional centers will reopen to the public, prioritizing 4-year old returning children and children with disabilities to return to school first. Centers are limited to 10 children and two teachers per classroom. Other support staff and volunteers are not permitted in the classroom at this time. Once safety protocols are relaxed, SETA will adjust accordingly.

If all goes according to plan, all SOP early learning centers will be reopened by August 10th, including traditional centers returning from summer break. Delegate agency centers and home-based services will continue with distant learning through the summer months.

How Can We Help Children Social Distance While at School?

For most families, returning to school can be a scary and worrisome venture. *Will my child get sick? Will my child be exposed to COVID19? Will my family be at risk? Should my child stay home to be safe?*

These are all critical questions and in many cases are individualized to each family. While SETA cannot guarantee zero exposure to illnesses while attending school, staff can ensure the highest level of safety precautions, as guided by CDC and Community Care Licensing, will be adhered to, reducing the odds of exposure.

In general, children do not naturally know how to social distance. As adults, we have to entice them, teach them, and set-up physical environments to encourage social distancing. Some social distancing strategies that parents can do to prepare their child for returning to school and strategies teachers will do while children attend school, are provided below.

What can parents/guardians do in advance of returning to school?



- Talk with your child about returning to school.
- Provide some examples of what social distancing might look like in their classroom (examples are provided below).
- Discuss within your family and decide if your child will voluntarily wear a face covering/mask while at school. SETA will not require children in attendance to wear face coverings/masks, but will have disposable child-sized masks available for those who voluntarily choose to have their child wear one (except children under the age of three which cannot wear a mask/covering).
- Talk with your child’s teacher (via phone, Zoom, email, etc.) about stories or activities you can do with your child in advance of returning to school.
- Help your child practice some social distancing space at home the week prior to returning to school so he/she can be familiar with what it looks/feels like.

What will staff do to help children social distance in the classroom?

- Classrooms and the daily schedule will be adapted to encourage social distancing.
 - There will be less toys available in the classroom for sharing.
- There will be extended and/or duplicate play areas to prevent overcrowding in popular areas.
 - Children may have extended play time outside for fresh air.
- Children may be encouraged to play in “play hubs” with limited or individual children playing in each hub.
- There will be markings on the floor to show distinct play areas where no more than a couple of children (or individual children) will play.
 - Teachers will talk with children about social distancing with their friends.
 - Classrooms will have more clear “space” to promote spreading out.
 - Circle time will be suspended for the time being.
 - Windows may be opened for fresh air.
 - Children will have “baggies” of individual supplies for art and writing.
 - Individual trays will be provided to each child to mark their space.
 - Seating during meal service will be spread out, 5 per table.

State Budget Update:
Senate Democrats Oppose \$14 Billion in Budget Cuts
Alternate Funding Approach Proposed, Preserving
Childcare and Education Spending

*(Article published by Head Start California/June 2020 Director's Update)
For more articles like this, visit www.headstartca.org*

California Senate Democrats are poised to reject \$14 billion in budget cuts proposed by Gov. Gavin Newsom earlier this month, choosing instead to craft a spending plan that looks for other ways to erase the state's deficit and assumes additional money for schools and social services will come from the federal government by early September.

The proposal relies on an alternate approach to Newsom's plea for additional funds from President Trump and Congress, said legislative sources who asked not to be identified because they weren't authorized to discuss the document. It also proposes some different cuts than those in Newsom's plan, refusing some of the governor's cuts to child care provider rates and affordable housing programs.

Newsom wants \$14 billion in immediate spending cuts — including \$8.1 billion less for public schools — that would be rescinded only if federal cash is sent to California. In contrast, Senate Democrats will insist the budget be scaled back only if sufficient federal assistance doesn't arrive by Sept. 1.

For the full article, visit www.headstartca.org.





There are many silver linings among the COVID19 clouds.

During the 2018 school year, SETA launched a parenting curriculum called Ready Rosie. Through staff's consistent efforts and outreach, readership slowly grew to reach 50% of SETAs enrolled families. However, with personal outreach and coordinated efforts by Laura Correa-DeAlmeida, Education Coordinator, she was able to increase parent readership to nearly 80% in just a few short months. Way to go Laura!

We are Bursting with Excitement!

Looking at your data over the past 11 weeks of distance learning, we have seen great activity from your families!

Number of videos viewed:

7245

Number of families connected:

1575

Number of playlists shared by teachers:

1298

Some of your caregiver comments:

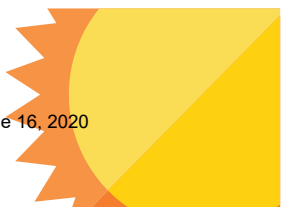
Hooray Parfait: "We honestly make these often. after seeing this video she wants me to go fix her one for lunch lol"

Funny Faces: "We do this frequently when we are playing. We use "Happy", "Sad", "Mad" and " Excited". His facial expressions appropriately change."

Torn Paper Art: "Video was really good gonna try it with Josiah "

We are thankful to partner with you not only during Distance Learning but Year Round.

Don't forget about our Summer Soar videos delivered to families throughout the Summer!



ITEM VII – DISCUSSION

BACKGROUND:

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

NOTES:

ITEM VIII – PUBLIC PARTICIPATION

BACKGROUND:

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

NOTES: