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County of Sacramento

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Thought of the day: "Some people succeed because they are destined to, but most people succeed because they are determined."

Author: Elmer Towns

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

DATE: Tuesday, November 15, 2016

TIME: 9:00 a.m.

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

While the SETA/Head Start Parent Advisory Committee welcomes and encourages participation in the 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 Parent Advisory Committee 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 Parent Advisory Committee 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.

AGENDA

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 - Introduction of PAC Representatives (2016-2017)
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 - Attendance and Chronic Absence Presentation
 - Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services
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DISTRIBUTION DATE: THURSDAY, NOVEMBER 10, 2016

Parent Advisory Committee (PAC) meeting hosted by:
Terri McMillin, Chair; Kenneth Tate, Vice Chair; Vacant, Secretary;
Penelope Scott, Treasurer; Vacant, 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
- ___ Vacant, Crossroad Gardens Head Start
- ___ Vacant, Early Head Start (Home Base)
- ___ **Yesenia Rodriguez, Elkhorn Head Start**
- ___ Vacant, Freedom Park Head Start
- ___ Vacant, Fruitridge Head Start
- ___ Vacant, Galt Head Start
- ___ Vacant, Grizzly Hollow
- ___ Vacant, Hillsdale Head Start
- ___ Vacant, Home Based Head Start
- ___ Vacant, Home Base Early Head Start
- ___ **Thelma Adams, 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, Sharon Neese Early Learning Center
- ___ Vacant, Solid Foundation Head Start
- ___ Vacant, Strizek Park Head Start
- ___ Vacant, Vineland Head Start
- ___ Vacant, Walnut Grove Head Start
- ___ Vacant, Foster Parent Representative
- ___ **Penelope Scott, Grandparent Rep.**
- ___ **Calvin Sheppard, Men's Activities Affecting Children Committee Representative**
- ___ **Kenneth Tate, Past Parent/Community Representative**
- ___ **Terri McMillin, Past Parent/Community Representative**
- ___ Vacant, Outgoing Chair

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

**The PAC was seated on November 17, 2015 & December 15, 2015
PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM
YEAR 2015-2016**

COMMITTEE MEMBER	CENTER	11/17	12/15		1/19	2/23 **	3/15	4/26 #	5/17	6/21	7/19	8/16	9/20	10/18	11/15
Vacant Seated	AG I														
Vacant Seated	AG II														
Vacant Seated	AP														
Vacant Seated	BC														
Vacant Seated	CR														
Vacant Seated	EHS/HB														
Yesenia Rodriguez Seated 11/17	EL	X	AP		X		X	X	X	X	X	X	X	X	
Vacant Seated	FP														
Vacant Seated	FT														
Vacant Seated															
Vacant Seated	GH														
Vacant Seated	H														
Vacant Seated	HB														
Vacant Seated	HB														
Vacant Seated	IC														
Thelma Adams Seated 3/15	HP						X	X	X	U	X	X	X	X	
Vacant Seated	JC														
Vacant Seated	JC														
Vacant Seated	K														
Vacant Seated	LVS														
Vacant Seated	MCBB														
Vacant Seated	MV														
Vacant Seated	MA														
Vacant Seated															
Vacant Seated	NC														
Vacant Seated	NJ														
Natalie Craig Seated 11/17	NV	X	E		X		X	X	X	E	X	X	X	X	U
Vacant Seated	PA														
Vacant Seated	PP														
Vacant Seated	RO														

COMMITTEE MEMBER	CENTER	11/17	12/15		1/19	2/23 **	3/15	4/26 #	5/17	6/21	7/19	8/16	9/20	10/18	11/15
Vacant	SF														
Vacant Seated	SN														
Todd Woods Seated	SP														
Vacant Seated	V														
Vacant Seated	WG														
Vacant Seated	FPR														
Calvin Sheppard Seated 4/26	MAACC							X	X	E	X	U	X	X	
Vacant Seated	OGC														
Penelope Scott Seated 11/17	GPR	X	X		X		X	X	X	X	X	X	X	X	
Kenneth Tate Seated 11/17	PPR	X	X		X		X	X	X	X	X	X	X	X	
Terri McMillin Seated 11/17	PPR	X	X		X		X	X	X	X	X	X	X	X	

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. Terri McMillin, at 646-6707 or 747-6224, or the Clerk of the Boards, Ms. Nancy Hogan, at 263-3827.

** Ethics training with Policy Council

Special meeting

PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE UPDATE
PROGRAM YEAR 2015-2016
(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	SF:	Solid Foundation
HP:	Hopkins Park	SN:	Sharon Neese
IC:	Illa Collin	SP:	Strizek Park
JC:	Job Corps	V:	Vineland
		WG:	Walnut Grove

Representative Abbreviations

FPR:	Foster Parent Representative
GPR:	Grandparent Representative
MAACC:	Men's Activities Affecting Children Committee
OGC:	Out Going Chair
PPR:	Past Parent Representative

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.

ITEM I-A – ROLL CALL
(Continued)

Program Year 2016-2017 - New Representatives to be seated

<input type="checkbox"/> Angel Chenault, Bannon Creek Head Start
<input type="checkbox"/> Iliana Antillo, Crossroad Gardens Head Start
<input type="checkbox"/> Yesenia Rodriguez, Elkhorn Head Start
<input type="checkbox"/> Doralyn Perry, Freedom Park Head Start
<input type="checkbox"/> Melissa Blockman, Fruitridge Head Start
<input type="checkbox"/> Patricia Molina, Galt Head Start
<input type="checkbox"/> Duvierica Veloz, Grizzly Hollow Head Start
<input type="checkbox"/> Hennetta Gutierrez, Kennedy Estates Head Start
<input type="checkbox"/> Andrew Bermudez, Laverne Stewart 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, Hillsdale Head Start
<input type="checkbox"/> Vacant, Illa Collin Head Start
<input type="checkbox"/> Vacant, Job Corps Head Start
<input type="checkbox"/> Vacant, Marie Cleveland’s Bright Beginnings
<input type="checkbox"/> Vacant, Marina Vista Early Learning Center

<input type="checkbox"/> Brianna Isaac, Nedra Court Head Start
<input type="checkbox"/> Brandi Franklin, Norma Johnson Head Start
<input type="checkbox"/> Kimberly Mulhern, North Avenue Head Start
<input type="checkbox"/> Angela Burnell, Northview Head Start
<input type="checkbox"/> Beatrice Valdez, Phoenix Park Head Start
<input type="checkbox"/> Neshaye Page, Sharon Neese Head Start
<input type="checkbox"/> Michaela Gospel, Strizek Park Head Start
<input type="checkbox"/> Perla Martinez, Walnut Grove Head Start
<input type="checkbox"/> Leticia Cervantes, Early Head Start (Home Base)
<input type="checkbox"/> Evie Chen, Pre-School (Home Base)
<input type="checkbox"/> Vacant, Mather Head Start
<input type="checkbox"/> Vacant, Parker Head Start
<input type="checkbox"/> Vacant, River Oak Center for Children
<input type="checkbox"/> Vacant, Solid Foundation Head Start
<input type="checkbox"/> Vacant, Vineland Head Start
<input type="checkbox"/> Vacant, Foster Parent Rep
<input type="checkbox"/> Vacant, Foster Parent Rep
<input type="checkbox"/> Vacant, Home Base

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

**The PAC was seated on November 15, 2016
PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM
YEAR 2016-2017**

COMMITTEE MEMBER	CENTER	11/15	1/16	2/20	3/20	4/17	5/15	6/19	7/17	8/21	9/18	10/16	11/20
Vacant Seated	AG I												
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Vacant Seated	H												
Evie Chen Seated	HB												
Vacant Seated	HB												
Vacant Seated	IC												
Thelma Adams Seated 3/15	HP												
Vacant Seated	JC												
Vacant Seated	JC												
Hennetta Gutierrez Seated	K												
Andrew Bermudez Seated	LVS												
Vacant Seated	MCBB												
Vacant Seated	MV												
Vacant Seated	NA												
Kimberly Mulhern Seated	NA												
Brianna Isaac Seated	NC												
Brandi Franklin Seated	NJ												
Angela Burnell Seated	NV												
Vacant Seated	PA												
Beatrice Valdez Seated	PP												
Vacant Seated	RO												

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Kenneth Tate Seated 11/17	PPR													
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**** Ethics training with Policy Council**

Special meeting

PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE UPDATE
PROGRAM YEAR 2015-2016
(Continued)

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PC:	PAC Board Business
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CD:	Child Dropped.

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE OCTOBER 18, 2016
REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the October 18, 2016 PAC meeting.

RECOMMENDATION:

Approve the minutes of the October 18, 2016 PAC 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., Suite 100
Sacramento, CA 95815

Tuesday, October 18, 2016
9:00 a.m.

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

Ms. Terri McMillin called the PAC meeting to order at 9:16 a.m. and read the thought of the day. The Pledge of Allegiance was recited. Ms. Yesenia Rodriguez called the roll; a quorum was not established.

Members Present:

Calvin Sheppard
Kenneth Tate
Terri McMillin
Penelope Scott
Yesenia Rodriguez
Thelma Adams (seated at 9:34 a.m.)

Members Absent:

Natalie Craig (excused)

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. McMillin reviewed the calendar of events.
- Parent/Staff Recognitions: None
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Saurbourne: reviewed the report for the second month of the program year. Overall, we are under budget at 16.7% with in-kind at 17.7% but this is early for the year. The EHS/CCP expenditures are now on a 12-month budget. Ms. Saurbourne reviewed the credit card statements. The Agency changed over to VISA since Costco no longer accepts American Express.
- End of Year Parent Brunch Report(s): Ms. Yesenia Rodriguez reported on the October 14 event; she and her daughter really enjoyed the event. She is sharing the information she receives at PAC meetings with Elkhorn parents. Mr. Tate stated that the brunch was a festive occasion; it was a good opportunity for parents to fellowship. He had a great time. Ms. Marie Desha thanked the PAC for their thoughts and well wishes for her father and her; her father has been very ill. Ms. Desha thanked Ms. McMillin for her job as Chair and her work with Mr. Tate. They did a fine job of the Brunch. Ms. Desha encouraged parents to continue their involvement in their children’s education. Mr. Sheppard stated that he and his wife really enjoyed the event. Ms. Scott enjoyed seeing parents in a different, less formal setting. It was great seeing everyone relaxed. Ms. Scott was very appreciative of the plaques she received. Ms. McMillin thanked the managers that showed up and assisted in the distribution of the recognition gifts. Ms. Rodriguez appreciated how beautifully the event was decorated.

Ms. Thelma Adams was seated at 9:34 a.m. Ms. McMillin shared that a quorum was established at 9:34 a.m.

- Toastmasters Training – Ms. McMillin stated that she saw a lot of the Toastmasters training utilized at the End-of-Year brunch and it was interesting to see Ms. Bates in a more social environment. The next Toastmasters training is November 4; this will be the last training for the year. Mr. Tate urged everyone to attend this training as it is also his birthday.
- Child Care Center Food Menu: No questions.
- Community Resources – Parents/Staff: Ms. McMillin referenced the Sacramento Food Bank Youth Academy flyers. Salvation Army Angel Tree is taking applications for holiday gifts; applications will be accepted from October 8-29. Mr. Tate researched the angel tree flyer and went over the documents that are required. If you are not receiving public assistance, fill out only section B, you do not need A and C.

B. Governing Board Minutes: August 4, 2016: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. McMillin reviewed the critique.
- Budget/Planning Committee: Mr. Tate reported on the last meeting October 11; five parents attended. Attendees reviewed the September expenditures. Committee members received updates on the duration application which included a 30% program cut.
- Personnel/Bylaws Committee: Mr. Tate reported out on the special Bylaws and PC/PAC Executive Committees meeting that discussed an update in the federal term limits. The OHS changed term limits from three to up to five years. The Bylaws Committee reviewed the bylaws to restructure the wording regarding term limits.
- Social/Hospitality Committee: Ms. McMillin stated that there are no more meetings for the remainder of the year. Ms. Kimberly Mulhern (North Avenue parent) inquired how to join the committees. Ms. McMillin explained the process by which committee members choose their participation in committees. This is generally done in January.
- Men's Activities Affecting Children Committee (MAACC): Mr. Sheppard reported that there have been no meetings since the last BBQ. Mr. Tate stated that he spoke with Mr. Silva and they are looking at a variety of ways to include males in this committee. There will be a focus on Fishing Day, BBQ, and bring back the Daddy Read to Me events. Next year there will be a on getting out to the sites to engage men. Contact Bob Silva if board members have ideas on how to recruit males. Mr. Sheppard stated that they are considering having their workshops at different locations throughout the county. He thinks this will result in better participation by men.
- Parent Ambassador Committee: Ms. McMillin provided an update.

II. Consent Item

A. Approval of the Minutes of the September 20, 2016 Regular Meeting

Minutes were reviewed; no questions or corrections.

Moved/Tate, second/Scott, to approve the minutes of the September 20 meeting.

Show of hands vote:

Aye: 5 (Adams, Rodriguez, Scott, Sheppard, Tate)

Nay: 0

Abstentions: 1 (McMillin)

Absent: 1 (Craig)

III. Action Item

- A. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** First Reading of Modifications to the Bylaws of the SETA-Operated Head Start/Early Head Start Parent Advisory Committee

Ms. McMillin opened a public hearing on this item and asked for public testimony.

Ms. McMillin reviewed the proposed modifications to the bylaws.

Moved/Tate, second/Scott, to continue this item to the November 15 meeting where the action of the board will be to close the public hearing and approve modifications to the bylaws of the SETA-Operated Head Start/Early Head Start Parent Advisory Committee.

Show of hands vote:

Aye: 5 (Adams, Rodriguez, Scott, Sheppard, Tate)

Nay: 0

Abstentions: 1 (McMillin)

Absent: 1 (Craig)

VI. Other Reports

- Chair's Report: Ms. McMillin stated that she is grateful for the opportunity to serve as Chair and thanked staff for imparting confidence in her.
- Policy Council Report(s): Ms. Penelope Scott reported on the last PC meeting where board members approved the eligibility list for a number of employee positions. Mr. Tate stated that the duration application was also discussed and approved job specification modifications.
- Head Start Deputy Director's Report – Ms. Denise Lee thanked the steadfast board members for their continued support. Board members did a marvelous job at the End-of-Year Celebration event. This was planned by parents for parents and Ms. Lee thanked parents for taking the lead and doing a great job. Ms. Lee stated that it was clear to her that the Toastmasters training shined through in the presentations. One change in the Performance Standards is term limits. The board will be looking at term modifications for some board members which will allow them to continue their service on Head Start boards. Ms. Lee reported that there was a 33% cut in the duration application; too many applications were received which is why the cut was required. The application submitted was

reduced by \$4 million dollars which then reduced the number of children served from 415 to 344 children. The new Performance Standards are being reviewed and staff will be coming up with an implementation plan. There are several other changes to governance and program; staff will provide a breakdown on the changes. Ms. Lee reviewed the Program Information Report. This report is required every year and provides very detailed information on the children and families served. The federal government will include this report in a large nationwide data base. The Office of Head Start will utilize the data to compare us to other thresholds and potentially come up with a corrective action plan if needed. This is the last official meeting before new representatives are seated in November. There will not be a December PAC meeting and the January meeting may be affected by the location.

✓ Program Information Report

➤ **Head Start Managers' Reports**

- Lisa Carr - Family Engagement, Home Base, and ERSEA Services: No report.
- Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services: Ms. Caruso extended congratulations to the board for the wonderful End-of-Year Celebration event; a lot of planning went into the production of the event. The extended duration grant was submitted to the Office of Head Start and staff expect to hear something back in December. The Delegate Kickoff is scheduled next week; this is an opportunity for delegate staff to get together for a state of the state mini-conference. This year, the focus will be on the new Performance Standards. SETA's assigned Performance Specialist from San Francisco will also be attending. This is an exciting way to kick off the new year. The Quality Assurance Unit is wrapping up monitoring at Elk Grove. Ms. Caruso thanked board members for their participation over the year.
- Martha Cisneros - Health, Nutrition and Safe Environments Services: Ms. Cisneros thanked board members for the End-of-Year event. This is her first celebration with the Head Start boards. It was a very professional event. Ms. Cisneros reviewed the most current Food Services report. There were a number of school closures due to a number of issues. In addition, the kitchen had some repairs done by Commercial Appliance. Ms. Cisneros spoke of our high immunization rate and stated that Head Start always strives to achieve 100% immunization for all children in the program.
- Karen Griffith - School Readiness, Special Education and Mental Health Services: No report.

VII. Center Updates

Ms. Rodriguez stated that she made copies of the WEAVE resources distributed last month and provided the copies to staff at Foothill High School. The School Secretary will be contacting WEAVE for a potential presentation to the high school students.

VIII. Discussion: No comments.

IX. Public Participation

Ms. Adams appreciated the EOY event and thanked staff. She was honored and thrilled to be acknowledged. The food was wonderful.

Ms. Rodriguez spoke of her Head Start participation at her church and showed her plaque to her pastor. Her training in Head Start helped her out in her church life.

X. Adjournment: The meeting was adjourned at 10:35 a.m.

ITEM III-A – ACTION

**TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: FINAL READING AND APPROVAL
OF MODIFICATIONS TO THE BYLAWS OF THE SETA OPERATED HEAD
START/EARLY HEAD START PARENT ADVISORY COMMITTEE**

BACKGROUND:

The Personnel/Bylaws Committee 2015-2016 met during the program year to review and recommend revisions to the Bylaws of the SETA Operated Head Start/Early Head Start Parent Advisory Committee.

Additions are indicated by **green italic type**, deletions are indicated by **orange strikethrough**.

A public hearing was opened at the October 18 Parent Advisory Committee to take testimony on this board item.

RECOMMENDATION:

Hear any public testimony, and then take action to close the public hearing and approve the amendments to the PAC Bylaws.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

BYLAWS

FOR THE

SETA HEAD START/EARLY HEAD START

PARENT ADVISORY COMMITTEE

PAC First Reading: 10/18/16

PAC Final Approval:

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**BYLAWS
FOR THE SETA HEAD START/EARLY HEAD START PARENT
ADVISORY COMMITTEE**

Article I

Name

This committee shall be named the SETA Head Start/Early Head Start Parent Advisory Committee, hereinafter referred to as the PAC. Head Start and Early Head Start shall be referred to as HS and EHS.

SECTION 1: Definition of Parents

Parents

Head Start parent means a Head Start child's mother or father, other family member who is a primary care giver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree [in accordance with the Head Start Performance Standards, 45CFR 1306.3(h)]. All future reference of parents will be defined as such.

Article II

Purpose, Powers, and Functions

SECTION 1: Purpose

The purpose of the PAC shall be to promote the objectives of the HS/EHS Child Development Program of the SETA Grantee Operated Head Start Program (referred to as SOP), State of California, as established by the Federal Economic Opportunity Act of 1964, as amended. The purpose of the PAC shall include, but not necessarily be limited to:

- A. Serve as a link between public and private organizations, the Grantee Policy Council, and the community it serves.
- B. Have the opportunity to initiate suggestions and ideas for program improvements and to receive a report on action taken by the administering agency with regard to its recommendations.
- C. Plan, coordinate, and organize activities for parents involved in the SOP with the assistance of staff, and ensure funds that are set aside from program budgets are used to support parent activities.

- D. Assist in communicating with parents and encourage their participation in the SOP to ensure that they understand their rights, responsibilities and opportunities in HS and EHS.
- E. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- F. Administer the Parent Activity funds for the SOP.

SECTION 2: Powers, Duties, and Functions

The PAC shall exercise all such powers, duties, and functions as granted to it, by the Policy Council.

- A. Individual members, shall not engage in any activities or assume any such powers, duties or functions that are contrary to or in conflict with state and federal law or applicable administrative regulations specifically including, but not limited to, the guidelines, regulations, or policies established by the Federal Department of Health and Human Services (DHHS), and the Administration for Children, and Families (ACF), SETA and the goals and objectives of the HS/EHS Program.
- B. The functions of the PAC, in partnership with staff and all other persons responsible, are as follows:
 - 1. Development and operation of all program content areas, including curriculum in the SOP.
 - 2. Assisting in carrying out SOP classroom activities.
 - 3. Planning, conducting, and participating in all programs and activities for SOP parents and staff.
 - 4. Participating in recruitment and screening of SOP employees (this function is contingent upon annual delegation from the Policy Council).
 - 5. Planning, developing, and ratifying the SOP Budget prior to final approval by the Policy Council (in reference to the Policy Council Bylaws).
 - 6. PAC reimbursements for reasonable expenses incurred by members conducting PAC business

Article III

Membership

SECTION 1: Election of Members

As outlined in Article III, Section 2, the PAC shall consist of elected voting representatives from SOP HS/EHS Early Learning center classrooms, SOP Home Base, EHS/Home Base Options, and Community Representatives (~~Past Parents, Grandparent, Foster Parent~~), elected by the PAC. The Outgoing PAC Chair shall have a reserved seat.

The Male Involvement Representative shall be elected by the SOP Men's Activities Affecting Children Committee (MAACC).

SECTION 2: Members

The membership of the PAC shall consist of:

A. SOP Parent Representatives

Parent Representatives must be a parent of a child/children currently enrolled in the SOP Head Start program.

1. One (1) voting Representative elected per HS/EHS SOP center.
2. Two (2) voting Representatives elected from the SOP Home Base Program.
3. One (1) voting Representative elected from the SOP EHS/Home Base Program.

B. Partner Representatives

4. One (1) voting Representative elected from EHS Partnership (River Oak)
5. One (1) voting Representative elected from EHS Partnership (SCOE)
6. One (1) voting Representative elected per EHS Child Care Partnership Provider (non-delegate agency)

C. Community Representatives

Additional PAC members will include:

1. ~~Two (2)~~ **Four (4)** voting Community Representatives ~~referred to as Past Parent Representatives~~ shall be elected by the outgoing PAC. Representative may be elected by the current PAC if the outgoing PAC has been dissolved. ~~The Past Parent elected to the PAC may not have a child/children currently enrolled in the~~

~~HS/EHS program.~~ **These Representatives may or may not be a current parent.** Community members desiring to be reappointed must reapply for membership on a yearly basis. There will be ~~two~~ **four (4)** Alternates for ~~Past Parents~~ **Community Representatives.**

2. One (1) voting seat shall be specifically reserved for the Outgoing Chair, if not termed out. The Outgoing Chair reserves the right to relinquish this seat. The position may not be filled by any other party.
3. One (1) voting Male Involvement Representative (MIR) shall be elected by the SETA Operated Program Representative from Men's Activities Affecting Children Committee (MAACC) to sit on the committee. The Representative must be elected from the SOP MIRs or their Alternates based upon a recommendation from the SOP MIRs. This Representative may or may not be a current parent.

~~4. One (1) voting Foster Parent Representative selected by the outgoing PAC. Representative may be elected by the current PAC if the outgoing PAC has been dissolved. The Foster Parents elected to the PAC must have a child/children currently or previously enrolled in the SOP HS/EHS Program. A Foster Parent desiring to be reappointed must reapply for membership on a yearly basis. There will be one Alternate for the Foster Parent Representative position.~~

~~5. One (1) voting Grandparent Representative elected by the Outgoing PAC. Representative may be elected by the current PAC if the outgoing PAC has been dissolved. The Grandparent elected to the PAC must have a child/children currently or previously enrolled in the SOP HS/EHS program. A Grandparent desiring to be reappointed must reapply for membership on a yearly basis. There will be one Alternate for the Grandparent Representative position.~~

SECTION 3: Policy Council Members

Six (6) SOP PAC Representatives and six (6) Alternates shall be elected to the Policy Council. Representatives must be a parent of a child/children currently enrolled in the SOP Head Start program. Partner Representatives are not eligible to hold an SOP PAC Representative seat on the PC.

SECTION 4: Alternates

Each SETA HS/EHS center holding membership on the PAC shall have a minimum of one Alternate. The Alternate(s) shall be elected in the same manner as the center Representative.

- A. Upon recognition of his or her status by the PAC Chair, an Alternate may be seated as a voting member of the PAC during the temporary absence of the elected Representative for whom he or she serves as an Alternate. However, an Alternate may not hold an office.

1. A Representative missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings

(regular/special, excused or unexcused) will automatically be removed and replaced by the Alternate.

2. The Alternate who attends meetings on behalf of an absent Representative will be recorded as Alternate Present (AP). An Alternate's AP attendance will not count as "present" for the Representative.
 3. In the event an Alternate does not cast a vote during the program year, Alternate will not have served as a PAC Representative and term is not counted.
- B. Alternates are encouraged to attend meetings of the PAC on the same regular basis as members. However, the Alternate will not receive a reimbursement if the Alternate is not replacing the Representative.
 - C. Should the Representative member be unable to fulfill their term of office, the first Alternate shall automatically serve in that capacity with all rights and privileges.
 - D. Alternates are excluded from attending the following conferences: The National Head Start Association (NHSA) Parent Training Conference, the Region IX Head Start Association Annual Conference/Training, and the California Head Start Association (CHSA) Conference.

SECTION 5: Other Provisions

- A. By a two-thirds (2/3) vote of members present and voting, the PAC may establish and select additional voting members who shall serve as community members of the PAC.
- B. At least 51% of the voting membership of the PAC shall consist of parents whose children are currently enrolled in the program.
- C. Additional members may be added to ensure all program center options are proportionally represented on the PAC.
- D. No SETA HS/EHS or Delegate Agency staff (or member of their immediate families) shall serve on the PAC except parents who occasionally substitute for regular HS or EHS staff. Occasional subbing is defined as once a week and/or not to exceed four (4) consecutive days in a month.
- E. Members holding a seat (member who has not been re-elected/replaced) at the Annual PAC meeting shall not be elected to represent PAC on the PC.
- F. Members who currently have a child/children currently enrolled in the HS/EHS program shall be eligible for election to represent the PAC on PC.

SECTION 6: California Head Start Association (CHSA) Representative/Alternate

If requested by CHSA, one Representative and one Alternate shall be elected by the PAC to serve as the Parent Representative to the California Head Start Association. Representative/Alternate must be a current parent. This is a two (2) year term limit.

SECTION 7: Term of Office

- A. The term of each member shall be for one (1) program year, and said person may not serve more than ~~three (3)~~ **five (5)** program years **with the exception of Community Representatives who have not previously served on the PC, Policy Committee, or the Parent Advisory Committee. Such Community Representatives are limited to three (3) program years.** During the term of office, present members (and Alternates) shall serve in that capacity until one of the following situations occur: the Representative's voluntary termination; a new Representative from the center/program they currently represent is seated; the Representative is removed per Section 6A; or the Representative is termed out. Until such occurrence, Representatives must continue to represent the center or agency they were chosen to represent.

SECTION 8: Attendance

It is each center Representative's responsibility to attend all PAC meetings and parent center meetings on a regular basis. If a member is unable to attend any PAC meeting, that member must notify: the Alternate and the Social Services/Parent Involvement (SS/PI) Coordinator, PAC Chair or the Clerk of the Boards.

- A. **Absences:**
Any member or Alternate missing two (2) consecutive meetings without an excused absence or missing a total of three (3) meetings (regular or special) excused/unexcused will be automatically removed. An excused absence shall include but not be limited to sickness or death in the family. A member requesting an excused absence must call prior to the meeting: the Alternate, if the Alternate is known, and the SS/PI Coordinator, PAC Chair or the Clerk of the Boards.
- B. **Reinstatement:**
The Representative or agency/group may request that a member who has been removed due to absences be reinstated in the event the Alternate declines. This request must be in writing and submitted to the Chair and SS/PI Coordinator within ten (10) calendar days. It is the final decision of the PAC Executive Committee whether any Representative shall be reinstated.
- C. **PAC Business:**
Members conducting PAC business and not at the PAC meeting, shall be neither present nor absent, but rather identified as PAC.

- D. **Punctuality:**
Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless approved by the Chair or SS/PI Coordinator.

Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Boards accordingly.

- E. **Quorum:**
For purposes of transacting the business of the PAC at any annual, regular, special, or emergency meeting, a quorum of the PAC shall be 51% of the current membership. A majority of the quorum must be current parents.

SECTION 9: Removal

A PAC Representative may be removed by two-thirds (2/3) vote of all members present and voting whenever, in the judgment of the committee, the best interest would be served. Action to remove a member must be on the agenda.

Article IV

Meetings

SECTION 1: Meetings

The PAC shall hold annual, regular, and special meetings.

A. **Annual Meeting**

The annual meeting of the PAC shall be held in November of each year.

B. **Regular Meetings**

Regular meetings of the PAC shall be held on the third Tuesday of each month at 9:00 a.m. at the Administrative Office Board Room, unless notice is otherwise provided.

C. **Special Meetings**

Special meetings of the PAC may be called at anytime by the SETA Governing Board, SETA PC, SETA Executive Director, Children and Family Services Deputy Director, PAC Chair, or upon petition by at least a majority of the members of the PAC.

SECTION 2: Meeting Notice

Meeting notices shall include an agenda for the next meeting and PAC members shall

be provided with the minutes of the preceding (annual, regular, special or emergency) meeting notification as indicated below:

A. **Annual and Regular Meetings**

Notice of annual and regular meeting of the PAC shall be in writing and provided to all members of the PAC and posted at least seventy-two (72) hours in advance of the meeting as required by the Ralph M. Brown Act. Staff shall endeavor to postmark such notice at least five (5) calendar days prior to the meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied.

B. **Special Meetings**

Members of the PAC must be notified in writing of special meetings not less than twenty four (24) hours prior to any special meeting. Staff shall endeavor to provide such notice at least seventy two (72) hours prior to any special meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied. No other business or discussion may be transacted or entertained at a special meeting of the PAC, excepting that business and/or discussion for which the special meeting was called.

C. **Emergency Meetings**

The PAC may hold emergency meetings as defined in the Ralph M. Brown Act without complying with the notice provisions of either Section 2A or Section 2B of this Article IV, provided that the PAC determines that an emergency situation as defined by the Ralph M. Brown Act exists.

D. **Committee Meetings**

Members of the PAC must be notified in writing of committee meetings. Notice of regularly scheduled meetings shall be provided in compliance with section 2A and 2B, above, shall be delivered personally, or by mail, and shall be received at least twenty-four (24) hours before the time of such meeting as specified in the notice.

Any member missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/ unexcused will be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PAC business. A member requesting an excused absence must call the PAC Chair, SS/PI Coordinator or the Clerk of the Boards and request an excused absence prior to the meeting.

E. **Mailing Address**

1. Notices to all meetings of the PAC shall be in writing and delivered

personally, or by mail, to the PAC members' address, as recorded in the PAC records. Representatives, Alternates, and Community members shall be personally responsible for the accuracy of mailing address.

2. Updated contact information should be submitted to the SS/PI Coordinator or Clerk of the Boards within ten (10) calendar days of change.

SECTION 3: Meeting Reimbursement

Each PAC member will receive reimbursement for reasonable expenses. This amount is determined by the Head Start Division according to the PAC Reimbursement Policies and Procedures.

Parents are not to bring small children to the meetings. If small children are present, member will be reimbursed for mileage/transportation only.

- A. Members will receive reimbursement for the actual cost of child care (not to exceed \$30 in a 24-hour day, when attending conferences, workshops, trainings, orientation, Parent Leadership Institute or participation in the Agency hiring process) to be in alignment with PC/PAC Reimbursement Policies and Procedures. Additionally, mileage/transportation will be provided for attending required meetings/obligations listed below:
 1. PAC (regular, annual, emergency and special meetings)
 2. Interview/screening/exam panels
 3. Standing Committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Social/Hospitality, Parent Ambassador)
 4. Office of Head Start (OHS) Monitoring Protocol Training/Review (reimbursement for training received after completion of first review – Monitoring/Evaluation Committee) and Program Self Assessment
 5. Program Area Committees
 6. Health Services Advisory Committee (HSAC)
 7. Ad Hoc (special) Committee Meetings
 8. Governing Board meetings (only applies to the Chair or an Executive Officer in the absence of the Chair)
 9. Food Services Committee
 11. Workforce Investment Board and Committee Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
- B. Member/Alternates who are a spouse or significant other will not each receive reimbursement.
- C. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if a meeting or meetings exceed four (4) hours.

SECTION 4: Rules of Procedures

- A. The PAC shall conduct all meetings, regular, annual, special, or emergency in

conformance with the Ralph M. Brown Act, California Government Code, Section 54950, et. seq.

- B. Except as specifically provided herein, Roberts Rules of Order¹ shall govern procedures in all meetings of the PAC. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these bylaws or Roberts Rule of Order, if a special meeting is called because a regular meeting has been canceled or because a quorum is unavailable at a regular meeting, any matter properly considered at a regular meeting may be considered at the special meeting, provided that all notice, quorum and meeting requirements of this Article IV regarding special meetings have been met.

SECTION 5: Nominations/Elections

PAC members or candidates must be present to be nominated or elected. However, if PAC member is absent due to PAC business, the member may be nominated or elected.

SECTION 6: Voting

Each PAC member has one vote which cannot be cast by proxy. In the event of a conflict of interest, affected members shall, consistent with the California Political Reform Act, disclose the existence of the conflict and shall neither participate in the deliberations regarding, nor vote on, the matter. Actions of the PAC may be taken only by a majority vote of all the members of the PAC, provided that any abstentions shall be counted as votes with the majority of those members actually voting. If a member has not voted because of disqualification due to a conflict of interest, that fact shall be noted in the minutes, and his/her vote shall not be recorded either as an affirmative vote, a negative vote or an abstention.

Article V

Officers

SECTION 1: Officers

The officers of the PAC shall be the Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

SECTION 2: Election and Term of Office

- A. Officers of the PAC shall be elected at the next regularly scheduled meeting following the annual PAC meeting by a plurality vote of the PAC members present and voting, providing a quorum is present. Officers shall take office immediately following the election.

¹Robert's Rules of Order: *Simplified and Applied*, 2nd ed., Copyright 2001.

- B. 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, Home Base Option.
- C. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office.

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.

- A. The Chair of the PAC shall preside over all meetings of the PAC and implement all policies and programs of the PAC. The Chair shall act as the official agent of the PAC in all matters relating to the PAC, and shall be the chief spokesperson and public relations officer for the PAC. The Chair shall have the power to appoint, both in and out of the PAC, any additional positions as needed with ratification of the PAC. The Chair shall represent the PAC at the National Head Start Parent Association Conference. The Chair shall be an ex-officio member of all committees and shall represent the PAC at all Governing Board meetings, but shall adhere to the provisions of Article IV, Meetings; Section 3, as it relates to reimbursement.
- 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.
- C. The Secretary shall call the roll, keep a record of the current and preceding minutes at each meeting, and record resolutions or motions adapted, as may be necessary to expedite the PAC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.
- D. The Treasurer shall work with staff and the PAC Secretary and keep such records, files and accounts as may be necessary to expedite PAC's business. The Treasurer shall be a member of the Social/Hospitality Committee, and the Parent Ambassador Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to Parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

SECTION 4: Vacancy

In the event an officer is unable to perform his/her duties, including failure to learn and/or comply with the rules governing PAC (Bylaws, Brown Act, Robert's Rules of Order), or failure to act in the best interest of the committee; the PAC Chair shall appoint an interim officer until the officer returns to duty or is replaced at the next regularly scheduled meeting. The appointment must be made from among the membership of the PAC.

- A. In the event of a vacancy in the position of Chair, the Vice Chair becomes Chair until the next regular election in December.
- B. In the event of a vacancy in any other office, an election shall take place at the next regular, annual or special meeting of the PAC.

Article VI

Committees

The quorum of the PAC shall be 51% of the committee membership. Membership is determined by the selection of the PAC. A majority (51%) of the quorum must be current parents. No committee meeting shall have a majority of PAC members present without proper public notice. Reference page Article III, Membership, Section 6, Attendance, A. Absences, for Standing and Program Area Committee meeting attendance.

Any member missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/unexcused will be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PAC business. A member requesting an excused absence must call the PAC Chair, SS/PI Coordinator or Clerk of the Boards and request an excused absence prior to the meeting.

SECTION 1: Standing Committees

There is, hereby, created standing committees of the PAC. The following are standing committees: Executive, Budget/Planning, Personnel/Bylaws, Social/Hospitality, and Parent Ambassador.

A. Executive Committee

The Executive Committee shall be comprised of all elected officers (per Article V of these By-laws). The Executive Committee shall perform the powers, duties, and functions of the PAC in emergency situations when the PAC cannot be convened or quorum cannot be obtained and such other powers, duties, and functions, as deemed necessary, be established by the PAC. The meeting may be called by the PAC Chair, the Children and Family Services Deputy Director, the SETA Executive Director, or the SETA Governing Board. The committee

shall report to the full PAC, in writing, all actions for ratification at the next meeting.

B. **Budget/Planning Committee**

Budget/Planning Committee shall be comprised of the Treasurer and other Representatives who shall be selected by the PAC promptly after each annual meeting. This Committee shall review all HS/EHS budgets and modifications for the HS/EHS funding year and submit their review to the full PAC for approval. **In addition, this Committee shall have input on program design and operations and long- and short-term planning goals and objectives.** It is recommended that all HS/EHS budget modifications and amendments be approved by the PAC prior to Policy Council approval. A monthly fiscal report shall be provided to the full PAC on the fiscal status of the HS/EHS budget. It shall be the duty of this committee to oversee the expenditures of the PAC and to report the acquired and expended amount of money to the full PAC.

C. **Personnel/Bylaws Committee**

The Personnel/Bylaws Committee shall be comprised of the Parliamentarian and Representatives. They shall be selected by the PAC promptly after each annual meeting. It shall be the duty of this committee to deal with all personnel matters and recommend any changes in Bylaws to the full PAC.

D. **Social/Hospitality Committee**

The Social/Hospitality Committee shall be comprised of the Secretary, Treasurer and Representatives selected by the PAC promptly after each annual meeting. The primary duty of this committee shall be to report to the full PAC all social activities.

E. **Parent Ambassador Committee**

The Parent Ambassador Committee shall be composed of the Vice Chair, who shall oversee the Committee, and the Secretary, Treasurer, former parents and other members who shall be selected after each annual meeting of the PAC. Former parents who no longer serve on the PAC shall receive reimbursement for participation for one (1) program year. The duty of this committee shall be to promote all PAC trainings/events, and Head Start children activities. It shall be the sole duty of this Committee to report the expenditures of funds to the PAC monthly.

SECTION 2: Program Area Committees

There is hereby created Program Area Committees of the PAC. The following are Program Areas: Early Childhood Development and Health Services, Parent, Family and Community Engagement, Monitoring and Evaluation.

- ♦ **Early Childhood Development and Health Services Committee** shall be comprised of one (1) staff and representatives who shall plan and review the Early Childhood Development and Health Services program content area and participate in curriculum/instruction and health and safety.

- ♦ **Parent, Family and Community Engagement Committee** shall be comprised of one (1) staff and Representatives who shall plan and review the Parent, Family and Community Engagement Committee program area.
- ♦ **The Men's Activities Affecting Children Committee (MAACC)** shall be comprised of one (1) staff and Representatives who shall plan and review the Male Involvement program.
- ♦ **The Monitoring and Evaluation Committee** shall be comprised of one (1) staff and the Committee of the Whole who shall plan, review and oversee program.
- ♦ **The Food Services Committee** shall be comprised of one (1) staff and Representatives who shall plan, review and oversee program food service.

PAC Representatives shall select at least two (2) Program Area committees to serve on as described above. Special circumstances may be excused by the Chair.

SECTION 3: Special Committees

When necessary to carry on the work of the PAC, other committees, such as Ad Hoc (special committees), shall be appointed by the Chair. Such committee must have a purpose and time frame for committee appointment. All elected committee meeting members attending approved special committee meetings will receive the standard reimbursement.

A report will be provided to the full PAC.

Article VII

Reports

SECTION 1: Reports

The following reports shall be provided to the PAC monthly. The purpose of reports is to maintain control of program quality and program accountability:

- ✓ Fiscal Reports (Budget Reports)
- ✓ Corporate Card Statement of Accounts (Credit Card Expense Report)
- ✓ USDA Meal/Snacks Report - Child and Adult Care Food Program (CACFP) Report SOP
- ✓ Program Information Summaries (Monthly Head Start Report)
- ✓ Sacramento County HS/EHS Program Enrollment Report (Enrollment Report)

Article VIII

Bylaws Amendment

These Bylaws may be amended by a two-thirds (2/3) vote of the membership of the PAC present and voting, providing that:

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PAC. Proposals to amend these Bylaws must originate at least four full calendar weeks prior to the final voting and acceptance or rejection of the proposals.
- C. Written notice of the intention to amend these Bylaws be forwarded to members of the PAC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.
- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voting upon, and further, that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place except at a regular, annual or special meeting of the PAC.

PAC approved 9/20/16

ITEM IV- A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information
 - Parent/Staff Recognition: Ms. Terri McMillin
 - ✓ PAC Meeting Perfect Attendance Recognition
 - Toastmasters Training Reports – Ms. Terri McMillin
 - Committee Reports:
 - ✓ Executive Committee: Ms. Terri McMillin
 - ✓ Budget/Planning Committee: Ms. Terri McMillin
 - Seating of New Parent Advisory Committee Representatives (2016-2017)
 - Introduction of PAC Representatives (2016-2017)
 - Introduction of SETA Head Start Staff
 - How to Make and Present Motions – Ms. Terri McMillin
 - Fiscal Report/Corporate Card Monthly Statement of Account – Ms. D'et Saurbourne (attached)
 - Board Procedures
 - ✓ Reimbursements and Budget/Planning – Ms. D'et Saurbourne
 - ✓ Personnel – Ms. Allison Noren and Mr. John Allen
 - ✓ Conflict of Interest – Ms. Nancy Hogan
 - Officer Elections will be held on January 17, 2017 (Board Meeting)

NOTES:

➤ Executive Committee

Critique of the October 18, 2016 Parent Advisory Committee meeting.

GOOD!!!
Thank you Ms. Denise Lee for the update on the revised Head Start Extended Duration of Service Application to the OHS.
Thank you Ms. Robyn Caruso for the monthly manager report.
Thank you Ms. Martha Cisneros for your monthly update.
A special thank you to all board members for your participation on the PAC for program year 2015/16.
NEEDS IMPROVEMENT
ATTENDANCE. Please make every effort to attend board meetings and committee meetings.
If you will be late or will not attend the PAC board meetings, please call or e-mail Terri McMillin, Chair, Marie Desha, or Nancy Hogan.
REMINDERS
Please be on time and be seated by 8:50 a.m.
Please turn off <u>all</u> electronic devices.
No eating in the Board room.
Please remember to use point of privilege and be recognized by the Chair before leaving your seat.

➤ Budget/Planning Committee

ITEM III-B – ACTION

ELECTION OF SETA-OPERATED REPRESENTATIVES AND
ALTERNATES TO THE POLICY COUNCIL

BACKGROUND:

This agenda item provides an opportunity for the PAC to elect SETA-Operated Representatives and Alternates to the Sacramento County Head Start Policy Council (PC).

The duties of Representatives include:

- ✓ Attend monthly Policy Council meetings held at the SETA Boardroom on the fourth Tuesday of each month at 9:00 a.m.
- ✓ Attend Committee meetings as needed
- ✓ Report to the PAC members information received and decisions made by the Policy Council
- ✓ Policy Council Representatives must be a parent of children currently enrolled in the Head Start/Early Head Start program

PAC Bylaws referenced :

Article III – Membership, Section 3: Policy Council Members, B:

“Six (6) SOP PAC Representatives and six (6) Alternates shall be elected to the Policy Council. Representatives must be a parent of a child/children currently enrolled in the SOP Head Start program. Partner Representatives are not eligible to hold an SOP PAC Representative seat on the PC.”

In addition, refer to:

Article III – Membership, Section 5: Other Provisions, E:

“Members holding a seat (member who has not been re-elected/replaced) at the Annual PAC meeting shall not be elected to represent PAC on the PC.”

ITEM III-B – ACTION (continued)
Page 2

RECOMMENDATION:

That the Parent Advisory Committee elect six Representatives and six Alternates.

NOTES:

Representative nominated:

Alternates nominated:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM IV- A – INFORMATION
(continued)

STANDING INFORMATION

BACKGROUND:

This agenda item provides an opportunity for information to be shared on the following:

- A. Standing Information (continued)
 - PC/PAC Calendar of Events – Ms. Terri McMillin
 - Community Resources – Parent/Staff
 - Child Care Center Food Menu (attached)

CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PC/PAC Parent Ambassador Committee <i>Canceled - Veterans Day Holiday</i>	Friday, November 11, 2016 1:00 p.m. Olympus Room
PAC Executive Committee	Thursday, November 17, 2016 9:00 a.m. Magnolia Room
PC Executive Committee	Thursday, December 1, 2016 9:00 a.m. Olympus Room
PC/PAC Meet and Greet Breakfast	Friday, December 2, 2016 9:00 a.m. – 10:30 a.m. Sequoia Room
PC/PAC Budget/Planning Committee	Tuesday, December 6, 2016 1:00 p.m. Oak Room

December

Sun	Mon	Tue	Wed	Thu	Fri
<p>No PC or PAC Meetings this month</p>				<p>1 9:00 a.m. PC Executive Meeting Olympus Room</p>	<p>2 9:00 a.m. PC/PAC Meet & Greet Breakfast Sequoia Room</p>
4	5	<p>6 1:00 p.m. PC/PAC Budget/Planning Committee Oak Room</p>	7	8	<p>9 1:00 p.m. Parent Ambassadors Meeting Olympus Room</p>
11	12	<p>13 9:00 AM Elk Grove PC Meeting Prairie Pre-K 2 5251 Valley Hi Drive Sacramento 95823</p>	14	<p>15 8:30 AM Twin Rivers PC Meeting 155 Morey Avenue Sacramento 95838 9:00 AM San Juan PC Meeting 1500 Dom Way Sacramento 95864 9:00 AM Sacramento City PC Meeting Capital City Multipurpose Room, 7220 24th Street Sacramento 95823</p>	16
18	19	20	<p>21 5:15 PM WCIC PC Meeting 3555 3rd Avenue Sacramento 95817</p>	22	23
25	26	27	28	29	30
<p>AGENCY CLOSED</p>					

2016

SETA HEAD START MENU

November 2016

Monday

Tuesday

Wednesday

Thursday

Friday

1 Breakfast Week 1
Milk
Cantaloupe, fresh
Cheerios, Whole Grain Cereal
Lunch
Milk
American Cheese
Apple, fresh
Whole Wheat Bread
Potato Salad
Watermelon, fresh or
Snack
Milk
Crackers, Lemon Dinosaur

2 Breakfast Week 1
Milk
Whole Wheat Bisquit
Peaches
Lunch
Milk
Burrito
Cheddar Cheese
Romaine Lettuce
Refried Beans
Strawberries, fresh or
Tangerine, fresh or
Tomato, diced
Tortilla, Whole Wheat
Snack
Banana, fresh
Strawberry Yogurt

3 Breakfast Week 1
Milk
Pineapple, tidbits
Whole Wheat Bagel
Lunch
Milk
Oranges, Mandarin
Spanish Rice, Chicken & Corn
Zucchini sticks
Snack
Apple, fresh
Sun Butter

4 Breakfast Week 1
Milk
Banana, fresh
Muffin, Blueberry
Lunch
Milk
Whole Wheat Bread
Cantaloupe, fresh
Carrot, fresh
Turkey Sliced
Snack
Bean Dip
Tortilla, Whole Wheat

7 Breakfast Week 2
Milk
Apple, fresh
Multi Grain Flakes Cereal
Lunch
Milk
Apricots
BBQ Beef Burger
Mixed Vegetables
Whole Wheat Bun
Snack
Oranges, fresh
Yogurt, Strawberry Banana

8 Breakfast Week 2
Milk
French Toast Sticks
Pears
Lunch
Milk
Apple, fresh
Chicken Drumsticks
Macaroni Salad
Tomato, fresh
Watermelon, fresh or
Snack
Milk
Brown Rice Krispies Cereal

9 Breakfast Week 2
Milk
Oatmeal Cereal
Pineapple, tidbits
Raisins
Lunch
Milk
Beans Refried
Coleslaw Salad
Strawberries, fresh or
Tangerine, fresh or
Tortilla, Whole Wheat
Snack
String Cheese
Peaches

10 Breakfast Week 2
Milk
Banana, fresh
Crispix Cereal
Lunch
Milk
BBQ Beef Brisket
Carrot, fresh
Oranges, fresh
Whole Grain Mini Hoagie Roll
Snack
Milk
Crackers, Goldfish

11 Breakfast Week 2
NO CLASSES
NO CLASSES
NO CLASSES
Lunch
NO CLASSES
NO CLASSES
NO CLASSES
NO CLASSES
NO CLASSES
NO CLASSES
Snack
NO CLASSES

14 Breakfast Week 3
Milk
Cheerios Cereal
Oranges, fresh
Lunch
Milk
Apple, fresh
Green Peas
Macaroni & Cheese
Watermelon, fresh or
Snack
Crackers, Wheat Thins
Pears

15 Breakfast Week 3
Milk
Applesauce
Waffles, sticks
Lunch
Milk
Beef Ravioli
Spinach Salad
Whole Grain Buns
Oranges, fresh
Snack
Apple, fresh
Sun Butter

16 Breakfast Week 3
Milk
Whole Wheat Bisquit
Peaches
Lunch
Milk
Beans Refried
Cantaloupe, fresh
Tomato, diced
Tortilla, Whole Wheat
Snack
Whole Grain Buns
Turkey Sliced

17 Breakfast Week 3
Milk
Banana, fresh
Whole Wheat Bagel
Lunch
Milk
Whole Wheat Bread
Carrot, fresh
Strawberries, fresh or
Tangerine, fresh or
Turkey Sliced
Snack
Cottage Cheese
Pineapple, tidbits

18 Breakfast Week 3
Milk
Muffin, Banana
Oranges, fresh
Lunch
Milk
Apricots
Swiss American Cheese
Tortilla, Whole Wheat
Zucchini sticks
Snack
Milk
Crackers, Lemon Dinosaur

21 Breakfast Week 4
Milk
Apple, fresh
Brown Rice Krispies Cereal
Lunch
Milk
Beef, Hamburger
Corn
Oranges, fresh
Whole Wheat Bun
Snack
Crackers, Cheese-It
Peaches

22 Breakfast Week 4
Milk
Pineapple, tidbits
Whole Wheat Bagel
Lunch
Milk
Apricots
Beans Refried
Broccoli, fresh
Tortilla, Whole Wheat
Snack
Milk
Cheerios, Whole Grain Cereal

23 Breakfast Week 4
Milk
Banana, fresh
Oatmeal Cereal
Lunch
Milk
Cheese Enchilada with Sauce
Romaine Lettuce Salad
Oranges, fresh
Snack
Hummus
Vegetable Stick Melody

24 Breakfast Week 4
NO CLASSES
NO CLASSES
NO CLASSES
Lunch
NO CLASSES
NO CLASSES
NO CLASSES
NO CLASSES
NO CLASSES
NO CLASSES
Snack
NO CLASSES
NO CLASSES

25 Breakfast Week 4
NO CLASSES
NO CLASSES
NO CLASSES
Lunch
NO CLASSES
NO CLASSES
NO CLASSES
NO CLASSES
NO CLASSES
NO CLASSES
Snack
NO CLASSES
NO CLASSES

28 Breakfast Week 5
Milk
Pancakes
Pears
Lunch
Milk
Apricots
Chicken Patty
Coleslaw Salad
Whole Wheat Bun
Snack
Pineapple, tidbits
Yogurt, Raspberry

29 Breakfast Week 5
Milk
Apple, fresh
Cheerios, Whole Grain Cereal
Lunch
Milk
Refried Beans
Strawberries, fresh or
Tangerine, fresh or
Tomato Salsa
Tortilla, Whole Wheat
Snack
Milk
Multi Grain Flakes Cereal

30 Breakfast Week 5
Milk
Whole Wheat Bisquit
Peaches
Lunch
Milk
Cantaloupe, fresh
Whole Grain Buns
Potato Salad
Turkey Sliced
Snack
Banana, fresh
Crackers, Lemon Dinosaur

SETA HEAD START MENU

Noviembre 2016

Lunes

Martes

Miércoles

Jueves

Viernes

1 Desayuno Week 1
 Leche
 Melón
 Cereal Cheerios de Grano Integ
Comida
 Leche
 Queso Americano
 Manzana
 Pan de Trigo Integral
 Ensalada de Papa
 Sandía Fresca o
Bocadillo
 Leche
 Dinosaurios de Galleta de Limón

2 Desayuno Week 1
 Leche
 Bizcocho de Trigo Integral
 Durazno
Comida
 Leche
 Burrito
 Queso Cheddar
 Lechuga Romana
 Frijoles Refritos
 Fresa
 Tanjarina o
 Jitomate Picado
 Tortilla de Trigo Integral
Bocadillo
 Plátano Fresco
 Yogur de Fresa

3 Desayuno Week 1
 Leche
 Piña Machacada
 Bagel de Trigo Integral
Comida
 Leche
 Mandarina
 Arroz Español con Pollo
 Varitas de Calabacita
Bocadillo
 Manzana
 Mantequilla de Semilla de Girasol

4 Desayuno Week 1
 Leche
 Plátano Fresco
 Mollete con Arándanos Azules
Comida
 Leche
 Pan de Trigo Integral
 Melón
 Zanahoria
 Rebanada de Pavo
Bocadillo
 Puré de Frijoles
 Tortilla de Trigo Integral

7 Desayuno Week 2
 Leche
 Manzana
 Ojuelas de Cereal Multigrano
Comida
 Leche
 Chabacano
 Hamburguesa de Res
 Verduras Mixtas
 Pan de Trigo Integral
Bocadillo
 Naranja
 Yogur de Fresa y Plátano

8 Desayuno Week 2
 Leche
 Baritas de Pan Francés Tostad
 Pera
Comida
 Leche
 Manzana
 Pierna de Pollo
 Ensalada de Macarrón
 Jitomate Fresco
 Sandía Fresca o
Bocadillo
 Leche
 Cereal Integral Rice Krispies

9 Desayuno Week 2
 Leche
 Avena
 Piña Machacada
 Pasas
Comida
 Leche
 Frijoles Refritos
 Ensalada de Col
 Fresa
 Tanjarina o
 Tortilla de Trigo Integral
Bocadillo
 Hilos de Queso
 Durazno

10 Desayuno Week 2
 Leche
 Plátano Fresco
 Cereal Crispix
Comida
 Leche
 Pecho de Res Asado
 Zanahoria
 Naranja
 Mini Panecillo de Grano Entero
Bocadillo
 Leche
 Pescados Dorados de Galleta

11 Desayuno Week 2
 NO CLASES
 NO CLASES
 NO CLASES
Comida
 NO CLASES
 NO CLASES
 NO CLASES
 NO CLASES
 NO CLASES
Bocadillo
 NO CLASES

14 Desayuno Week 3
 Leche
 Cereal Cheerios
 Naranja
Comida
 Leche
 Manzana
 Chicharos
 Macarrón y Queso
 Sandía Fresca o
Bocadillo
 Galletas de Trigo Integral
 Pera

15 Breakfast Week 3
 Milk
 Applesauce
 Waffles, sticks
Lunch
 Milk
 Beef Ravioli
 Spinach Salad
 Whole Grain Buns
 Oranges, fresh
Snack
 Apple, fresh
 Sun Butter

16 Breakfast Week 3
 Milk
 Whole Wheat Bisquit
 Peaches
Lunch
 Milk
 Beans Refried
 Cantaloupe, fresh
 Tomato, diced
 Tortilla, Whole Wheat
Snack
 Whole Grain Buns
 Turkey Sliced

17 Breakfast Week 3
 Milk
 Banana, fresh
 Whole Wheat Bagel
Lunch
 Milk
 Whole Wheat Bread
 Carrot, fresh
 Strawberries, fresh or
 Tangerine, fresh or
 Turkey Sliced
Snack
 Cottage Cheese
 Pineapple, tidbits

18 Breakfast Week 3
 Milk
 Muffin, Banana
 Oranges, fresh
Lunch
 Milk
 Apricots
 Swiss American Cheese
 Tortilla, Whole Wheat
 Zucchini sticks
Snack
 Milk
 Crackers, Lemon Dinosaur

21 Desayuno Week 4
 Leche
 Manzana
 Cereal Integral Rice Krispies
Comida
 Leche
 Hamburguesa de Res
 Elote
 Naranja
 Pan de Trigo Integral
Bocadillo
 Galletas Cheese-It
 Durazno

22 Desayuno Week 4
 Leche
 Piña Machacada
 Bagel de Trigo Integral
Comida
 Leche
 Chabacano
 Frijoles Refritos
 Brócoli
 Tortilla de Trigo Integral
Bocadillo
 Leche
 Cereal Cheerios de Grano Integ

23 Desayuno Week 4
 Leche
 Plátano Fresco
 Avena
Comida
 Leche
 Enchilada de Queso con Salsa
 Ensalada de Lechuga Romana
 Naranja
Bocadillo
 Puré de Garbanzo
 Varitas de Verduras Melody

24 Desayuno Week 4
 NO CLASES
 NO CLASES
 NO CLASES
Comida
 NO CLASES
 NO CLASES
 NO CLASES
 NO CLASES
 NO CLASES
 NO CLASES
Bocadillo
 NO CLASES
 NO CLASES

25 Desayuno Week 4
 NO CLASES
 NO CLASES
 NO CLASES
Comida
 NO CLASES
 NO CLASES
 NO CLASES
 NO CLASES
 NO CLASES
Bocadillo
 NO CLASES
 NO CLASES

28 Desayuno Week 5
 Leche
 Jotqueis
 Pera
Comida
 Leche
 Chabacano
 Torta de Pollo
 Ensalada de Col
 Pan de Trigo Integral
Bocadillo
 Piña Machacada
 Yogur de Frambuesa

29 Desayuno Week 5
 Leche
 Manzana
 Cereal Cheerios de Grano Integ
Comida
 Leche
 Frijoles Refritos
 Fresa
 Tanjarina o
 Salsa de Jitomate
 Tortilla de Trigo Integral
Bocadillo
 Leche
 Ojuelas de Cereal Multigrano

30 Desayuno Week 5
 Leche
 Bizcocho de Trigo Integral
 Durazno
Comida
 Leche
 Melón
 Pan de Grano Integral
 Ensalada de Papa
 Rebanada de Pavo
Bocadillo
 Plátano Fresco
 Dinosaurios de Galleta de Limón

ITEM IV-B - INFORMATION

GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the attached Governing Board minutes of the August 4, 2016 meeting.

NOTES:

**REGULAR MEETING OF THE
SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
GOVERNING BOARD**

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, August 4, 2016
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:05 a.m. Mr. Nottoli led the board in the Pledge of Allegiance. The roll was called and a quorum established.

Members Present:

Sophia Scherman, Chair, Governing Board; Public Representative
Patrick Kennedy, Member, Board of Supervisors
Don Nottoli, Member, Board of Supervisors

Members Absent:

Jay Schenirer, Vice Chair, Governing Board; Councilmember, City of Sacramento
Allen Warren, Councilmember, City of Sacramento

- ➔ Recognition of long-term employee: James A. McNeal,
Workforce Development Professional III, 20 years

Ms. Diana Douglas, supervisor of the Hillsdale Career Center, provided an overview of Mr. James McNeal's 20 years of service at SETA. Board members extended their congratulations to Mr. McNeal.

II. Consent Items

- A. Minutes of the July 7, 2016 Regular Board Meeting
B. Approval of Claims and Warrants

The consent items were reviewed; no questions or corrections.

Moved/Nottoli, second/Kennedy, to approve the consent items as follows:

- A. Approve the July 7, 2016 minutes.
B. Approve the claims and warrants for the period 6/29/16 through 7/28/16.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer and Warren)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Sacramento Employment and Training Agency Final Budget for Fiscal Year 2016-2017

Ms. Loretta Su, Fiscal Chief, stated that in June 2016 the board took action to approve a recommended budget. The final budget is \$84,897,711 which reflects a net decrease in funding of \$3,695,055 from last year's budget. This decrease is primarily due to a reduction of WIOA formula and discretionary funding. Ms. Su reviewed the various reductions in the budget. The City Council and Board of Supervisors will take action on this budget at upcoming meetings.

Mr. Thatch stated that a public hearing was opened in June; the action of the board will be to close the public hearing and approve the final budget.

Moved/Nottoli, second/Kennedy, to close the public hearing and approve the Sacramento Employment and Training Agency final budget for Fiscal Year 2016-2017.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer and Warren)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant: None.

One Stop Services: None.

C. CHILDREN AND FAMILY SERVICES:

1. Ratification of Submission of the Revised Head Start Extended Duration of Services Application to the Office of Head Start

Ms. Denise Lee reviewed this item requesting ratification of an application for extended services. The application was originally approved in May and June but clarification from the Office of Head Start resulted in additional modifications. The application has been revised to include changes for the SETA-operated program, San Juan USD, and Women's Civic Improvement Club.

Ms. Lee stated that the modified application submitted was in the amount of \$3,678,339.

Mr. Nottoli asked whether new locations would be considered in the Antelope, Folsom (by the prison), or the South Natomas areas. Ms. Lee stated that staff is constantly on the look for new locations. Ms. Lee stated staff will consult with the Child Care Planning Council to determine the need.

Moved/Nottoli, second/Kennedy, to ratify the submission of the revised Head Start Extended Duration of Services application to the Office of Head Start to extend the duration of services to Head Start children in Sacramento County.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer and Warren)

2. Approval to Submit the Early Head Start-Child Care Partnership and Expansion Application to the Office of Head Start

Ms. Denise Lee stated that this is an expansion opportunity; the application is due August 24 which would add 47 new Head Start slots. The application would request basic, expansion, and training/technical funds in the amount of \$1,616,265 million. Delegates are not interested in expanding their slots because the cost of these slots is so expensive to operate. It is a very high cost per child.

Ms. Lee thanked Ms. D'et Saurbourne and Ms. Robyn Caruso for their work on the grants.

Moved/Kennedy, second/Nottoli, to approve the submission of the Early Head Start - Child Care Partnership and Expansion application to the Office of Head Start to expand services to infant/toddlers in Sacramento County.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer and Warren)

IV. Information Items

A. Labor Market Information Presentation

Ms. Kossick stated that part of the Workforce Innovation and Opportunity Act is that SETA will be required to develop a regional plan. SETA engaged the Labor Management Information Division of the Employment Development Department to gather information as a region as well as each local workforce development

area. Today's presentation by Ms. Elizabeth Bosley is the beginning of this regional research.

- B. Fiscal Monitoring Reports: No additional report.
- C. Employer Success Stories and Activity Report: No additional report.
- D. Dislocated Worker Update

Mr. William Walker reported that the Flap Jacks facility recently burned down. He and his staff contacted the business and connected them to the county so they can find a space for temporary operations. Farrell's Ice Cream Parlor closed due to several issues, primarily not being able to negotiate a new lease; 140 employees were affected. Staff is also working with Lees Contractor at Arco Arena to assist in the transition of their employees to Golden One Center.

- E. Unemployment Update/Press Release from the Employment Development Department: No additional report.
- F. Head Start Reports: No additional report.

V. Reports to the Board

- A. Chair: Ms. Scherman announced that last Saturday, the Soroptimist worked with Kohl's to outfit 99 children identified in need for school clothes. The children were allowed to spend \$150 for back to school clothes. Ms. Scherman stated that it was a wonderful event and encouraged the audience to consider participating in such an event.
- B. Executive Director: Ms. Kossick wished Ms. Scherman a Happy Birthday on August 18. Ms. Kossick also mentioned the Head Start outreach and recruitment material distributed to board members.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No comments.

VI. Adjournment: The meeting was adjourned at 11:05 a.m.

ITEM V

OTHER REPORTS

BACKGROUND:

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

- Chair's Report – Ms. Terri McMillin
- Head Start Deputy Director's Monthly Report – Ms. Denise Lee
 - ✓ Monthly Head Start Report
 - ✓ California Head Start Association
- Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, and ERSEA Services
 - Attendance and Chronic Absence Presentation
 - Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services
 - Martha Cisneros - Health, Nutrition and Safe Environments Services
 - Karen Griffith - School Readiness, Special Education and Mental Health Services

NOTES:



SETA Head Start Food Service Operations Monthly Report *September 2016

September 1st & 2nd - Northview Center closed for painting.

September 2nd - Minimum Day Preschool & EHS Full Day Classes.

September 5th - Holiday.

September 6th to 12th - Elkhorn closed for painting.

September 8th - Many EHS classes closed for Teacher Training.

September 12th - WCIC classes re-start.

September 13th - Elkhorn Center reopens EHS & full day class.
PAC Parents tour and visit to the Central Kitchen.

September 14th - The Walnut Grove Center opens.
Elkhorn reopens all classes.

September 30th - The Walnut Grove Center closed 1 class for teacher training.
The Marina Vista Center closed due to plumbing issues.

Meetings & Trainings:

Cook Drivers Celia & Bea attended a SERV SAFE Training on September 7th.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
40,231	15,000	26,010	160

Total Amount of Meals and Snacks Prepared 81,401

Purchases:

Food	\$85,469.76
Non - Food	\$20,604.40

Building Maintenance and Repair: \$1,327.07

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$11,095.35

Vehicle Maintenance and Repair : \$0.00

Vehicle Gas / Fuel: \$1,152.69
Normal Delivery Days 21

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

October 2016

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: 1305.6 (c) states *that at least 10% of the total number of enrollment in each grantee and delegate agency must be made available to children with disabilities.*

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	2028	212	10%	369	59	16%
Twin Rivers USD	233	19	8%			
Elk Grove USD	440	39	9%			
Sac City USD	1211	89	7%	144	13	9%
San Juan USD	668	68	10%	160	13	8%
WCIC	120	7	6%			
EHS CCP				80	2	3%
COUNTY TOTAL	4700	434	9%	753	87	12%

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: 10/31/2016						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Alder Grove ELC	1247A	9	7	2	0	9
Alder Grove ELC	1247B	12	12	0	0	12
Auberry Park	1238A	19	17	2	1	20
Auberry Park	1238B	20	15	5	0	20
Bannon Creek	1200A	20	17	3	0	20
Bannon Creek	1200B	20	17	3	2	22
Bannon Creek	1200C	19	14	5	1	20
Bannon Creek	1200D	20	19	1	1	21
Bright Beginnings	1201A	14	13	1	0	14
Bright Beginnings	1201C	16	13	3	1	17
Bright Beginnings	1201D	19	14	5	0	19
Crossroad Gardens	1242A	20	16	4	0	20
Crossroad Gardens	1242B	18	12	6	3	21
Crossroad Gardens	1242R	21	16	5	1	22
Crossroad Gardens	1242X	22	20	2	0	22
Elkhorn	1255A	20	17	3	1	21
Elkhorn	1255B	20	17	3	2	22
Elkhorn	1255C	20	11	9	0	20
Elkhorn	1255D	20	14	6	0	20
Elkhorn	1255X	22	18	4	1	23
Freedom Park	1239A	20	14	6	0	20
Freedom Park	1239B	19	13	6	2	21
Freedom Park	1239C	20	12	8	0	20
Freedom Park	1239D	20	17	3	0	20
Freedom Park	1239R	22	13	9	1	23
Freedom Park	1239X	20	10	10	1	21
Fruitridge	1216A	14	12	2	2	16
Fruitridge	1216B	20	13	7	2	22
Fruitridge	1216C	20	18	2	0	20
Fruitridge	1216D	19	17	2	0	19
Galt	1234A	20	20	0	1	21
Galt	1234B	20	19	1	1	21
Galt	1234C	19	16	3	1	20
Galt	1234D	20	18	2	0	20

Galt	1234E	19	17	2	2	21
Galt	1234F	20	17	3	0	20
Grizzly Hollow	1252A	20	15	5	0	20
Grizzly Hollow	1252B	20	20	0	0	20
Hillsdale	1228A	20	14	6	0	20
Hillsdale	1228B	16	11	5	3	19
Hillsdale	1228C	20	12	8	0	20
Hillsdale	1228D	19	13	6	2	21
Hillsdale	1228R	22	14	8	0	22
Hillsdale	1228X	19	9	10	0	19
Hopkins Park	1253A	15	13	2	0	15
Hopkins Park	1253B	16	13	3	0	16
Hopkins Park	1253C	20	15	5	0	20
Hopkins Park	1253D	18	11	7	0	18
Illa Collin	1221A	13	10	3	2	15
Illa Collin	1221B	20	11	9	1	21
Job Corp	1237X	22	19	3	0	22
Kennedy Estates	1240A	19	16	3	1	20
Kennedy Estates	1240B	14	12	2	1	15
La Verne Sterwart	1219A	8	5	3	1	9
La Verne Sterwart	1219B	18	11	7	0	18
Marina Vista ELC	1246A	20	16	4	2	22
Marina Vista ELC	1246R	14	11	3	0	14
Marina Vista ELC	1246X	14	13	1	1	15
Mather	1223A	20	14	6	2	22
Mather	1223B	15	13	2	6	21
Mather	1223C	18	15	3	0	18
Mather	1223D	18	14	4	2	20
Mather	1223X	22	20	2	0	22
Nedra Court	1244A	15	15	0	1	16
Nedra Court	1244B	10	7	3	0	10
Nedra Court	1244C	16	14	2	0	16
Norma Johnson	1214A	20	12	8	0	20
Norma Johnson	1214B	19	12	7	2	21
Norma Johnson	1214X	22	15	7	0	22
North Avenue	1256A	20	15	5	2	22
North Avenue	1256B	20	13	7	2	22
North Avenue	1256X	20	16	4	3	23

Northview	1224A	18	16	2	3	21
Northview	1224B	20	13	7	2	22
Northview	1224C	20	12	8	0	20
Northview	1224D	20	16	4	0	20
Northview	1224X	22	18	4	0	22
Parker	1207E	12	12	0	4	16
Phoenix Park	1248A	19	18	1	0	19
Phoenix Park	1248B	20	19	1	1	21
Phoenix Park	1248X	20	19	1	1	21
Sharon Neese	1249R	21	15	6	2	23
Sharon Neese	1249X	21	15	6	1	22
Solid Foundation	1254A	20	14	6	0	20
Solid Foundation	1254B	19	16	3	0	19
Solid Foundation	1254C	20	17	3	1	21
Solid Foundation	1254D	15	15	0	2	17
Strizek Park	1225A	20	10	10	0	20
Strizek Park	1225B	20	11	9	2	22
Vineland	1211A	19	12	7	0	19
Vineland	1211B	19	15	4	1	20
Walnut Grove	1235A	19	15	4	1	20
Walnut Grove	1235C	14	11	3	2	16
Alder Grove Infant/Toddler Center	1212M	8	5	3	0	8
Alder Grove Infant/Toddler Center	1212U	4	2	2	4	8
Crossroad Gardens	1242U	8	6	2	0	8
Elkhorn	1255M	8	7	1	0	8
Elkhorn	1255U	8	6	2	2	10
Job Corp	1237M	8	8	0	0	8
Job Corp	1237U	8	5	3	0	8
Marina Vista ELC	1246U	7	7	0	0	7
Mather	1223M	7	5	2	0	7
Mather	1223U	7	6	1	1	8
Norma Johnson	1214U	8	4	4	1	9
Northview	1224U	8	7	1	0	8
Phoenix Park	1248U	7	7	0	0	7
Sharon Neese	1249M	8	5	3	0	8
Sharon Neese	1249U	8	6	2	0	8
TOTALS for Head Start		1835	1419	416	92	1927
HS Totals		1723				

Drops w/in 30	84	
P/S Home Base	121	
Total	1928	
EHS Totals	112	
Drops w/in 30	8	
SCOE	41	
River Oaks	60	
EHS Home Base	155	
Total	376	
GRAND TOTAL	2304	

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2016 to 2017

Period: October 2016

Part Day Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	% ADA	ADA	%ADA
Grizzly Hollow	40	17	35	88%	40	100%
Freedom Park	80	20	61	76%	77	96%
Galt	120	20	96	80%	119	99%
Bright Beginnings	60	17	41	68%	49	82%
Phoenix Park	40	20	29	73%	36	90%
Fruitridge	80	20	59	74%	68	85%
Elkhorn	80	20	62	78%	74	93%
Illa Collin	40	17	25	63%	30	75%
Vineland	40	17	34	85%	38	95%
Northview	80	20	61	76%	76	95%
Strizek Park	40	20	28	70%	36	90%
Hillsdale	80	20	58	73%	72	90%
Nedra Court	60	20	35	58%	39	65%
Auberry Park	40	17	30	75%	38	95%
Hopkins Park	80	20	56	70%	67	84%
Bannon Creek	80	20	65	81%	78	98%
Kennedy Estates	40	17	28	70%	32	80%
Marina Vista ELC	20	16	15	75%	18	90%
Alder Grove ELC	40	17	16	40%	19	48%
La Verne Sterwart	40	20	19	48%	25	63%
Mather	80	20	53	66%	68	85%
Solid Foundation	80	20	58	73%	69	86%
Norma Johnson	40	20	27	68%	36	90%
Parker	13	20	9	69%	12	92%
Crossroad Gardens	40	20	29	73%	36	90%
North Avenue	40	16	34	85%	39	98%
Walnut Grove	40	19	26	65%	33	83%

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2016 to 2017

Period: October 2016

Full Day Classes						
			Present Only		Present/Excused	
Center Name	Funded Enrollment	Total Days	ADA	% ADA	ADA	%ADA
Hillsdale	44	20	34	77%	40	91%
Mather	22	21	19	86%	21	95%
Marina Vista ELC	44	21	19	43%	21	48%
Sharon Neese	44	21	33	75%	40	91%
Crossroad Gardens	44	21	37	84%	41	93%
Elkhorn	22	20	19	86%	22	100%
North Avenue	20	20	17	85%	19	95%
Freedom Park	44	20	36	82%	42	95%
Northview	22	20	18	82%	21	95%
Phoenix Park	22	21	16	73%	20	91%
Job Corp	22	21	18	82%	21	95%
Norma Johnson	22	21	18	82%	21	95%

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2016 to 2017

Period: October 2016

Early Head Start Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	% ADA	ADA	%ADA
Crossroad Gardens	8	20	6	75%	8	100%
Elkhorn	16	21	13	81%	15	94%
Mather	14	21	10	71%	12	86%
Alder Grove Infant/Toddler Center	16	21	9	56%	14	88%
Northview	8	20	6	75%	7	88%
Sharon Neese	16	20	13	81%	16	100%
Job Corp	16	21	11	69%	15	94%
Marina Vista ELC	8	20	6	75%	7	88%
Phoenix Park	8	21	6	75%	7	88%
Norma Johnson	8	21	6	75%	7	88%

ITEM VI – CENTER UPDATES

BACKGROUND:

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

NOTES:

ITEM 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: