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County of Sacramento

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Website:
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THOUGHT OF THE DAY: "A smile is the universal welcome."

~~ Max Eastman

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

DATE: Tuesday, June 20, 2017

TIME: 9:00 a.m.

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

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

AGENDA

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| | ➤ Parent/Staff Recognitions – Ms. Terri McMillin | |
| | ➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Saurbourne | |
| | ➤ Toastmasters Training – Ms. Terri McMillin | |
| | ➤ Child Care Center Food Menu (attached) | |
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| | ➤ Men’s Activities Affecting Children Committee (MAACC): Ms. Terri McMillin | |
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| | ➤ Head Start Deputy Director’s Report – Ms. Denise Lee | |
| | ✓ Monthly Head Start Report (attached) | |
| | ➤ Head Start Managers’ Reports | |
| | • <u>Lisa Carr</u> - Family Engagement, Home Base, and ERSEA Services | |
| | • <u>Robyn Caruso</u> - Program Support, Quality Assurance, and EHS-CCP services | |
| | • <u>Martha Cisneros</u> - Health, Nutrition and Safe Environments Services | |
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DISTRIBUTION DATE: WEDNESDAY, JUNE 14, 2017

Parent Advisory Committee meeting hosted by:
 Terri McMillin (Chair), vacant (Vice Chair), Angel Chennault (Secretary),
 vacant (Treasurer), Kenneth Tate (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
- ___ **Angel Chenault, Bannon Creek Head Start**
- ___ **Iliana Antillo, Crossroad Gardens Head Start**
- ___ Vacant, Early Head Start (Home Base)
- ___ **Yesenia Rodriguez, Elkhorn Head Start**
- ___ Vacant, Freedom Park Head Start
- ___ Vacant, Fruitridge Head Start
- ___ **Patricia Molina, Galt Head Start**
- ___ Vacant, Grizzly Hollow
- ___ Vacant, Hillsdale Head Start
- ___ Vacant, Home Based Head Start
- ___ Vacant, Home Base Early Head Start
- ___ Vacant, Hopkins Park Head Start
- ___ Vacant, Illa Collin Head Start
- ___ **Penelope Scott, Job Corps Head Start**
- ___ **Henrietta Gutierrez, 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
- ___ **Griselda O’Cisneros, North Avenue Head Start**
- ___ Vacant, Northview Head Start
- ___ Vacant, Parker Head Start
- ___ Vacant, Phoenix Park Head Start
- ___ Vacant, River Oak Center for Children
- ___ **Belgica Jimenez, Sacramento County Office of Education**
- ___ Vacant, Sharon Neese Early Learning Center
- ___ Vacant, Solid Foundation Head Start
- ___ Vacant, Strizek Park Head Start
- ___ **Jessica Sherren, Vineland Head Start**
- ___ Vacant, Walnut Grove Head Start
- ___ Vacant, Foster Parent Representative
- ___ **Calvin Sheppard, Men's Activities Affecting Children Committee Representative**
- ___ Vacant, Community Representative
- ___ **Kenneth Tate, Community Representative**
- ___ **Terri McMillin, Outgoing Chair**

ITEM I-A – ROLL CALL
(Continued)

Program Year 2016-2017 - New Representatives to be seated

| |
|--|
| <input type="checkbox"/> Marcus Oden, Fruitridge Head Start |
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| <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, Grizzly Hollow Head Start |
| <input type="checkbox"/> Vacant, Hillsdale Head Start |
| <input type="checkbox"/> Vacant, Illa Collin Head Start |
| <input type="checkbox"/> Vacant, Laverne Stewart Head Start |
| <input type="checkbox"/> Vacant, Marie Cleveland's Bright Beginnings |
| <input type="checkbox"/> Vacant, Marina Vista Early Learning Center |
| <input type="checkbox"/> Vacant, Mather Head Start |
| <input type="checkbox"/> Vacant, Norma Johnson Head Start |
| <input type="checkbox"/> Vacant, Northview Head Start |
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| <input type="checkbox"/> Rosa Aguilar, Nedra Court Head Start |
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| <input type="checkbox"/> Vacant, Parker Head Start |
| <input type="checkbox"/> Vacant, Phoenix Park Head Start |
| <input type="checkbox"/> Vacant, River Oak Center for Children |
| <input type="checkbox"/> Vacant, Sharon Neese Head Start |
| <input type="checkbox"/> Vacant, Solid Foundation Head Start |
| <input type="checkbox"/> Vacant, Strizek Park Head Start |
| <input type="checkbox"/> Vacant, Walnut Grove Head Start |
| <input type="checkbox"/> Vacant, Early Head Start (Home Base) |
| <input type="checkbox"/> Vacant, Pre-School (Home Base) |
| <input type="checkbox"/> Vacant, Home Base |
| <input type="checkbox"/> Vacant, Community Representative |
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ITEM I – B

PAC MEETING ATTENDANCE UPDATE

**The PAC was seated on November 15, 2016 and January 17, 2017
PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM
YEAR 2016-2017**

| COMMITTEE MEMBER | CENTER | 11/15 | | 1/17 | 2/20 | 3/21 | 4/25# | 5/16 | 6/20 | 7/18 | 8/15 | 9/19 | 10/17 | 11/21 |
|--|---------------|-------|--|------|------|------|--------------|--------------|------|------|------|------|-------|-------|
| Vacant Seated | AG I | | | | | | | | | | | | | |
| Vacant Seated | AG II | | | | | | | | | | | | | |
| Vacant Seated | AP | | | | | | | | | | | | | |
| Angel Chenault Seated 11/15 | BC | X | | X | | X | X | X | | | | | | |
| Iliana Antillo Seated 11/15 | CR | X | | U | | X | X | E | | | | | | |
| Vacant Seated | EHS/HB | | | | | | | | | | | | | |
| Yesenia Rodriguez Seated 11/15 | EL | X | | X | | X | X | X | | | | | | |
| Franqui Moreno s/b/seated 3/21; seated 5/16 | FP | | | | | U | E | X | | | | | | |
| Vacant Seated | FP | | | | | | | | | | | | | |
| Marcus Oden Seated | FT | | | | | | | | | | | | | |
| Patricia Molina Seated 11/15 | G | | | X | | E | X | E | | | | | | |
| Vacant Seated | GH | | | | | | | | | | | | | |
| Vacant Seated | H | | | | | | | | | | | | | |
| Vacant Seated | HB | | | | | | | | | | | | | |
| Vacant Seated | HB | | | | | | | | | | | | | |
| Vacant Seated | IC | | | | | | | | | | | | | |
| Vacant Seated | HP | | | | | | | | | | | | | |
| Vacant Seated | JC | | | | | | | | | | | | | |
| Penelope Scott Seated 1/17 | JC | | | X | | X | X | X | | | | | | |
| Henrietta Gutierrez Seated 11/15 | K | X | | E | | X | X | X | | | | | | |
| Vacant Seated | LVS | | | | | | | | | | | | | |
| Vacant Seated | MCBB | | | | | | | | | | | | | |
| Vacant Seated | MV | | | | | | | | | | | | | |
| Vacant Seated | M | | | | | | | | | | | | | |
| Griselda O' Cisneros Seated 4/25 | NA | | | | | | X | U | | | | | | |
| Rosa Aguilar Seated | NC | | | | | | | | | | | | | |
| Renee Trevino s/b/seated 4/25 | NJ | | | | | | U | U | | | | | | |
| Angela Burnell Seated 11/15 | NV | X | | X | | E | E | E | | | | | | |
| Vacant Seated | PA | | | | | | | | | | | | | |
| Vacant Seated | PP | | | | | | | | | | | | | |

| COMMITTEE MEMBER | CENTER | 11/15 | | 1/17 | 2/20 ** | 3/21 | 4/25# | 5/16 | 6/20 | 7/18 | 8/15 | 9/19 | 10/17 | 11/21 |
|---|---------------|-------|--|------|------------|------|-------|------|------|------|------|------|-------|-------|
| Vacant Seated | RO | | | | | | | | | | | | | |
| Belgica Jimenez Seated 3/21 | SCOE | | | | | X | X | X | | | | | | |
| Vacant Seated | SF | | | | | | | | | | | | | |
| Vacant Seated | SN | | | | | | | | | | | | | |
| Kristin Avery s/b seated 4/25 | SP | | | | | | U | U | | | | | | |
| Jessica Sherren Seated 3/21 | V | | | | | X | X | X | | | | | | |
| Vacant Seated | WG | | | | | | | | | | | | | |
| Vacant Seated | FPR | | | | | | | | | | | | | |
| Calvin Sheppard Seated 4/26 | MAACC | X | | X | | X | X | X | | | | | | |
| Terri McMillin Seated 11/17 | OGC | X | | X | | X | X | X | | | | | | |
| Vacant Seated | CR | | | | | | | | | | | | | |
| Kenneth Tate Seated 1/17 | CR | 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 2016-2017
(Continued)

Head Start Center Abbreviations

| | | | |
|---------------|---------------------------------|--------------|---------------------------------------|
| AG I | Alder Grove Early Learning Ctr. | LVS: | LaVerne Stewart |
| AG II: | Alder Grove Infant/Toddler | MV | Marina Vista Early Learning Center |
| AP: | Auberry Park | M: | Mather |
| BC: | Bannon Creek | MCBB | Marie Cleveland's Bright Beginnings |
| BB: | Bright Beginnings | NJ: | Norma Johnson |
| CR: | Crossroad Gardens | NA: | North Avenue |
| EHS: | Early Head Start | NC: | Nedra Court |
| EL: | Elkhorn | NA | North Avenue |
| FP: | Freedom Park | NV: | Northview |
| FT: | Fruitridge | PA: | Parker Avenue |
| G: | Galt | PP: | Phoenix Park |
| GH: | Grizzly Hollow | RO: | River Oak |
| H: | Hillsdale | SCOE: | Sacramento County Office of Education |
| HB: | Home Based | SF: | Solid Foundation |
| HP: | Hopkins Park | SN: | Sharon Neese |
| IC: | Illa Collin | SP: | Strizek Park |
| JC: | Job Corps | V: | Vineland |
| K: | Kennedy Estates | WG: | Walnut Grove |

Representative Abbreviations

| | |
|----------------|---|
| MAACCC: | Men's Activities Affecting Children Committee |
| OGC: | Out Going Chair |
| CR: | Community 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. |

Current a/o: 6/12/2017 5:33 PM

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE MAY 16, 2017 REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the May 16, 2017 PAC meeting.

RECOMMENDATION:

Approve the minutes of the May 16, 2017 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.
Sacramento, CA 95815

Tuesday, May 16, 2017
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 9:07 a.m. and read the thought of the day. The Pledge of Allegiance was recited. Ms. Angel Chenault called the roll and seated new members; a quorum was established. Ms. McMillin recognized Mr. Jeremy Woodridge, a parent from North Avenue.

Members Present:

Angel Chenault
Calvin Sheppard
Kenneth Tate
Terri McMillin
Penelope Scott
Yesenia Rodriguez
Henrietta Gutierrez
Belgica Jimenez
Jessica Sherren

Members Absent:

Angela Burnell (unexcused)
Iliana Antillo (excused)
Patricia Molina (excused)
Griselda O’Cisneros (unexcused)

New Members Seated:

Franqui Moreno, Freedom Park Head Start (seated at 9:25 a.m.)

New Members to be Seated but Absent:

Renee Trevino, Norma Johnson Head Start (unexcused)
Kristin Avary, Strizek Park Head Start (unexcused)

Ms. McMillin seated Mr. Marcus Oden, alternate for the Fruitridge Head Start

II. Consent Item

A. Approval of the Minutes of the April 25, 2017 Special Meeting

Minutes were reviewed; no questions or corrections.

Moved/Sheppard, second/Gutierrez, to approve the minutes of the April 25, 2017 meeting.

Show of hands vote:

Aye: 9 (Chenault, Gutierrez, Jimenez, Oden, Rodriguez, Scott, Sherren, Sheppard, Tate)

Nay: 0
Abstentions: 1 (McMillin)

III. Action Item: None

IV. Information Items

- A. Recognition of Smile Kingdom: Ms. Martha Cisneros introduced her staff: Health and Nutrition Specialists Paula Perez and Nicole Castrejon, and Program Specialist, Lynnette Blaney. Ms. Cisneros introduced Ms. Danielle Mendoza, Practice Manager for Dr. José Juarez of Smile Kingdom. Ms. Cisneros stated that Dr. “J” conducted dental examinations for 300 Head Start children for free. He was able to identify children with dental issues. During the examinations, Dr. “J” wore a crown while examining the children; girls were given tiaras, and boys were given crowns. Danielle created a fee schedule for cash type of services, which is important. Ms. Cisneros spoke of how Ms. Mendoza and staff worked with a child with an extreme fear of dentists. Between Ms. Mendoza, Access Dental, and a cardiologist, the child was able to get the services needed. Dr. “J” has a passion for Head Start and has worked with Kids Care Dental. Ms. Cisneros stated that SETA is very excited to honor Dr. “J” and presented Ms. Mendoza with a certificate of appreciation.

Ms. Franqui Moreno was seated at 9:25 a.m. Ms. Moreno introduced herself; she works with special needs children.

B. Standing Information Items

- PC/PAC Calendar of Events – Ms. McMillin stated that the upcoming Social/Hospitality Committee meeting was canceled. Ms. Chenault reviewed the calendar of events.
- Parent, Family & Community Engagement - Events and Activities – Mr. Bob Silva stated that information on events coming up will be prepared for a packet.
- Parent/Staff Recognitions: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. Lee provided an overview of the monthly fiscal report. Ms. Lee stated that there may be a board item in the form of a budget modification to replace the modular building at Hopkins. Mr. Tate asked what the Sears purchases were and Ms. Lee replied that they are appliances. Ms. Lee invited board members to the June 13 Budget/Planning Committee meeting.
- Toastmasters Training: Mr. Tate stated that this is fabulous training. There were five parents participating in this training. The next Toastmasters training is scheduled for June 2. Ms. Chenault spoke of how helpful the training has been.
- Community Resources – Parents/Staff: No questions.
- Child Care Center Food Menu: No questions.

C. Governing Board Minutes – March 2, 2017: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Chenault reviewed the critique.
- Budget/Planning Committee: Mr. Tate reviewed the last committee meeting.
- Personnel/Bylaws Committee: Mr. Tate reviewed the most recent meeting.
- Men's Activities Affecting Children Committee (MAACC): Mr. Tate provided an overview of this committee. The MAACC is planning a Fishing in the Park event and a possible visit to the Sacramento Railroad Museum. He urged all fathers and mothers to attend. Mr. Sheppard stated that the MAACC is also discussing that they need to go to where the people are. Ms. McMillin stated that there will be a combined Daddy Read To Me and BBQ event together; it is a great way to hang out and be with your family.
- Social/Hospitality Committee: Mr. Tate spoke about this committee. There is a need for board members to do this important but fun work.
- Parent Ambassador Report: Ms. McMillin there have been changes over this year but Mr. Silva has stepped up. Mr. Silva stated that only one board member showed up at the last meeting.

VI. Other Reports

- Chair's Report: Ms. McMillin asked for a parent to participate in Program Specialist interviews. Ms. Franqui Moreno offered to participate in the interviews.
- Policy Council Report: Ms. Henrietta Gutierrez reported on the joint PC and PAC meeting. There was a good turnout.
- Head Start Deputy Director's Report – Ms. Lee recognized Ms. Emma Casebolt, FSW at North Avenue. Ms. Casebolt came from our parent pool and took ECE classes and promoted through the SETA employment system. Staff submitted the grant application and it expected that the Notice of Award will be received in July. There will be a 1% COLA across the nation, earmarked for salary adjustments. The boards will be taking action an application at the next meeting to submit a budget modification for a new modular building at Hopkins Park ELC. The traditional Head Start classes close in a couple of weeks. Ms. Lee encouraged parents to keep their children engaged over the summer. Ms. Lee has been visiting the school sites and it has been wonderful.
- Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, and ERSEA Services: Ms. Carr stated that she is excited because new performance standards require outreach to new populations. She reached out to Mustard Seed School for a Memorandum of Understanding (MOU) specifically for homeless children. Their intake person will work with our FSW to help the children and ensure enrollment. FSW staff will also be working with refugee population to help get their families into Head Start and EHS. Ms. Carr reviewed the enrollment report. FSWs, teachers, and other staff have worked very hard to replace any child that drops. Ms. Carr urged parents to continue bringing their children to school over the summer. Home Base children visited Fairytale Town and the Sacramento Zoo.

- Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services: No report.

Mr. Tate left at 10:15 a.m.

- Martha Cisneros - Health, Nutrition and Safe Environments Services: Ms. Cisneros reviewed the Food Services Report. A Food Services Committee meeting was scheduled on May 11 but there were no attendees. Staff will be rescheduling this meeting to get input on menus and understanding of the food services committee. SETA is engaging in partnership with UC Davis with the nurse practitioner program to provide wellness and health information. Hopefully they will target the largest centers. She will bring more information as it evolves. Staff is working on telecommunications improvement to upgrade the high speed internet at all centers. She recently attended the Medical Advisory Committee where they discussing trends in the community and how DentiCAL and MediCAL providers will be working together. Ms. Penelope Scott expressed appreciation for Ms. Cisneros and all of the information she provides.
- Karen Griffith - School Readiness, Special Education and Mental Health Services: No report.

VII. Center Updates

Ms. Rodriguez stated that Ms. Lee visited her center on May 11; she enjoyed watching Ms. Lee interact with the children. Ms. Sherren stated that she observed Ms. Lee playing on the floor with the children when she visited her center.

Mr. Oden stated that his daughter attends Fruitridge. A couple of weeks ago there was a lockdown at the school. His wife had to call because the police were not communicating with the Head Start staff. Also, there has been an outbreak of lice. Ms. Cisneros stated that staff has been working with the staff at this center to deal with the lice. There is a regimen to help the parents get rid the lice. Staff is working diligently to deal with this issue and Ms. Shameek has been the point person for dealing with this on-site.

Ms. Sherren expressed concern that there was a note posted on the door of her center that one of the kids had lice but there was not a note sent to parents. Ms. Cisneros stated that this is generally not done unless it is a chronic issue.

VIII. Discussion

Ms. Rodriguez's oldest daughter graduated from high school on May 25.

IX. Public Participation: None.

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

ITEM III-A – ACTION

ELECTION OF PARENT ADVISORY COMMITTEE VICE CHAIR AND TREASURER

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect a Vice Chair and Treasurer for the remainder of Program Year 2016-2017. The duties of PAC officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PAC that are not in conflict with these Bylaws, Article V – Officers, Section 2B: All PAC members are eligible to run for an Office/Officer position except members holding a seat. The Executive Committee must have at least three members who are parents of child/children currently enrolled in the HS/EHS, Home Base Option.

SECTION 3: Duties of Officers

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

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

- 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.

RECOMMENDATION:

That the Parent Advisory Committee elect a Vice Chair and Treasurer.

Vice Chair:

Treasurer:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM IV- A – INFORMATION

STANDING INFORMATION

BACKGROUND:

A. Standing Information Items

- PC/PAC Calendar of Events – Ms. Terri McMillin
- Parent, Family & Community Engagement - Events and Activities – Ms. Terri McMillin
- PC/PAC Joint Parent Activity: Leland Stanford Mansion Tour (see attached flyer)
- Parent/Staff Recognitions – Ms. Terri McMillin
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Saurbourne
- Toastmasters Training – Ms. Terri McMillin
- Child Care Center Food Menu (attached)
- Community Resources – Parents/Staff: Ms. Terri McMillin

NOTES:

CALENDAR OF EVENTS

| <u>EVENT</u> | <u>DATE</u> |
|---|---|
| PAC Executive Committee Meeting | Friday, June 23, 2017 9:00 a.m. Olympus Room |
| Men's Activities Affecting Children Committee | Friday, June 23, 2017 10:30 a.m. Olympus Room |
| PC Executive Committee | Thursday, June 29, 2017 9:00 a.m. Olympus Room |
| PC/PAC Parent Activity: Tour of the Leland Stanford Mansion | Friday, July 7, 2017 8:30 a.m.: arrive at SETA Central Office; will depart at 9:00 a.m. sharp Activities from 11:00 a.m. to 2:00 p.m. (see attached flyer) |

Friday, July 7, 2017



**Leland Stanford
Mansion**

800 "N" Street,
Sacramento, CA 95814

PC/PAC PARENT ACTIVITY

- Transportation (light rail/bus) will be provided by SETA Head Start
- Lunch will be provided by SETA Head Start
- Guest will be responsible for their lunch, transportation, and tour fees

NO SHORTS

WEAR COMFORTABLE SHOES

NO SMOKING

NO CHILDREN

Itinerary

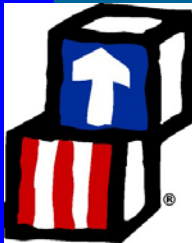
- 8:20 a.m. Arrival time at SETA Head Start Central Office—925 Del Paso Blvd.
- Please be prompt—we will depart at 8:40 a.m., sharp.
- 11:00 a.m.—2:30 p.m.—Activities/Return to SETA
- 12:00 p.m.—Lunch at:



Sacramento Employment
and Training Agency

**925 Del Paso Blvd.
Sacramento CA 95815**

Phone: (916) 263-3800



| 2017 JULY | | | | | | |
|-----------|-----|-----|-----|-----|----------|-----|
| SUN | MON | TUE | WED | THU | FRI | SAT |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

If you are interested in participating in the Parent Activity, please confirm your attendance by **4:00 p.m., Friday June 30, 2017**

**Call Ms. Nancy Hogan at
916 263-3827 or e-mail:
nancy.hogan@seta.net**

SETA HEAD START MENU

June 2017

"This institution is an equal opportunity provider"

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

Monday

Tuesday

Wednesday

Thursday

Friday

5 Breakfast Week 1
Milk, Low Fat 1%
Pancakes
Pears
Lunch
Milk, Low Fat 1%
Carrot, fresh
Lemon Pepper Chicken
Oranges, fresh
Tortilla, Whole Wheat
Snack
Cottage Cheese
Crackers, Cheese-It

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

7 Breakfast Week 1
Milk, Low Fat 1%
Whole Wheat Bisquit
Peaches
Lunch
Milk, Low Fat 1%
Burrito
Cheddar Cheese
Romaine Lettuce
Refried Beans
Strawberries, fresh or
Tangerine, fresh or
Tomato, diced
Tortilla, Whole Wheat
Snack
Banana, fresh
Yami Dairy Yogurt

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

2 Breakfast Week 5
Milk, Low Fat 1%
Muffin, Banana
Oranges, fresh
Lunch
Milk, Low Fat 1%
Banana, fresh
Broccoli, fresh
Chicken Salad
Crackers, Wheat Thins
Snack
Apple, fresh
Yami Dairy Yogurt

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

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

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

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

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

19 Breakfast Week 3
Milk, Low Fat 1%
Cheerios Cereal
Oranges, fresh
Lunch
Milk, Low Fat 1%
Apple, fresh
Green Peas
Macaroni & Cheese
Watermelon, fresh or
Snack
Crackers, Wheat Thins
Pears

20 Breakfast Week 3
Milk, Low Fat 1%
Applesauce
Waffles, sticks
Lunch
Milk, Low Fat 1%
Beef Ravioli
Spinach Salad
Whole Grain Buns
Oranges, fresh
Snack
Apple, fresh
Sun Butter

21 Breakfast Week 3
Milk, Low Fat 1%
Whole Wheat Bisquit
Peaches
Lunch
Milk, Low Fat 1%
Cantaloupe, fresh
Fiesta Rice & Beans
Tomato, diced
Snack
Milk, Low Fat 1%
Strawberry Chex

22 Breakfast Week 3
Milk, Low Fat 1%
Banana, fresh
Whole Wheat Bagel
Lunch
Milk, Low Fat 1%
Whole Wheat Bread
Carrot, fresh
Chicken Salad
Strawberries, fresh or
Tangerine, fresh or
Snack
Cottage Cheese
Pineapple, tidbits

23 Breakfast Week 3
Milk, Low Fat 1%
Muffin, Banana
Oranges, fresh
Lunch
Milk, Low Fat 1%
Apricots
Swiss American Cheese
Tortilla, Whole Wheat
Zucchini sticks
Snack
Milk, Low Fat 1%
Crackers, Lemon Dinosaur

26 Breakfast Week 4
Milk, Low Fat 1%
Apple, fresh
Brown Rice Krispies Cereal
Lunch
Milk, Low Fat 1%
Beef, Hamburger
Corn
Oranges, fresh
Whole Wheat Bun
Snack
Crackers, Cheese-It
Peaches

27 Breakfast Week 4
Milk, Low Fat 1%
Pineapple, tidbits
Whole Wheat Bagel
Lunch
Milk, Low Fat 1%
Apricots
Beans Refried
Cheddar Cheese
Tomato, diced
Tortilla, Whole Wheat
Snack
Milk, Low Fat 1%
Cheerios, Whole Grain Cereal

28 Breakfast Week 4
Milk, Low Fat 1%
Banana, fresh
Oatmeal Cereal
Lunch
Milk, Low Fat 1%
Cheese Enchilada with Sauce
Romaine Lettuce Salad
Oranges, fresh
Snack
Hummus
Vegetable Stick Melody

29 Breakfast Week 4
Milk, Low Fat 1%
Apricots
French Toast Sticks
Lunch
Milk, Low Fat 1%
Coleslaw Salad
Mangoes
Tortilla, Whole Wheat
Turkey & Cheese Roll Up
Snack
Banana, fresh
Yami Dairy Yogurt

30 Breakfast Week 4
Milk, Low Fat 1%
Apple, fresh
Muffin, Blueberry
Lunch
Milk, Low Fat 1%
Cantaloupe, fresh
Carrot, fresh
Crackers, Wheat Thins
Tuna Salad
Snack
Milk, Low Fat 1%
Crackers, Goldfish

SETA HEAD START MENU

Junio 2017

"This institution is an equal opportunity provider"

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

Lunes

Martes

Miércoles

Jueves

Viernes

| | |
|----------------------------|------------------------|
| 5 | <u>Desayuno Week 1</u> |
| Leche | Jotqueis |
| Pera | <u>Comida</u> |
| Leche | Zanahoria |
| Pollo con Limón y Pimienta | Naranja |
| Tortilla de Trigo Integral | <u>Bocadillo</u> |
| Requesón | Galletas Cheese-It |

| | |
|--------------------------------|------------------------|
| 6 | <u>Desayuno Week 1</u> |
| Leche | Chabacano |
| Cereal Cheerios de Grano Inte | <u>Comida</u> |
| Leche | Queso Americano |
| Manzana | Pan de Trigo Integral |
| Ensalada de Papa | Sandía Fresca o |
| <u>Bocadillo</u> | Leche |
| Dinosaurios de Galleta de Limó | |

| | |
|----------------------------|----------------------------|
| 7 | <u>Desayuno Week 1</u> |
| Leche | Bizcocho de Trigo Integral |
| Durazno | <u>Comida</u> |
| Leche | Burrito |
| Queso Cheddar | Lechuga Romana |
| Frijoles Refritos | Fresa |
| Tanjarina o | Jitomate Picado |
| Tortilla de Trigo Integral | <u>Bocadillo</u> |
| Plátano Fresco | Yogur de |

| | |
|--------------------|----------------------------|
| 1 | <u>Desayuno Week 5</u> |
| Leche | Avena |
| Piña Machacada | Pasas |
| <u>Comida</u> | Leche |
| Chabacano | Ensalada de Lechuga Romana |
| Espagueti Horneado | <u>Bocadillo</u> |
| Leche | Chex de fresa |

| | |
|----------------------------|------------------------|
| 2 | <u>Desayuno Week 5</u> |
| Leche | Mollete con Plátano |
| Naranja | <u>Comida</u> |
| Leche | Plátano Fresco |
| Brócoli | Ensalada de Pollo |
| Galletas de Trigo Integral | <u>Bocadillo</u> |
| Manzana | Yogur de |

| | |
|------------------------------|------------------------|
| 12 | <u>Desayuno Week 2</u> |
| Leche | Manzana |
| Ojuelas de Cereal Multigrano | <u>Comida</u> |
| Leche | Chabacano |
| Hamburguesa de Res | Verduras Mixtas |
| Pan de Trigo Integral | <u>Bocadillo</u> |
| Barita de Queso | Naranja |

| | |
|----------------------------|-------------------------|
| 13 | <u>Breakfast Week 2</u> |
| Milk, Low Fat 1% | French Toast Sticks |
| Pears | <u>Lunch</u> |
| Milk, Low Fat 1% | Apple, fresh |
| Chicken Drumsticks | Macaroni Salad |
| Tomato, fresh | Watermelon, fresh or |
| <u>Snack</u> | Milk, Low Fat 1% |
| Brown Rice Krispies Cereal | |

| | |
|------------------------|-------------------------|
| 14 | <u>Breakfast Week 2</u> |
| Milk, Low Fat 1% | Oatmeal Cereal |
| Pineapple, tidbits | Raisins |
| <u>Lunch</u> | Milk, Low Fat 1% |
| Beans Refried | Coleslaw Salad |
| Strawberries, fresh or | Tangerine, fresh or |
| Tortilla, Whole Wheat | <u>Snack</u> |
| Peaches | Yami Dairy Yogurt |

| | |
|------------------------------|-------------------------|
| 15 | <u>Breakfast Week 2</u> |
| Milk, Low Fat 1% | Banana, fresh |
| Crispix Cereal | <u>Lunch</u> |
| Milk, Low Fat 1% | BBQ Beef Brisket |
| Carrot, fresh | Oranges, fresh |
| Whole Grain Mini Hoagie Roll | <u>Snack</u> |
| Milk, Low Fat 1% | Crackers, Goldfish |

| | |
|-------------------|-------------------------|
| 16 | <u>Breakfast Week 2</u> |
| Milk, Low Fat 1% | Apple, fresh |
| Muffin, Banana | <u>Lunch</u> |
| Milk, Low Fat 1% | Whole Wheat Bread |
| Broccoli, fresh | Cantaloupe, fresh |
| Turkey Sliced | <u>Snack</u> |
| Cheese Quesadilla | |

| | |
|----------------------------|------------------------|
| 19 | <u>Desayuno Week 3</u> |
| Leche | Cereal Cheerios |
| Naranja | <u>Comida</u> |
| Leche | Manzana |
| Chícharos | Macarrón y Queso |
| Sandía Fresca o | <u>Bocadillo</u> |
| Galletas de Trigo Integral | Pera |

| | |
|----------------------|--------------------------------|
| 20 | <u>Desayuno Week 3</u> |
| Leche | Puré de Manzana |
| Baritas de Waffle | <u>Comida</u> |
| Leche | Ravioli de Res |
| Ensalada de Espinaca | Pan de Grano Integral |
| Naranja | <u>Bocadillo</u> |
| Manzana | Mantequilla de Semilla de Gira |

| | |
|------------------|----------------------------|
| 21 | <u>Desayuno Week 3</u> |
| Leche | Bizcocho de Trigo Integral |
| Durazno | <u>Comida</u> |
| Leche | Melón |
| Arroz y Frijoles | Jitomate Picado |
| <u>Bocadillo</u> | Leche |
| Chex de fresa | |

| | |
|-------------------------|------------------------|
| 22 | <u>Desayuno Week 3</u> |
| Leche | Plátano Fresco |
| Bagel de Trigo Integral | <u>Comida</u> |
| Leche | Pan de Trigo Integral |
| Zanahoria | Ensalada de Pollo |
| Fresa | Tanjarina o |
| <u>Bocadillo</u> | Requesón |
| Piña Machacada | |

| | |
|-----------------------|--------------------------------|
| 23 | <u>Desayuno Week 3</u> |
| Leche | Mollete con Plátano |
| Naranja | <u>Comida</u> |
| Leche | Chabacano |
| Queso Suizo | Tortilla de Trigo Integral |
| Varitas de Calabacita | <u>Bocadillo</u> |
| Leche | Dinosaurios de Galleta de Limó |

| | |
|-------------------------------|------------------------|
| 26 | <u>Desayuno Week 4</u> |
| Leche | Manzana |
| Cereal Integral Rice Krispies | <u>Comida</u> |
| Leche | Hamburguesa de Res |
| Elote | Naranja |
| Pan de Trigo Integral | <u>Bocadillo</u> |
| Galletas Cheese-It | Durazno |

| | |
|--------------------------------|----------------------------|
| 27 | <u>Desayuno Week 4</u> |
| Leche | Piña Machacada |
| Bagel de Trigo Integral | <u>Comida</u> |
| Leche | Chabacano |
| Frijoles Refritos | Queso Cheddar |
| Jitomate Picado | Tortilla de Trigo Integral |
| <u>Bocadillo</u> | Leche |
| Cereal Cheerios de Grano Integ | |

| | |
|----------------------------|------------------------------|
| 28 | <u>Desayuno Week 4</u> |
| Leche | Plátano Fresco |
| Avena | <u>Comida</u> |
| Leche | Enchilada de Queso con Salsa |
| Ensalada de Lechuga Romana | Naranja |
| <u>Bocadillo</u> | Puré de Garbanzo |
| Varitas de Verduras Melody | |

| | |
|--------------------------------|----------------------------|
| 29 | <u>Desayuno Week 4</u> |
| Leche | Chabacano |
| Baritas de Pan Francés Tostado | <u>Comida</u> |
| Leche | Ensalada de Col |
| Mango | Tortilla de Trigo Integral |
| Rollo de Pavo y Queso | <u>Bocadillo</u> |
| Plátano Fresco | Yogur de |

| | |
|------------------------------|-----------------------------|
| 30 | <u>Desayuno Week 4</u> |
| Leche | Manzana |
| Mollete con Arándanos Azules | <u>Comida</u> |
| Leche | Melón |
| Zanahoria | Galletas de Trigo Integral |
| Ensalada de Atún | <u>Bocadillo</u> |
| Leche | Pescados Dorados de Galleta |

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 April 6, 2017 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, April 6, 2017
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Schenirer called the meeting to order at 10:00 a.m. The roll was called and a quorum established. The Pledge of Allegiance was recited.

Members Present:

Jay Schenirer, Chair, Governing Board; Councilmember, City of Sacramento
Sophia Scherman, Public Representative
Larry Carr, Councilmember, City of Sacramento (arrived at 10:05 a.m.)
Don Nottoli, Member, Board of Supervisors

Member Absent:

Patrick Kennedy, Vice Chair; Member, Board of Supervisors

II. Consent Items

- A. Minutes of the March 2, 2017 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Selection Criteria for Enrollment in Head Start or Early Head Programs
- D. Ratification of the Submission of an Application to the California Employment Development Department's (EDD) Disability Employment Accelerator (DEA) Funding Opportunity, and Authorize the Executive Director to Execute the Agreement and any other Documents Required by the Funding Source

Mr. Thatch asked that item II-E Consent be moved to the action portion of the agenda.

There were no questions or comments on Items II-A-D-Consent.

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

- A. Approve the March 2, 2017 minutes.
- B. Approve claims and warrants for the period 2/23/17 through 3/30/17.
- C. Approve the Early Head Start Enrollment Selection Criteria and the Head Start Enrollment Selection Criteria for Sacramento County.
- D. Ratify the submission of the application to EDD for the Disability Employment Accelerator (DEA) funding opportunity in the amount of \$350,000, and

authorize the SETA Executive Director to execute the agreement and any other documents required by the funding source.

Roll Call Vote:

Aye: 3 (Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Carr & Kennedy)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Selection of Janitorial Companies and Authorize the Executive Director to Negotiate with each Vendor and Execute each Agreements Contracts

Mr. Thatch suggested that this item be continued to April 27 since negotiations are not yet underway.

Moved/Schenirer, second/Scherman, to continue this item to the April 27 agenda.

Roll Call Vote:

Aye: 3 (Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Carr & Kennedy)

2. Ratification of the Submission of an Application to the California Employment Development Department's (EDD) Workforce Innovation and Opportunity Act (WIOA) English Language Learner (ELL) Workforce Navigator Pilot Funding Opportunity, and Authorize the Executive Director to Execute the Agreement, any other Documents Required by the Funding Source and Enter into Subcontracts with Training Providers

Ms. Michelle O'Camb reviewed this item and stated that these funds will assist a minimum of 120 English language learners. Services are intended to increase ELLs opportunities for high school diplomas and fluency.

Mr. Thatch stated that the item identifies the authority to enter into subgrants; the staff was advised that they received sole source approvals.

Moved/Nottoli, second/Scherman, to ratify the submission of the application to EDD for the WIOA ELL Workforce Navigator Pilot funding opportunity in the amount of \$500,000, and authorize the SETA Executive Director to execute the agreement, any other documents required by the funding source and enter into subcontracts with training providers.

Roll Call Vote:

Aye: 3 (Nottoli, Schenirer, Scherman)

Nay: 0
Abstentions: 0
Absent: 2 (Carr & Kennedy)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.
Community Services Block Grant: None.

One Stop Services

1. Approval of Appointment to the Sacramento Works Workforce Development Board

Mr. Nottoli stated that Mr. Givans is a member of the County Economic Development Department and is very engaged.

Moved/Nottoli, second/Scherman, to approve the appointment of Mr. Troy Givans, the Sacramento County Economic Development Director, to complete the term of the seat vacated by Mr. Burkhardt to represent Economic Development.

Roll Call Vote:
Aye: 3 (Nottoli, Schenirer, Scherman)
Nay: 0
Abstentions: 0
Absent: 2 (Carr & Kennedy)

2. Approval to Accept Workforce Innovation and Opportunity Act, Regional Organizer Funds, and authorize the Executive Director to Execute the Funding Agreement, Modifications, or other Documents Required by the Funding Source

Mr. Roy Kim stated that SETA, as a lead agency in the regional collaboration, was allocated \$84,714 in organizer funds to further regionalism within the other workforce partners.

Moved/Scherman, second/Nottoli, to approve the acceptance of WIOA Regional Organizer funds, and authorize the Executive Director to execute the funding agreement, modifications, or other documents required by the funding source.

Roll Call Vote:
Aye: 3 (Nottoli, Schenirer, Scherman)
Nay: 0
Abstentions: 0
Absent: 2 (Carr & Kennedy)

3. Approval to Hire SETA Retired Annuitant as a Temporary SETA Consultant Employee

Mr. Carr arrived at 10:05 a.m.

Mr. Schenirer stated that he was glad to have Robin back to work at the agency.

Moved/Schenirer, second/Scherman, to approve hiring Robin Purdy, a retired annuitant, as a temporary SETA Consultant employee at an hourly rate of \$55 for up to 960 hours.

Roll Call Vote:

Aye: 4 (Carr, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Kennedy)

4. Ratification of the Submission of an Application to the California Workforce Development Board for Workforce Innovation and Opportunity Act, Regional Implementation and Innovation Funds, and Authorize the Executive Director to Execute the Funding Agreement, Modifications, or other Documents Required by the Funding Source and Enter into a Subcontract for Services

Mr. Kim reported that the state is emphasizing regionalism. This proposal creates two decision making structures. First, a WIOA regional committee, and second, a more comprehensive system with regional partners. In convening that, staff would look to leverage the existing structures.

Mr. Nottoli expressed concern to spend \$125,000 to facilitate this convening; it seems excessive for one year. Mr. Kim stated that it is a major undertaking to align multiple workforce systems; it is up to \$125,000 for working with up to nine counties.

Mr. Schenirer stated that this is an investment over all of the counties to get all counties working together. He would like to move forward to have a scope of work returned to the board to see the details of this program.

Moved/Schenirer, second/Carr, to make a sole source finding that the services to be provided by Valley Vision are available from no other source based upon the information provided in the Background, ratify the submission of an application to the CWDB for WIOA Regional Implementation and Innovation funds, and authorize the Executive Director to execute the funding agreement, modifications, or other documents required by the funding source and enter into a subcontract with Valley Vision for the independent convening, facilitation and coordination services necessary to engage and align system partners.

Roll Call Vote:

Aye: 4 (Carr, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Kennedy)

C. CHILDREN AND FAMILY SERVICES: No items.

IV. Information Items

A. Fiscal Monitoring Reports: No comments.

B. Employer Success Stories and Activity Report: No comments.

C. Dislocated Worker Update: No comments

D. Unemployment Update/Press Release from the Employment Development Department: No comments.

E. Head Start Reports: Ms. Denise Lee reviewed one change to the selection criteria which provides a targeted focus on families experiencing homelessness. This includes families that are relocating into Sacramento County so that families do not lose their Head Start services.

V. Reports to the Board

A. Chair: No report.

B. Executive Director: Ms. Kossick reminded the board that there will not be a May meeting but there will be another meeting on April 27.

C. Deputy Directors: No comments.

D. Counsel: No report.

E. Members of the Board: No report.

F. Public: No comments.

VI. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

(Paragraph (1) of Subdivision (d) of Section 54956.9)

Johnson v. SETA – Superior Court Case No. 34-2015-00180341

Mr. Thatch stated that there would be no report out of closed session. The board adjourned into closed session at 10:17 a.m. The board went out of closed session at 10:33 a.m. with no report out.

VII. Adjournment: The meeting was adjourned at 10:33 a.m.

ITEM V – COMMITTEE REPORT

➤ Executive Committee

Critique of the May 16, 2017 Parent Advisory Committee meeting.

| GOOD!!! |
|---|
| Thank you, Ms. Denise Lee for shared information on the monthly Fiscal Report. |
| Thank you, Ms. Martha Cisneros for shared information on Smile Kingdom. Thank you Dr. “J” for your loyalty to children enrolled in the Head Start program. |
| Thank you, Ms. Lisa Carr for shared information on the Mustard Seed School and Program Information. |
| Thank you, Mr. Bob Silva for shared information on the Mahogany Festival and other resources. |
| Thank you, Mr. Tate for shared information on Toastmasters, Personnel/Bylaws committee, and MAACC meeting information. |
| Thank you, Ms. Henrietta Gutierrez for your report out on the PC/PAC joint board meeting. |
| Thank you, Ms. Emma Casebolt for inviting Mr. Jeremy Goodrich to the PAC meeting to observe how it is conducted. |
| Thank you, Ms. Yesenia Rodriguez for shared information on site visits. |
| Congratulations and thank you to our newly seated representative, Ms. Franqui Moreno, for volunteering for HR interviews. |
| Thank you, Ms. Terri McMillin for a well facilitated meeting. |
| NEEDS IMPROVEMENT |
| Please remember to use point of privilege and be recognized by the Chair. |
| 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. |

ITEM V – COMMITTEE REPORTS (continued)
Page 2

- Budget/Planning Committee: Ms. Terri McMillin

- Personnel/Bylaws Committee: Ms. Terri McMillin

- Men's Activities Affecting Children Committee: Ms. Terri McMillin

- Social/Hospitality Committee: Ms. Terri McMillin

- Parent Ambassadors Committee

ITEM VI

OTHER REPORTS

BACKGROUND:

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

- Chair's Report
- Policy Council Report(s): Ms. Henrietta Gutierrez, Ms. Angel Chenault
- Head Start Deputy Director's Report – Ms. Denise Lee
 - ✓ Monthly Head Start Report (attached)
- Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, and ERSEA Services
 - 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

*May 2017

May 9th - Home Base Special Menu Field Trips Lunch & Snack provided for 90 guests.

May 10th - Home Base Special Menu Field Trips Lunch & Snack provided for 50 guests.

May 11th - Home Base Special Menu Field Trips Lunch & Snack provided for 55 guests.

May 24th - Elkhorn's 1225A Class closed for facilities issues.

May 25th - Last day of Traditional Classes for the summer.

May 26th - Home Base Special Menu Field Trips Lunch & Snack provided for 100 guests.

May 26th - 31st - Elkhorn Center closed due to facilities issues.

May 29th - Memorial Day Holiday.

May 31st - Walnut Grove Center's last day for the summer.

Meetings & Trainings:

None

Total Number of Meals and Snacks Prepared for All Kitchens:

| Lunch | PM Snack | Breakfast | Field Trips |
|--------|----------|-----------|-------------|
| 41,020 | 24,190 | 26,660 | 1020 |

Total Amount of Meals and Snacks Prepared 92,890

Purchases:

| | |
|------------|-------------|
| Food | \$79,761.56 |
| Non - Food | \$7,849.56 |

Building Maintenance and Repair: \$597.36

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$36.89

Vehicle Maintenance and Repair : \$1,230.32

| | |
|----------------------|------------|
| Vehicle Gas / Fuel: | \$1,519.91 |
| Normal Delivery Days | 22 |

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

May 2017

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 | 1988 | 270 | 14% | 377 | 93 | 25% |
| Twin Rivers USD | 233 | 27 | 12% | | | |
| Elk Grove USD | 440 | 68 | 15% | | | |
| Sac City USD | 1211 | 162 | 13% | 144 | 29 | 20% |
| San Juan USD | 668 | 93 | 14% | 160 | 19 | 12% |
| WCIC | 120 | 16 | 13% | | | |
| EHS CCP | | | | 80 | 4 | 5% |
| COUNTY TOTAL | 4660 | 636 | 14% | 761 | 145 | 19% |

AFE: Annual Funded Enrollment

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2016 to 2017

Period: May 2017

| Part Day Classes | | | | | | |
|-------------------|-------------------|------------|--------------|-------|-----------------|------|
| Center Name | Funded Enrollment | Total Days | Present Only | | Present/Excused | |
| | | | ADA | % ADA | ADA | %ADA |
| Kennedy Estates | 40 | 16 | 34 | 85% | 38 | 95% |
| La Verne Sterwart | 40 | 21 | 24 | 60% | 35 | 88% |
| Strizek Park | 40 | 21 | 32 | 80% | 38 | 95% |
| Mather | 80 | 21 | 54 | 68% | 75 | 94% |
| Freedom Park | 80 | 21 | 61 | 76% | 76 | 95% |
| Hopkins Park | 80 | 21 | 66 | 83% | 79 | 99% |
| North Avenue | 40 | 21 | 33 | 83% | 37 | 93% |
| Solid Foundation | 80 | 21 | 60 | 75% | 76 | 95% |
| Walnut Grove | 40 | 21 | 31 | 78% | 39 | 98% |
| Northview | 80 | 21 | 62 | 78% | 80 | 100% |
| Crossroad Gardens | 40 | 21 | 32 | 80% | 39 | 98% |
| Norma Johnson | 40 | 21 | 32 | 80% | 39 | 98% |
| Phoenix Park | 40 | 21 | 29 | 73% | 40 | 100% |
| Bright Beginnings | 60 | 16 | 43 | 72% | 56 | 93% |
| Vineland | 40 | 16 | 30 | 75% | 36 | 90% |
| Elkhorn | 80 | 18 | 64 | 80% | 79 | 99% |
| Grizzly Hollow | 40 | 16 | 34 | 85% | 40 | 100% |
| Bannon Creek | 80 | 21 | 64 | 80% | 78 | 98% |
| Parker | 13 | 21 | 16 | 123% | 19 | 146% |
| Galt | 120 | 21 | 99 | 83% | 120 | 100% |
| Hillsdale | 80 | 21 | 61 | 76% | 77 | 96% |
| Auberry Park | 40 | 16 | 30 | 75% | 39 | 98% |
| Marina Vista ELC | 20 | 21 | 16 | 80% | 18 | 90% |
| Alder Grove ELC | 40 | 16 | 17 | 43% | 24 | 60% |
| Illa Collin | 40 | 16 | 27 | 68% | 38 | 95% |
| Nedra Court | 60 | 21 | 50 | 83% | 58 | 97% |
| Fruitridge | 80 | 21 | 63 | 79% | 75 | 94% |

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2016 to 2017

Period: May 2017

| Full Day Classes | | | | | | |
|-------------------|-------------------|------------|--------------|-------|-----------------|------|
| | | | Present Only | | Present/Excused | |
| Center Name | Funded Enrollment | Total Days | ADA | % ADA | ADA | %ADA |
| Crossroad Gardens | 44 | 22 | 33 | 75% | 40 | 91% |
| Mather | 22 | 22 | 17 | 77% | 22 | 100% |
| Elkhorn | 22 | 18 | 20 | 91% | 22 | 100% |
| Norma Johnson | 22 | 22 | 19 | 86% | 22 | 100% |
| Job Corp | 22 | 22 | 18 | 82% | 22 | 100% |
| Northview | 22 | 21 | 18 | 82% | 22 | 100% |
| Hillsdale | 44 | 21 | 38 | 86% | 42 | 95% |
| Sharon Neese | 44 | 22 | 35 | 80% | 44 | 100% |
| Freedom Park | 44 | 21 | 35 | 80% | 41 | 93% |
| Marina Vista ELC | 64 | 22 | 33 | 52% | 40 | 63% |
| North Avenue | 20 | 21 | 18 | 90% | 20 | 100% |
| Phoenix Park | 22 | 22 | 19 | 86% | 22 | 100% |

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2016 to 2017

Period: May 2017

| Early Head Start Classes | | | | | | |
|-----------------------------------|-------------------|------------|--------------|-------|-----------------|------|
| Center Name | Funded Enrollment | Total Days | Present Only | | Present/Excused | |
| | | | ADA | % ADA | ADA | %ADA |
| Northview | 8 | 22 | 6 | 75% | 7 | 88% |
| North Avenue | 8 | 21 | 6 | 75% | 7 | 88% |
| Phoenix Park | 8 | 22 | 6 | 75% | 7 | 88% |
| Alder Grove Infant/Toddler Center | 16 | 22 | 12 | 75% | 13 | 81% |
| Elkhorn | 16 | 19 | 13 | 81% | 15 | 94% |
| Sharon Neese | 16 | 22 | 12 | 75% | 15 | 94% |
| Crossroad Gardens | 8 | 22 | 6 | 75% | 7 | 88% |
| Job Corp | 16 | 22 | 12 | 75% | 15 | 94% |
| Mather | 14 | 22 | 11 | 79% | 13 | 93% |
| Norma Johnson | 8 | 22 | 7 | 88% | 8 | 100% |
| Marina Vista ELC | 8 | 22 | 7 | 88% | 8 | 100% |

| SETA Head Start/Early Head Start Enrollment Report | | | | | | |
|--|--------|------------|-----------|----------|---------------|-------|
| (Enrollment as of the last service day of the month) | | | | | | |
| Last Service Day of Month: 05/31/2017 | | | | | | |
| Site | Loc Id | # Enrolled | # Present | # Absent | # Term W/I 30 | Total |
| Alder Grove ELC | 1247A | 8 | 8 | 0 | 1 | 9 |
| Alder Grove ELC | 1247B | 16 | 11 | 5 | 1 | 17 |
| Auberry Park | 1238A | 19 | 7 | 12 | 1 | 20 |
| Auberry Park | 1238B | 20 | 15 | 5 | 0 | 20 |
| Bannon Creek | 1200A | 19 | 12 | 7 | 1 | 20 |
| Bannon Creek | 1200B | 20 | 16 | 4 | 1 | 21 |
| Bannon Creek | 1200C | 20 | 15 | 5 | 0 | 20 |
| Bannon Creek | 1200D | 20 | 18 | 2 | 0 | 20 |
| Bright Beginnings | 1201A | 18 | 13 | 5 | 18 | 36 |
| Bright Beginnings | 1201C | 18 | 10 | 8 | 18 | 36 |
| Bright Beginnings | 1201D | 20 | 17 | 3 | 20 | 40 |
| Crossroad Gardens | 1242A | 20 | 16 | 4 | 0 | 20 |
| Crossroad Gardens | 1242B | 19 | 17 | 2 | 1 | 20 |
| Crossroad Gardens | 1242R | 21 | 18 | 3 | 5 | 26 |
| Crossroad Gardens | 1242X | 22 | 19 | 3 | 0 | 22 |
| Elkhorn | 1255A | 20 | 14 | 6 | 1 | 21 |
| Elkhorn | 1255B | 20 | 17 | 3 | 0 | 20 |
| Elkhorn | 1255C | 20 | 17 | 3 | 1 | 21 |
| Elkhorn | 1255D | 20 | 12 | 8 | 0 | 20 |
| Elkhorn | 1255X | 22 | 19 | 3 | 0 | 22 |
| Freedom Park | 1239A | 20 | 18 | 2 | 0 | 20 |
| Freedom Park | 1239B | 19 | 15 | 4 | 1 | 20 |
| Freedom Park | 1239C | 18 | 14 | 4 | 2 | 20 |
| Freedom Park | 1239D | 20 | 15 | 5 | 0 | 20 |
| Freedom Park | 1239R | 20 | 16 | 4 | 0 | 20 |
| Freedom Park | 1239X | 21 | 16 | 5 | 1 | 22 |
| Fruitridge | 1216A | 20 | 12 | 8 | 3 | 23 |
| Fruitridge | 1216B | 20 | 10 | 10 | 1 | 21 |
| Fruitridge | 1216C | 19 | 17 | 2 | 1 | 20 |
| Fruitridge | 1216D | 20 | 18 | 2 | 0 | 20 |
| Galt | 1234A | 20 | 15 | 5 | 0 | 20 |
| Galt | 1234B | 20 | 15 | 5 | 0 | 20 |
| Galt | 1234C | 20 | 19 | 1 | 0 | 20 |
| Galt | 1234D | 20 | 14 | 6 | 0 | 20 |
| Galt | 1234E | 20 | 15 | 5 | 0 | 20 |
| Galt | 1234F | 20 | 13 | 7 | 1 | 21 |

| | | | | | | |
|-------------------|-------|----|----|----|----|----|
| Grizzly Hollow | 1252A | 20 | 20 | 0 | 13 | 33 |
| Grizzly Hollow | 1252B | 20 | 13 | 7 | 15 | 35 |
| Hillsdale | 1228A | 19 | 11 | 8 | 3 | 22 |
| Hillsdale | 1228B | 19 | 12 | 7 | 1 | 20 |
| Hillsdale | 1228C | 20 | 12 | 8 | 0 | 20 |
| Hillsdale | 1228D | 20 | 14 | 6 | 0 | 20 |
| Hillsdale | 1228R | 21 | 19 | 2 | 1 | 22 |
| Hillsdale | 1228X | 22 | 19 | 3 | 0 | 22 |
| Hopkins Park | 1253A | 20 | 15 | 5 | 0 | 20 |
| Hopkins Park | 1253B | 19 | 16 | 3 | 1 | 20 |
| Hopkins Park | 1253C | 20 | 17 | 3 | 0 | 20 |
| Hopkins Park | 1253D | 20 | 17 | 3 | 0 | 20 |
| Illa Collin | 1221A | 20 | 15 | 5 | 7 | 27 |
| Illa Collin | 1221B | 20 | 13 | 7 | 10 | 30 |
| Job Corp | 1237X | 22 | 19 | 3 | 0 | 22 |
| Kennedy Estates | 1240A | 20 | 20 | 0 | 1 | 21 |
| Kennedy Estates | 1240B | 19 | 16 | 3 | 1 | 20 |
| La Verne Sterwart | 1219A | 19 | 11 | 8 | 0 | 19 |
| La Verne Sterwart | 1219B | 20 | 16 | 4 | 0 | 20 |
| Marina Vista ELC | 1246A | 20 | 17 | 3 | 20 | 40 |
| Marina Vista ELC | 1246R | 20 | 19 | 1 | 3 | 23 |
| Marina Vista ELC | 1246S | 18 | 15 | 3 | 0 | 18 |
| Marina Vista ELC | 1246X | 21 | 17 | 4 | 2 | 23 |
| Mather | 1223A | 20 | 16 | 4 | 0 | 20 |
| Mather | 1223B | 18 | 12 | 6 | 2 | 20 |
| Mather | 1223C | 20 | 12 | 8 | 1 | 21 |
| Mather | 1223D | 20 | 10 | 10 | 1 | 21 |
| Mather | 1223X | 21 | 20 | 1 | 1 | 22 |
| Nedra Court | 1244A | 20 | 18 | 2 | 0 | 20 |
| Nedra Court | 1244B | 19 | 16 | 3 | 0 | 19 |
| Nedra Court | 1244C | 20 | 18 | 2 | 0 | 20 |
| Norma Johnson | 1214A | 20 | 12 | 8 | 2 | 22 |
| Norma Johnson | 1214B | 19 | 13 | 6 | 0 | 19 |
| Norma Johnson | 1214X | 21 | 16 | 5 | 3 | 24 |
| North Avenue | 1256A | 19 | 14 | 5 | 1 | 20 |
| North Avenue | 1256B | 19 | 16 | 3 | 1 | 20 |
| North Avenue | 1256X | 20 | 20 | 0 | 0 | 20 |
| Northview | 1224A | 19 | 9 | 10 | 2 | 21 |
| Northview | 1224B | 19 | 14 | 5 | 1 | 20 |
| Northview | 1224C | 20 | 12 | 8 | 0 | 20 |
| Northview | 1224D | 20 | 16 | 4 | 0 | 20 |

| | | | | | | |
|-----------------------------------|-------------|-------------|-------------|------------|------------|-------------|
| Northview | 1224X | 22 | 18 | 4 | 0 | 22 |
| Parker | 1207E | 21 | 14 | 7 | 1 | 22 |
| Phoenix Park | 1248A | 20 | 15 | 5 | 0 | 20 |
| Phoenix Park | 1248B | 20 | 13 | 7 | 0 | 20 |
| Phoenix Park | 1248X | 22 | 19 | 3 | 1 | 23 |
| Sharon Neese | 1249R | 22 | 17 | 5 | 0 | 22 |
| Sharon Neese | 1249X | 22 | 18 | 4 | 0 | 22 |
| Solid Foundation | 1254A | 20 | 14 | 6 | 0 | 20 |
| Solid Foundation | 1254B | 20 | 17 | 3 | 0 | 20 |
| Solid Foundation | 1254C | 20 | 16 | 4 | 0 | 20 |
| Solid Foundation | 1254D | 19 | 17 | 2 | 0 | 19 |
| Strizek Park | 1225A | 19 | 16 | 3 | 1 | 20 |
| Strizek Park | 1225B | 20 | 16 | 4 | 0 | 20 |
| Vineland | 1211A | 17 | 17 | 0 | 2 | 19 |
| Vineland | 1211B | 18 | 16 | 2 | 1 | 19 |
| Walnut Grove | 1235A | 20 | 14 | 6 | 1 | 21 |
| Walnut Grove | 1235C | 20 | 16 | 4 | 0 | 20 |
| Alder Grove Infant/Toddler Center | 1212M | 7 | 5 | 2 | 1 | 8 |
| Alder Grove Infant/Toddler Center | 1212U | 6 | 6 | 0 | 2 | 8 |
| Crossroad Gardens | 1242U | 7 | 6 | 1 | 2 | 9 |
| Elkhorn | 1255M | 8 | 7 | 1 | 0 | 8 |
| Elkhorn | 1255U | 7 | 6 | 1 | 1 | 8 |
| Job Corp | 1237M | 8 | 4 | 4 | 1 | 9 |
| Job Corp | 1237U | 7 | 7 | 0 | 1 | 8 |
| Marina Vista ELC | 1246U | 7 | 7 | 0 | 2 | 9 |
| Mather | 1223M | 7 | 4 | 3 | 0 | 7 |
| Mather | 1223U | 7 | 6 | 1 | 0 | 7 |
| Norma Johnson | 1214U | 8 | 5 | 3 | 0 | 8 |
| North Avenue | 1256U | 8 | 6 | 2 | 1 | 9 |
| Northview | 1224U | 7 | 6 | 1 | 2 | 9 |
| Phoenix Park | 1248U | 8 | 7 | 1 | 0 | 8 |
| Sharon Neese | 1249M | 8 | 6 | 2 | 0 | 8 |
| Sharon Neese | 1249U | 8 | 5 | 3 | 1 | 9 |
| TOTALS for Head Start | | 1972 | 1526 | 446 | 193 | 2165 |
| HS Totals | 1854 | | | | | |
| Drops w/in 30 | 179 | | | | | |
| P/S Home Base | 121 | | | | | |
| Total | 2154 | | | | | |
| | | | | | | |
| EHS Totals | 118 | | | | | |

| | | |
|--------------------|-------------|--|
| Drops w/in 30 | 14 | |
| River Oaks | 60 | |
| SCOE | 43 | |
| EHS Home Base | 151 | |
| Total | 386 | |
| | | |
| GRAND TOTAL | 2540 | |

ITEM VII – CENTER UPDATES

BACKGROUND:

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

NOTES:

ITEM VIII - DISCUSSION

BACKGROUND:

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

NOTES:

ITEM IX – PUBLIC PARTICIPATION

BACKGROUND:

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

NOTES: