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*Thought of the Day: "While we try to teach our children all about life, our children teach us what life is all about."
- Angela Schwindt*

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

DATE: Tuesday, October 17, 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.

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DISTRIBUTION DATE: WEDNESDAY, OCTOBER 11, 2017

Parent Advisory Committee meeting hosted by:
Terri McMillin (Chair), Griselda O’Cisneros (Vice Chair), Angel Chenault (Secretary),
Jessica Sherren (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**
- ___ 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
- ___ Vacant, Hopkins Park Head Start
- ___ Vacant, Illa Collin Head Start
- ___ **Penelope Scott, 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
- ___ **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
- ___ Vacant, Men's Activities Affecting Children Committee Representative
- ___ Vacant, Community Representative
- ___ **Kenneth Tate, Community Representative**
- ___ **Terri McMillin, Outgoing Chair**

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	X		X	X		
Vacant Seated	CR													
Vacant Seated	EHS/HB													
Yesenia Rodriguez Seated 11/15	EL	X		X		X	X	X	X		X	X		
Vacant Seated	FP													
Vacant Seated	FP													
Marcus Oden Seated 6/20	FT								X		U	U		
Vacant Seated	G													
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	X		X	X		
Vacant Seated	K													
Vacant Seated	LVS													
Vacant Seated	MCBB													
Vacant Seated	MV													
Vacant Seated	M													
Griselda O' Cisneros Seated 4/25	NA						X	U	X		X	X		
Rosa Aguilar Seated 6/20	NC								X		U	U		
Vacant Seated	NJ													
Vacant Seated	NV													
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	X		X	E		
Vacant Seated	SF													
Vacant Seated	SN													
Vacant Seated	SP													
Jessica Sherren Seated 9/19	V											X		
Vacant Seated	WG													
Vacant Seated	FPR													
Galvin Shoppard Seated 4/26	MAACC	✘		✘		✘	✘	✘	U		E	U		
Terri McMillin Seated 11/17	OGC	X		X		X	X	X	X		X	X		
Vacant Seated	CR													
Kenneth Tate Seated 1/17	CR	X		X		X	X	X	X		X	E		

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: 10/10/2017 11:09 AM

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE SEPTEMBER 19, 2017 REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the September 19, 2017 PAC meeting.

RECOMMENDATION:

Approve the minutes of the September 19, 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, September 19, 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 9:11 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 not established.

Members Present:

Angel Chenault
Terri McMillin
Penelope Scott
Griselda O’Cisneros
Jessica Sherren (seated at 9:20 a.m.)
Yesenia Rodriguez (seated at 9:24 a.m.)

Members Absent:

Calvin Sheppard (unexcused)
Marcus Oden (unexcused)
Belgica Jimenez (excused)
Rosa Aguilar (unexcused)
Kenneth Tate (excused)

New representative to be seated: Ms. Jessica Sherren arrived and was seated at 9:20 a.m.

Ms. McMillin reviewed information items while awaiting a quorum.

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Angel Chenault reviewed the calendar of events. The Social/Hospitality Committee meeting will be going shopping on September 21, immediately after the PAC Executive Committee. Ms. McMillin distributed a sign-up sheet. The keynote speaker will be Ms. Alma Walton-Hawkins.

Ms. Jessica Sherren was seated at 9:20 a.m.

- Parent/Staff Recognitions: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D’et Saurbourne reviewed financials for the first month of the new fiscal year. The delegate numbers are still estimates since the deadline for the report is before they submit their numbers. The non-federal share numbers are not in. There were no questions or comments. Ms. Saurbourne stated that there will be no budget meeting in October; committee meetings will pick it up in November.

Ms. Yesenia Rodriguez was seated at 9:24; a quorum was established.

II. Consent Item

A. Approval of the Minutes of the August 15, 2017 Regular Meeting

Minutes were reviewed; no questions or corrections.

Moved/Sherren, second/Scott, to approve the minutes of the August 15, 2017 meeting.

Show of hands vote:

Aye: 5

Nay: 0

Abstentions: 1 (McMillin)

Absent: 5 (Aguilar, Jimenez, Oden, Sheppard, Tate)

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.

Ms. McMillin reviewed the various modifications being recommended for the PAC bylaws. Ms. McMillin urged board members to respect the work of the committee.

Moved/Sherren, second/Scott, to continue this item to the October 17 Parent Advisory Committee meeting where the action of the PAC will be to close the public hearing and approve the amendments to the PAC Bylaws.

Show of hands vote:

Aye: 5

Nay: 0

Abstentions: 1 (McMillin)

Absent: 5 (Aguilar, Jimenez, Oden, Sheppard, Tate)

IV. Information Items (continued)

- PAC Facilities Department Tour Reports: Ms. Chenault stated that she was very impressed with all of the moving parts that go into keeping the centers going. They were extremely organized and Mr. Diaz has a system in place and is very good at his job. She felt very welcomed. Ms. McMillin stated she really enjoyed the tour. Mr. Diaz and his staff were very welcoming.
- PTA/PTO Workshop Reports – *It Makes a Difference*: Ms. Scott attended the training and stated that this is a good group to get involved outside of Head Start.

Ms. Scott stated that this is a national organization. Ms. Chenault attended the PTO/PTA training and it was very informative. Ms. Chenault spoke with some parents about providing information to make some changes and have their voices heard at her daughter's school. With the training, she was excited to offer some solutions. She will be reaching out and offering assistance with the information she learned.

- Child Care Center Food Menu: No questions.
- Community Resources – Parents/Staff: Mr. Robert Silva directed board members to the resource table. Councilman Allen Warren is sponsoring a seminar on how to get a job with the State of California; this will assist in the process of applying for a state job. At Cal Expo on September 29-30 there is a free healthcare services event. Wristbands will be distributed so attendees must sign up first. Mr. Silva reviewed the services available during this healthcare expo.

B. Governing Board Minutes: July 6, 2017: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Chenault reviewed the critique.
- Budget/Planning Committee: Ms. Griselda O'Cisneros reviewed the most recent committee meeting.
- Personnel/Bylaws Committee: Ms. Chenault reviewed the most recent committee meeting.
- Social/Hospitality Committee: Ms. Chenault stated that the committee are finalizing the details of the End-of-Year Parent Appreciation brunch. Please plan to RSVP to Ms. Hogan.
- Men's Activities Affecting Children Committee (MAACC) and Parent Ambassador Committee: Ms. Griselda O'Cisneros stated that Parent Ambassador committee members made packets for the centers.

VI. Other Reports

- Chair's Report: Ms. McMillin has PC and PAC Community Representative applications available. She encouraged board members to apply. The deadline date is October 10 for PAC; members are encouraged to make a presentation at the October 17 meeting regarding their interest in serving as a Community Representative.
- Policy Council Report(s): No additional report.
 - Head Start Deputy Director's Report – Ms. Denise Lee reviewed the Program Information Report which is a report required by the Office of Head Start. This data is compared with other Head Start grantees across the country. Staff will work with delegates to help parents to get their health screenings; this will help to bring the numbers up for the PIR. If there is anything that stands out with the Office of Head Start, they will call and discuss it with the management team. The OHS released their new monitoring protocols and

Ms. Lee will give an overview next month. Ms. Lee stated that a review of the program is anticipated. In the current system, there is a five year grant and each year there is a review of one segment of the program. The process has been streamlined in a two phase process. In Phase 1: in year 1 and early year 2, phone call interviews are held with leadership team to answer questions around the guidelines and talk through challenges. Reviewers will staff how they anticipate overcoming possible challenges. Where will you be going. In Phase 2, the reviewers return to see if we are doing what we said we would do to address challenges; it will be more interactive. We are in year three of a five-year cycle. It is expected that we will be doing a shortened version of Phase 1 and will be doing Phase 2 in the coming year. We can expect to see a comprehensive review in the next few months; staff will receive a 60-day notice when they plan to review us. The protocols were posted yesterday. Governance used to be a stand-alone item, now when they look at how the parents are engaged in multiple areas. It is largely data focused with fewer checks and balances.

Ms. McMillin inquired whether the sites are selected in phase 2; Ms. Lee stated that the reviewers will look at a list of sites and they choose where to go randomly.

➤ **Head Start Managers' Reports**

- Lisa Carr - Family Engagement, Home Base, and ERSEA Services: Page 70-76 Ms. Carr reviewed the average daily attendance for August. Ms. Carr will provide an enrollment skit in November.
- Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services: Ms. Caruso reviewed the Third Quarter Quality Assurance Report for the SETA-Operated Program. Preparations are underway for the delegate kickoff event with attendees including delegate staff and SOP staff that support the delegates.
- Martha Cisneros - Health, Nutrition and Safe Environments Services: Ms. Cisneros reviewed the healthcare program. Staff is finishing up the CCFAP yearly review which reviewed all of the food services over the past year. This including reviews of breakfast, lunch, and snacks services in the Head Start, program. This year, there will be more campaigning to talk about Bright Futures which provides well-baby checkups. There will be more focus placed on medical and dental issues at parent meetings. Ms. Cisneros stated that there was a \$2.00 per pack tax on cigarettes that was supposed to be set aside for dental screenings but the money was redirected. There are not a lot of incentives for doctors to serve MediCal patients. Staff will be working with our medical providers to ensure parents are able for their children to receive their medical screenings. Ms. McMillin stated that there is a bulletin board at the library that lists where to apply for services.

- Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith stated that staff is expecting the reviewers to come soon. A three- part training series for SOP teachers will begin soon. This will involve very small groups (25) of teachers to create a learning community. The small groups allow teachers to get together to talk. This training will be repeated 10 times per month to ensure all teaching staff can participate. Staff are also preparing teaching staff for the review.

VII. Center Updates

Ms. Rodriguez stated that she will be attending the Elkhorn parent meeting tomorrow. She's involved in parent teacher community at Pioneer and she wanted to get involved in PTA.

Ms. O'Cisneros will be attending parent meetings on the 22nd and 29th; she has already spoke with parents to consider coming on the board.

Ms. Sherren reported that her center, Freedom Park, recently had a parent meeting night. They had a BBQ and the children played outside. The point was to get the parents more involved. They talked about the PAC meeting and about upcoming field trips.

VIII. Discussion

Ms. Rodriguez stated that she is getting fingerprinted this afternoon so she can be involved in field trips at Pioneer.

IX. Public Participation

Mr. Reginald Castex, Chair of the WCIC Head Start Policy Council, stated that WCIC has a full-day program where his daughter is enrolled. WCIC will be opening another site in January at WCIC in Oak Park. Mr. Castex urged anyone with families needing Head Start services to let him know.

X. Adjournment: The meeting was adjourned at 10:49 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 2016-2017 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**.

The Chair opened a public hearing on these modifications at the September 19 meeting.

RECOMMENDATION:

Hear any additional testimony and take action to close the public hearing and approve the amendments to the PAC Bylaws as attached.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

BYLAWS

FOR THE

SETA HEAD START/EARLY HEAD START

PARENT ADVISORY COMMITTEE

PAC First Reading: 9/19/17
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 ~~1305.2~~ ~~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, 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 **Home Based** Partnership (River Oak)
5. One (1) voting Representative elected from EHS **Home Based** 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. Four (4) voting Community Representatives shall be elected by the outgoing PAC.~~

~~Representative may be elected by the current PAC if the outgoing PAC has been dissolved. 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 four (4) Alternates for Community Representatives.~~

1. **Two (2) voting Community Representatives referred to as Past Parent shall be elected by the current PAC if the outgoing PAC has been resolved. The Past Parent elected to the PAC may not have a child/children currently enrolled in the HS/EHS program. There will be two Alternates for Past Parent Representatives.**
2. **One (1) voting Grandparent elected to the PAC must have a child/children currently enrolled or previously enrolled in the HS/EHS program. There will be one Alternate for the Grandparent Representative position.**
3. **One (1) voting Foster Parent elected to the PAC must have child/children currently or previously enrolled in the HS/EHS program. There will be one Alternate for the Foster Parent Representative position.**

Community members desiring to be reappointed must apply for membership on a yearly basis.

4. 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.
5. 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.

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 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%~~ **41%** 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 Development 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%~~ 41% 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

ITEM III-B – ACTION

ELECTION OF PARENT ADVISORY COMMITTEE COMMUNITY
REPRESENTATIVES 2017-2018

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect Community Representatives for Program Year 2017-2018. The duties of PAC Community Representatives are prescribed in the Bylaws in Article III – Membership, Section 2C.

SECTION 2: C. Community Representatives

Additional PAC members will include:

1. Two (2) voting Community Representatives referred to as Past Parent shall be elected by the current PAC if the outgoing PAC has been resolved. The Past Parent elected to the PAC may not have a child/children currently enrolled in the HS/EHS program. There will be two Alternates for Past Parent Representatives.
2. One (1) voting Grandparent elected to the PAC must have a child/children currently enrolled or previously enrolled in the HS/EHS program. There will be one Alternate for the Grandparent Representative position.
3. One (1) voting Foster Parent elected to the PAC must have child/children currently or previously enrolled in the HS/EHS program. There will be one Alternate for the Foster Parent Representative position.

Community members desiring to be reappointed must apply for membership on a yearly basis.

4. 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.
5. 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.

This board item provides an opportunity for the PAC to elect two (2) Community Representatives, and two (2) Alternates, one (1) Grandparent and one (1) Grandparent Alternate, and one (1) Foster Parent and one (1) Foster Parent Alternate.

Applications will be distributed at the board meeting. Staff will be available to answer questions.

ITEM III-B – ACTION (continued)
Page 2

RECOMMENDATION:

That the Parent Advisory Committee elect four Community Representatives and four Alternates.

Community Representatives:

Alternates:

Grandparent Representative:

Alternate:

Foster Parent Representative:

Alternate:

NOTES:

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
 - End-of-Year Parent Appreciation Brunch Reports – Ms. Terri McMillin
 - Parent/Staff Recognitions – Ms. Terri McMillin
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Saurbourne
 - Child Care Center Food Menu (attached)
 - Community Resources – Parents/Staff: Mr. Robert Silva & Ms. Terri McMillin

NOTES:

CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PAC Executive Committee	Friday, October 20, 2017 9:00 - 10:30 a.m. Olympus Room
PC Executive Committee	Thursday, October 26, 2017 9:00 – 11:00 a.m. Camellia Room
Men's Activities Affecting Children Committee/Parent Ambassador Committee	Friday, October 27, 2017 10:30 a.m. Olympus Room
PC/PAC Budget/Planning Committee	Tuesday, November 14, 2017 1:00 p.m. Camellia Room

SETA HEAD START MENU

October 2017

"This institution is an equal opportunity provider"

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

Monday

Tuesday

Wednesday

Thursday

Friday

2 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

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

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

5 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

6 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, Cheese-It

9 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

10 Breakfast Week 4
Milk, Low Fat 1%
Applesauce
Brown Rice Krispies Cereal
Lunch
Milk, Low Fat 1%
Apricots
Beans Refried
Cheddar Cheese
Tomato, diced
Tortilla, Whole Wheat
Snack
Milk, Low Fat 1%
Cheerios, Whole Grain Cereal

11 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

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

13 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

16 Breakfast Week 5
Milk, Low Fat 1%
Pancakes
Pears
Lunch
Milk, Low Fat 1%
Apricots
Chicken Patty
Coleslaw Salad
Whole Wheat Bun
Snack
Cheese Sticks
Pineapple, tidbits

17 Breakfast Week 5
Milk, Low Fat 1%
Apple, fresh
Cheerios, Whole Grain Cereal
Lunch
Milk, Low Fat 1%
Refried Beans
Strawberries, fresh or
Tangerine, fresh or
Tomato Salsa
Tortilla, Whole Wheat
Snack
Milk, Low Fat 1%
Multi Grain Flakes Cereal

18 Breakfast Week 5
Milk, Low Fat 1%
Whole Wheat Biscuit
Peaches
Lunch
Milk, Low Fat 1%
Cantaloupe, fresh
Carrot, fresh
Whole Grain Buns
Turkey Sliced
Snack
Banana, fresh
Crackers, Cheese-It

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

20 Breakfast Week 5
Milk, Low Fat 1%
Muffin, Banana
Oranges, fresh
Lunch
Milk, Low Fat 1%
Banana, fresh
Broccoli, fresh
Chicken Salad
Crackers, Wheat Thins
Snack
Milk, Low Fat 1%
Brown Rice Krispies Cereal

23 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

24 Breakfast Week 1
Milk, Low Fat 1%
Apricots
Cheerios, Whole Grain Cereal
Lunch
Milk, Low Fat 1%
American Cheese
Apple, fresh
Whole Wheat Bread
Broccoli, fresh
Watermelon, fresh or
Snack
Milk, Low Fat 1%
Strawberry Chex

25 Breakfast Week 1
Milk, Low Fat 1%
Whole Wheat Biscuit
Peaches
Lunch
Milk, Low Fat 1%
Burrito
Cheddar Cheese
Romaine Lettuce
Refried Beans
Strawberries, fresh or
Tangerine, fresh or
Tomato, diced
Tortilla, Whole Wheat
Snack
Banana, fresh
Cheese Sticks

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

27 Breakfast Week 1
Milk, Low Fat 1%
Banana, fresh
Muffin, Blueberry
Lunch
Milk, Low Fat 1%
Whole Wheat Bread
Cantaloupe, fresh
Cauliflower, fresh
Tuna Salad
Snack
Milk, Low Fat 1%
Brown Rice Krispies Cereal

30 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

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

Lunes	Martes	Miércoles	Jueves	Viernes
<p>2 Desayuno Week 3</p> <p>Leche Cereal Cheerios Naranja</p> <p><u>Comida</u></p> <p>Leche Manzana Chícharos Macarrón y Queso Sandía Fresca o</p> <p><u>Bocadillo</u></p> <p>Galletas de Trigo Integral Pera</p>	<p>3 Desayuno Week 3</p> <p>Leche Puré de Manzana Baritas de Waffle</p> <p><u>Comida</u></p> <p>Leche Pierna de Pollo Ensalada de Espinaca Pan de Grano Integral Naranja</p> <p><u>Bocadillo</u></p> <p>Manzana Mantequilla de Semilla de Girasol</p>	<p>4 Desayuno Week 3</p> <p>Leche Bizcocho de Trigo Integral Durazno</p> <p><u>Comida</u></p> <p>Leche Melón Arroz y Frijoles Jitomate Picado</p> <p><u>Bocadillo</u></p> <p>Leche Chex de fresa</p>	<p>5 Desayuno Week 3</p> <p>Leche Plátano Fresco Bagel de Trigo Integral</p> <p><u>Comida</u></p> <p>Leche Pan de Trigo Integral Zanahoria Ensalada de Pollo Fresa</p> <p>Tanjarina o</p> <p><u>Bocadillo</u></p> <p>Requesón Piña Machacada</p>	<p>6 Desayuno Week 3</p> <p>Leche Mollete con Plátano Naranja</p> <p><u>Comida</u></p> <p>Leche Chabacano Queso Suizo Tortilla de Trigo Integral Varitas de Calabacita</p> <p><u>Bocadillo</u></p> <p>Leche Galletas Cheese-It</p>
<p>9 Desayuno Week 4</p> <p>Leche Manzana Cereal Integral Rice Krispies</p> <p><u>Comida</u></p> <p>Leche Hamburguesa de Res Elote Naranja Pan de Trigo Integral</p> <p><u>Bocadillo</u></p> <p>Galletas Cheese-It Durazno</p>	<p>10 Desayuno Week 4</p> <p>Leche Puré de Manzana Cereal Integral Rice Krispies</p> <p><u>Comida</u></p> <p>Leche Chabacano Frijoles Refritos Queso Cheddar Jitomate Picado Tortilla de Trigo Integral</p> <p><u>Bocadillo</u></p> <p>Leche Cereal Cheerios de Grano Inte</p>	<p>11 Desayuno Week 4</p> <p>Leche Plátano Fresco Avena</p> <p><u>Comida</u></p> <p>Leche Enchilada de Queso con Salsa Ensalada de Lechuga Romana Naranja</p> <p><u>Bocadillo</u></p> <p>Puré de Garbanzo Varitas de Verduras Melody</p>	<p>12 Desayuno Week 4</p> <p>Leche Chabacano Baritas de Pan Francés Tostad</p> <p><u>Comida</u></p> <p>Leche Ensalada de Col Mango Tortilla de Trigo Integral Rollo de Pavo y Queso</p> <p><u>Bocadillo</u></p> <p>Plátano Fresco Barita de Queso</p>	<p>13 Desayuno Week 4</p> <p>Leche Manzana Mollete con Arándanos Azules</p> <p><u>Comida</u></p> <p>Leche Melón Zanahoria Galletas de Trigo Integral Ensalada de Atún</p> <p><u>Bocadillo</u></p> <p>Leche Pescados Dorados de Galleta</p>
<p>16 Desayuno Week 5</p> <p>Leche Jotqueis Pera</p> <p><u>Comida</u></p> <p>Leche Chabacano Torta de Pollo Ensalada de Col Pan de Trigo Integral</p> <p><u>Bocadillo</u></p> <p>Barita de Queso Piña Machacada</p>	<p>17 Breakfast Week 5</p> <p>Leche Manzana Cereal Cheerios de Grano Inte</p> <p><u>Lunch</u></p> <p>Leche Frijoles Refritos Fresa Tanjarina o Salsa de Jitomate Tortilla de Trigo Integral</p> <p><u>Snack</u></p> <p>Leche Ojuelas de Cereal Multigrano</p>	<p>18 Breakfast Week 5</p> <p>Leche Bizcocho de Trigo Integral Durazno</p> <p><u>Lunch</u></p> <p>Leche Melón Zanahoria Pan de Grano Integral Rebanada de Pavo</p> <p><u>Snack</u></p> <p>Plátano Fresco Galletas Cheese-It</p>	<p>19 Breakfast Week 5</p> <p>Leche Avena Piña Machacada Pasas</p> <p><u>Lunch</u></p> <p>Leche Chabacano Ensalada de Lechuga Romana Espagueti Horneado</p> <p><u>Snack</u></p> <p>Leche Chex de fresa</p>	<p>20 Breakfast Week 5</p> <p>Leche Mollete con Plátano Naranja</p> <p><u>Lunch</u></p> <p>Leche Plátano Fresco Brócoli Ensalada de Pollo Galletas de Trigo Integral</p> <p><u>Snack</u></p> <p>Leche Cereal Integral Rice Krispies</p>
<p>23 Desayuno Week 1</p> <p>Leche Jotqueis Pera</p> <p><u>Comida</u></p> <p>Leche Zanahoria Pollo con Limón y Pimienta Naranja Tortilla de Trigo Integral</p> <p><u>Bocadillo</u></p> <p>Requesón Galletas Cheese-It</p>	<p>24 Desayuno Week 1</p> <p>Leche Chabacano Cereal Cheerios de Grano Inte</p> <p><u>Comida</u></p> <p>Leche Queso Americano Manzana Pan de Trigo Integral Brócoli Sandía Fresca o</p> <p><u>Bocadillo</u></p> <p>Leche Chex de fresa</p>	<p>25 Desayuno Week 1</p> <p>Leche Bizcocho de Trigo Integral Durazno</p> <p><u>Comida</u></p> <p>Leche Burrito Queso Cheddar Lechuga Romana Frijoles Refritos Fresa Tanjarina o Jitomate Picado Tortilla de Trigo Integral</p> <p><u>Bocadillo</u></p> <p>Plátano Fresco Barita de Queso</p>	<p>26 Desayuno Week 1</p> <p>Leche Piña Machacada Bagel de Trigo Integral</p> <p><u>Comida</u></p> <p>Leche Mandarina Arroz Español con Pollo Varitas de Calabacita</p> <p><u>Bocadillo</u></p> <p>Manzana Mantequilla de Semilla de Gira</p>	<p>27 Desayuno Week 1</p> <p>Leche Plátano Fresco Mollete con Arándanos Azules</p> <p><u>Comida</u></p> <p>Leche Pan de Trigo Integral Melón Coliflor Ensalada de Atún</p> <p><u>Bocadillo</u></p> <p>Leche Cereal Integral Rice Krispies</p>
<p>30 Desayuno Week 2</p> <p>Leche Manzana Ojuelas de Cereal Multigrano</p> <p><u>Comida</u></p> <p>Leche Chabacano Hamburguesa de Res Verduras Mixtas Pan de Trigo Integral</p> <p><u>Bocadillo</u></p> <p>Barita de Queso Naranja</p>	<p>31 Desayuno Week 2</p> <p>Leche Baritas de Pan Francés Tostado Pera</p> <p><u>Comida</u></p> <p>Leche Manzana Pierna de Pollo Panecillo para Cena Jitomate Fresco Sandía Fresca o</p> <p><u>Bocadillo</u></p> <p>Leche Cereal Integral Rice Krispies</p>			

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 3, 2017 meeting.

NOTES:

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

Minutes/Synopsis

SETA Board Room
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Thursday, August 3, 2017
10:00 a.m.

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

Members Present:

Jay Schenirer, Chair, Governing Board; Councilmember, City of Sacramento
Patrick Kennedy, Vice Chair; Member, Board of Supervisors
Sophia Scherman, Public Representative
Don Nottoli, Member, Board of Supervisors (arrived at 10:02 a.m.)

Member Absent:

Larry Carr, Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the July 6, 2017 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Resolution for the State of California Department of Justice Background Checks

The consent items were reviewed; no questions.

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

- A. Approve the July 6, 2017 minutes.
- B. Approve the claims and warrants for the period 6/29/17 through 7/26/17.
- C. Approve a resolution for the State of California Department of Justice background checks.

Roll call vote:

Aye: 3 (Kennedy, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Carr and Nottoli)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. **TIMED ITEM: 10:00 AM AND PUBLIC HEARING:** Approval of Sacramento Employment and Training Agency Final Budget for Fiscal Year 2017-2018

Ms. Loretta Su, Fiscal Chief, provided an overview of this item.

Mr. Nottoli arrived at 10:02 a.m.

Ms. Su presented the final budget in the amount of \$83,857,233, which reflects a net decrease in funding of \$1,090,478. The primary result was due to a decrease in WIOA formula funds and CalWORKS share of cost funds in the amount of \$3,018,488. Internal operations have been reduced by staff reductions and cost saving measures.

Mr. Schenirer opened a public hearing.

Moved/Scherman, second/Kennedy, to close the public hearing and adopt the resolution approving the Sacramento Employment and Training Agency Final Budget for Fiscal Year 2017-2018.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

2. **TIMED ITEM: 10:00 AM AND PUBLIC HEARING:** Approval of Changes to the SETA Personnel Policies and Procedures Vehicle Policy

Ms. Kossick offered to answer questions.

Mr. Schenirer opened a public hearing.

Moved/Kennedy, second/Schenirer, to close the public hearing and approve the updated Vehicle and Driving Policy.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services

One Stop Services

Community Services Block Grant

1. Approval of the Community Services Block Grant (CSBG) Request for Proposals for the 2018 Program Year

Ms. Julie Davis-Jaffe reviewed the RFP. The RFP does have a couple of changes. One change on page 23 regarding insurance, the last sentence has been taken out of the RFP. The CAB reviewed and approved the release of the RFP at their July meeting.

Mr. Thatch stated that new insurance requirements were adopted at the last board meeting. He noted a change in the document which was due to the fact that the document was developed before the insurance policies were modified.

Ms. Kossick stated that staff and some CAB members will participate in the review process and make funding recommendations to the CAB and then to the Governing Board. The Governing Board has final authority over the funding recommendations.

Mr. Schenirer inquired how the funding was provided. Ms. Davis-Jaffe replied that with the seniors, there is case management built into the services. With safety net funding, it is one-time funding.

Mr. Schenirer stated that his goal is to get as much funds to gang intervention as possible. The City of Sacramento is putting significant funds into the gang prevention program. He requested staff be in touch with Khaalid at the city to discuss the possibility of leveraging funds with the city gang program.

Ms. Scherman stated that the seniors are already receiving less than last year and the gang situation is going on everywhere. She does not want to see funds taken from seniors; if they need help, it should be available. Mr. Schenirer stated that there needs to be flexibility and because there is so little money and the funds need to be leveraged with other funds. Mr. Thatch stated that leveraging is very much a part of this RFP.

Moved/Schenirer, second/Scherman, to approve the CSBG Request for Proposals for the 2018 Fiscal Year, and delegate authority to the Executive Director to modify the RFP to reflect that the Governing Board has sole authority for the funding categories.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

C. CHILDREN AND FAMILY SERVICES

IV. Information Items

- A. **Presentation:** Overview of SETA's Refugee Services and related challenges: Ms. Michelle O'Camb provided an overview of SETA's refugee programs. Mr.

Kennedy requested a list of the other counties that have refugee programs and where the secondary populations are.

B. Update on Mayor Steinberg's Thousand Strong Initiative

Ms. Terri Carpenter stated that this program was launched with a goal of taking high school students, train them for work readiness, and place them in long-term internship or permanent employment. SETA is a partner in this initiative and has contracted with eight providers to case manage the youth. At this point, 193 students have been trained and 41 placed with employers. Staff will continue to place students through the summer. Ms. Carpenter introduced Erika Kashiri, Program Manager with the Mayor's Initiative. Ms. Kashiri offered to answer questions. Mr. Kennedy asked what happened to the youth that were not placed and Ms. Kashiri replied that there was a lack of employers. Ms. Kashiri explained the timing of the placements. Also, early in the program the employer slots were set up and when the employers were due to meet the students, they pulled back. Mr. Kennedy stated that he fully supports the program but expressed concern that by setting the goal at 1,000 the expectations were set so high that it will never be a success. Ms. Kashiri stated that there is a goal to change the mindset of employers that are not accustomed to hiring 16-17 year olds. Mr. Schenirer stated that the City Hall program started with 13 internships, and now they are at 80-100. They found that many of the city departments wanted multiple kids.

C. Fiscal Monitoring Reports: No questions.

D. Employer Success Stories and Activity Report: No questions.

E. Dislocated Worker Update: No questions.

F. Unemployment Update/Press Release from the Employment Development Department: No questions.

G. Head Start Reports: Mr. Nottoli questioned the vendors used to purchase classroom supplies and wanted to know if staff tried to buy local rather than at Walmart; he is concerned that the dollars circulate locally.

V. **Reports to the Board**

A. Chair: No report.

B. Executive Director: Ms. Kossick wished Ms. Scherman a Happy Birthday.

C. Deputy Directors: No reports.

D. Counsel: No report.

E. Members of the Board: No comments.

F. Public: None.

VI. **Adjournment**: The meeting was adjourned at 11:24 a.m.

ITEM V – COMMITTEE REPORT

➤ Executive Committee

Critique of the September 19, 2017 Parent Advisory Committee meeting.

GOOD!!!
Thank you, Ms. Denise Lee, for your in-depth report on HS/EHS program information.
Thank you managers (Ms. Lisa Carr, Ms. Robyn Caruso, Ms. Martha Cisneros, & Ms. Karen Griffith) for shared program information.
Thank you, Mr. Bob Silva, for shared information on community resources.
Thank you, Mr. Reginald Castex, for WCIC/Playmate program update.
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.

➤ Personnel/Bylaws Committee: Ms. Terri McMillin

ITEM V – COMMITTEE REPORTS (continued)

Page 2

- Social/Hospitality Committee: Ms. Terri McMillin

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

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. 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
 - ❖ Attendance & 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:



Monthly Program Update September/October 2017

Tablets for Teachers Project

September/October
2017

SETA and its delegate agencies have adopted and implemented the *Learning Genie Application* to assist teachers with completing the Desired Results Developmental Profile (DRDP) assessments.

Throughout the year, teachers gather data to measure children's cognitive, physical and social/emotional development. In doing so, teachers create individual child portfolios to demonstrate each child's growth in various areas of development. Data is collected in the form of anecdotal notes, work samples, photos and videos.

Learning Genie is an iPad application designed to help teachers build and organize a child's portfolio using digital technology. Additionally, teachers incorporate this technology into their small and large group lessons, as well as provide one-on-one individualized support to children. Reports are also generated for use during parent conferences and for Individualized Development Plans (IDPs).

Learning Genie has changed the way teachers' work. Teachers have reported that by using *Learning Genie* they have reduced their DRDP assessment time by 80%. One teacher also shared "that

Learning Genie has made DRDP assessments fun.

Project lead, **Megan Jones**, Education Coordinator, carefully orchestrated an intensive pilot project to ensure teacher's comfort with digital technology and to validate the technology results matched the manual results of the DRDP process. Megan recently shared, "We piloted the application for a year and discovered how incredible this program is for teachers.

Pilot teachers, as pictured below, are now experts in the field who are helping other staff at their site successfully complete their DRDPs on *Learning Genie*."

The project team will continue to deploy more than 120 iPads to teachers loaded with *Learning Genie* and other teacher and child friendly applications. Great job Megan and the Learning Genie Teacher Ambassadors!



Chrisel
Freedom Park



Roberta
Galt



Juana
Walnut Grove



Rommel
Sharon Neese



Kenna
Sharon Neese



**2017 LEARNING GENIE
TEACHER AMBASSADORS!**



Angie
Northview



Breana
Hillsdale



Debbi
Hillsdale



Alla
Norma Johnson



WCIC Joins Lesson Planning Pilot

The teachers at WCIC have joined the lesson planning pilot currently being implemented at twenty SETA sites.

These helpful lesson planning tools are being designed with input from teachers for teachers.

The research based, Creative Curriculum is “WHAT” we use and SETA’s Lesson Planning Guide is “HOW” we do it. The Head Start Performance Standards and the Creative Curriculum provides the “blueprint” while the lesson planning process is what brings it to life.

Last year the pilot started at five SETA sites. At these sites staff saw teachers who were excited and working together on their lesson plans. The staff saw meaningful experiences in these classrooms that included brainstorming, problem solving, team-work, an increase in

language and more conversations with children during the school day. These are the types of quality interactions that promote learning and school readiness.

SETA welcomes WCIC, as its first partner-agency to join the pilot! Everyone will benefit from

their contributions as the team continues to refine the lesson planning resources. This on-going collaboration with the teachers will play a critical role in future development of the Lesson Planning Guide.



OHS Aligned Monitoring System 2.0

Effective October 1st, the Office of Head Start (OHS) will begin monitoring programs using the newly designed Aligned Monitoring System (AMS) 2.0.

AMS 2.0 has been redesigned to increase alignment with the new Head Start Program Performance Standards (HSPPS); to reduce the burden that monitoring places on programs; and to increase the value of monitoring for all involved.

AMS 2.0 is more streamlined, efficient, and focused on pro-

grams’ use of data, progress, and outcomes. AMS 2.0 consists of three reviews: Classroom Assessment Scoring System (CLASS), Focus Area 1 and Focus Area 2.

A Focus Area 1 (FA1) review is an off-site review that helps reviewers gain an understanding of a program’s structure, systems, services and staffing.

A Focus Area 2 (FA2) review takes place on-site and allows a program to demonstrate progress and program improvement across multiple years of program imple-

mentation, instead of a one-time snap shot.

A CLASS review remains the same and continues to be a separate process.

On October 2nd, SETA was notified it will receive a FA2 and a CLASS review during this program year. SETA will be given a 60-day notice with exact dates of each review. SETA may elect to have both reviews (FA2 and CLASS) at the same time, if so desired. More details will be forthcoming.

Updates from the Office of Head Start

The Office of Head Start released Information Memorandum (IM) **ACF-IM-HS-17-02** on September 21st urging programs to begin taking steps to resume services in hard hit hurricane areas of the nation. It also removed barriers to make it easier for Head Start agencies to meet the needs of those children and families affected by disasters, especially newly homeless children and families.

Additionally, on September 28, 2017, the OHS released a new compliance date around Head Start Program Performance Standards (HSPPS) **45-CFR 1302**. Specifically, the compliance date for background check procedures and the date for programs to participate in their state or local Quality Rating and Improvement System (QRIS) has been extended to September 30, 2018. This new date will allow programs more time to fully implement the required changes.

SETA and its delegate agencies are already participating in the county's QRIS program and is awaiting approval on the State's request to the Department of Child Care to accept California's fingerprint system in meeting the updated performance standards.

Upcoming Events:

October 11th

End of the Year Parent Appreciation Celebration
Shriners Hospital, Sacramento

October 12th

Delegate Kick-off
Citrus Heights Community Center





SETA Head Start

Food Service Operations Monthly Report

*September 2017

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

September 4th - Labor Day Holiday.

September 7th - North Avenue closed 1256A Class due to staff shortage.

September 11th - WCIC Classes returned from Summer break.
Kennedy Estates closed the afternoon class due to the water at the apartment complex was shut off.

September 15th - Walnut Grove and LaVerne Stewart closed for training.

September 20th - North Avenue due to staff shortage and no subs, class 1256B capped at 10 children.

September 22nd - Elkhorn class A&B closed for teacher training.

September 25th - North Avenue 1256A Class stopped at 10 children due to staff shortage.

September 29th - Home base Special Function Lunch & Snack provided for 175 guests.
Classes closed for training Norma Johnson B, Galt F, and Walnut Grove V.

Meetings & Trainings:

Head Cook Celia Limones attended a Supervisor Training in Sacramento on September 6th.
CACFP Training provided by Martha & Connie for the WCIC Staff on September 8th.
Cook/Driver Melissa Smith attended a SERV Safe Training on September 13th.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
36,150	20,260	25,770	0

Total Amount of Meals and Snacks Prepared 82,180

Purchases:

Food	\$78,164.56
Non - Food	\$10,469.45

Building Maintenance and Repair: \$280.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$3,833.25

Vehicle Maintenance and Repair : \$5,762.53

Vehicle Gas / Fuel: \$1,399.04
Normal Delivery Days 20

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

September 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	190	10%	377	56	15%
Twin Rivers USD	233	18	8%	16	0	0%
Elk Grove USD	440	23	5%			
Sac City USD	1211	80	7%	144	19	13%
San Juan USD	668	72	11%	160	12	8%
WCIC	120	5	4%			
EHS CCP				80	5	6%
COUNTY TOTAL	4660	388	8%	761	92	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: 09/29/2017						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Alder Grove ELC	1247S	13	10	3	0	13
Auberry Park	1238A	19	14	5	2	21
Auberry Park	1238B	19	14	5	3	22
Bannon Creek	1200A	17	11	6	1	18
Bannon Creek	1200B	20	18	2	0	20
Bannon Creek	1200C	17	15	2	0	17
Bannon Creek	1200D	20	15	5	0	20
Bright Beginnings	1201V	20	19	1	0	20
Bright Beginnings	1201W	20	16	4	2	22
Crossroad Gardens	1242A	18	13	5	3	21
Crossroad Gardens	1242B	17	10	7	3	20
Crossroad Gardens	1242R	19	18	1	2	21
Crossroad Gardens	1242X	19	18	1	2	21
Elkhorn	1255A	20	17	3	1	21
Elkhorn	1255B	19	17	2	3	22
Elkhorn	1255C	17	12	5	4	21
Elkhorn	1255D	19	15	4	1	20
Elkhorn	1255X	20	16	4	0	20
Freedom Park	1239A	16	13	3	3	19
Freedom Park	1239B	17	14	3	1	18
Freedom Park	1239C	16	12	4	1	17
Freedom Park	1239D	16	13	3	0	16
Freedom Park	1239R	19	13	6	1	20
Freedom Park	1239X	22	18	4	1	23
Fruitridge	1216A	20	14	6	4	24
Fruitridge	1216B	20	16	4	4	24
Fruitridge	1216C	20	17	3	3	23
Fruitridge	1216D	20	17	3	0	20
Galt	1234A	19	15	4	1	20
Galt	1234B	19	18	1	0	19
Galt	1234C	18	14	4	1	19
Galt	1234D	20	18	2	0	20
Galt	1234E	17	12	5	2	19
Galt	1234F	20	16	4	0	20

Grizzly Hollow	1252A	20	18	2	0	20
Grizzly Hollow	1252B	20	19	1	1	21
Hillsdale	1228A	17	12	5	0	17
Hillsdale	1228B	20	12	8	2	22
Hillsdale	1228C	17	11	6	1	18
Hillsdale	1228D	13	13	0	1	14
Hillsdale	1228R	20	16	4	1	21
Hillsdale	1228X	20	16	4	0	20
Hopkins Park	1253A	20	13	7	5	25
Hopkins Park	1253B	17	13	4	0	17
Hopkins Park	1253C	20	18	2	7	27
Hopkins Park	1253D	19	18	1	3	22
Illa Collin	1221V	20	16	4	1	21
Job Corp	1237X	18	12	6	4	22
Kennedy Estates	1240A	16	10	6	1	17
Kennedy Estates	1240B	13	8	5	1	14
La Verne Sterwart	1219S	20	17	3	3	23
Marina Vista ELC	1246R	18	12	6	1	19
Marina Vista ELC	1246S	17	17	0	1	18
Marina Vista ELC	1246X	20	18	2	0	20
Mather	1223A	17	12	5	2	19
Mather	1223B	20	16	4	0	20
Mather	1223C	18	11	7	0	18
Mather	1223D	15	12	3	4	19
Mather	1223X	18	17	1	1	19
Nedra Court	1244V	20	17	3	1	21
Nedra Court	1244W	20	13	7	0	20
Norma Johnson	1214A	17	10	7	3	20
Norma Johnson	1214B	18	18	0	2	20
Norma Johnson	1214X	20	18	2	1	21
North Avenue	1256A	19	16	3	1	20
North Avenue	1256B	20	14	6	3	23
North Avenue	1256X	20	14	6	0	20
Northview	1224A	19	12	7	2	21
Northview	1224B	20	12	8	2	22
Northview	1224C	19	12	7	2	21
Northview	1224D	18	13	5	5	23
Northview	1224X	22	17	5	0	22

Parker	1207S	14	12	2	4	18
Phoenix Park	1248A	17	16	1	4	21
Phoenix Park	1248B	13	12	1	6	19
Phoenix Park	1248X	22	18	4	4	26
Sharon Neese	1249R	20	16	4	1	21
Sharon Neese	1249X	21	19	2	1	22
Solid Foundation	1254A	10	10	0	8	18
Solid Foundation	1254B	20	18	2	5	25
Solid Foundation	1254C	15	11	4	8	23
Solid Foundation	1254D	8	8	0	4	12
Strizek Park	1225A	19	17	2	0	19
Strizek Park	1225B	19	9	10	0	19
Walnut Grove	1235V	20	15	5	0	20
Walnut Grove	1235W	20	15	5	2	22
Alder Grove Infant/Toddler Center	1212M	6	6	0	2	8
Alder Grove Infant/Toddler Center	1212U	7	7	0	1	8
Crossroad Gardens	1242U	7	7	0	0	7
Elkhorn	1255M	7	7	0	1	8
Elkhorn	1255U	8	5	3	1	9
Grizzly Hollow	1252P	8	4	4	0	8
Job Corp	1237O	8	6	2	0	8
Job Corp	1237P	8	7	1	0	8
Marina Vista ELC	1246U	8	7	1	1	9
Mather	1223M	6	6	0	3	9
Mather	1223U	7	7	0	0	7
Norma Johnson	1214U	8	6	2	2	10
North Avenue	1256P	8	4	4	0	8
Northview	1224U	8	8	0	0	8
Phoenix Park	1248U	7	5	2	1	8
Sharon Neese	1249M	8	7	1	2	10
Sharon Neese	1249U	8	6	2	2	10
TOTALS for Head Start		1702	1352	350	174	1876
HS Totals	1575					
Drops w/in 30	158					
P/S Home Base	124					
Total	1857					
EHS Totals	127					

Drops w/in 30	16	
SCOE	55	
EHS Home Base	146	
River Oaks	61	
Total	405	
GRAND TOTAL	2262	

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2016 to 2017

Period: September 2017

Part Day Classes						
			Present Only		Present/Excused	
Center Name	Funded Enrollment	Total Days	ADA	% ADA	ADA	%ADA
Hillsdale	80	19	43	54%	52	65%
Bright Beginnings	40	15	33	83%	37	93%
Freedom Park	80	19	49	61%	61	76%
Illa Collin	20	15	16	80%	19	95%
Walnut Grove	40	18	30	75%	36	90%
Norma Johnson	40	19	24	60%	31	78%
Solid Foundation	80	19	41	51%	47	59%
North Avenue	40	19	38	95%	44	110%
Phoenix Park	40	19	20	50%	23	57%
Crossroad Gardens	40	19	22	55%	28	70%
Hopkins Park	80	19	62	78%	70	88%
Kennedy Estates	40	15	22	55%	26	65%
Alder Grove ELC	40	15	12	30%	13	33%
Fruitridge	80	19	66	83%	77	96%
Grizzly Hollow	40	19	33	83%	39	98%
Auberry Park	40	15	30	75%	38	95%
Mather	80	20	50	63%	63	79%
Nedra Court	40	15	34	85%	40	100%
Northview	80	19	57	71%	69	86%
Bannon Creek	80	19	62	78%	73	91%
Galt	120	19	91	76%	108	90%
Marina Vista ELC	20	19	14	70%	16	80%
Strizek Park	40	19	29	73%	36	90%
Elkhorn	80	19	60	75%	73	91%
Parker	13	15	8	62%	11	85%
La Verne Sterwart	40	18	15	38%	18	45%

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2016 to 2017

Period: September 2017

Full Day Classes						
			Present Only		Present/Excused	
Center Name	Funded Enrollment	Total Days	ADA	% ADA	ADA	%ADA
La Verne Sterwart	20	18	15	75%	18	90%
Phoenix Park	22	20	17	77%	21	95%
North Avenue	20	19	17	85%	19	95%
Crossroad Gardens	44	20	31	70%	36	82%
Northview	22	19	17	77%	21	95%
Elkhorn	22	21	16	73%	18	82%
Hillsdale	44	19	31	70%	37	84%
Sharon Neese	44	20	35	80%	40	91%
Marina Vista ELC	64	20	47	73%	52	81%
Norma Johnson	22	20	17	77%	19	86%
Parker	13	15	8	62%	11	85%
Mather	22	20	15	68%	17	77%
Job Corp	22	19	14	64%	18	82%
Freedom Park	44	19	34	77%	40	91%
Alder Grove ELC	20	15	12	60%	13	65%

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2016 to 2017

Period: September 2017

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

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: