

**GOVERNING BOARD**

**DON NOTTOLI**  
Board of Supervisors  
County of Sacramento

**LARRY CARR**  
Councilmember  
City of Sacramento

**JAY SCHENIRER**  
Councilmember  
City of Sacramento

**SOPHIA SCHERMAN**  
Public Representative

**PATRICK KENNEDY**  
Board of Supervisors  
County of Sacramento

**ADMINISTRATION**

**KATHY KOSSICK**  
Executive Director

**DENISE LEE**  
Deputy Director

925 Del Paso Blvd., Suite 100  
Sacramento, CA 95815

Phone: (916) 263-3804  
Fax: (916) 263-3779

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

*THOUGHT OF THE DAY: "If you can imagine it, you can create it. If you dream it, you can become it."*

*~~ William Arthur Ward*

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

**DATE:** Tuesday, January 16, 2018

**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](http://www.seta.net).

**AGENDA**

**PAGE NUMBER**

- |  |              |
|--|--------------|
| <p><b>I. <u>Call to Order/Roll Call/Review of Board Member Attendance</u></b></p> <ul style="list-style-type: none"> <li>➤ PAC Meeting Attendance Update</li> <li>➤ Introduction of Newly Seated Representatives</li> </ul>  | <p>1-5</p>   |
| <p><b>II. <u>Consent Item</u></b></p>  |              |
| <p>A. Approval of the Minutes of the December 19, 2017 Regular Meeting</p>   | <p>6-11</p>  |
| <p><b>III. <u>Action Items:</u> None.</b></p>  |              |
| <p><b>IV. <u>Information Items</u></b></p>   |              |
| <p>A. Standing Information Items</p> <ul style="list-style-type: none"> <li>➤ PC/PAC Calendar of Events – Ms. Angel Chenault</li> <li>➤ Parent/Staff Recognitions – Ms. Angel Chenault</li> <li>➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Saurbourne</li> </ul> | <p>12-20</p> |

➤	Toastmasters Training – Ms. Angel Chenault	
➤	PC/PAC Orientation & Officer Training Reports – Ms. Angel Chenault	
➤	Child Care Center Food Menu (attached)	
➤	Community Resources – Parents/Staff: Mr. Robert Silva	
➤	Governance Self-Assessment – Ms. Angel Chenault	
B.	Policy Council Minutes: November 28, 2017	21-27
C.	Kindergarten Registration & Parent Survey – Ms. Belinda Malone	28
<b>V.</b>	<b><u>Committee Reports</u></b>	29-30
➤	Executive Committee Meeting Critique: Ms. Angel Chenault	
➤	Budget/Planning Committee: Ms. Angel Chenault	
➤	MAACC/Parent Ambassadors Committee: Ms. Angel Chenault	
<b>VI.</b>	<b><u>Other Reports</u></b>	31-41
➤	Chair’s Report	
➤	Policy Council Report(s): Ms. Henrietta Gutierrez, Ms. Ms. Cindy Ruiz Lopez, Ms. China Rosalez, Ms. Jasmine Robinson, Ms. Marisol Andrade, Ms. Yezenia Lopez	
➤	Head Start Deputy Director’s Report – Ms. Denise Lee	
	✓ Monthly Head Start Report (attached)	
	✓ Workforce Report – Mr. William Walker	
➤	Head Start Managers’ Reports	
	✓ Health, Nutrition and Safe Environments Services – Ms. Martha Cisneros	
	✓ Family Engagement, Home Base, and ERSEA Services – Ms. Lisa Carr	
	✓ School Readiness, Special Education and Mental Health Services – Ms. Karen Griffith	
	✓ Program Support, Quality Assurance, and EHS-CCP - Robyn Caruso	
➤	Workforce Report – Mr. William Walker, Workforce Development Manager	
<b>VII.</b>	<b><u>Center Updates</u></b>	42
<b>VIII.</b>	<b><u>Discussion</u></b>	42
<b>IX.</b>	<b><u>Public Participation</u></b>	42
<b>X.</b>	<b><u>Adjournment</u></b>	

**DISTRIBUTION DATE: WEDNESDAY, JANUARY 10, 2018**

Parent Advisory Committee meeting hosted by:  
 Angel Chenault (Chair), Griselda Cisneros (Vice Chair), Henrietta Gutierrez (Secretary),  
 Esmeralda Rios Sanchez (Treasurer), Marley Schurr (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
- \_\_\_ **Iysha Huel, Bannon Creek Head Start**
- \_\_\_ **Linda Yang, Crossroad Gardens Head Start**
- \_\_\_ Vacant, Early Head Start (Home Base)
- \_\_\_ **Yezenia Lopez, Elkhorn Head Start**
- \_\_\_ Vacant, Freedom Park Head Start
- \_\_\_ Vacant, Fruitridge Head Start
- \_\_\_ **Jasmine Robinson, Galt Head Start**
- \_\_\_ Vacant, Grizzly Hollow
- \_\_\_ Vacant, Hillsdale Head Start
- \_\_\_ **Devon McCracken, Preschool Home Based Head Start**
- \_\_\_ Vacant, Home Base Early Head Start
- \_\_\_ **Angela Moore, Hopkins Park Head Start**
- \_\_\_ Vacant, Illa Collin Head Start
- \_\_\_ Vacant, Job Corps Head Start
- \_\_\_ Vacant, Kennedy Estates Head Start
- \_\_\_ **Henrietta Gutierrez, LaVerne Stewart Head Start**
- \_\_\_ **Marley Schurr, (Marie Cleveland's) Bright Beginning Head Start**
- \_\_\_ Vacant, Marina Vista Early Learning Center
- \_\_\_ Vacant, Mather Head Start
- \_\_\_ Vacant, Nedra Court Head Start
- \_\_\_ **Cindy Ruiz Lopez, Norma Johnson Head Start**
- \_\_\_ **Griselda Cisneros, North Avenue Head Start**
- \_\_\_ **Rebecca Tyes, 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**
- \_\_\_ **China Rosalez, Sharon Neese Early Learning Center**
- \_\_\_ **Marisol Andrade, Solid Foundation Head Start**
- \_\_\_ **Jessica Sherren, Strizek Park Head Start**
- \_\_\_ **Esmeralda Rios Sanchez, Walnut Grove Head Start**
- \_\_\_ **Angel Chenault, Past Parent Representative**
- \_\_\_ **Penelope Scott, Past Parent Representative**
- \_\_\_ **Dara Battista, Grandparent Representative**
- \_\_\_ **Robin Blanks, Men's Activities Affecting Children Committee Representative**
- \_\_\_ **Terri McMillin, Outgoing Chair**

**ITEM I-A – ROLL CALL**  
(Continued)

**Program Year 2017-2018 - New Representatives to be seated**

<input type="checkbox"/> Brittni Cearly, Grizzly Hollow Head Start
<input type="checkbox"/> Belgica Jimenez, SCOE Head Start
<input type="checkbox"/> Vacant, Alder Grove I Head Start
<input type="checkbox"/> Vacant, Alder Grove II Head Start
<input type="checkbox"/> Vacant, Auberry Park Head Start
<input type="checkbox"/> Vacant, Freedom Park Head Start
<input type="checkbox"/> Vacant, Crossroad Gardens Head Start
<input type="checkbox"/> Vacant, Fruitridge Head Start
<input type="checkbox"/> Vacant, Hillsdale Head Start
<input type="checkbox"/> Vacant, Illa Collin Head Start

<input type="checkbox"/> Jennifer Shields, Pre-School (Home Base)
<input type="checkbox"/> Vacant, Kennedy Estates Head Start
<input type="checkbox"/> Vacant, Marina Vista Early Learning Center
<input type="checkbox"/> Vacant, Mather Head Start
<input type="checkbox"/> Vacant, Nedra Court Head Start
<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, Early Head Start (Home Base)

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

**The PAC was seated on November 21, 2017 and December 19, 2017  
PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM  
YEAR 2017-2018**

COMMITTEE MEMBER	CENTER	11/21	12/19	1/16	2/20	3/20	4/24	5/15	6/19	7/17	8/21	9/18	10/16	11/20
Vacant Seated	AG I													
Vacant Seated	AG II													
Vacant Seated	AP													
<b>Iysha Huel Seated 11/21</b>	BC	X	E											
<b>Linda Yang Seated 11/21</b>	CR	X	X											
Vacant Seated	EHS/HB													
<b>Yezenia Lopez Seated 11/21</b>	EL	X	AP											
Vacant Seated	FP													
Vacant Seated	FP													
Vacant Seated	FT													
<b>Jasmine Robinson Seated 11/21</b>	G	X	U											
Brittini Cearly Seated	GH													
Vacant Seated	H													
<b>Devon McCracken Seated 12/19</b>	HB		X											
Jennifer Shields s/b/seated 12/19	HB		U											
Vacant Seated	IC													
<b>Angela Moore Seated 11/21</b>	HP	X	X											
Vacant Seated	JC													
Vacant Seated	JC													
Vacant Seated	K													
<b>Henrietta Gutierrez Seated 11/21</b>	LVS	X	X											
<b>Marley Schurr Seated 11/21</b>	MCBB	X	X											
Vacant Seated	MV													
Vacant Seated	M													
<b>Griselda Cisneros Seated 11/21</b>	NA		X											
Vacant Seated	NC													
<b>Cindy Ruiz Lopez Seated 11/21</b>	NJ	X	U											
<b>Rebecca Tyes Seated 11/21</b>	NV	X	AP											
Vacant Seated	PA													
Vacant Seated	PP													

COMMITTEE MEMBER	CENTER	11/21	12/19	1/16	2/20 **	3/20	4/24	5/15	6/19	7/17	8/21	9/18	10/16	11/20
Vacant Seated	RO													
Belgica Jimenez Seated 3/21/17/s/b/s 12/19	SCOE		U											
Marisol Andrade Seated 11/21	SF	X	U											
China Rosalez Seated 11/21	SN	X	U											
Jessica Sherren Seated 11/21	SP	X	E											
Esmeralda Rios Sanchez Seated 11/21	WG	X	X											
Vacant Seated	FPR													
Robin Blanks Seated 12/19	MAACC		X											
Angel Chenault Seated 11/21	CR/PP	X	X											
Penelope Scott Seated 11/21	CR/PP	X	X											
Dara Battista s/b/seated 11/21; seated 12/19	CR/GP	U	X											
Terri McMillin Seated 11/21	OGC	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. Angel Chenault, at (916) 821-7099, 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 2017-2018**  
(Continued)

**Head Start Center Abbreviations**

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

**Representative Abbreviations**

<b>MAACCC:</b>	Men's Activities Affecting Children Committee
<b>OGC:</b>	Out Going Chair
<b>CR/PP:</b>	Community Representative/Past Parent
<b>CR/GP:</b>	Community Representative/Grandparent

**Attendance Record Abbreviations**

<b>X:</b>	Present
<b>E:</b>	Excused
<b>AP:</b>	Alternate Present
<b>AE:</b>	Alternate Excused
<b>U:</b>	Unexcused
<b>PAC:</b>	Parent Advisory Committee
<b>PC:</b>	PAC Board Business
<b>R:</b>	Resigned
<b>S/B:</b>	Should be, or should have been (seated)
<b>CD:</b>	Child Dropped.

Current a/o: 1/9/2018 4:46 PM

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE DECEMBER 19, 2017 REGULAR MEETING

BACKGROUND:

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

RECOMMENDATION:

Approve the minutes of the December 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, December 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 9:06 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.

**Members Present:**

Linda Yang  
Angela Moore  
Henrietta Gutierrez  
Marley Schurr  
Griselda Cisneros  
Spring Ferrell (alternate)  
Esmeralda Rios Sanchez  
Angel Chenault  
Penelope Scott  
Terri McMillin  
Rosy Gomez (alternate); seated 9:17 a.m.

**Members Absent:**

Yezenia Lopez (excused): Alt present  
Iysha Huel (unexcused)  
Jasmine Robinson (unexcused)  
Cindy Ruiz Lopez (unexcused)  
China Rosalez (unexcused)  
Marisol Andrade (unexcused)  
Jessica Sherren (excused)  
Rebecca Tyes (excused): Alt present

**Members to be seated:**

Devon McCracken, Pre-School (Home Base)  
Dara Battista, Grandparent Representative  
Robin Blanks, MAACC

**Members to be seated but absent:**

Jennifer Shields, Pre-School (Home Base) (unexcused)  
Belgica Jiminez, SCOE (unexcused)

**II. Consent Item**

**A. Approval of the Minutes of the November 21, 2017 Regular Meeting**

Minutes were reviewed; no questions or corrections.

Moved/Chenault, second/Cisneros, to approve the November 21 minutes.

Show of hands vote:

Aye: 12 (Battista, Blanks, Chenault, Cisneros, Ferrell, Gutierrez, McCracken, Moore, Rios Sanchez, Schurr, Scott, Yang)

Nay: 0

Abstention: 1 (McMillin)

### III. Action Item

#### A. Election of Parent Advisory Committee Officers 2017-2018

Ms. McMillin reviewed the various officers of the board and urged members to consider running for office.

Ms. Rosy Gomez, Alternate for Yezenia Lopez, was seated at 9:17 a.m.

Those interested in **Chair**:

Griselda Cisneros

Angel Chenault

Votes:

Griselda: 3

**Angel: 10**

Those interested in **Vice Chair**:

Griselda Cisneros

Henrietta Gutierrez

Votes:

**Griselda: 10**

Henrietta: 3

Those interested in **Secretary**:

**Henrietta Gutierrez**

Those interested in **Treasurer**:

Penelope Scott: withdrew her name for consideration

Esmeralda Rios Sanchez

Marley Schurr

Votes:

**Esmeralda: 9**

Marley: 4

Those interested in **Parliamentarian**:

Devon McCracken: declined the nomination

Marley Schurr

Angela Moore

Votes:

**Marley: 7**

Angela: 6

Moved/Blanks, second/Scott, to ratify the 2017-2018 officers: Chair: Angel Chenault, Vice Chair: Griselda Cisneros, Secretary: Henrietta Gutierrez, Treasurer: Esmeralda Rios Sanchez, and Parliamentarian: Marley Schurr:

Show of hands vote:

Aye: 13 (Battista, Blanks, Chenault, Cisneros, Ferrell, Gomez, Gutierrez, McCracken, Moore, Rios Sanchez, Schurr, Scott, Yang)

Nay: 0

Abstentions: 1 (McMillin)

The new officers took their seats on the dais.

#### **IV. Information Items**

##### **A. Standing Information**

- PC/PAC Calendar of Events: Ms. Gutierrez reviewed the calendar of events. Ms. Chenault reminded Executive Committee members that there is an upcoming Executive Committee meeting on Thursday.
- Community Resources: Mr. Robert Silva reviewed a packet of material distributed to board members.
- Child Care Center Food Menu: No questions.
- Parent/Staff Recognition: None.
- PC/PAC Meet and Greet Reports: Ms. McMillin stated she was very happy to see the turn out and thanked those that showed up and participated. Ms. Cisneros stated that she was very happy to see the turnout. Ms. Chenault stated she was more relaxed this time and went out of her way to meet new members.
- Toastmasters Training: Ms. McMillin provided an overview of the training for public speaking. The training will begin in March and go through July; attendees will be provided lunch. Ms. Blanks stated that this is a really great program. Ms. Scott stated that the training will help everyone to be able to speak more clearly and professionally. Ms. Chenault stated that while she was very comfortable speaking in public, Toastmasters training helped to hone her speaking skills.
- PC/PAC Orientation & Officer Training: Ms. McMillin stated that training is very important and urged all board members to attend. A sign in sheet was distributed for members to attend.
- Fiscal Report/Corporate Card Monthly Statement of Account – Ms. D’et Saurbourne provided a review of the November expenditures report which is four months into the program year. The non-federal share is required by the federal government and we must have a twenty-five cent match for every dollar. The administrative percentage is currently at 9.8% county-wide. More details on the expenditures is available at the Budget/Planning Committee meeting. Ms. McMillin asked about the Sacramento Metropolitan Fire District expenditure. Ms. Saurbourne stated that we are charged for the fire department to review our

Improvement Plan and centers. Ms. Saurbourne distributed a breakdown of the non-federal share broken down by center. The data is about a month behind. A new electronic volunteer log-in system will be implemented and is being tested out at three sites. If there are no issues, it will be rolled out to all sites.

- Governance Self-Assessment: Ms. Lee stated that each year a Governance Self-assessment is done to review the program and see if we are meeting all standards. Governance is one of the assessments required in the federal review which is scheduled for February 5-9. The Governance Self-Assessment is scheduled for Friday, January 19, 9:30 a.m. – 11:00 a.m. This process will help board members to explain to the public what the board is about and services provided to the children and parents. All board members are urged to attend. This will also help board members to prepare for the federal review.

B. Head Start Policy Council Minutes: No questions.

## **V. Committee Reports**

- Executive Committee Meeting Critique: Ms. Gutierrez reviewed the Executive Committee critique.
- Budget/Planning Committee: Ms. Chenault the next meeting is planned for Tuesday, January 9. All board members are urged to attend.
- MAACC/Parent Ambassadors Committee: Ms. Blanks reported on the last MAACC meeting. This committee is open to both men and women. Members of the committee go out to the community to recruit Head Start parents and board members. At the last meeting, they discussed an activity at the Crocker Art Museum tentatively scheduled for January 21, 2018.

Ms. Moore left at 10:35 a.m.

## **VI. Other Reports**

- Chair's Report: Ms. McMillin congratulated all officers and the new members that were seated today. She had an awesome two years!
- Head Start Deputy Director's Monthly Report: Ms. Denise Lee stated that February 5-9 is the federal review but details have not yet been received. A typical review team is two people but we are expecting many more reviewers based on the size of the program. The review will be in two parts. In February, the overall program review will be done and the second review, the CLASS review, has not yet been scheduled but it will be before June. The Hopkins modular will be installed starting June 1 and completed no later than July 31. We are still lacking space for am/pm classes at Crossroad Gardens during temporary construction starting in February. Staff is waiting to sign the lease at Hillsdale and will then be able to provide EHS services in April or May. Ms. Carr and staff have taken on more home-based slots to provide the needed services to families while Laverne and Hillsdale EHS gets up and running.
- Managers' Reports

- Lisa Carr - Family Engagement, Home Base, and ERSEA Services: Ms. Carr congratulated all board members. She will provide the attendance and Chronic Absence Presentation at a later date. Her unit has taken on three new home visitors for EHS services. There are now 27 home base staff, each carrying a caseload of 12 families. Ms. Carr reviewed the attendance and enrollment reports. SETA Head Start has been under-enrolled for three months, partly due to Twin Rivers modular being built, HS enrollment cap when 3-year olds are enrolled and challenged enrollment at select locations. Staff have developed an enrollment action plan. We were 99% enrolled in the county but hoping to be fully enrolled soon.
- Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services: Ms. Caruso extended congratulations to the new board members and officers. Her unit has already started grant planning with the delegate agencies and preparing for the Federal Review. Just finished reviewing San Juan Unified School District and will begin reviewing Kinder World preschool and EHS classes.
- Martha Cisneros - Health, Nutrition and Safe Environments Services: No report.
- Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Susan Garland, Education Coordinator, shared information on work that is being done on curriculum planning. In 2007, Head Start required all programs use a research based curriculum. SETA chose to use the Creative Curriculum which is research based provides parent involvement, and is inclusive of children from many different backgrounds. It's a very good tool but after looking at self-assessment, found there were areas where teachers could do more than what they were doing. Education staff came up with a plan to bridge the gap between the curriculum and what the teachers were doing and have been working on a number of strategies to support teachers. She developed a book showing the details of implementing the Creative Curriculum to fidelity at SETA. This provides information on how teachers will be supported in the field. Ms. Garland stated that the teachers are being coached and trained on the CLASS tool.

VI. **Center Updates:** None.

VII. **Discussion:** Ms. McMillin requested Ms. Sherrren's unexcused absence be modified to be an excused absence.

VIII. **Public Participation:** None.

X. **Adjournment:** The meeting was adjourned at 11:13 a.m.

## ITEM IV-A – INFORMATION

### STANDING INFORMATION

#### BACKGROUND:

##### A. Standing Information

- PC/PAC Calendar of Events – Ms. Angel Chenault
- Parent/Staff Recognitions – Ms. Angel Chenault
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Saurbourne
- Toastmasters Training – Ms. Angel Chenault
- PC/PAC Orientation & Officer Training Reports – Ms. Angel Chenault
- Child Care Center Food Menu (attached)
- Community Resources – Parents/Staff: Mr. Robert Silva
- Governance Self-Assessment – Ms. Angel Chenault

#### **NOTES:**

**EVENT**

**DATE**

PAC Executive Committee <i>Meeting canceled; new meeting date to be announced.</i>	Thursday, January 18, 2018 Camellia Room
Governance Self-Assessment	Friday, January 19, 2018 9:30 a.m. – 11:30 a.m. Redwood Room
PC Executive Committee	Friday, January 26, 2018 10:30 a.m. – 12:00 p.m. Olympus Room
PC/PAC Budget/Planning Committee	Tuesday, February 13, 2018 1:00 p.m. Oak Room
PC and PAC AB 1234 Ethics Training (Mandatory training for all board members)	Tuesday, February 27, 2018 9:00 a.m. – 11:30 a.m. SETA Board Room

# SETA HEAD START MENU

## January 2018

"This institution is an equal opportunity provider"

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

### Monday

**1 Breakfast Week 5**  
 NO CLASSES  
 NO CLASSES  
 NO CLASSES  
Lunch  
 NO CLASSES  
 NO CLASSES  
 NO CLASSES  
 NO CLASSES  
 NO CLASSES  
Snack  
 NO CLASSES  
 NO CLASSES

### Tuesday

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

### Wednesday

**3 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

### Thursday

**4 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

### Friday

**5 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

**8 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

**9 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

**10 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

**11 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

**12 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

**15 Breakfast Week 2**  
 NO CLASSES  
 NO CLASSES  
 NO CLASSES  
Lunch  
 NO CLASSES  
 NO CLASSES  
 NO CLASSES  
 NO CLASSES  
 NO CLASSES  
 NO CLASSES  
 NO CLASSES  
Snack  
 NO CLASSES  
 NO CLASSES

**16 Breakfast Week 2**  
 Milk, Low Fat 1%  
 French Toast Sticks  
 Pears  
Lunch  
 Milk, Low Fat 1%  
 Apple, fresh  
 Chicken Drumsticks  
 Romaine Lettuce Salad  
 Watermelon, fresh or  
 Wheat Breadsticks  
Snack  
 Milk, Low Fat 1%  
 Brown Rice Krispies Cereal

**17 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  
 Cheese Sticks  
 Peaches

**18 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

**19 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

**22 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

**23 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

**24 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

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

**26 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

**29 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

**30 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

**31 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



**Lunes**

**Martes**

**Miércoles**

**Jueves**

**Viernes**

**1** Desayuno Week 5  
 NO CLASSES  
 NO CLASSES  
 NO CLASSES  
Comida  
 NO CLASSES  
 NO CLASSES  
 NO CLASSES  
 NO CLASSES  
 NO CLASSES  
Bocadillo  
 NO CLASSES  
 NO CLASSES

**2** Desayuno Week 5  
 Leche  
 Manzana  
 Cereal Cheerios de Grano Integ  
Comida  
 Leche  
 Zanahoria  
 Frijoles Refritos  
 Fresa  
 Tanagerina o  
 Tortilla de Trigo Integral  
Bocadillo  
 Leche  
 Ojuelas de Cereal Multigrano

**3** Desayuno Week 5  
 Leche  
 Bizcocho de Trigo Integral  
 Durazno  
Comida  
 Leche  
 Melón  
 Zanahoria  
 Pan de Grano Integral  
 Rebanada de Pavo  
Bocadillo  
 Plátano Fresco  
 Galletas Cheese-It

**4** Desayuno Week 5  
 Leche  
 Avena  
 Piña Machacada  
 Pasas  
Comida  
 Leche  
 Chabacano  
 Ensalada de Lechuga Romana  
 Espagueti Horneado  
Bocadillo  
 Leche  
 Chex de fresa

**5** Desayuno Week 5  
 Leche  
 Mollete con Plátano  
 Naranja  
Comida  
 Leche  
 Plátano Fresco  
 Brócoli  
 Ensalada de Pollo  
 Galletas de Trigo Integral  
Bocadillo  
 Leche  
 Cereal Integral Rice Krispies

**8** Desayuno Week 1  
 Leche  
 Jotqueis  
 Pera  
Comida  
 Leche  
 Zanahoria  
 Pollo con Limón y Pimienta  
 Naranja  
 Tortilla de Trigo Integral  
Bocadillo  
 Requesón  
 Galletas Cheese-It

**9** Desayuno Week 1  
 Leche  
 Chabacano  
 Cereal Cheerios de Grano Inte  
Comida  
 Leche  
 Queso Americano  
 Manzana  
 Pan de Trigo Integral  
 Brócoli  
 Sandía Fresca o  
Bocadillo  
 Leche  
 Chex de fresa

**10** Desayuno Week 1  
 Leche  
 Bizcocho de Trigo Integral  
 Durazno  
Comida  
 Leche  
 Burrito  
 Queso Cheddar  
 Lechuga Romana  
 Frijoles Refritos  
 Fresa  
 Tanagerina o  
 Jitomate Picado  
 Tortilla de Trigo Integral  
Bocadillo  
 Plátano Fresco  
 Barita de Queso

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

**12** Desayuno Week 1  
 Leche  
 Plátano Fresco  
 Mollete con Arándanos Azules  
Comida  
 Leche  
 Pan de Trigo Integral  
 Melón  
 Coliflor  
 Ensalada de Atún  
Bocadillo  
 Leche  
 Cereal Integral Rice Krispies

**15** Desayuno Week 2  
 NO CLASES  
 NO CLASES  
 NO CLASES  
Comida  
 NO CLASES  
 NO CLASES  
 NO CLASES  
 NO CLASES  
 NO CLASES  
 NO CLASES  
Bocadillo  
 NO CLASES  
 NO CLASES

**16** Breakfast Week 2  
 Leche  
 Baritas de Pan Francés Tostad  
 Pera  
Lunch  
 Leche  
 Manzana  
 Pierna de Pollo  
 Ensalada de Lechuga Romana  
 Sandía Fresca o  
 barra de pan para  
Snack  
 Leche  
 Cereal Integral Rice Krispies

**17** Breakfast Week 2  
 Leche  
 Avena  
 Piña Machacada  
 Pasas  
Lunch  
 Leche  
 Frijoles Refritos  
 Ensalada de Col  
 Fresa  
 Tanagerina o  
 Tortilla de Trigo Integral  
Snack  
 Barita de Queso  
 Durazno

**18** Breakfast Week 2  
 Leche  
 Plátano Fresco  
 Cereal Crispix  
Lunch  
 Leche  
 Pecho de Res Asado  
 Zanahoria  
 Naranja  
 Mini Panecillo de Grano Entero  
Snack  
 Leche  
 Pescados Dorados de Galleta

**19** Breakfast Week 2  
 Leche  
 Manzana  
 Mollete con Plátano  
Lunch  
 Leche  
 Pan de Trigo Integral  
 Brócoli  
 Melón  
 Rebanada de Pavo  
Snack  
 Quesadilla

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

**23** Desayuno Week 3  
 Leche  
 Puré de Manzana  
 Baritas de Waffle  
Comida  
 Leche  
 Pierna de Pollo  
 Ensalada de Espinaca  
 Pan de Grano Integral  
 Naranja  
Bocadillo  
 Manzana  
 Mantequilla de Semilla de Gira

**24** Desayuno Week 3  
 Leche  
 Bizcocho de Trigo Integral  
 Durazno  
Comida  
 Leche  
 Melón  
 Arroz y Frijoles  
 Jitomate Picado  
Bocadillo  
 Leche  
 Chex de fresa

**25** Desayuno Week 3  
 Leche  
 Plátano Fresco  
 Bagel de Trigo Integral  
Comida  
 Leche  
 Zanahoria  
 Ensalada de Pollo  
 Fresa  
 Tanagerina o  
 la ciabatta  
Bocadillo  
 Requesón  
 Piña Machacada

**26** Desayuno Week 3  
 Leche  
 Mollete con Plátano  
 Naranja  
Comida  
 Leche  
 Chabacano  
 Queso Suizo  
 Tortilla de Trigo Integral  
 Varitas de Calabacita  
Bocadillo  
 Leche  
 Galletas Cheese-It

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

**30** Desayuno Week 4  
 Leche  
 Piña Machacada  
 Bagel de Trigo Integral  
Comida  
 Leche  
 Chabacano  
 Frijoles Refritos  
 Queso Cheddar  
 Jitomate Picado  
 Tortilla de Trigo Integral  
Bocadillo  
 Leche  
 Cereal Cheerios de Grano Integ

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

ITEM IV-B - INFORMATION

HEAD START POLICY COUNCIL MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the Policy Council minutes of the November 28, 2017 meeting.

**NOTES:**

## **REGULAR MEETING OF THE HEAD START POLICY COUNCIL**

*(Minutes reflect the actual progress of the meeting.)*

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

Tuesday, November 28, 2017  
9:00 a.m.

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

Mr. Kenneth Tate called the meeting to order at 9:05 a.m. The Pledge of Allegiance was recited. Mr. Tate read the thought of the day. Ms. Linda Litka was asked to serve as Secretary. Ms. Litka called the roll and a quorum was established.

#### **Members Present:**

Elnora Nears, Elk Grove Unified School District  
Andrea Scharnow, Sacramento City Unified School District  
Terri McMillin, Community Representative  
Robin Blanks, Community Representative  
Linda Litka, Community Representative  
Kenneth Tate, Community Representative  
Penelope Scott, Community Representative  
Reginald Castex, WCIC (seated at 9:40 a.m.)

#### **Members Absent:**

Linda Harris, Elk Grove Unified School District (excused)  
Angel Chenault, SETA-Operated Program (excused)

### **II. Consent Item**

#### **A. Approval of the Minutes of the October 24, 2017 Regular meeting**

The minutes were reviewed; no questions or corrections.

Moved/Blanks, second/Scharnow, to approve the October 24, 2017 minutes.

Show of hands vote:

Aye: 6 (Blanks, Litka, McMillin, Nears, Scharnow, Scott)

Nay: 0

Abstention: 1 (Tate)

Absent: 3 (Castex, Chenault, Harris)

### **III. Action Items**

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

The board went into closed session at 9:12 a.m. Mr. Tate called the meeting back to order at 9:37 a.m. and stated that the Policy Council approved the following eligible lists: Associate Teacher, Associate Teacher/Infant Toddler, Site Supervisor, Maintenance/Courier, Family Services Worker III, Parent Intern.

Mr. Reginald Castex was seated at 9:40 a.m.

B. Election of Community Representatives and Alternates

Applications were distributed for community representatives.

**Past Parent:** Angel Chenault, Linda Litka, and Terri McMillin. Mr. Tate read Ms. Chenault's application. Ms. McMillin and Ms. Litka spoke of their interest in serving on the board as a Past Parent Representative.

Votes:  
Angel: 0  
Terri: 3  
Linda: 4

Ms. McMillin and Ms. Litka were congratulated as representatives. Ms. Chenault will serve as alternate.

**Grandparent:** Robin Blanks and Penelope Scott. Ms. Blanks and Ms. Scott spoke of their interest in serving on the board as a Grandparent Representative.

Votes:  
Robin: 2  
Penelope: 5

Ms. Penelope Scott was welcomed as the representative and Ms. Blanks will serve as the alternate.

Moved/McMillin, second/Scharnow, to ratify the election of Terri McMillin and Linda Litka as Past Parent Representatives, Angel Chenault as alternate Past Parent Representative, Ms. Penelope Scott as the Grandparent Representative, and Ms. Robin Blanks as alternate Grandparent Representative.

Show of hands vote:

Aye: 7 (Blanks, Castex, Litka, McMillin, Nears, Scharnow, Scott)

Nay: 0

Abstention: 1 (Tate)

Absent: 2 (Chenault, Harris)

IV. **Information Items**

A. Standing Information Items

- Parent/Staff Recognition: Mr. Tate presented Mr. Reginald Castex with a certificate of appreciation. Ms. Linda Harris was also recognized for her commitment to the board; she will be presented with her certificates of approval at a later date.
  - ✓ PC Meeting Perfect Attendance Recognition: Mr. Tate presented Ms. Robin Blanks for a perfect attendance certificate. Mr. Tate presented Ms. Linda Litka with a perfect attendance certificate.
- Toastmasters Training: Mr. Tate spoke of the Toastmasters workshops and urged all board members to consider attending this very valuable training. The training will begin in March.
- Committee Reports:
  - ✓ Executive Committee: Ms. Linda Litka reviewed the critique.
  - ✓ Budget/Planning Committee: Mr. Tate reported on the November 14 meeting. Attendees reviewed the 2016-2017 final closeout and expenditures.
  - ✓ Parent Ambassadors/MAACC: Mr. Tate stated that the MAACC and Parent Ambassador committees have been consolidated into one committee, both are recruitment and parent event committees for Head Start.
  - ✓ Social/Hospitality Committee: Ms. McMillin reviewed the county-wide parent activities being planned. The next meeting will be announced.
  - ✓ Health Services Advisory Committee (HSAC): Ms. Blanks reported on the most recent meeting. She extended kudos to Ms. Martha Cisneros for her presentation at recent meetings and for highlighting the SETA/Head Start program.

Mr. Tate thanked all members stepping down.

Members stepping down:

Ms. Linda Harris  
 Mr. Reginald Castex  
 Ms. Angel Chenault  
 Ms. Robin Blanks were thanked for their service and they stepped down.

Member holding:

Ms. Elnora Nears

- Seating of New Policy Council Members (2017-2018): The following new members were seated:

Andrea Scharnow, Sacramento City Unified School District  
 Maria Castro-Flores, Sacramento City Unified School District  
 Jessica Bradsberry, Sacramento City Unified School District  
 Charles Taylor, Twin Rivers Unified School District  
 Domonique Garrett, WCIC/Playmate Child Development Center (unexcused): Mr. Castex assumed the seat until the status of the new representative is determined.

Henrietta Gutierrez, SETA-Operated Program  
Cindy Ruiz Lopez, SETA-Operated Program  
Jasmine Robinson, SETA-Operated Program  
Yezenia Lopez, SETA-Operated Program  
Penelope Scott, Community Representative  
Linda Litka, Past Parent/Community Representative  
Terri McMillin, Past Parent/Community Representative  
Penelope Scott, Grandparent/Community Representative  
Mason Taylor, Birth & Beyond, Community Agency Representative  
Kenneth Tate, Outgoing Chair

Members to be seated but absent:

Casandra McGraw, Elk Grove Unified School District (withdrew due to a conflict with her job)  
Brina Thurston, Elk Grove Unified School District (unexcused)  
Allison Vaughn, Twin Rivers Unified School District (unexcused)  
Emily Culver, WCIC/Playmate Child Development Center (unexcused)  
China Rosalez, SETA-Operated Program (excused)  
Marisol Andrade, SETA-Operated Program (unexcused)  
Beth Hassett, WEAVE, Community Agency Representative (excused)

- Introduction of Policy Council Members: Board members introduced themselves.
- Introduction of Staff: SETA/Head Start staff members came to the podium to introduce themselves.
- How to Present and Make Motions: Mr. Tate the process by which motions are made.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne provided a report on the October fiscal report. The non-federal In-kind share is currently at 22.1%; this will increase over the program year.
- Board Procedures
  - ✓ Reimbursements & Budget/Planning: Ms. D'et Saurbourne reviewed the reimbursement process. She also reviewed the Budget/Planning Committee and stated that the budget work is done at the committee level.

Ms. Elnora Nears left at 11:05 a.m.

- ✓ Personnel: Ms. Allison Noren spoke of monthly opportunities for board members to participate in the recruitment/hiring process for Head Start staff. Next month only interviewing opportunities are available; recruitment will begin next month.
- ✓ Conflict of Interest: Ms. Nancy Hogan reviewed the conflict of interest process.
  - Committee Reports (continued): No additional report.
  - ✓ Maternal, Child and Adolescent Advisory Committee: Tabled.
  - ✓ Sacramento Medi-Cal Dental Advisory Committee: No report.

- Officer Elections will be held on December 20, 2017: Mr. Tate urged board members to consider running for officer positions.
- PC/PAC Calendar of Events: Ms. Litka reviewed the calendar of events.
- Community Resources: Parents/Staff: Community resources were distributed.

### III. **Action Items** (continued)

- C. Approval to Delegate Authority to the Parent Advisory Committee to Function in the Screening and Interviewing of Prospective Applicants Directly Related to the SETA-Operated Program

Ms. Castro-Flores left the room.

Ms. Lee reviewed this item which delegates authority to the PAC to work with Human Services on employee screening and interviews.

Moved/McMillin, second/Scott, to delegate authority to the Parent Advisory Committee to function in the screening and interviewing of prospective applicants directly related to the SETA-Operated Program.

Show of hands vote:

Aye: 12 (Bradsberry, Castex, Gutierrez, Litka, Lopez, McMillin, Robinson, Ruiz-Lopez, Scharnow, Scott, M. Taylor, C. Taylor)

Nay: 0

Abstention: 1 (Tate)

Absent: 1 (Castro-Flores)

### IV. **Information Items** (continued)

- B. Governing Board Minutes of October 5, 2017: No questions.
- C. Fiscal Monitoring Reports: No questions or comments.

### V. **Other Reports**

- A. Executive Director's Report: Executive Director, Ms. Kathy Kossick, explained that Head Start is two-thirds of the agency and the Workforce Innovation and Opportunity Act grant is the other third. The WIOA provides funding for career centers located in the county. One career center will be closing in Rancho Cordova and staff and services will be distributed to Mather Center and other job centers around the county. At the orientation in January, additional information will be provided on job training opportunities.
- B. Head Start Deputy Director's Report: Ms. Lee there will be a board item coming next month requesting the carry-over of funds. This item will be presented to the Governing Board on December 7 and the Policy Council on December 20. This item will be requesting carrying over of \$142,790 in Head Start funds to continue

Training and Technical Assistance activities for the EHS-CCP program. A federal monitoring review is expected in the coming year; staff will receive a 60-day notice. The agency will be temporarily extending home base services to provide additional enrollment for EHS classrooms not yet opened at Hillsdale and LaVerne Stewart. The LaVerne Stewart center is awaiting fire inspection and Hillsdale is waiting final lease negotiations. Sacramento City Unified School District also requested approval of a change of program services.

- C. Chair's Report: Mr. Tate asked board members to plan to attend the December 8 PAC and PC Meet and Greet Breakfast. This provides the PAC and PC board members to get together. The PC/PAC Board orientation is scheduled for Friday, January 5, 2018.
- D. Open Discussion and Comments: Mr. Castex asked Ms. Kossick more details about the Youth Committee. Ms. Kossick explained that this committee works with youth 18-24 years of age. Ms. Hogan will notify Mr. Castex of upcoming meetings. The WIOA is the current iteration of the workforce act. This is the federal job training money that is throughout the country.
- E. Public Participation: No comments.

**VI. Adjournment:** The meeting was adjourned at 11:49 a.m.



ITEM IV-C – INFORMATION

KINDERGARTEN REGISTRATION AND PARENT SURVEY

BACKGROUND:

Ms. Belinda Malone, Social Services/Parent Involvement Specialist, will share required school district documentation information for kindergarten registration for the 2018-2019 school year and the parent survey.

NOTES:

ITEM V

COMMITTEE REPORTS

➤ Executive Committee

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

<b>GOOD!!!</b>
Thank you, Ms. Denise Lee, for shared information on Federal Review and Governance Self-Assessment.
Thank you managers (Ms. Lisa Carr and Ms. Robyn Caruso) for shared program information.
Thank you, Ms. Susan Garland for your in depth presentation on Implementing the Creative Curriculum at SETA.
Thank you, Mr. Bob Silva, for shared information on community resources.
Thank you, Ms. Terri McMillin, for your dedicated leadership as Chair.
Congratulations to newly seated board members.
<b>NEEDS IMPROVEMENT</b>
<b>Please remember to use point of privilege and be recognized by the Chair.</b>
<b>ATTENDANCE.</b> Please make every effort to attend board meetings and committee meetings.
<b>If you will be late or will not attend the PAC board meetings, please call or e-mail Angel Chenault, Chair, Marie Desha, or Nancy Hogan.</b>
<b>REMINDERS</b>
Please be on time and be seated by 8:50 a.m.
** Please turn off <u>all</u> electronic devices. Please provide (916) 263-3800 for emergencies.
<b>No eating in the Board room.</b>
Please remember to use point of privilege and be recognized by the Chair before leaving your seat.

➤ Budget/Planning Committee: Ms. Angel Chenault

---

---

---

ITEM V-COMMITTEE REPORTS (continued)  
Page 2

➤ MAACC/Parent Ambassadors Committee: Ms. Angel Chenault

---

---

---

## ITEM VI

### OTHER REPORTS

#### BACKGROUND:

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

- Chair's Report – Ms. Angel Chenault
- Policy Council Report(s): Ms. Henrietta Gutierrez, Ms. Ms. Cindy Ruiz Lopez, Ms. China Rosalez, Ms. Jasmine Robinson, Ms. Marisol Andrade, Ms. Yezenia Lopez
- Head Start Deputy Director's Monthly Report – Ms. Denise Lee
  - ✓ Monthly Head Start Report
- Head Start Managers' Reports
  - ✓ Health, Nutrition and Safe Environments Services – Ms. Martha Cisneros
  - ✓ Family Engagement, Home Base, and ERSEA Services – Ms. Lisa Carr
  - ✓ School Readiness, Special Education and Mental Health Services – Ms. Karen Griffith
  - ✓ Program Support, Quality Assurance, and EHS-CCP - Robyn Caruso
- Workforce Report – Mr. William Walker, Workforce Development Manager

#### NOTES:



# SETA Head Start

## Food Service Operations Monthly Report

### \*December 2017

**December 8th** - Teacher Training closed classes: Norma Johnson B, Galt F and Walnut Grove V.

**December 11th** - Crossroad PM B Class stopped at 10 children due to staff shortage.

**December 12th** - Kennedy Estates 1249 B Class closed due to apartment maintenance.

**December 13th** - Kennedy Estates 1240 A Class closed due to apartment maintenance.

**December 18th** - Elkhorn 1255 B Class stopped at 10 children due to lack of substitute teachers.

**December 18th to 21st** - Walnut Grove classes went on field trips due to the Elementary School was closed.

**December 22nd at noon to January 2, 2018** - Winter Break SETA closed.

**Meetings & Trainings:**

CPR Training at Plaza Del Paso attended by Cook/Drivers Juan, Joyce and Raven on December 1st.  
 Serve Safe Training attended by Cook/Driver Raven on December 6th at SYSCO in Pleasant Grove.

**Total Number of Meals and Snacks Prepared for All Kitchens:**

Lunch	PM Snack	Breakfast	Field Trips
26,880	14,720	18,431	280

**Total Amount of Meals and Snacks Prepared** 60,311

**Purchases:**

<b>Food</b>	\$47,683.96
<b>Non - Food</b>	\$10,459.18

**Building Maintenance and Repair:** \$0.00

**Janitorial & Restroom Supplies:** \$0.00

**Kitchen Small Wares and Equipment:** \$0.00

**Vehicle Maintenance and Repair :** \$0.00

<b>Vehicle Gas / Fuel:</b>	\$855.01
Normal Delivery Days	15

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**December 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
<b>SETA operated</b>	1988	206	<b>10%</b>	377	93	<b>25%</b>
<b>Twin Rivers USD</b>	180	19	<b>11%</b>	16	0	<b>0%</b>
<b>Elk Grove USD</b>	440	35	<b>8%</b>			
<b>Sac City USD</b>	1211	102	<b>8%</b>	144	23	<b>16%</b>
<b>San Juan USD</b>	668	82	<b>12%</b>	160	12	<b>8%</b>
<b>WCIC</b>	120	9	<b>8%</b>			
<b>EHS CCP</b>				80	5	<b>6%</b>
<b>COUNTY TOTAL</b>	<b>4607</b>	<b>453</b>	<b>10%</b>	<b>777</b>	<b>133</b>	<b>17%</b>

*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: 12/21/2017**

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

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



Parker	1207S	18	15	3	2	20
Phoenix Park	1248A	20	15	5	1	21
Phoenix Park	1248B	16	12	4	0	16
Phoenix Park	1248X	22	18	4	0	22
Sharon Neese	1249R	20	15	5	0	20
Sharon Neese	1249X	20	12	8	0	20
Solid Foundation	1254A	17	12	5	1	18
Solid Foundation	1254B	20	18	2	0	20
Solid Foundation	1254C	19	7	12	1	20
Solid Foundation	1254D	14	11	3	0	14
Strizek Park	1225A	20	13	7	0	20
Strizek Park	1225B	19	11	8	0	19
Walnut Grove	1235V	19	1	18	0	19
Walnut Grove	1235W	17	8	9	2	19
Alder Grove Infant/Toddler Center	1212M	8	5	3	0	8
Alder Grove Infant/Toddler Center	1212U	7	4	3	1	8
Crossroad Gardens	1242U	7	7	0	0	7
Elkhorn	1255M	8	2	6	0	8
Elkhorn	1255U	8	3	5	0	8
Grizzly Hollow	1252P	8	5	3	0	8
Job Corp	1237O	7	6	1	0	7
Job Corp	1237P	8	7	1	0	8
Job Corp	1237Q	8	5	3	0	8
Marina Vista ELC	1246U	6	4	2	2	8
Mather	1223M	7	6	1	0	7
Mather	1223U	5	2	3	1	6
Norma Johnson	1214U	7	7	0	2	9
North Avenue	1256P	8	6	2	0	8
Northview	1224U	8	5	3	0	8
Phoenix Park	1248U	7	5	2	1	8
Sharon Neese	1249M	8	6	2	1	9
Sharon Neese	1249U	8	8	0	0	8
<b>TOTALS for Head Start</b>		<b>1777</b>	<b>1147</b>	<b>630</b>	<b>66</b>	<b>1843</b>
HS Totals	1644					
Drops w/in 30	58					
P/S Home Base	121					
<b>Total</b>	<b>1823</b>					

EHS Totals	133	
Drops w/in 30	8	
SCOE	66	
River Oaks	61	
EHS Home Base	150	
Total	418	
GRAND TOTAL	2241	

## SETA Head Start/Early Head Start

## Monthly Program Enrollment Report for School Year 2017 to 2018

Period: December 2017

Part Day Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	% ADA	ADA	%ADA
Illa Collin	20	12	16	80%	20	100%
Fruitridge	80	14	60	75%	79	99%
Auberry Park	40	12	23	57%	40	100%
Elkhorn	80	14	53	66%	73	91%
Walnut Grove	40	14	24	60%	35	88%
Kennedy Estates	40	12	23	57%	30	75%
Phoenix Park	40	14	24	60%	35	88%
Norma Johnson	40	14	27	68%	36	90%
Galt	120	14	87	73%	117	98%
Crossroad Gardens	40	14	25	63%	35	88%
North Avenue	40	14	30	75%	35	88%
Hopkins Park	80	14	63	79%	77	96%
Solid Foundation	80	14	53	66%	69	86%
Freedom Park	80	14	51	64%	66	83%
Bright Beginnings	40	12	31	78%	39	98%
Bannon Creek	80	14	59	74%	73	91%
Hillsdale	80	14	59	74%	77	96%
Nedra Court	40	12	35	88%	40	100%
Northview	80	14	54	68%	76	95%
Mather	80	14	50	63%	68	85%
Strizek Park	40	14	29	73%	39	98%
Grizzly Hollow	40	12	30	75%	39	98%

## SETA Head Start/Early Head Start

## Monthly Program Enrollment Report for School Year 2017 to 2018

Period: December 2017

Full Day Classes						
			Present Only		Present/Excused	
Center Name	Funded Enrollment	Total Days	ADA	% ADA	ADA	%ADA
Elkhorn	22	14	14	64%	19	86%
North Avenue	20	14	15	75%	18	90%
Northview	22	14	18	82%	21	95%
Job Corp	22	14	17	77%	22	100%
Norma Johnson	22	15	17	77%	20	91%
Crossroad Gardens	44	15	34	77%	40	91%
Hillsdale	44	14	35	80%	40	91%
Marina Vista ELC	64	14	49	77%	60	94%
Phoenix Park	22	15	18	82%	22	100%
Freedom Park	44	14	32	73%	36	82%
Sharon Neese	44	15	33	75%	40	91%
La Verne Sterwart	20	14	16	80%	19	95%
Mather	22	15	17	77%	20	91%
Parker	13	12	13	100%	17	131%
Alder Grove ELC	20	12	15	75%	18	90%

## SETA Head Start/Early Head Start

## Monthly Program Enrollment Report for School Year 2017 to 2018

Period: December 2017

Early Head Start Classes						
			Present Only		Present/Excused	
Center Name	Funded Enrollment	Total Days	ADA	% ADA	ADA	%ADA
Marina Vista ELC	8	15	4	50%	6	75%
Northview	8	15	7	88%	8	100%
North Avenue	8	14	7	88%	8	100%
Alder Grove Infant/Toddler Center	16	15	11	69%	15	94%
Crossroad Gardens	8	15	6	75%	7	88%
Grizzly Hollow	8	14	6	75%	8	100%
Norma Johnson	8	15	6	75%	8	100%
Mather	14	15	10	71%	12	86%
Sharon Neese	16	15	13	81%	15	94%
Job Corp	24	14	18	75%	23	96%
Elkhorn	16	15	11	69%	16	100%
Phoenix Park	8	15	6	75%	7	88%

# Monthly Program Information Report

January 2018

## Welcome PAC Members

### Federal Review Important Dates:

**Feb 5th**  
9:00 - Entrance Meeting  
10:00 - Data Tours/Content Interviews

**Feb 6th**  
9:00 - PC/PAC Interview  
10:00 - Disabilities/Mental Health Interview  
10:00 - Family Support Services Interview

**Feb 7th through 9th**  
-Classroom Exploration  
-Child's File Review  
-Staff Qualifications/Clearances

Daily Debrief with the Team Leader

On behalf of the Head Start managers and staff, I would like to welcome each of the newly seated/re-seated Parent Advisory Committee board members. Whether you are a returning board member or a newly seated one, we want you to feel welcome, well-informed and safe in your new role as a center representative. If you were able to attend new member orientation, we hope you learned enough to feel

more comfortable in the months ahead. If you were unable to attend orientation, we are available to assist you one-on-one and/or assign you a buddy-member as you learn the ropes. As shared in orientation, your time with us is valuable and you play a vital role in making the SETA Head Start/Early Head Start program stronger for the children we serve today and those we will be blessed to serve in the future. We welcome your feedback at any

time—during a meeting, one-on-one, at the center, and/or in a sub-committee meeting. Your participation matters. Your voice matters. Your input matters. And, your story matters. We look forward to getting to know you better over the coming months and to having a successful and fruitful year.

Fondly,  
Denise Lee  
Deputy Director

## Special Notice from the Office of Head Start

On January 3rd, grantees and delegate agency directors received an email from the Acting Director/Office of Head Start, Ann Linehan, regarding expectations and performance standards for reporting any significant incidents affecting the health and safety of program participants and Standards of Conduct describing the positive strategies adults must implement when interacting with children, a list of prohibited actions endangering the health and safety of children, and ensuring no child is left alone or unsupervised. The email clarifies that programs

shall work with various stakeholders to develop guidelines that differentiate between staff, consultant or volunteer practices, and/or behaviors that need improvement but do not harm or endanger children, versus reportable practices or behaviors that harm or endanger children. The email also reiterates that personnel policies and procedures must include appropriate penalties for staff, consultants and volunteers who violate the Standards of Conduct.

### **Other News from OHS:**

**-Request for Comment:** CLASS condition of the HS Designation Renewal System (DRS)

**-Federal Register Alert:** Food Crediting in Child Nutrition Programs: Request for Information

*“Children should feel safe, secure and loved every moment while in staff’s care.”*

## 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: