

GOVERNING BOARD

LARRY CARR
Councilmember
City of Sacramento

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

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 have good thoughts, they will shine out of your face like sunbeams and you will always look lovely."

Author: Roald Dahl

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

DATE: Tuesday, July 17, 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.

AGENDA

	<u>PAGE NUMBER</u>
I. <u>Call to Order/Roll Call/Review of Board Member Attendance</u>	1-5
➤ PAC Meeting Attendance Update	
➤ Introduction of Newly Seated Representatives	
II. <u>Consent Item</u>	
A. Approval of the Minutes of the June 19, 2018 Regular Meeting	6-10
III. <u>Presentation:</u> Water Play & Safety Precautions by Ms. Jennifer Rubin, Safe Kids Coordinator and Ms. Chengyeng Ly, Child Passenger Safety Program Coordinator	11

IV.	<u>Action Items</u>	
A.	Election of Parent Advisory Committee Treasurer	12
B.	Election of a SETA-Operated Representative and Alternates to the Policy Council	13-14
V.	<u>Information Items</u>	
A.	Standing Information Items	15-23
➤	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	
➤	PC/PAC Parent Activity Reports – Ms. Angel Chenault	
➤	Child Care Center Food Menu (attached)	
➤	Community Resources – Parents/Staff: Mr. Robert Silva	
B.	Head Start Policy Council Minutes: May 22, 2018	24-30
VI.	<u>Committee Reports</u>	31-32
➤	Executive Committee Meeting Critique: Ms. Angel Chenault	
➤	Social/Hospitality Committee: Ms. Angel Chenault	
➤	Personnel/Bylaws Committee: Ms. Angel Chenault	
➤	MAACC/Parent Ambassadors Committee: Ms. Angel Chenault	
VII.	<u>Other Reports</u>	33-42
➤	Chair’s Report	
➤	Policy Council Report(s): Ms. Henrietta Gutierrez, Ms. Griselda Cisneros, Ms. Marcheri Smith, Ms. Devon McCracken, Ms. Marley Schurr	
➤	Head Start Deputy Director’s Report – Ms. Denise Lee	
✓	Monthly Head Start Report	
➤	Head Start Managers’ Reports	
▪	<u>Lisa Carr</u> - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services	
▪	<u>Robyn Caruso</u> - Program Support, Food Services and Save Environments, Quality Assurance, and EHS-CCP Services	
▪	<u>Karen Griffith</u> - School Readiness, Special Education and Mental Health Services	
VIII.	<u>Center Updates</u>	43
IX.	<u>Discussion</u>	43

X. **Public Participation**

43

XI. **Adjournment**

DISTRIBUTION DATE: WEDNESDAY, JULY 11, 2018

Parent Advisory Committee meeting hosted by:
Angel Chenault (Chair), Griselda Cisneros (Vice Chair), Henrietta Gutierrez (Secretary),
vacant (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
- ___ **Christian Parada, Bannon Creek Head Start**
- ___ Vacant, Crossroad Gardens Head Start
- ___ **Alisha Givehchi, Early Head Start (Home Base)**
- ___ Vacant, Elkhorn Head Start
- ___ Vacant, Freedom Park Head Start
- ___ Vacant, Fruitridge Head Start
- ___ Vacant, Galt Head Start
- ___ Vacant, Grizzly Hollow
- ___ Vacant, Hillsdale Head Start
- ___ **Devon McCracken, Preschool Home Based Head Start**
- ___ Vacant, Pre-School (Home Base)
- ___ 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**
- ___ **Marcheri Smith, Marina Vista Early Learning Center**
- ___ Vacant, Mather Head Start
- ___ Vacant, Nedra Court Head Start
- ___ Vacant, Norma Johnson Head Start
- ___ **Griselda Cisneros, North Avenue Head Start**
- ___ **Spring Burrell, Northview Head Start**
- ___ Vacant, Parker Head Start
- ___ Vacant, Phoenix Park Head Start
- ___ Vacant, River Oak Center for Children
- ___ Vacant, Sacramento County Office of Education
- ___ Vacant, Sharon Neese Early Learning Center
- ___ Vacant, Solid Foundation Head Start
- ___ Vacant, Strizek Park Head Start
- ___ Vacant, Walnut Grove Head Start
- ___ **Angel Chenault, Past Parent Representative**
- ___ **Penelope Scott, Past Parent Representative**
- ___ Vacant, Grandparent Representative
- ___ **Robin Blanks, Men's Activities Affecting Children Committee Representative**
- ___ Vacant, Outgoing Chair

ITEM I-A – ROLL CALL
(Continued)

Program Year 2017-2018 - New Representatives to be seated

<input type="checkbox"/> Natalie Holland, Solid Foundation 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, Crossroad Gardens Head Start
<input type="checkbox"/> Vacant, Elkhorn Head Start
<input type="checkbox"/> Vacant, Freedom Park Head Start
<input type="checkbox"/> Vacant, Fruitridge Head Start
<input type="checkbox"/> Vacant, Galt Head Start
<input type="checkbox"/> Vacant, Grizzly Hollow Head Start
<input type="checkbox"/> Vacant, Hillsdale Head Start
<input type="checkbox"/> Vacant, Home Base Head Start
<input type="checkbox"/> Vacant, Illa Collin Head Start
<input type="checkbox"/> Vacant, Kennedy Estates Head Start
<input type="checkbox"/> Vacant, Mather Head Start
<input type="checkbox"/> Vacant, Nedra Court Head Start

<input type="checkbox"/> Vacant, Norma Johnson Head Start
<input type="checkbox"/> Vacant, Parker Head Start
<input type="checkbox"/> Vacant, Phoenix Park Head Start
<input type="checkbox"/> Vacant, Pre-School (Home Base)
<input type="checkbox"/> Vacant, River Oak Center for Children
<input type="checkbox"/> Vacant, SCOE Head Start
<input type="checkbox"/> Vacant, Sharon Neese Head Start
<input type="checkbox"/> Vacant, Strizek Park Head Start
<input type="checkbox"/> Vacant, Walnut Grove Head Start
<input type="checkbox"/> Vacant, Early Head Start (Home Base)
<input type="checkbox"/> Vacant, Grandparent Representative
<input type="checkbox"/> Vacant, Outgoing Chair

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													
Vacant Seated	BC													
Christian Parada Seated 6/19	BC								X					
Vacant Seated	CR													
Alisha Givchchi Seated 6/19	EHS/HB								X					
Vacant Seated	EL													
Vacant Seated	FP													
Vacant Seated	FP													
Vacant Seated	FT													
Vacant Seated	G													
Vacant Seated	GH													
Vacant Seated	H													
Devon McCracken Seated 12/19	HB		X	X		X	X	X	X					
Margi Martin Seated 4/24; resigned 7/9/18	HB						X	U	R					
Vacant Seated	IC													
Angela Moore Seated 11/21	HP	X	X	U		X	X	X	U					
Vacant Seated	JC													
Vacant Seated	JC													
Vacant Seated	K													
Henrietta Gutierrez Seated 11/21	LVS	X	X	X		X	X	X	X					
Marley Schurr Seated 11/21	MCBB	X	X	X		X	X	X	X					
Marcheri Smith Seated 3/20	MV					X	X	X	X					
Vacant Seated	M													
Griselda Cisneros Seated 11/21	NA		X	X		X	X	X	X					
Vacant Seated	NC													
Vacant Seated	NJ													
Vacant Seated	NV													
Spring Burrell Seated 3/20	NV					X	X	E	X					
Vacant Seated	PA													

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	PP													
Vacant Seated	RO													
Vacant Seated	SCOE													
Natalie Holland s/b/seated 6/19	SF								E					
Vacant Seated	SN													
Lynnette Mims Seated	SP						AP	AP	AE					
Vacant Seated	WG													
Vacant Seated	FPR													
Robin Blanks Seated 12/19	MAACC		X	X		X	X	X	X					
Angel Chenault Seated 11/21	CR/PP	X	X	X		X	X	X	X					
Penelope Scott Seated 11/21	CR/PP	X	X	X		X	X	X	X					
Vacant Seated	CR/GP													
Vacant Seated	OGC													

Members: If you cannot attend a meeting and are going to be absent, you must:

- 1. First, call your Alternate(s) to see if they can attend in your place;**
- 2. Second, call Head Start Social Services/Parent Involvement Coordinator, Ms. Marie Desha, at 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

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

Representative Abbreviations

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

Attendance Record Abbreviations

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

Current a/o: 7/10/2018 11:14 AM

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE JUNE 19, 2018 REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the June 19, 2018 meeting.

RECOMMENDATION:

Approve the minutes of the June 19, 2018 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, June 19, 2018
9:00 a.m.

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

Ms. Angel Chenault called the PAC meeting to order at 9:08 a.m. and read the thought of the day. The Pledge of Allegiance was recited. Ms. Henrietta Gutierrez called the roll; a quorum was established.

Members Present:

Spring Burrell
Henrietta Gutierrez
Marley Schurr
Marcheri Smith
Griselda Cisneros
Angel Chenault
Penelope Scott
Robin Blanks
Devon McCracken (seated at 9:49 a.m.)

Members Absent:

Marci Martin (excused)
Angela Moore (unexcused)

Member to be seated:

Alisha Givehchi
Christian Parada

Member to be seated but Absent:

Natalie Holland (excused)

Presentation: Sacramento Public Library by Ms. Rivkah Sass and Ms. Donna Zick: Ms. Rivkah Sass reviewed the various services available through the Sacramento Public Library. Ms. Donna Zick stated that there is an early literacy program "Every Child Ready to Read" available through the Library system. Kids reading five books can get free swim passes for those living in City Council Districts 2, 3, 5, 6 and 8. Councilman Carr started this last summer.

Ms. Smith left the room at 9:59 a.m.

II. Consent Item

A. Approval of the Minutes of the May 15, 2018 Special Meeting

Moved/Blanks, second/Gutierrez, to approve the May 15, 2018 minutes.
Show of hands vote:

Aye: 9 (Blanks, Burrell, Cisneros, Givehchi, Gutierrez, McCracken, Parada, Schurr, Scott)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 3 (Martin, Moore, Smith)

III. Action Item

A. Ratification of the Submission of the Head Start/Early Head Start Cost of Living Adjustment (COLA) and Training and Technical Assistance Applications for Program Year 2018-2019

Ms. Lee stated that this item is requesting ratification of the submission of a Cost of Living Adjustment (COLA) and Training and Technical Assistance applications for Program Year 2018-2019.

Ms. Smith returned at 10:03 a.m.

The agency is receiving an increase in T/TA funds earmarked specifically for staff development and parent training. This new funding will boost the amount of SETA's base TTA grant. Funds will be available August 1, the beginning of the fiscal year, along with the COLA.

SETA management and its labor union have met and agreed upon the use of the COLA funds.

Moved/Gutierrez, second/Scott, that the Parent Advisory Committee ratify the submission of the Cost of Living Adjustment application for the Head Start/Early Head Start base grant in the amount of \$1,392,375; and the Head Start Training and Technical Assistance increase in the amount of \$196,068; and the Early Head Start-Child Care Partnership and Expansion grant in the amount of \$39,296 for Program Year 2018-2019.

Show of hands vote:

Aye: 10 (Blanks, Burrell, Cisneros, Givehchi, Gutierrez, McCracken, Parada, Schurr, Scott, Smith)

Nay: 0

Abstentions: 1 (Chenault)

Absent: (Martin, Moore)

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Gutierrez reviewed the calendar of events. The Parent Activity is coming up and all board members are encouraged to attend. The Social/Hospitality Committee meeting will be rescheduled.
- Parent/Staff Recognitions: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of

Account: Ms. D'et Saurbourne reported that the overall county-wide budget is at 81.6% of the budget. The budget numbers include the budget modifications approved by ACF. The non-federal share is at 25.8% and the administrative expenditures are below the administrative cap. The credit card report was reviewed. Ms. Saurbourne urged new board members to consider attending the next Budget/Planning Committee meeting that will be held in August.

- PC/PAC New Member Orientation #3 Reports: Mr. Parada stated that it was a great experience. Ms. Givehchi learned a lot at the orientation and found it very beneficial.
- Toastmasters Training: Ms. Chenault urged board members to consider attending this important training. Ms. Smith stated that the training she went through helped her to learn to slow down and think about what she says.
- Child Care Center Food Menu: No questions.
- Community Resources – Parents/Staff: Mr. Robert Silva provided information on a number of free resources available in the coming weeks.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Gutierrez reviewed the critique.
- Budget/Planning Committee: Ms. Blanks provided an overview of the last meeting.
- Social/Hospitality Committee: Ms. Gutierrez reviewed the last meeting. At the next meeting, attendees will be asked for ideas for the end-of-year parent appreciation brunch.
- Personnel/Bylaws Committee: Ms. Marley Schurr reported that committee members read both the PC and PAC bylaws and at the next meeting there will be changes suggested for board consideration.
- MAACC/Parent Ambassadors Committee: Ms. Scott reviewed the last MAACC/Parent Ambassadors Committee meeting.

VI. Other Reports

- Chair's Report: No report.
- Policy Council Report(s): Ms. Marcheri Smith reviewed the last PC meeting.
- Head Start Deputy Director's Report – Ms. Denise Lee reported that in response to SETA's federal review finding, staff met last week with a Grantee Specialist (TTA) to come up with a program improvement plan which was sent to the regional office for review. The Agency has 120 days to fully remedy the finding. August 25 is the deadline. The finding was that the grantee was not looking at county-wide data and analyzing data for countywide attendance. The Program Improvement Plan includes enhanced systems for analyzing countywide data. There are new infant toddler services coming to the grantee with the exit of KinderWorld from the CCP project. Pending licensing clearances at Crossroad, Sharon Neese, and Hillsdale, services are anticipated to start on August 1. At Hopkins, staff ran into issues with procuring a general contractor and will need to go out for other bids. It is expected that the work will commence on September

15 with an expected completion date of December 15. In the meantime, families are receiving services at adjacent centers.

- Head Start Managers' Reports
- Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: SETA will be purchasing a program for parent engagement and parenting videos. A new Education Coordinator was hired and will be planning parent events in the evening. There will be a parent night with literacy and singing. There will also be an event for STEM including children. Staff have been working on an attendance task force. There will be a report back in August on ways to get families to attend regularly. The Parent Intern Program has parents working at SETA.
- Robyn Caruso - Program Support, Food Services and Save Environments, Quality Assurance, and EHS-CCP Services: Ms. Caruso welcomed new board members. The QA team goes out with a comprehensive tool to ensure the centers are in compliance. Ms. Caruso stated that the tool will be updated over the summer. She reviewed one of the QA reports.
- Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith reported that the education staff will be busy during the summer. Teaching staff have signed up for additional professional development through the Summer Series which will be held from 5:00 - 7:30 p.m. This year, there are 100 staff attending these training sessions. This training helps recharge the teachers' batteries. This training is funded by the Quality Rating Improvement System. All of our schools are rated at 4, which is the highest score at the State level. SETA Head Start will be hiring about 25 new teaching staff for the new fiscal year.

VII. **Center Updates**: None.

VIII. **Discussion**: None.

IX. **Public Participation**: None.

X. **Adjournment**: The meeting was adjourned at 11:07 a.m.

ITEM III - PRESENTATION

WATER PLAY AND SAFETY PRECAUTIONS

BACKGROUND:

This provides an opportunity for Ms. Jennifer Rubin, Safe Kids Coordinator and Ms. Chengyeng Ly, Child Passenger Safety Program Coordinator, to give a presentation on water play and safety precautions.

NOTES:

ITEM IV-A – ACTION

ELECTION OF PARENT ADVISORY COMMITTEE TREASURER

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect officers for Program Year 2017-2018. The duties of PAC officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PAC that are not in conflict with these Bylaws, Article V – Officers, Section 2B: All PAC members are eligible to run for an Office/Officer position except members holding a seat. The Executive Committee must have at least three members who are parents of child/children currently enrolled in the HS/EHS Center-Based or Home-Based Option.

SECTION 3: Duties of Officers

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

- D. The Treasurer shall work with staff and the PAC Secretary and keep such records, files and accounts as may be necessary to expedite PAC's business. The Treasurer shall be a member of the Social/Hospitality Committee, and the Parent Ambassador Committee.

RECOMMENDATION:

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

Treasurer:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM IV-B – ACTION

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

BACKGROUND:

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

The duties of Representatives include:

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

PAC Bylaws referenced:

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

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

In addition, refer to:

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

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

RECOMMENDATION:

That the Parent Advisory Committee elect one Representative and six Alternates.

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM IV-B – ACTION (continued)
Page 2

NOTES:

Representative nominated:

Alternates nominated:

ITEM V-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information Items
- 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
 - PC/PAC Parent Activity Reports – Ms. Angel Chenault
 - Child Care Center Food Menu (attached)
 - Community Resources – Parents/Staff: Mr. Robert Silva

NOTES:

<u>EVENT</u>	<u>DATE</u>
PAC Executive Committee	Friday, July 20, 2018 9:00 a.m. Camellia Room
PC/PAC Social/Hospitality Committee	Wednesday, July 25, 2018 9:00 – 11:00 a.m. Camellia Room
PC Executive Committee	Thursday, July 26, 2018 9:00 a.m. Camellia Room
MAACC/Parent Ambassador Committee	Friday, July 27, 2018 10:30 a.m. Diablo Room
PC/PAC Social/Hospitality Committee	Wednesday, August 1, 2018 9:00 – 11:00 a.m. Olympus Room
PC/PAC Bylaws Committee	Friday, August 10, 2018 9:00 – 10:30 a.m. Camellia Room
PC/PAC Budget/Planning Committee	Tuesday, August 14, 2018 1:00 – 2:30 p.m. Camellia Room
PC/PAC Social/Hospitality Committee	Wednesday, August 22, 2018 9:00 – 11:00 a.m. Olympus Room

SETA HEAD START MENU

July 2018

"This institution is an equal opportunity provider"

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

Monday

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

Tuesday

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

Wednesday

4	Breakfast Week 1
	NO CLASSES
	NO CLASSES
	NO CLASSES
	<u>Lunch</u>
	NO CLASSES
	NO CLASSES
	NO CLASSES
	NO CLASSES
	NO CLASSES
	NO CLASSES
	NO CLASSES
	NO CLASSES
	NO CLASSES
	<u>Snack</u>
	NO CLASSES
	NO CLASSES

Thursday

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

Friday

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

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

10	Breakfast Week 2
	Milk, Low Fat 1%
	French Toast Sticks
	Pears
	<u>Lunch</u>
	Milk, Low Fat 1%
	Apple, fresh
	Chicken Drumsticks
	Tomato, fresh
	Watermelon, fresh or
	Wheat Breadsticks
	<u>Snack</u>
	Milk, Low Fat 1%
	Brown Rice Krispies Cereal

11	Breakfast Week 2
	Milk, Low Fat 1%
	Oatmeal Cereal
	Pineapple, tidbits
	Raisins
	<u>Lunch</u>
	Milk, Low Fat 1%
	Beans Refried
	Coleslaw Salad
	Strawberries, fresh or
	Tangerine, fresh or
	Tortilla, Whole Wheat
	<u>Snack</u>
	Cheese Sticks
	Peaches

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

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

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

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

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

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

20	Breakfast Week 3
	Milk, Low Fat 1%
	Muffin, Banana
	Oranges, fresh
	<u>Lunch</u>
	Milk, Low Fat 1%
	Apricots
	Swiss American Cheese
	Tortilla, Whole Wheat
	Zucchini sticks
	<u>Snack</u>
	Milk, Low Fat 1%
	Crackers, Cheese-It

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

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

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

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

27	Breakfast Week 4
	Milk, Low Fat 1%
	Apple, fresh
	Muffin, Blueberry
	<u>Lunch</u>
	Milk, Low Fat 1%
	Cantaloupe, fresh
	Carrot, fresh
	Crackers, Wheat Thins
	Tuna Salad
	<u>Snack</u>
	Milk, Low Fat 1%
	Crackers, Goldfish

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

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

Lunes

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

Martes

3	<u>Desayuno Week 1</u>
Leche	
Chabacano	
Cereal Cheerios de Grano Integ	
<u>Comida</u>	
Leche	
Queso Americano	
Manzana	
Pan de Trigo Integral	
Brócoli	
Sandía Fresca o	
<u>Bocadillo</u>	
Leche	
Chex de fresa	

Miércoles

4	<u>Desayuno Week 1</u>
NO CLASES	
NO CLASES	
NO CLASES	
<u>Comida</u>	
NO CLASES	
NO CLASES	
NO CLASES	
NO CLASES	
NO CLASES	
NO CLASES	
NO CLASES	
NO CLASES	
NO CLASES	
NO CLASES	
NO CLASES	
<u>Bocadillo</u>	
NO CLASES	
NO CLASES	

Jueves

5	<u>Desayuno Week 1</u>
Leche	
Piña Machacada	
Bagel de Trigo Integral	
<u>Comida</u>	
Leche	
Mandarina	
Arroz Español con Pollo	
Varitas de Calabacita	
<u>Bocadillo</u>	
Manzana	
Mantequilla de Semilla de Girasol	

Viernes

6	<u>Desayuno Week 1</u>
Leche	
Plátano Fresco	
Mollete con Arándanos Azules	
<u>Comida</u>	
Leche	
Pan de Trigo Integral	
Melón	
Coliflor	
Ensalada de Atún	
<u>Bocadillo</u>	
Leche	
Cereal Integral Rice Krispies	

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

10	<u>Desayuno Week 2</u>
Leche	
Baritas de Pan Francés Tostad	
Pera	
<u>Comida</u>	
Leche	
Manzana	
Piern de Pollo	
Jitomate Fresco	
Sandía Fresca o	
barra de pan para	
<u>Bocadillo</u>	
Leche	
Cereal Integral Rice Krispies	

11	<u>Desayuno Week 2</u>
Leche	
Avena	
Piña Machacada	
Pasas	
<u>Comida</u>	
Leche	
Frijoles Refritos	
Ensalada de Col	
Fresa	
Tanjarina o	
Tortilla de Trigo Integral	
<u>Bocadillo</u>	
Barita de Queso	
Durazno	

12	<u>Desayuno Week 2</u>
Leche	
Plátano Fresco	
Cereal Crispix	
<u>Comida</u>	
Leche	
Pecho de Res Asado	
Zanahoria	
Naranja	
Mini Panecillo de Grano Entero	
<u>Bocadillo</u>	
Leche	
Pescados Dorados de Galleta	

13	<u>Desayuno Week 2</u>
Leche	
Manzana	
Mollete con Plátano	
<u>Comida</u>	
Leche	
Pan de Trigo Integral	
Brócoli	
Melón	
Rebanada de Pavo	
<u>Bocadillo</u>	
Quesadilla	

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

17	<u>Breakfast Week 3</u>
Leche	
Puré de Manzana	
Baritas de Wafe	
<u>Lunch</u>	
Leche	
Piern de Pollo	
Ensalada de Espinaca	
Pan de Grano Integral	
Naranja	
<u>Snack</u>	
Manzana	
Mantequilla de Semilla de Gira	

18	<u>Breakfast Week 3</u>
Leche	
Bizcocho de Trigo Integral	
Durazno	
<u>Lunch</u>	
Leche	
Melón	
Arroz y Frijoles	
Jitomate Picado	
<u>Snack</u>	
Leche	
Chex de fresa	

19	<u>Breakfast Week 3</u>
Leche	
Plátano Fresco	
Bagel de Trigo Integral	
<u>Lunch</u>	
Leche	
Zanahoria	
Ensalada de Pollo	
Fresa	
Tanjarina o	
la ciabatta	
<u>Snack</u>	
Requesón	
Piña Machacada	

20	<u>Breakfast Week 3</u>
Leche	
Mollete con Plátano	
Naranja	
<u>Lunch</u>	
Leche	
Chabacano	
Queso Suizo	
Tortilla de Trigo Integral	
Varitas de Calabacita	
<u>Snack</u>	
Leche	
Galletas Cheese-It	

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

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

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

26	<u>Desayuno Week 4</u>
Leche	
Chabacano	
Baritas de Pan Francés Tostad	
<u>Comida</u>	
Leche	
Ensalada de Col	
Mango	
Tortilla de Trigo Integral	
Rollo de Pavo y Queso	
<u>Bocadillo</u>	
Plátano Fresco	
Barita de Queso	

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

30	<u>Desayuno Week 5</u>
Leche	
Jotqueis	
Pera	
<u>Comida</u>	
Leche	
Chabacano	
Torta de Pollo	
Ensalada de Col	
Pan de Trigo Integral	
<u>Bocadillo</u>	
Barita de Queso	
Piña Machacada	

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

ITEM V-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 May 22, 2018 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, May 22, 2018
9:00 a.m.

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

Mr. Reginald Castex called the meeting to order at 9:01 a.m. The Pledge of Allegiance was recited. The thought of the day was read. Ms. Henrietta Gutierrez called the roll and a quorum was established.

Members Present:

Andrea Scharnow, Sacramento City Unified School District
Claudett Sanders, Early Head Start, Sacramento City Unified School District
Charles Taylor, Twin Rivers Unified School District
Henrietta Gutierrez, SETA-Operated Program
Griselda Cisneros, SETA-Operated Program
Devon McCracken, SETA-Operated Program
Marley Schurr, SETA-Operated Program
Penelope Scott, Grandparent/Community Representative
Kenneth Tate, Outgoing Chair
Reginald Castex, Men's Activities Affecting Children Committee
Alisha Givehchi, Early Head Start/Home Base (seated at 9:38 a.m.)
Linda Litka, Past Parent/Community Representative (seated at 9:38 a.m.)
Marcheri Smith, SETA-Operated Program (seated at 9:50 a.m.)

Members Absent:

Kaoyee Xiong, Elk Grove Unified School District (excused)
Jessica Bradsberry, Sacramento City Unified School District (excused)

Members to be seated:

Diana Wriedt, Elk Grove Unified School District
Mason Taylor, Birth & Beyond, Community Agency Representative
Gloria Hager, Women's Civic Improvement Club (AP)

Members to be seated but absent:

Angel Chenault, Past Parent/Community Representative (excused)

Ms. Hader and Ms. Wriedt introduced themselves and spoke of their families.

II. Consent Item

A. Approval of the Minutes of the April 24, 2018 Policy Council Meeting

The minutes were reviewed; no questions or corrections.

Moved/Scharnow, second/Tate, to approve the April 24, 2018 minutes.

Show of hands vote:

Aye: 12 (Gutierrez, Cisneros, Hader, McCracken, Sanders, Scharnow, Schurr, Scott, Tate, C. Taylor, M. Taylor, Wriedt)

Nay: 0

Abstentions: 1 (Castex)

Absent: 3 (Bradsberry, Givehchi, Litka, Smith, Xiong)

III. Action Items

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

The Board went into closed session at 9:11 a.m. At 9:35 a.m., Mr. Castex called the meeting back to order and reported that during closed session, the Board approved the following eligible lists: Approval of Eligible Lists for: Associate Teacher; Associate Teacher/Infant Toddler; Head Start Teacher; Infant Toddler Lead Teacher; Site Supervisor; and CFS Education Program Officer

Ms. Gutierrez seated Ms. Linda Litka and Alisha Givehchi at 9:38 a.m.

B. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: Approval of Revision to the Job Specification for Fiscal Department Chief (Exempt)

Ms. Allison Noren stated that this item is presented to comply with Head Start regulations. The regulations require that any fiscal chief must be either a CPA or have a BA in accounting, business, fiscal management or a related field. This job specification was updated in July 2017 but the revision only included finance and accounting; the job specification has been revised to include all of the required educational degrees.

Mr. Castex opened a public hearing.

Moved/Hader, second/Scharnow, to close the public hearing and approve revisions to the job specification for Fiscal Department Chief (Exempt).

Aye: 14 (Gutierrez, Cisneros, Givehchi, Hader, Litka, McCracken, Sanders, Scharnow, Schurr, Scott, Tate, C. Taylor, M. Taylor, Wriedt)

Nay: 0

Abstentions: 1 (Castex)

Absent: 2 (Bradsberry, Smith, Xiong)

Ms. Marcheri Smith was seated at 9:50 a.m.

C. Approval of the Submission of the Head Start/Early Head Start Cost of Living Adjustment (COLA) Application for Program Year 2018-2019

In late March the president signed the Head Start appropriations bill with an increase for Head Start/Early Head Start. This item requests approval to submit an application for a 2.6% COLA. This increase will be a boost to the base grant. Staff has not yet received the formal guidance letter and there is generally a 30-day turnaround for the grant application. The application will request \$1.4 million to cover Head Start, Early Head Start, and the Early Head Start Child Care Partnership program. The intent is to pass along to the employees as part of the base pay or fringe benefits or leases which is required to be passed along when increases are received. SETA is in the process of negotiating the COLA with the union.

Many of the lease agreements say when a COLA is received the lease payments must be increased. The federal government requests that the funds be prioritized to employee salaries/benefits. The COLA funds are not geared toward additional supplies.

Moved/Cisneros, second/Hader, to approve the submission of the Cost of Living Adjustment application for the Head Start/Early Head Start base grant in the amount of \$1,392,375 and the Early Head Start-Child Care Partnership and Expansion grant in the amount of \$39,296 for Program Year 2018-2019.

Show of hands vote:

Aye: 15 Aye: (Gutierrez, Cisneros, Givehchi, Hader, Litka, McCracken, Sanders, Scharnow, Schurr, Scott, Smith, Tate, C. Taylor, M. Taylor, Wriedt)

Nay: 0

Abstentions: 1 (Castex)

Absent: 2 (Bradsberry, Xiong)

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Gutierrez reviewed the calendar of events.
- Parent Leadership Institute Reports: Mr. Charles Taylor stated that he attended both of the institutes; it was very informative. Ms. Scott stated that the trainer was fabulous and it was good to get to know more board members. Mr. Castex appreciated the training and it was a great experience. Ms. McCracken stated that the trainer was wonderful.
- Parent/Staff Recognitions: Mr. Castex presented a certificate of participation for the Parent Leadership Institute to Mr. Kenneth Tate.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne provided a report for the budget nine months into the year. The budget expenditures are at 72.7% countywide. In-kind is currently at 25.2% and staff expects more to come in before the end of the fiscal year. The administrative expenses are far below the allowable amount.

- Toastmasters Training: Mr. Castex reported that June 5 will be the last one for the year. The training will start again in the new program year.
- Community Resources: Parents/Staff: Mr. Robert Silva provided an overview of the various resources available at the resource table. SETA will be participating in the Sacramento HELPS Fair (Health, Education, Legal Preparedness, and Services) Fair 9-3 p.m. at the Sam Pannell Center. Attendees can receive 72-hour emergency kits.
- Birth & Beyond: Mr. Mason Taylor distributed the Sacramento Family Resource Center calendar. More services will be provided for families during the summer months. Mr. Taylor reviewed the various programs available in the coming months. The Community Carnival had an outstanding attendance in the South Natomas area. There was great feedback from the attendees. There were 18 community partners participating in the Carnival. Planning for next year's carnival will begin in October.

B. Governing Board Minutes – March 1, 2018: No questions.

C. Fiscal Monitoring Report: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Gutierrez reviewed the critique.
- Bylaws Committee: Ms. Schurr, attendees reviewed the PAC bylaws; still need to go over the PC bylaws. Mr. Tate stated that there are possible changes that will be proposed June 8; all are welcome.
- Budget/Planning Committee: No report.
- Social/Hospitality Committee: Next meeting listed on calendar.
- Men's Activities Affecting Children Committee/Parent Ambassadors Committee: Mr. Castex reported that the location of the meeting has changed to WCIC, to 3555 – 3rd Avenue, Sacramento, CA 95817. Mr. Castex urged everyone to attend.
- Sacramento Medi-Cal Dental Advisory Committee: Mr. Tate stated that patients utilizing Medi-Cal Dental are having problems securing appointments. Ms. Robin Blanks stated that the committee tries to find solutions to dental problems. All input is needed, especially from the parents. There are four different plans that report back on what the committee is doing to help the community. The committee works with other counties to see what can be done to improve our program. The plan is to have a standard procedure to ensure everyone gets the services needed.

Mr. Castex urged board members to attend the Medi-Cal Dental Advisory Committee meetings. Ms. Desha clarified that only the appointed representative would be reimbursed for expenses.

Ms. Scharnow left the meeting at 11:00 a.m.
Mr. Mason Taylor was excused at 11:00 a.m.

- Maternal, Child & Adolescent Health Advisory Board Report: No report.

VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick invited all board members to tour one of the many job centers located throughout the county. A job center tour can be arranged at any time. Improvements are being made to this building and the County Department of Health and Human Services will be taking over a part of the offices. The parking lot will be reconfigured in late July or August. Board members are urged to part in only SETA parking slot.
- B. SETA Head Start Deputy Director's Report: Ms. Denise Lee distributed the results of the CLASS review. CLASS is an instrument to assess the quality of the teacher/child interaction in the classroom. Part of the federal review is for reviewers to monitor of our classrooms. Ms. Griffith will provide a report at the June meeting. Three years ago, the scores were very different from what the reviewers had; there was a lot of reengaging the staff and assessors to ensure everyone was on the same page. SETA also hired consultants to assist in the preparation. Over the last three years, we have honed our assessment process which is a stronger evaluation of the tool and more reflective of the federal reviewers.

Staff also received the final report of the first review (Focus Area 2); there was one minor 'non-compliance' issue in attendance. The Office of Head Start wants to know what we are doing county-wide to get and keep the attendance up. We are on a 120-day corrective action. Training and technical assistance support will be coming from ACF to assist with the corrective plan of action which will be submitted for approval. Full compliance is expected by August 25.

The Hopkins Park; the quotes from the general contractor was higher than expected. The groundbreaking for the Hopkins Park center will be postponed until fall; the children and families will be relocated to nearby centers.

- C. Chair's Report: Mr. Castex distributed a list for board members to work with human resources. Mr. Castex urged board members to be the leaders they are.
- D. Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: Ms. Carr referred to page 46, the monthly enrollment report. At the FSW meeting, an attendee talked about Medi-Cal and Denti-Cal. Ms. Carr received a flyer on how to make an appointment including a complaint line. For non-emergency care such as cavities, Denti-Cal has 30 days to make an appointment. A copy of the flyer was provided to board members.
 - Robyn Caruso - Program Support, Food Services and Save Environments, Quality Assurance, and EHS-CCP Services: No report.
 - Karen Griffith - School Readiness, Special Education and Mental Health Services: No report.

- E. Open Discussion and Comments: Mr. Tate stated that an office he is working on will be occupied by the Justice League; they specialize on expungements and other legal issues. He will be providing more information at a later date. Mr. Tate reminded everyone to vote.

Ms. Smith announced that the Sacramento County Fair will be open soon. On Friday it is free for Kids Day.

Ms. Smith stated that the home base program will have a socialization at the Sacramento County Fair. There is also a Groupon for a family pass.

- F. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 11:25 a.m.

ITEM VI

COMMITTEE REPORTS

➤ Executive Committee

Critique of the June 19, 2018 regular Parent Advisory Committee meeting.

GOOD!!!
Thank you, Ms. Denise Lee, for shared information on the ratification of the submission of the HS/EHS COLA and T & TA for program year 2018-2019.
Thank you managers for shared program information.
Congratulations, Mr. Robert Silva, on receiving the WCIC Outstanding Lifetime Community Service Award and the California State Senate award by Senator Pan.
Thank you, Ms. Rivkah Sass and Ms. Donna Zick, for an awesome presentation on Sacramento Public Library services.
Thank you, Madam Chair, Angel Chenault, for a well-facilitated meeting.
Thank you, Madam Secretary, Ms. Henrietta Gutierrez, for your commitment to the Social/Hospitality Committee.
Thank you, Madam Parliamentarian, Ms. Marley Schurr, for your commitment to the Personnel/Bylaws Committee.
Thank you, Board Members, for no side barring.
Congratulations to our newly seated board members, Christian Parada and Alisha Givehchi.
NEEDS IMPROVEMENT
If you will be late or will not attend the PAC board meeting, please call or e-mail Angel Chenault (916-821-7099, Chair), Marie Desha (916-263-4082), or Nancy Hogan (916-263-3827).
Please be recognized by the Chair prior to requesting a point of privilege (includes leaving your seat).
ATTENDANCE. Please make every effort to attend board meetings and committee meetings.
REMINDERS
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.
No eating in the Board room.

ITEM VI - COMMITTEE REPORTS (continued)
Page 2

➤ Social/Hospitality Committee: Ms. Angel Chenault

➤ Personnel/Bylaws Committee: Ms. Angel Chenault

➤ MAACC/Parent Ambassadors Committee: Ms. Angel Chenault

ITEM VII

OTHER REPORTS

BACKGROUND:

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

- Chair's Report
- Policy Council Report(s): Ms. Henrietta Gutierrez, Ms. Griselda Cisneros, Ms. Marcheri Smith, Ms. Devon McCracken, Ms. Marley Schurr
- Head Start Deputy Director's Report – Ms. Denise Lee
 - ✓ Monthly Head Start Report
- Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services
 - Robyn Caruso - Program Support, Food Services and Save Environments, Quality Assurance, and EHS-CCP Services
 - Karen Griffith - School Readiness, Special Education and Mental Health Services

NOTES:

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

June 2018

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: 1302.14 (b)(1) states *a program must ensure at least 10 percent of its total funded enrollment is filled by children eligible for services under IDEA, unless the responsible HHS official grants a waiver.*

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	1988	256	13%	377	123	33%
Twin Rivers USD	180	23	13%	16	0	0%
Elk Grove USD	440	58	13%			
Sac City USD	1211	150	12%	144	25	17%
San Juan USD	668	111	17%	160	18	11%
WCIC	100	12	12%			
EHS CCP				80	9	11%
COUNTY TOTAL	4587	610	13%	777	175	23%

AFE: Annual Funded Enrollment



SETA Head Start Food Service Operations Monthly Report *June 2018

June 1st - Grizzly Hollow EHS class extended by one day.
Last day of extended Traditional Classes Calendar C and Walnut Grove.
Minimum Day Preschool & EHS Full Day (C) classes

June 5th - Last Day of WCIC Classes

June 7th - New Summer Delivery Routes started due to Summer Class Closures.
Last Day for Calendar B Traditional Classes

June 21st - Home Base paper supply delivery to Sharon Neese for their socializations

June 22nd - Home Base Social - Items provided for the event for 75 guests.

June 26th - Brian Pinon with ICW Risk Management Services visited the WCIC Kitchen.

June 28th - Marina Vista closed for fire sprinkler repair.

Meetings & Trainings:
None.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
31,390	15,970	22,500	460

Total Amount of Meals and Snacks Prepared 70,320

Purchases:

Food	\$71,960.55
Non - Food	\$11,775.10

Building Maintenance and Repair: \$21.65

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$3,726.54

Vehicle Maintenance and Repair : \$842.40

Vehicle Gas / Fuel: \$1,591.28
Normal Delivery Days 21

SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 06/29/2018						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Alder Grove ELC	1247S	20	19	1	9	29
Auberry Park	1238A	19	6	13	0	19
Auberry Park	1238B	20	4	16	0	20
Bannon Creek	1200A	17	11	6	2	19
Bannon Creek	1200B	20	16	4	0	20
Bannon Creek	1200C	18	14	4	1	19
Bannon Creek	1200D	20	14	6	0	20
Bright Beginnings	1201V	20	8	12	0	20
Bright Beginnings	1201W	20	13	7	0	20
Crossroad Gardens	1242A	16	11	5	0	16
Crossroad Gardens	1242B	15	7	8	1	16
Crossroad Gardens	1242R	19	14	5	4	23
Crossroad Gardens	1242X	22	16	6	3	25
Elkhorn	1255A	18	13	5	2	20
Elkhorn	1255B	19	13	6	2	21
Elkhorn	1255C	18	11	7	2	20
Elkhorn	1255D	20	11	9	0	20
Elkhorn	1255X	21	14	7	2	23
Freedom Park	1239A	16	12	4	4	20
Freedom Park	1239B	16	12	4	4	20
Freedom Park	1239C	16	7	9	3	19
Freedom Park	1239D	16	9	7	3	19
Freedom Park	1239R	17	8	9	3	20
Freedom Park	1239X	16	10	6	4	20
Fruitridge	1216A	18	15	3	4	22
Fruitridge	1216B	19	12	7	1	20
Fruitridge	1216C	20	12	8	0	20
Fruitridge	1216D	20	14	6	0	20
Galt	1234A	20	15	5	0	20
Galt	1234B	20	8	12	0	20
Galt	1234C	19	7	12	2	21
Galt	1234D	20	6	14	0	20
Galt	1234E	20	9	11	0	20
Galt	1234F	20	12	8	1	21

SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 06/29/2018						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Grizzly Hollow	1252A	20	20	0	15	35
Grizzly Hollow	1252B	20	18	2	9	29
Hillsdale	1228A	19	9	10	9	28
Hillsdale	1228B	20	13	7	5	25
Hillsdale	1228C	20	11	9	3	23
Hillsdale	1228D	20	13	7	3	23
Hillsdale	1228R	20	15	5	2	22
Hillsdale	1228X	20	15	5	0	20
Illa Collin	1221V	20	17	3	0	20
Job Corp	1237X	21	15	6	0	21
Kennedy Estates	1240A	18	17	1	14	32
Kennedy Estates	1240B	20	18	2	10	30
La Verne Sterwart	1219S	19	12	7	1	20
Marina Vista ELC	1246R	20	13	7	0	20
Marina Vista ELC	1246S	20	10	10	0	20
Marina Vista ELC	1246X	21	14	7	1	22
Mather	1223A	19	9	10	0	19
Mather	1223B	20	15	5	2	22
Mather	1223C	18	12	6	3	21
Mather	1223D	18	13	5	1	19
Mather	1223X	20	15	5	0	20
Nedra Court	1244V	14	13	1	5	19
Nedra Court	1244W	17	16	1	4	21
Norma Johnson	1214A	18	15	3	1	19
Norma Johnson	1214B	20	17	3	1	21
Norma Johnson	1214X	20	17	3	2	22
North Avenue	1256A	19	14	5	1	20
North Avenue	1256B	17	13	4	2	19
North Avenue	1256X	20	14	6	0	20
Northview	1224A	20	12	8	3	23
Northview	1224B	19	6	13	2	21
Northview	1224C	19	5	14	2	21
Northview	1224D	20	16	4	0	20
Northview	1224X	22	17	5	1	23

SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 06/29/2018						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Parker	1207S	16	7	9	1	17
Phoenix Park	1248A	17	8	9	3	20
Phoenix Park	1248B	20	13	7	0	20
Phoenix Park	1248X	19	14	5	3	22
Sharon Neese	1249R	20	14	6	1	21
Sharon Neese	1249X	20	17	3	2	22
Solid Foundation	1254A	18	14	4	5	23
Solid Foundation	1254B	20	15	5	1	21
Solid Foundation	1254C	20	8	12	1	21
Solid Foundation	1254D	18	13	5	8	26
Strizek Park	1225A	18	14	4	1	19
Strizek Park	1225B	19	8	11	0	19
Walnut Grove	1235V	20	10	10	10	30
Walnut Grove	1235W	19	6	13	11	30
Alder Grove Infant/Toddler Center	1212M	8	5	3	1	9
Alder Grove Infant/Toddler Center	1212U	8	4	4	0	8
Crossroad Gardens	1242U	5	5	0	2	7
Elkhorn	1255M	7	5	2	1	8
Elkhorn	1255U	7	5	2	1	8
Grizzly Hollow	1252P	7	6	1	1	8
Job Corp	1237O	7	5	2	2	9
Job Corp	1237P	8	4	4	0	8
Job Corp	1237Q	7	6	1	0	7
Marina Vista ELC	1246U	7	7	0	0	7
Mather	1223M	7	6	1	1	8
Mather	1223U	3	1	2	0	3
Norma Johnson	1214U	8	5	3	0	8
North Avenue	1256P	8	6	2	0	8
Northview	1224U	8	6	2	0	8
Phoenix Park	1248U	7	4	3	2	9
Sharon Neese	1249M	8	3	5	1	9
Sharon Neese	1249U	8	7	1	2	10
TOTALS for Head Start		1685	1103	582	220	1905
HS Totals	1557					

SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 06/29/2018						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Drops w/in 30	206					
P/S Home Base	153					
Total	1916					
EHS Totals	128					
Drops w/in 30	14					
EHS Home Base	192					
River Oaks	65					
SCOE	67					
Total	466					
GRAND TOTAL	2382					

CLASS CODE BREAKOUT	
Class Code	Class Type/Funding
A-F	Part Day Head Start
O,P,Q	EHS (No CCTR)
M,U	EHS/CCTR
V,W,Y	Duration (Head Start)
12231 A-K	Home Based Preschool
1231 B-N	Home Based EHS

SETA Head Start/Early Head Start

Monthly Attendance Report for School Year 2017 to 2018

Period: June 2018

Full Day Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	% ADA	ADA	%ADA
La Verne Sterwart	20	20	16	80%	19	95%
Mather	20	21	15	75%	20	100%
Norma Johnson	21	21	14	67%	20	95%
Sharon Neese	40	21	32	80%	39	98%
Parker	17	16	9	53%	16	94%
Freedom Park	40	20	24	60%	32	80%
Phoenix Park	22	21	14	64%	21	95%
Job Corp	22	20	16	73%	19	86%
Marina Vista ELC	68	19	46	68%	60	88%
Elkhorn	22	20	16	73%	21	95%
Alder Grove ELC	20	4	18	90%	20	100%
Crossroad Gardens	44	15	31	70%	40	91%
Hillsdale	40	20	29	73%	35	88%
North Avenue	20	20	15	75%	19	95%
Northview	22	20	15	68%	22	100%

SETA Head Start/Early Head Start

Monthly Attendance Report for School Year 2017 to 2018

Period: June 2018

Part Day Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	% ADA	ADA	%ADA
Freedom Park	78	20	42	54%	56	72%
Crossroad Gardens	32	15	21	66%	28	88%
Hillsdale	80	20	43	54%	62	78%
Fruitridge	80	20	55	69%	76	95%
Grizzly Hollow	40	4	37	93%	40	100%
Elkhorn	80	20	55	69%	75	94%
Bright Beginnings	40	4	19	48%	40	100%
North Avenue	39	20	25	64%	34	87%
Phoenix Park	40	20	26	65%	38	95%
Mather	80	20	49	61%	73	91%
Bannon Creek	78	20	57	73%	76	97%
Galt	120	20	85	71%	118	98%
Nedra Court	31	4	27	87%	33	106%
Illa Collin	20	4	16	80%	20	100%
Kennedy Estates	38	4	33	87%	37	97%
Solid Foundation	80	21	55	69%	74	93%
Norma Johnson	40	20	27	68%	38	95%
Northview	80	20	47	59%	78	98%
Walnut Grove	39	1	16	41%	39	100%
Auberry Park	39	4	11	28%	39	100%
Strizek Park	38	20	24	63%	35	92%

SETA Head Start/Early Head Start

Monthly Attendance Report for School Year 2017 to 2018

Period: June 2018

Early Head Start Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	% ADA	ADA	%ADA
Mather	11	21	8	73%	10	91%
Job Corp	22	20	17	77%	22	100%
Sharon Neese	16	21	13	81%	16	100%
Alder Grove Infant/Toddler Center	16	21	11	69%	14	88%
Grizzly Hollow	8	1	6	75%	7	88%
Crossroad Gardens	8	15	4	50%	5	63%
Phoenix Park	8	21	6	75%	8	100%
Elkhorn	16	21	11	69%	15	94%
Marina Vista ELC	7	20	6	86%	7	100%
Norma Johnson	8	21	6	75%	8	100%
North Avenue	8	20	6	75%	8	100%
Northview	8	21	6	75%	8	100%

ITEM VIII – CENTER UPDATES

BACKGROUND:

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

NOTES:

ITEM IX - DISCUSSION

BACKGROUND:

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

NOTES:

ITEM X – 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: