

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: "Your chances of success in any undertaking can always be measured by your belief in yourself."

Author: Robert Collier

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

DATE: Tuesday, September 18, 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 August 21, 2018 Regular Meeting	6-9
III. <u>Action Items</u>	
A. Approval of Modifications to the Reimbursement Policies and Procedures of the SETA-Operated Head Start/Early Head Start Policy Council and Parent Advisory Committee	10-13

B.	<u>TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:</u> First Reading of Modifications to the Bylaws of the SETA-Operated Head Start/Early Head Start Parent Advisory Committee	14-31
C.	Approval of the Attendance Policies and Procedures of the SETA Head Start/Early Head Start Program	32
IV.	<u>Information Items</u>	
A.	PTA Presentation: Ms. Peggy Parker, Leadership Vice President for Third District PTA, with California State PTA	33
B.	Standing Information Items	34-43
➤	PC/PAC Calendar of Events – Ms. Angel Chenault	
➤	Parent/Staff Recognitions – Ms. Angel Chenault	
➤	Sacramento Play Summit Reports – Ms. Angel Chenault	
➤	Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han	
➤	Child Care Center Food Menu (attached)	
➤	Community Resources – Parents/Staff: Mr. Robert Silva	
C.	Head Start Policy Council Minutes: July 24, 2018	44-49
V.	<u>Committee Reports</u>	50-51
➤	Executive Committee Meeting Critique: Ms. Angel Chenault	
➤	Social/Hospitality Committee: Ms. Angel Chenault	
➤	Personnel/Bylaws Committee: Ms. Angel Chenault	
➤	Budget/Planning Committee: Ms. Angel Chenault	
VI.	<u>Other Reports</u>	52-63
➤	Chair’s Report	
➤	Policy Council Report(s): Ms. Henrietta Gutierrez, Ms. Griselda Cisneros, Ms. Devon McCracken, Ms. Marley Schurr	
➤	Head Start Deputy Director’s Report – Ms. Denise Lee	
✓	Unannounced Visits Report 2017-2018 – QA-Monitored (attached)	
✓	Unannounced Visits Report 2017-2018 – Self-Monitored (attached)	
➤	Head Start Managers’ Reports	
▪	<u>Lisa Carr</u> - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services	
▪	<u>Karen Griffith</u> - School Readiness, Special Education and Mental Health Services	
▪	<u>Vacant</u> - Program Support, Food Services and Safe Environments, Quality Assurance, and EHS-CCP Services	

VII. <u>Center Updates</u>	64
VIII. <u>Discussion</u>	64
IX. <u>Public Participation</u>	64
X. <u>Adjournment</u>	

DISTRIBUTION DATE: WEDNESDAY, SEPTEMBER 12, 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
- ___ Vacant, 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
- ___ **Griselda Cisneros, Norma Johnson Head Start**
- ___ Vacant, 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"/> 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, Hopkins Park Head Start
<input type="checkbox"/> Vacant, Illa Collin Head Start
<input type="checkbox"/> Vacant, Kennedy Estates Head Start
<input type="checkbox"/> Vacant, Marina Vista Head Start
<input type="checkbox"/> Vacant, Mather Head Start

<input type="checkbox"/> Vacant, Mather Head Start
<input type="checkbox"/> Vacant, Nedra Court Head Start
<input type="checkbox"/> Vacant, North Avenue 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, Solid Foundation Head Start
<input type="checkbox"/> Vacant, Strizek Park Head Start
<input type="checkbox"/> Vacant, Walnut Grove Head Start
<input type="checkbox"/> Vacant, Early Head Start (Home Base)
<input type="checkbox"/> Vacant, 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	E	U			
Vacant Seated	CR													
Alisha Givvehchi Seated 6/19	EHS/HB								X	U	E			
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	X	X			
Vacant Seated	HB													
Vacant Seated	IC													
Vacant Seated	HP													
Vacant Seated	JC													
Vacant Seated	JC													
Vacant Seated	K													
Henrietta Gutierrez Seated 11/21	LVS	X	X	X		X	X	X	X	X	X			
Marley Schurr Seated 11/21	MCBB	X	X	X		X	X	X	X	X	X			
Vacant Seated	MV													
Vacant Seated	M													
Vacant Seated	NA													
Vacant Seated	NC													
Giiselda Cisneros Seated 8/21	NJ										X			
Vacant Seated	NV													
Spring Burrell Seated 3/20	NV					X	X	E	X	X	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 e/b/seated 6/19	SF								E	U	U			
Vacant Seated	SN													
Vacant Seated	SP													
Vacant Seated	WG													
Vacant Seated	FPR													
Robin Blanks Seated 12/19	MAACC		X	X		X	X	X	X	X	X			
Angel Chenault Seated 11/21	CR/PP	X	X	X		X	X	X	X	X	X			
Penelope Scott Seated 11/21	CR/PP	X	X	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: 9/11/2018 11:33 AM

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE AUGUST 21, 2018 REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the August 21, 2018 meeting.

RECOMMENDATION:

Approve the minutes of the August 21, 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, August 21, 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 9:07 a.m. The Pledge of Allegiance was recited. Ms. Chenault read the thought of the day. Ms. Henrietta Gutierrez called the roll; a quorum was established.

Members Present:

Spring Burrell
Henrietta Gutierrez
Marley Schurr
Griselda Cisneros
Angel Chenault
Penelope Scott
Robin Blanks
Devon McCracken

Members Absent:

Alisha Givehchi (excused)
Christian Parada (unexcused)

Ms. Griselda Cisneros, Norma Johnson, was seated.

Member to be seated but Absent:

Natalie Holland (unexcused)

II. Consent Item

A. Approval of the Minutes of the July 17, 2018 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Blanks, second/Schurr, to approve the July 17, 2018 minutes.

Roll call vote:

Aye: 7 (Blanks, Burrell, Cisneros, Gutierrez, McCracken, Schurr, Scott)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 2 (Givehchi & Parada)

III. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Henrietta Gutierrez reviewed the calendar of events.
 - Parent/Staff Recognitions: Ms. Marie Desha introduced Ms. Stephanie Maese, the new Parent Intern Clerical Secretary in CFS Administration Department (Parent Governance Unit). Ms. Maese will be assisting Ms. Desha with Governance job duties.
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han, introduced himself as the new Head Start fiscal manager. Mr. Han reviewed the preliminary numbers for the end of July. Staff is working with delegates to close out the fiscal year. There is a large amount of funds that will be carried over to the new fiscal year to complete construction at Hopkins Park and other incomplete deferred maintenance projects. The in-kind numbers are good and staff is expecting the numbers to increase before close of the fiscal year. Mr. Han reviewed the credit card statement and answered questions.
 - Child Care Center Food Menu: No questions.
 - Community Resources – Parents/Staff
 - Expunging Criminal Records: Understanding the Sacramento Superior Court’s Expungement Packet – Mr. Robert Silva shared information from the Sacramento County Public Law Library who also has lawyers available via a lottery system. The person that wins the lottery gets one-hour free legal time. There are also a variety of workshops available. There is a 27-minute video on their website that will explain how to start and complete the expungement process. Board members were directed to the Sacramento County Public Law Library website: <https://saclaw.org>
 - PC/PAC Recruitment 2018-2018 – Mr. Silva need help on August 29 from 9-11 to develop recruitment packets. Parents will be reimbursed for mileage and child care if needed.
- B. Head Start Policy Council Minutes: June 26, 2018: No questions.

IV. Committee Reports

- Executive Committee Meeting Critique: Ms. Gutierrez reviewed the critique.
- Social/Hospitality Committee: The upcoming meeting was announced.
- Personnel/Bylaws Committee: Ms. Schurr reported on the last meeting and invited all members to attend the next meeting.
- Budget/Planning Committee: Ms. Robin Blanks reviewed the last meeting.

V. Other Reports

- Chair’s Report: Ms. Chenault announced that Ms. Alisha Givehchi gave birth to a baby girl on July 28.
- Policy Council Report(s): Ms. Griselda Cisneros reported on last month’s Policy Council meeting.
- Head Start Deputy Director’s Report – Ms. Denise Lee introduced guests from the regional office Dow-Jane Pei, Program Specialist from San Francisco and

Lynn Farra, Technical Advisor. Ms. Farra has been working with staff on the attendance action plan. Ms. Monica Avila, Program Officer, was introduced. Ms. Avila works on the enrollment and attendance reports that are submitted to the boards.

Ms. Pei thanked the board for their hard work over the year. A lot of work has been done to correct the area of non-compliance.

Ms. Farra stated that this grantee is phenomenal to work with. She has had great cooperation from SETA staff and appreciated the willingness to do their homework.

Ms. Lee stated that Ms. Pei and Ms. Farra will decide after October 29 whether SETA has sufficiently corrected the finding.

- ✓ Monthly Head Start Report: No additional report.
 - Quality Assurance Report: River Oak Center for Children
 - Quality Assurance Report: Sacramento County Office of Education

➤ **Head Start Managers' Reports**

- Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: Ms. Carr reported that the traditional sites began last week. Ms. Carr encouraged parents to tell their friends and family that Head Start is still taking applications for enrollment. All parents are invited to attend Family Literacy Night, September 7, 3-5 p.m. Each child will leave with a book and a stuffed animal. Parents were urged to RSVP early since only 50 families can be taken.
- Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith reported that classes at the 16th Avenue center have started and a couple of new classrooms have started. The ASQ (Ages and Stages Questionnaire) screenings are being done. The mandatory training on mandatory reporting was done for teaching staff. There is a new law on pest management. A one-hour pest management course was provided for all teaching staff.
- Vacant - Program Support, Food Services and Save Environments, Quality Assurance, and EHS-CCP Services: No report.

VI. Center Updates: None.

VII. Discussion Ms. Chenault announced that birthday cake is available for all birthdays since March.

VIII. Public Participation: None.

IX. Adjournment: The meeting was adjourned at 10:08 a.m.

ITEM III- A – ACTION

APPROVAL OF MODIFICATIONS TO THE REIMBURSEMENT POLICIES AND PROCEDURES OF THE SETA-OPERATED HEAD START/EARLY HEAD START POLICY COUNCIL AND PARENT ADVISORY COMMITTEE

BACKGROUND:

The CFS Management is recommending a revision to the Policies and Procedures of the SETA Head Start/Early Head Start Policy Council and Parent Advisory Committee to modify the language regarding reimbursements of child care.

In accordance with Section 1301.3(e) of the Head Start Program Performance Standards, *“a program must enable low-income members to participate fully in their policy council or policy committee responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the low-income members.”* After further discussion with the members of the Budget/Planning Committee, it was determined that the minimum wage increases over the past three years have impacted the going-rate for child-care/babysitting. This has resulted in some low-income board members incurring a cost to participate in board meetings/activities. While SETA does not reimburse at the minimum wage rate of pay for baby-sitting, management does believe a slight increase is warranted to ensure parents do not have out-of-pocket expenses as a result of participation. The last revision to the policy, increasing reimbursement amounts, was in 2015.

The revisions are identified in *italic* type.

RECOMMENDATION:

That the Parent Advisory Committee approve the modifications to the Reimbursement Policies and Procedures of the SETA Head Start/Early Head Start Policy Council/ Parent Advisory Committee as proposed.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

Head Start/Early Head Start Policies and Procedures

PC/PAC Reimbursement

Policy & Procedure

MILEAGE

1. Reimbursements will be made for actual costs of attending the REQUIRED meetings and other obligations associated with your participation as a member/officer of SETA Head Start PC/PAC.
 - a. Reimbursement will not be made for attendance at optional meetings or training meetings.

2. **Roundtrip** mileage will be calculated from your residence or workplace to the SETA offices or other location where the meeting is being held. ***If additional stops are required the additional mileage will not be reimbursed.*** If you come to the meeting directly from home and then proceed to your workplace, SETA will reimburse you for the total mileage incurred.
 - a. For example, assume that your home is 5 miles from the SETA offices, but your workplace is 20 miles from the SETA offices. You attend a meeting held at the SETA offices at 8:30am and then proceed directly to your workplace. You would be reimbursed for 25 total miles.
 - b. However, if you attend the meeting at 8:30 and then return home prior to proceeding to work, you would be reimbursed for 10 miles.
 - c. If you came directly from work to attend a meeting held at 1:00pm and then returned directly to work, you would be reimbursed for 40 miles.

Head Start/Early Head Start Policies and Procedures

3. If you utilized public transportation to attend a meeting at SETA, you would be reimbursed for the actual costs of that transportation.
 - a. Assume that you attended a meeting and rode RT Light Rail from your house to SETA offices and back to your house. You would be reimbursed for the cost of a round trip ticket.
 - b. If you were working out of town and rode Greyhound and RT Light Rail to attend a meeting at SETA and then rode RT Light Rail to your home after the meeting, you would be reimbursed for the cost of the Greyhound ticket to Sacramento and the RT Light Rail passes to SETA and home.

CHILD CARE

1. SETA will reimburse you at the rate of ~~\$9.508-50~~ per hour, up to a maximum of ~~\$4030~~ per day, for the number of hours of child care necessitated by your attendance/participation in REQUIRED PC/PAC meetings when your child(ren) are cared for by a non-SETA care provider.
 - a. Reimbursement will not be made for child care provided by spouse/significant other.
 - b. Reimbursement will be for actual costs incurred up to a maximum of ~~\$9.508-50~~ per hour, no matter how many children are cared for.
 - c. If the PC/PAC meeting that you attend runs for 2 hours, but you must incur child care for an additional hour for the travel time to and from SETA offices, you will be reimbursed for 3 hours. If you arrange child care for the day in order to run some errands, attend

Formatted: Font: Italic

Head Start/Early Head Start Policies and Procedures

the PC/PAC meeting, and meet a friend for lunch, you will be reimbursed only for the 2 hours of the PC/PAC meeting.

- d. For attendance at conferences as a representative of SETA Head Start, the maximum reimbursement will be ~~\$9.508-50~~ per hour up to ~~\$4030~~ for each 24-hour period of time away from home.
- e. No reimbursement for child care will be available when attendance at meetings, conferences, or training events is voluntary.
- f. No reimbursement for child care will be available for children thirteen (13) years of age and older, unless special circumstances exist. An example of special circumstances might be a special needs child.
- g. No reimbursement for child care will be available for children of any age who are in a Head Start program or who would normally be in school unless the child is out of school for a valid reason, such as being off track or being ill. Home schooled children might be a reasonable exception to this policy.

FREQUENCY OF REIMBURSEMENT

- 1. Following the submission of the appropriate requests for reimbursement, every reasonable effort will be made to process reimbursements and have either cash or petty cash checks available to be picked up from a petty cash custodian one week following the meeting, or at the next meeting attended.

Effective Date: PC approval date: ~~October 27, 2015~~ September 25, 2018

Formatted: Highlight

ITEM III-B – ACTION

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

BACKGROUND:

The Personnel/Bylaws Committee 2017-2018 met during the program year to review and recommend revisions to the Bylaws of the SETA-Operated Head Start/Early Head Start Parent Advisory Committee.

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

RECOMMENDATION:

Open a public hearing, hear any additional testimony, and continue this item to the next Parent Advisory Committee meeting where the action of the PAC will be to close the public hearing and approve the amendments to the PAC Bylaws as attached.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

BYLAWS

FOR THE

SETA HEAD START/EARLY HEAD START

PARENT ADVISORY COMMITTEE

PAC First Reading: 9/18/2018
PAC Final Approval:

TABLE OF CONTENTS

<u>ARTICLE/TITLE</u>	<u>PAGE NUMBER</u>
Article I: Name	
Section 1: Definition of Parents	1
Article II: Purpose, Powers and Functions	
Section 1: Purpose (A - F)	1-2
Section 2: Powers, Duties and Functions (A-B).....	2
Article III: Membership	
Section 1: Election of Members	3
Section 2: Members (A - C)	3-4
Section 3: Policy Council Members	4
Section 4: Alternates (A-D)	4-5
Section 5: Other Provisions (A-F)	5
Section 6: California Head Start Association (CHSA), Representative/Alternate	5
Section 7: Term of Office.....	6
Section 8: Attendance (A-E)	6-7
Section 9: Removal.....	7
Article IV: Meetings	
Section 1: Meetings (A - C).....	7
Section 2: Meeting Notice (A – E).....	7-8
Section 3: Meeting Reimbursement.....	9
Section 4: Rules of Procedures (A - B).....	9-10
Section 5: Nominations/Elections	10
Section 6: Voting.....	10
Article V: Officers	
Section 1: Officers	10
Section 2: Election and Term of Office (A - C).....	10-11
Section 3: Duties of Officers (A - E).....	11
Section 4: Vacancy (A-B).....	12
Article VI: Committees	
Section 1: Standing Committees (A-E)	12-13
Section 2: Program Area Committees	13-14
Section 3: Special Committees.....	14
Article VII: Reports	
Section 1: Reports	14
Article VIII: Bylaws: Bylaws Amendment (A-E)	15

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

Article I

Name

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

SECTION 1: Definition of Parents

Parents

Head Start parent means a Head Start child's mother or father, other family member who is a primary care giver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree [in accordance with the Head Start Performance Standards, 45CFR 1305.2. All future reference of parents will be defined as such.

Article II

Purpose, Powers, and Functions

SECTION 1: Purpose

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

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

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

SECTION 2: Powers, Duties, and Functions

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

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

Article III

Membership

SECTION 1: Election of Members

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

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

The Parent Ambassador Committee Representatives shall be elected by the Parent Ambassador Committee.

SECTION 2: Members

The membership of the PAC shall consist of:

A. SOP Parent Representatives

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

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

B. Partner Representatives

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

C. Community Representatives

Additional PAC members **shall will** include:

Four (4) voting Community Representatives shall be elected by the PAC.

1. Two (2) voting Past Parents shall be elected by the current PAC if the outgoing PAC has been resolved. The Past Parent elected to the PAC may not have a child/children currently enrolled in the HS/EHS program. There **shall will** be two Alternates for Past Parent Representatives.
2. One (1) voting Grandparent elected to the PAC must have a child/children currently enrolled or previously enrolled in the HS/EHS program. There **shall will** be one Alternate for the Grandparent Representative position.
3. One (1) voting Foster Parent elected to the PAC must have child/children currently or previously enrolled in the HS/EHS program. There **shall will** be one Alternate for the Foster Parent Representative position.
4. One (1) voting seat shall be specifically reserved for the Outgoing Chair, if not termed out. The Outgoing Chair reserves the right to relinquish this seat. The position may not be filled by any other party.
5. **Two (2) One (1) voting Parent Ambassador Male Involvement Representatives (MIR) shall be elected by the Parent Ambassador Committee. SETA Operated Program Representatives from Men's Activities Affecting Children Committee (MAACC) to sit on the committee. The Representative must be elected from the SOP MIRs or their Alternates based upon a recommendation from the SOP Parent Ambassadors MIRs. These Representatives may or may not be a current parent. There shall be two Alternates for the Parent Ambassador Representative position.**

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

SECTION 3: Policy Council Members

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

SECTION 4: Alternates

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

- A. Upon recognition of his or her status by the PAC Chair, an Alternate may be

seated as a voting member of the PAC during the temporary absence of the elected Representative for whom he or she serves as an Alternate. However, an Alternate may not hold an office.

1. A Representative missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings (regular/special, excused or unexcused) will automatically be removed and replaced by the Alternate.
 2. The Alternate who attends meetings on behalf of an absent Representative will be recorded as Alternate Present (AP). An Alternate's AP attendance will not count as "present" for the Representative.
 3. In the event an Alternate does not cast a vote during the program year, Alternate will not have served as a PAC Representative and term is not counted.
- B. Alternates are encouraged to attend meetings of the PAC on the same regular basis as members. However, the Alternate will not receive a reimbursement if the Alternate is not replacing the Representative.
- C. Should the Representative member be unable to fulfill their term of office, the first Alternate shall automatically serve in that capacity with all rights and privileges.
- D. Alternates are excluded from attending the following conferences: The National Head Start Association (NHSA) Parent Training Conference, the Region IX Head Start Association Annual Conference/Training, and the California Head Start Association (CHSA) Conference.

SECTION 5: Other Provisions

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

- F. Members who currently have a child/children currently enrolled in the HS/EHS program shall be eligible for election to represent the PAC on PC.

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

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

SECTION 7: Term of Office

- A. The term of each member shall be for one (1) program year, and said person may not serve more than five (5) program years. During the term of office, present members (and Alternates) shall serve in that capacity until one of the following situations occur: the Representative's voluntary termination; a new Representative from the center/program they currently represent is seated; the Representative is removed per Section 6A; or the Representative is termed out. Until such occurrence, Representatives must continue to represent the center or agency they were chosen to represent.

SECTION 8: Attendance

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

- A. **Absences:**
Any member or Alternate missing two (2) consecutive meetings without an excused absence or missing a total of three (3) meetings (regular or special) excused/unexcused will be automatically removed. An excused absence shall include but not be limited to sickness or death in the family. A member requesting an excused absence must call prior to the meeting: the Alternate, if the Alternate is known, and the SS/PI Coordinator, PAC Chair or the Clerk of the Boards.
- B. **Reinstatement:**
The Representative or agency/group may request that a member who has been removed due to absences be reinstated in the event the Alternate declines. This request must be in writing and submitted to the Chair and SS/PI Coordinator within ten (10) calendar days. It is the final decision of the PAC Executive Committee whether any Representative shall be reinstated.

1. If a member holding an Executive office is reinstated, member is not reinstated to their Executive position.

- C. **PAC Business:**
Members conducting PAC business and not at the PAC meeting, shall be neither

present nor absent, but rather identified as PAC.

D. **Punctuality:**

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

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

E. **Quorum:**

For purposes of transacting the business of the PAC at any annual, regular, special, or emergency meeting, a quorum of the PAC shall be 41% of the current membership.

SECTION 9: Removal

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

Article IV

Meetings

SECTION 1: Meetings

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

A. **Annual Meeting**

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

B. **Regular Meetings**

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

C. **Special Meetings**

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

SECTION 2: Meeting Notice

Meeting notices shall include an agenda for the next meeting and PAC members shall be provided with the minutes of the preceding (annual, regular, special or emergency) meeting notification as indicated below:

A. Annual and Regular Meetings

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

B. Special Meetings

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

C. Emergency Meetings

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

D. Committee Meetings

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

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

E. **Mailing Address**

1. Notices to all meetings of the PAC shall be in writing and delivered personally, or by mail, to the PAC members' address, as recorded in the PAC records. Representatives, Alternates, and Community members shall be personally responsible for the accuracy of mailing address.
2. Updated contact information should be submitted to the SS/PI Coordinator or Clerk of the Boards within ten (10) calendar days of change.

SECTION 3: Meeting Reimbursement

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

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

A. Members will receive reimbursement for the actual cost of child care (not to exceed ~~\$40~~ ~~\$30~~ in a 24-hour day, when attending conferences, workshops, trainings, orientation, Parent Leadership Institute or participation in the Agency hiring process) to be in alignment with PC/PAC Reimbursement Policies and Procedures. Additionally, mileage/transportation will be provided for attending required meetings/obligations listed below:

1. PAC (regular, annual, emergency and special meetings)
2. Interview/screening/exam panels
3. Standing Committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Social/Hospitality, Parent Ambassador)
4. Office of Head Start (OHS) Monitoring Protocol Training/Review (reimbursement for training received after completion of first review – Monitoring/Evaluation Committee) and Program Self Assessment
5. Program Area Committees
6. Health Services Advisory Committee (HSAC)
7. Ad Hoc (special) Committee Meetings
8. Governing Board meetings (only applies to the Chair or an Executive Officer in the absence of the Chair)
9. Food Services Committee
10. Workforce Development Board and Committee Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)

B. Member/Alternates who are a spouse or significant other will not each receive reimbursement.

- C. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if a meeting or meetings exceed four (4) hours.

SECTION 4: Rules of Procedures

- A. The PAC shall conduct all meetings, regular, annual, special, or emergency in conformance with the Ralph M. Brown Act, California Government Code, Section 54950, et. seq.
- B. Except as specifically provided herein, Roberts Rules of Order¹ shall govern procedures in all meetings of the PAC. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these bylaws or Roberts Rule of Order, if a special meeting is called because a regular meeting has been canceled or because a quorum is unavailable at a regular meeting, any matter properly considered at a regular meeting may be considered at the special meeting, provided that all notice, quorum and meeting requirements of this Article IV regarding special meetings have been met.

SECTION 5: Nominations/Elections

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

SECTION 6: Voting

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

Article V

Officers

SECTION 1: Officers

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

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

SECTION 2: Election and Term of Office

- A. Officers of the PAC shall be elected at the next regularly scheduled meeting following the annual PAC meeting by a plurality vote of the PAC members present and voting, providing a quorum is present. Officers shall take office immediately following the election.
- B. All PAC members are eligible to run for an Office/Officer position except members holding a seat. The Executive Committee must have at least three members who are parents of child/children currently enrolled in the HS/EHS, Home Base Option.
- C. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office.

SECTION 3: Duties of Officers

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

- A. The Chair of the PAC shall preside over all meetings of the PAC and implement all policies and programs of the PAC. The Chair shall act as the official agent of the PAC in all matters relating to the PAC, and shall be the chief spokesperson and public relations officer for the PAC. The Chair shall have the power to appoint, both in and out of the PAC, any additional positions as needed with ratification of the PAC. The Chair shall represent the PAC at the National Head Start Parent Association Conference. The Chair shall be an ex-officio member of all committees and shall represent the PAC at all Governing Board meetings, but shall adhere to the provisions of Article IV, Meetings; Section 3, as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PAC in the absence of the Chair, and shall have all delegated powers. The Vice Chair will assume position of Chair if seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.
- C. The Secretary shall call the roll, keep a record of the current and preceding minutes at each meeting, and record resolutions or motions adapted, as may be necessary to expedite the PAC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.
- D. The Treasurer shall work with staff and the PAC Secretary and keep such records, files and accounts as may be necessary to expedite PAC's business.

The Treasurer shall be a member of the Social/Hospitality Committee, and the Parent Ambassador Committee.

- E. The Parliamentarian shall advise the presiding officer on matters pertaining to Parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

SECTION 4: Vacancy

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

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

Article VI

Committees

The quorum of the PAC shall be 41% of the committee membership. Membership is determined by the selection of the PAC. No committee meeting shall have a majority of PAC members present without proper public notice. Reference page Article III, Membership, Section 6, Attendance, A. Absences, for Standing and Program Area Committee meeting attendance.

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

SECTION 1: Standing Committees

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

- A. **Executive Committee**
The Executive Committee shall be comprised of all elected officers (per Article V

of these By-laws). The Executive Committee shall perform the powers, duties, and functions of the PAC in emergency situations when the PAC cannot be convened or quorum cannot be obtained and such other powers, duties, and functions, as deemed necessary, be established by the PAC. The meeting may be called by the PAC Chair, the Children & Family Services Deputy Director, the SETA Executive Director, or the SETA Governing Board. The committee shall report to the full PAC, in writing, all actions for ratification at the next meeting.

B. Budget/Planning Committee

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

C. Personnel/Bylaws Committee

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

D. Social/Hospitality Committee

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

E. Parent Ambassador Committee

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

SECTION 2: Program Area Committees

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

- ♦ **Early Childhood Development and Health Services Committee** shall be comprised of one (1) staff and representatives who shall plan and review the Early Childhood Development and Health Services program content area and participate in curriculum/instruction and health and safety.
- ♦ **Parent, Family and Community Engagement Committee** shall be comprised of one (1) staff and Representatives who shall plan and review the Parent, Family and Community Engagement Committee program area.
- ~~♦ **The Men's Activities Affecting Children Committee (MAACC)** shall be comprised of one (1) staff and Representatives who shall plan and review the Male Involvement program.~~
- ♦ **The Monitoring and Evaluation Committee** shall be comprised of one (1) staff and the Committee of the Whole who shall plan, review and oversee program.
- ♦ **The Food Services Committee** shall be comprised of one (1) staff and Representatives who shall plan, review and oversee program food service.

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

SECTION 3: Special Committees

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

A report will be provided to the full PAC.

Article VII

Reports

SECTION 1: Reports

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

- ✓ Fiscal Reports (Budget Reports)
- ✓ Corporate Card Statement of Accounts (Credit Card Expense Report)
- ✓ USDA Meal/Snacks Report - Child and Adult Care Food Program (CACFP) Report SOP

- ✓ Program Information Summaries (Monthly Head Start Report)
- ✓ Sacramento County HS/EHS Program Enrollment Report (~~Enrollment Report~~)
- ✓ **Monthly Average Daily Attendance Report**

Article VIII

Bylaws Amendment

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

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

PAC approved:

ITEM III- C – ACTION

APPROVAL OF THE ATTENDANCE POLICIES AND PROCEDURES
OF THE SETA HEAD START/EARLY HEAD START PROGRAM

BACKGROUND:

Since April 2018, management and staff of the Children and Families Services Department (CFS) has been working with the Administration for Children and Families (ACF) support staff to address the federal review area of non-compliance for program-wide attendance reporting. While the non-compliance was largely about reporting aggregate data for average daily attendance, the staff took the opportunity to take a closer look at historic attendance data, trends, action and overall systems that promote regular child attendance. As a result, CFS has strengthened its systems and approaches to attendance including:

- Revised the Attendance Policies and Procedures to include more program-wide data analysis, tracking, and reporting;
- Trained grantee, delegate agency and partner staff including guidelines for analyzing and addressing low attendance of individual children, classrooms, centers and program;
- Developed and implemented individual Delegate Agency Support Plans for agencies with four (4) consecutive months of program attendance rates less than 85%;
- Enhanced monthly average daily attendance monitoring and data analysis;
- Revised monthly board reports (PAC, PC, Governing Board) to include aggregate monthly data
- Developed and implemented a SETA Operated Program Attendance Work campaign to include staff support and engagement activities, parent education, child engagement activities, and regular attendance recognitions;

An overview of the attendance process, policies/procedures, forms, and data collection documents will be sent under separate cover.

Staff will be present to answer questions.

RECOMMENDATION:

Approve the Attendance Policies and Procedures of the SETA Head Start/Early Head Start Program.

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM IV-A – INFORMATION

PTA PRESENTATION

BACKGROUND:

Ms. Peggy Parker, Leadership Vice President for Third District PTA, with California State PTA will provide an overview of the California State PTA.

Ms. Parker offers the following quote regarding the PTA: “The California State PTA is a professional, nonprofit volunteer organization committed to the well-being of all children. We believe every adult has a responsibility to ensure that all children develop to their full potential. We believe parents are children’s’ first teachers and that parent involvement is essential throughout a child’s educational experience.

We believe that family is the basic unit of society responsible for the support and nurturing of all children, and recognize that family may be defined in many ways. We believe our responsibility includes advocating for the safety and welfare of all children and the opportunity for a quality public education.”

NOTES:

ITEM IV-B – INFORMATION

STANDING INFORMATION

BACKGROUND:

- B. Standing Information Items
 - PC/PAC Calendar of Events – Ms. Angel Chenault
 - Parent/Staff Recognitions – Ms. Angel Chenault
 - Sacramento Play Summit Reports – Ms. Angel Chenault
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han
 - Child Care Center Food Menu (attached)
 - Community Resources – Parents/Staff: Mr. Robert Silva

NOTES:

EVENT

DATE

PAC Executive Committee	Friday, September 21, 2018 9:00 a.m. - 10:30 a.m. Camellia Room
Social/Hospitality Committee	Wednesday, September 26, 2018 9:00 a.m. Camellia Room
PC Executive Committee	Thursday, September 27, 2018 9:00 a.m. - 10:30 a.m. Camellia Room
End-of-Year Parent Appreciation Brunch (see attached flyer)	Thursday, October 11, 2018 10:00 a.m. – 12:00 p.m. Shriners Hospitals for Children 2425 Stockton Blvd. Sacramento, CA 95817

SETA Head Start/Early Head Start Policy Council and Parent Advisory Committee

CORDIALLY INVITE YOU TO ATTEND OUR
2017—2018 ANNUAL END-OF-THE-YEAR PARENT APPRECIATION BRUNCH

*“It takes a Village to Raise a Leader,
but it takes a Courageous Leader to Raise a Village”*



THURSDAY, OCTOBER 11

2018

10:00 a.m. —12:00 p.m.

LOCATION:

SHRINERS HOSPITALS FOR CHILDREN
2425 STOCKTON BLVD
SACRAMENTO, CA 95817

Brunch Selection

- ◆ *French toast, Sausage, Bacon, Scrambled eggs, Potatoes*
- ◆ *Coffee, and Orange Juice*

Keynote Speaker:

Ms. Mai Vang

GUESTS (TWO PER BOARD MEMBER) ARE RESPONSIBLE FOR THEIR BRUNCH FEE.
(NON-REFUNDABLE, ADVANCE PAYMENT REQUIRED)

CASH OR MONEY ORDER ONLY—**\$7.95**

GUEST FEES ARE DUE BY **MONDAY, OCTOBER 1, 2018, 12:00 NOON**

SUBMIT TO BELINDA MALONE

RSVP by Friday, September 28, 2018

Call Nancy Hogan at (916) 263-3827, OR e-mail: nancy.hogan@seta.net

SETA HEAD START MENU

September 2018

"This institution is an equal opportunity provider"

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

Monday		Tuesday		Wednesday		Thursday		Friday	
3	Breakfast Week 5 NO CLASSES NO CLASSES NO CLASSES <u>Lunch</u> NO CLASSES NO CLASSES NO CLASSES NO CLASSES NO CLASSES <u>Snack</u> NO CLASSES NO CLASSES	4	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	5	Breakfast Week 5 Milk, Low Fat 1% Whole Wheat Biscuit Peaches <u>Lunch</u> Milk, Low Fat 1% Whole Wheat Bread Cantaloupe, fresh Carrot, fresh Turkey Sliced <u>Snack</u> Banana, fresh Crackers, Dick & Jane	6	Breakfast Week 5 Milk, Low Fat 1% Oatmeal Cereal Pineapple, tidbits Raisins <u>Lunch</u> Milk, Low Fat 1% Apricots Romaine Lettuce Salad Spaghetti Casserole <u>Snack</u> Milk, Low Fat 1% Strawberry Chex	7	Breakfast Week 5 Milk, Low Fat 1% Muffin, Banana Oranges, fresh <u>Lunch</u> Milk, Low Fat 1% Banana, fresh Broccoli, fresh Chicken Salad Crackers, Wheat Thins <u>Snack</u> Milk, Low Fat 1% Brown Rice Krispies Cereal
10	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> Applesauce Crackers, Remy's Graham	11	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	12	Breakfast Week 1 Milk, Low Fat 1% Whole Wheat Biscuit Peaches <u>Lunch</u> Milk, Low Fat 1% Burrito Cheddar Cheese Romaine Lettuce Refried Beans Strawberries, fresh or Tangerine, fresh or Tomato, diced Tortilla, Whole Wheat <u>Snack</u> Banana, fresh Cheese Sticks	13	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	14	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
17	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	18	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	19	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> Muffin, Blueberry Peaches	20	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, Dick & Jane	21	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> Applesauce Crackers, Remy's Graham
24	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	25	Breakfast Week 3 Milk, Low Fat 1% Applesauce Waffles, sticks <u>Lunch</u> Milk, Low Fat 1% Chicken Drumsticks Spinach Salad Oranges, fresh Wheat Breadsticks <u>Snack</u> Apple, fresh Sun Butter	26	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	27	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> Crackers, Dick & Jane Pineapple, tidbits	28	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% Cheerios, Whole Grain Cereal

Lunes	Martes	Miércoles	Jueves	Viernes
<p>3 Desayuno Week 5</p> <p>NO CLASSES NO CLASSES NO CLASSES</p> <p><u>Comida</u></p> <p>NO CLASSES NO CLASSES NO CLASSES NO CLASSES NO CLASSES</p> <p><u>Bocadillo</u></p> <p>NO CLASSES NO CLASSES</p>	<p>4 Desayuno Week 5</p> <p>Leche Manzana Cereal Cheerios de Grano Integ</p> <p><u>Comida</u></p> <p>Leche Frijoles Refritos Fresa Tanjarina o Salsa de Jitomate Tortilla de Trigo Integral</p> <p><u>Bocadillo</u></p> <p>Leche Ojuelas de Cereal Multigrano</p>	<p>5 Desayuno Week 5</p> <p>Leche Bizcocho de Trigo Integral Durazno</p> <p><u>Comida</u></p> <p>Leche Pan de Trigo Integral Melón Zanahoria Rebanada de Pavo</p> <p><u>Bocadillo</u></p> <p>Plátano Fresco Galletas</p>	<p>6 Desayuno Week 5</p> <p>Leche Avena Piña Machacada Pasas</p> <p><u>Comida</u></p> <p>Leche Chabacano Ensalada de Lechuga Romana Espagueti Horneado</p> <p><u>Bocadillo</u></p> <p>Leche Chex de fresa</p>	<p>7 Desayuno Week 5</p> <p>Leche Mollete con Plátano Naranja</p> <p><u>Comida</u></p> <p>Leche Plátano Fresco Brócoli Ensalada de Pollo Galletas de Trigo Integral</p> <p><u>Bocadillo</u></p> <p>Leche Cereal Integral Rice Krispies</p>
<p>10 Desayuno Week 1</p> <p>Leche Jotqueis Pera</p> <p><u>Comida</u></p> <p>Leche Zanahoria Pollo con Limón y Pimienta Naranja Tortilla de Trigo Integral</p> <p><u>Bocadillo</u></p> <p>Puré de Manzana Galletas</p>	<p>11 Desayuno Week 1</p> <p>Leche Chabacano Cereal Cheerios de Grano Inte</p> <p><u>Comida</u></p> <p>Leche Queso Americano Manzana Pan de Trigo Integral Brócoli Sandía Fresca o</p> <p><u>Bocadillo</u></p> <p>Leche Chex de fresa</p>	<p>12 Desayuno Week 1</p> <p>Leche Bizcocho de Trigo Integral Durazno</p> <p><u>Comida</u></p> <p>Leche Burrito Queso Cheddar Lechuga Romana Frijoles Refritos Fresa Tanjarina o Jitomate Picado Tortilla de Trigo Integral</p> <p><u>Bocadillo</u></p> <p>Plátano Fresco Barita de Queso</p>	<p>13 Desayuno Week 1</p> <p>Leche Piña Machacada Bagel de Trigo Integral</p> <p><u>Comida</u></p> <p>Leche Mandarina Arroz Español con Pollo Varitas de Calabacita</p> <p><u>Bocadillo</u></p> <p>Manzana Mantequilla de Semilla de Gira</p>	<p>14 Desayuno Week 1</p> <p>Leche Plátano Fresco Mollete con Arándanos Azules</p> <p><u>Comida</u></p> <p>Leche Pan de Trigo Integral Melón Coliflor Ensalada de Atún</p> <p><u>Bocadillo</u></p> <p>Leche Cereal Integral Rice Krispies</p>
<p>17 Desayuno Week 2</p> <p>Leche Manzana Ojuelas de Cereal Multigrano</p> <p><u>Comida</u></p> <p>Leche Chabacano Hamburguesa de Res Verduras Mixtas Pan de Trigo Integral</p> <p><u>Bocadillo</u></p> <p>Barita de Queso Naranja</p>	<p>18 Breakfast Week 2</p> <p>Leche Baritas de Pan Francés Tostad Pera</p> <p><u>Lunch</u></p> <p>Leche Manzana Pierna de Pollo Jitomate Fresco Sandía Fresca o barra de pan para</p> <p><u>Snack</u></p> <p>Leche Cereal Integral Rice Krispies</p>	<p>19 Breakfast Week 2</p> <p>Leche Avena Piña Machacada Pasas</p> <p><u>Lunch</u></p> <p>Leche Frijoles Refritos Ensalada de Col Fresa Tanjarina o Tortilla de Trigo Integral</p> <p><u>Snack</u></p> <p>Mollete con Arándanos Azules Durazno</p>	<p>20 Breakfast Week 2</p> <p>Leche Plátano Fresco Cereal Crispix</p> <p><u>Lunch</u></p> <p>Leche Pecho de Res Asado Zanahoria Naranja Mini Panecillo de Grano Entero</p> <p><u>Snack</u></p> <p>Leche Galletas</p>	<p>21 Breakfast Week 2</p> <p>Leche Manzana Mollete con Plátano</p> <p><u>Lunch</u></p> <p>Leche Pan de Trigo Integral Brócoli Melón Rebanada de Pavo</p> <p><u>Snack</u></p> <p>Puré de Manzana Galletas</p>
<p>24 Desayuno Week 3</p> <p>Leche Cereal Cheerios Naranja</p> <p><u>Comida</u></p> <p>Leche Manzana Chícharos Macarrón y Queso Sandía Fresca o</p> <p><u>Bocadillo</u></p> <p>Galletas de Trigo Integral Pera</p>	<p>25 Desayuno Week 3</p> <p>Leche Puré de Manzana Baritas de Waffle</p> <p><u>Comida</u></p> <p>Leche Pierna de Pollo Ensalada de Espinaca Naranja barra de pan para</p> <p><u>Bocadillo</u></p> <p>Manzana Mantequilla de Semilla de Gira</p>	<p>26 Desayuno Week 3</p> <p>Leche Bizcocho de Trigo Integral Durazno</p> <p><u>Comida</u></p> <p>Leche Melón Arroz y Frijoles Jitomate Picado</p> <p><u>Bocadillo</u></p> <p>Leche Chex de fresa</p>	<p>27 Desayuno Week 3</p> <p>Leche Plátano Fresco Bagel de Trigo Integral</p> <p><u>Comida</u></p> <p>Leche Zanahoria Ensalada de Pollo Fresa Tanjarina o la ciabatta</p> <p><u>Bocadillo</u></p> <p>Galletas Piña Machacada</p>	<p>28 Desayuno Week 3</p> <p>Leche Mollete con Plátano Naranja</p> <p><u>Comida</u></p> <p>Leche Chabacano Queso Suizo Tortilla de Trigo Integral Varitas de Calabacita</p> <p><u>Bocadillo</u></p> <p>Leche Cereal Cheerios de Grano Inte</p>

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 July 24, 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, July 24, 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 9:05 a.m. and read the thought of the day. The Pledge of Allegiance was recited. Ms. Henrietta Gutierrez called the roll. Mr. Charles Taylor confirmed that and a quorum was established.

Members Present:

Andrea Scharnow, Sacramento City Unified School District
Diana Wriedt, Elk Grove Unified School District
Kaoyee Xiong, Elk Grove Unified School District
Charles Taylor, Twin Rivers Unified School District
Claudett Sanders, Early Head Start, Sacramento City 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
Reginald Castex, Men's Activities Affecting Children Committee
Marcheri Smith, SETA-Operated Program
Angel Chenault, Past Parent/Community Representative
Mason Taylor, Birth & Beyond, Community Agency Representative
Kenneth Tate, Outgoing Chair
Linda Litka, Past Parent/Community Representative (seated at 9:48 a.m.)

Members Absent:

Jessica Bradsberry, Sacramento City Unified School District (unexcused)

Members to be seated but absent:

Gloria Hager, Women's Civic Improvement Club (unexcused)

II. Consent Item

A. Approval of the Minutes of the June 26, 2018 Policy Council Meeting

Moved/Scharnow, second/Tate, to approve the June 26, 2018 minutes.

Show of hands vote:

Aye: 14 (Chenault, Cisneros, Gutierrez, McCracken, Sanders, Scott, Scharnow, Schurr, Smith, Tate, C. Taylor, M. Taylor, Wriedt, Xiong)

Nay: 0
Abstentions: 1 (Castex)
Absent: 2 (Bradsberry, Litka)

III. Action Items

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

The board went into closed session at 9:07 a.m. At 9:25 a.m., Mr. Castex called the meeting back to open session and reported that the following eligible lists were approved: Associate Teacher/Infant Toddler, Home Visitor, Accountant II, and Accountant III (Fiscal Manager).

B. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: Approval of Revision to the Job Specification for Children and Family Services Program Specialist

Ms. Allison: this updates some modifications to the job specification; in addition, it brings it into ADA compliance. Staff is in the process of ensuring all SETA Head Start job classifications are ADA compliant.

Mr. Castex opened a public hearing and asked for public comments.

Moved/Xiong, second/Scott, close the public hearing and approve the revised job specification for Children and Family Services Program Specialist.

Roll call vote:

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

Nay: 0

Abstentions: 3 (Castex, Smith, Tate)

Absent: 2 (Bradsberry and Litka)

Ms. Linda Litka was seated at 9:48 a.m.

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Gutierrez reviewed the calendar of events.
- Parent/Staff Recognitions: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne reviewed the fiscal report for the 11-month program year. The SETA budget is not quite expended; will have almost everything expended. The in-kind is under reported but there are a lot of Scantron sheets yet to be processed. Ms. Saurbourne stated that it is expected that \$200,000 will be transferred into the new year.

- PC/PAC Parent Activity Reports: Mr. Castex asked for reports out on the recent bonding activity. Ms. Angel Chenault enjoyed the Aerospace Museum tour and found it very educational.
- Community Resources – Parents/Staff: Ms. Belinda Malone reviewed some community resources available to parents.
- Birth & Beyond: Mr. Mason Taylor announced that there are a lot of events coming up in August including some back to school backpack events.

B. Governing Board Minutes – April 26, 2018: No questions.

C. Fiscal Monitoring Reports: No questions.

D. Countywide Parent Activities: Ms. Marie Desha asked for input on potential parent activities. The activities have had low participation over the past years. A new process is being implemented to include all stakeholders including board members and staff. There will be increased countywide advertisement of all activities. Ms. Desha requested ideas of activities. Board members provided the following ideas:

- County-wide BBQ at McKinley (Rose Garden)
- Powerhouse science museum
- Effie Yeaw nature center
- Sacramento children’s museum
- Nimbus Dam Fish Hatchery
- McGeorge School of Law
- Los Rios Colleges
- State Capitol
- Guild Theater
- Sutter Club
- Seaquest (in Folsom)
- Sutter’s Fort
- Sacramento or Folsom Zoo
- Fog Willows Farm
- Art Beast

V. **Committee Reports**

- Executive Committee Meeting Critique: Mr. Castex reviewed the critique.
- Social/Hospitality Committee: Ms. Gutierrez reported on the most recent meeting. Eight parents attended the last meeting. The team voted on items for the upcoming End-of-Year Celebration. More details will be finalized tomorrow and all board members are urged to attend.
- Personnel/Bylaws Committee: Ms. Marley Schurr appreciated the large turnout at the most recent meeting. There will be some modifications to the bylaws that will be presented at upcoming meetings.
- Men’s Activities Affecting Children Committee/Parent Ambassadors Committee: No more activities or meetings for the remainder of the fiscal year.

- Sacramento Medi-Cal Dental Advisory Committee: Ms. Scott reviewed some propositions being reviewed by the committee. The stabilization boards utilized by dentists on young children will be prohibited. The next meeting is scheduled for August 2.

Ms. Angel Chenault excused at 10:33 a.m.

- Maternal, Child & Adolescent Health Advisory Board Report: Ms. Linda Litka stated that there is no report since the committee is adjourned for the summer.
- Community Action Board: Mr. Tate reported on the last CAB meeting.

VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick stated that SETA's 40th anniversary is scheduled October 10 and urged board members to forward success stories to her. The event will include speakers and written stories. All board members are invited to attend.
- B. SETA Head Start Deputy Director's Report: In the Deputy Director's absence, Ms. Lisa Carr distributed the program improvement plan (PIP) developed to address the one area of non-compliance found during the recent review. The PIP will include a plan for SETA to 'drill down' on how to deal with low attendance and enrollment. Staff will be meeting with the delegate agencies to go through attendance data to find out where and why there may be attendance issues and how to resolve problems. Ms. Robyn Caruso left last week to go to work at San Juan USD.
- C. Chair's Report: Mr. Castex distributed a calendar for possible dates to assist HR in screening/interviewing.
- D. Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: No report.
 - Vacant - 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 comments.
- E. Open Discussion and Comments: Ms. Desha announced that a Play Summit is scheduled for September 15, 9:00 a.m. – 4:00 p.m. Sacramento Central Library Sacramento Play aims to highlight the importance of play. Registration will be paid by SETA. Board members wishing to attend this summit should see Ms. Desha after the meeting.
- F. Public Participation: Ms. Smith announced that she accepted position as resident ambassador at Seavey Circle and will no longer be able to be on any of the boards.

Ms. Kaoyee Xiong reported that last month she had an opportunity to accept \$5,000 seed money from First Five from a community driven grant for parents to provide opportunities for our community. The program she created, "Learn

Hmong with Me,” is a play group for children from 0-5 to tap back into the Hmong language and the culture. She offered assistance to parents who were interested in seeking seed money for their own project.

Mr. Mason Taylor spoke of the community action grants. He said Birth and Beyond would be happy to house the grant recipients but they cannot administer the grants.

Ms. Gutierrez left at 11:15 a.m.

VII. Adjournment: The meeting was adjourned at 11:15 a.m.

ITEM V

COMMITTEE REPORTS

➤ Executive Committee

Critique of the August 21, 2018 regular Parent Advisory Committee meeting.

GOOD!!!
Thank you, Ms. Denise Lee, for introducing Dow-Jane Pei and Lynn Farra, and providing an update on corrective plan of action on attendance.
Congratulations, Ms. D'et Saurbourne, on your new position as Fiscal Department Chief.
Thank you, Ms. Lisa Carr, for shared information on ECE 330 class and Early Literacy Family Night.
Congratulations, Mr. Victor Han, on your new position as Fiscal Manager and thank you for the fiscal report.
Thank you, Ms. Karen Griffith, for your in-depth program report.
Thank you, Mr. Robert Silva, for detailed expungement information.
Thank you, Madam Chair, for a timely one-hour meeting.
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.

➤ Social/Hospitality Committee: Ms. Angel Chenault

ITEM V - COMMITTEE REPORTS (continued)
Page 2

- Personnel/Bylaws Committee: Ms. Angel Chenault

- Budget/Planning 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
- Policy Council Report(s): Ms. Henrietta Gutierrez, Ms. Griselda Cisneros, Ms. Devon McCracken, Ms. Marley Schurr
- Head Start Deputy Director's Report – Ms. Denise Lee
 - ✓ Unannounced Visits Report 2017-2018 – QA-Monitored (attached)
 - ✓ Unannounced Visits Report 2017-2018 – Self-Monitored (attached)
- Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services
 - Karen Griffith - School Readiness, Special Education and Mental Health Services
 - Vacant - Program Support, Food Services and Safe Environments, Quality Assurance, and EHS-CCP Services

NOTES:



SETA Head Start

Food Service Operations Monthly Report

*August 2018

August 1st - Sharon Neese added one more Preschool Class.

August 3rd - Minimum Day Preschool & EIHS Full Day (D) Classes - Calendars A&E closed.

August 6th through 10th - Only Calendar D classes open.

August 10th - Breakfast delivered for the returning traditional classes.

August 13th - Traditional Classes return.
 New classes start at North Avenue and the Sharon Neese Center.
 Bright Beginnings will not hold any PM classes until air conditioner is repaired.

August 16th - 16th Avenue Center opens.

August 30th - Sacramento County Supervisor Patrick Kennedy and Denise Lee visited the Central Kitchen.

August 31st - Marina Vista closed for repairs.
 Monitoring & Nutrition Team visited the Central Kitchen.
 EHS Home Base field trip special menu provided for 80 guests.

Meetings & Trainings:

CPR Training attended by Cook/Driver Pam on August 3rd at Plaza Del Paso.
 Orientation Training attended by Cook/Driver Laura August 6th at Plaza Del Paso.
 All Food Services Staff, the Monitoring Unit and Nutrition Team attended Food Safety & Sanitation Training & Special Diets on August 7th at Plaza Del Paso.
 All Food Services Staff attended Blood Borne Pathogens & Workers Comp Safety Training at Plaza Del Paso on August 9th.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
32,090	22,410	23,870	240

Total Amount of Meals and Snacks Prepared 78,610

Purchases:

Food	\$75,142.18
Non - Food	\$12,295.12

Building Maintenance and Repair: \$664.42

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$3,498.74

Vehicle Maintenance and Repair : \$1,256.11

Vehicle Gas / Fuel: \$1,874.82
 Normal Delivery Days 23

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

August 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	1836	160	9%	439	73	17%
Twin Rivers USD	180	11	6%	16	1	6%
Elk Grove USD	440	19	4%			
Sac City USD	1139	12	1%	152	10	7%
San Juan USD	668	57	9%	160	16	10%
WCIC	100	0	0%			
EHS CCP				120	6	5%
COUNTY TOTAL	4363	259	6%	887	106	12%

AFE: Annual Funded Enrollment

SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 08/31/2018						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
16th Avenue	1257X	15	14	1	0	15
Alder Grove ELC	1247V	19	15	4	0	19
Auberry Park	1238A	18	14	4	2	20
Auberry Park	1238B	15	11	4	4	19
Bannon Creek	1200A	18	17	1	8	26
Bannon Creek	1200B	14	11	3	13	27
Bannon Creek	1200C	16	14	2	9	25
Bannon Creek	1200D	12	9	3	12	24
Bright Beginnings	1201V	20	17	3	3	23
Bright Beginnings	1201W	16	13	3	4	20
Crossroad Gardens	1242A	13	9	4	9	22
Crossroad Gardens	1242B	10	6	4	9	19
Crossroad Gardens	1242R	15	12	3	9	24
Crossroad Gardens	1242X	20	15	5	4	24
Elkhorn	1255A	15	13	2	11	26
Elkhorn	1255B	17	10	7	3	20
Elkhorn	1255C	4	2	2	11	15
Elkhorn	1255D	9	7	2	12	21
Elkhorn	1255X	19	17	2	9	28
Freedom Park	1239A	10	8	2	8	18
Freedom Park	1239B	13	11	2	10	23
Freedom Park	1239C	11	10	1	12	23
Freedom Park	1239D	10	9	1	10	20
Freedom Park	1239R	13	11	2	8	21
Freedom Park	1239X	13	9	4	9	22
Fruitridge	1216A	10	8	2	14	24
Fruitridge	1216B	14	11	3	10	24
Fruitridge	1216C	17	13	4	11	28
Fruitridge	1216D	14	11	3	13	27
Galt	1234A	18	17	1	5	23
Galt	1234B	19	15	4	9	28
Galt	1234C	17	16	1	6	23
Galt	1234D	16	14	2	11	27
Galt	1234E	14	9	5	12	26

SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 08/31/2018						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Galt	1234F	18	15	3	5	23
Grizzly Hollow	1252A	20	17	3	0	20
Grizzly Hollow	1252B	19	14	5	0	19
Hillsdale	1228A	11	6	5	10	21
Hillsdale	1228B	15	8	7	11	26
Hillsdale	1228C	16	10	6	8	24
Hillsdale	1228D	13	9	4	11	24
Hillsdale	1228R	17	15	2	8	25
Hillsdale	1228X	20	16	4	6	26
Illa Collin	1221V	18	14	4	2	20
Job Corp	1237X	18	15	3	9	27
Kennedy Estates	1240A	11	10	1	0	11
Kennedy Estates	1240B	12	10	2	1	13
La Verne Sterwart	1219S	17	15	2	10	27
Marina Vista ELC	1246R	14	14	0	4	18
Marina Vista ELC	1246S	14	10	4	6	20
Marina Vista ELC	1246X	18	15	3	3	21
Mather	1223A	13	7	6	8	21
Mather	1223B	11	8	3	7	18
Mather	1223C	15	11	4	9	24
Mather	1223D	13	10	3	9	22
Mather	1223X	17	15	2	9	26
Nedra Court	1244V	16	14	2	0	16
Nedra Court	1244W	16	12	4	0	16
Norma Johnson	1214A	18	15	3	6	24
Norma Johnson	1214B	15	8	7	5	20
Norma Johnson	1214X	17	15	2	9	26
North Avenue	1256A	6	6	0	10	16
North Avenue	1256B	6	2	4	10	16
North Avenue	1256V	15	14	1	0	15
North Avenue	1256X	18	17	1	9	27
Northview	1224A	19	14	5	8	27
Northview	1224B	20	12	8	10	30
Northview	1224C	13	9	4	11	24

SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 08/31/2018						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Northview	1224D	10	8	2	15	25
Northview	1224X	15	14	1	9	24
Parker	1207S	16	11	5	6	22
Phoenix Park	1248A	17	11	6	7	24
Phoenix Park	1248B	18	14	4	7	25
Phoenix Park	1248X	15	13	2	8	23
Sharon Neese	1249R	18	16	2	8	26
Sharon Neese	1249V	20	18	2	1	21
Sharon Neese	1249X	15	12	3	8	23
Solid Foundation	1254A	11	8	3	5	16
Solid Foundation	1254B	20	17	3	8	28
Solid Foundation	1254C	10	8	2	18	28
Solid Foundation	1254D	9	8	1	11	20
Strizek Park	1225A	16	11	5	7	23
Strizek Park	1225B	12	7	5	10	22
Walnut Grove	1235V	18	13	5	0	18
Walnut Grove	1235W	14	14	0	0	14
16th Avenue	1257K	3	3	0	0	3
16th Avenue	1257N	8	8	0	0	8
Alder Grove Infant/Toddler Center	1212M	8	7	1	1	9
Alder Grove Infant/Toddler Center	1212U	8	4	4	1	9
Crossroad Gardens	1242U	8	7	1	0	8
Elkhorn	1255M	7	7	0	2	9
Elkhorn	1255U	8	7	1	2	10
Grizzly Hollow	1252P	8	4	4	1	9
Job Corp	1237M	7	6	1	1	8
Job Corp	1237N	6	5	1	2	8
Marina Vista ELC	1246P	7	6	1	2	9
Mather	1223U	9	7	2	1	10
Norma Johnson	1214U	6	5	1	3	9
North Avenue	1256P	7	7	0	2	9
Northview	1224P	8	6	2	1	9
Northview	1224U	2	2	0	8	10
Phoenix Park	1248U	7	7	0	2	9

SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 08/31/2018						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Sharon Neese	1249M	8	6	2	2	10
Sharon Neese	1249N	8	5	3	0	8
Sharon Neese	1249U	8	7	1	0	8
TOTALS for Head Start		1408	1119	289	653	2061
HS Totals	1267					
Drops w/in 30	622					
P/S Home Base	155					
Total	2044					
EHS Totals	141					
Drops w/in 30	31					
River Oaks	63					
SCOE	68					
EHS Home Base	190					
Total	493					
GRAND TOTAL	2537					

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: August 2018

Part Day Classes		
	Present Only	Present and Excused
Center Name	%ADA *	%ADA **
Auberry Park	82%	100%
Bannon Creek	80%	99%
Crossroad Gardens	78%	98%
Elkhorn	64%	100%
Freedom Park	69%	78%
Fruitridge	67%	99%
Galt	79%	100%
Grizzly Hollow	90%	100%
Hillsdale	75%	94%
Kennedy Estates	87%	100%
Mather	74%	100%
Norma Johnson	71%	99%
North Avenue	88%	99%
Northview	71%	99%
Phoenix Park	82%	99%
Solid Foundation	72%	97%
Strizek Park	72%	98%
Overall Averages	75%	97%

* ADA reflects cumulative days present for the month

** ADA reflects cumulative days present+excused absences for the month

SETA Head Start/Early Head Start

Monthly Attendance Report for School Year 2017 to 2018

Period: August 2018

Full Day Classes		
	Present Only	Present and Excused
Center Name	%ADA *	%ADA **
Alder Grove ELC	85%	100%
Bright Beginnings	85%	96%
Crossroad Gardens	78%	95%
Elkhorn	84%	100%
Freedom Park	75%	87%
Hillsdale	87%	97%
Illa Collin	85%	96%
Job Corp	83%	100%
La Verne Sterwart	84%	100%
Marina Vista ELC	78%	96%
Mather	77%	97%
Nedra Court	90%	99%
Norma Johnson	79%	100%
North Avenue	84%	100%
Northview	77%	100%
Parker	69%	99%
Phoenix Park	74%	92%
Sharon Neese	80%	98%
Walnut Grove	88%	100%
Overall Averages	81%	97%

* ADA reflects cumulative days present for the month

** ADA reflects cumulative days present+excused absences for the month

SETA Head Start/Early Head Start

Monthly Attendance Report for School Year 2017 to 2018

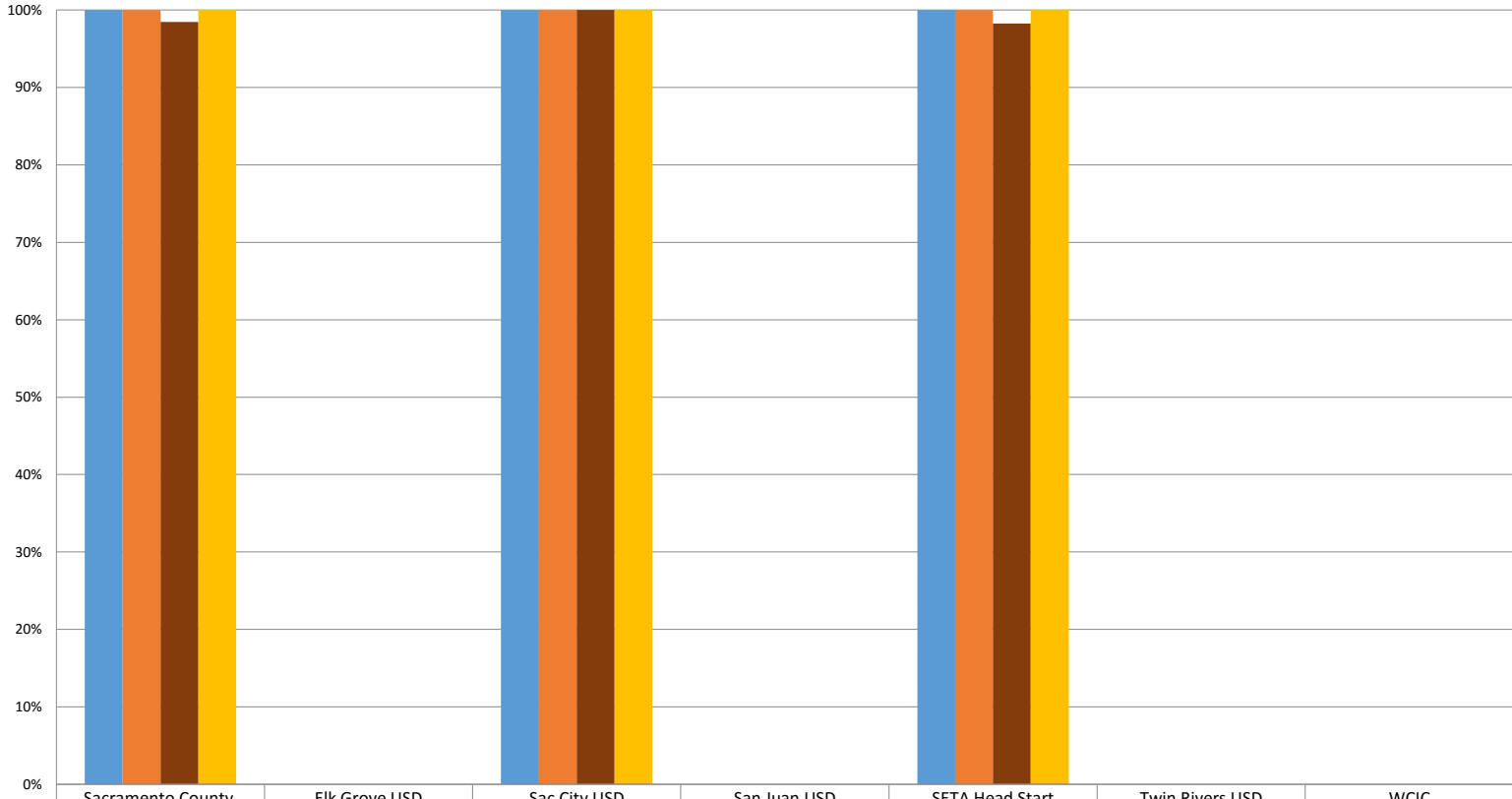
Period: August 2018

Early Head Start Classes		
	Present Only	Present and Excused
Center Name	%ADA *	%ADA **
16th Avenue	89%	100%
Alder Grove Infant/Toddler Center	80%	98%
Crossroad Gardens	77%	100%
Elkhorn	72%	100%
Grizzly Hollow	80%	98%
Job Corp	74%	100%
Marina Vista ELC	86%	98%
Mather	74%	92%
Norma Johnson	85%	100%
North Avenue	89%	98%
Northview	80%	100%
Phoenix Park	89%	100%
Sharon Neese	87%	99%
Overall Averages	80%	99%

* ADA reflects cumulative days present for the month

** ADA reflects cumulative days present+excused absences for the month

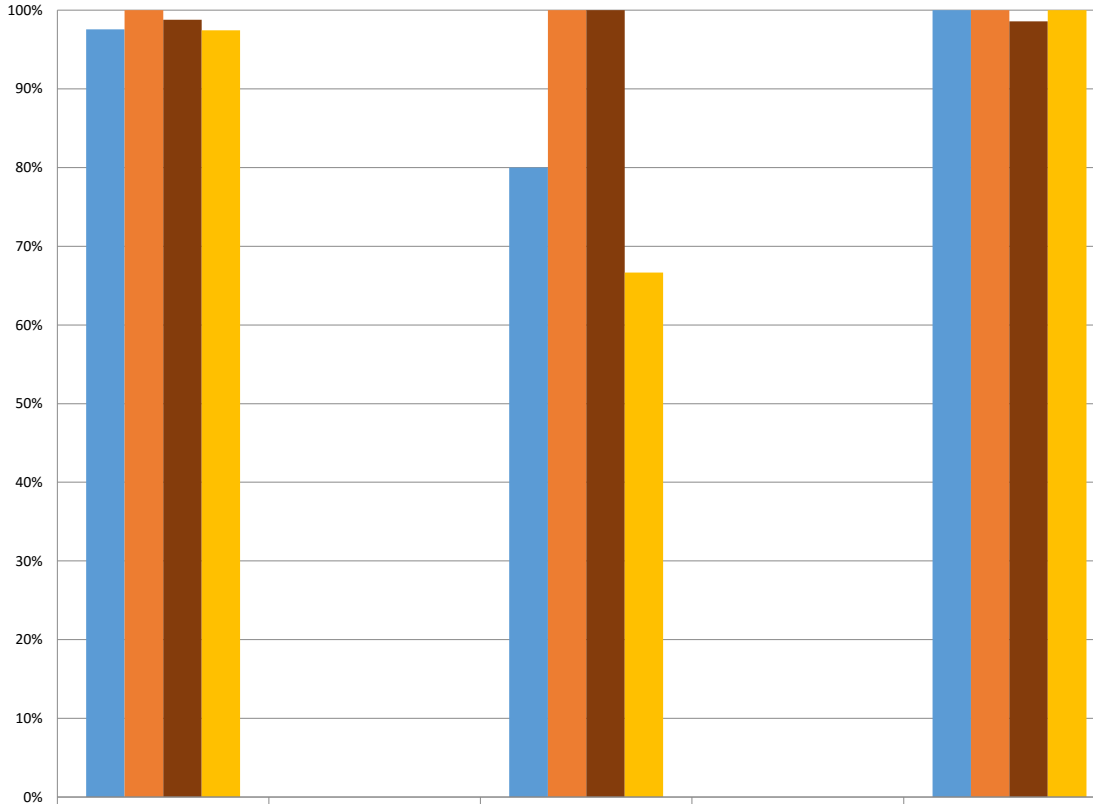
Sacramento County Unannounced Visits Report 2017-2018- QA- Monitored
Quarter 4 (June 2018- July 2018)
Percentage of Compliance



	Sacramento County	Elk Grove USD	Sac City USD	San Juan USD	SETA Head Start	Twin Rivers USD	WCIC
■ Sight and Sound Supervision	100%	0%	100%	0%	100%	0%	0%
■ Teacher/Child Ratio	100%	0%	100%	0%	100%	0%	0%
■ Correct Count of Children Present	98%	0%	100%	0%	98%	0%	0%
■ Safe Transition	100%	0%	100%	0%	100%	0%	0%

Total Number of Classes Visited Countywide: 65 (SETA Head Start and SCUSD 12-month programs only)
 (Modified Scheduled: All other programs are not in session)

Sacramento County Unannounced Visits Report 2017-2018- Self- Monitored
Quarter 4 (June 2018- July 2018)
Percentage of Compliance



	Sacramento County	Elk Grove USD	Sac City USD	San Juan USD	SETA Head Start	Twin Rivers USD	WCIC
■ Sight and Sound Supervision	98%	0%	80%	0%	100%	0%	0%
■ Teacher/Child Ratio	100%	0%	100%	0%	100%	0%	0%
■ Correct Count of Children Present	99%	0%	100%	0%	99%	0%	0%
■ Safe Transition	97%	0%	67%	0%	100%	0%	0%

Total Number of Classes Visited Countywide: 82 (SETA Head Start and SCUSD 12-month programs only)
 (Modified Scheduled: All other programs are not in session)

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: