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Councilmember
City of Sacramento

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Public Representative

THOUGHT OF THE DAY: "The strength of the team is each individual member. The strength of each member is the team."

~~ Phil Jackson

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

DATE: Tuesday, October 16, 2018

TIME: 9:00 a.m.

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

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>

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

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- Head Start Deputy Director's Report – Ms. Denise Lee
 - ✓ Monthly Head Start Report (to be distributed at the meeting)
- 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

VII. Center Updates

VIII. Discussion

IX. Public Participation

X. Adjournment

DISTRIBUTION DATE: WEDNESDAY, OCTOBER 10, 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
- ___ Vacant, 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, Bannon Creek 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

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<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	U		
Vacant Seated	CR													
Alisha Givehchi Seated 6/19	EHS/HB								X	U	E	X		
Vacant Seated	EL													
Vacant Seated	FP													
Vacant Seated	FP													
Vacant Seated	FT													
Vacant Seated	G													
Vacant Seated	GH													
Vacant Seated	H													
Devon McCracken Seated 12/19	HB		X	X		X	X	X	X	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	X		
Marley Schurr Seated 11/21	MCBB	X	X	X		X	X	X	X	X	X	X		
Vacant Seated	MV													
Vacant Seated	M													
Vacant Seated	NA													
Vacant Seated	NC													
Griselda Cisneros Seated 8/21	NJ										X	X		
Vacant Seated	NV													
Spring Burrell Seated 3/20	NV					X	X	E	X	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													
Vacant Seated	SF													
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	X		
Angel Chenault Seated 11/21	CR/PP	X	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	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: 10/5/2018 1:01 PM

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE SEPTEMBER 18, 2018 REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the September 18, 2018 meeting.

RECOMMENDATION:

Approve the minutes of the September 18, 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, September 18, 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 9:05 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
Alisha Givehchi (seated at 9:09 a.m.)

Members Absent:

Christian Parada (unexcused)

II. Consent Item

A. Approval of the Minutes of the August 21, 2018 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Schurr, second/Scott, to approve the August 21, 2018 minutes.

Roll call vote:

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

Nay: 0

Abstention: 1

Absent: (Givehchi & Parada)

Ms. Alisha Givehchi arrived and seated at 9:09 a.m.

The Board went off agenda:

B. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han

Mr. Victor Han reviewed the monthly Head Start fiscal report. The expenditures are low since it is early in the fiscal year; there has not been too much activity

since it is the beginning of the program year. The expenditures were reviewed; the travel is higher because nine staff will be attending the Child Plus conference in November. Mr. Han reviewed the summary of expenditures for the SOP and Child Care Partnership. The American Express statement was reviewed. The credit for \$420 is a refund for a lower rate on a hotel. At the last Policy Council meeting, there was a question about a fraudulent charge. The staff that monitors this credit card found the fraudulent charge and worked to report the issue; the staff member in charge of monitoring the credit card is diligent in catching fraudulent charges.

III. Action Items

- 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

Ms. Chenault reviewed this item which increases the hourly child care reimbursement up to \$9.50 per hour with a maximum of \$40.00 per day. The new reimbursement policy will go into effect September 25, 2018. Ms. Desha clarified that the new policy will go into effect after review and approval by the Policy Council.

Moved/Schurr, second/Gutierrez, to approve the modifications to the Reimbursement Policies and Procedures of the SETA Head Start/Early Head Start Policy Council/Parent Advisory Committee as proposed.

Roll call vote:

Aye: 8 (Blanks, Burrell, Cisneros, Givehchi, Gutierrez, McCracken, Schurr, Scott)

Nay: 0

Abstention: 1

Absent: 1 (Parada)

- B. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** First Reading of Modifications to the Bylaws of the SETA-Operated Head Start/Early Head Start Parent Advisory Committee

Ms. Chenault opened a public hearing.

Ms. Schurr reviewed the suggested bylaw modifications.

Moved/Blanks, second/Scott, to continue this item to the October 16 meeting.

Roll call vote:

Aye: 8 (Blanks, Burrell, Cisneros, Givehchi, Gutierrez, McCracken, Schurr, Scott)

Nay: 0

Abstention: 1

Absent: 1 (Parada)

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

Ms. Denise Lee reviewed proposed modifications to the attendance Policies and Procedures. These proposed modifications are a result of a finding that came out of the federal review. The finding was largely about the way attendance is tracked, analyzed and reported on an aggregate basis, including the SOP and delegate agencies. SETA was given 120 days to develop an action plan to correct the finding. Staff has learned a lot during this experience which has proven to be very beneficial. Ms. Lisa Carr and Ms. Monica Avila were thanked for their contributions to the development of the plan, new attendance tool, and the updated Policies and Procedures.

Ms. Carr stated that staff created different ways to make people aware of attendance. In the classroom, children mark their names on a board or awards for perfect attendance are given to the children. Teachers have a variety of activities to bring into the classroom to encourage regular attendance.

Moved/Scott, second/Schurr, to approve the Attendance Policies and Procedures of the SETA Head Start/Early Head Start Program.

Roll call vote:

Aye: 8 (Blanks, Burrell, Cisneros, Givehchi, Gutierrez, McCracken, Schurr, Scott)

Nay: 0

Abstention: 1

Absent: 1 (Parada)

IV. Information Items

A. PTA Presentation: Ms. Peggy Parker, Leadership Vice President for Third District PTA, with California State PTA

Ms. Peggy Parker, Leadership Vice President with the California State PTA provided an overview of the PTA program. Ms. Parker urged parents to consider participating in the PTA as their children go through their education.

B. Standing Information Items (continued)

- PC/PAC Calendar of Events: Ms. Gutierrez reviewed the calendar of events.
- Parent/Staff Recognitions: None.
- Sacramento Play Summit Reports: Ms. Blanks found it interesting and fun. She enjoyed the keynote speaker, Lisa Murphy. It was an entertaining and informative day.
- Child Care Center Food Menu: No questions.
- Community Resources – Parents/Staff: Ms. Belinda Malone distributed some community information.

C. Head Start Policy Council Minutes: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Gutierrez reviewed the critique.
- Social/Hospitality Committee: Ms. Gutierrez provided an update on the most recent committee meeting. Committee members will meet tomorrow to do shopping for the event. The Chair thanked Ms. Gutierrez for providing guidance to the committee and keeping them on track.
- Personnel/Bylaws Committee: Ms. Schurr reported that the committee finalized the modifications which were presented for review at today's meeting.
- Budget/Planning Committee: Ms. Chenault provided an overview of the last committee meeting.

VI. Other Reports

- Chair's Report: Ms. Chenault stated that recruitment for Community Representatives has started. The application was distributed and completed applications are due by October 9.
- Policy Council Report(s): No additional report.
- Head Start Deputy Director's Report: Ms. Denise Lee reported that staff was notified that duration funding will be available. Staff will be submitting an application for the duration funds and the boards will be taking action on these applications in October and November. Copies of the monthly report and the three Program Information Reports were distributed. The PIR is a detailed report providing statistical information on the total number of children we served and the services provided during the program year. Manager interviews will be held in early October and it is hoped that good candidates will be found to fill the vacancy. Ms. Lee reported that the general contractor was finally secured to complete the construction of the Hopkins Park center; a groundbreaking will be held tomorrow.
 - ✓ Unannounced Visits Report 2017-2018 – QA-Monitored
 - ✓ Unannounced Visits Report 2017-2018 – Self-Monitored
- Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: Ms. Carr reported the Family Literacy Night was successful with 13 families including 30 children. All children left with a stuffed animal and a book. The Sacramento County Library children's librarian attended and gave a presentation that was well received by both children and parents. Another event will be scheduled. Four centers were opened on a Saturday to assist parents to enroll their children. Enrollments are being done at all centers. Ms. Carr stated that there will probably be another Saturday enrollment event in a couple of weeks. A lot of parents work non-traditional shifts so having an opportunity to enroll their children on a Saturday was great for them. The new attendance policy was presented to

staff and staff are seeing the attendance rate rise slowly. Teachers are very involved in ensuring children attend class every day, utilizing a variety of methods to engage families.

- Karen Griffith - School Readiness, Special Education and Mental Health Services: No report.
- Vacant - Program Support, Food Services and Save Environments, Quality Assurance, and EHS-CCP Services

VII. **Center Updates**: None.

VIII. **Discussion**: None.

IX. **Public Participation**: None.

X. **Adjournment**: The meeting was adjourned at 10:45 a.m.

ITEM III-A – ACTION

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

BACKGROUND:

The Personnel/Bylaws Committee 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**.

The Chair opened a public hearing on these modifications at the September 18 meeting.

RECOMMENDATION:

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

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

BYLAWS

FOR THE

SETA HEAD START/EARLY HEAD START

PARENT ADVISORY COMMITTEE

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

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

Article I

Name

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

SECTION 1: Definition of Parents

Parents

Head Start parent means a Head Start child's mother or father, other family member who is a primary care giver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree [in accordance with the Head Start Performance Standards, 45CFR 1305.2. 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-B – ACTION

ELECTION OF PARENT ADVISORY COMMITTEE COMMUNITY REPRESENTATIVES 2018-2019

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect Community Representatives for Program Year 2018-2019. The duties of PAC Community Representatives are prescribed in the Bylaws in Article III – Membership, Section 2C.

SECTION 2: C. Community Representatives

Additional PAC members shall include:

1. Two (2) voting Past Parent shall be elected by the current PAC if the outgoing PAC has been resolved. The Past Parent elected to the PAC may not have a child/children currently enrolled in the HS/EHS program. There shall 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 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 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) voting Parent Ambassador Representatives shall be elected by Parent Ambassador Committee. 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.

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

ITEM III-B – ACTION (continued)
Page 2

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

RECOMMENDATION:

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

Past Parent Representatives:

Alternates:

Grandparent Representative:

Alternate:

Foster Parent Representative:

Alternate:

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information Items
- PC/PAC Calendar of Events – Ms. Angel Chenault
 - Parent/Staff Recognitions – Ms. Angel Chenault
 - End-of-Year Parent Appreciation Brunch 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:

CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PAC Executive Committee	Friday, October 19, 2018 9:00 a.m. - 10:30 a.m. Camellia Room
PC Executive Committee	Thursday, October 25, 2018 9:00 a.m. - 10:30 a.m. Camellia Room
Countywide Parent Activity (see attached flyer)	Saturday, November 3, 2018 10:00 a.m. – 1:00 p.m. Sacramento Zoo 3930 West Land Park Drive Sacramento, CA
Budget/Planning Committee	Tuesday, November 13, 2018 1:00 – 2:00 p.m. Camellia Room



*Countywide Parent Activity
at the Sacramento Zoo*

Date: Saturday, November 3, 2018

Time: 10:00 a.m. – 1:00 p.m.

Location: Sacramento Zoo

3930 West Land Park Drive

Sacramento, CA 95822



SETA HEAD START MENU

October 2018

"This institution is an equal opportunity provider"

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

Monday

1 Breakfast Week 4
Milk, Low Fat 1%
Apple, fresh
Brown Rice Krispies Cereal
Lunch
Milk, Low Fat 1%
Beef, Hamburger
Corn
Oranges, fresh
Whole Wheat Bun
Snack
Crackers, Dick & Jane
Peaches

Tuesday

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

Wednesday

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

Thursday

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

Friday

5 Breakfast Week 4
Milk, Low Fat 1%
Apple, fresh
Muffin, Blueberry
Lunch
Milk, Low Fat 1%
Cantaloupe, fresh
Carrot, fresh
Crackers, Wheat Thins
Tuna Salad
Snack
Milk, Low Fat 1%
Crackers, Remy's Graham

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

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

10 Breakfast Week 5
Milk, Low Fat 1%
Whole Wheat Biscuit
Peaches
Lunch
Milk, Low Fat 1%
Whole Wheat Bread
Cantaloupe, fresh
Carrot, fresh
Turkey Sliced
Snack
Banana, fresh
Crackers, Dick & Jane

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

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

15 Breakfast Week 1
Milk, Low Fat 1%
Pancakes
Pears
Lunch
Milk, Low Fat 1%
Carrot, fresh
Lemon Pepper Chicken
Oranges, fresh
Tortilla, Whole Wheat
Snack
Applesauce
Crackers, Remy's Graham

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

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

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

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

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

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

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

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

26 Breakfast Week 2
Milk, Low Fat 1%
Apple, fresh
Muffin, Banana
Lunch
Milk, Low Fat 1%
Whole Wheat Bread
Broccoli, fresh
Cantaloupe, fresh
Turkey Sliced
Snack
Applesauce
Crackers, Remy's Graham

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

30 Breakfast Week 3
Milk, Low Fat 1%
Applesauce
Waffles, sticks
Lunch
Milk, Low Fat 1%
Chicken Drumsticks
Spinach Salad
Oranges, fresh
Wheat Breadsticks
Snack
Apple, fresh
Sun Butter

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

Lunes

Martes

Miércoles

Jueves

Viernes

1 Desayuno Week 4
 Leche
 Manzana
 Cereal Integral Rice Krispies
Comida
 Leche
 Hamburguesa de Res
 Elote
 Naranja
 Pan de Trigo Integral
Bocadillo
 Galletas
 Durazno

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

3 Desayuno Week 4
 Leche
 Plátano Fresco
 Avena
Comida
 Leche
 Enchilada de Queso con Salsa
 Ensalada de Lechuga Romana
 Naranja
Bocadillo
 Zanahoria
 Puré de Garbanzo

4 Desayuno Week 4
 Leche
 Chabacano
 Baritas de Pan Francés Tostado
Comida
 Leche
 Ensalada de Col
 Mango
 Tortilla de Trigo Integral
 Rollo de Pavo y Queso
Bocadillo
 Plátano Fresco
 Barita de Queso

5 Desayuno Week 4
 Leche
 Manzana
 Mollete con Arándanos Azules
Comida
 Leche
 Melón
 Zanahoria
 Galletas de Trigo Integral
 Ensalada de Atún
Bocadillo
 Leche
 Galletas

8 Desayuno Week 5
 Leche
 Jotqueis
 Pera
Comida
 Leche
 Chabacano
 Torta de Pollo
 Ensalada de Col
 Pan de Trigo Integral
Bocadillo
 Barita de Queso
 Piña Machacada

9 Desayuno Week 5
 Leche
 Manzana
 Cereal Cheerios de Grano Inte
Comida
 Leche
 Frijoles Refritos
 Fresa
 Tanjarina o
 Salsa de Jitomate
 Tortilla de Trigo Integral
Bocadillo
 Leche
 Ojuelas de Cereal Multigrano

10 Desayuno Week 5
 Leche
 Bizcocho de Trigo Integral
 Durazno
Comida
 Leche
 Pan de Trigo Integral
 Melón
 Zanahoria
 Rebanada de Pavo
Bocadillo
 Plátano Fresco
 Galletas

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

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

15 Desayuno Week 1
 Leche
 Jotqueis
 Pera
Comida
 Leche
 Zanahoria
 Pollo con Limón y Pimienta
 Naranja
 Tortilla de Trigo Integral
Bocadillo
 Puré de Manzana
 Galletas

16 Breakfast Week 1
 Leche
 Chabacano
 Cereal Cheerios de Grano Inte
Lunch
 Leche
 Queso Americano
 Manzana
 Pan de Trigo Integral
 Brócoli
 Sandía Fresca o
Snack
 Leche
 Chex de fresa

17 Breakfast Week 1
 Leche
 Bizcocho de Trigo Integral
 Durazno
Lunch
 Leche
 Burrito
 Queso Cheddar
 Lechuga Romana
 Frijoles Refritos
 Fresa
 Tanjarina o
 Jitomate Picado
 Tortilla de Trigo Integral
Snack
 Plátano Fresco
 Barita de Queso

18 Breakfast Week 1
 Leche
 Piña Machacada
 Bagel de Trigo Integral
Lunch
 Leche
 Mandarina
 Arroz Español con Pollo
 Varitas de Calabacita
Snack
 Manzana
 Mantequilla de Semilla de Gira

19 Breakfast Week 1
 Leche
 Plátano Fresco
 Mollete con Arándanos Azules
Lunch
 Leche
 Pan de Trigo Integral
 Melón
 Coliflor
 Ensalada de Atún
Snack
 Leche
 Cereal Integral Rice Krispies

22 Desayuno Week 2
 Leche
 Puré de Manzana
 Ojuelas de Cereal Multigrano
Comida
 Leche
 Chabacano
 Hamburguesa de Res
 Verduras Mixtas
 Pan de Trigo Integral
Bocadillo
 Barita de Queso
 Naranja

23 Desayuno Week 2
 Leche
 Baritas de Pan Francés Tostad
 Pera
Comida
 Leche
 Manzana
 Pierna de Pollo
 Jitomate Fresco
 Sandía Fresca o
 barra de pan para
Bocadillo
 Leche
 Cereal Integral Rice Krispies

24 Desayuno Week 2
 Leche
 Avena
 Piña Machacada
 Pasas
Comida
 Leche
 Frijoles Refritos
 Ensalada de Col
 Fresa
 Tanjarina o
 Tortilla de Trigo Integral
Bocadillo
 Mollete con Arándanos Azules
 Durazno

25 Desayuno Week 2
 Leche
 Plátano Fresco
 Cereal Crispix
Comida
 Leche
 Pecho de Res Asado
 Zanahoria
 Naranja
 Mini Panecillo de Grano Entero
Bocadillo
 Leche
 Galletas

26 Desayuno Week 2
 Leche
 Manzana
 Mollete con Plátano
Comida
 Leche
 Pan de Trigo Integral
 Brócoli
 Melón
 Rebanada de Pavo
Bocadillo
 Puré de Manzana
 Galletas

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

30 Desayuno Week 3
 Leche
 Puré de Manzana
 Baritas de Waffle
Comida
 Leche
 Pierna de Pollo
 Ensalada de Espinaca
 Naranja
 barra de pan para
Bocadillo
 Manzana
 Mantequilla de Semilla de Girasol

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

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 August 28, 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, August 28, 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 9:03 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
Kao Yee 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
Angel Chenault, Past Parent/Community Representative
Kenneth Tate, Outgoing Chair
Linda Litka, Past Parent/Community Representative (seated at 9:27 a.m.)

Members Absent:

Mason Taylor, Birth & Beyond, Community Agency Representative (unexcused)

II. Consent Item

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

Moved/Scharnow, second/Scott,

Show of hands vote:

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

Nay: 0

Abstentions: 1 (Castex)

Absent: Litka, M. Taylor

III. Action Items

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

The Board went into closed session at 9:07 a.m. Mr. Castex called the meeting back into open session at 9:25 a.m. and announced that the board approved the eligible lists for the following positions: Associate Teacher; Associate Teacher/Infant Toddler; Family Services Worker III; and Personnel Clerk.

Ms. Linda Litka was seated at 9:27 a.m.

B. Approve Countywide Parent Activities for Program Year 2018-2019

Ms. Desha reviewed this item. A save the date will be sent out to all SETA-operated sites and Delegates with a greater emphasis put on advertising the activities. PC/PAC and Policy Committee representatives will be encouraged to announce activities at their parent meetings to promote attendance for a successful event. The list is down to 11 activities. Ms. McCracken asked who could attend and Ms. Desha replied that these are family-oriented activities; children are welcome.

Ms. Desha stated that after today's vote, she and her team will work to coordinate the activities. There will be three activities in the program year, and the fourth approved activity is for backup.

Ms. Desha encouraged parents to review the list of activities and vote; SETA is hoping for huge parent and family participation. The board voted and Ms. Desha announced the results with the four highest votes as follows:

1. Powerhouse Science Museum
2. Sacramento Zoo
3. Fog Willow Farms
4. Fishing in the City

Moved/Scharnow, second/Cisneros, to approve the countywide parent activities for Program Year 2018-2019 as follows:

1. Powerhouse Science Museum
2. Sacramento Zoo
3. Fog Willow Farms
4. Fishing in the City

Show of hands vote:

Aye: 13 (Chenault, Cisneros, Gutierrez, Litka, McCracken, Sanders, Scharnow, Schurr, Scott, Tate, C. Taylor, Wriedt, Xiong)

Nay: 0

Abstentions: 1 (Castex)

Absent: 1 (M. Taylor)

- C. Approval to Submit a Request to Carry Over Head Start, Early Head Start and Early Head Start-Child Care Partnership Basic and Training and Technical Funds from 2017-2018 Program Year to 2018-2019 Program Year

Ms. Denise Lee reviewed this item and the additional information distributed to members. The carryover request is to complete pre-approved deferred maintenance projects and the Hopkins Park modular project not completed by the end of the fiscal year, July 31, 2018.

Moved/Cisneros, second/Scharnow, to approve the submission of a carryover request for Program Year 2017-2018 in the amount of \$1,708,937 for Head Start/Early Head Start and \$461,336 for EHS-Child Care Partnership for a total of \$2,170,273.

Show of hands vote:

Aye: 13 (Chenault, Cisneros, Gutierrez, Litka, McCracken, Sanders, Scharnow, Schurr, Scott, Tate, C. Taylor, Wriedt, Xiong)

Nay: 0

Abstentions: 1 (Castex)

Absent: 1 (M. Taylor)

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: Mr. Victor Han reviewed the fiscal report; staff is expected to have the budget fully expended with exception of the carryover funds. Elk Grove is fully spent. There are still some expenditures coming in and it is expected that the non-federal share will exceed the required 25%. The line item for construction show a zero balance; the funds will be carried over to the next fiscal year so the construction can be done. Mr. Tate asked if any funds will be sent back; Mr. Han did not know the answer but he will provide it upon final closeout of 2017-2018. Mr. Castex asked what the fraudulent charge is on the credit card statement; Mr. Han replied that the external charge is being disputed; it was a security breach.
- Community Resources – Mr. Robert Silva has information on SacLaw.org for those seeking record expungement. A community resource event will be held September 22 including food and they will be distributing free backpacks. Mr. Silva urged attendees to go early to this event.

First 5 has \$5,000 community parent block grants for those that have great ideas that will improve the community. Ms. Kao Yee Xiong reported that she was successful in receiving a grant for a “Learn Hmong with Me” project. It is seed money for 12 months, but if you are good with budgeting, the funds will stretch.

Ms. Lee stated that anyone applying for the funds should not do so on behalf of Head Start.

- PC/PAC Recruitment 2018-2019: Ms. Desha requested assistance in the compilation of recruitment material tomorrow from 9-11 a.m.

➤ Birth & Beyond: No report.

B. Governing Board Minutes – June 7, 2018: No questions.

V. Committee Reports

➤ Executive Committee Meeting Critique: Ms. Gutierrez reviewed the critique.

➤ Social/Hospitality Committee: Ms. Gutierrez reported on the most recent committee meeting.

➤ Budget/Planning Committee: Ms. Robin Blanks provided a brief report of the last meeting.

➤ Personnel/Bylaws Committee: Ms. Marley Schurr reviewed the last meeting and invited everyone to the August 31 meeting.

➤ Sacramento Medi-Cal Dental Advisory Committee: Ms. Penelope Scott discussed Proposition 56 at the last meeting. Although there was additional money available, there was no additional funding for providers that offer special treatments.

➤ Community Action Board: Mr. Tate reported on the August 8 meeting.

VI. Other Reports

A. Executive Director's Report: Ms. Kathy Kossick requested success stories that will be shared at SETA's 40th anniversary scheduled on October 10.

B. SETA Head Start Deputy Director's Report: Ms. Denise Lee reported that the PAC met with the regional staff here to assist SETA staff with the Attendance finding. October 12 is the deadline for corrective action. The required minimum attendance threshold is 85% for classroom to county-wide attendance. A desk audit will most likely be performed to review the corrective plan and ensure countywide attendance reporting improves. Ms. Lee reviewed the list of possible names for the new 16th Avenue site. This list will be sent out via Survey Monkey to both PAC and PC to vote for their top three picks. The QA reports were reviewed.

Mr. Tate asked about the revised child care reimbursement modification; Ms. Desha stated that the Personnel/Bylaws Committee will forward recommendations that will be voted on at both the PAC and PC.

- Monthly Head Start Reports: No questions.

C. Chair's Report: Mr. Castex requested parent participation for personnel eligibility screenings.

D. Head Start Managers' Reports

- Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: Ms. Carr reviewed the countywide enrollment report and

attendance report. Board members will be seeing new reporting format that will show enrollment and attendance for the entire year. Staff has met with WCIC, Sac City and San Juan to talk about enrollment and attendance issues and developed a Delegate Support Plan; Elk Grove was able to achieve 85% enrollment. Ms. Carr urged parents to spread the word about Head Start. There are many centers still with openings for enrollment. Ms. Carr encouraged anyone interested in getting into Early Learning as a career to consider attending the ECE330 class she is teaching.

- Karen Griffith - School Readiness, Special Education and Mental Health Services: No report.
- Vacant - Program Support, Food Services and Save Environments, Quality Assurance, and EHS-CCP Services: No report.

E. Open Discussion and Comments: None.

F. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 11:02 a.m.

ITEM V

COMMITTEE REPORTS

➤ Executive Committee

Critique of the September 18, 2018 regular Parent Advisory Committee meeting.

GOOD!!!
Thank you, Ms. Denise Lee, for your in-depth review of the attendance policies and procedures and the Program Information Report.
Congratulations, Ms. Lisa Carr, for your dedication to the recruitment process.
Thank you, Mr. Victor Han, for your in-depth presentation on the fiscal report.
Thank you, Ms. Belinda Malone, for community resources.
Thank you, Ms. Peggy Parker, for your detailed presentation on the importance of being involved in the PTA.
Thank you, Madam Chair, for a well-facilitated meeting.
Thank you, Ms. Marley Schurr (Parliamentarian), for your phenomenal reading of the bylaws modifications.
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 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
 - ✓ Monthly Head Start Report (to be distributed at the meeting)
- 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 Save Environments, Quality Assurance, and EHS-CCP Services

NOTES:

SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 09/28/2018						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
16th Avenue	1257R	8	8	0	0	8
16th Avenue	1257X	11	8	3	8	19
Alder Grove ELC	1247V	21	18	3	0	21
Auberry Park	1238A	16	10	6	6	22
Auberry Park	1238B	19	15	4	0	19
Bannon Creek	1200A	16	14	2	2	18
Bannon Creek	1200B	16	12	4	0	16
Bannon Creek	1200C	19	12	7	2	21
Bannon Creek	1200D	13	12	1	2	15
Bright Beginnings	1201V	20	17	3	0	20
Bright Beginnings	1201W	20	18	2	1	21
Crossroad Gardens	1242A	17	15	2	1	18
Crossroad Gardens	1242B	15	12	3	0	15
Crossroad Gardens	1242R	18	16	2	5	23
Crossroad Gardens	1242X	19	19	0	3	22
Elkhorn	1255A	15	13	2	1	16
Elkhorn	1255B	18	12	6	1	19
Elkhorn	1255C	8	7	1	1	9
Elkhorn	1255D	13	7	6	0	13
Elkhorn	1255X	19	18	1	1	20
Freedom Park	1239A	14	13	1	2	16
Freedom Park	1239B	12	8	4	2	14
Freedom Park	1239C	11	11	0	3	14
Freedom Park	1239D	13	11	2	1	14
Freedom Park	1239R	17	14	3	2	19
Freedom Park	1239X	16	16	0	0	16
Fruitridge	1216A	17	15	2	0	17
Fruitridge	1216B	17	16	1	2	19
Fruitridge	1216C	19	10	9	0	19
Fruitridge	1216D	20	16	4	0	20
Galt	1234A	20	16	4	0	20
Galt	1234B	20	14	6	0	20
Galt	1234C	20	14	6	1	21
Galt	1234D	20	16	4	2	22

SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 09/28/2018						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Galt	1234E	20	16	4	0	20
Galt	1234F	20	17	3	0	20
Grizzly Hollow	1252A	20	18	2	0	20
Grizzly Hollow	1252B	20	18	2	0	20
Hillsdale	1228A	17	12	5	3	20
Hillsdale	1228B	20	13	7	3	23
Hillsdale	1228C	17	14	3	1	18
Hillsdale	1228D	18	13	5	5	23
Hillsdale	1228R	20	19	1	2	22
Hillsdale	1228X	18	16	2	4	22
Illa Collin	1221V	20	17	3	0	20
Job Corp	1237X	19	18	1	0	19
Kennedy Estates	1240A	14	12	2	0	14
Kennedy Estates	1240B	15	15	0	2	17
La Verne Sterwart	1219S	20	16	4	0	20
Marina Vista ELC	1246R	17	12	5	1	18
Marina Vista ELC	1246S	14	14	0	3	17
Marina Vista ELC	1246X	19	11	8	1	20
Mather	1223A	18	16	2	2	20
Mather	1223B	14	10	4	2	16
Mather	1223C	18	15	3	4	22
Mather	1223D	13	7	6	3	16
Mather	1223X	20	15	5	0	20
Nedra Court	1244V	19	18	1	0	19
Nedra Court	1244W	20	17	3	1	21
Norma Johnson	1214A	19	18	1	4	23
Norma Johnson	1214B	17	15	2	5	22
Norma Johnson	1214X	16	11	5	3	19
North Avenue	1256A	7	7	0	2	9
North Avenue	1256B	9	7	2	0	9
North Avenue	1256V	17	12	5	1	18
North Avenue	1256X	20	17	3	0	20
Northview	1224A	20	14	6	1	21
Northview	1224B	20	10	10	3	23

SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 09/28/2018						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Northview	1224C	17	14	3	3	20
Northview	1224D	18	13	5	3	21
Northview	1224X	20	18	2	0	20
Parker	1207S	17	14	3	1	18
Phoenix Park	1248A	20	17	3	3	23
Phoenix Park	1248B	18	17	1	1	19
Phoenix Park	1248X	18	18	0	0	18
Sharon Neese	1249R	19	14	5	1	20
Sharon Neese	1249V	20	15	5	2	22
Sharon Neese	1249X	14	13	1	4	18
Solid Foundation	1254A	15	13	2	3	18
Solid Foundation	1254B	18	16	2	3	21
Solid Foundation	1254C	16	9	7	1	17
Solid Foundation	1254D	9	9	0	1	10
Strizek Park	1225A	19	15	4	1	20
Strizek Park	1225B	12	9	3	1	13
Walnut Grove	1235V	18	15	3	0	18
Walnut Grove	1235W	14	11	3	0	14
16th Avenue	1257K	8	5	3	0	8
16th Avenue	1257N	7	6	1	1	8
Alder Grove Infant/Toddler Center	1212M	8	8	0	1	9
Alder Grove Infant/Toddler Center	1212U	8	5	3	0	8
Crossroad Gardens	1242U	8	8	0	0	8
Elkhorn	1255M	7	7	0	0	7
Elkhorn	1255U	8	7	1	0	8
Grizzly Hollow	1252P	8	8	0	0	8
Job Corp	1237M	7	6	1	1	8
Job Corp	1237N	6	5	1	2	8
Marina Vista ELC	1246P	8	8	0	2	10
Mather	1223U	8	7	1	2	10
Norma Johnson	1214U	8	6	2	1	9
North Avenue	1256P	7	6	1	1	8
Northview	1224P	8	8	0	2	10
Phoenix Park	1248U	7	7	0	0	7

SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 09/28/2018						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Sharon Neese	1249M	8	7	1	2	10
Sharon Neese	1249N	7	5	2	2	9
Sharon Neese	1249U	8	7	1	0	8
TOTALS for Head Start		1598	1309	289	150	1748
HS Totals	1454					
Drops w/in 30	133					
P/S Home Base	104					
Total	1691					
EHS Totals	144					
Drops w/in 30	17					
SCOE	66					
River Oaks	60					
EHS Home Base	181					
Total	468					
GRAND TOTAL	2159					

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: September 2018

Part Day Classes		
	Present Only	Present and Excused
Center Name	%ADA *	%ADA **
Auberry Park	77%	100%
Bannon Creek	85%	100%
Crossroad Gardens	84%	99%
Elkhorn	83%	100%
Freedom Park	88%	98%
Fruitridge	78%	100%
Galt	85%	100%
Grizzly Hollow	92%	100%
Hillsdale	83%	98%
Kennedy Estates	85%	100%
Mather	79%	100%
Norma Johnson	87%	100%
North Avenue	90%	100%
Northview	83%	100%
Phoenix Park	86%	99%
Solid Foundation	85%	99%
Strizek Park	78%	99%
Overall Averages	84%	99%

* 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: September 2018

Full Day Classes		
	Present Only	Present and Excused
Center Name	%ADA *	%ADA **
Alder Grove ELC	83%	93%
Bright Beginnings	91%	100%
Crossroad Gardens	92%	98%
Elkhorn	91%	100%
Freedom Park	91%	99%
Hillsdale	90%	99%
Illa Collin	93%	100%
Job Corp	91%	100%
La Verne Sterwart	92%	100%
Marina Vista ELC	85%	98%
Mather	85%	100%
Nedra Court	87%	98%
Norma Johnson	87%	96%
North Avenue	91%	100%
Northview	91%	100%
Parker	80%	94%
Phoenix Park	94%	100%
Sharon Neese	88%	98%
Walnut Grove	88%	100%
Overall Averages	89%	99%

* 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: September 2018

Early Head Start Classes		
	Present Only	Present and Excused
Center Name	%ADA *	%ADA **
16th Avenue	84%	99%
Alder Grove Infant/Toddler Center	88%	98%
Crossroad Gardens	89%	99%
Elkhorn	88%	100%
Grizzly Hollow	86%	100%
Job Corp	77%	100%
Marina Vista ELC	93%	100%
Mather	87%	100%
Norma Johnson	81%	99%
North Avenue	87%	100%
Northview	88%	100%
Phoenix Park	95%	100%
Sharon Neese	89%	99%
Overall Averages	86%	99%

* ADA reflects cumulative days present for the month

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

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

September 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	168	9%	439	75	17%
Twin Rivers USD	180	11	6%	16	1	6%
Elk Grove USD	440	26	6%			
Sac City USD	1139	73	6%	152	12	8%
San Juan USD	668	64	10%	160	17	11%
WCIC	100	3	3%			
EHS CCP				120	7	6%
COUNTY TOTAL	4363	345	8%	887	112	13%

AFE: Annual Funded Enrollment

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: