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Thought of the Day: "Limitations live only in our minds. But if we use our imaginations, our possibilities become limitless."

Author: Jamie Paolinetti

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

DATE: Tuesday, December 18, 2018

TIME: 9:00 a.m.

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

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

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DISTRIBUTION DATE: WEDNESDAY, DECEMBER 12, 2018

Parent Advisory Committee meeting hosted by:
Angel Chenault (Chair)

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)**
- ___ **Amy Melvin, Elkhorn Head Start**
- ___ Vacant, Freedom Park Head Start
- ___ Vacant, Fruitridge Head Start
- ___ Vacant, Galt Head Start
- ___ Vacant, Grizzly Hollow
- ___ Vacant, Hillsdale Head Start
- ___ Vacant, 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
- ___ Vacant, LaVerne Stewart Head Start
- ___ **Marley Schurr, (Marie Cleveland's) Bright Beginning Head Start**
- ___ **Michael Beavers, 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
- ___ **Evangelina Barrios, Strizek Park Head Start**
- ___ Vacant, Walnut Grove Head Start
- ___ **Angel Chenault, Past Parent Representative**
- ___ **Henrietta Gutierrez, Past Parent Representative**
- ___ Vacant, Grandparent Representative
- ___ Vacant, Outgoing Chair

ITEM I-A – ROLL CALL
(Continued)

Program Year 2018-2019 - New Representatives to be seated

<input type="checkbox"/> Salvador Amaya, Bannon Creek Head Start
<input type="checkbox"/> Aniscia Gonzalez, Galt Head Start
<input type="checkbox"/> Devon McCracken, Home Base Head Start
<input type="checkbox"/> Vacant, Alder Grove I Head Start
<input type="checkbox"/> Vacant, Alder Grove II Head Start
<input type="checkbox"/> Vacant, Auberry Park Head Start
<input type="checkbox"/> Vacant, Crossroad Gardens Head Start
<input type="checkbox"/> Vacant, Freedom Park Head Start
<input type="checkbox"/> Vacant, Fruitridge Head Start
<input type="checkbox"/> Vacant, Grizzly Hollow Head Start
<input type="checkbox"/> Vacant, Hillsdale 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, LaVerne Stewart Head Start
<input type="checkbox"/> Vacant, Mather Head Start
<input type="checkbox"/> Vacant, Nedra Court Head Start

<input type="checkbox"/> Brenda Sevilla, Home Base Head Start
<input type="checkbox"/> Shanelle Webster, Sharon Neese 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, Solid Foundation 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
<input type="checkbox"/> Vacant, Parent Ambassador
<input type="checkbox"/> Vacant, Parent Ambassador

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

OGC:	Out Going Chair
PPR:	Past Parent Representative
GPR:	Grandparent Representative
AMB:	Parent Ambassador

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: 12/10/2018 10:27 AM

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

**The PAC was seated on November 20, 2018 and December 18, 2018
PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM
YEAR 2018-2019**

COMMITTEE MEMBER	CENTER	11/20	12/18	1/15	2/26 **	3/19	4/23 #	5/21	6/18	7/16	8/20	9/17	10/15	11/19
Vacant Seated	AG I													
Vacant Seated	AG II													
Vacant Seated	AP													
Salvador Amaya s/b/seated 11/20	BC	U												
Vacant Seated	BC													
Vacant Seated	CR													
Vacant Seated	EHS/HB													
Amy Melvin Seated 11/20	EL	X												
Vacant Seated	FP													
Vacant Seated	FP													
Vacant Seated	FT													
Aniscia Gonzalez s/b/seated 11/20	G	U												
Vacant Seated	GH													
Vacant Seated	H													
Devon McCracken s/b/seated 11/20	HB	E												
Brenda Sevilla s/b/seated 11/20	HB	U												
Vacant Seated	IC													
Vacant Seated	HP													
Vacant Seated	JC													
Vacant Seated	JC													
Vacant Seated	K													
Vacant Seated	LVS													
Marley Schurr Seated 11/20	MCBB	X												
Michael Beavers Seated 11/20	MV	X												
Vacant Seated	AA													
Vacant Seated	NA													
Vacant Seated	NC													

COMMITTEE MEMBER	CENTER	11/20	12/18	1/15	2/26 **	3/19	4/23 #	5/21	6/18	7/16	8/20	9/17	10/15	11/19
Vacant Seated	NJ													
Spring Burrell Seated 11/20	NV	X												
Vacant Seated	NV													
Vacant Seated	PA													
Vacant Seated	PP													
Vacant Seated	RO													
Vacant Seated	SCOE													
Vacant Seated	SF													
Shanelle Webster s/b/seated 11/20	SN	E												
Evangelina Barrios Seated 11/20	SP	X												
Vacant Seated	WG													
Vacant Seated	FPR													
Vacant Seated	AMB													
Vacant Seated	AMB													
Angel Chenault Seated 11/20	CR/PP	X												
Henrietta Gutierrez Seated 11/20	CR/PP	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

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE NOVEMBER 20, 2018 REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the November 20, 2018 meeting.

RECOMMENDATION:

Approve the minutes of the November 20, 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, November 20, 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:

Alisha Givehchi
Henrietta Gutierrez
Marley Schurr
Spring Burrell
Angel Chenault
Penelope Scott
Robin Blanks

Members Absent:

Devon McCracken (excused)
Griselda Cisneros (excused)

II. Consent Item (2017-2018 Parent Advisory Committee)

A. Approval of the Minutes of the October 16, 2018 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Schurr, second/Scott, to approve the October 16, 2018 minutes.

Show of hands vote:

Aye: 6

Nay: 0

Abstentions: 1 (Chenault)

Absent: 2 (Cisneros and McCracken)

III. Action Items

A. Approval to Submit the Head Start Supplemental Funding Application to the Office of Head Start to Increase Program Hours

Ms. Denise Lee reviewed this item. This is an opportunity to apply for funds to increase the number of classroom hours per day or per year for children. This additional funding will expand hours at the SETA-Operated Program, San Juan USD, WCIC, and Twin Rivers USD. For the SETA-Operated Program, the service hour configuration for Fruitridge and Solid Foundation will be modified

with the increased funding. These class hours will be extended to 6 ½ hours per day up from 4 hours per day. Additional space will be leased at Hillsdale for 20 preschool slots. SETA/Head Start will again open a Head Start center at the Sacramento Japanese United Methodist Church for 20 children. Ms. Lee reviewed the budget requesting \$2.2 million for the ongoing budget increase which will be included in the base budget. One-time start-up costs in the amount of \$1.6 million will be requested for supplies/materials, minor renovations, and construction costs. Twin Rivers USD is seeking to have a modular building which will including a bathroom inside the classroom. The majority of the funds will be to provide staffing to cover the increased number of instructional hours.

Solid Foundation and Fruitridge will be moving from year-round services to a traditional school year. This will happen in 2020.

Moved/Gutierrez, second/Scott, to approve the submission of a Supplemental Funding Application to the Office of Head Start/Administration for Children and Families to increase program hours in Head Start and Early Head Start in Sacramento County.

Show of hands vote:

Aye: 6 (Blanks, Burrell, Givehchi, Gutierrez, Schurr, Scott)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 2 (Cisneros and McCracken)

IV. Information Items

A. Standing Information

- Parent/Staff Recognition: Ms. Chenault and Ms. Gutierrez gave Ms. Burrell a certificate of appreciation and a plaque.
- ✓ PAC Meeting Perfect Attendance Recognition: Ms. Chenault presented Ms. Robin Blanks with a certificate of perfect attendance. Ms. Marley Schurr, Penelope Scott, and McCracken also have perfect attendance and will be acknowledged at the Policy Council. Ms. Gutierrez presented Ms. Chenault with a certificate acknowledging her tenure as Chair of the PAC.
- Committee Reports:
 - Executive Committee: Ms. Gutierrez reviewed the Executive Committee report.
- Sacramento Zoo Countywide Parent Activity Report: Ms. Schurr said it was a great event and the children really had a good time. Ms. Gutierrez said there were a LOT of people and the it was great watching the children enjoy the animals.

Ms. Blanks is stepping down since there are no MAACC representative. Ms. Penelope Scott has served her five years on the board. Ms. Blanks and Ms. Scott spoke of how their years on the board has affected their lives.

- Seating of New Parent Advisory Committee Representatives (2018-2019): Ms. Chenault seated the new PAC reps:

New Members seated:

Amy Melvin, Elkhorn Head Start
Michael Beavers, Marina Vista Head Start
Marley Schurr, (Marie Cleveland's) Bright Beginning Head Start
Spring Burrell, Northview Head Start
Evangelina Barrios, Strizek Park Head Start
Angel Chenault, Past Parent Representative
Henrietta Gutierrez, Past Parent Representative

Member holding seat:

Alisha Givehchi, EHS Home Base

Members to be seated but absent:

Salvador Amaya, Bannon Creek Head Start (unexcused)
Aniscia Gonzalez, Galt Head Start (excused)
Devon McCracken, Home Base Head Start (excused)
Brenda Sevilla, Home Base Head Start (unexcused)
Shanelle Webster, Sharon Neese Head Start (unexcused)

- Introduction of PAC Representatives: New board members introduced themselves and provided a 'fun fact.'
- Introduction of SETA Head Start Staff: Staff came to the podium to introduce themselves.
- How to Make and Present Motions: Ms. Chenault reviewed the procedure by which motions are made.
- Fiscal Report/Corporate Card Monthly Statement of Account: Ms. Lee reviewed the monthly fiscal report. Ms. Lee reviewed the in-kind process and why it is crucial to track these hours.
- Board Procedures
 - ✓ Reimbursements and Budget/Planning – Ms. Lee reviewed the reimbursement policy; more detailed information will be provided at the next meeting. Those interested in learning more about the expenditures are urged to attend Budget/Planning Committee meetings.
 - ✓ Personnel – Ms. Allison Noren the Head Start regulations require parent involvement in the hiring process of Head Start staff. Ms. Noren distributed a sign-up sheet for those that would like to participate in personnel duties.
 - ✓ Conflict of Interest – Ms. Nancy Hogan provided an overview of SETA's conflict of interest policy.
- Officer Elections will be held on December 18, 2018: No additional report.

III. Action Item (continued) (2018-2019 Parent Advisory Committee)

B. Election of SETA-Operated Representatives and Alternates to the Policy Council

Those interested in serving on the Policy Council:

Representatives:

Marley Schurr, Amy Melvin, Evangelina Barrios

Alternates:

Michael Beavers

Spring Burrell

Moved/Gutierrez, second/Schurr, to elect Marley Schurr, Amy Melvin, and Evangelina Barrios to serve as SETA-Operated Representatives on the Policy Council, and Michael Beavers and Spring Burrell to serve as Alternates.

Show of hands vote:

Aye: 7 (Barrios, Beavers, Burrell, Givehchi, Gutierrez, Melvin, Schurr)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 2 (Cisneros and McCracken)

IV. **Information Items** (continued)

A. Standing Information (continued)

- PC/PAC Calendar of Events: Ms. Chenault reviewed upcoming meetings.
- Community Resources: Mr. Robert Silva provided information and community resources available to parents.
- Child Care Center Food Menu: No questions.

B. Head Start Policy Council Minutes: September 25, 2018: No questions.

V. **Other Reports**

- Chair's Report – Ms. Chenault urged new members to consider attending the Meet and Greet Breakfast scheduled for December 7.
- Head Start Deputy Director's Monthly Report: Ms. Lee stated that there is a new manager, Mr. Kaleb Call, who will be introduced at the next meeting.
- Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: Ms. Carr spoke of the decision to close the Head Start centers due to the poor air quality. The Health Nutrition Unit provides services to children with special health conditions. A support plan is required for children that require a special diet or medication. Attendance for October was still low and Ms. Carr urged board members to be proactive in recruiting Head Start children.
 - Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith will be bringing information to the board about how

children are progressing in the different domains in learning. Head Start children are assessed three times per year. A report will be provided on the first measurement at the next board meeting. New classroom materials on STEM (Science, Technology, Engineering, and Math) were rolled out to the teaching staff. Teachers were asked to think about how to present this new material to the children.

- Kaleb Call – Quality Assurance, Food Services, Save Environments, Grants, and Contracts: No report.

VI. **Center Updates**: None.

VII. **Discussion**: Ms. Burrell asked about the status of the renovations. Ms. Lee stated that she will bring a report to the board next month. There has not been significant movement on most of the renovations but the play structure has been installed at the 16th Avenue center.

VIII. **Public Participation**: None.

IX. **Adjournment**: The meeting was adjourned at 11:03 a.m.

ITEM III-A – ACTION

ELECTION OF PARENT ADVISORY COMMITTEE OFFICERS 2018-2019

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect officers for Program Year 2018-2019. The duties of PAC officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PAC that are not in conflict with these Bylaws, Article V – Officers, Section 2B: All PAC members are eligible to run for an Office/Officer position except members holding a seat. The Executive Committee must have at least three members who are parents of child/children currently enrolled in the HS/EHS Center-Based or Home-Based Option.

SECTION 3: Duties of Officers

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

- 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 adopted, 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.

ITEM III-A – ACTION (continued)
Page 2

- 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.

RECOMMENDATION:

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

Chair:

Vice Chair:

Secretary:

Treasurer:

Parliamentarian:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM III-B – ACTION

SELECTION OF REPRESENTATIVES AND ALTERNATES TO ATTEND
THE ANNUAL CALIFORNIA HEAD START ASSOCIATION (CHSA) PARENT
TRAINING CONFERENCE

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to elect two (2) Representatives and two (2) Alternates to attend the Annual California Head Start Association (CHSA) Parent Training Conference, Monday-Tuesday, February 4-5, 2019, Riverside Convention Center, 3637 – 5th Street, Riverside, CA 92501.

Please see attached Conference Attendance Guidelines and conference information.

RECOMMENDATION:

That the Parent Advisory Committee select two (2) Representatives and two (2) Alternates to attend the Annual California Head Start Association (CHSA) Parent Training Conference.

NOTES:

Representatives nominated:

Alternates elected:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

PARENT ADVISORY COMMITTEE REPRESENTATIVE CONFERENCE ATTENDANCE GUIDELINES

The following guidelines for PAC Representatives attending a Head Start Parent Conference are as follows:

1. Priority preference for selection to attend a Head Start Conference will be given to Parent Advisory Committee (PAC) Representatives who have not had an opportunity to attend a Head Start Conference.
2. The PAC Representative must give a written report to the PAC at the next scheduled PAC meeting upon his/her return from the parent conference (local or out-of-state). The Travel Approval and Expense Claim Form will not be approved until written report has been received.
3. The PAC Representative's report must include the PAC Representative's name, conference title, date, location, and workshops attended.
4. Networking information and additional comments are optional.

[Event Summary](#)
[Agenda](#)
[Keynote Speakers](#)
[CA TTA/National Center Workshops](#)
[Workshop Sessions](#)
[Pricing and Registration](#)
[Exhibits/Community Resources](#)
[Conference Committee](#)
[Event Location](#)

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CHSA 2019 Annual Conference



FEBRUARY 4–8, 2019 | RIVERSIDE CONVENTION CENTER
Parent & Family Engagement Conference | February 4–5
Education Conference | February 6–8

The California Head Start Association invites you to join us in Riverside, California this **February 4-8, 2019** for California's largest Head Start event of the year! The CHSA Annual Conference houses the Parent & Family Engagement Conference, the Education Conference, and NEW in 2019, SPLASH into California sponsored by Frogstreet and featuring Dr. Kenneth Wesson.

Parent and Family Engagement Conference, February 4th and 5th, 2019

CHSA's Parent and Family Engagement conference provides workshops with content for the parents of Head Start children and the staff who work with and for them. The Parent and Family Engagement Conference will feature the latest content on the Family Engagement Framework, as developed by the Office of

PAC

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Dec. 18, 2018

Head Start presented by the National Center on Parent, Family and Community Engagement on the following topics:

- **Family and Program Progress - Family Goal Setting:** Quantitative and qualitative data tell a story about families and document a program's impact in effecting positive change with families. Families come to HS/EHS with a range of perspectives, experiences, and circumstances. Since each family is different, progress toward the seven Family Outcomes of the OHS PFCE Framework will vary across families. As a result, programs collect and use a variety of family related data. Quantitative and qualitative data tell a story about families and document a program's impact in effecting positive change with families. Intentional planning and goal setting with individual families is critical to overall programmatic planning and, in this content, we explore approaches to the family partnership process as an opportunity for successful goal-setting and progress alongside families.
- **Parenting Curriculum:** Another opportunity for tracking family data and progress is evidenced through implementation of a Parenting Curriculum over time.
- **Planning:** In addition, topics such as the Five-Year Project Period can be discussed and connected with the embedding of identified family outcome priorities into systems for planning, tracking, and continuous programmatic improvement efforts.
- **PFCE Systems Building and Integrated Services:** Program leaders set the stage for the priorities, policies, and practices within the context of the five-year project period. In this content, we review the importance of the systemic, integrated, and comprehensive approach to family engagement practices and demonstrate the connections between family engagement and child outcomes. Using the Program Impact Areas from PFCE Framework and the role-specific Relationship-based Competencies (RBCs), we also explore the preparation and ongoing professional development of staff and supervisors who work with families, in addition to credentials, certificate programs, and higher education opportunities.

Who Should Attend? HS/EHS Parents & Policy Council Members, FSWs, Family Engagement Staff, Home Visitors.

and 8th, 2019

CHSA's Education Conference advances the knowledge and skills of those involved in the education of children age zero to five. The Education Conference will feature the latest content developed by the Office of Head Start presented by the National Center on Early Childhood Development, Teaching, and Learning (NCECDTL) on the following topics:



- High Quality Teaching and Learning:** This topic area addresses necessary components of responsive learning environments, including research-based approaches to intentionally promote the features of high-quality teaching and learning around engaging interactions, well-organized learning environments, and using effective curricula and research-based teaching and home visiting practices to support all children with developmentally, culturally, and linguistically appropriate learning experiences focused toward achieving progress outlined in the HSELOF.
- Effective and Nurturing Adult-Child Interactions:** Effective teaching practices emphasizing nurturing, responsive interactions.
- PBC: Building Coaching Capacity** -Build coaches capacity for observational strategies, feedback and modeling of effective practices focused on goals and processes for improving effective teaching and learning in multiple settings.
- PBC Leadership Academy:** Program leader teams, including Managers, Coordinators, Supervisors, and Coaches.
- Homebased:** Support the needs of home visiting programs to facilitate parent-child interaction and the home as a learning environment during home visits and group socializations using a research-based, home-based curriculum with fidelity, guided by the HSELOF and child assessment.

Who Should Attend? Teachers, site managers, home based supervisors, child development and education managers, family and community partnership managers and program directors for both HS and EHS.

Event Summary **Agenda** Keynote Speakers
 CA TTA/National Center Workshops Workshop Sessions
 Pricing and Registration Exhibits/Community Resources
 Conference Committee Event Location

[Register Now](#)

[Already Registered?](#)

Monday

Parent & Family Engagement Conference - Day 1

Registration: 7:30 AM

Opening Session: 8:45

Breakfast Provided: 7:45 – 8:45 AM

Keynote: **Jacquelyn Christensen, Adjunct Professor, Woodbury University**

9:00 - 10:15 AM

Workshops: 10:30 - 12:00 PM

Lunch On Your Own: 12:00 - 1:30 PM

Workshops: 1:30 - 3:00 PM

Snack Break: 3:00 - 3:30 PM

Workshops: 3:30 - 5:00 PM

Tuesday

Parent & Family Engagement Conference - Day 2

Registration: 8:00 AM

Workshops: 9:00 - 10:30 AM

Workshops: 10:30 - 12:00 PM

Lunch Provided: 12:00 - 12:45 PM

Closing Keynote Session: 12:45 – 2:00 PM

Jennifer Friend, Chief Executive Officer, Project Hope Alliance

Tuesday

SPLASH into CA with Frogstreet

Registration: 7:30 AM

Opening Session: 8:30 AM

Lunch Provided

Wednesday**Education Conference -Day 1**

Registration: TBD

Coffee & Tea with The Exhibitors: 7:30 - 9:00 AM

Keynote: 8:45 – 10:00 AM - **Dr. Kenneth Wesson**

Break/Exhibitors: 10:00 - 10:30 AM

Workshops: 10:30 - 12:00 PM

Lunch on Your Own: 12:00 - 1:30 PM

Workshops: 1:30 - 3:00 PM

Exhibitor Snack Break: 3:00 - 3:30 pm

Workshops: 3:30 - 5:00 PM

Thursday**Education Conference - Day 2**

Registration: 7:30 AM

Breakfast/Exhibitors: 8:00 - 10 AM

Workshops: 10:00 - 11:30

Lunch on your own: 11:30 - 1:00 PM

Workshops: 1:00 - 2:30 PM

Break with Exhibitors: 2:30 - 3:00 PM

Workshops: 3:00 - 4:30 PM

Friday**Education Conference - Day 3**

Registration: 7:00 AM

Closing Keynote/Breakfast: 8:00 – 9:30 AM

Workshops: 9:45 – 11:15 AM

Workshops: 11:30 – 1:00 PM

Contact Us

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information
 - PC/PAC Calendar of Events – Ms. Angel Chenault
 - Parent/Staff Recognition: Ms. Angel Chenault
 - PC/PAC Meet and Greet Reports – Ms. Angel Chenault
 - Child Care Center Food Menu (attached)
 - Fiscal Report/Corporate Card Monthly Statement of Account – Mr. Victor Han (attached)
 - PC/PAC Reimbursement Policy and Procedures – Mr. Victor Han
 - Community Resources – Parents/Staff: Mr. Robert Silva

NOTES:

EVENT

DATE

PAC Executive Committee	Thursday, December 20, 2018 9:30 a.m. Camellia Room
PC Executive Committee	Thursday, January 3, 2019 9:30 a.m. Camellia Room
PC/PAC New Member Orientation	Friday, January 4, 2019 9:00 a.m. – 1:00 p.m. Registration: 8:30 a.m. Shasta Rooms Training: 9:00 a.m. – 1:30 p.m. Board Room
PC/PAC Budget/Planning Committee	Tuesday, January 8, 2019 1:00 p.m. Camellia Room
County-wide Officer Training	Friday, January 11, 2019 Registration: 8:30 a.m. Training: 9:00 a.m. – 1:00 p.m. Redwood Room
Parent Ambassador Committee	Friday, January 25, 2019 10:00 a.m. Olympus Room



SAVE THE DATE



Countywide Parent Activity

At Powerhouse Science Center

Date: Saturday, February 23rd, 2019

Time: 9:00am – 12:00pm

Location: Powerhouse Science Center

3615 Auburn Blvd.

Sacramento, CA 95821

Open to currently enrolled

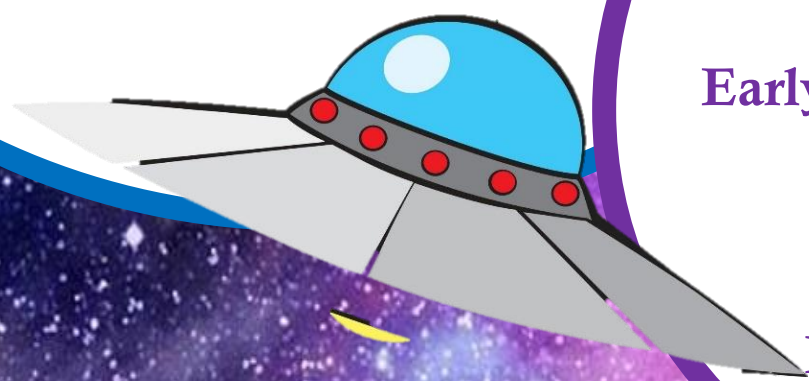
Head Start/

Early Head Start Families!

Space is limited

RSVP is required

Details to follow!



Free

Learn Hmong With Me

0-5 yrs

Hmoob
Dawb
Moob
Leeg

Upcoming ...

January: Numbers

- ★ January 12, 10am - 12pm at Elk Grove Library
- ★ January 26, 10am - 12pm at Southgate Library

February: Emotions

- ★ February 9, 10am - 12pm at Colonial Heights Library
- ★ February 23, 10am - 12pm at Southgate Library

March: Home

- ★ March 9, 10am - 12pm at Colonial Heights Library
- ★ March 23, Field Trip at Southgate Library

April: Body

- ★ April 13, 10am - 12pm at Colonial Heights Library
- ★ April 27, 10am - 12pm at Southgate Library

May: Food

- ★ May 11, 10am - 12pm at Colonial Heights Library
- ★ May 25, 10am-12pm at Southgate Library

June: Weather

- ★ June 8,, 10am - 12pm at Colonial Heights Library
- ★ June 22, 10am-12pm at Southgate Library

**Children must be accompanied by a responsible adult.
Parent participation is strongly encouraged!**

lhwmplaygroup@gmail.com

www.facebook.com/lhwm.playgroup.3

SETA HEAD START MENU

December 2018

"This institution is an equal opportunity provider"

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

Monday

3 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

Tuesday

4 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

Wednesday

5 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

Thursday

6 Breakfast Week 3
 Milk, Low Fat 1%
 Banana, fresh
 Whole Wheat Bagel
Lunch
 Milk, Low Fat 1%
 Carrot, fresh
 Chicken Salad
 Strawberries, fresh or
 Tangerine, fresh or
 Wheat Ciabatta Bread
Snack
 Crackers, Dick & Jane
 Pineapple, tidbits

Friday

7 Breakfast Week 3
 Milk, Low Fat 1%
 Muffin, Banana
 Oranges, fresh
Lunch
 Milk, Low Fat 1%
 Apricots
 Swiss American Cheese
 Tortilla, Whole Wheat
 Zucchini sticks
Snack
 Milk, Low Fat 1%
 Cheerios, Whole Grain Cereal

10 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

11 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

12 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

13 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

14 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

17 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

18 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

19 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

20 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

21 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

24 Breakfast Week 1
 NO CLASSES
 NO CLASSES
 NO CLASSES
Lunch
 NO CLASSES
 NO CLASSES
 NO CLASSES
 NO CLASSES
 NO CLASSES
 NO CLASSES
 NO CLASSES
Snack
 NO CLASSES
 NO CLASSES

25 Breakfast Week 1
 NO CLASSES
 NO CLASSES
 NO CLASSES
Lunch
 NO CLASSES
 NO CLASSES
 NO CLASSES
 NO CLASSES
 NO CLASSES
 NO CLASSES
 NO CLASSES
Snack
 NO CLASSES
 NO CLASSES

26 Breakfast Week 1
 NO CLASSES
 NO CLASSES
 NO CLASSES
Lunch
 NO CLASSES
 NO CLASSES
 NO CLASSES
 NO CLASSES
 NO CLASSES
 NO CLASSES
 NO CLASSES
 NO CLASSES
 NO CLASSES
 NO CLASSES
Snack
 NO CLASSES
 NO CLASSES

27 Breakfast Week 1
 NO CLASSES
 NO CLASSES
 NO CLASSES
Lunch
 NO CLASSES
 NO CLASSES
 NO CLASSES
 NO CLASSES
Snack
 NO CLASSES
 NO CLASSES

28 Breakfast Week 1
 NO CLASSES
 NO CLASSES
 NO CLASSES
Lunch
 NO CLASSES
 NO CLASSES
 NO CLASSES
 NO CLASSES
 NO CLASSES
 NO CLASSES
Snack
 NO CLASSES
 NO CLASSES

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

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 October 23, 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, October 23, 2018
9:00 a.m.

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

Ms. Andrea Scharnow called the meeting to order at 9:04 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 a quorum was established.

Members Present:

Kao Yee Xiong, Elk Grove Unified School District
Andrea Scharnow, Sacramento City 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
Linda Litka, Past Parent/Community Representative
Kenneth Tate, Outgoing Chair
Reginald Castex, Men's Activities Affecting Children Committee (seated at 9:13 a.m.)

Member Absent:

Angel Chenault, Past Parent/Community Representative (excused)
Diana Wriedt, Elk Grove Unified School District (excused)

II. Consent Item

A. Approval of the Minutes of the September 25, 2018 Regular meeting

The minutes were reviewed; no questions or corrections.

Moved/Scott, second/Xiong, to approve the September 25, 2018 minutes.

Aye: 10 (Cisneros, Gutierrez, Litka, McCracken, Sanders, Schurr, Scott, Tate, Taylor, Xiong)

Show of hands vote:

Nay:0

Abstentions: 1 (Scharnow)

Absent: 3 (Castex, Chenault, Wriedt)

Ms. Scharnow asked to go off-agenda to hear from Ms. Kathy Kossick.

VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick thanked the board for their contribution of success stories to SETA's 40th Anniversary. It was a wonderful event.

III. Action Items

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

The Board went into closed session at 9:08 a.m. At 9:13 a.m., Ms. Scharnow called the meeting back to order and reported that during closed session, the Board approved the following eligible list: Associate Teacher/Infant Toddler. No action was taken on the Associate Teacher list.

Mr. Reginald Castex was seated at 9:13 a.m.

- B. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: Second Reading and Approval of Modifications to the Bylaws of the SETA-Operated Head Start/Early Start Policy Council**

Mr. Castex reviewed this item. A public hearing was opened September 23.

Mr. Taylor stated that there were no new modifications to the bylaws.

Moved/Schurr, second/Scharnow, to close the public hearing and approve modifications to the bylaws of the SETA-Operated Head Start/Early Head Start Policy Council.

Show of hands vote:

Aye: 11 (Cisneros, Gutierrez, Litka, McCracken, Sanders, Scharnow, Schurr, Scott, Tate, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Castex)

Absent: 2 (Chenault, Wriedt)

- C. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: Approval of Revisions to the Salary Schedules for Head Start Parent Intern, Student Intern, Head Start Childcare Teacher Assistant, Bilingual Aide, Head Start On-Call Cook Driver, Consultant Range I, and Head Start Substitute Teacher Assistant**

Ms. Allison Noren reviewed this item and answered questions regarding the various steps for some of the classifications.

Mr. Castex opened a public hearing and requested input on this board item.
There was no public input.

Moved/Tate, second/Scott, to close the public hearing and approve revisions to the salary schedules for Head Start Parent Intern, Student Intern, Head Start Childcare Teacher Assistant, Bilingual Aide, Head Start On-Call Cook Driver, Consultant Range I, and Head Start Substitute Teacher Assistant

Show of hands vote:

Aye: 10 (Cisneros, Gutierrez, Litka, Sanders, Scharnow, Schurr, Scott, Tate, Taylor, Xiong)

Nay: 0

Abstentions: 2 (Castex and McCracken)

Absent: 2 (Chenault, Wriedt)

D. Election of Community Representatives and Alternates

Mr. Castex stated that his application was submitted too late and he asked the board to consider him for a Past Parent position. Mr. Castex stated that he had a lot going on that prevented him from submitting the application on time. Three other applications were submitted for consideration. Ms. Desha suggested that the board vote whether to consider Mr. Castex's late application for Past Parent elections.

Vote

Yes: 3 (Taylor, Cisneros, McCracken)

No: 6 (Gutierrez, Schurr, Litka, Scharnow, Xiong, Sanders)

A second vote was taken as to whether Reginald Castex should be allowed to be considered for a Past Parent Representative slot.

Yes: 4 (Cisneros, Taylor, Sanders, McCracken)

Nay: 5 (Litka, Gutierrez, Scharnow, Schurr, Xiong)

Abstentions: 3 (Castex, Scott, Tate)

Ms. Henrietta Gutierrez and Mr. Charles Taylor spoke of their interest in being considered for Past Parent. Mr. Castex reviewed Ms. Chenault's application in her absence.

Votes:

Angel: 4

Henrietta: 6

Charles: 1

New Past Parent Representatives were congratulated: Ms. Henrietta Gutierrez and Ms. Angel Chenault. Mr. Charles Taylor will serve as Alternate.

Moved/Scott, second/Scharnow,

Show of hands vote:

Aye: 11 (Cisneros, Gutierrez, Litka, McCracken, Sanders, Scharnow, Schurr, Scott, Tate, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Castex)

Absent: 2 (Chenault, Wriedt)

The Grandparent and Foster Parents will remain open and recruited.

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Gutierrez reviewed the calendar of events. Mr. Robert Silva reminded board members of the first county-wide activities which will be a visit to the Sacramento Zoo. This will not be one of those events just to stop in. A sign-up sheet was distributed for those interested in an educational zoo tour. A continental breakfast will be provided for attendees. Call Mr. Silva to confirm your attendance.
- Parent/Staff Recognitions: Mr. Castex presented Mr. Kenneth Tate with a certificate of appreciation for his service on the board. Ms. Diana Wriedt was also acknowledged for her service to the board.
- End-of-Year Parent Appreciation Brunch Reports: Mr. Castex reported everyone had a good time, the food was good, and it went as planned. Ms. Scott thought the event was well put together. It was good to see people having fun.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han reviewed the fiscal report which is two months into the fiscal year. The budget is around 17% spent which is on target. The in-kind hours are very close to our goal but it is still early in the fiscal year. The credit card statement was reviewed. There were some credits for refunds of shipping costs. Mr. Han was asked who are the bus passes distributed to; Ms. Lee replied that the bus passes are given to children/families that have medical appointments; need to get to socialization; attend other agency-supported appointment/activity. Ms. Lee stated that the sites maintain and track bus passes. FSWs have a log and keep track of who receives the bus passes, purpose for use, date and time. Ms. Gutierrez thanked Mr. Han for always reporting back on questions raised by board members.
- Community Resources – Parents/Staff: Mr. Robert Silva reported that First Five is having a Haunted Ball, October 26, 5-7 p.m. They will have a Trunk or Treat for the children. A Harvest Festival will be held October 27 at the Robertson Community Center. The United State Census is hiring Field Representatives in California. Mr. Silva stated that this is a great opportunity to get some good job experience. Mr. Tate reminded board members that the job centers are always available to assist parents in their job search. Mr. Silva thanked parents that are rotating out and wished them the best.

B. Governing Board Minutes of September 21, 2018: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Gutierrez reviewed the critique.
- Social/Hospitality Committee: No report.
- Sacramento Medi-Cal Dental Advisory Committee: Ms. Penelope Scott reported on a recent meeting where one major topic of discussion was the opioid crisis. An upcoming Senate Bill (SB1192) will offer children healthier food options.
- Community Action Board: Mr. Tate stated that some board members have expressed interest in being on the CAB for one of the low income seats. See Ms. Desha or call Mr. Bonanno to find more information.

VI. Other Reports (continued)

- B. Head Start Deputy Director's Report – Ms. Denise Lee thanked the board for their work on the End-of-Year Celebration. It was a great event. Staff had a conference call on the Attendance area of non-compliance that was determined in February. The information was provided well before the October 12 deadline. Ms. Lee reviewed the new attendance format that includes a monthly aggregate report for the boards for easy quarterly tracking. The new ways of tracking attendance in the classroom has been impactful. This allowed SETA to take a deep look at how the attendance issue is dealt with across programs. Enrollment and attendance are a hot topic nationally and Ms. Lee thinks ACF will use items developed in Sacramento as an example for other grantees in the future.
- C. Chair's Report: Mr. Castex distributed a list for those members interested in Human Resources interview/screening opportunities. Mr. Castex urged better relationships between board members in the next program year.
- D. Head Start Managers' Reports
- Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith reported that the annual delegate school readiness meetings are continuing. Coaching Companion allows better access to teachers and we are very excited about sharing this model to teachers. The first DRDP evaluations are almost complete. As teachers meet with parents, there may be various reports available but there is no standard report yet.
 - 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.
- E. Open Discussion and Comments: Mr. Tate expressed this is his last term with the Policy Council and it has been a great ride. Over his years at SETA, he has attended 57 board meetings missing only three. Ms. Desha asked PC Executive Committee members to meet after the meeting. Mr. Tate spoke of free and low cost legal representation available at The Justice League located on Fruitridge Blvd. Ms. Desha will provide program information to interested board members.
- F. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 10:46 a.m.

ITEM VI
COMMITTEE REPORT

➤ Executive Committee

Critique of the November 20, 2018 regular Parent Advisory Committee meeting.

GOOD!!!
Thank you, Ms. Denise Lee, for shared information on the Head Start Supplemental Application to increase program hours.
Congratulations, Ms. Allison Noren for shared information on the Labor Agreement and personnel.
Thank you, Ms. Karen Griffith and Ms. Lisa Carr for sharing program information.
Thank you, Ms. Nancy Hogan for sharing Conflict of Interest information.
Congratulations and welcome to our newly seated board members.
NEEDS IMPROVEMENT
If you will be late or will not attend the PAC board meeting, please call or e-mail Angel Chenault (916-821-7099, Chair), Marie Desha (916-263-4082), or Nancy Hogan (916-263-3827).
Please be recognized by the Chair prior to requesting a point of privilege (includes leaving your seat).
ATTENDANCE. Please make every effort to attend board meetings and committee meetings.
REMINDERS
Please be on time and be seated by 8:50 a.m.
** Please turn off <u>all</u> electronic devices. Please provide (916) 263-3800 for emergencies.
No eating in the Board room.

ITEM VII

OTHER REPORTS

BACKGROUND:

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

- Chair's Report
- Policy Council Report(s): Ms. Amy Melvin, Ms. Evangelina Barrios, Ms. Marley Schurr
- Head Start Deputy Director's Report – Ms. Denise Lee
 - ✓ Monthly Head Start Report
- Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services
 - Karen Griffith - School Readiness, Special Education and Mental Health Services
 - Kaleb Call - Quality Assurance, Food Services, Safe Environments, Grants, and Contracts
 - ✓ Quality Assurance Summary Report
 - ✓ Unannounced Safety/Supervision Visit Summary Report

NOTES:



Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council and SETA Governing Board members
 RE: SETA Quality Assurance/Monitoring Results – November 2018

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
SETA Operated Program	Head Start and Early Head Start Home Base	5 Home Visits 2 Socialization Groups	October 15, - November 1, 2018	Comprehensive Review <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

This monitoring review was performed using the 2018 Monitoring for Compliance and Quality Improvement tool (MCQI). MCQI was designed in *ChildPlus* and is comprised of 25 monitoring checklists representing 363 performance indicators. All indicators align with the Head Start Program Performance Standards (HSPPS), the Head Start Act, Community Care Licensing, and other local, state and federal regulations.

Highlighted Program Strengths and Positive Observations:

- Relationship between families and Home Visitors were observed to be warm, nurturing and supportive. Home Visitors were respectful and professional in their interactions, and demonstrated their commitment to helping the families by providing ongoing encouragement and resources.
- Socialization events were fun, organized, educational and well-attended by families. Home Visitors made families feel welcome and connected to a community. ASL Interpreter was available for family that needed the services.
- Overall, child file documentation by Home Visitors and assigned Early Intervention Specialist was very good. Follow-up was evident for areas that needed referral and follow-up support.
- Excellent Family Engagement as evidenced by strong connection with families and follow-up documentation on Family Partnership Agreements.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
Disabilities Services <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>	100%	No significant noted findings
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	86%	-Some miscalculations on eligibility forms -ChildPlus did not match contents of file or was missing
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>	93%	No significant noted findings

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
Family and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	100%	No significant noted findings
Mental Health <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>	97%	No significant noted findings
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	91%	No significant noted findings
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	92%	No significant noted findings
Home Based Services <i>(Caseload, communication, relationship, activities, parent-child interactions, home visit plans, use of environment for lessons, resources, etc.)</i>	98%	No significant noted findings
Socialization <i>(Activities, facility, parent input, facilitation, parent-child interactions, shared experiences, etc.)</i>	95%	No significant noted findings
Services to Pregnant Women <i>(Health status, screenings, follow-up, pre/post-partum visits, medical home, dental services, etc.)</i>	N/A	No pregnant women in sample size

* Scores between 90-99% per section will be addressed by the program but do not require a formal Corrective Action Plan Monitoring. Scores less than 90% require a program-level Corrective Action Plan. Determination of a Comprehensive Review and/or Differentiated Review will be based on historic data.

Follow-up and Corrective Action Plans:

A program-level Corrective Action Plan (CAP) to address above areas of non-compliance is due to SETA within 30 days of receipt of this report. Governing Board/School Board notification of monitoring results is required within 60 days.

Programs have been provided a form to complete the CAP which serves as written response by the agency to resolve systems-level areas of non-compliance identified during the MCQI review. A program trend CAP does not supersede the individual CAP for non-compliant indicators using the Child Plus Internal Monitoring Module.

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

November 2018

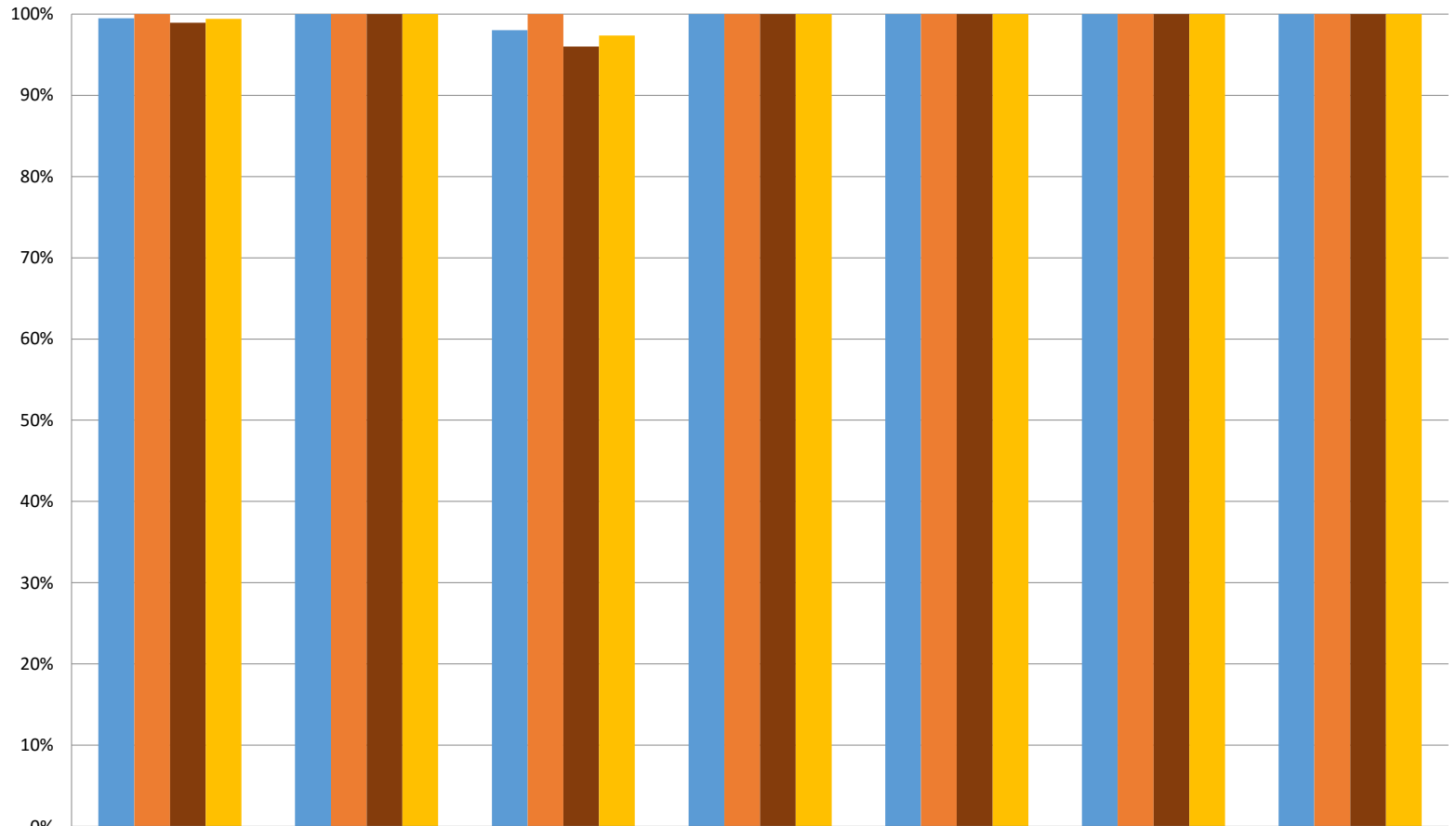
The Special Education Report shows the percentage of enrolled preschool aged children with a diagnosed disability receiving services through an Individualized Education Plan (IEP). For Early Head Start, the Special Education Report shows the number of children ages 0-3 who are receiving early intervention 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	187	10%	439	92	21%
Twin Rivers USD	180	14	8%	16	1	6%
Elk Grove USD	440	36	8%			
Sac City USD	1139	89	8%	152	17	11%
San Juan USD	668	78	12%	160	19	12%
WCIC	100	3	3%			
EHS CCP				120	7	6%
COUNTY TOTAL	4363	407	9%	887	136	15%

AFE: Annual Funded Enrollment

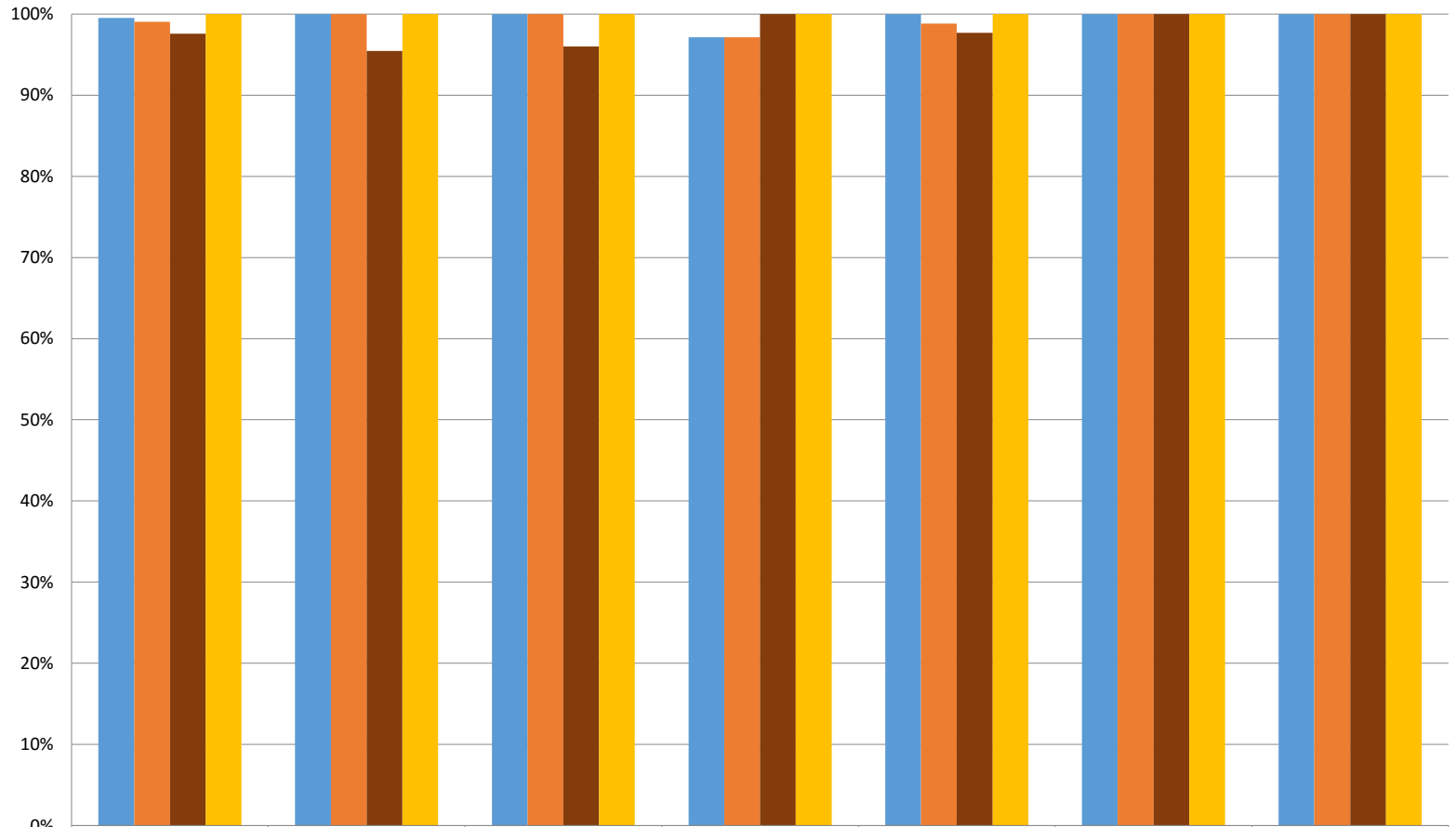
Sacramento County Unannounced Visits Report 2018-2019- Self-Monitored
Quarter 1 (August 1, 2018- October 31, 2018)
Percentage of Compliance



	Sacramento County	Elk Grove USD	Sac City USD	San Juan USD	SETA Head Start	Twin Rivers USD	WCIC
■ Sight and Sound Supervision	99%	100%	98%	100%	100%	100%	100%
■ Teacher/Child Ratio	100%	100%	100%	100%	100%	100%	100%
■ Correct Count of Children Present	99%	100%	96%	100%	100%	100%	100%
■ Safe Transition	99%	100%	97%	100%	100%	100%	100%

Total Number of Classes Visited Countywide: 190

Sacramento County Unannounced Visits Report 2018-2019- QA-Monitored
Quarter 1 (August 1, 2018- October 31, 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%	100%	100%	97%	100%	100%	100%
■ Teacher/Child Ratio	99%	100%	100%	97%	99%	100%	100%
■ Correct Count of Children Present	98%	95%	96%	100%	98%	100%	100%
■ Safe Transition	100%	100%	100%	100%	100%	100%	100%

Total Number of Classes Visited Countywide: 207

Monthly Program Information Report

NOVEMBER/
DECEMBER

2018

UPDATES FROM THE OFFICE OF HEAD START (OHS)

ACF-IM-18-01 – On October 17, the Office of Head Start released an Information Memorandum (IM) regarding integrating approaches that prioritize and enhance father engagement. The purpose of IM is to strongly encourage all human service agencies to work together across governments to jointly create and maintain an environment that prioritizes father engagement as a critical factor in strengthening families and adopt approaches to enhance paternal involvement in all family support and child welfare related programs. For more details, visit https://www.acf.hhs.gov/sites/default/files/assets/acffatherhoodim_final.pdf

Our thoughts and well wishes go out to the families, children, staff, and communities who suffered losses during the fires that ravaged our great State. Please visit the *California Head Start Association* and the *Region IX Head Start Association* web-sites for information on how you can help restore our neighboring communities.

A Holiday Greeting from the Deputy Director

*Wishing you the joy of family,
The gift of friends,
And the best of everything
in
2019*



HEALTH & NUTRITION UPDATE

Over the past few months, the Health/Nutrition Services Unit (HNS) has been busy processing internal routings and referrals for child and families who have specific health or nutrition needs. Data is as follows:

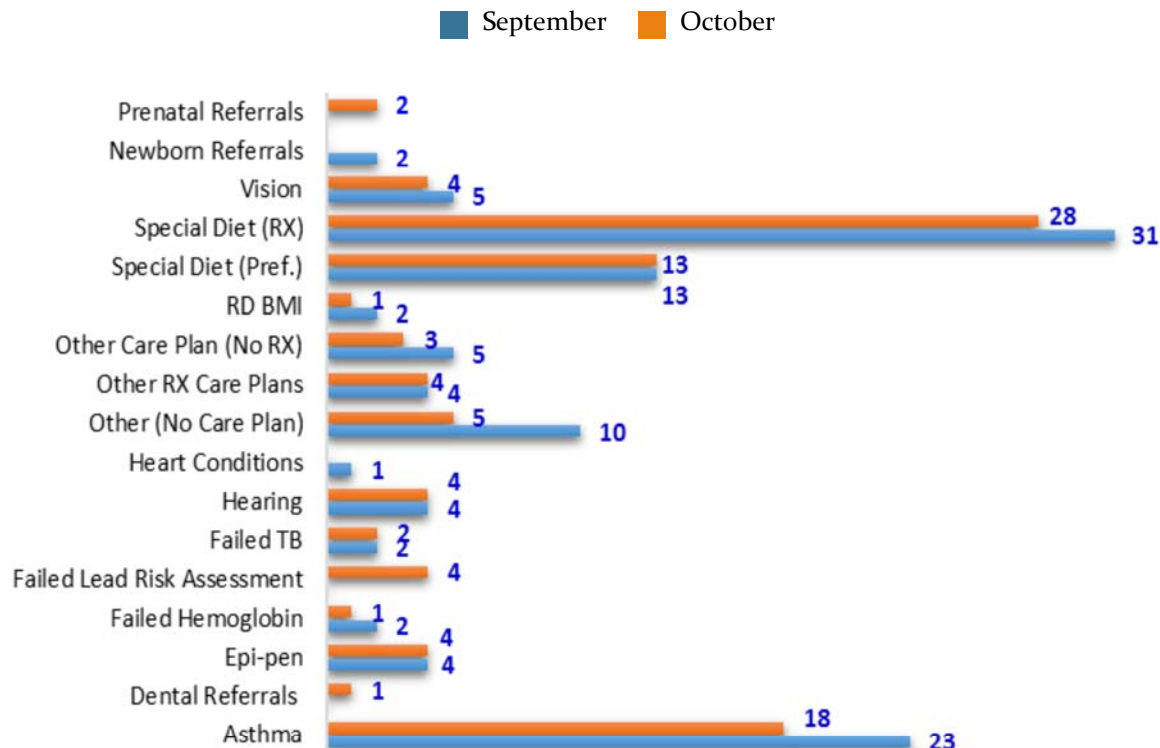
September

HNS Unit managed 174 Active Medications and 218 Active Special Diets (including 145 medically required diets) bringing the year-to-date total medications used at centers to 184 and the year-to-date total special diets to 278; Food Service accommodated 53 special diet changes; HNS Unit closed out 108 routings and referrals bringing the year-to-date total to 261.

October

HNS Unit managed 190 Active Medications and 246 Active Special Diets (including 168 medically required diets) bringing the year-to-date total medications used at centers to 215 and the year-to-date special diets to 315; Food Service accommodated 41 special diet changes; HNS Unit closed out 94 routings and referrals bringing the year-to-date total to 355.

2018-2019 Routings and Referrals





A HEALTH UPDATE FROM SACRAMENTO CITY USD

For the month of November, the Preschool Nurses were involved in the following on-going activities:

- Sensory screening of newly enrolled preschoolers.
- Review of health documents for newly enrolling preschoolers
- Elevated lead level or low hemoglobin level follow-up as needed with referral to Registered Dietitian as indicated per protocol
- Follow-up on BMI (heights and weight) with referral to Registered Dietitian as indicated per protocol.

Early Smiles continues with their Dental Varnish Clinics and dental assessments. The overall participation by our preschoolers preliminarily appears to be higher than last year. It is also anticipated that there may be a second Dental Varnish Clinic held in the spring for children who enrolled late.



TWIN RIVERS USD

CELEBRATES HMONG

NEW YEAR

All three TRUSD Head Start sites participated in the Hmong New Year's Celebration as they continue to celebrate diversity in their communities. Students, families and staff were encouraged to dress in their cultural attire for the event. The event included students performing Hmong dances to cultural music for the entire school as well as invited parents. Hmong staff then taught the students a few of the cultural dance moves and all students practiced in the playground area. Every classroom made Hmong hats and belts out of paper and wore their decorative gear for the event. For this event, staff also taught parents how to make egg rolls and provided the recipe to make the delicious treat at home. Parents sampled the food and enjoyed the live entertainment.



AN EDUCATION UPDATE FROM SAN JUAN USD

All programs have finished their fall assessments. EHS and HS teachers are sharing each child's Individual Development Plan at Family Conferences. These conferences will run from November through December. All programs are beginning their winter assessment period for DRDP or HELP.

Education Training: EHS teaching teams are continuing their PITC sessions at monthly PD meetings. The other topic covered was Supervision, presented by the Safe Environment Content Specialist. Home Based Teachers are meeting now to discuss and plan topics specific to them.

The staff viewed an OHS video on digital media and 0-3 year old children at this first meeting. Home Based Teachers will meet monthly and plan future topics.

HS Teachers began their Coaching Pilot Model. Based on Spring DRDP data from 2018, three CLASS topics were presented. Teachers self-selected from these topics and attended a one hour PD, then joined their regional groups to share out on the PD topic as well as to discuss and network around the implementation of study topics.



ATTENDANCE UPDATE

Getting Everyone Involved in Attendance

The culture surrounding attendance at SETA has begun to shift. Parents, Teachers, Children, FSWs, and Site Supervisors are all working together to make attendance a constant and important daily conversation. Parents are seeing their children's daily attendance every time they sign their child in or out. Parents are asking teachers about their child's attendance and how it is effecting their development.

Parents are becoming invested in not only getting their child to school every day, but also getting them to school on time. Teachers and children are having daily conversations about who is in class and why it is important to come to school every day. Sites have adjusted their environments to reflect this culture shift by having daily attendance reminders in the classrooms and around the site



Progress Update

Average daily attendance has increased and stayed at a higher percentage since August 2018. In September and October, the average daily attendance increased by 7-8% in Full Day and Part Day Preschool classrooms. For EHS classrooms, attendance has increased by 6-7% since August 2018. The site staff have been working consistently to remind families how important attendance is for their child's development. Families are using the EZ-ID attendance tracking to track their child's attendance daily. EZ-ID attendance tracking has sparked conversations between the families and teachers about the importance of attendance. It has begun to concretely show families and staff how missing just two days a month can impact attendance. Staff have reported that emphasizing good attendance habits at the first enrollment meeting and home visit, sets a clear expectation about the importance of attendance for families. As flu season approaches site staff have been reminding families of the sick policy, and when it is appropriate to keep their children home due to illness. Attendance remains to be an important topic that is being addressed initially at enrollment, daily in the classroom, and monthly at parent



Alder Grove IT has attendance charts above the children's cubbies as a daily visual reminder for parents (above)



16th Ave. Staff are giving recognition to children who are at school every day! (right)

16th Ave. has a, "When does missing school become a problem?" poster posted right as parents come in the front door (left).





GALT PARENTS LEARN HOW ATTENDANCE AFFECTS LEARNING

During this activity the puzzle pieces were representative of children's knowledge. When children come to school each day they construct more knowledge (adding a puzzle piece) in order create a picture of their world. In this activity some parents had a complete puzzle (an example of 100% attendance) and others were missing up to 8 puzzle pieces (66% attendance).

Parents were able to see how difficult it is to have a complete picture when they have too many missing puzzle pieces due to absences. If children are chronically absent from school they may not have those opportunities to learn, grow and be ready for a kindergarten setting.



ITEM VIII – CENTER UPDATES

BACKGROUND:

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

NOTES:

ITEM IX - DISCUSSION

BACKGROUND:

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

NOTES:

ITEM X – PUBLIC PARTICIPATION

BACKGROUND:

Participation of the general public at the SETA-Operated Program Parent Advisory Committee meeting is encouraged. Members of the audience are asked to address their request to the Chair if they wish to speak.

NOTES: