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Executive Director

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*THOUGHT OF THE DAY: "The optimist sees the opportunity in every difficulty."  
~~ Winston Churchill*

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

**DATE:** Tuesday, September 17, 2019

**TIME:** 9:00 a.m.

**LOCATION:** SETA - Redwood Room  
925 Del Paso Blvd.  
Sacramento, CA 95815

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

**AGENDA**

**PAGE NUMBERS**

- |             |  |       |
|-------------|--|-------|
| <b>A.</b>   | <b><u>Call to Order/Roll Call/Review of Board Member Attendance</u></b><br>➤ PAC Meeting Attendance Update   | 1-5   |
| <br>        |  |       |
| <b>II.</b>  | <b><u>Consent Item</u></b>   |       |
| A.          | Approval of the Minutes of the August 20, 2019 Meeting   | 6-10  |
| <br>        |  |       |
| <b>III.</b> | <b><u>Action Item</u></b>  |       |
| A.          | <b><u>TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:</u></b> First Reading of Modifications to the Bylaws of the SETA-Operated Head Start/Early Head Start Parent Advisory Committee | 11-28 |

<b>IV. <u>Information Items</u></b>	29-38
A. Standing Information Items	
➤ PC/PAC Calendar of Events – Ms. Angel Chenault	
➤ Parent/Staff Recognitions – Ms. Angel Chenault	
➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han	
➤ Child Care Center Food Menu (attached)	
➤ Head Start/Early Head Start Recruitment Events – Ms. Henrietta Gutierrez	
▪ Fall Back into Your Health Fair, Saturday, September 21, Hagginwood Community Center, 3271 Marysville Blvd., 2:30 – 5:30 p.m.	
▪ PFO Annual Community Fall Festival, Saturday, October 5, 900 Grace Avenue, 10:00 a.m. – 2:00 p.m.	
▪ Harvest Festival, Saturday, October 26, Robertson Community Center, 3525 Norwood Avenue, 11:00 a.m. – 2:00 p.m.	
➤ Community Resources – Parents/Staff: Mr. Robert Silva	
B. Head Start/Early Head Start Managers End-of-Year Presentations	39
C. Policy Council Minutes: July 23, 2019	40-45
<b>V. <u>Committee Reports</u></b>	46-47
➤ Executive Committee Meeting Critique: Ms. Angel Chenault	
➤ Personnel/Bylaws Committee: Ms. Angel Chenault	
➤ Social/Hospitality Committee: Ms. Angel Chenault	
<b>VI. <u>Other Reports</u></b>	48-64
➤ Chair’s Report	
➤ Head Start Deputy Director’s Report – Ms. Denise Lee	
✓ Monthly Head Start Report	
<b>VII. <u>Center Updates</u></b>	65
<b>VIII. <u>Discussion</u></b>	65
<b>IX. <u>Public Participation</u></b>	65
<b>X. <u>Adjournment</u></b>	

**DISTRIBUTION DATE: THURSDAY, SEPTEMBER 12, 2019**

Parent Advisory Committee meeting hosted by:  
 Angel Chenault (Chair), Vacant (Vice Chair), Henrietta Gutierrez (Secretary),  
 Evangelina Barrios (Treasurer), Vacant (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, American Legion Head Start
- \_\_\_ Vacant, Bannon Creek Head Start
- \_\_\_ Vacant, Bret Harte Head Start
- \_\_\_ Vacant, Capital City Head Start
- \_\_\_ Vacant, CP Huntington Head Start
- \_\_\_ Vacant, Crossroad Gardens Head Start
- \_\_\_ **Alisha Givehchi, Early Head Start (Home Base)**
- \_\_\_ **Stephen Key, Elkhorn Head Start**
- \_\_\_ Vacant, Franklin Head Start
- \_\_\_ Vacant, Freedom Park Head Start
- \_\_\_ Vacant, Freeport Head Start
- \_\_\_ Vacant, Fruitridge Head Start
- \_\_\_ Vacant, Galt Head Start
- \_\_\_ Vacant, Grizzly Hollow
- \_\_\_ Vacant, Hillsdale Head Start
- \_\_\_ Vacant, Hiram Johnson 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
- \_\_\_ Vacant, (Marie Cleveland's) Bright Beginning Head Start
- \_\_\_ Vacant, Marina Vista Early Learning Center
- \_\_\_ Vacant, Mather Head Start
- \_\_\_ Vacant, Nedra Court Head Start
- \_\_\_ Vacant, 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"/> Vacant, Alder Grove I Head Start
<input type="checkbox"/> Vacant, Alder Grove II Head Start
<input type="checkbox"/> Vacant, American Legion Head Start
<input type="checkbox"/> Vacant, Bannon Creek Head Start
<input type="checkbox"/> Vacant, Bret Harte Head Start
<input type="checkbox"/> Vacant, Capital City Head Start
<input type="checkbox"/> Vacant, CP Huntington Head Start
<input type="checkbox"/> Vacant, Crossroad Gardens Head Start
<input type="checkbox"/> Vacant, Franklin Head Start
<input type="checkbox"/> Vacant, Freedom Park Head Start
<input type="checkbox"/> Vacant, Freeport 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, Hiram Johnson 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, LaVerne Stewart Head Start

<input type="checkbox"/> Vacant, (Marie Cleveland's) Bright Beginning Head Start
<input type="checkbox"/> Vacant, Marina Vista Head Start
<input type="checkbox"/> Vacant, Mather Head Start
<input type="checkbox"/> Vacant, Nedra Court Head Start
<input type="checkbox"/> Vacant, North Avenue Head Start
<input type="checkbox"/> Vacant, Parker Head Start
<input type="checkbox"/> Vacant, Phoenix Park Head Start
<input type="checkbox"/> Vacant, Pre-School (Home Base)
<input type="checkbox"/> Vacant, 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, Walnut Grove
<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

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	AL													
Vacant Seated	BC													
Vacant Seated	BC													
Vacant Seated	BH													
Vacant Seated	CP													
Vacant Seated	CPH													
Vacant Seated	CR													
<b>Alisha Givchchi Seated 6/19</b>	EHS/HB	X	X	X		X	X	X	X	X	X			
<b>Stephen Key Seated 6/18</b>	EL								X	X	E			
Vacant Seated	FA													
Vacant Seated	FP													
Vacant Seated	FPT													
Vacant Seated	FT													
Vacant Seated	<b>G</b>													
Vacant Seated	GH													
Vacant Seated	H													
Vacant Seated	HB													
Vacant Seated	HB													
Vacant Seated	HI													
Vacant Seated	IC													
Vacant Seated	HP													
Vacant Seated	JC													
Vacant Seated	JC													
Vacant Seated	K													
Vacant Seated	LVS													

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	MCBB													
Vacant Seated	MV													
Vacant Seated	<del>M</del>													
<del>Tamala Kiontz</del> Seated 5/24	<del>NA</del>							✕	✕	✕	U			
Vacant Seated	NC													
Vacant Seated	NJ													
Spring Burrell Seated 11/20	NV	X	X	E		X	X	E	X	X	X			
Vacant Seated	NV													
Vacant Seated	PA													
Vacant Seated	PP													
Vacant Seated	RO													
Vacant Seated	SCOE													
Vacant Seated	SF													
<del>Keomechawn Colbert</del> <del>e/b/seated 7/16</del>	<del>SN</del>									U	R			
Evangelina Barrios Seated 11/20	SP	X	X	E		X	X	X	X	X	X			
<del>Laura Moza</del> Seated 3/19	<del>WC</del>					✕	✕	✕	U	E	U			
Vacant Seated	FPR													
Vacant Seated	AMB													
Vacant Seated	AMB													
Angel Chenault Seated 11/20	CR/PP	X	X	X		X	X	X	X	E	X			
Henrietta Gutierrez Seated 11/20	CR/PP	X	X	X		X	X	X	X	X	X			
Vacant Seated	CR/GP													
Vacant Seated	OGC													

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

1. First, call your Alternate(s) to see if they can attend in your place;
2. Second, call Head Start Social Services/Parent Involvement Coordinator, Ms. Marie Desha, at 263-4082; and
3. Third, please call the PAC Chair, Ms. Angel Chenault, at (916) 821-7099, or the Clerk of the Boards, Ms. Nancy Hogan, at 263-3827.

**\*\* Ethics training with Policy Council**

**# Special meeting**

**PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE UPDATE**  
**PROGRAM YEAR 2018-2019**  
(Continued)

**Head Start Center Abbreviations**

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

**Representative Abbreviations**

<b>OGC:</b>	Out Going Chair
<b>PPR:</b>	Past Parent Representative
<b>GPR:</b>	Grandparent Representative
<b>AMB:</b>	Parent Ambassador

**Attendance Record Abbreviations**

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

current a/o: 9/12/2019 12:10 PM

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE AUGUST 20, 2019 REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the August 20, 2019 meeting.

RECOMMENDATION:

Approve the minutes of the August 20, 2019 meeting.

**NOTES:**

**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

**VOTE:** Aye \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_



## **REGULAR MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE**

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

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

Tuesday, August 20, 2019  
9:00 a.m.

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

Ms. Angel Chenault called the 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 and a quorum was established.

#### **Members Present:**

Spring Burrell  
Evangelina Barrios  
Angel Chenault  
Henrietta Gutierrez  
Alisha Givehchi (seated at 9:08 a.m.)

#### **Members Absent:**

Stephen Key (excused)  
Tamala Kientz (unexcused)  
Laura Meza (unexcused)

#### **New Member to be seated but absent:**

Keemeshawn Colbert, Sharon Neese (resigned)

### **II. Consent Item**

#### **A. Approval of the Minutes of the July 16, 2019 Meeting**

The minutes were reviewed; no questions or corrections.

Moved/Gutierrez, second/Burrell, to approve the July 16, 2019 minutes.

Show of hands vote:

Aye: 4 (Barrios, Burrell, Givehchi, Gutierrez)

Nay: 0

Abstention: 1 (Chenault)

Absent: 3 (Key, Kientz, Meza)

### **III. Action Item: None.**

### **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 12-month fiscal report; the budget is very close to be on track at 100% spent. Some of the numbers may change as expenses are reported. The non-federal share is on track at 26.5%. The American Express credit card statement was reviewed. The late fee was explained; after discussing the issue with American Express, the charge will be credited on our next statement. The Citi Card credit card statement was reviewed.
- Child Care Center Food Menu: No questions.
- Preschool Development Grant – Early Learning & Care Parent Committee Report: Ms. Gutierrez reported that she attended the July 25 meeting of a 12 parent committee comprised of parents around the state. The purpose of the committee was to provide input on struggles parents have getting affordable child care and preschool services and to brainstorm solutions. It was a great collaboration. There will be another meeting next month.
- Head Start/Early Head Start Recruitment Reports
  - ESL Fall Orientation & Family Fair: Ms. Spring Burrell attended this event. The attendees were very receptive to the information she shared about Head Start. It was a good networking event.
- Community Resources – Parents/Staff: Mr. Robert Silva provided information on the Community Grants from First Five. These grants are in line with the Head Start philosophy, supporting parents and the community. The flyer provides information for additional grant deadlines. Ms. Givehchi spoke of her experience writing the proposal and the process by which it was funded. Mr. Silva encouraged all parents to consider submitting a proposal. The Sacramento Public Library system has a fundraiser book sale each year; this is a great way to stock up on books. There are three more book sales coming up. Mr. Silva spoke of two recruitment events coming up: the Rio Linda County Fair will be held Saturday, September 21 and the Festival Latino will be held Sunday, September 22. Mr. Silva encouraged parents to attend these recruitment events.

B. Policy Council Minutes: June 25, 2019: No questions.

**V. Committee Reports**

- Executive Committee Meeting Critique: Ms. Gutierrez reviewed the Executive Committee critique.
- Personnel/Bylaws Committee: Ms. Gutierrez reported that she was the only member present at the August 9 meeting and provided an overview of the meeting. The next meeting will be August 28 and all members are urged to attend.
- Social/Hospitality Committee: Ms. Gutierrez reviewed the August 14 meeting. There may be a change of date for the End-of-Year Parent Appreciation event. The next committee meetings are scheduled for August 28, 10:00 a.m. and September 11; all board members are urged to participate.

Ms. Desha reported that the End-of-Year Parent Appreciation event will not be held October 2. Due to lack of parent participation, there will be a PAC/PAC joint meeting on Tuesday, October 15 at 9:00 a.m. in the SETA Board Room. PC/PAC and staff will be recognized for their commitment and service to the program for 2018-2019 program year. Lunch will be provided after the joint meeting in the atrium. More details will be provided at a later date.

## VI. Other Reports

- Chair's Report: No report.
- Policy Council Report(s): Ms. Evangelina Barrios: No report.
- Head Start Deputy Director's Report: Ms. Denise Lee thanked members for their attendance at the meeting during the summer and busy back-to-school time. She also expressed appreciation for the Parent Surveys which will help staff to determine the best date/time/venue for future meetings. There was an announcement on Proposed Rule Making proposing changes to the Designated Renewal System (DRS). The public comment period offers the community an opportunity to provide input to the proposed changes. The Office of Head Start (OHS) has the right to re-compete programs that are not performing at an acceptable level. There are designated areas where grantees with certain findings must re-compete for their grant. Some of these areas include: significant fiscal findings, significant number of citations that led to a revocation of license, scoring in the lowest 10% of the CLASS review nationally, or the grantee was irresponsible with funds. The Designated Renewal System was started 7-8 years ago. The OHS is proposing to take out the 10% limit across the nation. Instead, they will implement a minimum score threshold in each learning domain. Ms. Lee and Ms. Griffith met to determine if SETA would be in compliance if the thresholds were changed and we are above par. Second issue would be if there were any findings in the agency's annual audit or if the grantee was irresponsible with funds. Ms. Lee and Mr. Han discussed possible concerns with the proposed change and there are no concerns with SETA. There are a lot of associations that support Head Start and they will be providing feedback on these proposed rulings, along with individuals in the Head Start community.
- Head Start Managers' Reports
  - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: No report.
  - Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith stated that all Head Start staff participated in an 8-hour mandatory training session; 350 staff were trained over the last month. A refresher training will be provided to those who could not attend. The teachers are doing home visits for the new children coming in. Children will get their first home visit within five days of their first day of school. SETA is still hiring; currently, there are 25 vacancies. There is a state-wide teaching pyramid training going on this week. Head Start staff are being trained to be trainers and coaches.

- Kaleb Call – Quality Assurance, Food Services, Save Environments, Grants, and Contracts: Mr. Call reported that over the past year, the three Head Start kitchens served over 1 million meals. Staff is in the process of planning out the Quality Assurance (QA) reviews for the coming year. QA staff will work with delegate staff county-wide to prepare them for federal reviews. The first delegates to be reviewed will be Elk Grove and Twin Rivers. Staff is working to ensure that more classrooms will be opening up over the next few weeks.

VII. Center Updates: None.

VIII. Discussion: None.

IX. Public Participation: None.

X. Adjournment: The meeting was adjourned at 9:43 a.m.

ITEM III-A – ACTION

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

BACKGROUND:

The Personnel/Bylaws Committee 2018-2019 met during the program year to review and recommend revisions to the Bylaws of the SETA-Operated Head Start/Early Head Start Parent Advisory Committee.

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

RECOMMENDATION:

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

NOTES:

**ACTION:** Moved \_\_\_\_\_ Seconded \_\_\_\_\_

**VOTE:** Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_

**BYLAWS**

**FOR THE**

**SETA HEAD START/EARLY HEAD START**

**PARENT ADVISORY COMMITTEE**

**PAC First Reading: 9/17/19**  
**PAC Final Approval:**

## TABLE OF CONTENTS

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

**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 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. **Two (2)** ~~One (1)~~ voting Representatives 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)

#### **C. Community Representatives**

Additional PAC members shall 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 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 the 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.

### **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 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 Order<sup>1</sup> shall govern procedures in all meetings of the PAC. (A loaner copy of the Robert's Rules of

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



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.

### **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, Representatives, 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, 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 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
- ✓ 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.

## ITEM IV-A – INFORMATION

### STANDING INFORMATION

#### BACKGROUND:

- PC/PAC Calendar of Events – Ms. Angel Chenault
- Parent/Staff Recognitions – Ms. Angel Chenault
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han
- Child Care Center Food Menu (attached)
- Head Start/Early Head Start Recruitment Events – Ms. Henrietta Gutierrez
  - Fall Back into Your Health Fair, Saturday, September 21, Hagginwood Community Center, 3271 Marysville Blvd., 2:30 – 5:30 p.m.
  - PFO Annual Community Fall Festival, Saturday, October 5, 900 Grace Avenue, 10:00 a.m. – 2:00 p.m.
  - Harvest Festival, Saturday, October 26, Robertson Community Center, 3525 Norwood Avenue, 11:00 a.m. – 2:00 p.m.
- Community Resources – Parents/Staff: Mr. Robert Silva

#### **NOTES:**

**EVENT**

**DATE**

PAC Executive Committee	Friday, September 20, 2019 9:00 - 10:30 a.m. Camellia Room
PC Executive Committee	Thursday, September 26, 2019 9:00 a.m. – 10:30 a.m. Camellia Room
PC/PAC Social/Hospitality Committee	Friday, October 4, 2019 10:30 a.m. – 12:00 p.m. Redwood Room
PC/PAC Budget/Planning Committee	Tuesday, October 8, 2019 1:00 p.m. Camellia Room
PC/PAC End-of-Year Parent Appreciation Brunch	Tuesday, October 15, 2019 Will be held immediately after the joint PAC and PC Board meeting SETA Atrium



# SETA HEAD START MENU

## September 2019

"This institution is an equal opportunity provider"

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

Monday	Tuesday	Wednesday	Thursday	Friday
<p><b>2</b> Breakfast Week 1</p> <p>NO CLASSES</p> <p>NO CLASSES</p> <p>NO CLASSES</p> <p><u>Lunch</u></p> <p>NO CLASSES</p> <p>NO CLASSES</p> <p>NO CLASSES</p> <p>NO CLASSES</p> <p>NO CLASSES</p> <p>NO CLASSES</p> <p><u>Snack</u></p> <p>NO CLASSES</p> <p>NO CLASSES</p>	<p><b>3</b> Breakfast Week 1</p> <p>Milk, Low Fat 1%</p> <p>Apricots</p> <p>Cheerios, Whole Grain Cereal</p> <p><u>Lunch</u></p> <p>Milk, Low Fat 1%</p> <p>American Cheese</p> <p>Apple, fresh</p> <p>Whole Wheat Bread</p> <p>Broccoli, fresh</p> <p>Watermelon, fresh or</p> <p><u>Snack</u></p> <p>Milk, Low Fat 1%</p> <p>Strawberry Chex</p>	<p><b>4</b> Breakfast Week 1</p> <p>Milk, Low Fat 1%</p> <p>Whole Wheat Biscuit</p> <p>Peaches</p> <p><u>Lunch</u></p> <p>Milk, Low Fat 1%</p> <p>Burrito</p> <p>Cheddar Cheese</p> <p>Romaine Lettuce</p> <p>Refried Beans</p> <p>Strawberries, fresh or</p> <p>Tangerine, fresh or</p> <p>Tomato, diced</p> <p>Tortilla, Whole Wheat</p> <p><u>Snack</u></p> <p>Craisins - Dried Cranberries</p> <p>Cheese Sticks</p>	<p><b>5</b> Breakfast Week 1</p> <p>Milk, Low Fat 1%</p> <p>Pineapple, tidbits</p> <p>Whole Wheat Bagel</p> <p><u>Lunch</u></p> <p>Milk, Low Fat 1%</p> <p>Oranges, Mandarin</p> <p>Spanish Rice &amp; Chicken</p> <p>Zucchini sticks</p> <p><u>Snack</u></p> <p>Apple, fresh</p> <p>Sun Butter</p>	<p><b>6</b> Breakfast Week 1</p> <p>Milk, Low Fat 1%</p> <p>Banana, fresh</p> <p>Muffin, Blueberry</p> <p><u>Lunch</u></p> <p>Milk, Low Fat 1%</p> <p>Whole Wheat Bread</p> <p>Cantaloupe, fresh</p> <p>Cauliflower, fresh</p> <p>Tuna Salad</p> <p><u>Snack</u></p> <p>Milk, Low Fat 1%</p> <p>Brown Rice Krispies Cereal</p>
<p><b>9</b> Breakfast Week 2</p> <p>Milk, Low Fat 1%</p> <p>Applesauce</p> <p>Multi Grain Flakes Cereal</p> <p><u>Lunch</u></p> <p>Milk, Low Fat 1%</p> <p>Apricots</p> <p>BBQ Beef Burger</p> <p>Mixed Vegetables</p> <p>Whole Wheat Bun</p> <p><u>Snack</u></p> <p>Cheese Sticks</p> <p>Oranges, fresh</p>	<p><b>10</b> Breakfast Week 2</p> <p>Milk, Low Fat 1%</p> <p>French Toast Sticks</p> <p>Pears</p> <p><u>Lunch</u></p> <p>Milk, Low Fat 1%</p> <p>Apple, fresh</p> <p>Carrot, fresh</p> <p>Chicken Drumsticks</p> <p>Watermelon, fresh or</p> <p>Wheat Breadsticks</p> <p><u>Snack</u></p> <p>Milk, Low Fat 1%</p> <p>Brown Rice Krispies Cereal</p>	<p><b>11</b> Breakfast Week 2</p> <p>Milk, Low Fat 1%</p> <p>Oatmeal Cereal</p> <p>Pineapple, tidbits</p> <p>Raisins</p> <p><u>Lunch</u></p> <p>Milk, Low Fat 1%</p> <p>Beans Refried</p> <p>Coleslaw Salad</p> <p>Strawberries, fresh or</p> <p>Tangerine, fresh or</p> <p>Tortilla, Whole Wheat</p> <p><u>Snack</u></p> <p>Muffin, Blueberry</p> <p>Peaches</p>	<p><b>12</b> Breakfast Week 2</p> <p>Milk, Low Fat 1%</p> <p>Banana, fresh</p> <p>Crispix Cereal</p> <p><u>Lunch</u></p> <p>Milk, Low Fat 1%</p> <p>BBQ Beef Brisket</p> <p>Oranges, fresh</p> <p>Tomato, fresh</p> <p>Whole Grain Mini Hoagie Roll</p> <p><u>Snack</u></p> <p>Milk, Low Fat 1%</p> <p>Crackers, Dick &amp; Jane</p>	<p><b>13</b> Breakfast Week 2</p> <p>Milk, Low Fat 1%</p> <p>Apple, fresh</p> <p>Muffin, Banana</p> <p><u>Lunch</u></p> <p>Milk, Low Fat 1%</p> <p>Whole Wheat Bread</p> <p>Broccoli, fresh</p> <p>Cantaloupe, fresh</p> <p>Turkey Sliced</p> <p><u>Snack</u></p> <p>Applesauce</p> <p>Crackers, Remy's Graham</p>
<p><b>16</b> Breakfast Week 3</p> <p>Milk, Low Fat 1%</p> <p>Cheerios Cereal</p> <p>Oranges, fresh</p> <p><u>Lunch</u></p> <p>Milk, Low Fat 1%</p> <p>Apple, fresh</p> <p>Green Peas</p> <p>Macaroni &amp; Cheese</p> <p>Watermelon, fresh or</p> <p><u>Snack</u></p> <p>Crackers, Ritz Whole Wheat</p> <p>Pears</p>	<p><b>17</b> Breakfast Week 3</p> <p>Milk, Low Fat 1%</p> <p>Applesauce</p> <p>Waffles, sticks</p> <p><u>Lunch</u></p> <p>Milk, Low Fat 1%</p> <p>Chicken Drumsticks</p> <p>Spinach Salad</p> <p>Oranges, fresh</p> <p>Wheat Breadsticks</p> <p><u>Snack</u></p> <p>Apple, fresh</p> <p>Sun Butter</p>	<p><b>18</b> Breakfast Week 3</p> <p>Milk, Low Fat 1%</p> <p>Whole Wheat Biscuit</p> <p>Peaches</p> <p><u>Lunch</u></p> <p>Milk, Low Fat 1%</p> <p>Cantaloupe, fresh</p> <p>Fiesta Rice &amp; Beans</p> <p>Tomato, diced</p> <p><u>Snack</u></p> <p>Milk, Low Fat 1%</p> <p>Strawberry Chex</p>	<p><b>19</b> Breakfast Week 3</p> <p>Milk, Low Fat 1%</p> <p>Banana, fresh</p> <p>Whole Wheat Bagel</p> <p><u>Lunch</u></p> <p>Milk, Low Fat 1%</p> <p>Carrot, fresh</p> <p>Chicken Salad</p> <p>Strawberries, fresh or</p> <p>Tangerine, fresh or</p> <p>Wheat Ciabatta Bread</p> <p><u>Snack</u></p> <p>Crackers, Dick &amp; Jane</p> <p>Pineapple, tidbits</p>	<p><b>20</b> Breakfast Week 3</p> <p>Milk, Low Fat 1%</p> <p>Muffin, Banana</p> <p>Oranges, fresh</p> <p><u>Lunch</u></p> <p>Milk, Low Fat 1%</p> <p>Apricots</p> <p>Swiss American Cheese</p> <p>Tortilla, Whole Wheat</p> <p>Zucchini sticks</p> <p><u>Snack</u></p> <p>Milk, Low Fat 1%</p> <p>Cheerios, Whole Grain Cereal</p>
<p><b>23</b> Breakfast Week 4</p> <p>Milk, Low Fat 1%</p> <p>Apple, fresh</p> <p>Brown Rice Krispies Cereal</p> <p><u>Lunch</u></p> <p>Milk, Low Fat 1%</p> <p>Beef, Hamburger</p> <p>Corn</p> <p>Oranges, fresh</p> <p>Whole Wheat Bun</p> <p><u>Snack</u></p> <p>Crackers, Dick &amp; Jane</p> <p>Peaches</p>	<p><b>24</b> Breakfast Week 4</p> <p>Milk, Low Fat 1%</p> <p>Pineapple, tidbits</p> <p>Whole Wheat Bagel</p> <p><u>Lunch</u></p> <p>Milk, Low Fat 1%</p> <p>Apricots</p> <p>Coleslaw Salad</p> <p>Tortilla, Whole Wheat</p> <p>Turkey &amp; Cheese Roll Up</p> <p><u>Snack</u></p> <p>Milk, Low Fat 1%</p> <p>Cheerios, Whole Grain Cereal</p>	<p><b>25</b> Breakfast Week 4</p> <p>Milk, Low Fat 1%</p> <p>Banana, fresh</p> <p>Oatmeal Cereal</p> <p><u>Lunch</u></p> <p>Milk, Low Fat 1%</p> <p>Cheese Enchilada with Sauce</p> <p>Romaine Lettuce Salad</p> <p>Oranges, fresh</p> <p><u>Snack</u></p> <p>Carrot, fresh</p> <p>Crackers, Wheat Thins</p> <p>Hummus</p>	<p><b>26</b> Breakfast Week 4</p> <p>Milk, Low Fat 1%</p> <p>Apricots</p> <p>French Toast Sticks</p> <p><u>Lunch</u></p> <p>Milk, Low Fat 1%</p> <p>Beans Refried</p> <p>Cheddar Cheese</p> <p>Mangoes</p> <p>Tomato, diced</p> <p>Tortilla, Whole Wheat</p> <p><u>Snack</u></p> <p>Craisins - Dried Cranberries</p> <p>Cheese Sticks</p>	<p><b>27</b> Breakfast Week 4</p> <p>Milk, Low Fat 1%</p> <p>Apple, fresh</p> <p>Muffin, Blueberry</p> <p><u>Lunch</u></p> <p>Milk, Low Fat 1%</p> <p>Cantaloupe, fresh</p> <p>Carrot, fresh</p> <p>Crackers, Ritz Whole Wheat</p> <p>Tuna Salad</p> <p><u>Snack</u></p> <p>Milk, Low Fat 1%</p> <p>Crackers, Remy's Graham</p>
<p><b>30</b> Breakfast Week 5</p> <p>Milk, Low Fat 1%</p> <p>Pancakes</p> <p>Pears</p> <p><u>Lunch</u></p> <p>Milk, Low Fat 1%</p> <p>Apricots</p> <p>Chicken Patty</p> <p>Coleslaw Salad</p> <p>Whole Wheat Bun</p> <p><u>Snack</u></p> <p>Cheese Sticks</p> <p>Pineapple, tidbits</p>				

Lunes	Martes	Miércoles	Jueves	Viernes
<p><b>2</b> Desayuno Week 1</p> <p>NO CLASSES NO CLASSES NO CLASSES</p> <p><u>Comida</u></p> <p>NO CLASSES NO CLASSES NO CLASSES NO CLASSES NO CLASSES</p> <p><u>Bocadillo</u></p> <p>NO CLASSES NO CLASSES</p>	<p><b>3</b> Desayuno Week 1</p> <p>Leche Chabacano Cereal Cheerios de Grano Integ</p> <p><u>Comida</u></p> <p>Leche Queso Americano Manzana Pan de Trigo Integral Brócoli Sandía Fresca o</p> <p><u>Bocadillo</u></p> <p>Leche Chex de fresa</p>	<p><b>4</b> Desayuno Week 1</p> <p>Leche Bizcocho de Trigo Integral Durazno</p> <p><u>Comida</u></p> <p>Leche Burrito Queso Cheddar Lechuga Romana Frijoles Refritos Fresa Tanjarina o Jitomate Picado Tortilla de Trigo Integral</p> <p><u>Bocadillo</u></p> <p>arandanos secos Barita de Queso</p>	<p><b>5</b> Desayuno Week 1</p> <p>Leche Piña Machacada Bagel de Trigo Integral</p> <p><u>Comida</u></p> <p>Leche Mandarina Arroz Español con Pollo Varitas de Calabacita</p> <p><u>Bocadillo</u></p> <p>Manzana Mantequilla de Semilla de Girasol</p>	<p><b>6</b> Desayuno Week 1</p> <p>Leche Plátano Fresco Mollete con Arándanos Azules</p> <p><u>Comida</u></p> <p>Leche Pan de Trigo Integral Melón Coliflor Ensalada de Atún</p> <p><u>Bocadillo</u></p> <p>Leche Cereal Integral Rice Krispies</p>
<p><b>9</b> Desayuno Week 2</p> <p>Leche Puré de Manzana Ojuelas de Cereal Multigrano</p> <p><u>Comida</u></p> <p>Leche Chabacano Hamburguesa de Res Verduras Mixtas Pan de Trigo Integral</p> <p><u>Bocadillo</u></p> <p>Barita de Queso Naranja</p>	<p><b>10</b> Desayuno Week 2</p> <p>Leche Baritas de Pan Francés Tostad Pera</p> <p><u>Comida</u></p> <p>Leche Manzana Zanahoria Pierna de Pollo Sandía Fresca o barra de pan para</p> <p><u>Bocadillo</u></p> <p>Leche Cereal Integral Rice Krispies</p>	<p><b>11</b> Desayuno Week 2</p> <p>Leche Avena Piña Machacada Pasas</p> <p><u>Comida</u></p> <p>Leche Frijoles Refritos Ensalada de Col Fresa Tanjarina o Tortilla de Trigo Integral</p> <p><u>Bocadillo</u></p> <p>Mollete con Arándanos Azules Durazno</p>	<p><b>12</b> Desayuno Week 2</p> <p>Leche Plátano Fresco Cereal Crispix</p> <p><u>Comida</u></p> <p>Leche Pecho de Res Asado Naranja Jitomate Fresco Mini Panecillo de Grano Entero</p> <p><u>Bocadillo</u></p> <p>Leche Galletas</p>	<p><b>13</b> Desayuno Week 2</p> <p>Leche Manzana Mollete con Plátano</p> <p><u>Comida</u></p> <p>Leche Pan de Trigo Integral Brócoli Melón Rebanada de Pavo</p> <p><u>Bocadillo</u></p> <p>Puré de Manzana Galletas</p>
<p><b>16</b> Desayuno Week 3</p> <p>Leche Cereal Cheerios Naranja</p> <p><u>Comida</u></p> <p>Leche Manzana Chícharos Macarrón y Queso Sandía Fresca o</p> <p><u>Bocadillo</u></p> <p>galletas Ritz integrales Pera</p>	<p><b>17</b> Breakfast Week 3</p> <p>Leche Puré de Manzana Baritas de Waffle</p> <p><u>Lunch</u></p> <p>Leche Pierna de Pollo Ensalada de Espinaca Naranja barra de pan para</p> <p><u>Snack</u></p> <p>Manzana Mantequilla de Semilla de Gira</p>	<p><b>18</b> Breakfast Week 3</p> <p>Leche Bizcocho de Trigo Integral Durazno</p> <p><u>Lunch</u></p> <p>Leche Melón Arroz y Frijoles Jitomate Picado</p> <p><u>Snack</u></p> <p>Leche Chex de fresa</p>	<p><b>19</b> Breakfast Week 3</p> <p>Leche Plátano Fresco Bagel de Trigo Integral</p> <p><u>Lunch</u></p> <p>Leche Zanahoria Ensalada de Pollo Fresa Tanjarina o la ciabatta</p> <p><u>Snack</u></p> <p>Galletas Piña Machacada</p>	<p><b>20</b> Breakfast Week 3</p> <p>Leche Mollete con Plátano Naranja</p> <p><u>Lunch</u></p> <p>Leche Chabacano Queso Suizo Tortilla de Trigo Integral Varitas de Calabacita</p> <p><u>Snack</u></p> <p>Leche Cereal Cheerios de Grano Inte</p>
<p><b>23</b> Desayuno Week 4</p> <p>Leche Manzana Cereal Integral Rice Krispies</p> <p><u>Comida</u></p> <p>Leche Hamburguesa de Res Elote Naranja Pan de Trigo Integral</p> <p><u>Bocadillo</u></p> <p>Galletas Durazno</p>	<p><b>24</b> Desayuno Week 4</p> <p>Leche Piña Machacada Bagel de Trigo Integral</p> <p><u>Comida</u></p> <p>Leche Chabacano Ensalada de Col Tortilla de Trigo Integral Rollo de Pavo y Queso</p> <p><u>Bocadillo</u></p> <p>Leche Cereal Cheerios de Grano Inte</p>	<p><b>25</b> Desayuno Week 4</p> <p>Leche Plátano Fresco Avena</p> <p><u>Comida</u></p> <p>Leche Enchilada de Queso con Salsa Ensalada de Lechuga Romana Naranja</p> <p><u>Bocadillo</u></p> <p>Zanahoria Galletas de Trigo Integral Puré de Garbanzo</p>	<p><b>26</b> Desayuno Week 4</p> <p>Leche Chabacano Baritas de Pan Francés Tostad</p> <p><u>Comida</u></p> <p>Leche Frijoles Refritos Queso Cheddar Mango Jitomate Picado Tortilla de Trigo Integral</p> <p><u>Bocadillo</u></p> <p>arandanos secos Barita de Queso</p>	<p><b>27</b> Desayuno Week 4</p> <p>Leche Manzana Mollete con Arándanos Azules</p> <p><u>Comida</u></p> <p>Leche Melón Zanahoria galletas Ritz integrales Ensalada de Atún</p> <p><u>Bocadillo</u></p> <p>Leche Galletas</p>
<p><b>30</b> Desayuno Week 5</p> <p>Leche Jotqueis Pera</p> <p><u>Comida</u></p> <p>Leche Chabacano Torta de Pollo Ensalada de Col Pan de Trigo Integral</p> <p><u>Bocadillo</u></p> <p>Barita de Queso Piña Machacada</p>				

# 2020 Census Training: **Community Outreach**

This training will bring together community-based organizations and government partners to provide a practical overview of outreach strategies developed by the Sacramento Complete Count Committee for a complete count in the 2020 Census. We will build skills around cultural competence to be able to work with diverse families in our region. The training will include:

- Overview of the 2020 Census
- Overview of community organizing and outreach strategies for census enumeration and completion
- Outreach strategies from the Sacramento Complete Count Committee and ways to overcome potential challenges to outreach

## **EVENT DETAILS**

**Tuesday, September 24, 2019, from 9:30 a.m. to noon  
Fruit Ridge Community Collaborative (Gymnasium),  
4625 44th Street, Sacramento, CA 95820**

## **REGISTER ONLINE TODAY**

Sign up today at [sac2020-census.eventbrite.com](https://sac2020-census.eventbrite.com)

## ITEM IV-B – INFORMATION

### HEAD START/EARLY HEAD START MANAGERS END-OF-YEAR PRESENTATION

#### BACKGROUND:

This agenda item provides an opportunity for the three Head Start/Early Head Start managers to provide end-of-year 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

#### **NOTES:**

ITEM IV-C – INFORMATION  
POLICY COUNCIL MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the Policy Council minutes of the July 23, 2019 meeting.

**NOTES:**

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

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

**As corrected 8/27/19**

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

Tuesday, July 23, 2019  
9:00 a.m.

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

Ms. Henrietta Gutierrez called the meeting to order at 9:00 a.m. The Pledge of Allegiance was recited. Ms. Gutierrez read the thought of the day. Ms. Gutierrez called the roll and confirmed that a quorum was established.

**Members Present:**

Adeola Adedipe, Elk Grove Unified School District  
Kao Yee Xiong, Elk Grove Unified School District  
Jovita Galvin, Women's Civic Improvement Club  
Maria Martinez, Women's Civic Improvement Club  
Yamilka Estrella, Twin Rivers Unified School District  
Evangalina Barrios, SETA-Operated Program  
Charles Taylor, Past Parent/Community Representative  
Henrietta Gutierrez, Past Parent/Community Representative  
Kerynn Jetton, Early Head Start (SOP) (seated at 9:03 a.m.)

**Members Absent:**

Claudett Sanders, Sacramento City Unified School District (excused)  
Christie Hamm, Sacramento Public Library (excused)

**II. Consent Item**

**A. Approval of the Minutes of the June 25, 2019 Meeting**

The minutes were reviewed; no questions

Moved/Taylor, second/Martinez, to approve the June 25, 2019 minutes.

Roll call vote:

Aye: 7 (Adedipe, Barrios, Estrella, Galvin, Martinez, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 2 (Hamm and Sanders)

Ms. Kerynn Jetton arrived and was seated at 9:03 a.m. Ms. Jetton provided a brief overview of her family. She is an Early Head Start representative.

**III. Action Items**

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

The board went into closed session at 9:04 a.m.

Ms. Gutierrez called the meeting back to open session at 9:22 a.m. and reported that the Policy Council approved the following eligible lists: Associate Teacher and Associate Teacher/Infant Toddler; Infant Toddler Lead Teacher; Head Start Intervention Specialist; CFS Quality Assurance Analyst; Head Start Cook/Driver; Personnel Clerk; and Senior Personnel Analyst.

**B. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: Approval of Revisions to the Salary Schedule for Associate Teacher/Infant Toddler (Incentive Pay)**

Ms. Allison Noren reviewed this item and answered questions. The AT/IT is to be raised to AT, Tier 4 which is an increase in this position. Employees have left or turned down job offers due to the low pay. This was approved by the union and will go to the Governing Board on August 1.

Ms. Noren explained the reasoning behind Incentive Pay. No questions or comments.

Moved/Taylor, second/Estrella, to close the public hearing and approve the revised salary schedule for Associate Teacher/Infant Toddler (Incentive Pay).

Show of hands vote:

Aye: 8 (Adedipe, Barrios, Estrella, Galvin, Jetton, Martinez, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 2 (Hamm and Sanders)

**C. Election of Policy Council Parliamentarian for Program Year 2018-2019**

Ms. Gutierrez will hold off on this item since it is so late in the program year.

Moved/Taylor, second/Estrella, to close the election of Parliamentarian for Program Year 2018-2019.

Show of hands vote:

Aye: 8 (Adedipe, Barrios, Estrella, Galvin, Jetton, Martinez, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 2 (Hamm and Sanders)

#### **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: Mr. Han is in the process of closing out the fiscal year; the budget is close to being fully spent. Most of the delegates are above the 25% required non-federal share requirement. The credit card report was reviewed.
- Head Start/Early Head Start Recruitment Reports

Ms. Spring Burrell (PAC member) attended a Community Health Fair at the Urban League recruitment event. She provided a report on how much she enjoyed the event.

Mr. Robert Silva reported that a water safety event at the Firehouse Community Center will be held August 8; this is near the North Avenue Head Start center. This water safety event will provide strategies to avoid drowning as well as free life jackets. Children under the age of 13 are required to wear life jackets. SETA will host a Career Assistance Workshop on September 3. The Department of Corrections will be in attendance recruiting staff. Those employed in public safety are paid at a higher rate. Mr. Silva spoke of the Summer Night Lights event. This event is every Friday and brings the community together with services and food. These community events provide a place for people to gather and reduces crime rates in the area. Board members were encouraged to participate in these recruitment events.

- Community Resources – Parents/Staff: None.
- PC/PAC Parent Participation Survey: Ms. Desha stated that Ms. Lisa Carr and the Governance Unit has prepared a survey to increase parent participation. The survey will be sent to Family Services/Home Base, and former PC and PAC representatives. The survey was distributed to board members and board members were asked to complete the survey before leaving.

B. Governing Board Minutes – April 25, 2019: No questions.

C. Fiscal Monitoring Reports: No questions.

#### **V. Committee Reports**

- Executive Committee Meeting Critique: Ms. Gutierrez reviewed the critique.
- Personnel/Bylaws Committee: No report.
- Social/Hospitality Committee: Ms. Gutierrez reported on the July 10 and thanked Mr. Taylor for his attendance. Committee members worked on the End-of-Year Parent Appreciation event. The next meeting will be August 14.
- Sacramento Medi-Cal Dental Advisory Committee: No report.



- Community Action Board: Ms. Yamilka Estrella reported that the CAB approved a request for proposals was approved for Fiscal Year 2020.

## VI. Other Reports

- A. Executive Director's Report: No report.
- B. Chair's Report: Ms. Gutierrez asked board members interested in serving in HR screenings to sign up.
- C. Head Start Deputy Director's Report: Ms. Lee thanked staff for the smooth transition of the Sacramento City USD enrollment slots. She thanked the management team and the board for their vision and guidance on the tough decisions that needed to be made. There was a smooth transition of the ~~699~~ **599** slots from Sacramento City to SETA. There were a lot of moving parts that worked together to make the transition successful. All families that wanted to continue services, were placed and served starting July 8<sup>th</sup>. Any family members needing Head Start services are urged to consider enrolling their children.

Ms. Adedipe stated that she felt that the board was blindsided a bit at the end of last month's meeting. She did not realize there would be such an impact in the community. She did not feel she received enough information. What is the direct risk factor for the children and were there teachers and staff that lost their jobs?

Ms. Lee replied that due to budgetary issues, the slots relinquished by Sacramento City USD were turned back to SETA voluntarily. All of the families that were enrolled at existing centers continued to be enrolled either through their current center, and alternate center in close proximity and/or in home-based. Families will not need to drive to San Juan USD service area to receive Head Start services for the enrollment slots that were re-distributed. While Sacramento City USD reduced their enrollment, they do remain a delegate agency and are still open to serve children/families. With historic under-enrollment in the service area, Sacramento City and SETA are confident there are ample enrollment slots to serve the community. With a reduction in services, the cost savings came from personnel reductions. SETA hosted a job fair in early May and hired a number of former Sacramento City USD employees. Twin Rivers USD, San Juan USD, and Yolo, Stanislaus, and San Joaquin counties also employed former Sacramento City USD employees.

Ms. Adedipe stated that the Sacramento City USD staff said they were not informed. Ms. Lee replied that school districts have their own processes for notifying employees of changes to employment, including reductions in workforce and/or changes in school/ department assignments. The grantee does not get involved in delegate/partner policies and procedures.

- D. Head Start Managers' Reports
  - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: Ms. Gutierrez thanked Ms. Carr for her staffs' participation in the transition.

- Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith stated that staff has been very busy getting the centers up and running. There were changes at the center level and curriculum and new teaching staff were trained. This is also the time of year to bring all staff in to do mandatory training in topics such as pest management, dealing with bloodborne pathogens, sexual harassments, etc. SETA staff will also be going out to the delegate agencies to do training.
  - Kaleb Call – Quality Assurance, Food Services, Safe Environments, Grants, and Contracts: Mr. Call reported that a new Program Specialist for Safe Environments will be starting in August. He has a lot of big projects to be done in the year. He and his unit have also been very busy with the Sacramento City USD transition.
- E. Open Discussion and Comments: No comments.
- F. Public Participation: No comments.

**VII. Adjournment:** The meeting was adjourned at 10:07 a.m.

ITEM V  
COMMITTEE REPORT

➤ Executive Committee

Critique of the August 20, 2019 regular Parent Advisory Committee meeting.

<b>GOOD!!!</b>
Thank you, Ms. Denise Lee, for your update on the proposed changes to the Designated Renewal System.
Thank you, Mr. Victor Han, for the fiscal update.
Thank you, Ms. Karen Griffith, for shared information on staff trainings and hiring.
Welcome, Mr. Kaleb Call, for shared information on meals served for the program year and planned QA reviews.
Thank you, Mr. Robert Silva, for community resources and transition to TK information.
<b>NEEDS IMPROVEMENT</b>
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).
<b>Please be recognized by the Chair prior to requesting a point of privilege (includes leaving your seat).</b>
<b>ATTENDANCE.</b> Please make every effort to attend board meetings and committee meetings.
<b>REMINDERS</b>
Please be on time and be seated by 8:50 a.m.
** Please turn off <u>all</u> electronic devices. Please provide (916) 263-3800 for emergencies.
<b>No eating in the Board room.</b>

➤ Personnel/Bylaws Committee: Ms. Angel Chenault

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ITEM V – COMMITTEE REPORTS (continued)  
Page 2

➤ Social/Hospitality Committee: Ms. Angel Chenault

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## ITEM VI

### OTHER REPORTS

#### BACKGROUND:

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

- Chair's Report
- Head Start Deputy Director's Report – Ms. Denise Lee
  - ✓ Monthly Head Start Report

#### NOTES:



# SETA Head Start Food Service Operations Monthly Report \*August 2019

**August 5th - 9th** - Hopkins Park remained open during this week.

**August 13th** - Nedra Court was closed due to toilets not working.

**August 18th** - Norma Johnson was closed due to air condition issues.

**August 20th** - Bret Harte closed at noon due to air condition issues.

**August 23rd** - Home Base field trip to Fairytale Town. Lunch and Snack was provided for 100 guests.

**Meetings & Trainings:** Cook/Drivers attended the Mandated Reporter Training on August 5th and 8th. Cook/Drivers attended the Blooborne Pathogens, Gloving universal precautions training and CACFP Training on August 8th.

<b>Total Number of Meals and Snacks Prepared for All Kitchens:</b>				
Lunch	PM Snack	Breakfast	Field Trips	
30,820	24,285	26,050	80	

**Total Amount of Meals and Snacks Prepared** **81,235**

**Purchases:**  
**Food** **\$79,784.56**  
**Non - Food** **\$12,559.60**

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

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

**Kitchen Small Wares and Equipment:** **\$2,153.94**

**Vehicle Maintenance and Repair :** **\$2,841.84**

**Vehicle Gas / Fuel:** **\$1,779.22**  
**Normal Delivery Days** **22**

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**August 2019**

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
<b>SETA operated</b>	1756	121	<b>7%</b>	589	74	<b>13%</b>
<b>Twin Rivers USD</b>	140	20	<b>14%</b>	40	1	<b>3%</b>
<b>Elk Grove USD</b>	440	16	<b>4%</b>			
<b>Sac City USD</b>	736	2	<b>0%</b>			
<b>San Juan USD</b>	1052	Has not reported	<b>0%</b>	160		<b>0%</b>
<b>WCIC</b>	120	0	<b>0%</b>			
<b>EHS CCP</b>				80	10	<b>13%</b>
<b>COUNTY TOTAL</b>	<b>4244</b>	<b>159</b>	<b>4%</b>	<b>869</b>	<b>85</b>	<b>10%</b>

*AFE: Annual Funded Enrollment*

SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 08/30/2019						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
16th Avenue	1257R	13	9	4	7	20
16th Avenue	1257X	13	12	1	8	21
Alder Grove ELC	1247V	18	15	3	0	18
Bannon Creek	1200A	11	8	3	4	15
Bannon Creek	1200B	11	9	2	5	16
Bannon Creek	1200C	13	10	3	5	18
Bannon Creek	1200D	11	9	2	4	15
Bret Harte	1271X	15	14	1	8	23
Bright Beginnings	1201V	20	18	2	0	20
Bright Beginnings	1201W	19	19	0	2	21
Capitol City	1272X	12	11	1	2	14
CP Huntington	1273X	13	10	3	12	25
Crossroad Gardens	1242A	17	14	3	5	22
Crossroad Gardens	1242B	12	7	5	14	26
Crossroad Gardens	1242R	17	16	1	9	26
Crossroad Gardens	1242X	17	16	1	10	27
Elkhorn	1255A	17	15	2	7	24
Elkhorn	1255B	13	12	1	12	25
Elkhorn	1255C	17	10	7	7	24
Elkhorn	1255D	15	9	6	5	20
Elkhorn	1255X	19	17	2	9	28
Freedom Park	1239A	19	18	1	0	19
Freedom Park	1239B	19	12	7	3	22
Freedom Park	1239C	17	8	9	17	34
Freedom Park	1239D	20	17	3	20	40
Freedom Park	1239R	16	16	0	10	26
Freedom Park	1239X	17	12	5	8	25
Fruitridge	1216A	2	0	2	21	23
Fruitridge	1216C	2	0	2	16	18
Fruitridge	1216V	20	18	2	1	21
Fruitridge	1216W	16	13	3	1	17
Galt	1234A	20	18	2	4	24
Galt	1234B	20	19	1	6	26
Galt	1234C	20	13	7	5	25



SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 08/30/2019						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Galt	1234D	20	18	2	0	20
Grizzly Hollow	1252A	19	18	1	1	20
Grizzly Hollow	1252B	20	18	2	0	20
Hillsdale	1228A	19	14	5	3	22
Hillsdale	1228B	13	12	1	5	18
Hillsdale	1228R	12	11	1	10	22
Hillsdale	1228X	16	15	1	8	24
Hopkins Park	1253V	18	16	2	1	19
Hopkins Park	1253W	20	17	3	1	21
Illa Collin	1221V	20	18	2	0	20
Job Corp	1237X	19	13	6	6	25
Kennedy Estates	1240V	16	14	2	1	17
La Verne Sterwart	1219S	16	11	5	11	27
Marina Vista ELC	1246R	16	14	2	4	20
Marina Vista ELC	1246S	16	15	1	2	18
Marina Vista ELC	1246X	15	14	1	3	18
Mather	1223A	19	16	3	3	22
Mather	1223B	17	13	4	8	25
Mather	1223C	13	9	4	10	23
Mather	1223D	12	10	2	10	22
Mather	1223X	18	15	3	11	29
Nedra Court	1244V	15	14	1	0	15
Nedra Court	1244W	15	15	0	0	15
Norma Johnson	1214A	12	10	2	4	16
Norma Johnson	1214B	8	6	2	8	16
Norma Johnson	1214X	18	17	1	4	22
North Avenue	1256A	11	10	1	6	17
North Avenue	1256B	8	8	0	4	12
North Avenue	1256V	18	15	3	4	22
North Avenue	1256X	14	14	0	8	22
Northview	1224A	19	11	8	8	27
Northview	1224B	18	13	5	6	24
Northview	1224C	19	11	8	10	29
Northview	1224D	17	8	9	7	24

<b>SETA Head Start/Early Head Start Enrollment Report</b>						
<b>(Enrollment as of the last service day of the month)</b>						
<b>Last Service Day of Month: 08/30/2019</b>						
<b>Site</b>	<b>Loc Id</b>	<b># Enrolled</b>	<b># Present</b>	<b># Absent</b>	<b># Term W/I 30</b>	<b>Total</b>
Northview	1224X	14	13	1	10	24
Parker	1207S	6	6	0	13	19
Parker	1207V	11	8	3	0	11
Phoenix Park	1248A	13	10	3	12	25
Phoenix Park	1248B	11	10	1	5	16
Phoenix Park	1248X	19	18	1	6	25
Sharon Neese	1249R	14	10	4	9	23
Sharon Neese	1249V	15	14	1	7	22
Sharon Neese	1249X	17	14	3	3	20
Solid Foundation	1254A	10	5	5	11	21
Solid Foundation	1254C	11	6	5	11	22
Solid Foundation	1254D	12	9	3	12	24
Solid Foundation	1254V	17	13	4	1	18
Solid Foundation	1254W	14	14	0	3	17
Strizek Park	1225A	19	17	2	5	24
Strizek Park	1225B	18	13	5	4	22
Walnut Grove	1235V	19	15	4	0	19
Walnut Grove	1235W	8	8	0	2	10
16th Avenue	1257J	8	8	0	1	9
16th Avenue	1257K	8	8	0	1	9
16th Avenue	1257N	8	7	1	1	9
Alder Grove Infant/Toddler Center	1212M	8	8	0	1	9
Alder Grove Infant/Toddler Center	1212U	6	2	4	0	6
Capitol City	1272M	8	7	1	0	8
Capitol City	1272U	7	6	1	3	10
Crossroad Gardens	1242K	8	5	3	0	8
Crossroad Gardens	1242M	8	4	4	8	16
Crossroad Gardens	1242N	7	7	0	3	10
Crossroad Gardens	1242U	8	5	3	8	16
Elkhorn	1255M	7	6	1	1	8
Elkhorn	1255U	8	8	0	1	9
Grizzly Hollow	1252P	8	6	2	0	8
Hiram Johnson	1275L	3	3	0	1	4
Hiram Johnson	1275M	5	3	2	0	5

<b>SETA Head Start/Early Head Start Enrollment Report</b>						
<b>(Enrollment as of the last service day of the month)</b>						
<b>Last Service Day of Month: 08/30/2019</b>						
<b>Site</b>	<b>Loc Id</b>	<b># Enrolled</b>	<b># Present</b>	<b># Absent</b>	<b># Term W/I 30</b>	<b>Total</b>
Hiram Johnson	1275U	6	5	1	0	6
Hopkins Park	1253N	6	5	1	0	6
Job Corp	1237L	8	8	0	0	8
Job Corp	1237M	8	8	0	2	10
Job Corp	1237U	8	7	1	1	9
Marina Vista ELC	1246P	8	7	1	1	9
Mather	1223M	7	5	2	0	7
Mather	1223U	7	5	2	3	10
Norma Johnson	1214U	8	7	1	1	9
North Avenue	1256P	8	6	2	1	9
Northview	1224P	7	6	1	2	9
Phoenix Park	1248N	6	6	0	1	7
Phoenix Park	1248U	8	4	4	8	16
Sharon Neese	1249J	8	8	0	0	8
Sharon Neese	1249K	8	6	2	0	8
Sharon Neese	1249M	7	5	2	8	15
Sharon Neese	1249N	8	8	0	1	9
Sharon Neese	1249U	6	6	0	6	12
<b>TOTALS for Head Start</b>		<b>1562</b>	<b>1285</b>	<b>277</b>	<b>592</b>	<b>2154</b>
HS Totals	1315					
Drops w/in 30	528					
P/S Home Base	174					
Total	<b>2017</b>					
EHS Totals	247					
Drops w/in 30	64					
River Oaks	72					
SCOE	74					
EHS Home Base	180					
Total	<b>637</b>					
<b>GRAND TOTAL</b>	<b>2654</b>					

<b>CLASS CODE BREAKOUT</b>

<b>Class Code</b>	<b>Class Type/Funding</b>
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 2018 to 2019

Period: August 2019

Part Day Classes		
	Present Only	Present and Excused
Center Name	%ADA *	%ADA **
Bannon Creek	85%	99%
Crossroad Gardens	78%	99%
Elkhorn	80%	100%
Freedom Park	83%	99%
Fruitridge	71%	100%
Galt	88%	100%
Grizzly Hollow	94%	100%
Hillsdale	74%	95%
Mather	86%	100%
Norma Johnson	78%	96%
North Avenue	85%	100%
Northview	75%	100%
Phoenix Park	76%	99%
Solid Foundation	61%	100%
Strizek Park	82%	98%
Overall Averages	82%	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 2018 to 2019

Period: August 2019

Full Day Classes		
	Present Only	Present and Excused
Center Name	%ADA *	%ADA **
Alder Grove ELC	77%	100%
Bright Beginnings	95%	100%
Crossroad Gardens	74%	99%
Elkhorn	90%	100%
Freedom Park	84%	94%
Fruitridge	89%	100%
Hillsdale	92%	100%
Illa Collin	88%	100%
Job Corp	75%	95%
La Verne Sterwart	80%	99%
Marina Vista ELC	87%	99%
Mather	87%	100%
Nedra Court	89%	100%
Norma Johnson	90%	100%
North Avenue	86%	100%
Northview	91%	100%
Parker	60%	100%
Phoenix Park	82%	98%
Sharon Neese	85%	98%
Walnut Grove	92%	99%
Overall Averages	85%	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 2018 to 2019

Period: August 2019

Early Head Start Classes		
	Present Only	Present and Excused
Center Name	%ADA *	%ADA **
16th Avenue	95%	100%
Alder Grove Infant/Toddler Center	82%	95%
Capitol City	81%	100%
Crossroad Gardens	83%	100%
Elkhorn	75%	100%
Grizzly Hollow	86%	100%
Hiram Johnson	78%	97%
Hopkins Park	81%	100%
Job Corp	83%	99%
Marina Vista ELC	91%	100%
Mather	79%	99%
Norma Johnson	85%	99%
North Avenue	81%	98%
Northview	91%	100%
Phoenix Park	83%	100%
Sharon Neese	86%	99%
Overall Averages	83%	99%

\* ADA reflects cumulative days present for the month

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



## Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council and SETA Governing Board members  
 RE: SETA Quality Assurance/Monitoring Results – August 2019

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
River Oak Center for Children <i>(Partner)</i>	Early Head Start Home Base	File review of eligibility, enrollment, health, nutrition, mandated screenings and education records <b>10 Children's Files</b>	June 11-28, 2019	<b>File Review</b> <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

**Overview and Scope of MCQI Review:** The MCQI review focused on the program's recordkeeping systems: child file documentation, file management and *ChildPlus* electronic records. QA Unit staff reviewed a total of **10 child files (17%)**. A 31-item MCQI checklist was used to monitor records related to eligibility and enrollment, health and nutrition requirements, mandated screenings, and education records. Reviewer read children's files, health documents and cross-referenced *ChildPlus* records. Additionally, agency's compliance with required staff training was monitored.

**Background and Limitations:** In understanding and interpreting the results, it's important to consider that (1) the review used a very small sample size (n=12); (2) strict criteria was followed in conducting *ChildPlus* audit in ERSEA and Health/Nutrition/Mandated Screenings. Any discrepancy between source documentation (i.e. enrollment application form or health document) and *ChildPlus* record, or if there was a missing reference information in file to use as basis for the *ChildPlus* audit, the indicator was marked non-compliant.

**Highlighted Program Impressions and Positive Observations:**

- Supportive leadership and teamwork
- Good communication between Home Visitors and families was evident
- Variety of staff training opportunities and very organized training documentation

Areas Reviewed	Percentage of Compliance	Individual Indicators Needing Attention
<b>Disabilities Services</b> <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>		No significant noted findings or concerns
<b>ERSEA</b> <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	10%	<ul style="list-style-type: none"> <li>• Various transcription errors (e.g. family size, education level, income calculation, birth dates); <i>ChildPlus</i> rounds off to the tenth</li> <li>• Inconsistencies between child's file and <i>ChildPlus</i></li> </ul>
<b>Education</b> <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>		No significant noted findings or concerns



Areas Reviewed	Percentage of Compliance	Individual Indicators Needing Attention
<b>Mental Health</b> <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>		No significant noted findings or concerns
<b>Nutrition</b> <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	50% 20%	<ul style="list-style-type: none"> <li>Not all nutrition histories were completed at enrollment.</li> <li>Not all growth assessments were up-to-date (based on the periodicity schedule).</li> </ul>
<b>Health</b> <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	50% 50% 30%	<ul style="list-style-type: none"> <li>Dental exams not on file</li> <li>Physical exam not on file</li> <li>Blue Immunization cards not signed by staff and children missing several immunizations and follow-up doses</li> </ul>
<b>Home Based Services</b> <i>(Caseload, communication, relationship, activities, parent-child interactions, home visit plans, use of environment for lessons, resources, etc.)</i>	70%	<ul style="list-style-type: none"> <li>Home visitor did not always provide one home visit per week per family lasting for a minimum of 1 1/2 hours each and/or did not document clearly why and rescheduled when possible based on staff and parent availability</li> </ul>
<b>Services to Pregnant Women</b> <i>(Health status, screenings, follow-up, pre/post-partum visits, medical home, dental services, etc.)</i>		No significant noted findings or concerns

\* 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.

**Overall Observation and Trends:**

- Overall, child files showed good record-keeping and documentation by staff.
- It was not clear how Pass/Fail was determined using the growth assessment results. It was observed in multiple occasions that growth assessment indicated healthy weight but *ChildPlus* stated failed status.
- ChildPlus* automatically rounded off income calculation which was not allowed per SETA policy and procedure.

**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.



## Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council and SETA Governing Board members  
 RE: SETA Quality Assurance/Monitoring Results – August 2019

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
Sacramento County Office of Education <i>(Partner)</i>	Early Head Start Home Base	File review of eligibility, enrollment, health, nutrition, mandated screenings and education records <b>12 Children's Files</b>	June 11-28, 2019	<b>File Review</b> <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

**Overview and Scope of MCQI Review:** The MCQI review focused on the program's recordkeeping systems: child file documentation, file management and *ChildPlus* electronic records. QA Unit staff reviewed a total of **12 child files (18%)**. A 31-item MCQI checklist was used to monitor records related to eligibility and enrollment, health and nutrition requirements, mandated screenings, and education records. Reviewer read children's files, health documents and cross-referenced *ChildPlus* records. Additionally, agency's compliance with required staff training was monitored.

**Background and Limitations:** In understanding and interpreting the results, it's important to consider that (1) the review used a very small sample size (n=12); (2) strict criteria was followed in conducting *ChildPlus* audit in ERSEA and Health/Nutrition/Mandated Screenings. Any discrepancy between source documentation (i.e. enrollment application form or health document) and *ChildPlus* record, or if there was a missing reference information in file to use as basis for the *ChildPlus* audit, the indicator was marked non-compliant.

**Highlighted Program Impressions and Positive Observations:**

- Agency has a very secure system in keeping child file records locked and its access is restricted to authorized staff only.
- Very good case notes/follow-up documentation by program staff, families' access to comprehensive services was clearly described.
- Good communication between Home Visitors and families was evident through the case notes and Home Visit Plans
- Very organized staff training/meeting binder

Areas Reviewed	Percentage of Compliance	Individual Indicators Needing Attention
<b>Disabilities Services</b> <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>		No significant noted findings or concerns
<b>ERSEA</b> <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>		No significant noted findings or concerns

Areas Reviewed	Percentage of Compliance	Individual Indicators Needing Attention
<b>Education</b> <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>	50%	<ul style="list-style-type: none"> <li>Developmental assessments are incomplete according to the Assessment schedule</li> <li>Assessments have limited information and few sections marked with a date or completed in HELP booklet</li> </ul>
<b>Mental Health</b> <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>	58%	<ul style="list-style-type: none"> <li>Not all age-appropriate social-emotional screenings were completed within 45 calendar days of enrollment.</li> </ul>
<b>Nutrition</b> <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	83%  75%	<ul style="list-style-type: none"> <li>Not all nutrition histories were completed at enrollment.</li> <li>Not all growth assessments were up-to-date (based on the periodicity schedule).</li> </ul>
<b>Health</b> <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	33%  42%  50%  50%  50%	<ul style="list-style-type: none"> <li>Oral health exam was not received within 90-days of enrollment date</li> <li>Physical exam was not received within 90-days of enrollment date</li> <li>Blue Immunization cards not signed by staff and children missing several immunizations and follow-up doses</li> <li>Blood Lead not in file within 30 days of enrollment date and/or no date to determine when blood lead results were received</li> <li>No date to determine when Hemoglobin/Hematocrit results were received or no evidence of Hemoglobin results on file</li> </ul>
<b>Home Based Services</b> <i>(Caseload, communication, relationship, activities, parent-child interactions, home visit plans, use of environment for lessons, resources, etc.)</i>	67%	<ul style="list-style-type: none"> <li>Home visitor did not always provide one home visit per week per family lasting for a minimum of 1 1/2 hours each and/or did not document clearly why and rescheduled when possible based on staff and parent availability</li> </ul>
<b>Services to Pregnant Women</b> <i>(Health status, screenings, follow-up, pre/post-partum visits, medical home, dental services, etc.)</i>		Not part of the sample that was reviewed

\* 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.

**Overall Observation and Trends:**

- Early in the program year, there was a change from separate database into a single, countywide Child Plus Database 2018-2019. It was observed that all children were assigned a Year 1 participation year regardless if child was first year or returning student.
- Primary reason for non-compliance in the monitored health indicators was not obtaining the results or documents per countywide timelines.
- Very limited assessment information in HELP (child assessment) booklets

***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.

# Monthly Information Report

September, 2019

## SOP CENTER/CLASSROOM UPDATES

With the transition of the SCUSD centers and the proposed changes for the 2019-2020 program year, the SETA Operated Program is experiencing some delays in opening a few new centers and classrooms. The following provides an update on anticipated timelines. With the delayed openings, the SETA Operated Program will likely report under-enrollment for the month of September, pending opening dates.

### **American Legion**

Two (2) EHS (infant/toddler) classes are pending.  
Target start date: September 30<sup>th</sup>  
Two classroom = 16 enrollment slots  
For enrollment information contact: Patricia at 916.395.4880

### **Bret Harte**

The preschool class is open and operating.  
The EHS (infant/toddler) class is pending.  
Target start date: September 23<sup>rd</sup>  
One classroom = 8 enrollment slots  
For enrollment information contact: Blanca at 916.395.5195 Ext 1

### **CP Huntington**

The preschool class is open and operating.  
The EHS (infant/toddler) class is pending.  
Target start date: September 30<sup>th</sup>  
One classroom = 8 enrollment slots  
For enrollment information contact: Patricia at 916.433.5438

### **Hiram Johnson**

Three (3) EHS (infant/toddler) classes are open and operating.  
One additional class is pending.  
Target start date: September 23<sup>rd</sup>  
(for the last of 4 EHS classrooms)  
One classroom = 8 enrollment slots  
For enrollment information contact:  
Anaceli at 916.395.5506 Ext 0

### **Freedom Park**

All preschool classes remain open.  
Two (2) new EHS (infant/toddler) classes are pending.  
Target start date: October  
Two classrooms = 16 enrollment slots  
For enrollment information contact:  
Conrada at 916.563.5024 or Faisal at 916.563.5123

### **Galt**

All preschool classes remain open.  
Two (2) new EHS (infant/toddler) classes are pending.  
Target start date: October  
Two classrooms = 16 enrollment slots  
For enrollment information contact: Jocelyn at 209.745.6050  
or Ana at 209.745.6458

## SETA HEAD START IN THE COMMUNITY

### **Recruitment Events**

#### **September 4th:**

Outside the Wall Backpack Giveaway  
(4625 44th Street)

#### **September 21st:**

Rio Linda County Fair  
(7596 Center Parkway)

#### **September 22nd:**

Festival Latino  
(Community Resource Project—2143 Hurley  
Way, Suite 110)

#### **September 28th:**

Delta Shores Kids Safety Fair  
(8230 Delta Shores Circle)

#### **October 5th:**

PFO Annual Community Fall Festival  
(900 Grace Avenue)

#### **October 26th:**

Harvest Festival  
(Robertson Community Center—  
3525 Norwood Avenue)

### **Freeport**

One HS (preschool) class is pending.  
Target start date: September 23<sup>rd</sup>  
One classroom = 20 enrollment slots  
For enrollment information contact:  
Eleanor at 916.433.2795

### **Franklin**

One HS (preschool) class is pending.  
Target start date: September 23<sup>rd</sup>  
One classroom = 20 enrollment slots  
For enrollment information contact:  
Monica at 916.563.5001

### **Hillsdale**

All preschool classes remain open.  
One new EHS (infant/toddler) class is pending.  
Target start date: October  
One classroom = 8 enrollment slots  
For enrollment information contact:  
Christina at 916.563.5361 or  
Cartearra at 916.563.5360

## 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: