

**GOVERNING BOARD**

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**ADMINISTRATION**

**KATHY KOSSICK**  
Executive Director

**DENISE LEE**  
Deputy Director

925 Del Paso Blvd., Suite 100  
Sacramento, CA 95815

Phone: (916) 263-3804  
Fax: (916) 263-3779

Website:  
<http://www.headstart.seta.net>

*Thought of the Day: "If you really want to do something, you'll find a way. If you don't, you'll find an excuse."*

*Author: Jim Rohn*

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

**DATE:** Tuesday, November 19, 2019

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

**LOCATION:** SETA - Redwood Room  
925 Del Paso Blvd., Suite 100  
Sacramento, CA 95815

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

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**DISTRIBUTION DATE: WEDNESDAY, NOVEMBER 13, 2019**

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

ITEM I - A – ROLL CALL

The Parent Advisory Committee Secretary will call the roll for the following members:

- \_\_\_ Vacant, Alder Grove I Head Start
- \_\_\_ Vacant, Alder Grove II Head Start
- \_\_\_ Vacant, 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 – 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	BC													
Vacant Seated	BC													
Vacant Seated	CR													
<b>Alisha Givchchi Seated 6/19</b>	EHS/HB	X	X	X		X	X	X	X	X	X	X	X	
<b>Stephen Key Seated 6/18</b>	EL								X	X	E	X	X	
Vacant Seated	FP													
Vacant Seated	FP													
Vacant Seated	FT													
Vacant Seated	<b>G</b>													
Vacant Seated	GH													
Vacant Seated	H													
Vacant Seated	HB													
Vacant Seated	HB													
Vacant Seated	IC													
Vacant Seated	HP													
Vacant Seated	JC													
Vacant Seated	JC													
Vacant Seated	K													
Vacant Seated	LVS													
Vacant Seated	MCBB													
Vacant Seated	MV													
Vacant Seated	<b>M</b>													
Vacant Seated	NA													
Vacant Seated	NC													

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

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

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

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

**# Special meeting**

**ITEM I-A – ROLL CALL**  
(Continued)

**Program Year 2019-2020 - New Representatives to be seated**

<input type="checkbox"/> Yolanda Peaks, Alder Grove I Head Start
<input type="checkbox"/> Donna Bonner, Bannon Creek Head Start
<input type="checkbox"/> Maria Levert, Crossroad Gardens Head Start
<input type="checkbox"/> Stephen Key, Elkhorn Head Start
<input type="checkbox"/> Arianna Torres, Fruitridge Head Start
<input type="checkbox"/> Martha Torres, Galt Head Start
<input type="checkbox"/> Antonio Rivera, Grizzly Hollow Head Start
<input type="checkbox"/> Claudett Sanders, Hopkins Park Head Start
<input type="checkbox"/> Lisette Aguilar, Illa Collin Head Start
<input type="checkbox"/> Vacant, Alder Grove II Head Start
<input type="checkbox"/> Vacant, American Legion 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, Franklin Head Start
<input type="checkbox"/> Vacant, Freedom Park Head Start
<input type="checkbox"/> Vacant, Freeport 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, (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"/> Tierre Drayton, Kennedy Estates Head Start
<input type="checkbox"/> Chayla Sherman, LaVerne Stewart Head Start
<input type="checkbox"/> Dolores Flores, Norma Johnson Head Start
<input type="checkbox"/> Lizabeth Padilla, Northview Head Start
<input type="checkbox"/> Marcheri Smith, SCOE Head Start
<input type="checkbox"/> Shannon Pierce, Strizek Park Head Start
<input type="checkbox"/> Brenda Casillas, Walnut Grove
<input type="checkbox"/> Fienishia Wash, Pre-School (Home Base)
<input type="checkbox"/> Vacant, Nedra Court Head Start
<input type="checkbox"/> Vacant, North Avenue Head Start
<input type="checkbox"/> Vacant, Parker Head Start
<input type="checkbox"/> Vacant, Phoenix Park Head Start
<input type="checkbox"/> Vacant, Pre-School (Home Base)
<input type="checkbox"/> Vacant, River Oak Center for Children
<input type="checkbox"/> Vacant, Sharon Neese Head Start
<input type="checkbox"/> Vacant, Solid Foundation Head Start
<input type="checkbox"/> Vacant, Early Head Start (Home Base)
<input type="checkbox"/> Vacant, Grandparent Representative
<input type="checkbox"/> Vacant, Outgoing Chair
<input type="checkbox"/> Vacant, Parent Ambassador
<input type="checkbox"/> Vacant, Parent Ambassador

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

**The PAC was seated on November 19, 2019 and December 17, 2019  
PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM  
YEAR 2019-2020**

COMMITTEE MEMBER	CENTER	11/19	12/17	1/21	2/25 II	3/17	4/28 #	5/19	6/16	7/21	8/18	9/15	10/20	11/17
Yolanda Peaks Seated	AG I													
Vacant Seated	AG II													
Vacant Seated	AL													
Donna Bonner Seated	BC													
Vacant Seated	BH													
Vacant Seated	CP													
Vacant Seated	CPH													
Maria Levert Seated	CR													
Vacant Seated	EHS/HB													
Stephen Key Seated	EL													
Vacant Seated	FA													
Vacant Seated	FP													
Vacant Seated	FPT													
Arianna Torres Seated	FT													
Martha Torres Seated	<b>G</b>													
Antonio Rivera Seated	GH													
Vacant Seated	H													
Fienishia Wash Seated	HB													
Vacant Seated	HB													
Vacant Seated	HI													
Claudett Sanders Seated	HP													
Lisette Aguilar Seated	IC													
Vacant Seated	HP													
Vacant Seated	JC													
Vacant Seated	JC													
Tierre Drayton Seated	K													
Chayla Sherman Seated	LVS													

COMMITTEE MEMBER	CENTER	11/19	12/17	1/21	2/25 II	3/17	4/28 #	5/19	6/16	7/21	8/18	9/15	10/20	11/17
Vacant Seated	MCBB													
Vacant Seated	MV													
Vacant Seated	MA													
Vacant Seated	NA													
Vacant Seated	NC													
Dolores Flores Seated	NJ													
Lizandra Padilla Seated	NV													
Vacant Seated	NV													
Vacant Seated	PA													
Vacant Seated	PP													
Vacant Seated	RO													
Marcheri Smith Seated	SCOE													
Vacant Seated	SF													
Vacant Seated	SN													
Shannon Pierce Seated	SP													
Brenda Casillas Seated	WG													
Vacant Seated	FPR													
Vacant Seated	AMB													
Vacant Seated	AMB													
Vacant Seated	CR/PP													
Vacant Seated	CR/PP													
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: 11/12/2019 12:43 PM

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE OCTOBER 15, 2019 REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the October 15, 2019 meeting.

RECOMMENDATION:

Approve the minutes of the October 15, 2019 meeting.

**NOTES:**

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

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

**JOINT MEETING OF THE HEAD START POLICY COUNCIL AND  
PARENT ADVISORY COMMITTEE**

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

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

Tuesday, October 15, 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:**

Kao Yee Xiong, Elk Grove Unified School District  
Charles Taylor, Past Parent/Community Representative  
Henrietta Gutierrez, Past Parent/Community Representative  
Claudett Sanders, Grandparent Representative  
Maria Martinez, Women's Civic Improvement Club (seated at 9:07 a.m.)

**Members Absent:**

Adeola Adedipe, Elk Grove Unified School District (excused)  
Evangalina Barrios, SETA-Operated Program (excused)  
Kerynn Jetton, Early Head Start (SOP) (unexcused)  
Christie Hamm, Sacramento Public Library (excused)

**Parent Advisory Committee:**

Ms. Chenault read the Thought of the Day, called the roll, and confirmed that a quorum was established.

**Members Present:**

Stephen Key  
Angel Chenault  
Henrietta Gutierrez  
Spring Burrell (seated at 9:04 a.m.)  
Alisha Givehchi (seated at 9:05 a.m.)

**Members Absent:**

Evangalina Barrios (excused)

**Policy Council:**

**II. Consent Item**

**A. Approval of the Minutes of the September 24, 2019 Meeting**

There were no questions or corrections.

Moved/Xiong, second/Sanders, to approve the September 24, 2019 minutes.

Show of hands vote:

Aye: 3 (Sanders, Taylor, Xiong)

No: 0

Abstentions: 1 (Gutierrez)

Absent: 5 (Adedipe, Barrios, Hamm, Jetton, Martinez)

**Parent Advisory Committee:**

**II. Consent Item**

**A. Approval of the Minutes of the September 17, 2019 Meeting**

The minutes were reviewed; no questions or corrections.

Moved/Key, second/Givehchi, to approve the September 17, 2019 minutes.

Show of hands vote:

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

Nay: 0

Abstentions: 1 (Chenault)

Absent: 1 (Barrios)

**Policy Council:**

**III. Action Items**

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

The board went into closed session at 9:08 a.m. Ms. Gutierrez called the meeting back into open session at 9:18 a.m. and reported that the Policy Council approved the following eligible lists: Associate Teacher; Associate Teacher/Infant Toddler; Infant Toddler Lead Teacher; Head Start Teacher; Site Supervisor; and Head Start Cook/Driver.

**B. Ratification of the SETA Early Head Start-Child Care Partnership Health and Safety Screener and Governance/Leadership and Oversight Screener Summary Report**

Ms. Gutierrez reviewed the board item. Ms. Denise Lee reviewed this item which is a ratification.

Moved/Taylor, second/Martinez, to approve the ratification of the SETA Early Head Start-Child Care Partnership Health and Safety Screener and Governance/Leadership and Oversight Screener Summary Report.

Show of hands vote:

Aye: 4 (Martinez, Sanders, Taylor, Xiong)

No: 0

Abstentions: 1 (Gutierrez)

Absent: 4 (Adedipe, Barrios, Hamm, Jetton)

#### **IV. Information Item**

##### **A. Standing Information Items**

- Introduction of 2018-2019 End-of-Year Parent Appreciation Keynote Speaker, Mr. Victor Bonanno by Ms. Henrietta Gutierrez, PC Chair: Ms. Gutierrez introduced Mr. Bonanno who gave a wonderful speech entitled “Lead from Where You Are.”
- Key Note Speaker Recognition: Ms. Gutierrez and Ms. Chenault gave Mr. Bonanno a token of appreciation for his presentation.
- PC Recognitions: Ms. Gutierrez presented recognition to: Claudett Sanders, Secretary; Kao Yee Xiong, Treasurer; Charles Taylor; and Maria Martinez.
- PAC Recognitions: Ms. Angel Chenault presented awards to: Alisha Givehchi; Spring Burrell; Stephen Key; and Henrietta Gutierrez, as PC Chair. Ms. Gutierrez presented Ms. Chenault with a plaque for her PAC Chair.
- Staff Recognitions: Ms. Gutierrez presented appreciation to: Denise Lee, Karen Griffith, Lisa Carr, Kaleb Call, Allison Noren, Elizabeth Garcia, Nancy Hogan, Robert Silva, Jackie Bates, Dan Bates, Anzhelika Simonenkova, Jaime Serrano, Jose Diaz, Connie Otwell, Julie M. Davis-Jaffe, Pamela Moore, Michelle O’Camb, Victor Han, Rachel Sattel, Fina Dempsey, Rosa Ramirez Galvez, and Marie Desha. Ms. Desha encouraged parents to be a voice for all children and remember all they learned while at SETA Head Start.

#### **V. Other Reports**

##### **A. Head Start Deputy Director’s Report: Written report was distributed.**

- ❖ Quality Assurance Report for Elk Grove Unified School District
- ❖ Quality Assurance Report for Twin Rivers Unified School District
- ❖ Program Information Summary Reports for Head Start, Early Head Start, and Early Head Start-Child Care Partnership Programs

##### **B. Public Participation: None.**

#### **VI. Adjournment: The meeting was adjourned at 9:55 a.m.**

ITEM III-A – ACTION

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

**BACKGROUND:**

The Personnel/Bylaws Committee 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**.

The Chair opened a public hearing on these modifications at the Tuesday, September 17 meeting.

**RECOMMENDATION:**

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

**NOTES:**

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

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

**BYLAWS**

**FOR THE**

**SETA HEAD START/EARLY HEAD START**

**PARENT ADVISORY COMMITTEE**

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

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

## **Article I**

### **Name**

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

### **SECTION 1: Definition of Parents**

#### **Parents**

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

## **Article II**

### **Purpose, Powers, and Functions**

### **SECTION 1: Purpose**

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

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

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

## **SECTION 2: Powers, Duties, and Functions**

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

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

# Article III

## Membership

### **SECTION 1: Election of Members**

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

The 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:

- A. Standing Information
  - Parent/Staff Recognition: Ms. Angel Chenault
    - ✓ PAC Meeting Perfect Attendance Recognition
  - Committee Reports:
    - Executive Committee: Ms. Angel Chenault
  - Seating of New Parent Advisory Committee Representatives (2019-2020)
  - Introduction of PAC Representatives (2019-2020)
  - Introduction of SETA Head Start Staff
  - Head Start Presentation: Introduction to Head Start and School Readiness for Children
  - How to Make and Present Motions – Ms. Angel Chenault
  - Fiscal Report/Corporate Card Monthly Statement of Account – Mr. Victor Han (attached)
  - Board Procedures
    - ✓ Reimbursements and Budget/Planning – Mr. Victor Han
    - ✓ Personnel – Ms. Allison Noren
    - ✓ Conflict of Interest – Ms. Nancy Hogan
  - Officer Elections will be held on December 17, 2019 (Board Meeting)

#### **NOTES:**



## COMMITTEE REPORT

➤ Executive Committee

Critique of the October 15, 2019 regular Parent Advisory Committee meeting.

<b>GOOD!!!</b>
Thank you, Mr. Victor Bonanno, for an exceptional message on leadership.
Thank you, Ms. Wendy Tanner and Mr. Sasha Atoyan for your assistance with set-up for the End-of-Year Parent Appreciation brunch.
Thank you, board members, for your commitment to the board this last program year.
<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>

ITEM III-B – ACTION

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

BACKGROUND:

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

The duties of Representatives include:

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

PAC Bylaws referenced:

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

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

*In addition, refer to:*

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

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

ITEM III-B – ACTION (continued)  
Page 2

RECOMMENDATION:

That the Parent Advisory Committee elect six Representatives and six Alternates.

NOTES:

Representative nominated:

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Alternates nominated:

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

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

ITEM IV-A – INFORMATION

STANDING INFORMATION  
(continued)

BACKGROUND:

- A. Standing Information
  - PC/PAC Calendar of Events – Ms. Angel Chenault
  - Community Resources – Parent/Staff
  - Child Care Center Food Menu (attached)

## PC/PAC Calendar of Events

<u>EVENT</u>	<u>DATE</u>
PAC Executive Committee <i>(Chair only-all other officer positions null and void)</i>	Friday, November 22, 2019 9:00 - 10:30 a.m. Camellia Room
PC Executive Committee <i>(Chair only-all other officer positions null and void)</i>	Thursday, December 5, 2019 9:00 – 10:00 a.m. Camellia Room
PC/PAC Budget/Planning Committee	No December Meeting January 14, 2020 1:00 – 2:00 p.m. Camellia Room
PC/PAC Meet and Greet Breakfast	Friday, December 13, 2019 9:00 – 10:30 a.m. Sequoia Room
PC/PAC New Member Orientation	Friday, January 10, 2020 9:00 a.m. – 1:00 p.m. Registration & refreshments: 8:30 a.m. Redwood Room Training: 9:00 a.m. – 1:30 p.m. Board Room
County-wide Officer Training	Friday, January 17, 2020 Registration: 8:30 a.m. Training: 9:00 a.m. – 1:00 p.m. Redwood Room

# SETA HEAD START MENU

## November 2019

"This institution is an equal opportunity provider"

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

**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

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

**5 Breakfast Week 5**  
Milk, Low Fat 1%  
Apple, fresh  
Cheerios, Whole Grain Cereal  
Lunch  
Milk, Low Fat 1%  
Whole Wheat Bread  
Cantaloupe, fresh  
Carrot, fresh  
Turkey Sliced  
Snack  
Milk, Low Fat 1%  
Multi Grain Flakes Cereal

**6 Breakfast Week 5**  
Milk, Low Fat 1%  
Whole Wheat Biscuit  
Peaches  
Lunch  
Milk, Low Fat 1%  
Refried Beans  
Strawberries, fresh or  
Tangerine, fresh or  
Tomato Salsa  
Tortilla, Whole Wheat  
Snack  
Crackers, Dick & Jane  
Juice 100%

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

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

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

**11 Breakfast Week 1**  
NO CLASSES  
NO CLASSES  
NO CLASSES  
Lunch  
NO CLASSES  
NO CLASSES  
NO CLASSES  
NO CLASSES  
NO CLASSES  
NO CLASSES  
Snack  
NO CLASSES  
NO CLASSES

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

**13 Breakfast Week 1**  
Milk, Low Fat 1%  
Whole Wheat Biscuit  
Peaches  
Lunch  
Milk, Low Fat 1%  
Burrito  
Cheddar Cheese  
Romaine Lettuce  
Refried Beans  
Strawberries, fresh or  
Tangerine, fresh or  
Tomato, diced  
Tortilla, Whole Wheat  
Snack  
Crainsins - Dried Cranberries  
Cheese Sticks

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

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

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

**19 Breakfast Week 2**  
Milk, Low Fat 1%  
French Toast Sticks  
Pears  
Lunch  
Milk, Low Fat 1%  
Apple, fresh  
Carrot, fresh  
Chicken Drumsticks  
Wheat Breadsticks  
Snack  
Milk, Low Fat 1%  
Brown Rice Krispies Cereal

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

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

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

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

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

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

**28 Breakfast Week 3**  
NO CLASSES  
NO CLASSES  
NO CLASSES  
Lunch  
NO CLASSES  
NO CLASSES  
NO CLASSES  
NO CLASSES  
NO CLASSES  
NO CLASSES  
NO CLASSES  
Snack  
NO CLASSES  
NO CLASSES

**29 Breakfast Week 3**  
NO CLASSES  
NO CLASSES  
NO CLASSES  
Lunch  
NO CLASSES  
NO CLASSES  
NO CLASSES  
NO CLASSES  
NO CLASSES  
NO CLASSES  
Snack  
NO CLASSES  
NO CLASSES

**Lunes**

**Martes**

**Miércoles**

**Jueves**

**Viernes**

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

**5 Desayuno Week 5**  
 Leche  
 Manzana  
 Cereal Cheerios de Grano Inte  
Comida  
 Leche  
 Pan de Trigo Integral  
 Melón  
 Zanahoria  
 Rebanada de Pavo  
Bocadillo  
 Leche  
 Ojuelas de Cereal Multigrano

**6 Desayuno Week 5**  
 Leche  
 Bizcocho de Trigo Integral  
 Durazno  
Comida  
 Leche  
 Frijoles Refritos  
 Fresa  
 Tanjarina o  
 Salsa de Jitomate  
 Tortilla de Trigo Integral  
Bocadillo  
 Galletas  
 Jugo de 100%

**7 Desayuno Week 5**  
 Leche  
 Avena  
 Piña Machacada  
 Pasas  
Comida  
 Leche  
 Chabacano  
 Ensalada de Lechuga Romana  
 Espagueti Horneado (turkey)  
Bocadillo  
 Leche  
 Chex de fresa

**1 Desayuno Week 4**  
 Leche  
 Manzana  
 Mollete con Arándanos Azules  
Comida  
 Leche  
 Melón  
 Zanahoria  
 galletas Ritz integrales  
 Ensalada de Atún  
Bocadillo  
 Leche  
 Galletas

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

**11 Desayuno Week 1**  
 NO CLASES  
 NO CLASES  
 NO CLASES  
Comida  
 NO CLASES  
 NO CLASES  
 NO CLASES  
 NO CLASES  
 NO CLASES  
 NO CLASES  
 NO CLASES  
Bocadillo  
 NO CLASES  
 NO CLASES

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

**13 Breakfast Week 1**  
 Leche  
 Bizcocho de Trigo Integral  
 Durazno  
Lunch  
 Leche  
 Burrito  
 Queso Cheddar  
 Lechuga Romana  
 Frijoles Refritos  
 Fresa  
 Tanjarina o  
 Jitomate Picado  
 Tortilla de Trigo Integral  
Snack  
 arandanos secos  
 Barita de Queso

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

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

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

**19 Desayuno Week 2**  
 Leche  
 Baritas de Pan Francés Tostad  
 Pera  
Comida  
 Leche  
 Manzana  
 Zanahoria  
 Pierna de Pollo  
 barra de pan para  
Bocadillo  
 Leche  
 Cereal Integral Rice Krispies

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

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

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

**25 Desayuno Week 3**  
 Leche  
 Cereal Cheerios  
 Naranja  
Comida  
 Leche  
 Manzana  
 Chícharos  
 Macarrón y Queso  
 Sandía Fresca o  
Bocadillo  
 galletas Ritz integrales  
 Pera

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

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

**28 Desayuno Week 3**  
 NO CLASES  
 NO CLASES  
 NO CLASES  
Comida  
 NO CLASES  
 NO CLASES  
 NO CLASES  
 NO CLASES  
 NO CLASES  
 NO CLASES  
 NO CLASES  
 NO CLASES  
Bocadillo  
 NO CLASES  
 NO CLASES

**29 Desayuno Week 3**  
 NO CLASES  
 NO CLASES  
 NO CLASES  
Comida  
 NO CLASES  
 NO CLASES  
 NO CLASES  
 NO CLASES  
 NO CLASES  
 NO CLASES  
 NO CLASES  
Bocadillo  
 NO CLASES  
 NO CLASES

ITEM IV-B – INFORMATION  
POLICY COUNCIL MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the Policy Council minutes of the August 27, 2019 meeting.

**NOTES:**



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

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

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

Tuesday, August 27, 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 9:03 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  
Yamilka Estrella, Twin Rivers Unified School District  
Charles Taylor, Past Parent/Community Representative  
Henrietta Gutierrez, Past Parent/Community Representative  
Kerynn Jetton, Early Head Start (SOP)  
Christie Hamm, Sacramento Public Library (seated at 9:05)  
Evangalina Barrios, SETA-Operated Program (seated at 9:05 a.m.)  
Maria Martinez, Women’s Civic Improvement Club (seated at 9:05 a.m.)  
Claudett Sanders, Sacramento City Unified School District (seated at 9:16 a.m.)

**Member Absent:**

Jovita Galvin, Women’s Civic Improvement Club (unexcused)

**II. Consent Item**

**A. Approval of the Minutes of the July 23, 2019 Meeting**

Ms. Gutierrez read a correction into the record. She requested a change to the minutes on page 8; the number should be 599 instead of 699.

Moved/Taylor, second/Xiong, to approve the July 23, 2019 minutes as corrected.

Show of hands vote:

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

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 2 (Galvin and Sanders)

### III. Action Items

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

The board went into closed session at 9:08 a.m. Ms. Gutierrez called the meeting back into open session at 9:15 a.m. and reported that the Policy Council approved the following eligible lists: Associate Teacher and Associate Teacher/Infant Toddler; Home Visitor; and Senior Personnel Analyst.

Ms. Claudett Sanders was seated at 9:15 a.m.

#### B. TIMED ITEM: 9:00 A.M. AND PUBLIC HEARING: Approval of Changes to the SETA Personnel Policies and Procedures Hiring of Head Start Grantee Operated Program Staff Policy

Ms. Allison Noren reviewed this item which provides a process by which PC and PAC members assist in HR screenings and interviews. The proposed modifications will assist in making the process a bit quicker.

Ms. Noren stated that this item was reviewed by the union and management and will go before the SETA Governing Board on September 18 for final approval.

Ms. Gutierrez opened a public hearing; there was no testimony.

Moved/Hamm, second/Estrella, to close the public hearing and approve changes to the SETA Personnel Policies and Procedures Hiring of Head Start Grantee Operated Program Staff Policy.

Show of hands vote:

Aye: 9 (Adedipe, Barrios, Estrella, Hamm, Jetton, Martinez, Sanders, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 1 (Galvin)

### IV. Information Items

#### A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Claudett Sanders reviewed the calendar of events.
- Parent/Staff Recognitions: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han Mr. Victor Han reviewed the fiscal report. The grant should be completely expended once all expenses are received from delegate agencies. Once the final numbers are received from the delegate agencies, Mr. Han will provide a final report. Mr. Han does not expect any carryover into the next

- fiscal year. The credit card statement was reviewed. Ms. Gutierrez asked about the American Express late fee; Mr. Han explained that it was reversed.
- Preschool Development Grant – Early Learning & Care Parent Committee Report – Ms. Henrietta Gutierrez was asked to be a part of this group that includes 12 parents from around the state. The purpose of the committee is to provide information on how to close the gap of resources available to parents for quality child care. The committee met on July 26 and there will be two more meetings in the near future. No dates have been set yet.
  - WEAVE Report: No additional report.
  - Head Start/Early Head Start Recruitment Events: Mr. Robert Silva spoke of upcoming recruitment events. Mr. Silva asked parents to consider signing up for the two events.
    - ESL Fall Orientation & Family Fair (August 2), Sacramento Food Bank, 10:00 a.m. – 1:00 p.m.: Ms. Spring Burrell attended this event and she really enjoyed the available community resources.
    - Summer Night Lights (August 23) 7:00 – 10:00 p.m.
    - Rio Linda County Fair (Saturday, September 21), 6730 Front Street, Rio Linda, 8:00 a.m. – 4:00 p.m.; This is a fun, small community event.
    - Festival Latino (Sunday, September 22), 2143 Hurley Way, Suite 110, Sacramento, 11:00 a.m. – 5:00 p.m.
  - Community Resources – Parents/Staff: Mr. Robert Silva reported that two Head Start parents were granted community connections grants from First 5; Kao Yee Xiong and Alisha Givehchi. Mr. Silva provided information on how to submit a proposal to be considered for funding.

Ms. Xiong reported that she was funded for a second grant; it is exciting to provide services and community building for families. First 5 is looking to make communities stronger. She had 120 children participate in her *Learn Hmong with Me* program.

There will be a recruitment event for U. S. Census jobs on Wednesday, September 4, 9 a.m. – 11:00 a.m. at the Mather Job Center.

B. Governing Board Minutes – June 6, 2019: No questions.

## V. Committee Reports

- Executive Committee Meeting Critique: Ms. Sanders reviewed the Executive Committee critique.
- Personnel/Bylaws Committee: Ms. Gutierrez reviewed the last meeting; the next committee meeting is tomorrow.
- Social/Hospitality Committee: Ms. Gutierrez reported on the August 14 meeting. The End-of-Year Parent Appreciation Event will be changed to October 15. The PAC and PC will have a joint meeting and then will meet to have lunch immediately after the meeting.
- Sacramento Medi-Cal Dental Advisory Committee: No report.

- Community Action Board: Ms. Yamilka Estrella reported that the Request for Proposals was approved by the Community Action Board. The CAB wants to target systemic social inequities and this bold statement was included in the RFP. So far the service providers have provided good information on how they will target systemic issues.

## VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick reported that the Community Services Block Grant proposals will be due September 12 and the SETA Governing Board will approve funding recommendations on December 5.
- B. Chair's Report: Ms. Gutierrez will distribute the HR calendar at the end of the meeting and asked board members to sign up.
- C. Head Start Deputy Director's Report: Ms. Denise Lee reviewed the proposed rulemaking on changes to the 'Designated Renewal System (DRS)'. DRS is a way that the federal government can require programs to re-compete if they do not meet high quality standards. Public comment is an opportunity for the Head Start community to provide feedback before the policy is changed. Ms. Lee reviewed some of the reasons grantees would be required to re-compete for grants under DRS. Ms. Lee introduced Wendy Tanner, Staff Support Officer. Ms. Tanner introduced two new Administrative Assistants, Ashley Jones and Sasha Atoyan.
- D. Head Start Managers' Reports
  - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: Ms. Carr announced an open house at Hopkins Park, September 6 at 10 a.m. Ms. Claudett Sanders will be one of the guest speakers. Staff has been working to transition Sacramento City USD families to Head Start. Staff is working to open Freeport in September and recruitment is continuing. More centers/classes will be opening later in September. Brett Hart and CP Huntington, Infant Toddler will open in late September. Parents have to be working or in school to qualify for the infant/toddler programs.
  - Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith reported that staff has been doing a lot of preservice training in areas such as CPS reporting requirements, safety/supervision, curriculum, pest management, sexual harassment prevention, and bloodborne pathogens. This includes the transitioning of former Sacramento City USD staff to the Head Start curriculum. Twin Rivers has expanded their EHS program and SETA staff will be providing individual coaching for their Early Head Start teachers. San Juan asked for specific training on individualization for children (IEPs, separation anxiety). WCIC has received training/mentoring on environments. Elk Grove has a new program specialist, Ms. Laura Crook; Ms. Claudia Charter recently retired. It is a busy time of year for everyone.
  - Kaleb Call – Quality Assurance, Food Services, Safe Environments, Grants, and Contracts: Mr. Call reported that over the past year and with around 13 staff, the Head Start kitchen served over 1 million meals. Two new cook/drivers were recently hired to assist in the food delivery. Mr. Call introduced Rosie Barajas

one of the newest QA analysts. The QA team is planning out the calendar for the coming year. Rosie was a Family Services Worker at a couple of different centers and is now working in the QA unit.

- E. Open Discussion and Comments: Ms. Hamm announced during the month of September, the Sacramento Public Library will have playtimes at all of the public libraries. They will provide environments that will be fun for all children including babies. The 2019 Play Summit will be on September 14; this is a one-day conference on the importance for play. Staff will distribute information on how to register for this fun and educational event. SETA will pay for the registration fee for those interested in participating.
- F. Public Participation: No comments.

**VII. Adjournment:** The meeting was adjourned at 10:05 a.m.

## ITEM V

### 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
  - ✓ Program Information Summary Report 2018-2019

#### NOTES:

**SETA Head Start/Early Head Start Enrollment Report**

**(Enrollment as of the last service day of the month)**

**Last Service Day of Month: 10/31/2019**

Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
16th Avenue	1257R	20	14	6	0	20
16th Avenue	1257X	19	16	3	1	20
Alder Grove ELC	1247V	19	19	0	1	20
Bannon Creek	1200A	17	15	2	1	18
Bannon Creek	1200B	17	15	2	17	34
Bannon Creek	1200C	19	16	3	0	19
Bannon Creek	1200D	16	14	2	18	34
Bret Harte	1271X	20	17	3	0	20
Bright Beginnings	1201V	20	17	3	0	20
Bright Beginnings	1201W	20	18	2	0	20
Capitol City	1272X	19	18	1	0	19
CP Huntington	1273X	20	19	1	2	22
Crossroad Gardens	1242A	20	18	2	2	22
Crossroad Gardens	1242B	16	12	4	1	17
Crossroad Gardens	1242R	19	16	3	0	19
Crossroad Gardens	1242X	20	19	1	0	20
Elkhorn	1255A	20	18	2	2	22
Elkhorn	1255B	19	15	4	4	23
Elkhorn	1255C	19	14	5	2	21
Elkhorn	1255D	20	15	5	1	21
Elkhorn	1255X	20	19	1	1	21
Franklin	1205V	14	12	2	0	14
Freedom Park	1239A	20	19	1	1	21
Freedom Park	1239B	18	12	6	2	20
Freedom Park	1239R	20	20	0	1	21
Freedom Park	1239X	20	14	6	0	20
Freeport	1274X	18	14	4	1	19
Fruitridge	1216V	20	18	2	2	22
Fruitridge	1216W	20	17	3	0	20
Galt	1234A	20	14	6	0	20
Galt	1234B	20	20	0	0	20
Galt	1234C	20	12	8	0	20
Galt	1234D	20	17	3	0	20
Grizzly Hollow	1252A	20	19	1	0	20
Grizzly Hollow	1252B	20	19	1	0	20
Hillsdale	1228A	20	20	0	0	20

**SETA Head Start/Early Head Start Enrollment Report**

**(Enrollment as of the last service day of the month)**

**Last Service Day of Month: 10/31/2019**

Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Hillsdale	1228B	19	13	6	1	20
Hillsdale	1228R	20	16	4	0	20
Hillsdale	1228X	20	15	5	0	20
Hopkins Park	1253V	20	16	4	0	20
Hopkins Park	1253W	20	15	5	0	20
Illa Collin	1221V	19	16	3	1	20
Job Corp	1237X	20	18	2	1	21
Kennedy Estates	1240V	20	19	1	1	21
La Verne Sterwart	1219S	20	14	6	1	21
Marina Vista ELC	1246R	20	18	2	1	21
Marina Vista ELC	1246S	20	19	1	0	20
Marina Vista ELC	1246X	18	15	3	2	20
Mather	1223A	20	17	3	1	21
Mather	1223B	18	16	2	2	20
Mather	1223C	17	14	3	3	20
Mather	1223D	15	14	1	1	16
Mather	1223X	20	16	4	1	21
Nedra Court	1244V	20	20	0	0	20
Nedra Court	1244W	19	17	2	0	19
Norma Johnson	1214A	16	15	1	2	18
Norma Johnson	1214B	13	11	2	0	13
Norma Johnson	1214X	20	20	0	1	21
North Avenue	1256A	15	12	3	2	17
North Avenue	1256B	13	9	4	1	14
North Avenue	1256V	20	16	4	1	21
North Avenue	1256X	20	18	2	0	20
Northview	1224A	20	17	3	0	20
Northview	1224B	19	17	2	0	19
Northview	1224C	20	14	6	1	21
Northview	1224D	18	18	0	2	20
Northview	1224X	20	17	3	0	20
Parker	1207V	15	12	3	1	16
Phoenix Park	1248A	19	10	9	0	19
Phoenix Park	1248B	19	14	5	1	20
Phoenix Park	1248X	19	17	2	1	20
Sharon Neese	1249R	20	17	3	0	20
Sharon Neese	1249V	20	16	4	2	22



**SETA Head Start/Early Head Start Enrollment Report**

**(Enrollment as of the last service day of the month)**

**Last Service Day of Month: 10/31/2019**

Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Sharon Neese	1249X	19	18	1	1	20
Solid Foundation	1254V	19	19	0	1	20
Solid Foundation	1254W	20	18	2	1	21
Strizek Park	1225A	20	15	5	2	22
Strizek Park	1225B	17	12	5	1	18
Walnut Grove	1235V	19	18	1	2	21
Walnut Grove	1235W	15	10	5	0	15
16th Avenue	1257J	8	7	1	0	8
16th Avenue	1257K	8	4	4	2	10
16th Avenue	1257N	7	6	1	1	8
Alder Grove Infant/Toddler Center	1212M	8	7	1	0	8
Alder Grove Infant/Toddler Center	1212U	8	7	1	0	8
American Legion	1270U	3	3	0	0	3
Bret Harte	1271U	4	2	2	0	4
Capitol City	1272M	7	7	0	4	11
Capitol City	1272U	8	6	2	0	8
CP Huntington	1273U	8	7	1	0	8
Crossroad Gardens	1242K	8	8	0	1	9
Crossroad Gardens	1242N	8	7	1	2	10
Elkhorn	1255M	8	6	2	2	10
Elkhorn	1255U	8	6	2	1	9
Grizzly Hollow	1252P	8	8	0	0	8
Hiram Johnson	1275L	4	4	0	0	4
Hiram Johnson	1275M	8	6	2	0	8
Hiram Johnson	1275U	8	7	1	0	8
Hopkins Park	1253N	6	3	3	2	8
Job Corp	1237L	8	6	2	0	8
Job Corp	1237M	8	7	1	0	8
Job Corp	1237U	7	6	1	1	8
Marina Vista ELC	1246P	8	7	1	0	8
Mather	1223M	7	7	0	0	7
Mather	1223U	8	7	1	1	9
Norma Johnson	1214U	7	5	2	1	8
North Avenue	1256P	8	7	1	0	8
Northview	1224P	8	7	1	0	8
Phoenix Park	1248N	8	8	0	1	9
Sharon Neese	1249J	8	6	2	2	10

**SETA Head Start/Early Head Start Enrollment Report**

**(Enrollment as of the last service day of the month)**

**Last Service Day of Month: 10/31/2019**

Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Sharon Neese	1249K	8	5	3	1	9
Sharon Neese	1249N	8	8	0	0	8
<b>TOTALS for Head Start</b>		<b>1745</b>	<b>1476</b>	<b>269</b>	<b>121</b>	<b>1866</b>
HS Totals	1509					
Drops w/in 30	99					
P/S Home Base	129					
Total	<b>1737</b>					
EHS Totals	236					
Drops w/in 30	22					
EHS Home Base	194					
River Oaks	74					
SCOE	79					
Total	<b>605</b>					
<b>GRAND TOTAL</b>	<b>2342</b>					

**CLASS CODE BREAKOUT**

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

SETA Head Start/Early Head Start

Monthly Attendance Report for School Year 2019 to 2020

Period: October 2019

Full Day Classes		
	Present Only	Present and Excused
Center Name	%ADA *	%ADA **
Alder Grove ELC	80%	100%
Bret Harte	88%	100%
Bright Beginnings	90%	100%
Capitol City	86%	100%
CP Huntington	86%	100%
Crossroad Gardens	88%	100%
Elkhorn	85%	99%
Freedom Park	87%	97%
Freeport	85%	100%
Fruitridge	86%	100%
Hillsdale	91%	98%
Illa Collin	89%	100%
Job Corp	85%	94%
La Verne Sterwart	83%	100%
Marina Vista ELC	87%	98%
Mather	89%	100%
Nedra Court	92%	99%
Norma Johnson	94%	100%
North Avenue	85%	100%
Northview	91%	100%
Parker	74%	99%
Phoenix Park	88%	100%
Sharon Neese	86%	96%
Walnut Grove	86%	100%
Overall Averages	87%	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 2019 to 2020

Period: October 2019

Part Day Classes		
	Present Only	Present and Excused
Center Name	%ADA *	%ADA **
Bannon Creek	85%	99%
Crossroad Gardens	81%	100%
Elkhorn	82%	100%
Freedom Park	86%	99%
Galt	85%	100%
Grizzly Hollow	90%	100%
Hillsdale	80%	96%
Mather	86%	100%
Norma Johnson	81%	100%
North Avenue	82%	98%
Northview	80%	100%
Phoenix Park	81%	100%
Strizek Park	79%	98%
Overall Averages	83%	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 2019 to 2020

Period: October 2019

Early Head Start Classes		
	Present Only	Present and Excused
Center Name	%ADA *	%ADA **
16th Avenue	83%	100%
Alder Grove Infant/Toddler Center	81%	96%
American Legion	100%	100%
Bret Harte	83%	100%
Capitol City	88%	100%
CP Huntington	84%	100%
Crossroad Gardens	91%	100%
Elkhorn	84%	100%
Grizzly Hollow	93%	100%
Hiram Johnson	77%	97%
Hopkins Park	76%	98%
Job Corp	80%	95%
Marina Vista ELC	94%	99%
Mather	84%	96%
Norma Johnson	84%	99%
North Avenue	92%	100%
Northview	84%	100%
Phoenix Park	83%	100%
Sharon Neese	87%	96%
Overall Averages	85%	98%

\* ADA reflects cumulative days present for the month

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



# SETA Head Start

## Food Service Operations Monthly Report

### \*October 2019

- October 4th** - Sharon Neese had a Field Trip to Perry Pumpkin Patch  
Sack lunch and Snack Provided 20 Guests  
Mather had a Field Trip to Roemer Pumpkin Farm Sack lunch & Snack Provided 40 guest.
- October 15th** - Bright Beginnings had a Field Trip to Roemer Pumpkin Patch  
Sack lunch & Snack Provided 40 guest
- October 17th** - Northview had a Field Trip to Perry's Pumpkin Patch Sack lunch & Snack Provided 40 guest.
- October 18th** - Norma Johnson had a Field Trip to Perry's Pumpkin Patch  
Sack lunch & Snack Provided 70 guest.
- October 21st** - Phoenix Park had a Field Trip to Roemer Pumpkin Patch  
Sack lunch & Snack Provided 50 guest.
- October 22nd** - Elkhorn had a Field Trip to Pumpkin Farm Sack lunch & Snack Provided 60 guest.  
Fruitridge had a Field Trip to Roemer Pumpkin Patch Sack lunch & Snack Provided 40 guest.  
Mather had a Field Trip to Roemer Pumpkin Patch Sack lunch & Snack Provided 80 guest.  
Crossroads had a Field Trip it was on Site Sack lunch & Snack Provided 40 guest.  
Parker had a Field Trip to Roemer Pumpkin Patch Sack lunch & Snack Provided 20 guest.
- October 24th** - Kennedy Estates had a Field Trip to Keema's Pumpkin Farm  
Sack lunch & Snack Provided 20 guests.  
Strizek had a Field Trip to Pumpkin Farm Sack lunch & Snack Provided 40 guests.  
Northview had a Field Trip to Perry's Pumpkin Patch Sack lunch & Snack Provided 40 guests  
Elkhorn had a Field Trip to Pumpkin Farm Sack lunch & Snack Provided 20 guests.
- October 25th** - Galt had a Field Trip to Fog Willow Farms Sack lunch & Snack Provided 40 guests.  
Home Base PSHB had a Field Trip to Goblin Gardens Pumpkin Farm  
Sack lunch & Snack Provided 80 guests.  
Home Base EHS had a Field Trip to Perry's Pumpkin Farm  
Sack lunch & Snack Provided 100 guests.  
Freedom Park had a Field Trip to Pumpkin Patch Sack lunch & Snack Provided 80 guests.  
Northview had a Field Trip to Perry's Pumpkin Farm Sack Lunch & Snack Provided 20 guests.
- October 31st** - Nedra Court had a Field Trip Pumpkin Patch Sack lunch & Snack Provided 40 guests.  
Galt had a Field Trip to Fog Willow Farms Sack lunch & Snack Provided 40 guests.  
Job Corps had a Field Trip on site Sack lunch & Snack Provided 50 guests.

**Total Number of Meals and Snacks Prepared for All Kitchens:**

<b>Lunch</b>	<b>PM Snack</b>	<b>Breakfast</b>	<b>Field Trips</b>
<b>41,805</b>	<b>33,305</b>	<b>34,035</b>	<b>1730</b>

**Total Amount of Meals and Snacks Prepared** **110,875**

**Purchases:**

**Food** **\$87,793.35**

**Non - Food** **\$18,046.17**

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

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

**Kitchen Small Wares and Equipment:** **\$0.00**

**Vehicle Maintenance and Repair :** **\$2,291.56**

**Vehicle Gas / Fuel:** **\$2,204.06**  
**Normal Delivery Days** **23**

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**October 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	159	9%	589	101	17%
<b>Twin Rivers USD</b>	140	20	14%	40	3	8%
<b>Elk Grove USD</b>	440	28	6%			
<b>Sac City USD</b>	736	62	8%			
<b>San Juan USD</b>	1052	127	12%	160	8	5%
<b>WCIC</b>	120	6	5%			
<b>EHS CCP</b>				80	11	14%
<b>COUNTY TOTAL</b>	<b>4244</b>	<b>402</b>	<b>9%</b>	<b>869</b>	<b>123</b>	<b>14%</b>

*AFE: Annual Funded Enrollment*





## Program Information Report (PIR) Overview

### **Background and Purpose.**

In 1978, the national Head Start Bureau (aka OHS) began the first uniform collection of Head Start program data to describe the nation's program. By the mid-1980s, the Head Start Program Information Report, commonly referred to as the "PIR," was the "principal source of basic information about the operating characteristics of Head Start programs and the services they provide" (Ellsworth 1978). The PIR is an extensive survey that all Head Start and Early Head Start programs are required to complete on an annual basis. Data collected through the PIR is used for a variety of purposes:

- to describe varied program design and staffing patterns
- to report funded and actual enrollment levels
- to describe and quantify the services delivered by each program, and
- to identify demographic and social trends among the children and families served.

The PIR also provides summary data at the national, regional, state, city and zip code levels. Selected areas of the reports are used to inform national policy decisions and provide timely information in response to Congressional and public inquiries about the program.

### **2018-2019 PIR Reports.**

There are three charts attached - one Head Start chart which represents services to preschool aged children and two Early Head Start charts which represent services to infants, toddlers and pregnant woman. These summary charts are not inclusive of all questions included in the PIR but instead focus on key indicators for program quality and threshold comparisons.

### **Summary of Results and Corrective Plans.**

- Overall, Sacramento County Head Start and Early Head Start programs performed on par with previous years.
- Sacramento County tends to show higher enrollment turnover in the first 45 days than its national, regional and state counterparts.
- Nearly all enrolled children have an identified medical home and medical insurance.
- The percentage of children completing all medical screenings has declined from last year and falls below national, regional, and state averages.
  - To count as medically complete, a child must be up-to-date on ALL of the following screenings: hearing, vision, blood pressure, height/weight, physical exam, blood lead, and TB.

- Data analysis showed that 836 out of 2,683 children were missing a Blood Lead Screening provided by their primary physician. This represents 23% of all grantee enrolled children during the program year. Delegate agencies largely reported the same trends.
- In 2019-2020, the grantee will work collaboratively with its delegate agencies, partners, regional office staff, the public health office, and the Health Services Advisory Committee to develop strategies:
  - to address missing Blood Lead Screenings (BLS);
  - to partner with local medical providers to complete age-required BLS as an important element of wellness for young children and in accordance with the pediatric periodicity table, Bright Futures;
  - to educate parents on the importance of advocating for a BLS;
  - to explore/develop partnerships with local medical providers to perform on-site BLS for children as needed.
- 97% of children received follow-up medical treatment as needed. This is higher than SETA's national, regional and state counterparts.
- The percentage of children completing a dental examination has slightly declined from last year and is slightly lower than regional and state counterparts, but on par nationally.
  - In 2019-2020, the grantee will work collaboratively with its delegate agencies, partners, and dental consultants to develop strategies:
    - to re-visit center locations where absent children may have missed the original dental visit;
    - to increase parent education on the importance of dental hygiene and annual dental examinations;
    - to seek formal partnerships with public dental van agencies to increase on-site dental examinations where results tend to be lower.
- Staff have assisted more than 190 families experiencing homelessness during the program year.
- 192 enrolled children were in foster care at some point during the program year, representing 2.6% of the total cumulative enrollment for the year.
- Nearly 82% of all Head Start teachers hold a Bachelor's degree or higher, outpacing national, regional and state counterparts.

	County Totals	2017-2018	Nat'l Avg	Reg Avg	State Avg
<b>Enrollment</b>					
Actual Enrollment	5,655	5,432	755,791	101,140	80,449
# Enrolled < 45 days	7.52%	5.01%	3.89%	4.78%	4.80%
<b>Family Demographics</b>					
# of Families	5,185	5,048	703,020	95,230	75,891
% families receiving HS Services	76.91%	77.34%	65.42%	75.19%	74.98%
% of homeless/acquired housing	39.60%	47.42%	29.29%	28.12%	26.68%
<b>Child Health Services</b>					
Children with medical home	99.27%	95.89%	97.02%	98.79%	99.04%
Children with health insurance	99.36%	97.35%	96.93%	98.87%	99.49%
Med. Screenings Complete	67.92%	79.99%	83.84%	83.37%	82.69%
Needing Med. Treatment	9.92%	9.00%	9.80%	10.56%	11.90%
Rec'd Med. Treatment	96.85%	93.09%	92.02%	94.18%	94.30%
Up to date on oral health care	80.23%	84.13%	79.86%	83.47%	83.46%
Needing Dental Treatment	16.66%	18.21%	15.90%	22.95%	23.72%
Dental Treatment Rec'd	78.31%	77.16%	70.75%	76.70%	76.84%
<b>Immunization</b>					
Complete/up to date/exempt					
....at enrollment	98.71%	98.09%	94.92%	98.35%	98.61%
....at end of program year	98.74%	98.40%	96.99%	99.15%	99.29%
<b>Disabilities</b>					
% Diagnosed	10.50%	10.62%	13.20%	12.84%	13.40%
<b>Staff Qualifications</b>					
# of Teachers with BA or higher	81.59%	78.89%	72.63%	64.60%	68.07%
# of ATs with permit or higher	98.35%	97.33%	88.51%	93.49%	93.95%

2018-2019 PIR Indicator Report - Early Head Start (comparison)

	County Totals	2017-2018	Nat'l Avg	Reg Avg	State Avg
<b>Enrollment</b>					
Actual Enrollment	1,267	1,218	224,325	38,879	25,780
# Enrolled < 45 days	11.21%	6.40%	5.81%	6.22%	5.85%
<b>Family Demographics</b>					
# of Families	1,124	1,077	200,896	35,236	23,522
% families receiving HS Services	76.33%	75.77%	72.88%	76.99%	79.71%
% of homeless/acquired housing	27.94%	30.26%	30.72%	26.44%	25.14%
<b>Child Health Services</b>					
Children with medical home	99.13%	97.70%	96.17%	97.97%	98.14%
Children with health insurance	99.45%	98.69%	97.31%	98.76%	99.17%
Med. Screenings Complete	49.25%	61.58%	72.63%	72.21%	73.13%
Needing Med. Treatment	5.77%	3.20%	7.48%	8.39%	8.00%
Rec'd Med. Treatment	91.67%	83.33%	93.42%	94.86%	95.49%
<b>Immunization</b>					
Complete/up to date/exempt					
....at enrollment	86.42%	84.24%	90.01%	90.27%	88.73%
....at end of program year	84.69%	83.33%	92.23%	94.04%	93.49%
<b>Disabilities</b>					
% Diagnosed	13.58%	11.41%	13.89%	14.50%	16.12%
<b>Staff Qualifications</b>					
% of Teachers with CDA/Permit+	100.00%	100.00%	85.94%	92.05%	95.37%

	County Totals	2017-2018	Nat'l Avg	Reg Avg	State Avg
<b>Enrollment</b>					
Actual Enrollment	138	132	172,796	8,488	6,434
# Enrolled < 45 days	10.14%	3.79%	5.72%	7.52%	6.79%
<b>Family Demographics</b>					
# of Families	132	121	155,381	7,596	5,816
% families receiving HS Services	54.55%	73.55%	74.51%	69.14%	73.83%
% of homeless/acquired housing	16.67%	50.00%	30.87%	25.46%	22.19%
<b>Child Health Services</b>					
Children with medical home	97.10%	94.70%	96.19%	98.44%	99.36%
Children with health insurance	97.83%	96.97%	97.16%	98.83%	99.27%
Med. Screenings Complete	45.65%	53.79%	73.77%	69.44%	69.97%
Needing Med. Treatment	4.76%	8.45%	7.53%	8.47%	9.57%
Rec'd Med. Treatment	66.67%	50.00%	93.51%	93.59%	94.66%
<b>Immunization</b>					
Complete/up to date/exempt					
....at enrollment	99.28%	93.94%	89.84%	94.89%	94.95%
....at end of program year	99.28%	91.67%	92.24%	96.68%	96.74%
<b>Disabilities</b>					
% Diagnosed	13.04%	8.33%	14.60%	11.02%	12.12%
<b>Staff Qualifications</b>					
% of Teachers with CDA/Permit+	100.00%	60.87%	91.00%	87.15%	90.20%





## SOP Center/Classroom

Below is an update on the status of newly opening centers/classrooms. Delayed openings will likely result in SETA reporting under-enrollment for the month of November.

### Opened During October

**Bret Harte EHS**

**CP Huntington EHS**

**American Legion EHS**

**Franklin Head Start**

### Delayed Opening

#### ***American Legion EHS (8)***

One EHS class pending staff to be hired.  
Anticipated start date will be  
December 2019.  
For enrollment information contact:  
Patricia at 916.395.4880

#### ***Auberry Park (40)***

##### ***(replacement location needed)***

Due to a lost lease agreement, SETA is seeking a new location to host 40 part-day Head Start (preschool) enrollment slots. No new space has been identified at this time.

#### ***Freedom Park (16)***

All preschool classes remain open.  
Two (2) new EHS (infant/toddler) classes are pending.  
Licensing visit completed on October 25th.  
Target start date: Mid November  
Two classrooms = 16 enrollment slots  
For enrollment information contact:  
Conrada at 916.563.5024 or  
Faisal at 916.563.5123

### Delayed Opening (continued)

#### ***Galt (16)***

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

#### ***Hillsdale (8)***

All preschool classes remain open.  
One (1) new EHS (infant/toddler) class is pending licensing clearance for new age group.  
Target start date: Late November  
One classroom = 8 enrollment slots  
For enrollment information contact:  
Christina at 916.563.5361 or Cartearra at 916.563.5360

#### ***Hiram Johnson (8)***

Three (3) EHS (infant/toddler) classes are open and operating.  
One additional EHS class is pending due to staff vacancies.  
Target start date: December 2019  
For enrollment information contact:  
Anaceli at 916.395.5506 Ext 0

#### ***Home Base/Early Head Start (48)***

Four staff vacancies. Hiring offers accepted.  
Pending clearances to start.  
Maximum 48 enrollment slots.  
Positions are posted. Eligibility List should go to PC for action on November 26th with anticipated December hiring.





## Updates from the Office of Head Start

ACF-IM-HS-19-04

10/10/2019

Accounting Simplification for Head Start and Early Head Start operation and Service

This Information Memorandum (IM) is to inform grantees of a simplified accounting procedure that will go into effect beginning in fiscal year (FY) 2020. Currently, the Office of Head Start's (OHS) accounting structure includes two separate Common Accounting Numbers (CANs) for Head Start and Early Head Start operations. OHS will streamline the current structure by transitioning to the use of a single CAN for operations, inclusive of both Head Start and Early Head Start service funds. This change is meant to lessen administrative burdens grantees face when operating both programs. These CANs are known as Program Accounts 4122 and 4125 for Head Start and Early Head Start, respectively.

Starting in FY2020, all Head Start and Early Head Start operations amounts will be funded from CAN 4122. This change does not affect Program Accounts 4120 and 4121, the Head Start and Early Head Start training and technical assistance (T/TA)

CANs, due to statutory requirements placed on those funds. This change only applies to traditional Head Start and Early Head Start grants and has no impact on Early Head Start-Child Care Partnership/Early Head Start Expansion grants. Furthermore, this accounting change does not affect annual funding and enrollment levels for Head Start or Early Head Start and does not change the processes for programs seeking to convert slots.

This accounting structure change has no impact on how a grantee will continue to submit program-level funding requests or requests for conversion of slots, nor will it have an impact on the under-enrollment process. Funding guidance letters will continue to be provided with annual funding and enrollment levels for Head Start and Early Head Start along with instructions on how grantees will apply for funding.

## Deputy Director, HS Manager and Health/Oral Health Partners Speak to UC Davis Students

On October 30<sup>th</sup>, Deputy Director/Denise Lee, Manager/Lisa Carr, and partners from Access Dental Plan/Martha Cisneros Campos and the Center for Oral Health/Early Smiles Sacramento/Mira Yang RDH spoke to UC Davis under-graduate and graduate students. The purpose of the panel presentation was to introduce students to the Head Start/Early Head Start program and share information and data about health and oral health

issues for children and families in poverty. The presentation was well received with thoughtful questions and short discussions following the presentation. The opportunity to present continues to strengthen SETA's working relationship with the University and to broaden its partnerships to new UCD departments/staff. It was a very positive experience for all.





# Harvest

# Festival Fun!

Head Start celebrates harvest festival  
at the Early Learning Centers





# Harvest Festival Fun!

(continued)





# Harvest Festival Fun!

(continued)



Sacramento  
Metro Fire visits  
the children and  
staff at Laverne  
Stewart

## ITEM VI – CENTER UPDATES

### BACKGROUND:

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

### NOTES:

## ITEM VII - DISCUSSION

### BACKGROUND:

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

### NOTES:

## ITEM VIII – 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: