

GOVERNING BOARD

LARRY CARR
Councilmember
City of Sacramento

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

ADMINISTRATION

KATHY KOSSICK
Executive Director

DENISE LEE
Deputy Director

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

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

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

*Thought of the Day: "Coming together is the beginning;
keeping together is progress; working together is success."*

Author: Henry Ford

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

DATE: Tuesday, December 17, 2019

TIME: 9:00 a.m.

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

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

AGENDA

PAGE NUMBER

- | | | |
|-------------|---|-------|
| I. | <u>Call to Order/Roll Call/Review of Board Member Attendance</u> | 1-5 |
| | ➤ PAC Meeting Attendance Update | |
| | ➤ Introduction of Newly Seated Representatives | |
| II. | <u>Consent Item</u> | |
| A. | Approval of the Minutes of the November 19, 2019 Regular Meeting | 6-10 |
| III. | <u>Action Items</u> | |
| A. | Election of Parent Advisory Committee Community Representative | 11-12 |
| B. | Election of Parent Advisory Committee Officers 2019-2020 | 13-14 |

IV.	<u>Information Items</u>	
A.	Standing Information	15-25
➤	PC/PAC Calendar of Events: Ms. Angel Chenault	
➤	Parent/Staff Recognition: Ms. Angel Chenault	
➤	PC/PAC Orientation and Officer Training: Ms. Angel Chenault	
➤	PC/PAC Meet and Greet Reports: Ms. Angel Chenault	
➤	Child Care Center Food Menu (attached)	
➤	Fiscal Report/Corporate Card Monthly Statement of Account: Mr. Victor Han (attached)	
➤	Attendance and Chronic Absence Presentation: Ms. Lisa Carr	
➤	Community Resources – Parents/Staff: Mr. Robert Silva	
➤	Kindergarten Registration: Mr. Robert Silva	
➤	Parent Ambassador Committee: Mr. Robert Silva	
B.	Head Start Policy Council Minutes: September 24, 2019	26-30
VI.	<u>Committee Report</u>	
	✓ Executive Committee	31
VII.	<u>Other Reports</u>	31-40
➤	Chair’s Report	
➤	Policy Council Report(s): Ms. Brenda Casillas, Ms. Shannon Pierce, Ms. Claudett Sanders, Ms. Martha Torres, Ms. Arianna Torres	
➤	Head Start Deputy Director’s Report: Ms. Denise Lee	
✓	Monthly Head Start Report	
➤	Head Start Managers’ Reports	
▪	<u>Lisa Carr</u> - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services	
▪	<u>Karen Griffith</u> - School Readiness, Special Education and Mental Health Services	
▪	<u>Kaleb Call</u> - Quality Assurance, Food Services, Safe Environments, Grants, and Contracts	
VIII.	<u>Center Updates</u>	41
IX.	<u>Discussion</u>	41
X.	<u>Public Participation</u>	41
XI.	<u>Adjournment</u>	

DISTRIBUTION DATE: TUESDAY, DECEMBER 10, 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:

- ____ **Yolanda Peaks, Alder Grove I Head Start**
- ____ Vacant, Alder Grove II Head Start
- ____ Vacant, American Legion Head Start
- ____ **Donna Bonner, Bannon Creek Head Start**
- ____ Vacant, Bret Harte Head Start
- ____ Vacant, Capital City Head Start
- ____ Vacant, CP Huntington Head Start
- ____ **Maria Levert, 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
- ____ **Arianna Torres, Fruitridge Head Start**
- ____ **Martha Torres, Galt Head Start**
- ____ Vacant, Grizzly Hollow
- ____ Vacant, Hillsdale Head Start
- ____ Vacant, Hiram Johnson Head Start
- ____ Vacant, Preschool Home Based Head Start
- ____ **Fienishia Wash, Pre-School (Home Base)**
- ____ Vacant, Home Base Early Head Start
- ____ **Claudett Sanders, 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
- ____ **Lizandra Padilla, Northview Head Start**
- ____ Vacant, Parker Head Start
- ____ Vacant, Phoenix Park Head Start
- ____ Vacant, River Oak Center for Children
- ____ **Marcheri Smith, Sacramento County Office of Education**
- ____ **Earlene McBryde, Sharon Neese Early Learning Center**
- ____ Vacant, Solid Foundation Head Start
- ____ **Shannon Pierce, Strizek Park Head Start**
- ____ **Brenda Casillas, Walnut Grove Head Start**
- ____ **Angel Chenault, Past Parent Representative**
- ____ **Henrietta Gutierrez, Past Parent Representative**
- ____ Vacant, Grandparent Representative
- ____ Vacant, Outgoing Chair

ITEM I-A – ROLL CALL

(Continued)

Program Year 2019-2020 - New Representatives to be seated

<input type="checkbox"/> Maretta Dunigan, Bret Harte Head Start	<input type="checkbox"/> Dolores Flores, Norma Johnson Head Start
<input type="checkbox"/> Antonio Rivera, Grizzly Hollow Head Start	<input type="checkbox"/> Jaclyn Pennington, North Avenue Head Start
<input type="checkbox"/> Lisette Aguilar, Illa Collin Head Start	<input type="checkbox"/> Lisa Cleveland, River Oak Center for Children
<input type="checkbox"/> Tierre Drayton, Kennedy Estates Head Start	<input type="checkbox"/> Susan Geisler, 16 th Avenue Head Start
<input type="checkbox"/> Chayla Sherman, LaVerne Stewart Head Start	<input type="checkbox"/>
<input type="checkbox"/> Vacant, Alder Grove II Head Start	<input type="checkbox"/> Vacant, Mather Head Start
<input type="checkbox"/> Vacant, American Legion Head Start	<input type="checkbox"/> Vacant, Nedra Court Head Start
<input type="checkbox"/> Vacant, Capital City Head Start	<input type="checkbox"/> Vacant, Parker Head Start
<input type="checkbox"/> Vacant, CP Huntington Head Start	<input type="checkbox"/> Vacant, Phoenix Park Head Start
<input type="checkbox"/> Vacant, Franklin Head Start	<input type="checkbox"/> Vacant, Pre-School (Home Base)
<input type="checkbox"/> Vacant, Freedom Park Head Start	<input type="checkbox"/> Vacant, Sharon Neese Head Start
<input type="checkbox"/> Vacant, Freeport Head Start	<input type="checkbox"/> Vacant, Solid Foundation Head Start
<input type="checkbox"/> Vacant, Hillsdale Head Start	<input type="checkbox"/> Vacant, Early Head Start (Home Base)
<input type="checkbox"/> Vacant, Hiram Johnson Head Start	<input type="checkbox"/> Vacant, Grandparent Representative
<input type="checkbox"/> Vacant, Home Base Head Start	<input type="checkbox"/> Vacant, Outgoing Chair
<input type="checkbox"/> Vacant, (Marie Cleveland's) Bright Beginning Head Start	<input type="checkbox"/> Vacant, Parent Ambassador
<input type="checkbox"/> Vacant, Marina Vista Head Start	<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 11/19	AG I	X												
Vacant Seated	AG II													
Vacant Seated	AL													
Donna Bonner Seated 11/19	BC	X												
Maretta Dunigan Seated	BH													
Vacant Seated	CP													
Vacant Seated	CPH													
Maria Levert Seated 11/19	CR	X												
Alisha Givhchi Seated 6/19 (holding)	EHS/HB	X												
Stephen Key Seated 11/19	EL	X												
Vacant Seated	FA													
Vacant Seated	FP													
Vacant Seated	FPT													
Arianna Torres Seated 11/19	FT	X												
Martha Torres Seated 11/19	G	X												
Antonio Rivera s/b/seated 11/19	GH	U												
Vacant Seated	H													
Fienishia Wash Seated 11/19	HB	X												
Vacant Seated	HB													
Vacant Seated	HI													
Claudett Sanders Seated 11/19	HP	X												
Lisette Aguilar S/B/Seated 11/19	IC	U												
Vacant Seated	HP													
Vacant Seated	JC													
Vacant Seated	JC													
Tierre Drayton s/b/seated 11/19	K	E												
Chayla Sherman s/b/seated 11/19	LVS	U												

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	M													
Jaclyn Pennington Seated	NA													
Vacant Seated	NC													
Dolores Flores s/b/seated 11/19	NJ	E												
Lizandra Padilla Seated 11/19	NV	X												
Vacant Seated	NV													
Vacant Seated	PA													
Vacant Seated	PP													
Lisa Cleveland Seated	RO													
Marcheri Smith Seated 11/19	SCOE	X												
Vacant Seated	SF													
Earlene McBryde Seated 11/19	SN	X												
Shannon Pierce Seated 11/19	SP	X												
Brenda Casillas Seated 11/19	WG	X												
Susan Geisler Seated	16A													
Vacant Seated	FPR													
Vacant Seated	AMB													
Vacant Seated	AMB													
Angel Chenault Seated 11/20	CR/PP	X												
Henrietta Gutierrez Seated 11/20	CR/PP	X												
Vacant Seated	CR/GP													
Vacant Seated	OGC													

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

1. **First, call your Alternate(s) to see if they can attend in your place;**
2. **Second, call Head Start Social Services/Parent Involvement Coordinator, Ms. Marie Desha, at (916) 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 (916) 263-3827.**

**** Ethics training with Policy Council
Special meeting**

**PARENT ADVISORY COMMITTEE - MEETING
ATTENDANCE UPDATE PROGRAM YEAR 2019-2020
(Continued)**

Head Start Center Abbreviations

AG I	Alder Grove Early Learning Ctr.	IC:	Illa Collin
AG II:	Alder Grove Infant/Toddler	JC:	Job Corps
AL:	American Legion	K:	Kennedy Estates
BC:	Bannon Creek	LVS:	LaVerne Stewart
BB:	Bright Beginnings	MV	Marina Vista Early Learning Center
BH:	Bret Harte	M:	Mather
CP:	Capital City	MCBB	Marie Cleveland's Bright Beginnings
CPH:	CP Huntington	NJ:	Norma Johnson
CR:	Crossroad Gardens	NA:	North Avenue
EHS:	Early Head Start	NC:	Nedra Court
EL:	Elkhorn	NA	North Avenue
FA:	Franklin	NV:	Northview
FP:	Freedom Park	PA:	Parker Avenue
FPT:	Freeport	PP:	Phoenix Park
FT:	Fruitridge	RO:	River Oak
G:	Galt	SCOE:	Sacramento County Office of Education
GH:	Grizzly Hollow	SF:	Solid Foundation
H:	Hillsdale	SN:	Sharon Neese
HB:	Home Based	SP:	Strizek Park
HI:	Hiram Johnson	WG:	Walnut Grove
HP:	Hopkins Park	16A	16 th Avenue

Representative Abbreviations

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

Attendance Record Abbreviations

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

current a/o: 11/12/2019 12:43 PM

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE NOVEMBER 19, 2019 REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the November 19, 2019 meeting.

RECOMMENDATION:

Approve the minutes of the November 19, 2019 meeting.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

REGULAR MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, November 19, 2019
9:00 a.m.

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

Ms. Angel Chenault called the meeting to order at 9:18 a.m. Ms. Chenault read the thought of the day. Ms. Henrietta Gutierrez called the roll and a quorum was established.

Members Present:

Stephen Key
Evangelina Barrios
Angel Chenault
Henrietta Gutierrez
Alisha Givehchi

Member Absent:

Spring Burrell (excused)

New Members seated:

Yolanda Peaks, Alder Grove I Head Start
Donna Bonner, Bannon Creek Head Start
Maria Levert, Crossroad Gardens Head Start
Stephen Key, Elkhorn Head Start
Arianna Torres, Fruitridge Head Start
Martha Torres, Galt Head Start
Claudett Sanders, Hopkins Park Head Start
Lizandra Padilla, Northview Head Start
Marcheri Smith, SCOE Head Start
Shannon Pierce, Strizek Park Head Start
Brenda Casillas, Walnut Grove
Fienishia Wash, Pre-School (Home Base)
Earlene McBryde, Sharon Neese Head Start

Members to be seated but absent:

Antonio Rivera, Grizzly Hollow Head Start (unexcused)
Lisette Aguilar, Illa Collin Head Start (unexcused)
Tierre Drayton, Kennedy Estates Head Start (excused)
Chayla Sherman, LaVerne Stewart Head Start (unexcused)
Dolores Flores, Norma Johnson Head Start (excused)

- How to Make and Present Motions: Ms. Angel Chenault reviewed the process by which motions are made.

II. Consent Item (2018-2019 Parent Advisory Committee)

A. Approval of the Minutes of the October 15, 2019 Regular Meeting

The minutes were reviewed; there were no questions or corrections.

Moved/Bonner, Smith, to approve the October 15, 2019 minutes.

Show of hands vote:

Aye: 16 (Barrios, Bonner, Casillas, Flores, Givehchi, Gutierrez, Key, McBryde, Padilla, Peak, Pierce, Sanders, Smith, A. Torres, M. Torres, Wash)

Nay: 0

Abstentions: 2 (Chenault & Levert)

Absent: 1 (Burrell)

III. Action Items

A. **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

Ms. Chenault reviewed the modifications to the bylaws; there were no additional changes to the bylaws.

Moved/Gutierrez, second/Bonner, to close the public hearing and approve modifications to the bylaws of the SETA-Operated Head Start/Early Head Start Parent Advisory

Aye: 17 (Barrios, Bonner, Casillas, Flores, Givehchi, Gutierrez, Key, Levert, McBryde, Padilla, Peak, Pierce, Sanders, Smith, A. Torres, M. Torres, Wash)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 1 (Burrell)

IV. Information Items

✓ Standing Information

- Parent/Staff Recognition: Ms. Angel Chenault presented certificates of appreciation to: Evangelina Barrios, Henrietta Gutierrez, Alisha Givehchi, D'et Saurbourne, LaShaun Burke, Leticia Lujano, Anzhelika Simonenkova, and Wendy Tanner.

➤ Committee Reports:

- Executive Committee: No additional report.

➤ Introduction of PAC Representatives (2019-2020): Board members introduced themselves and said how many children they had.

➤ Introduction of SETA Head Start Staff: Staff went to the podium and introduced themselves.

- Head Start Presentation: Introduction to Head Start and School Readiness for Children: Ms. Karen Griffith reviewed the five essential domains for Early Learning Outcomes Framework.
- Fiscal Report/Corporate Card Monthly Statement of Account – Mr. Victor Han reviewed the September and October fiscal reports. Mr. Han also urged board members to attend the Budget/Planning Committee meetings held the second Tuesday of each month, 1:00 p.m.
- Board Procedures
 - ✓ Reimbursements and Budget/Planning – Mr. Victor Han reviewed the reimbursement process and the child care provisions. Child care is reimbursed per hour, not per child.
 - ✓ Personnel – Ms. Allison Noren reviewed the recruitment and interview process for Head Start staff. She urged board members to consider participating. The PAC will receive the HR calendar.
 - ✓ Conflict of Interest – Ms. Nancy Hogan reviewed the conflict of interest process.
- Officer Elections will be held on December 17, 2019: No questions.

III. Action Item (2019-2020) Parent Advisory Committee)

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

Ms. Chenault reviewed the responsibilities of Policy Council members. Those interested in serving on the Policy Council must be a parent of a child currently enrolled in the program.

Those interested in serving as a Policy Council member:

Representatives:

- Fienieshia Wash
- Shannon Pierce
- Claudett Sanders
- Arianna Torres
- Martha Torres
- Brenda Casillas

Alternates:

- Earlene McBryde
- Donna Bonner
- Maria Levert

Moved/Gutierrez, second/Pierce, to approve representatives and alternates to serve on the Policy Council.

Show of hands vote:

Aye: 16 (Barrios, Bonner, Casillas, Flores, Givehchi, Gutierrez, Key, Levert, McBryde, Padilla, Peak, Pierce, Sanders, A. Torres, M. Torres, Wash)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 1 (Burrell, Smith [out of room during the vote])

IV. Information Items (continued)

A. Standing Information (continued)

- PC/PAC Calendar of Events: Ms. Gutierrez reviewed the calendar of events. Ms. Chenault urged board members to attend the December 13 PC and PAC Meet and Greet.

Ms. Pierce and Ms. Sanders excused at 10:45 a.m.

- Community Resources – Parent/Staff: Information provided on the table.
- Child Care Center Food Menu: No questions

B. Head Start Policy Council Minutes for August 27, 2019: No questions or comments.

V. Other Reports

- Chair's Report: No report.
- Head Start Deputy Director's Monthly Report: Ms. Lisa Carr introduced herself and welcomed the new board members. Members on the PAC are urged to take information they receive at meetings back to their centers and share with parents. Ms. Carr reviewed the various board reports.

V. Center Updates

Mr. Stephen Key, Elkhorn, stated that a nearby church is letting them use rooms for car seat training classes.

VI. Discussion: No comments.

VII. Public Participation: No comments.

X. Adjournment: The meeting was adjourned at 11:00 a.m.

ITEM III-A – ACTION

ELECTION OF PARENT ADVISORY COMMITTEE COMMUNITY REPRESENTATIVE

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect Community Representatives for Program Year 2019-2020. The duties of PAC Community Representatives are prescribed in the Bylaws in Article III – Membership, Section 2C.

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.

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

ITEM III-A – ACTION (continued)
Page 2

However, only one application was received; the application for Past Parent Representative will be distributed at the board meeting. Staff will be available to answer questions.

RECOMMENDATION:

That the Parent Advisory Committee elect one Community Representative.

Past Parent Representative:

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM III-B – ACTION

ELECTION OF PARENT ADVISORY COMMITTEE OFFICERS 2019-2020

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect officers for Program Year 2019-2020. The duties of PAC officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PAC that are not in conflict with these Bylaws, Article V – Officers, Section 2B: All PAC members are eligible to run for an Office/Officer position except members holding a seat. The Executive Committee must have at least three members who are parents of child/children currently enrolled in the HS/EHS Center-Based or Home-Based Option.

SECTION 3: Duties of Officers

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

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

ITEM III-B – ACTION (continued)
Page 2

- D. The Treasurer shall work with staff and the PAC Secretary and keep such records, files and accounts as may be necessary to expedite PAC's business. The Treasurer shall be a member of the Social/Hospitality Committee, and the Parent Ambassador Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to Parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

RECOMMENDATION:

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

Chair:

Vice Chair:

Secretary:

Treasurer:

Parliamentarian:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information
 - PC/PAC Calendar of Events: Ms. Angel Chenault
 - Parent/Staff Recognition: Ms. Angel Chenault
 - PC/PAC Orientation and Officer Training: Ms. Angel Chenault
 - PC/PAC Meet and Greet Reports: Ms. Angel Chenault
 - Child Care Center Food Menu (attached)
 - Fiscal Report/Corporate Card Monthly Statement of Account: Mr. Victor Han (attached)
 - Attendance and Chronic Absence Presentation: Ms. Lisa Carr
 - Community Resources – Parents/Staff: Mr. Robert Silva
 - Kindergarten Registration: Mr. Robert Silva
 - Parent Ambassador Committee: Mr. Robert Silva

NOTES:

PC/PAC Calendar of Events

<u>EVENT</u>	<u>DATE</u>
PC/PAC New Member Orientation	<p style="text-align: center;">Friday, January 10, 2020 Registration & refreshments: 8:30 a.m. Redwood Room Training: 9:00 a.m. – 1:30 p.m. Board Room</p>
PC/PAC Budget/Planning Committee	<p style="text-align: center;">Tuesday, January 14, 2020 1:00 – 2:00 p.m. Camellia Room</p>
County-wide Officer Training	<p style="text-align: center;">Friday, January 17, 2020 Registration: 8:30 a.m. Training: 9:00 a.m. – 1:00 p.m. Redwood Room</p>
PAC Executive Committee	<p style="text-align: center;">Friday, January 24, 2020 10:30 a.m. – 12:00 p.m. Camellia Room</p>
PC Executive Committee	<p style="text-align: center;">Thursday, January 30, 2020 9:00 – 10:30 a.m. Camellia Room</p>
Toastmasters Training	<p style="text-align: center;">Friday, February 7, 2020 11:00 a.m. – 12:30 p.m. Redwood Room</p>

SETA HEAD START MENU

December 2019

"This institution is an equal opportunity provider"

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

Monday

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

Tuesday

3 Breakfast Week 4
 Milk, Low Fat 1%
 Pineapple, tidbits
 Whole Wheat Bagel
Lunch
 Milk, Low Fat 1%
 Apricots
 Coleslaw Salad
 Tortilla, Whole Wheat
 Turkey & Cheese Roll Up
Snack
 Milk, Low Fat 1%
 Cheerios, Whole Grain Cereal

Wednesday

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

Thursday

5 Breakfast Week 4
 Milk, Low Fat 1%
 Apricots
 French Toast Sticks
Lunch
 Milk, Low Fat 1%
 Beans Refried
 Cheddar Cheese
 Mangoes
 Tomato, diced
 Tortilla, Whole Wheat
Snack
 Craisins - Dried Cranberries
 Cheese Sticks

Friday

6 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

9 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

10 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

11 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%

12 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

13 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

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

17 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

18 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
 Craisins - Dried Cranberries
 Cheese Sticks

19 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

20 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

23 Breakfast Week 2
 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

24 Breakfast Week 2
 NO CLASSES
 NO CLASSES
 NO CLASSES
Lunch
 NO CLASSES
 NO CLASSES
 NO CLASSES
 NO CLASSES
 NO CLASSES
 NO CLASSES
Snack
 NO CLASSES
 NO CLASSES

25 Breakfast Week 2
 NO CLASSES
 NO CLASSES
 NO CLASSES
 NO CLASSES
Lunch
 NO CLASSES
 NO CLASSES
 NO CLASSES
 NO CLASSES
 NO CLASSES
 NO CLASSES
 NO CLASSES
Snack
 NO CLASSES
 NO CLASSES

26 Breakfast Week 2
 NO CLASSES
 NO CLASSES
 NO CLASSES
Lunch
 NO CLASSES
 NO CLASSES
 NO CLASSES
 NO CLASSES
 NO CLASSES
 NO CLASSES
Snack
 NO CLASSES
 NO CLASSES

27 Breakfast Week 2
 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
<p>2 Desayuno Week 4</p> <p>Leche Manzana Cereal Integral Rice Krispies</p> <p><u>Comida</u></p> <p>Leche Hamburguesa de Res Elote Naranja Pan de Trigo Integral</p> <p><u>Bocadillo</u></p> <p>Galletas Durazno</p>	<p>3 Desayuno Week 4</p> <p>Leche Piña Machacada Bagel de Trigo Integral</p> <p><u>Comida</u></p> <p>Leche Chabacano Ensalada de Col Tortilla de Trigo Integral Rollo de Pavo y Queso</p> <p><u>Bocadillo</u></p> <p>Leche Cereal Cheerios de Grano Integ</p>	<p>4 Desayuno Week 4</p> <p>Leche Plátano Fresco Avena</p> <p><u>Comida</u></p> <p>Leche Enchilada de Queso con Salsa Ensalada de Lechuga Romana Naranja</p> <p><u>Bocadillo</u></p> <p>Zanahoria Galletas de Trigo Integral Puré de Garbanzo</p>	<p>5 Desayuno Week 4</p> <p>Leche Chabacano Baritas de Pan Francés Tostado</p> <p><u>Comida</u></p> <p>Leche Frijoles Refritos Queso Cheddar Mango Jitomate Picado Tortilla de Trigo Integral</p> <p><u>Bocadillo</u></p> <p>arandanos secos Barita de Queso</p>	<p>6 Desayuno Week 4</p> <p>Leche Manzana Mollete con Arándanos Azules</p> <p><u>Comida</u></p> <p>Leche Melón Zanahoria galletas Ritz integrales Ensalada de Atún</p> <p><u>Bocadillo</u></p> <p>Leche Galletas</p>
<p>9 Desayuno Week 5</p> <p>Leche Jotqueis Pera</p> <p><u>Comida</u></p> <p>Leche Chabacano Torta de Pollo Ensalada de Col Pan de Trigo Integral</p> <p><u>Bocadillo</u></p> <p>Barita de Queso Piña Machacada</p>	<p>10 Desayuno Week 5</p> <p>Leche Manzana Cereal Cheerios de Grano Inte</p> <p><u>Comida</u></p> <p>Leche Pan de Trigo Integral Melón Zanahoria Rebanada de Pavo</p> <p><u>Bocadillo</u></p> <p>Leche Ojuelas de Cereal Multigrano</p>	<p>11 Desayuno Week 5</p> <p>Leche Bizcocho de Trigo Integral Durazno</p> <p><u>Comida</u></p> <p>Leche Frijoles Refritos Fresa Tanjarina o Salsa de Jitomate Tortilla de Trigo Integral</p> <p><u>Bocadillo</u></p> <p>Galletas Jugo de 100%</p>	<p>12 Desayuno Week 5</p> <p>Leche Avena Piña Machacada Pasas</p> <p><u>Comida</u></p> <p>Leche Chabacano Ensalada de Lechuga Romana Espagueti Horneado (turkey)</p> <p><u>Bocadillo</u></p> <p>Leche Chex de fresa</p>	<p>13 Desayuno Week 5</p> <p>Leche Mollete con Plátano Naranja</p> <p><u>Comida</u></p> <p>Leche Plátano Fresco Brócoli Ensalada de Pollo Galletas de Trigo Integral</p> <p><u>Bocadillo</u></p> <p>Leche Cereal Integral Rice Krispies</p>
<p>16 Desayuno Week 1</p> <p>Leche Jotqueis Pera</p> <p><u>Comida</u></p> <p>Leche Zanahoria Pollo con Limón y Pimienta Naranja Tortilla de Trigo Integral</p> <p><u>Bocadillo</u></p> <p>Puré de Manzana Galletas</p>	<p>17 Breakfast Week 1</p> <p>Leche Chabacano Cereal Cheerios de Grano Inte</p> <p><u>Lunch</u></p> <p>Leche Queso Americano Manzana Pan de Trigo Integral Brócoli Sandía Fresca o</p> <p><u>Snack</u></p> <p>Leche Chex de fresa</p>	<p>18 Breakfast Week 1</p> <p>Leche Bizcocho de Trigo Integral Durazno</p> <p><u>Lunch</u></p> <p>Leche Burrito Queso Cheddar Lechuga Romana Frijoles Refritos Fresa Tanjarina o Jitomate Picado Tortilla de Trigo Integral</p> <p><u>Snack</u></p> <p>arandanos secos Barita de Queso</p>	<p>19 Breakfast Week 1</p> <p>Leche Piña Machacada Bagel de Trigo Integral</p> <p><u>Lunch</u></p> <p>Leche Mandarina Arroz Español con Pollo Varitas de Calabacita</p> <p><u>Snack</u></p> <p>Manzana Mantequilla de Semilla de Gira</p>	<p>20 Breakfast Week 1</p> <p>Leche Plátano Fresco Mollete con Arándanos Azules</p> <p><u>Lunch</u></p> <p>Leche Pan de Trigo Integral Melón Coliflor Ensalada de Atún</p> <p><u>Snack</u></p> <p>Leche Cereal Integral Rice Krispies</p>
<p>23 Desayuno Week 2</p> <p>NO CLASES NO CLASES NO CLASES</p> <p><u>Comida</u></p> <p>NO CLASES NO CLASES NO CLASES NO CLASES NO CLASES NO CLASES NO CLASES</p> <p><u>Bocadillo</u></p> <p>NO CLASES NO CLASES</p>	<p>24 Desayuno Week 2</p> <p>NO CLASES NO CLASES NO CLASES</p> <p><u>Comida</u></p> <p>NO CLASES NO CLASES NO CLASES NO CLASES NO CLASES NO CLASES NO CLASES</p> <p><u>Bocadillo</u></p> <p>NO CLASES NO CLASES</p>	<p>25 Desayuno Week 2</p> <p>NO CLASES NO CLASES NO CLASES NO CLASES NO CLASES NO CLASES NO CLASES NO CLASES NO CLASES NO CLASES NO CLASES NO CLASES NO CLASES NO CLASES NO CLASES</p> <p><u>Bocadillo</u></p> <p>NO CLASES NO CLASES</p>	<p>26 Desayuno Week 2</p> <p>NO CLASES NO CLASES NO CLASES</p> <p><u>Comida</u></p> <p>NO CLASES NO CLASES NO CLASES NO CLASES NO CLASES NO CLASES NO CLASES</p> <p><u>Bocadillo</u></p> <p>NO CLASES NO CLASES</p>	<p>27 Desayuno Week 2</p> <p>NO CLASES NO CLASES NO CLASES</p> <p><u>Comida</u></p> <p>NO CLASES NO CLASES NO CLASES NO CLASES NO CLASES NO CLASES NO CLASES</p> <p><u>Bocadillo</u></p> <p>NO CLASES NO CLASES</p>

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 September 24, 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, September 24, 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 9:05 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
Charles Taylor, Past Parent/Community Representative
Henrietta Gutierrez, Past Parent/Community Representative
Kerynn Jetton, Early Head Start (SOP)
Evangalina Barrios, SETA-Operated Program
Maria Martinez, Women’s Civic Improvement Club
Christie Hamm, Sacramento Public Library

Ms. Gutierrez stated that Ms. Claudett Sanders no longer has a child enrolled in the Sacramento City USD Head Start program. Ms. Gutierrez seated Ms. Sanders as a Community Representative/Grandparent Representative.

Member to be seated:

Claudett Sanders, Grandparent Representative

II. Consent Item

A. Approval of the Minutes of the August 27, 2019 Meeting

The minutes were reviewed; no questions or corrections.

Moved/Taylor, second/Hamm, to approve the August 27, 2019 Policy Council meeting minutes.

Show of hands vote:

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

Nay: 0

Abstentions: 1 (Gutierrez)

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 9:21 a.m. and reported that the Policy Council approved the following eligible lists: Family Services Worker II, Family Services Worker III, Associate Teacher/ Associate Teacher Infant Toddler, Accountant I, and Head Start Coordinator (Food Services) (Supervisory).

Ms. Melanie Nicolas, Program Officer, introduced Ms. Noheli Santillan, a new member of the Quality Assurance Unit. Ms. Santillan used to work at Head Start as Infant/Toddler Educator.

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

Ms. Gutierrez reviewed this item and went over the recommended revisions to the bylaws.

Ms. Gutierrez opened a public hearing.

Moved/Taylor, second/Sanders, to continue this item to the October 15 meeting where the action of the Policy Council will be to close the public hearing and approve modifications to the bylaws of the SETA-Operated Head Start/Early Head Start Policy Council.

Show of hands vote:

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

Nay: 0

Abstentions: 1 (Gutierrez)

C. Ratification of the Approval to Submit a Request to Carry Over Program Year 2018-2019 Head Start Funds

Ms. Kathy Kossick offered to answer questions. This carries over funds that were received in March. This requests carry over permission to utilize the funds in the new fiscal year; generally, is no issue with this type of request. This item was approved by the SETA Governing Board at their September 18 meeting.

Moved/Hamm, second/Martinez, to ratify the submission of a carryover request for Program Year 2018-2019, from Head Start supplemental duration grant, in an amount not to exceed \$1,379,123.

Show of hands vote:

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

Nay: 0

Abstentions: 1 (Gutierrez)

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Gutierrez reminded the board that the PC/PAC End-of Year Parent Appreciation event will be on October 15 in conjunction with the PAC.
- Parent/Staff Recognitions: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: No additional report.
- Head Start/Early Head Start Recruitment Events: No report.
- Community Resources – Parents/Staff: No report.

V. Committee Reports

- Executive Committee Meeting Critique: No additional report.
- Personnel/Bylaws Committee: Ms. Gutierrez reported that the committee met on September 11 to finalize modifications to the bylaws.
- Social/Hospitality Committee: Ms. Gutierrez reported that this committee also met on September 11 to finalize items for the end of year event.

VI. Other Reports

- A. Executive Director's Report: Ms. Kossick gave a shout out to Claudett Sanders for her heartfelt speech at the Hopkins open house. Ms. Kossick will not be at the October 15 End-of-year Parent Appreciation event but she thanked the board members that have participated over the year.
- B. Chair's Report: Ms. Gutierrez urged board members to consider signing up to participate in the HR screenings/interviews.
- C. Head Start Deputy Director's Report: No report.
- D. Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: Ms. Carr spoke of the caseload for the Family Services Workers; most have a caseload of 60-80 families; a typical caseload is more often 40. Staff is working to reduce the FSW staff caseloads. Ms. Carr urged board members to visit the beautiful new Hopkins Park center. August center enrollments looked great; we were fully enrolled for the pre-school program. Ms. Carr stated that the September enrollment report will show we are under enrolled due to not having some of the sites open. Staff is still waiting for licensing on some centers. Once licensing is done, the centers still need to be staffed. Ms. Carr stated that if board members, in their travels, see a location that could potentially be a Head Start center, to please notify Mr. Kaleb Call. Next month a county-wide Program Information Report (PIR) will be provided on how our children are doing. This is a very comprehensive report. There continues to be issues regarding getting our children medically complete, which includes second year physical and lead test.

Many families do not get their child tested for lead. Staff will provide a presentation on how important lead testing is for young children. Lead can lead to mild mental retardation in very young children. Lead can come from food, water, dishes, paint, and makeup. Children are put on a lower fat diet to mitigate the absorption of lead in the child's body.

- Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith stated staff is undergoing updates on Teaching Pyramid, which is a social emotional curriculum support. SETA/Head Start is embarking on the ninth year of implementation and working to get coaches authorized. There are 17 individuals county-wide going through the authorization. This is a very intensive training program. All teachers have been training on Learning Genie which allows for a county-wide database to be utilized.
- Kaleb Call – Quality Assurance, Food Services, Safe Environments, Grants, and Contracts: Mr. Call reported that he and his staff are working to prepare for the October 24 Delegate Agency Kickoff. This will be a good presentation to work out the goals for the next five-year grant cycle. Staff is also working on rolling out new classrooms and it is expected that most of the new classrooms will be open by the end of October. Kaleb is currently seeking qualified applicants to backfill the Food Services Coordinator who will be retiring in the new year.

Ms. Gutierrez asked Mr. Call about the QA reports; all of the delegates are on corrective action and have low scores. Mr. Call replied that this could occur due to the number of files reviewed which could make the numbers look bad; it depends on the number of files reviewed. QA staff is currently reviewing Twin Rivers and Elk Grove USD.

- E. Open Discussion and Comments: Ms. Xiong invited all board members to the Hmong Mash open to all children. The kiddie corner hosts a Hmong new year. Collaborated with a kiddie corner where children can come and hang out with their families.
- F. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 9:53 a.m.

ITEM VI – COMMITTEE REPORT

COMMITTEE REPORT

➤ Executive Committee

Critique of the November 19, 2019 regular Parent Advisory Committee meeting.

GOOD!!!
Thank you, Ms. Allison Noren, Mr. Victor Han, and Ms. Nancy Hogan for presentations on board business.
Welcome new board members. Thank you for spending your time with us on the PAC board. Your participation is critical to our program's success.
Thank you, Ms. Lisa Carr, for your meeting oversight and program reports.
Thank you, Ms. Wendy Tanner, Ms. Anzhelika Simonenkova, and Mr. Sasha Atoyan for the breakfast and meeting assistance.
NEEDS IMPROVEMENT
If you will be late or will not attend the PAC board meeting, please call or e-mail Angel Chenault (916-821-7099, Chair), Marie Desha (916-263-4082), or Nancy Hogan (916-263-3827).
Please be recognized by the Chair prior to requesting a point of privilege (includes leaving your seat).
ATTENDANCE. Please make every effort to attend board meetings and committee meetings.
REMINDERS
Please be on time and be seated by 8:50 a.m.
** Please turn off <u>all</u> electronic devices. Please provide (916) 263-3800 for emergencies.
No eating in the Board room.

ITEM VII

OTHER REPORTS

BACKGROUND:

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

- Chair's Report
- Policy Council Report(s): Ms. Brenda Casillas, Ms. Shannon Pierce, Ms. Claudett Sanders, Ms. Martha Torres, Ms. Arianna Torres
- Head Start Deputy Director's Report: Ms. Denise Lee
 - ✓ Monthly Head Start Report
- Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services
 - Karen Griffith - School Readiness, Special Education and Mental Health Services
 - Kaleb Call - Quality Assurance, Food Services, Safe Environments, Grants, and Contracts

NOTES:

SETA Head Start/Early Head Start

Monthly Attendance Report for School Year 2019 to 2020

Period: November 2019

Full Day Classes		
	Present Only	Present and Excused
Center Name	%ADA *	%ADA **
Alder Grove ELC	85%	100%
Bret Harte	79%	97%
Bright Beginnings	77%	100%
Capitol City	83%	99%
CP Huntington	88%	100%
Crossroad Gardens	84%	98%
Elkhorn	83%	100%
Freedom Park	86%	97%
Freeport	74%	100%
Fruitridge	85%	100%
Hillsdale	88%	98%
Illa Collin	71%	97%
Job Corp	88%	99%
La Verne Sterwart	86%	100%
Marina Vista ELC	82%	96%
Mather	84%	97%
Nedra Court	86%	100%
Norma Johnson	85%	100%
North Avenue	88%	100%
Northview	86%	100%
Parker	77%	100%
Phoenix Park	84%	100%
Sharon Neese	83%	97%
Walnut Grove	83%	100%
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: November 2019

Part Day Classes		
	Present Only	Present and Excused
Center Name	%ADA *	%ADA **
Bannon Creek	79%	100%
Crossroad Gardens	82%	100%
Elkhorn	81%	100%
Freedom Park	85%	100%
Galt	87%	100%
Grizzly Hollow	85%	100%
Hillsdale	75%	96%
Mather	86%	100%
Norma Johnson	74%	96%
North Avenue	76%	97%
Northview	80%	100%
Phoenix Park	82%	100%
Strizek Park	85%	100%
Overall Averages	82%	99%

* ADA reflects cumulative days present for the month

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

SETA Head Start/Early Head Start

Monthly Attendance Report for School Year 2019 to 2020

Period: November 2019

Early Head Start Classes		
	Present Only	Present and Excused
Center Name	%ADA *	%ADA **
16th Avenue	71%	92%
Alder Grove Infant/Toddler Center	78%	95%
American Legion	89%	100%
Bret Harte	76%	100%
Capitol City	75%	100%
CP Huntington	90%	100%
Crossroad Gardens	88%	100%
Elkhorn	80%	100%
Grizzly Hollow	87%	100%
Hiram Johnson	79%	97%
Hopkins Park	86%	99%
Job Corp	72%	100%
Marina Vista ELC	94%	97%
Mather	81%	98%
Norma Johnson	85%	100%
North Avenue	88%	100%
Northview	84%	100%
Phoenix Park	86%	100%
Sharon Neese	85%	100%
Overall Averages	81%	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 Enrollment Report

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

Last Service Day of Month: 11/27/19

Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
16th Avenue	1257R	20	10	10	0	20
16th Avenue	1257X	19	10	9	1	20
Alder Grove ELC	1247V	18	11	7	2	20
Bannon Creek	1200A	17	13	4	0	17
Bannon Creek	1200B	16	11	5	1	17
Bannon Creek	1200C	19	15	4	0	19
Bannon Creek	1200D	17	11	6	0	17
Bret Harte	1271X	20	11	9	0	20
Bright Beginnings	1201V	20	7	13	0	20
Bright Beginnings	1201W	19	4	15	1	20
Capitol City	1272X	20	11	9	0	20
CP Huntington	1273X	20	13	7	0	20
Crossroad Gardens	1242A	20	14	6	1	21
Crossroad Gardens	1242B	17	10	7	0	17
Crossroad Gardens	1242R	19	11	8	0	19
Crossroad Gardens	1242X	20	13	7	0	20
Elkhorn	1255A	20	16	4	1	21
Elkhorn	1255B	19	14	5	2	21
Elkhorn	1255C	20	14	6	0	20
Elkhorn	1255D	20	16	4	2	22
Elkhorn	1255X	20	15	5	0	20
Franklin	1205V	17	8	9	2	19
Freedom Park	1239A	20	16	4	0	20
Freedom Park	1239B	20	15	5	0	20
Freedom Park	1239R	20	14	6	0	20
Freedom Park	1239X	20	16	4	0	20
Freeport	1274X	18	2	16	1	19
Fruitridge	1216V	20	7	13	0	20
Fruitridge	1216W	20	11	9	0	20
Galt	1234A	20	17	3	0	20
Galt	1234B	20	16	4	0	20
Galt	1234C	20	16	4	0	20
Galt	1234D	20	17	3	1	21
Grizzly Hollow	1252A	20	10	10	0	20
Grizzly Hollow	1252B	20	17	3	0	20
Hillsdale	1228A	20	10	10	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: 11/27/19

Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Hillsdale	1228B	18	9	9	1	19
Hillsdale	1228R	20	15	5	0	20
Hillsdale	1228X	20	14	6	0	20
Hopkins Park	1253V	20	4	16	0	20
Hopkins Park	1253W	20	10	10	0	20
Illa Collin	1221V	19	5	14	1	20
Job Corp	1237X	20	16	4	0	20
Kennedy Estates	1240V	20	16	4	0	20
La Verne Sterwart	1219S	20	13	7	0	20
Marina Vista ELC	1246R	20	13	7	0	20
Marina Vista ELC	1246S	20	17	3	0	20
Marina Vista ELC	1246X	19	17	2	2	21
Mather	1223A	19	17	2	1	20
Mather	1223B	19	15	4	1	20
Mather	1223C	17	16	1	1	18
Mather	1223D	17	15	2	1	18
Mather	1223X	20	11	9	0	20
Nedra Court	1244V	20	10	10	0	20
Nedra Court	1244W	19	9	10	1	20
Norma Johnson	1214A	18	10	8	2	20
Norma Johnson	1214B	8	7	1	5	13
Norma Johnson	1214X	20	14	6	0	20
North Avenue	1256A	15	6	9	1	16
North Avenue	1256B	12	8	4	1	13
North Avenue	1256V	19	16	3	2	21
North Avenue	1256X	20	17	3	0	20
Northview	1224A	20	9	11	0	20
Northview	1224B	20	14	6	1	21
Northview	1224C	19	13	6	1	20
Northview	1224D	20	15	5	0	20
Northview	1224X	20	18	2	0	20
Parker	1207V	15	7	8	1	16
Phoenix Park	1248A	20	16	4	0	20
Phoenix Park	1248B	19	13	6	3	22
Phoenix Park	1248X	20	9	11	0	20
Sharon Neese	1249R	20	8	12	0	20
Sharon Neese	1249V	19	16	3	1	20

SETA Head Start/Early Head Start Enrollment Report

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

Last Service Day of Month: 11/27/19

Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Sharon Neese	1249X	20	11	9	0	20
Solid Foundation	1254V	20	10	10	1	21
Solid Foundation	1254W	19	7	12	1	20
Strizek Park	1225A	20	15	5	2	22
Strizek Park	1225B	18	12	6	1	19
Walnut Grove	1235V	20	17	3	0	20
Walnut Grove	1235W	16	11	5	0	16
16th Avenue	1257J	8	4	4	1	9
16th Avenue	1257K	8	4	4	2	10
16th Avenue	1257N	7	1	6	1	8
Alder Grove Infant/Toddler Center	1212M	8	4	4	0	8
Alder Grove Infant/Toddler Center	1212U	8	3	5	0	8
American Legion	1270U	8	8	0	0	8
Bret Harte	1271U	8	2	6	0	8
Capitol City	1272M	8	3	5	2	10
Capitol City	1272U	6	0	6	2	8
CP Huntington	1273U	8	4	4	0	8
Crossroad Gardens	1242K	8	6	2	0	8
Crossroad Gardens	1242N	8	7	1	0	8
Elkhorn	1255M	7	3	4	1	8
Elkhorn	1255U	8	2	6	0	8
Freedom Park	1239U	5	3	2	2	7
Grizzly Hollow	1252P	8	6	2	0	8
Hiram Johnson	1275L	4	4	0	0	4
Hiram Johnson	1275M	8	4	4	0	8
Hiram Johnson	1275U	8	6	2	1	9
Hopkins Park	1253N	6	3	3	0	6
Job Corp	1237L	7	3	4	1	8
Job Corp	1237M	8	2	6	0	8
Job Corp	1237U	5	3	2	3	8
Marina Vista ELC	1246P	8	8	0	0	8
Mather	1223M	6	5	1	1	7
Mather	1223U	8	4	4	0	8
Norma Johnson	1214U	8	5	3	0	8
North Avenue	1256P	8	8	0	0	8
Northview	1224P	8	6	2	0	8
Phoenix Park	1248N	7	5	2	1	8

SETA Head Start/Early Head Start Enrollment Report

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

Last Service Day of Month: 11/27/19

Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Sharon Neese	1249J	8	5	3	1	9
Sharon Neese	1249K	8	4	4	1	9
Sharon Neese	1249N	8	4	4	0	8
TOTALS for Head Start		1763	1122	641	67	1830
HS Totals	1519					
Drops w/in 30	47					
P/S Home Base	133					
Total	1699					
EHS Totals	244					
Drops w/in 30	20					
River Oaks	74					
SCOE	80					
EHS Home Base	191					
Total	609					
GRAND TOTAL	2308					

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

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

November 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
SETA operated	1756	159	9%	589	101	17%
Twin Rivers USD	140	21	15%	40	3	8%
Elk Grove USD	440	38	9%			
Sac City USD	736	68	9%			
San Juan USD	1052	135	13%	160	9	6%
WCIC	120	6	5%			
EHS CCP				80	11	14%
COUNTY TOTAL	4244	427	10%	869	124	14%

AFE: Annual Funded Enrollment

ITEM VIII – CENTER UPDATES

BACKGROUND:

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

NOTES:

ITEM IX - DISCUSSION

BACKGROUND:

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

NOTES:

ITEM X – PUBLIC PARTICIPATION

BACKGROUND:

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

NOTES: