

GOVERNING BOARD

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County of Sacramento

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***THOUGHT OF THE DAY:** "If everyone is moving forward together, then success takes care of itself."*

~~ Henry Ford

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

DATE: Tuesday, January 15, 2019

TIME: 9:00 a.m.

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

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

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DISTRIBUTION DATE: WEDNESDAY, JANUARY 9, 2019

Parent Advisory Committee meeting hosted by:
Angel Chenault (Chair), Salvador Amaya (Vice Chair), Henrietta Gutierrez (Secretary),
Michael Beavers (Treasurer), vacant (Parliamentarian).

ITEM I - A – ROLL CALL

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

- ___ Vacant, Alder Grove I Head Start
- ___ Vacant, Alder Grove II Head Start
- ___ Vacant, Auberry Park Head Start
- ___ **Salvador Amaya, Bannon Creek Head Start**
- ___ Vacant, Crossroad Gardens Head Start
- ___ **Alisha Givehchi, Early Head Start (Home Base)**
- ___ **Amy Melvin, Elkhorn Head Start**
- ___ Vacant, Freedom Park Head Start
- ___ Vacant, Fruitridge Head Start
- ___ Vacant, Galt Head Start
- ___ Vacant, Grizzly Hollow
- ___ Vacant, Hillsdale Head Start
- ___ **Devon McCracken, Preschool Home Based Head Start**
- ___ Vacant, Pre-School (Home Base)
- ___ Vacant, Home Base Early Head Start
- ___ Vacant, Hopkins Park Head Start
- ___ Vacant, Illa Collin Head Start
- ___ Vacant, Job Corps Head Start
- ___ Vacant, Kennedy Estates Head Start
- ___ Vacant, LaVerne Stewart Head Start
- ___ **Marley Schurr, (Marie Cleveland's) Bright Beginning Head Start**
- ___ **Michael Beavers, Marina Vista Early Learning Center**
- ___ Vacant, Mather Head Start
- ___ Vacant, Nedra Court Head Start
- ___ **Griselda Cisneros, Norma Johnson Head Start**
- ___ Vacant, North Avenue Head Start
- ___ **Spring Burrell, Northview Head Start**
- ___ Vacant, Parker Head Start
- ___ Vacant, Phoenix Park Head Start
- ___ Vacant, River Oak Center for Children
- ___ Vacant, Sacramento County Office of Education
- ___ **Shanelle Webster, Sharon Neese Early Learning Center**
- ___ Vacant, Solid Foundation Head Start
- ___ **Evangelina Barrios, Strizek Park Head Start**
- ___ Vacant, Walnut Grove Head Start
- ___ **Angel Chenault, Past Parent Representative**
- ___ **Henrietta Gutierrez, Past Parent Representative**
- ___ Vacant, Grandparent Representative
- ___ Vacant, Outgoing Chair

ITEM I-A – ROLL CALL
(Continued)

Program Year 2018-2019 - New Representatives to be seated

<input type="checkbox"/> Vacant, Alder Grove I Head Start
<input type="checkbox"/> Vacant, Alder Grove II Head Start
<input type="checkbox"/> Vacant, Auberry Park Head Start
<input type="checkbox"/> Vacant, Crossroad Gardens Head Start
<input type="checkbox"/> Vacant, Freedom Park Head Start
<input type="checkbox"/> Vacant, Fruitridge Head Start
<input type="checkbox"/> Vacant, Galt Head Start
<input type="checkbox"/> Vacant, Grizzly Hollow Head Start
<input type="checkbox"/> Vacant, Hillsdale Head Start
<input type="checkbox"/> Vacant, Home Base Head Start
<input type="checkbox"/> Vacant, Hopkins Park Head Start
<input type="checkbox"/> Vacant, Illa Collin Head Start
<input type="checkbox"/> Vacant, Kennedy Estates Head Start
<input type="checkbox"/> Vacant, LaVerne Stewart Head Start
<input type="checkbox"/> Vacant, Mather Head Start

<input type="checkbox"/> Vacant, Nedra Court Head Start
<input type="checkbox"/> Vacant, North Avenue Head Start
<input type="checkbox"/> Vacant, Parker Head Start
<input type="checkbox"/> Vacant, Phoenix Park Head Start
<input type="checkbox"/> Vacant, Pre-School (Home Base)
<input type="checkbox"/> Vacant, River Oak Center for Children
<input type="checkbox"/> Vacant, SCOE Head Start
<input type="checkbox"/> Vacant, Solid Foundation Head Start
<input type="checkbox"/> Vacant, Walnut Grove Head Start
<input type="checkbox"/> Vacant, Early Head Start (Home Base)
<input type="checkbox"/> Vacant, Grandparent Representative
<input type="checkbox"/> Vacant, Outgoing Chair
<input type="checkbox"/> Vacant, Parent Ambassador
<input type="checkbox"/> Vacant, Parent Ambassador

PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE UPDATE
PROGRAM YEAR 2017-2018
(Continued)

Head Start Center Abbreviations

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

Representative Abbreviations

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

Attendance Record Abbreviations

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

Current a/o: 1/8/2019 11:08 AM

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

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

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

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
Spring Burrell Seated 11/20	NV	X	X											
Vacant Seated	NV													
Vacant Seated	PA													
Vacant Seated	PP													
Vacant Seated	RO													
Vacant Seated	SCOE													
Vacant Seated	SF													
Shanelle Webster s/b/seated 11/20; seated 12/18	SN	E	X											
Evangelina Barrios Seated 11/20	SP	X	X											
Vacant Seated	WG													
Vacant Seated	FPR													
Vacant Seated	AMB													
Vacant Seated	AMB													
Angel Chenault Seated 11/20	CR/PP	X	X											
Henrietta Gutierrez Seated 11/20	CR/PP	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 II-A – CONSENT

APPROVAL OF MINUTES OF THE DECEMBER 18, 2018 REGULAR MEETING

BACKGROUND:

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

RECOMMENDATION:

Approve the minutes of the December 18, 2018 meeting.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

REGULAR MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, December 18, 2018
9:00 a.m.

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

Ms. Angel Chenault called the PAC meeting to order at 9:02 a.m. The Pledge of Allegiance was recited. Ms. Chenault read the thought of the day. Ms. Henrietta Gutierrez was appointed acting secretary; Ms. Gutierrez called the roll and a quorum was established.

Members Present:

Michael Beavers
Spring Burrell
Evangelina Barrios
Angel Chenault
Henrietta Gutierrez
Griselda Cisneros
Alisha Givehchi (seated at 9:15 a.m.)

Members Absent:

Amy Melvin (excused)
Marley Schurr (excused)

New Members seated:

Salvador Amaya, Bannon Creek Head Start
Devon McCracken, Home Base Head Start
Shanelle Webster, Sharon Neese Head Start

Members to be seated but absent:

Aniscia Gonzalez, Galt Head Start (resigned)
Brenda Sevilla, Home Base Head Start (unexcused)

Mr. Amaya, Ms. Webster, and Ms. McCracken introduced themselves and spoke about why they chose to join the PAC board.

Ms. Chenault reviewed the process by which motions are made.

II. Consent Item

A. Approval of the Minutes of the November 20, 2018 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Gutierrez, second/Cisneros, to approve the November 20, 2018 minutes.
Show of hands vote:

Aye: 8 (Amaya, Barrios, Beavers, Burrell, Cisneros, Gutierrez, McCracken, Webster)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 3 (Givehchi, Melvin, Schurr)

Ms. Alishia Givehchi arrived and was seated at 9:15 a.m.

III. Action Items

A. Election of Parent Advisory Committee Officers 2018-2019

Ms. Chenault reviewed the officer positions and stated that three of the five officer positions must be representatives that have children currently enrolled in the program.

Those interested in serving as Chair: Angel Chenault

Vote for Angel: 9 (Ms. Chenault abstained)

Those interested in serving as Vice Chair: Salvador Amaya

Vote for Salvador: 9 (Ms. Chenault abstained)

Those interested in serving as Secretary: Henrietta Gutierrez

Vote for Henrietta: 9 (Ms. Chenault abstained)

Those interested in serving as Treasurer: Michael Beavers, Evangelina Barrios

Votes:

Michael: 7

Evangelina: 2

Those interested in serving as Parliamentarian: No one expressed interest in serving as Parliamentarian.

Moved/Gutierrez, second/Givehchi, to table the election of Parliamentarian to the January board meeting.

Vote;

Aye: 9 (Amaya, Barrios, Beavers, Burrell, Cisneros, Givehchi, Gutierrez, McCracken, Webster)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 2 (Melvin & Schurr)

Moved/Gutierrez, second/Cisneros, to ratify the election of 2018-2019 officers as follows: Chair: Angel Chenault; Vice Chair: Salvador Amaya; Secretary: Henrietta Gutierrez; Treasurer: Michael Beavers.

Aye: 9 (Amaya, Barrios, Beavers, Burrell, Cisneros, Givehchi, Gutierrez, McCracken, Webster)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 2 (Melvin & Schurr)

B. Selection of Representatives & Alternates to Attend the Annual California Head Start Association (CHSA) Parent Training Conference

Ms. Chenault reviewed the conference. Ms. Marie Desha reviewed the details of the conference and the costs covered by SETA. Attendees will be required to provide a report on their experiences during the conference and a travel expense form; reimbursements will be dispensed after the submission of this form.

Those interested in attending: Evangelina Barrios, Salvador Amaya

Ms. Cisneros expressed interest in attending but Ms. Desha asked Ms. Cisneros to run as an alternate since she is holding a seat.

Moved/Cisneros, second/Burrell, to select Salvador Amaya and Evangelina Barrios as Representatives and Griselda Cisneros as Alternate to attend the annual California Head Start Association Parent Training Conference.

Show of hands vote:

Aye: 9 (Amaya, Barrios, Beavers, Burrell, Cisneros, Givehchi, Gutierrez, McCracken, Webster)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 2 (Melvin & Schurr)

IV. Information Items

A. Standing Information

➤ PC/PAC Calendar of Events: Ms. Gutierrez reviewed the calendar of events.

➤ Parent/Staff Recognition: None.

➤ PC/PAC Meet and Greet Reports: Ms. Cisneros stated that she liked the Ice Breaker. Ms. Chenault liked meeting the new parents and enjoyed learning how parents do things differently with their children. Ms. Webster enjoyed meeting everyone.

➤ Child Care Center Food Menu: No questions.

➤ Fiscal Report/Corporate Card Monthly Statement of Account: Mr. Victor Han reviewed the monthly fiscal report. The budget is 1/4 (25%) spent at this point in the fiscal year. Staff met with the delegate directors and fiscal officers to check

in and ensure fiscal questions are answered in a timely fashion. The in-kind hours are a requirement of SETA as well as the delegate agencies. Mr. Han reviewed the credit card statement and answered questions.

- PC/PAC Reimbursement Policy and Procedures: Mr. Han reviewed the change in the reimbursement policy. There is an increase in child care to \$9.50 per hour for a maximum of \$40.00. Mr. Han reviewed the mileage reimbursement process.
- Community Resources – Parents/Staff: Mr. Robert Silva reviewed some community resources available to board members.

B. Head Start Policy Council Minutes: October 23, 2018: No questions.

VI. **Committee Report**

- ✓ Executive Committee: Ms. Gutierrez reviewed the critique.

VII. **Other Reports**

- Chair's Report: Ms. Chenault asked board member their permission to share their contact information with their peers. It was a unanimous decision to share information.
- Policy Council Report(s): Ms. Amy Melvin, Ms. Evangelina Barrios, Ms. Marley Schurr: No report.
- ✓ Head Start Deputy Director's Report: Ms. Denise Lee reported that staff received the final clearance letter from the Office of Head Start for the minor finding during the Federal review. Ms. Lee reviewed the Quality Assurance report for the SETA-Operated Program Home Base program. The QA team monitors for safety and compliance in the classrooms. Ms. Lee reviewed the Unannounced Safety/Supervision Visit Summary report. Every classroom is monitored once every quarter by the grantee and also by the individual delegate agency. Ms. Barrios expressed some concerns brought up at her center. Ms. Lee asked Ms. Barrios to speak with Ms. Griffith regarding her concerns at the end of the meeting.
- Head Start Managers' Reports
 - Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith said that some of the children in the centers may have challenging behaviors. Every school has an Intervention Specialist that work with the children with behavioral challenges.
 - Kaleb Call - Quality Assurance, Food Services, Safe Environments, Grants, and Contracts: No report.
 - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: No report.

VIII. **Center Updates**: Ms. Cisneros spoke of how she helped some parents at her center fill out information for jobs at the Census Bureau.

IX. Discussion: Ms. Burrell asked if there were updates on the renovation? Ms. Lee distributed a report on the renovation updates. Last year had some underspent funds and the funds were then 'reprogrammed' and carried over to the current fiscal year to do deferred maintenance projects. Ms. Lee reviewed the deferred maintenance items that were planned and completed. Staff is in the process of securing quotes for contractors to complete some renovations. All of the projects must be completed by July 31, 2019.

Ms. Gutierrez inquired whether the new center's name is 16th Avenue? Ms. Lee replied that a monkey survey was created but never distributed. Ms. Lee will consider releasing it in the new year but staff are accustomed to the 16th Avenue name at this point. Ms. Gutierrez likes the name but was curious.

X. Public Participation: None.

XI. Adjournment: The meeting was adjourned at 10:52 a.m.

ITEM III-A – ACTION

ELECTION OF PARENT ADVISORY COMMITTEE PARLIAMENTARIAN-2018-2019

BACKGROUND:

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

SECTION 3: Duties of Officers

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

- 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 Parliamentarian.

Parliamentarian:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

Standing Information Items

- PC/PAC Calendar of Events – Ms. Angel Chenault
- Parent Advisory Committee – Center Parent Meetings – Ms. Angel Chenault
- Parent/Staff Recognitions – Ms. Angel Chenault
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han
- PC/PAC Orientation & Officer Training Reports – Ms. Angel Chenault
- Toastmasters Training – Ms. Angel Chenault
- Child Care Center Food Menu (attached)
- Community Resources – Parents/Staff: Mr. Robert Silva

NOTES:

CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PAC Executive Committee	Friday, January 18, 2019 9:00 a.m. Camellia Room
PC Executive Committee	Thursday, January 24, 2019 9:00 a.m. Camellia Room
Parent Ambassador Committee	Friday, January 25, 2019 10:00 a.m. Olympus Room
Head Start Grant Planning Meeting	Friday, February 15, 2019 9:00 a.m. Olympus Room
Head Start Grant Planning Meeting	Friday, February 22, 2019 9:00 a.m. Olympus Room
Head Start Grant Planning Meeting	Friday, March 1, 2019 9:00 a.m. Olympus Room
PC/PAC Toastmasters Training	Friday, March 1, 2019 10:30 a.m. Redwood Room
Head Start Grant Planning Meeting	Friday, March 8, 2019 9:00 a.m. Olympus Room
Head Start Grant Planning Meeting (if needed)	Friday, March 15, 2019 9:00 a.m. Olympus Room

Parent Advisory Committee – Center Parent Meetings

Center	January, 2019	February, 2019
Alder Grove	January 24, 2:30 p.m.	February 28, 2:30 p.m.
Auberry Park	January 24, 11:30 a.m.	February 21, 11:30 a.m.
Bannon Creek	January 17, 5:00 p.m.	February 13, 5:00 p.m.
Bright Beginnings	January 18 (meeting in a bag)	
Illa Collin	January 30, 2:30 p.m.	
Crossroad Gardens	January 23, 11:15 a.m. (morning) 4:00 p.m. (afternoon)	February 20, 11:15 a.m. (morning) 4:00 p.m. (afternoon)
Fruitridge	January 29, 12:30 p.m. (Fruitridge Community Center)	February 26, 12:30 p.m. (Fruitridge Community Center)
Nedra Court	January 24, 1:00 p.m.	February 28, 1:00 p.m.
Parker	January 29, 8:15 a.m.	
Solid Foundation	January 30, 12:00 p.m.	February 27, 12:00 p.m.
LaVerne Stewart	January 23, 1:30 p.m.	February 20, 1:30 p.m.
Strizek Park	January 31, 4:30 p.m.	February 28, 4:30 p.m.

Note: Meetings are subject to change. Please confirm with your Site Supervisor and/or Family Services Worker.

SETA HEAD START MENU

January 2019

"This institution is an equal opportunity provider"

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

Monday

Tuesday

Wednesday

Thursday

Friday

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

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

3 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

4 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

7 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

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

9 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

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

11 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

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

15 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

16 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

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

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

21 Breakfast Week 4
 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

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

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

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

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

28 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

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

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

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

Lunes

Martes

Miércoles

Jueves

Viernes

1 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

2 Desayuno Week 1
 Leche
 Bizcocho de Trigo Integral
 Durazno
Comida
 Leche
 Burrito
 Queso Cheddar
 Lechuga Romana
 Frijoles Refritos
 Fresa
 Tanjarina o
 Jitomate Picado
 Tortilla de Trigo Integral
Bocadillo
 Plátano Fresco
 Barita de Queso

3 Desayuno Week 1
 Leche
 Piña Machacada
 Bagel de Trigo Integral
Comida
 Leche
 Mandarina
 Arroz Español con Pollo
 Varitas de Calabacita
Bocadillo
 Manzana
 Mantequilla de Semilla de Girasol

4 Desayuno Week 1
 Leche
 Plátano Fresco
 Mollete con Arándanos Azules
Comida
 Leche
 Pan de Trigo Integral
 Melón
 Coliflor
 Ensalada de Atún
Bocadillo
 Leche
 Cereal Integral Rice Krispies

7 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

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

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

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

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

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

15 Breakfast Week 3
 Leche
 Puré de Manzana
 Baritas de Waffle
Lunch
 Leche
 Pierna de Pollo
 Ensalada de Espinaca
 Naranja
 barra de pan para
Snack
 Manzana
 Mantequilla de Semilla de Gira

16 Breakfast Week 3
 Leche
 Bizcocho de Trigo Integral
 Durazno
Lunch
 Leche
 Melón
 Arroz y Frijoles
 Jitomate Picado
Snack
 Leche
 Chex de fresa

17 Breakfast Week 3
 Leche
 Plátano Fresco
 Bagel de Trigo Integral
Lunch
 Leche
 Zanahoria
 Ensalada de Pollo
 Fresa
 Tanjarina o
 la ciabatta
Snack
 Galletas
 Piña Machacada

18 Breakfast Week 3
 Leche
 Mollete con Plátano
 Naranja
Lunch
 Leche
 Chabacano
 Queso Suizo
 Tortilla de Trigo Integral
 Varitas de Calabacita
Snack
 Leche
 Cereal Cheerios de Grano Inte

21 Desayuno Week 4
 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

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

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

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

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

28 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

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

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

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

ITEM IV-B – INFORMATION
KINDERGARTEN REGISTRATION

BACKGROUND:

Ms. Alexis Briggs, ECE Specialist, Sacramento County Office of Education, will share required school district documentation information for kindergarten registration for the 2019-2020 school year.

NOTES:

ITEM IV-C – INFORMATION
PARENT PROGRAM INFORMATION

BACKGROUND:

Mr. Robert Silva will provide information on the following items:

- Parent Survey
- Parent Aide
- School Readiness Aide
- Career Incentive
- PC/PAC & Policy Committee Report Form

NOTES:

ITEM IV-D - INFORMATION

HEAD START POLICY COUNCIL MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the Policy Council minutes of the November 27, 2018 meeting.

NOTES:

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, November 27, 2018
9:00 a.m.

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

Mr. Reginald Castex called the meeting to order at 9:06 a.m. and read the thought of the day. The Pledge of Allegiance was recited. Ms. Henrietta Gutierrez called the roll and confirmed that a quorum was established.

Members Present:

Kao Yee Xiong, Elk Grove Unified School District
Diana Wriedt, Elk Grove Unified School District
Andrea Scharnow, Sacramento City Unified School District
Claudett Sanders, Early Head Start, Sacramento City Unified School District
Henrietta Gutierrez, SETA-Operated Program
Griselda Cisneros, SETA-Operated Program
Devon McCracken, SETA-Operated Program
Marley Schurr, SETA-Operated Program
Penelope Scott, Grandparent/Community Representative
Linda Litka, Past Parent/Community Representative
Angel Chenault, Past Parent/Community Representative
Kenneth Tate, Outgoing Chair
Reginald Castex, Men's Activities Affecting Children Committee

Member Absent:

Charles Taylor, Twin Rivers Unified School District (unexcused)

II. Consent Item

A. Approval of the Minutes of the October 23, 2018 Regular meeting

Minutes were reviewed; no questions or corrections.

Moved/Scott, second/Scharnow, to approve the October 23 minutes.

Show of hands vote:

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

Nay: 0

Abstentions: 1 (Castex)

Absent: 1 (Taylor)

III. Action Items

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

The Board went into closed session at 9:10 a.m. At 9:16 a.m., Mr. Castex called the meeting back to order and reported that during closed session, the Board approved the following eligible lists: Associate Teacher, Associate Teacher Infant/Toddler, and Quality Assurance Analyst.

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

Ms. Denise Lee reviewed the application for supplemental funding to increase program hours. Included in the application is the SETA Operated Program, San Juan USD, Twin Rivers USD and WCIC. Twin Rivers is requesting a modular building which will go into the next school year. The application requests \$2.2 million with \$1.6 for additional start-up funding. Ms. Lee stated that the goal will continue to be ensuring children receive 1,020 hours per year of service. Part-day services will continue to be an option for families not interested in the extended day option.

Dr. Tabitha Thompson, Twin Rivers USD, was acknowledged.

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

Show of hands vote:

Aye: 11 (Chenault, Cisneros, Gutierrez, Litka, Sanders, Scharnow, Schurr, Scott, Tate, Wriedt, Xiong)

Nay: 0

Abstentions: 2 (Castex and McCracken)

Absent: 1 (Taylor)

C. Approval of Labor Agreements

Ms. Allison Noren shared that the agency has been in labor negotiations since April, 2018 and recently reached an agreement on the three contracts. The ratification of union members took place earlier this month, approving all three contracts. Some modifications were approved earlier in the year, such as the COLA and medical benefits. The agreements include the creation of a Step "F" salary enhancement which was done with the intention of retaining employees. To off-set the costs associated with the Step F, sick leave hours were reduced from 15 days per year to 13 days. The agreements eliminated the cash-back option for employees not electing to have health coverage. The wellness incentive was also eliminated. The remainder of the modifications include

clarifying and streamlining the discipline process, and the employment application screening processing. The Governing Board will take action on December 6.

The intent of the streamlining process is to hire/test fairly to make sure everything is related to the job.

Mr. Tate asked how much will it cost in the budget with Step F and how much will be recouped with the elimination of the cash back option and other items. Ms. Noren replied that she does not have the exact numbers with her but will report back next month.

Ms. Xiong asked how many staff will benefit from the creation of Step F and Ms. Noren replied that well over 300 employees are currently at the "E" step and they will benefit from the "F" Step next year. Eventually everyone will benefit.

Ms. Noren stated that the negotiations team consisted of five management staff and seven AFSCME members.

Ms. Gutierrez asked how many employees will be affected by the elimination of cash back. Ms. Noren replied that it was 122 employees but the majority of those 122 are at Step "E" and eligible for the Step F increase. There are less than 10 which will have a negative financial affect.

Ms. Lee stated that anything that affects personnel policies and procedures will come to this board next month with a redline version showing what is changed.

Ms. Schurr asked if employees have seen the proposed applications. Ms. Noren replied that since November 8, the union had a meeting with members to explain the changes. Between November 13 and November 15, the union took a vote on the contracts and it was approved. Over 130 members voted but she is not sure how many voted against it.

Moved/Gutierrez, second/Chenault, to approve the labor agreements effective December 6, 2018 through June 30, 2021.

Show of hands vote:

Aye: 10 (Chenault, Cisneros, Gutierrez, Litka, Sanders, Scharnow, Schurr, Scott, Wriedt, Xiong)

Nay: 0

Abstentions: 3 (Castex, McCracken, Tate)

Absent: 1 (Taylor)

IV. Information Items

A. Standing Information Items

- Parent/Staff Recognition: Mr. Castex and Ms. Chenault presented a certification of appreciation to Ms. Diana Wriedt.
 - ✓ PC Meeting Perfect Attendance Recognition: Mr. Castex and Ms. Chenault presented a certificates of perfect attendance to Ms. Griselda Cisneros, Ms. Marley Schurr, Henrietta Gutierrez. Ms. Andrea Scharnow, Ms. Linda Litka, Ms. Devon McCracken, Ms. Penelope Scott, and Mr. Reginald Castex.
- Committee Reports:
 - ✓ Executive Committee: Ms. Gutierrez reviewed the Executive Committee critique.
 - ✓ Budget/Planning Committee: Mr. Tate reported on the November 13 meeting. The committee discussed the supplemental/duration application. Less than 1% of last year's budget was returned which is very good. There are issues with fire suppression permits at Hillsdale which is causing a delay in opening the new classroom.
- Sacramento Zoo Countywide Parent Activity Report: Ms. Schurr enjoyed watching the kids run around and enjoy themselves. Ms. Xiong said that it was a great turn out and a lot of fun. It was an opportunity for the parents to bond; she is looking forward to the next event. Ms. Gutierrez was very impressed with the number of people that showed up.
- Seating of New Policy Council Members (2018-2019)

Three members are terming out: Ms. Litka, Ms. Scott, and Mr. Tate. Mr. Tate thanked the board for his five years of service. He wished the incoming members well.

Kao Yee Xiong, Elk Grove Unified School District
 Adeola Adedipe, Elk Grove Unified School District
 Toni Cerniglia, San Juan Unified School District
 Claudett Sanders, Sacramento City Unified School District
 Elizabeth Schoemig, Twin Rivers Unified School District
 Marisela Aquila, WCIC/Playmate Child Development Center
 Marley Schurr, SETA-Operated Program
 Amy Melvin, SETA-Operated Program
 Evangelina Barrios, SETA-Operated Program
 Devon McCracken, Home Base Option
 Henrietta Gutierrez, Past Parent/Community Representative
 Angel Chenault, Past Parent/Community Representative
 Reginald Castex, Outgoing Chair

Members to be seated but absent:

Brenda Valenzuela, Sacramento City Unified School District (excused)
 Katrice Christian, Sacramento City Unified School District (excused)
 Jerniece Menefee, WCIC/Playmate Child Development Center (unexcused)
 Brenda Sevilla, Home Base Option (unexcused)

Ms. Griselda Cisneros as reseated as an SOP to hold a seat

- Introduction of Policy Council Members: Mr. Castex seated new members.
- Introduction of Staff: Staff came to the podium to introduce themselves.

Ms. Xiong was excused at 10:34 a.m.

- How to Present and Make Motions: Mr. Castex reviewed the process by which motions are made.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Han stated that the agency is a quarter way through the year, so the budget is around 25% expended. Ms. Han will be contacting some delegate agencies to work on some delays in posting in-kind. The breakdown of expenditures was reviewed. The credit card statement was reviewed. The City of Sacramento expenses are permit fees for the Hopkins Park project.
- Board Procedures
 - ✓ Reimbursements & Budget/Planning: Mr. Victor Han reviewed the reimbursement policy. Those interested in learning how SETA/Head Start provides services and how the budget works are invited to participate in the Budget/Planning Committee.
 - ✓ Personnel: Ms. Allison Noren stated that Head Start regulations encourage parent involvement for hiring and firing of Head Start staff. Ms. Noren distributed a sign-up sheet for those that would like to participate in personnel duties.
 - ✓ Conflict of Interest: Ms. Nancy Hogan provided an overview of SETA's conflict of interest policy.
 - Officer Elections will be held on Wednesday, December 19, 2018: Mr. Castex urged members to consider running for an office.
 - PC/PAC Calendar of Events: Mr. Castex urged members to attend the Meet and Greet Breakfast scheduled for December 7.
 - Community Resources: Parents/Staff: Mr. Robert Silva reviewed some community resources available to the board.

Ms. Adeola Adedipe left at 11:10 a.m.

III. **Action Items** (continued)

- D. Approval to Delegate Authority to the Parent Advisory Committee to Function in the Screening and Interviewing of Prospective Applicants Directly Related to the SETA-Operated Program

This is something done every year to delegate authority to the PAC to be involved in the screening and interviewing process.

Moved/Sanders, second/Cerniglia, to delegate authority to the Parent Advisory Committee to function in the screening and interviewing of prospective applicants directly related to the SETA-Operated Program.

Aye: 11 (Aquila, Barrios, Cerniglia, Chenault, Cisneros, Gutierrez, McCracken, Melvin, Sanders, Schurr, Elizabeth)

Nay: 0

Abstentions: 1 (Castex)

Absent: 2 (Adedipe and Xiong)

E. Election of Policy Council Community Agency Representatives

Ms. Sharon Stone Smith, Executive Director, Sacramento Children's Museum introduced herself and stated that she has been with the museum for seven years. They are involved with children 5 years of age and under.

Ms. Chenault stated that the election of the second Community Agency Representative will be tabled to the December meeting.

Moved/Cerniglia, second/Melvin, to elect the Sacramento Children's Museum with Ms. Sharon Stone Smith serving as their representative.

Aye: 10 (Aquila, Barrios, Cerniglia, Cisneros, Gutierrez, McCracken, Melvin, Sanders, Schurr, Elizabeth)

Nay: 0

Abstentions: 2 (Castex and Chenault)

Absent: 2 (Adedipe and Xiong)

Ms. Sharon Stone Smith was congratulated on her appointment to the board.

IV. **Information Items** (continued)

B. Governing Board Minutes of October 4, 2018: No questions.

C. Fiscal Monitoring Reports: Mr. Victor Han reviewed the fiscal monitoring reports.

V. **Other Reports**

A. Executive Director's Report: Ms. Kossick welcomed the new members. Additional information will be coming forward next month. Ms. Kossick stated that she looks forward to meeting members at the Meet and Greet Breakfast and the orientation.

B. Head Start Deputy Director's Report: No report.

C. Chair's Report: Mr. Castex distributed a calendar for those interested in participating in the screening and hiring process. Board members were also requested to provide their contact information.

D. Open Discussion and Comments: No comments.

E. Public Participation: Ms. Andrea Scharnow reported that as of today, she is stepping down from the board. Sac City USD hired her full time as of last week. Ms. Robin Blanks wished board members well and all staff. Mr. Kenneth Tate welcomed the new Policy Council members. Mr. Tate provided the report out on the Community Action Board where there was discussion of extending funding to service providers.

VI. **Adjournment**: The meeting was adjourned at 11:45 a.m.

ITEM VI
COMMITTEE REPORT

➤ Executive Committee

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

GOOD!!!
Thank you, Ms. Denise Lee, for the update on final clearance, on attendance and shared information on unannounced visit reports. A big thank you Ms. Denise Lee for the incredible chocolates.
Thank you, Ms. Karen Griffith for shared program information on the Creative Curriculum.
Thank you, Mr. Victor Han, for your in-depth review of the fiscal report.
Congratulations to our newly elected officers.
Congratulations to our newly seated board members.
NEEDS IMPROVEMENT
If you will be late or will not attend the PAC board meeting, please call or e-mail Angel Chenault (916-821-7099, Chair), Marie Desha (916-263-4082), or Nancy Hogan (916-263-3827).
Please be recognized by the Chair prior to requesting a point of privilege (includes leaving your seat).
ATTENDANCE. Please make every effort to attend board meetings and committee meetings.
REMINDERS
Please be on time and be seated by 8:50 a.m.
** Please turn off <u>all</u> electronic devices. Please provide (916) 263-3800 for emergencies.
No eating in the Board room.

➤ Budget/Planning Committee: Ms. Angel Chenault

ITEM VI

OTHER REPORTS

BACKGROUND:

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

- Chair's Report
- Policy Council Report(s): Ms. Evangelina Barrios, Ms. Amy Melvin, and Ms. Marley Schurr
- Head Start Deputy Director's Report – Ms. Denise Lee
 - ✓ Monthly Head Start Report (attached)
- 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:

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

December 2018

The Special Education Report shows the percentage of enrolled preschool aged children with a diagnosed disability receiving services through an Individualized Education Plan (IEP). For Early Head Start, the Special Education Report shows the number of children ages 0-3 who are receiving early intervention services through an Individualized Family Services Plan (IFSP).

Head Start Program Performance Standards Reference: 1302.14 (b)(1) states *a program must ensure at least 10 percent of its total funded enrollment is filled by children eligible for services under IDEA, unless the responsible HHS official grants a waiver.*

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	1836	195	11%	439	94	21%
Twin Rivers USD	180	18	10%	16	1	6%
Elk Grove USD	440	41	9%			
Sac City USD	1139	96	8%	152	18	12%
San Juan USD	668	78	12%	160	19	12%
WCIC	100	4	4%			
EHS CCP				120	8	7%
COUNTY TOTAL	4363	432	10%	887	140	16%

AFE: Annual Funded Enrollment

SETA Head Start/Early Head Start Enrollment Report**(Enrollment as of the last service day of the month)****Last Service Day of Month: 12/21/2018**

Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
16th Avenue	1257R	20	13	7	0	20
16th Avenue	1257X	19	15	4	0	19
Alder Grove ELC	1247V	20	17	3	1	21
Auberry Park	1238A	20	8	12	0	20
Auberry Park	1238B	19	7	12	1	20
Bannon Creek	1200A	18	13	5	1	19
Bannon Creek	1200B	19	11	8	0	19
Bannon Creek	1200C	17	13	4	2	19
Bannon Creek	1200D	16	11	5	2	18
Bright Beginnings	1201V	20	18	2	0	20
Bright Beginnings	1201W	20	17	3	1	21
Crossroad Gardens	1242A	20	9	11	0	20
Crossroad Gardens	1242B	19	10	9	1	20
Crossroad Gardens	1242R	20	17	3	0	20
Crossroad Gardens	1242X	20	17	3	0	20
Elkhorn	1255A	19	16	3	2	21
Elkhorn	1255B	20	12	8	1	21
Elkhorn	1255C	15	5	10	5	20
Elkhorn	1255D	20	14	6	0	20
Elkhorn	1255X	20	16	4	0	20
Freedom Park	1239A	20	10	10	0	20
Freedom Park	1239B	14	11	3	1	15
Freedom Park	1239C	17	15	2	1	18
Freedom Park	1239D	15	9	6	0	15
Freedom Park	1239R	19	17	2	1	20
Freedom Park	1239X	19	15	4	1	20
Fruitridge	1216A	19	6	13	2	21
Fruitridge	1216B	16	16	0	1	17
Fruitridge	1216C	20	1	19	0	20
Fruitridge	1216D	16	0	16	1	17
Galt	1234A	20	18	2	0	20
Galt	1234B	20	7	13	0	20
Galt	1234C	20	11	9	0	20
Galt	1234D	20	13	7	0	20
Galt	1234E	20	8	12	0	20
Galt	1234F	20	12	8	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: 12/21/2018**

Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Grizzly Hollow	1252A	20	18	2	0	20
Grizzly Hollow	1252B	20	16	4	1	21
Hillsdale	1228A	18	10	8	2	20
Hillsdale	1228B	19	12	7	1	20
Hillsdale	1228C	18	13	5	1	19
Hillsdale	1228D	20	13	7	1	21
Hillsdale	1228R	20	13	7	0	20
Hillsdale	1228X	20	13	7	0	20
Illa Collin	1221V	20	15	5	1	21
Job Corp	1237X	20	17	3	0	20
Kennedy Estates	1240A	16	13	3	1	17
Kennedy Estates	1240B	17	15	2	0	17
La Verne Sterwart	1219S	19	13	6	1	20
Marina Vista ELC	1246R	20	17	3	0	20
Marina Vista ELC	1246S	20	16	4	0	20
Marina Vista ELC	1246X	20	17	3	0	20
Mather	1223A	17	13	4	0	17
Mather	1223B	16	15	1	1	17
Mather	1223C	20	16	4	1	21
Mather	1223D	16	12	4	4	20
Mather	1223X	20	19	1	0	20
Nedra Court	1244V	20	17	3	0	20
Nedra Court	1244W	19	16	3	1	20
Norma Johnson	1214A	20	16	4	0	20
Norma Johnson	1214B	20	13	7	2	22
Norma Johnson	1214X	20	15	5	1	21
North Avenue	1256A	17	14	3	1	18
North Avenue	1256B	14	9	5	0	14
North Avenue	1256V	20	13	7	0	20
North Avenue	1256X	20	17	3	0	20
Northview	1224A	20	12	8	0	20
Northview	1224B	17	7	10	3	20
Northview	1224C	20	13	7	0	20
Northview	1224D	19	11	8	1	20
Northview	1224X	20	12	8	0	20
Parker	1207S	16	13	3	0	16

SETA Head Start/Early Head Start Enrollment Report**(Enrollment as of the last service day of the month)****Last Service Day of Month: 12/21/2018**

Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Phoenix Park	1248A	20	19	1	0	20
Phoenix Park	1248B	20	16	4	1	21
Phoenix Park	1248X	20	17	3	0	20
Sharon Neese	1249R	20	16	4	1	21
Sharon Neese	1249V	19	14	5	2	21
Sharon Neese	1249X	20	13	7	2	22
Solid Foundation	1254A	19	17	2	0	19
Solid Foundation	1254B	20	13	7	0	20
Solid Foundation	1254C	16	11	5	1	17
Solid Foundation	1254D	17	12	5	0	17
Strizek Park	1225A	18	12	6	2	20
Strizek Park	1225B	17	11	6	1	18
Walnut Grove	1235V	20	14	6	0	20
Walnut Grove	1235W	20	13	7	1	21
16th Avenue	1257J	7	1	6	0	7
16th Avenue	1257K	8	6	2	1	9
16th Avenue	1257N	8	5	3	3	11
Alder Grove Infant/Toddler Center	1212M	6	6	0	2	8
Alder Grove Infant/Toddler Center	1212U	8	7	1	0	8
Crossroad Gardens	1242U	8	7	1	0	8
Elkhorn	1255M	7	4	3	1	8
Elkhorn	1255U	8	6	2	0	8
Grizzly Hollow	1252P	8	6	2	1	9
Job Corp	1237M	8	6	2	0	8
Job Corp	1237N	8	5	3	0	8
Job Corp	1237U	8	7	1	0	8
Marina Vista ELC	1246P	8	5	3	3	11
Mather	1223M	6	5	1	0	6
Mather	1223U	8	7	1	1	9
Norma Johnson	1214U	8	7	1	1	9
North Avenue	1256P	8	8	0	0	8
Northview	1224P	8	4	4	1	9
Phoenix Park	1248U	7	4	3	1	8
Sharon Neese	1249M	8	5	3	1	9
Sharon Neese	1249N	8	7	1	0	8
Sharon Neese	1249U	8	6	2	1	9

SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 12/21/2018						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
TOTALS for Head Start		1789	1254	535	77	1866
HS Totals	1620					
Drops w/in 30	60					
P/S Home Base	133					
Total	1813					
EHS Totals	169					
Drops w/in 30	17					
River Oaks	63					
SCOE	58					
EHS Home Base	160					
Total	467					
GRAND TOTAL	2280					

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 2018 to 2019

Period: December 2018

Part Day Classes		
	Present Only	Present and Excused
Center Name	%ADA *	%ADA **
Auberry Park	68%	100%
Bannon Creek	84%	99%
Crossroad Gardens	79%	100%
Elkhorn	78%	99%
Freedom Park	79%	95%
Fruitridge	74%	100%
Galt	81%	100%
Grizzly Hollow	82%	100%
Hillsdale	77%	96%
Kennedy Estates	88%	100%
Mather	81%	100%
Norma Johnson	84%	100%
North Avenue	84%	99%
Northview	80%	100%
Phoenix Park	81%	98%
Solid Foundation	81%	100%
Strizek Park	78%	99%
Overall Averages	80%	99%

* ADA reflects cumulative days present for the month

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

SETA Head Start/Early Head Start

Monthly Attendance Report for School Year 2018 to 2019

Period: November 2018

Full Day Classes		
	Present Only	Present and Excused
Center Name	%ADA *	%ADA **
Alder Grove ELC	91%	100%
Bright Beginnings	88%	100%
Crossroad Gardens	86%	97%
Elkhorn	90%	100%
Freedom Park	80%	96%
Hillsdale	88%	96%
Illa Collin	86%	100%
Job Corp	88%	100%
La Verne Sterwart	80%	98%
Marina Vista ELC	87%	99%
Mather	89%	100%
Nedra Court	89%	99%
Norma Johnson	86%	100%
North Avenue	86%	100%
Northview	81%	100%
Parker	82%	100%
Phoenix Park	89%	100%
Sharon Neese	81%	97%
Walnut Grove	86%	99%
Overall Averages	86%	99%

* ADA reflects cumulative days present for the month

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

SETA Head Start/Early Head Start

Monthly Attendance Report for School Year 2018 to 2019

Period: December 2018

Early Head Start Classes		
	Present Only	Present and Excused
Center Name	%ADA *	%ADA **
16th Avenue	71%	92%
Alder Grove Infant/Toddler Center	81%	99%
Crossroad Gardens	78%	100%
Elkhorn	86%	100%
Grizzly Hollow	88%	100%
Job Corp	81%	100%
Marina Vista ELC	81%	98%
Mather	83%	100%
Norma Johnson	81%	92%
North Avenue	94%	100%
Northview	73%	100%
Phoenix Park	73%	100%
Sharon Neese	88%	99%
Overall Averages	82%	98%

* ADA reflects cumulative days present for the month

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

MONTHLY PROGRAM INFORMATION REPORT

January, 2019



Updates from the Office of Head Start

On November 30, 2018, the Office of Head Start issued a Program Instruction announcing that President Trump signed Public Law 115-245, the Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019, and Continuing Appropriations Act, 2019, on September 28, 2018. Included is \$10,063,095,000 for programs under the Head Start

Act, an increase of \$200 million over the fiscal year (FY) 2018 funding level. This increase provides a 1.77 percent cost of living adjustment (COLA) for existing grantees. Through a non-competitive funding application, COLA funds will be available to SETA and its delegate agencies/partners starting August 1, 2019.



Let's DO this!



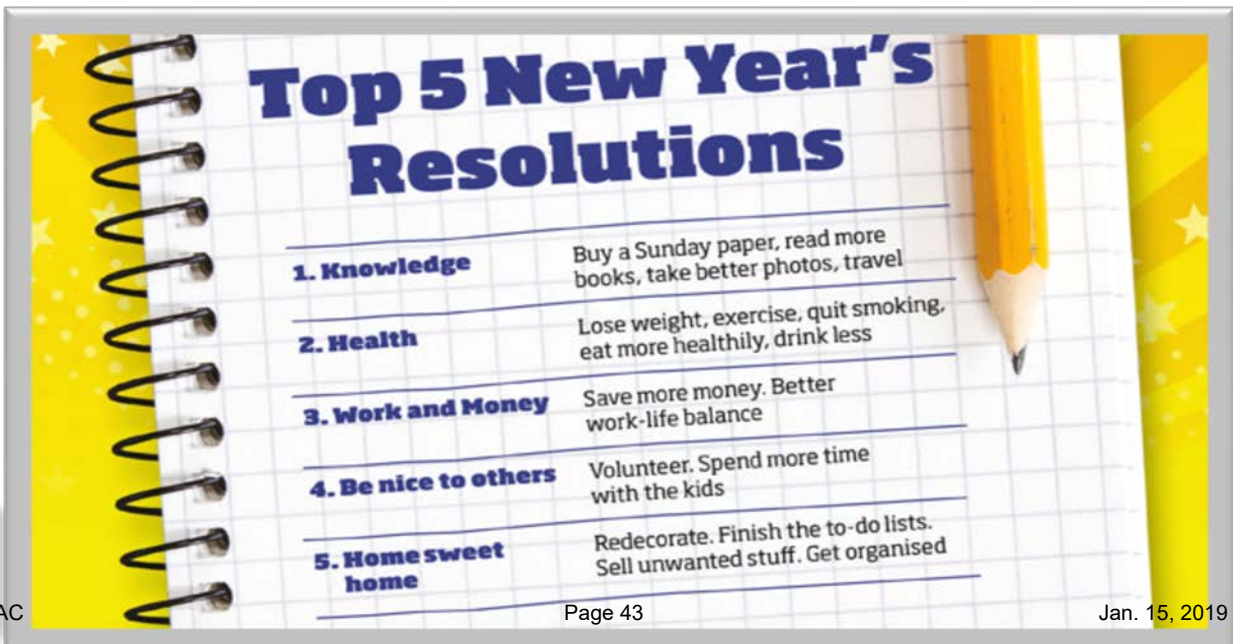
Congratulations to SETA's Newly Elected Executive Officers!

Policy Council

Henrietta Gutierrez, Chair
 Marley Schurr, Vice Chair
 Claudett Sanders, Secretary
 Kao Yee Xiong, Treasurer
 Elizabeth Schoemig, Parliamentarian

Parent Advisory Committee

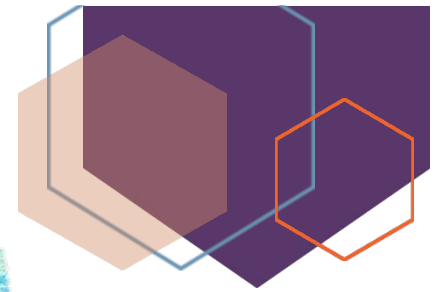
Angel Chenault, Chair
 Salvador Amaya, Vice Chair
 Henrietta Gutierrez, Secretary
 Michael Beavers, Treasurer





Get Ready for Seasonal and Pandemic Flu

Children in group care settings are at increased risk for infectious diseases such as influenza (flu). Seasonal influenza affects many children each year. Simple prevention and control strategies can help to protect children and their caregivers from complications. Here are a steps parents and caregivers can take to improve influenza prevention and control.



- 1) **Get your flu shot.** One of the best ways to help keep the flu away from your home is to make sure your whole family gets vaccinated.
- 2) **Be strict about washing hands.** Germy hands spread colds and the flu. Tell your family to scrub their hands well with soap for 20 seconds. Tell kids to wash for as long as it takes to sing "Happy Birthday" twice. Make sure you do it, too!
- 3) **Disinfect.** You don't need to spend all day spraying every surface with disinfectant. You may just want to disinfect some heavily touched items -- like doorknobs, remote controls, and phones -- each day.
- 4) **Stock up on supplies.** Be ready before cold and flu season starts. Load up on tissues, hand soap, hand sanitizer, and paper towels. Consider picking up a few distractions in case your kids get sick, like puzzles or books.
- 5) **Check your medicine cabinet.** Make sure it contains pain relievers, fever reducers, and any other medications you use when your family is fighting colds or the flu, like decongestants or cough syrups. Review the correct doses based on age and weight. Check to see if any medications overlap or interact. Test your thermometer to make sure the batteries still work. Clean your humidifier.
- 6) **Plan for sick days.** You may need some days off. Even if you don't get sick, you may need to take care of your sick kids. Start thinking about it now: What's your office policy for sick days? Will you have to take unpaid days off?
- 7) **Line up support.** You may need outside help. See if any family members can watch the kids if they're home sick from school. Or ask a neighbor if they can take the kids to school and after-school activities if you're laid up in bed.
- 8) **Switch to paper goods.** If everyone's sick, use paper towels instead of hand towels in the bathroom. Switch out glasses for paper cups, and toss them after one use. You'll be less likely to swap germs.
- 9) **Fill the fridge and pantry.** Stock up on some easy-to-make foods for lunches and dinners, in case you need a few days to rest and recover without cooking. Have some favorite drinks and snacks on hand for your kids. Include some (healthy) comfort foods like chicken soup and PB&J.
- 10) **Rest.** Whether you're trying to recover from a cold or flu, or trying to avoid it, get plenty of sleep. Get your kids to bed on time, too.



Health and Nutrition Update

In November HNS Unit closed out 85 routings and referrals.

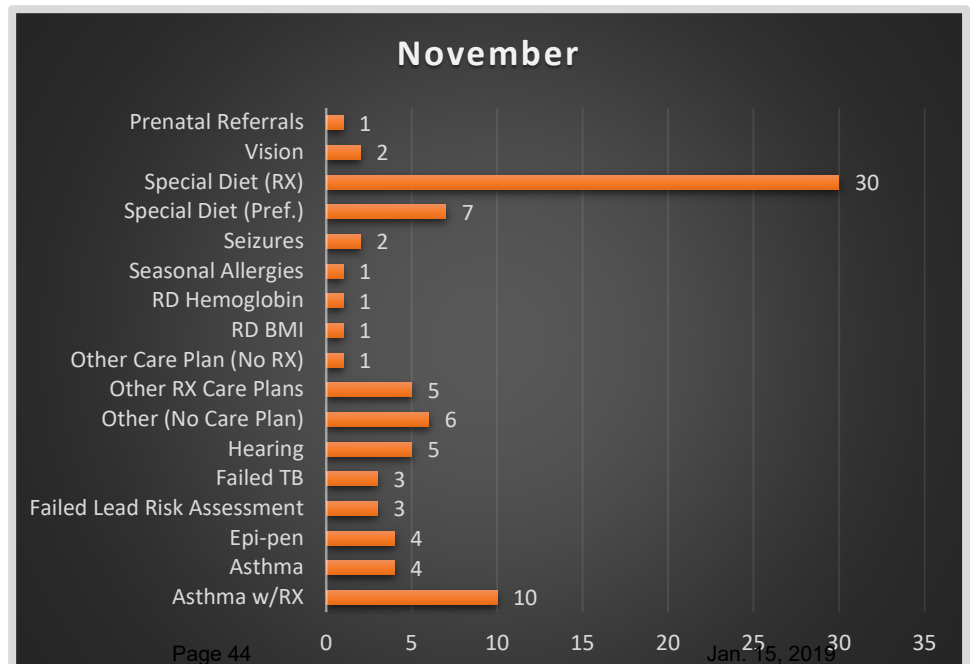
Food Service accommodated 37 special diet changes.

In addition, there are 193 Active Medications and 275 Active Special Diets of which 188 are medical required diets at the centers.

Year-to-date completed routings and referrals: 441

Year-to-date special diets (includes drops): 352

Year-to-date total medications used at centers (includes drops): 227



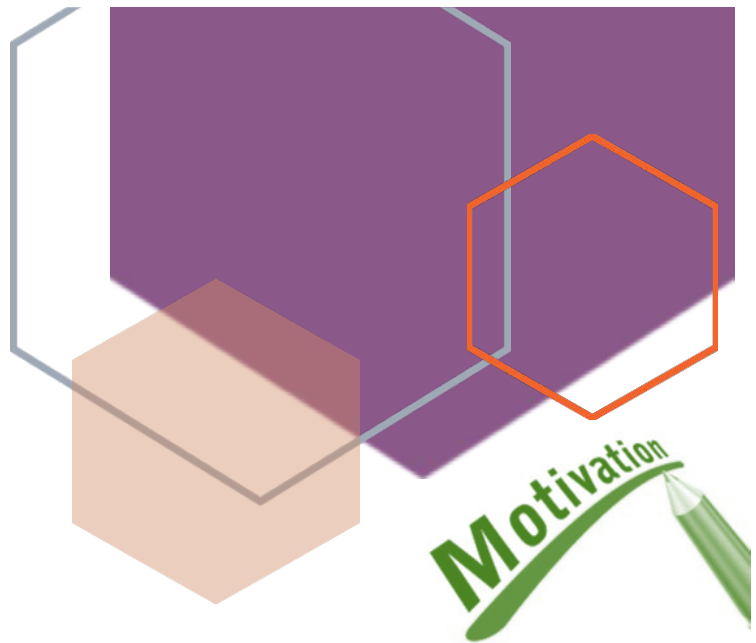


December Highlights from Twin Rivers UNIFIED SCHOOL DISTRICT Head Start

- All four TRUSD Head Start sites participated in the “Smallfoot” themed Winterfest event held at the Morey Avenue location. Students performed holiday and winter songs for their parents and friends during the exciting event. As part of the event, students also made some creative arts and crafts in their classrooms, participated in the Winterfest Walk to observe the artwork from their friends’ classrooms and got to play with “snow” in the playground area. The event was well attended by parents, relatives and friends and all had a delightful time.
- The ECE department attended training on December 12th as part of the monthly professional development opportunity at the District Office.

The focus of the two-hour session was how to effectively read aloud to preschool children with an emphasis on effective questions, incorporating vocabulary words and sustaining feedback loops and language development.

- Students at all sites have participated in their health screenings which include dental, vision, hearing and blood pressure tests with the Health Component Leaders.
- The program is fully staffed with four Community Liaisons who have completed a Family Partnership Agreement with every family and are beginning to track progress on their goals.



- The School Social Worker/Counselor is providing in-classroom support to students having challenging behaviors and difficulties adjusting to the classroom environment. With continued collaboration with CSUS, the internship team has begun social skills groups for students who are having any behavior difficulties.
- The Head Start program has a full-time Speech and Language Pathologists (SLP) who continues to provide speech services to the students with language and/or articulation goals. TRUSD Head Start currently has 18 students with IEPs and strives to meet 10% no later January 2019.

Program Operations Update (SOP)

Approaches to Ensuring Creative Curriculum Fidelity

- SETA Education Coordinators and Program Officers will be completing Creative Curriculum Fidelity Checklists throughout the month of January. The education team monitors the use of the curriculum and uses the data to provide support, feedback, and organizing training and professional development. The data will also be compiled and used in the annual self-assessment report. Education Coordinators will be conducting Creative Curriculum trainings in January with Sacramento City USD and SETA teachers. The trainings will include visual schedules, physical environments, and planning learning activities throughout the entire school day.

Mid-year Assessments and Data Collection - Teachers

throughout Sacramento County are completing their *Winter Desired Results Developmental Profiles (DRDPs)* which are due at the end of January. Teachers will receive their winter DRDP data in February for planning and parent conferences.

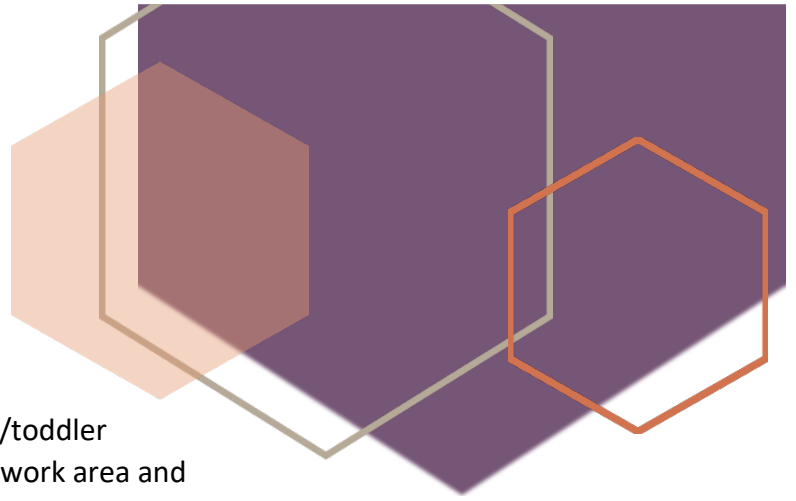
CLASS assessments are continuing to be completed throughout Sacramento County. Observers complete three cycles of observation and then meet with the staff following the observation to discuss the scores and plan specific class goals for the staff in the classroom.

Teaching Pyramid small groups will be meeting at their sites and will be focusing on schedules, routines, physical environment, transitions, and PDAs.



Hopkins Update

Happily, Hopkins Park is 99% complete! The contractors have finished their walk-throughs and with just a few finishing touches (i.e. front landscaping, a toddler play yard, mini-blinds, and phone/IT systems), the center will be ready for a final fire clearance and licensing visit. Upon all clearances, staff anticipates re-opening the center to serve children and families in early Spring 2019. The center has two preschool classrooms, one infant/toddler classroom, two staff offices, an adult restroom, staff work area and kitchenette. Below are a few photos of the project from start to finish.



Ground Breaking



The Project Crew



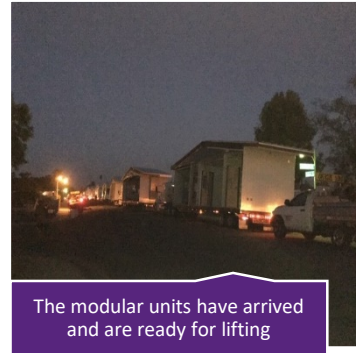
Ground preparation



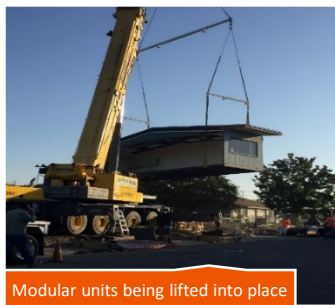
Ready for the foundation



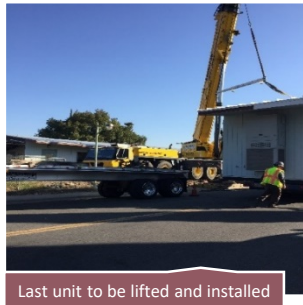
The foundation is in



The modular units have arrived and are ready for lifting



Modular units being lifted into place



Last unit to be lifted and installed



Almost complete!



One of two preschool classrooms



New infant/toddler classroom



Newly added parking lot for safe drop-off and pick-up (not complete at time of photo)

ITEM VII – CENTER UPDATES

BACKGROUND:

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

NOTES:

ITEM VIII - DISCUSSION

BACKGROUND:

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

NOTES:

ITEM IX – PUBLIC PARTICIPATION

BACKGROUND:

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

NOTES: