

**GOVERNING BOARD**

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**ADMINISTRATION**

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Executive Director

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*THOUGHT OF THE DAY: " Opportunities don't happen;  
you create them."*

*Author: Chris Grosser*

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

**DATE:** Tuesday, March 19, 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](http://www.seta.net).

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

Parent Advisory Committee meeting hosted by:  
 Angel Chenault (Chair), Salvador Amaya (Vice Chair), Henrietta Gutierrez (Secretary),  
 Michael Beavers (Treasurer), Marley Schurr (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"/> Mavis Urrutia, Crossroad Gardens Head Start
<input type="checkbox"/> Alishia Givehchi, Early Head Start (Home Base)
<input type="checkbox"/> Antonio Rivera, Grizzly Hollow Head Start
<input type="checkbox"/> Vacant, Alder Grove I Head Start
<input type="checkbox"/> Vacant, Alder Grove II Head Start
<input type="checkbox"/> Vacant, Auberry Park Head Start
<input type="checkbox"/> Vacant, Freedom Park Head Start
<input type="checkbox"/> Vacant, Fruitridge Head Start
<input type="checkbox"/> Vacant, Galt 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, Mather Head Start

<input type="checkbox"/> Miranda Hess, LaVerne Stewart Head Start
<input type="checkbox"/> Megan Voorheis, Parker Head Start
<input type="checkbox"/> Laura Meza, Walnut Grove Head Start
<input type="checkbox"/> Vacant, Nedra Court Head Start
<input type="checkbox"/> Vacant, North Avenue 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, 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**

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

**Representative Abbreviations**

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

**Attendance Record Abbreviations**

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

Current a/o: 3/12/2019 8:37 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													
<b>Salvador Amaya</b> s/b/seated 11/20; seated 12/18	BC	U	X	U										
Vacant Seated	BC													
Mavis Urrutia Seated	CR													
<b>Alisha Givhchi</b> Seated 6/19	EHS/HB	X	X	X										
<b>Amy Melvin</b> Seated 11/20	EL	X	E	E										
Veronica Suarez Seated	FP													
Vacant Seated	FP													
Vacant Seated	FT													
Vacant Seated	<b>G</b>													
Antonio Rivera Seated	GH													
Vacant Seated	H													
<b>Devon McCracken</b> s/b/seated 11/20; seated 12/18	HB	E	X	X										
Vacant Seated	HB													
Vacant Seated	IC													
Vacant Seated	HP													
Vacant Seated	JC													
Vacant Seated	JC													
Vacant Seated	K													
Miranda Hess Seated	LVS													
<b>Marley Schurr</b> Seated 11/20	MCBB	X	E	X										
<b>Michael Beavers</b> Seated 11/20	MV	X	X	X										
Vacant Seated	<del>M</del>													
Vacant Seated	NA													
Vacant Seated	NC													
<b>Griselda Cisneros</b> Seated 8/21	NJ	E	X	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
<b>Spring Burrell Seated 11/20</b>	NV	X	X	E										
Vacant Seated	NV													
Megan Voorheist Seated	PA													
Vacant Seated	PP													
Vacant Seated	RO													
Vacant Seated	SCOE													
Vacant Seated	SF													
<b>Shanelle Webster s/b/seated 11/20; seated 12/18</b>	SN	E	X	U										
<b>Evangelina Barrios Seated 11/20</b>	SP	X	X	E										
Laura Meza Seated	WG													
Vacant Seated	FPR													
Vacant Seated	AMB													
Vacant Seated	AMB													
<b>Angel Chenault Seated 11/20</b>	CR/PP	X	X	X										
<b>Henrietta Gutierrez Seated 11/20</b>	CR/PP	X	X	X										
Vacant Seated	CR/GP													
Vacant Seated	OGC													

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

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

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

**# Special meeting**

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE JANUARY 15, 2019 REGULAR MEETING

BACKGROUND:

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

RECOMMENDATION:

Approve the minutes of the January 15, 2019 meeting.

**NOTES:**

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

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



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

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

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

Tuesday, January 15, 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 9:04 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:**

Marley Schurr  
Devon McCracken  
Angel Chenault  
Henrietta Gutierrez  
Griselda Cisneros  
Alisha Givehchi (seated at 9:18 a.m.)  
Michael Beavers (seated at 9:18 a.m.)

#### **Members Absent:**

Amy Melvin (excused)  
Spring Burrell (excused)  
Evangelina Barrios (excused)  
Salvador Amaya (unexcused)  
Shanelle Webster (unexcused)

### **II. Consent Item**

#### **A. Approval of the Minutes of the December 18, 2018 Regular Meeting**

Minutes were reviewed; no questions or corrections.

Moved/Schurr, second/Cisneros, to approve the December 18, 2018 minutes.

Show of hands vote:

Aye: 4 (Cisneros, Gutierrez, McCracken, Schurr)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 6 (Amaya, Barrios, Beavers, Burrell, Givehchi, Webster)

### **III. Action Item**

#### **A. Election of Parliamentarian**

Ms. Chenault reviewed the duties of Parliamentarian. Ms. Schurr indicated her interest in serving as Parliamentarian.

Moved/Cisneros, second/Gutierrez, to elect Ms. Marley Schurr as Parliamentarian.

Show of hands vote:

Aye: 4 (Cisneros, Gutierrez, McCracken, Schurr)  
Nay: 0  
Abstentions: 1 (Chenault)  
Absent: 6 (Amaya, Barrios, Beavers, Burrell, Givehchi, Webster)

#### **IV. Information Items**

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

- PC/PAC Calendar of Events: Ms. Gutierrez reviewed the calendar of events.
- Parent Advisory Committee – Center Parent Meetings: Ms. Chenault reviewed the list of parent center meetings.
- Parent/Staff Recognitions: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han reviewed the fiscal report as of December 31. The non-federal share is up from last month. He talked with Elk Grove and the reason their numbers are so low is that they have not reported on the numbers. Twin Rivers is not concerned about their in-kind; they feel confident they will reach their goal. The expenses are on track. The credit card report was reviewed.

Ms. Alisha Givehchi and Mr. Michael Beavers were seated at 9:18 a.m.

- PC/PAC Orientation & Officer Training Reports: Ms. Schurr attended both trainings and enjoyed getting to know people on a more personal level. Ms. Gutierrez liked that they had a mock board meeting. Ms. Cisneros enjoyed speaking with other board members. Mr. Beavers attended the training and it helped him open up. He learned about the bylaws and the Brown Act.
- Toastmasters Training: Ms. Chenault urged board members to consider attending this training. Ms. Chenault learned from previous training how to speak more professionally.
- Child Care Center Food Menu: No questions.
- Community Resources – Parents/Staff: Mr. Robert Silva reviewed a variety of community resources.

##### **B. Kindergarten Registration – Ms. Alexis Briggs, Sacramento County Office of Education provided information on kindergarten registration. Ms. Briggs encouraged parents to go to the First 5 Sacramento Website for additional information. Ms. Chenault spoke of how Ms. Briggs was her two daughters' teacher and how helpful Ms. Briggs was working with two different personalities. Both of her children are now honor students because of the foundation laid with Ms. Briggs.**

##### **C. Parent Program Information – Mr. Robert Silva**

- Parent Survey: The completed form is needed before the end of the meeting.

- Parent Aide: The Parent Aide is for the SETA-operated program. The Parent Aide is reimbursed for their time in assisting in the classroom up to two hours a day. This job consists mostly helping out with the meals.
- School Readiness Aide: Parents in this position work two-hours a day assisting with classroom activities.
- Career Incentive: This form will assist parents with expenses incurred with going back to school. Parents will be reimbursed for their allowable expenses up to a maximum of \$600 per program year. Staff will also provide areas where training can be received. Parking expenses are now able to be reimbursed as long as original receipts are submitted.
- PC/PAC & Policy Committee Report Form: This form assists board members to record information they learn at meetings so they can take it back to their centers.

D. Head Start Policy Council Minutes: November 27, 2018: No questions.

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

- Executive Committee Meeting Critique: Ms. Gutierrez reviewed the critique.
- Budget/Planning Committee: Ms. Gutierrez reported that attendees went over some updates at the Hillsdale and Crossroad Gardens centers. The expansion budget was also reviewed.

#### VI. **Other Reports**

- Chair's Report: No report.
- Policy Council Report(s): Ms. Marley Schurr reported on the December PC meeting.
- Head Start Deputy Director's Report: Ms. Denise Lee received an e-mail from the US Census bureau asking that SETA/Head Start collect information on hard to reach communities. Ms. Lee will meet with Parent Ambassador Committee to have a census delivery process so the reported data will be accurate for the next 10 years. Ms. Lee will come forward with more information. The November Attendance and ADA reports were distributed. The new attendance reports are showing higher attendance in spite of flu season. Ms. Lee welcomed and introduced the new manager, Kaleb Call. Mr. Call is filling a combination of Martha Cisneros and Robyn Caruso's jobs. He is experienced in a number of jobs and some of the work was shifted among the three managers.
- Head Start Managers' Reports
  - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: No report.
  - Karen Griffith - School Readiness, Special Education and Mental Health Services: No report.
  - Kaleb Call – Quality Assurance, Food Services, Save Environments, Grants, and Contracts: Mr. Call provided some background. He recently moved his family here from Salt Lake City where he was involved in a small non-profit migrant

Head Start program. He initially started as the Child Care Partnership manager and then expanded include transportation, facilities and grant writing. The agency is beginning the Head Start self-assessment and looking for volunteers to assist with some of the committees. He has a form asking for assistance.

Mr. Call introduced Jessica Roenfeldt, a recently hired QA staff member who used to work in San Jose. Jessica she just moved from San Jose where she worked with EduCare where they used some of the Head Start guidelines.

**VII. Center Updates:** None.

**VIII. Discussion:** None.

**IX. Public Participation:** None.

**X. Adjournment:** The meeting was adjourned at 10:15 a.m.

ITEM III-A – ACTION

APPROVAL OF PARENT ADVISORY COMMITTEE AND POLICY  
COUNCIL JOINT PARENT ACTIVITY

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to discuss and approve a joint parent activity with the Policy Council.

See attached information on the Parent Activity Fund.

RECOMMENDATION:

That the Parent Advisory Committee approve a joint parent activity with the Policy Council.

**NOTES:**

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

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

# PARENT ACTIVITY FUND

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## ***How can the parent activity fund be used?***

Interpretation: Programs must be cautioned that according to federal regulations, the expenditure of grant funds solely for entertainment purposes is prohibited. Entertainment expenditures are defined as the cost of amusement, diversion, social activities, ceremonials, and incidental cost relating thereto, such as meals, lodging, transportation, and gratuities. It should be noted that the restriction on expenditures applies to activities which are solely for entertainment. Expenditures for project related purposes are allowable even though entertainment may play an incidental part in the activities. Therefore, programs are required to justify the expenditure of parent activity funds on the basis of project relatedness. For example, a visit by a parent group to a museum can be justified if parents utilize the experience to train parents in ways of providing educational activities for their children in the community. Banquets given in conjunction with parent training and seminars can be justified based on the performance standards. Once the program justifies the activity as primarily project related, with entertainment being incidental, then the related costs of lodging, transportation, refreshments, meals, etc., are also allowable.

ITEM III-B – ACTION

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

BACKGROUND:

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

The duties of Representatives include:

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

PAC Bylaws referenced:

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

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

*In addition, refer to:*

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

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

ITEM III-B – ACTION (continued)  
Page 2

Currently, there are three PAC representatives on the Policy Council: Ms. Henrietta Gutierrez, Ms. Griselda Cisneros, and Ms. Devon McCracken.

RECOMMENDATION:

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

NOTES:

Representative nominated:

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Alternates nominated:

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

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



ITEM III-C – ACTION

ELECTION OF COMMUNITY REPRESENTATIVE/ALTERNATE  
(GRANDPARENT/FOSTER PARENT) 2018-2019

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect Community Representatives for Program Year 2018-2019. The duties of PAC Community Representatives are prescribed in the Bylaws in Article III – Membership, Section 2C.

**SECTION 2: C. Community Representatives**

Additional PAC members shall include:

1. Two (2) voting Past Parent 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 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 one (1) Grandparent and one (1) Grandparent Alternate, and one (1) Foster Parent and one (1) Foster Parent Alternate.

ITEM III-C – ACTION (continued)  
Page 2

Applications will be distributed at the board meeting. Staff will be available to answer questions.

RECOMMENDATION:

That the Parent Advisory Committee elect two Community Representatives and two Alternates.

Grandparent Representative:

\_\_\_\_\_  
\_\_\_\_\_

Alternate:

\_\_\_\_\_  
\_\_\_\_\_

Foster Parent Representative:

\_\_\_\_\_  
\_\_\_\_\_

Alternate:

\_\_\_\_\_  
\_\_\_\_\_

**NOTES:**

**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/Staff Recognitions: Ms. Angel Chenault
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
- Toastmasters Training Reports: Ms. Angel Chenault
- CHSA Conference Reports: Ms. Angel Chenault
- Powerhouse Science Center Tour: Ms. Angel Chenault
- Early Learning Advocacy Day Report: Ms. Angel Chenault
- Introduction into Budgeting Workshop: Ms. Angel Chenault
- Child Care Center Food Menu (attached)
- A Calling to Lead; How will you Respond (workshop): Mr. Robert Silva
  - ✓ Community Resources: Mr. Robert Silva
- Parent Survey Results: Ms. Belinda Malone

#### **NOTES:**

## CALENDAR OF EVENTS

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<u>EVENT</u>	<u>DATE</u>
PAC Executive Committee	Friday, March 22, 2019 9:00 – 10:30 a.m. Olympus Room
PC/PAC Parent Ambassador Committee	Friday, March 22, 2019 10:30 a.m. Olympus Room
PC Executive Committee	Thursday, March 28, 2019 9:00 a.m. Camellia Room
PC/PAC Personnel/Bylaws Committee	Friday, March 29, 2019 9:00 a.m. Camellia Room
Toastmasters Training	Friday, April 5, 2019 10:30 a.m. Redwood Room
Introduction into Budgeting Workshop	Wednesday, April 24, 2019 10:00 a.m. Sacramento Works Job Center 7000 Franklin Blvd., Suite 540 Sacramento, CA 95823
PC Executive Committee	Thursday, April 25, 2019 9:00 a.m. Camellia Room
PC/PAC Social/Hospitality Committee	Next meeting to be announced.
Fishing in the City – Countywide Parent Activity	Save the Date TBA

## Parent Advisory Committee – Center Parent Meetings

Center	March, 2019	April, 2019
16 <sup>th</sup> Avenue	March 22, 8:00 a.m.	April 19, 8:00 a.m.
Alder Grove	March 28 (meeting in a bag)	April 25, 2:30 p.m.
Auberry Park	March 19 (meeting in a bag)	
Bannon Creek	March 22, 5:00 p.m.	April 24, 5:00 p.m.
Bright Beginnings	March 22, 9:15 a.m.	April 19, 9:15 a.m.
Illa Collin	March 27 (meeting in a bag)	April 24, 2:30 p.m.
Crossroad Gardens	March 20 (meeting in a bag)	April 24 (meeting in a bag)
Elkhorn	March 20, 8:30 a.m.	April 30, 8:30 a.m.
Fruitridge	March 26, 12:30 p.m. (Fruitridge Community	April 30, 12:30 p.m. (Fruitridge Community Center)
Kennedy Estates	March 12, 11:45 a.m.	
Mather	March 27 (meeting in a bag) 4:30 – 6:30 p.m.	April 24, 4:30 – 6:30 p.m.
Nedra Court	March 28, 1:00 p.m.	April 25, 1:00 p.m.
North Avenue	March Meeting in a Bag	April meeting date/time pending
Northview	March 28, 11 a.m. – 1 p.m.	April 22, 12:00 – 2:00 p.m.
Parker	March 26, 8:00 a.m.	April 23, 8:00 a.m.
Solid Foundation	March 27, 12:00 p.m.	April 24, 12:00 p.m.
LaVerne Stewart	March 18 (meeting in a bag)	
Strizek Park	March 28, 4:30 p.m.	April 25, 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

## March 2019

"This institution is an equal opportunity provider"

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

**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

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

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

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

**7 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

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

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

**11 Breakfast Week 1**  
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

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

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

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

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

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

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

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

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

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

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

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

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

**28 Breakfast Week 3**  
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

**29 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

**Lunes**

**Martes**

**Miércoles**

**Jueves**

**Viernes**

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

5	Desayuno Week 5
	Leche Manzana Cereal Cheerios de Grano Inte
	<u>Comida</u>
	Leche Frijoles Refritos Fresa Tanjarina o Salsa de Jitomate Tortilla de Trigo Integral
	<u>Bocadillo</u>
	Leche Ojuelas de Cereal Multigrano

6	Desayuno Week 5
	Leche Bizcocho de Trigo Integral Durazno
	<u>Comida</u>
	Leche Pan de Trigo Integral Melón Zanahoria Rebanada de Pavo
	<u>Bocadillo</u>
	Plátano Fresco Galletas

7	Desayuno Week 5
	Leche Avena Piña Machacada Pasas
	<u>Comida</u>
	Leche Chabacano Ensalada de Lechuga Romana Espagueti Horneado
	<u>Bocadillo</u>
	Leche Chex de fresa

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

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

11	Desayuno Week 1
	Leche Jotqueis Pera
	<u>Comida</u>
	Leche Zanahoria Pollo con Limón y Pimienta Naranja Tortilla de Trigo Integral
	<u>Bocadillo</u>
	Puré de Manzana Galletas

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

13	Breakfast Week 1
	Leche Bizcocho de Trigo Integral Durazno
	<u>Lunch</u>
	Leche Burrito Queso Cheddar Lechuga Romana Frijoles Refritos Fresa Tanjarina o Jitomate Picado Tortilla de Trigo Integral
	<u>Snack</u>
	Plátano Fresco Barita de Queso

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

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

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

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

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

21	Desayuno Week 2
	Leche Plátano Fresco Cereal Crispix
	<u>Comida</u>
	Leche Pecho de Res Asado Zanahoria Naranja Mini Panecillo de Grano Entero
	<u>Bocadillo</u>
	Leche Galletas

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

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

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

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

28	Desayuno Week 3
	Leche Plátano Fresco Bagel de Trigo Integral
	<u>Comida</u>
	Leche Zanahoria Ensalada de Pollo Fresa Tanjarina o la ciabatta
	<u>Bocadillo</u>
	Galletas Piña Machacada

29	Desayuno Week 3
	Leche Mollete con Plátano Naranja
	<u>Comida</u>
	Leche Chabacano Queso Suizo Tortilla de Trigo Integral Varitas de Calabacita
	<u>Bocadillo</u>
	Leche Cereal Cheerios de Grano Integ



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 December 19, 2018 meeting.

**NOTES:**

## **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 16<sup>th</sup> 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 16<sup>th</sup> 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 VI  
COMMITTEE REPORT

➤ Executive Committee

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

<b>GOOD!!!</b>
Thank you, Ms. Denise Lee, for provided information on census.
Welcome, Mr. Kaleb Call to the SETA Head Start/Early Head Start program, and for sharing program self-assessment information.
Welcome, Ms. Jessica Roenfeldt to the SETA Head Start/Early Head Start program.
Thank you, Mr. Robert Silva for community resources and parent program information.
Thank you, Ms. Alexis Briggs for your awesome presentation on kindergarten registration.
Thank you, Ms. Angel Chenault for a well-facilitated meeting.
<b>NEEDS IMPROVEMENT</b>
If you will be late or will not attend the PAC board meeting, please call or e-mail Angel Chenault (916-821-7099, Chair), Marie Desha (916-263-4082), or Nancy Hogan (916-263-3827).
<b>Please be recognized by the Chair prior to requesting a point of privilege (includes leaving your seat).</b>
<b>ATTENDANCE.</b> Please make every effort to attend board meetings and committee meetings.
<b>REMINDERS</b>
Please be on time and be seated by 8:50 a.m.
** Please turn off <u>all</u> electronic devices. Please provide (916) 263-3800 for emergencies.
<b>No eating in the Board room.</b>

➤ Budget/Planning Committee: Ms. Angel Chenault

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ITEM V – COMMITTEE REPORTS (continued)  
Page 2

➤ Parent Ambassadors Committee: Ms. Angel Chenault

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➤ Social/Hospitality Committee: Ms. Angel Chenault

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## ITEM VI

### OTHER REPORTS

#### BACKGROUND:

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

- Chair's Report
- 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 (will be distributed at the meeting)
- 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, Save Environments, Grants, and Contracts

#### NOTES:



# SETA Head Start Food Service Operations Monthly Report \*December 2018

**December 3rd** - New Infant Toddler Classes start at 16th Avenue and the Mather Center.

**December 7th** - Minimum Day Calendar D Classes - Classes A, B, C, E closed.

**December 14th** - Norma Johnson Center closed due to SMUD work and no electricity.

**December 24th through January 1st, 2019** - Winter Break SETA closed - no classes.

**Meetings & Trainings:**

Cook Driver Louis Grigaitis attended CPR training at Plaza Del Paso on December 7th.

Head Cook Celia Limones and Connie Otwell attended the Supervisor Training on the new Union Contract on December 11th.

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

Lunch	PM Snack	Breakfast	Field Trips
28,010	19,800	19,030	80

**Total Amount of Meals and Snacks Prepared** **66,920**

**Purchases:**

Food	\$51,546.82
Non - Food	\$10,627.25

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

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

**Kitchen Small Wares and Equipment:** \$3,724.63

**Vehicle Maintenance and Repair :** \$553.69

**Vehicle Gas / Fuel:** \$1,112.91  
     Normal Delivery Days 15





# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**February 2019**

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

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

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
<b>SETA operated</b>	1836	212	<b>12%</b>	439	117	<b>27%</b>
<b>Twin Rivers USD</b>	180	25	<b>14%</b>	16	1	<b>6%</b>
<b>Elk Grove USD</b>	440	50	<b>11%</b>			
<b>Sac City USD</b>	1139	123	<b>11%</b>	152	19	<b>13%</b>
<b>San Juan USD</b>	668	95	<b>14%</b>	160	19	<b>12%</b>
<b>WCIC</b>	100	5	<b>5%</b>			
<b>EHS CCP</b>				120	9	<b>8%</b>
<b>COUNTY TOTAL</b>	<b>4363</b>	<b>510</b>	<b>12%</b>	<b>887</b>	<b>165</b>	<b>19%</b>

*AFE: Annual Funded Enrollment*

## SETA Head Start/Early Head Start

## Monthly Attendance Report for School Year 2018 to 2019

Period: February 2019

Part Day Classes		
	Present Only	Present and Excused
Center Name	%ADA *	%ADA **
Auberry Park	72%	100%
Bannon Creek	79%	97%
Crossroad Gardens	70%	99%
Elkhorn	75%	100%
Freedom Park	76%	96%
Fruitridge	73%	100%
Galt	77%	100%
Grizzly Hollow	83%	99%
Hillsdale	73%	96%
Kennedy Estates	83%	100%
Mather	73%	100%
Norma Johnson	83%	100%
North Avenue	78%	100%
Northview	80%	100%
Phoenix Park	77%	100%
Solid Foundation	77%	100%
Strizek Park	78%	97%
Overall Averages	76%	99%

\* ADA reflects cumulative days present for the month

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

<b>SETA Head Start/Early Head Start Enrollment Report</b>						
<b>(Enrollment as of the last service day of the month)</b>						
<b>Last Service Day of Month: 02/28/2019</b>						
<b>Site</b>	<b>Loc Id</b>	<b># Enrolled</b>	<b># Present</b>	<b># Absent</b>	<b># Term W/I 30</b>	<b>Total</b>
16th Avenue	1257R	20	17	3	0	20
16th Avenue	1257X	20	14	6	0	20
Alder Grove ELC	1247V	20	16	4	0	20
Auberry Park	1238A	18	11	7	2	20
Auberry Park	1238B	20	16	4	1	21
Bannon Creek	1200A	17	15	2	2	19
Bannon Creek	1200B	18	15	3	0	18
Bannon Creek	1200C	19	16	3	2	21
Bannon Creek	1200D	13	9	4	4	17
Bright Beginnings	1201V	20	18	2	0	20
Bright Beginnings	1201W	20	16	4	1	21
Crossroad Gardens	1242A	18	14	4	2	20
Crossroad Gardens	1242B	20	14	6	4	24
Crossroad Gardens	1242R	20	18	2	4	24
Crossroad Gardens	1242X	20	17	3	3	23
Elkhorn	1255A	20	16	4	0	20
Elkhorn	1255B	20	18	2	0	20
Elkhorn	1255C	18	12	6	1	19
Elkhorn	1255D	20	17	3	1	21
Elkhorn	1255X	20	18	2	0	20
Freedom Park	1239A	20	15	5	1	21
Freedom Park	1239B	20	16	4	0	20
Freedom Park	1239C	16	15	1	2	18
Freedom Park	1239D	20	17	3	1	21
Freedom Park	1239R	19	16	3	1	20
Freedom Park	1239X	19	14	5	1	20
Fruitridge	1216A	19	15	4	1	20
Fruitridge	1216B	20	19	1	1	21
Fruitridge	1216C	20	0	20	0	20
Fruitridge	1216D	20	16	4	0	20
Galt	1234A	20	16	4	0	20
Galt	1234B	20	15	5	0	20
Galt	1234C	20	18	2	1	21
Galt	1234D	20	16	4	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: 02/28/2019

Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Galt	1234E	20	15	5	0	20
Galt	1234F	20	18	2	0	20
Grizzly Hollow	1252A	20	19	1	0	20
Grizzly Hollow	1252B	20	20	0	2	22
Hillsdale	1228A	18	15	3	4	22
Hillsdale	1228B	19	16	3	2	21
Hillsdale	1228C	20	19	1	0	20
Hillsdale	1228D	20	14	6	3	23
Hillsdale	1228R	20	18	2	1	21
Hillsdale	1228X	20	15	5	2	22
Illa Collin	1221V	20	17	3	0	20
Job Corp	1237X	20	19	1	0	20
Kennedy Estates	1240A	16	14	2	1	17
Kennedy Estates	1240B	19	16	3	1	20
La Verne Sterwart	1219S	19	15	4	2	21
Marina Vista ELC	1246R	20	15	5	0	20
Marina Vista ELC	1246S	20	19	1	0	20
Marina Vista ELC	1246X	20	20	0	0	20
Mather	1223A	18	14	4	1	19
Mather	1223B	16	15	1	3	19
Mather	1223C	20	14	6	1	21
Mather	1223D	20	15	5	0	20
Mather	1223X	20	19	1	0	20
Nedra Court	1244V	20	19	1	0	20
Nedra Court	1244W	20	18	2	0	20
Norma Johnson	1214A	20	17	3	0	20
Norma Johnson	1214B	20	16	4	0	20
Norma Johnson	1214X	20	17	3	1	21
North Avenue	1256A	18	16	2	2	20
North Avenue	1256B	20	14	6	1	21
North Avenue	1256V	20	16	4	0	20
North Avenue	1256X	20	19	1	1	21
Northview	1224A	20	19	1	0	20
Northview	1224B	20	18	2	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: 02/28/2019						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Northview	1224C	20	16	4	0	20
Northview	1224D	20	16	4	1	21
Northview	1224X	20	19	1	0	20
Parker	1207S	17	13	4	1	18
Phoenix Park	1248A	20	16	4	0	20
Phoenix Park	1248B	20	13	7	0	20
Phoenix Park	1248X	20	16	4	0	20
Sharon Neese	1249R	20	16	4	1	21
Sharon Neese	1249V	20	18	2	1	21
Sharon Neese	1249X	20	18	2	2	22
Solid Foundation	1254A	20	16	4	0	20
Solid Foundation	1254B	20	20	0	0	20
Solid Foundation	1254C	17	15	2	0	17
Solid Foundation	1254D	17	15	2	0	17
Strizek Park	1225A	20	18	2	1	21
Strizek Park	1225B	18	13	5	1	19
Walnut Grove	1235V	18	12	6	2	20
Walnut Grove	1235W	20	18	2	1	21
16th Avenue	1257J	7	6	1	1	8
16th Avenue	1257K	7	6	1	0	7
16th Avenue	1257N	6	5	1	2	8
Alder Grove Infant/Toddler Center	1212M	7	7	0	1	8
Alder Grove Infant/Toddler Center	1212U	8	6	2	1	9
Crossroad Gardens	1242M	8	5	3	0	8
Crossroad Gardens	1242U	8	7	1	1	9
Elkhorn	1255M	8	7	1	0	8
Elkhorn	1255U	8	8	0	2	10
Grizzly Hollow	1252P	8	7	1	1	9
Job Corp	1237M	6	5	1	2	8
Job Corp	1237N	7	5	2	1	8
Job Corp	1237U	8	7	1	1	9
Marina Vista ELC	1246P	8	5	3	1	9
Mather	1223M	6	4	2	1	7
Mather	1223U	8	8	0	0	8

<b>SETA Head Start/Early Head Start Enrollment Report</b>						
<b>(Enrollment as of the last service day of the month)</b>						
<b>Last Service Day of Month: 02/28/2019</b>						
<b>Site</b>	<b>Loc Id</b>	<b># Enrolled</b>	<b># Present</b>	<b># Absent</b>	<b># Term W/I 30</b>	<b>Total</b>
Norma Johnson	1214U	8	4	4	1	9
North Avenue	1256P	7	6	1	1	8
Northview	1224P	8	7	1	0	8
Phoenix Park	1248U	8	4	4	0	8
Sharon Neese	1249M	8	8	0	1	9
Sharon Neese	1249N	8	5	3	1	9
Sharon Neese	1249U	8	7	1	1	9
<b>TOTALS for Head Start</b>		<b>1837</b>	<b>1512</b>	<b>325</b>	<b>95</b>	<b>1932</b>
<b>HS Totals</b>	<b>1664</b>					
<b>Drops w/in 30</b>	<b>75</b>					
<b>P/S Home Base</b>	<b>145</b>					
<b>Total</b>	<b>1884</b>					
<b>EHS Totals</b>	<b>173</b>					
<b>Drops w/in 30</b>	<b>20</b>					
<b>SCOE</b>	<b>66</b>					
<b>River Oaks</b>	<b>60</b>					
<b>EHS Home Base</b>	<b>162</b>					
<b>Total</b>	<b>481</b>					
<b>GRAND TOTAL</b>	<b>2365</b>					

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

## SETA Head Start/Early Head Start

## Monthly Attendance Report for School Year 2018 to 2019

Period: February 2019

Full Day Classes		
	Present Only	Present and Excused
Center Name	%ADA *	%ADA **
Alder Grove ELC	80%	99%
Bright Beginnings	76%	100%
Crossroad Gardens	86%	99%
Elkhorn	86%	100%
Freedom Park	77%	99%
Hillsdale	82%	97%
Illa Collin	85%	100%
Job Corp	88%	100%
La Verne Stewart	80%	100%
Marina Vista ELC	84%	100%
Mather	92%	100%
Nedra Court	88%	99%
Norma Johnson	84%	100%
North Avenue	86%	100%
Northview	87%	100%
Parker	75%	100%
Phoenix Park	75%	100%
Sharon Neese	85%	97%
Walnut Grove	73%	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 2018 to 2019

Period: February 2019

Early Head Start Classes		
	Present Only	Present and Excused
Center Name	%ADA *	%ADA **
16th Avenue	74%	96%
Alder Grove Infant/Toddler Center	74%	94%
Crossroad Gardens	78%	100%
Elkhorn	85%	100%
Grizzly Hollow	89%	100%
Job Corp	74%	98%
Marina Vista ELC	69%	96%
Mather	86%	100%
Norma Johnson	74%	100%
North Avenue	89%	100%
Northview	84%	99%
Phoenix Park	78%	100%
Sharon Neese	82%	100%
Overall Averages	80%	99%

\* ADA reflects cumulative days present for the month

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

## 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: