

**GOVERNING BOARD**

**LARRY CARR**  
Councilmember  
City of Sacramento

**PATRICK KENNEDY**  
Board of Supervisors  
County of Sacramento

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**SOPHIA SCHERMAN**  
Public Representative

**ADMINISTRATION**

**KATHY KOSSICK**  
Executive Director

**DENISE LEE**  
Deputy Director

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

Phone: (916) 263-3804  
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Website:  
<http://www.headstart.seta.net>

*THOUGHT OF THE DAY: "Very little is needed to make a happy life; it is all within yourself in your way of thinking."*

*Author: Marcus Aurelius*

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

**DATE:** Tuesday, June 18, 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).

**AGENDA**

**PAGE NUMBER**

- |             |   |      |
|-------------|---|------|
| <b>A.</b>   | <b><u>Call to Order/Roll Call/Review of Board Member Attendance</u></b> | 1-5  |
|             | ➤ PAC Meeting Attendance Update   |      |
|             | ➤ Introduction of Newly Seated Representatives                          |      |
| <b>II.</b>  | <b><u>Consent Item</u></b>  |      |
| A.          | Approval of the Minutes of the May 21, 2019 Special Meeting             | 6-10 |
| <b>III.</b> | <b><u>Action Items:</u> None.</b>                                       |      |

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

- A. Standing Information Items 11-19
- 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 – Ms. Angel Chenault
  - 15<sup>th</sup> Annual International Kids Festival Report
  - Child Care Center Food Menu (attached)
  - Community Resources – Parents/Staff: Mr. Robert Silva
  - Head Start/Early Head Start Recruitment Events: Mr. Robert Silva
  - Career Incentive Program (CIP) Overview: Mr. Robert Silva
- B. Policy Council Minutes: April 23, 2019 20-29

#### **V. Committee Reports** 30-31

- Executive Committee Meeting Critique: Ms. Angel Chenault
- Personnel/Bylaws Committee: Ms. Angel Chenault
- Social/Hospitality Committee: Ms. Angel Chenault

#### **VI. Other Reports** 32-41

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

#### **VII. Center Updates**

#### **VIII. Discussion**

#### **IX. Public Participation**

#### **X. Adjournment**

**DISTRIBUTION DATE: THURSDAY, JUNE 13, 2019**

Parent Advisory Committee meeting hosted by:  
Angel Chenault (Chair), Devon McCracken (Vice Chair), Henrietta Gutierrez (Secretary),  
vacant (Treasurer), Tamala Kientz (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, Bannon Creek Head Start
- \_\_\_ **Mavis Urrutia, Crossroad Gardens Head Start**
- \_\_\_ **Alisha Givehchi, Early Head Start (Home Base)**
- \_\_\_ Vacant, 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
- \_\_\_ Vacant, (Marie Cleveland's) Bright Beginning Head Start
- \_\_\_ Vacant, Marina Vista Early Learning Center
- \_\_\_ Vacant, Mather Head Start
- \_\_\_ Vacant, Nedra Court Head Start
- \_\_\_ Vacant, Norma Johnson Head Start
- \_\_\_ **Tamala Kientz, North Avenue Head Start**
- \_\_\_ **Spring Burrell, Northview Head Start**
- \_\_\_ Vacant, Parker Head Start
- \_\_\_ Vacant, Phoenix Park Head Start
- \_\_\_ Vacant, River Oak Center for Children
- \_\_\_ Vacant, Sacramento County Office of Education
- \_\_\_ Vacant, Sharon Neese Early Learning Center
- \_\_\_ Vacant, Solid Foundation Head Start
- \_\_\_ **Evangelina Barrios, Strizek Park Head Start**
- \_\_\_ **Laura Meza, 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"/> Jocelyn McConahy, Elkhorn Head Start
<input type="checkbox"/> Vacant, Alder Grove I Head Start
<input type="checkbox"/> Vacant, Alder Grove II Head Start
<input type="checkbox"/> Vacant, Bannon Creek 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, (Marie Cleveland's) Bright Beginning Head Start

<input type="checkbox"/> Vacant, Marina Vista Head Start
<input type="checkbox"/> Vacant, Mather Head Start
<input type="checkbox"/> Vacant, Nedra Court Head Start
<input type="checkbox"/> Vacant, 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, Sharon Neese Head Start
<input type="checkbox"/> Vacant, Solid Foundation Head Start
<input type="checkbox"/> Vacant, Early Head Start (Home Base)
<input type="checkbox"/> Vacant, Grandparent Representative
<input type="checkbox"/> Vacant, Outgoing Chair
<input type="checkbox"/> Vacant, Parent Ambassador
<input type="checkbox"/> Vacant, Parent Ambassador

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

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

COMMITTEE MEMBER	CENTER	11/20	12/18	1/15	2/26 **	3/19	4/23 #	5/21	6/18	7/16	8/20	9/17	10/15	11/19
Vacant Seated	AG I													
Vacant Seated	AG II													
Vacant Seated	BC													
Vacant Seated	BC													
<b>Mavis Urrutia Seated 3/19</b>	CR					X	U	E						
<b>Alisha Givehchi Seated 6/19</b>	EHS/HB	X	X	X		X	X	X						
Jocelyn McConahy s/b/seated 4/23	EL						AP	U						
Vacant Seated	FP													
Vacant Seated	FP													
Vacant Seated	FT													
Vacant Seated	<b>G</b>													
Vacant Seated	GH													
Vacant Seated	H													
<b>Devon McCracken s/b/seated 11/20; seated 12/18</b>	HB	E	X	X		X	X	X						
Vacant Seated	HB													
Vacant Seated	IC													
Vacant Seated	HP													
Vacant Seated	JC													
Vacant Seated	JC													
Vacant Seated	K													
Vacant Seated	LVS													
Vacant Seated	MCBB													
Vacant Seated	MV													
Vacant Seated	<del>M</del>													
<b>Tamala Kientz Seated 5/21</b>	NA							X						
Vacant Seated	NC													

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

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

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

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

**# Special meeting**

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

**Head Start Center Abbreviations**

<b>AG I</b>	Alder Grove Early Learning Ctr.	<b>LVS:</b>	LaVerne Stewart
<b>AG II:</b>	Alder Grove Infant/Toddler	<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>NC:</b>	Nedra Court
<b>EHS:</b>	Early Head Start	<b>NJ:</b>	Norma Johnson
<b>EL:</b>	Elkhorn	<b>NA:</b>	North Avenue
<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>K:</b>	Kennedy Estates	<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: 6/12/2019 2:46 PM

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE MAY 21, 2019 REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the May 21, 2019 meeting.

RECOMMENDATION:

Approve the minutes of the May 21, 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, May 21, 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 9:06 a.m. The Pledge of Allegiance was recited. Ms. Chenault read the thought of the day. Ms. Gutierrez called the roll and a quorum was established.

#### **Members Present:**

Alisha Givehchi  
Devon McCracken  
Evangelina Barrios  
Angel Chenault  
Henrietta Gutierrez  
Tamala Kientz  
Laura Meza (seated at 9:20 a.m.)

#### **Members Absent:**

Mavis Urrutia (excused)  
Spring Burrell (excused)

#### **New Members seated:**

Tamala Kientz, North Avenue Head Start

#### **Members to be seated but absent:**

Jocelyn McConahy, Elkhorn Head Start (unexcused)  
Shayla Hampton, Solid Foundation Head Start (unexcused)

### **II. Consent Item**

#### **A. Approval of the Minutes of the April 23, 2019 Special Meeting**

The minutes were reviewed; no questions or corrections.

Moved/Gutierrez, second/Barrios, to approve the April 23 minutes.

Show of hands vote:

Aye: 5 (Barrios, Givehchi, Gutierrez, Kientz, McCracken)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 3 (Burrell, Meza, Urrutia)

### **III. Action Items**

A. Election of Vice Chair, Treasurer, and Parliamentarian for Program Year 2018-2019

Ms. Chenault reviewed the duties of the officer positions.

Ms. Devon McCracken accepted the nomination to serve as Vice Chair.

Ms. Evangelina Barrios expressed interest in serving as Treasurer.

Ms. Tamala Kientz expressed interest in serving as Parliamentarian.

Moved/Gutierrez, second/Givehchi, to approve the officer positions as follows:

Vice Chair: Devon McCracken

Treasurer: Evangelina Barrios

Parliamentarian: Tamala Kientz

Show of hands vote:

Aye: 5 (Barrios, Givehchi, Gutierrez, Kientz, McCracken)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 3 (Burrell, Meza, Urrutia)

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

Ms. Chenault reviewed this item. SOP representatives must have a child currently enrolled in the Head Start program.

Ms. Laura Meza was seated at 9:20 a.m.

Ms. Chenault stated that there are five representative and six alternate positions open on the Policy Council.

Ms. Chenault asked for those interested in serving on the PC; there were no members interested in serving on the PC.

Moved/Gutierrez, second/Givehchi, to table this item.

Show of hands vote:

Aye: 6 (Barrios, Givehchi, Gutierrez, Kientz, McCracken, Meza)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 2 (Burrell, Urrutia)

**IV. Information Items**

A. **Presentation**: Mason Taylor: Birth and Beyond: Mr. Mason Taylor provided an overview of various programs available through Birth and Beyond.

B. Standing Information Items

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

➤ Parent/Staff Recognitions: None.

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. Denise Lee reviewed the fiscal report which provides information for the eight months of the fiscal year. The budget is about 75% spent for the year. Some delegates are short on their non-federal share but it is expected that their numbers will go higher. Ms. Gutierrez asked about the registration for \$4.85. Ms. Lee will check and report back.
  - Toastmasters Training: There will be an upcoming Toastmasters training scheduled for June 7.
  - Fishing in the City Countywide Parent Activity Reports: Ms. Kientz reported that her son caught a huge fish at this event. PC/PAC Joint Parent Activity – Sierra Sacramento Valley Medical Society Museum of Medical History Reports: Ms. Gutierrez really enjoyed the tour. It was a small museum but full of information. Ms. Chenault enjoyed seeing the exhibits, especially the iron lung machine. Ms. McCracken enjoyed the museum and it was really interesting.
  - Child Care Center Food Menu (attached)
  - Community Resources – Parents/Staff: Mr. Robert Silva introduced Maja Biggs, a recruiter for the U. S. Census Bureau. Jobs are available to those 18 and older and must be a U. S. Citizen; post positions pay \$20-22 per hour. Ms. Biggs reviewed the qualifications needed for census employees. Recruitment for staffing the Sacramento office is beginning; it is a very lengthy process but most everything can be done on-line. Ms. Lee urged board members to bring this information to their school site. The census is very important because it brings money into the state and the community. This is a very important process and having parents involved in this is crucial. Please urge everyone to participate in the questionnaire.
- C. Policy Council Minutes: March 26, 2019: No questions.

## **V. Committee Reports**

- Executive Committee Meeting Critique: Ms. Gutierrez reviewed the critique.
- Budget/Planning Committee: No report.
- Social/Hospitality Committee: Ms. Gutierrez reported on the most recent meeting. The next meeting is June 12, 9:30 a.m.
- Parent Ambassadors Committee: Mr. Silva said this committee works to recruit Head Start families. There will be a catered barbeque event at WCIC on May 24; the Parent Ambassadors Committee will meet at 10:00 a.m. Mr. Silva asked members to e-mail him to let him know who will be attending the committee meeting and barbeque.

## **VI. Other Reports**

- Chair's Report: No report.
- Policy Council Report(s): No report.
- Head Start Deputy Director's Report: Ms. Denise Lee stated that the CDE funding application assisting with the transition with Sacramento City USD was

submitted and scored number 1. Ms. Lee thanked the managers and support staff for their work on this document in sort timelines. SETA submitted a proposal for \$1.4 million and is hoping to be fully funded. The award letter should be sent before the July 1 start up. Transitions for Sacramento City USD families are moving slowly but efficiently. Staff will be working with each enrolled Sacramento City USD Head Start/Early Head Start family to determine which center best fits their needs.

➤ **Head Start Managers' Reports**

- Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: No report.
- Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith reported on the job fair. There were 113 applicants and staff is in the process of interviewing those that submitted applications. The Agency has made employment offers to 35 applicants and more are coming. There were a number of people applying on-line as well. Staff will continue to recruit for Associate Teacher and the toddler positions.
- Kaleb Call – Quality Assurance, Food Services, Save Environments, Grants, and Contracts: Mr. Call introduced himself. He was asked to present on safe environments which will be done in September. Mr. Call will be working with his new Program Specialist on the presentation. Staff is in the process of a quality assurance monitoring review of the SOP.

**VII. Center Updates** Ms. Alicia Givehchi reported that she was approved for a Sacramento First 5 California Community Grant. She will be running a preschool playgroup over the summer and over the year. Some of the events offered will be story time, song/dance, and art. The playgroup will be held at the South Land Park Library. Ms. Givehchi will have flyers by the end of the month.

**VIII. Discussion:** No comments.

**IX. Public Participation:** None.

**X. Adjournment:** The meeting was adjourned at 10:47 a.m.

## ITEM IV-A – INFORMATION

### STANDING INFORMATION

#### BACKGROUND:

- PC/PAC Calendar of Events – Ms. Angel Chenault
- Parent/Staff Recognitions – Ms. Angel Chenault
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han
- Toastmasters Training – Ms. Angel Chenault
- 15<sup>th</sup> Annual International Kids Festival Report(s)
- Child Care Center Food Menu (attached)
- Community Resources – Parents/Staff: Mr. Robert Silva
- Head Start/Early Head Start Recruitment Events: Mr. Robert Silva
- Career Incentive Program (CIP) Overview: Mr. Robert Silva

#### **NOTES:**

## PC/PAC Calendar of Events

<u>EVENT</u>	<u>DATE</u>
PAC Executive Committee	Tuesday, June 18, 2019 10:30 a.m. Board Room
PC Executive Committee	Thursday, June 27, 2019 9:00 a.m. Camellia Room
PC/PAC Social/Hospitality Committee	Wednesday, July 10, 2019 9:00 a.m. – 11:00 a.m. Olympus Room
PAC Executive Committee	Friday, July 19, 2019 9:00 a.m. Camellia Room
PC Executive Committee	Thursday, July 25, 2019 9:00 a.m. Camellia Room
PC/PAC Personnel/Bylaws Committee	Friday, July 12, 2019 9:00 a.m. Camellia Room

**NOTE:**

- **Budget/Planning Committee** meetings have been canceled from June until August.
- **Parent Ambassador Committee** meetings have been canceled in July and August.

# SETA HEAD START MENU

## June 2019

"This institution is an equal opportunity provider"

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

### Monday

**3 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

### Tuesday

**4 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

### Wednesday

**5 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

### Thursday

**6 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

### Friday

**7 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

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

**11 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

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

**13 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

**14 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

**17 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

**18 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

**19 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

**20 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

**21 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

**24 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

**25 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

**26 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

**27 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

**28 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

# SETA HEAD START MENU

## Junio 2019

"This institution is an equal opportunity provider"

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

### Lunes

### Martes

### Miércoles

### Jueves

### Viernes

**3** Desayuno Week 3

Leche  
Cereal Cheerios  
Naranja

Comida

Leche  
Manzana  
Chícharos  
Macarrón y Queso  
Sandía Fresca o

Bocadillo

galletas Ritz integrales  
Pera

**4** Desayuno Week 3

Leche  
Puré de Manzana  
Baritas de Waffle

Comida

Leche  
Pierna de Pollo  
Ensalada de Espinaca  
Naranja  
barra de pan para

Bocadillo

Manzana  
Mantequilla de Semilla de Girasol

**5** Desayuno Week 3

Leche  
Bizcocho de Trigo Integral  
Durazno

Comida

Leche  
Melón  
Arroz y Frijoles  
Jitomate Picado

Bocadillo

Leche  
Chex de fresa

**6** Desayuno Week 3

Leche  
Plátano Fresco  
Bagel de Trigo Integral

Comida

Leche  
Zanahoria  
Ensalada de Pollo  
Fresa  
Tanjarina o  
la ciabatta

Bocadillo

Galletas  
Piña Machacada

**7** Desayuno Week 3

Leche  
Mollete con Plátano  
Naranja

Comida

Leche  
Chabacano  
Queso Suizo  
Tortilla de Trigo Integral  
Varitas de Calabacita

Bocadillo

Leche  
Cereal Cheerios de Grano Integ

**10** Desayuno Week 4

Leche  
Manzana  
Cereal Integral Rice Krispies

Comida

Leche  
Hamburguesa de Res  
Elote  
Naranja  
Pan de Trigo Integral

Bocadillo

Galletas  
Durazno

**11** 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 Integ

**12** Desayuno Week 4

Leche  
Plátano Fresco  
Avena

Comida

Leche  
Enchilada de Queso con Salsa  
Ensalada de Lechuga Romana  
Naranja

Bocadillo

Zanahoria  
Galletas de Trigo Integral  
Puré de Garbanzo

**13** 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

**14** Desayuno Week 4

Leche  
Manzana  
Mollete con Arándanos Azules

Comida

Leche  
Melón  
Zanahoria  
galletas Ritz integrales  
Ensalada de Atún

Bocadillo

Leche  
Galletas

**17** 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

**18** Breakfast Week 5

Leche  
Manzana  
Cereal Cheerios de Grano Integ

Lunch

Leche  
Frijoles Refritos  
Fresa  
Tanjarina o  
Salsa de Jitomate  
Tortilla de Trigo Integral

Snack

Leche  
Ojuelas de Cereal Multigrano

**19** Breakfast Week 5

Leche  
Bizcocho de Trigo Integral  
Durazno

Lunch

Leche  
Pan de Trigo Integral  
Melón  
Zanahoria  
Rebanada de Pavo

Snack

Plátano Fresco  
Galletas

**20** Breakfast Week 5

Leche  
Avena  
Piña Machacada  
Pasas

Lunch

Leche  
Chabacano  
Ensalada de Lechuga Romana  
Espagueti Horneado

Snack

Leche  
Chex de fresa

**21** Breakfast Week 5

Leche  
Mollete con Plátano  
Naranja

Lunch

Leche  
Plátano Fresco  
Brócoli  
Ensalada de Pollo  
Galletas de Trigo Integral

Snack

Leche  
Cereal Integral Rice Krispies

**24** Desayuno Week 1

Leche  
Jotqueis  
Pera

Comida

Leche  
Zanahoria  
Pollo con Limón y Pimienta  
Naranja  
Tortilla de Trigo Integral

Bocadillo

Puré de Manzana  
Galletas

**25** Desayuno Week 1

Leche  
Chabacano  
Cereal Cheerios de Grano Integ

Comida

Leche  
Queso Americano  
Manzana  
Pan de Trigo Integral  
Brócoli  
Sandía Fresca o

Bocadillo

Leche  
Chex de fresa

**26** 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

**27** 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 Gira

**28** 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



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 April 23, 2019 meeting.

**NOTES:**

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

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

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

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

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

Ms. Henrietta Gutierrez called the meeting to order at 9:03 a.m. and read the thought of the day. The Pledge of Allegiance was recited. Ms. Gutierrez called the roll and confirmed that a quorum was established.

**Members Present:**

Adeola Adedipe, Elk Grove Unified School District  
Kao Yee Xiong, Elk Grove Unified School District  
Claudett Sanders, Sacramento City Unified School District  
Yamilka Estrella, Twin Rivers Unified School District  
Maria Martinez, Women’s Civic Improvement Club  
Evangelina Barrios, SETA-Operated Program  
Devon McCracken, Home Base Option  
Charles Taylor, Past Parent/Community Representative  
Christie Hamm, Sacramento Public Library  
Sharon Stone Smith, Sacramento Children’s Museum (excused)  
Henrietta Gutierrez, Past Parent/Community Representative

**Members Absent:**

Jovita Galvin, Women’s Civic Improvement Club (excused)  
Griselda Cisneros, SETA-Operated Program (unexcused)  
Marley Schurr, SETA-Operated Program (unexcused)  
Sandra Olguin, Early Head Start/Home Base (Sac. City) (unexcused)

**II. Consent Item**

**A. Approval of the Minutes of the March 26, 2019 Policy Council Meeting**

The minutes were reviewed; no questions or corrections.

Moved/Adedipe, second/Estrella, to approve the March 26, 2019 minutes.

Show of hands vote:

Aye: 10 (Adedipe, Barrios, Estrella, Hamm, Martinez, McCracken, Sanders, Stone Smith, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 4 (Galvin, Cisneros, Olguin, Schurr)

### III. Action Items

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

The Policy Council went into closed session at 9:06 a.m.; Ms. Gutierrez called the meeting back into open session at 9:17 a.m. and reported that the Policy Council approved the following eligible lists for: Associate Teacher & Associate Teacher/Infant Toddler, Program Analyst, Head Start Health/Nutrition Specialist, and CFS Quality Assurance Analyst.

#### B. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: Approval of Changes to the SETA Personnel Policies and Procedures Harassment Policy and Complaint Procedure and Creation of Reasonable Accommodation Policy

Ms. Allison Noren reviewed this item. Personnel Policies and Procedures are periodically updated in response to changes in laws, regulations, and the work environment. Ms. Noren reviewed modifications in the Harassment Policy and Complaint Procedure. It was thought that the policy should reflect that employees have multiple people to go to express their concerns. This document has been reviewed and approved by both the union and management and going to the Governing Board on Thursday for final approval.

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

Moved/Estrella, second/Martinez, to close the public hearing and approve changes to the SETA Personnel Policies and Procedures Harassment Policy and Complaint Procedure and Creation of Reasonable Accommodation Policy.

Show of hands vote:

Aye: 10 (Adedipe, Barrios, Estrella, Hamm, Martinez, McCracken, Sanders, Stone Smith, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 4 (Galvin, Cisneros, Olguin, Schurr)

#### C. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: Approval of Revision to the Job Specification for Head Start Coordinator (Education) (Supervisory)

Ms. Noren reviewed this item; the current requirement is to have a Bachelor's Degree plus experience as a site supervisor. These requirements are higher than is required by OHS and limiting possible promotional opportunities for employees. This revision will give our internal staff more promotional opportunities and will open the applicant pool with external candidates as well. The revisions also clarify the responsibilities within the two different positions in the job specification, center-based services and home-based services. All of the job specifications were also updated to reflect current ADA. Input and approval was received by management and the union.

Ms. Gutierrez opened a public hearing; there were no comments.

Moved/Hamm, second/Barrios, to close the public hearing and approve the revised job specification for Head Start Coordinator (Education) (Supervisory).

Show of hands vote:

Aye: 10 (Adedipe, Barrios, Estrella, Hamm, Martinez, McCracken, Sanders, Stone Smith, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 4 (Galvin, Cisneros, Olguin, Schurr)

Ms. Gutierrez called a recess at 9:27 a.m. Ms. Angel Chenault, PAC Chair, called the meeting to order at 9:34 a.m.

Ms. Chenault read the thought of the day and called the roll; a quorum was established.

**Members Present:**

Spring Burrell  
Evangelina Barrios  
Devon McCracken  
Angel Chenault  
Henrietta Gutierrez  
Alisha Givehchi  
Laura Meza

**Members Absent:**

Marley Schurr (unexcused)  
Griselda Cisneros (excused)  
Michael Beavers (unexcused)  
Shanelle Webster (unexcused)  
Mavis Urrutia (unexcused)  
Miranda Hess (unexcused)

**New Member to be seated:**

Steven King, Alternate, Elkhorn

**Members to be seated but absent:**

Antonio Rivera, Grizzly Hollow Head Start (unexcused)  
Megan Voorheis, Parker Head Start (unexcused)  
Veronica Suarez, Freedom Park (unexcused)  
Shayla Hampton, unexcused

**II. Consent Item (PAC)**

**A. Approval of March 19, 2019 Parent Advisory Committee minutes**

Minutes were reviewed; there were no questions or corrections.

Moved/Gutierrez, second/Burrell, to approve the March 19, 2019 minutes.

Show of hands vote:

Aye: 7 (Barrios, Burrell, Givehchi, Gutierrez, King, McCracken, Meza)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 6 (Beavers, Cisneros, Hess, Schurr, Urrutia, Webster)

### III. Action Items (PAC)

#### A. Election of Parent Advisory Committee Vice Chair

Ms. Chenault reviewed the Vice Chair position requirements and asked if any PAC member would be interested in serving in this position. There was no interest in the Vice Chair position.

Moved/King, second/Gutierrez, to table this item.

Show of hands vote:

Aye: 7 (Barrios, Burrell, Givehchi, Gutierrez, King, McCracken, Meza)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 6 (Beavers, Cisneros, Hess, Schurr, Urrutia, Webster)

#### D. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: Approval of Budget Modification for Head Start/Early Head Start Fiscal Year 2018-2019

Mr. Victor Han reviewed this item seeking approval of budget modification for Program Year 2018/19. The budget line items were reviewed and modified as necessary; the purpose of this modification was to ensure all funds are expended within the program year and benefit the Head Start and Early Head Start programs. The budget modification is required when over \$250,000 is moved from one cost category to another. In personnel, staff is expecting to have \$200,000 under-spent funds due to staff vacancies.

Ms. Gutierrez opened a public hearing. No comments.

#### **Policy Council action:**

Moved/McCracken, second/Adedipe, to closed the public hearing and approve a Head Start/Early Head Start modification in the amount of **\$819,516**.

Show of hands vote:

Aye: 10 (Adedipe, Barrios, Estrella, Hamm, Martinez, McCracken, Sanders, Stone Smith, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 4 (Galvin, Cisneros, Olguin, Schurr)

#### **Parent Advisory Committee action:**

Moved/McCracken, second/Givehchi, to approve a Head Start/Early Head Start modification in the amount of **\$819,516**.

Show of hands vote:

Aye: 6 (Barrios, Givehchi, Gutierrez, King, McCracken, Meza)

Nay: 1 (Burrell)

Abstentions: 1 (Chenault)  
Absent: 6 (Beavers, Cisneros, Hess, Schurr, Urrutia, Webster)

E. Approval of Selection Criteria for Enrollment in Head Start or Early Head Programs

Ms. Lisa Carr reviewed this item. There are no changes to the Head Start Selection Criteria. In the Early Head Start Selection Criteria, items 10 and 11 were reversed in order to match the Head Start Selection Criteria.

**Policy Council action:**

Moved/Xiong, second/Martinez, to approve the Head Start Enrollment Selection Criteria and the Early Head Start Enrollment Selection Criteria for Sacramento County.

Show of hands vote:

Aye: 10 (Adedipe, Barrios, Estrella, Hamm, Martinez, McCracken, Sanders, Stone Smith, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 4 (Galvin, Cisneros, Olguin, Schurr)

**Parent Advisory Committee action:**

Moved/Burrell, second/Givehchi, to approve the Head Start Enrollment Selection Criteria and the Early Head Start Enrollment Selection Criteria for Sacramento County.

Show of hands vote:

Aye: 7 (Barrios, Burrell, Givehchi, Gutierrez, King, McCracken, Meza)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 6 (Beavers, Cisneros, Hess, Schurr, Urrutia, Webster)

Ms. Denise Lee stated that the overview will cover the remaining action items but will take action on each individual board item upon completion of the presentation. The application presented for approval is for Year 5 of a five-year grant cycle. This application is very complex due to several changes in programming and the budget. The grant application is for Fiscal Year 2019-2020 which begins August 1, 2019 and runs through July 31 2020. This is a county-wide application which includes the delegates.

Ms. Estrella left at 10:21 a.m.

Ms. Lee offered to answer questions. She also thanked Ms. Fina Dempsey for her assistance with translating.

F. Approval of Annual Self-Assessment for 2018-2019 and Resulting Program Improvement Plan SETA-Operated Program

**Policy Council action:**

Moved/Xiong, second/Barrios, to approve Program Year 2018-2019 Self-Assessments and resulting Program Improvement Plans for the Head Start/Early Head Start program and the EHS-Child Care Partnership/Expansion program.

Show of hands vote:

Aye: 9 (Adedipe, Barrios, Hamm, Martinez, McCracken, Sanders, Stone Smith, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 5 (Galvin, Cisneros, Estrella, Olguin, Schurr)

**Parent Advisory Committee action:**

Moved/McCracken, second/Burrell, to approve Program Year 2018-2019 Self-Assessments and resulting Program Improvement Plans for the Head Start/Early Head Start program and the EHS-Child Care Partnership/Expansion program.

Show of hands vote:

Aye: 7 (Barrios, Burrell, Givehchi, Gutierrez, King, McCracken, Meza)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 6 (Beavers, Cisneros, Hess, Schurr, Urrutia, Webster)

- G. Approval of Program Year 2019-2020 Head Start, Early Head Start, and Early Head Start Child Care Partnership/Expansion Refunding Applications

**Policy Council action:**

Moved/Taylor, second/Sanders, to approve the Program Year 2019-2020 Head Start, Early Head Start, and Early Head Start Child Care /Partnership/Expansion Refunding Applications.

Show of hands vote:

Aye: 9 (Adedipe, Barrios, Hamm, Martinez, McCracken, Sanders, Stone Smith, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 5 (Galvin, Cisneros, Estrella, Olguin, Schurr)

**Parent Advisory Committee action:**

Moved/Burrell, second/Givehchi, to approve the Program Year 2019-2020 Head Start, Early Head Start, and Early Head Start Child Care /Partnership/Expansion Refunding Applications.

Show of hands vote:

Aye: 7 (Barrios, Burrell, Givehchi, Gutierrez, King, McCracken, Meza)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 6 (Beavers, Cisneros, Hess, Schurr, Urrutia, Webster)

- H. Approval of the SETA Head Start, Early Head Start, and Early Head Start Child Care Partnership Budgets for Program Year 2019-2020

**Policy Council action:**

Moved/McCracken, second/Hamm, to approve the Program Year 2019-2020 Head Start, Early Head Start, and Early Head Start Child Care Partnership/Expansion Budgets for Basic, Cost of Living Adjustment (COLA), and Training and Technical Assistance funds.

Show of hands vote:

Aye: 9 (Adedipe, Barrios, Hamm, Martinez, McCracken, Sanders, Stone Smith, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 5 (Galvin, Cisneros, Estrella, Olguin, Schurr)

**Parent Advisory Committee action:**

Moved/McCracken, second/Burrell, to approve the Program Year 2019-2020 Head Start, Early Head Start, and Early Head Start Child Care Partnership/Expansion Budgets for Basic, Cost of Living Adjustment (COLA), and Training and Technical Assistance funds.

Show of hands vote:

Aye: 7 (Barrios, Burrell, Givehchi, Gutierrez, King, McCracken, Meza)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 6 (Beavers, Cisneros, Hess, Schurr, Urrutia, Webster)

- I. Approval of the 2019-2020 Head Start, Early Head Start, and Early Head Start Child Care Partnership/Expansion Program Options and Center Locations for Sacramento County

**Policy Council action:**

Moved/Adedipe, second/Barrios, to approve the Head Start, Early Head Start and Early Head Start Child Care Partnership/Expansion countywide program options and center locations for the 2019-2020 program year.

Show of hands vote:

Aye: 9 (Adedipe, Barrios, Hamm, Martinez, McCracken, Sanders, Stone Smith, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 5 (Galvin, Cisneros, Estrella, Olguin, Schurr)

**Parent Advisory Committee action:**

Moved/Givehchi, second/Barrios, to approve the Head Start, Early Head Start and Early Head Start Child Care Partnership/Expansion countywide program options and center locations for the 2019-2020 program year.

Show of hands vote:



Aye: 7 (Barrios, Burrell, Givehchi, Gutierrez, King, McCracken, Meza)  
Nay: 0  
Abstentions: 1 (Chenault)  
Absent: 6 (Beavers, Cisneros, Hess, Schurr, Urrutia, Webster)

- J. Approval of 2019-2020 Training/Technical Assistance Plan for the SETA Head Start/Early Head, and Child Care Partnership/Expansion Program, as Aligned with Established Five-Year Goals and Objectives

**Policy Council action:**

Moved/McCracken, second/Stone Smith, to approve the Program Year 2019-2020 SETA Head Start, Early Head Start and Early Head Start Child Care Partnership/Expansion Training/Technical Plans as aligned with established five-year goals and objectives.

Show of hands vote:

Aye: 9 (Adedipe, Barrios, Hamm, Martinez, McCracken, Sanders, Stone Smith, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 5 (Galvin, Cisneros, Estrella, Olguin, Schurr)

**Parent Advisory Committee action:**

Moved/Givehchi, second/Burrell, to approve the Program Year 2019-2020 SETA Head Start, Early Head Start and Early Head Start Child Care Partnership/Expansion Training/Technical Plans as aligned with established five-year goals and objectives.

Show of hands vote:

Aye: 7 (Barrios, Burrell, Givehchi, Gutierrez, King, McCracken, Meza)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 6 (Beavers, Cisneros, Hess, Schurr, Urrutia, Webster)

Ms. Lee stated that as a result of all of the changes and the shift of funds from Sacramento City USD to SETA, the agency will be hiring approximately 80 new staff members. A job fair will be held on Saturday, May 4<sup>th</sup> to recruit teaching and support staff. The flyer is on the Head Start Facebook page. Ms. Lee asked board members spread the word. Ms. Lee asked if the Policy Council would be willing to meet in early May to take action on personnel items to keep the process moving to bring on new staff.

Ms. Xiong left at 10:43 a.m.

Three dates were submitted for consideration; board members voted as to their availability.

May 7, 9-9:15: 5 members available

May 8, 9-9:15 a.m.: 7 members available

May 9 1 p.m.: 1 member available

A special meeting of the Policy Council will be held May 8, 9:00 a.m.

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

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

- PC/PAC Calendar of Events: Ms. Gutierrez reminded the board members of the Introduction to Budgeting Workshop to be held tomorrow. Toastmasters will be held May 3. Community Carnival May 18 at South Natomas Park. This will be a recruitment event for Head Start families.
  - Parent/Staff Recognitions: None.
  - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han reviewed the report. Elk Grove’s non-federal share will be coming in later in the month. The Head Start fringe benefits line item was updated due to the budget modification; everything is in line with the budget. The credit card statement was reviewed; no questions.
  - Toastmasters Training: No additional comments.
  - Community Resources – Parents/Staff: Mr. Robert Silva reminded board members of the Daddy and Me Fishing in the City event to be held April 27; all are welcome to attend. Tomorrow, the South County Job Center will hold a workshop on how to get a state job.
  - A Calling to Lead Workshop (PAC): Ms. Chenault stated that this was a very good workshop. She learned that there are many different leadership styles and how to get people involved when they have different personality types.
  - Policy Council Minutes: No questions.
- B. Governing Board Minutes – February 7, 2019: No questions.**

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

- Executive Committee Meeting Critique: Ms. Chenault reviewed the critique for the PAC; Ms. Claudett Sanders reviewed the critique for the PC.
- Social/Hospitality Committee: Committee members were reminded of the next meeting.

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

- A. Head Start Deputy: No additional report.**
- B. Chair’s Report: Ms. Henrietta Gutierrez asked board members to fill out the survey and return to staff.**
- C. Open Discussion and Comments: A birthday cake celebrating first quarter birthdays was available in the board room breakroom.**
- D. Public Participation: None.**

#### **VII. Adjournment: The meeting was adjourned at 11:05 a.m.**

ITEM V  
COMMITTEE REPORT

➤ Executive Committee

Critique of the May 21, 2019 special Parent Advisory Committee meeting.

<b>GOOD!!!</b>
Thank you, Ms. Denise Lee, for shared program information and fiscal monthly report.
Thank you, Ms. Denise Lee, for the update on SCUSD.
Thank you, Ms. Karen Griffith, for the update on the May job fair. Congratulations on its huge success.
Thank you, Mr. Kaleb Call, for sharing plans to provide a safety and disaster preparedness plan presentation in September, 2019.
Thank you, Mr. Robert Silva, for sharing community resources.
Thank you, Mr. Mason Taylor, for the Birth and Beyond presentation.
Thank you, Ms. Maja Biggs (Recruitment Assistant) for shared information on Census 2020.
Congratulations to the newly seated officers: Ms. Devon McCracken, Vice Chair Ms. Tamala Kientz, Parliamentarian Ms. Evangelina Barrios, Treasurer
Thank you, Ms. Evangelina Barrios, for translation services.
<b>NEEDS IMPROVEMENT</b>
If you will be late or will not attend the PAC board meeting, please call or e-mail Angel Chenault (916-821-7099, Chair), Marie Desha (916-263-4082), or Nancy Hogan (916-263-3827).
<b>Please be recognized by the Chair prior to requesting a point of privilege (includes leaving your seat).</b>
<b>ATTENDANCE.</b> Please make every effort to attend board meetings and committee meetings.
<b>REMINDERS</b>
Please be on time and be seated by 8:50 a.m.
** Please turn off <u>all</u> electronic devices. Please provide (916) 263-3800 for emergencies.
<b>No eating in the Board room.</b>

ITEM V – COMMITTEE REPORTS (continued)  
Page 2

➤ Personnel/Bylaws 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
- Head Start Deputy Director's Report – Ms. Denise Lee
  - ✓ Monthly Head Start Report
- Head Start Managers' Reports
  - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services
  - Karen Griffith - School Readiness, Special Education and Mental Health Services
  - Kaleb Call – Quality Assurance, Food Services, Safe Environments, Grants, and Contracts

#### NOTES:

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**May 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	251	<b>14%</b>	439	135	<b>31%</b>
<b>Twin Rivers USD</b>	180	28	<b>16%</b>	16	1	<b>6%</b>
<b>Elk Grove USD</b>	440	60	<b>14%</b>			
<b>Sac City USD</b>	1139	138	<b>12%</b>	152	20	<b>13%</b>
<b>San Juan USD</b>	668	120	<b>18%</b>	160	22	<b>14%</b>
<b>WCIC</b>	100	9	<b>9%</b>			
<b>EHS CCP</b>				120	12	<b>10%</b>
<b>COUNTY TOTAL</b>	<b>4363</b>	<b>606</b>	<b>14%</b>	<b>887</b>	<b>190</b>	<b>21%</b>

*AFE: Annual Funded Enrollment*

SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 05/31/2019						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
16th Avenue	1257R	20	15	5	0	20
16th Avenue	1257X	20	17	3	0	20
Alder Grove ELC	1247V	20	16	4	0	20
Auberry Park	1238A	20	15	5	0	20
Auberry Park	1238B	17	12	5	3	20
Bannon Creek	1200A	18	10	8	0	18
Bannon Creek	1200B	18	16	2	0	18
Bannon Creek	1200C	19	13	6	2	21
Bannon Creek	1200D	15	10	5	2	17
Bright Beginnings	1201V	20	17	3	0	20
Bright Beginnings	1201W	20	18	2	2	22
Crossroad Gardens	1242A	17	14	3	0	17
Crossroad Gardens	1242B	17	10	7	2	19
Crossroad Gardens	1242R	20	20	0	0	20
Crossroad Gardens	1242X	20	18	2	0	20
Elkhorn	1255A	19	16	3	1	20
Elkhorn	1255B	20	18	2	1	21
Elkhorn	1255C	19	17	2	1	20
Elkhorn	1255D	20	17	3	0	20
Elkhorn	1255X	20	20	0	0	20
Freedom Park	1239A	19	13	6	2	21
Freedom Park	1239B	20	14	6	1	21
Freedom Park	1239C	15	11	4	2	17
Freedom Park	1239D	19	18	1	3	22
Freedom Park	1239R	18	7	11	2	20
Freedom Park	1239X	20	6	14	1	21
Fruitridge	1216A	18	14	4	3	21
Fruitridge	1216B	19	14	5	1	20
Fruitridge	1216C	20	13	7	0	20
Fruitridge	1216D	20	13	7	0	20
Galt	1234A	20	14	6	0	20
Galt	1234B	20	16	4	0	20
Galt	1234C	20	16	4	0	20
Galt	1234D	20	18	2	1	21

SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 05/31/2019						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Galt	1234E	20	16	4	1	21
Galt	1234F	20	18	2	0	20
Grizzly Hollow	1252A	20	18	2	0	20
Grizzly Hollow	1252B	20	19	1	1	21
Hillsdale	1228A	19	17	2	2	21
Hillsdale	1228B	17	15	2	1	18
Hillsdale	1228C	15	8	7	3	18
Hillsdale	1228D	20	20	0	0	20
Hillsdale	1228R	20	18	2	0	20
Hillsdale	1228X	20	19	1	0	20
Illa Collin	1221V	20	17	3	0	20
Job Corp	1237X	20	17	3	0	20
Kennedy Estates	1240A	16	14	2	1	17
Kennedy Estates	1240B	18	18	0	1	19
La Verne Sterwart	1219S	20	13	7	0	20
Marina Vista ELC	1246R	20	20	0	1	21
Marina Vista ELC	1246S	20	13	7	0	20
Marina Vista ELC	1246X	20	17	3	0	20
Mather	1223A	17	10	7	1	18
Mather	1223B	17	13	4	0	17
Mather	1223C	18	13	5	2	20
Mather	1223D	18	9	9	2	20
Mather	1223X	20	19	1	0	20
Nedra Court	1244V	20	19	1	0	20
Nedra Court	1244W	20	17	3	0	20
Norma Johnson	1214A	20	17	3	0	20
Norma Johnson	1214B	19	14	5	0	19
Norma Johnson	1214X	20	17	3	2	22
North Avenue	1256A	18	15	3	3	21
North Avenue	1256B	19	12	7	0	19
North Avenue	1256V	20	16	4	0	20
North Avenue	1256X	20	18	2	0	20
Northview	1224A	20	14	6	0	20
Northview	1224B	20	9	11	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: 05/31/2019						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Northview	1224C	20	17	3	0	20
Northview	1224D	20	17	3	1	21
Northview	1224X	19	15	4	2	21
Parker	1207S	15	13	2	0	15
Phoenix Park	1248A	20	14	6	0	20
Phoenix Park	1248B	20	16	4	0	20
Phoenix Park	1248X	20	13	7	0	20
Sharon Neese	1249R	20	15	5	0	20
Sharon Neese	1249V	20	18	2	0	20
Sharon Neese	1249X	20	19	1	0	20
Solid Foundation	1254A	18	15	3	2	20
Solid Foundation	1254B	20	14	6	0	20
Solid Foundation	1254C	16	6	10	2	18
Solid Foundation	1254D	17	14	3	1	18
Strizek Park	1225A	20	15	5	1	21
Strizek Park	1225B	20	16	4	0	20
Walnut Grove	1235V	16	14	2	3	19
Walnut Grove	1235W	19	16	3	0	19
16th Avenue	1257J	8	5	3	0	8
16th Avenue	1257K	8	7	1	1	9
16th Avenue	1257N	8	6	2	1	9
Alder Grove Infant/Toddler Center	1212M	8	6	2	0	8
Alder Grove Infant/Toddler Center	1212U	8	5	3	0	8
Crossroad Gardens	1242M	8	8	0	0	8
Crossroad Gardens	1242U	8	5	3	0	8
Elkhorn	1255M	8	7	1	1	9
Elkhorn	1255U	8	7	1	1	9
Grizzly Hollow	1252P	8	6	2	0	8
Job Corp	1237M	7	6	1	1	8
Job Corp	1237N	8	5	3	0	8
Job Corp	1237U	8	5	3	0	8
Marina Vista ELC	1246P	8	7	1	2	10
Mather	1223M	7	5	2	1	8
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: 05/31/2019</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	6	5	1	2	8
North Avenue	1256P	8	6	2	0	8
Northview	1224P	7	7	0	1	8
Phoenix Park	1248U	8	8	0	0	8
Sharon Neese	1249M	8	4	4	1	9
Sharon Neese	1249N	8	5	3	0	8
Sharon Neese	1249U	7	6	1	1	8
<b>TOTALS for Head Start</b>		<b>1816</b>	<b>1431</b>	<b>385</b>	<b>76</b>	<b>1892</b>
<b>HS Totals</b>	<b>1638</b>					
<b>Drops w/in 30</b>	<b>63</b>					
<b>P/S Home Base</b>	<b>135</b>					
<b>Total</b>	<b>1836</b>					
<b>EHS Totals</b>	<b>178</b>					
<b>Drops w/in 30</b>	<b>13</b>					
<b>River Oaks</b>	<b>60</b>					
<b>SCOE</b>	<b>70</b>					
<b>EHS Home Base</b>	<b>179</b>					
<b>Total</b>	<b>500</b>					
<b>GRAND TOTAL</b>	<b>2336</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: May 2019

Part Day Classes		
	Present Only	Present and Excused
Center Name	%ADA *	%ADA **
Auberry Park	74%	100%
Bannon Creek	84%	98%
Crossroad Gardens	82%	100%
Elkhorn	79%	100%
Freedom Park	85%	95%
Fruitridge	77%	98%
Galt	86%	100%
Grizzly Hollow	90%	100%
Hillsdale	80%	96%
Kennedy Estates	87%	100%
Mather	81%	100%
Norma Johnson	85%	100%
North Avenue	78%	94%
Northview	82%	100%
Phoenix Park	85%	100%
Solid Foundation	82%	100%
Strizek Park	88%	99%
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: May 2019

Full Day Classes		
	Present Only	Present and Excused
Center Name	%ADA *	%ADA **
Alder Grove ELC	88%	100%
Bright Beginnings	85%	100%
Crossroad Gardens	90%	98%
Elkhorn	92%	100%
Freedom Park	86%	97%
Hillsdale	90%	98%
Illa Collin	86%	100%
Job Corp	90%	99%
La Verne Sterwart	80%	100%
Marina Vista ELC	86%	99%
Mather	93%	100%
Nedra Court	91%	99%
Norma Johnson	90%	100%
North Avenue	89%	100%
Northview	84%	100%
Parker	75%	100%
Phoenix Park	87%	100%
Sharon Neese	88%	98%
Walnut Grove	85%	100%
Overall Averages	87%	99%

\* ADA reflects cumulative days present for the month

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

## SETA Head Start/Early Head Start

## Monthly Attendance Report for School Year 2018 to 2019

Period: May 2019

Early Head Start Classes		
	Present Only	Present and Excused
Center Name	%ADA *	%ADA **
16th Avenue	84%	98%
Alder Grove Infant/Toddler Center	81%	100%
Crossroad Gardens	89%	100%
Elkhorn	88%	100%
Grizzly Hollow	88%	100%
Job Corp	81%	100%
Marina Vista ELC	76%	99%
Mather	86%	100%
Norma Johnson	91%	99%
North Avenue	87%	99%
Northview	88%	100%
Phoenix Park	91%	100%
Sharon Neese	83%	100%
Overall Averages	85%	100%

\* 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: