

**GOVERNING BOARD**

**LARRY CARR**  
Councilmember  
City of Sacramento

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

**DON NOTTOLI**  
Board of Supervisors  
County of Sacramento

**JAY SCHENIRER**  
Councilmember  
City of Sacramento

**SOPHIA SCHERMAN**  
Public Representative

**ADMINISTRATION**

**KATHY KOSSICK**  
Executive Director

**DENISE LEE**  
Deputy Director

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

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

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

*THOUGHT OF THE DAY: "Character is like a tree and reputation its shadow. The shadow is what we think it is and the tree the real thing."*

*Author: Abraham Lincoln*

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

**DATE:** Tuesday, March 17, 2020

**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>I.</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 January 21, 2020 Regular Meeting                              | 6-11  |
| <b>III.</b> | <b><u>Action Item</u></b>  |       |
| A.          | Ratify the Submission of a Head Start Program Approach Change for the Program Year 2019-2020 | 12-14 |

- B. Approval of the Parent Advisory Committee and Policy Council Joint Parent Activity 15-16

**IV. Information Items**

- A. Standing Information Items 17-35
- PC/PAC Calendar of Events: Ms. Fienishia Wash
  - Parent/Staff Recognitions: Ms. Fienishia Wash
  - Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
  - Governance Self-Assessment Report: Ms. Fienishia Wash
  - Toastmasters Training Reports: Ms. Fienishia Wash
  - Child Care Center Food Menu (attached)
  - Community Resources: Mr. Robert Silva
    - PC/PAC Continuous Recruitment: Mr. Robert Silva
    - HS/EHS Recruitment: Ms. Laura Correa-DeAlmeida
  - Transition to Kindergarten: Ms. Karen Griffith
- B. Policy Council Minutes: December 18, 2019 36-42

**V. Committee Reports** 43-44

- Executive Committee Meeting Critique: Ms. Fienishia Wash
- Budget/Planning Committee: Ms. Fienishia Wash
- Parent Ambassadors Committee: Ms. Fienishia Wash
- Social/Hospitality Committee: Ms. Fienishia Wash
- Personnel/Bylaws Committee: Ms. Fienishia Wash

**VI. Other Reports** 45-72

- Chair's Report
- Policy Council Report(s): Ms. Brenda Casillas, Ms. Shannon Pierce, Ms. Donna Bonner, Ms. Arianna Torres
- Head Start Deputy Director's Report – Ms. Denise Lee
  - ✓ Monthly Head Start Report
- Head Start Managers' Reports
  - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services
  - Karen Griffith - School Readiness, Special Education and Mental Health Services
  - Kaleb Call – Quality Assurance, Food Services, Safe Environments, Grants, and Contracts
    - ❖ 2019/2020 1st Quarter Unannounced Visits – QA Monitored
    - ❖ 2019/2020 1st Quarter Unannounced Visits – Self Monitored
    - ❖ Quality Assurance Report for the SETA Operated Program (HS & EHS)

VII.	<u>Center Updates</u>	73
VIII.	<u>Discussion</u>	73
IX.	<u>Public Participation</u>	73
X.	<u>Adjournment</u>	

**DISTRIBUTION DATE: THURSDAY, MARCH 12, 2020**

Parent Advisory Committee meeting hosted by:  
Fienishia Wash (Chair), Donna Bonner (Vice Chair), Shannon Pierce (Secretary),  
Earlene McBryde (Treasurer), Kori Folau (Parliamentarian).

ITEM I - A – ROLL CALL

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

- \_\_\_ **Yolanda Peaks, Alder Grove I Head Start**
- \_\_\_ **Jernequa West, Alder Grove II Head Start**
- \_\_\_ Vacant, American Legion Head Start
- \_\_\_ **Donna Bonner, Bannon Creek Head Start**
- \_\_\_ Vacant, Bret Harte Head Start
- \_\_\_ Vacant, Capital City Head Start
- \_\_\_ Vacant, CP Huntington Head Start
- \_\_\_ **Maria Levert, Crossroad Gardens Head Start**
- \_\_\_ **Alisha Givehchi, Early Head Start (Home Base)**
- \_\_\_ **Stephen Key, Elkhorn Head Start**
- \_\_\_ Vacant, Franklin Head Start
- \_\_\_ Vacant, Freedom Park Head Start
- \_\_\_ Vacant, Freeport Head Start
- \_\_\_ **Arianna Torres, Fruitridge Head Start**
- \_\_\_ Vacant, Galt Head Start
- \_\_\_ Vacant, Grizzly Hollow
- \_\_\_ Vacant, Hillsdale Head Start
- \_\_\_ Vacant, Hiram Johnson Head Start
- \_\_\_ Vacant, Preschool Home Based Head Start
- \_\_\_ **Fienishia Wash, Pre-School (Home Base)**
- \_\_\_ Vacant, Home Base Early Head Start
- \_\_\_ **Kori Folau, 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
- \_\_\_ **Jaclyn Pennington, North Avenue Head Start**
- \_\_\_ Vacant, Northview Head Start
- \_\_\_ Vacant, Parker Head Start
- \_\_\_ Vacant, Phoenix Park Head Start
- \_\_\_ **Lisa Cleveland, River Oak Center for Children**
- \_\_\_ **Marcheri Smith, Sacramento County Office of Education**
- \_\_\_ **Earlene McBryde, Sharon Neese Early Learning Center**
- \_\_\_ Vacant, Solid Foundation Head Start
- \_\_\_ **Shannon Pierce, Strizek Park Head Start**
- \_\_\_ **Brenda Casillas, Walnut Grove Head Start**
- \_\_\_ **Susan Geisler, 16<sup>th</sup> Avenue Head Start**
- \_\_\_ Vacant, Past Parent Representative
- \_\_\_ **Henrietta Gutierrez, Past Parent Representative**
- \_\_\_ Vacant, Grandparent Representative
- \_\_\_ Vacant, Outgoing Chair

**ITEM I-A – ROLL CALL**

(Continued)

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

<input type="checkbox"/> Briana Jones, Illa Collin Head Start	<input type="checkbox"/> Elizabeth Martinez Mejia, Norma Johnson Head Start
<input type="checkbox"/> Christine Salas, Capital City Head Start	<input type="checkbox"/> Jasmine Bonilla, Northview Head Start
<input type="checkbox"/> Vacant, American Legion Head Start	<input type="checkbox"/> Vacant, Marina Vista Head Start
<input type="checkbox"/> Vacant, Bret Harte Head Start	<input type="checkbox"/> Vacant, Mather Head Start
<input type="checkbox"/> Vacant, CP Huntington Head Start	<input type="checkbox"/> Vacant, Nedra Court Head Start
<input type="checkbox"/> Vacant, Franklin Head Start	<input type="checkbox"/> Vacant, Parker Head Start
<input type="checkbox"/> Vacant, Freedom Park Head Start	<input type="checkbox"/> Vacant, Phoenix Park Head Start
<input type="checkbox"/> Vacant, Freeport Head Start	<input type="checkbox"/> Vacant, Pre-School (Home Base)
<input type="checkbox"/> Vacant, Galt Head Start	<input type="checkbox"/> Vacant, Sharon Neese Head Start
<input type="checkbox"/> Vacant, Grizzly Hollow Head Start	<input type="checkbox"/> Vacant, Solid Foundation Head Start
<input type="checkbox"/> Vacant, Hillsdale Head Start	<input type="checkbox"/> Vacant, Early Head Start (Home Base)
<input type="checkbox"/> Vacant, Hiram Johnson Head Start	<input type="checkbox"/> Vacant, Grandparent Representative
<input type="checkbox"/> Vacant, Home Base Head Start	<input type="checkbox"/> Vacant, Outgoing Chair
<input type="checkbox"/> Vacant, Kennedy Estates Head Start	<input type="checkbox"/> Vacant, Parent Ambassador
<input type="checkbox"/> Vacant, LaVerne Stewart Head Start	<input type="checkbox"/> Vacant, Parent Ambassador
<input type="checkbox"/> Vacant, (Marie Cleveland's) Bright Beginning Head Start	<input type="checkbox"/> Vacant, Past Parent Representative

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

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

COMMITTEE MEMBER	CENTER	11/19	12/17	1/21	2/25 II	3/17	4/28 #	5/19	6/16	7/21	8/18	9/15	10/20	11/17
<b>Yolanda Peaks Seated 11/19</b>	AG I	X	E	X										
<b>Jernequa West Seated 12/17</b>	AG II		X	E										
Vacant Seated	AL													
<b>Donna Bonner Seated 11/19</b>	BC	X	X	X										
<del><b>Marotta Dunigan Seated 12/17</b></del>	<del>BH</del>		<del>X</del>	<del>U</del>		R-3/5/20								
Christine Salas Seated	CP													
Vacant Seated	CPH													
<b>Maria Levert Seated 11/19</b>	CR	X	X	X										
<b>Alisha Givehchi (holding) Seated 6/19</b>	EHS/HB	X	E	X										
<b>Stephen Key Seated 11/19</b>	EL	X	E/AP	X										
Vacant Seated	FA													
Vacant Seated	FP													
Vacant Seated	FPT													
<b>Arianna Torres Seated 11/19</b>	FT	X	X	X										
Vacant Seated	<b>G</b>													
<del>Antonio Rivora s/b/seated 11/19</del>	<del>GH</del>	<del>U</del>	<del>E</del>	<del>U</del>										
Vacant Seated	H													
<b>Fienishia Wash Seated 11/19</b>	HB	X	X	X										
Vacant Seated	HB													
Vacant Seated	HI													
<b>Kori Folau Seated 12/17</b>	HP		X	X										
<del>Lisette Aguilar s/b/Seated 11/19</del>	<del>IC</del>	<del>U</del>	<del>E</del>	<del>U</del>										
Briana Jones Seated	IC													
Vacant Seated	HP													
Vacant Seated	JC													
<del>Tierro Drayton s/b/seated 11/19</del>	<del>K</del>	<del>E</del>	<del>U</del>	<del>U</del>										
Vacant Seated	LVS													

COMMITTEE MEMBER	CENTER	11/19	12/17	1/21	2/25 II	3/17	4/28 #	5/19	6/16	7/21	8/18	9/15	10/20	11/17
Vacant Seated	MCBB													
Vacant Seated	MV													
Vacant Seated	M													
<b>Jaclyn Pennington Seated 12/17</b>	NA		X	E										
Vacant Seated	NC													
Elizabeth Martinez Mejia Seated	NJ													
<del>Dolores Flores s/b/seated 11/19</del>	<del>NJ</del>	<del>E</del>	<del>U</del>	<del>U</del>										
<del>Lizandra Padilla Seated 11/19</del>	<del>NV</del>	<del>X</del>	<del>E</del>	<del>R</del>										
Jasmine Bonilla s/b/seated 1/21	NV			U										
Vacant Seated	PA													
Vacant Seated	PP													
<b>Lisa Cleveland Seated 12/17</b>	RO		X	X										
<b>Marcheri Smith Seated 11/19</b>	SCOE	X	E	X										
Vacant Seated	SF													
<b>Earlene McBryde Seated 11/19</b>	SN	X	X	X										
<b>Shannon Pierce Seated 11/19</b>	SP	X	X	X										
<b>Brenda Casillas Seated 11/19</b>	WG	X	X	U/AP										
<b>Susan Geisler Seated 12/17</b>	16A		X	U										
Vacant Seated	FPR													
Vacant Seated	AMB													
Vacant Seated	AMB													
Vacant Seated	CR/PP													
<b>Henrietta Gutierrez Seated 11/19 holding</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 (916) 263-4082; and
3. Third, please call the PAC Chair, Ms. Fienishia Wash, at (510) 228-5499, or the Clerk of the Boards, Ms. Nancy Hogan, at (916) 263-3827.

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

**# Special meeting**

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

**Head Start Center Abbreviations**

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

**Representative Abbreviations**

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

**Attendance Record Abbreviations**

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

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



ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE JANUARY 21, 2020 REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the January 21, 2020 meeting.

RECOMMENDATION:

Approve the minutes of the January 21, 2020 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 21, 2020  
9:00 a.m.

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

Ms. Fienishia Wash called the meeting to order at 9:06 a.m. The Pledge of Allegiance was recited and Ms. Wash read the thought of the day. Ms. Shannon Pierce called the roll and a quorum was established.

#### **Members Present:**

Donna Bonner  
Maria Levert  
Stephen Key  
Arianna Torres  
Fienishia Wash  
Kori Folau  
Lisa Cleveland  
Marcheri Smith  
Earlene McBryde  
Shannon Pierce  
Henrietta Gutierrez  
Alisha Givehchi (seated at 9:14 a.m.)  
Laura Meza (seated at 10:12 a.m.) AP  
Yolanda Peaks (seated at 10:12 a.m.)

#### **Members Absent:**

Jernequa West (unexcused)  
Maretta Dunigan (unexcused)  
Jaclyn Pennington (excused)  
Brenda Casillas (unexcused)  
Susan Geisler (unexcused)  
Angel Chenault (not returning to the  
board)  
Martha Torres (resigned 1/15/2020)

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

Antonio Rivera, Grizzly Hollow Head Start (unexcused)  
Lisette Aguilar, Illa Collin Head Start (unexcused)  
Tierre Drayton, Kennedy Estates Head Start (unexcused)  
Dolores Flores, Norma Johnson Head Start (unexcused)  
Jasmine Bonilla, Northview Head Start (unexcused)

Ms. Givehchi was seated at 9:14 a.m.

### **II. Consent Item**

#### **A. Approval of the Minutes of the December 17, 2019 Regular Meeting**

The minutes were reviewed; no questions. Ms. Wash highlighted a correction on page 9 under the vote; the correction was noted by the clerk.

Moved/Bonner, second/Givehchi, to approve the December 27, 2019 minutes.

Show of hands vote:

Aye: 11 (Bonner, Cleveland, Folau, Givehchi, Gutierrez, Key, Levert, McBryde, Pierce, Smith, Torres)

Nay: 0

Abstentions: 1 (Wash)

Absent: 7 (Casillas, Chenault, Dunigan, Geisler, Peaks, Pennington, West)

### III. **Action Item**

#### A. Election of Parent Advisory Committee Community Representative

Ms. Spring Burrell was not present at the meeting.

Moved/Gutierrez, second/McBryde, to table the election of the Parent Advisory Committee Community Representative.

Show of hands vote:

Aye: 11 (Bonner, Cleveland, Folau, Givehchi, Gutierrez, Key, Levert, McBryde, Pierce, Smith, Torres)

Nay: 0

Abstentions: 1 (Wash)

Absent: 7 (Casillas, Chenault, Dunigan, Geisler, Peaks, Pennington, West)

### IV. **Information Items**

#### A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Wash reviewed the calendar of events.
- Parent Advisory Committee – Center Parent Meetings: Ms. Wash reviewed the schedule of parent meetings. She urged board members to participate in these meetings and report back to the PAC.
- Parent/Staff Recognitions: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han reviewed the revised fiscal report. This is a report five months into the program year. The EHS CCP program is under reported at this time but there are some expenses that will be moved into that category. There is a required non-federal match of 25% with the federal government and we are currently at 35% of in-kind. The credit card report was reviewed. The supplies expenditure was high due to the need to purchase supplies for the beginning of the program year. Mr. Han will provide a report next month that will show the in-kind per site and compare it between months.
- PC/PAC Orientation & Officer Training Reports: Ms. Gutierrez attended both orientations; she enjoyed the collaboration and getting to know everyone. Ms. Wash expressed her appreciation for the participation and the community feeling.
- Toastmasters Training: Ms. Wash reminded board members of the Toastmasters Training on February 7. Ms. Gutierrez provided an overview of the public speaking training; it is really good training and Ms. Gutierrez urged all board members to consider attending.

- Child Care Center Food Menu: No questions.
- Community Resources – Parents/Staff: Mr. Robert Silva provided some resources that would be of interest to parents.
- Quality Assurance and Program Self-Assessment Presentation: Mr. Kaleb Call provided an overview of the areas under his supervision. The Quality Assurance Team ensures the county-wide program is in compliance with state and federal regulations. This is done through: 1) yearly monitoring for compliance and quality improvement reviews (MCQI reviews); 2) Unannounced safety and supervision reviews of all site. All classrooms throughout the county are reviewed; 3) Monitoring the Child and Adult Food Program (CACFP). The QA team goes out to watch each classroom during the meal service. Every time QA staff are in the classroom, they are looking for the safety of the children.

Head Start has three kitchens around the county. Last year, over a million meals were served out of the three kitchens. Special diets are also accommodated. Staff is working to make changes to ensure the food provided to children is eaten. The CACAP program is a federally funded program whereby Head Start is reimbursed for meals served to the children.

Every year, Head Start is required to look at their program. As part of the grant planning, staff reviews the program and writes a corrective plan of action to improve areas that are deficient. Parent involvement in the process is crucial. Mr. Call distributed a sign-up sheet for parents to participate in the review process.

Ms. Pierce expressed concern about wasted food; is there a way for the returned food to be donated to a family in need? Mr. Call stated that the Food Services department is always looking at ways to improve. The cook/drivers stated that a week before and after the holidays, not as many children are in the classrooms although the same amount of food was prepared. On weeks like that, they switch to items that can be repurposed. He is going to dive deeper into this issue. For snacks, sometimes the children do not want to eat the snacks so the snack items are repurposed. Mr. Call stated that at this time, the agency cannot donate uneaten food.

Ms. Marcheri asked how meals are served for the home based program. Mr. Call replied that the QA team does visit with the home based programs as well as their socializations.

Ms. Maria Levert was excused at 10:11 a.m.

Ms. Laura Meza, alternate for Walnut Grove, was seated at 10:12 a.m.

Ms. Yolanda Peaks was seated at 10:12 a.m.

- B. Parent Program Information – Ms. Marie Desha and Mr. Robert Silva

- Parent Aide
- School Readiness Aide: Mr. Silva
- Career Incentive
- PC/PAC & Policy Committee Report Form: Ms. Desha
- Parent Survey: Ms. Desha

Mr. Robert Silva shared that the School Readiness Aide (SRA) assist staff in the classroom. Parent participation as an SRA provides work experience to include on resumes. The Parent Aide works two hours per day and assists staff with the preparation of food and snacks in the classroom. The Parent Aide helps teaching staff by allowing them time to continue teaching while the Parent Aide does meal preparation. School Readiness Aides assists teaching staff two hours per day up to five days a week and work directly in the classroom. This, too, provides experience to include on resumes. Mr. Silva urged parents to talk to their Family Services Worker if they are interested. Mr. Silva reviewed the requirements that are required to serve as a Parent Aide or School Readiness Aide including up-to-date inoculations.

Mr. Silva reviewed the Career Incentive Program (CIP) for parents with children currently enrolled in Head Start and Early Head Start. This program eligible for tuition reimbursement for certain classes (\$600 maximum per program year); it also will reimburse for uniforms and parking. Original receipts must be submitted. The idea behind this program is to get parents into school/training. Certain items are not reimbursable such as computers, expenses from the prior semester or prior debt. Mr. Silva urged parents to contact him regarding details of the CIP.

Ms. Marie Desha spoke of the PC/PAC meeting report form. The governance team created this form to assist board members to take notes in order to report out at their parent meeting. Ms. Desha also referred to a parent survey that will provide information on what services are needed. Staff will return with the survey results.

C. Head Start Policy Council Minutes: October 15, 2019 & November 26, 2019: No questions.

## **V. Committee Reports**

- Executive Committee Meeting Critique: Ms. Pierce reviewed the critique. There was a correction on Ms. Wash's area code; please contact her at area code 510.
- Budget/Planning Committee: Ms. McBryde reported on the last committee meeting. It was very helpful and informative. Attendees will be receiving more details at the next meeting. Ms. Bonner; attended the meeting as well; she urged board members to attend because Mr. Han provided very detailed information.

## 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 staff brainstormed on how to get the parents to take the information they learn here and take it to their parent meetings. Ms. Lee has been taking notes that would be good talking points at parent meetings; copies will be distributed to all board members. Ms. Lee stated that staff is expecting to hear about an additional \$550 million earmarked nationally for quality improvement; this helps to improve health and safety issues. There may also be additional funds for additional training for teachers. This will be one-time funds. There will also be expansion funds to expand the Child Care Partnership program and a cost-of-living adjustment (COLA) for around 2% increase. SETA/Head Start will be participating in the 2020 census count and looking for 100% participation. There are a number of available jobs with the Census Bureau. Ms. Lee urged parents to participate in this important endeavor. Ms. Bonner asked if there will be ways to volunteer at the schools to get other parents involved and Ms. Lee replied that there will be posters and staff is hoping to have a kiosk to assist in the information disbursement.
- Head Start Managers' Reports
  - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: Ms. Carr reviewed the monthly attendance report. When a center falls under 85% attendance, the teacher has to write a report on why and propose ways to mitigate the problem. The EHS program has been under enrolled because several centers were unlicensed.

Ms. Bonner stated that her daughter is special needs and goes to school three hours per day but the computer still shows her that she is absent. Ms. Carr replied that staff is aware of this issue and are working on resolving the problem.

- Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith distributed a classroom and environment checklist. This is something that can be done by all parents. Ms. Griffith asked that the completed lists be returned to the site supervisors by the end of February.
- Kaleb Call – Quality Assurance, Food Services, Safe Environments, Grants, and Contracts: No additional report.

VII. Center Updates: No reports.

VIII. Discussion: No comments.

IX. Public Participation: No comments.

X. Adjournment: The meeting was adjourned at 11:07 a.m.

## ITEM III-A – ACTION

### RATIFY THE SUBMISSION OF A HEAD START PROGRAM APPROACH CHANGE FOR THE PROGRAM YEAR 2019-2020

#### BACKGROUND:

This agenda item provides the opportunity for the Parent Advisory Committee to approve a temporary program approach change for the SETA Operated Program (SOP) and its delegate agency, Elk Grove Unified School District (EGUSD), for program year 2019-2020. The purpose of the change is to address under-enrollment challenges since August 2019.

#### Under-Enrollment Challenges:

**SETA Operated Program (SOP)** - In July 2019, SETA lost its lease agreement for the Auberry Park Early Learning Center, located in South Sacramento. Auberry Park served 40 part-day, part-year enrollment slots.

SETA worked with a licensed broker to identify a suitable replacement center in the same service area prior to closing Auberry Park. However, after several months of searching, staff was unable to find an affordable alternative. At the same time, SETA was also pursuing space within the Center Unified School District (CUSD), who serves in a high priority service area of Sacramento County without many high-quality preschool options for families.

In November 2019, Center Unified School District identified two campuses with suitable classrooms that would be vacated in June 2020. Since the proposed CUSD classrooms will not be available until fall 2020, SETA must identify alternate plans to serve the 40 enrollment slots assigned to Auberry Park.

**Elk Grove Unified School District (EGUSD)** – EGUSD has been experiencing unexpected under-enrollment challenges at William Daylor High School where EGUSD hosts 20 part-day Head Start preschool enrollment slots. As a result of the under-enrollment, EGUSD is seeking a program approach change to serve additional children/families in high need schools where waiting lists exist. This will help back-fill under-utilized enrollment slots at W. Daylor HS.

#### Program Approach Proposal:

SETA is seeking a temporary Program Approach change as follows:

- 1) Temporarily change 26 Head Start classes to a Locally Designed Option (LDO) which will allow the program to over-enroll each class by one additional eligible Head Start child, for a maximum of 21 children per class. By doing so,

ITEM III-A – ACTION (continued)  
Page 2

Head Start will provide enrollment opportunities in high demand locations while addressing under-enrollment challenges in others.

2) Temporarily increase the number of enrolled children from 20 to 21 under SETA’s current ACF-approved LDO class-size waiver. The current waiver on file approves enrollment up to 20 children when classes are predominately enrolled with three-year old children as should be capped at 17 enrollments. This request extends the number to 21, instead of 20 in each proposed class.

3) Temporarily change 23 center-based enrollment slots to 23 home-based enrollment slots during lease negotiations with Center USD, perform new classroom set-up and license new locations.

Proposed changes will begin February 3, 2020 and end June 6, 2020.

No currently enrolled families will lose services as a result of these proposed changes. These are vacant enrollments slots being moved to high demand centers.

There is no net fiscal impact for these proposed changes.

A list of proposed centers/classrooms is attached.

RECOMMENDATION:

Hear the staff report, and approve the change to the Head Start program approach for the SETA Operated Program and Elk Grove Unified School District for Program Year 2019-2020.

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

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



## List of Temporary Locally Designed Option Centers/Classrooms

Center Name	Classroom ID	Current Enrollment	New Enrollment <sup>1</sup>
<b>New LDO Classes - SOP</b>			
Bright Beginnings (2)	1201 V and W	40	42
Fruitridge (2)	1216 V and W	40	42
Illa Collin	1221 V	20	21
LaVerne Stewart	1219 S	20	21
Solid Foundations	1254 V	20	21
These enrollment slots address 7 of 40 displaced Auberry Park enrollment slots.			
<b>New LDO Classes – EGUSD<sup>1</sup></b>			
Charles Mack Elem.	1308 B	20	21
David Reese Elem.	1312 R	20	21
Florence Markofer Elem.	1309 A and B	40	42
Florin Elementary	1303 R	20	21
Franklin Elementary	1304 B	20	21
Herman Leimback Elem	1307 A and B	40	42
Isabelle Jackson Elem.	1305 B	20	21
James McKee Elem.	1310 B	20	21
John Reith Elem.	1313 A	20	21
Maeola Beitzel Elem.	1301 B	20	21
Prairie Elementary	1311 A, B, D and R	80	88
Sierra Enterprise Elem.	1314 A	20	21
Samuel Kennedy Elem.	1306 A	20	21
Union House Elem.	1315 A	20	21
<b>Existing LDO classes with expanded number of children from 20 to 21 - SOP</b>			
Alder Grove	1247 V	20	21
Job Corps	1237 X	20	21
Hopkins Park (2)	1253 V and W	40	42
Mather	1223 X	20	21
North Avenue (2)	1256 V and X	40	42
Phoenix Park	1248 X	20	21
Sharon Neese (2)	1249 R and X	40	42
These enrollment slots address 10 of the 40 displaced Auberry Park enrollment slots. The remaining 23 are being proposed for temporary home-based.			

<sup>1</sup> EGUSD may enroll up to 21 children in any of the above listed classes, as needed but not all simultaneously. The waiver for each class allows flexibility to enroll up to 21 where demand is high, waiting list exist, and under-enrollment is persistent within the program.

ITEM III-B – 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

---

---

## ***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 IV-A – INFORMATION

### STANDING INFORMATION

#### BACKGROUND:

- A. Standing Information Items
  - PC/PAC Calendar of Events: Ms. Fienishia Wash
  - Parent/Staff Recognitions: Ms. Fienishia Wash
  - Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
  - Governance Self-Assessment Report: Ms. Fienishia Wash
  - Toastmasters Training Reports: Ms. Fienishia Wash
  - Child Care Center Food Menu (attached)
  - Community Resources: Mr. Robert Silva
    - PC/PAC Continuous Recruitment: Mr. Robert Silva
    - HS/EHS Recruitment: Ms. Laura Correa-DeAlmeida
  - Transition to Kindergarten: Ms. Karen Griffith

#### **NOTES:**

## PC/PAC Calendar of Events

<u>EVENT</u>	<u>DATE</u>
PAC Executive Committee	Friday, March 20, 2020 9:00 – 10:30 a.m. Camellia Room
PC Executive Committee	Tuesday, March 24, 2020 To be held directly after the PC meeting SETA Board Room
PC/PAC Social/Hospitality Committee	Friday, April 3, 2020 9:30 a.m. - 11:00 a.m. Redwood Room
Toastmasters Training	Friday, April 3, 2020 11:00 a.m. – 12:30 p.m. Redwood Room
PC/PAC Bylaws Committee	Monday, April 6, 2020 9:00 – 10:30 a.m. Olympus Room
Parent Ambassadors/Census 2020 meetings	Friday, April 10, 2020 9:00 – 10:30 a.m. Redwood Room
Parent Ambassadors/Census 2020 meetings	Friday, April 17, 2020 9:00 – 10:30 a.m. Redwood Room
Parent Ambassadors/Census 2020 meetings	Friday, April 24, 2020 9:00 – 10:30 a.m. Redwood Room
PC/PAC Joint Board Meeting	Tuesday, April 28, 2020 9:00 a.m. SETA Board Room
PC/PAC Joint Executive Committee	Thursday, April 30, 2020 9:00 – 10:30 a.m. Camellia Room

## PC/PAC Calendar of Events

PC/PAC Social/Hospitality Committee	Friday, May 1, 2020 9:30 a.m. - 11:00 a.m. Redwood Room
Toastmasters Training	Friday, May 1, 2020 11:00 a.m. – 12:30 p.m. Redwood Room
PC/PAC Bylaws Committee	Monday, May 4, 2020 9:00 – 10:30 a.m. Olympus Room
Leadership Training	Date and Time to be announced.
Financial Literacy Training	Date and Time to be announced.

# SETA HEAD START MENU

## March 2020

"This institution is an equal opportunity provider"

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

### Monday

**2 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

### Tuesday

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

### Wednesday

**4 Breakfast Week 2**  
Milk, Low Fat 1%  
Oatmeal Cereal  
Pineapple, tidbits  
Raisins  
Lunch  
Milk, Low Fat 1%  
Chicken  
Rice, Brown  
Strawberries, fresh or  
Sunomono Salad  
Tangerine, fresh or  
Snack  
Muffin, Blueberry  
Peaches

### Thursday

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

### Friday

**6 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

### 9 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

### 10 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

### 11 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

### 12 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

### 13 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

### 16 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

### 17 Breakfast Week 4

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

### 18 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

### 19 Breakfast Week 4

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

### 20 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

### 23 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

### 24 Breakfast Week 5

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

### 25 Breakfast Week 5

Milk, Low Fat 1%  
Whole Wheat Biscuit  
Peaches  
Lunch  
Milk, Low Fat 1%  
Beef, Salisbury Steak & Gravy  
Mashed Potatoes  
Whole Grain Buns  
Strawberries, fresh or  
Tangerine, fresh or  
Snack  
Crackers, Dick & Jane  
Juice 100%

### 26 Breakfast Week 5

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

### 27 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

### 30 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

### 31 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

Lunes	Martes	Miércoles	Jueves	Viernes
<p><b>2</b> <u>Desayuno Week 2</u></p> <p>Leche                      Puré de Manzana                      Ojuelas de Cereal Multigrano</p> <p><u>Comida</u></p> <p>Leche                      Chabacano                      Hamburguesa de Res                      Verduras Mixtas                      Pan de Trigo Integral</p> <p><u>Bocadillo</u></p> <p>Barita de Queso                      Naranja</p>	<p><b>3</b> <u>Desayuno Week 2</u></p> <p>Leche                      Baritas de Pan Francés Tostado                      Pera</p> <p><u>Comida</u></p> <p>Leche                      Manzana                      Zanahoria                      Pierna de Pollo                      barra de pan para</p> <p><u>Bocadillo</u></p> <p>Leche                      Cereal Integral Rice Krispies</p>	<p><b>4</b> <u>Desayuno Week 2</u></p> <p>Leche                      Avena                      Piña Machacada                      Pasas</p> <p><u>Comida</u></p> <p>Leche                      Pollo                      Arroz Integral                      Fresa                      Mantequilla de Semilla de Girasol                      Tanagerina o</p> <p><u>Bocadillo</u></p> <p>Mollete con Arándanos Azules                      Durazno</p>	<p><b>5</b> <u>Desayuno Week 2</u></p> <p>Leche                      Plátano Fresco                      Cereal Crispix</p> <p><u>Comida</u></p> <p>Leche                      Pecho de Res Asado                      Naranja                      Jitomate Fresco                      Mini Panecillo de Grano Entero</p> <p><u>Bocadillo</u></p> <p>Leche                      Galletas</p>	<p><b>6</b> <u>Desayuno Week 2</u></p> <p>Leche                      Manzana                      Mollete con Plátano</p> <p><u>Comida</u></p> <p>Leche                      Pan de Trigo Integral                      Brócoli                      Melón                      Rebanada de Pavo</p> <p><u>Bocadillo</u></p> <p>Puré de Manzana                      Galletas</p>
<p><b>9</b> <u>Desayuno Week 3</u></p> <p>Leche                      Cereal Cheerios                      Naranja</p> <p><u>Comida</u></p> <p>Leche                      Manzana                      Chicharos                      Macarrón y Queso                      Sandía Fresca o</p> <p><u>Bocadillo</u></p> <p>galletas Ritz integrales                      Pera</p>	<p><b>10</b> <u>Desayuno Week 3</u></p> <p>Leche                      Puré de Manzana                      Baritas de Waffle</p> <p><u>Comida</u></p> <p>Leche                      Pierna de Pollo                      Ensalada de Espinaca                      Naranja                      barra de pan para</p> <p><u>Bocadillo</u></p> <p>Manzana                      Mantequilla de Semilla de Gira</p>	<p><b>11</b> <u>Desayuno Week 3</u></p> <p>Leche                      Bizcocho de Trigo Integral                      Durazno</p> <p><u>Comida</u></p> <p>Leche                      Melón                      Arroz y Frijoles                      Jitomate Picado</p> <p><u>Bocadillo</u></p> <p>Leche                      Chex de fresa</p>	<p><b>12</b> <u>Desayuno Week 3</u></p> <p>Leche                      Plátano Fresco                      Bagel de Trigo Integral</p> <p><u>Comida</u></p> <p>Leche                      Zanahoria                      Ensalada de Pollo                      Fresa                      Tanagerina o                      la ciabatta</p> <p><u>Bocadillo</u></p> <p>Galletas                      Piña Machacada</p>	<p><b>13</b> <u>Desayuno Week 3</u></p> <p>Leche                      Mollete con Plátano                      Naranja</p> <p><u>Comida</u></p> <p>Leche                      Chabacano                      Queso Suizo                      Tortilla de Trigo Integral                      Varitas de Calabacita</p> <p><u>Bocadillo</u></p> <p>Leche                      Cereal Cheerios de Grano Inte</p>
<p><b>16</b> <u>Desayuno Week 4</u></p> <p>Leche                      Manzana                      Cereal Integral Rice Krispies</p> <p><u>Comida</u></p> <p>Leche                      Hamburguesa de Res                      Elote                      Naranja                      Pan de Trigo Integral</p> <p><u>Bocadillo</u></p> <p>Galletas                      Durazno</p>	<p><b>17</b> <u>Breakfast Week 4</u></p> <p>Leche                      Piña Machacada                      Bagel de Trigo Integral</p> <p><u>Lunch</u></p> <p>Leche                      Chabacano                      Ensalada de Col                      Tortilla de Trigo Integral                      Rollo de Pavo y Queso</p> <p><u>Snack</u></p> <p>Leche                      Cereal Cheerios de Grano Inte</p>	<p><b>18</b> <u>Breakfast Week 4</u></p> <p>Leche                      Plátano Fresco                      Avena</p> <p><u>Lunch</u></p> <p>Leche                      Enchilada de Queso con Salsa                      Ensalada de Lechuga Romana                      Naranja</p> <p><u>Snack</u></p> <p>Zanahoria                      Galletas de Trigo Integral                      Puré de Garbanzo</p>	<p><b>19</b> <u>Breakfast Week 4</u></p> <p>Leche                      Chabacano                      Baritas de Pan Francés Tostad</p> <p><u>Lunch</u></p> <p>Leche                      Frijoles Refritos                      Queso Cheddar                      Mango                      Jitomate Picado                      Tortilla de Trigo Integral</p> <p><u>Snack</u></p> <p>arandanos secos                      Barita de Queso</p>	<p><b>20</b> <u>Breakfast Week 4</u></p> <p>Leche                      Manzana                      Mollete con Arándanos Azules</p> <p><u>Lunch</u></p> <p>Leche                      Melón                      Zanahoria                      galletas Ritz integrales                      Ensalada de Atún</p> <p><u>Snack</u></p> <p>Leche                      Galletas</p>
<p><b>23</b> <u>Desayuno Week 5</u></p> <p>Leche                      Jotqueis                      Pera</p> <p><u>Comida</u></p> <p>Leche                      Chabacano                      Torta de Pollo                      Ensalada de Col                      Pan de Trigo Integral</p> <p><u>Bocadillo</u></p> <p>Barita de Queso                      Piña Machacada</p>	<p><b>24</b> <u>Desayuno Week 5</u></p> <p>Leche                      Manzana                      Cereal Cheerios de Grano Inte</p> <p><u>Comida</u></p> <p>Leche                      Pan de Trigo Integral                      Melón                      Zanahoria                      Rebanada de Pavo</p> <p><u>Bocadillo</u></p> <p>Leche                      Ojuelas de Cereal Multigrano</p>	<p><b>25</b> <u>Desayuno Week 5</u></p> <p>Leche                      Bizcocho de Trigo Integral                      Durazno</p> <p><u>Comida</u></p> <p>Leche                      Bistec de Res Salisbury y Sals                      Puré de Papa                      Pan de Grano Integral                      Fresa                      Tanagerina o</p> <p><u>Bocadillo</u></p> <p>Galletas                      Jugo de 100%</p>	<p><b>26</b> <u>Desayuno Week 5</u></p> <p>Leche                      Avena                      Piña Machacada                      Pasas</p> <p><u>Comida</u></p> <p>Leche                      Chabacano                      Ensalada de Lechuga Romana                      Espagueti Horneado (turkey)</p> <p><u>Bocadillo</u></p> <p>Leche                      Chex de fresa</p>	<p><b>27</b> <u>Desayuno Week 5</u></p> <p>Leche                      Mollete con Plátano                      Naranja</p> <p><u>Comida</u></p> <p>Leche                      Plátano Fresco                      Brócoli                      Ensalada de Pollo                      Galletas de Trigo Integral</p> <p><u>Bocadillo</u></p> <p>Leche                      Cereal Integral Rice Krispies</p>
<p><b>30</b> <u>Desayuno Week 1</u></p> <p>Leche                      Jotqueis                      Pera</p> <p><u>Comida</u></p> <p>Leche                      Zanahoria                      Pollo con Limón y Pimienta                      Naranja                      Tortilla de Trigo Integral</p> <p><u>Bocadillo</u></p> <p>Puré de Manzana                      Galletas</p>	<p><b>31</b> <u>Desayuno Week 1</u></p> <p>Leche                      Chabacano                      Cereal Cheerios de Grano Integ</p> <p><u>Comida</u></p> <p>Leche                      Queso Americano                      Manzana                      Pan de Trigo Integral                      Brócoli                      Sandía Fresca o</p> <p><u>Bocadillo</u></p> <p>Leche                      Chex de fresa</p>			



## Parent Advisory Committee – Center Parent Meetings

Center	Mar. 2020	Apr. 2020	May 2020
16 <sup>th</sup> Avenue	Mar 20, 8:00 a.m. – 10:00 a.m.	Apr. 17, 8:00 a.m. – 10:00 a.m.	May 15, 8:00 a.m. – 10:00 a.m.
Alder Grove IT	Mar. 25, 2:30 p.m.	April 28, 2:30 p.m.	May 26, 2:30 p.m.
Alder Grove ELC	Mar. 25, 2:30 p.m.	April 28, 2:30 p.m.	May 26, 2:30 p.m.
American Legion		April 23, 8:00 a.m.	May 21, 8:00 a.m.
Bannon Creek	Mar. 20, 5-7 p.m.	Meeting in a Bag	May 29, 5-7 p.m.
Bret Harte	Mar. 17	Apr. 21	May 19
Bright Beginnings	Mar. 17, 5:00 – 6:30 p.m.	Apr. 21, 5:00 – 6:30 p.m.	May 19, 5:00 – 6:30 p.m.
Capital City	Mar. 26	Apr. 23	May 21
Illa Collin	Mar. 25		
Crossroad Gardens	Mar. 20, 12:00 p.m.	Apr. 1, 12:00 p.m.	May 8, 8:00 a.m.
Elkhorn	Mar. 26, 8:30 – 10 a.m.	Apr. 16, 8:30 a.m.	May 21, 8:30 a.m.
Fruitridge	Meeting in a Bag	April 21, 1:00 – 2:00 p.m.	Meeting in a Bag
Galt	Mar. 26, 12-1:30 p.m.	Apr. 23, 12 – 1:30 p.m.	May 28, 12 – 1:30 p.m.
Grizzly Hollow	Mar. 26	Apr. 30, 12:30 p.m.	May 28, 12:30 p.m.
Hillsdale	Mar. 26, 11:45 a.m.	Apr. 30, 11:45 a.m.	May 18, 11:45 a.m.

Hiram Johnson	Mar. 18		
Hopkins Park	Mar. 26, 8:26 a.m.	Apr. 23, 8:15 a.m.	May 28, 8:15 a.m.
CP Huntington		April 22, 8:00 a.m.	May 20, 8:00 a.m.
Kennedy Estates	Meeting in a Bag	Apr. 23, 1:00–2:00 p.m.	Meeting in a Bag
Mather	Mar. 20, Meeting in a Bag	Apr. 15, 4:30 p.m.	May 20, 4:30 p.m.
Nedra Court	Mar. 26, 1:30 p.m.	Apr. 23, 1:30 p.m.	May 21, 1:30 p.m.
Norma Johnson	Mar. 25, 5:00 p.m.	Apr. 22, 5:00 p.m.	May 20, 5:00 p.m.
North Avenue	Mar. 20, 2:00 p.m.	Apr. 17, 2 p.m.	May 15, 2 p.m.
Northview	Mar. 25, 11 a.m. – 1 p.m.	Apr. 22, 11 a.m. – 1 p.m.	May 27, 11 a.m. – 1 p.m.
Parker	Mar. 24, 8:15 a.m.	Apr. 22, 8:00 a.m.	May 27, 8:00 a.m.
Phoenix Park	Mar. 25, TBD	Apr. 22, 8:00 a.m.	May 27, 12:30 p.m.
Sharon Neese	Mar. 10, 8:00 – 9:30 a.m.	Apr. 14, 8:00 – 9:30 a.m.	May 12, 8:00 – 9:30 a.m.
Solid Foundation	Mar. 25, 8:00 a.m.	Apr. 15, 8:00 a.m.	May 20, 8:00 a.m.
LaVerne Stewart			
Strizek Park	Mar. 18 <b>AM</b> class: 8 a.m. <b>PM</b> class: 12:30 p.m.	April 23 <b>AM</b> class: 8 a.m. <b>PM</b> class: 12:30 p.m.	May 28 <b>AM</b> class: 8 a.m. <b>PM</b> class: 12:30 p.m.
Walnut Grove	Mar. 26, 8 a.m.	Apr. 30, 8 a.m.	May 28, 8 a.m.

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

Current a/o 3/11/2020 12:40:17 PM

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 18, 2019 meeting.

**NOTES:**

## **SPECIAL 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

Wednesday, December 18, 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 9:08 a.m. The Pledge of Allegiance was recited. Ms. Gutierrez read the thought of the day. Ms. Claudett Sanders called the roll and confirmed that a quorum was established.

#### **Members Present:**

Charles Taylor, Past Parent/Community Representative  
Henrietta Gutierrez, Past Parent/Community Representative  
Kanade Oishi, San Juan Unified School District  
Antoine Montgomery, WCIC/Playmate Child Development Center  
Brenda Casillas, SETA-Operated Program  
Shannon Pierce, SETA-Operated Program  
Arianna Torres, SETA-Operated Program  
Earlene McBryde, alternate for M. Torres  
Fienishia Wash, Home Base Option (seated at 9:14 a.m.)  
Jamilia Land, WCIC/Playmate Child Development Center (seated at 9:35 a.m.)  
Donna Bonner, SETA-Operated Program  
Rosemary Schapira, Community Agency Representative

#### **Members Absent:**

Kerynn Jetton, Early Head Start (SOP) (excused)  
Cami Pullen, San Juan Unified School District (excused)  
Martha Torres, SETA-Operated Program (excused)  
Jeremy Rathbone, Early Head Start, San Juan Unified School District (unexcused)

#### **New Members to be Seated:**

Jara Lindgren, Elk Grove Unified School District  
Alma Leiva, Elk Grove Unified School District

#### **New Members to be Seated but Absent:**

Gabriela Cunningham (excused)  
Yesenia Gutierrez (excused)

Ms. Fienishia Wash was seated at 9:14 a.m.

### **II. Consent Item**

- A. Approval of the Minutes of the November 26, 2019 Regular meeting

The minutes were reviewed; no questions or corrections.

Moved/Taylor, second/Pierce, to approve the November 26 minutes.

Show of hands vote:

Aye: 11 (Bonner, Casillas, Leiva, Lindgren, McBryde, Montgomery, Oishi, Pierce, Taylor, Torres, Wash)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 4 (Jetton, Pullen, Rathbone, Torres)

### III. **Action Items**

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

#### B.

The board went into closed session at 9:18 a.m. Ms. Gutierrez called the meeting back into open session at 9:34 a.m. and reported that the Policy Council approved the following eligible lists: Associate Teacher/Associate Teacher Infant Toddler; Family Services Worker II; and Family Services Worker III

Ms. Jamilia Land was seated at 9:35 a.m.

#### C. Election of Community Representatives and Alternates

Ms. Gutierrez and Mr. Taylor spoke of their interest in continuing to serve as Community Representatives.

Moved/Bonner, second/Lindgren, to elect Mr. Charles Taylor and Ms. Henrietta Gutierrez to serve as Community Representatives.

Show of hands vote:

Aye: 12 (Bonner, Casillas, Land, Leiva, Lindgren, McBryde, Montgomery, Oishi, Pierce, Taylor, Torres, Wash)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 4 (Jetton, Pullen, Rathbone, Torres)

#### D. Election of Community Agency Representative

Ms. Rosemary Schapira introduced herself and stated that she represents the Family Resource Center. They offer comprehensive services to children and families. They also utilize First 5 funds to provide assistance to families with children from 0 to five years of age.

Moved/Lindgren, second/Wash, to elect Ms. Rosemary Schapira, Family Resource Center, to serve as a Community Agency Representative.

Show of hands vote:

Aye: 12 (Bonner, Casillas, Land, Leiva, Lindgren, McBryde, Montgomery, Oishi, Pierce, Taylor, Torres, Wash)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 4 (Jetton, Pullen, Rathbone, Torres)

E. Election of Policy Council Officers for 2019-2020

Ms. Gutierrez reviewed the various positions.

Those interested in serving as **Chair**:

Jara Lindgren

Henrietta Gutierrez

Vote:

Jara: 3

Henrietta: 8

Abstentions: 3 (McBryde, Land, Schiapa)

Those interested in serving as **Vice Chair**:

Jara Lindgren

Vote: 13

Abstentions: 1 (Gutierrez).

Those interested in serving as **Secretary**:

Finieshia Wash

Vote: 13

Abstentions: 1 (Gutierrez).

Those interested in serving as **Treasurer**:

Jamilia Land

Vote: 13

Abstentions: 1 (Gutierrez).

Those interested in serving as **Parliamentarian**:

No one expressed interest in serving as parliamentarian.

Moved/Leiva, second/Bonner, to confirm Policy Council officers as follows:

**Chair:** Henrietta Gutierrez

**Vice Chair:** Jara Lindgren

**Secretary:** Finieshia Wash

**Treasurer:** Jamilia Land

Show of hands vote:

Aye: 13 (Bonner, Casillas, Land, Leiva, Lindgren, McBryde, Montgomery, Oishi, Pierce, Schapira, Taylor, Torres, Wash)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 4 (Jetton, Pullen, Rathbone, Torres)

F. Election Community Action Board of Representatives and Alternates

Ms. Nancy Hogan provided some information about the Community Action Board. Those interested in serving on the CAB: Alma Leiva, Antoine Montgomery, Jamilia Land, Finieshia Wash.

Brenda Casillas is interested in serving as alternate.

Nominees spoke of their interest in serving on the Community Action Board.

Votes:

Alma: 5

Antoine 3

Jamilia: 2

Finieshia: 1

Brenda: 0

Abstentions: 3 (Schapira, Gutierrez, Pierce)

Moved/Taylor, second/Bonner, to elect Alma Leiva and Antoine Montgomery as Representatives, and Jamilia Land and Finieshia Wash as Alternates to serve on the Community Action Board.

Aye: 11 (Bonner, Casillas, Land, Leiva, Lindgren, McBryde, Montgomery, Schapira, Taylor, Torres, Wash)

Nay: 0

Abstentions: 2 (Gutierrez, Oishi)

Absent: 4 (Jetton, Pullen, Rathbone, Torres)

Ms. Pierce was out of the room during the vote.

G. Ratification of Maternal, Child and Adolescent Health Advisory Board Representative

Ms. Gutierrez reviewed the details of this board.

Those interested in serving:  
Finieshia Wash (representative)  
Jamilia Land (alternate)

Moved/Bonner, second/Montgomery, to ratify the selection of Finieshia Wash as representative, and Ms. Jamilia Land as alternate, to the Maternal, Child, and Adolescent Health Advisory Board.

Aye: 13 (Bonner, Casillas, Land, Leiva, Lindgren, McBryde, Montgomery, Oishi, Pierce, Schapira, Taylor, Torres, Wash)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 4 (Jetton, Pullen, Rathbone, Torres)

Ms. Schapira was excused at 10:24 a.m.

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

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

- PC/PAC Calendar of Events: Ms. Gutierrez reviewed the calendar of events.
- Parent/Staff Recognitions: None.
- PC/ PAC Meet and Greet Reports: Ms. Leiva spoke of how nice it is that people having their children in Head Start are so involved. Mr. Montgomery stated it was a good opportunity to meet other parents and he really enjoyed the ice breaker.
- PC/PAC Orientation and Officer Training: Ms. Gutierrez urged board members to sign in for these training events.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han reviewed the monthly fiscal report. The agency is on track for the fiscal year. For every dollar the federal government provides, our program is required to provide 25% in-kind. This can be in the form of member attendance at board meetings or participation in the FLIP program. Mr. Han reviewed the credit card report; there were no questions.
- Community Resources – Parents/Staff: Information is on the table
- Parent Ambassador Committee: No report.

##### **B. Governing Board Minutes of November 7, 2019: No questions.**

#### **V. Committee Report**

- Executive Committee: No additional report.

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

- ##### **A. Executive Director's Report: Ms. Kathy Kossick welcomed the new board members. In orientation, board members will learn more about the various**



programs operated in the agency. SETA funds 11 job centers throughout the county; a trip to a local job center will be scheduled in the coming year and all board members are urged to attend.

- B. Head Start Deputy Director's Report: Ms. Denise Lee wished everyone a wonderful holiday season.
  - C. Chair's Report: No report.
  - D. Head Start Managers' Reports
    - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: Ms. Carr spoke of the home base Head Start program. SETA is working to increase staffing county-wise to better serve the increasing refugee population.
    - Karen Griffith - School Readiness, Special Education and Mental Health Services: No report.
    - Kaleb Call – Quality Assurance, Food Services, Safe Environments, Grants, and Contracts: No report.
  - E. Open Discussion and Comments: No comments.
  - F. Public Participation: None.
- VI. **Adjournment**: The meeting was adjourned at 10:55 a.m.

ITEM V – COMMITTEE REPORTS

COMMITTEE REPORTS

➤ Executive Committee

Critique of the January 21, 2020 regular Parent Advisory Committee meeting.

GOOD!!!
Thank you, Ms. Denise Lee for empowering parent involvement in the Census 2020 and possible new funding opportunities.
Thank you, Ms. Lisa Carr, for the update on center and home base option awareness.
Thank you, Ms. Karen Griffith, for providing the survey for classroom self-assessment and encouraging parent participation.
Thank you, Mr. Kaleb Call, for your thorough presentation on Quality Assurance and Self-Assessment Program.
Thank you, Mr. Victor Han, for your detailed fiscal report.
Thank you, Ms. Marie Desha and Mr. Robert Silva, for shared program information.
NEEDS IMPROVEMENT
If you will be late or will not attend the PAC board meeting, please call or e-mail Fienishia Wash (510-228-5499, 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.
REMINDERS
Please no side barring during the meeting.
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. Fienishia Wash

---

---

---

ITEM V – COMMITTEE REPORTS (continued)  
Page 2

- Parent Ambassadors Committee: Ms. Fienishia Wash

---

---

---

- Social/Hospitality Committee: Ms. Fienishia Wash

---

---

---

- Personnel/Bylaws Committee: Ms. Fienishia Wash

---

---

---

## ITEM VI

### OTHER REPORTS

#### BACKGROUND:

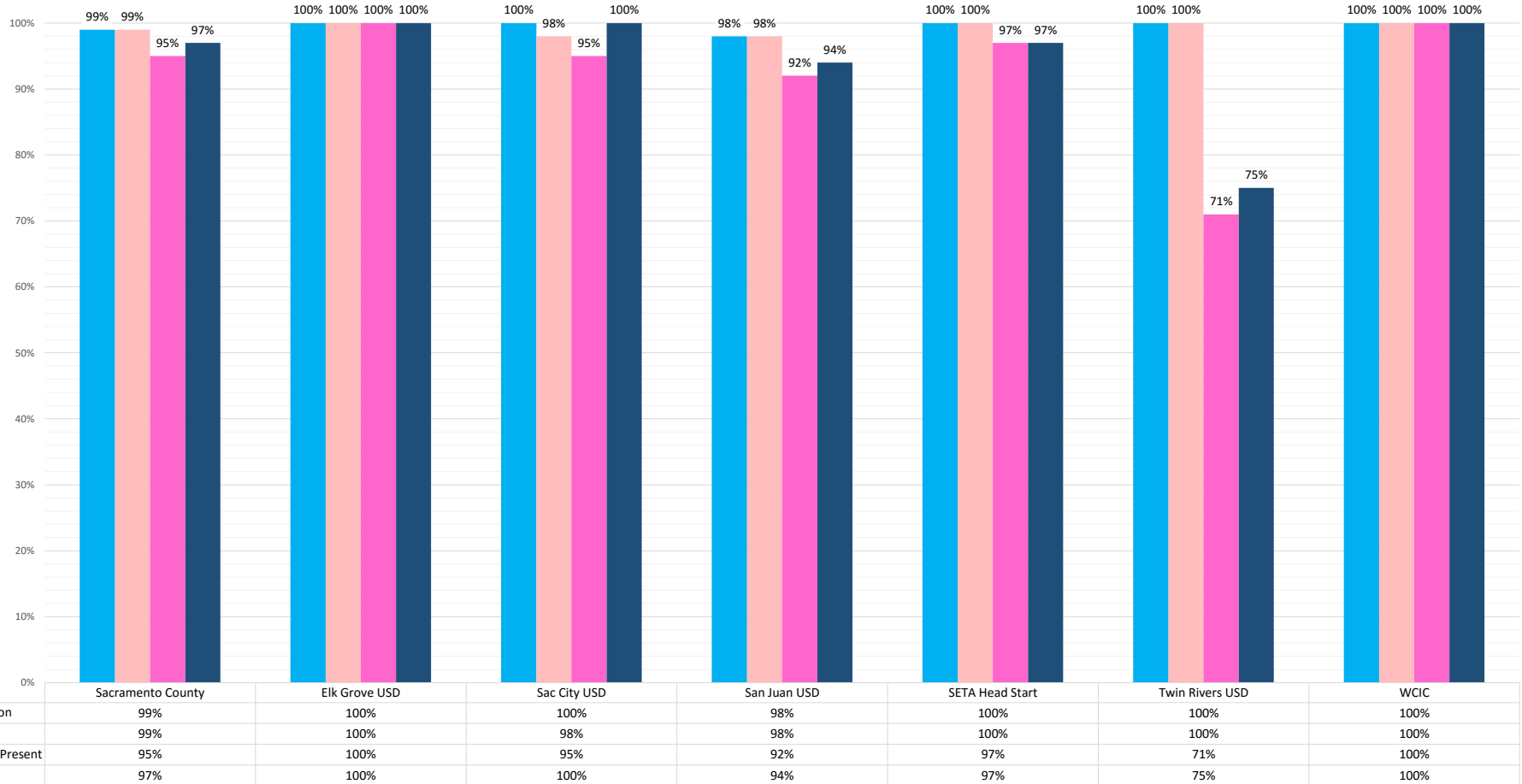
This agenda item provides an opportunity for other reports to be shared with PAC.

- Chair's Report: Ms. Fienishia Wash
- Policy Council Report(s): Ms. Brenda Casillas, Ms. Shannon Pierce, Ms. Donna Bonner, Ms. Arianna Torres
- Head Start Deputy Director's Report: Ms. Denise Lee
  - ✓ Monthly Head Start Report
- Head Start Managers' Reports
  - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services
  - Karen Griffith - School Readiness, Special Education and Mental Health Services
  - Kaleb Call - Quality Assurance, Food Services, Safe Environments, Grants, and Contracts
    - ✓ Quality Assurance Report for the SETA Operated Program (HS & EHS)

#### NOTES:

**Sacramento County Unannounced Visits Report 2019-2020 - QA-Monitored**  
**Quarter I (August 1, 2019 - October 31, 2019)**  
**Percentage of Compliance**

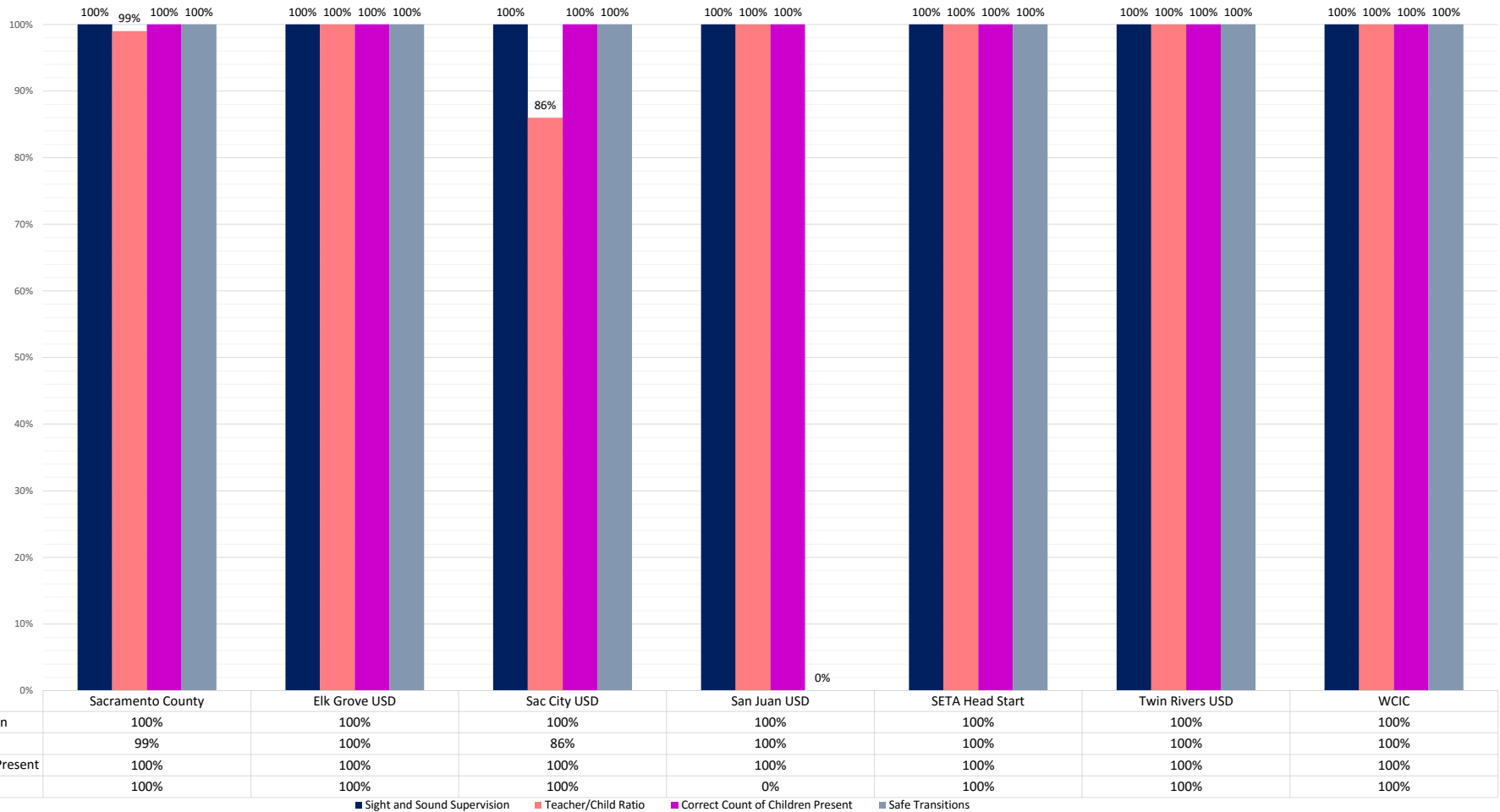
Total Number of Classes Visited Countywide: **207 of 207**



■ Sight and Sound Supervision   
 ■ Teacher/Child Ratio   
 ■ Correct Count of Children Present   
 ■ Safe Transitions

**Sacramento County Unannounced Visits Report 2019-2020 - Self-Monitored**  
**Quarter I (August 1, 2019 - October 31, 2019)**  
**Percentage of Compliance**

Total Number of Classes Visited Countywide: **124 of 207**





## Quality Assurance Summary Report

TO: SETA Policy Council, Parent Advisory Committee and Governing Board members  
 RE: SETA Quality Assurance/Monitoring Results – December 2019

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
SETA Operated Program	<p><b><u>Head Start (13)</u></b>            Alder Grove, Freedom Park, Fruitridge, Galt, Hillsdale, LaVerne Stewart, Kennedy Estates, Marina Vista, Nedra Court, North Avenue, Northview, Solid Foundations, Strizek Park</p> <p><b><u>Early Head Start (7)</u></b>            16<sup>th</sup> Avenue, Crossroad Gardens, Hopkins Park, Job Corps, Norma Johnson, Mather, Sharon Neese</p>	<p>20 centers            20 classes            40 children’s files            for:  <i>Enrollment</i></p>	<p>October 23-            November 15,            2019</p>	<p style="text-align: center;"><b>Differential Review</b></p> <p><input checked="" type="checkbox"/> Initial  <input type="checkbox"/> Follow-up  <input type="checkbox"/> Special  <input type="checkbox"/> Final</p>

For this review, the Quality Assurance (QA) unit monitored three content areas for compliance, **Education, Safe Environments, and ERSEA/Attendance Recordkeeping, Policies and Procedures**. Additionally, in partnership with the Health unit, QA staff also monitored the new procedure of uploading health documents (Physical Exam/Well-Child-Check, Dental Exam, Blood Lead Results and Hematocrit/Hemoglobin Results) into *ChildPlus* for 1st year 2019-2020 participants; and whether health events were identified for Special Diet, Health Concern and Medication; and color-coded flags were used for *ChildPlus* groups. Since this is voluntary pilot phase of implementation for 2019-200, the objective was to assess participation level by Family Service Workers/Centers. Therefore, “Observed/Not Observed” was used to describe results for the *ChildPlus* Health Documents Tracking Checklist and instead of Compliant/Non-Compliant.

***Highlighted Program Strengths and Positive Observations:***

- Centers have a variety of ways to improve and maintain attendance such as themed days/months, family events, good attendance certificates, perfect attendance boards.
- Staff was very welcoming and friendly and supported each other in addressing staffing needs and helping parents.
- Centers and classrooms are safe and conducive for learning.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
<b>Education File Review and Classroom Observation</b> <i>(Screenings, Referrals, Follow-up, Individual Education Plans, and Classroom Observation)</i>	HS = 96% EHS = 95%	No significant noted findings
<b>Attendance and Record-Keeping</b> <i>(Attendance tracking, sign-in/out procedures, average daily attendance, absence tracking)</i>	HS = 74% EHS = 74%	-Attendance not reconciled at the end of each day by all teachers -Attendance absence codes did not consistently match in <i>ChildPlus</i> and in family contact notes in the child's file. -Not all centers/classes that had monthly low attendance had a required Attendance Improvement Plan and/or Conference on file.
<b>Safe Environments</b> <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	HS = 97% EHS = 99%	No significant noted findings

\* Scores between 90-99% per section will be addressed by the program but do not require a formal Corrective Action Plan Monitoring. Scores less than 90% require a program-level Corrective Action Plan. Determination of a Comprehensive Review and/or Differentiated Review will be based on historic data.

**Follow-up and Corrective Action Plans:**

A program-level Corrective Action Plan (CAP) to address above areas of non-compliance is due to SETA within 45 days of receipt of this report. Governing Board/School Board notification of monitoring results is within 60 days.

Please use the provided form to complete the CAP which serves as written response by the agency to resolve systems-level areas of non-compliance identified during the MCQI review. NOTE: *This CAP does not supersede the individual CAP for non-compliant indicators using the Child Plus Internal Monitoring Module.*



# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**January 2020**

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

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

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
<b>SETA operated</b>	1756	182	<b>10%</b>	589	116	<b>20%</b>
<b>Twin Rivers USD</b>	140	27	<b>19%</b>	40	3	<b>8%</b>
<b>Elk Grove USD</b>	440	48	<b>11%</b>			
<b>Sac City USD</b>	736	82	<b>11%</b>			
<b>San Juan USD</b>	1052	153	<b>15%</b>	160	11	<b>7%</b>
<b>WCIC</b>	120	9	<b>8%</b>			
<b>EHS CCP</b>				80	13	<b>16%</b>
<b>COUNTY TOTAL</b>	<b>4244</b>	<b>501</b>	<b>12%</b>	<b>869</b>	<b>143</b>	<b>16%</b>

*AFE: Annual Funded Enrollment*

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**February 2020**

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

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

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
<b>SETA Operated</b>	1756	189	<b>11%</b>	589	114	<b>19%</b>
<b>Twin Rivers USD</b>	140	30	<b>21%</b>	40	2	<b>5%</b>
<b>Elk Grove USD</b>	440	58	<b>13%</b>			
<b>Sac City USD</b>	736	87	<b>12%</b>			
<b>San Juan USD</b>	1052	157	<b>15%</b>	160	12	<b>8%</b>
<b>WCIC</b>	120	9	<b>8%</b>			
<b>EHS CCP</b>				80	13	<b>16%</b>
<b>COUNTY TOTAL</b>	<b>4244</b>	<b>530</b>	<b>12%</b>	<b>869</b>	<b>141</b>	<b>16%</b>

*AFE: Annual Funded Enrollment*



# SETA Head Start Food Service Operations Monthly Report \*January 2020

**January 24th** - EHS Home base Field Trip to the Art Beast, Lunch and Snack provided for 60 guests

## Meetings and Trainings

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
37,845	30,390	32,535	60

Total Amount of Meals and Snacks Prepared 100,830

## Purchases:

Food	\$105,738.91
Non - Food	\$12,971.48

Building Maintenance and Repair: \$0.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$86.17

Vehicle Gas / Fuel:	\$1,718.37
Normal Delivery Days	21

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

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

**Last Service Day of Month: 01/31/2020**

Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
16th Avenue	1257R	20	18	2	0	20
16th Avenue	1257X	19	18	1	1	20
Alder Grove ELC	1247V	20	15	5	1	21
Bannon Creek	1200A	18	13	5	0	18
Bannon Creek	1200B	18	14	4	0	18
Bannon Creek	1200C	19	16	3	0	19
Bannon Creek	1200D	16	8	8	2	18
Bret Harte	1271X	19	13	6	1	20
Bright Beginnings	1201V	20	16	4	0	20
Bright Beginnings	1201W	20	18	2	0	20
Capitol City	1272X	20	16	4	0	20
CP Huntington	1273X	19	15	4	0	19
Crossroad Gardens	1242A	20	19	1	2	22
Crossroad Gardens	1242B	17	14	3	1	18
Crossroad Gardens	1242R	20	11	9	0	20
Crossroad Gardens	1242X	20	16	4	0	20
Elkhorn	1255A	19	15	4	1	20
Elkhorn	1255B	19	12	7	1	20
Elkhorn	1255C	20	13	7	0	20
Elkhorn	1255D	18	13	5	5	23
Elkhorn	1255X	19	17	2	2	21
Franklin	1205V	20	17	3	0	20
Freedom Park	1239A	20	18	2	1	21
Freedom Park	1239B	20	18	2	0	20
Freedom Park	1239R	21	20	1	0	21
Freedom Park	1239X	19	14	5	2	21
Freeport	1274X	18	14	4	0	18
Fruitridge	1216V	20	16	4	0	20
Fruitridge	1216W	20	17	3	0	20
Galt	1234A	20	18	2	0	20
Galt	1234B	20	14	6	0	20
Galt	1234C	20	16	4	0	20
Galt	1234D	20	17	3	1	21
Grizzly Hollow	1252A	20	15	5	0	20
Grizzly Hollow	1252B	20	17	3	0	20
Hillsdale	1228A	20	13	7	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: 01/31/2020**

Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Hillsdale	1228B	19	9	10	3	22
Hillsdale	1228R	20	19	1	3	23
Hillsdale	1228X	20	16	4	4	24
Hopkins Park	1253V	18	12	6	3	21
Hopkins Park	1253W	20	16	4	0	20
Illa Collin	1221V	20	19	1	0	20
Job Corp	1237X	20	18	2	0	20
Kennedy Estates	1240V	20	20	0	2	22
La Verne Sterwart	1219S	20	17	3	0	20
Marina Vista ELC	1246R	17	12	5	3	20
Marina Vista ELC	1246S	19	14	5	2	21
Marina Vista ELC	1246X	18	15	3	1	19
Mather	1223A	20	18	2	0	20
Mather	1223B	20	16	4	1	21
Mather	1223C	17	14	3	1	18
Mather	1223D	17	13	4	0	17
Mather	1223X	20	12	8	0	20
Nedra Court	1244V	20	19	1	0	20
Nedra Court	1244W	20	19	1	0	20
Norma Johnson	1214A	17	12	5	1	18
Norma Johnson	1214B	15	12	3	1	16
Norma Johnson	1214X	20	18	2	0	20
North Avenue	1256A	17	13	4	1	18
North Avenue	1256B	16	12	4	2	18
North Avenue	1256V	18	11	7	2	20
North Avenue	1256X	20	15	5	0	20
Northview	1224A	19	12	7	1	20
Northview	1224B	20	10	10	0	20
Northview	1224C	20	17	3	0	20
Northview	1224D	20	16	4	0	20
Northview	1224X	18	16	2	1	19
Parker	1207V	14	12	2	1	15
Phoenix Park	1248A	19	13	6	1	20
Phoenix Park	1248B	20	17	3	0	20
Phoenix Park	1248X	20	19	1	0	20
Sharon Neese	1249R	19	15	4	1	20
Sharon Neese	1249V	19	16	3	2	21

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

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

**Last Service Day of Month: 01/31/2020**

Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Sharon Neese	1249X	20	17	3	1	21
Solid Foundation	1254V	20	19	1	3	23
Solid Foundation	1254W	20	19	1	0	20
Strizek Park	1225A	20	17	3	1	21
Strizek Park	1225B	19	16	3	2	21
Walnut Grove	1235V	19	14	5	0	19
Walnut Grove	1235W	17	14	3	1	18
16th Avenue	1257J	9	7	2	0	9
16th Avenue	1257K	9	8	1	1	10
16th Avenue	1257N	8	6	2	0	8
Alder Grove Infant/Toddler Center	1212M	8	8	0	1	9
Alder Grove Infant/Toddler Center	1212U	8	5	3	1	9
American Legion	1270M	7	5	2	0	7
American Legion	1270U	8	7	1	0	8
Bret Harte	1271U	8	8	0	0	8
Capitol City	1272M	8	6	2	1	9
Capitol City	1272U	8	6	2	0	8
CP Huntington	1273U	8	7	1	0	8
Crossroad Gardens	1242K	8	6	2	1	9
Crossroad Gardens	1242N	8	6	2	0	8
Elkhorn	1255M	8	7	1	2	10
Elkhorn	1255U	8	5	3	1	9
Freedom Park	1239M	7	7	0	1	8
Freedom Park	1239U	8	8	0	2	10
Galt	1234P	6	6	0	0	6
Galt	1234Q	8	8	0	0	8
Grizzly Hollow	1252P	7	6	1	2	9
Hillsdale	1228U	8	6	2	1	9
Hiram Johnson	1275G	3	3	0	1	4
Hiram Johnson	1275L	3	3	0	0	3
Hiram Johnson	1275M	8	8	0	0	8
Hiram Johnson	1275U	8	8	0	0	8
Hopkins Park	1253N	6	3	3	0	6
Job Corp	1237L	8	6	2	0	8
Job Corp	1237M	8	5	3	0	8
Job Corp	1237U	8	5	3	1	9
Marina Vista ELC	1246P	6	5	1	2	8

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

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

**Last Service Day of Month: 01/31/2020**

Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Mather	1223M	7	7	0	0	7
Mather	1223U	8	7	1	0	8
Norma Johnson	1214U	8	6	2	2	10
North Avenue	1256P	8	7	1	0	8
Northview	1224P	8	7	1	0	8
Phoenix Park	1248N	8	6	2	1	9
Sharon Neese	1249J	8	4	4	0	8
Sharon Neese	1249K	8	7	1	1	9
Sharon Neese	1249N	8	6	2	1	9
<b>TOTALS for Head Start</b>		<b>1823</b>	<b>1465</b>	<b>358</b>	<b>90</b>	<b>1913</b>
HS Totals	1529					
Drops w/in 30	67					
P/S Home Base	135					
<b>Total</b>	<b>1731</b>					
EHS Totals	294					
Drops w/in 30	23					
SCOE	85					
River Oaks	72					
EHS Home Base	240					
<b>Total</b>	<b>714</b>					
<b>GRAND TOTAL</b>	<b>2445</b>					

**CLASS CODE BREAKOUT**

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

SETA Head Start/Early Head Start

Monthly Attendance Report for School Year 2019 to 2020

Period: January 2020

Full Day Classes		
	Present Only	Present and Excused
Center Name	%ADA *	%ADA **
Alder Grove ELC	85%	100%
Bret Harte	74%	94%
Bright Beginnings	85%	100%
Capitol City	85%	100%
CP Huntington	78%	100%
Crossroad Gardens	76%	97%
Elkhorn	85%	100%
Franklin	83%	100%
Freedom Park	82%	94%
Freeport	74%	100%
Fruitridge	88%	100%
Hillsdale	86%	100%
Hopkins Park	80%	96%
Illa Collin	78%	100%
Job Corp	86%	96%
La Verne Sterwart	77%	100%
Marina Vista ELC	82%	96%
Mather	81%	100%
Nedra Court	90%	98%
Norma Johnson	81%	95%
North Avenue	81%	99%
Northview	89%	100%
Parker	88%	100%
Phoenix Park	78%	100%
Sharon Neese	83%	94%
Walnut Grove	77%	100%
Overall Averages	82%	98%

\* ADA reflects cumulative days present for the month

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



SETA Head Start/Early Head Start

Monthly Attendance Report for School Year 2019 to 2020

Period: January 2020

Part Day Classes		
	Present Only	Present and Excused
Center Name	%ADA *	%ADA **
Bannon Creek	82%	100%
Crossroad Gardens	79%	100%
Elkhorn	79%	100%
Freedom Park	86%	99%
Galt	83%	100%
Grizzly Hollow	88%	100%
Hillsdale	78%	97%
Mather	84%	100%
Norma Johnson	83%	99%
North Avenue	82%	99%
Northview	77%	100%
Phoenix Park	78%	100%
Strizek Park	86%	100%
Overall Averages	81%	100%

\* ADA reflects cumulative days present for the month

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

SETA Head Start/Early Head Start

Monthly Attendance Report for School Year 2019 to 2020

Period: January 2020

Early Head Start Classes		
	Present Only	Present and Excused
Center Name	%ADA *	%ADA **
16th Avenue	69%	99%
Alder Grove Infant/Toddler Center	74%	98%
American Legion	83%	98%
Bret Harte	77%	100%
Capitol City	78%	100%
CP Huntington	77%	100%
Crossroad Gardens	83%	100%
Elkhorn	78%	100%
Freedom Park	91%	100%
Grizzly Hollow	80%	100%
Hillsdale	73%	99%
Hiram Johnson	84%	96%
Hopkins Park	67%	99%
Job Corp	76%	93%
Marina Vista ELC	93%	99%
Mather	87%	100%
Norma Johnson	77%	97%
North Avenue	93%	99%
Northview	73%	97%
Phoenix Park	72%	100%
Sharon Neese	77%	100%
Overall Averages	79%	99%

\* ADA reflects cumulative days present for the month

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

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

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

**Last Service Day of Month: 02/28/2020**

Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
16th Avenue	1257R	20	18	2	0	20
16th Avenue	1257X	19	17	2	1	20
Alder Grove ELC	1247V	20	18	2	0	20
Bannon Creek	1200A	19	14	5	0	19
Bannon Creek	1200B	18	10	8	0	18
Bannon Creek	1200C	19	17	2	0	19
Bannon Creek	1200D	17	10	7	1	18
Bret Harte	1271X	19	13	6	2	21
Bright Beginnings	1201V	20	15	5	0	20
Bright Beginnings	1201W	20	17	3	0	20
Capitol City	1272X	19	16	3	1	20
CP Huntington	1273X	20	18	2	1	21
Crossroad Gardens	1242A	20	13	7	2	22
Crossroad Gardens	1242B	17	14	3	0	17
Crossroad Gardens	1242R	20	15	5	1	21
Crossroad Gardens	1242X	20	17	3	0	20
Elkhorn	1255A	20	14	6	1	21
Elkhorn	1255B	19	13	6	0	19
Elkhorn	1255C	19	15	4	1	20
Elkhorn	1255D	18	15	3	2	20
Elkhorn	1255X	20	15	5	1	21
Franklin	1205V	20	17	3	0	20
Freedom Park	1239A	19	14	5	1	20
Freedom Park	1239B	20	16	4	0	20
Freedom Park	1239R	20	13	7	1	21
Freedom Park	1239X	18	15	3	3	21
Freeport	1274X	19	18	1	0	19
Fruitridge	1216V	20	15	5	0	20
Fruitridge	1216W	20	19	1	0	20
Galt	1234A	20	16	4	0	20
Galt	1234B	20	16	4	0	20
Galt	1234C	20	15	5	0	20
Galt	1234D	20	17	3	0	20
Grizzly Hollow	1252A	20	18	2	0	20
Grizzly Hollow	1252B	20	16	4	0	20
Hillsdale	1228A	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: 02/28/2020**

Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Hillsdale	1228B	20	11	9	1	21
Hillsdale	1228R	20	16	4	1	21
Hillsdale	1228X	20	20	0	0	20
Hopkins Park	1253V	20	19	1	0	20
Hopkins Park	1253W	20	19	1	1	21
Illa Collin	1221V	20	15	5	1	21
Job Corp	1237X	20	16	4	0	20
Kennedy Estates	1240V	20	19	1	0	20
La Verne Sterwart	1219S	20	13	7	0	20
Marina Vista ELC	1246R	17	15	2	2	19
Marina Vista ELC	1246S	17	15	2	2	19
Marina Vista ELC	1246X	19	15	4	2	21
Mather	1223A	20	18	2	0	20
Mather	1223B	20	16	4	2	22
Mather	1223C	17	11	6	1	18
Mather	1223D	16	12	4	4	20
Mather	1223X	20	16	4	0	20
Nedra Court	1244V	20	17	3	0	20
Nedra Court	1244W	20	19	1	1	21
Norma Johnson	1214A	19	17	2	0	19
Norma Johnson	1214B	17	13	4	1	18
Norma Johnson	1214X	19	18	1	1	20
North Avenue	1256A	19	15	4	3	22
North Avenue	1256B	19	16	3	0	19
North Avenue	1256V	20	15	5	3	23
North Avenue	1256X	20	17	3	1	21
Northview	1224A	20	13	7	2	22
Northview	1224B	19	10	9	2	21
Northview	1224C	19	14	5	1	20
Northview	1224D	20	18	2	0	20
Northview	1224X	20	18	2	0	20
Parker	1207V	15	13	2	0	15
Phoenix Park	1248A	20	18	2	1	21
Phoenix Park	1248B	20	13	7	1	21
Phoenix Park	1248X	20	14	6	0	20
Sharon Neese	1249R	19	17	2	2	21
Sharon Neese	1249V	19	13	6	0	19

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

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

**Last Service Day of Month: 02/28/2020**

Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Sharon Neese	1249X	20	17	3	0	20
Solid Foundation	1254V	20	14	6	1	21
Solid Foundation	1254W	20	15	5	1	21
Strizek Park	1225A	20	17	3	0	20
Strizek Park	1225B	20	13	7	0	20
Walnut Grove	1235V	20	16	4	0	20
Walnut Grove	1235W	17	13	4	0	17
16th Avenue	1257J	8	8	0	1	9
16th Avenue	1257K	8	8	0	1	9
16th Avenue	1257N	7	6	1	3	10
Alder Grove Infant/Toddler Center	1212M	8	7	1	0	8
Alder Grove Infant/Toddler Center	1212U	7	5	2	2	9
American Legion	1270M	8	6	2	0	8
American Legion	1270U	6	5	1	2	8
Bret Harte	1271U	6	4	2	2	8
Capitol City	1272M	8	7	1	1	9
Capitol City	1272U	7	7	0	1	8
CP Huntington	1273U	7	6	1	1	8
Crossroad Gardens	1242K	8	5	3	1	9
Crossroad Gardens	1242N	8	5	3	1	9
Elkhorn	1255M	7	7	0	1	8
Elkhorn	1255U	7	6	1	2	9
Freedom Park	1239M	8	6	2	0	8
Freedom Park	1239U	7	7	0	2	9
Galt	1234P	8	8	0	0	8
Galt	1234Q	8	7	1	0	8
Grizzly Hollow	1252P	8	7	1	3	11
Hillsdale	1228U	8	5	3	0	8
Hiram Johnson	1275G	4	3	1	0	4
Hiram Johnson	1275L	2	2	0	1	3
Hiram Johnson	1275M	6	5	1	2	8
Hiram Johnson	1275U	8	6	2	0	8
Hopkins Park	1253N	6	4	2	0	6
Job Corp	1237L	7	4	3	1	8
Job Corp	1237M	7	5	2	2	9
Job Corp	1237U	7	5	2	1	8
Marina Vista ELC	1246P	7	6	1	2	9

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

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

**Last Service Day of Month: 02/28/2020**

Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Mather	1223M	6	6	0	1	7
Mather	1223U	8	7	1	0	8
Norma Johnson	1214U	8	7	1	1	9
North Avenue	1256P	8	5	3	1	9
Northview	1224P	8	7	1	2	10
Phoenix Park	1248N	7	7	0	3	10
Sharon Neese	1249J	8	8	0	2	10
Sharon Neese	1249K	8	7	1	0	8
Sharon Neese	1249N	8	6	2	2	10
<b>TOTALS for Head Start</b>		<b>1826</b>	<b>1466</b>	<b>360</b>	<b>102</b>	<b>1928</b>
HS Totals	1546					
Drops w/in 30	57					
P/S Home Base	132					
Total	<b>1735</b>					
EHS Totals	280					
Drops w/in 30	45					
River Oaks	75					
SCOE	77					
EHS Home Base	235					
Total	<b>712</b>					
<b>GRAND TOTAL</b>	<b>2447</b>					

**CLASS CODE BREAKOUT**

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

SETA Head Start/Early Head Start

Monthly Attendance Report for School Year 2019 to 2020

Period: February 2020

Full Day Classes		
	Present Only	Present and Excused
Center Name	%ADA *	%ADA **
Alder Grove ELC	86%	99%
Bret Harte	78%	93%
Bright Beginnings	80%	100%
Capitol City	83%	99%
CP Huntington	84%	99%
Crossroad Gardens	85%	98%
Elkhorn	89%	100%
Franklin	84%	100%
Freedom Park	81%	96%
Freeport	79%	100%
Fruitridge	83%	100%
Hillsdale	85%	99%
Hopkins Park	87%	100%
Illa Collin	75%	100%
Job Corp	78%	99%
La Verne Sterwart	74%	100%
Marina Vista ELC	86%	99%
Mather	80%	99%
Nedra Court	88%	99%
Norma Johnson	89%	98%
North Avenue	84%	99%
Northview	87%	100%
Parker	81%	100%
Phoenix Park	86%	100%
Sharon Neese	85%	96%
Walnut Grove	77%	100%
Overall Averages	83%	99%

\* ADA reflects cumulative days present for the month

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

SETA Head Start/Early Head Start

Monthly Attendance Report for School Year 2019 to 2020

Period: February 2020

Part Day Classes		
	Present Only	Present and Excused
Center Name	%ADA *	%ADA **
Bannon Creek	80%	99%
Crossroad Gardens	71%	100%
Elkhorn	77%	99%
Freedom Park	85%	100%
Galt	84%	100%
Grizzly Hollow	88%	100%
Hillsdale	73%	94%
Mather	80%	100%
Norma Johnson	84%	97%
North Avenue	81%	99%
Northview	78%	100%
Phoenix Park	82%	100%
Strizek Park	74%	100%
Overall Averages	80%	99%

\* ADA reflects cumulative days present for the month

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



SETA Head Start/Early Head Start

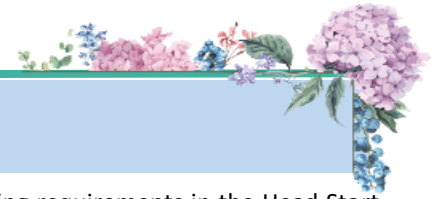
Monthly Attendance Report for School Year 2019 to 2020

Period: February 2020

Early Head Start Classes		
	Present Only	Present and Excused
Center Name	%ADA *	%ADA **
16th Avenue	91%	100%
Alder Grove Infant/Toddler Center	79%	92%
American Legion	78%	99%
Bret Harte	74%	96%
Capitol City	88%	100%
CP Huntington	81%	100%
Crossroad Gardens	83%	100%
Elkhorn	86%	100%
Freedom Park	88%	100%
Grizzly Hollow	91%	100%
Hillsdale	78%	100%
Hiram Johnson	83%	100%
Hopkins Park	86%	99%
Job Corp	67%	94%
Marina Vista ELC	83%	96%
Mather	88%	99%
Norma Johnson	76%	93%
North Avenue	82%	100%
Northview	75%	100%
Phoenix Park	88%	100%
Sharon Neese	82%	100%
Overall Averages	82%	99%

\* ADA reflects cumulative days present for the month

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



**Update from the Office of Head Start**

**ACF-IM-HS-20-01 – Inclusion of Children with Disabilities**

On January 22, 2020, the Office of Head Start issued an Information Memorandum (IM) highlighting requirements in the Head Start Program Performance Standards (HSPPS) related to the inclusion of children with disabilities and delays. The memorandum reiterates that Head Start and Early Head Start programs:

- Are required to ensure that at least 10% of enrollment slots are occupied by children with disabilities.
- May be midway through the program year (January, for many programs) before reaching the 10% requirement.
- Are required to make every effort to include and provide services to children identified with delays or suspected delays, even if they are not eligible for services under Individuals with Disabilities Education Act (IDEA).
- Are required to recruit children who are already identified as eligible for IDEA services prior to entering the program, and accurately screen and refer for evaluation any children who may benefit from early intervention, special education, or related services.
- Must work with parents to ensure they understand their right to obtain an evaluation, the benefit of receiving services as early as possible, and their ability to participate in decisions about their children including where services should be delivered.
- There is no regulation stipulating the number of children with disabilities who should be in each classroom. The following elements can all influence how many children with disabilities are in a particular room: children's needs, staff capacity, availability of early intervention, special education, and related service providers, and the number of children identified as having disabilities after enrollment.
- Must ensure the individualized needs of all children are being met and all children have access to and are able to fully participate in the full range of activities and services.
- Must protect all children from discrimination and make accommodations as necessary to fully include them in the program.
- Are required to screen all children, conduct ongoing assessment, partner with families to support them as advocates for their own children, consult with specialists as necessary, help children and families obtain additional services as appropriate, and take all possible steps to ensure each child's full participation in the program.



**ACF-PI-HS-20-01 – DHHS Secretary Lowers Duration Service Requirements**

On January 30, 2020, the Secretary of Health and Human Services lowered the federally mandated requirement for all center-based classes to meet a minimum of 1,020 service hours per program year.

Based on an assessment of the availability of sufficient funding to mitigate a substantial reduction in funded enrollment, the Secretary gave notice of his exercise of that authority to reduce the percentage from 100 percent (all) of a Head Start program's center-based slots, to 45 percent of a Head Start program's center-based slots.

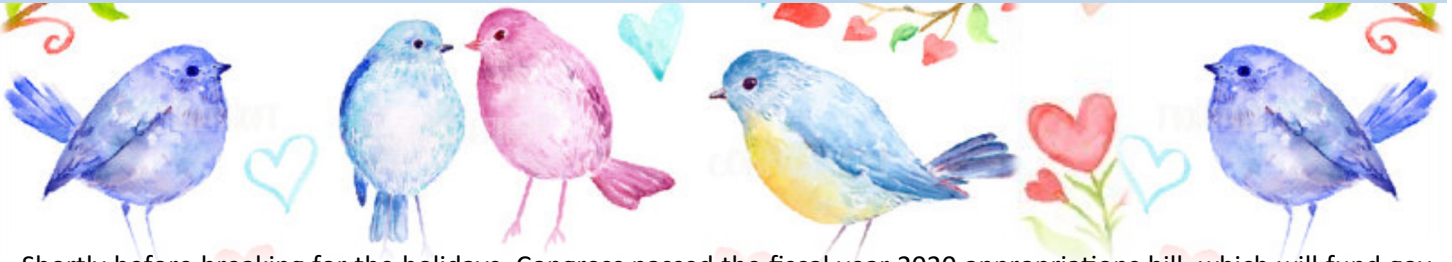
Based on this assessment, ACF/OHS estimates that full implementation of the requirement would cost approximately \$730 million in additional funding. In the absence of additional appropriations to support longer duration, Head Start programs would have to adjust (reduce) the number of slots available, in order to be able to operate the remaining slots at 1,020 hours per year. The requirement would result in a loss of approximately 73,800 Head Start slots, which represents roughly 11 percent of existing Head Start slots. This loss would constitute a substantial reduction in Head Start funded enrollment, and therefore makes lowering the 100 percent requirement necessary.

A detailed copy of the Program Instruction can be found at: <https://www.federalregister.gov/documents/2020/01/30/2020-00635/secretarial-determination-to-lower-head-start-center-based-service-duration-requirements>.

Note: Sacramento County Head Start currently serves 58% of all of its center-based enrollment slots I classes with 1,020 or more service hours per program year, hence exceeding the new federal requirement of 45%. The grantee and delegate agencies will continue to seek funding opportunities to expand this further.

## Appropriations Update: New Year, New Funding

Published by: National Head Start Association (NHSA), January 2020



Shortly before breaking for the holidays, Congress passed the fiscal year 2020 appropriations bill, which will fund government programs through Sept. 30, 2020. Signed into law on Friday, Dec. 20th, the legislation includes an historic increase in Head Start funding.

Specifically, Head Start received slightly more than \$10.6 billion in funding for FY2020—an increase of \$550 million from the previous year’s funding levels! The increase includes:

- **\$193 million for a cost-of-living adjustment**—an increase of just under 2%—to support and retain a qualified Head Start workforce.
- **\$250 million for Quality Improvement Funding** including support for Head Start’s work to help children and families suffering from trauma. At NHSA’s suggestion, Congress directed the funding be used to increase mental health services and counseling for families and the Head Start workforce; provide more staff training on trauma-informed approaches to service delivery; and put additional staff in Head Start classrooms.
- **An increase of \$100 million (\$905 million total) for the expansion of Early Head Start and Early Head Start-Child Care Partnerships**, adding additional slots for eligible infants and toddlers.
- **\$4 million for re-establishing the Tribal Colleges and Universities Head Start Partnership Program** to increase the pool of Native American educators who meet the national standards for qualified Head Start teachers.

Why it matters: This is it! For months, we’ve <NHSA> worked hard to obtain meaningful, hard-fought for increase for Head Start! Now, we can turn to planning how to use the new funds most effectively to help children and families. Stay tuned for webinars and resources from NHSA to support you along the way.

*Head Start and Early Head Start*

## Child and Adult Care Food Program – State Monitoring Visit

During the week of January 6<sup>th</sup>, SETA underwent a triannual Child and Adult Care Food Program (CACFP) on-site monitoring review performed by the California Department of Education/Nutrition Services Division.

The reviewer conducted four unannounced center visits to observe meal service at Elkhorn, Norma Johnson, Strizek Park and Hillsdale. Each had superb reviews. Meals served were in accordance with daily meal requirements; children and teachers were engaged during meal service; table setting and hand-washing procedures were followed; and special diets were provided as needed.

All other areas of the monitoring review including fiscal accountability, procurement, program resources, policies and procedures, enrollment, eligibility, meal counts, staff training, safety and sanitation, and civil rights were all in compliance.

Congratulations to SETA staff for an exceptional review!

## Immigration Update: Public Charge Ruling

Published by the National Head Start Association, *Head Start Insider*: February 2020

As NHSA has been sharing with the Head Start community for the past year, the federal government is changing certain immigration regulations referred to as the “public charge” rules. Last week, the Supreme Court cleared the way for these rules—which will expand the definition of who would be considered a public charge—to be implemented almost nationwide.

- **What does this mean?** In every state except Illinois, where a challenge to the rule is still pending, the new public charge rule will go into effect February 24. Nonetheless, many Head Start families could be affected because they receive other public benefits.
- **What does this mean for Head Start?** Enrollment in Head Start is still not a factor that influences immigration status decisions. Check out [NHSA’s Public Charge resources on the Block](#) to learn more.
- **Why is this important?** Misinformation about the changes to the public charge rule could cause immigrant families to preemptively un-enroll themselves from Head Start or other public programs, even if they will not be included in a public charge determination.

**What can you do?** Do your part to make sure families and staff know that Head Start is a safe space. Watch [NHSA’s webinar](#) and visit [The Block](#) for information and resources that might inform and ease concerns at your program. Note that any references in these materials to the October 15 enactment date for the new rule should be disregarded, but all other information about the public charge issue remains accurate.

**Questions?** Contact NHSA’s government affairs team at [advocacy@nhsa.org](mailto:advocacy@nhsa.org).



## Health and Nutrition Update

In January HNS Unit closed out 55 routings and referrals.

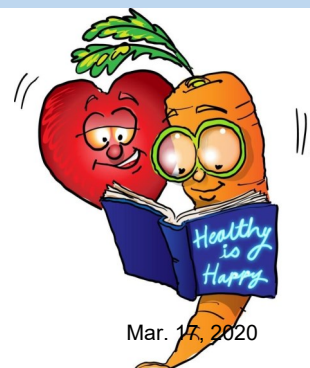
Food Service accommodated 20 special diet changes.

In addition, there are 186 Active Medications and 210 Active Special Diets of which 142 are medical required diets at the centers.

Year-to-date completed routings and referrals: 432

Year-to-date special diets (includes drops): 271

Year-to-date total medications used at centers (includes dropped children): 296



January  
February

# Monthly Program Information Report



## 2020 Census Corner

Published by the National Head Start Association, *Head Start Insider: February 2020*

**April 1, 2020**

Countdown to Census Day

DAYS  
56

HOURS  
12

MIN  
1

SEC  
55

Did you know it is estimated that 1 in 10 young children are not counted in the Census? Most of these children live in enumerated (counted) households but are often not tallied on the form. This happens most often when a non-parent fills out the form. Rest assured though, the Census is coming, and you'll be prepared to help!

- Many Head Start children live in complex households that are multi-generational or multi-family, or in kinship care or other arrangements, that we know are the most likely to be counted inaccurately.
- Head Start providers are trusted messengers, so we must be prepared to talk to families about the Census. Join next week's [Census-focused webinar](#) to learn more details and how you can spread the word in your community.

**What about citizenship?** While the Census includes a question about citizenship, answers are kept anonymous. The U.S. Census Bureau is bound by law to protect answers and keep them strictly confidential. The law ensures that private information is never published and that answers cannot be used against respondents by any government agency or court.

**Why it matters:** The number of children living in a community affects funding for local schools, as well as for services children and families use, like child care, housing, transportation and medical care. The Census only happens every 10 years, which locks in place a lot of funding decisions for the next decade.

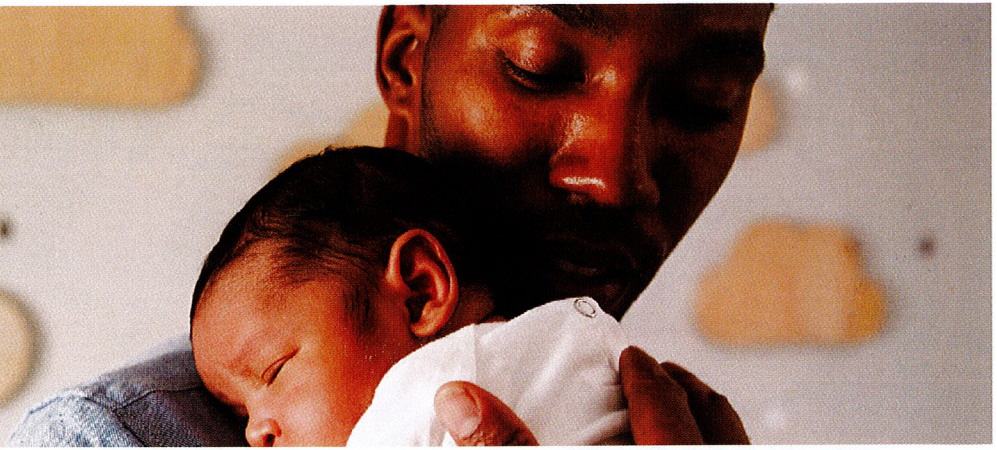


## Census 2020 Kick-off for Sacramento County Head Start/Early Head Start

The Sacramento Employment and Training Agency Head Start and Early Head Start will kick off its Census 2020 campaign on April 1<sup>st</sup>. Please join the Parent Ambassadors Committee meeting on Friday, February 14<sup>th</sup> at 11:00 (after the Governance Self-Assessment meeting) and see how you can help.

**WE NEED YOU TO COUNT!**





# Participate in the Census

Let's ensure all Californians are counted so we can put those resources to good use here at home!

-  **BUILD BETTER ROADS AND SCHOOLS**
-  **FUND COMMUNITY PROGRAMS FOR SENIORS, CHILDREN AND FAMILIES**
-  **CREATE JOBS**
-  **IMPROVE HOUSING**

Starting in mid-March 2020, each household will get a letter in the mail. It will explain the different ways you can fill out the Census. If you don't receive a letter, you can still go online or call to fill it out. Be sure you include any person living in your household, family or not.

## Key Dates

- March 12-20** - Invitations to the 2020 Census mailed
- March 16-24** - Reminder mailed
- March 26-April 3** - Reminder mailed
- April 1** - **CENSUS DAY!**
- April 8-16** - Second reminder & hard copy Census mailed
- April 20-27** - Final postcards mailed before an in-person follow-up

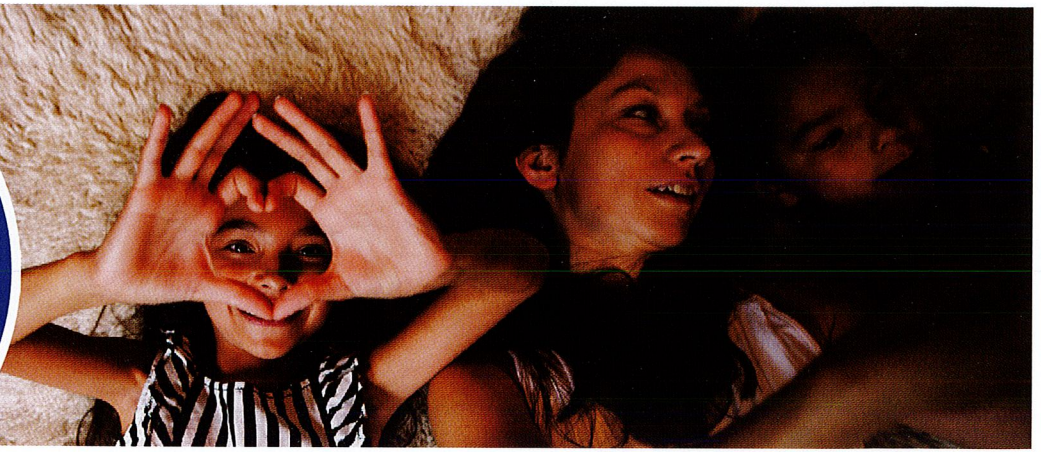
## Three Ways To Complete the Census

**ONLINE:** For the first time, the Census form will be available to complete online in 13 languages.

**PHONE:** The Census can be completed by phone in 13 languages.

**MAIL:** Limited addresses will receive paper forms.

Your 2020 Census data is safe, protected and confidential.



# Participa en el Censo

Asegurémonos de que se cuenten todos los californianos para que tengamos recursos en nuestras comunidades que nos ayuden a:



**CONSTRUIR MEJORES CARRETERAS Y ESCUELAS**



**FINANCIAR PROGRAMAS COMUNITARIOS PARA PERSONAS MAYORES, NIÑOS Y FAMILIAS**



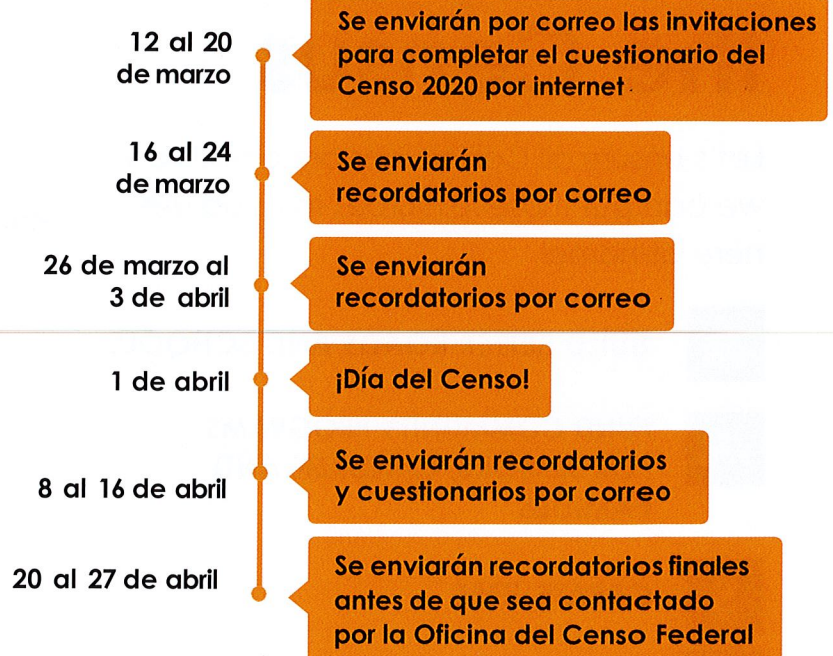
**CREAR TRABAJOS**



**MEJORAR VIVIENDAS**

A mediados de marzo del 2020, cada hogar recibirá una carta por correo. La carta le explicará las diferentes maneras en que puede responder al Censo. Si usted no recibe la carta, aún puede participar en el Censo en línea. Asegúrese de incluir a todas las personas que vivan en su hogar, ya sean familiares o no.

## Fechas Importantes



## Maneras de Responder

**EN LÍNEA:** Por primera vez, el cuestionario se puede contestar en línea. Estará disponible en 13 idiomas.

**POR TELÉFONO:** El Censo puede contestarse por teléfono. Estará disponible en 13 idiomas.

**POR CORREO:** Algunos domicilios recibirán cuestionarios impresos.

Sus respuestas al Censo 2020 serán protegidas y confidenciales.

## 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: