

**GOVERNING BOARD**

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Board of Supervisors  
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**SOPHIA SCHERMAN**  
Public Representative

**ADMINISTRATION**

**KATHY KOSSICK**  
Executive Director

**DENISE LEE**  
Deputy Director

925 Del Paso Blvd., Suite 100  
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Website:  
<http://www.headstart.seta.net>

*THOUGHT OF THE DAY: "Positive mind, positive vibes, positive life."*

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

**DATE:** Tuesday, May 19, 2020

**TIME:** 9:00 a.m.

**LOCATION:** <https://us02web.zoom.us/j/89623672764>

In response to the Governor's Executive Order N-29-20 relating to the COVID-19 Pandemic, the Sacramento Employment and Training Agency Parent Advisory Committee is conducting this meeting on Zoom at <https://us02web.zoom.us/j/89623672764>. Members of the public may join the meeting by clicking the link above or typing the meeting address above into their web browser, or listen to the meeting by dialing any of the following telephone numbers and entering in the Meeting ID: 896 2367 2764: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099. Members of the public are encouraged to participate in the meeting by submitting written comments in the Q&A section of the Zoom meeting or by email to: [Nancy.Hogan@seta.net](mailto:Nancy.Hogan@seta.net). This meeting will be closed captioned. Public comments will be accepted until the adjournment of the meeting, distributed to the PAC, and included in the record.

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**

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| <b>I.</b>  | <b><u>Call to Order/Roll Call/Review of Board Member Attendance</u></b> | 1-5  |
|            | ➤ PAC Meeting Attendance Update   |      |
|            | ➤ Seating of New Members  |      |
| <b>II.</b> | <b><u>Consent Item</u></b>  |      |
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III. **Action Items**: None.

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A. Standing Information Items 12-18  
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➤ Community Resources: Mr. Robert Silva

B. Policy Council Minutes: February 25, 2020 19-22

V. **Committee Report**

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VI. **Other Reports** 24-29

- Chair's Report
- 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, Save Environments, Grants, and Contracts

VII. **Discussion** 30

VIII. **Public Participation** 30

IX. **Adjournment**

**DISTRIBUTION DATE: WEDNESDAY, MAY 13, 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
- \_\_\_ **Christine Salas, 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"/> Jasmine Bonilla, Northview Head Start
<input type="checkbox"/> Elizabeth Martinez Mejia, Norma Johnson 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										
Vacant Seated	BH													
<b>Christine Salas Seated 4/24</b>	CP													
Vacant Seated	CPH													
<b>Maria Levert Seated 11/19</b>	CR	X	X	X										
<b>Alisha Givhchi (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>Tierre 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 IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information Items
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
  - Community Resources: Mr. Robert Silva

**NOTES:**

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 February 25, 2020 meeting.

**NOTES:**

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

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

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

Tuesday, February 25, 2020  
9:00 a.m.

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

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

#### **Members Present:**

Alma Leiva, Elk Grove Unified School District  
Antoine Montgomery, WCIC/Playmate Child Development Center  
Kanade Oishi, San Juan Unified School District  
Rebecca Perez, Twin Rivers Unified School District  
Shannon Pierce, SETA-Operated Program  
Arianna Torres, SETA-Operated Program  
Donna Bonner, SETA-Operated Program  
Fienishia Wash, Home Base Option  
Rosemary Schapira, Community Agency Representative  
Charles Taylor, Past Parent/Community Representative  
Henrietta Gutierrez, Past Parent/Community Representative  
Jara Lindgren, Elk Grove Unified School District (seated at 9:10 a.m.)  
Brenda Casillas, SETA-Operated Program (seated at 9:27 a.m.)

#### **Members Absent:**

Jeremy Rathbone, Early Head Start, San Juan Unified School District (excused)  
Jamilia Land, WCIC/Playmate Child Development Center (unexcused)

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

Diana Angulo, Sacramento City Unified School District (seated at 9:10 a.m.)

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

Yesenia Gutierrez, Sacramento City Unified School District (unexcused)  
Elizabeth Prather, Twin Rivers Unified School District (unexcused)

Ms. Gabriela Cunningham resigned as of 2/19/2020.

### **II. Consent Item**

#### **A. Approval of the Minutes of the January 28, 2020 Regular meeting**

The minutes were reviewed; no questions or corrections.



Moved/Bonner, second/Taylor, to approve the January 28, 2020 minutes.  
Show of hands vote:  
Aye: 9 (Bonner, Leiva, Montgomery, Oishi, Perez, Pierce, Taylor, Torres, Wash)  
Nay: 0  
Abstentions: 2 (Gutierrez & Schapira)  
Absent: 4 (Casillas, Land, Lindgren, Rathbone)

### III. Action Item

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

The board went into closed session at 9:11 a.m. At 9:27 a.m., Ms. Gutierrez called the meeting back to order and reported that the Policy Council approved the following eligible lists: Associate Teacher/Associate Teacher Infant Toddler; Head Start Teacher; Home Visitor; Head Start Cook/Driver; and Children and Family Services (CFS) Program Specialist.

Ms. Jara Lindgren and Ms. Diana Angulo were seated at 9:10 a.m.

Ms. Brenda Casillas was seated at 9:27 a.m.

#### B. Ratify the Submission of a Head Start Program Approach Change for the Fiscal Year 2019-2020

Ms. Denise Lee reviewed this item. Ms. Lee stated this document was already submitted which is why it is requesting ratification of the action.

Moved/Taylor, second/Casillas, to ratify the change to the Head Start program approach for the SETA Operated Program and Elk Grove Unified School District for Fiscal Year 2019-2020.

Show of hands vote:

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

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 2 (Land, Rathbone)

### IV. Information Items

#### A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Gutierrez urged all board members to participate at the committee level. There will be a census project meeting on February 28, from 9-10:30 a.m. The Planning/Budget Committee meeting on February 28 has been canceled.
- Parent/Staff Recognition: None.
- Governance Self-Assessment Report: Mr. Taylor found the experience interesting and it was a good refresher. Ms. Wash found it interesting as well.

- Toastmasters Training: Ms. Bonner reported on the training and said it was great; she liked the skit. She looks forward to the next class.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han reviewed the fiscal report and credit card statement.
- Community Agency Reports
  - Sacramento Children’s Home: Ms. Rosemary Schapira gave an oral report.
  - Community Resources: None.
- Parent Survey Results: Ms. Desha reviewed the results of the parent survey.
- PC/PAC Continuous Recruitment: No report.

B. Fiscal Monitoring Report: No questions.

**V. Committee Reports**

- ✓ Executive Committee: No additional report.
- ✓ Maternal, Child and Adolescent Committee: Ms. Wash attended the January 14 meeting and provided an overview of the meeting.

**VI. Other Reports**

- A. Executive Director’s Report: Ms. Kathy Kossick acknowledged the efforts parents are doing to participate in the 2020 census. The Agency will be releasing a new request for proposals for dislocated and adult worker funding which funds our job centers. Staff will be reaching out to different areas of the community seeking service providers.
- B. Head Start Deputy Director’s Report: Ms. Denise Lee referred to the quarterly Quality Assurance reports. Two unannounced visits are done quarterly.
  - ❖ Monthly Head Start Report
  - ❖ 2019/2020 1st Quarter Unannounced Visits – QA Monitored
  - ❖ 2019/2020 1st Quarter Unannounced Visits – Self Monitored
- C. Chair’s Report: Ms. Gutierrez has a sheet for PC members to update their contact information as well as sign up for Toastmaster training.
- D. Open Discussion and Comments: Maya from the US Census Bureau announced that they are seeking staff to work on the census. It is important when the census is sent out on March 12; only nine questions are asked.

Ms. Laniera Rivera from the Sacramento County Health Department stated that their goal is to increase consumption of fruit and vegetables. They provide information at parent meetings. Other focus is policy change and providing technical assistance.

E. Public Participation: None.

**VIII. Adjournment: The meeting was adjourned at 10:04 a.m.**

ITEM V – COMMITTEE REPORT

COMMITTEE REPORT

➤ Executive Committee

Ms. Fienishia Wash will provide the Executive Committee report.

## ITEM VI

### OTHER REPORTS

#### BACKGROUND:

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

- Chair's Report
- 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, Save Environments, Grants, and Contracts

#### NOTES:

# Census 2020 - Shape your future.

## Complete Census 2020.

- Census 2020 matters. Please complete yours today!
- It is not too late. You can still complete the census today.
- It is quick and easy and takes only a few minutes to complete.
- It is safe and secure. The US Census Bureau keeps your answers safe and confidential.
- It helps secure future funding for health clinics, fire departments, schools, road and highways.
- Census results help determine how billions of dollars in federal funding flows into states and communities each year.
- The results determine how many seats in Congress each state gets.
- A complete and accurate count requires your participation.
- Assistance in various languages is available.
- Visit [www.2020census.gov](http://www.2020census.gov) for more information and to complete your form today!



PAC



May 2020

## Monthly Program Information Report

### Congress and COVID-19. What's the latest for Head Start

*(as published by: National Head Start Association/Head Start Insider: May 2020)*

**Quick catch up.** Several weeks ago, Congress passed the CARES Act, a \$3 trillion dollar spending bill to help communities respond to the COVID-19 pandemic. NHTSA successfully advocated for \$750 million dollars for Head Start in the bill. Up to \$500 million of that is dedicated for programs to provide summer school programming, and the rest will be distributed to all Head Start programs based on their number of enrolled slots to meet the additional costs brought on by COVID-19.

- **Dive Deeper.** Why summer school? Children are already missing valuable classroom learning time and opportunities for social-emotional growth. There has been widespread interest across the Head Start community in ensuring children have the opportunity to make up that lost time. Summer sessions will focus on children with IEPs and children entering kindergarten. The Office of Head Start is working on getting those funds out the door right now.

**Financial relief for individuals impacted by COVID-19.** The CARES Act also included other important emergency relief measures, like direct deposits of up to \$1,200 per person and the pandemic unemployment insurance supplement, which boosts unemployment checks by an additional \$600/week.

- **Remember:** neither pandemic unemployment benefits nor the direct deposits will impact families' income eligibility for Head Start.

**What next?** Congress recently passed "CARES 2.0." This bill, signed by the president on April 24th, provides \$484 billion in new funding for loan programs and medical response.

FOR  
 COVID-19  
RESOURCES

Page 25  
VISIT THE SETA WEBSITE AT [WWW.SETA.NET](http://WWW.SETA.NET) May 19, 2020



# Open/Closed Head Start and Early Head Start Centers

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## Programs closed through Fall 2020

- **Elk Grove USD** Head Start  
(Traditional school year programming)
- **Twin Rivers USD** Head Start and Early Head Start  
(Traditional school year programming)
- **Women’s Civic Improvement Club** Head Start  
(Traditional school year programming)

## Partially Open

- **SETA Operated Program** Head Start and Early Head Start
- **Sacramento City USD** Head Start  
(pending School District approval)
- **San Juan USD** Head Start and Early Head Start  
(pending School District approval)

## Returning to a “New Normal” in Head Start/Early Head Start

Once the Shelter-in-Place order is lifted in Sacramento County, SETA, its delegate agencies, and partners will resume services under “new normal conditions.” This means:

- School will re-open in a staggered format, meaning not all schools will re-open at the same time.
- Some schools may delay re-opening through Fall depending on the school district/program and CDC orders. Please check with your local school district/program for specific information about your child’s center/class.
- Some schedules may be limited two/three days per week in order to ensure all children have an opportunity to attend school on a weekly basis, even if only for 2-3 days/week.
- Classrooms will be limited to how many children can attend, likely 10 children per class to start. This will require Head Start to prioritize who will be called back first.
- First priority will be 4-year old returning children who have an Individual Education Plan (IEP); second priority will be typically developing 4-year old children. A 4-year old is defined as those who will be transitioning to kindergarten in the Fall. This will help ensure those leaving the program are prepared for their transition. Third priority will be returning 3-year old children.
- New enrollment opportunities will be offered as vacancies become available.
- There will be heightened protocols in place to ensure sanitary, disinfected, clean and safe environments for children and staff. These protocols will require additional support to focus on these increased protocols while others supervise/interact with children.
- Outdoor play equipment will be sanitized regularly.
- The number of adults permitted in a classroom at any given time will be restricted to two. These two will be the teachers. Volunteers are not permitted until otherwise approved by licensing, CDC and/or state officials.
- Daily sign-in/out procedures will occur at the entrance of the center, not in individual classrooms. Signage for social distancing (6 feet apart) will be posted and marked on the sidewalks. Staff will be at the entrance to greet parents/guardians as they sign-in/out. Children will be escorted to their respective classrooms upon arrival and to the entrance upon leaving for the day.
- For those signing in with paper/pen (non-electronic sign-in/out systems), it is recommended that parents/guardians bring their own pen.
- Children and staff will be tested with touchless thermometers prior to entering the center. If a temperature is 100.4 degrees or higher, the staff/child will not be allowed to attend school for the day.
- During the initial return, meal service will not be family-style. Meal service will be offered in individual plates/bowls/servings. Disposable paper products will be used instead of washable dishes.
- Tooth-brushing at school will not take place until further notified.
- SETA awaits further guidance from the Governor/CDC regarding the use of masks in the center for children and staff. More information will be provided upon return.
- To ensure social distancing while in the center, some work spaces may be separated by plexi-glass.

These guidelines are subject to change and may not include advanced notice prior to implementation. Staff will keep parents/guardians informed of changes to the best extent possible.



## Updates from the Office of Head Start

There have been various forms of communication from the Office of Head Start (OHS) since the rise of the pandemic in mid-March. Summaries of formal Program Instructions (PI) and Information Memorandum (IM) are listed below.

### **FY 2020 Head Start Funding Increase** (*ACF-PI-HS-20-02*)

President Trump signed Public Law 116-94, the Further Consolidated Appropriations Act, 2020, on December 20, 2019. Included is \$10,613,095,000 for programs under the Head Start Act, an increase of \$550 million over the fiscal year (FY) 2019 funding level. This increase includes \$193 million to provide all Head Start, Early Head Start (EHS), and Early Head Start-Child Care (EHS-CC) Partnership grantees a 2% cost-of-living adjustment (COLA); \$100 million for expansion of EHS and EHS-CC Partnerships; \$250 million for quality improvement; and \$4 million to re-establish the Tribal Colleges and Universities Head Start Partnership Program.

This Program Instruction (PI) primarily provides information about the COLA and quality improvement funds available to grantees in FY 2020 and describes the requirements for applying for these funds. All Head Start, Early Head Start, and EHS-CC Partnership grantees are eligible to receive COLA and quality improvement funds.

### **FY 2020 Supplemental Funds in Response to the (COVID-19)** (*ACF-PI-HS-20-03*)

On March 27, 2020, President Trump signed into law the Coronavirus Aid, Relief, and Economic Security (CARES) Act, 2020 [P.L. 116-136]. This legislation includes \$750 million for programs under the Head Start Act to support preventative, preparedness, and response activities related to the coronavirus. Of this amount, up to \$500 million is available for programs to operate supplemental summer programs and about \$250 million is available for one-time activities in response to COVID-19.

### **Head Start Modular Units** (*ACF-IM-HS-20-02*)

The Office of Head Start (OHS) recognizes there are circumstances when modular units are a quality, cost effective option for program services. However, purchase of a modular unit should not be a grantee's first choice when the option of construction or purchase of a traditionally built facility exists in the community. Similarly, when replacing older modular units, grantees should consider whether better quality modular units, construction, or purchase options are available in the community. While reasonableness of cost should always be a consideration for grantees, low-cost modular units are not a preferred option when other better-quality facility options are available. Application requirements to purchase a modular unit are outlined in 45 CFR §1303.44(a)(14).

Other forms of communication have included, but are not limited to, guidance on:

- Responding to and preparing for COVID19
- Remote teaching/learning and family contacts
- Enrollment/attendance during the temporary closure
- End of the year reporting requirements for the Program Information Report (PIR)
- Staff resources, training, and technical assistance
- Shelter-in-Place guidance



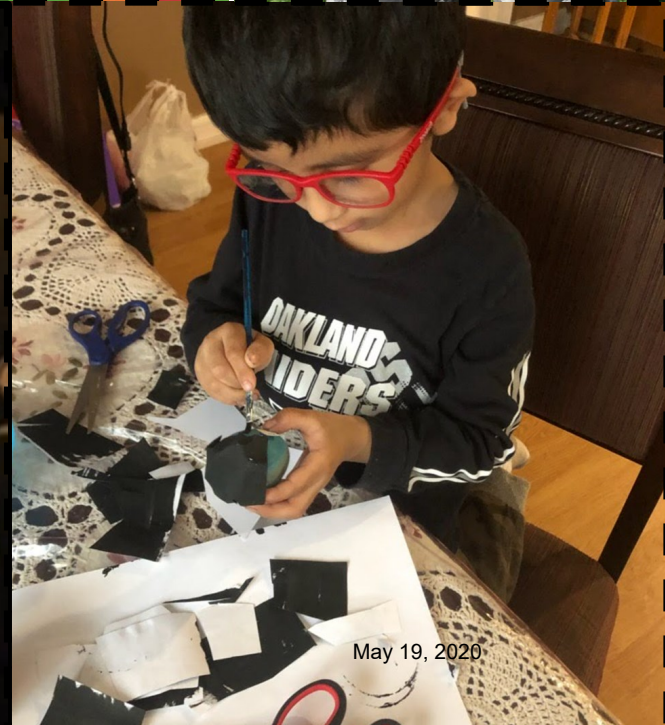
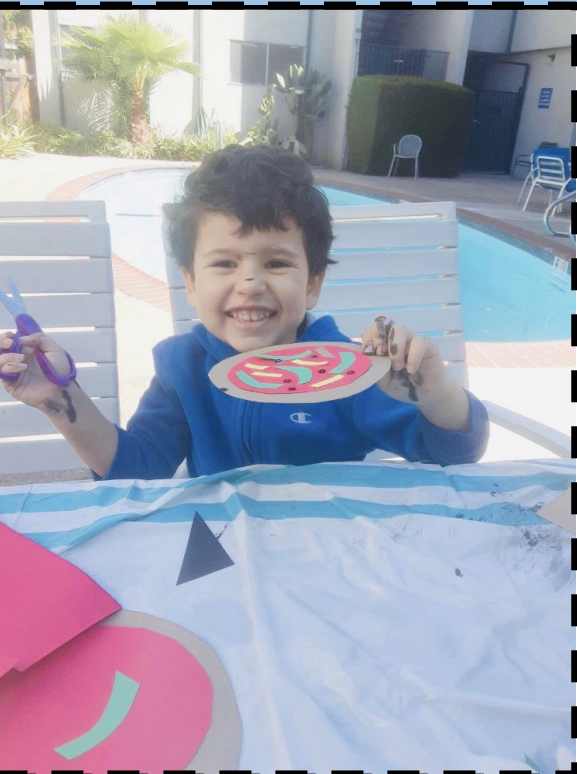
# Some Great Examples of Remote Teaching/Learning







## Some Great Examples of Remote Teaching/Learning (continued)



## ITEM VII – DISCUSSION

### BACKGROUND:

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

### NOTES:

## ITEM VIII – 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: