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City of Sacramento

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Board of Supervisors
County of Sacramento

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Board of Supervisors
County of Sacramento

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Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

THOUGHT OF THE DAY: "I've learned that whenever I decide something with an open heart, I usually make the right decision."

~~ Maya Angelou

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

DATE: Tuesday, September 15, 2020

TIME: 9:00 a.m.

LOCATION: <https://us02web.zoom.us/j/82258223978>

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>

In response to the Governor's Executive Order N-29-20 relating to the COVID-19 Pandemic, the Head Start Parent Advisory Committee (PAC) is conducting this meeting on Zoom at <https://us02web.zoom.us/j/82258223978>. 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 telephone by dialing (for higher quality, dial a number based on your current location): US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592. Webinar ID: 822 5822 3978. International numbers available: <https://us02web.zoom.us/j/82258223978>. Members of the public are encouraged to participate in the meeting by submitting written comments by email to: Nancy.Hogan@seta.net. Any member of the public who wishes to speak directly to the board regarding any item on the agenda may contact Nancy Hogan at (916) 263-3827, or Nancy.Hogan@seta.net. Please include in your request which item you would like to participate on. Additionally, during the meeting any questions or comments may be submitted via the Q&A or chat features on Zoom. Public comments will be accepted until the adjournment of the meeting, distributed to the Parent Advisory Committee and included in the record.

Closed captioning will be available. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

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➤	Head Start Managers’ Reports <ul style="list-style-type: none"> ✓ <u>Lisa Carr</u> - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services ✓ <u>Karen Griffith</u> - School Readiness, Special Education and Mental Health Services <ul style="list-style-type: none"> ❖ SETA Remote Learning Kickoff, 2020 ✓ <u>Kaleb Call</u> – Quality Assurance, Food Services, Save Environments, Grants, and Contracts 	
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DISTRIBUTION DATE: WEDNESDAY, SEPTEMBER 9, 2020

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

ITEM I - A – ROLL CALL

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

- ___ Vacant, Alder Grove I Head Start
- ___ Vacant, Alder Grove II Head Start
- ___ Vacant, 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
- ___ Vacant, Hopkins Park Head Start
- ___ Vacant, Illa Collin Head Start
- ___ Vacant, Job Corps Head Start
- ___ Vacant, Kennedy Estates Head Start
- ___ Vacant, LaVerne Stewart Head Start
- ___ Vacant, (Marie Cleveland's) Bright Beginning Head Start
- ___ Vacant, Marina Vista Early Learning Center
- ___ Vacant, Mather Head Start
- ___ Vacant, Nedra Court Head Start
- ___ Vacant, Norma Johnson Head Start
- ___ Vacant, North Avenue Head Start
- ___ **Jasmine Bonilla, Northview Head Start**
- ___ Vacant, Parker Head Start
- ___ Vacant, Phoenix Park Head Start
- ___ Vacant, River Oak Center for Children
- ___ Vacant, 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**
- ___ Vacant, 16th 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"/> Lisa Cleveland, River Oak Center for Children	
<input type="checkbox"/> Vacant, Alder Grove I Head Start	<input type="checkbox"/> Vacant, Marina Vista Head Start
<input type="checkbox"/> Vacant, Alder Grove II Head Start	<input type="checkbox"/> Vacant, Mather Head Start
<input type="checkbox"/> Vacant, American Legion Head Start	<input type="checkbox"/> Vacant, Nedra Court Head Start
<input type="checkbox"/> Vacant, Bret Harte Head Start	<input type="checkbox"/> Vacant, Norma Johnson Head Start
<input type="checkbox"/> Vacant, Capital City Head Start	<input type="checkbox"/> Vacant, North Avenue Head Start
<input type="checkbox"/> Vacant, CP Huntington Head Start	<input type="checkbox"/> Vacant, Parker Head Start
<input type="checkbox"/> Vacant, Franklin Head Start	<input type="checkbox"/> Vacant, Phoenix Park Head Start
<input type="checkbox"/> Vacant, Freedom Park Head Start	<input type="checkbox"/> Vacant, Pre-School (Home Base)
<input type="checkbox"/> Vacant, Freeport Head Start	<input type="checkbox"/> Vacant, SCOE
<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, Hopkins Park Head Start	<input type="checkbox"/> Vacant, Parent Ambassador
<input type="checkbox"/> Vacant, Illa Collin Head Start	<input type="checkbox"/> Vacant, Parent Ambassador
<input type="checkbox"/> Vacant, Kennedy Estates Head Start	<input type="checkbox"/> Vacant, 16 th Avenue Head Start
<input type="checkbox"/> Vacant, LaVerne Stewart Head Start	<input type="checkbox"/> Vacant, Past Parent Representative
<input type="checkbox"/> Vacant, (Marie Cleveland's) Bright Beginning Head Start	

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 NM	3/17 NM	4/24 #	5/19	6/16	7/21	8/18	9/15	10/20	11/17
Vacant Seated	AG I													
Vacant Seated	AG II													
Vacant Seated	AL													
Donna Bonner Seated 11/19	BC	X	X	X			X	X	X	X	X			
Vacant Seated	BH													
Christine Salas Seated 4/24	CP						X	U	X	X	X			
Vacant Seated	CPH													
Maria Levert Seated 11/19	CR	X	X	X			X	X	X	U	X			
Alisha Givehchi Seated 11/19	EHS/HB	X	E	X			X	X	X	X	X			
Stephen Key Seated 11/19	EL	X	E/AP	X			X	X	X	X	X			
Vacant Seated	FA													
Vacant Seated	FP													
Vacant Seated	FPT													
Arianna Torres Seated 11/19	FT	X	X	X			X	X	X	X	X			
Vacant Seated	G													
Vacant Seated	GH													
Vacant Seated	H													
Fienishia Wash Seated 11/19	HB	X	X	X			X	X	X	X	X			
Vacant Seated	HB													
Vacant Seated	HI													
Vacant Seated	HP													
Vacant Seated	IC													
Vacant Seated	HP													
Vacant Seated	JC													
Vacant Seated	K													
Vacant Seated	LVS													

COMMITTEE MEMBER	CENTER	11/19	12/17	1/21	2/25 NM	3/17 NM	4/24 #	5/19	6/16	7/21	8/18	9/15	10/20	11/17
Vacant Seated	MCBB													
Vacant Seated	MV													
Vacant Seated	M													
Vacant Seated	NA													
Vacant Seated	NC													
Vacant Seated	NJ													
Vacant Seated	NV													
Jasmine Bonilla Seated 5/19	NV							X	X	X	X			
Vacant Seated	PA													
Vacant Seated	PP													
Lisa Cleveland Seated	RO													
Vacant Seated	SCOE													
Vacant Seated	SF													
Earlene McBryde Seated 11/19	SN	X	X	X			X	X	E	X	X			
Shannon Pierce Seated 11/19	SP	X	X	X			X	X	X	X	X			
Brenda Casillas Seated 11/19	WG	X	X	U/AP			X	E	X	X	X			
Vacant Seated	16A													
Vacant Seated	FPR													
Vacant Seated	AMB													
Vacant Seated	AMB													
Vacant Seated	CR/PP													
Henrietta Gutierrez Seated 11/19 holding	CR/PP	X	X	X			X	X	X	X	X			
Vacant Seated	CR/GP													
Vacant Seated	OGC													

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

- 1. First, call your Alternate(s) to see if they can attend in your place;**
- 2. Second, call Head Start Social Services/Parent Involvement Coordinator, Ms. Marie Desha, at (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

NM: No meeting

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

Head Start Center Abbreviations

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

Representative Abbreviations

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

Attendance Record Abbreviations

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

current a/o: 6/29/2020 10:23 AM

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE AUGUST 18, 2020 REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the August 18, 2020 meeting.

RECOMMENDATION:

Approve the minutes of the August 18, 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.)

LOCATION: meeting held electronically

Tuesday, August 18, 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 9:03 a.m. and read the thought of the day. Ms. Wash called the roll; a quorum was achieved.

Members Present:

Christine Salas
Maria Levert
Alisha Givehchi
Stephen Key
Arianna Torres
Fienishia Wash
Jasmine Bonilla
Shannon Pierce
Earlene McBryde
Brenda Casillas
Henrietta Gutierrez
Donna Bonner

II. Consent Item

A. Approval of the Minutes of the July 21, 2020 Meeting

The minutes were reviewed; no questions or comments.

Moved/Bonner, second/Gutierrez, to approve the July 21, 2020 minutes.

Roll call vote:

Aye: 11 (Bonilla, Bonner, Casillas, Givehchi, Gutierrez, Key, Levert, McBryde, Pierce, Salas, Torres)

Nay: 0

Abstention: 1 (Wash)

III. Action Item: No items.

IV. Information Items

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. Denise Lee reviewed the 12-month report. Ms. Lee stated that additional budget items will be posted over the month as final invoices come in; the final

report is due to OHS/ACF October 31. There will be some under-spent items and staff has requested a carryover to do deferred maintenance items which was approved by ACF. The new program year started August 1; we will also have under-spent funds due to the closedown of COVID. The credit card statement was reviewed. No questions.

- SETA Children and Family Services Department and UC Davis/School of Nursing Partnership Presentation Report(s) - Ms. Fienishia Wash asked Board members to report out on the UC Davis/School Partnership Presentation or virtual classes. Ms. Bonner reported that she attended all of the classes and all were very well presented. Ms. McBryde enjoyed the presentation. The social worker presented her story and provided ways to involve people. She liked how the social worker helped people to be more comfortable with therapy
- Mental Health Presentation Report(s) – No report.
- La Familia Presentation Report(s) – No report.
 - ✓ Board member feedback on presentations: No comments.
 - ✓ CIP feedback: Mr. Silva reviewed the CIP and discussed several issues with parents.
- Community Resources– Parents/Staff - Mr. Robert Silva stated that Kids and Cars information will be sent to the board.

B. Policy Council Minutes: June 23, 2020: No questions.

V. Committee Reports

➤ Executive Committee Meeting Critique: No additional report.

VI. Other Reports

➤ Chair's Report: No report.

➤ Head Start Deputy Director's Report –Over the last few months, things have changed by the moment. Staff is working valiantly to open sites and currently have four of six flagship sites opening. Unfortunately, we cannot seem to manage the COVID cases in sites. In light of that, we will be pausing and letting our community settle down and not participate in the spread of COVID and will be closing the remaining open centers Friday. We have been fighting COVID in multiple centers. Ms. Lee stated that we are unsure how the state (CDE) will be managing reimbursement of remote services. We are waiting for final determination on what it means and if we will be reimbursed for our remote teaching. In the upcoming months, Head Start may be experiencing financial issues due to the lack of reimbursement from the state/CDE. Management and the union will be doing some advocacy to ensure we can continue to be reimbursed for remote teaching. The federal government has only extended wages/benefits flexibilities for staff through September 30. Since things are changing so rapidly, the board will receive e-mail updates detailing the current status and changes in lieu of monthly written reports.

- Head Start Managers' Reports
- ✓ Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: Ms. Carr expressed thanks for every staff that volunteered to work in person, going into a site; it honors the work that we do in Head Start. She is very proud of the staff and their hard work. We will be transitioning to remote learning and have come up with a new parent agreement. Staff will be asking parents to look at the menu of services available and ask them to opt into their chosen remote services. We are doing virtual recruitment through local service providers. Staff is always looking at ways to connect with families. With the pandemic, there will be a lot more families eligible for Head start services due to unemployment. The families that are now in Head Start will be the first in line when in-school services resume.

Ms. Lee stated that staff will continue to qualify children so if parents are interested in remote services, they are urged to sign up and they will have a guaranteed space in Head Start for two years.

- ✓ Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith stated that staff is getting ready for the remote learning roll out which will be 100% more robust from what was earlier provided. Teachers will be trained and will be reaching out to parents to provide services. September 1-4 will be the kickoff and parents will be picking up kits to assist in the remote learning. Two of the kits are Surprise Me Kit and DRDP kit. Resources for parents will also be included. She is very excited to start rolling out the new system; Mr. Rogers was one of the greatest virtual teachers of all time. There is a lot of power in what a teacher can do virtually to help children.
- ✓ Kaleb Call – Quality Assurance, Food Services, Save Environments, Grants, and Contracts: No report.

VII. **Center Updates:** No comments.

VIII. **Discussion:** Ms. Gutierrez thanked staff for their flexibility and expressed her appreciation for their hard work.

IX. **Public Participation:** None.

X. **Adjournment:** The meeting was adjourned at 9:47 a.m.

ITEM III-A – ACTION

APPROVAL OF PARENT ADVISORY COMMITTEE AND POLICY
COUNCIL JOINT PARENT ACTIVITY

BACKGROUND:

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

See attached information on the Parent Activity Fund.

RECOMMENDATION:

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

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

PARENT ACTIVITY FUND

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
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han
 - Community Resources– Parents/Staff - Ms. Marie Desha
 - ❖ Sacramento Food Bank Resources
 - ❖ Census Insider – Only 3 More Weeks to Complete the Census

NOTES:

- **South County Services - Office**
431 South Lincoln Way
Galt, California, 95632
- **Real Life Church**
550 Industrial Dr
Galt, California, 95632
- **Twin Lakes Food Bank - TEFAP/USDA**
327 Montrose Dr
Folsom, California, 95630
- **Elk Grove Food Bank Services - TEFAP/USDA**
9820 Dino Dr
Elk Grove, California, 95624
- **Orangevale Food Bank - TEFAP/USDA**
6483 Main Ave
Orangevale, California, 95662
- **The People's Pantry - TEFAP/USDA**
2101 Zinfandel Dr
Rancho Cordova, California, 95670
- **The Way of Life Church - TEFAP/USDA**
10415 Folsom Blvd
Rancho Cordova, California, 95817
- **Cordova Community Food Locker - TEFAP/USDA**
10497 Coloma Rd
Rancho Cordova, California, 95670
- **Carmichael Presbyterian Church Food Closet**
5645 Marconi Avenue
Carmichael, California, 95608
- **Sunrise Christian Food Ministry - TEFAP/USDA**
5901 San Juan Ave
Citrus Heights, California, 95610
- **SVDP Good Shepard Conference**
9539 Racquet Ct
Elk Grove, California, 95758
- **SVDP St. John the Evangelist**
5751 Locust Ave.
Carmichael, California, 95608
- **Sacramento Samoa New Covenant Church - TEFAP/USDA**
8115 Elder Creek Rd
Sacramento, California, 95824
- **South Sacramento Christian Center**
7710 Stockton Blvd
Sacramento, California, 95823
- **Valley Hi Covenant Church**
8355 Arroyo Vista Dr
Sacramento, California, 95823
- **Bridge Network**
7851 35th St
Sacramento, California, 95824
- **Rose Family Creative Empowerment Center - Providence Place - TEFAP/USDA**
5700 Mack Rd
Sacramento, California, 95823

- **Sierra Arden Neighborhood Food Closet**
890 Morse Ave
Sacramento, California, 95864
- **Carmichael ACS - TEFAP/USDA**
4600 Winding Wy
Sacramento, California, 95841
- **Arcade Church - SFBFS - TEFAP/USDA**
3867 Marconi Avenue
Sacramento, California, 95821
- **Purpose and Legacy TEFAP/USDA**
5314 Walnut Ave
Sacramento, California, 95841
- **G-7 Thy Presence School of Faith Ministries - TEFAP/USDA**
3041 65th St
Sacramento, California, 95820
- **Rose Family Creative Empowerment Center - Phoenix Park - TEFAP/USDA**
4400 Shining Star Dr
Sacramento, California, 95823
- **Daughters of Zion Enterpryz - TEFAP/USDA**
6489 47th St
Sacramento, California, 95823
- **The Salvation Army - Family Service Office -TEFAP/USDA**
3213 Orange Grove Ave
North Highlands, California, 95660
- **River City Food Bank - The Center at St Matt's - TEFAP/USDA**
2300 Edison Ave
Sacramento, California, 95821
- **Christian Brothers High School - TEFAP/USDA**
4315 Martin Luther King Jr Blvd
Sacramento, California, 95820
- **Southgate SDA Church**
2299 Meadowview Rd
Sacramento, California, 95823
- **Temple of Prayer**
3909 8th Ave
Sacramento, California, 95817
- **North Highlands Christian Food Ministry - TEFAP/USDA**
6007 Watt Ave
North Highlands, California, 95660
- **Potters House - TEFAP/USDA**
2994 Del Paso Blvd
Sacramento, California, 95815
- **South Sacramento Interfaith Partnership - TEFAP/USDA**
5625 24th St
Sacramento, California, 95822
- **New Hope Community Church - TEFAP/USDA**
1821 Meadowview Rd
Sacramento, California, 95832
- **The Salvation Army - Citadel - TEFAP/USDA**
2550 Alhambra Blvd.
Sacramento, California, 95817

- **Sunshine Academy Preschool - TEFAP/USDA**
2450 Del Paso Blvd
Sacramento, California, 95815
- **Antioch Progressive Church - TEFAP/USDA**
7650 Amherst St
Sacramento, California, 95832
- **River City Food Bank - Midtown - TEFAP/USDA**
1800 28th St
Sacramento, California, 95816
- **Christian Fellowship Ministry**
3410 Rio Linda Blvd
Sacramento, California, 95838
- **South County Services - Walnut Grove - TEFAP/USDA**
14177 Market St
Walnut Grove, California, 95690
- **St Paul COGIC - TEFAP/USDA**
2771 Grove Ave
Sacramento, California, 95815
- **Manna Food Bank**
4840 Marysville Blvd
Sacramento, California, 95838
- **Union Gospel Mission**
400 Bannon St
Sacramento, California, 95811
- **South County Services - Courtland Public Library**
170 Primasing Ave
Courtland, California, 95615
- **Joey's Food Locker**
3301 Fong Ranch Rd
Sacramento, California, 95834

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Sept. 8, 2020

There are only 3 more weeks to complete the Census!



WE COUNT! Virtual Storytime with Auli'i Cravalho

The U.S. Census Bureau announced that it would be moving forward with an accelerated Census timeline, ending its counting efforts on Sept. 30. It's more important than ever to get the word out NOW about the Census! Share this read-along with your families and hear the WE COUNT book being read by Auli'i Cravalho, star of the animated film Moana!

[Watch the video](#)

Self-Response Rates: Where we stand

It's not too late to ensure all children and babies are counted! The Census self-response rate in California is at 67.9% as of Sept. 7, which is slightly ahead of the national self-response rate of 65.5%. Let's keep Census messaging in our communications with families during the final stretch!

There are two things that you need to do to be an active citizen: **stand up and be counted** and **register to vote**. You can get both of those done today!

There are only 5 more weeks to complete the Census.



Take the Census Now

Fill out your voter registration application online, or **check your registration status here**.



Register to vote

Where's my Ballot?

Ballot Tracking:

The California Secretary of State is now offering **Where's My Ballot?**—a new way for voters to track and receive notifications on the status of their vote-by-mail ballot.

A voter who has signed up will receive notices via email, text, or voice message from the county elections official regarding the status of the voter's vote-by-mail ballot including:



- When the ballot has been delivered
- The date that the voter's ballot is expected to be delivered to the voter
- If the voter's ballot is returned as undeliverable to the county elections official by the USPS
- When the voter's completed ballot has been received by the county
- Whether the voter's completed ballot has been accepted or a reason why the ballot could not be accepted and instructions of steps the voter can take in order to have the ballot accepted
- The deadline for the voter to return his or her ballot if the county has not received a voter's completed ballot by specified dates as determined by the county elections official

Voting By Mail in California

Pursuant to **Executive Order N-64-20**, all registered voters will be sent a vote-by-mail ballot for the November 3, 2020, General Election. Registered voters do not have to apply for a vote-by-mail ballot for this election.

Instead of going to the polls on Election Day, you may vote using the vote-by-mail ballot that will be sent to you.

After you have voted, insert your ballot in the envelope provided, making sure you complete all required information on the envelope.

You may return your voted ballot by:

1. mailing it to your county elections official;

- Vote-by-mail ballots that are mailed must be postmarked on or before Election Day and received by your county elections office no later than 17 days after Election Day.
 - If you are not sure your vote-by-mail ballot will arrive in time if mailed, bring it to any polling place in the state between 7:00 a.m. and 8:00 p.m. on Election Day.
2. returning it in person to a polling place or the office of your county elections official;
 - Vote-by-mail ballots that are personally delivered must be delivered no later than the close of polls at 8:00 p.m. on Election Day.
 3. dropping your ballot into one of your county's ballot drop boxes; or
 - Vote-by-mail ballots that are personally delivered to a ballot drop-off location must be delivered no later than the close of polls at 8:00 p.m. on Election Day.
 4. authorizing someone to return the ballot on your behalf.
 - Anyone may return your ballot for you, as long as they do not get paid on a per ballot basis. In order for your ballot to be counted, you must fill out the authorization section found on the outside of your ballot envelope.

When your vote-by-mail ballot is received by your **county elections official**, your signature on the return envelope will be compared to the signature on your voter registration card to ensure they match. To preserve the secrecy of your ballot, the ballot will then be separated from the envelope, and then it will be tallied.

As always, if you have questions about the Census or want to ensure that your families are counted, please do not hesitate to reach out to Elizabeth Holloway at elizabeth@headstartca.org



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 July 28, 2020 meeting.

NOTES:

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

Meeting Held Electronically

Tuesday, July 28, 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 9:07 a.m. Ms. Gutierrez read the thought of the day. Ms. Gutierrez called the roll and confirmed that a quorum was established.

Members Present:

Shannon Pierce, SETA-Operated Program
Arianna Torres, SETA-Operated Program
Donna Bonner, SETA-Operated Program
Rebecca Perez, Twin Rivers Unified School District
Fienishia Wash, Home Base Option
Brenda Casillas, SETA-Operated Program
Charles Taylor, Past Parent/Community Representative
Kara Otter, San Juan USD
Jara Lindgren, Elk Grove Unified School District
Rosemary Schapira, Community Agency Representative
Henrietta Gutierrez, Past Parent/Community Representative

Member Absent:

Jamilia Land, Women's Civic Improvement Club (unexcused)

Member to be Seated:

Alma Leiva, Elk Grove Unified School District: seated at 9:10 a.m.

II. Consent Item

A. Approval of the Minutes of the June 23, 2020 Policy Council Meeting

Minutes were reviewed; no questions or corrections.

Moved/Wash, second/Bonner, to approve the June 23 minutes as distributed.

Roll call vote:

Aye: 9 (Bonner, Casillas, Lindgren, Otter, Perez, Pierce, Taylor, Torres, Wash)

Nay: 0

Abstentions: 3 (Gutierrez, Leiva, Schipira)

Absent: 1 (Land)

III. Action Item

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

Ms. Gutierrez reported that the Policy Council met before the public meeting to review the Closed Session items. The Closed Session began at 8:47 a.m. and was adjourned at 9:04 a.m. The following eligible lists were approved in Closed Session: Associate Teacher/Associate Teacher Infant Toddler; Head Start Teacher; Office Supply & Administrative Support Clerk; and Head Start Coordinator (Education) (Supervisory).

IV. Information Items

A. SETA Children and Family Services Department and U.C. Davis/ School of Nursing Partnership Presentation

Ms. Gricelda Ocegueda, Head Start Health/Nutrition Coordinator, introduced Ms. Jennifer Jarin clinical instructor at UC Davis. Ms. Jarin provided an overview of the UC Davis Student Nurse rotation that occurs every summer July-August. This program consists of 16 student nurses, working 1-2 days a week, 8 hours each day. A number of services were provided for Head Start staff, children, and families.

Ms. Lee thanked Ms. Ocegueda, Ms. Jarin, and Ms. Scroggins for their continued work and vision. The participants in this program are RNs that are enhancing their education with an emphasis on public service.

B. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han reviewed the fiscal report for 11 months into the fiscal year. The budget should be 91-92% spent but is currently 88% spent. There is a budget modification in to ACF seeking approval; the modifications will reallocate funds to purchase more agency vehicles and make center improvements. The non-federal share is currently at 28%. The administrative costs are at 9% which is below the 15% allowable. SETA purchased membership into Early Intel which allows for data comparison within our programs and with others. In response to a question about why the printing costs were so high, Mr. Han stated that a lot of costs went toward printing to support Census 2020. The American Express report was reviewed; a large number of iPads were purchased for remote teaching.
- Community Agency Reports
 - Sacramento Children's Home: Ms. Schapira reviewed information available to parents. Through COVID funding, the Birth and Beyond collaborative offers free services to families. They do virtual home visitation and a lot of connecting families to the services they need.

The Family Resources group wants to know more about Head Start and she will reach out to see who would be the best contact to make a presentation.

- Community Resources: Mr. Robert Silva reviewed mental health services provided through La Familia. LaFamilia is a career center but also provides mental health services. Mr. Silva reviewed the types of services available.

C. SETA Governing Board Minutes: April 30, 2020 Meeting: No questions.

D. Fiscal Monitoring Report: No questions.

V. Committee Reports

- Executive Committee Meeting: Ms. Henrietta Gutierrez thanked all board members for their participation. She asked members to notify her if they have not yet received their Walmart gift card for reimbursement.

VI. Other Reports

A. Executive Director's Report: Ms. Kossick stated that we will continue to do Zoom meetings as long as we need to. In August, staff will be going to the CAB to approve a Request for Proposals (RFP) to distribute \$2 million in CSBG funds to programs. These are extra funds to provide additional services under the CARES Act. This will provide a lot of support services. Ms. Kossick thanked Ms. Wash and Ms. Lindgren for their participation on the CAB.

B. Head Start Deputy Director's Report: Ms. Lee reported that she sent an e-mail out last week as an update on services. She will continue to provide e-mail updates. SETA was opening centers on June 25 but came to a pause when we came up short on cleaning supplies. Then the next day, the superintendent suggested schools not open. This slowed the SOP reopenings and we are now rethinking our reopening approach. Head Start services may continue on a virtual platform for a while.

SETA will be offering services at six flagship locations. Nine centers have already opened and some will be merged into the flagship approach: 16th Ave, Crossroad, Freedom Park, Marina Vista, Norma Johnson, and Sharon Neese. Children transitioning to kindergarten will be leaving and this will open more spaces for new enrollments. The flagship sites will hold approximately 180 preschool children and 66 toddlers but it will be the launchpad for the reopening of other sites.

There has been concern from staff regarding the uptick in COVID infections. Some staff will teach at the sites while others will continue remote teaching. There has been mixed attendance and we are seeking to merge the lower

attendance with the higher attendance. Ms. Lee will continue to keep the board apprised regarding reopenings. Staff will be promoting safe practices while working toward reopening.

- C. Chair's Report: Ms. Gutierrez reminded Executive Committee members about Friday's meeting.
- D. Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: No report.
 - Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith reported that staff continue to work and have conversations on what remote teaching will look like going forward. Staff have been doing "crisis teaching" which is not as intentional as we would like it to be. We are working with all partners on how to provide remote services with more intentional goals. All remote teaching will look very different from how it did March through June.
 - Kaleb Call – Quality Assurance, Food Services, Save Environments, Grants, and Contracts: No report.
- D. Open Discussion and Comments: Mr. Silva reminded board members that if they have a need for community information to notify Ms. Desha and himself and a report will be provided.

Ms. Pierce asked if she should not take a slot since she is not a working parent. Ms. Lee replied that priority will be given to working parents and if there are slots available afterward, it will be open to all currently enrolled families, followed by new families.

- E. Public Participation: None.
- VII. **Adjournment**: The meeting was adjourned at 10:23 a.m.

ITEM V – COMMITTEE REPORT

COMMITTEE REPORTS

➤ Executive Committee

Ms. Fienishia Wash will provide the Executive Committee report.

NOTES:

➤ Social/Hospitality Committee

Ms. Fienishia Wash will provide the Social/Hospitality Committee report.

NOTES:

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, Safe Environments, Grants, and Contracts

NOTES:

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

August 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
SETA operated	1756	154	9%	589	72	12%
Twin Rivers USD	140	28	20%	40	0	0%
Elk Grove USD	440	13	3%			
Sac City USD	736	2	0%			
San Juan USD	1052	60	6%	160	6	4%
WCIC	120	0	0%			
EHS CCP				80	13	16%
COUNTY TOTAL	4244	257	6%	869	91	10%

AFE: Annual Funded Enrollment



SETA Head Start Food Service Operations Monthly Report *August 2020

Meetings and Trainings

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
3,150	3,200	3,010	0

Total Amount of Meals and Snacks Prepared 9,360

Purchases:

Food \$7,408.17

Non - Food \$3,000.96

Building Maintenance and Repair: \$0.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$61.74

Vehicle Gas / Fuel: \$270.91
Normal Delivery Days 15

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: