

*Thought of the Day: "The time is always right to do what is right."*

*Author: Dr. Martin Luther King, Jr.*

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

**DATE:** Tuesday, November 17, 2020

**TIME:** 11:00 a.m.

**LOCATION:** <https://us02web.zoom.us/j/82486047434>

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/82486047434>. 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: 824 8604 7434. International numbers available: <https://us02web.zoom.us/j/82486047434>. Members of the public are encouraged to participate in the meeting by submitting written comments by email to: [Nancy.Hogan@seta.net](mailto: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](mailto: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](http://www.seta.net).

**GOVERNING BOARD**

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Councilmember  
City of Sacramento

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

**DON NOTTOLI**  
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County of Sacramento

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**SOPHIA SCHERMAN**  
Public Representative

**ADMINISTRATION**

**KATHY KOSSICK**  
Executive Director

**DENISE LEE**  
Deputy Director

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**AGENDA**

**PAGE NUMBERS**

- |  |             |
|--|-------------|
| <p><b>I. <u>Call to Order/Roll Call/Review of Board Member Attendance</u></b></p> <p>➤ PAC Meeting Attendance Update</p> | <p>1-5</p>  |
| <p><b>II. <u>Consent Item</u></b></p>  |             |
| <p>A. Approval of the Minutes of the October 20, 2020 Regular Meeting</p>  | <p>6-11</p> |

### **III. Information Items**

- Standing Information 12-17
- Committee Reports:
  - Executive Committee: Ms. Fienishia Wash
- Fiscal Report/Corporate Card Monthly Statement of Account – Mr. Victor Han
- Officer Elections will be held on January 19, 2021 (Board Meeting)

### **IV. Action Items**

- A. Election of SETA-Operated Representatives and Alternates to the Policy Council for Program Year 2020-2021 18-19
- B. Election of Parent Advisory Committee Community Representatives for Program Year 2020-2021 20-21

### **III. Information Items (continued)**

- A. Standing Information (continued) 22-28
  - Community Resources – Ms. Marie Desha
    - Sacramento City CARES Act OJT Program
    - Community Flu Shot Clinic
    - End-of-Year Parent Appreciation Drive Through Event
- B. Head Start Policy Council Minutes for September 22, 2020 29-34

### **V. Other Reports 35-44**

- 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
  - ✓ Denise Lee – Quality Assurance, Food Services, Save Environments, Grants, and Contracts

### **VI. Center Updates 45**

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VIII. Public Participation

45

X. Adjournment

**DISTRIBUTION DATE: TUESDAY, NOVEMBER 10, 2020**

Parent Advisory Committee meeting hosted by: Fienishia Wash (Chair)

*Please note: The December PAC Board meeting will be canceled.*

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
- \_\_\_ **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
- \_\_\_ 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, 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"/>	
<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, River Oak Center for Children
<input type="checkbox"/> Vacant, Galt Head Start	<input type="checkbox"/> Vacant, SCOE
<input type="checkbox"/> Vacant, Grizzly Hollow Head Start	<input type="checkbox"/> Vacant, Sharon Neese Head Start
<input type="checkbox"/> Vacant, Hillsdale Head Start	<input type="checkbox"/> Vacant, Solid Foundation Head Start
<input type="checkbox"/> Vacant, Hiram Johnson Head Start	<input type="checkbox"/> Vacant, Early Head Start (Home Base)
<input type="checkbox"/> Vacant, Home Base Head Start	<input type="checkbox"/> Vacant, Grandparent Representative
<input type="checkbox"/> Vacant, Hopkins Park Head Start	<input type="checkbox"/> Vacant, Outgoing Chair
<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, Parent Ambassador
<input type="checkbox"/> Vacant, LaVerne Stewart Head Start	<input type="checkbox"/> Vacant, 16 <sup>th</sup> Avenue Head Start
<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 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													
<b>Donna Bonner Seated 11/19</b>	BC	X	X	X			X	X	X	X	X	X	X	
Vacant Seated	BH													
<b>Christine Salas Seated 4/24</b>	CP						X	U	X	X	X	X	X	
Vacant Seated	CPH													
<b>Maria Levert Seated 11/19</b>	CR	X	X	X			X	X	X	U	X	X	X	
<b>Alisha Givhchi Seated 11/19</b>	EHS/HB	X	E	X			X	X	X	X	X	X	X	
<b>Stephen Key Seated 11/19</b>	EL	X	E/AP	X			X	X	X	X	X	X	X	
Vacant Seated	FA													
Vacant Seated	FP													
Vacant Seated	FPT													
<b>Arianna Torres Seated 11/19</b>	FT	X	X	X			X	X	X	X	X	X	X	
Vacant Seated	<b>G</b>													
Vacant Seated	GH													
Vacant Seated	H													
<b>Fenishia Wash Seated 11/19</b>	HB	X	X	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													
<b>Jasmine Bonilla Seated 5/19</b>	NV							X	X	X	X	X	X	
Vacant Seated	PA													
Vacant Seated	PP													
<del>Lisa Cleveland-S/B/Seated 9/15</del>	RO											E	U	R
Vacant Seated	SCOE													
Vacant Seated	SF													
<b>Earlene McBryde Seated 11/19</b>	SN	X	X	X			X	X	E	X	X	X	X	
<b>Shannon Pierce Seated 11/19</b>	SP	X	X	X			X	X	X	X	X	X	X	
<b>Brenda Casillas Seated 11/19</b>	WG	X	X	U/AP			X	E	X	X	X	X	X	
Vacant Seated	16A													
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			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**

<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: 9/15/2020 11:23 AM



ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE OCTOBER 20, 2020 REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the October 20, 2020 meeting.

RECOMMENDATION:

Approve the minutes of the October 20, 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, October 20, 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 9:01 a.m. and read the thought of the day. Ms. Wash called the roll; a quorum was achieved.

**Members Present:**

Christine Salas  
Alisha Givehchi  
Stephen Key  
Arianna Torres  
Fienishia Wash  
Jasmine Bonilla  
Shannon Pierce  
Earlene McBryde  
Henrietta Gutierrez  
Donna Bonner  
Maria Levert (joined at 9:04 a.m.)  
Brenda Casillas (joined at 9:15 a.m.)

**Member to be seated but Absent:**

Ms. Lisa Cleveland (unexcused)

**II. Consent Item**

**A. Approval of the Minutes of the April 24, 2020 and September 15, 2020 Meetings**

There were no corrections to the minutes.

Moved/McBryde second/Gutierrez, to approve the April 24 and September 15 minutes.

Roll call vote:

Aye: 10 (Bonilla, Bonner, Givehchi, Gutierrez, Key, Levert, McBryde, Pierce, Salas, Torres)

Nay: 0

Abstain: 1 (Wash)

Absent: 1 (Casillas)

### **III. Action Item**

- A. Ratify the Approval to Submit a Request to Carry Over Funds from Program Year 2019-2020 to Program Year 2020-2021 for the Early Head Start-Child Care Partnership Program

Mr. Victor Han reviewed this item. As a result of COVID-19, SETA was unable to complete all schedule projects and activities. This requests carryover funds and an outline on how the funds will be used. Basic funds will be used at Hopkins Park including a shade structure and upgrades to the EHS playground. The T/TA funds will be used to train staff; one-time supplemental COVID funds will be used to purchase supplies to prepare and respond to COVID-19.

This is a ratification item since the item was not ready by the deadline for the last month's board meeting.

Ms. Brenda Casillas rejoined the meeting at 9:15 a.m.

Moved/McBryde, second/Key, to ratify the approval to submit a request to carry over funds from Program Year 2019-2020 to Program Year 2020-2021 for the Early Head Start-Child Care Partnership Program

Vote:

Aye: 10 (Bonilla, Bonner, Givehchi, Gutierrez, Key, Levert, McBryde, Pierce, Salas, Torres)

Nay: 0

Abstention: 2 (Casillas and Wash)

### **IV. Information Items**

- A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han reviewed the second month of the fiscal year. The budget is on-pace so far. There is no non-federal share posted yet; volunteer time can be reported but staff is figuring out how to do it under distance learning. The CARES act funding expenditures are at \$70,000 and staff has requested an extension/carryover of the funding.

The EHS expenditures are on track. Many of the costs will be reevaluated throughout the year to ensure full expenditure of the grant.

The credit card statement was reviewed; a lot of expenditures were largely due to the purchase of sanitation supplies.

Mr. Han showed the FY 2019-2020 final numbers. The non-federal share was a little low but SETA received a waiver. The EHS program is closer to being fully expended. The T/TA was low since staff was not allowed to attend

conferences. The printing budget was higher than budgeted due to the printing of Census 2020 flyers and distance learning packets.

- Community Resources– Parents/Staff: Ms. Desha reviewed a variety of community resources.

B. Policy Council Minutes: August 25, 2020: No questions.

## **V. Committee Reports**

- Executive Committee Meeting Critique: The next Executive Committee meeting is scheduled for Friday, October 23, 9 a.m.
- Social/Hospitality Committee: Ms. Wash reviewed the October 9 meeting. Attendees chose a theme: "United We Stand." The Committee also picked a date/time although these dates may be revised due to a holiday conflict. The wording for the certificates was finalized. The next committee meeting will be October 30. Regarding the possible change of dates, Ms. Desha explained that the two dates for the drive-thru End-of-Year event were Thursday, December 10 or Friday, December 11. However, Hanukkah is December 10-18. We need to be respectful of religious holidays so that is why the date may change.

## **VI. Other Reports**

- Chair's Report: No report.
- Head Start Deputy Director's Report: Ms. Denise Lee provided an update on the California Department of Education (CDE) funding. CFS depends on Head Start and CDE to fully fund full-day services. The state reimburses based on the number of children served every day and Head Start on the services provided. The Agency received guidelines from the state and submitted a plan including a health advisory report for remote services. The state wanted more details on the reopening plan, including target dates to reopen. The plan was re-submitted with target dates for re-opening.

Ms. Lee shared an informational outline of the re-opening plan. Centers will reopen based on statewide color band/conditions in our area which is based on community COVID-19 data. The program will also measure its preparedness to reopen, including how safe it can keep children, families and staff. The plan also includes how we will reopen. Some of the districts are reopening with very limited services (i.e., services for children special needs, dual language learners and high risk students). Staff will move forward and reopen if we are consistent with state and local orders.

Management will meet with the labor union to discuss the reopening process in detail. In early November, the staff assignments will be finalized and shared with staff. In mid-late January, services will begin reopening, with priority going to full-day, working families, if space is limited. Training will be provided for staff on

how to keep everyone safe. In mid-December, hub training on the plan will take place. The first phase of centers will reopen in 2-4 locations in the mid-late January. We will continue to reopen school sites until we are completely open, likely two to three per week. If we are asked by the state to open sooner, it will be considered. This is all subject to change.

The Office of Head Start had extended a lot of flexibilities on our program approach. Staff will continue to see how we can adapt program operations and still be in compliance with Performance Standards.

November 3 is Voting Day and Ms. Lee urged board members to vote.

➤ **Head Start Managers' Reports**

- ✓ Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: Ms. Carr stated that the county-wide enrollment is low but staff is continuing to work to get new enrollments. Head Start is approximately 68% and EHS is 98% enrolled. We have been doing virtual parents meetings. At a recent parent meeting, 51 parents attended to hear a speaker from the Workforce Development Department. More and more families are participating in virtual parent meetings. Staff is doing outreach and recruitment at Birth and Beyond, Crisis Nursery, and Zero to Five playgroups. Starbucks is collaborating with the community on a food give-away which is by pre-registration only by phone. Those registered will be given directions on how to pick up their box of food. RSVP by 10/25 and the food pick up will be Saturday, October 31, 10-2. Ms. Desha will send the flyer out to board members so they can register.
- ✓ Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith reported that Cycle 2 of the remote learning has begun. Parents are picking up materials that include home school activities and Measure Me Kit; in a couple of weeks we will also have a lending library. Staff is working on a survey to determine parents' satisfaction with the remote services and asking for ways to improve. We are coming to the end of the child assessment period and staff are reaching out to parents to get the measurements for the DRDP.
- ✓ Denise Lee – Quality Assurance, Food Services, Safe Environments, Grants, and Contracts: Ms. Lee reported that Mr. Kaleb Call is no longer with the Agency. Ms. Lee will assume oversight of his work units until the position can be replaced. She saw the Food Services Department in action and hopes that parents appreciate the food provided. Parents are encouraged to contact their local school districts for more food options for siblings and older age groups. The Food Services Department will closely monitor if anything needs to be fixed and report back; most families are happy with the meals being provided.

- VII. **Center Updates**: No reports.
- VIII. **Discussion**: None.
- IX. **Public Participation**: None.
- X. **Adjournment**: The meeting was adjourned at 9:55 a.m.

## ITEM III-A – INFORMATION

### STANDING INFORMATION

#### BACKGROUND:

- A. Standing Information Items
  - Committee Reports:
    - Executive Committee: Ms. Fienishia Wash
  - Fiscal Report/Corporate Card Monthly Statement of Account – Mr. Victor Han
  - Officer Elections will be held on January 19, 2021 (Board Meeting)

#### **NOTES:**

ITEM IV-A– ACTION

ELECTION OF SETA-OPERATED REPRESENTATIVES AND  
ALTERNATES TO THE POLICY COUNCIL FOR  
PROGRAM YEAR 2020-2021

BACKGROUND:

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

The duties of Representatives include:

- ✓ Attend monthly Policy Council meetings held at the SETA Boardroom on the fourth Tuesday of each month at 11:00 a.m.
- ✓ Attend Committee meetings as needed
- ✓ Report to the PAC members information received and decisions made by the Policy Council
- ✓ Policy Council Representatives must be a parent of children currently enrolled in the Head Start/Early Head Start program

PAC Bylaws referenced:

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

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

*In addition, refer to:*

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

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



ITEM IV-A – ACTION (continued)  
Page 2

RECOMMENDATION:

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

<u>Representative Nominated</u>	<u>Alternate Nominated</u>

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

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

ITEM IV- B – ACTION

ELECTION OF PARENT ADVISORY COMMITTEE  
COMMUNITY REPRESENTATIVES FOR PROGRAM YEAR  
2020-2021

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect Community Representatives for Program Year 2020-2021. The duties of PAC Community Representatives are prescribed in the Bylaws in Article III – Membership, Section 2C.

**SECTION 2: C. Community Representatives**

Additional PAC members will include:

1. Two (2) voting Past Parents shall be elected by the current PAC if the outgoing PAC has been resolved. The Past Parent elected to the PAC may not have a child/children currently enrolled in the HS/EHS program. There shall be two Alternates for Past Parent Representatives.
2. One (1) voting Grandparent elected to the PAC must have a child/children currently enrolled or previously enrolled in the HS/EHS program. There shall be one Alternate for the Grandparent Representative position.
3. One (1) voting Foster Parent elected to the PAC must have child/children currently or previously enrolled in the HS/EHS program. There shall be one Alternate for the Foster Parent Representative position.
4. One (1) voting seat shall be specifically reserved for the Outgoing Chair, if not termed out. The Outgoing Chair reserves the right to relinquish this seat. The position may not be filled by any other party.
5. Two (2) voting Parent Ambassador Representatives shall be elected by the Parent Ambassador Committee. These Representatives may or may not be a current parent. There shall be two Alternates for the Parent Ambassador Representative position.

This board item provides an opportunity for the PAC to elect four Community Representatives and four Alternates.

ITEM IV-B – ACTION (continued)  
Page 2

RECOMMENDATION:

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

NOTES:

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

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

ITEM III-A – INFORMATION (continued)

STANDING INFORMATION

BACKGROUND:

- A. Standing Information (continued)
- Community Resources – Ms. Marie Desha
    - Sacramento City CARES Act OJT Program
    - Community Flu Shot Clinic
    - End-of-Year Parent Appreciation Drive Through Event

**NOTES:**

# Lost Your Job due to COVID-19?



Call one of the providers below to get enrolled in the program and get back to work!

**Asian Resources**

(916) 324-6202

**Greater Sacramento**

**Urban League**

(916) 286-8600

**La Familia**

(916) 452-3601

**Lao Family Community Development, Inc.**

(916) 393-7501

(916) 359-2788

**North State BIA**

(916) 619-6242

**SETA-Sacramento Works**

(916) 263-4066

## The City CARES Rapid Re-Employment On-the-Job Training (OJT) Program can put you back to work!

### How the program works:

You will be hired by an employer paying a wage of at least \$15.00 per hour who will train you for the job.

### Who is eligible for OJT:

You must live in the City of Sacramento and have lost your job or your job was displaced because of COVID-19.

For more information visit [sacramentoworks.org/cares-ojt](https://sacramentoworks.org/cares-ojt)

This program is supported through the City of Sacramento CARES Act funding.

PAC



# COMMUNITY FLU SHOT CLINIC



## You're invited to another great event in your community!

### Walk-up Flu Shot Clinic No Cost • Open to the Community

Date: 11/16/2020 – 12/23/2020

- Time: 9:00 am – 1:00 pm

### Join us at the WellSpace Health

2425 Alhambra Blvd  
Sacramento, CA 95817  
*Monday & Wednesday*

5959 Greenback Lane, Ste. 500  
Citrus Heights, CA 95621  
*Tuesday & Thursday*

Our walk-up flu shot clinic is open to anyone in the community age 3 or older. You do not need to be an Anthem member to receive a no-cost flu shot.

This event is walk-up. If you have it, please bring your insurance card and photo ID.

Please register at [anthem.ly/CAFluClinic](https://anthem.ly/CAFluClinic) to let us know if you will attend.

**We hope to see you there!**





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Anthem Blue Cross complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex.

**Do you need help with your health care, talking with us, or reading what we send you? We provide our materials in other languages and formats, including braille, large print, and audio at no cost to you. Call us toll free at 800-407-4627 (TTY 711), or 888-285-7801 (TTY 711) for members in Los Angeles.**

¿Necesita ayuda con su cuidado de la salud, para hablar con nosotros o leer lo que le enviamos? Proporcionamos nuestros materiales en otros idiomas y formatos, incluyendo braille, letras grandes y audio sin costo para usted. Llámenos a la línea gratuita al 800-407-4627 (TTY 711), o 888-285-7801 (TTY 711) para miembros en Los Angeles.

您在醫療保健、向我們諮詢、或是閱讀我們寄給您的資料時有需要任何的幫助嗎？我們以其他語言和格式提供我們的資料，包括點字、大型字體印刷和音訊格式，您無需支付任何費用。歡迎撥打我們的免費電話 800-407-4627 (TTY 711) · Los Angeles 的會員或可致電 888-285-7801 (TTY 711)。

Anthem Blue Cross is the trade name of Blue Cross of California. Anthem Blue Cross and Blue Cross of California Partnership Plan, Inc. are independent licensees of the Blue Cross Association. Anthem is a registered trademark of Anthem Insurance Companies, Inc. Blue Cross of California is contracted with L.A. Care Health Plan to provide Medi-Cal Managed Care services in Los Angeles County.

# CLÍNICA COMUNITARIA DE VACUNACIÓN CONTRA LA INFLUENZA



**¡Lo invitamos a otro gran evento en su comunidad!**

**Clínica de servicio contra la  
influenza sin costo • abierta a la  
comunidad • camine hacia la clínica**

- **Las Fechas: 11/16/2020 – 12/23/2020**
- **Las Horas: 9:00 am – 1:00 pm**

**Participe con nosotros en el  
WellSpace Health**

**2425 Alhambra Blvd  
Sacramento, CA 95817  
Lunes y Miercoles**

**5959 Greenback Lane, Ste. 500  
Citrus Heights, CA 95621  
Martes y Jueves**

Nuestra clínica de servicio contra la influenza está abierta para cualquier persona en la comunidad de 3 años en adelante. No tiene que ser miembro de Anthem para vacunarse contra la influenza sin costo.

De tenerla, por favor traiga su tarjeta del seguro y una identificación con fotografía.

Regístrese en [anthem.ly/CAFluClinic](https://anthem.ly/CAFluClinic) para que nos diga si va a asistir.

**¡Esperamos verle ahí!**







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Anthem Blue Cross cumple con las leyes federales aplicables de derechos civiles y no discrimina por motivos de raza, color, nacionalidad, edad, discapacidad o sexo.

¿Necesita ayuda con su cuidado de la salud, para hablar con nosotros o leer lo que le enviamos? Proporcionamos nuestros materiales en otros idiomas y formatos, incluyendo braille, letras grandes y audio sin costo para usted. Llámenos a la línea gratuita al 800-407-4627 (TTY 711), o 888-285-7801 (TTY 711) para miembros en Los Angeles.

Anthem Blue Cross es el nombre comercial de Blue Cross of California. Anthem Blue Cross y Blue Cross of California Partnership Plan, Inc. son licenciatarios independientes de Blue Cross Association. Anthem es una marca comercial registrada de Anthem Insurance Companies, Inc. Blue Cross of California tiene contrato con L.A. Care Health Plan para prestar servicios de Medi-Cal Managed Care en el condado de Los Angeles.

**SETA Head Start/Early Head Start  
Policy Council and Parent Advisory Committee**

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**CORDIALLY INVITE YOU TO ATTEND OUR  
2019-2020 ANNUAL END-OF-THE-YEAR PARENT APPRECIATION  
DRIVE-THROUGH EVENT**

***“Together We Stand”***



**Thursday,  
December 10, 2020  
1:00—2:30 p.m.**

**LOCATION:  
SETA Administrative Building  
Parking Lot**

(North Side Parking Lot-Head Start/Early  
Head Start)  
925 Del Paso Bldg., Suite 100

**CDC COVID-19 pandemic guidelines must be followed.**

All staff & parents must wear a mask (mouth and nose must be covered at all times)

Social distancing (6 feet apart )

No food allowed

Hand sanitizer on site (hands must be kept clean)

---

***RSVP by Friday, November 27, 2020***

***Nancy Hogan at : [nancy.hogan@seta.net](mailto:nancy.hogan@seta.net)***

ITEM III-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 September 22, 2020 meeting.

**NOTES:**

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

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

Meeting Held Electronically

Tuesday, September 22, 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 9:00 a.m. Ms. Gutierrez read the thought of the day. Ms. Gutierrez called the roll and confirmed that a quorum was established.

**Members Present:**

Jara Lindgren, Elk Grove Unified School District  
Shannon Pierce, SETA-Operated Program  
Arianna Torres, SETA-Operated Program  
Donna Bonner, SETA-Operated Program  
Jamilia Land, Women’s Civic Improvement Club  
Fienishia Wash, Home Base Option  
Brenda Casillas, SETA-Operated Program  
Charles Taylor, Past Parent/Community Representative  
Rosemary Schapira, Community Agency Representative  
Henrietta Gutierrez, Past Parent/Community Representative  
Rebecca Perez, Twin Rivers Unified School District (seated at 9:03 a.m.)  
Kara Otter, San Juan USD (seated at 9:06 a.m.)

**Member Absent:**

Alma Leiva, Elk Grove Unified School District (excused)

**II. Consent Item**

**A. Approval of the Minutes of the August 25, 2020 Meeting**

Minutes were reviewed; no questions or corrections.

Moved/Bonner, second/Wash, to approve the August 25, 2020 minutes.  
Aye: 10 (Bonner, Casillas, Lindgren, Perez, Land, Pierce, Torres, Wash, Taylor, Schapira)  
Nay: 0  
Abstentions: 1 (Gutierrez)  
Absent: 2 (Leiva & Otter)

Ms. Otter joined the meeting at 9:06 a.m.

### III. Action Items

- A. Approval of the Policy Council and Parent Advisory Committee Joint Parent Activity

Ms. Gutierrez stated that there are usually two events held during the year; a parent bonding and an end-of-year celebration. The celebration is on hold right now; the Social/Hospitality Committee will be discussing whether to have it or hold off.

Moved/Wash, second/Bonner, to approve a joint parent activity with the Parent Advisory Committee.

Aye: 11 (Bonner, Casillas, Land, Lindgren, Otter, Perez, Pierce, Torres, Wash, Taylor, Schapira)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 1 (Leiva)

- B. Approval of the SETA Head Start and Early Head Start Health/Safety and Governance/Leadership/Oversight Screener Summary Reports

Ms. Denise Lee reviewed this item. With the first year grant, staff is required to screen all centers for health and safety; it was a massive job to do. Staff was able to screen 13 of the available sites open. When the other sites open, including delegate agencies, those will be screened as well. The Head Start screener is a benchmark of things at the first of the year. If there is a review, the benchmark will be used to determine if issues were corrected. There are a few minor items that require attention. A summary report will be submitted to the board once the centers open.

The Governance leadership is a summary of where we sit in board interactions and how the board oversees governance of the program. On virtual meetings, there is a very high percentage of parents attending but there are still issues attracting board members. Staff is always looking for ways to engage members. We are in a good spot for a federal review.

No questions.

Moved/Wash, second/Bonner, approve the submission of the Head Start/Early Head Start Health and Safety Screener and the Governance, Leadership and Oversight Screener results and certifications.

Aye: 11 (Bonner, Casillas, Land, Lindgren, Otter, Perez, Pierce, Torres, Wash, Taylor, Schapira)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 2 (Leiva & Perez)

C. Approval to Submit a Request to Carry Over Funds from Program Year 2019-2020 to Program Year 2020-2021 for the Early Head Start-Child Care Partnership Program

Mr. Han stated that this item is seeking approval to carry over \$169,790 in EHS CCP funds from PY 2020-2021 year. The carryover funds will be utilized to purchase shade structures and other site supplies; Mr. Han reviewed a list of ways the funds will be spent. A non-federal share match is a bit lower due to the COVID grant money.

Moved/Land, second/Otter, to approve the submission of a carryover request for Program Year 2019-2020, from the Early Head Start–Child Care Partnership program Basic, Training and Technical Assistance and CARES Act/COVID19 funds in the amount of **\$169,790**.

**IV. Information Items**

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han 9:25 a.m. reviewed the fiscal report for the first month of the fiscal year. The delegate numbers are estimated. The expended budget for SETA is 6.5% which is a bit low. The non-federal share is low since numbers are not being reported. A lot of non-federal shares numbers come from on-site volunteers; a waiver may be requested as the year goes on. The supplies purchases are higher than normal due to COVID sanitation requirements. This grant is fluid since we are not sure when the centers can reopen. Mr. Han reviewed the credit card statement; the charges are mainly for COVID-related purchases and sanitation supplies.
- Community Agency Reports
  - Sacramento Children’s Home: Ms. Rosemary Schapira reminded the board of Source Sacramento which is a 24 hour, 7 days a week call line for mental health resources for people up to 26 years of age. Those interested in services can go to: [www.thesourcesacramento.com](http://www.thesourcesacramento.com).
  - Community Action Board: No report.
  - Community Resources: Ms. Desha referred the members to the information provided in their packets. Ms. Desha asked members to share the food bank locations for those in need.
  - ✓ Sacramento Food Bank Resources: information included in the packet.
  - ✓ Census Insider – Only 3 More Weeks to Complete the Census: Ms. Desha reported that Sacramento County’s completion rate is 67.9% as of September 7, which is slightly ahead of the national completion rate. Tuesday, November 3 is the general election day. Members were urged to register to vote. Ms. Desha urged board members to remind their friends and family to vote.

- B. SETA Governing Board Minutes: August 6, 2020 Meeting: No questions.
- C. Fiscal Monitoring Report: No questions.

**V. Committee Reports**

- Executive Committee Meeting: Ms. Gutierrez reported that the Executive Committee will meet Friday, September 25.
- Social/Hospitality Committee Meeting: Ms. Wash reported on the September 4 meeting. Attendees chose the plaque; Ms. Desha reviewed the details of the plaque. The decoration and day of the event was tabled. Next meeting will be October 9, 1 p.m. which will plan the end-of-year parent appreciation event.

**VI. Other Reports**

- A. Executive Director's Report: Ms. Kathy Kossick reported that the California Census completion rate is currently at 74%. The Community Action Board will be meeting at the end of November to review funding recommendations for \$1.1 million in CARES Act funding. The SETA Governing Board will approve the funding recommendations at a special meeting to be held October 29. Ms. Kossick thanked all board members for their participation in the meetings; it is greatly appreciated.
- B. Head Start Deputy Director's Report: Ms. Denise Lee stated that written reports are not being provided because things are changing so quickly. Staff continues to look to the State Department of Education for guidance regarding the reimbursement for remote services. Since we have closed and the Health Department agrees, the CDE thinks we meet the requirements to be reimbursed. The SETA grant is \$7.2 million dollars so those funds are needed. The Governor still has not signed SB 820 to allow more flexibility in reimbursement.

SOP and delegate agencies are still in operation albeit remotely. Staff will continue to do remote teaching in line with school districts' direction. All school districts are up and running. This is a great time for families to enroll in Head Start. In Early Head Start and Head Start, parents can choose the level of participation without the concern of being dropped. Also, many families do not qualify for Head Start services due to higher income; this is a good time to get into Head Start with a tiered level of services.

**C. Chair's Report**

- Trauma-Informed Care for Kids and Teens Conference Report: Ms. Gutierrez reported that she and Fienishia joined a conference on trauma-informed care. They spoke of how young children process their feelings; some children open up using different methods (play, art). There was discussion of input/output with children. It is crucial to get kids outside to play. Ms. Wash added that the care givers workshops were available from 8-9 p.m. There was a lot of good information and lots of parents sharing how to get through this pandemic.

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 stated that SETA has a Facebook page that gets updated with enrollment information. Staff is full-on into remote and distance learning. There are common requirements and staff is in the process of reporting to the state how we service families, communicate a child's development, etc. Another area is CLASS, is an observation tool to gauge the effectiveness of the teaching staff. Staff will be doing observations of Zoom trainings to assess the learning. Staff is always looking for ways to improve and adapt.
- Kaleb Call – Quality Assurance, Food Services, Save Environments, Grants, and Contracts: Mr. Call reviewed the August Food Services report included in the packet; numbers are lower than normal. Staff began preparing the take-home meals. Meals are handed out on Thursday and Friday; each family got a big box of food for five days. Boxes also included handouts on food safety. Most of the school districts offer food for anyone regardless of enrollment. They have expanded this throughout the school year. There are seven hub sites where teachers distribute teaching materials; the food is also distributed at the same time.

D. Open Discussion and Comments: None.

E. Public Participation: None.

**VII. Adjournment:** The meeting was adjourned at 9:59 a.m.



## ITEM V – COMMITTEE REPORT

### OTHER REPORTS

#### **V. Other Reports**

- Chair's Report – Ms. Fienishia Wash
- Head Start Deputy Director's Monthly Report – Ms. Denise Lee
  - ✓ Monthly Head Start Report

NOTES:

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**October 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	76	<b>13%</b>
<b>Twin Rivers USD</b>	140	33	<b>24%</b>	40	1	<b>3%</b>
<b>Elk Grove USD</b>	440	18	<b>4%</b>			
<b>Sac City USD</b>	736	36	<b>5%</b>			
<b>San Juan USD</b>	1052	73	<b>7%</b>	160	7	<b>4%</b>
<b>WCIC</b>	120	6	<b>5%</b>			
<b>EHS CCP</b>				80	14	<b>18%</b>
<b>COUNTY TOTAL</b>	<b>4244</b>	<b>348</b>	<b>8%</b>	<b>869</b>	<b>98</b>	<b>11%</b>

*AFE: Annual Funded Enrollment*

# SETA Head Start

## End of Month Enrollment

Reporting Date: 10/30/2020

### SETA Head Start

	Actual Enrollment	Drops within 30 days	Totals for month ending 10/30/20
<b>* 16th Avenue</b>			
Head Start Totals:	39	2	41
<b>* Bret Harte</b>			
Head Start Totals:	13	0	13
<b>* Capital City</b>			
Head Start Totals:	20	0	20
<b>* CP Huntington</b>			
Head Start Totals:	20	2	22
<b>* Crossroads Gardens</b>			
Head Start Totals:	63	0	63
<b>* Elkhorn</b>			
Head Start Totals:	53	3	56
<b>* Freedom Park</b>			
Head Start Totals:	34	2	36
<b>* Freeport</b>			
Head Start Totals:	18	0	18
<b>* Hillsdale</b>			
Head Start Totals:	40	0	40
<b>* Hopkins Park</b>			
Head Start Totals:	31	0	31
<b>* Job Corps</b>			
Head Start Totals:	19	1	20
<b>* LaVerne Stewart</b>			
Head Start Totals:	9	0	9
<b>* Marina Vista</b>			
Head Start Totals:	47	0	47
<b>* Mather</b>			
Head Start Totals:	94	0	94
<b>* Norma Johnson</b>			
Head Start Totals:	53	2	55
<b>* North Avenue</b>			
Head Start Totals:	69	0	69
<b>* Northview</b>			
Head Start Totals:	73	1	74
<b>* Phoenix Park</b>			
Head Start Totals:	27	0	27
<b>* Sharon Neese Center</b>			
Head Start Totals:	51	0	51
<b>Alder Grove ELC</b>			
Head Start Totals:	18	0	18
<b>Bannon Creek</b>			
Head Start Totals:	45	2	47

<b>Bright Beginnings</b>			
Head Start Totals:	19	0	19
<b>Franklin</b>			
Head Start Totals:	14	0	14
<b>Fruitridge</b>			
Head Start Totals:	20	0	20
<b>Galt</b>			
Head Start Totals:	75	0	75
<b>Grizzly Hollow</b>			
Head Start Totals:	40	1	41
<b>Illa Collin</b>			
Head Start Totals:	7	0	7
<b>Kennedy Estates</b>			
Head Start Totals:	9	0	9
<b>Nedra Court</b>			
Head Start Totals:	22	0	22
<b>Parker</b>			
Head Start Totals:	11	2	13
<b>Solid Foundation</b>			
Head Start Totals:	20	4	24
<b>Strizek Park</b>			
Head Start Totals:	27	0	27
<b>Walnut Grove</b>			
Head Start Totals:	25	0	25
Home Based	120	4	124
<b>Head Start Totals</b>	<b>1245</b>	<b>26</b>	<b>1271</b>

# SETA Head Start

## End of Month Enrollment-EHS

Reporting Date: 10/30/2020

### SETA Head Start

	Actual Enrollment	Drops within 30 days	Totals for month ending October 30 2020
<b>* Alder Grove I/T</b>			
Early Head Start Totals:	11	1	12
<b>* American Legion</b>			
Early Head Start Totals:	16	0	16
<b>* Bret Harte</b>			
Early Head Start Totals:	7	1	8
<b>* Capital City</b>			
Early Head Start Totals:	13	0	13
<b>* CP Huntington</b>			
Early Head Start Totals:	7	1	8
<b>* Crossroads Gardens</b>			
Early Head Start Totals:	13	2	15
<b>* Elkhorn</b>			
Early Head Start Totals:	15	0	15
<b>* Freedom Park</b>			
Early Head Start Totals:	13	2	15
<b>* Hillsdale</b>			
Early Head Start Totals:	4	0	4
<b>* Hiram Johnson</b>			
Early Head Start Totals:	18	2	20
<b>* Job Corps</b>			
Early Head Start Totals:	17	0	17
<b>* Marina Vista</b>			
Early Head Start Totals:	8	0	8
<b>* Mather</b>			
Early Head Start Totals:	14	1	15
<b>* Norma Johnson</b>			
Early Head Start Totals:	8	0	8
<b>* North Avenue</b>			
Early Head Start Totals:	8	0	8
<b>* Northview</b>			
Early Head Start Totals:	8	2	10
<b>* Phoenix Park</b>			
Early Head Start Totals:	6	1	7
<b>SETA Head Start Totals:</b>	<b>186</b>	<b>13</b>	<b>199</b>
EHS Home Based Totals	325	29	354
<b>EHS Totals</b>	<b>511</b>	<b>42</b>	<b>553</b>

# SETA Head Start

## End of Month Enrollment-EHS-CCP

Reporting Date: 10/30/2020

### SETA Head Start

	Actual Enrollment	Drops within 30 days	Totals for month ending 10/30/20
<b>* 16th Avenue</b>			
Early Head Start Totals:	18	0	18
<b>* Hopkins Park</b>			
Early Head Start Totals:	8	1	9
<b>* Sharon Neese Center</b>			
Early Head Start Totals:	21	3	24
<b>Galt</b>			
Early Head Start Totals:	15	4	19
<b>Grizzly Hollow</b>			
Early Head Start Totals:	8	0	8
<b>SETA Head Start Totals:</b>	<b>70</b>	<b>8</b>	<b>78</b>

WHAT WE  
LEARNED  
DURING  
COVID-19

GOOGLE  
CLASSROOM

UNLOCK FULL  
POTENTIAL

EMPATHY

STRENGTH IN  
TIMES OF  
ADVERSITY

RESILIENCY

ADAPTING TO  
CHANGES

APPRECIATE  
TIME WITH  
FAMILY

WORKING AND  
TEACHING  
REMOTELY

GRATITUDE

EQUALITY

GIFT OF LIFE

SELF-CARE

LEARNING  
ZOOM

WEARING  
MASKS

# Monthly Program Information Report

OCTOBER 2020

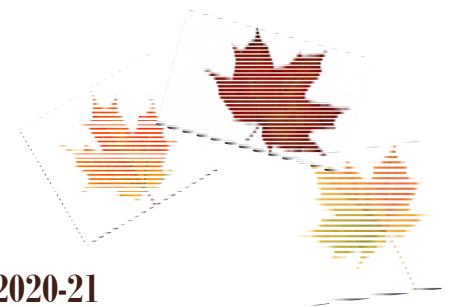
## Update from the Office of Head Start

Administrative Simplification for Consolidating Head Start Grants, Including EHS-CCP  
*ACF-PI-HS-20-06*  
*Issued 10/28/2020*

Prior to fiscal year 2020, grantees requesting to consolidate multiple Head Start grants were limited to consolidating those that shared the same project code. Effective immediately, grantees may include multiple Head Start grants across all project codes in their consolidation requests. It is now possible for a grantee to have one grant for the operation of all of its programs, including Head Start, Early Head Start, and EHS-CC Partnerships. In these cases, the primary grant that assumes all approved funding, slot levels, service areas, and options will remain with the traditional Head Start grant or award number with project codes of CH, CI, or CM.

***What does this mean for SETA and its delegate agencies?*** SETA will highly likely elect to consolidate the HS, EHS and CCP grants during the annual refunding application for 2021-22.

For more information, visit the ECKLC website at:  
<https://ecklc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-20-06>



## Federal Review Notification for Program Year 2020-21

On October 22<sup>nd</sup>, the Office of Head Start/Administration for Children and Families notified SETA that it will be scheduled for a **Focus Area I Federal Review** during program year 2020-21. This notification was a heads up letter, not the actual 45-day notice with a scheduled date. At this time, SETA has not received its formal 45-day notice letter which means it is highly unlikely that the review will take place prior to December 30, 2020. Deputy Director, Denise Lee, will keep the board posted on notification dates.

A Focus Area I Federal Review (FA1) usually takes place in the first year of a 5-year grant cycle. It is a virtual desk audit that will take approximately one week to complete. It includes grantee and delegate interviews, along with a thorough review of documents such as policies/procedures, goals/objectives, data results, and grant applications. PAC, PC and Governing Board members may be asked to participate in various levels of the review process. More information will be forthcoming.



## **Update on Re-Opening SETA Centers for In-Person Services**

Head Start management has developed a written **Re-opening Plan** that outlines the health and safety conditions that must be met under COVID-19 in order to re-open for in-person services. The plan also includes a checklist of activities/steps that must take place prior to re-opening early learning centers to ensure the utmost health and safety of children, families and staff.

Drafted in the plan is a target date for the re-opening process. SETA is targeting mid-January in a steady phase-in process which includes 2-3 centers re-opening per week. If all goes according to plan, all of the SETA operated early learning centers should be re-opened for in-person services by April 2021. A list of centers and proposed re-opening dates is being finalized at this time. Updated information will be shared at each board meeting.

Please note, re-opening plans will be largely dependent on the health and well-being of Sacramento County residents under COVID-19 conditions.

Please check delegate agency/local school district and partner websites for up-to-date information about re-opening dates for your child’s program.

***Children will be required to have up-to-date immunizations and physical exams prior to returning to in-person services. Families can speed up the returning process by scheduling a visit to their child’s pediatrician as soon as possible.***

Elk Grove Unified School District - [www.egusd.net](http://www.egusd.net)

Sacramento City USD – [www.scusd.edu](http://www.scusd.edu)

San Juan USD – [www.sanjuan.edu](http://www.sanjuan.edu)

Twin Rivers USD – [www.twinrivers.org](http://www.twinrivers.org)

Women’s’ Civic Improvement Club – [www.wcicinc.org](http://www.wcicinc.org)

Sacramento County Office of Education EHS Home-Base –

[www.sacramentocountyearlylearning.org](http://www.sacramentocountyearlylearning.org)

River Oak Center for Children EHS Home-Base – [www.riveroak.org](http://www.riveroak.org)

To All Who Have and Continue to Serve—  
Thank you





# Drive-Thru Dental Clinic

During the month of October, SETA, in partnership with the *Center for Oral Health, Early Smiles, First 5* and the *Women's Civic Improvement Club (WCIC)*, hosted eight (8) *FREE* drive-through, community-based dental clinics to offer oral health screenings for children and their families (following CDC guidelines during COVID-19). As a result:

289 children/adults were screened

Of which, 176 were Head Start children

Of those children, 38 (22%) failed the oral screening

All who failed the screening were scheduled for a follow-up appointment

259 children/adults received fluoride varnishes

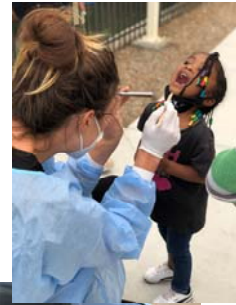
Of which, 158 were Head Start children

18 adults were assisted with accessing a dentist/making an appointment/changing dental plans

6 adults were assisted with Medi-Cal/Denti-Cal registration

Each person in the car received a tooth-brushing kit and face masks, regardless if screened. Children received items for school, including notebooks and pencils.

***Thank you to our partners for their unwavering support and continued creativity and proactive approaches to meet the community's oral health needs. Because of you, our very important work continues without fail, even during a pandemic.***



## Fall Fire Safety Reminders

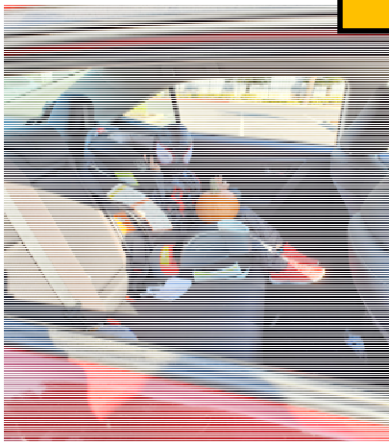
*Both home and child care centers must always maintain a working smoke and carbon monoxide detector. The end of daylight savings time can be the perfect opportunity to ensure that your batteries are working, and those safety devices are functioning properly. Testing the functionality of your smoke and carbon monoxide detectors is also a good time to do a fire drill with children in care so they know how to react in the event of an emergency.*



# Halloween Hub Stop



Children and staff sport their Halloween costumes during their HUB drive-through on October 29th and 30th.



## 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: