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THOUGHT OF THE DAY: "You find hope the same way you find happiness. You give it to someone else and borrow a little of it back."

Author: Robert Brault

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

DATE: Tuesday, February 16, 2021

TIME: 11:00 a.m.

LOCATION:

<https://us02web.zoom.us/j/85357202802?pwd=ZmN5Sk4zWkpNd1ZuQXh4M0NTMVJRUT09>

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/85357202802?pwd=ZmN5Sk4zWkpNd1ZuQXh4M0NTMVJRUT09>. Meeting ID: 853 5720 2802. Passcode: 534942. 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: One tap mobile: +16699006833,,85357202802# US (San Jose). Dial by your location +1 669 900 6833 US (San Jose). Find your local number: <https://us02web.zoom.us/j/85357202802?pwd=ZmN5Sk4zWkpNd1ZuQXh4M0NTMVJRUT09>. 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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DISTRIBUTION DATE: WEDNESDAY, FEBRUARY 10, 2021

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

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
- ___ Vacant, 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 2020-2021 - New Representatives to be seated

<input type="checkbox"/> Vacant, Alder Grove I Head Start
<input type="checkbox"/> Vacant, Alder Grove II Head Start
<input type="checkbox"/> Vacant, American Legion Head Start
<input type="checkbox"/> Vacant, Bret Harte Head Start
<input type="checkbox"/> Vacant, Capital City Head Start
<input type="checkbox"/> Vacant, CP Huntington Head Start
<input type="checkbox"/> Vacant, Franklin Head Start
<input type="checkbox"/> Vacant, Freedom Park Head Start
<input type="checkbox"/> Vacant, Freeport Head Start
<input type="checkbox"/> Vacant, Galt Head Start
<input type="checkbox"/> Vacant, Grizzly Hollow Head Start
<input type="checkbox"/> Vacant, Hillsdale Head Start
<input type="checkbox"/> Vacant, Hiram Johnson Head Start
<input type="checkbox"/> Vacant, Home Base Head Start
<input type="checkbox"/> Vacant, Hopkins Park Head Start
<input type="checkbox"/> Vacant, Illa Collin Head Start
<input type="checkbox"/> Vacant, Kennedy Estates Head Start
<input type="checkbox"/> Vacant, LaVerne Stewart Head Start
<input type="checkbox"/> Vacant, (Marie Cleveland's) Bright Beginning Head Start

<input type="checkbox"/> Vacant, Marina Vista Head Start
<input type="checkbox"/> Vacant, Mather Head Start
<input type="checkbox"/> Vacant, Nedra Court Head Start
<input type="checkbox"/> Vacant, Norma Johnson Head Start
<input type="checkbox"/> Vacant, North Avenue Head Start
<input type="checkbox"/> Vacant, Northview Head Start
<input type="checkbox"/> Vacant, Parker Head Start
<input type="checkbox"/> Vacant, Phoenix Park Head Start
<input type="checkbox"/> Vacant, Pre-School (Home Base)
<input type="checkbox"/> Vacant, River Oak Center for Children
<input type="checkbox"/> Vacant, SCOE
<input type="checkbox"/> Vacant, Sharon Neese Head Start
<input type="checkbox"/> Vacant, Solid Foundation Head Start
<input type="checkbox"/> Vacant, Early Head Start (Home Base)
<input type="checkbox"/> Vacant, Grandparent Representative
<input type="checkbox"/> Vacant, Outgoing Chair
<input type="checkbox"/> Vacant, Parent Ambassador
<input type="checkbox"/> Vacant, Parent Ambassador
<input type="checkbox"/> Vacant, 16 th Avenue 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	1/19	2/16	3/26	4/27 *	5/18	6/15	7/20	8/17	9/21	10/19	11/16
Vacant Seated	AG I											
Vacant Seated	AG II											
Vacant Seated	AL											
Donna Bonner Seated 11/19 HOLDING	BC	X										
Vacant Seated	BH											
Christine Salas Seated 4/24 HOLDING	CP	X										
Vacant Seated	CPH											
Maria Levert Seated 11/19 HOLDING	CR	X										
Alisha Givehchi Seated 11/19 HOLDING	EHS/HB	X										
Stephen Key Seated 11/19 HOLDING	EL	X										
Vacant Seated	FA											
Vacant Seated	FP											
Vacant Seated	FPT											
Arianna Torres Seated 11/19 HOLDING	FT	X										
Vacant Seated	G											
Vacant Seated	GH											
Vacant Seated	H											
Fenishia Wash Seated 11/19 HOLDING	HB	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	1/19	2/16	3/26	4/27 *	5/18	6/15	7/20	8/17	9/21	10/19	11/16
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	R										
Vacant Seated	PA											
Vacant Seated	PP											
Vacant Seated	RO											
Vacant Seated	SCOE											
Vacant Seated	SF											
Earlene McBryde Seated 11/19 HOLDING	SN	X										
Shannon Pierce Seated 11/19 HOLDING	SP	X										
Brenda Casillas Seated 11/19 HOLDING	WG	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										
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: 1/20/2021 11:39 AM

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE JANUARY 19, 2021 SPECIAL MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the January 19, 2021.

RECOMMENDATION:

Approve the minutes of the January 19, 2021 meeting.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

SPECIAL MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE

(Minutes reflect the actual progress of the meeting.)

LOCATION: meeting held electronically

Tuesday, January 19, 2021
11:00 a.m.

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

Ms. Fienishia Wash called the meeting to order at 11:03 a.m. and read the thought of the day. Ms. Wash called the roll; a quorum was achieved.

Members Present:

Stephen Key
Fienishia Wash
Shannon Pierce
Earlene McBryde
Donna Bonner
Brenda Casillas
Alisha Givehchi
Maria Levert
Henrietta Gutierrez
Christine Salas (joined at 11:05 a.m.)
Arianna Torres (joined at 11:15 a.m.)

Members Absent:

Jasmine Bonilla (resigned a/o 1/12)

II. Consent Item

A. Approval of the Minutes of the November 17, 2020 Special Meeting

The minutes were reviewed; no questions or corrections.

Moved/Bonner, second/Gutierrez, to approve the minutes of the
Roll call vote:

Aye: 9 (Bonner, Casillas, Givehchi, Gutierrez, Key, Levert, McBryde, Pierce,
Salas)

Nay: 0

Abstentions: 1 (Wash)

Absent: 1 (Torres)

III. Action Items

A. Election of Parent Advisory Committee Officers 2020-2021

Ms. Wash asked that this item be tabled in order to allow for more new representatives to be added to the PAC.

Moved/McBryde, second/Gutierrez, to table this item to the next meeting.

Roll call vote:

Aye: 9 (Bonner, Casillas, Givehchi, Gutierrez, Key, Levert, McBryde, Pierce, Salas)

Nay: 0

Abstentions: 1 (Wash)

Absent: 1 (Torres)

B. Election of SETA Operated Representatives and Alternates to the Policy Council for Program Year 2020-2021

Ms. Wash asked for a motion to table this item due to the low number of new representatives. Ms. Desha announced that at this time, there are no new representatives.

Moved/Key, second/Givehchi, to table this item to the next meeting.

Roll call vote:

Aye: 9 (Bonner, Casillas, Givehchi, Gutierrez, Key, Levert, McBryde, Pierce, Salas)

Nay: 0

Abstentions: 1 (Wash)

Absent: 1 (Torres)

Ms. Gutierrez asked how the recruitment of new members was being done? Ms. Desha replied that the Family Services Workers are working to recruit new representatives; we are waiting for elections to be done via virtual parent meetings. It has been very difficult to recruit new members. Ms. Lee reviewed the parent meeting approach which will change as the centers reopen. Ms. Gutierrez stated that parent involvement is crucial and it is important to think outside of the box to get more engagement. Ms. Desha will be working with Ms. Lisa Carr as well as Ms. Wash and Ms. Gutierrez on recruitment ideas. Ms. Wash and Ms. Gutierrez agreed to speak at virtual parent meetings to promote parent engagement.

Ms. Torres joined the meeting at 11:15 a.m.

C. Election of Parent Advisory Committee Community Representatives for Program Year 2020-2021

Ms. Desha reported that there are two applications. After discussion, the Chair recommended that this item be tabled in anticipation of more applications being submitted.

Moved/McBryde, second/Gutierrez, to continue this item to the next meeting.

Roll call vote:

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

Nay: 0

Abstentions: 1 (Wash)

IV. Information Items

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han reviewed December's report, which is five months into the program year. We are at 38% of budget. The Training/Technical Assistance expenditures are low since staff are not going to conferences and staff development is to be done virtually. Staff is working on plans to reallocate/use some of the cost savings in other ways, including the CARES Act funding. Ms. Lee and Ms. Griffith are working to purchase classroom supplies, iPads, PPE and cleaning supplies. The funds must be spent by 7/31/21. The non-federal share is low so staff will be applying for a non-federal share waiver. A lot of the non-federal share match comes from parent volunteers. The administrative expenditures are at 9% which is lower than the maximum. This is the first of five contract years and staff will work to reprogram unexpended funds. Mr. Han reviewed changes in the personnel area. The credit card statement was reviewed; not too many charges were made in December.
- Community Resources – Parents/Staff: Ms. Marie Desha reviewed some community resources available to parents. Ms. Desha urged members to share the information with friends and family. The Sacramento Promise Zone will be having a mind/body event to assist in improving health outcomes and eliminating health disparities. There will be link to identify topics for parent. The information will be sent out to PAC and PC after this meeting.

B. Head Start Policy Council Minutes: October 27, 2020: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Wash will be meeting with Ms. Desha and a report will be given next month.

VI. Other Reports

- Chair's Report: Ms. Wash reported that the new member orientation training will be postponed.
- Policy Council Report(s): No report.
- Head Start Deputy Director's Report – Ms. Denise Lee stated that a budget modification will be presented to the Policy Council to repurpose underspent funds. There are unfilled vacancies and SETA received additional funding for COVID-related supplies. There are also one-time cost-savings due to janitorial services not being used on a daily basis. We are looking for board approval to

reprogram underspent fund to renovate the Northview Early Learning Center. It is the only building SETA owns and staff will be requesting some updates to the center to add restrooms in the classrooms and another classroom. Other renovations include adding an HVAC to each classroom, and updating the parking lot. The project will cost \$800,000 to \$1 million utilizing reprogrammed funds. It is hoped to have this renovation completed by July 31 but it will more likely it will be done by December, 2021.

Ms. Lee stated that reopening of Head Start centers will be postponed until early March, 2021. Ms. Lee reviewed the process by which classes would reopen. Families that are working will have priority enrollment. We are 30% under enrolled so there are many opportunities for new families. Staff recently distributed a family survey with three questions: are you working, if so, if we reopen would you return to center based services, and what zip code are you in? Staff is still working to compile the data; the preliminary responses show a high need for services in the south and in the Del Paso area. These are also areas with high COVID exposure.

Ms. Gutierrez stated that she is worried about centers reopening safely. How do you reopen safely without children/staff facing COVID exposure? Ms. Lee replied that this is something every parent needs to decide; remote learning will still be available to families. We also have enhanced sanitization and health protocols to reduce the spread of COVID-19. Center enrollment will be limited to a maximum of 13 including and 3 staff; allowing more space to social distance. Staff recognizes that many are not able to get child care so it is important to work toward opening. Parents will also be able to consider enrolling their child at another center if there are openings. Staff will work diligently to ensure no exposure will happen at centers. Children will have their own supplies and toys to play with to reduce cross-contamination.

The SETA Governing Board has two new members that are strong advocates for child care services and will be joining the board on February 4, 2021.

Ms. Lee stated that the End-of-Year Parent Celebration was fun and it was great seeing the families participate.

Ms. Lee reported that a new federal appropriation have been signed with an increase for Head Start. COVID funds will continue coming to purchase cleaning supplies and other materials need to address COVID-19. The new appropriation includes a cost-of-living adjustment (COLA) increase for staff salaries; the union will be working with management on how to use the funds. The Budget/Planning Committee will be meeting weekly, starting on February 19 to begin the planning process for the new fiscal year (2021-22). All are welcomed to participate on how to plan for the new fiscal year.

➤ Head Start Managers' Reports

- Lisa Carr: No report.
- Karen Griffith: No report.
- Denise Lee: No report.

VII. **Center Updates**: None.

VIII. **Discussion**: None.

IX. **Public Participation**: None.

X. **Adjournment**: The meeting was adjourned at 11:46 a.m.

ITEM III-A – ACTION

ELECTION OF PARENT ADVISORY COMMITTEE OFFICERS 2020-2021

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect officers for Program Year 2020-2021. The duties of PAC officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PAC that are not in conflict with these Bylaws, Article V – Officers, Section 2B: All PAC members are eligible to run for an Office/Officer position except members holding a seat. The Executive Committee must have at least three members who are parents of child/children currently enrolled in the HS/EHS Center-Based or Home-Based Option.

SECTION 3: Duties of Officers

The duties of PAC officers shall be as prescribed in these Bylaws and shall include such other duties as may be established by the PAC that are not in conflict with these Bylaws.

- A. The Chair of the PAC shall preside over all meetings of the PAC and implement all policies and programs of the PAC. The Chair shall act as the official agent of the PAC in all matters relating to the PAC, and shall be the chief spokesperson and public relations officer for the PAC. The Chair shall have the power to appoint, both in and out of the PAC, any additional positions as needed with ratification of the PAC. The Chair shall represent the PAC at the National Head Start Parent Association Conference. The Chair shall be an ex-officio member of all committees and shall represent the PAC at all Governing Board meetings, but shall adhere to the provisions of Article IV, Meetings; Section 3, as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PAC in the absence of the Chair, and shall have all delegated powers. The Vice Chair will assume position of Chair if seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.
- C. The Secretary shall call the roll, keep a record of the current and preceding minutes at each meeting, and record resolutions or motions adapted, as may be necessary to expedite the PAC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.

ITEM III-A – ACTION (continued)
Page 2

- D. The Treasurer shall work with staff and the PAC Secretary and keep such records, files and accounts as may be necessary to expedite PAC's business. The Treasurer shall be a member of the Social/Hospitality Committee, and the Parent Ambassador Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to Parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

RECOMMENDATION:

That the Parent Advisory Committee elect a Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

Chair:

Vice Chair:

Secretary:

Treasurer:

Parliamentarian:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM III-B– 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 the fourth Tuesday of each month at 11:00 a.m. until the COVID restrictions are lifted, the meetings will be held on Zoom. When restrictions are lifted, meetings will resume in the SETA Boardroom.
- ✓ Attend Committee meetings virtually 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 III-B – ACTION (continued)
Page 2

RECOMMENDATION:

That the Parent Advisory Committee elect six Representatives and six Alternates to the Policy Council.

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

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-C – 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-C – 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 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
 - ◆ Low-Income COVID Facts Flyer from SMUD
 - ◆ Powering Futures Scholarships Flyer

NOTES:

We're here to help.



We're here for you

We know many of you may be concerned about paying your bills during these challenging times. While much remains uncertain right now, one thing is for sure: we're here to help you through this with flexible billing options and discount rates.

Not shutting off power for non-payment – through April 30, 2021 at the earliest.

We will not disconnect power due to non-payment and we won't add late fees to your bill during this time. Customers who are behind on payment will still owe SMUD for service, but electric service will remain on at this time.

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You can access your account online 24/7.

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- Set up payment arrangements
- Check your usage
- Sign up for outage and billing alerts

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Our Energy Assistance Program Rate (EAPR) provides a monthly bill discount based on household size and income. We've adjusted our requirements to make it easier to qualify, apply and re-certify online.

Flexible payment plans

If you are able, please continue to make your payment on time. For customers experiencing financial hardship, you can set up payment arrangements online or give us a call at **1-888-742-7683**. Assistance is available in additional languages if needed, please just ask.

Learn more about how we're helping at smud.org/HereToHelp.



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PAC

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Feb. 16, 2021

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 November 24, 2020 meeting.

NOTES:

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

Meeting Held Electronically

Tuesday, November 24, 2020
11:00 a.m.

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

Ms. Henrietta Gutierrez called the meeting to order at 11:06 a.m. Ms. Gutierrez read the thought of the day. The roll was called and a quorum was confirmed.

Members Present:

Alma Leiva, Elk Grove Unified School District
Shannon Pierce, SETA-Operated Program
Arianna Torres, SETA-Operated Program
Donna Bonner, SETA-Operated Program
Fienishia Wash, Home Base Option
Brenda Casillas, SETA-Operated Program
Kara Otter, San Juan USD
Charles Taylor, Past Parent/Community Representative
Henrietta Gutierrez, Past Parent/Community Representative

Members Absent:

Jamilia Land, Women's Civic Improvement Club (unexcused)
Rosemary Schapira, Community Agency Representative (excused)
Rebecca Perez, Twin Rivers Unified School District (unexcused)
Jara Lindgren, Elk Grove Unified School District (unexcused)

Member to be Seated:

Teresa Ellison, alternate, Sacramento City Unified School District

II. Consent Item

A. Approval of the Minutes of the October 27, 2020 Meeting

The minutes were reviewed; no questions or corrections.

Moved/Bonner, second/Pierce, to approve the October 27 minutes.

Roll call vote:

Aye: 8 (Bonner, Casillas, Leiva, Otter, Pierce, Taylor, Torres, Wash)

Nay: 0

Abstentions: 2 (Ellison, Gutierrez)

Absent: 4 (Land, Lindgren, Perez, Schapira)

III. **Action Items**

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

Ms. Gutierrez reported that the Policy Council met in Closed Session before this meeting. The Closed Session started at 10:46 a.m. and closed at 10:57 a.m. The Policy Council approved the following eligible lists: Family Services Worker II; Infant Toddler Lead Teacher.

B. Election of Policy Council Community Representatives and Alternates

Ms. Gutierrez reported that three applications have been received. In order to allow more applications to come in, Ms. Gutierrez requested a motion to table this item.

Moved/Bonner, second/Pierce, to table the election of Policy Council Community Representatives and Alternates.

Roll call vote:

Aye: 9 (Bonner, Casillas, Ellison, Leiva, Otter, Pierce, Taylor, Torres, Wash)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 4 (Land, Lindgren, Perez, Schapira)

C. **TIMED ITEM 11:00 A.M. AND PUBLIC HEARING:** Approval of Revision to the Job Specifications and Salary Schedules for Payroll Specialist and Senior Payroll Specialist

Ms. Gutierrez opened a public hearing at 11:15 a.m.

Ms. Allison Noren reviewed this item and explained the payroll process utilized by SETA.

Ms. Gutierrez asked about steps A-F; Ms. Noren explained that the salary schedules are broken up by steps. When an employee comes in, they start at Step A. The employee needs to work 2,080 hours, full time one year to go to the next step which is 5% higher.

Moved/Wash, second/Otter, close the public hearing and approve the revised job specifications and salary schedules for Payroll Specialist and Senior Payroll Specialist.

Roll call vote:

Aye: 8 (Bonner, Casillas, Leiva, Otter, Pierce, Taylor, Torres, Wash)

Nay: 0

Abstentions: 2 (Ellison, Gutierrez)

Absent: 4 (Land, Lindgren, Perez, Schapira)

- D. Approval to Delegate Authority to the Parent Advisory Committee to Function in the Screening and Interviewing of Prospective Applicants Directly Related to the SETA-Operated Program

Ms. Gutierrez reviewed this item which allows the PAC to take part of screening and interviewing process for staff. No questions.

Moved/Wash, second/Bonner, to approve the delegation of authority to the Parent Advisory Committee to function in the screening and interviewing of prospective applicants directly related to the SETA-Operated Program.

Roll call vote:

Aye: 9 (Bonner, Casillas, Ellison, Leiva, Otter, Pierce, Taylor, Torres, Wash)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 4 (Land, Lindgren, Perez, Schapira)

IV. Information Items

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han reviewed the fiscal report. SETA will be seeking a waiver of the in-kind match. Ms. Han reviewed the CARES funding and staff will be working to ensure the funds are completely spent by July, 2021. The Agency will be purchasing five new vehicles and update some playgrounds with the carryover funds. If there are savings, staff will seek ways to repurpose the funds. The food services costs are being reviewed; staff is looking for ways to break even in the Food Services program. Ms. Lee stated that SETA has a fleet of vehicles for facilities and food service which is why there are car maintenance costs.
- End-of-Year Parent Appreciation Drive Through Event: Ms. Gutierrez reviewed this item.
- Officer Elections will be held on Tuesday, January 26, 2021: Ms. Gutierrez asked those interested in serving as an officer to review the bylaws and consider running for office.
- Community Resources
 - Sacramento City CARES Act OJT Program: Ms. Gutierrez reviewed this program.
 - Community Flu Shot Clinic: The flu shot clinic information was reviewed.

- B. Governing Board Minutes for October 1, 2020: No questions.

V. Committee Reports

- Executive Committee Meeting: No report.

- Social/Hospitality Committee Meeting: The next meeting will be held December 4, 1:00 p.m.; the invitation will be sent out to all board members.

VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick reviewed a program open to city residents. She shared that any unemployed Sacramento City resident can get training in this program. Ms. Kossick thanked all board members for participating and wished them all a Happy Thanksgiving.
- B. Head Start Deputy Director's Report: Ms. Lee asked members to review the written report included in the board packet. Ms. Lee thanked board members for their continuing support and participation. Ms. Lee stated that staff is still working to have a rolling reopening of centers. Ms. Lee asked members to tell their friends and family members that there are openings in the Head Start program.
- C. Chair's Report: No report.
- 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: No report.
 - ✓ Denise Lee – Quality Assurance, Food Services, Save Environments, Grants, and Contracts: No report.
- E. Open Discussion and Comments: Ms. Desha stated that the bylaws will be sent out to board members that requested copies.
- F. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 11:53 a.m.

ITEM V

COMMITTEE REPORTS

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Fienishia Wash

NOTES:

ITEM VI

OTHER REPORTS

BACKGROUND:

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

- Chair's Report
- Policy Council Report(s): Ms. Brenda Casillas, Ms. Shannon Pierce, Ms. Donna Bonner, Ms. Arianna Torres
- Head Start Deputy Director's Report – Ms. Denise Lee
 - ✓ Monthly Head Start Report
- Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services
 - Karen Griffith - School Readiness, Special Education and Mental Health Services
 - Denise Lee – Quality Assurance, Food Services, Save Environments, Grants, and Contracts

NOTES:

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

January 2021

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	197	11%	589	92	16%
Twin Rivers USD	140	42	30%	40	2	5%
Elk Grove USD	440	33	8%			
Sac City USD	736	38	5%			
San Juan USD	1052	81	8%	160	9	6%
WCIC	120	6	5%			
EHS CCP				80	21	26%
COUNTY TOTAL	4244	397	9%	869	124	14%

AFE: Annual Funded Enrollment

SETA Head Start

Preschool- End of Month Enrollment

SETA Head Start

	Actual Enrollment	Drops within 30 Days	Total for month
* 16th Avenue			
Head Start Totals:	40	0	40
* Bret Harte			
Head Start Totals:	19	0	19
* Capital City			
Head Start Totals:	20	0	20
* CP Huntington			
Head Start Totals:	21	0	21
* Crossroads Gardens			
Head Start Totals:	63	0	63
* Elkhorn			
Head Start Totals:	62	1	63
* Freedom Park			
Head Start Totals:	34	1	35
* Freeport			
Head Start Totals:	19	0	19
* Hillsdale			
Head Start Totals:	45	0	45
* Hopkins Park			
Head Start Totals:	32	0	32
* Job Corps			
Head Start Totals:	20	0	20
* LaVerne Stewart			
Head Start Totals:	12	0	12
* Marina Vista			
Head Start Totals:	55	0	55
* Mather			
Head Start Totals:	101	2	103
* Norma Johnson			
Head Start Totals:	57	0	57
* North Avenue			
Head Start Totals:	68	1	69
* Northview			
Head Start Totals:	80	0	80
* Phoenix Park			
Head Start Totals:	41	0	41
* Sharon Neese Center			
Head Start Totals:	61	0	61
Alder Grove ELC			
Head Start Totals:	19	0	19
Bannon Creek			
Head Start Totals:	46	0	46
Bright Beginnings			

Head Start Totals:	18	0	18
Dudley			
Head Start Totals:	1	0	1
Franklin			
Head Start Totals:	15	0	15
Fruitridge			
Head Start Totals:	20	0	20
Galt			
Head Start Totals:	77	3	80
Grizzly Hollow			
Head Start Totals:	41	1	42
Home Base			
Head Start Totals:	131	1	132
Illa Collin			
Head Start Totals:	13	0	13
Kennedy Estates			
Head Start Totals:	9	0	9
Nedra Court			
Head Start Totals:	20	2	22
Parker			
Head Start Totals:	12	0	12
Solid Foundation			
Head Start Totals:	20	0	20
Strizek Park			
Head Start Totals:	27	0	27
Walnut Grove			
Head Start Totals:	25	0	25
SETA Head Start Totals:	1,344	12	1,356

SETA Head Start

SETA Head Start

	Actual Enrollment	Drops within 30 days	Total for Month
* Alder Grove I/T			
Early Head Start Totals:	13	0	13
* American Legion			
Early Head Start Totals:	12	0	12
* Bret Harte			
Early Head Start Totals:	8	0	8
* Capital City			
Early Head Start Totals:	14	0	14
* CP Huntington			
Early Head Start Totals:	8	0	8
* Crossroads Gardens			
Early Head Start Totals:	12	1	13
* Elkhorn			
Early Head Start Totals:	14	1	15
* Freedom Park			
Early Head Start Totals:	9	1	10
* Hillsdale			
Early Head Start Totals:	4	0	4
* Hiram Johnson			
Early Head Start Totals:	21	1	22
* Job Corps			
Early Head Start Totals:	15	0	15
* Marina Vista			
Early Head Start Totals:	8	2	10
* Mather			
Early Head Start Totals:	14	1	15
* Norma Johnson			
Early Head Start Totals:	7	0	7
* North Avenue			
Early Head Start Totals:	7	1	8
* Northview			
Early Head Start Totals:	7	2	9
* Phoenix Park			
Early Head Start Totals:	7	1	8
EHS Home Base			
Early Head Start Totals:	187	7	194
River Oak - EHS - Home-Based			
Early Head Start Totals:	71	3	74
SCOE-Early Head Start-Home-Based			
Early Head Start Totals:	73	0	73
SETA Head Start Totals:	511	21	532

SETA Head Start

EHS-CCP - End of Month Enrollment

SETA Head Start

	Actual Enrollment	Drops within 30 days	Total for Month
* 16th Avenue			
Early Head Start Totals:	16	0	16
* Hopkins Park			
Early Head Start Totals:	7	1	8
* Sharon Neese Center			
Early Head Start Totals:	21	3	24
Galt			
Early Head Start Totals:	16	1	17
Grizzly Hollow			
Early Head Start Totals:	8	2	10
SETA Head Start Totals:	68	7	75

This report shows children/pregnant mothers who were either enrolled on the Reporting Date or
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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: