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**KAREN GRIFFITH**  
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<http://www.headstart.seta.net>

**THOUGHT OF THE DAY:**

*"RISE UP, start fresh see the opportunity in each day"*

*Author: Unknown*

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

**DATE:** Tuesday, September 19, 2023

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

**LOCATION:** SETA Board Room  
925 Del Paso Blvd.  
Sacramento, CA 95815

While the SETA/Head Start Parent Advisory Committee welcomes and encourages participation in the Committee meetings, it would be appreciated if you would limit your comments to three minutes so that everyone may be heard. Matters under jurisdiction of the SETA/Head Start Policy Council and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA/Head Start Parent Advisory Committee limits testimony on matters not on the agenda to three minutes per person and not more than ten minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3753. This document and other Committee meeting information may be accessed through the Internet by accessing the SETA home page: [www.seta.net](http://www.seta.net).

**AGENDA**

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**DISTRIBUTION DATE: TUESDAY, SEPTEMBER 12, 2023**

Parent Advisory Committee meeting hosted by:  
Donna Bonner (Chair), Fienishia Wash (Vice Chair), Le Andra Jones-Villalta (Treasurer),  
Stevetia Young (Secretary), Kahmaria Holleman (Parliamentarian)

ITEM I-A - ROLL CALL

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

- \_\_\_ Vacant, Alder Grove I Head Start
- \_\_\_ Vacant, Alder Grove II Head Start
- \_\_\_ Vacant, American Legion Head Start
- \_\_\_ **Kahmaria Holleman, Bannon Creek Head Start**
- \_\_\_ Vacant, Bret Harte Head Start
- \_\_\_ Vacant, Capital City Head Start
- \_\_\_ Vacant, CP Huntington Head Start
- \_\_\_ Vacant, Crossroad Gardens Head Start
- \_\_\_ Vacant, Early Head Start (Home Base)
- \_\_\_ Vacant, Early Head Start (Home Base)
- \_\_\_ **Donna Lambert, Elkhorn Head Start**
- \_\_\_ Vacant, Franklin Head Start
- \_\_\_ **Armonie Martin, Freedom Park Head Start**
- \_\_\_ **Stevetia Young, Freeport Head Start**
- \_\_\_ Vacant, Fruitridge Head Start
- \_\_\_ Vacant, Galt Head Start
- \_\_\_ Vacant, Grizzly Hollow
- \_\_\_ Vacant, Hillsdale Head Start
- \_\_\_ Vacant, Hiram Johnson Head Start
- \_\_\_ Vacant, Pre-school (Home Base)
- \_\_\_ Vacant, Pre-School (Home Base)
- \_\_\_ Vacant, EHS (Home Base)
- \_\_\_ Vacant, Hopkins Park Head Start
- \_\_\_ Vacant, Illa Collin Head Start
- \_\_\_ **Alina Semavina, 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 Early Learning Center
- \_\_\_ 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
- \_\_\_ **Timeisha Seymore, Sharon Neese Early Learning Center**
- \_\_\_ Vacant, Solid Foundation Head Start
- \_\_\_ Vacant, Strizek Park Head Start
- \_\_\_ Vacant, Walnut Grove Head Start
- \_\_\_ **Le Andra Jones-Villalta, 16<sup>th</sup> Avenue Head Start**
- \_\_\_ **Stephen Key, Past Parent Representative**
- \_\_\_ **Fienishia Wash, Past Parent Representative**
- \_\_\_ Vacant, Grandparent Representative
- \_\_\_ Vacant, Foster Parent Representative
- \_\_\_ **Donna Bonner, Outgoing Chair**

ITEM I-A - ROLL CALL  
(Continued)

**Program Year 2022-2023 - New Representatives to be seated**

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Vacant, Alder Grove I Head Start	<input type="checkbox"/> Vacant, Mather Head Start
<input type="checkbox"/> Vacant, Alder Grove II Head Start	<input type="checkbox"/> Vacant, Marina Vista 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, Northview Head Start
<input type="checkbox"/> Vacant, Crossroad Gardens 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, Fruitridge Head Start	<input type="checkbox"/> Vacant, River Oak Center for Children
<input type="checkbox"/> Vacant, Galt Hollow Head Start	<input type="checkbox"/> Vacant, SCOE
<input type="checkbox"/> Vacant, Grizzly Hollow Head Start	<input type="checkbox"/> Vacant, Solid Foundation
<input type="checkbox"/> Vacant, Hillsdale Head Start	<input type="checkbox"/> Vacant, Strizek Park Head Start
<input type="checkbox"/> Vacant, Hiram Johnson Head Start	<input type="checkbox"/> Vacant, Walnut Grove Head Start
<input type="checkbox"/> Vacant, Home Base Early Head Start	<input type="checkbox"/> Vacant, Grandparent Representative
<input type="checkbox"/> Vacant, Home Base Early Head Start	<input type="checkbox"/> Vacant, Parent Ambassador
<input type="checkbox"/> Vacant, Home Base Head Start	<input type="checkbox"/> Vacant, Parent Ambassador
<input type="checkbox"/> Vacant, Home Base Head Start	<input type="checkbox"/> Vacant, Past Parent Representative
<input type="checkbox"/> Vacant, Hopkins Park Head Start	<input type="checkbox"/>
<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"/>	

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

**The PAC was seated on November 15, December 20, 2022; May 16 & June 20, 2023**

**PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM  
YEAR 2022-2023 & 2023-2024**

COMMITTEE MEMBER	CENTER	11/15	12/20		1/17	3/21	4/25*	5/16	6/20	7/18	8/15	9/19	10/17	11/21
Vacant Seated	<b>AG I</b>													
Vacant Seated	<b>AG II</b>													
Vacant Seated	<b>AL</b>													
Vacant Seated	<b>BC</b>													
<b>Kahmaria Holleman Seated 06/20</b>	<b>BC</b>	X	X		X	X	X	E	X	X	E			
Vacant Seated	<b>BH</b>													
Vacant Seated	<b>CP</b>													
Vacant Seated	<b>CPH</b>													
Vacant Seated	<b>CR</b>													
Vacant Seated	<b>EHS/HB</b>													
Vacant Seated	<b>EHS/HB</b>													
<b>Donna Lambert Seated 6/20</b>	<b>EL</b>								X	X	X			
Vacant Seated	<b>FA</b>													
<b>Armonie Martin Seated 06/20</b>	<b>FP</b>								X	E	E			
<b>Stevetia Young Seated 5/16</b>	<b>FPT</b>							X	E	X	U			
Vacant Seated	<b>FT</b>													
Vacant Seated	<b>G</b>													
Vacant Seated	<b>GH</b>													
Vacant Seated	<b>H</b>													
Vacant Seated	<b>HB</b>													
Vacant Seated	<b>HBP</b>													
Vacant Seated	<b>HI</b>													
Vacant Seated	<b>HP</b>													
Vacant Seated	<b>IC</b>													
Vacant Seated	<b>HP</b>													
<b>Alina Semavina Seated 6/20</b>	<b>JC</b>							E	X	E	X			
Vacant Seated	<b>K</b>													

COMMITTEE MEMBER	CENTER	11/16	12/16	1/17	3/21	4/25*	5/16	6/20	7/18	8/15	9/19	10/17	11/21
Vacant Seated	<b>LVS</b>												
Vacant Seated	<b>MCBB</b>												
Vacant Seated	<b>MV</b>												
Vacant Seated	<b>M</b>												
Vacant Seated	<b>NA</b>												
Vacant Seated	<b>NC</b>												
<del>Wendy Cruz Valencia</del> R 8/24	<b>NJ</b>							X	U	U	R		
Vacant Seated	<b>NV</b>												
Vacant Seated	<b>NV</b>												
Vacant Seated	<b>PA</b>												
Vacant Seated	<b>PP</b>												
Vacant Seated	<b>RO</b>												
Vacant Seated	<b>SCOE</b>												
Vacant Seated	<b>SF</b>												
Timeisha Seymore Seated 5/16	<b>SN</b>						X	X	X	X			
Vacant Seated-	<b>SP</b>												
Vacant Seated-	<b>WG</b>												
Le Andra Jones Villalta Seated 12/20	<b>16A</b>	X	X	X	X	X	X	X	X	X			
Vacant Seated	<b>FPR</b>												
Vacant Seated	<b>AMB</b>												
Vacant Seated	<b>AMB</b>												
Donna Bonner Seated 11/15	<b>PPR</b>	X	X	X	X	X	X	X	X	X			
Stephen Key Seated 11/15	<b>PPR</b>	X	X	X	X	X	X	X	X	X			
Vacant Seated	<b>CR/GP</b>												
Fienishia Wash Seated 11/15	<b>OGC</b>	X	X	X	X	X	X	X	X	X			

**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 Governance and Parent Engagement Coordinator, Ms. Gaylon Ndiaye, at (916) 263-5662; and
3. Third, please call the PAC Chair, Ms. Donna Bonner, at (916) 849-7239, or the Clerk of the Boards, Ms. Anzhelika Simonenkova, at (916) 263-3753.

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

**# Special meeting**

**NM: No meeting**

**PARENT ADVISORY COMMITTEE - MEETING  
ATTENDANCE UPDATE PROGRAM YEAR 2022-2023  
(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 M:</b>	Marina Vista Early Learning Center
<b>CP:</b>	Capital City		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>HBP:</b>	Home Based Pre-School	<b>SP:</b>	Strizek Park
<b>HI:</b>	Hiram Johnson	<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 9/11/2023 3:16 PM

ITEM II-A-CONSENT

APPROVAL OF THE MINUTES OF THE AUGUST 15, 2023 REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the August 15, 2023.

RECOMMENDATION:

Approve the minutes of the August 15, 2023 meeting.

**NOTES:**

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

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



## **REGULAR MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE**

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

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

Tuesday, August 15, 2023  
9:00 a.m.

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

Ms. Bonner called the meeting to order at 9:02 a.m., read the thought of the day, and called the roll; a quorum was met.

#### **Members Present:**

Donna Bonner, Outgoing Chair  
Fienishia Wash, Past Parent Representative  
Stephen Key, Past Parent Representative  
Donna Lambert, Elkhorn Alternate (*arrived and seated at 9:04 a.m.*)  
Timeisha Seymore, Sharon Neese (*arrived and seated at 9:03 a.m.*)  
Le Andra Jones-Villalta, 16<sup>th</sup> Avenue  
Alina Semavina, Job Corps

#### **New Members Seated Present:**

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

#### **Members Absent:**

Armonie Martin, Freedom Park  
Wendy Cruz Valencia, Norma Johnson  
Kahmaria Holleman, Bannon Creek  
Stevetia Young, Freeport

### **II. Consent Item**

#### **A. Approval of the Minutes of the July 18, 2023 Regular Meeting**

The minutes were reviewed; no questions or corrections.

Moved/Jones-Villalta, second/Key, to approve the July 18, 2023 minutes as distributed.

Roll call vote:

Aye: 6 (Wash, Key, Semavina, Lambert, Seymore, Jones-Villalta)

Nay: 0

Abstention: 1 (Bonner)

Absent: 4 (De La Torre, Young, Martin, Valencia)

### **III. Action Items: No items**

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

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

- **Fiscal Monthly Report/Corporate Card Monthly Statement of Account:**  
Mr. Han reviewed the fiscal report for twelve months ended July 31, in the 2022-2023 program year. He advised that total Head Start Year-to-Date expenditures are at 88.8%. For Non-Federal Share Year-to-Date, SETA is above 25% threshold. For Administrative expenditures, SETA is at 10.5% which is below 15% maximum. The American Rescue Plan Act (ARP) and the Corona Virus Response and Relief Supplemental Appropriation Act (CRRSA) funds were reviewed. The American Express credit card statement was reviewed, and nothing was out of the ordinary. The CitiBank card statement was reviewed, and nothing was out of the ordinary. Mr. Han stated that the SETA Operated California Department of Education (CDE) and California Department of Social Services (CDSS) funding report was not provided this month due to the end of grant cycle. He advised that SETA should be able to earn a Maximum Reimbursement Amount (MRA), and receive a full grant.
- **Health Service Advisory Committee (HSAC) Report**  
The next meeting will be held on Tuesday, November 14, 2023, at the SETA Administrative building.
- **Community Resources – Parents/Staff:**  
Ms. Jones-Villalta reviewed the community resources provided in the packet.

##### **B. Head Start Policy Council Minutes for June 27, 2023: No Questions**

#### **V. Committee Reports**

- **Executive Committee:**  
The next meeting will be held in person on Friday, August 18, 2023, at 9:00 a.m., at the SETA Administrative building.
- **Budget/Planning Committee Meeting:**  
The next meeting will be held on Tuesday, September 12, 2023 at 1:00 p.m., at the SETA Administrative building.
- **Social/Hospitality Committee Meeting:**  
The next meeting will be held in person on Friday, August 18, 10:30 a.m., at the SETA Administrative building.
- **Personnel/Bylaws Committee Meeting:**

The next meeting will be held on Monday, August 28, 2023, at 10 a.m., at the SETA Administrative building.

## **VI. Other Reports**

### **A. Chair's Report:**

Ms. Bonner advised that she and Ms. Wash continue to work on recruitment for the Parent Advisory Committee and visiting the sites.

Ms. Bonner and Ms. Wash spoke about their experience during the All Staff Meeting on August 4, 2023. They thought that the event provided great learning opportunities and showcased team unity. Ms. Bonner enjoyed the inspirational and encouraging speech of the keynote speaker, Niki Spears.

### **B. Policy Council Report(s): No report**

### **C. Head Start Deputy Director's Report:**

Ms. Griffith advised that SETA is working on planning for the upcoming Delegate/Partners Kick-Off, scheduled for October 18, 2023, at Citrus Heights Community Center. Ms. Dana Staser from Dana Staser Consulting has been identified as a keynote speaker at the event. Ms. Staser was previously a Head Start Director and works with agencies to develop program systems.

Ms. Griffith shared that over seventy attendees joined the Job Fair on July 29, and forty-eight job offers were made. SETA has also seen an increase in the number of applications coming in through the SETA online system. Last year's statistics show a reduction in staff turnover by 68%, making it the lowest rate for over six years.

Ms. Griffith advised that the Summer Summary report, which highlights family socializations, community health, and Summer Series events, was provided in the packet. The Special Education Report shows how SETA ended the 2022-2023 Program Year. As part of the Head Start requirement to serve 10% of the Sacramento County population with Individualized Education Program (IEP) or disabilities, SETA served 15% in preschool and 21% in early childhood education over the last program year. This shows influx in the number of children needing the support. SETA continues to look for new partnerships and bring in more intervention support.

### **D. Head Start Managers' Reports**

#### ✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services:

Ms. Reta Kersey introduced herself and provided a report on behalf of Ms. Carr. She advised that traditional centers opened back for operation on the 7th of August. Many children left the program and transitioned to kindergarten, which resulted in vacancies. Family Service Workers are working hard on enrolling new children.

- ✓ Megan Lamb – School Readiness, Special Education, and Mental Health Services:

Ms. Kelly Sprake and Ms. Susan Garland introduced themselves and reported on behalf of Ms. Lamb.

Ms. Sprake advised that SETA starts off each program year with mandatory training. This year's re-designed training was focused on personal rights. Last week, SETA held a new hire orientation that brought in six more teaching staff. The new school year has started on August 7.

Ms. Garland reported on pre-service training provided this year. During the training, teachers were taught the importance of the first weeks of school and the need to create a classroom community. The following activities were promoted: photos of the daily schedule, children's photographs and learning each other's names, practice social interactions, and setting up interest areas, as well as showing children how to use the materials. Additionally, during pre-service training, teachers were taught how to individualize services and meet children where they are developmentally. Another important topic that was discussed is building partnerships with the families. Starting in September, families will be provided with Home and School Activities to establish a partnership between teachers and parents and meet School Readiness goals.

- ✓ Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance, and On-going Monitoring:

Ms. Griffith advised that Back to School Community Event will be held on September 16 at Robertson Community Center, located at 3525 Norwood Avenue, Sacramento, CA 95838 from 10:00 a.m. – 2:00 p.m. in partnership with Mutual Network Assistance. The flyer will be provided to Committee Members shortly.

During the last few weeks, the Betty Irene Moore School of Nursing students provided TB screenings to SETA staff and administered about one hundred and ten TB screenings and are now providing TB screenings at the schools for the children. The Center for Oral Health, Early Smiles Sacramento program will begin dental screenings and fluoride varnishes at the end of this month, and they are scheduled to visit all of the SETA-operated centers, including children from the Home Base program.

The Meal Service Policy and Procedure has been updated, and training will be provided to all centers' staff on September 1 via Zoom for those who are part of the meal service process.

## **VII. Center Updates: None**

VIII. **Discussion:** None

IX. **Public Participation:** None

X. **Adjournment:** The meeting was adjourned at 9:38 a.m.

ITEM III-A-ACTION

**TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:**  
**FIRST READING OF MODIFICATIONS TO THE BYLAWS OF THE SETA-OPERATED**  
**HEAD START/EARLY HEAD START PARENT ADVISORY COMMITTEE**

BACKGROUND:

The Personnel/Bylaws Committee 2022-2023 met during the program year to review and recommend revisions to the Bylaws of the SETA-Operated Head Start/Early Head Start Parent Advisory Committee.

Additions are indicated by green *italic type*, deletions are indicated by red ~~strikethrough~~.

RECOMMENDATION:

Open a public hearing, hear any additional testimony, and continue this item to the next Parent Advisory Committee meeting where the action of the PAC will be to close the public hearing and approve the amendments to the PAC Bylaws as attached.

NOTES:

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

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

**BYLAWS**

**FOR THE**

**SETA HEAD START/EARLY HEAD START**

**PARENT ADVISORY COMMITTEE**

**PAC First Reading: 09/19/2023**  
**PAC Final Approval:**

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**BYLAWS  
FOR THE SETA HEAD START/EARLY HEAD START PARENT  
ADVISORY COMMITTEE**

## **Article I**

### **Name**

This committee shall be named the SETA Head Start/Early Head Start Parent Advisory Committee, hereinafter referred to as the PAC. Head Start and Early Head Start shall be referred to as HS and EHS.

#### **SECTION 1: Definition of**

##### **Parents**

Head Start parent means a Head Start child's mother or father, other family member who is a primary care giver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree [in accordance with the Head Start Performance Standards, 45CFR 1305.2. All future reference of parents will be defined as such.

## **Article II**

### **Purpose, Powers, and Functions**

#### **SECTION 1: Purpose**

The purpose of the PAC shall be to promote the objectives of the HS/EHS Child Development Program of the SETA Grantee Operated Head Start Program (referred to as SOP), State of California, as established by the Federal Economic Opportunity Act of 1964, as amended. The purpose of the PAC shall include, but not necessarily be limited to:

- A. Serve as a link between public and private organizations, the Grantee Policy Council, and the community it serves.
- B. Have the opportunity to initiate suggestions and ideas for program improvements and to receive a report on action taken by the administering agency with regard to its recommendations.
- C. Plan, coordinate, and organize activities for parents involved in the SOP with the assistance of staff, and ensure funds that are set aside from program budgets are used to support parent activities.

- D. Assist in communicating with parents and encourage their participation in the SOP to ensure that they understand their rights, responsibilities and opportunities in HS and EHS.
- E. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- F. Administer the Parent Activity funds for the SOP.

## **SECTION 2: Powers, Duties, and Functions**

The PAC shall exercise all such powers, duties, and functions as granted to it, by the Policy Council.

- A. Individual members, shall not engage in any activities or assume any such powers, duties or functions that are contrary to or in conflict with state and federal law or applicable administrative regulations specifically including, but not limited to, the guidelines, regulations, or policies established by the Federal Department of Health and Human Services (DHHS), and the Administration for Children, and Families (ACF), SETA and the goals and objectives of the HS/EHS Program.
- B. The functions of the PAC, in partnership with staff and all other persons responsible, are as follows:
  - 1. Development and operation of all program content areas, including curriculum in the SOP.
  - 2. Assisting in carrying out SOP classroom activities.
  - 3. Planning, conducting, and participating in all programs and activities for SOP parents and staff.
  - 4. Participating in recruitment and screening of SOP employees (this function is contingent upon annual delegation from the Policy Council).
  - 5. Planning, developing, and ratifying the SOP Budget prior to final approval by the Policy Council (in reference to the Policy Council Bylaws).
  - 6. PAC reimbursements for reasonable expenses incurred by members conducting PAC business

# Article III

## Membership

### **SECTION 1: Election of Members**

As outlined in Article III, Section 2, the PAC shall consist of elected voting representatives from SOP HS/EHS Early Learning center classrooms, SOP Home Base, EHS/Home Base Options, and Community Representatives, elected by the PAC. The Outgoing PAC Chair shall have a reserved seat.

The Parent Ambassador Committee Representatives shall be elected by the Parent Ambassador Committee.

### **SECTION 2: Members**

The membership of the PAC shall consist of:

#### **A. SOP Parent Representatives**

Parent Representatives must be a parent of a child/children currently enrolled in the SOP Head Start program.

1. One (1) voting Representative elected per HS/EHS SOP center.
2. Two (2) voting Representatives elected from the SOP Home Base Program.
3. Two (2) voting Representatives elected from the SOP EHS/Home Base Program.

#### **B. Partner Representatives**

4. One (1) voting Representative elected from EHS Home Based Partnership (River Oak)
5. One (1) voting Representative elected from EHS Home Based Partnership (SCOE)

#### **C. Community Representatives**

Additional PAC members shall include:

Four (4) voting Community Representatives shall be elected by the PAC.

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.

Community members desiring to be reappointed must apply for membership on a yearly basis.

### **SECTION 3: Policy Council Members**

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.

### **SECTION 4: Alternates**

Each SETA HS/EHS center holding membership on the PAC shall have a minimum of one Alternate. The Alternate(s) shall be elected in the same manner as the center Representative.

- A. Upon recognition of his or her status by the PAC Chair, an Alternate may be seated as a voting member of the PAC during the temporary absence of the elected Representative for whom he or she serves as an Alternate. However, an Alternate may not hold an office.
  1. A Representative missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings (regular/special, excused or unexcused) will automatically be removed and replaced by the Alternate.

2. The Alternate who attends meetings on behalf of an absent Representative will be recorded as Alternate Present (AP). An Alternate's AP attendance will not count as "present" for the Representative.
    - a. The Alternates' excused absence shall be recorded as Alternate Excused (AE) and Alternate Unexcused recorded as (AU).
    - b. For the policy on Alternate attendance reference Article III: Membership, Section 8.A: Absences.
    - c. An Alternate who does not attend a PAC meeting shall receive an attendance letter from the Clerk of the Boards.
  3. In the event an Alternate does not cast a vote during the program year, Alternate will not have served as a PAC Representative and term is not counted.
- B. Alternates are encouraged to attend meetings of the PAC on the same regular basis as members. However, the Alternate will not receive a reimbursement if the Alternate is not replacing the Representative.
  - C. Should the Representative member be unable to fulfill their term of office, the first Alternate shall automatically serve in that capacity with all rights and privileges.
  - D. Alternates are excluded from attending the following conferences: The National Head Start Association (NHSA) Parent Training Conference, the Region IX Head Start Association Annual Conference/Training, and the California Head Start Association (CHSA) Conference.

## **SECTION 5: Other Provisions**

- A. By a two-thirds (2/3) vote of members present and voting, the PAC may establish and select additional voting members who shall serve as community members of the PAC.
- B. At least 51% of the voting membership of the PAC shall consist of parents whose children are currently enrolled in the program.
- C. Additional members may be added to ensure all program center options are proportionally represented on the PAC.
- D. No SETA HS/EHS or Delegate Agency staff (or member of their immediate families) shall serve on the PAC except parents who occasionally substitute for regular HS or EHS staff. Occasional subbing is defined as once a week and/or not to exceed four (4) consecutive days in a month.

- 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.
- F. Members who currently have a child/children currently enrolled in the HS/EHS program shall be eligible for election to represent the PAC on PC.

## **SECTION 6: California Head Start Association (CHSA) Representative/Alternate**

If requested by CHSA, one Representative and one Alternate shall be elected by the PAC to serve as the Parent Representative to the California Head Start Association. Representative/Alternate must be a current parent. This is a two (2) year term limit.

## **SECTION 7: Term of Office**

- A. The term of each member shall be for one (1) program year, and said person may not serve more than five (5) program years. During the term of office, present members (and Alternates) shall serve in that capacity until one of the following situations occur: the Representative's voluntary termination; a new Representative from the center/program they currently represent is seated; the Representative is removed per Section 6A; or the Representative is termed out. Until such occurrence, Representatives must continue to represent the center or agency they were chosen to represent.

## **SECTION 8: Attendance**

It is each center Representative's responsibility to attend all PAC meetings and parent center meetings on a regular basis. If a member is unable to attend any PAC meeting, that member must notify: the Alternate and the **Social Services/Parent Involvement (SS/PI) Governance/Parent Engagement** Coordinator, PAC Chair or the Clerk of the Boards.

- A. **Absences:**  
Any member or Alternate missing two (2) consecutive meetings without an excused absence or missing a total of three (3) meetings (regular or special) excused/unexcused will be automatically removed. An excused absence shall include but not be limited to sickness or death in the family. A member requesting an excused absence must call prior to the meeting: the Alternate, if the Alternate is known, and the **Social Services/Parent Involvement (SS/PI) Governance/Parent Engagement** Coordinator, PAC Chair or the Clerk of the Boards.
- B. **Reinstatement:**  
The Representative or agency/group may request that a member who has been removed due to absences be reinstated in the event the Alternate declines. This request must be in writing and submitted to the Chair and **Social Services/Parent Involvement (SS/PI) Governance/Parent Engagement**

Coordinator within ten (10) calendar days. It is the final decision of the PAC Executive Committee whether any Representative shall be reinstated.

1. If a member holding an Executive office is reinstated, member is not reinstated to their Executive position.

C. **PAC Business:**

Members conducting PAC business and not at the PAC meeting, shall be neither present nor absent, but rather identified as PAC.

D. **Punctuality:**

Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless approved by the Chair or ~~Social Services/Parent Involvement (SS/PI)~~ **Governance/Parent Engagement** Coordinator.

Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Boards accordingly.

E. **Quorum:**

For purposes of transacting the business of the PAC at any annual, regular, special, or emergency meeting, a quorum of the PAC shall be 41% of the current membership.

## **SECTION 9: Removal**

A PAC Representative may be removed by two-thirds (2/3) vote of all members present and voting whenever, in the judgment of the committee, the best interest would be served. Action to remove a member must be on the agenda.

# **Article IV**

## **Meetings**

### **SECTION 1: Meetings**

The PAC shall hold annual, regular, and special meetings.

A. **Annual Meeting**

The annual meeting of the PAC shall be held in November of each year.

B. **Regular Meetings**

Regular meetings of the PAC shall be held on the third Tuesday of each



month at 9:00 a.m. at the Administrative Office Board Room, unless notice is otherwise provided.

C. **Special Meetings**

Special meetings of the PAC may be called at anytime by the SETA Governing Board, SETA PC, SETA Executive Director, Children and Family Services Deputy Director, PAC Chair, or upon petition by at least a majority of the members of the PAC.

**SECTION 2: Meeting Notice**

Meeting notices shall include an agenda for the next meeting and PAC members shall be provided with the minutes of the preceding (annual, regular, special or emergency) meeting notification as indicated below:

A. **Annual and Regular Meetings**

Notice of annual and regular meeting of the PAC shall be in writing and provided to all members of the PAC and posted at least seventy-two (72) hours in advance of the meeting as required by the Ralph M. Brown Act. Staff shall endeavor to postmark such notice at least five (5) calendar days prior to the meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied.

B. **Special Meetings**

Members of the PAC must be notified in writing of special meetings not less than twenty-four (24) hours prior to any special meeting. Staff shall endeavor to provide such notice at least seventy-two (72) hours prior to any special meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied. No other business or discussion may be transacted or entertained at a special meeting of the PAC, excepting that business and/or discussion for which the special meeting was called.

C. **Emergency Meetings**

The PAC may hold emergency meetings as defined in the Ralph M. Brown Act without complying with the notice provisions of either Section 2A or Section 2B of this Article IV, provided that the PAC determines that an emergency situation as defined by the Ralph M. Brown Act exists.

D. **Committee Meetings**

Members of the PAC must be notified in writing of committee meetings. Notice of regularly scheduled meetings shall be provided in compliance with section

2A and 2B, above, shall be delivered personally, or by mail, and shall be received at least twenty-four (24) hours before the time of such meeting as specified in the notice.

Any member missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/unexcused will be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PAC business. A member requesting an excused absence must call the PAC Chair, ~~(SS/PI)~~ **Governance/Parent Engagement** Coordinator or the Clerk of the Boards and request an excused absence prior to the meeting.

E. **Mailing Address**

1. Notices to all meetings of the PAC shall be in writing and delivered personally, or by mail, to the PAC members' address, as recorded in the PAC records. Representatives, Alternates, and Community members shall be personally responsible for the accuracy of mailing address.
2. Updated contact information should be submitted to the ~~(SS/PI)~~ **Governance/Parent Engagement** Coordinator or Clerk of the Boards within ten (10) calendar days of change.

**SECTION 3: Meeting Reimbursement**

Each PAC member will receive reimbursement for reasonable expenses. This amount is determined by the Head Start Division according to the PAC Reimbursement Policies and Procedures.

Parents are not to bring small children to the meetings. If small children are present, member will be reimbursed for mileage/transportation only.

A. Members will receive reimbursement for the actual cost of child care (not to exceed ~~\$40~~ **\$60** in a 24-hour day, when attending conferences, workshops, trainings, orientation, Parent Leadership Institute or participation in the Agency hiring process) to be in alignment with PC/PAC Reimbursement Policies and Procedures. Additionally, mileage/transportation will be provided for attending required meetings/obligations listed below:

1. PAC (regular, annual, emergency and special meetings)
2. Interview/screening/exam panels
3. Standing Committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Social/Hospitality, Parent Ambassador)
4. Office of Head Start (OHS) Monitoring Protocol Training/Review

- (reimbursement for training received after completion of first review  
– Monitoring/Evaluation Committee) and Program Self Assessment
5. Program Area Committees
  6. Health Services Advisory Committee (HSAC)
  7. Ad Hoc (special) Committee Meetings
  8. Governing Board meetings (only applies to the Chair or an Executive Officer in the absence of the Chair)
  9. Food Services Committee
  10. Workforce Development Board and Committee Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
- B. Member/Alternates who are a spouse or significant other will not each receive reimbursement.
- C. Members will receive only one reimbursement per day, ~~regardless of the number of meetings attended.~~ **unless they left and went home/work for two (2) or more hours and is required to come back for another meeting. Members will only receive reimbursement for mileage for that meeting.** Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if a meeting or meetings exceed four (4) hours.

#### **SECTION 4: Rules of Procedures**

- A. The PAC shall conduct all meetings, regular, annual, special, or emergency in conformance with the Ralph M. Brown Act, California Government Code, Section 54950, et. seq.
- B. Except as specifically provided herein, Roberts Rules of Order<sup>1</sup> shall govern procedures in all meetings of the PAC. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these bylaws or Roberts Rule of Order, if a special meeting is called because a regular meeting has been canceled or because a quorum is unavailable at a regular meeting, any matter properly considered at a regular meeting may be considered at the special meeting, provided that all notice, quorum and meeting requirements of this Article IV regarding special meetings have been met.

#### **SECTION 5: Nominations/Elections**

PAC members or candidates must be present to be nominated or elected. However, if PAC member is absent due to PAC business, the member may be nominated or elected.

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<sup>1</sup>Robert's Rules of Order: *Simplified and Applied*, 2<sup>nd</sup> ed., Copyright 2001.

## **SECTION 6: Voting**

Each PAC member has one vote which cannot be cast by proxy. In the event of a conflict of interest, affected members shall, consistent with the California Political Reform Act, disclose the existence of the conflict and shall neither participate in the deliberations regarding, nor vote on, the matter. Actions of the PAC may be taken only by a majority vote of all the members of the PAC, provided that any abstentions shall be counted as votes with the majority of those members actually voting. If a member has not voted because of disqualification due to a conflict of interest, that fact shall be noted in the minutes, and his/her vote shall not be recorded either as an affirmative vote, a negative vote or an abstention.

# **Article V**

## **Officers**

### **SECTION 1: Officers**

The officers of the PAC shall be the Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

### **SECTION 2: Election and Term of Office**

- A. Officers of the PAC shall be elected at the next regularly scheduled meeting following the annual PAC meeting by a plurality vote of the PAC members present and voting, providing a quorum is present. Officers shall take office immediately following the election.
- B. 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, Home Base Option.
- C. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office.

### **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.
- 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.

#### **SECTION 4: Vacancy**

In the event an officer is unable to perform his/her duties, including failure to learn and/or comply with the rules governing PAC (Bylaws, Brown Act, Robert's Rules of Order), or failure to act in the best interest of the committee; the PAC Chair shall appoint an interim officer until the officer returns to duty or is replaced at the next regularly scheduled meeting. The appointment must be made from among the membership of the PAC.

- A. In the event of a vacancy in the position of Chair, the Vice Chair becomes Chair until the next regular election in December.
- B. In the event of a vacancy in any other office, an election shall take place at the next regular, annual or special meeting of the PAC.

## **Article VI**

## Committees

The quorum of the PAC shall be 41% of the committee membership. Membership is determined by the selection of the PAC. No committee meeting shall have a majority of PAC members present without proper public notice. Reference page Article III, Membership, Section 6, Attendance, A. Absences, for Standing and Program Area Committee meeting attendance.

Any member missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/unexcused will be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PAC business. A member requesting an excused absence must call the PAC Chair, ~~(SS/PI)~~ **Governance/Parent Engagement** Coordinator or Clerk of the Boards and request an excused absence prior to the meeting.

### **SECTION 1: Standing Committees**

There is, hereby, created standing committees of the PAC. The following are standing committees: Executive, Budget/Planning, Personnel/Bylaws, Social/Hospitality, and Parent Ambassador.

A. **Executive Committee**

The Executive Committee shall be comprised of all elected officers (per Article V of these By-laws). The Executive Committee shall perform the powers, duties, and functions of the PAC in emergency situations when the PAC cannot be convened or quorum cannot be obtained and such other powers, duties, and functions, as deemed necessary, be established by the PAC. The meeting may be called by the PAC Chair, the Children & Family Services Deputy Director, the SETA Executive Director, or the SETA Governing Board. The committee shall report to the full PAC, in writing, all actions for ratification at the next meeting.

B. **Budget/Planning Committee**

Budget/Planning Committee shall be comprised of the Treasurer and other Representatives who shall be selected by the PAC promptly after each annual meeting. This Committee shall review all HS/EHS budgets and modifications for the HS/EHS funding year and submit their review to the full PAC for approval. In addition, this Committee shall have input on program design and operations and long- and short-term planning goals and objectives. It is recommended that all HS/EHS budget modifications and amendments be approved by the PAC prior to Policy Council approval. A monthly fiscal report shall be provided to the full PAC on the fiscal status of the HS/EHS budget. It shall be the duty of this committee to oversee the expenditures of the PAC and to report the acquired and expended amount of money to the full PAC.

- C. **Personnel/Bylaws Committee**  
The Personnel/Bylaws Committee shall be comprised of the Parliamentarian and Representatives. They shall be selected by the PAC promptly after each annual meeting. It shall be the duty of this committee to deal with all personnel matters and recommend any changes in Bylaws to the full PAC.
- D. **Social/Hospitality Committee**  
The Social/Hospitality Committee shall be comprised of the Secretary, Treasurer and Representatives selected by the PAC promptly after each annual meeting. The primary duty of this committee shall be to report to the full PAC all social activities.
- E. **Parent Ambassador Committee**  
The Parent Ambassador Committee shall be composed of one (1) staff, Representatives, former parents and other members who shall be selected after each annual meeting of the PAC. The Parent Ambassador Committee Representatives shall oversee the committee. Former parents who no longer serve on the PAC shall receive reimbursement for participation for one (1) program year. The duty of this committee shall be to promote all PAC trainings/events, Head Start children, and male involvement activities. It shall be the sole duty of this Committee to report the expenditures of funds to the PAC monthly.

## **SECTION 2: Program Area Committees**

There is hereby created Program Area Committees of the PAC. The following are Program Areas: Early Childhood Development and Health Services, Parent, Family and Community Engagement, Monitoring and Evaluation.

- ♦ **Early Childhood Development and Health Services Committee** shall be comprised of one (1) staff and representatives who shall plan and review the Early Childhood Development and Health Services program content area and participate in curriculum/instruction and health and safety.
- ♦ **Parent, Family and Community Engagement Committee** shall be comprised of one (1) staff and Representatives who shall plan and review the Parent, Family and Community Engagement Committee program area.
- ♦ **The Monitoring and Evaluation Committee** shall be comprised of one (1) staff and the Committee of the Whole who shall plan, review and oversee program.
- ♦ **The Food Services Committee** shall be comprised of one (1) staff and Representatives who shall plan, review and oversee program food service.

PAC Representatives shall select at least two (2) Program Area committees to serve

on as described above. Special circumstances may be excused by the Chair.

### **SECTION 3: Special Committees**

When necessary to carry on the work of the PAC, other committees, such as Ad Hoc (special committees), shall be appointed by the Chair. Such committee must have a purpose and time frame for committee appointment. All elected committee meeting members attending approved special committee meetings will receive the standard reimbursement.

A report will be provided to the full PAC.

## **Article VII**

### **Reports**

#### **SECTION 1: Reports**

The following reports shall be provided to the PAC monthly. The purpose of reports is to maintain control of program quality and program accountability:

- ✓ Fiscal Reports (Budget Reports)
- ✓ Corporate Card Statement of Accounts (Credit Card Expense Report)
- ✓ USDA Meal/Snacks Report - Child and Adult Care Food Program (CACFP) Report SOP
- ✓ Program Information Summaries (Monthly Head Start Report)
- ✓ Sacramento County HS/EHS Program Enrollment Report
- ✓ Monthly Average Daily Attendance Report



# Article VIII

## Bylaws Amendment

These Bylaws may be amended by a two-thirds (2/3) vote of the membership of the PAC present and voting, providing that:

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PAC. Proposals to amend these Bylaws must originate at least four full calendar weeks prior to the final voting and acceptance or rejection of the proposals.
- C. Written notice of the intention to amend these Bylaws be forwarded to members of the PAC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.
- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voting upon, and further, that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place except at a regular, annual or special meeting of the PAC.

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information Items
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
  - Health Service Advisory Committee (HSAC) Report - Ms. Donna Bonner
  - Community Resources – Parents/Staff: Ms. La Andra Jones-Villalta
    - Diaper Program
    - Our Legacy
    - Revive Junior High
    - What is an ITIN?
    - Women's Health and Fitness Day

**NOTES:**



# IN NEED OF *Diapers?*



**CALL OR VISIT OUR OFFICE TODAY!**



In partnership with the Sacramento Food Bank and Family Services, ARI provides FREE diapers for infants and children. Please call or visit any of our locations if you are in need of diapers.

**ARI HEADQUARTERS**  
6270 ELDER CREEK RD.  
SACRAMENTO, CA 95824  
916-454-1892

**ARI JOB CENTER**  
2411 ALHAMBRA BLVD. STE. 110  
SACRAMENTO, CA 95817  
916-324-6202

**ARI CITRUS HEIGHTS**  
5750 SUNRISE BLVD. STE. 100  
CITRUS HEIGHTS, CA 95610  
916-745-4313



# MONTHLY YOGA WITH ROLA

**EVERY 2ND THURSDAY 8:30-AM-9:30AM**

ARI HEADQUARTERS | 6270 ELDER CREEK RD, SACRAMENTO, CA 95824

## BRING

- water
- yoga mat
- block or bolster  
(pillow/rolled towel)



SCAN QR CODE  
TO SIGN UP!

PLEASE WEAR COMFORTABLE CLOTHES & ARRIVE 10 MINUTES EARLY

Rola (Ru-lah) is the founder and the organizer of ĩama yoga. She is a Registered Yoga Teacher (RYT) and will be offering restorative yoga class, which is an alignment-focused practice that includes muscle-conditioning, strength-building, and breathing techniques.





# OUT-OF-SCHOOL YOUTH PAID WORK EXPERIENCE PROGRAM

ARE YOU 18-24 YEARS OLD AND NEED A JOB?

## About the Program

ARI Youth Employment Program is currently seeking out-of-school youths looking for opportunities to gain work experience or plan for higher education.

Participants will have access to one-on-one mentoring, employment training, and support services including funding assistance to attend training/post-secondary school.

This program requires a 2-year commitment.



## Eligibility Requirement

- Out of School Youths and Graduates
- Parent or Pregnant
- Foster Care or Unhoused
- Have a Disability
- Limited Work Experience
- Low Income
- Meet Eligibility Barriers
- Must reside in Sacramento County

## Program Benefits

- Paid Work Experience
- Employment Support Services
- GED Preparation
- Transportation Assistance
- Case Management
- Life Skills Development
- Academic and Career Exploration



For more information call 916-324-6202  
Email [Lindsey.T@asianresources.org](mailto:Lindsey.T@asianresources.org) or  
[Petra.V@asianresources.org](mailto:Petra.V@asianresources.org)



SETA Parent Advisory Committee

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Tuesday, September 19, 2023

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ITEM IV-B – INFORMATION

HEAD START POLICY COUNCIL MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the Policy Council minutes of the July 25, 2023 meeting.

**NOTES:**

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

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

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

Tuesday, July 25, 2023  
9:00 a.m.

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

Ms. Wash called the meeting to order at 9:00 a.m., read the thought of the day, and called the roll; a quorum was met.

#### **Members Present:**

Donna Bonner, Foster Parent/Community Representative  
Fienishia Wash, Grandparent/Community Representative  
Royal Jones, Sacramento City Unified School District *(arrived and seated at 9:02 a.m.)*  
Stephen Key, Past Parent/Community Representative  
Rosemary Schapira, Community Agency Representative  
Jessica Mitchell, Elk Grove Unified School District *(arrived and seated at 9:01 a.m.)*

#### **Members Absent:**

### **II. Consent Item**

#### **A. Approval of the Minutes of the June 27, 2023 Regular Meeting**

The minutes were reviewed; no questions or corrections.

Moved/Bonner, second/Key, to approve the June 27, 2023 minutes as distributed.

Roll call vote:

Aye: 4 (Bonner, Mitchell, Schapira, Key)

Nay: 0

Abstention: 2 (Wash, Jones)

Absent: 0

### **III. Action Items**

#### **A. Election of Head Start Policy Council Vice Chair and Parliamentarian for Program Year 2022-2023**

There were no nominations for Vice Chair or Parliamentarian.

Moved/Bonner, second/Key, to table the election of the Policy Council Vice Chair and Parliamentarian for Program Year 2022-2023 to the next meeting.

Roll call vote:

Aye: 5 (Mitchell, Bonner, Jones, Schapira, Key)

Nay: 0

Abstention: 1 (Wash)

Absent: 0

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

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

- **Fiscal Monthly Report/Corporate Card Monthly Statement of Account:**  
Mr. Han reviewed the fiscal report for eleven months in the 2022-2023 program year. He advised that the Carryover request has been approved; however, Budget Modification is still awaiting approval. Once the Budget Modification is approved, it will help utilize under-spend funds during the next program year. Currently, Total Head Start Year-to-Date expenditures are at 79.9%. For the Non-Federal Share Year-to-Date, countywide expenditures are at 30%, above the required 25%.  
He reviewed the SETA Operated Programs (SOP) Head Start/Early Head Start expenditure reports for Fiscal Year 2022-2023.  
The American Rescue Plan Act (ARP) and the Corona Virus Response and Relief Supplemental Appropriation Act (CRRSA) funds were reviewed. Mr. Han re-confirmed that SETA got a notification for approval of a No-Cost Extension for another 12 months. The American Express credit card statement was reviewed, and nothing was out of the ordinary. The credit amount listed on the report is due to refunds. The CitiBank card statement was reviewed, and nothing was unusual.
- **Health Service Advisory Committee (HSAC) Report**  
The next meeting will be held in person on July 25, 2023, at 2:00 p.m., at the SETA Administrative building.
- **Community Resources – Parents/Staff:**  
Ms. Wash reviewed the community resources provided in the packet.

##### **B. SETA's Recruitment Update**

Ms. Griffith will promote this weekend's job fair on the ABC10 channel to increase public awareness and participation.

Ms. Sorvari reviewed the recruitment data from June 16, 2023, through July 13, 2023. She advised that any job offers or hirings are now noted in the Comments



section of the report, per Policy Council's request. This report is provided as backup information to the agenda packet. Ms. Wash thanked the Human Resources team for their great work.

- C. Governing Board Minutes for March 2, 2023: No Questions

**V. Committee Reports**

- Executive Committee:  
The next meeting will be held in person on July 31, 2023, at 10:00 a.m., at the SETA Administrative building.
- Budget/Planning Committee Meeting:  
The next meeting will be held in person on Aug 8, 2023, at 1:00 p.m., at the SETA Administrative building.
- Social/Hospitality Committee Meeting:  
The next meeting date is to be determined.

**VI. Other Reports**

- A. Executive Director's: No Report
- B. Head Start Deputy Director's Report:

Ms. Griffith advised that an official report from the Office of Head Start on Federal Review results was received. There were no areas of concern, no findings, or non-compliance. The reviewers were very impressed with the systems in Sacramento. Additionally, from the Office of Head Start Specialist, the notification on the grant approval was received. Ms. Griffith stated that SETA is currently working on transitioning many locations and classes from Preschool to Early Head Start (EHS). SETA continues purchasing new materials, setting up the classrooms, and working closely with Community Care Licensing and Fire Marshals to get classrooms licensed for the new program year.

Ms. Griffith informed the Policy Council about the National Head Start Association blast emails on the proposed budget, released by the House of Appropriation, for the fiscal year 2023-2024, which indicated a \$750 million cut to the Head Start program.

SETA was invited to participate in the screening of the "Black Boys" documentary, which will be held in Los Angeles, CA. Afterward, there will be a panel with the Child Equity Project, King Makers of Oakland, Center for Black Educator Development, and the new director of the Office of Head Start at the Administration for Children and Families, Khari Garvin. SETA was invited to send a small team to be a part of the screening and panelists and then work

throughout the year on a cohort to discuss how black male humanity is approached, especially in education.

SETA is partnering with Mutual Network Assistance for the upcoming Community Health Event on September 16, 2023. More details are coming. The monitoring team is finalizing the calendar of events that includes safety, supervision, milk service, and the COVID-19 Mitigation Policy.

Ms. Griffith advised that Ms. Carr continues to meet with the delegate agencies to stay on track for enrollment for the next program year.

Ms. Wash asked how the team for the “Black Boys” screening and panel is being selected. Ms. Griffith stated that the discussion is in its early stage. However, they are considering including the team member heading up SETA’s male involvement piece, intervention and education specialists, home visitor, community engagement staff member, and Diversity, Equity, and Inclusion Committee representative.

C. Chair’s Report:

Ms. Wash thanked SETA staff for all the reports provided and keeping Policy Council abreast of the program.

D. Head Start Managers’ Reports

✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services: No Report

✓ Megan Lamb – School Readiness, Special Education, and Mental Health Services:

Ms. Lamb shared the CLASS (Class Assessment Scoring System) School Readiness report: SETA is between Quality and Competitive thresholds in terms of the quantitative scores. The team is excited to work with Training and Technical Assistance Support this coming year to identify a few critical areas for additional focus and to help understand where some barriers can be found and how to improve them. Ms. Griffith added that the CLASS tool scores teachers’ interactions in the areas of emotional support, classroom organization, and instructional support.

Ms. Lamb advised that SETA is holding pre-service training this week and next. This week is heavily focused on the curriculum and education content. Next week is about best practices, safety and supervision pertaining to the physical and emotional safety of children in care. That includes bloodborne pathogens, personal rights, and ensuring that all SETA staff are well-versed in providing high-quality care. Last Friday, the all-day training was held on piloting the Creative Curriculum 6th Edition, a useful tool for teachers and teaching staff. Five SETA-Operated classrooms were chosen, and staff were trained by a Teaching Strategies facilitator. Pilot updates will be provided in upcoming meetings.

SETA had over five sites that participated in Focus Area 2 review and were observed by the reviewers. Today, the Program Officers are visiting those sites to recognize and express their appreciation for their hard work.

- ✓ Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance, and On-going Monitoring: No Report

E. Open Discussion and Comments:

F. Public Participation: None

**VII. Adjournment:** The meeting was adjourned at 9:28 a.m.

ITEM V

COMMITTEE REPORTS

**V. Committee Reports**

- Executive Committee Meeting: Ms. Donna Bonner

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- Budget/Planning Committee Meeting: Ms. Donna Bonner

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- Social/Hospitality Committee: Ms. Donna Bonner

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- Personnel/Bylaws Committee Meeting: Ms. Donna Bonner

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NOTES:

## ITEM VI

### OTHER REPORTS

#### BACKGROUND:

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

- Chair's Report
  - ✓ PAC Recruitment
- Policy Council Report(s): Ms. Fienishia Wash
- Head Start Deputy Director's Report – Ms. Karen Griffith
  - ✓ Monthly Head Start Report
- Head Start Managers' Reports
  - Lisa Carr - Family Engagement, Home Base, and ERSEA Services
  - Megan Lamb – School Readiness, Special Education, Mental Health Services
  - Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring

#### NOTES:



# Seta Head Start

## Food Service Operations Monthly Report

### \*August, 2023

7/31/23 - 8/4/23 - Parker closed due to Mandatory Training.  
 8/3/23 - 8/4/23 - CP Huntington / Phoenix Park closed due to Mandatory Training  
 8/4/23 - All Staff Mandatory Training.  
 8/10/23 - Grizzly Hollow closed due to main water pip broke in complex.  
 8/15/23 - Kennedy closed due to water being turned off.  
 8/25/23 - Homebase had a field trip to Safetyville we prepared 75 sack lunches.

	Lunch	PM Snack	Breakfast	Field Trips
	35,460	32,080	32,080	1
<b>Total Amount of Meals and Snacks Prepared</b>				<b>99,695</b>
<b>Purchases:</b>				
Food	\$103,578.64			
Non - Food	\$9,486.96			
<b>Building Maintenance and Repair:</b>			<b>\$0.00</b>	
<b>Janitorial &amp; Restroom Supplies:</b>			<b>\$0.00</b>	
<b>Kitchen Small Wares and Equipment:</b>			<b>\$0.00</b>	
<b>Vehicle Maintenance and Repair:</b>			<b>\$1,609.25</b>	
<b>Vehicle Gas / Fuel:</b>			<b>\$2,867.55</b>	
Normal Delivery Days			22	

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**August 2023**

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>	1544	129	<b>8%</b>	699	92	<b>13%</b>
<b>Twin Rivers USD</b>	160	30	<b>19%</b>	56	1	<b>2 %</b>
<b>Elk Grove USD</b>	480	34	<b>7%</b>			
<b>Sac City USD</b>	676	71	<b>11%</b>	16	2	<b>13%</b>
<b>San Juan USD</b>	888	48	<b>5%</b>	164	2	<b>1%</b>
<b>WCIC</b>	100	0	<b>0%</b>			
<b>COUNTY TOTAL</b>	<b>3848</b>	<b>312</b>	<b>8%</b>	<b>935</b>	<b>97</b>	<b>10%</b>

*AFE: Annual Funded Enrollment*

**SETA HEAD START/EARLY HEAD START**  
**End of Month Enrollment Report**  
**August 2023**

HS Center Name (* CCTR/CSPP Funded)	Funded Enrollment	Actual Enrollment	Drop within last 30 days	Total Reported	(c) Closed/Capped %	(a) Actual to Funded Enrollment %
*16th Avenue	40	30	1	31		78%
*Bret Harte	20	11	0	11		55%
*Capital City	20	13	1	14		70%
*CP Huntington	20	16	2	18		90%
*Crossroads Garden	60	37	2	39		65%
*Elkhorn	80	55	7	62		78%
*Freedom Park	60	47	7	54		90%
*Freeport	20	16	0	16		80%
*Hillsdale	80	44	1	45		56%
*Job Corps	20	18	1	19		95%
*Marina Vista (b)	60	15	7	22	14 (48%)	37%
*Mather	80	58	9	67		84%
*Norma Johnson	40	33	1	34		85%
*North Avenue	60	41	5	46		77%
*Northview (b)	80	51	6	57	20 (95%)	71%
*Phoenix Park	60	28	9	37		62%
*Sharon Neese	60	50	1	51		85%
Alder Grove ELC	20	10	1	11		55%
Bannon Creek	40	12	1	13		33%
Bright Beginnings	40	9	0	9		23%
Dudley	20	12	1	13		65%
Florin	20	10	0	10		50%
Franklin	20	15	0	15		75%
Fruitridge	40	28	2	30		75%
Galt	80	80	4	84		105%
Grizzly Hollow	40	40	0	40		100%
Home Base	120	75	3	78		65%
Hopkins Park	40	36	1	37		93%
Kennedy Estates	20	10	0	10		50%
LaVerne Stewart	20	17	0	17		85%
Nedra Court	40	17	6	23		58%
Parker	20	11	0	11		55%
Solid Foundation	40	21	0	21		53%
Spinelli	20	10	0	10		50%
Strizek Park	20	6	0	6		30%
Walnut Grove	24	18	0	18		75%
<b>Total</b>	<b>1544</b>	<b>1000</b>	<b>79</b>	<b>1079</b>	<b>34 (71%)</b>	<b>70%</b>

(a) Reason and action plan provided when enrollment is below 100%  
(b) Site(s) with capped classrooms due to staffing  
(c) Percentage when capped/closed amount deducted from funded amount  
(d) Site/classroom pending license



**SETA HEAD START/EARLY HEAD START  
End of Month Enrollment Report  
August 2023**

<b>EHS Center Name (* CCTR/CSPP Funded)</b>	<b>Funded Enrollment</b>	<b>Actual Enrollment</b>	<b>Drop within last 30 days</b>	<b>Total Reported</b>	<b>(c) Closed/Capped %</b>	<b>(a) Actual to Funded Enrollment %</b>
*16th Avenue	18	17	0	17		94%
*Alder Grove I/T	16	15	0	15		94%
*Bret Harte	9	6	2	8		89%
*Captial City	16	11	1	12		75%
*CP Huntington	16	13	1	14		88%
*Crossroads Garden	15	10	1	11		73%
*Elkhorn	16	14	1	15		94%
*Florin (d)	8	0	0	0		0%
*Freedom Park	16	16	0	16		100%
*Hillsdale	9	6	2	8		89%
*Hiram Johnson (b)	32	28	3	31	4 (107%)	97%
*Hopkins	6	5	0	5		83%
*Illa Collins (d)	16	0	0	0		0%
*Job Corps	25	23	2	25		100%
*Marina Vista	9	6	1	7		78%
*Mather	15	13	3	16		107%
*Norma Johnson	9	8	0	8		89%
*North Avenue	16	8	0	8		50%
*Northview	16	16	2	18		113%
*Phoenix Park	8	8	1	9		113%
*Sharon Neese Center	25	23	0	23		92%
EHS Home Base	200	161	12	173		87%
Galt	16	16	4	20		125%
Grizzly Hollow	9	8	2	10		111%
River Oak - Home Base	72	71	2	73		101%
SCOE - Home Base	77	60	6	66		86%
Walnut Grove (d)	9	0	0	0		0%
<b>Total</b>	<b>699</b>	<b>562</b>	<b>46</b>	<b>608</b>	<b>4 (87%)</b>	<b>87%</b>

**Head Start/Early Head Start Reasons/Observations for under enrollment:**

The following sites have classroom(s) capped due to limited staff: Hiram; Marina Vista; Northview - totaling 38 enrollment slots. Florin, Illa Collin and Walnut Grove pending license for EHS classrooms- totaling 33 enrollment slots.

Vacancies in the following positions that support classroom ratio or enrollment: 30 Education positions (HS Associate Teacher/Teacher, Lead Teacher/Infant Toddler, Site Supervisor); 1 Home Visitor for SCOE.

**Strategies/Action Plan:**

Human Resources listed job openings within employment search websites and partnered with the following agencies to fill vacancies: CA Head Start Assoc., CalJOBS, ZipRecruiter, Indeed and ADP WFN Recruitment Portal, SETA Job Fair. Employment offers were accepted during August for the following positions: 3 Family Services Worker, 11 Associate Teachers, 3 LT/IT.

Recruitment and networking opportunities to increase awareness of Head Start services and community visibility: National Night Out, Galt Job & Resource Fair, Del Paso Block Works, Free Hair Cut Tuesday, and Care Fest. Through these recruitment events, 15 Interest Forms were completed by families inquiring of Head Start services.

- (a) Reason and action plan provided when enrollment is below 100%
- (b) Site(s) with capped classrooms due to staffing
- (c) Percentage when capped/closed amount deducted from funded amount
- (d) Site/classroom pending license

## ITEM VII – CENTER UPDATES

### BACKGROUND:

This agenda item allows Parent Advisory Committee Representatives the opportunity to discuss events going on at their center.

### NOTES:

## ITEM VIII – DISCUSSION

### BACKGROUND:

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

### NOTES:

## ITEM IX – PUBLIC PARTICIPATION

### BACKGROUND:

Participation of the general public at the SETA-Operated Program Parent Advisory Committee meeting is encouraged. Members of the audience are asked to address their request to the Chair if they wish to speak.

### NOTES: