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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, October 17, 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.

AGENDA

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Final Reading of Modifications to the Bylaws of the SETA-Operated Head Start/Early Head Start Parent Advisory Committee (Donna Bonner)</p> | <p>12-30</p> |

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DISTRIBUTION DATE: TUESDAY, OCTOBER 11, 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
- ___ Vacant, 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, 16th 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, Freedom Park Head Start	<input type="checkbox"/> Vacant, River Oak Center for Children
<input type="checkbox"/> Vacant, Fruitridge Head Start	<input type="checkbox"/> Vacant, SCOE
<input type="checkbox"/> Vacant, Galt Hollow Head Start	<input type="checkbox"/> Vacant, Solid Foundation
<input type="checkbox"/> Vacant, Grizzly Hollow Head Start	<input type="checkbox"/> Vacant, Strizek Park Head Start
<input type="checkbox"/> Vacant, Hillsdale Head Start	<input type="checkbox"/> Vacant, Walnut Grove Head Start
<input type="checkbox"/> Vacant, Hiram Johnson 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 Early 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, Home Base Head Start	<input type="checkbox"/>
<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	

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	AG I													
Vacant Seated	AG II													
Vacant Seated	AL													
Vacant Seated	BC													
Kahmaria Holleman Seated 06/20	BC	X	X		X	X	X	E	X	X	E	X		
Vacant Seated	BH													
Vacant Seated	CP													
Vacant Seated	CPH													
Vacant Seated	CR													
Vacant Seated	EHS/HB													
Vacant Seated	EHS/HB													
Donna Lambert Seated 6/20	EL								X	X	X	X		
Vacant Seated	FA													
Armonio Martin R 09/21	FP								X	E	E	U	R	
Stevetia Young Seated 5/16	FPT							X	E	X	U	X		
Vacant Seated	FT													
Vacant Seated	G													
Vacant Seated	GH													
Vacant Seated	H													
Vacant Seated	HB													
Vacant Seated	HBP													
Vacant Seated	HI													
Vacant Seated	HP													
Vacant Seated	IC													
Vacant Seated	HP													
Alina Semavina Seated 6/20	JC							E	X	E	X	E		
Vacant Seated	K													

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	LVS												
Vacant Seated	MCBB												
Vacant Seated	MV												
Vacant Seated	M												
Vacant Seated	NA												
Vacant Seated	NC												
Vacant Seated	NJ												
Vacant Seated	NV												
Vacant Seated	NV												
Vacant Seated	PA												
Vacant Seated	PP												
Vacant Seated	RO												
Vacant Seated	SCOE												
Vacant Seated	SF												
Timeisha Seymore Seated 5/16	SN						X	X	X	X	X		
Vacant Seated-	SP												
Vacant Seated-	WG												
Le Andra Jones Villalta Seated 12/20	16A	X	X	X	X	X	X	X	X	X	E		
Vacant Seated	FPR												
Vacant Seated	AMB												
Vacant Seated	AMB												
Donna Bonner Seated 11/15	PPR	X	X	X	X	X	X	X	X	X	X		
Stephen Key Seated 11/15	PPR	X	X	X	X	X	X	X	X	X	X		
Vacant Seated	CR/GP												
Fienishia Wash Seated 11/15	OGC	X	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

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 M:	Marina Vista Early Learning Center
CP:	Capital City		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
HBP:	Home Based Pre-School	SP:	Strizek Park
HI:	Hiram Johnson	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 10/4/2023 4:26 PM

ITEM II-A-CONSENT

APPROVAL OF THE MINUTES OF THE SEPTEMBER 19,
2023 REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the September 19, 2023.

RECOMMENDATION:

Approve the minutes of the September 19, 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, September 19, 2023
9:00 a.m.

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

Ms. Bonner called the meeting to order at 9:04 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
Timeisha Seymore, Sharon Neese
Kahmaria Holleman, Bannon Creek
Stevetia Young, Freeport

New Members Seated Present:

New Members to be Seated but Absent:

Members Absent:

Armonie Martin, Freedom Park (*unexcused*)
Le Andra Jones-Villalta, 16th Avenue (*excused*)
Alina Semavina, Job Corps (*excused*)

II. Consent Item

A. Approval of the Minutes of the August 15, 2023 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Wash, second/Key, to approve the August 15, 2023 minutes as distributed.

Roll call vote:

Aye: 6 (Wash, Key, Lambert, Seymore, Young, Holleman)

Nay: 0

Abstention: 1 (Bonner)

Absent: 3 (Semavina, Jones-Villalta, Martin)

III. Action Items:

A. 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

Ms. Bonner opened the public hearing at 9:08 a.m. She reviewed changes to the Parent Advisory Committee (PAC) Bylaws.

There were no questions from the public.

Moved/Wash, second/Key, to approve the opening of a public hearing, hear any additional testimony, and continue this item to the next PAC meeting where the action of the PAC will be to close the public hearing and approve the amendments to the PAC bylaws.

Roll call vote:

Aye: 6 (Wash, Key, Lambert, Seymore, Young, Holleman)

Nay: 0

Abstention: 1 (Bonner)

Absent: 3 (Semavina, Jones-Villalta, Martin)

IV. Information Items

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account:
Mr. Han reviewed the fiscal report for first month ended August 31, in the 2023-2024 program year. He advised that total Head Start Year-to-Date expenditures are at 7.3%. For Administrative expenditures, SETA is at 9.2% which is below 15% maximum. Most line items are on pace for the beginning of the new program year. The American Rescue Plan Act (ARP) and the Corona Virus Response and Relief Supplemental Appropriation Act (CRRSA) funds were reviewed. The American Express and CitiBank credit card statements were reviewed, and nothing was out of the ordinary. The SETA Operated California Department of Education (CDE) and California Department of Social Services (CDSS) funding report were reviewed for August 2023.
- Health Service Advisory Committee (HSAC) Report
The next meeting will be held on Tuesday, November 14, 2023, at 9:00 a.m., at the SETA Administrative building.
- Community Resources – Parents/Staff:
Ms. Wash reviewed the community resources provided in the packet.

B. Head Start Policy Council Minutes for July 25, 2023: No Questions

V. Committee Reports

➤ Executive Committee:

The next meeting will be held in person on Friday, September 22, 2023, at 11:30 a.m., at the SETA Administrative building.

➤ Budget/Planning Committee Meeting:

The next meeting will be held on Tuesday, October 10, 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, September 22, 2023, at 10:00 a.m., at the SETA Administrative building.

➤ Personnel/Bylaws Committee Meeting:

No further meetings have been scheduled at this time.

VI. Other Reports

A. Chair's Report:

Ms. Bonner advised that staff RSVPs for the End-of-the-Year Parent Appreciation brunch on October 13, 2023, are due today to Ms. Ndiaye. For the parents, RSVPs are due on September 26, 2023 to Ms. Ndiaye or the Chair.

B. Policy Council Report(s):

Ms. Wash advised that the next Policy Council meeting will be held on Tuesday, September 26, 2023, at 9:00 a.m., at the SETA Board room.

C. Head Start Deputy Director's Report:

Ms. Griffith shared that SETA recently applied to be part of a year-long Community of Practice (CoP) focusing on Supporting School Readiness and Success of Young African American Boys. SETA was one of 12 programs selected to participate throughout Region 9 (California, Arizona, Nevada and Hawaii and the Samoan Islands).

The purpose of the CoP is to support programs in implementing a culturally responsive, strength-based program focused on efforts to address the school readiness needs of African American boys and families. Successful implementation of a culturally responsive, strength-based program will require systematic implementation, and ongoing self-evaluation. Training, technical assistance and additional support will be provided to align the model with program policies, practices, and goals. Ms. Griffith advised that this is a year-long commitments.

The kick-off and launch of the CoP will occur at the Region 9 Head Start Association Family Engagement and Cultural Effectiveness. Cynthia Yao, Regional Program Manager for the Office of Head Start has made attendance at this launch a requirement of SETA's participation in the CoP.

In alignment with the CoP guidance, the Children and Family Services (CFS) staff recommends sending three (3) staff (Education/ Family Engagement) and one (1) parent as representatives of SETA's Community of Practice team to the Region 9 Head Start Association Family Engagement & Cultural Effectiveness Conference in Honolulu, Hawaii during the week of October 24-27, 2023.

Ms. Griffith reported that for centers transitioning from Head Start (HS) to Early Head Start (EHS), the Community Care Licensing officials are visiting to re-license centers for EHS classes. Today, Community Care Licensing officials are at Illa Collin.

Ms. Griffith additionally advised that the Agency will be closed for business from 12/22/23 through 01/01/24. Based on an agreement and approval reached on Wednesday, September 13, 2023, a Letter of Understanding (LOU) between SETA and AFSCME regarding the 2023 Agency closure was signed. This LOU states that the Agency will provide holiday pay to cover the half-day operations on December 22 and December 29 and time off on December 26, 27, and 28, 2023, for the 2023 Agency closure. SETA employees will not be required to use accrued leave balances to cover time off during the closure.

D. Head Start Managers' Reports

✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services:
Ms. Carr encouraged parents to RSVP for the End-of-the-Year Parent Appreciation brunch. She reviewed the End of Month Enrollment Report provided in the packet. For the month of August, SETA was at 70% enrollment. Ms. Carr stated that full enrollment needs to be accomplished. She reminded Committee members that families who receive CalFresh are automatically accepted into the program. She encouraged members of the Committee to continue their efforts in supporting enrollment goals.

She advised that families with children in state-funded full-day classes received a Notice of Action stating that the fees were waived until October 2023. SETA was recently notified that fees will start occurring in October 2023.

Ms. Carr informed the Committee that Parent Aids will resume by the first week of October. In order to be a Parent Aid, participant must have a child currently enrolled in the program. The number of Parent Aids depends on the size of the site. Immunization records are required.

Ms. Carr shared that coffee will be brought back to centers (not in classrooms) for staff and parents to enjoy. The sites will have monthly allocations to cover the expense.

In January, 2024 the Parent Involvement program will start. Mr. Buckhalter will provide update in future meeting.

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

Ms. Lamb advised that lots of trainings are coming up. Associate Teachers are also will be provided with valuable trainings. Trainings will include authorizing on Teaching Pyramid, new nutritional program, and new Creative Curriculum, 6th audition.

She advised that Home and School Preschool Activities, developed by Education Coordinators' team, are being implemented in the classrooms in effort to connect families' and classrooms' practices.

Ms. Lamb introduced the Teachers on a Special Assignment (TOSA): Ms. Nikki Grigaitis and Ms. Crystal Corino. She advised that SETA is looking to hire two more TOSAs in the future. Ms. Grigaitis and Ms. Corino introduced themselves and provided an overview of what the TOSA position entails. Ms. Seymore, Ms. Bonner, and Ms. Wash thanked them for their incredible work.

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

VII. Center Updates: None

VIII. Discussion:

Ms. Wash advised that the Parent Leadership Training Institute (PLTI) is now accepting applications for second and third cohorts beginning in January 2024 in English and Spanish. She encouraged parents to sign up and provided a flyer with information. Ms. Seymore thanked Ms. Wash for the resource.

IX. Public Participation: None

X. Adjournment: The meeting was adjourned at 9:55 a.m.

ITEM III-A – ACTION

TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:
FINAL 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~~**.

The Chair opened a public hearing on these modifications at the Tuesday, September 19, 2023 meeting.

RECOMMENDATION:

Hear any additional testimony and take action to close the public hearing and approve the amendments to the PAC Bylaws as attached.

NOTES:

ACTION: Moved _____ Seconded _____

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 Order¹ 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.

¹Robert's Rules of Order: *Simplified and Applied*, 2nd 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. Le Andra Jones-Villalta
 - Water Festival

NOTES:



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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 August 22, 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, August 22, 2023
9:00 a.m.

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

Ms. Wash called the meeting to order at 9:02 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
Stephen Key, Past Parent/Community Representative
Rosemary Schapira, Community Agency Representative
Jessica Mitchell, Elk Grove Unified School District

Members Absent:

II. Consent Item

A. Approval of the Minutes of the July 25, 2023 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Key, second/Mitchell, to approve the July 25, 2023 minutes as distributed.

Roll call vote:

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

Nay: 0

Abstention: 1 (Wash)

Absent: 0

III. Action Items

A. Election of Head Start Policy Council Vice Chair and Parliamentarian for Program Year 2023-2024

There were no nominations for Vice Chair or Parliamentarian.

Moved/Bonner, second/Jones, to table the election of the Policy Council Vice Chair and Parliamentarian for Program Year 2023-2024 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 twelve months in the 2022-2023 program year. 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 84.5%. SETA worked with the Delegate Agencies on project planning for underspent funds, and the Carryover will be requested within the next couple of months. For the Non-Federal Share Year-to-Date, countywide expenditures are 29.7%, above the required 25%. For the Administrative category, countywide expenditures are 9.2% below the 15% cap.
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. These funds will expire on March 31, 2024. 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 date is to be determined.
- **Community Resources – Parents/Staff:**
Ms. Wash reviewed the community resources provided in the packet.

B. SETA's Recruitment Update

Ms. Sorvari reviewed the recruitment data from July 14, 2023, through August 10, 2023 and July 29, 2023 Job Fair report. Both of these reports were provided as backup information to the agenda packet.

C. Governing Board Minutes for April 6, 2023: No questions

V. Committee Reports

- **Executive Committee:**

The next meeting will be held in person on September 1, 2023, at the SETA Administrative building.

- Budget/Planning Committee Meeting:
The next meeting will be held in person on 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 August 25, 2023, at 12:00 p.m., at the SETA Administrative building.
- Personnel/Bylaws Committee Meeting:
The next meeting will be held in person on August 22, 2023, at 10:30 a.m., at the SETA Administrative building.

VI. **Other Reports**

A. Executive Director's: No report

B. Head Start Deputy Director's Report:
Ms. Griffith shared that Children and Family Services Managers had an all-day planning meeting on August 21, where they looked at many changes coming to SETA and how they continue to navigate. The Strengths, Weaknesses Opportunities Treats (SWOT) analysis helped identify areas needing an action plan. SETA continues to assist Delegate Agencies as they have experienced turnover in their leadership and program changes.

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.

Last year's statistics show a reduction in staff turnover by 68%, making it the lowest rate for over six years.

Ms. Griffith stated that SETA's Executive Director, Ms. Jennifer Hernandez, announced her resignation. The City and County of Sacramento will appoint the new Executive Director. In the meantime, SETA will have an Interim Executive Director.

C. Chair's Report:
Ms. Wash thanked everybody for their hard work, dedication, and participation.

D. Head Start Managers' Reports
✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services:

Ms. Carr advised that July's enrollment is 92% for Early Head Start and 93% for Head Start across the county.

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

Ms. Lamb stated that SETA continues to support Delegate Agencies by visiting their sites, sharing resources, providing training, and setting the foundation for clear, ongoing communication and developing a strong sense of trust.

She shared that SETA's team attended a documentary screening of Black Boys in Los Angeles, CA, as a kickoff to applying for the National Community of Practice grant and supporting young African-American boys' school readiness and success. The Office of Head Start provided the definition of equity as fair and just treatment to all children, families, and those who support them, enabling everyone to achieve their full potential.

Ms. Lamb was happy to see that equity is more than something being added on. It's something that permeates all of the different work being done, all of the approaches that Head Start is taking to ensure equitable access to education across the country.

Mr. Christian Buckhalter, Education Coordinator for the Early Head Start Home Based Program, and Ms. Veronica Jones, Support Services Program Officer, introduced themselves and shared their experience during a documentary screening of Black Boys.

Ms. Schapira suggested co-collaboration with Sac Family Connect and/or Sacramento Children's Home in North Sacramento Family Resource Center to work on an application for the National Community of Practice grant.

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

Ms. Ocegueda advised that the 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.

The HSAC will meet on November 14, 2023, at 9:00 a.m. and is open to any parent countywide to attend. There will be an evite provided shortly. Reservation is required due to limited space capacity. Additionally, HSAC recently finalized and approved the countywide Hemoglobin Risk Assessment in response to a change in the Bright Futures Periodicity Schedule, recommendations for the American Academy of Pediatrics, as they recommended observing hemoglobin levels at different intervals of the child's ages. Ms. Ocegueda advised that through HSAC, the Lead Poisoning

Prevention Policy has been updated to align with the Sacramento County Department of Public Health Lead Poisoning Prevention program, and if a child is considered at risk, there is a process in place to assist the family to receive help. She also stated that HSAC continues to work on finalizing the COVID-19 Mitigation/Disease Mitigation Policy that has been provided countywide and is being implemented. SETA will monitor to ensure proper implementation and combine it with Monitoring for Compliance Quality Improvement (MCQI) starting in September 2023.

E. Open Discussion and Comments:

Ms. Wash welcomed Ms. Gibson, Assistant Superintendent of Early Learning and Care for the Sacramento City Unified School District (SCUSD). Ms. Gibson introduced herself and Dr. Angel Carson, the SCUSD Coordinator. Ms. Gibson expressed her gratitude for partnering with SETA and looks forward to working closely together.

Ms. Gaylon Ndiaye recognized and encouraged to applaud Ms. Wash's achievement of completing the University of California, San Francisco Repair Certification program, the 2023 Communiiversity Teach-In Series on Racial Black Feminist Approaches to Health-Care and Healing, as well as completion of Introductory Grant Writing Certification.

F. Public Participation: None

VII. **Adjournment:** The meeting was adjourned at 9:49 a.m.

ITEM V

COMMITTEE REPORTS

V. Committee Reports

- Executive Committee Meeting: Ms. Donna Bonner

- Budget/Planning Committee Meeting: Ms. Donna Bonner

- Social/Hospitality Committee Meeting: Ms. Donna Bonner

NOTES:

ITEM VI

OTHER REPORTS

BACKGROUND:

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

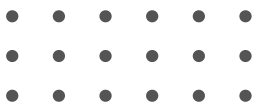
- Chair's Report
 - ✓ PAC Recruitment
- Policy Council Report(s): Ms. Fienishia Wash
- Head Start Deputy Director's Report – Ms. Karen Griffith
 - ✓ Monthly Head Start Report
- Head Start Managers' Reports
 - Lisa Carr – Family Engagement, Home Base, and ERSEA Services
 - Megan Lamb – School Readiness,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

NOTES:

SETA HEAD START & EARLY HEAD START IN THE COMMUNITY JULY-OCTOBER

- KINGS DO GOOD SUMMIT
- MARISOL VILLAGE PRESENTATION
- COMMUNITY HEALTH EVENT
- RIO LINDA COUNTY FAIRE
- NATIONAL NIGHT OUT
- GALT JOB AND RESOURCE FAIR
- SOUTH SACRAMENTO EARTH DAY
- SPRING EXTRAVAGANZA
- RESOURCE FAIR AND TAX PREP
- EARTH DAY COMMUNITY HEALTH FAIR
- HOLISTIC HEALTH FAIR
- KIDS DAY IN THE PARK
- LGBTQ CENTER JOB FAIR
- BLOCK WORKS
- FREE HAIR CUT TUESDAY
- AVALA PEDIATRICS
- MARDI GRAS ON THE BLVD
- NETWORK CAFE
- COMMUNITY PARTNER REFERRALS
- MLK RESOURCE FAIR
- HEALTHY DAY SACRAMENTO
- CARE FEST
- GALT JOB FAIR
- CELEBRANDO NUESTRA SALUD
- TRUNK OR TREAT
- NATIONAL NIGHT OUT
- HARVEST MOON FESTIVAL
- BABY BLOCK PARTY
- BACKPACK GIVEAWAY
- TAHOE PARKS FOOD TRUCK
- COMMUNITY BABY SHOWER
- DOMESTIC VIOLENCE AWARENESS EVENT

- HEALTH COMMUNITY DAY
- MULTICULTURAL BUSINESS AND CAREER EXPO
- LATINO BOOK AND FAMILY FESTIVAL
- WALK N ROLL
- RIO LINDA COUNTY FAIRE
- NORTH HIGHLANDS HALLOWEEN EXTRAVAGANZA
- THE PUMPKIN PATCH
- FAMILY AND FRIENDS COMMUNITY EVENT
- MUTUAL ASSISTANCE NETWORK HARVEST FESTIVAL
- HARVEST FESTIVAL
- CARMICHAEL PEDIATRICS
- TETTEH PEDIATRICS HEALTH
- SAC LIBRARY PLAY AND LEARN
- SWEET POTATO FESTIVAL
- CONNECTING OUR COMMUNITIES RESOURCE EXPO SMUD
- BABY BLOCK PARTY-VALLEY HIGH RESOURCE CENTER
- 3RD ANNUAL DANA MAESHIA RESOURCE FAIR
- COMMUNITY RESOURCE PROJECT DIA DE FAMILIA
- BRIDGE NETWORK THANKSGIVING DISTRIBUTION
- COMMUNITY AWARENESS AND RESOURCE FESTIVAL
- US DAVID MIND INSTITUTE FAMILY RESOURCE FAIR
- NORTH SACRAMENTO FAMILY RESOURCE CENTER TRUNK OR TREAT





Seta Head Start

Food Service Operations Monthly Report

*September, 2023

9/5/23 - Bret Harte site opened.

Alder Grove ELC class V and Alder Grove I/T classes M & U closed due to water being shut off.

Northview class A closed due to staffing.

9/6/23 - Alder Grove ELC closed due to staffing.

9/15/23 - Homebase had a field trip to the Safety Center. Kitchen prepared 143 sack lunches.

9/19/23 - Walnut Grove closed due to staffing.

	Lunch	PM Snack	Breakfast	Field Trips
	32,820	30,140	31,400	1
Total Amount of Meals and Snacks Prepared				94,503

Purchases:

Food	\$80,239.37
Non - Food	\$13,691.08

Building Maintenance and Repair:	\$0.00
Janitorial & Restroom Supplies:	\$0.00
Kitchen Small Wares and Equipment:	\$0.00
Vehicle Maintenance and Repair:	\$1,224.28
Vehicle Gas / Fuel:	\$2,603.49
Normal Delivery Days	21

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

September 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
SETA operated	1544	136	9%	699	107	15%
Twin Rivers USD	160	31	19%	56	1	2 %
Elk Grove USD	480	41	9%			
Sac City USD	676	74	11%	16	3	19%
San Juan USD	888	48	5%	164	4	2%
WCIC	100	3	3%			
COUNTY TOTAL	3848	333	9%	935	115	12%

AFE: Annual Funded Enrollment

SETA HEAD START/EARLY HEAD START
End of Month Enrollment Report
September 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	31	4	35		88%
*Bret Harte	20	14	2	16		80%
*Capital City	20	16	2	18		90%
*CP Huntington	20	14	2	16		80%
*Crossroads Garden	60	37	1	38		63%
*Elkhorn	80	60	3	63		79%
*Freedom Park	60	51	5	56		93%
*Freeport	20	19	1	20		100%
*Hillsdale	80	52	4	56		70%
*Job Corps	20	19	0	19		95%
*Marina Vista (b)	60	19	1	20	14 (43%)	33%
*Mather	80	61	1	62		78%
*Norma Johnson	40	34	2	36		90%
*North Avenue	60	47	1	48		80%
*Northview (b)	80	53	4	57	20 (95%)	71%
*Phoenix Park	60	29	1	30		50%
*Sharon Neese	60	57	0	57		95%
Alder Grove ELC	20	10	0	10		50%
Bannon Creek	40	16	1	17		43%
Bright Beginnings	40	17	0	17		43%
Dudley	20	15	1	16		80%
Florin	20	11	2	13		65%
Franklin	20	15	1	16		80%
Fruitridge	40	34	3	37		93%
Galt	80	78	2	80		100%
Grizzly Hollow	40	40	0	40		100%
Home Base	120	78	2	80		67%
Hopkins Park	40	37	5	42		105%
Kennedy Estates	20	11	1	12		60%
LaVerne Stewart	20	18	1	19		95%
Nedra Court	40	27	2	29		73%
Parker	20	11	2	13		65%
Solid Foundation	40	25	2	27		68%
Spinelli	20	13	1	14		70%
Strizek Park	20	9	0	9		45%
Walnut Grove	24	21	0	21		88%
Total	1544	1099	60	1159	34 (77%)	75%

(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
September 2023

EHS 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	18	16	3	19		106%
*Alder Grove I/T	16	16	0	16		100%
*Bret Harte	9	7	1	8		89%
*Captial City	16	9	1	10		63%
*CP Huntington	16	14	0	14		88%
*Crossroads Garden	15	13	0	13		87%
*Elkhorn	16	15	2	17		106%
*Florin (d)	8	0	0	0		0%
*Freedom Park	16	14	2	16		100%
*Hillsdale	9	7	1	8		89%
*Hiram Johnson (b)	32	25	5	30	4 (107%)	94%
*Hopkins	6	6	0	6		100%
*Illa Collins (d)	16	0	0	0		0%
*Job Corps	25	21	7	28		112%
*Marina Vista	9	8	0	8		89%
*Mather	15	13	2	15		100%
*Norma Johnson	9	9	1	10		111%
*North Avenue	16	7	1	8		50%
*Northview	16	15	1	16		100%
*Phoenix Park	8	6	2	8		100%
*Sharon Neese Center	25	23	3	26		104%
EHS Home Base	200	172	6	178		89%
Galt	16	16	1	17		106%
Grizzly Hollow	9	9	0	9		100%
River Oak - Home Base	72	70	1	71		99%
SCOE - Home Base	77	57	3	60		78%
Walnut Grove (d)	9	0	0	0		0%
Total	699	568	43	611	4 (87%)	87%

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: 25 Education positions (HS Associate Teacher/Teacher, Lead Teacher/Infant Toddler, Site Supervisor); 3 Family Services Workers; 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 September for the following positions: 2 Family Services Worker, 2 Teachers; 1 LT/IT; 10 Associate Teachers, 2 AT/IT.

Recruitment and networking opportunities to increases awareness of Head Start services and community visibility: Sacramento Kings Do Good Summit; Marisol Village Presentation; Dia de Familia Community Resource Project; Norwood Community Health Event; Rio Linda County Fair; SMUD Resource Expo. Through these recruitment events, 26 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: