

## GOVERNING BOARD

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## *THOUGHT OF THE DAY:*

*"Character makes trust possible, and trust is the foundation of leadership."*

*~ John C. Maxwell*

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

**DATE:** Tuesday, October 18, 2022

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

### **LOCATION:**

<https://us02web.zoom.us/j/87254038319?pwd=cjZsUlpYMUUpOT0tabXdQb2x0QTlhFZz09>

In response to the AB361 (Brown Act Section 54953) relating to the COVID-19 Pandemic, the Head Start Parent Advisory Committee (PAC) is conducting this meeting on Zoom at <https://us02web.zoom.us/j/87254038319?pwd=cjZsUlpYMUUpOT0tabXdQb2x0QTlhFZz09>. Meeting ID: 872 5403 8319. Passcode: 028744. Members of the public may join the meeting by clicking the link above or typing the meeting address above into their web browser, or listen to the meeting by telephone: One tap mobile: + 16699006833,,87254038319# US (San Jose). Dial by your location + 1 669 900 6833 US (San Jose). Find your local number: <https://us02web.zoom.us/j/87254038319?pwd=cjZsUlpYMUUpOT0tabXdQb2x0QTlhFZz09>. Members of the public are encouraged to participate in the meeting by submitting written comments by email to: [Monica.Newton@seta.net](mailto:Monica.Newton@seta.net). Any member of the public who wishes to speak directly to the Committee regarding any item on the agenda may contact Monica Newton at (916) 263-3753, or [Monica.Newton@seta.net](mailto:Monica.Newton@seta.net). Please include in your request which item you would like to participate on. Additionally, during the meeting any questions or comments may be submitted via the Q&A or chat features on Zoom. Public comments will be accepted until the adjournment of the meeting, distributed to the Parent Advisory Committee and included in the record.

In the event of disruption which prevents broadcasting of the meeting to members of the public using the call-in or internet-based service options, or in the event of a disruption which prevents members of the public from offering public comments, the Committee shall take no further action on items appearing on the meeting agenda until public access to the meeting is restored.

Closed captioning will be available. 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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  - Lisa Carr - Family Engagement, Home Base, and ERSEA Services
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**DISTRIBUTION DATE: Wednesday, October 12, 2022**

Parent Advisory Committee meeting hosted by:  
Donna Bonner (Chair), Fienishia Wash (Vice Chair),  
Le Andra Jones-Villalta (Treasurer), Pa Houa Moua (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, Bannan Creek Head Start**  
\_\_\_\_ Vacant, Bret Harte Head Start  
\_\_\_\_ **Martha Aguilar, 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**  
\_\_\_\_ Vacant, 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 Based Head Start  
\_\_\_\_ Vacant, Pre-School (Home Base)  
\_\_\_\_ Vacant, Home Base Early Head Start  
\_\_\_\_ Vacant, Hopkins Park Head Start  
\_\_\_\_ Vacant, Illa Collin Head Start  
\_\_\_\_ Vacant, Job Corps Head Start  
\_\_\_\_ Vacant, Kennedy Estates Head Start  
\_\_\_\_ Vacant, LaVerne Stewart Head Start  
\_\_\_\_ Vacant, (Marie Cleveland's) Bright Beginning Head Start  
\_\_\_\_ Vacant, Marina Vista Early Learning Center  
\_\_\_\_ Vacant, Mather Head Start  
\_\_\_\_ Vacant, Nedra Court Head Start  
\_\_\_\_ Vacant, Norma Johnson Head Start  
\_\_\_\_ Vacant, North Avenue Head Start  
\_\_\_\_ Vacant, Northview Head Start  
\_\_\_\_ Vacant, Parker Head Start  
\_\_\_\_ Vacant, Phoenix Park Head Start  
\_\_\_\_ Vacant, Pre-School (Home Base)  
\_\_\_\_ Vacant, River Oak Center for Children  
\_\_\_\_ Vacant, Sacramento County Office of Education  
\_\_\_\_ **Pa Houa Moua, 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**  
\_\_\_\_ **Donna Bonner, Past Parent Representative**  
\_\_\_\_ Vacant, Grandparent Representative  
\_\_\_\_ Vacant, Foster Parent Representative  
\_\_\_\_ **Fienishia Wash, Outgoing Chair**



# **ITEM I-A – ROLL CALL**

(Continued)

## **Program Year 2021-2022 - New Representatives to be seated**

<input type="checkbox"/> Vacant, Alder Grove I Head Start	<input type="checkbox"/> Vacant, Marina Vista Head Start
<input type="checkbox"/> Vacant, Alder Grove II Head Start	<input type="checkbox"/> Vacant, Mather Head Start
<input type="checkbox"/> Vacant, American Legion Head Start	<input type="checkbox"/> Vacant, Nedra Court Head Start
<input type="checkbox"/> Vacant, Bret Harte Head Start	<input type="checkbox"/> Vacant, Norma Johnson Head Start
<input type="checkbox"/> Vacant, CP Huntington Head Start	<input type="checkbox"/> Vacant, North Avenue Head Start
<input type="checkbox"/> Vacant, Crossroad Gardens Head Start	<input type="checkbox"/> Vacant, Northview Head Start
<input type="checkbox"/> Vacant, Franklin Head Start	<input type="checkbox"/> Vacant, Parker Head Start
<input type="checkbox"/> Vacant, Freeport Head Start	<input type="checkbox"/> Vacant, Phoenix Park Head Start
<input type="checkbox"/> Vacant, Galt Head Start	<input type="checkbox"/> Vacant, Pre-School (Home Base)
<input type="checkbox"/> Vacant, Grizzly Hollow Head Start	<input type="checkbox"/> Vacant, River Oak Center for Children
<input type="checkbox"/> Vacant, Hillsdale Head Start	<input type="checkbox"/> Vacant, SCOE
<input type="checkbox"/> Vacant, Hiram Johnson Head Start	<input type="checkbox"/> Vacant, Strizek Park Head Start
<input type="checkbox"/> Vacant, Home Base Head Start	<input type="checkbox"/> Vacant, Early Head Start (Home Base)
<input type="checkbox"/> Vacant, Home Base Head Start	<input type="checkbox"/> Vacant, Grandparent Representative
<input type="checkbox"/> Vacant, Hopkins Park Head Start	<input type="checkbox"/> Vacant, Parent Ambassador
<input type="checkbox"/> Vacant, Illa Collin Head Start	<input type="checkbox"/> Vacant, Parent Ambassador
<input type="checkbox"/> Vacant, Job Corps Head Start	<input type="checkbox"/> Vacant, Past Parent Representative
<input type="checkbox"/> Vacant, Kennedy Estates Head Start	<input type="checkbox"/> Vacant, Walnut Grove Head Start
<input type="checkbox"/> Vacant, LaVerne Stewart Head Start	<input type="checkbox"/> Vacant, Solid Foundation Head Start
<input type="checkbox"/> Vacant, (Marie Cleveland's) Bright	

# ITEM I – B

## PAC MEETING ATTENDANCE UPDATE

The PAC was seated on November 16 & December 16, 2021,  
March 15, May 17, & June 21, 2022  
**PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM**  
**YEAR 2021-2022**

COMMITTEE MEMBER	CENTER	11/16	12/16		1/18	3/15	4/26 *	5/17	6/21	7/19	8/16	9/20	10/18	11/15	
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 11/16</b>	<b>BC</b>	x	AP		x	X	X	X	X	X	X	X			
Vacant Seated	<b>BH</b>														
<b>Martha Aguilar Seated 6/21</b>	<b>CP</b>							U	X	x	X	E			
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 5/17</b>	<b>EL</b>							X	X	X	X	X			
Vacant Seated	<b>FA</b>														
<b>Armonie Martin Seated 5/17</b>	<b>FP</b>							X	X	X	U	X			
Vacant Seated	<b>FPT</b>														
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>														
<b>Cleopatra Deleon</b>	<b>HBP</b>								AP	-	-	-			
Vacant Seated	<b>HI</b>														
Vacant Seated	<b>HP</b>														
Vacant Seated	<b>IC</b>														
Vacant Seated	<b>HP</b>														
Vacant Seated	<b>JC</b>														
Vacant Seated	<b>K</b>														

COMMITTEE MEMBER	CENTER	11/16	12/16		1/18	3/15	4/26 *	5/17	6/21	7/19	8/16	9/20	10/18	11/15	
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>														
Vacant Seated	<b>NJ</b>														
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>														
<b>PaHoua Moua Seated 4/25</b>	<b>SN</b>						X	X	E	X	X	U			
Vacant Seated-	<b>SP</b>														
Vacant Seated	<b>WG</b>														
<b>Le Andra Jones Villalta Seated 3/15</b>	<b>16A</b>					X	X	X	X	X	X	X			
Vacant Seated	<b>FPR</b>														
Vacant Seated	<b>AMB</b>														
Vacant Seated	<b>AMB</b>														
<b>Donna Bonner Seated 12/16</b>	<b>PPR</b>	x	X		x	X	X	X	X	X	X	X			
<b>Stephen Key Seated 6/21</b>	<b>PPR</b>								X	X	X	X			
Vacant Seated	<b>CR/GP</b>														
<b>Fienishia Wash Seated 12/16</b>	<b>OGC</b>	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 Social Services/Parent Involvement Coordinator, Ms. Marie Desha, at (916) 263-4082; and**
- 3. Third, please call the PAC Chair, Ms. Donna Bonner, at (916) 849-7239, or the Clerk of the Boards, Ms. Monica Newton, at (916) 263-3753.**

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

**# Special meeting**

**NM: No meeting**

**PARENT ADVISORY COMMITTEE - MEETING**  
**ATTENDANCE UPDATE PROGRAM YEAR 2020-2021**  
(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	<b>SP:</b>	Strizek Park
	Pre-School	<b>WG:</b>	Walnut Grove
<b>HI:</b>	Hiram Johnson		

**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 10/12/2022 11:21 AM

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE SEPTEMBER 20, 2022 REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the September 20, 2022

RECOMMENDATION:

Approve the minutes of the September 20, 2022 meeting.

**NOTES:**

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

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

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

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

**LOCATION:** meeting held electronically

Tuesday, September 20, 2022  
9:00 a.m.

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

Ms. Donna Bonner called the meeting to order at 9:00 a.m. and read the thought of the day. Ms. Le Andra Jones-Villalta called the roll, a quorum was achieved.

#### **Members Present:**

Fienishia Wash, Outgoing Chair  
Kahmaria Holleman, Bannon Creek  
Donna Bonner, Past Parent Representative  
Le Andra Jones-Villalta, 16<sup>th</sup> Avenue  
Armonie Martin, Freedom Park  
Donna Lambert, Elkhorn  
Stephen Key, Past Parent Representative

#### **Members Absent:**

Mary Calhoun-Balwin, Solid Foundation (*unexcused*)  
Pa Houa Moua, Sharon Neese (*unexcused*)  
Martha Aguilar, Capital City (*excused*)

### **II. Consent Item**

#### **A. Approval of the Minutes of the August 16, 2022 Regular Meeting**

Minutes were reviewed; there were no questions or comments.

Moved/Jones-Villalta, second/Key, to approve the August 16, 2022 Regular Meeting minutes.

Roll call vote:

Aye: 6 (Wash, Holleman, Jones-Villalta, Martin, Lambert, Key)

Nay: 0

Abstentions: 1 (Bonner)

Absent: 3 (Moua, Aguilar, Calhoun-Balwin)

### **III. Action Item**

#### **A. Approval of Findings and Authorization to Extend Use of Teleconferencing Procedures for Committee Meetings During Declared State of Emergency and/or While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing**

Ms. Lee reviewed this item.

Moved/Jones-Villalta, second/Holleman, to approve the Findings and Authorization to Extend Use of Teleconferencing Procedures for Committee Meetings During Declared State of Emergency and/or While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing

Roll call vote:

Aye: 6 (Wash, Holleman, Jones-Villalta, Martin, Lambert, Key)

Nay: 0

Abstentions: 1 (Bonner)

Absent: 3 (Moua, Aguilar, Calhoun-Balwin)

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

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

###### **➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account**

Mr. Han reviewed the Head Start/Early Head Start fiscal expenditure reports for fiscal year 2022-2023. The CARES Act has been completed as of July 31, 2022. The Early Head Start and Early Head Start CCP grants have been combined. Supplies costs are a little high due to beginning of year needs, this is normal. The credit card statements were reviewed. A fraudulent charge was caught on the American Express, it has been fixed, nothing else was out of the ordinary. Jamf is a software used to maintain the iPads. The Citi credit card statement was reviewed, nothing was out of the ordinary. California Department of Education and the California Department of Social Services funding for program year 2022-2023 was reviewed.

###### **➤ Emergency and Disaster Preparedness Training Report(s):**

Ms. Wash shared the training was a very informative presentation. A bag and checklist were given to participants, which were very helpful. Ms. Jones-Villalta enjoyed the details given about different types of disasters, along with the needed tools for each situation. Ms. Bonner shared she found the earthquake information very informative, and she could update certain emergency items at home.

###### **➤ Community Resources – Parents/Staff: Ms. Marie Desha**

Ms. Bonner reviewed the community resources.

##### **B. Head Start Policy Council Minutes for July 26, 2022. No Questions**

## **V. Committee Reports**

- Executive Committee Meeting:  
The next meeting will be, Thursday, September 22, 2022 at 9:00 a.m., via Zoom.
- Budget/Planning Committee Meeting:  
The next meeting will be Tuesday, October 11, 2022 at 1:00 p.m., via Zoom.
- Social/Hospitality Committee Meeting:  
The next meeting is a special meeting to be held on Wednesday, September 28, 2022 at 9:00 a.m., in-person, the room is to be determined. Ms. Jones-Villalta reported the committee has been working on the End of Year Parent Appreciation, scheduled for October 7, 2022.
- Personnel/Bylaws Committee Meeting:  
Committee meeting to be announced as needed.
- Parent Ambassador Committee Meeting:  
The next meeting is to be announced.

## **VI. Other Reports**

- Chair's Report

Ms. Bonner thanked the Committee members for their Board participation.

- Policy Council Report(s): No Report
- Head Start Deputy Director's Report – Ms. Denise Lee

Ms. Lee stated the new school year started August 1, 2022. Staff is working hard to ensure services are available to our communities. She encouraged Committee members to thank their teachers and staff at their sites.

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

Ms. Carr stated we are at 71 percent enrolled. She echoed Ms. Lee's statement that staff is working diligently to increase enrollment. We are actively recruiting for enrollment and welcome suggestions for creative recruitment. Such as community gatherings, as word of mouth is the most powerful form of recruitment. We are pitching a story to Good Day Sacramento on a parent success story to be shared. Ms. Carr shared a Parent Café will be held on Friday, October 7, 2022, to be held via Zoom from 9:30 to 11:30 a.m.



- Karen Griffith - School Readiness, Special Education, Mental Health Services, and Facilities/Safe Environments

Ms. Griffith shared staffing continues to be a concern. We currently have 47 staff vacancies. Closing classrooms is always a last resort. A job fair will be held at the SETA Administrative building. A flyer will be distributed on Facebook and through community partners. We will be attending other job fairs throughout the community. There are a lot of facilities projects in the works. We are looking at maintenance, paint, artificial turf, security (doors, gates), furniture replacements, setup and organization (cleaning, decluttering), and inspiration and appeal (making them inviting).

Ms. Bonner asked what time the job fair will be on October 15<sup>th</sup>. Ms. Griffith replied it will be held from 9:00 a.m. to 1:00 p.m. on Saturday, October 15, 2022. Ms. Holleman asked how long it would take for live scan results to come in. Ms. Griffith replied that SETA does not have control over how long live scan results take. Having them on site takes one step away from the applicant from going to another site.

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

**VII. Center Updates:** None

**VIII. Discussion:**

Ms. Bonner stated parent meetings at sites are a great time to share information with other parents about what is reviewed at PAC meetings.

Ms. Lambert asked if face masks are still mandatory for Head Start. Ms. Griffith replied we were just notified the Federal Government will be announcing a change in mask mandates. Going forward mask mandates will revert back to local Center for Disease Control requirements. It will no longer be a federal mandate.

Mr. Key asked when will parents be allowed to assist in classrooms again. Ms. Griffith replied although the masked mandate is lessening, the vaccine requirement remains in effect for parent volunteers.

Ms. Bonner asked if there is anything parents can do to assist teachers outside the classrooms. Ms. Griffith suggested parents ask the teachers what they need. Filling out flip logs is a great way to help with in-kind.

**IX. Public Participation:** None.

**X. Adjournment:** The meeting was adjourned at 9:53 a.m.

## ITEM II-B - CONSENT

### APPROVAL OF FINDINGS AND AUTHORIZATION TO EXTEND USE OF TELECONFERENCING PROCEDURES FOR COMMITTEE MEETINGS DURING DECLARED STATE OF EMERGENCY AND/OR WHILE STATE OR LOCAL OFFICIALS CONTINUE TO IMPOSE OR RECOMMEND MEASURES TO PROMOTE SOCIAL DISTANCING

#### BACKGROUND:

California Governor Gavin Newsom has issued long-existing state of emergency related to COVID-19, which remains in effect. Governor Newsom had previously authorized local agencies, by Executive Order, to conduct meetings under the Brown Act utilizing Zoom or other remote procedures to conduct meeting by modified teleconference procedures. In September 2021, the legislature signed and passed into law AB 361, which amended Section 54953 of the Brown Act to similarly authorize teleconferencing of Board Meetings, provided necessary procedures are followed.

Under AB 361, in the event of disruption which prevents broadcasting of the meeting to members of the public using the call-in or internet-based service options, or in the event of a disruption which prevents members of the public from offering public comments, the legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting is restored.

AB 361 also authorizes public agencies to continue to hold subsequent meetings via teleconference procedures during any state of emergency that directly impacts the ability of the members to meet safely in person or while State or local officials continue to impose or recommend measures to promote social distancing. The Governor's declared continuing state of emergency remains active and continues to serve to protect members of the public from unnecessary risk and exposure to COVID-19. In addition, Cal OSHA continues to recommend physical distancing in places of employment as a measure to protect employees against the spread of COVID-19. Given these circumstances, in order to allow for the next Committee meeting to be held by teleconference procedures consistent with AB 361, the Committee must make the following findings no later than 30 days after the first teleconferencing meeting and every 30 days thereafter by majority vote:

- a. The legislative body has reconsidered the circumstances of the state of emergency.
- b. Any of the following circumstances exists:
  - i. The state of emergency continues to directly impact the ability of the members to meet safely in person.
  - ii. State or local officials continue to impose or recommend measures to promote social distancing.

ITEM II-B - CONSENT (continued)  
Page 2

RECOMMENDATION:

Authorize the continued use of teleconferencing for Parent Advisory Committee meetings under AB 361, occasioned by the continuing state of emergency issued by Governor Newsom that directly impacts the ability of the members to meet safely in person and the continuation of Cal OSHA recommendations promoting physical distancing in places of employment and, based thereon, make the following findings in support of this action:

- a. The Committee has reconsidered the circumstances of the state of emergency.
- b. The following circumstances exist:
  - i. The state of emergency continues to directly impact the ability of the members to meet safely in-person.
  - ii. State officials continue to recommend measures to promote social distancing.

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

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

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 2021-2022 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 orange ~~striketrough~~.

**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 \_\_\_\_\_ Seconded \_\_\_\_\_

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

**BYLAWS**

**FOR THE**

**SETA HEAD START/EARLY HEAD START**

**PARENT ADVISORY COMMITTEE**

**PAC First Reading:**  
**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 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) 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 SS/PI 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 SS/PI 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 SS/PI 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 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 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 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. 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 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.

*PAC approved:*

## ITEM IV-A – INFORMATION

### STANDING INFORMATION

#### BACKGROUND:

##### A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
- End of Year Parent Appreciation Report(s): Ms. Donna Bonner
- Community Resources – Parents/Staff: Ms. Marie Desha
  - Folsom Cordova Adult School
  - Footsteps to Fire
  - Sacramento Arts and Culture Match Program
  - Sacramento Works Interview: Competitive Edge
  - Sacramento Works Job Center Orientation
  - Sacramento Works State Job Workshop

#### **NOTES:**

# High School Diploma OR High School Equivalency



## YOUR PATHWAY TO SUCCESS!

In-person and Online Classes  
Flexible Schedules. Enroll Now!

Step #1 Enroll online or in-person at the  
adult school office

Step #2 Come to the school to complete a  
placement assessment and to be placed  
into class.

Step #3 Begin Class

We offer student support services to help  
with academic progress, career planning,  
transition to college or training programs and  
much more.

Note: For a high school diploma, you will need to provide  
transcripts from previous high schools you attended in order to  
have your course work evaluated.

FCAS is WASC Accredited

FCAS is an equal opportunity program.  
Auxiliary aides and services are available upon  
request to individuals with disabilities. Call 711  
for relay services.

Open the door to  
higher education and  
better employment!  
It is **NEVER** too late  
to earn your diploma!



Register online. Scan here  
OR

In person at the Adult  
Education Office  
Building C





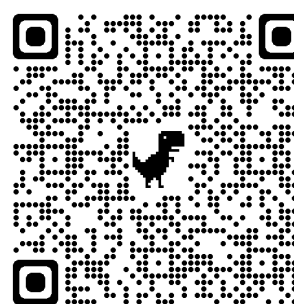


CALIFORNIA FIREFIGHTER  
JOINT APPRENTICESHIP COMMITTEE

# FOOTSTEPS TO FIRE



This program is an opportunity to learn the steps and processes to becoming a firefighter. You'll be able to speak with current firefighters and learn about local fire departments over the course of 5 sessions.



Don't wait, scan the code and complete the interest form today! Dates to be determined.

## YOUR PATH TO BEING A FIRST RESPONDER!

Parent Advisory Committee

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(916) 808-JOIN  
JOIN@SACFIRE.ORG  
@SACRAMENTOFIRE

Tuesday, October 18, 2022



# SACRAMENTO

## Arts & Culture Match Program

Community members have great ideas to make their Sacramento neighborhoods stronger, more vibrant, and more just through the arts. That's why The City of Sacramento Office of Arts & Culture is doubling donations for eligible local arts & culture projects across the city!



Get up to \$15,000  
of crowdfunded  
dollars matched!



ioby's experienced  
coaches will support you  
as you crowdfund

## Now Accepting Applications!

Are you an artist or community member dreaming up a public art project? A non-arts organization looking to use arts in your programs? A dancer who needs money for a performance in a park? An arts educator reaching new audiences? An individual with an idea or a program in your neighborhood?

**Get started at [ioby.org/SAC](https://ioby.org/SAC)**

### About ioby

ioby is a non-profit crowdfunding website, but we're so much more than that. We're growing a movement of community-led positive change, and we want you to be a part of it. We help local changemakers fund and implement great ideas that help their neighborhoods thrive.

ioby stands for "in our backyards," but it also stands for taking care of each other, for civic muscle, and for trusting our neighbors to know what's best for the neighborhood.

# Interview: Competitive Edge

Please join this informative *in-person* workshop at the  
Hillsdale Job Center

Limited Seating; Mask Required & Practicing Social Distancing

## Second Wednesday of each month

### Learn:

- How to represent yourself successfully to an employer
- How to handle tough interview questions
- Make a great first impression to the interviewer

And much more....

\*\*\* Must have an account in  
Caljobs. If not please open one @  
[www.CalJOBS.ca.gov](http://www.CalJOBS.ca.gov)

### When:

Second Wednesday of Each Month

### Time:

9:00 am – 11:00 am

### Location:

Hillsdale Job Center  
5655 Hillsdale Blvd. Ste 8  
Sacramento, CA 95842

### FOR MORE INFORMATION, CALL:

Maquoo Anderson  
(916) 263-3998 or  
916-263-4100  
[maquoo.anderson@scta.net](mailto:maquoo.anderson@scta.net)

This WIOA Title I financially assisted program or activity is an opportunity employer/program  
Auxiliary aids and services are service are available upon request to individuals with disabilities,  
call 711 for relay service



SACRAMENTOWORKS





# ARE YOU INTERESTED IN A JOB OR CAREER?

Attend the SACRAMENTO WORKS Orientation to  
learn more about our Employment & Training services.

## EVERY TUESDAY • 9AM-10AM

### TOPICS COVERED

- Job Centers' Partners & Resources
- Coaching & Career Planning
- Workforce Preparation & Training
- Information Sessions & Workshops
- Virtual & In-Person Services



### JOIN US VIA ZOOM

MEETING ID: 848 4717 2877

PASSWORD: 275484

[CLICK HERE](#)



**SACRAMENTOWORKS**

To register, or for technical assistance or questions, please contact:  
Florin Front Desk (916) 282-0711.

If you do not have access to a computer or hand held device, you may join the  
orientation by phone or make an appointment to visit a nearby Job Center to  
reserve a computer with a webcam.

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services  
are available upon request to individuals with disabilities, call 711.

Parent Advisory Committee

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Tuesday, October 18, 2022

**JOIN US!**



**SACRAMENTOWORKS**  
IN SCHOOL • IN WORK • IN LIFE

# HOW TO GET A STATE JOB WORKSHOP



**October 19, 2022**

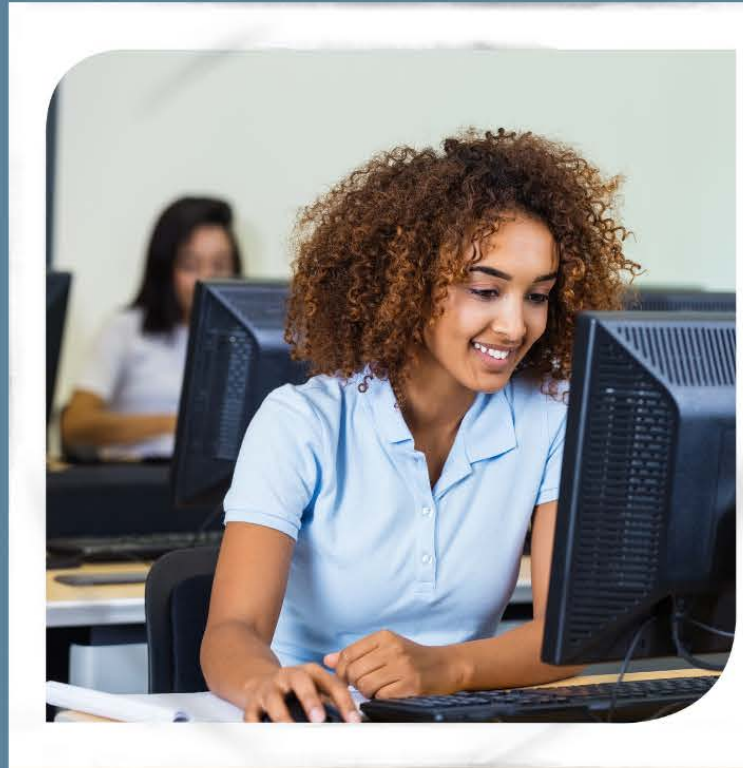


**10am - 12 pm**



SETA- Hillsdale Job Center  
5655 Hillsdale Blvd, Suite 8  
Sacramento, Ca 95842

**Presented by:**



This WIOA Title I – financially assisted program or activity is an equal opportunity employer/program. For Individuals with hearing or speaking limitations, assistance is available via California Relay Service 711 or 1-800-735-2922 (English), 1-800-855-3000 (Spanish).



916-363-3135

Parent Advisory Committee



magaly.salgado@seta.net

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Tuesday, October 18, 2022  
www.seta.net

ITEM IV-B – INFORMATION

POLICY COUNCIL MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the Policy Council minutes of the August 23, 2022 meeting.

**NOTES:**

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

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

Meeting Held Electronically

Tuesday, August 23, 2022  
9:00 a.m.

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

Mr. Charles Taylor called the meeting to order at 9:00 a.m. and read the thought of the day. Mr. Taylor called the roll; a quorum was met. He introduced Ms. Maria Del Rosario Perez as the interpreter.

#### **Members Present:**

Donna Bonner, Foster Parent/Community Representative  
Charles Taylor, Past Parent/Community Representative  
Kahmaria Holleman, SETA-Operated Program  
Stephen Key, Past Parent/Community Representative  
Kara Long, San Juan Unified School District  
Fienishia Wash, Grandparent/Community Representative  
Rosemary Schapira, Community Agency Representative

#### **Members Not Present:**

Crisanta Martin, WCIC/Playmate Child Development Center (*unexcused*)  
Lesly Lainez Carballo, SETA-Operated Program (*unexcused*)

### **II. Consent Item**

#### **A. Approval of the Minutes of the July 26, 2022 Regular Meeting**

The minutes were reviewed; no questions or corrections.

Moved/Bonner, second/Long, to approve the July 26, 2022 minutes as distributed.

Roll call vote:

Aye: 6 (Bonner, Key, Long, Shapira, Holleman, Wash)

Nay: 0

Abstention: 1 (Taylor)

Absent: 2 (Martin, Lainez Carballo)

### **III. Action Items**

#### **A. Approval of Findings and Authorization to Extend Use of Teleconferencing Procedures for Council Meetings During Declared State of Emergency and/or While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing**

Ms. Griffith reviewed this item.

Moved/Bonner, second/Key, to approve the Findings and Authorization to Extend Use of Teleconferencing Procedures for Council Meetings During Declared State of Emergency and/or While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing

Roll call vote:

Aye: 6 (Bonner, Key, Long, Shapira, Holleman, Wash)

Nay: 0

Abstention: 1 (Taylor)

Absent: 2 (Martin, Lainez Carballo)

B. Approval of Head Start and Early Head Start Budget Modification and Carryover Request from Program Year Fiscal 2020-2021 to Program Year 2022-2023

Mr. Han stated that budget modification amount is for \$956,525. The total amount of requested carryover from Program Year 2021-2022 to 2022-2023 is \$2,866,947. For the budget modification, \$411,912 is for indoor and outdoor classroom supplies and \$544,613 will remain in the Contractual cost category for delegate agencies/partners. Elk Grove Unified School District (EGUSD) requested a shade structure for Irene B. West Elementary School, prior approval from Administration for Children and Families (ACF) is required for all fixed assets. The carryover request is for all Year 1 funds, this is to ensure the funds stay in Sacramento County and be spent in Year 3. Of the \$2,886,947, \$2,424,312 is for Head Start Basic, \$27,853 is for Head Start Training and Technical Assistance (T/TA), \$406,948 is for Early Head Start Basic, and \$7,834 is for Early Head Start T/TA. Sacramento City Unified School District (SCUSD) is requesting new flooring and San Juan Unified School District (SJUSD) is requesting new furniture and classroom technology. Twin Rivers Unified School District (TRUSD) relinquished \$161,313 and River Oaks Center for Children relinquished \$99,609 to the grantee. These funds will go towards other delegate agency needs via one-time health and safety requests. There will be a competitive application for those funds between delegate agencies. San Juan (SJUSD) is requesting carryover for their Training and Technical Assistance funds. The non-federal share match was reviewed.

Mr. Taylor asked about competitive funds.

Mr. Han replied as soon as the plan is approved by ACF a letter will be sent out to the delegate agencies to submit applications for one-time funds to support health and safety projects.

Ms. Griffith added that the depth of plan submitted will determine if the delegate agency is able to take on a project.



Moved/Key, second/Long, to approve the budget modification request for Head Start Basic and Early Head Start, in the amount of \$956,525 and a subsequent carryover request in the amount of \$2,866,947, for various deferred maintenance projects and classroom supply purchase.

Roll call vote:

Aye: 6 (Bonner, Key, Long, Shapira, Holleman, Wash)

Nay: 0

Abstention: 1 (Taylor)

Absent: 2 (Martin, Lainez Carballo)

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

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

➤ **Fiscal Monthly Report/Corporate Card Monthly Statement of Account:**

Mr. Han reviewed the monthly expenditure fiscal reports for Head Start and Early Head Start. Delegate agencies are in the process of submitting close out cost reports for 2021-2022. The credit card statements were reviewed, there was nothing out of the ordinary.

➤ **Leadership Training Report:**

Ms. Bonner shared the training taught her about areas she can improve, as well as her strengths. She stated it was an informative and enjoyable training.

Ms. Holleman shared she enjoyed the speaker and training, learning about herself. She also found it enriching to learn more about her fellow PC and PAC members. Mr. Taylor shared he found the training informative and learned what kind of leader his is.

➤ **Oral Health Focus Group**

Ms. Bonner said Dr. Aved had good questions about how the community feels about the dentist. The best part was that she was looking for ways to improve the community in their dental/oral health needs. Mr. Taylor shared it was informative and great to have the interest in the community needs.

➤ **Disaster Preparedness Training:**

Mr. Taylor reviewed the Disaster Preparedness training will be held on Thursday, September 8, 2022 from 10:00 a.m. to 1:00 p.m. at the SETA Administrative building in the Sequoia Room.

➤ Community Resources:

Ms. Shapira shared First 5 is doing a parent survey that closes on Tuesday, August 30, 2022. She encouraged PC members to do the survey. Ms. Carr informed the Council that the link was sent to all enrolled parents. Ms. Shapira encouraged parents to sign up for their e-mail list and will send out a digital flyer. Upcoming tutoring program and joining with Sacramento Public Library for Black is Bright. The North Sacramento Family Resource Center Facebook page and website are great resources.

B. SETA's Recruitment Update

Ms. Griffith stated SETA Head Start is down 39 staff members, which impacts the SETA-Operated program. Classrooms closed due to staffing issues on various days. We are recruiting and looking for creative recruitment.

C. Governing Board Minutes for July 7, 2022: No Questions

V. **Committee Reports**

➤ Executive Committee:

The next meeting will be held Friday, August 26, 2022 at 10:00 a.m., via Zoom.

➤ Budget/Planning Committee Meeting:

The next meeting will be held Tuesday, September 13, 2022 at 1:00 p.m., via Zoom.

➤ Social/Hospitality Committee Meeting:

The next meeting will be held Wednesday, August 31, 2022 at 12:00 p.m., in-person at the SETA Administrative Building, in the Shasta Room.

➤ Personnel/Bylaws Committee Meeting

The next meeting will be held Friday, September 9, 2022 at 9:00 a.m., in-person at the SETA Administrative Building, in the Shasta Room.

➤ Parent Ambassador Committee Meeting:

The meeting time and date will be announced at a later date.

VI. **Other Reports**

A/B. Interim Executive Director's/Head Start Deputy Director's Report:

In Ms. Lee's absence, Ms. Carr shared we have been notified of a federal review called a FA2 for next year. The Office of Head Start (OHS) will let us know 45 days prior to the review. It will be a countywide review. PC members will be participating in the governance portion of the review. All SETA Operated sites are open, except for one classroom at Bright Beginnings and two classrooms due to

lack of enrollment and staffing. Most delegate agencies have started their school year. We are on notice, full enrollment is required. Last month we were at 92 percent. We have informed delegate agencies on the importance of full enrollment, and if not fully enrolled, program funds may be withheld. On November 1 the Delegate Kick-off meeting will be held at the Citrus Heights Community Center, the first since COVID-19 began. Notices will be sent out for COVID-19 vaccine clinics hosted at Head Start centers.

Ms. Kara Long left the meeting at 9:54 a.m.

C. Chair's Report

Mr. Taylor thanked the Council members for their participation.

D. Head Start Managers' Reports

- ✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services – No Report
- ✓ Karen Griffith - School Readiness, Special Education, Mental Health Services, and Facilities/Safe Environments

Ms. Griffith shared classroom safety plans are due to the grantee. Supervision training is required, looking at how teaching staff can ensure the right ratios are maintained to supervise children. SETA just completed their plans. A safe environments reviewer is in classrooms/centers both for delegate agencies and grantee. The developmental screenings are to be completed within first 45 days of program.

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

E. Open Discussion and Comments: None

F. Public Participation: None

VII. **Adjournment**: The meeting was adjourned at 10:00 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 Meeting: Ms. Donna Bonner

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- Personnel/Bylaws Committee Meeting: Ms. Donna Bonner

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- Parent Ambassador 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. Kahmaria Holleman
- Head Start Deputy Director's Report – Ms. Denise Lee
  - ✓ Monthly Head Start Report
- Head Start Managers' Reports
  - Lisa Carr - Family Engagement, Home Base, and ERSEA Services
  - Karen Griffith - School Readiness, Special Education, Mental Health Services, and Facilities/Safe Environments
  - Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring

#### NOTES:

# Monthly Program Information Report

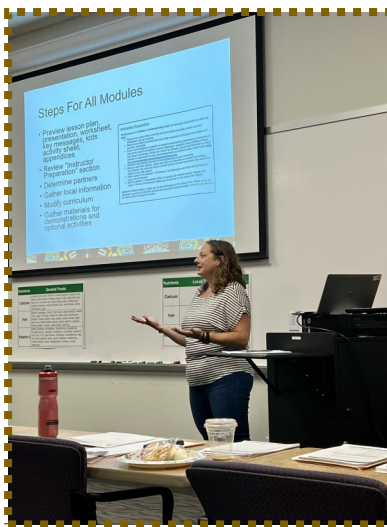


## SETA and EPA Team Up to New Lead Awareness Curriculum

The Environmental Protection Agency (EPA) and the SETA Head Start/Health and Nutrition Services Unit teamed up to pilot a first-ever train-the-trainer Lead Awareness Curriculum for California. At the event, SETA and delegate agency staff and community stakeholders learned how to use and modify the Lead Awareness curriculum, *Keeping our Children Healthy*, for their use. The curriculum is intended to educate communities about lead, lead exposure, and actions that can be taken to reduce and prevent childhood lead exposure. The curriculum can be modified, as needed, for different counties and audiences. Attendees received a USB with materials on steps to Prepare individualize training, teaching and demonstrating strategies, and how to discuss potential threats in the environment.



Parent Advisory Committee



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Tuesday, October 18, 2022



## Updates from the Office of Head Start



### **Strategies to Stabilize the Head Start Workforce**

ACF-IM-HS-22-06

Issued: September 12, 2022

The credentials and qualifications of Head Start staff have significantly increased over the past decade, while their compensation has been persistently low. Stagnant wages and a lack of comprehensive benefits and wellness supports make it difficult to recruit and retain staff, which contributes to classroom closures and high case-loads for current staff. The Office of Head Start (OHS) draws upon the legacy of Head Start leadership in the early childhood field to encourage programs to appropriately compensate and support their staff.

OHS encourages programs to look holistically at their organizational structure and identify sustainable ways to support and compensate staff accordingly. As needed, OHS encourages grant recipients to consider restructuring their programs as a sustainable mechanism for providing increased compensation and other necessary support to staff. This may include consolidating grants, restructuring management or organizations, or requesting a reduction in the overall number of funded slots while continuing to prioritize services to the children and families who are most in need.

The Information Memorandum (IM) highlights strategies to support the Head Start workforce that grant recipients can begin working toward immediately. Some strategies include:

- ◆ Permanently Increase Compensation
- ◆ Offer Bonuses, Short-term Pay Increases, or Other Financial Incentives
- ◆ Compensate Staff During Closures and Transitions
- ◆ Public Service Loan Forgiveness (PSLF)
- ◆ Promote a Positive and Empowering Work Environment
- ◆ Implement Support for Educational Attainment and Career Advancement
- ◆ Request Qualification Waiver for Head Start Preschool Teachers



For more information, visit <https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-22-06>



## **COVID-19 Update**

The number of COVID-19-related exposures continues to dramatically decrease across the SETA Head Start/Early Head Start programs.

### **SETA Head Start - 2022**

#### **COVID-19 Summary by Month**

##### **D A T A**

	Jan.	Feb.	Mar.	Apr.	May	Jun.	July	Aug.	Sept.
Number of school days	20	19	23	16	20	22	20	23	21
Site Staff confirmed positive	59	12	2	3	18	24	31	25	11
Site Staff exposed in class	132	41	10	17	54	66	65	22	6
Children confirmed positive	94	27	9	4	10	25	18	8	4
Children exposed in class	565	271	78	96	391	383	285	239	133
Children exposed at home (reported)	420	11	1	5	17	27	14	10	9
Children not exposed, but whose services were delayed	283	0	0	0	0	0	0	0	0
Total children quarantining	1,268	11	1	5	17	27	14	10	9
Classroom days closed (total, all sites)	287	0	0	0	0	0	0	0	0
Number of distinct classrooms affected	67	30	8	7	38	44	28	23	15
Number of sites closed	4	0	0	0	0	0	0	0	0
Number of Parent Advisory Committee	0	0	0	0	0	1	0	0	0





SHARE:

[Join Our Email List](#)

[View as Webpage](#)



## Voter Resources

### One Month Until the Election!

Election Day is November 8, 2022

Election Day is only one month away! Californians across the state will vote in federal, state, and local elections. In California, mail-in ballots will be sent to every registered voter, whether you signed up for absentee voting or not! Ballots go out today! You will be able to mail in your ballot at any time before election day (it has to be postmarked on or before November 8), fill out your ballot at home and drop it off in a drop box or polling place, or vote in person.

**Your voice and your vote matter! Make sure that you are registered to vote and make a plan to vote today!**

### Making a Plan to Vote

**Will you be voting at a polling place or dropping off a mail-in ballot? Either way, it's important to make a plan to vote!**



- Find your **local polling place** or ballot **drop-off locations**. You can drop off your ballot at these locations any time between receiving your ballot and election day.
- If you are waiting until election day to cast your vote, make sure to schedule your time that day and be prepared to wait in line.
- Remember that it is illegal to wear clothing that explicitly supports a candidate or measure to a polling place.

## Propositions

In California, there are **7 statewide propositions** on the ballot. We all know that descriptions on the ballot can be vague and confusing. So, where do you start with doing your own research?

There are several things you can consider when reading about these propositions:

- First and foremost, **examine what the measure seeks to accomplish**. Do you agree with those goals? Is the measure seeking changes that are consistent with your ideas about government? Do you think the proposed changes will make things better?
- **Who is funding** the campaigns in support or opposition?
- Many propositions refer to **bills passed in the state legislature**. You can search those bills [here!](#)
- Does the measure **create its own revenue source**? Does it earmark, restrict or obligate government revenues? If so, weigh the benefit of securing funding for the measure's program against the cost of reducing overall flexibility in the budget.
- What local **advocates, community leaders, elected officials** have spoken in support or opposition of the proposition? You can contact your local elected officials to ask their stance on these propositions. Most newspaper editorial boards have published research and opinions as well.
- Discuss these propositions with friends and family to **hear new perspectives** and debate.

Voting on propositions certainly flexes your research skills, but you don't have to do it alone. Newspapers, advocate organizations, trade unions, and others have given you a head start. Try [this one](#) to start!

## Other Helpful Links:

- [California Secretary of State](#)
- [League of Women Voters of California](#)
- [Easy Voter Guide](#)
- [Voter's Edge](#)
- [Rock the Vote](#)



Head Start California | P.O. Box 268, Citrus Heights, CA 95611

[Unsubscribe karen@headstartca.org](mailto:karen@headstartca.org)

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# SETA Head Start

## Food Service Operations Monthly Report

### \*September, 2022

10/6/22 - Grizzly Hollow PM class closed due to A/C unit not working.  
 Norma Johnson PM class closed due to A/C unit not working.  
 Illa Collins closed due to staffing issues.  
 Kennedy Estates closed due to staffing issues.  
 Nedra class W closed due to staffing issues.

10/7/22 - Illa Collins closed due to staffing issues.  
 Bright Beginnings closed due to staffing issues.

10/8/22 - Grizzly Hollow class B closed due to A/C unit not working.  
 Bright Beginnings closed due to staffing issues.

10/14/22 - Homebase had a field trip to Safety Ville, we prepared 60 sack lunches for them.

10/19/22 - Norma Johnson EHS class closed due to staffing issues.  
 Bright Beginnings closed due to staffing issues.  
 Illa Collins closed due to staffing issues.

10/21/22 - Homebase EHS had a field trip to Fairytale Town, we prepared 76 sack lunches for them.

10/22/22 - Elkhorn PM class closed due to staffing issues.

10/27/22 - Parker closed due to staffing issues.

	Lunch	PM Snack	Breakfast	Field Trips
	35,300	31,040	31,160	2
<b>Total Amount of Meals and Snacks Prepared</b>				<b>97,636</b>

**Purchases:**

Food	\$116,120.78
Non - Food	\$12,869.53

Building Maintenance and Repair:	\$0.00
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Janitorial & Restroom Supplies:	\$0.00
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Kitchen Small Wares and Equipment:	\$375.00
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Vehicle Maintenance and Repair :	\$25.00
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Vehicle Gas / Fuel:	\$2,683.29
Normal Delivery Days	21

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**September 2022**

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>	1696	124	<b>7%</b>	660	90	<b>14%</b>
<b>Twin Rivers USD</b>	160	23	<b>14%</b>	56	2	<b>4 %</b>
<b>Elk Grove USD</b>	480	68	<b>14%</b>			
<b>Sac City USD</b>	676	NA*	<b>0%</b>			
<b>San Juan USD</b>	1044	62	<b>6%</b>	164	2	<b>1%</b>
<b>WCIC</b>	120	3	<b>3%</b>			
<b>COUNTY TOTAL</b>	<b>4176</b>	<b>280</b>	<b>7%</b>	<b>880</b>	<b>94</b>	<b>11%</b>

\*Program information not available

*AFE: Annual Funded Enrollment*

**SETA HEAD START/EARLY HEAD START**  
**End of Month Enrollment Report**  
**September 2022**

HS Center Name (*) CCTR/CSPP Funded	Funded Enrollment	Actual Enrollment	Drop within last 30 days	Total Reported	(a) % Actual to Funded Enrollment
*16th Avenue	40	30	0	30	75%
*Bret Harte	20	19	0	19	95%
*Capital City	20	18	0	18	90%
*CP Huntington	20	15	0	15	75%
*Crossroads Garden	60	59	1	60	100%
*Elkhorn	80	74	3	77	96%
*Freedom Park (b)	80	59	5	64	80%
*Freeport	20	18	2	20	100%
*Hillsdale	80	62	3	65	81%
*Job Corps	20	19	1	20	100%
*Marina Vista (b)	60	43	1	44	73%
*Mather	100	86	6	92	92%
*Norma Johnson (b)	60	55	5	60	100%
*North Avenue	80	48	3	51	64%
*Northview (closed)	80	N/A	N/A	0	N/A
*Phoenix Park	60	53	1	54	90%
*Sharon Neese	60	56	1	57	95%
Alder Grove ELC	20	14	0	14	70%
Bannon Creek	40	38	0	38	95%
Bright Beginnings (b)	40	19	0	19	48%
Dudley (b)	20	15	0	15	75%
Florin (b)	40	18	2	20	50%
Franklin	20	15	1	16	80%
Fruitridge	40	28	0	28	70%
Galt	80	80	1	81	101%
Grizzly Hollow	40	39	0	39	98%
Home Base	143	81	5	86	60%
Hopkins Park	40	40	2	42	105%
Illa Collin (b)	20	10	0	10	50%
Kennedy Estates	20	14	1	15	75%
LaVerne Stewart	20	18	0	18	90%
Nedra Court	40	32	1	33	83%
Parker	13	14	0	14	108%
Solid Foundation	40	32	1	33	83%
Spinelli	20	6	1	7	35%
Strizek Park	20	17	0	17	85%
Walnut Grove	40	26	0	26	65%
<b>Total</b>	<b>1696</b>	<b>1270</b>	<b>47</b>	<b>1317</b>	<b>78%</b>

(a) Reason and action plan provided when enrollment is below 100%

(b) Site(s) with capped classrooms due to staffing  
 Parent Advisory Committee

**SETA HEAD START/EARLY HEAD START**  
**End of Month Enrollment Report**  
**September 2022**

EHS Center Name (*) CCTR/CSPP Funded	Funded Enrollment	Actual Enrollment	Drop within last 30 days	Total Reported	(a) % Actual to Funded Enrollment
*16th Avenue	18	18	2	20	111%
*Alder Grove I/T	16	9	1	10	63%
*Bret Harte	9	7	1	8	89%
*Captial City	16	11	2	13	81%
*CP Huntington	16	13	2	15	94%
*Crossroads Garden	15	15	0	15	100%
*Elkhorn	16	16	1	17	106%
*Freedom Park	16	15	1	16	100%
*Hillsdale	9	7	2	9	100%
*Hiram Johnson (b)	32	31	2	33	103%
*Job Corps	25	23	3	26	104%
*Marina Vista	9	9	0	9	100%
*Mather	15	15	2	17	113%
*Norma Johnson	9	9	0	9	100%
*North Avenue	9	8	1	9	100%
*Northview (closed/construction)	16	N/A	N/A	0	0%
*Phoenix Park	8	7	3	10	125%
*Sharon Neese Center	25	24	1	25	100%
EHS Home Base	201	166	15	181	90%
Galt	16	16	1	17	106%
Grizzly Hollow	9	9	2	11	122%
Hopkins Park	6	6	0	6	100%
River Oak - Home Base	72	52	2	54	75%
SCOE - Home Base	77	46	3	49	64%
<b>Total</b>	<b>660</b>	<b>532</b>	<b>47</b>	<b>579</b>	<b>88%</b>

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

Classroom(s) capped due to limited staffing at the following sites: Bright Beginnings; Dudley; Florin grammar; Freedom; Hiram Johnson; Illa Collins; Marina Vista; Norma Johnson - totaling 113 enrollment slots.

SETA continues to experience staffing shortages in the following positions that support classroom ratio and/or enrollment: There are currently 47 openings within Education and 3 Family Services Workers.

**Strategies/Action Plan:**

With use of the employment search websites and postings to CCA Head Start Assoc., Ed Join, Indeed, CalJOBS, ZipRecruiter, Community Colleges, CSUS, and PC/PAC, there were 16 staff onboarded in September within the classification(s): Associate Teacher, Site Supervisor, Substitute Teacher, and Teacher.

For the month of September, SETA engaged in the following partnerships to increase awareness of Head Start services and community visibility: Multicultural Business & Career Expo, harvest Moon Festival, Rio Linda County Fair, Valley Hi Family Resource Center Baby Block Party.

Countywide recruitment efforts include the following: outreach through social media platforms, recruitment flyers mailed to targeted zip codes with low enrollment numbers.

(a) Reason and action plan provided when enrollment is below 100%

(b) Site(s) with capped classrooms due to staffing  
Parent Advisory Committee

## 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: