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THOUGHT OF THE DAY:

"You don't have to be great to start, but you have to start to be great."

~ Zig Ziglar

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

DATE: Tuesday, November 15, 2022

TIME: 9:00 a.m.

LOCATION:

<https://us02web.zoom.us/j/83869561517?pwd=Z2xEOWINRkZBR0lCWWZRTm5lRE5jdz09>

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/83869561517?pwd=Z2xEOWINRkZBR0lCWWZRTm5lRE5jdz09>. Meeting ID: 838 6956 1517. Passcode: 247179. 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, 83869561517# US (San Jose). Dial by your location + 1 669 900 6833 US (San Jose). Find your local number: <https://us02web.zoom.us/j/kcReDvqCEZ>. Members of the public are encouraged to participate in the meeting by submitting written comments by email to: 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. 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.

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 - ✓ PAC Recruitment
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 - ✓ Monthly Head Start Report
 - ✓ 2021-2022 Program Information Summary Reports (PIR) for Head Start and Early Head Start
- Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, and ERSEA Services
 - Kelly Sprake - 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

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X. Adjournment

DISTRIBUTION DATE: Wednesday, November 9, 2022

Parent Advisory Committee meeting hosted by:
Donna Bonner (Chair)

ITEM I - A – ROLL CALL

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

____ Vacant, Alder Grove I Head Start
____ Vacant, Alder Grove II Head Start
____ Vacant, American Legion Head Start
____ **Kahmaria Holleman, Bannon Creek Head Start**
____ Vacant, Bret Harte Head Start
____ Vacant, Capital City Head Start
____ Vacant, CP Huntington Head Start
____ Vacant, Crossroad Gardens Head Start
____ Vacant Early Head Start (Home Base)
____ Vacant, Early Head Start (Home Base)
____ **Donna Lambert, Elkhorn Head Start**
____ Vacant, Franklin Head Start
____ **Armonie Martin, Freedom Park Head Start**
____ 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
____ Vacant, 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**
____ **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"/> Patti Bowers, Elkhorn Head Start	<input type="checkbox"/> Jennifer Mohammed, Pre-School (Home Base)
<input type="checkbox"/> Danna Brumfield, Job Corps Head Start	<input type="checkbox"/> Angelina Pamplana-Molina, Galt Head Start
<input type="checkbox"/> Yuri Cruz Nolasco, Freeport Head Start	<input type="checkbox"/> Alina Semavina, Early Head Start (Home Base)
<input type="checkbox"/> Alyssa Gonzalez, Mather Head Start	<input type="checkbox"/> Caitlyn De la Torre, Walnut Grove Head Start
<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, Nedra Court Head Start
<input type="checkbox"/> Vacant, American Legion Head Start	<input type="checkbox"/> Vacant, Norma Johnson Head Start
<input type="checkbox"/> Vacant, Bret Harte 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, 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, Grandparent Representative
<input type="checkbox"/> Vacant, Home Base Head Start	<input type="checkbox"/> Vacant, Parent Ambassador
<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, 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 Beginning Head Start	

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	AG I														
Vacant Seated	AG II														
Vacant Seated	AL														
Vacant Seated	BC														
Kahmaria Holleman Seated 11/16	BC	x	AP		x	X	X	X	X	X	X	X	X		
Vacant Seated	BH														
Martha Aguilar Seated 6/21	CP							U	X	x	X	E	U		
Vacant Seated	CPH														
Vacant Seated	CR														
Vacant Seated	EHS/HB														
Vacant Seated	EHS/HB														
Donna Lambert Seated 5/17	EL							X	X	X	X	X	X		
Vacant Seated	FA														
Armonie Martin Seated 5/17	FP							X	X	X	U	X	U		
Vacant Seated	FPT														
Vacant Seated	FT														
Vacant Seated	G														
Vacant Seated	GH														
Vacant Seated	H														
Vacant Seated	HB														
Cleopatra Deleon	HBP								AP	-	-	-	-		
Vacant Seated	HI														
Vacant Seated	HP														
Vacant Seated	IC														
Vacant Seated	HP														
Vacant Seated	JC														
Vacant Seated	K														

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	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														
PaHoua Moua Seated 4/25	SN						X	X	E	X	X	U	U		
Vacant Seated-	SP														
Vacant Seated	WG														
Le Andra Jones Villalta Seated 3/15	16A					X	X	X	X	X	X	X	E		
Vacant Seated	FPR														
Vacant Seated	AMB														
Vacant Seated	AMB														
Donna Bonner Seated 12/16	PPR	x	X		x	X	X	X	X	X	X	X	X		
Stephen Key Seated 6/21	PPR								X	X	X	X	X		
Vacant Seated	CR/GP														
Fienishia Wash Seated 12/16	OGC	X	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

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	SP:	Strizek Park
	Pre-School	WG:	Walnut Grove
HI:	Hiram Johnson		

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 11/8/2022 5:33 PM

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE OCTOBER 18, 2022 REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the October 18, 2022

RECOMMENDATION:

Approve the minutes of the October 18, 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, October 18, 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. Fienishia Wash called the roll, a quorum was achieved.

Members Present:

Fienishia Wash, Outgoing Chair
Kahmaria Holleman, Bannon Creek
Donna Bonner, Past Parent Representative
Donna Lambert, Elkhorn
Stephen Key, Past Parent Representative

Members Absent:

Pa Houa Moua, Sharon Neese (*unexcused*)
Martha Aguilar, Capital City (*unexcused*)
Le Andra Jones-Villalta, 16th Avenue (*excused*)
Armonie Martin, Freedom Park (*unexcused*)

II. Consent Item

A. Approval of the Minutes of the September 20, 2022 Regular Meeting

Minutes were reviewed; there were no questions or comments.

Moved/Wash, second/Key, to approve the September 20, 2022 Regular Meeting minutes.

Roll call vote:

Aye: 4 (Wash, Holleman, Lambert, Key)

Nay: 0

Abstentions: 1 (Bonner)

Absent: 4 (Moua, Aguilar, Jones-Villalta, Martin)

B. 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. The Governor announced the state of emergency will end February 28, 2023.

Moved/Holleman, second/Lambert, 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: 4 (Wash, Holleman, Lambert, Key)

Nay: 0

Abstentions: 1 (Bonner)

Absent: 4 (Moua, Aguilar, Jones-Villalta, Martin)

III. Action Item

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 9:07 a.m. She reviewed the proposed changes to the 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: 4 (Wash, Holleman, Lambert, Key)

Nay: 0

Abstentions: 1 (Bonner)

Absent: 4 (Moua, Aguilar, Jones-Villalta, Martin)

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. Occupancy costs are slightly higher as rent for the month of October was already paid. The credit card statements were reviewed, there was nothing out of the ordinary.

- End of Year Parent Appreciation Report(s):

Ms. Wash shared it was an awesome in-person experience. She shared the key note speaker, Ms. Tamara Knox, was good and found her very empowering. Ms. Holleman shared it was a very nice and emotional experience. She loved the video shared and the key note speaker. Ms. Bonner shared it was moving to hear the key note speaker story, and enjoyed recognizing Ms. Desha for all her support and efforts over the years. Ms. Griffith applauded Ms. Wash's poems that were shared at the event.

- Community Resources – Parents/Staff: Ms. Marie Desha
Ms. Bonner reviewed the community resources, highlighting the Sacramento Works Orientation, which is held via Zoom every Tuesday from 9:00 – 10:00 a.m.

B. Head Start Policy Council Minutes for August 23, 2022. No Questions

V. Committee Reports

- Executive Committee Meeting:
The next meeting will be, Thursday, October 20, 2022 at 9:00 a.m., via Zoom.
- Budget/Planning Committee Meeting:
The next meeting will be Tuesday, November 8, 2022 at 1:00 p.m., via Zoom.
- Social/Hospitality Committee Meeting:
No more meetings for the remainder of the year.
- Personnel/Bylaws Committee Meeting:
Will be scheduled as needed.
- Parent Ambassador Committee Meeting:
The next meeting will be held on Friday, November 4, 2022, in-person at 11:00 am.

VI. Other Reports

- Chair's Report

Ms. Bonner reviewed the Community Representative application for Past Parent, Grandparent, Foster Parent for PC and PAC. The deadline to submit applications is October 28, 2022.

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

Ms. Lee shared she will be retiring at the beginning of 2023. Ms. Griffith will be taking over as interim Deputy Director for Head Start. Ms. Lee reviewed the voting flyer.

➤ **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 reviewed we are in a federal review year. The Classroom Assessment Scoring System (CLASS) will be held virtually, which will be sent to Office of Head Start. It has been removed a high stakes piece for this year as we are coming out of COVID-19. We will be a part of the groups in 2023. Developmental screenings are at a record high. In November we will be moving to child assessments and parent conferences.

Ms. Bonner asked how often federal reviews occur.

Ms. Griffith replied we have a five-year grant cycle. The reviews take place in year two of the grant cycle, Focus Area 1 (FA1). The second portion is Focus Area 2 (FA2) where the review is on site and takes place in year 3 or 4. The third portion is the CLASS review over the five-year grant cycle.

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

VII. Center Updates: None

VIII. Discussion:

Ms. Lambert asked about the masks.

Ms. Griffith stated we have not received official word from Office of Head Start (OHS). There is an Interim Director of OHS. What has been said is they will no longer be monitoring masks, and it will not be a requirement.

IX. Public Participation: None.

X. Adjournment: The meeting was adjourned at 9:44 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:

**FINAL 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 ~~strikethrough~~**.

The Chair opened a public hearing on these modifications at the Tuesday, October 18, 2022 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: 10/18/2022
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 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 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
 - Parent/Staff Recognition – Perfect Attendance: Ms. Donna Bonner
 - Health Services Advisory Committee (HSAC) Reports: Ms. Donna Bonner
 - Seating of New Parent Advisory Committee Representatives (2022-2023)
 - Introduction of PAC Representatives (2022-2023): Ms. Donna Bonner
 - Officers Election will be held on Tuesday, December 20, 2022
 - Community Resources – Parents/Staff: Ms. Marie Desha
 - o Sacramento Regional Transit Recruit Event
 - o Salvation Army Angel Tree in Collaboration with Toys for Tots Flyer

NOTES:



Recruitment Event!

Date & Time: Friday November 18th, 2022 from 10am - 1pm

Where: 925 Del Paso Blvd., Suite 100 Sacramento Employment & Training Agency

To Register: Email Zac at zachary.stevenson@seta.net

Career opportunities include generous and competitive benefits package for medical, dental, vision, paid sick leave, retirement, and tuition reimbursement. A \$2000 bonus for Bus Operator & Paratransit positions.

- **BUS DRIVERS**
- **FACILITIES WORKERS**
- **LIGHT RAIL TECHNICIANS**
- **BUS MECHANICS**
- **TRANSIT AMBASSADOR**

Individuals interested in driving positions please bring in copy of DMV printout and apply on line during recruiting event.

Conditional offers for employment may be presented to candidates on the spot.



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 for relay services.

The Salvation Army Angel Tree In Collaboration with



In-Person Registration Only

EXTENDED UNTIL FILLED

9am-12pm & 1pm-4pm

The Salvation Army Family Services
**3213 Orange Grove Ave., North Highlands, Ca
95660**

MUST BRING the Following Documents:

Head of Household ID

Proof of Residence

Household Income

Children's Birth Certificate or Medical Card

Age Limit: Children 12 years & under

Angel Tree Information Line: (916) 678-4010

FIRST COME, FIRST SERVED, LIMITED SPOTS

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 September 27, 2022 meeting.

NOTES:

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

Meeting Held Electronically

Tuesday, September 27, 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.

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:

II. Consent Item

A. Approval of the Minutes of the August 23, 2022 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Bonner, second/Long, to approve the August 23, 2022 minutes as distributed.

Roll call vote:

Aye: 5 (Bonner, Holleman, Key, Long, Wash)

Nay: 0

Abstention: 1 (Taylor)

Absent: 1 (Schapira)

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. Lee reviewed this item. She shared that per SETA legal counsel this item can be moved under consent should the board wish to do so.

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 and move this item to the consent calendar

Roll call vote:

Aye: 5 (Bonner, Holleman, Key, Long, Wash)

Nay: 0

Abstention: 1 (Taylor)

Absent: 1 (Schapira)

- B. Ratification of the Head Start and Early Head Start Budget Modification Submission and Approval to Carry Over Funds from Program Year 2021-2022 to Program Year 2022-2023

Ms. Lee reviewed this item. The budget modification and carryover is for Year 2 funds. It was requested by ACF that we submit the request prior to July 31, 2022. At that time, SETA submitted the preliminary numbers; this item reflects the final numbers for Year 2. These are under-spent funds in Personnel and Fringe Benefits. Reprogramming these under-spent funds will allow the program to provide deferred maintenance updates and purchase supplies and materials. The carryover allows for under-spent funds to extend into the new fiscal year.

Moved/Wash, second/Bonner, to approve the ratification of the budget modification submission for Head Start and Early Head Start Basic in the amount of \$1,660,000 and approve the request to carryover funds from the Program Year 2021-2022 (year 2) to Program Year 2022-2023 (year 3) in the amount not to exceed \$5,284,025 to complete purchases, deferred maintenance projects and parent training and staff development

Roll call vote:

Aye: 5 (Bonner, Holleman, Key, Long, Wash)

Nay: 0

Abstention: 1 (Taylor)

Absent: 1 (Schapira)

- C. Approval of Revised Head Start Budget Modification and Carryover Request from Program Year 2020-2021 to Program Year 2022-2023

Ms. Lee reviewed this is for Year 1 funds. Elk Grove Unified School District has under-spent funds they would like to use toward a shade structure at Beitzel Elementary.

Moved/Bonner, second/Holleman, to approve the revised Head Start budget modification and carryover request from the Program Year 2020-2021 to

Program Year 2022-2023 to include the purchase/installation of the shade structure for Elk Grove USD's Beitzel Elementary Head Start program.

Roll call vote:

Aye: 5 (Bonner, Holleman, Key, Long, Wash)

Nay: 0

Abstention: 1 (Taylor)

Absent: 1 (Schapira)

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. There is a concerted effort to spend down the American Rescue Plan Act (ARPA) and the Corona Virus Response and Relief Supplemental Appropriation Act funds by March 31, 2023.

Mr. Taylor asked why Twin Rivers Unified School District did not report their numbers for ARPA funds.

Mr. Han replied that Twin Rivers Unified School District is confident they are spending down their ARPA funds. They were concentrating on spending down the CARES Act funds first since they expired this year. The credit card statements were reviewed, there was nothing out of the ordinary.

Mr. Rosemary Schapira joined the meeting at 9:32 a.m.

Ms. Long asked about the relinquishment of funds.

Mr. Han replied we are waiting for approval. Once approved we will let the delegate agencies know to apply for the funds for one-time program improvement projects that address health and safety concerns.

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

Ms. Wash shared the training was very informative, especially on potential disasters for the local area. There was a starter bag and lists provided for emergency needs.

➤ **End of Year Parent Appreciation:**

Mr. Taylor shared the End of Year Parent Appreciation will be held on Friday, October 7, 2022 at in the Sequoia room of the SETA Administrative building.

➤ Community Resources:

Ms. Shapira encouraged parents to join the newsletter listserv. Outdoor explore and learn Wednesdays from 9:30 to 11:00 a.m. for 0-5 years of age. They have size 3 diapers currently available. Parenting workshop done virtually. Women's wisdom art workshop, childcare is available for this event. Black is Bright Book share at the Del Paso Heights library. Homework help is new for grades Kindergarten and up. In October, there will be an exploration sensory series. Here is a link to the September email newsletter for North Sacramento Family Resource Center: <https://mailchi.mp/27b6956130e2/april2021-15535784> sign up for the monthly email newsletter at: <https://northsacfrc.org/>

Mr. Taylor reviewed the community resource flyers in the agenda packet.

B. SETA's Recruitment Update

Ms. Sorvari reviewed the recruitment update for September 1 through 16, 2022. Going forward we will be capturing 30 days. She thanked the parent volunteers.

C. Governing Board Minutes for August 4, 2022: No Questions

V. **Committee Reports**

➤ Executive Committee:

The next meeting will be held Friday, September 30, 2022 at 10:00 a.m., via Zoom.

➤ Budget/Planning Committee Meeting:

The next meeting will be held Tuesday, October 11, 2022 at 1:00 p.m., via Zoom.

➤ Social/Hospitality Committee Meeting:

The next meeting will be held Wednesday, September 28, 2022 at 9:00 a.m., in-person at the SETA Administrative Building in the Shasta Room.

➤ Personnel/Bylaws Committee Meeting

The first reading of the bylaws will be at the October 25 PC meeting.

➤ 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:

Ms. Lee encouraged parents to attend the job fair and visit the job centers. A new job center opened on Florin Rd in Sacramento. We are still waiting on notification from the Federal Government for when the federal review will occur. Secretary Becerra will be visiting Sacramento Head Start. The Office of Head Start has asked us to identify centers for him to visit this week or early next week.

C. Chair's Report

Mr. Taylor encouraged Council members to actively recruit for the PC.

Ms. Kara Long left the meeting at 10:00 a.m.

D. Head Start Managers' Reports

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

Ms. Carr shared as a county we are 70 percent enrolled. In August, the acting director of Office of Head Start stated the priority is child safety even if at the risk of under-enrollment. We are working around the staffing issues. There will be a job fair in October, more information will be shared soon.

✓ Karen Griffith - School Readiness, Special Education, Mental Health Services, and Facilities/Safe Environments – No Report

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

Ms. Ocegueda encouraged parents to spread the word and bring in their child's physicals, dentals, lead forms, and all other updated information for their children(s) health records. All programs have an appointed person to help navigate the system and answer questions. In partnership with the Immunization Assistance Program and Sacramento County Department of Public Health, the SETA Governing Board requested an increase in COVID-19 vaccination clinics. Children six months and older are now able to be vaccinated. Additionally, vaccines and boosters will be available to the adults and the surrounding communities. Childhood immunizations will also be available for infants through age eighteen. SETA is partnering with Environmental Protection Agency (EPA) to raise blood lead testing and awareness. Delegate agencies countywide are finishing SETA-Operated programs for safe environment reviews. Following safe environments will be food services.

E. Open Discussion and Comments: None

F. Public Participation: None

VII. Adjournment: The meeting was adjourned at 10:11 a.m.

ITEM III- B – ACTION
ELECTION OF PARENT ADVISORY COMMITTEE
COMMUNITY REPRESENTATIVES AND ALTERNATES FOR PROGRAM YEAR
2022-2023

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect Community Representatives for Program Year 2022-2023. The duties of PAC Community Representatives are prescribed in the Bylaws in Article III – Membership, Section 2C.

SECTION 2: C. Community Representatives

Additional PAC members will include:

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

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

ITEM III-B – ACTION (continued)

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RECOMMENDATION:

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

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM V
COMMITTEE REPORTS

V. Committee Reports

- Executive Committee Meeting: Ms. Donna Bonner

- Budget/Planning Committee Meeting: Ms. Donna Bonner

- Parent Ambassador 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. Kahmaria Holleman
- Interim Head Start Deputy Director's Report – Ms. Karen Griffith
 - ✓ Monthly Head Start Report
 - ✓ 2021-2022 Program Information Summary Reports (PIR) for Head Start and Early Head Start
- Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, and ERSEA Services
 - Kelly Sprake - 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:

2021-2022 Program Information Report - Early Head Start (EHS)

	SOP	San Juan	Twin Rivers	County Totals	Nat'l Avg.	State Avg.
Enrollment Summary						
Total Funded Enrollment	652	164	56	872	153,304	22,771
Actual Enrollment	1,003	253	76	1,332	177,205	24,539
# Enrolled < 45 days	86	18	10	114	8,932	1285
Of enrollees, # Pregnant Women	33	16	0	49	11,661	1,325
# pregnant women who left before baby was born	4	2	0	6	811	75
# of infants subsequently enrolled after birth	14	9	0	23	5,782	714
# Total staff	148	61	23	232	61,823	7,942
# of classes	38	10	7	55	10,885	1173
Child Demographics						
Age: under 1	17%	22%	0%	17%	25%	23%
Age: 1 years old	37%	32%	11%	35%	32%	33%
Age: 2 years old	41%	44%	84%	44%	39%	39%
Age: 3 years old	4%	2%	5%	4%	3%	5%
Hispanic	45%	26%	54%	42%	39%	74%
Non-Hispanic	55%	74%	46%	58%	61%	26%
Am. Indian/Alaska Native	1%	0%	0%	1%	2%	2%
Asian	11%	14%	11%	12%	2%	5%
Black or African America	28%	10%	26%	25%	27%	10%
Native Hawaiian/Pac.Islander	1%	0%	1%	1%	0%	0%
White	32%	62%	17%	37%	47%	57%
Bi-racial/Multi-racial	16%	4%	18%	14%	12%	6%
Other or Unspecified	11%	10%	26%	11%	9%	19%
English	69%	36%	80%	63%	71%	54%
Spanish	19%	14%	14%	18%	22%	40%
Native Central/South Am.	0%	0%	0%	0%	0%	0%
Caribbean languages	0%	0%	0%	0%	0%	0%
Middle Eastern/Indic	4%	44%	4%	11%	2%	2%
East Asian	6%	0%	1%	5%	1%	3%
Native No.American/Alaska	0%	0%	0%	0%	0%	0%
Pacific Islander	0%	0%	0%	0%	0%	0%
European/Slavic	1%	6%	0%	2%	1%	1%
African	0%	0%	0%	0%	1%	0%
Other or Unspecified	1%	0%	0%	1%	1%	0%
# children in foster care	3%	1%	3%	2%	4%	4%
First year enrollees	46%	41%	79%	47%	61%	58%
Family Demographics						
# of Families	875	223	73	1,171	148,443	21,171
# of One Parent Families	59%	23%	45%	51%	60%	52%
# of Two Parent Families:	41%	77%	55%	49%	40%	48%
..... Ad parented or have college degree	9%	23%	10%	12%	10%	11%

2021-2022 Program Information Report - Early Head Start (EHS)

	SOP	San Juan	Twin Rivers	County Totals	Nat'l Avg.	State Avg.
.....Associate degree, vocational school	30%	32%	22%	30%	22%	28%
.....High School graduate or GED	41%	38%	52%	41%	46%	36%
.....Less than high school graduate	20%	7%	16%	17%	21%	24%
# income below 100% poverty	75%	61%	55%	81%	67%	55%
% Over Income	9%	10%	29%	12%	5%	7%
# families experiencing homeless	3%	0%	1%	3%	9%	11%
# families receiving TANF	18%	16%	16%	20%	7%	11%
# families receiving SSI	4%	2%	3%	4%	6%	3%
Families receiving WIC	66%	70%	62%	75%	67%	65%
Families receiving SNAP	38%	17%	41%	38%	49%	29%
# Families on active military duty	0%	0%	3%	1%	1%	0%
% Families receiving EHS services	94%	48%	82%	85%	82%	86%
Child Health Services						
Children with medical home	92%	99%	99%	94%	95%	97%
Children with health insurance	96%	99%	99%	97%	96%	99%
Med Screenings Complete	45%	28%	58%	43%	60%	56%
Needing Med. Treatment	18%	17%	13%	17%	10%	11%
Rec'd Med. Treatment	89%	82%	100%	89%	74%	84%
Dental						
Up to date oral health care	95%	82%	100%	93%	76%	86%
Immunization						
Complete/up to date/exempt						
....at enrollment	76%	57%	89%	73%	66%	69%
....at end of program year	77%	75%	99%	78%	69%	78%
Education Screenings/Assessments						
# Completed Ed. Screenings	68%	44%	77%	65%	70%	72%
Disabilities						
% Diagnosed	25%	13%	14%	22%	14%	16%
% receiving special services	100%	100%	100%	100%	99%	16%
Services to Pregnant Women						
# of Pregnant Women	33	16	0	49	11,661	1,325
Prenatal Health-1st trimester	18%	6%	0%	14%	15%	11%
Prenatal Health-2nd trimester	30%	31%	0%	31%	39%	38%
Prenatal Health-3rd trimester	52%	63%	0%	55%	46%	51%
# with medical insur.	67%	100%	0%	78%	91%	94%
# rec'd professional dental exam	30%	63%	0%	41%	46%	44%
# identified medically high risk	24%	6%	0%	18%	24%	20%
Pregnant Women receiving the following services:						
prenatal health care	97%	100%	0%	98%	92%	94%
postpartum health care	30%	63%	0%	41%	71%	71%
mental health interventions	30%	13%	0%	24%	32%	38%
substance abuse prevention	79%	69%	0%	76%	80%	80%
substance abuse treatment	12%	6%	0%	10%	22%	17%
prenatal education on fetal develop.	91%	75%	0%	86%	86%	87%

2021-2022 Program Information Report - Early Head Start (EHS)

	SOP	San Juan	Twin Rivers	County Totals	Nat'l Avg.	State Avg.
info. on benefits of breastfeeding	82%	75%	0%	80%	86%	86%
Staff Qualifications						
# of Teachers	76	20	7	102	20,392	2,167
..... Teachers with AA degree	26%	35%	0%	26%	25%	32%
..... Teachers with BA or higher degree	39%	35%	86%	42%	27%	40%
..... Teachers with permit	33%	0%	0%	25%	36%	23%
# of Home Visitors	34	7	0	41	5,495	968
..... Home Visitors with permits, AA degree, BA degree or higher	94%	100%	0%	95%	88%	94%
Teaching Staff Ethnicity/Race						
Hispanic	30%	15%	43%	19%	35%	66%
Non -Hispanic	70%	85%	57%	49%	65%	34%
Am. Indian/Alaska Native	1%	0%	0%	0%	1%	3%
Asian	22%	11%	14%	13%	3%	9%
Black or African America	24%	11%	29%	15%	28%	7%
Native Hawaiian/Pac.Islander	0%	0%	0%	0%	0%	0%
White	22%	78%	0%	21%	54%	55%
Bi-racial/Multi-racial	8%	0%	14%	5%	6%	3%
Other or Unspecified	24%	0%	43%	14%	9%	22%
Teaching Staff Languages other than English						
Spanish	70%	29%	75%	55%	82%	83%
Native Central/South America	0%	0%	0%	0%	0%	0%
Caribbean languages (Haitain-Creole)	0%	0%	0%	0%	1%	0%
Middle Eastern/India	5%	21%	0%	11%	4%	4%
East Asian	25%	7%	25%	18%	4%	9%
Native No.American/Alaska	0%	0%	0%	0%	0%	0%
Pacific Islander	0%	7%	0%	3%	0%	0%
European/Slavic	0%	36%	0%	13%	4%	2%
African	0%	0%	0%	0%	2%	0%
Other or Unspecified	0%	0%	0%	0%	2%	1%
# of Volunteers	59	41	41	141	90,872	8,871

*Due to rounding, not all numbers will equal 100%.

2021-2022 Program Information Report - Head Start (HS)

	SOP	Elk Grove	Sac City	San Juan	Twin Rivers	WCIC	County Totals	Nat'l Avg	State Avg
Enrollment									
Total Funded Enrollment	1736	440	736	1044	160	120	4236	598869	61519
Actual Enrollment	1878	508	564	835	179	137	4101	540201	52671
# Enrolled < 45 days	92	34	20	11	8	10	175	23450	2225
# Total staff	587	53	130	138	43	19	970	147175	14999
# of classes	81	21	42	47	7	6	204	33164	3153
Child Demographics									
Age: 2 years old	16%	2%	5%	6%	5%	0%	10%	6%	9%
Age: 3 years old	42%	35%	35%	38%	45%	58%	40%	46%	44%
Age: 4 years old	42%	64%	57%	56%	50%	42%	50%	47%	47%
Age: 5 years old	0%	0%	2%	0%	0%	0%	0%	1%	1%
Hispanic	48%	31%	45%	21%	36%	45%	40%	36%	73%
Non -Hispanic	52%	69%	55%	79%	64%	55%	60%	64%	27%
Am. Indian/Alaska Native	1%	3%	1%	0%	1%	0%	1%	2%	2%
Asian	11%	31%	24%	19%	18%	4%	17%	2%	6%
Black or African America	26%	22%	19%	13%	25%	40%	23%	31%	10%
Native Hawaiian/Pac.Islander	1%	3%	2%	0%	4%	0%	1%	1%	0%
White	30%	30%	46%	55%	15%	7%	36%	46%	60%
Bi-racial/Multi-racial	14%	9%	8%	8%	12%	6%	11%	11%	6%
Other or Unspecified	17%	2%	0%	5%	26%	42%	11%	7%	15%
English	67%	64%	65%	45%	78%	72%	62%	74%	59%
Spanish	21%	11%	16%	9%	14%	26%	16%	19%	34%
Native Central/South Am.	0%	0%	0%	0%	0%	0%	0%	0%	0%
Middle Eastern/Indic	5%	13%	5%	43%	4%	1%	14%	2%	3%
East Asian	5%	12%	13%	1%	4%	0%	6%	1%	3%
Native No.American/Alaska	0%	0%	0%	0%	0%	0%	0%	0%	0%
Pacific Islander	0%	0%	0%	0%	0%	1%	0%	0%	0%
European/Slavic	1%	0%	0%	2%	0%	0%	1%	1%	1%
African	1%	0%	0%	1%	0%	0%	0%	1%	0%

2021-2022 Program Information Report - Head Start (HS)

	SOP	Elk Grove	Sac City	San Juan	Twin Rivers	WCIC	County Totals	Nat'l Avg	State Avg
Other or Unspecified	0%	0%	0%	0%	0%	0%	0%	1%	0%
# children in foster care	1%	1%	2%	1%	0%	2%	1%	3%	3%
First year enrollees	56%	82%	75%	67%	60%	78%	65%	69%	69%
Family Demographics									
# of Families	1707	492	525	774	164	127	3789	501461	49369
# of One Parent Families	55%	42%	49%	25%	48%	79%	47%	61%	52%
# of Two Parent Families	45%	58%	51%	75%	52%	21%	53%	39%	48%
Highest Household Education Level									
....Advanced or baccalaureate degree	7%	13%	7%	21%	11%	2%	11%	1%	9%
....Associate degree, vocational school	28%	30%	35%	37%	29%	24%	31%	22%	27%
....High School diploma or GED	42%	42%	45%	35%	45%	13%	40%	49%	39%
....Less than high school graduate	22%	15%	13%	7%	15%	61%	18%	19%	23%
# income below 100% poverty	84%	74%	56%	49%	75%	61%	71%	73%	54%
# over income	11%	8%	16%	28%	20%	2%	15%	7%	9%
# families experiencing homeless	2%	4%	0%	0%	0%	0%	1%	6%	8%
# families receiving TANF	17%	17%	18%	11%	18%	35%	17%	6%	14%
# families receiving SSI	3%	5%	4%	3%	5%	3%	3%	6%	3%
Families receiving WIC	61%	46%	51%	64%	45%	41%	57%	41%	58%
Families receiving SNAP	40%	40%	41%	16%	40%	50%	36%	47%	33%
Families on active military duty	1%	0%	1%	0%	1%	1%	0%	1%	1%
% families receiving HS Services	97%	96%	66%	100%	98%	94%	93%	80%	82%
Child Health Services									
Children with medical home	97%	99%	100%	100%	100%	99%	98%	95%	96%
Children with health insurance	98%	100%	100%	100%	100%	99%	99%	95%	97%
....Underweight	4%	9%	7%	9%	15%	1%	7%	6%	5%
....Healthy weight	57%	55%	51%	64%	50%	77%	57%	59%	56%
....Overweight	13%	14%	13%	12%	8%	9%	13%	13%	12%
....Obese	22%	19%	22%	15%	16%	13%	20%	18%	19%
Med. Screenings Complete	63%	62%	37%	53%	45%	71%	57%	73%	67%
....at enrollment	23%	31%	33%	49%	11%	10%	29%	52%	39%

2021-2022 Program Information Report - Head Start (HS)

	SOP	Elk Grove	Sac City	San Juan	Twin Rivers	WCIC	County Totals	Nat'l Avg	State Avg
....at end of program year	63%	62%	37%	53%	45%	71%	57%	73%	67%
Needing Med. Treatment	17%	10%	17%	18%	15%	5%	16%	12%	14%
Rec'd Med. Treatment	86%	85%	100%	93%	100%	100%	89%	76%	81%
Up to date on oral health care	73%	81%	60%	83%	100%	70%	75%	70%	76%
Needing Dental Treatment	10%	29%	5%	9%	18%	30%	13%	15%	20%
Dental Treatment Rec'd	82%	52%	63%	48%	100%	19%	64%	60%	66%
Immunization									
Complete/up to date/exempt									
....at enrollment	97%	94%	98%	96%	98%	100%	97%	81%	95%
....at end of program year	97%	97%	98%	97%	99%	100%	98%	85%	97%
Education Screenings/Assessments									
# Completed Ed. Screenings	73%	71%	80%	35%	79%	92%	67%	77%	72%
Disabilities									
% Diagnosed	10%	11%	9%	16%	27%	7%	12%	13%	13%
# of Health Impairments	2%	2%	2%	1%	4%	0%	2%	1%	2%
Emotional disturbance	0%	0%	0%	0%	0%	0%	0%	0%	0%
# Speech/language impairments	76%	91%	86%	66%	31%	100%	72%	52%	74%
#Intellectual disabilities	0%	0%	0%	6%	0%	0%	2%	1%	1%
Hearing impairment, include deaf	0%	0%	2%	0%	0%	0%	0%	0%	1%
Orthopedic impairment	2%	0%	0%	1%	0%	0%	1%	0%	1%
Visual impairment, include blind	0%	0%	0%	0%	0%	0%	0%	0%	0%
Specific learning disability	1%	0%	0%	0%	0%	0%	0%	1%	0%
Autism	17%	7%	10%	25%	65%	0%	22%	6%	14%
Non-categorical/develop. delay	1%	0%	0%	1%	0%	0%	1%	32%	3%
Multiple disabilities	1%	0%	0%	0%	0%	0%	0%	1%	0%
Deaf-blind	0%	0%	0%	0%	0%	0%	0%	0%	0%
Staff Qualifications									
# of Teachers	81	21	42	62	7	6	219	34903	3714
..Teachers with AA degree	48%	0%	0%	0%	0%	17%	20%	23%	28%
..Teachers with BA or higher	52%	100%	100%	98%	100%	83%	81%	71%	69%

2021-2022 Program Information Report - Head Start (HS)

	SOP	Elk Grove	Sac City	San Juan	Twin Rivers	WCIC	County Totals	Nat'l Avg	State Avg
..Teachers with permit	0%	0%	0%	2%	0%	0%	0%	3%	3%
# of Teacher Assistants	129	19	39	45	12	6	250	36679	3275
..Teacher Assistants with permit	22%	5%	38%	76%	42%	50%	34%	40%	36%
..Teacher Assistants w/AA degree	30%	47%	38%	9%	17%	33%	28%	22%	39%
..Teacher Assistants w/BA degree or higher	30%	47%	21%	16%	42%	17%	28%	11%	14%
..None of the above	18%	0%	3%	0%	0%	17%	10%	27%	11%
# of Home Visitors	12	N/A	N/A	N/A	N/A	N/A	12	1044	227
..Home Visitors with permit, AA degree, BA degree of higher	100%	N/A	N/A	N/A	N/A	N/A	100%	87%	81%
..None of the above	0%	N/A	N/A	N/A	N/A	N/A	0%	10%	4%
Staff Ethnicity									
Hispanic	24%	8%	26%	11%	42%	50%	22%	80%	64%
Non- Hispanic	76%	93%	74%	89%	58%	50%	78%	20%	36%
Am. Indian/Alaska Native	1%	0%	4%	0%	0%	0%	1%	0%	2%
Asian	26%	33%	26%	7%	37%	50%	23%	1%	10%
Black or African America	18%	10%	15%	0%	11%	0%	12%	7%	8%
Native Hawaiian/Pac.Islander	3%	3%	0%	0%	0%	0%	1%	0%	1%
White	23%	35%	51%	69%	21%	0%	38%	16%	60%
Bi-racial/Multi-racial	6%	8%	5%	0%	0%	0%	4%	1%	3%
Other or Unspecified	23%	13%	0%	24%	32%	50%	20%	2%	17%
Staff Languages other than English									
Spanish	32%	17%	33%	26%	21%	44%	30%	78%	82%
Native Central/South Am.	0%	0%	0%	0%	0%	0%	0%	0%	0%
Caribbean (e.g.Haitian-Creole)	0%	0%	0%	0%	0%	0%	0%	1%	0%
Middle Eastern/Indic	15%	17%	15%	35%	21%	11%	17%	5%	5%
East Asian	36%	50%	33%	22%	43%	44%	36%	4%	9%
Native No.American/Alaska	0%	0%	0%	0%	0%	0%	0%	2%	0%
Pacific Islander	3%	4%	3%	0%	14%	0%	3%	1%	1%
European/Slavic	11%	0%	10%	17%	0%	0%	9%	4%	2%
African	2%	0%	0%	5%	0%	0%	1%	1%	0%

2021-2022 Program Information Report - Head Start (HS)

	SOP	Elk Grove	Sac City	San Juan	Twin Rivers	WCIC	County Totals	Nat'l Avg	State Avg
American Sign Language	2%	0%	5%	0%	0%	0%	2%	0%	0%
Other or Unspecified	0%	13%	0%	0%	0%	0%	1%	3%	1%
# of Volunteers	78	558	13	15	41	22	727	332084	19953

*Due to rounding, not all numbers will equal 100%.



SETA Head Start

Food Service Operations Monthly Report

*October, 2022

10/3/2022- Job Corps preschool was closed due to staffing issues.

Freedom Park EHS Class M was closed due to staffing issues.

10/4/2022- Freedom Park EHS Class U was closed due to staffing issues.

10/10/2022- Freeport closed due to staffing issues.

10/11/2022- Freeport closed due to staffing issues.

10/12/2022- Mather had a field trip to Roemer Pumpkin Patch and we prepared 115 meals.

Freedom Park Class A closed due to staffing issues.

10/14/2022- Homebase had a field trip to Roemer Pumpkin Patch and we prepared 120 meals.

Elkhorn closed due to construction/remodeling.

10/19/2022- Mather Class D closed due to staffing issues.

Crossroads Gardens had a field trip to Roemer Pumpkin Patch and we prepared 80 meals.

10/20/2022- Florin Grammer had a field trip to Roemer Pumpkin Patch and we prepared 20 meals.

10/21/2022- Norma Johnson Class B closed due to staffing issues.

Elkhorn had a field trip to Uncle Ray's Pumpkin Patch and we prepared 96 meals.

Galt had a field trip to Fog Willow Farm and we prepared 40 meals.

10/24/2022- Grizzly Hollow Class AM closed due to staffing issues.

10/25/2022- CP Huntington had a field trip to Roemer Pumpkin Patch and we prepared 40 meals.

10/26/2022- North Ave had a field trip to Roemer Pumpkin Patch and we prepared 60 meals.

10/27/2022- Grizzly Hollow had a field trip to Keema's Pumpkin Farm and we prepared 40 meals.

Homebase had a field trip to Roemer Pumpkin Patch and we prepared 200 meals.

Nedra Court had a field trip to Dave's Pumpkin Patch and we prepared 40 meals.

10/28/2022- Norma Johnson had a field trip to Uncle Ray's & Unlce Ron's Pumpkin Patch and we prepared 70

Galt had a field trip to Fog Willow Farm and we prepared 40 meals.

10/31/2022- Sharon Neese had a field trip to Keema's Pumpkin Patch and we prepared 60 meals.

Lunch	PM Snack	Breakfast	Field Trips
35,038	30,658	31,648	1,021

Total Amount of Meals and Snacks Prepared 98,365

Purchases:

Food \$137,787.00

Non - Food \$22,477.62

Building Maintenance and Repair: \$0.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$606.54

Vehicle Gas / Fuel: \$3,233.21

Normal Delivery Days 21

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

October 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
SETA operated	1696	160	9%	660	116	18%
Twin Rivers USD	160	29	18%	56	2	4 %
Elk Grove USD	480	75	16%			
Sac City USD	676	50	7%			
San Juan USD	1044	64	6%	164	9	5%
WCIC	120	4	3%			
COUNTY TOTAL	4176	382	9%	880	127	14%

AFE: Annual Funded Enrollment

SETA HEAD START/EARLY HEAD START
End of Month Enrollment Report
October 2022

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	39	0	39		98%
*Bret Harte	20	19	1	20		100%
*Capital City	20	20	0	20		100%
*CP Huntington	20	19	0	19		95%
*Crossroads Garden	60	57	2	59		98%
*Elkhorn	80	74	3	77		96%
*Freedom Park (b)	80	58	3	61	20 (101%)	76%
*Freeport	20	19	2	21		105%
*Hillsdale	80	68	1	69		86%
*Job Corps	20	20	0	20		100%
*Marina Vista (b)	60	44	0	44	17 (102%)	73%
*Mather	100	92	6	98		98%
*Norma Johnson (b)	60	56	1	57	3 (100%)	95%
*North Avenue	80	60	0	60	20 (100%)	75%
*Northview (closed/construction)	80	N/A	N/A	0	80 (0%)	N/A
*Phoenix Park	60	58	1	59		98%
*Sharon Neese	60	58	1	59		98%
Alder Grove ELC	20	15	0	15		75%
Bannon Creek	40	38	0	38		95%
Bright Beginnings (b)	40	20	0	20	20 (100%)	50%
Dudley (b)	20	15	0	15	5 (100%)	75%
Florin (b)	40	16	2	18	20 (90%)	45%
Franklin	20	19	1	20		100%
Fruitridge	40	33	0	33		83%
Galt	80	80	1	81		101%
Grizzly Hollow	40	40	0	40		100%
Home Base	143	88	4	92		64%
Hopkins Park	40	39	2	41		103%
Illa Collin (b)	20	11	0	11	8 (92%)	55%
Kennedy Estates	20	17	0	17		85%
LaVerne Stewart	20	19	1	20		100%
Nedra Court	40	33	0	33		83%
Parker	13	15	0	15		115%
Solid Foundation	40	35	1	36		90%
Spinelli	20	9	2	11		55%
Strizek Park	20	19	0	19		95%
Walnut Grove	40	27	1	28		70%
Total	1696	1349	36	1385	115 (92%)	82%

(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

SETA HEAD START/EARLY HEAD START
End of Month Enrollment Report
October 2022

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	2	18		100%
*Alder Grove I/T	16	7	2	9		56%
*Bret Harte	9	8	0	8		89%
*Captial City	16	14	2	16		100%
*CP Huntington	16	13	3	16		100%
*Crossroads Garden	15	15	0	15		100%
*Elkhorn	16	16	0	16		100%
*Freedom Park	16	16	0	16		100%
*Hillsdale	9	7	1	8		89%
*Hiram Johnson (b)	32	28	3	31	2 (103%)	97%
*Job Corps	25	24	2	26		104%
*Marina Vista	9	8	1	9		100%
*Mather	15	14	2	16		107%
*Norma Johnson	9	9	1	10		111%
*North Avenue	9	9	1	10		111%
*Northview (closed/construction)	16	N/A	N/A	0	16 (0%)	N/A
*Phoenix Park	8	8	0	8		100%
*Sharon Neese Center	25	24	3	27		108%
EHS Home Base	201	167	6	173		86%
Galt	16	16	0	16		100%
Grizzly Hollow	9	9	0	9		100%
Hopkins Park	6	6	1	7		117%
River Oak - Home Base	72	57	5	62		86%
SCOE - Home Base	77	55	1	56		73%
Total	660	546	36	582	18 (91%)	88%

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

The following sites have classroom(s) capped due to limited staff: Bright Beginnings; Dudley; Florin Grammar; Freedom; Hiram Johnson; Illa Collins; Marina Vista; Norma Johnson - totaling 115 enrollment slots. Northview is slated to re-open in November, which accounts for 96 enrollment slots.

SETA continues to experience staffing shortages in the following positions that support classroom ratio and/or enrollment: 34 openings within Education, 4 Family Services Workers, and 3 Home Visitors combined for SCOE and River Oak.

Strategies/Action Plan:

With the use of employment search websites and partnering with the following: CA Head Start Assoc., Ed Join, Indeed, CalJOBS, ZipRecruiter, Community Colleges, CSUS, and PC/PAC, Government Finance Officers Assoc., Ca Society of Municipal Finance Officers, Sacramento Area HR Association. For the month of October, 6 staff onboarded within the classification(s): Teacher and Associate Teacher.

For the month of October, SETA engaged in the following partnerships to increase awareness of Head Start services and community visibility: Mutual Assistance Network Harvest Festival; North Highlands Halloween Extravaganza; Celebrando Nuestra Salud; Traunk or Treat; and Elk Grove Festival Pumpkin Patch. From these events 35 families completed interest forms and 300 flyers were distributed for Head Start and Home Base services.

Countywide recruitment efforts include the following: Enrolling Now recruitment flyers mailed to target zip codes (95817, 95820, 95818, 95822) and posting on various social media platforms.

(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

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: