

GOVERNING BOARD

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Thought of the Day:
*"Success is not final, failure is not fatal: it is
the courage to continue that counts"*
~ Winston Churchill

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

DATE: Tuesday, November 22, 2022

TIME: 9:00 a.m.

LOCATION:

<https://us02web.zoom.us/j/87934926705?pwd=ZmFvWmFTbTh4UmNVV2NiaVVFmNmdz09aVVFmNmdz09>

In response to the AB361 (Brown Act Section 54953) relating to the COVID-19 Pandemic, the Head Start Policy Council (PC) is conducting this meeting on Zoom at <https://us02web.zoom.us/j/87934926705?pwd=ZmFvWmFTbTh4UmNVV2NiaVVFmNmdz09>. Meeting ID: 879 3492 6705. Passcode: 895017. 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, 87934926705# US (San Jose). Dial by your location +1 669 900 6833 US (San Jose). Find your local number: <https://us02web.zoom.us/j/87934926705?pwd=ZmFvWmFTbTh4UmNVV2NiaVVFmNmdz09>. 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 board 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 Policy Council 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 Council 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 Council meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

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DISTRIBUTION DATE: Thursday, November 17, 2022

Head Start Policy Council meeting hosted by:
Charles Taylor (Chair)

ITEM I - CALL TO ORDER/ROLL CALL

A member of the Policy Council will call the roll for the following members:

_____ Charles Taylor, Chair, Past Parent/Community Representative
_____ Donna Bonner, Foster Parent Representative/Community Representative
_____ Kahmaria Holleman, WCIC/Playmate Child Development Center
_____ Stephen Key, Past Parent/Community Representative
_____ Kara Long, San Juan Unified School District
_____ Rosemary Schapira, Community Agency Representative
_____ Fienisha Wash, Grandparent Representative/Community Representative

New Members to be Seated:

_____ Jessica Mitchell, San Juan Unified School District
_____ Jennifer Mohammed, Early Head Start/Home Base (SOP)

Seats Vacant:

_____ Vacant (Coultrup), Early Head Start, San Juan Unified School Dist.
_____ Vacant (E. Gutierrez) San Juan Unified School District
_____ Vacant, Sacramento City Unified School District
_____ Vacant, Sacramento City Unified School District
_____ Vacant, Twin Rivers Unified School District
_____ Vacant (Land), WCIC/Playmate Child Development Center
_____ Vacant, Home Base Option
_____ Vacant (Wash) Home Base Option
_____ Vacant (Sanders), SETA-Operated Program
_____ Vacant (Torres), SETA-Operated Program
_____ Vacant (Pierce) SETA-Operated Program
_____ Vacant (Torres) SETA-Operated Program
_____ Vacant (Taneja), SETA-Operated Program
_____ Vacant (Olguin), Early Head Start, Sac. City Unified School Dist.
_____ Vacant (Self), Early Head Start (SETA)
_____ Vacant, Community Agency Representative
_____ Vacant (Stone Smith) Community Agency Rep.
_____ Vacant, (Goris) Elk Grove Unified School District
_____ Vacant (Wash) Outgoing Chair

**** Please call your alternate, Policy Council Chair (Charles Taylor: [916] 870-9167), or Head Start staff (Marie Desha: [916] 263-4082 or Monica Newton: [916] 263-3753) if you will not be in attendance. ****

POLICY COUNCIL BOARD MEETING ATTENDANCE

PROGRAM YEAR 2021-2022

The **2021-2022** Board was seated on
November 23 & December 16, 2021,
January 25 & April 25, 2022

BOARD MEMBER	SITE	11/23	12/16		1/25	2/22	3/22	4/26	5/24	6/28	7/26	8/23	9/27	10/25	11/22
D. Bonner Seated 12/16	PP-FP	X	X		X	X	X	X	X	X	X	X	X	X	
Vacant Seated	SJ/EHS														
Vacant Seated	WCIC														
Vacant Seated	WCIC														
K. Holleman Seated 1/25	SOP	-	-		X	X	X	X	X	X	X	X	X	X	
S. Key Seated 12/16	PP	X	X		X	X	X	X	X	X	X	X	X	X	
Vacant Seated	SOP														
K. Long Seated 12/16	SJ	X	X		X	X	X	X	E	X	X	X	x	x	
Vacant Seated	SJ														
R. Schapira Seated 1/25	CAR	X	U		X	X	X	X	X	X	E	X	x	x	
Vacant Seated	TR														
C. Taylor Seated 12/16	PP	X	X		X	X	X	X	X	X	X	X	x	x	
Vacant Seated	SOP														
F. Wash Seated 12/16	PP-GP	X	X		X	X	X	X	X	X	X	X	x	x	

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CAR	Community Agency Representative
CR	Community Representative
EHS	Early Head Start
ELK	Elk Grove Unified School District
HB	Home based Option
SAC	Sacramento City Unified School District
SJ	San Juan Unified School District
SOP	SETA-Operated Program
TR	Twin Rivers School District
WCIC	Women's Civic Improvement Club/Playmate Child Care Center

X: Present

E: Excused

R: Resigned

U: Unexcused Absence

S/B/S: Should be Seated

H: Holiday

HS: Holding Seat

AP: Alternate Present

E/PCB: Excused, Policy Council Business

E/PCB: Excused, Policy Committee Business

OGC: Outgoing Chair

RS: Reseat

***:** Special Meeting

Current a/o 11/16/2022

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE OCTOBER 24, 2022
REGULAR POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the October 24, 2022 regular meeting.

RECOMMENDATION:

That the Policy Council approve the October 24, 2022 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

Meeting Held Electronically

Tuesday, October 25, 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 *(joined at 9:03 a.m.)*

Members Not Present:

II. Consent Item

A. Approval of the Minutes of the September 27, 2022 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Bonner, second/Long, to approve the September 27, 2022 minutes as distributed.

Roll call vote:

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

Nay: 0

Abstention: 1 (Taylor)

Absent: 1 (Schapira)

Ms. Rosemary Schapira joined the meeting at 9:03 a.m.

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

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: 6 (Bonner, Holleman, Key, Long, Wash, Schapira)

Nay: 0

Abstention: 1 (Taylor)

Absent: 0

III. Action Items

A. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING

Approval of Revisions to the Hourly Rate of Pay for the Head Start Substitute Teacher Assistant and On-Call Cook/Driver Classifications

Mr. Taylor opened the public hearing at 9:08 a.m.

Ms. Saurbourne reviewed the item. The current rate for these positions is minimum wage (\$15 per hour), to attract more candidates to the vacant positions we are looking to increase the wages to \$17.40 per hour for the Head Start Substitute Teacher Assistant and \$16.92 per hour for the On-Call Cook/Driver classifications.

Moved/Key, second/Wash, to close the public hearing and approve the revised hourly rate of \$17.40 per hour for the Head Start Substitute Teacher Assistant and \$16.92 per hour for the On-Call Cook/Driver classifications

Roll call vote:

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

Nay: 0

Abstention: 1 (Taylor)

Absent: 0

B. 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 Policy Council

Mr. Taylor opened the public hearing at 9:13 a.m. He reviewed the changes the PC Bylaws, all proposed additions and removals.

Moved/Holleman, second/Long, to continue this item to the next Policy Council meeting where the action of the PC will be to close the public hearing and approve the amendments to the PC Bylaws

Roll call vote:

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

Nay: 0

Abstention: 1 (Taylor)

Absent: 0

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 end of year numbers. The American Rescue Plan (ARP) Act and Corona Virus Response and Relief Supplemental Appropriation (CRRSA) Act funds were reviewed, it is unlikely there will be an option to extend these funds. The credit card statements were reviewed, nothing was out of the ordinary.

➤ **End of Year Parent Appreciation Report(s):**

Ms. Wash shared it was a great experience and the key note speaker, Ms. Tamara Knox, was a past parent. A highlight of the event was surprising Ms. Desha with a gift from the parents. Ms. Bonner shared it was great to acknowledge everyone's efforts, staff and parents alike.

➤ **Community Resources:**

Ms. Shapira shared the Trunk or Treat event was Saturday, October 22, 2022, SETA Head Start was included at this event. There is an ongoing Explore and Learn program every Wednesday from 9:30-11:00 a.m. at the Sacramento Library, it is currently held outside. There will be a holiday event in December.

Mr. Taylor reviewed the community resources, highlighting the Sacramento Healthy Day and the Folsom Cordova free GED program.

B. SETA's Recruitment Update

Ms. Sorvari reviewed the recruitment update for September 17 through October 17, 2022. There was a job fair held at SETA Administrative building on October 15, 2022, 27 people signed in and 22 offers made that same day.

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

V. Committee Reports

- **Executive Committee:**
The next meeting will be held Thursday, October 27, 2022 at 10:00 a.m., via Zoom.
- **Budget/Planning Committee Meeting:**
The next meeting will be held Tuesday, November 8, 2022 at 1:00 p.m., via Zoom.
- **Social/Hospitality Committee Meeting:**
There are no more meetings for the year.
- **Personnel/Bylaws Committee Meeting**
Will be announced as needed.
- **Parent Ambassador Committee Meeting:**
The next meeting will be held Friday, November 4, 2022 at 11:00 a.m., in-person at the SETA Administrative building in the Shasta Room.

VI. Other Reports

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

Ms. Lee shared a new Executive Director has been selected for SETA, Ms. Jennifer Hernandez, she will start on November 28, 2022. Ms. Lee stated she will be retiring on January 2, 2023. Ms. Karen Griffith will be the interim Head Start Deputy Director moving forward.

C. Chair's Report

Mr. Taylor shared his experience at the End of Year Parent Appreciation event. He encouraged Council members to recruit for the Policy Council.

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 we need to recruit all around for parents, children, and staff. We expect the FA2 review to take place in 2023, we were selected for a pilot for the CLASS review. The CLASS reviews will be done through a video. In the past it has been a part of the high stakes portion of the review. This year the designation has been removed, the focus is to assess how everyone is doing post COVID-19. Our CLASS review will be in 2023. The end of October brings the end of the first Desired Results Development Profile

(DRDP) assessment period of the school year. The information will be shared with parents in November to set goals with parents based on the October findings.

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

Ms. Ocegueda recognized Ms. Lee for all her work and mentorship. She encouraged parents to bring in updated physical and dental information. Currently working with Sacramento County Public Health for COVID-19 clinics. The first was at Morey Avenue Early Childhood Development Center. Upcoming will be at Hillsdale, San Juan Unified School District, and Elk Grove Unified School District. The flu shot will also be available. Special diets year to date is 243. Active diets are 189 and 125 are medical diets (66%) of which 23 have medications. That is about 10.5% of total enrollment. Medications housed in our program year to date is 252. Currently we have 111 children with 184 active medications. That is about 6% of total enrollment. October is Lead awareness month, there is a SETA Head Start/Early Head Start countywide effort along with delegate agencies. There have been changes to the SETA Head Start Child Center Food menu, teriyaki chicken and new vegetarian options were introduced.

E. Open Discussion and Comments:

Ms. Wash shared her gratefulness for Ms. Desha over the years. Ms. Bonner thanked Ms. Desha for all her efforts over the years.

F. Public Participation: None

VII. **Adjournment**: The meeting was adjourned at 10:04 a.m.

ITEM II-B - CONSENT

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

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 Council 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 Council meeting to be held by teleconference procedures consistent with AB 361, the Council 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.

RECOMMENDATION:

Authorize the continued use of teleconferencing for Head Start Policy Council 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 Council 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: _____ Abstentions: _____

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 POLICY COUNCIL

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 Policy Council.

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

The Chair opened a public hearing on these modifications at the October 24, 2022 meeting.

RECOMMENDATION:

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

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

BYLAWS OF THE SACRAMENTO COUNTY

HEAD START/EARLY HEAD START POLICY COUNCIL (PC)

Policy Council First Reading: 10/24/2022
Policy Council Final Approval:
Governing Board Approval:

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**BYLAWS FOR THE SACRAMENTO COUNTY
HEAD START/EARLY HEAD START POLICY COUNCIL (PC)**

ARTICLE I

Name

This Council shall be named the Sacramento County Head Start (HS)/Early Head Start (EHS) Policy Council, hereinafter referred to as the Policy Council (PC). Head Start/Early Head Start hereinafter shall be referred to as HS/EHS.

ARTICLE II

Purpose, Powers, Duties and Functions

Section 1: Purpose

The purpose of the PC shall be to promote the objectives of the HS/EHS Child Development Program of Sacramento County, State of California, as established by the Federal Economic Opportunity Act of 1964, as amended. The purpose of the PC shall include, but not necessarily be limited to:

- A. The encouragement and promotion of parent participation in the process of making policy decisions about the nature and operation of HS/EHS programs in Sacramento County.

45 Code of Federal Regulations (CFR) 1305.2: A HS/EHS parent means a HS/EHS child's mother or father, other family member who is a primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending final adoption decree. All future reference of parent will be defined as such.
- B. Aiding and assisting local Parent Policy Committees in performing meaningful roles and functions in the operation of local HS/EHS programs.
- C. Initiating suggestions and ideas for HS/EHS program improvement.
- D. Serving as a channel of communication among organizations and agencies by building a partnership, both public and private, with individuals and groups interested in the aims, goals, and objectives of HS/EHS Child Development Programs.
- E. Aiding and assisting both the enrolled child and his or her family in obtaining the full benefits of programs and facilities established to aid and improve educational, economic, and health status, including dental and nutrition, of the low-income population.

Section 2: Powers, Duties and Functions

The PC must perform the following powers, duties and functions directly:

- A. Serve as a link to the Parent Committees, Grantee and Delegate Agency governing bodies, public and private organizations, and the communities they serve.

- B. Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in HS/EHS and to encourage their participation in the program.
- C. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities.
- D. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- E. In accordance with Federal regulations, the Head Start Act, Best Practices, and EHS Child Care Partnerships, the PC must work in partnership with key management staff and the governing body to develop, review, and approve or disapprove the following policies and procedures:
 - 1. All funding applications and amendments to funding applications for HS/EHS, including administrative services, prior to the submission of such applications to the Department of Health and Human Services (DHHS).
 - 2. Procedures describing how the governing body and the appropriate policy group will implement shared decision making.
 - 3. Written procedures for program planning.
 - 4. Strategic long-term goals and measurable objectives for program in funding application.
 - 5. The selection of delegate agencies and their service areas.
 - 6. The composition of the PC and the procedures by which policy group members are chosen.
 - 7. Criteria for defining recruitment, selection, and enrollment priorities.
 - 8. Participate in the annual self-assessment of the Grantee's progress by carrying out the programmatic and fiscal intent of its grant application, including planning or other corrective actions that may result from the review of the annual audit and findings from the Federal monitoring review.
 - 9. Implement a program data management system that effectively supports the availability, usability, integrity, and security of data.
 - 10. In accordance with Head Start Act 642 (c) (2) (D) (vi) and Standards 1301.3 (c) (1), the Policy Council shall approve and submit to the governing body decisions about personnel policies and ~~decisions regarding the employment of program staff~~, consistent with paragraph (1)(E)(iv)(IX), including standards of conduct for

program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.

11. Decisions to hire or terminate the HS/EHS Director of the Grantee agency.
 12. Decisions to hire or terminate any person who works primarily for the HS/EHS program of the grantee agency will be in accordance with SETA Personnel Policies and Procedures. For the Grantee Sacramento Employment and Training Agency (SETA)-Operated Program (SOP), the function of screening and interviewing prospective applicants directly related to the SOP may be delegated to the Parent Advisory Committee (PAC) of the Grantee. (The delegation of this authority must be approved by the PC on an annual basis.)
 13. PC reimbursement for reasonable expenses incurred by members. Members shall not receive compensation for serving on the PC or for providing services to the HS/EHS Agency.
 14. Grantee policies that define the roles and responsibilities of the governing body members and informs them of the management procedures and functions necessary to implement a high-quality program.
 15. Internal dispute resolution. PC must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and the policy group.
 16. Establish and maintain procedures for hearing and working with the grantee agency to resolve community complaints about the program.
- F. Individual members while representing the PC, shall not engage in any activities or assume any such powers, duties, or functions that are contrary to, or inconsistent with the goals and objectives of the HS/EHS Child Development Program, as established by either local, State or Federal laws, regulations or SETA policies.

ARTICLE III

Membership

Section 1: Election/Appointment of Members

As outlined in Article III, Section 2, the PC shall consist of elected voting representatives from each delegate agency Policy Committee, the SETA-operated PAC, Community Representatives (Past Parents, Grandparent, Foster Parent), elected by the PC. Additional Community Representatives shall be elected by the PC. Home Base Option and EHS Representatives shall be elected by delegate agency Policy Committees and SETA-Operated Program parent committees. The Outgoing PC Chair shall have a reserved seat.

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

Section 2: Parent Representatives

- A. The Parent Membership shall consist of:
- Six (6) Representatives elected from the SOP PAC
 - Two (2) Representatives from Sacramento City Unified School District
 - Three (3) Representatives from San Juan Unified School District
 - Two (2) Representatives from Elk Grove Unified School District
 - Two (2) Representatives from Twin Rivers Unified School District
 - Two (2) Representatives from Women's Civic Improvement Club/Playmate (WCIC)
 - Two (2) Representatives from Home Base Option
 - Two (2) Representatives from EHS - SOP
 - One (1) Representative from EHS - San Juan Unified School District
 - One (1) Representative from EHS – Twin Rivers Unified School District

The above parent representatives must be a parent of a child/children currently enrolled in the HS/EHS Program.

B. Community Representatives

Additional PC members shall include:

- Two (2) ~~Past Parent Representatives~~ *Parent Ambassadors* shall be elected by the Parent Ambassador Committee. These representatives may or may not be a current parent. There will be two (2) alternate positions.
- One (1) Outgoing PC Chair - may not be held by any other party.
- Two (2) Community Agency Representatives elected by the PC.
- Two (2) Past Parents shall be elected by the current PC if the outgoing PC has been dissolved. The Past Parent elected to the PC may not have a child/children currently enrolled in the HS/EHS program. There will be two (2) Past Parent alternate positions.
- One (1) Grandparent shall be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of the SOP or a Delegate Agency. There shall be one (1) Grandparent alternate position.
- One (1) Foster Parent shall be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of the SOP or a Delegate Agency. There shall be one (1) Foster Parent alternate position.

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

Section 3: Alternates

Each representative holding membership on the PC shall additionally be entitled to have one alternate. An alternate shall be elected by the committee/agencies he or she represents.

- A. Alternates may be seated as voting members of the PC only in the absence of the voting representative for whom they serve as alternate.
 - 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 6: Attendance, A: Absences.*
 - c. *An Alternate who does not attend a PC 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 PC member and term is not counted.
- B. Alternates may be seated as voting members upon recognition of their voting status by the PC Chair at any meeting. However, an Alternate may not hold an office.
- C. Alternates are encouraged to attend meetings of the PC on the same regular basis as members. However, the Alternate will not receive a reimbursement if the Representative is present.
- 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).

Section 4: **Other Provisions**

- A. A majority of the voting membership of the PC shall consist of parents/guardians whose children are currently enrolled in the program.
- B. The PC may establish and select additional voting delegates who shall serve as community representatives of the PC by a two-third (2/3) vote.
- C. Community Agency Representatives wishing to be elected/re-elected must submit an application to the PC. Community Agencies who have not been elected/re-elected may share agency information quarterly.
- D. The seating of representatives shall take place at the annual meeting. These representatives shall then serve as voting members.

- E. No SETA or Delegate Agency HS/EHS staff (or members of their immediate families) shall serve on the PC except parents who occasionally substitute for regular HS or EHS staff. Occasional substitute teaching is defined as once a week and/or not to exceed four (4) consecutive days in a month.
- F. Additional members may be added by a 2/3 vote to ensure all program options are proportionally represented on the PC.

Section 5: **Terms**

The PC, Policy Committee, and the Parent Advisory Committee must limit the number of one-year terms any individual may serve on either body to a combined total of five (5) program years. During the term of office, voting representatives (or alternates) shall serve as members (or alternates) of the PC until their voluntary termination or until replaced by the committee/agency they represent or until termed out. Representatives must continue to represent center or agency they were chosen from. The term for Community Agency Representative shall be for one (1) program year. A Community Agency Representative may not sit more than five (5) program years.

Section 6: **Attendance**

- A. **Absences**: Any member or alternate in a voting capacity, 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. An excused absence shall include but not be limited to sickness or death in the family.

A member requesting an excused absence must call the alternate, if the alternate is known, and the Social Services/Parent Involvement (SS/PI) Coordinator, PC Board Chair, or the Clerk of the Boards, prior to the meeting.

- B. **Reinstatement**: The representative 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 PC Executive Committee whether any representative shall be reinstated. In the event the representatives' Early Learning Center/Agency is temporarily closed, or representatives' child/children have transitioned out of the program, the PC Executive Committee shall have the sole decision to reinstate.
 - 1. A member who has resigned and held an Executive office and wants to be reinstated must provide a written notice to the PC Chair and SS/PI Coordinator within ten (10) calendar days. It shall be the final decision of the Executive Committee whether the member be reinstated. If the member is reinstated, member is not reinstated to their former Executive position.

- C. **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.
- D. **Policy Council/Policy Committee Business**: Members conducting PC/Policy Committee business and not at the PC meeting, shall be neither present nor absent, but rather identified as "PC/Policy Committee."

Section 7: Removal

A PC member may be removed by two-thirds vote of all members present and voting whenever, in the judgment of the Council, the best interest of the Council would be served. Action to remove a member must be on the agenda.

ARTICLE IV

Meetings

Section 1: Meetings

- A. **Annual Meeting**

The annual meeting of the PC shall be held on the 4th Tuesday in November of each year.

- B. **Regular Meetings**

Unless notice is otherwise provided, regular meetings of the PC shall be held on the fourth Tuesday of each month at 9:00 a.m. at the SETA Board Room.

- C. **Special Meetings**

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

- D. **Quorum**

For the purpose of transacting the business of the PC at any annual, regular, special, or emergency meeting, a quorum of the PC shall be necessary. A quorum shall be a majority 41% of those entitled to vote. Vacant positions on the PC shall not be considered in establishing a quorum.

Section 2: Meeting Notice

Meeting notices shall include an agenda for the next meeting, and Council members shall be provided with the minutes of the preceding (annual, regular, special or emergency) meeting as soon as possible.

A. Annual and Regular Meetings:

Notice of annual and regular meetings of the PC shall be in writing, provided to all members of the PC, and posted at least 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 PC must be notified of special meetings not less than twenty-four (24) hours prior to any special meeting. Staff shall endeavor to provide such notice at least 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 special meetings of the PC, excepting that business and/or discussion for which the special meeting was called.

C. Emergency Meetings:

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

D. Committee Meetings:

Members of the PC must be notified in writing of committee meetings. Notice of regularly scheduled meetings shall be provided in compliance with Section A, above. Notice of special meetings of other committees shall be provided in compliance with Section B, 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 may be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PC business. A member requesting an excused absence must call the PC Chair, SS/PI Coordinator or the Clerk of the Boards and request an excused absence prior to the meeting.

Section 3: Open Meetings

The PC shall conduct meetings, regular, annual, special and emergency, in conformance with the Ralph M. Brown Act, California Government Code Section 54950, et. seq.

Section 4: Mailing Address

Notices to all meetings of the PC shall be in writing and delivered personally or by mail to the PC members' addresses, as recorded in the PC records. The Council members, their alternates and Community Members, shall be personally responsible for the accuracy of mailing address. Updated contact information should be submitted to SS/PI Coordinator or Clerk of the Boards within ten (10) calendar days of change.

Section 5: Rules of Procedure

Except as specifically provided herein, Robert's Rules of Order¹ shall govern procedures in all meetings of the PC. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these Bylaws or Robert's Rules 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 6: Nominations/Elections

PC Board Members or candidates must be present to be nominated or elected. However, if PC member is absent due to PC business, the member may be nominated or elected.

Section 7: Voting

Each PC Board 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 PC may be taken only by a majority vote of all of the PC members present, 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, but his/her vote shall not be recorded either as an affirmative vote, a negative vote or an abstention. Results of the voting will be announced by the Chair.

Section 8: Meeting Reimbursement

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

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

¹Robert's Rules of Order: Simplified and Applied, 2nd ed., Copyright, 2001

- 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, transportation/mileage will be provided for attending required meetings/obligations listed below:
1. PC (regularly scheduled, 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. Community Action Board meetings (CAB)
 9. Governing Board Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
 10. Workforce Development Board and Committee meetings (only applies to the Chair or Executive Officer in the absence of the Chair.)
 11. Maternal, Child and Adolescent Health Advisory Board
 12. Sacramento Medi-Cal Dental Advisory Committee
- 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.

ARTICLE V

Officers

Section 1: Officers

The Officers of the PC shall be the Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

Section 2: Election and Term of Office

- A. Election of the new officers shall be held at the next meeting following the annual meeting of the newly seated PC by a plurality vote of the PC members present and voting. At least 51% of the officers must be current parents. Officers elected shall take office immediately following election.

- B. 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. No more than one (1) representative per each of the SOP, Delegate Agencies, or Community Representatives shall serve as an officer.
- C. A SOP Parent Advisory Committee (PAC) member who has not been re-elected/replaced (called a holding member) shall not be eligible for election to represent PAC on PC or hold an officer position.

Section 3: Duties of Officers

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

- A. The Chair of the PC shall preside over all meetings of the PC and implement all policies and programs of the PC. The Chair shall act as the official agent of the PC in all matters relating to the PC, and shall be the chief spokesperson and public relations officer for the PC. The Chair shall have the power to appoint, both in and out of the PC, any additional positions as needed with ratification of the PC. The Chair shall represent the PC at the National Head Start Association Parent Conference. The Chair shall be an ex-officio member of all committees and shall represent the PC at all Governing Board meetings, but shall adhere to Article IV, Section 8 as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the 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 records of the current and preceding minutes at each meeting, and record resolutions or motions adopted, as may be necessary to expedite the PC'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 Council Secretary and keep such records, files and accounts as may be necessary to expedite the PC's business, work with the Staff and Council Secretary. 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 PC (Bylaws, Brown Act, Robert's Rules of Order), or failure to act in the best interest of the board, the PC Chair shall appoint an interim officer until the officer returns to duty or is replaced at the next regularly scheduled meeting. The appointment of the officer must be made from among the membership of the PC.

- 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 PC.

ARTICLE VI **Committees**

There is hereby created standing committees of the PC. No committee meeting shall have a majority of PC members present without proper public notice.

Section 1: **Standing Committees**

Executive Committee

The Executive Committee shall be comprised of all elected officers. The Executive Committee shall perform such powers, duties, and functions as provided in these bylaws and such other powers, duties, and functions as established by the Policy Council. The Executive Committee shall meet at the discretion of the PC Chair or PC. Notice of an Executive Committee meeting shall be sent to all PC members no less than three (3) calendar days before the meeting. The Committee shall report, in writing, all actions at the next meeting of the full PC. In the event of an emergency, the Executive Committee will act on behalf of the Board pending ratification by the PC at the next meeting.

Budget/Planning Committee

- A. Budget/Planning Committee composed of the Treasurer and other members who shall be selected after each annual meeting by the PC. This Committee shall assist in the development and review of all HS/EHS budgets, budget modifications and amendments for the Head Start funding year and submit their review to the full PC for approval. In addition, this committee shall have input on program design and operations and long- and short-term planning goals and objectives. A monthly fiscal report shall be provided to the PC on the fiscal status of the Head Start budget.
- B. It is recommended that all SOP HS/EHS Budget issues and modifications are approved by the PAC prior to PC approval. The PAC Budget Committee should review said documents.

Personnel/Bylaws Committee

The Personnel/Bylaws Committee shall be composed of the Parliamentarian and members who shall be selected after each annual meeting by the PC. It shall be the duty of this committee to deal with all personnel matters and recommend any changes in Bylaws.

Social/Hospitality Committee

Social/Hospitality Committee shall be composed of the Secretary, Treasurer and other members who shall be selected after each annual meeting of the PC. The duty of this committee shall be to plan for all social activities of the PC. It shall be the duty of this Committee to report the expenditure of funds to the PC.

Parent Ambassador Committee

Parent Ambassador Committee shall be composed one (1) staff member, former parents, and other members who shall be selected after each annual meeting of the PC. The Parent Ambassador Committee representatives shall oversee the committee. Former parents who no longer serve on the PC shall receive reimbursement for participation for one (1) program year. The duty of this committee shall be to promote all PC trainings/events, childrens' and male involvement activities. It shall be the sole duty of this Committee to report the expenditures of funds to the PC monthly.

Section 2: Program Area Committees

There is hereby created Program Area Committees of the PC. 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 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 Support 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 monitoring and evaluation.

PC member 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 PC, other committees such as Ad Hoc (special committees), shall be appointed by the Chair. Such committees must have a purpose and time frame for committee appointment. All elected Board meeting members attending approved special committee meetings will receive the standard reimbursement.

ARTICLE VII

Required Reports

Section 1: Required Reports

The following reports shall be provided to the PC 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 PC 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 PC. 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 PC 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 voted 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 excepting at a regular, annual or special meeting of the PC.
- F. Any amendments must also be approved by the SETA Governing Board.

PC Board approved:

ITEM III-B-ACTION

TIMED ITEM 9:00 A.M. AND PUBLIC HEARING

**APPROVAL OF REVISED JOB SPECIFICATION FOR THE HEAD START
COORDINATOR (SOCIAL SERVICE/PARENT INVOLVEMENT) (SUPERVISORY)**

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve revisions to the Head Start Coordinator (Social Services/Parent Involvement) (Supervisory) job specification, including a title change. This job specification was originally developed in July 1994 and had a minor update in April 2011 when the Agency updated the Physical Demands/Qualifications of all Agency job specifications.

In an effort to more effectively recruit and attract a new candidate pool, the Agency has examined and updated the job specification, which more accurately reflects the current job responsibilities of this position. The title has also been updated to reflect industry standard and vernacular. The revised title is Head Start Coordinator (Governance and Parent Engagement) (Supervisory).

The Agency updated the job specification with input and approval from management and the union. Attached is a copy of the revised job specification in redline and clean versions.

The salary schedule for this classification will not change as a result of the specification updates.

Staff will be available to answer questions.

RECOMMENDATION:

Open a Public Hearing, receive input, close the public hearing and approve the revised job specification for Head Start Coordinator (Social Services/Parent Involvement) (Supervisory), newly titled Head Start Coordinator (Governance and Parent Engagement) (supervisory).

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

**HEAD START COORDINATOR (GOVERNANCE AND PARENT ENGAGEMENT)
(SUPERVISORY)**

ORGANIZATIONAL RESPONSIBILITY

A Head Start Coordinator (Governance and Parent Engagement) is responsible to the Deputy Director, Children and Family Services (CFS) Department or designee.

DEFINITION

Under general direction, the Head Start Coordinator plans, develops, monitors and assesses processes and effectiveness in program governance and parent engagement for the Head Start and Early Head Start grantee, delegate agencies and partners. Coordinates agency-wide systems of shared governance in supporting the implementation of quality services to children and families. Plans and facilitates regular parent leadership meetings. Participates in the design of internal structures, systems and policies. Ensures adequate systems are in place to maintain the highest quality of services to children and families in compliance with Head Start Program Performance Standards. Supervises assigned staff. Insures the proper program compliance with program governance standards and regulations. Oversees the implementation of parent board activities. Prepares an annual assessment of the governance components of local Head Start programs; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a specialized classification for positions assigned to the development and evaluation of governance and parent engagement provided by Head Start programs served by the Sacramento Employment and Training Agency. Responsibilities include supervision, program development, training, monitoring, and evaluation. Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Plans, organizes, coordinates and supervises the work of designated staff;
2. Works effectively with school districts, community organizations, government agencies, parents, children and/or staff;
3. Maintains confidentiality on issues concerning program, parents and/or staff;
4. Supervises and evaluates staff;
5. Oversees agency Parent Advisory Committee (PAC) and Policy Council (PC) meetings, activities and events;
6. Establishes and maintains an outreach and recruitment process which systematically seeks out parents and community members to participate in program governance;
7. Participates, coordinates, or conducts a variety of meetings, committees, trainings, workshops and/or orientations in order to present materials and information concerning governance, programs, services, operations, and activities;
8. Represents SETA at local, regional, and state meetings, conferences, in-services, boards, councils and events;

9. Provides technical assistance in areas of governance and parent engagement;
10. Encourages parent participation in Head Start activities;
11. Assists families with their own self-improvement efforts and utilization of community resources;
12. Maintains current knowledge and interprets applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations;
13. Develops and maintains record-keeping systems for Head Start programs;
14. Develops and implements the activities of the Policy Council and Parent Advisory Committee;
15. Coordinates effective communication among components of the Head Start program;
16. Develops and implements training programs;
17. Conducts self-assessment reviews and monitoring visits to gain first-hand knowledge of governance and parent engagement;
18. Gathers information and prepares reports;
19. Analyzes situations accurately and adopts an effective course of action;
20. Participates in general program evaluation and monitoring processes;
21. Attends and provides information at delegate Policy Committee meetings;
22. Establishes and maintains cooperative and effective working relationships with others.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles of leadership and supervision;
- Setting agendas and coordinating/conducting meetings;
- State and federal laws and regulations governing Head Start and Early Head Start governance and parent engagement;
- Parliamentary procedures and open meeting law;
- Models and formal structures for shared governance;
- Principles and practices of shared decision making;
- Techniques and methods of parent education and engagement;
- Techniques and methods in assessing and evaluating program governance and parent engagement;
- Program evaluation and data collection;
- Group work techniques;
- Challenges and needs of low-income families;
- Principles of implementing diversity in the workplace;
- Staff development and training techniques;
- Some word processing software.

AND

Ability to:

- Supervise staff;
- Develop and implement governance and parent engagement activities for Head Start/Early Head Start programs and agencies;
- Provide training programs and workshops for parents and Head Start staff;
- Promote parent engagement with Head Start programs;
- Work effectively with low-income families and parent groups;
- Speak and write effectively;
- Insure program compliance with Head Start regulations and standards;

- Maintain records and prepare reports;
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions;
- Be flexible based on program needs;
- Establish and maintain cooperative working relationships.

AND

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge, skills and abilities would be:

- I. At least five (5) years of successful social service work experience, and two (2) years supervisory experience, preferably including experience working with community groups and organizations. Specific experience with working with Head Start programs and activities is highly desirable.

PHYSICAL DEMANDS/QUALIFICATIONS

Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Sufficient Speech to:
 - Engage in conversation both in person and on the phone.
2. Sufficient Hearing to:
 - Understand conversation in person or on the phone.
3. Sufficient Vision to:
 - Operate a personal computer.
4. Sufficient Sensitivity of Touch to:
 - Operate a personal computer.
5. Sufficient Strength and Conditioning to:
 - Sit for long periods of time throughout the day;
 - Operate a personal computer throughout the day without experiencing abnormal hand wrist or eye strain;
 - Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;
 - Move from one area in the workplace to another.

Non-essential Physical Attributes:

1. Ability to Taste.
2. Ability to Smell.

Sacramento Employment and Training Agency

Revised Nov 2022
Established July 1994
Class Code: 1055S

Deleted: April 2011

HEAD START COORDINATOR (GOVERNANCE AND PARENT ENGAGEMENT) (SUPERVISORY)

Deleted: (SOCIAL SERVICES/PARENT INVOLVEMENT)

Deleted: ¶

ORGANIZATIONAL RESPONSIBILITY

A Head Start Coordinator (Governance and Parent Engagement) is responsible to the Deputy Director, Children and Family Services (CFS) Department or designee.

Deleted: (Social Services/Parent Involvement)

DEFINITION

Under general direction, the Head Start Coordinator plans, develops, monitors and assesses processes and effectiveness in program governance and parent engagement for the Head Start and Early Head Start grantee, delegate agencies and partners. Coordinates agency-wide systems of shared governance in supporting the implementation of quality services to children and families. Plans and facilitates regular parent leadership meetings. Participates in the design of internal structures, systems and policies. Ensures adequate systems are in place to maintain the highest quality of services to children and families in compliance with Head Start Program Performance Standards. Supervises assigned staff. Insures the proper program compliance with program governance standards and regulations. Oversees the implementation of parent board activities. Prepares an annual assessment of the governance components of local Head Start programs; and performs related work as required.

Deleted: and

DISTINGUISHING CHARACTERISTICS:

This is a specialized classification for positions assigned to the development and evaluation of governance and parent engagement provided by Head Start programs served by the Sacramento Employment and Training Agency. Responsibilities include supervision, program development, training, monitoring, and evaluation. Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings.

Deleted: social service and parent involvement components for Head Start programs throughout the area served by the Sacramento Employment and Training Agency; supervises assigned staff; insures the proper program compliance with social service and parent involvement standards and regulations; oversees the implementation of social service and parent involvement activities; prepares an annual assessment of the social service and parent involvement components of local Head Start programs; and performs related work as required.¶

Deleted: social service and parent involvement services

Deleted: in the area

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Plans, organizes, coordinates and supervises the work of designated staff;
2. Works effectively with school districts, community organizations, government agencies, parents, children and/or staff;
3. Maintains confidentiality on issues concerning program, parents and/or staff;
4. Supervises and evaluates staff;
5. Oversees agency Parent Advisory Committee (PAC) and Policy Council (PC) meetings, activities and events;
6. Establishes and maintains an outreach and recruitment process which systematically seeks out parents and community members to participate in program governance;
7. Participates, coordinates, or conducts a variety of meetings, committees, trainings, workshops and/or orientations in order to present materials and information concerning governance, programs, services, operations, and activities;
8. Represents SETA at local, regional, and state meetings, conferences, in-services, boards, councils and events; Provides technical assistance in areas of governance and parent engagement;
10. Encourages parent participation in Head Start activities;

Deleted: children from disadvantaged homes

Deleted: Develops, implements, and oversees plans to provide enrollment of eligible children regardless of ethnic background, beliefs, or handicapped status;

Deleted: ¶

11. Assists families with their own self-improvement efforts and utilization of community resources;
12. Maintains current knowledge and interprets applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations;
13. Develops and maintains record-keeping systems for Head Start programs;
14. Develops and implements the activities of the Policy Council and Parent Advisory Committee;
15. Coordinates effective communication among components of the Head Start program;
16. _____
17. Develops and implements training programs;
18. Conducts self-assessment reviews and monitoring visits to gain first-hand knowledge of governance and parent engagement;
19. Gathers information and prepares reports;
20. Analyzes situations accurately and adopts an effective course of action;
21. Participates in general program evaluation and monitoring processes;
22. Attends and provides information at delegate Policy Committee meetings;
23. Establishes and maintains cooperative and effective working relationships with others;

Deleted: <#>Develops and implements procedures which encourage enrollment of handicapped children; ¶

Deleted: Assists with the

Deleted: d

Deleted: ment

Deleted: ation of

Deleted: Parent

Deleted: Assists with developing and implementing plans for expenditure of Parent Activity funds;

Deleted: Conducts discussion groups;

Deleted: a

Deleted: for

Deleted: Advisory

Deleted: .

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles of leadership and supervision;
- Setting agendas and coordinating/conducting meetings;
- State and federal laws and regulations governing Head Start and Early Head Start governance and parent engagement;
- Parliamentary procedures and open meeting law;
- Models and formal structures for shared governance;
- Principles and practices of shared decision making;
- Techniques and methods of parent education and engagement;
- Techniques and methods in assessing and evaluating program governance and parent engagement;
- Program evaluation and data collection;
- ;
- Group work techniques;
- ;
- Challenges and needs of low-income families;
- Principles of implementing diversity in the workplace;
- Staff development and training techniques;
- Some word processing software.

Deleted: Head Start and SETA programs and functions;

Deleted: Early childhood development

Deleted: Parent education techniques;

Deleted: Problems

AND

Ability to:

- Supervise staff;
- Develop and implement governance and parent engagement activities for Head Start/Early Head Start programs and agencies;
- Provide training programs and workshops for parents and Head Start staff;
- Promote parent engagement with Head Start programs;
- Work effectively with low-income families and parent groups;
- ;
- Speak and write effectively;
- Insure program compliance with Head Start regulations and standards;
- Maintain records and prepare reports;
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions;
- Be flexible based on program needs;
- Establish and maintain cooperative working relationships.

Deleted: social services and parent involvement

Deleted: involvement

Deleted: Assist with facility licensing;

AND

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge, skills, and abilities would be:

Deleted: s

Deleted: s

- I. At least five (5) years of successful social service work experience, and two (2) years supervisory experience, preferably including experience working with community groups and organizations. Specific experience with working with Head Start programs and

activities is highly desirable.

Deleted: SPECIAL REQUIREMENTS¶
At least 30 semester units of advanced educational training in sociology, psychology, and early childhood development.¶

PHYSICAL DEMANDS/QUALIFICATIONS

Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Sufficient Speech to:
 - Engage in conversation both in person and on the phone.
2. Sufficient Hearing to:
 - Understand conversation in person or on the phone.
3. Sufficient Vision to:
 - Operate a personal computer.
4. Sufficient Sensitivity of Touch to:
 - Operate a personal computer.
5. Sufficient Strength and Conditioning to:
 - Sit for long periods of time throughout the day;
 - Operate a personal computer throughout the day without experiencing abnormal hand wrist or eye strain;
 - Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;
 - Move from one area in the workplace to another.

Non-essential Physical Attributes:

1. Ability to Taste.
2. Ability to Smell.

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: Mr. Charles Taylor
- Health Services Advisory Committee: Mr. Charles Taylor
- Seating of New Policy Council Representatives (2022-2023)
- Introduction of PC Representatives (2022-2023)
- Officers Election will be held on Tuesday, December 20, 2022
- Community Resources – Parents/Staff: Ms. Marie Desha
 - Family Movie Night – St. Hope
 - Sacramento Lighted Boat Parade
 - Salvation Army Angel Tree in Collaboration with Toys for Tots Flyer

NOTES:

ST+HOPE
PRESENTS

FAMILY MOVIE MATINEE

AT THE GUILD THEATER

★ ★ ★ ★ ★ ★ ★ ★
FREE
★ ★ ★ ★ ★ ★ ★ ★



**Every
First Sunday
2 PM
Showtime**



Scan to
Register

Sacramento Lighted Boat Parade

Sacramento River/Old Sacramento Waterfront

EVENT | DECEMBER 3, 2022 - 5:00PM - 8:00PM | SPECIALTY ENTERTAINMENT

Greetings and Happy Holidays! Capital City Yacht Club once again is getting ready for the annual lighted boat parade on Saturday, December 3rd! Make dinner reservations and enjoy the view, or head over to the Promenade and watch from the docks.

Saturday December 3rd

Starting around 5:30 pm

Boats will assemble on the Sacramento River about 5 PM around the Miller Park/Sacramento Marina area. The Parade will begin around 5:30

The parade will head up river, pass Old Sacramento, Riverbank Marina, Virgin Sturgeon and Riverview Marina, then turn around and head back.

Registration is recommended but last minute entries are always welcome.

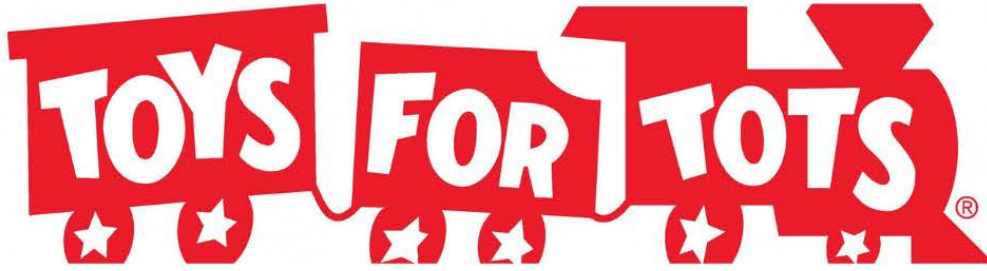
BOATING PARTICIPANTS:

To enter your boat in the parade, please e-mail

SacramentoLightedBoatParade@yahoo.com ✉



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

SETA'S RECRUITMENT UPDATE

BACKGROUND:

SETA continues to actively recruit, screen, interview and on-board new staff to support the Children and Family Services Department. A summary report of activities will be sent under separate cover.

NOTES:

ITEM IV-C – INFORMATION

SETA GOVERNING BOARD MINUTES

BACKGROUND:

Attached for your information is a copy of the most recent minutes of the SETA Governing Board.

Staff will be available to answer questions.

NOTES:

**REGULAR MEETING OF THE SACRAMENTO EMPLOYMENT AND
TRAINING AGENCY GOVERNING BOARD**

Minutes/Synopsis

(The minutes reflect the actual progression of the meeting.)

Meeting Held Electronically

Thursday, October 6, 2022
10:00 a.m.

I. Call to Order/Roll Call/Pledge of Allegiance

Mr. Guerra called the meeting to order at 10:00 a.m. The roll was called and a quorum was confirmed.

Members Present:

Patrick Kennedy, Vice Chair, Board of Supervisors
Sophia Scherman, Member, Public Representative
Mai Vang, Councilmember, City of Sacramento
Eric Guerra, Chair; Councilmember, City of Sacramento
Don Nottoli, Member, Board of Supervisors *(joined at 10:03 a.m.)*

Members Absent:

II. Consent Items

- A. Approval of Minutes of the September 1, 2022 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Findings and Authorization to Extend Use of Teleconferencing Procedures for Board Meetings During Declared State of Emergency and/or While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing
- D. Approval to Amend Appendix of the Conflict of Interest Code for the Sacramento Employment and Training Agency
- E. Approval of Retiree Medical Insurance Subsidy for Calendar Year 2023
- F. Approval of the Private Sector and Low-Income Sector Lists and the Appointment of Low-Income and Private Sector Organizations to Select Representatives and Alternates to Serve on SETA's Community Action Board

Moved/Kennedy, second/Vang, to approve the following consent items:

- A. Approval of Minutes of the September 1, 2022 Regular Board Meeting
- B. Approval of Claims and Warrants for 8/24/2022 to 9/30/2022
- C. Approval of Findings and Authorization to Extend Use of Teleconferencing Procedures for Board Meetings During Declared State of Emergency and/or

While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing

- D. Approval to Amend Appendix of the Conflict of Interest Code for the Sacramento Employment and Training Agency
- E. Approval of Retiree Medical Insurance Subsidy for Calendar Year 2023
- F. Approval of the Private Sector and Low-Income Sector Lists and the Appointment of Low-Income and Private Sector Organizations to Select Representatives and Alternates to Serve on SETA's Community Action Board

Roll call vote:

Aye: 5 (Guerra, Nottoli, Kennedy, Scherman, Vang)

Nay: 0

Abstention: 0

Absent: 0

III. Action Items

A. GENERAL ADMINISTRATION/SETA: No Items

B. WORKFORCE DEVELOPMENT DEPARTMENT

Community Services Block Grant: No Items

One Stop Services:

1. Approval to Submit an Application to the California Workforce Development Board for Workforce Innovation and Opportunity Act (WIOA), Regional Plan Implementation 5.0 Funds, and Authorize the Executive Director to Execute the Funding Agreement, Modifications, and any Other Documents Required by the Funding Source

Mr. Kim reviewed we will be submitting an application of \$150,000 for the region. The focus is on regional organizing and capacity building activities.

Moved/Scherman, second/Vang, to approve the submission of an application for \$150,000 to the CWDB for WIOA Regional Plan Implementation 5.0 funds; and authorize the Executive Director to execute the funding agreement, modifications, and any other documents required by the funding source

Roll call vote:

Aye: 5 (Guerra, Nottoli, Kennedy, Scherman, Vang)

Nay: 0

Abstention: 0

Absent: 0

Refugee Services: No Items

C. CHILDREN AND FAMILY SERVICES:

1. Approval to Submit Annual Refunding Application for Fiscal Year 2023-24 to the California Department of Social Services

Ms. Lee stated items C1 and C2 are similar, going to separate state departments. This is for annual refunding applications going to the California Department of Social Services (Item C1) and the California Department of Education (Item C2). This annual refunding allows SETA to continue services to infants and toddlers and preschoolers. The estimated reimbursement amount for the infant and toddler program is approximately \$3.9 million and approximately \$4 million for the State Preschool Program, if funding remains flat. We will be submitting applications for the fiscal year 2023-2024 in November 2022.

2. Approval to Submit Annual Refunding Application for Fiscal Year 2023-24 to the California Department of Education

Moved/Nottoli, second/Scherman, to approve the following items:

1. Approval to Submit Annual Refunding Application for Fiscal Year 2023-24 to the California Department of Social Services
2. Approval to Submit Annual Refunding Application for Fiscal Year 2023-24 to the California Department of Education

Roll call vote:

Aye: 5 (Guerra, Nottoli, Kennedy, Scherman, Vang)

Nay: 0

Abstention: 0

Absent: 0

3. 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 the Office of Head Start/Administration for Children and Families asked for submissions on July 29, 2022, at which time final numbers were not completed. The item was reviewed/approved by the Governing Board in advance of final numbers. This is a ratification for budget modification of \$1.6 million for deferred maintenance. The carryover funds of \$5.2 million will extend the use of funds for an additional 12-month period. Some of the dollar difference is due to funds already being in the correct cost category, for example Contractual for delegate agencies and partners.

Mr. Nottoli asked are we able to carryover and spend the funds by the end of next year.

Ms. Lee stated we will do our very best to spend down the funds in a timely manner. There are some difficulties with the supply chain issues and lack of contractors. If we

are unable to spend down all funds there may be an opportunity to submit for an additional carryover to the 2023-2024 fiscal year.

Mr. Nottoli clarified it is not a use it or lose it situation. Ms. Lee confirmed, that is correct under current COVID-19 flexibilities.

Moved/Nottoli, second/Scherman, 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 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 activities

Roll call vote:

Aye: 5 (Guerra, Nottoli, Kennedy, Scherman, Vang)

Nay: 0

Abstention: 0

Absent: 0

4. 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 taking Year-1 (2020-2021) funds to carryover to Year-3 (2022-2023) to complete unfinished projects. Elk Grove Unified School District is requesting to purchase and install a shade structure at Beitzel Elementary. The budget modification is to move under-spent funds to Equipment for a fixed asset purchase.

Moved/Scherman, second/Nottoli, to approve the revised Head Start budget modification and carryover request from 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 (Guerra, Nottoli, Kennedy, Scherman, Vang)

Nay: 0

Abstention: 0

Absent: 0

IV. Information Items

A. Early Childhood Education Workforce Needs Assessment for the Sacramento Region

Ms. Lee review the labor market study was done in partnership with Valley Vision, Los Rios Community College District/Center of Excellence, the City of Sacramento, Child Action, Sacramento County Office of Education and various other stakeholders. She introduced Aaron Wilcher, Director, Center of Excellence, Greater Sacramento Region.

Mr. Wilcher presented on the Early Childhood Education workforce needs assessment, summary report.

Mr. Guerra gave his appreciation for the recommendations and looks forward to seeing the progress that comes from this work.

Ms. Vang thanked Mr. Wilcher for his presentation and Valley Vision. She requested an update once the summit/conference is completed next year. Mr. Nottoli echoed the same request.

Ms. Scherman commented on how important these efforts are.

Ms. Lee stated there is a coalition coming together that will review the recommendations and keep the work moving forward.

- B. Fiscal Monitoring Reports: No Questions
- C. Employer Success Stories and Activity Report: No Questions
- D. Dislocated Worker Update:

Mr. Walker shared the Base Exchange at McClellan will be closing.

- E. Unemployment Update/Press Release from the Employment Development Department: No Questions
- F. Head Start Reports:

Ms. Lee shared the next vaccine and immunization clinic will be held at the Norma Johnson Early Learning Center on October 17, 2022.

V. Reports to the Board

- A. Chair: No Report
- B. Interim Executive Director: No Report
- C. Deputy Directors: No Report
- D. Counsel: No Report
- E. Members of the Board:

Ms. Vang shared first annual South Sacramento job fair will be hosted on Saturday, October 8, 2022 at the Sam Pannell Community Center. She thanked Mr. Walker and his team for their recruitment efforts for the event.

- F. Public: None

VI. Adjournment: The meeting adjourned at 11:04 a.m.

ITEM III-C – ACTION

ELECTION OF COMMUNITY REPRESENTATIVES AND ALTERNATES

BACKGROUND:

This agenda item provides an opportunity for the Policy Council (PC) to elect Community Representatives for Program Year 2021-2022. The duties of PC Community Representatives are prescribed in the Bylaws in Article III – Membership, Section 2B.

SECTION 2: B. Community Representatives

Additional PC members shall include:

- Two (2) Past Parent Representatives shall be elected by the Parent Ambassador Committee. These representatives may or may not be a current parent. There will be two (2) alternate positions.
- Two (2) Community Agency Representatives elected by the PC.
- Two (2) Past Parents shall be elected by the current PC if the outgoing PC has been dissolved. The Past Parent elected to the PC may not have a child/children currently enrolled in the HS/EHS program. There will be two (2) Past Parent alternate positions.
- One (1) Grandparent shall be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of the SOP or a Delegate Agency. There shall be one (1) Grandparent alternate position.
- One (1) Foster Parent shall be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of the SOP or a Delegate Agency. There shall be one (1) Foster Parent alternate position.

Applications will be distributed at the board meeting. Staff will be available to answer questions.

ITEM III-C-ACTION (continued)
Page 2

RECOMMENDATION:

That the Policy Council elect two Community Representatives and two Alternates.

Past Parent Representatives:

Alternates:

Grandparent Representatives:

Alternates:

Foster Parent Representatives:

Alternates:

Community Agency Representatives:

Alternates:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM V
COMMITTEE REPORTS

V. Committee Reports

- Executive Committee Meeting: Mr. Charles Taylor

- Budget/Planning Committee Meeting: Mr. Charles Taylor

- Parent Ambassador Committee Meeting: Mr. Charles Taylor

NOTES:

ITEM VI

OTHER REPORTS

BACKGROUND:

- A. INTERIM EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Interim Executive Director (Ms. Denise Lee) an opportunity to report to the Policy Council on any items of important information or training opportunities available through the Workforce Development Department.
-
-
-
- B. SETA HEAD START INTERIM DEPUTY DIRECTOR'S MONTHLY REPORT: This item is set aside to allow the Head Start Deputy Director (Ms. Karen Griffith) to report to the Council on any items of important information or to deal with special requests which need to be addressed.
- ✓ Monthly Head Start Report
 - ✓ 2021-2022 Program Information Summary Reports (PIR) of Head Start and Early Head Start
-
-
-
- C. CHAIR'S REPORT: The Chair of the Head Start Policy Council, on a regular basis, receives numerous items of information concerning legislation, current programs and agency activities.

The important information from the material received and meetings attended will be shared with the entire Council, and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Council to provide input on items that may require future action.



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
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Purchases:

Food	\$137,787.00
Non - Food	\$22,477.62

Building Maintenance and Repair:	\$0.00
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Janitorial & Restroom Supplies:	\$0.00
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Kitchen Small Wares and Equipment:	\$0.00
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Vehicle Maintenance and Repair :	\$606.54
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Vehicle Gas / Fuel:	\$3,233.21
Normal Delivery Days	21

Child and Adult Food Care Program Internal Monitoring Results

Agency Name:	Sacramento Employment & Training Agency (SETA)	Monitoring Timeframe:	October 24 – November 4	Report Date:	11/15/22
Program Year:	2022-23	Monitoring Quarter:	<input checked="" type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Three	Centers Monitored:	39
Notes:	<ul style="list-style-type: none"> Northview currently closed, to be scheduled in next quarter review. Includes WCIC centers in which SETA provides meal service. 				
1. Names of the Quality Assurance Monitors:					
Jessica Roenfeldt and Rosalind Barajas					
2. Monitoring Tool:					
Child and Adult Care Food Program (CACFP) form 16 (Revision 10/2019)					
3. Program Strengths:					
<ul style="list-style-type: none"> Spills are being cleaned up promptly by staff. Rich conversations happening between staff and children that covered family life, culture and nutrition. All meal components are available on the table at the time of meal service. Food disposed properly at the end of meal service. Tables are sanitized, following cleaning protocol. 					
4. Areas of Non-Compliance and/or Concerns:					
<p>#3- Family style service encouraged. 5% of centers and classrooms out of compliance:</p> <ul style="list-style-type: none"> In two classes, the family style meal service was not followed. It was observed that children did not serve themselves. <p>#4- The menu matched what is served. 5% of centers and classrooms out of compliance:</p> <ul style="list-style-type: none"> In one class, no monthly menu posted or meal pattern in the classroom. In one class, no substitution documentation was available for substitute food item served. <p>#7- Dietary accommodations for children were followed as prescribed in medical statement. 5% of centers and classrooms out of compliance:</p> <ul style="list-style-type: none"> In one class, <i>Pediasure</i> was served in paper cup instead in sippy cup. This did not follow the food modification plan for the child. In one class, child with noted egg allergy was served a muffin that contained egg. Pending updates to Special Diet plan, as child no longer has allergies. <p>#8- Water was offered to children? 3% of centers and classrooms out of compliance:</p> <ul style="list-style-type: none"> In one class, no water accessible or offered. <p>#16- Meal counts were taken and recorded at the time of meal service. 8% of centers and classrooms out of compliance:</p>					

- In one class, five children served but only 3 claimed.
- In one class, meal count was not completed or recorded at point meal of service.
- In one class, twelve children were served but only 8 claimed.

#18- Meal counts for previous five days did not appear reasonable when compared to meal count during review.

3% of centers and classrooms out of compliance:

- In one class, the average claim for PM snack was 3 and 12 children were served during the review.

#19- A civil rights poster placed in a prominent location at facility.

5% of centers and classrooms out of compliance:

- In two classes, poster was not placed predominately in the center.

#20- Safe and sanitary practices were followed.

5% of centers and classrooms out of compliance:

- In one class, 1. Handwashing protocol was not followed. Children washed hands, went to play, then went to sit down to eat. 2. Chicken drumsticks were not reheated and served at the correct temperature.
- In one class, milk did not have expiration date (per vendor product).

#21- Staff attended the training sessions on the CACFP for the current program year.

13% of centers and classrooms out of compliance:

- Five classes had no proof of staff training submitted at time of review.

5. Additional Comments:

There were disallowed costs for 15 meals as a result of this review. Claims were adjusted.

6. Training and Technical Assistance Provided:

All associated parties were notified of the findings. Corrective Actions Plans were submitted and Quality Assurance staff followed-up to observe implementation of plans.

Plans consisted of the following corrective actions:

- To correct and/or follow dietary accommodations for children as prescribed in medical statement.
- For water accessibility and offered throughout the day.
- To follow current handwashing protocols.
- To train staff on the CACFP for the current program year and submit proof.

This included:

Center staff training for:

- Family meal style practices.
- Posting of menu, meal patterns and menu substitutions.
- Meal counts and how to record.
- Food safety practices for food temperature.

Kitchen Operations addressing the findings for corrections:

- Menu changes for food item substitutions to be delivered.
- Creation of a process to insure milk expiration dates are marked on milk gallons before distribution to centers.

Health and Nutrition Services addressing the findings for corrections:

- Updates to special diets with findings.

Correction onsite, day of review:

- Posting of civil rights poster.
- Posting of menu and meal pattern.

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

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
October 2022**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (10/31/22)	(b) % of capped/closed	(c) % Actual to Funded
Elk Grove USD	480	426	41 (98%)	89%
Sacramento City USD	676	635	0	94%
SETA	1,696	1,385	115 (92%)	82%
San Juan USD	1,044	644	208 (77%)	64%
Twin Rivers USD	160	136	4 (93%)	85%
WCIC/Playmate	120	64	60 (106%)	53%
Total	4,176	3,310	428 (88%)	79%

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (10/31/22)	(b) % of capped/closed	(c) % Actual to Funded
SETA	660	582	18 (91%)	88%
San Juan USD	164	152	0	93%
TRUSD	56	36	12 (82%)	64%
Total	880	770	30 (91%)	87%

(a) Includes children who have dropped during the month and whose slot will be filled within the 30-day allowable period.

(b) Demonstrates enrollment percentages if classes were not capped/closed due to staffing shortages and/or other programmatic challenges.

(c) If enrollment is less than 100%, agency includes corrective plan of action.

Reasons for Program Under Enrollment

SETA

- 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 on November 7th, 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 EHS partner.

Elk Grove USD

- Continued staffing shortages in the following positions that support direct classroom functions, enrollment of families, review of eligibility documents and data entry: 1 Special Ed Teacher; 9 Para Educators; 2 Office Assistant(s), and 1 Program Specialist.
- EGUSD PreK has 41 enrollment slots capped across the following sites due to limited staffing: Charles Mack; Leimbach; McKee; Reith; Pleasant Grove; Prairie; Samuel Kennedy; Union House; Miwok Village.

Sacramento City USD

- Areas that are experiencing low enrollment interest are within 95818, 95820, and 95823 zip code. Enrollment team has observed a decline in preschool age children. In addition, a lack of community awareness of services.

San Juan USD

- Classroom(s) capped at the following locations due to limited staffing: Coleman; Davie; Garfield; Howe; Ralph Richardson; Skycrest; Sunrise- totaling 208 enrollment slots.
- Limited staffing continues to contribute to reduced class size, Head Start is down 10 teachers.

Twin Rivers USD

- Continued staff shortage in the following positions: Teacher and Para Educator.
- Classroom(s) capped at the following locations due to limited staffing: Morey; Oakdale; Rio Linda totaling 16 enrollment slots.

WCIC/Playmate

- Demographics of eligible families has changed due to redevelopment of the Oak Park community.
- 25% of families contacted have children younger than the age qualification for Head Start enrollment and income above eligibility guidelines.
- Continued shortage in the following positions that support education and enrollment: 3 Teachers, 3 Associated Teachers, and 1 Program Assistance.
- The following classroom(s) are closed at the following location due to limited staffing: 1601V; 1601W; 1601Y- totaling 60 enrollment slots. New hire offers pending.

Strategies/Action Step(s) for Under Enrollment

SETA

- Actively recruiting through various employment search websites and partnering with the following: Head Start California, EdJoin, 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, and one resignation.
- 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.

Elk Grove USD

- New Office Assistant was hired this month and will assist Program Educators with contacting families on the waiting list, review enrollment documents and data entry.
- Reviewing enrollment process, making modifications and changes to be more efficient for the upcoming school year.

Sacramento City USD

- The ELC Department will be in attendance to provide enrollment information during the upcoming recruitment event to on Saturday, November 19, 2022 at Bret Harte. SCUSD will be partnering with SMUD, Wide Open Walls, Raley's UC Davis Health, Nor Cal Resist, Central Kitchen, SABA, Sacto Children's Home, Black Child Legacy Campaign, Black Parallel School Board, and The Ring of Democracy.
- Connections in the community have drawn attention to preschools within targeted zip codes, increasing awareness by 75%.

San Juan USD

- Fall Literacy Festival in October 27, 2022 at Marvin Marshall. SCWs, Admin, and ERSEA Content are continuing to collaborate with McKinney-Vento San Juan Unified team and staff are creating a shared spreadsheet for recruiting and referrals to both departments.
- School Community workers, admin, and ERSEA content continue to target areas that are identified by enrollment data and recruitment flyers in 5 languages are distributed to schools, community agencies, and businesses in the surrounding areas. Targeted low enrollment areas on the west side of the district 95662 and 95610.
- HR department continues to hold hiring events to fill vacancies. Use of social media platforms, to post informational flyers about these hiring opportunities as well as the recruitment bonus offered by the district.

Twin Rivers USD

- Recruitment efforts include posting on various social media platforms and flyers mailed out to targeted zip codes with low enrollment.

- Positions are posted on EdJoin/Team Tailor. Staff screens, interviews, and recommends successful candidates to HR for hiring.

WCIC/Playmate

- WCIC provided recruitment flyers to interested families at Wellsprings Women's Center during Octobers "First Fridays Oak Park" community event.
- From employment recruitment efforts, 2 Teachers and 1 Associate Teacher were hired to fill vacancies that support classroom ratio. Upon on-boarding, classed can re-open.

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%
..... Advanced or postgraduate 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%	7%	0%	0%	1%	4%	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%.

ITEM VI – OTHER REPORTS (continued)

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D. HEAD START MANAGERS' REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:

- Lisa Carr - Family Engagement, Home Base, and ERSEA Services
- Kelly Sprake - School Readiness, Special Education, Mental Health Services and Facilities/Safe Environment
- Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring

E. OPEN DISCUSSION AND COMMENTS: This item provides an opportunity for Head Start Policy Council members to bring up topics for discussion. Members are asked to address their requests to the Chair if they wish to speak. No action is to be taken on any item that is discussed during this meeting; the board may direct staff to place agenda items on upcoming agendas for action.

F. PUBLIC PARTICIPATION: Participation of the general public at Head Start Policy Council meetings is encouraged. Members of the audience are asked to address their requests to the Chair if they wish to speak.
