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THOUGHT OF THE DAY:

"Success comes from knowing that you did your best to become the best that you are capable of becoming."

~John Wooden

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

DATE: Tuesday, December 20, 2022

TIME: 9:00 a.m.

LOCATION:

<https://us02web.zoom.us/j/81641153466?pwd=Um5NOEViWFZlUHh3NTRUdUMl0wZz09>

In response to the AB361 (Brown Act Section 54953) relating to the COVID-19 Pandemic, the Head Start Parent Advisory Committee (PAC) is conducting this meeting on Zoom at <https://us02web.zoom.us/j/81641153466?pwd=Um5NOEViWFZlUHh3NTRUdUMl0wZz09>. Meeting ID: 816 4115 3466. Passcode: 076054. 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, 81641153466# US (San Jose). Dial by your location + 1 669 900 6833 US (San Jose). Find your local number: <https://us02web.zoom.us/j/81641153466?pwd=Um5NOEViWFZlUHh3NTRUdUMl0wZz09>. Members of the public are encouraged to participate in the meeting by submitting written comments by email to: Monica.Newton@seta.net. Any member of the public who wishes to speak directly to the Committee regarding any item on the agenda may contact Monica Newton at (916) 263-3753, or Monica.Newton@seta.net. Please include in your request which item you would like to participate on. Additionally, during the meeting any questions or comments may be submitted via the Q&A or chat features on Zoom. Public comments will be accepted until the adjournment of the meeting, distributed to the Parent Advisory Committee and included in the record.

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

Closed captioning will be available. This document and other Committee meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

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- Policy Council Report(s): Ms. Donna Bonner
- Head Start Deputy Director's Report – Ms. Karen Griffith
 - ✓ Monthly Head Start Report
 - ✓ Child and Adult Food Care Program Internal Monitoring Results
- Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, and ERSEA Services
 - Kelly Sprake – (Interim) School Readiness, Special Education, and Mental Health Services
 - Gricelda Ocequeda – Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring

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X. Adjournment

DISTRIBUTION DATE: Thursday, December 15, 2022

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

ITEM I - A – ROLL CALL

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

____ Vacant, Alder Grove I Head Start
____ Vacant, Alder Grove II Head Start
____ Vacant, American Legion Head Start
____ **Kahmaria Holleman, Bannock Creek Head Start**
____ Vacant, Bret Harte Head Start
____ Vacant, Capital City Head Start
____ Vacant, CP Huntington Head Start
____ Vacant, Crossroad Gardens Head Start
____ Vacant Early Head Start (Home Base)
____ Vacant, Early Head Start (Home Base)
____ **Patti Bowers, Elkhorn Head Start**
____ Vacant, Franklin Head Start
____ Vacant, Freedom Park Head Start
____ Vacant, Freeport Head Start
____ Vacant, Fruitridge Head Start
____ **Angelina Pamplana-Molina, Galt Head Start**
____ Vacant, Grizzly Hollow
____ Vacant, Hillsdale Head Start
____ Vacant, Hiram Johnson Head Start
____ **Jennifer Mohammed, Pre-school Home Based Head Start**
____ Vacant, Pre-School (Home Base)
____ **Alina Semavina, Home Base Early Head Start**
____ Vacant, Hopkins Park Head Start
____ Vacant, Illa Collin Head Start
____ Vacant, Job Corps Head Start
____ Vacant, Kennedy Estates Head Start
____ Vacant, LaVerne Stewart Head Start
____ Vacant, (Marie Cleveland's) Bright Beginning Head Start
____ Vacant, Marina Vista Early Learning Center
____ **Alyssa Gonzalez, Mather Head Start**
____ Vacant, Nedra Court Head Start
____ Vacant, Norma Johnson Head Start
____ Vacant, North Avenue Head Start
____ Vacant, Northview Head Start
____ Vacant, Parker Head Start
____ Vacant, Phoenix Park Head Start
____ Vacant, Pre-School (Home Base)
____ Vacant, River Oak Center for Children
____ Vacant, Sacramento County Office of Education
____ Vacant, Sharon Neese Early Learning Center
____ Vacant, Solid Foundation Head Start
____ Vacant, Strizek Park Head Start
____ Vacant, Walnut Grove Head Start
____ **Le Andra Jones-Villalta, 16th Avenue Head Start**
____ **Stephen Key, Past Parent Representative**
____ **Fienishia Wash, Past Parent Representative**
____ Vacant, Grandparent Representative
____ Vacant, Foster Parent Representative
____ **Donna Bonner, Outgoing Chair**

ITEM I-A – ROLL CALL

(Continued)

Program Year 2022-2023 - New Representatives to be seated

<input type="checkbox"/> Gricelda Escalona, North Avenue Head Start	<input type="checkbox"/> Caitlyn De la Torre, Walnut Grove Head Start
<input type="checkbox"/> Le Andra Jones-Villalta, 16 TH Ave Head Start	<input type="checkbox"/>
<input type="checkbox"/> Vacant, Alder Grove I Head Start	<input type="checkbox"/> Vacant, Marina Vista Head Start
<input type="checkbox"/> Vacant, Alder Grove II Head Start	<input type="checkbox"/> Vacant, Nedra Court Head Start
<input type="checkbox"/> Vacant, American Legion Head Start	<input type="checkbox"/> Vacant, Norma Johnson Head Start
<input type="checkbox"/> Vacant, Bret Harte Head Start	<input type="checkbox"/> Vacant, Northview Head Start
<input type="checkbox"/> Vacant, CP Huntington Head Start	<input type="checkbox"/> Vacant, Parker Head Start
<input type="checkbox"/> Vacant, Crossroad Gardens Head Start	<input type="checkbox"/> Vacant, Phoenix Park Head Start
<input type="checkbox"/> Vacant, Freeport Head Start	<input type="checkbox"/> Vacant, River Oak Center for Children
<input type="checkbox"/> Vacant, Franklin Head Start	<input type="checkbox"/> Vacant, SCOE
<input type="checkbox"/> Vacant, Grizzly Hollow Head Start	<input type="checkbox"/> Vacant, Strizek Park Head Start
<input type="checkbox"/> Vacant, Hillsdale Head Start	<input type="checkbox"/> Vacant, Grandparent Representative
<input type="checkbox"/> Vacant, Hiram Johnson Head Start	<input type="checkbox"/> Vacant, Parent Ambassador
<input type="checkbox"/> Vacant, Home Base Head Start	<input type="checkbox"/> Vacant, Parent Ambassador
<input type="checkbox"/> Vacant, Home Base Head Start	<input type="checkbox"/> Vacant, Past Parent Representative
<input type="checkbox"/> Vacant, Hopkins Park Head Start	<input type="checkbox"/> Vacant, Walnut Grove Head Start
<input type="checkbox"/> Vacant, Job Corps Head Start	<input type="checkbox"/> Vacant, Solid Foundation Head Start
<input type="checkbox"/> Vacant, Illa Collin Head Start	
<input type="checkbox"/> Vacant, Kennedy Estates Head Start	
<input type="checkbox"/> Vacant, LaVerne Stewart Head Start	
<input type="checkbox"/> Vacant, (Marie Cleveland's) Bright Beginning Head Start	

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

The PAC was seated on November 15, 2022

PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM YEAR 2022-2023

COMMITTEE MEMBER	CENTER	11/15	12/20		1/16	2/28*	3/21	4/25 #	5/16	6/20	7/18	8/21	9/19	10/17	11/14
Vacant Seated	AG I														
Vacant Seated	AG II														
Vacant Seated	AL														
Vacant Seated	BC														
Kahmaria Holleman Seated 11/16 - Holding	BC	X													
Vacant Seated	BH														
Vacant Seated	CP														
Vacant Seated	CPH														
Vacant Seated	CR														
Alina Semavina Seated 11/15	EHS/HB	X													
Vacant Seated	EHS/HB														
Patti Bowers Seated 11/15	EL	X													
Vacant Seated	FA														
Armonio Martin Seated 5/17	FP	U													
Vacant Seated	FPT														
Vacant Seated	FT														
Angelina Pamplana- Molina Seated 11/15	G	X													
Vacant Seated	GH														
Vacant Seated	H														
Vacant Seated	HB														
Jennifer Mohammed Seated 11/15	HBP	X													
Vacant Seated	HI														
Vacant Seated	HP														
Vacant Seated	IC														
Vacant Seated	HP														
Dannae Brumfield Resigned 12/7	JC	E R/12/7													
Vacant Seated	K														

COMMITTEE MEMBER	CENTER	11/16	12/16		1/18	3/15	4/26 *	5/17	6/21	7/19	8/16	9/20	10/18	11/15	
Vacant Seated	LVS														
Vacant Seated	MCBB														
Vacant Seated	MV														
Alyssa De La Torre Seated 11/15	M	X													
Vacant Seated	NA														
Vacant Seated	NC														
Vacant Seated	NJ														
Vacant Seated	NV														
Vacant Seated	NV														
Vacant Seated	PA														
Vacant Seated	PP														
Vacant Seated	RO														
Vacant Seated	SCOE														
Vacant Seated	SF														
Vacant Seated	SN														
Vacant Seated-	SP														
Caitlyn De La Torre S/B Seated 11/15	WG	E													
Le Andra Jones Villalta Seated 3/15 -Holding	16A	X													
Vacant Seated	FPR														
Vacant Seated	AMB														
Vacant Seated	AMB														
Donna Bonner Seated 11/15	PPR	X													
Stephen Key Seated 11/15	PPR	X													
Vacant Seated	CR/GP														
Fienishia Wash Seated 11/15	OGC	X													

Members: If you cannot attend a meeting and are going to be absent, you must:

- 1. First, call your Alternate(s) to see if they can attend in your place;**
- 2. Second, call Head Start Social Services/Parent Involvement Coordinator, Ms. Marie Desha, at (916) 263-4082; and**
- 3. Third, please call the PAC Chair, Ms. Donna Bonner, at (916) 849-7239, or the Clerk of the Boards, Ms. Monica Newton, at (916) 263-3753.**

**** Ethics training with Policy Council**

Special meeting

NM: No meeting

PARENT ADVISORY COMMITTEE - MEETING
ATTENDANCE UPDATE PROGRAM YEAR 2020-2021
(Continued)

Head Start Center Abbreviations

AG I	Alder Grove Early Learning Ctr.	HP:	Hopkins Park
AG II:	Alder Grove Infant/Toddler	IC:	Illa Collin
AL:	American Legion	JC:	Job Corps
BC:	Bannon Creek	K:	Kennedy Estates
BB:	Bright Beginnings	LVS:	LaVerne Stewart
BH:	Bret Harte	MV M:	Marina Vista Early Learning Center
CP:	Capital City		Mather
CPH:	CP Huntington	MCBB	Marie Cleveland's Bright Beginnings
CR:	Crossroad Gardens	NJ:	Norma Johnson
EHS:	Early Head Start	NA:	North Avenue
EL:	Elkhorn	NC:	Nedra Court
FA:	Franklin	NA	North Avenue
FP:	Freedom Park	NV:	Northview
FPT:	Freeport	PA:	Parker Avenue
FT:	Fruitridge	PP:	Phoenix Park
G:	Galt	RO:	River Oak
GH:	Grizzly Hollow	SCOE:	Sacramento County Office of Education
H:	Hillsdale	SF:	Solid Foundation
HB:	Home Based	SN:	Sharon Neese
HBP:	Home Based	SP:	Strizek Park
	Pre-School	WG:	Walnut Grove
HI:	Hiram Johnson		

Representative Abbreviations

OGC:	Out Going Chair
PPR:	Past Parent Representative
GPR:	Grandparent Representative
AMB:	Parent Ambassador

Attendance Record Abbreviations

X:	Present
E:	Excused
AP:	Alternate Present
AE:	Alternate Excused
U:	Unexcused
PAC:	Parent Advisory Committee
PC:	PAC Board Business
R:	Resigned
S/B:	Should be, or should have been (seated)
CD:	Child Dropped.
RS:	Reseat

current a/o 12/14/2022 11:33 AM

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE NOVEMBER 15, 2022 REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the November 15, 2022

RECOMMENDATION:

Approve the minutes of the November 15, 2022 meeting.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

REGULAR MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE

(Minutes reflect the actual progress of the meeting.)

LOCATION: meeting held electronically

Tuesday, November 15, 2022
9:00 a.m.

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

Ms. Donna Bonner called the meeting to order at 9:00 a.m. and read the thought of the day. Ms. Fienishia Wash called the roll, a quorum was achieved.

Members Present:

Fienishia Wash, Outgoing Chair
Kahmaria Holleman, Bannon Creek
Donna Bonner, Past Parent Representative
Donna Lambert, Elkhorn
Stephen Key, Past Parent Representative
Le Andra Jones-Villalta, 16th Avenue

New Member Present and Seated:

Patti Bowers, Elkhorn
Angelina Pamplana-Molina, Galt
Alina Semavina, Early Head Start Home Base
Jennifer Mohammed, Home Base Pre-School
Alyssa Gonzalez, Mather

New Members to be Seated but Absent

Dannae Brumfield, Job Corps (*excused*)
Caitlyn De La Torre, Walnut Grove (*excused*)

Members Absent:

Armonie Martin, Freedom Park (*unexcused*)

II. Consent Item

A. Approval of the Minutes of the October 17, 2022 Regular Meeting

Minutes were reviewed; there were no questions or comments.

Moved/Key, second/Holleman, to approve the October 17, 2022 Regular Meeting minutes.

Roll call vote:

Aye: 5 (Holleman, Lambert, Key, Wash, Jones-Villalta)

Nay: 0

Abstentions: 1 (Bonner)

Absent: 1 (Martin)

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

Ms. Griffith reviewed this item.

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

Roll call vote:

Aye: 5 (Holleman, Lambert, Key, Wash, Jones-Villalta)

Nay: 0

Abstentions: 1 (Bonner)

Absent: 1 (Martin)

III. **Action Item**

- A. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:**
Final Reading of Modifications to the Bylaws of the SETA-Operated Head Start/Early Head Start Parent Advisory Committee

Ms. Bonner reviewed the proposed modifications to the PAC bylaws.

There were no questions from the public.

Moved/Holleman, second/Key, to close the public hearing, and approve the amendments to the Parent Advisory Committee Bylaws

Roll call vote:

Aye: 5 (Holleman, Lambert, Key, Wash, Jones-Villalta)

Nay: 0

Abstentions: 1 (Bonner)

Absent: 1 (Martin)

IV. **Information Items**

- A. Standing Information Items
➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account

Mr. Han reviewed the Head Start/Early Head Start fiscal expenditure reports for fiscal year 2022-2023. We are on pace to meet the 25 percent

for non-federal share. The Supplies cost category is higher due to purchases of replacement classroom supplies/materials and will be offset with carryover of funds requested by ACF. Substitute costs are higher than normal due to a high vacancy rate. The credit card statements were reviewed, nothing was out of the ordinary.

- Parent/Staff Recognition – Perfect Attendance:
Ms. Bonner recognized Ms. Wash, Ms. Jones-Villalta and herself for perfect attendance in 2021-2022. Ms. Holleman asked if she qualified for perfect attendance. Ms. Bonner will review and follow-up.
- Health Services Advisory Committee (HSAC) Reports:
Ms. Bonner reviewed the meeting. Ms. Wash shared it was informative, the speaker covered trauma and abuse. She enjoyed all the details and insights. She thanked Ms. Ocegueda and her team. Ms. Jones-Villalta shared that the speech was amazing and the presentation on trauma stewardship. There are services for pregnant women for before, during and after delivery. She enjoyed it. Ms. Bonner shared a main take away was the signs to look for regarding child abuse. It was informative and important.
- Seating of New Parent Advisory Committee Representatives (2022-2023)

Ms. Bonner seated the new Parent Advisory Committee representatives: Ms. Jennifer Mohammed, Ms. Patti Bowers, Ms. Angelina Pamplana-Molina, Ms. Alina Semavina, Ms. Alyssa Gonzalez.
- Introduction of PAC Representatives (2022-2023): Ms. Donna Bonner

Each new representative shared which SETA-Operated center they are representing and why they are interested in participating on the Head Start Parent Advisory Committee.
- Officers Election will be held on Tuesday, December 20, 2022
- Community Resources – Parents/Staff: Ms. Marie Desha
Ms. Wash reviewed the community resources.

B. Head Start Policy Council Minutes for September 27, 2022. No Questions

III. **Action Items – continued**

B. Election of Parent Advisory Community Representatives and Alternates

Ms. Bonner reviewed this item. She shared that Ms. Lambert stepped down as representative for Elkhorn Head Start.

Ms. Wash and Mr. Key applied to be Past Parent representatives. Ms. Donna Bonner will assume the Outgoing Chair position. Ms. Wash, Ms. Bonner, and Mr. Key shared their experiences with Head Start and why they are interested in being a part of the Parent Advisory Committee.

Moved/Holleman, second/Key, to approve Ms. Fienishia Wash and Mr. Stephen Key as Past Parent Representatives.

Roll call vote:

Aye: 9 (Bowers, Pamplana-Molina, Jones-Villalta, Semavina, Mohamed, Gonzalez, Wash, Key, Holleman)

Nay: 0

Abstentions: 1 (Bonner)

Absent: 3 (Brumfield, De La Torre, Martin)

V. Committee Reports

- Executive Committee Meeting:
The next meeting will be held on Friday, November 18, 2022 at 9:00 a.m., via Zoom.
- Budget/Planning Committee Meeting:
The next meeting will be Tuesday, December 13, 2022 at 1:00 p.m., via Zoom.
- Parent Ambassador Committee Meeting:
Meeting is forthcoming.

VI. Other Reports

- Chair's Report:

Ms. Bonner encouraged members to recruit parents for PAC participation. She thanked all members for their participation.

- Policy Council Report(s):
Ms. Holleman shared the SETA recruitment update and job fair. There was a great turnout for the job fair.

- Interim Head Start Deputy Director's Report

Ms. Griffith stated we are in a federal review cycle this year. A 45-day notice will be given before the review. We expect the review to take place in 2023. The Delegate Kick Off was on November 1st. She covered the managers' report as well. We resumed data aggregation training, this is the first one since 2019 due to COVID-19.

Ms. Bowers asked about the review process. Where does the review take place and who does the review?

Ms. Griffith replied it is comprised of federal reviewers from the Office of Head Start. Half the review will be virtual and half will be in-person onsite. The reviewers will visit SETA-Operated programs and delegate agencies. This is the first time doing a virtual review. We were selected to be part of a pilot program for the virtual review portion. The message to centers is to be ready all the time, as we always want to have quality services.

Ms. Pamplana-Molina asked for clarification on the virtual portion, for emotional support?

Ms. Griffith replied the reviewers are looking at teacher sensitivity, are there good routines. Organization of classrooms, materials and instructional support, looking at use of advanced vocabulary. For example, when the children go outside, are the teachers using different words other than cold, such as brisk, to describe the temperature. Teachers should be introducing concepts, science, and technology to the children.

➤ Head Start Managers' Reports

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

Ms. Carr introduced herself and congratulated the new members. Galt Head Start will be doing a science night for a parent workshop. Northview Early Learning Center opened on Monday, November 24, 2022. The enrollment will go up as we hire more people.

- Kelly Sprake - School Readiness, Special Education, Mental Health Services, and Facilities/Safe Environments – No Report
- Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring

Ms. Gricelda introduced herself to the new members. She thanked the parents for their participation and recognition for the HSAC meeting. We are formalizing a committee to meet four times a year. Committee members will have the opportunity to drive and create policy in the program. The committee will consist of community partners, professionals, staff and parents. The SETA program review of the meal service observations has been completed. The Quality Assurance unit is in the process of completing a countywide review for safety and supervision. The team is starting quarterly medication and special diet checks for SETA-Operated programs. Special diets monthly numbers: 194 children with special diets, 161 of those are medical, 61 have medications (EpiPen or Benadryl). Year-to-date we have 265 children with medications. In

September, staff starting a partnership for an immunization task force. There will be a clinic November 29, 2022 from 10:00 a.m. to 2:00 p.m. It is open to adults and children, for COVID-19 vaccine, flu shots, and immunizations for children. This is a free event.

Ms. Jones-Villalta asked about parent surveys. Could parents get results for each center to help guide parent meetings.

Ms. Lee replied the surveys come from parent engagement group. Ms. Carr can distribute the general information at the next monthly report.

Ms. Lee introduced herself to the new board members and reviewed the PIR information.

VII. **Center Updates**: None

VIII. **Discussion**: None

IX. **Public Participation**: None.

X. **Adjournment**: The meeting was adjourned at 10:47 a.m.

ITEM II-B - CONSENT

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

BACKGROUND:

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

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

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

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

ITEM II-B - CONSENT (continued)
Page 2

RECOMMENDATION:

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

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

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM III-A-ACTION

ELECTION OF PARENT ADVISORY COMMITTEE OFFICERS 2022-2023

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect officers for Program Year 2022-2023. The duties of PAC officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PAC that are not in conflict with these Bylaws, Article V – Officers, Section 2B: All PAC members are eligible to run for an Office/Officer position except members holding a seat. The Executive Committee must have at least three members who are parents of child/children currently enrolled in the HS/EHS Center-Based or Home-Based Option.

SECTION 3: Duties of Officers

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

- A. The Chair of the PAC shall preside over all meetings of the PAC and implement all policies and programs of the PAC. The Chair shall act as the official agent of the PAC in all matters relating to the PAC, and shall be the chief spokesperson and public relations officer for the PAC. The Chair shall have the power to appoint, both in and out of the PAC, any additional positions as needed with ratification of the PAC. The Chair shall represent the PAC at the National Head Start Parent Association Conference. The Chair shall be an ex-officio member of all committees and shall represent the PAC at all Governing Board meetings, but shall adhere to the provisions of Article IV, Meetings; Section 3, as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PAC in the absence of the Chair, and shall have all delegated powers. The Vice Chair will assume position of Chair if seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.
- C. The Secretary shall call the roll, keep a record of the current and preceding minutes at each meeting, and record resolutions or motions adopted, as may be necessary to expedite the PAC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.

ITEM III-A – ACTION (continued)

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- D. The Treasurer shall work with staff and the PAC Secretary and keep such records, files and accounts as may be necessary to expedite PAC's business. The Treasurer shall be a member of the Social/Hospitality Committee, and the Parent Ambassador Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to Parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

RECOMMENDATION:

That the Parent Advisory Committee elect a Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

Chair:

Vice Chair:

Secretary:

Treasurer:

Parliamentarian:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information Items
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han
 - Orientation – January 2023 – Date and Time to be Announced
 - Community Resources – Parents/Staff: Ms. Marie Desha
 - North Sacramento Family Resource Center – Ms. Rosemary Schapira
 - Community Baby Shower – Mutual Assistance Network
 - Sacramento Food Bank

NOTES:



Jan 14



Mutual Assistance Network's Community Baby Shower 1/14/2023

You're Invited to join us at M.A.N.'s Community Baby Shower 2023 for tons of fun, food, information, and PRIZES!!! This is a FREE event.

By [Mutual Assistance Network](#)

[Follow](#)

When and where



Date and time

Sat, January 14, 2023, 11:00 AM – 2:00 PM PST



Location

Robertson Community Center 3525 Norwood Ave Sacramento, CA 95838

[Hide map](#) ^

About this event



3 hours



Mobile eTicket

*Children do not need a ticket but must be accompanied by an adult. Please list children's names and ages when you reach that question.

Free



Find Food

You are welcome here.

Whether you visit one of our campuses—or one of the many partner agencies who have gone all-in to feed you and get you on the path toward financial independence and self-sufficiency—expect to be welcomed with open arms and a smile.

If you're looking for food in your neighborhood, find it using the map below. Simply put in your address or zip code **and select which (only select one) day of the week you would like to go**. Click on any dot for the partner agency's location, hours and any special instructions regarding the distribution. As we rely on partner agencies to update distribution and meal schedules, we recommend that clients call ahead before making plans to attend a distribution.

We have also included a list of Emergency Response Agencies. [Click here to download a PDF](#). Or, for more information call 211.

Please call 2-1-1 Sacramento for information about holiday assistance

Dial 2-1-1 or (916) 498-1000



Holiday meals and food assistance come at a first come - first served basis.

ITEM IV-B – INFORMATION

POLICY COUNCIL MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the Policy Council minutes of the October 25, 2022 meeting.

NOTES:

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 V
COMMITTEE REPORTS

V. Committee Reports

- Executive Committee Meeting: Ms. Donna Bonner

- Budget/Planning Committee Meeting: Ms. Donna Bonner

NOTES:

ITEM VI

OTHER REPORTS

BACKGROUND:

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

- Chair's Report
 - ✓ PAC Recruitment
- Policy Council Report(s): Ms. Donna Bonner
- Head Start Deputy Director's Report – Ms. Karen Griffith
 - ✓ Monthly Head Start Report
 - ✓ Child and Adult Food Care Program Internal Monitoring Results
- Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, and ERSEA Services
 - Kelly Sprake - (Interim) School Readiness, Special Education, and Mental Health Services
 - Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring

NOTES:

Monthly Program Information Report

December 2022



Updates from the Office of Head Start

Reporting Child Health and Safety Incidents

ACF-IM-HS-22-07

Issued on September 27, 2022

This Information Memorandum (IM) clarifies reporting requirements of 45 CFR §1302.102(d)(1)(ii), including the responsible HHS official to whom programs must report and the reporting timeframe. It also outlines the consequences for failure to report during the given timeframe, explains the obligation to report child incidents in blended classrooms, and offers examples of incident types that must be reported.

- ◆ OHS considers a “significant incident” to be any incident that results in serious injury or harm to a child, violates Head Start standards of conduct at 45 CFR §1302.90(c), or results in a child. Examples include, but are not limited to:
 - Child injuries that require either hospitalization or emergency room medical treatment
 - Inappropriate discipline
 - Potential child abuse and maltreatment
 - Lack of supervision
 - Unauthorized release
- ◆ OHS interprets “immediately or as soon as practicable” to mean without delay, but no later than seven calendar days following an incident.
- ◆ If OHS discovers a program failed to report a significant incident within seven calendar days from the time of the incident, the program will receive a monitoring finding, which may include a deficiency determination.
- ◆ It is important to report all incidents involving Head Start staff that affect the health and safety of young children in early childhood settings, including those not funded by Head Start dollars.



For more information, visit: <https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-22-07>

What this means for SETA: SETA will continue to report concerns of child health and safety should they arise in the grantee-operated program, delegate agencies and/or partners.



Updates from the

Office of Head Start (continued)



Fiscal Year 2023 Monitoring Process for Head Start and Early Head Start Recipients

ACF-IM-HS-22-08

Issued on October 21, 2022

Section 641A of the Improving Head Start for School Readiness Act of 2007 requires the Office of Head Start (OHS) to implement ongoing monitoring of all programs receiving federal funds. OHS recognizes that grant recipients are recovering from and continue to face multiple challenges as a result of the COVID-19 pandemic. In FY 2023, OHS will conduct Focus Area 1 (FA1) and Focus Area 2 (FA2) reviews and Classroom Assessment Scoring System (CLASS®) video pilot and CLASS tribal pilot.

This Information Memorandum outlines the OHS monitoring process for FY 2023 and introduces the CLASS pilots to be conducted. For the FY 2023 review only, OHS is suspending the use of CLASS scores for Designation Renewal System (DRS) determinations.

For more information, visit: <https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-22-08>

What this means for SETA: SETA will receive a Focus Area II federal review sometime during the 2022-2023 program year. A formal notice will be sent to SETA within 45 days of the review date. Staff will keep the boards informed as notified by the Office of Head Start.

Enrollment Reductions and Conversion of Head Start Slots to Early Head Start Slots

ACF-IM-HS-22-09

Issued on November 7, 2022



The Office of Head Start (OHS) recognizes that community needs shift over time for various reasons. These reasons may include changes during and after disasters and public health crises, changes in the availability of community resources relied upon to provide program services, and shifts in geographical location of eligible children and families. Section 640(g)(3) of the Head Start Act (the Act) allows programs to propose a reduction to their funded enrollment to maintain quality of program services. Additionally, Section 645(a)(5) permits a program to convert Head Start slots to Early Head Start slots to better meet community needs. Similarly, Section 640(f)(2) of the Act allows programs to convert part-day slots to full-working day slots to meet community needs.

A request to reduce funded enrollment or convert Head Start slots to Early Head Start slots is considered a change in scope request and requires OHS prior approval. Change in scope requests must be submitted a minimum of 90 days prior to the planned implementation date. This Information Memorandum (IM) provides additional guidance for the development and submission of these requests.

Enrollment reductions and conversions are permanent adjustments to funded enrollment. Therefore, the decision to request a reduction or conversion should be based on actual changes in the community and program adjustments necessary to maintain a high-quality program with qualified staff, supported by data and documented need, and not based on anticipated changes. Programs must demonstrate that a change in scope request is data-informed and explain how the requested changes will improve quality of services for children and families, better meet community needs, support staff, and promote a sustainable program.

For more information, visit: <https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-22-09>

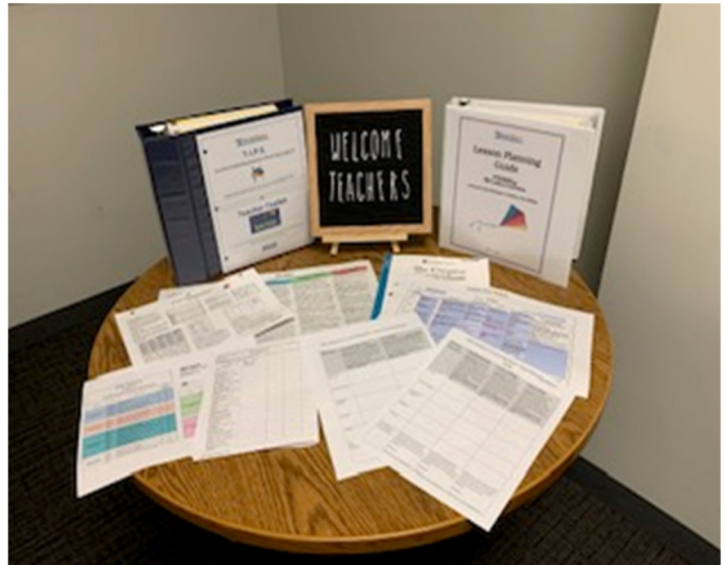
What this means for SETA: SETA is familiar with reductions and/or conversion as a way of addressing shifts in service needs and/or addressing quality programming. As SETA and its delegates/partners plan for the new 2023-2024 program year, this guidance will serve as a reminder of what programs need to support a reduction and/or conversion request.

Using the Data for Quality Improvement



All SETA teachers attended a data analysis session to look at how they can use their own classroom data to guide their teaching and lesson planning. The first step was to look at how children were developing across the 5 essential learning domains: Approaches to Learning, Social & Emotional, Language & Learning, Cognition and Physical & Perceptual.

This information was used to identify strengths and opportunities for growth and to create action plans to support these areas through purposeful lesson planning. Teachers also received reports for each child in their class and will be meeting with parents to develop individual development plans including school and home activities.



Staff attended the following community events to promote Head Start and increase enrollment:

October 2022

- Mutual Assistance Network Harvest Festival (Norwood Avenue/95823)
- North Highlands Halloween Extravaganza (Watt Avenue/95660)
- Celebrando Nuestra Salud (6th Street/95818)
- Trunk or Treat (Rio Linda Blvd./95815)
- The Pumpkin Patch (Railroad Street/Elk Grove)

November 2022

- Healthy Day Sacramento (Cal Expo)
- Bridge Network Thanksgiving Distribution (35th Avenue)

Fall Fun at the Centers



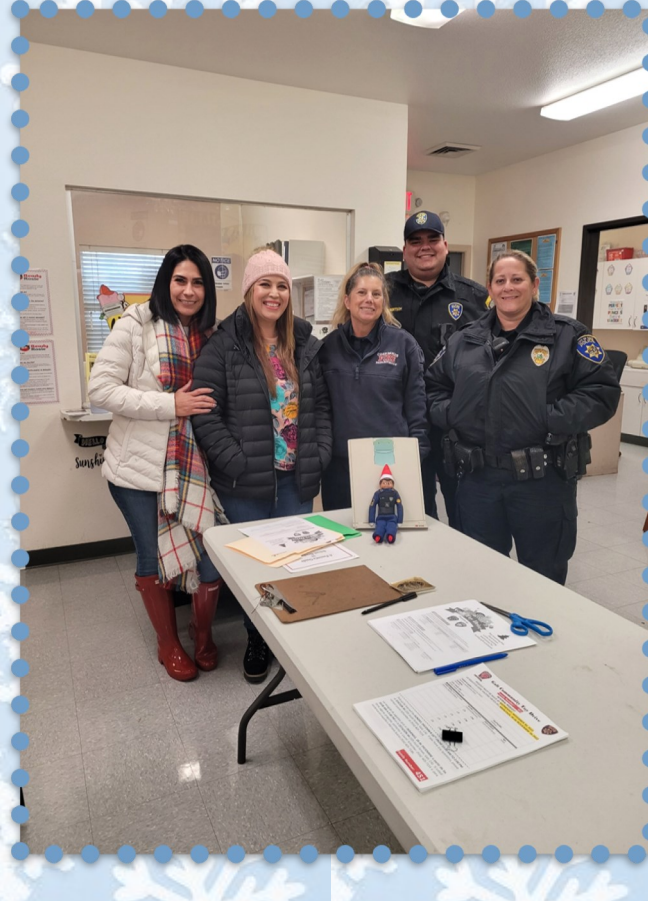
November was a time of fun and learning at the centers. STEM is a big focus with new books, materials and teachers implementing training ideas. STEM (Science, Technology, Engineering and Math) gives children opportunities for measuring, experimenting, making predications and so many other critical thinking activities.

The centers have also had some great events such as a fire department visit at CP Huntington, fun dress up days at Nedra Court and partnering with the Galt Police Department for a toy drive.



Fall Fun at the Centers

(continued)



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.



SETA Head Start

Food Service Operations Monthly Report

*November, 2022

11/3/2022 - Alder Grove ELC/IT closed due to water being turned off.

Homebase had a field trip to Natomas Fish Hatchery and we prepared 40 meals.

11/7/2022 - Dudley and Spinelli closed due to no heat.

11/8/2022 - Dudley and Spinelli closed due to no heat.

11/9/2022 - Dudley closed due to no heat.

11/14/2022 - North Ave AM closed due to staffing issues.

11/15/2022 - Kennedy closed due to staffing issues.

11/16/2022 - Franklin closed due to staffing issues.

11/17/2022 - Grizzly Hollow closed due to no heat.

Lunch	PM Snack	Breakfast	Field Trips
31,198	27,246	27,296	40

Total Amount of Meals and Snacks Prepared 85,780

Purchases:

Food \$102,137.31

Non - Food \$15,360.78

Building Maintenance and Repair: \$0.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair: \$8.00

Vehicle Gas / Fuel: \$2,213.35

Normal Delivery Days 20

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

November 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	96*	15%
Twin Rivers USD	160	33	21%	56	2	4 %
Elk Grove USD	480	112	23%			
Sac City USD	676	52	8%			
San Juan USD	1044	68	7%	164	9	5%
WCIC	120	4	3%			
COUNTY TOTAL	4176	429	10%	880	107*	12%

*Reflects Corrections made

AFE: Annual Funded Enrollment

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

HS Center Name (*) CCTR/CSPP Funded	Funded Enrollment	Actual Enrollment	Drop within last 30 days	Total Reported	(c) Closed/Capped %	(a) Actual to Funded Enrollment %
*16th Avenue	40	39	0	39		98%
*Bret Harte	20	20	0	20		100%
*Capital City	20	20	0	20		100%
*CP Huntington	20	17	2	19		95%
*Crossroads Garden	60	56	3	59		98%
*Elkhorn	80	77	1	78		98%
*Freedom Park	80	60	4	64		80%
*Freeport	20	17	1	18		90%
*Hillsdale	80	69	3	72		90%
*Job Corps	20	20	1	21		105%
*Marina Vista (b)	60	44	0	44	17 (102%)	73%
*Mather	100	95	1	96		96%
*Norma Johnson	60	48	0	48		80%
*North Avenue	80	61	2	63		79%
*Northview (b)	80	34	0	34	40 (85%)	43%
*Phoenix Park	60	58	1	59		98%
*Sharon Neese	60	56	4	60		100%
Alder Grove ELC	20	12	2	14		70%
Bannon Creek	40	35	1	36		90%
Bright Beginnings (b)	40	19	1	20	20 (100%)	50%
Dudley	20	17	1	18		90%
Florin (b)	40	18	0	18	20 (90%)	45%
Franklin	20	20	0	20		100%
Fruitridge	40	32	1	33		83%
Galt	80	79	4	83		104%
Grizzly Hollow	40	40	0	40		100%
Home Base	143	87	2	89		62%
Hopkins Park	40	40	1	41		103%
Illa Collin (b)	20	10	1	11	8 (92%)	55%
Kennedy Estates	20	18	1	19		95%
LaVerne Stewart	20	19	1	20		100%
Nedra Court	40	34	0	34		85%
Parker	13	14	0	14		108%
Solid Foundation	40	37	2	39		98%
Spinelli (b)	20	8	1	9	8 (75%)	45%
Strizek Park	20	19	0	19		95%
Walnut Grove	40	30	1	31		78%
Total	1696	1379	43	1422	113 (90%)	84%

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

(b) Site(s) with capped classrooms due to staffing

(c) Percentage when capped/closed amount deducted from funded amount
Parent Advisory Committee

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

EHS Center Name (*) CCTR/CSPP Funded	Funded Enrollment	Actual Enrollment	Drop within last 30 days	Total Reported	(c) Closed/Capped %	(a) Actual to Funded Enrollment %
*16th Avenue	18	18	0	18		100%
*Alder Grove I/T	16	6	1	7		44%
*Bret Harte	9	8	2	10		111%
*Captial City	16	14	1	15		94%
*CP Huntington	16	13	1	14		88%
*Crossroads Garden	15	15	1	16		107%
*Elkhorn	16	16	1	17		106%
*Freedom Park	16	16	1	17		106%
*Hillsdale	9	9	0	9		100%
*Hiram Johnson (b)	32	26	6	32	4 (114%)	100%
*Job Corps	25	24	2	26		104%
*Marina Vista	9	8	1	9		100%
*Mather	15	14	1	15		100%
*Norma Johnson	9	9	1	10		111%
*North Avenue	9	9	0	9		100%
*Northview (b)	16	6	0	6	8 (75%)	38%
*Phoenix Park	8	8	0	8		100%
*Sharon Neese Center	25	20	3	23		92%
EHS Home Base	201	169	7	176		88%
Galt	16	15	1	16		100%
Grizzly Hollow	9	9	0	9		100%
Hopkins Park	6	6	1	7		117%
River Oak - Home Base	72	56	3	59		82%
SCOE - Home Base	77	62	2	64		83%
Total	660	556	36	592	12 (91%)	90%

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

The following sites have classroom(s) capped due to limited staff: Bright Beginnings; Florin Grammar; Hiram Johnson; Illa Collins; Marina Vista; Northview; Spinelli - totaling 125 enrollment slots.

Multiple job openings in the following positions that support classroom ratio and/or enrollment: 2 Family Services Worker II & III; 31 HS Associate Teacher/Teacher; 1 Lead Teacher/Infant Toddler; 1 Site Supervisor; 3 Home Visitors combined for SCOE and River Oak.

Strategies/Action Plan:

Human Resources listed job openings within employment search websites and partnered with the following agencies to fill vacancies: CA Head Start Assoc., Ed Join, Indeed, CalJOBS, ZipRecruiter, Community Colleges, CSUS, and PC/PAC, Government Finance Officers Assoc., Ca Society of Municipal Finance Officers. During the month of November, 5 Associate Teachers; 2 Family Services Workers; 2 Head Start Teachers accepted employment offers.

Recruitment and networking opportunities to increase awareness of Head Start services and community visibility: Health Day Sacramento and Bridge Network Thanksgiving Distribution. From these events 12 families completed interest forms and 100 flyers were distributed for Head Start and Home Base services.

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

(b) Site(s) with capped classrooms due to staffing

(c) Percentage when capped/closed amount deducted from funded amount

ITEM VII – CENTER UPDATES

BACKGROUND:

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

NOTES:

ITEM VIII – DISCUSSION

BACKGROUND:

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

NOTES:

ITEM IX – PUBLIC PARTICIPATION

BACKGROUND:

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

NOTES: