

Thought of the Day:

*“Just one positive thought in the morning can
change your whole day.”*

Author: Dalai Lama

AGENDA

**Sacramento Employment and Training Agency
HEAD START PARENT ADVISORY COMMITTEE
Regular Meeting**

Tuesday November 19, 2024 9:00 a.m.
925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

PUBLIC COMMENT PROCEDURES

Public comments will be accepted until the adjournment of the meeting, distributed to the members of the Committee and included in the record.

In-Person Public Comment

While the SETA Head Start Parent Advisory Committee welcomes and encourages participation in the Committee meetings, it would be appreciated if you would limit your comments to three minutes so that everyone may be heard. Matters under jurisdiction of the SETA Head Start Parent Advisory Committee and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA Head Start Parent Advisory Committee limits testimony on matters not on the agenda to three minutes per person and not more than ten minutes for a particular subject. To submit the request for public comment, please fill out a speaker card and give it to the Clerk of the Boards or send an email at Anzhelika.Simonenkova@seta.net. Please include in your request the item(s) on which you would like to participate.

Accommodations

Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3753.

This meeting is digitally recorded and available to members of the public upon request.

This document and other Committee meeting information may be accessed through the Internet by visiting the SETA webpage: www.seta.net/board/board-agendas.

GOVERNING BOARD

Rich Desmond
BOARD OF SUPERVISORS
County of Sacramento

Eric Guerra
COUNCILMEMBER
City of Sacramento

Patrick Kennedy
BOARD OF SUPERVISORS
County of Sacramento

Vacant
PUBLIC REPRESENTATIVE

Mai Vang
COUNCILMEMBER
City of Sacramento

Anita Maldonado
EXECUTIVE DIRECTOR

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

Page #

- Parent Advisory Committee (PAC) Meeting Attendance Update
- Introduction of Newly Seated Representatives

I. CONSENT ITEMS:

- A.** Approval of Minutes of the October 15, 2024 Regular Board Meeting 6-19

II. ACTION ITEMS:

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

- Final Reading of Modifications to the Bylaws of the SETA-Operated
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- B.** Election of Parent Advisory Community Representatives and Alternates for
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- C.** Election of Parent Advisory Committee Officers for Program Year 2024-2025 40-41

- D.** Selection of Representatives and Alternates to Attend the National
Head Start Association Parent and Family Engagement Conference 42-46

- E.** Election of SETA-Operated Representatives and Alternates to
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III. INFORMATION ITEMS:

- A.** Standing Information Items 49-59

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account:
Mr. Victor Han
- Health Service Advisory Committee (HSAC) Report: Ms. Fienishia Wash
- Community Resources – Parents/Staff: Ms. Le Andra Jones-Villalta
 - Crisis Nursery (Sacramento Children's Home)
 - Free New Year Eve's Meditation with Sahaja Yoga Meditation

- B.** Head Start Policy Council Minutes for September 24, 2024 60-66

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- Executive Committee Meeting: Mr. Royal Jones
- Budget/Planning Committee Meeting: Mr. Royal Jones
- Parent Ambassador Committee Meeting: Mr. Royal Jones
- Social/Hospitality Committee Meeting: Mr. Royal Jones

V. OTHER REPORTS:

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- A.** Chair – Mr. Royal Jones

- ✓ PAC Recruitment
- ✓ Male Involvement
- ✓ Community of Practice

- B.** Policy Council – Ms. Fienishia Wash

- C.** Head Start Deputy Director – Ms. Karen Griffith

- ✓ Monthly Head Start Report

D. Head Start Managers

- ✓ Lisa Carr – Family Engagement, Home Base, and ERSEA Services
- ✓ Megan Lamb – School Readiness, Special Education, and Mental Health Services
- ✓ Vacant – Health, Oral Health, Nutrition, Food Services, Quality Assurances and On-going Monitoring
- ✓ Betsy Uda – Safe Environments, Facilities, and Licensing

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DISTRIBUTION DATE: Wednesday, November 13, 2024

Parent Advisory Committee meeting hosted by:
Royal Jones (Chair), Jessica Mitchell (Secretary), Lizeth Ortiz (Treasurer)

ROLL CALL

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

- ☐ Vacant, 16th Avenue Head Start
- ☐ Vacant, Alder Grove Early Learning Center
- ☐ Vacant, Alder Grove I/T Head Start
- ☐ Vacant, Bannock Creek Head Start
- ☐ Vacant, Bret Harte Head Start
- ☐ Vacant, Bright Beginnings Head Start
- ☐ Vacant, Capital City Head Start
- ☐ **Lizeth Ortiz, CP Huntington Head Start**
- ☐ Vacant, Crossroad Gardens Head Start
- ☐ Vacant, Dudley Head Start
- ☐ **Jessica Mitchell, Secretary, Early Head Start (Home Base)**
- ☐ **Royal Jones, Chair, Early Head Start (Home Base)**
- ☐ Vacant, Elkhorn Head Start
- ☐ Vacant, Florin Head Start
- ☐ Vacant, Franklin Head Start
- ☐ **Armonie Martin, Freedom Park Head Start**
- ☐ Vacant, Freeport Head Start
- ☐ Vacant, Fruitridge Head Start
- ☐ Vacant, Galt Head Start
- ☐ Vacant, Grizzly Hollow
- ☐ Vacant, Hillsdale Head Start
- ☐ Vacant, Hiram Johnson Head Start
- ☐ Vacant, 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, Marina Vista Early Learning Center
- ☐ Vacant, Mather Head Start
- ☐ Vacant, Nedra Court Head Start
- ☐ Vacant, Norma Johnson Early Learning Center
- ☐ Vacant, North Avenue Head Start
- ☐ **Alexis Garcia, Northview Head Start**
- ☐ Vacant, Parker Head Start
- ☐ Vacant, Phoenix Park Head Start
- ☐ Vacant, Pre-School (Home Base)
- ☐ Vacant, Pre-School (Home Base)
- ☐ Vacant, River Oak Center for Children
- ☐ Vacant, Sacramento County Office of Education
- ☐ Vacant, Sharon Neese Early Learning Center
- ☐ 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, Past Parent Representative**
- ☐ **Khamaria Holleman, Past Parent Representative**
- ☐ **Fienishia Wash, Grandparent Representative**
- ☐ **Dennesha Calhoun, Foster Parent Representative**
- ☐ **Debra Cummings, Parent Ambassador Representative**
- ☐ Vacant, Parent Ambassador Representative

ROLL CALL
(Continued)

Program Year 2023-2024 - New Representatives to be seated

- ☐ Maria Ramirez, 16th Avenue Head Start
- ☐ Naomi Watson, Alder Grove ELC
- ☐ Lizeth Ortiz, CP Huntington Head Start
- ☐ Brittney Irving, Dudley Head Start
- ☐ Sparkles Holloway, Early Head Start (Home Base)
- ☐ Yaneika James, Florin Grammar Head Start
- ☐ Sherrel Williams, Freedom Park Head Start
- ☐ Wanda Thomas-Johnson, Grandparent Representative
- ☐ Jacqueline Russell-Bibb, Hillsdale Early Head Start
- ☐ Avelicia Cruz, Hillsdale Head Start
- ☐ Nakisha Nelson, Marina Vista Head Start
- ☐ Janetta Paiva, North Avenue Head Start
- ☐ Javana Abrussezze, Northview Early Head Start
- ☐ Brenda Sevilla, Northview Head Start
- ☐ Guadalupe Rodriguez, Sharon Neese ELC
- ☐ Omar Smith, Parent Ambassador Representative
- ☐ Aterious Cuffee, Past Parent Representative
- ☐ Le Andra Jones-Villalta, Past Parent Representative
- ☐ Rebekah Chester, Pre-school (Home Base)
- ☐ De'Janee Smith-Marshall, SCOE Early Head Start
- ☐ Cynthia Reynoso, Walnut Grove Early Head Start

Vacant, 16th Avenue Head Start

Vacant, Alder Grove ELC

Vacant, Alder Grove I/T Head Start

Vacant, Bannon Creek Head Start

Vacant, Bright Beginnings Head Start

Vacant, Capital City Head Start

Vacant, Crossroad Gardens Head Start

Vacant, Elkhorn Head Start

Vacant, Florin Grammar Head Start

Vacant, Franklin Head Start

Vacant, Fruitridge Head Start

Vacant, Grizzly Hollow Head Start

Vacant, Hillsdale Head Start

Vacant, Hiram Johnson Head Start

Vacant, Hopkins Park Head Start

Vacant, LaVerne Stewart Head Start

Vacant, Mather Head Start

Vacant, Marina Vista Head Start

Vacant, Nedra Court Head Start

Vacant, Norma Johnson Head Start

Vacant, North Avenue Head Start

Vacant, Parker Head Start

Vacant, Phoenix Park Head Start

Vacant, Pre-school (Home Base)

Vacant, River Oak Center for Children

Vacant, SCOE

Vacant, Sharon Neese ELC

Vacant, Solid Foundation

Vacant, Strizek Park Head Start

Vacant, Walnut Grove Head Start

PAC MEETING ATTENDANCE PROGRAM YEAR 2024-2025

The PAC was seated on November 19, 2024.

COMMITTEE MEMBER	CENTER	11/19	12/17	1/21	2/18	3/18	4/22*	5/20	6/17	7/15	8/19	9/16	10/21
Maria Ramirez S/B 11/19	16A												
Naomi Watson S/B 11/19	AG ELC												
Vacant Seated	AG I/T												
Vacant Seated	BC												
Vacant Seated	BC												
Vacant Seated	BH												
Vacant Seated	BB												
Vacant Seated	CC												
Lizeth Ortiz RS 11/19	CPH												
Vacant Seated	CR												
Brittney Irvine S/B 11/19	D												
Jessica Mitchell Seated 11/21	EHS/HB												
Sparkles Holloway S/B 11/19	EHS/HB												
Royal Jones Seated 11/21	EHS/HB												
Vacant Seated	EL												
Vacant Seated	EL												
Yaneika James S/B 11/19	FG												
Vacant Seated	FA												
Armonie Martin Seated 9/17	FP												
Sherrel Williams S/B 11/19	FP												
Vacant Seated	FPT												
Vacant Seated	FT												
Vacant Seated	G												
Vacant Seated	GH												
Jacqueline Russell-Bibb S/B 11/19	H/EHS												
Avelicia Cruz S/B 11/19	H/PS												
Vacant Seated	HJ												
Vacant Seated	HI												
Vacant Seated	HP												
Vacant Seated	JC												

COMMITTEE MEMBER	CENTER	11/19	12/17	1/21	2/18	3/18	4/22*	5/20	6/17	7/15	8/19	9/16	10/21
Vacant Seated	K												
Vacant Seated	LVS												
Nakisha Nelson S/B 11/19	MV												
Vacant Seated	M												
Vacant Seated	NC												
Vacant Seated	NJ												
Janetta Paiva S/B 11/19	NA												
Alexis Garcia Seated 5/21	NV												
Javana Abrussezze S/B 11/19	NV/EHS												
Brenda Sevilla S/B 11/19	NV/PS												
Vacant Seated	PA												
Vacant Seated	PP												
Rebekah Chester S/B 11/19	PS/HB												
Vacant Seated	PS/HB												
Vacant Seated	RO												
De'Janee Smith-Marshall S/B 11/19	SCOE/EHS												
Guadalupe Rodriguez S/B 11/19	SN												
Vacant Seated	SF												
Vacant Seated	S												
Vacant Seated	SP												
Cynthia Reynoso S/B 11/19	WG												
Debra Cummings Seated 3/19	PAR												
Omar Smith S/B 11/19	PAR												
Dennesha Calhoun Seated 3/19	FPR												
Kahmaria Holleman Seated 11/21	PPR												
Le Andra Jones-Villalta Seated 11/21; RS 11/19	PPR												
Aterious Cuffee S/B 11/19	PPR												
Wanda Thomas-Johnson S/B 11/19	GPR												
Vacant Seated	OGC												

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

- 1. First, call your Alternate(s) to see if they can attend in your place;**
- 2. Second, call Head Start Governance and Parent Engagement Coordinator, Ms. Gaylon Ndiaye, at (916) 263-5662; and**
- 3. Third, please call the PAC Chair, Mr. Royal Jones, at (916) 840-4036, or the Clerk of the Boards, Ms. Anzhelika Simonenkova, at (916) 263-3753.**

**PARENT ADVISORY COMMITTEE - MEETING
ATTENDANCE UPDATE PROGRAM YEAR 2023-2024
(Continued)**

Head Start Center Abbreviations

16A - 16th Avenue
AG ELC - Alder Grove Early Learning Center
AG I/T - Alder Grove Infant/Toddler Center
BC - Bannan Creek
BB - Bright Beginnings
BH - Bret Harte
CC - Capital City
CPH - CP Huntington
CR - Crossroad Gardens
D - Dudley
EHS/HB - Early Head Start/Home Base
EL - Elkhorn
FG - Florin Grammar
FA - Franklin
FP - Freedom Park
FPT - Freeport
FT - Fruitridge
G - Galt
GH - Grizzly Hollow
H - Hillsdale
HI - Hiram Johnson

HP - Hopkins Park
JC - Job Corps
K - Kennedy Estates
LVS - LaVerne Stewart
MV - Marina Vista Early Learning Center
M - Mather
NC - Nedra Court
NJ - Norma Johnson
NA - North Avenue
NV - Northview
PA - Parker Avenue
PP - Phoenix Park
PS/HB - Pre-school/Home Base
RO - River Oak
SCOE - Sacramento County Office of Education
SN - Sharon Neese
SF - Solid Foundation
S - Spinelli
SP - Strizek Park
WG - Walnut Grove

Representative Abbreviations:

CR - Community Representative
FPR - Foster Parent Representative
GPR - Grandparent Representative

OGC - Out Going Chair
PAR - Parent Ambassador Representative
PPR - Past Parent Representative

Attendance Record and Meetings Abbreviations:

***** - Special Meeting
****** - Ethics Training with Policy Council
AE - Alternate Excused
AP - Alternate Present
CD - Child Dropped
E - Excused
NM - No Meeting
PAC - Parent Advisory Committee

PACB - PAC Board Business
R - Resigned
RS - Reseat
S/B - Should be, or should have been (seated)
U - Unexcused
X - Present

CONSENT ITEM I-A

Approval of the Minutes of the October 15, 2024 Regular Meeting

RECOMMENDATION:

Approve the minutes of the October 15, 2024 meeting.

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the October 15, 2024 meeting.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

MINUTES/SYNOPSIS

Sacramento Employment and Training Agency HEAD START PARENT ADVISORY COMMITTEE Regular Meeting

Tuesday October 15, 2024 9:00 a.m.
925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Ms. Mitchell called the meeting to order at 9:06 a.m., read the thought of the day, and called the roll; a quorum was met.

Members Present:

Debra Cummings, Parent Ambassador
Le Andra Jones-Villalta, Past Parent Representative
Dennesha Calhoun, Foster Parent
Kahmaria Holleman, Past Parent Representative
Jessica Mitchell, Early Head Start (Home Base)
Fienishia Wash, Grandparent Representative
Sherrel Williams, Alternate for Freedom Park Head Start

New Members Seated Present: None

New Members to be Seated but Absent:

Brittney Irving, Sharon Neese Early Learning Center (*unexcused*)

Members Absent:

Armonie Martin, Freedom Park Head Start (*excused*)
Alexis Garcia, Northview Head Start (*unexcused*)
Royal Jones, Early Head Start (Home Base) (*excused*)
Lizeth Ortiz, CP Huntington Head Start (*excused*)

I. CONSENT ITEM:

A. Approval of the Minutes of the September 17, 2024 Special Board Meeting

The minutes were reviewed; no questions or corrections.

Moved/Holleman, second/Jones-Villalta, to approve the September 17, 2024, minutes as distributed.

Roll call vote:

Aye: 5 (Wash, Calhoun, Cummings, Jones-Villalta, Holleman)

Nay: 0

Abstention: 2 (Mitchell, Williams)

Absent: 4 (Jones, Garcia, Ortiz, Martin)

II. ACTION ITEMS:

A. Timed Item 9:00 A.M. and Public Hearing

First Reading of Modifications to the Bylaws of the SETA-Operated Head Start/Early Head Start Parent Advisory Committee

Ms. Mitchell opened the public hearing at 9:13 a.m. She reviewed changes to the SETA-Operated Head Start/Early Head Start Parent Advisory Committee (PAC) Bylaws.

There were no comments from the public.

Ms. Mitchell closed the public hearing at 9:14 a.m.

Moved/Jones-Villalta, second/Cummings, to approve the first reading of the modifications to the PAC Bylaws of the SETA-Operated Head Start/Early Head Start.

Roll call vote:

Aye: 5 (Wash, Calhoun, Cummings, Jones-Villalta, Holleman)

Nay: 0

Abstention: 2 (Mitchell, Williams)

Absent: 4 (Jones, Garcia, Ortiz, Martin)

B. Approval of the Naloxone Policy and Procedure

Ms. Lynnette Blaney introduced herself and reviewed the item. She advised that due to rising incidents of opioid overdoses in Sacramento County and out of concern for children's exposure and accidental overdoses due to opioids, SETA has been encouraged to make Naloxone available in the classrooms. Staff receives training during CPR/First Aid, in-service, and orientation.

Moved/Jones-Villalta, second/Wash, to approve Sacramento County Naloxone Policy and Procedure.

Roll call vote:

Aye: 5 (Wash, Calhoun, Cummings, Jones-Villalta, Holleman)

Nay: 0

Abstention: 2 (Mitchell, Williams)

Absent: 4 (Jones, Garcia, Ortiz, Martin)

C. Election of Parent Advisory Committee Vice Chair and Parliamentarian for Program Year 2023-2024

Moved/Wash, second/Holleman, to table the election of Parent Advisory Committee Vice Chair and Parliamentarian to the next meeting.

Roll call vote:

Aye: 5 (Wash, Calhoun, Cummings, Jones-Villalta, Holleman)

Nay: 0

Abstention: 2 (Mitchell, Williams)

Absent: 4 (Jones, Garcia, Ortiz, Martin)

D. Selection of Representatives and Alternates to Attend the National Head Start Association Parent and Family Engagement Conference

Ms. Mitchell reviewed the item.

Moved/Wash, second/Jones-Villalta, to table the selection of three (3) Representatives and three (3) Alternates to attend the National Head Start Association Parent and Family Engagement Conference to the next meeting.

Roll call vote:

Aye: 5 (Wash, Calhoun, Cummings, Jones-Villalta, Holleman)

Nay: 0

Abstention: 2 (Mitchell, Williams)

Absent: 4 (Jones, Garcia, Ortiz, Martin)

E. Election of SETA-Operated Representatives and Alternates to the Policy Council for Program year 2023-2024

Ms. Mitchell reviewed the item.

Moved/Jones-Villalta, second/Cummings, to table the election of three (3) representative positions and five (5) alternate positions to the next meeting.

Roll call vote:

Aye: 5 (Wash, Calhoun, Cummings, Jones-Villalta, Holleman)

Nay: 0

Abstention: 2 (Mitchell, Williams)

Absent: 4 (Jones, Garcia, Ortiz, Martin)

F. Election of Parent Advisory Committee Parent Ambassador and Alternate for Program Year 2023-2024

Ms. Mitchell reviewed the item.

Moved/Wash, second/Holleman, to table the election of Parent Advisory Committee Parent Ambassador and Alternate to the next meeting.

Roll call vote:

Aye: 5 (Wash, Calhoun, Cummings, Jones-Villalta, Holleman)

Nay: 0

Abstention: 2 (Mitchell, Williams)

Absent: 4 (Jones, Garcia, Ortiz, Martin)

III. INFORMATION ITEMS:

A. Standing Information Items

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

Mr. Han reviewed the fiscal report for the second month, which ended September 30, in the 2024-2025 program year. He advised that total Head Start Year-to-Date expenditures are at 15.4%. The Non-Federal Share Year-to-Date expenditures are at 0.3% due to processing time. SETA is at 11.8% for Administrative expenditure, below 15% maximum. The SETA Operated Programs Expenditures Head Start and

Early Head Start reports were reviewed. The travel (out-of-state) category is high due to multiple conferences at the beginning of the new Program Year. The substitutes category continues to be higher than expected to meet staffing needs. The funds of the American Rescue Plan Act (ARP) and the Corona Virus Response and Relief Supplemental Appropriation Act (CRRSA) were reviewed. The American Express and CitiBank credit card statements didn't reveal anything not ordinary.

Mr. Han reviewed the state funding report and advised that for both the California State Preschool Program (CSPP) and General Child Care and Development (CCTR), SETA is still in a hold harmless year and should expect to earn either the lesser of the expenditures or the Maximum Reimbursement Amount (MRA).

Ms. Jones-Villalta requested that the classrooms' food menus be provided once finalized.

- Health Service Advisory Committee (HSAC) Report:
Ms. Lema introduced herself and advised the Board that the annual HSAC event is at the SETA Administrative building tomorrow, October 16, 2024, from 9:00 a.m. to 12:00 p.m. The theme is "All Emotions Are Welcome", focusing on the mental health aspect of Head Start and Early Head Start programs.
- Community Resources – Parents/Staff
Ms. Jones-Villalta reviewed the community resources provided in the packet.

B. Head Start Policy Council Minutes for August 27, 2024: No questions

IV. COMMITTEE REPORTS:

- Executive Committee
The next meeting date and time are to be determined.
- Budget/Planning Committee
The next meeting will be held on Tuesday, November 12, 2024, at 1:00 p.m., at the SETA Administrative building.
- Parent Ambassador Committee
The next meeting date and time are to be determined.
- Social/Hospitality Committee
The next meeting will be held on Friday, October 18, 2024, at 10:00 a.m., at the SETA Administrative building.
- Personnel/Bylaws Committee
There are no future meetings scheduled at this time.

V. OTHER REPORTS:

- A.** Chair:
Ms. Mitchell reported on behalf of Mr. Jones. She advised that the Never Whisper Justice Council drafted Mr. Jones to participate in the interview panel and share his experience from engaging in the Community of Practice for Supporting the School Readiness and Success of Young African-American Boys initiative with all the other agencies while attending the conference in Hawaii. He will provide the report at the next meeting.

B. Policy Council

Ms. Wash advised that the next Policy Council regular meeting will be held on Tuesday, October 22, 2024, at 9:00 a.m., at the SETA Board Room.

C. Head Start Deputy Director:

Ms. Griffith congratulated the Board on the successful BBQ Parent Ambassador event. She reported that on October 10, 2024, she attended an Office of Head Start (OHS) Roundtable in San Francisco; the National OHS Director presented the recently released new performance standards and their implications on the programs. The key topics included the requirement to increase mental health services to adults and children, enhance safety and supervision protocols, including reporting incidents to the National OHS, and quality improvement, such as reducing the caseload of Family Service Workers to forty (40) cases. Additionally, it was emphasized that by 2031, programs must ensure that their teaching staff has parity with public school preschool teachers or achieves 90% of kindergarten standards. However, no known additional funding is expected, and programs may get smaller nationally to meet these standards.

Ms. Griffith also mentioned that SETA collaborates with the OHS Training and Technical Assistance unit to review and simplify current policies and procedures.

Furthermore, she announced that the Annual Delegates and Partners Kick-Off event will take place on October 30, 2024. At this event, the Regional Program Manager for Region IX, Ms. Maureen Burns Vermette, and the Program Specialist, Ms. Dow-Jane Pei, will also present on performance standards. The keynote speaker, Ms. Dana Staser, will return to ensure the implementation of the goals and action plans identified last year.

D. Head Start Managers

- ✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services:
Ms. Veronica Jones introduced herself and, on behalf of Ms. Carr, presented on the Final Rule Adjustment for Excessive Housing Cost and calculation tool. The presentation is attached to these minutes.

In response to Ms. Sherrel Williams's questions, Ms. Griffith stated that during the grant planning process, the current slots may be shifted to ensure that heavily populated areas receive the needed service. However, no expansion of the Head Start program is anticipated.

- ✓ Megan Lamb - School Readiness, Special Education, and Mental Health Services:
Ms. Lamb advised that she is working with the Intervention Specialist Coordinator to identify different fidgets and sensory-related materials for the Coffee Break fidget boxes that SETA plans to implement at the sites in the near future. The goal is to offer different ways of de-escalation or meditation options in moments of need that can be housed and easily accessible at the sites.

Ms. Lamb acknowledged that substitute teachers' levels are higher than last month due to vacancies, medical and family leaves, retirements, delays in the onboarding process, and career opportunities taken by teaching staff in different fields. Substitute teacher requests are being tracked and analyzed to find alternative ways to resolve staffing shortage issues as the number of qualified candidates applying decreases. SETA continues its collaboration with different community partners and

colleges to get more teachers into SETA's classrooms. The Parent Volunteers help greatly but cannot be counted for the children-teacher ratio.

- ✓ Vacant – Health, Oral Health, Nutrition, Food Services, Quality Assurance, and On-going Monitoring:
Ms. Lema advised that SETA continues its long-standing partnership with Elica Health Centers, which will soon provide dental screenings and dental treatments at fifteen (15) Head Start/Early Head Start centers capable of accommodating such a large mobile van clinic. The dental screening provided will suffice the dental exam requirement. Parents will be required to sign a consent form.
- ✓ Betsy Uda – Safe Environments, Facilities, and Licensing:
Ms. Uda introduced herself and provided the following updates:
 - The new roof installment is about to be completed at the Job Corps center.
 - The sidewalk concrete and the floors in the lobby is being replaced at Hopkins Park center to resolve the problem with drainage and flooding in the lobby ahead of the rainy season.
 - The recent Policy and Procedure for Visitors at the centers was implemented. It includes designated sign-in area, identification process, and visitor badge issuance.
 - The Quality Assurance unit continues to monitor Delegate sites and identify areas that need additional training and support.

Ms. Jones-Villalta requested to tour Facilities warehouse. Ms. Uda will plan and advise at the next meeting.

VI. CENTER UPDATES:

A slideshow of pictures featuring the recent Parent Ambassador BBQ event was presented. Board members shared their positive feedback about the gathering and expressed a desire to have such events in the future. The Board expressed their gratitude to Ms. Ndiaye for her leadership and support. In response, Ms. Ndiaye thanked all the Board members, staff, facilities team, and everyone else who played a part in making the event a success.

VII. DISCUSSION: None

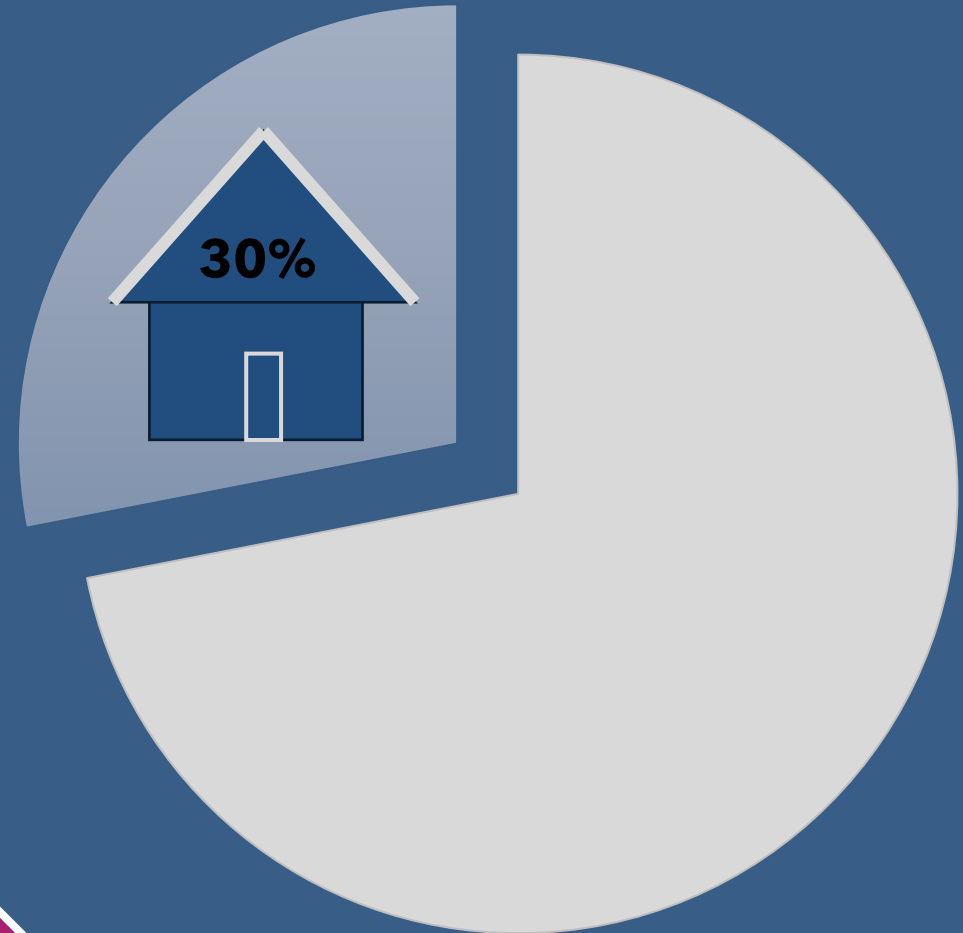
VIII. PUBLIC PARTICIPATION: None

IX. ADJOURNMENT: The meeting adjourned at 10:31 a.m.

Note: The minutes reflect the actual progression of the meeting.

FINAL RULE

ADJUSTMENT FOR EXCESSIVE HOUSING COST



2024 FAMILY INCOME GUIDELINES FOR HEAD START

Family Size	Income Eligible Monthly	Income Eligible Annual	*130% Monthly Income	*130% Annual Income
1	1,255.00	\$15,060	1,631.50	19,578
2	1,703.33	\$20,440	2,214.33	26,572
3	2,151.67	\$25,820	2,797.17	33,566
4	2,600.00	\$31,200	3,380.00	40,560
5	3,048.33	\$36,580	3,962.83	47,554
6	3,496.67	\$41,960	4,545.67	54,548
7	3,945.00	\$47,340	5,128.50	61,542
8	4,393.33	\$52,720	5,711.33	68,536

FOR FAMILIES/HOUSEHOLDS WITH MORE THAN 8 PERSONS, ADD \$5,380 FOR EACH ADDITIONAL PERSON.



PROGRAMS CAN NOW DEDUCT HOUSING EXPENSES OVER 30% OF A FAMILY'S INCOME

Family size: 5

Hourly Wage: \$27.10

Works Schedule: 40 hours a week

For a of Family 5 Federal Poverty Guideline: \$36, 580

CALCULATION TOOL

FAMILY INFORMATION

Family Name	Doe Family
Family ID	17545

TOTAL ELIGIBILITY INCOME

Type in Total Eligibility Income from ChildPlus	\$52,050.00
Total Monthly Income	\$4,337.50

HOUSING	Enter the Cost	Per
Mortgage or rent	\$1,750.00	Month
Property taxes	\$0.00	Year
Electricity	\$260.00	Month
Gas	\$50.00	Month
Water and sewer	\$50.00	Month
Insurance	\$15.00	Month
Waste removal	\$50.00	Month
Other	\$0.00	Month
Total Monthly Costs	\$2,175.00	

ADJUSTED INCOME INFORMATION

PERCENTAGE OF INCOME SPENT ON HOUSING	50%
DOLLAR AMOUNT OVER 30%	\$873.75
NEW INCOME AFTER ADJUSTMENTS (MONTHLY)	\$3,463.75
NEW INCOME AFTER ADJUSTMENTS (ANNUAL)	\$41,565.00



2024 FAMILY INCOME GUIDELINES FOR HEAD START

Family Size	Income Eligible Monthly	Income Eligible Annual	*130% Monthly Income	*130% Annual Income
1	1,255.00	\$15,060	1,631.50	19,578
2	1,703.33	\$20,440	2,214.33	26,572
3	2,151.67	\$25,820	2,797.17	33,566
4	2,600.00	\$31,200	3,380.00	40,560
5	3,048.33	\$36,580	3,962.83	47,554
6	3,496.67	\$41,960	4,545.67	54,548
7	3,945.00	\$47,340	5,128.50	61,542
8	4,393.33	\$52,720	5,711.33	68,536

FOR FAMILIES/HOUSEHOLDS WITH MORE THAN 8 PERSONS, ADD \$5,380 FOR EACH ADDITIONAL PERSON.

CALCULATION TOOL

FAMILY INFORMATION

Family Name	Doe Family
Family ID	17545

TOTAL ELIGIBILITY INCOME

Type in Total Eligibility Income from ChildPlus	\$32,000.00
Total Monthly Income	\$2,666.67

HOUSING	Enter the Cost	Per
Mortgage or rent	\$600.00	Month
Property taxes	\$0.00	Year
Electricity	\$50.00	Month
Gas	\$50.00	Month
Water and sewer	\$50.00	Month
Insurance	\$0.00	Month
Waste removal	\$50.00	Month
Other	\$0.00	Month
Total Monthly Costs	\$800.00	

ADJUSTED INCOME INFORMATION

PERCENTAGE OF INCOME SPENT ON HOUSING	30%
DOLLAR AMOUNT OVER 30%	\$0.00
NEW INCOME AFTER ADJUSTMENTS (MONTHLY)	FALSE
NEW INCOME AFTER ADJUSTMENTS (ANNUAL)	FALSE





FINAL RULE

SUPPORTING CONSISTENT QUALITY PROGRAMING

1302.13 Modernizing Recruitment

- A program must include modern technologies to encourage and assist families in applying for admission to the program, and to reduce the family's administrative and paperwork burden in the application and enrollment process.

1302.14 (a)(6)Children of Staff Members

- A program may consider the enrollment of children of staff members as part of the selection criteria in paragraph (a)(1) of this section.

ACTION ITEM II-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

RECOMMENDATION:

Open a public hearing, hear any additional testimony, close the public hearing, and approve the amendments to the PAC Bylaws as attached.

BACKGROUND:

The Personnel/Bylaws Committee 2023-2024 met during the program year to review and recommend revisions to the Bylaws of the SETA-Operated Head Start/Early Head Start Parent Advisory Committee.

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

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

BYLAWS

FOR THE

SETA HEAD START/EARLY HEAD START

PARENT ADVISORY COMMITTEE

PAC First Reading: 10/15/2024
PAC Final Approval:

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**BYLAWS
FOR THE SETA HEAD START/EARLY HEAD START PARENT
ADVISORY COMMITTEE**

Article I

Name

This committee shall be named the SETA Head Start/Early Head Start Parent Advisory Committee, hereinafter referred to as the PAC. Head Start and Early Head Start shall be referred to as HS and EHS.

SECTION 1: Definition of

Parents

Head Start parent means a Head Start child's mother or father, other family member who is a primary care giver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree [in accordance with the Head Start Performance Standards, 45CFR 1305.2. All future reference of parents will be defined as such.

Article II

Purpose, Powers, and Functions

SECTION 1: Purpose

The purpose of the PAC shall be to promote the objectives of the HS/EHS Child Development Program of the SETA Grantee Operated Head Start Program (referred to as SOP), State of California, as established by the Federal Economic Opportunity Act of 1964, as amended. The purpose of the PAC shall include, but not necessarily be limited to:

- A. Serve as a link between public and private organizations, the Grantee Policy Council, and the community it serves.
- B. Have the opportunity to initiate suggestions and ideas for program improvements and to receive a report on action taken by the administering agency with regard to its recommendations.
- C. Plan, coordinate, and organize activities for parents involved in the SOP with the assistance of staff, and ensure funds that are set aside from program budgets are used to support parent activities.

- D. Assist in communicating with parents and encourage their participation in the SOP to ensure that they understand their rights, responsibilities and opportunities in HS and EHS.
- E. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- F. Administer the Parent Activity funds for the SOP.

SECTION 2: Powers, Duties, and Functions

The PAC shall exercise all such powers, duties, and functions as granted to it, by the Policy Council.

- A. Individual members, shall not engage in any activities or assume any such powers, duties or functions that are contrary to or in conflict with state and federal law or applicable administrative regulations specifically including, but not limited to, the guidelines, regulations, or policies established by the Federal Department of Health and Human Services (DHHS), and the Administration for Children, and Families (ACF), SETA and the goals and objectives of the HS/EHS Program.
- B. The functions of the PAC, in partnership with staff and all other persons responsible, are as follows:
 - 1. Development and operation of all program content areas, including curriculum in the SOP.
 - 2. Assisting in carrying out SOP classroom activities.
 - 3. Planning, conducting, and participating in all programs and activities for SOP parents and staff.
 - 4. Participating in recruitment and screening of SOP employees (this function is contingent upon annual delegation from the Policy Council).
 - 5. Planning, developing, and ratifying the SOP Budget prior to final approval by the Policy Council (in reference to the Policy Council Bylaws).
 - 6. PAC reimbursements for reasonable expenses incurred by members conducting PAC business

Article III

Membership

SECTION 1: Election of Members

As outlined in Article III, Section 2, the PAC shall consist of elected voting representatives from SOP HS/EHS Early Learning center classrooms, SOP Home Base, EHS/Home Base Options, and Community Representatives, elected by the PAC. The Outgoing PAC Chair shall have a reserved seat.

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

SECTION 2: Members

The membership of the PAC shall consist of:

A. SOP Parent Representatives

Parent Representatives must be a parent of a child/children currently enrolled in the SOP Head Start program.

1. One (1) voting Representative elected per HS/EHS SOP center.
2. Two (2) voting Representatives elected from the SOP Home Base Program.
3. Two (2) voting Representatives elected from the SOP EHS/Home Base Program.

B. Partner Representatives

4. One (1) voting Representative elected from EHS Home Based Partnership (River Oak)
5. One (1) voting Representative elected from EHS Home Based Partnership (SCOE)

C. Community Representatives

Additional PAC members shall include:

1. Four (4) voting Community **Agency** Representatives shall be elected by the PAC. **There shall be four (4) Alternates for Community Agency Representatives.**

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

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

SECTION 3: Policy Council Members

Six (6) SOP PAC Representatives and six (6) Alternates shall be elected to the Policy Council. Representatives must be a parent of a child/children currently enrolled in the SOP Head Start program. Partner Representatives are not eligible to hold an SOP PAC Representative seat on the PC.

SECTION 4: Alternates

Each SETA HS/EHS center holding membership on the PAC shall have a minimum of one Alternate. The Alternate(s) shall be elected in the same manner as the center Representative.

- A. Upon recognition of his or her status by the PAC Chair, an Alternate may be seated as a voting member of the PAC during the temporary absence of the elected Representative for whom he or she serves as an Alternate. However, an Alternate may not hold an office.
 1. A Representative missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings

(regular/special, excused or unexcused) will automatically be removed and replaced by the Alternate.

2. The Alternate who attends meetings on behalf of an absent Representative will be recorded as Alternate Present (AP). An Alternate's AP attendance will not count as "present" for the Representative.
 - a. The Alternates' excused absence shall be recorded as Alternate Excused (AE) and Alternate Unexcused recorded as (AU).
 - b. For the policy on Alternate attendance reference Article III: Membership, Section 8.A: Absences.
 - c. An Alternate who does not attend a PAC meeting shall receive an attendance letter from the Clerk of the Boards.
 3. In the event an Alternate does not cast a vote during the program year, Alternate will not have served as a PAC Representative and term is not counted.
- B. Alternates are encouraged to attend meetings of the PAC on the same regular basis as members. However, the Alternate will not receive a reimbursement if the Alternate is not replacing the Representative.
- C. Should the Representative member be unable to fulfill their term of office, the first Alternate shall automatically serve in that capacity with all rights and privileges.
- D. Alternates are excluded from attending the following conferences: The National Head Start Association (NHSA) Parent Training Conference, the Region IX Head Start Association Annual Conference/Training, and the California Head Start Association (CHSA) Conference.

SECTION 5: Other Provisions

- A. By a two-thirds (2/3) vote of members present and voting, the PAC may establish and select additional voting members who shall serve as community members of the PAC.
- B. At least 51% of the voting membership of the PAC shall consist of parents whose children are currently enrolled in the program.
- C. Additional members may be added to ensure all program center options are proportionally represented on the PAC.
- D. No SETA HS/EHS or Delegate Agency staff (or member of their immediate

families) shall serve on the PAC except parents who occasionally substitute for regular HS or EHS staff. Occasional subbing is defined as once a week and/or not to exceed four (4) consecutive days in a month.

- E. Members holding a seat (member who has not been re-elected/replaced) at the Annual PAC meeting shall not be elected to represent PAC on the PC.
- F. Members who currently have a child/children currently enrolled in the HS/EHS program shall be eligible for election to represent the PAC on PC.

~~SECTION 6: California Head Start Association (CHSA) Representative/Alternate~~

~~If requested by CHSA, one Representative and one Alternate shall be elected by the PAC to serve as the Parent Representative to the California Head Start Association. Representative/Alternate must be a current parent. This is a two (2) year term limit.~~

SECTION 7: Term of Office

The term of each member shall be for one (1) program year, and said person may not serve more than five (5) program years. During the term of office, present members (and Alternates) shall serve in that capacity until one of the following situations occur: the Representative's voluntary termination; a new Representative from the center/program they currently represent is seated; the Representative is removed per Section 6A; or the Representative is termed out. Until such occurrence, Representatives must continue to represent the center or agency they were chosen to represent. **The serving members representing Early Head Start (EHS) program options whose child aged out should continue until the end of one (1) program year term unless declined.**

SECTION 8: Attendance

It is each center Representative's responsibility to attend all PAC meetings and parent center meetings on a regular basis. If a member is unable to attend any PAC meeting, that member must notify: the Alternate and the Governance/Parent Engagement Coordinator, PAC Chair or the Clerk of the Boards.

A. **Absences:**

Any member or Alternate missing two (2) consecutive meetings without an excused absence or missing a total of three (3) meetings (regular or special) excused/unexcused will be automatically removed. An excused absence shall include but not be limited to sickness or death in the family. A member requesting an excused absence must call prior to the meeting: the Alternate, if the Alternate is known, and the Governance/Parent Engagement Coordinator, PAC Chair or the Clerk of the Boards.

B. **Reinstatement:**

The Representative or agency/group may request that a member who has been removed due to absences be reinstated in the event the Alternate declines. This request must be in writing and submitted to the Chair and Governance/Parent Engagement Coordinator within ten (10) calendar days. It is the final decision of the PAC Executive Committee whether any Representative shall be reinstated.

1. If a member holding an Executive office is reinstated, member is not reinstated to their Executive position.

C. **PAC Business:**

Members conducting PAC business and not at the PAC meeting, shall be neither present nor absent, but rather identified as PAC.

D. **Punctuality:**

Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless approved by the Chair or Governance/Parent Engagement Coordinator.

Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Boards accordingly.

E. **Quorum:**

For purposes of transacting the business of the PAC at any annual, regular, special, or emergency meeting, a quorum of the PAC shall be 41% of the current membership.

SECTION 9: Removal

A PAC Representative may be removed by two-thirds (2/3) vote of all members present and voting whenever, in the judgment of the committee, the best interest would be served. Action to remove a member must be on the agenda.

Article IV

Meetings

SECTION 1: Meetings

The PAC shall hold annual, regular, and special meetings.

A. **Annual Meeting**

The annual meeting of the PAC shall be held in November of each year.

B. **Regular Meetings**

Regular meetings of the PAC shall be held on the third Tuesday of each month at ~~9:00 a.m.~~ **10:00 a.m.** at the Administrative Office Board Room, unless notice is otherwise provided. **Those who are not voting members shall be allowed to join via Zoom. The Zoom invitation will be provided at least 72 hours before the meeting.**

C. **Special Meetings**

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

SECTION 2: Meeting Notice

Meeting notices shall include an agenda for the next meeting and PAC members shall be provided with the minutes of the preceding (annual, regular, special or emergency) meeting notification as indicated below:

A. **Annual and Regular Meetings**

Notice of annual and regular meeting of the PAC shall be in writing and provided to all members of the PAC and posted at least seventy-two (72) hours in advance of the meeting as required by the Ralph M. Brown Act. Staff shall endeavor to postmark such notice at least five (5) calendar days prior to the meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied.

B. **Special Meetings**

Members of the PAC must be notified in writing of special meetings not less than twenty-four (24) hours prior to any special meeting. Staff shall endeavor to provide such notice at least seventy-two (72) hours prior to any special meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied. No other business or discussion may be transacted or entertained at a special meeting of the PAC, excepting that business and/or discussion for which the special meeting was called.

C. **Emergency Meetings**

The PAC may hold emergency meetings as defined in the Ralph M. Brown Act without complying with the notice provisions of either Section 2A or Section 2B

of this Article IV, provided that the PAC determines that an emergency situation as defined by the Ralph M. Brown Act exists.

D. Committee Meetings

Members of the PAC must be notified in writing of committee meetings. Notice of regularly scheduled meetings shall be provided in compliance with section 2A and 2B, above, shall be delivered personally, or by mail, and shall be received at least twenty-four (24) hours before the time of such meeting as specified in the notice.

Any member missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/unexcused will be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PAC business. A member requesting an excused absence must call the PAC Chair, Governance/Parent Engagement Coordinator or the Clerk of the Boards and request an excused absence prior to the meeting.

E. Mailing Address

1. Notices to all meetings of the PAC shall be in writing and delivered personally, or by mail, to the PAC members' address, as recorded in the PAC records. Representatives, Alternates, and Community members shall be personally responsible for the accuracy of mailing address.
2. Updated contact information should be submitted to the Governance/Parent Engagement Coordinator or Clerk of the Boards within ten (10) calendar days of change.

SECTION 3: Meeting Reimbursement

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

Community Representatives may be eligible for reimbursement in instances where they are not on paid status in accordance with OHS Performance Standards.

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

- A. Members will receive reimbursement for the actual cost of child care (not to exceed \$60 in a 24-hour day, when attending conferences, workshops, trainings, orientation, Parent Leadership Institute or participation in the

Agency hiring process) to be in alignment with PC/PAC Reimbursement Policies and Procedures. Additionally, mileage/transportation will be provided for attending required meetings/obligations listed below:

1. PAC (regular, annual, emergency and special meetings)
 2. Interview/screening/exam panels
 3. Standing Committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Social/Hospitality, Parent Ambassador)
 4. Office of Head Start (OHS) Monitoring Protocol Training/Review (reimbursement for training received after completion of first review – Monitoring/Evaluation Committee) and Program Self Assessment
 5. Program Area Committees
 6. Health Services Advisory Committee (HSAC)
 7. Ad Hoc (special) Committee Meetings
 8. Governing Board meetings (only applies to the Chair or an Executive Officer in the absence of the Chair)
 9. Food Services Committee
 10. Workforce Development Board and Committee Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
- B. Member/Alternates who are a spouse or significant other will not each receive reimbursement.
- C. Members will receive only one reimbursement per day, unless they left and went home/work for two (2) or more hours and is required to come back for another meeting. Members will only receive reimbursement for mileage for that meeting. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if a meeting or meetings exceed four (4) hours.

SECTION 4: Rules of Procedures

- A. The PAC shall conduct all meetings, regular, annual, special, or emergency in conformance with the Ralph M. Brown Act, California Government Code, Section 54950, et. seq.
- B. Except as specifically provided herein, Roberts Rules of Order¹ shall govern procedures in all meetings of the PAC. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these bylaws or Roberts Rule of Order, if a special meeting is called because a regular meeting has been canceled or because a quorum is unavailable at a regular meeting, any matter properly considered at a regular meeting may be considered at the special meeting, provided that all notice, quorum and meeting requirements of this Article IV regarding special meetings have been met.

SECTION 5: Nominations/Elections

PAC members or candidates must be present to be nominated or elected. However, if PAC member is absent due to PAC business, the member may be nominated or elected.

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

SECTION 6: Voting

Each PAC member has one vote which cannot be cast by proxy. In the event of a conflict of interest, affected members shall, consistent with the California Political Reform Act, disclose the existence of the conflict and shall neither participate in the deliberations regarding, nor vote on, the matter. Actions of the PAC may be taken only by a majority vote of all the members of the PAC, provided that any abstentions shall be counted as votes with the majority of those members actually voting. If a member has not voted because of disqualification due to a conflict of interest, that fact shall be noted in the minutes, and his/her vote shall not be recorded either as an affirmative vote, a negative vote or an abstention.

Article V

Officers

SECTION 1: Officers

The officers of the PAC shall be the Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

SECTION 2: Election and Term of Office

- A. Officers of the PAC shall be elected at the next regularly scheduled meeting following the annual PAC meeting by a plurality vote of the PAC members present and voting, providing a quorum is present. Officers shall take office immediately following the election.
- B. All PAC members are eligible to run for an Office/Officer position except members holding a seat. The Executive Committee must have at least three members who are parents of child/children currently enrolled in the HS/EHS, Home Base Option.
- C. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office.

SECTION 3: Duties of Officers

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

- A. The Chair of the PAC shall preside over all meetings of the PAC and implement all policies and programs of the PAC. The Chair shall act as the official agent of the PAC in all matters relating to the PAC, and shall be the chief spokesperson and public relations officer for the PAC. The Chair shall have the power to appoint, both in and out of the PAC, any additional positions as needed with ratification of the PAC. The Chair shall represent the PAC at the National Head Start Parent Association Conference. The Chair shall be an ex-officio member of all committees and shall represent the PAC at all Governing Board meetings, but shall adhere to the provisions of Article IV, Meetings; Section 3, as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PAC in the absence of the Chair, and shall have all delegated powers. The Vice Chair will assume position of Chair if seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.
- C. The Secretary shall call the roll, keep a record of the current and preceding minutes at each meeting, and record resolutions or motions 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.
- D. The Treasurer shall work with staff and the PAC Secretary and keep such records, files and accounts as may be necessary to expedite PAC's business. The Treasurer shall be a member of the Social/Hospitality Committee, and the Parent Ambassador Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to Parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

SECTION 4: Vacancy

In the event an officer is unable to perform his/her duties, including failure to learn and/or comply with the rules governing PAC (Bylaws, Brown Act, Robert's Rules of Order), or failure to act in the best interest of the committee; the PAC Chair shall

appoint an interim officer until the officer returns to duty or is replaced at the next regularly scheduled meeting. The appointment must be made from among the membership of the PAC.

- A. In the event of a vacancy in the position of Chair, the Vice Chair becomes Chair until the next regular election in December.
- B. In the event of a vacancy in any other office, an election shall take place at the next regular, annual or special meeting of the PAC.

Article VI

Committees

The quorum of the PAC shall be 41% of the committee membership. Membership is determined by the selection of the PAC. No committee meeting shall have a majority of PAC members present without proper public notice. Reference page Article III, Membership, Section 6, Attendance, A. Absences, for Standing and Program Area Committee meeting attendance.

Any member missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/unexcused will be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PAC business. A member requesting an excused absence must call the PAC Chair, Governance/Parent Engagement Coordinator or Clerk of the Boards and request an excused absence prior to the meeting.

SECTION 1: Standing Committees

There is, hereby, created standing committees of the PAC. The following are standing committees: Executive, Budget/Planning, Personnel/Bylaws, Social/Hospitality, and Parent Ambassador.

- A. **Executive Committee**
The Executive Committee shall be comprised of all elected officers (per Article V of these By-laws). The Executive Committee shall perform the powers, duties, and functions of the PAC in emergency situations when the PAC cannot be convened or quorum cannot be obtained and such other powers, duties, and functions, as deemed necessary, be established by the PAC. The meeting may be called by the PAC Chair, the Children & Family Services Deputy Director, the SETA Executive Director, or the SETA Governing Board. The committee shall report to the full PAC, in writing, all actions for ratification at the next meeting.
- B. **Budget/Planning Committee**

Budget/Planning Committee shall be comprised of the Treasurer and other Representatives who shall be selected by the PAC promptly after each annual meeting. This Committee shall review all HS/EHS budgets and modifications for the HS/EHS funding year and submit their review to the full PAC for approval. In addition, this Committee shall have input on program design and operations and long- and short-term planning goals and objectives. It is recommended that all HS/EHS budget modifications and amendments be approved by the PAC prior to Policy Council approval. A monthly fiscal report shall be provided to the full PAC on the fiscal status of the HS/EHS budget. It shall be the duty of this committee to oversee the expenditures of the PAC and to report the acquired and expended amount of money to the full PAC.

C. **Personnel/Bylaws Committee**

The Personnel/Bylaws Committee shall be comprised of the Parliamentarian and Representatives. They shall be selected by the PAC promptly after each annual meeting. It shall be the duty of this committee to deal with all personnel matters and recommend any changes in Bylaws to the full PAC.

D. **Social/Hospitality Committee**

The Social/Hospitality Committee shall be comprised of the Secretary, Treasurer and Representatives selected by the PAC promptly after each annual meeting. The primary duty of this committee shall be to report to the full PAC all social activities.

E. **Parent Ambassador Committee**

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

SECTION 2: Program Area Committees

There is hereby created Program Area Committees of the PAC. The following are Program Areas: Early Childhood Development and Health Services, Parent, Family and Community Engagement, Monitoring and Evaluation.

- ♦ **Early Childhood Development and Health Services Committee** shall be comprised of one (1) staff and representatives who shall plan and review the Early Childhood Development and Health Services program content area and participate in curriculum/instruction and health and safety.
- ♦ **Parent, Family and Community Engagement Committee** shall be

comprised of one (1) staff and Representatives who shall plan and review the Parent, Family and Community Engagement Committee program area.

- ♦ **The Monitoring and Evaluation Committee** shall be comprised of one (1) staff and the Committee of the Whole who shall plan, review and oversee program.
- ♦ **The Food Services Committee** shall be comprised of one (1) staff and Representatives who shall plan, review and oversee program food service.

PAC Representatives shall select at least two (2) Program Area committees to serve on as described above. Special circumstances may be excused by the Chair.

SECTION 3: Special Committees

When necessary to carry on the work of the PAC, other committees, such as Ad Hoc (special committees), shall be appointed by the Chair. Such committee must have a purpose and time frame for committee appointment. All elected committee meeting members attending approved special committee meetings will receive the standard reimbursement.

A report will be provided to the full PAC.

Article VII

Reports

SECTION 1: Reports

The following reports shall be provided to the PAC monthly. The purpose of reports is to maintain control of program quality and program accountability:

- ✓ Fiscal Reports (Budget Reports)
- ✓ Corporate Card Statement of Accounts (Credit Card Expense Report)
- ✓ USDA Meal/Snacks Report - Child and Adult Care Food Program (CACFP) Report SOP
- ✓ Program Information Summaries (Monthly Head Start Report)
- ✓ Sacramento County HS/EHS Program Enrollment Report
- ✓ Monthly Average Daily Attendance Report

Article VIII

Bylaws Amendment

These Bylaws may be amended by a two-thirds (2/3) vote of the membership of the PAC present and voting, providing that:

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PAC. Proposals to amend these Bylaws must originate at least four full calendar weeks prior to the final voting and acceptance or rejection of the proposals.
- C. Written notice of the intention to amend these Bylaws be forwarded to members of the PAC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.
- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voting upon, and further, that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place except at a regular, annual or special meeting of the PAC.

ACTION ITEM II-B

Election of Parent Advisory Committee Community Representatives and Alternates for Program Year 2024-2025

RECOMMENDATION:

That the Parent Advisory Committee (PAC) elect Community Representative and Alternates.

BACKGROUND:

This agenda item provides an opportunity for PAC to elect Community Representatives for Program Year 2024-2025. The duties of PAC Community Representatives are prescribed in the Bylaws in Article III – Membership, Section 2C.

SECTION 2: Members

C. Community Representatives

Additional PAC members shall include:

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

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

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

ACTION ITEM II-C

Election of Parent Advisory Committee Officers for Program Year 2024-2025

RECOMMENDATION:

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

Chair:

Vice Chair:

Secretary:

Treasurer:

Parliamentarian:

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect officers for Program Year 2024-2025. 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

ACTION ITEM II-B (continued)

Page 2

shall adhere to the provisions of Article IV, Meetings; Section 3, as it relates to reimbursement.

- B. The Vice Chair shall serve as Chair of the PAC in the absence of the Chair, and shall have all delegated powers. The Vice Chair will assume position of Chair if seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.
- C. The Secretary shall call the roll, keep a record of the current and preceding minutes at each meeting, and record resolutions or motions adapted, as may be necessary to expedite the PAC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.
- D. The Treasurer shall work with staff and the PAC Secretary and keep such records, files and accounts as may be necessary to expedite PAC's business. The Treasurer shall be a member of the Social/Hospitality Committee, and the Parent Ambassador Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to Parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

ACTION ITEM II-D

Selection of Representatives and Alternates to Attend the National Head Start Association Parent and Family Engagement Conference

RECOMMENDATION:

That the Parent Advisory Committee select three (3) Representatives and three (3) Alternates to attend the National Head Start Association Parent and Family Engagement Conference.

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to elect three (3) Representatives and three (3) Alternates to attend the National Head Start Association Parent and Family Engagement Conference, December 16-19, 2024, in San Diego, California.

Please see attached Conference Attendance Guidelines and conference information.

NOTES:

Representatives nominated:

Alternates elected:

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

PARENT ADVISORY COMMITTEE REPRESENTATIVE CONFERENCE ATTENDANCE GUIDELINES

The following guidelines for PAC Representatives attending a Head Start Parent Conference are as follows:

1. Priority preference for selection to attend a Head Start Conference will be given to Parent Advisory Committee (PAC) Representatives who have not had an opportunity to attend a Head Start Conference.
2. The PAC Representative must give a written report to the PAC at the next scheduled PAC meeting upon his/her return from the parent conference (local or out-of-state). The Travel Approval and Expense Claim Form will not be approved until written report has been received.
3. The PAC Representative's report must include the PAC Representative's name, conference title, date, location, and workshops attended.
4. Networking information and additional comments are optional.



NATIONAL HEAD START ASSOCIATION



Parent And Family Engagement Conference

December 16 - 19, 2024 | San Diego, California

Together We Thrive: Engaging Programs and Families for Children's Success

NHSA's annual Parent and Family Engagement Conference is the sole national event dedicated to enhancing the partnership between Head Start parents, families, and staff to foster family engagement and children's development.

Attendees will have the opportunity to delve into a variety of new resources and innovative ideas on important topics in early childhood development. Partnering with families is a vital component of the Head Start program. You will discover new methods to engage with families, learn how to build strong relationships, and develop open lines of communication. Programs and families working together promote children's success both at home and school.

Engage With Your Communities of Practice

NHSA organizes sessions into Communities of Practice areas, which facilitate networked learning between both peers and experts. A Community of Practice is a group of people who share a concern or a passion for something they do.

The Communities of Practice are:

- Data (Management and Continuous Quality Improvement)
- Early Head Start
- Education and Child Development
- Enrollment, Recruitment, Selection, Eligibility, and Attendance (ERSEA)
- Family and Community Engagement
- Fiscal
- Health and Wellness
- Human Resources/Program Operations
- New Director
- Parents

2024 Schedule at a Glance

Monday, Dec. 16

7:30 a.m. - 7:00 p.m.

Registration Desk Open

5:00 p.m. - 7:00 p.m.

Exhibit Hall Grand Opening Reception

Tuesday, Dec. 17

7:00 a.m. - 6:30 p.m.

Registration Desk Open

9:00 a.m. - 11:00 a.m.

General Opening Session

11:00 p.m. - 3:00 p.m.

Exhibit Hall Open

1:00 p.m. - 2:15 p.m.

Breakout Sessions

2:45 p.m. - 4:00 p.m.

Breakout Sessions

6:00 p.m. - 8:00 p.m.

Parent Policy Council Dinner & Dance (Ticketed Event) |

Sponsored by Walden University

Wednesday, Dec. 18

8:00 a.m. - 4:30 p.m.

Registration Desk Open

8:30 a.m. - 3:00 p.m.

Exhibit Hall Open

9:00 a.m. - 10:30 a.m.

Breakout Sessions

11:00 a.m. - 12:30 p.m.

Breakout Sessions

1:45 p.m. - 2:45 p.m.

Breakout Sessions

3:00 p.m. - 4:00 p.m.

Breakout Sessions

4:00 p.m. - 6:00 p.m.

Holiday Party (Open to all attendees)

Thursday, Dec. 19

8:00 a.m. - 12:00 p.m.

Registration Desk Open

9:00 a.m. - 10:30 a.m.

Breakout Sessions

10:45 a.m. - 12:00 p.m.

General Closing Session

12:00 p.m.

Attendee Departure

ACTION ITEM II-E

Election of SETA-Operated Representatives and Alternates to the Policy Council for Program Year 2024-2025

RECOMMENDATION:

That the Parent Advisory Committee elect six (6) Representatives and six (6) Alternates.

Representatives Nominated	Alternates Nominated

BACKGROUND:

This agenda item provides an opportunity for the PAC to elect SETA-Operated Representatives and Alternates to the Sacramento County Head Start Policy Council (PC).

The duties of Representatives include:

- ✓ Attend monthly Policy Council meetings held at the SETA Board room on the fourth Tuesday of each month at 9:00 a.m.
- ✓ Attend Committee meetings as needed
- ✓ Report to the PAC members information received and decisions made by the Policy Council
- ✓ Policy Council Representatives must be a parent of children currently enrolled in the Head Start/Early Head Start program

PAC Bylaws referenced:

Article III – Membership, Section 3: Policy Council Members, B:

“Six (6) SOP PAC Representatives and six (6) Alternates shall be elected to the Policy Council. Representatives must be a parent of a child/children currently enrolled in the SOP Head Start program. Partner Representatives are not eligible to hold an SOP PAC Representative seat on the PC.”

In addition, refer to:

ACTION ITEM II-E (continued)
Page 2

Article III – Membership, Section 5: Other Provisions, E:

“Members holding a seat (member who has not been re-elected/replaced) at the Annual PAC meeting shall not be elected to represent PAC on the PC.”

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

INFORMATION ITEM III-A
Standing Information

BACKGROUND:

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
- Health Service Advisory Committee (HSAC) Report: Ms. Fienishia Wash
- Community Resources – Parent/Staff: Ms. Le Andra Jones-Villalta
 - Crisis Nursery (Sacramento Children's Home)
 - Free New Year Eve's Meditation with Sahaja Yoga Meditation

NOTES:

Crisis Nursery

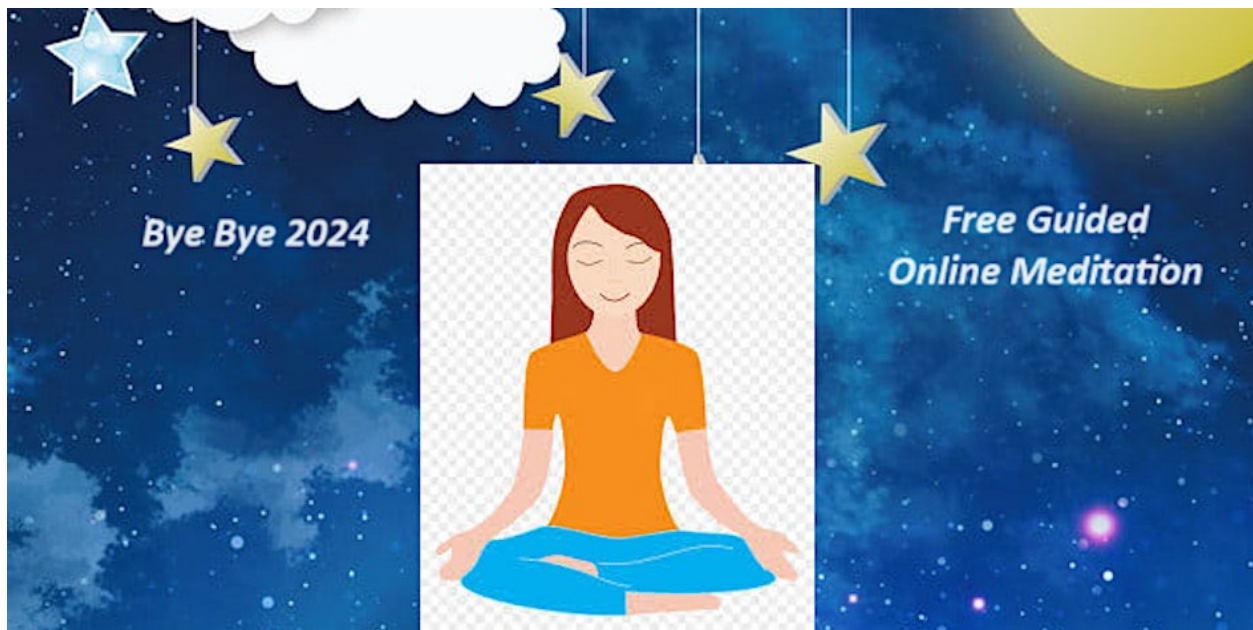
The Sacramento Children's Home operates the county's only Crisis Nursery. Our mission is to prevent child abuse and neglect by providing support to families at times of crisis. The Sacramento Crisis Nursery is a family-strengthening program, where parents can bring their children ages 0-5 to one of two Sacramento nurseries for emergency childcare services or overnight care during difficult times.

- **Voluntary, confidential, and free**
- Childcare services provided 24 hours a day, 365 days a year
- Children are cared for in a safe, loving, and homelike environment
- Age-appropriate play and learning activities
- Crisis Intervention services and case management support for the family
- Two Crisis Nursery locations: South Sacramento & North Sacramento
- Care provided to children newborn to five (ages 0-5) residing in Sacramento County

The Sacramento Crisis Nursery is here if you need help caring for your children in tough times.

- A sudden illness or accident
- Feelings of desperation or helplessness
- Emotional distress or frustration
- Domestic violence
- Homelessness
- Drug or alcohol treatment
- A medical or mental health situation
- Employment or housing situation

Children may stay at the nurseries for up to 30 days. Each child has their own bed and is provided with all the essentials while they stay at the Nursery. This includes clothing and shoes, diapers and formula. The nursery provides nutritious homemade meals and snacks served family-style. Scheduled age-appropriate learning activities, playtime, mealtimes, and bedtime help structure the child's experience. **The ultimate goal of our program is to keep families together and reduce the number of young children that enter into the foster care system.**



Tuesday, December 31

Sacramento- Free New Year Eve's Meditation with Sahaja Yoga Meditation

New Year Eve- Online Meditation with Sahaja Yoga Meditation. Learn , practice and unwind. Sahaja Yoga is a social and spiritual meditation

Date and time

Tuesday, December 31 · 5:45 - 6:45pm PST

Location

Online - Zoom

<https://us02web.zoom.us/j/2121217171> Sacramento, CA 95813

Show map

About this event

- Event lasts 1 hour

About this Event

Life can be joyous when you are with people like you- spiritual and seekers of peace and higher purpose in life.

So join New Year Eve's meditation session to learn and practice meditation and also unwind with some socialization towards the end of the session with fellow meditation practitioners and learners.

How to join?

<https://us02web.zoom.us/j/2121217171>

or Zoom app code: 2121217171

We recommend joining by laptop for a better experience.

You can join up to 15 minutes before the start of the event if you have some queries or would like some one-to-one help before the meditation session starts.

When to join?

31 December 5:45 PM Pacific

What happens in this session?

- - Guided meditation to awaken the healing energy withing us to make us thoughtless
 - Experience sharing
 - Live meditation music performance
 - Social chit chat to reflect on year 2024

+++++



New Year Meditation

WhatsApp group

Scan to Join for latest Updates and Resources



What's Next?

We will have a free -21-day meditation course starting Saturday, 25th January, 2025. Daily 5:45 PM. You are welcome to join that. More details to be provided during New Year Eve meditation session.

Please feel free to email or WhatsApp following in case you have more questions or face difficulties joining Zoom session. We will try to keep you informed about more meditation events.

Bhargava.potukuchi@gmail.com

INFORMATION ITEM III-B
Head Start Policy Council Minutes

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the Policy Council Minutes of the September 24, 2024 meeting.

NOTES:

MINUTES/SYNOPSIS

Sacramento Employment and Training Agency HEAD START POLICY COUNCIL Regular Meeting

Tuesday September 24, 2024 9:00 a.m.
925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Ms. Wash called the meeting to order at 9:02 a.m., read the thought of the day, and called the roll; a quorum was met.

Members Present:

Fienishia Wash, Outgoing Chair

Debra Cummings, Community Agency Representative

Graciela Garduno, Vice Chair, EHS San Juan Unified School District

Le Andra Jones-Villalta, SETA-Operated Program

Maryum Sami, SETA-Operated Program

Angelina Mejia, Sac City Unified School District (*arrived and seated at 9:08 a.m.*)

New Members Seated Present: None

New Members to be Seated but Absent: None

Members Absent:

Khalid Ouadrhiri, San Juan Unified School District

I. CONSENT ITEM:

A. Approval of the Minutes of the August 27, 2024 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Garduno, second/Cummings, to approve the August 27, 2024, minutes as distributed.

Roll call vote:

Aye: 4 (Sami, Cummings, Garduno, Jones-Villalta)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Mejia, Ouadrhiri)

II. ACTION ITEMS:

A. Approval of Sacramento Corrective Action Plan – Risk Assessment Notification (RAN)

Ms. Griffith reviewed the item. She advised that in February 2024, one of the Delegate Agencies had a supervision lapse, which resulted in a Risk Assessment Notification and

subsequent monitoring in May. The Program Performance Summary Report indicated two areas of non-compliance for supervision. Since receiving notification of monitoring findings, SETA has been working diligently with the Office of Head Start Training and Technical Assistance team to develop a robust Corrective Action Plan that is both responsive and innovative to new ways of supporting effective and safe programming presented and addressing RAN indicators such as systems for program management and improvement; staffing and staff support, mental health and social-emotional well-being.

Per Ms. Griffith's request, the timeframe for correction has been extended to January 31, 2025.

Ms. Griffith also mentioned that SETA will review all department policies and procedures to refine and improve them for greater effectiveness.

Moved/Sami, second/Jones-Villalta, to approve the Corrective Action Plan (CAP) to be submitted to the Office of Head Start in response to the RAN review monitoring results.

Roll call vote:

Aye: 4 (Sami, Cummings, Garduno, Jones-Villalta)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Mejia, Ouadrhiri)

Ms. Angelina Mejia arrived and was seated at 9:08 a.m.

B. Approval of Governance, Leadership, Oversight Screener

Ms. Griffith advised that SETA is in the first year of the five-year grant cycle and is required to submit a governance screener within the first 75 days of the start of the program year. The governance screener looks into the Parent Advisory Committee, Policy Council, and the Governing Board practices and requirements satisfaction, such as the Board's composition, times of the meetings, bylaws, and more. An updated Governance, Leadership, and Oversight Screener was provided to the members of the Board under separate cover.

Moved/Sami, second/Garduno, to approve the Governance, Leadership, Oversight Screener to be submitted to the Office of Head Start.

Roll call vote:

Aye: 5 (Sami, Mejia, Cummings, Garduno, Jones-Villalta)

Nay: 0

Abstention: 1 (Wash)

Absent: 1 (Ouadrhiri)

C. Approval of Budget Justification for 1303 Facilities Renovation and Repair Application Modification Request for Program Year 2023-2024

Ms. Griffith reviewed the item. She advised that the Governing Board approved 1303 Application Facilities Renovation and Repair Application request, Program Year 2023-2024, for San Juan Unified School District to complete three (3) outdoor major renovation projects at Billy Mitchell, Kingswood, and Sunrise Elementary at their May's meeting. However, due to increased prices, the District has determined that an additional \$187,645

is needed to complete the projects. As a result, approval for the application modification is required. The projects are still planned to be completed by Summer 2025.

Moved/Garduno, second/Jones-Villalta, to approve the modification request to San Juan Unified School District's 1303 Facilities Renovation and Repair Application.

Roll call vote:

Aye: 5 (Sami, Mejia, Cummings, Garduno, Jones-Villalta)

Nay: 0

Abstention: 1 (Wash)

Absent: 1 (Ouadrhiri)

D. Election of Policy Council Community Representatives and Alternates for Program Year 2023-2024

There were no nominations at this time.

Moved/Sami, second/Mejia, to table the election of two (2) Parent Ambassador Representatives, one (1) Community Agency Representative, two (2) Past Parent Representatives, and one (1) Foster Parent Representatives and Alternates to the next meeting.

Roll call vote:

Aye: 5 (Sami, Mejia, Cummings, Garduno, Jones-Villalta)

Nay: 0

Abstention: 1 (Wash)

Absent: 1 (Ouadrhiri)

E. Election of Policy Council Treasurer for Program Year 2023-2024

There were no nominations at this time.

Moved/Sami, second/Jones-Villalta, to table the election of Treasurer and Parliamentarian to the next meeting.

Roll call vote:

Aye: 5 (Sami, Mejia, Cummings, Garduno, Jones-Villalta)

Nay: 0

Abstention: 1 (Wash)

Absent: 1 (Ouadrhiri)

F. Election of Community Action Board Alternate

There were no nominations at this time.

Moved/Cummings, second/Mejia, to table election of Community Action Board alternate to the next meeting.

Roll call vote:

Aye: 5 (Sami, Mejia, Cummings, Garduno, Jones-Villalta)

Nay: 0

Abstention: 1 (Wash)

Absent: 1 (Ouadrhiri)

G. Approval to Release an Invitation for Sealed Bids

Ms. Griffith reviewed the item. She advised that to complete a Northview project that includes updating the existing play area and parking lot as well as a new office pod building, SETA is requesting the Board to authorize the release of Invitation for Sealed Bids, provided under separate cover and delegate authority to the Executive Director to make modifications, in response to revisions necessary for final City permits. The target release date is October 15, 2024. All bids received by the due date will be comprehensively reviewed, and the staff will present the results at the November meeting for the Board to take action on selecting the successful bidder.

Moved/Garduno, second/Jones-Villalta, to approve to delegate authority for the Executive Director to make modifications, in response to revisions necessary for final City permits, and to release the Invitation for Sealed Bids (IFSB) for general contractor services for the Northview Early Learning Center Outdoor Tenant Improvements.

Roll call vote:

Aye: 5 (Sami, Mejia, Cummings, Garduno, Jones-Villalta)

Nay: 0

Abstention: 1 (Wash)

Absent: 1 (Ouadrhiri)

III. INFORMATION ITEMS:

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account
Mr. Han reviewed the combined PC fiscal report for the first month, which ended August 31, in the 2024-2025 program year. The total year-to-date countywide expenses are at 5.5%, below the 8.33% needed to be on track. The Non-Federal Share Year-to-Date expenditures have not yet been reported. The Administrative cost is at 14.5%, below the 15% maximum. The SETA Operated Programs Expenditures report was reviewed. The American Express and CitiBank credit card statements were reviewed without concerns, and no atypical activity was noted. The Board had some questions about software expenses listed on the report. Ms. Griffith stated that Mr. Kenji Castro, IT Chief, will be invited to the next Board meeting to provide information and answer any questions related to these charges.
- Health Service Advisory Committee (HSAC) Report
Ms. Wash advised that the next HSAC meeting will be held tomorrow, September 25, 2024, at 1:00 p.m., via Zoom. The report will be provided at the next meeting.
- Community Resources
Ms. Sami reviewed the community resources provided in the packet.

B. SETA's Recruitment Update

Ms. Green-Johnson has reviewed the recruitment data provided in the agenda packet as backup information. The data pertains to the period from August 16 through September 12, 2024.

C. Governing Board Minutes for August 1, 2024: No questions

IV. COMMITTEE REPORTS:

- **Executive Committee**
The next meeting will be held on Monday, September 30, 2024 at 10:00 a.m., at the SETA Administrative building.
- **Budget/Planning Committee**
The next meeting will be held on Tuesday, October 8, 2024, at 1:00 p.m. at the SETA Administrative building.
- **Parent Ambassador Committee**
The next meeting will be held on Tuesday, September 24, 2024, at 11:00 a.m., at the SETA Administrative building.
- **Social/Hospitality Committee**
The next meeting date and time are to be determined.
- **Personnel/Bylaws Committee**
The next meeting will be held on Tuesday, September 30, 2024, at 11:00 a.m., at the SETA Administrative building.

V. OTHER REPORTS:

A. Executive Director: No report

B. Head Start Deputy Director:

Ms. Griffith informed the Board that SETA hosted the California team of the National League of Cities last week. They discussed early learning in Sacramento County and identified the goals of collaborating on funding and establishing an information and referral hub.

SETA continues to support Delegate Agencies in their program needs to ensure they meet the regulations.

Ms. Griffith advised that this year, three (3) members of the Parent Advisory Committee and three (3) Policy Council members will be able to attend the National Head Start Association Parent and Family Engagement Conference in December 2024. She informed the Board that selection and voting will be held at October's meetings.

C. Chair: No report

D. Head Start Managers:

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

Ms. Carr reviewed the enrollment report for August 2024 provided in the packet. She advised that Countywide Head Start enrollment was at 80%, while Early Head Start enrollment was at 87%. Staff continue their efforts to increase enrollment numbers, meet the full enrollment requirement of 98% by the end of October 2024, and maintain that level for at least six (6) months.

Ms. Carr stated that the Office of Head Start recently released new performance standards. Under these standards, families that spend 30% or more of their family income on housing expenses will be eligible to subtract those excessive housing costs from their income, potentially qualifying more families for the Head Start

program. Further guidelines and calculations on allowances for excessive housing are still being received.

Ms. Carr also advised that parent involvement is included in the new staff onboarding process, and Family Services Workers continue their efforts to recruit for the Parent Advisory Committee.

Ms. Wash requested to advise new parents on the benefits and support that involvement in the Parent Advisory Committee can provide.

Ms. Jones-Villalta suggested streamlining the enrollment process to reduce the burdensome enrollment paperwork. Ms. Carr advised that SETA is working on that, especially because it's also required by the new performance standards.

- ✓ Megan Lamb - School Readiness, Special Education, and Mental Health Services: No report
- ✓ Vacant – Health, Oral Health, Nutrition, Food Services, Quality Assurance, and On-going Monitoring: No report
- ✓ Betsy Uda – Safe Environments, Facilities, and Licensing:
Ms. Uda introduced the new Quality Assurance Coordinator (Supervisory), Ms. Jessica Roenfeldt. Subsequently, Ms. Roenfeldt took a turn to provide her background highlights and goals for the Quality Assurance unit in supporting the Delegate Agencies and SETA-Operated sites in monitoring processes.

Ms. Uda advised that Facilities Coordinator Mr. Greg Dobson visited Twin Rivers Delegate Agency and inspected their playground structures for safety while she provided parents with training on children's personal rights at San Juan Unified School District.

E. Open Discussion and Comments: None

F. Public Participation: None

VI. ADJOURNMENT: The meeting adjourned at 10:13 a.m.

Note: The minutes reflect the actual progression of the meeting.

COMMITTEE REPORTS ITEM IV

- Executive Committee Meeting: Mr. Royal Jones

NOTES:

- Budget/Planning Committee Meeting: Mr. Royal Jones

NOTES:

- Parent Ambassador Committee Meeting: Mr. Royal Jones

NOTES:

- Social/Hospitality Committee Meeting: Mr. Royal Jones

NOTES:

OTHER REPORTS ITEM V

BACKGROUND:

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

- A.** Chair – Mr. Royal Jones
 - ✓ PAC Recruitment
 - ✓ Male Involvement
 - ✓ Community of Practice
- B.** Policy Council – Ms. Fienishia Wash
- C.** Head Start Deputy Director – Ms. Karen Griffith
 - ✓ Monthly Head Start Report
- D.** Head Start Managers
 - ✓ Lisa Carr – Family Engagement, Home Base, and ERSEA Services
 - ✓ Megan Lamb – School Readiness, Special Education, and Mental Health Services
 - ✓ Vacant – Health, Oral Health, Nutrition, Food Services, Quality Assurances and On-going Monitoring
 - ✓ Betsy Uda – Safe Environments, Facilities, and Licensing

NOTES:



Seta Head Start

Food Service Operations Monthly Report

*October, 2024

10/1/24- Crossroad Gardens had a field trip to Keema's Pumpkin Patch we prepared 75 sack lunches.
 10/11/24- Florin Grammar had a field trip to Fog Willow Farms Pumpkin Patch we prepared 20 sack lunches.
 10/17/24- Fruitridge had a field trip to Fog Willow Farms Pumpkin Patch we prepared 40 sack lunches.
 10/18/24- Northview had a field trip to Keema's Pumpkin Patch we prepared 60 sack lunches.
 10/23/24- Capital City had a field trip to Dave's Pumpkin Patch we prepared 60 sack lunches.
 Franklin had a field trip to Dave's Pumpkin Patch we prepared 30 sack lunches.
 Solid Foundation had a field trip to Dave's Pumpkin Patch we prepared 20 sack lunches.
 10/24/24- Nedra Court had a field trip to Dave's Pumpkin Patch we prepared 24 sack lunches.
 Grizzly Hollow had a field trip to Fog Willow Farms Pumpkin Patch we prepared 40 sack lunches.
 10/25/24- Galt had a field trip to Keema's Pumpkin Patch we prepared 76 sack lunches.
 Elkhorn had a field trip to Nick & Ray's Pumpkin Patch we prepared 76 sack lunches.
 Dudley had a field trip to Dave's Pumpkin Patch we prepared 20 sack lunches.
 Hillsdale had a field trip to Dave's Pumpkin Patch we prepared 96 sack lunches.
 Sharon Neese had a field trip to Soil Born Farms we prepare 20 sack lunches.
 10/28/24- EHS Homebase had a field trip to Fog Willow Farms we prepared 100 sack lunches.
 10/29/24- Preschool Homebase had a field trip to the Pumpkin Patch we prepared 100 sack lunches.
 10/30/24- Florin Grammar had a field trip on site we prepared 20 sack lunches.
 Spinelli had a field trip to Nick & Ray's Pumpkin Patch we prepared 16 sack lunches.
 Job Corps had a field trip to Nick & Ray's Pumpkin Patch we prepared 36 sack lunches.
 North Ave had a field trip to Dave's Pumpkin Patch we prepared 76 sack lunches.
 10/31/24- Sharon Neese had a field trip to Nick & Ray's Pumpkin Patch we prepared 85 sack lunches.
 Norma Johnson had a field trip to Dave's Pumpkin Patch we prepared 49 sack lunches.
 CP Huntington had a field trip to Fog Willow Farms Pumpkin Patch we prepared 20 sack lunches.
 Hopkins Park had a field trip to Dave's Pumpkin Patch we prepared 46 sack lunches.

	Lunch	PM Snack	Breakfast	Field Trips
	37,964	36,282	36,040	24
Total Amount of Meals and Snacks Prepared				111,491
Purchases:				
Food	\$149,549.50			
Non - Food	\$8,428.33			
Building Maintenance and Repair:			\$0.00	
Janitorial & Restroom Supplies:			\$0.00	
Kitchen Small Wares and Equipment:			\$0.00	
Vehicle Maintenance and Repair:			\$1,400.85	
Vehicle Gas / Fuel:			\$2,826.88	
Normal Delivery Days			21	

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

Breana.ware@seta.net

October 2024

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	1364	140	10%	739	98	13%
Twin Rivers USD	156	31	20%	56	2	4%
Elk Grove USD	440	61	14%	NA		
Sac City USD	676	57	8%	16	0	0%
San Juan USD	712	58	8%	96	7	7%
WCIC	100	2	2%	NA		
COUNTY TOTAL	3448	349	10%	907	107	12%

****NO REPORT RECEIVED**

AFE: Annual Funded Enrollment

SETA HEAD START/EARLY HEAD START
End of Month Enrollment Report
October 2024

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	40	0	40		100%
*Bret Harte	20	20	0	20		100%
*Bright Beginnings	20	20	1	21		105%
*Capital City	20	20	0	20		100%
*CP Huntington	20	19	1	20		100%
*Crossroad Garden	60	60	0	60		100%
*Elkhorn	60	57	1	58		97%
*Florin	20	19	1	20		100%
*Freedom Park	60	58	1	59		98%
*Freeport	20	16	0	16		80%
*Galt	60	60	1	61		102%
*Hillsdale	80	78	2	80		100%
*Hopkins	40	39	1	40		100%
*Job Corps	20	20	1	21		105%
*Marina Vista	40	37	0	37		93%
*Mather	60	57	3	60		100%
*Norma Johnson	40	37	0	37		93%
*North Avenue	60	52	0	52		87%
*Northview	60	58	3	61		102%
*Phoenix Park	40	39	2	41		103%
*Sharon Neese	60	59	3	62		103%
Alder Grove ELC	20	19	0	19		95%
Bannon Creek	40	39	0	39		98%
Dudley	20	20	0	20		100%
Franklin	20	17	2	19		95%
Fruitridge	40	35	1	36		90%
Grizzly Hollow	40	40	3	43		108%
Home Base	120	94	2	96		80%
LaVerne Stewart	20	20	0	20		100%
Nedra Court	40	24	2	26		65%
Parker	20	16	0	16		80%
Solid Foundation	40	24	2	26		65%
Strizek Park	20	20	0	20		100%
Walnut Grove	24	19	0	19		79%
Total	1364	1252	33	1285	0%	94%

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

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

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

(d) Pending License

SETA HEAD START/EARLY HEAD START

End of Month Enrollment Report

October 2024

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	27	27	2	29		107%
*Alder Grove I/T	16	11	1	12		75%
*Bret Harte	9	8	0	8		89%
*Bright Beginnings	16	7	0	7		44%
*Captial City	16	11	0	11		69%
*CP Huntington	16	16	1	17		106%
*Crossroad Garden	15	12	3	15		100%
*Elkhorn	16	15	1	16		100%
*Florin	16	4	1	5		31%
*Freedom Park	16	15	1	16		100%
*Galt	16	16	2	18		113%
*Hillsdale	16	16	1	17		106%
*Hiram Johnson	32	30	5	35		109%
*Hopkins	6	6	0	6		100%
*Job Corps	25	24	3	27		108%
*Marina Vista	9	7	0	7		78%
*Mather	15	15	0	15		100%
*Norma Johnson	9	8	1	9		100%
*North Avenue	16	15	1	16		100%
*Northview	16	12	3	15		94%
*Phoenix Park	8	6	2	8		100%
*Sharon Neese Center	25	22	5	27		108%
*Spinelli	16	9	0	9		56%
EHS Home Base	200	174	13	187		94%
Grizzly Hollow	9	9	0	9		100%
River Oak - Home Base	72	63	6	69		96%
SCOE - Home Base	77	61	1	62		81%
Walnut Grove	9	5	1	6		67%
Total	739	624	54	678	0%	92%

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

Vacancies in the following positions that support classroom ratio or enrollment: 41 Education positions (Teacher, Associate Teacher, Associate Teacher/Infant Toddler, Lead Teacher /Infant Toddler) and 3 Family Services Worker.

Strategies/Action Plan:

Human Resources posted job openings within the following employment search websites: CA Head Start Assoc., CalJOBS, ZipRecruiter, Indeed and ADP WFN Recruitment Portal, SETA Job Fair. The following positions were onboarded this month: 1 Head Start Teachers, 1 Associate Teacher's, and 1 Associate Teacher Infant Toddler, 2 Lead Teacher/Infant Teacher and 2 Family Services Workers.

Recruitment and networking opportunities to increase awareness of Head Start services and Community Partnerships: Dudley Resource Fair; Connecting our SMUD Community Resource Expo; Celebrando Nuestro Salud; Health and Wellness Fair; Healthy Community Day; Mutual Assistance Network Harvest Festival; North Sacramento Family Resource Trunk or Treat. Throughout recruitment events this month, 17 Interest forms were completed by families inquiring about Head Start services and approximately 200 enrollment Flyers were distributed.

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

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

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

(d) Pending License

CENTER UPDATES ITEM VI

BACKGROUND:

This agenda item allows PAC the opportunity to discuss events going on at their center.

NOTES:

DISCUSSION ITEM VII

BACKGROUND:

This agenda item allows PAC the opportunity to discuss items not on the agenda.

NOTES:

PUBLIC PARTICIPATION ITEM VIII

BACKGROUND:

The general public is encouraged to participate in PAC meetings. If members of the audience wish to speak, they should address their requests to the Chair.

NOTES: