

Thought of the Day:

“It is better to fail in originality than to succeed in imitation.”

Author: Herman Melville

AGENDA

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

Tuesday October 21, 2025, 10:00 a.m.

925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

PUBLIC COMMENT PROCEDURES

In response to AB 2449, the Sacramento Employment and Training Agency (SETA) Head Start Parent Advisory Committee is conducting this meeting utilizing a hybrid approach, permitting members of the public to participate in person or via Zoom. Public comments will be accepted until the adjournment of the meeting, distributed to the members of the Committee and included in the record.

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

In-Person Public Comment

Members of the public are encouraged to participate in the meeting by completing a speaker card or submitting written comments by email to SETA's Clerk of the Boards, ClerkoftheBoards@seta.net. Any member of the public who wishes to speak directly to the Committee regarding any item on the agenda may contact Anzhelika Simonenkova at (916) 263-3753, or ClerkoftheBoards@seta.net. Please include in your request the item(s) on which you would like to participate.

Zoom Public Comment

Members of the public may participate in the meeting via Zoom by clicking the [Zoom link](#), or listening to the meeting on one tap mobile +16699006833, 89931393835# US (San Jose).

Meeting ID: 899 3139 3835

Passcode: 198579

[Join Instructions](#)

During the meeting any questions or comments may be submitted via the chat features on Zoom.

Accommodations

Request for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3753. Closed captioning will be available.

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

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City of Sacramento

Patrick Kennedy

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Vacant

PUBLIC REPRESENTATIVE

Mai Vang

COUNCILMEMBER
City of Sacramento

Anita Maldonado, Ph. D.

EXECUTIVE DIRECTOR

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

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

I. CONSENT ITEMS:

- A.** Approval of Minutes of September 16, 2025, Regular Board Meeting 6-35

II. ACTION ITEMS:

A. TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:

- First Reading of Modifications to the Bylaws of the SETA-Operated
 Head Start/Early Head Start Parent Advisory Committee 36-72

III. INFORMATION ITEMS:

- A.** 2024-2025 Head Start/Early Head Start Program Information Report (PIR):
 Ms. Karen Griffith 73-80

- B.** Standing Information Items 81-90

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account:
 Mr. Victor Han
- Health Service Advisory Committee (HSAC) Report:
 Ms. Le Andra Jones-Villalta
- Community Resources: Community Agency Representative
 - Francis House Center – Free Community Health Clinic
 - Sac Family Connect – Access Reimagined: A Journey into
 Language Justice

- C.** Head Start Policy Council Minutes for July 22, 2025 91-96

IV. COMMITTEE REPORTS:

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- Executive Committee: Ms. Lizeth Ortiz
- Budget/Planning Committee: Ms. Lizeth Ortiz
- Parent Ambassador Committee: Ms. Lizeth Ortiz
- Social/Hospitality Committee: Ms. Lizeth Ortiz
- Personnel/Bylaws Committee: Ms. Lizeth Ortiz

V. OTHER REPORTS:

98-102

- Chair – Ms. Lizeth Ortiz
 - ✓ PAC Recruitment

- A.** Policy Council – Ms. Le Andra Jones-Villalta

- B.** Head Start Deputy Director – Ms. Karen Griffith
 - ✓ Monthly Head Start Report

- C.** Head Start Managers

- ✓ Betsy Uda – Safe Environments, Facilities, Licensing, and Food Services
- ✓ Veronica Jones – Health, Nutrition, Quality Assurance, and Data Systems
- ✓ Megan Lamb – School Readiness, Special Education, and Mental Health
 Services
- ✓ Lisa Carr – Family Engagement, Home Base, and ERSEA Services

VI.	CENTER UPDATES	103
VII.	DISCUSSION	103
VIII.	PUBLIC PARTICIPATION	103
IX.	ADJOURNMENT	

DISTRIBUTION DATE: Wednesday, October 15, 2025

Parent Advisory Committee meeting hosted by:
Lizeth Ortiz (Vice Chair),
Javana Abrussezze (Treasurer), Omar Smith (Parliamentarian)

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, Bannon Creek Head Start
- ☐ **Rashanetta Yates, Bret Harte Head Start**
- ☐ Vacant, Bright Beginnings Head Start
- ☐ Vacant, Capital City Head Start
- ☐ **Lizeth Ortiz, Vice Chair, CP Huntington Head Start**
- ☐ Vacant, Crossroad Gardens Head Start
- ☐ Vacant, Dudley Head Start
- ☐ Vacant, Early Head Start (Home Base)
- ☐ Vacant, Elkhorn Head Start
- ☐ **Yaneika James, Florin Grammar Head Start**
- ☐ Vacant, Franklin Head Start
- ☐ Vacant, Freedom Park Head Start
- ☐ Vacant, Freeport Head Start
- ☐ Vacant, Fruitridge Head Start
- ☐ Vacant, Galt Head Start
- ☐ Vacant, Grizzly Hollow
- ☐ **Ahmad Urfanzada, Hillsdale Head Start**
- ☐ Vacant, Hiram Johnson Head Start
- ☐ Vacant, Hopkins Park Head Start
- ☐ Vacant, Job Corps 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
- ☐ **Jasmine Nnachi, North Avenue Head Start**
- ☐ Vacant, Northview Head Start
- ☐ **Javana Abrussezze, Treasurer, Northview Early Head Start**
- ☐ Vacant, Parker Head Start
- ☐ Vacant, Phoenix Park Head Start
- ☐ **Rebekah Chester, Pre-School (Home Base)**
- ☐ Vacant, Pre-School (Home Base)
- ☐ Vacant, River Oak Center for Children
- ☐ Vacant, Sacramento County Office of Education
- ☐ **Masahi Jacobi, Sharon Neese Early Learning Center Head Start**
- ☐ **Shadae Suber, Sharon Neese Early Learning Center Early Head Start**
- ☐ Vacant, Solid Foundation Head Start
- ☐ Vacant, Spinelli Head Start
- ☐ Vacant, Strizek Park Head Start
- ☐ Vacant, Walnut Grove Head Start
- ☐ **Le Andra Jones-Villalta, Past Parent Representative**
- ☐ Vacant, Past Parent Representative
- ☐ **Wanda Thomas-Johnson, Grandparent Representative**
- ☐ **Dennesha Calhoun, Foster Parent Representative**
- ☐ **Omar Smith, Parliamentarian, Parent Ambassador Representative**
- ☐ **Debra Gipson, Parent Ambassador Representative**
- ☐ **Akenese (Agnes) Luluga, Community Agency Representative**
- ☐ **MyLanie "May" Copeland, Community Agency Representative**

ROLL CALL
(Continued)

Program Year 2023-2024 - New Representatives to be seated

- ☐
- ☐

Applications Received: None

- ☐

Vacant, 16th Avenue Head Start
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, Dudley Gardens Head Start
Vacant, Early Head Start (Home Base) (2)
Vacant, Elkhorn Head Start
Vacant, Franklin Head Start
Vacant, Freedom Park Head Start
Vacant, Freeport Head Start
Vacant, Fruitridge Head Start
Vacant, Galt Head Start
Vacant, Grizzly Hollow Head Start
Vacant, Hiram Johnson Head Start
Vacant, Hopkins Park Head Start
Vacant, Job Corps Head Start

Vacant, LaVerne Stewart Head Start
Vacant, Marina Vista Head Start
Vacant, Mather Head Start
Vacant, Norma Johnson Head Start
Vacant, Nedra Court Head Start
Vacant, North Avenue Head Start
Vacant, Northview Head Start
Vacant, Parker Head Start
Vacant, Phoenix Park Head Start
Vacant, Pre-school (Home Base)
Vacant, River Oak Center for Children
Vacant, SCOE
Vacant, Solid Foundation Head Start
Vacant, Spinelli Head Start
Vacant, Walnut Grove Head Start
Vacant, Strizek Park Head Start
Vacant, Outgoing Chair
Vacant, Past Parent Representative

**PAC MEETING ATTENDANCE
PROGRAM YEAR 2024-2025**

**The PAC was seated on November 19, 2024, January 21, February 18, March 18, July 15, and
September 16, 2025.**

COMMITTEE MEMBER	CENTER	11/19	12/17	1/21	2/18	3/18	4/21*	5/20	6/17	7/15	8/19	9/16	10/21
Vacant Seated	16A												
Vacant Seated	AG ELC												
Vacant Seated	AG I/T												
Vacant Seated	BC												
Rashanetta Yates Seated 7/15	BH									X		X	
Vacant Seated	BB												
Vacant Seated	CC												
Lizeth Ortiz Seated 11/19	CPH	X		X	X	X	X	X	X	E		X	
Vacant Seated	D												
Vacant Seated	EHS/HB												
Vacant Seated	EL												
Vacant Seated	EL												
Yaneika James Seated 11/19	FG	X		X	X	PACB	E	X	X	X		PACB	
Vacant Seated	FA												
Vacant Seated	FP												
Vacant Seated	FPT												
Vacant Seated	FT												
Vacant Seated	G												
Vacant Seated	GH												
Vacant Seated	H/EHS												
Vacant Seated	H/PS												
Vacant Seated	HJ												
Ahmad Urfanzada Seated 5/20	HI							X	X	X		X	
Vacant Seated	HP												
Vacant Seated	JC												
Vacant Seated	K												
Vacant Seated	LVS												
Vacant Seated	MV												
Vacant Seated	M												

COMMITTEE MEMBER	CENTER	11/19	12/17	1/21	2/18	3/18	4/21*	5/20	6/17	7/15	8/19	9/16	10/21
Vacant Seated	NC												
Breicia Garcia R 10/6	NJ					X	E	U	X	X		E	R
Jasmine Nnachi Seated 3/18	NA					X	X	E	X	U		E	
Javana Abrussezze Seated 11/19	NV/EHS	X		X	X	PACB	X	U	X	U		X	
Vacant Seated	NV/PS												
Vacant Seated	PA												
Vacant Seated	PP												
Rebekah Chester Seated 11/19	PS/HB	X		X	X	PACB	E	X	X	X		X	
Vacant Seated	PS/HB												
Vacant Seated	RO												
Vacant Seated	SCOE/EHS												
Masahi Jacobi Seated 2/18	SN/HS				X	X	E	E	X	X		X	
Shadae Suber Seated 9/16	SN/EHS											X	
Vacant Seated	SF												
Vacant Seated	S												
Vacant Seated	SP												
Vacant Seated	WG												
Akenese (Agnes) Luluga Seated 1/21	CAR			X	E	X	X	X	E	X		X	
Debra Gipson Seated 1/21	CAR			X	X	X	X	X	X	X		X	
Mylanie Copeland Seated 7/15	CAR									X		X	
Omar Smith Seated 11/19	PAR	X		X	X	PACB	X	X	X	U		X	
Dennesha Calhoun Seated 1/21	FPR			X	E	X	X	X	X	U		X	
Le Andra Jones-Villalta Seated 11/19	PPR	X		X	X	PACB	E	E	E	X		X	
Vacant Seated	PPR												
Wanda Thomas-Johnson Seated 11/19	GPR	X		X	E	X	X	E	X	U		X	
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) 591-2298; and**
- 3. Third, please call the PAC Chair, Ms. Aterious Cuffee, at (916) 893-9185, 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 - Bannon 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:

CAR - Community Agency 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 Minutes of September 16, 2025, Regular Meeting

RECOMMENDATION:

Approve the minutes of September 16, 2025, meeting.

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of September 16, 2025, meeting.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

MINUTES/SYNOPSIS

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

Tuesday September 16, 2025, 10:00 a.m.
925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Ms. Ortiz called the meeting to order at 10:09 a.m., read the thought of the day, and called the roll; a quorum was met.

Members Present:

Debra Gipson, Parent Ambassador Representative
Rebekah Chester, Pre-school/Home Base
Masahi Jacobi, Sharon Neese Early Learning Center
Le Andra Jones-Villalta, Past Parent Representative
Ahmad Urfazada, Hillsdale Head Start
MyLanie "May" Copeland, Valley Hi Family Resource Center
Dennesha Calhoun, Foster Parent Representative
Javana Abrussezze, Northview Early Head Start
Lizeth Ortiz, CP Huntington Head Start
Omar Smith, Parent Ambassador Representative (*arrived and seated at 10:16 a.m.*)
Akenese (Agnes) Luluga, Community Agency Representative (*arrived and seated at 10:19 a.m.*)
Rashanetta Yates, Bret Harte Head Start (*arrived and seated at 10:19 a.m.*)
Wanda Thomas-Johnson, Grandparent Representative (*arrived and seated at 10:21 a.m.*)

New Members to be Seated Present:

Shadae Suber, Sharon Neese Early Learning Center Early Head Start

New Members to be Seated but Absent:

None

Members Absent:

Brecia Garcia, Norma Johnson Head Start (*excused*)
Jasmine Nnachi, North Avenue Head Start (*excused*)
Yaneika James, Florin Grammar Head Start (*PAC business*)
Aterious Cuffee, Past Parent Representative (*resigned as of 09/16/2025*)

I. **CONSENT ITEM:**

A. Approval of the Minutes of July 15, 2025, Regular Board Meeting

The minutes were reviewed, no questions or corrections.

Moved/Jones-Villalta, second/Abrussezze, to approve July 15, 2025, minutes as distributed.

Roll call vote:

Aye: 8 (Chester, Jacobi, Jones-Villalta, Gipson, Copeland, Urfazada, Calhoun, Abrussezze)

Nay: 0

Abstention: 2 (Ortiz, Suber)

Absent: 7 (Luluga, Garcia, Yates, Thomas-Johnson, James, Smith, Nnachi)

II. ACTION ITEMS:

A. Election of Parent Advisory Committee Secretary for Program Year 2024-2025

Ms. Ortiz reviewed the item. There were no nominations at this time.

Mr. Smith arrived and was seated at 10:16 a.m.

Ms. Yates and Ms. Luluga arrived and were seated at 10:19 a.m.

Ms. Thomas-Johnson arrived and was seated at 10:21 a.m.

Moved/Chester, second/Gipson, to table the election of Parent Advisory Committee Secretary to the next meeting.

Roll call vote:

Aye: 12 (Chester, Jacobi, Jones-Villalta, Gipson, Copeland, Urfazada, Calhoun, Abrussezze, Luluga, Yates, Thomas-Johnson, Smith)

Nay: 0

Abstention: 2 (Ortiz, Suber)

Absent: 3 (Garcia, James, Nnachi)

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

Ms. Ortiz reviewed the item. Ms. Copeland expressed her interest, but as a Community Agency Representative, she would need to complete an application to be considered for membership on the Policy Council. Ms. Yates nominated herself. There were no other nominations at this time.

Moved/Chester, second/Luluga, to elect Ms. Yates as the Policy Council Representative and table the election of four (4) alternates to the next meeting.

Roll call vote:

Aye: 12 (Chester, Jacobi, Jones-Villalta, Gipson, Copeland, Urfazada, Calhoun, Abrussezze, Luluga, Yates, Thomas-Johnson, Smith)

Nay: 0

Abstention: 2 (Ortiz, Suber)

Absent: 3 (Garcia, James, Nnachi)

III. INFORMATION ITEMS:

A. 2nd Quarter Strategic Plan Report

Ms. Maldonado, along with Ms. Tarianna Perez, presented the 2nd Quarter Strategic Plan report, which is attached to these minutes. Additionally, a video recap of the last All Staff Meeting was shown. Ms. Jones-Villalta, who attended the meeting, shared that it was a wonderful event. She noted that it was great to see everyone participating in the activities and interacting with their coworkers.

B. One-time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families

Ms. Griffith reviewed the item. She advised that the Office of Head Start (OHS) has announced the availability of Program Improvement one-time supplemental funds to promote nutrition services and healthy eating for enrolled children and families. Along with SETA, San Juan Unified School District (USD), and Sacramento City USD, SETA's Delegates expressed their interest in applying for these funds, which resulted in a joint application provided and approved by the Head Start Policy Council and the SETA Governing Board. The application was submitted to OHS by the deadline, and SETA is now awaiting a response.

C. Standing Information Items

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

Mr. Han introduced himself and reviewed the fiscal report for the first month, which ended August 31 in the 2025-2026 fiscal year. He advised that total Head Start Year-to-Date expenditures are at 6.2%. SETA will continue to discuss the spending plan of the no-cost extension funds and the Head Start/Early Head Start American Rescue Plan Act (ARP) funds at the Budget/Planning Committee meetings. Due to timing of the report the Non-Federal Share Year-to-Date were not yet reported. SETA is at 12.0% for Administrative expenditure, below 15% maximum. The SETA Operated Programs Expenditures Head Start and Early Head Start reports 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 anticipated to earn the Maximum Reimbursement Amount (MRA) and meet Minimum Days of Operations requirement.

➤ **Health Service Advisory Committee (HSAC) Report:**

Ms. Jones-Villalta advised that HSAC continue planning for the upcoming End of the Year meeting on October 1, 2025. The theme will be "Bloom From Within," focusing on mental health and nutrition.

➤ **Community Resources – Parents/Staff:**

Ms. Luluga and Ms. Ortiz reviewed the community resources provided in the packet.

D. Head Start Policy Council Minutes for June 24, 2025: No questions

IV. COMMITTEE REPORTS:

➤ **Executive Committee**

The next meeting time and date are to be determined.

➤ **Budget/Planning Committee**

The next meeting will be held on Tuesday, October 14, 2025, at 1:00 p.m., at the SETA Administrative building.

➤ **Parent Ambassador Committee**

The next meeting will be held today, September 16, 2025, at 11:30 a.m. following this meeting.

➤ **Social/Hospitality Committee**

The next meeting time and date are to be determined.

- Personnel/Bylaws Committee
The next meeting time and date are to be determined.

V. OTHER REPORTS:

A. Chair: No report

B. Policy Council:

Ms. Jones-Villalta announced that the next Policy Council meeting will take place on September 23, 2025, at 10:00 a.m. in the SETA Board room. She reviewed the attendance policy and urged everyone to attend all meetings and familiarize themselves with the bylaws.

C. Head Start Deputy Director:

Ms. Griffith informed the board that SETA is reviewing the oversight of Delegates to ensure they understand the expectations at the beginning of the year. This is especially important as the Office of Head Start (OHS) has notified SETA about an upcoming federal review this year.

Additionally, Ms. Griffith reported that the Program Information Report (PIR) was submitted to OHS before the August 31 deadline.

Furthermore, she mentioned that SETA received a notice from the state regarding an upcoming review of SETA's preschool state program.

D. Head Start Managers

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

Ms. Carr introduced herself and reviewed the SETA Head Start/Early Head Start (EHS) enrollment report included in the packet. She noted that enrollment for August 2025 is at 84% for Head Start and an impressive 99% for Early Head Start. Ms. Carr advised that by September 2025, SETA must achieve at least a 97% enrollment rate for Head Start and Early Head Start programs countywide. Additionally, she mentioned that valuable resources will be sent electronically to the Board members shortly.

✓ Megan Lamb - School Readiness, Special Education, and Mental Health Services:

Ms. Lamb followed up on Dolly Parton's Imagination Library press conference by stating that information about online sign-up for the program will be shared shortly. She encouraged members to help spread the word, as this is a free program for children aged 0 to 5 years. Additionally, she advised that EHS will pilot the use of the newer edition of the Creative Curriculum 6.0. SETA continues to maintain a valuable partnership and collaboration with Teaching Strategies, the creators of the Creative Curriculum.

✓ Veronica Jones – Health, Nutrition, Quality Assurance, and Data Systems:

Ms. Jones informed that the Quality Assurance unit is currently monitoring the OHS Health and Safety Screener. This tool assesses compliance with various Head Start performance standards. Once the Quality Assurance unit completes this quarter's monitoring, the results will be shared with the Board.

Additionally, Ms. Jones provided an overview of the UC Davis Betty Irene Moore School of Nursing's Student Nurse Rotations for the Summer of 2025, which was completed in August. The presentation is attached to these minutes.

- ✓ Betsy Uda – Safe Environments, Facilities, Licensing, and Food Services:
Ms. Uda shared that playground at Northview center is completed. Staff pod for Northview is being completed shortly and furniture has been ordered. Toddler classroom at Fruitridge got opened and fully licensed now. She advised that SETA is currently hiring two Cook/Drivers. Warehouse inventory system is being updated.

VI. CENTER UPDATES:

Ms. Chester shared her positive experience attending a recent Home-Based program socialization event. Ms. Lululga encouraged Board members to spread the word about the CalKids program.

VII. DISCUSSION: None

VIII. PUBLIC PARTICIPATION: None

IX. ADJOURNMENT: The meeting adjourned at 11:45 a.m.

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



2nd Quarter Strategic Plan Report

September 16, 2025

Presented by:
Anita Maldonado, Ph.D.



SETA STRATEGY AND DIRECTION



Vision

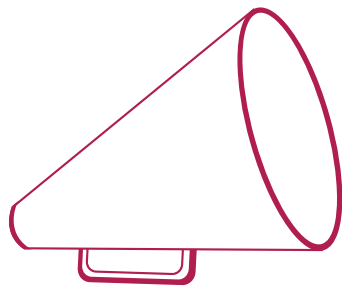
A Sacramento County where all communities facing barriers can achieve their fullest potential in school, work, and life.



Mission

SETA transforms lives by supporting programs and partners that empower people to thrive.

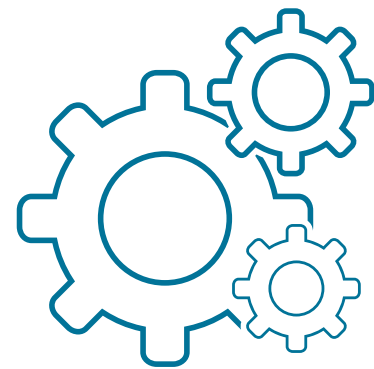
STRATEGIC INITIATIVE 1



Awareness

We will enhance the clarity of our messaging for external and internal audiences, ensuring that all stakeholders are well-informed about SETA's activities, purpose, and strategic direction.

STRATEGIC INITIATIVE 2



Cohesion

We will invest in our people and processes to increase internal cohesion and culture, particularly by identifying synergies between teams, strengthening equity programs, and better supporting staff.

STRATEGIC INITIATIVE 3



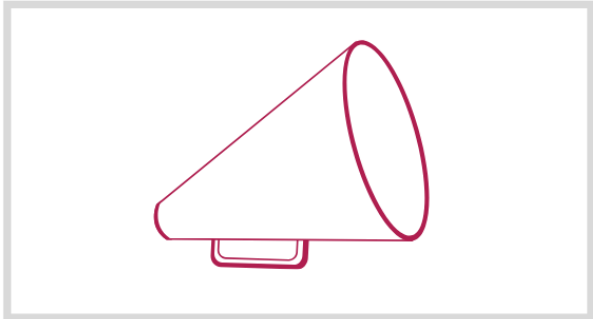
Partnerships

We will intentionally work to provide the necessary supports and resources for the hundreds of subrecipients and partners SETA works with.

STRATEGIC PLAN 2025-2028

STRATEGIC PLAN 2025-2028

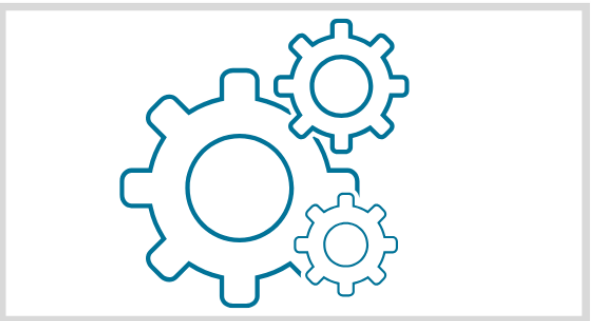
IMPROVE AWARENESS



ACTION STEPS

- ✓ Develop Messaging and Brand Identity
- ∞ Back it up with Metrics and Stories
- ∞ Invest in Outgoing Outreach
- ∞ Track Efforts and Measure Results

STRENGTHEN COHESION



ACTION STEPS

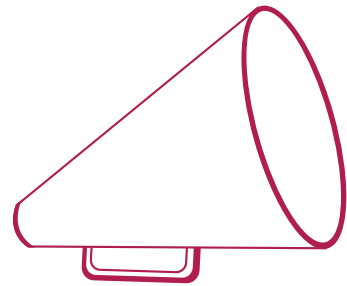
- ∞ Enhance Communication
- ∞ Promote Collaboration
- ∞ Improve Visibility
- ∞ Promote Welcoming Culture
- ∞ Strengthen Accountability
- ∞ Improve Accessibility of Senior Leadership
- ∞ Develop Training Program
- ∞ Pursue Continuous Improvement

BUILD PARTNERSHIPS



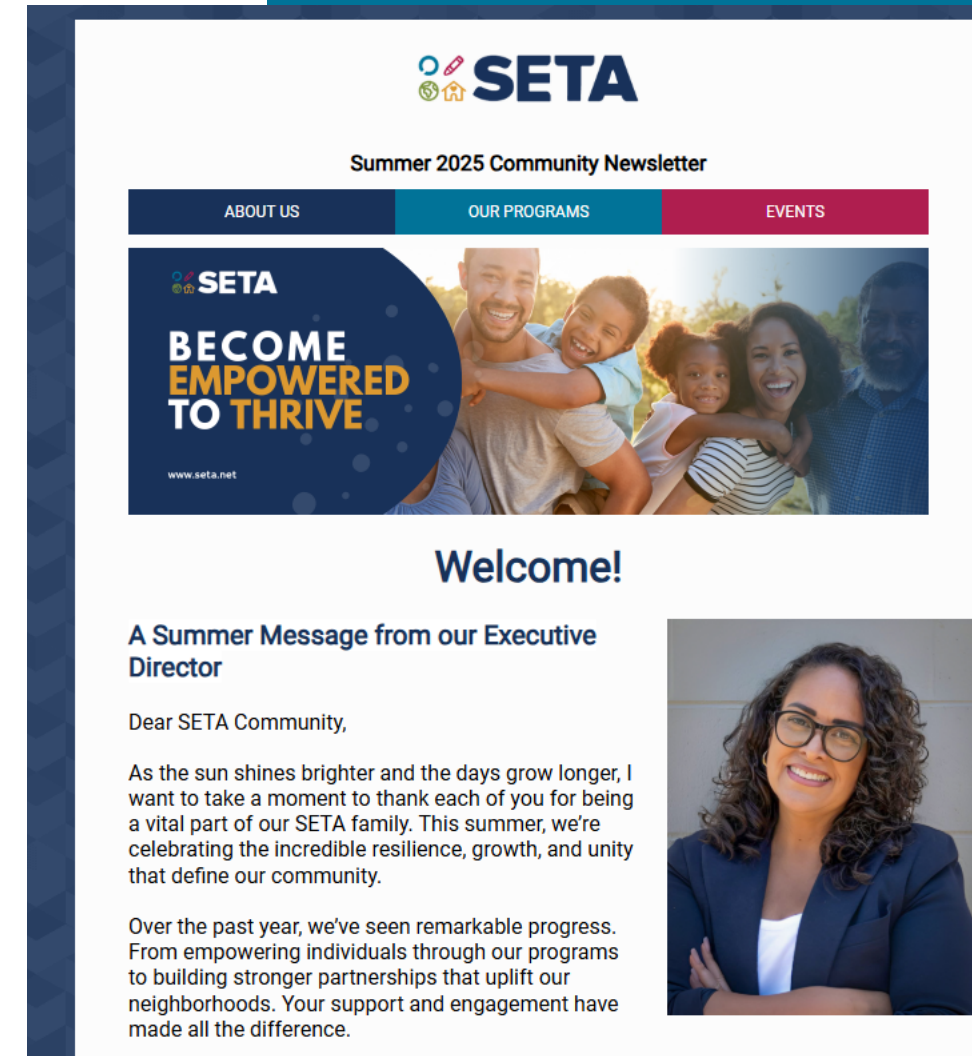
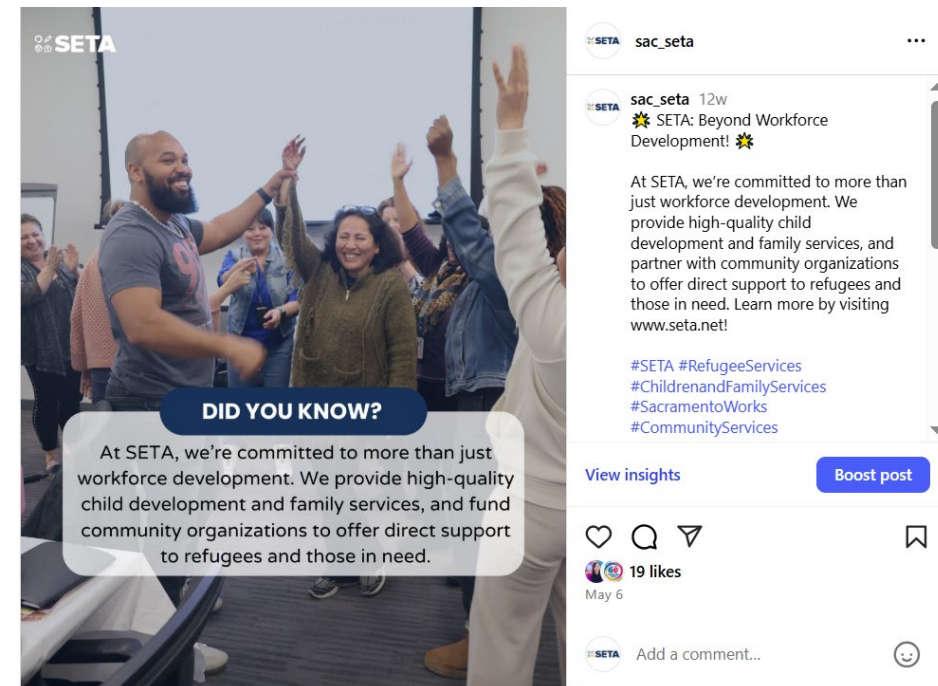
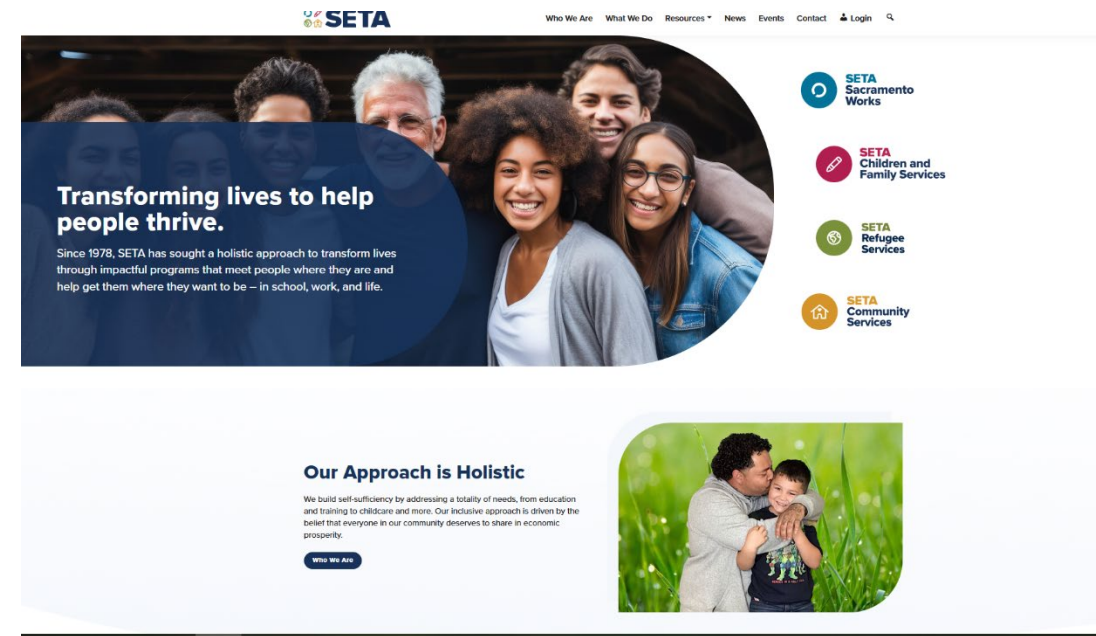
ACTION STEPS

- ∞ Establish Clear Communication Channels
- ∞ Standardize Information and Processes
- ∞ Facilitate Partner Interactions

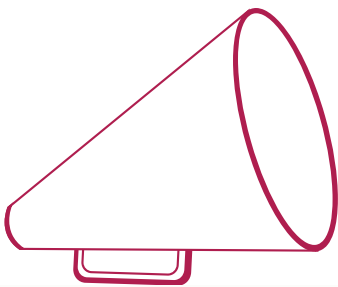


Awareness

- CAP-to-CAP Hill Visits
- Job Fairs resulting in 34 offers
- Defensive Driver Training for Facilities/Kitchen
- Finalized Agency Website
 - [News Articles/Testimonials](#)
- External Newsletter
- Social Media
- Outreach Training
- [SETA Video](#)



Social Media



Top posts



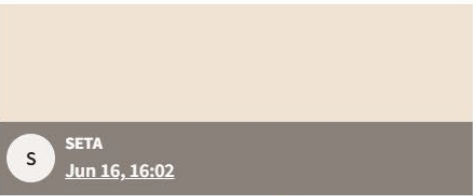
Happy #FunFriday! SETA is showing our love for #CommunityActionMonth through an array of staff selfies! Community Action Month is a time to recognize the tireless efforts

6 likes



Let's end this week with an #AppreciationPost! We are so thrilled to honor our amazing admin and facilities team! Join us in giving them a huge shoutout for all their hard work and dedication!

6 likes



Helping Little Learners Take Big Steps! 📖 At SETA, we believe every child deserves a strong start in their educational journey. One way we do that is by equipping children with essential school

3 likes

Top posts



The staff within our #SETAHeadStart program love what they do. They love helping children grow and develop, all while empowering parents. The work that we do not only affects the

21 likes



Let's end this week with an #AppreciationPost! We are so thrilled to honor our amazing admin and facilities team! Join us in giving them a huge shoutout for all their hard work and dedication!

20 likes



🌟 SETA: Beyond Workforce Development! 🌟 At SETA, we're committed to more than just workforce development. We provide high-quality child development and family services, and partner

19 likes

Top posts



We are currently seeking a passionate, community-minded individual to serve as a Community Representative on our Governing Board! This is a rewarding opportunity to help guide

19 reactions



We are thrilled to announce our participation in the Capital Region Biotech Talent Partnership, funded by the We Prosper Together Initiative. This partnership aims to build pathways to biotech

17 reactions



🌟 Join Our Team at SETA! 🌟 Are you passionate about making a difference in your community? SETA is looking for dedicated individuals to join our team and help transform lives through

16 reactions

Top posts



Our Head Start Program serves over 4,500 kids daily! Through a high quality preschool program, we ensure kids and families have the support they need in nutrition,health, social-emotional learning

7 likes



Head Start turned 60 this year! Our Head Start sites did an amazing job celebrating with families. Here's a little recap! Learn more at www.seta.net!

6 likes



Every year, our staff put together over 500 backpacks for our kiddos who are getting ready to transition to Kindergarten! Check out the process and the reasons why we love doing this! #earlylearning

2 likes



Happy #FunFriday! SETA is showing our love for #CommunityActionMonth through an array of staff selfies!

Community Action Month is a time to recognize the tireless efforts of individuals and organizations who work to uplift others, and build stronger, more resilient communities. Our compassion and commitment are the heartbeat of change. ❤️

Let's continue to support, celebrate, and strengthen our communities—together. 🌍🌟
[CalCAPA Head Start Sacramento Head Start Region 9 Head Start Association Head Start California Sacramento Works](#)

¡Feliz #ViernesDivertido! ¡SETA está mostrando nuestro amor por el #MesDeLaAcciónComunitaria con una serie de selfies del personal!

El Mes de la Acción Comunitaria es un momento para reconocer los incansables esfuerzos de individuos y organizaciones que trabajan para elevar a los demás y construir comunidades más fuertes y resilientes. Nuestra compasión y compromiso son el latido del cambio. ❤️

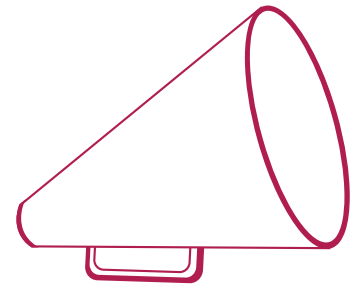
Sigamos apoyando, celebrando y fortaleciendo nuestras comunidades—juntos. 🌍🌟



#CommunityActionMonth



Outreach



- Created a centralized Excel Sheet on Teams
- Centralized equipment and material tracking sheet



Community Newsletters

- 326 contacts in Newsletter Distribution List vs. less than 100 in last quarter
 - Partners receive as well
- Spring Newsletter – 62% open rate
- Summer Newsletter – 60% open rate

Summer

Email Performance

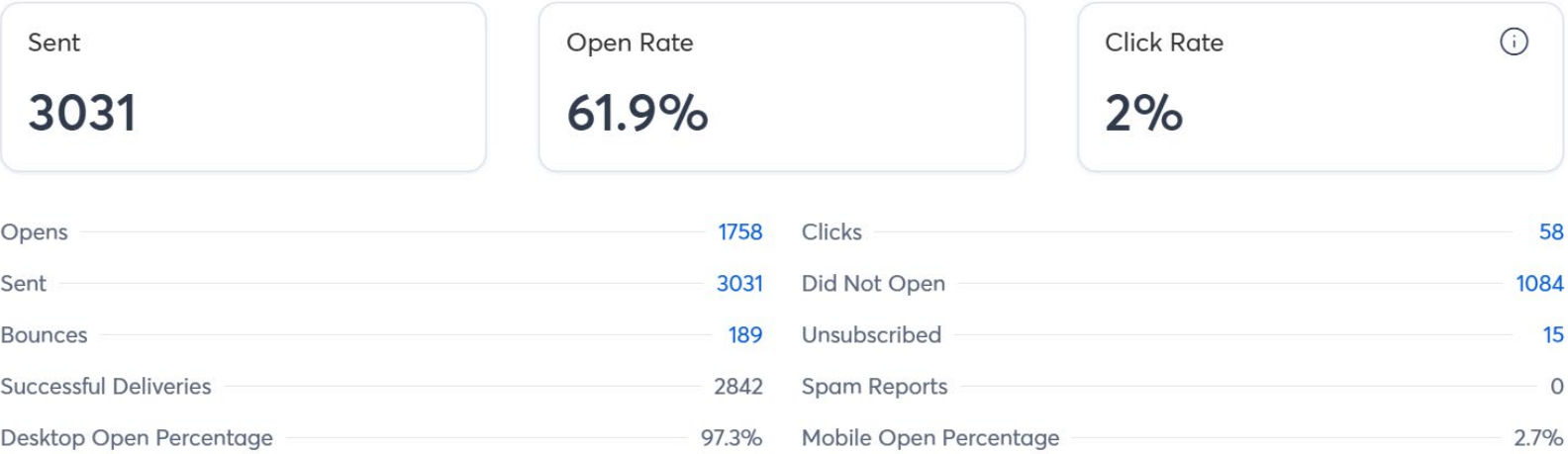
See how your emails are doing with your audience.

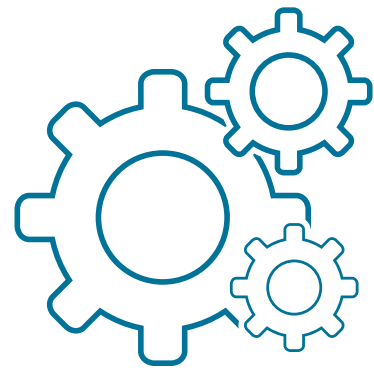


Spring

Email Performance

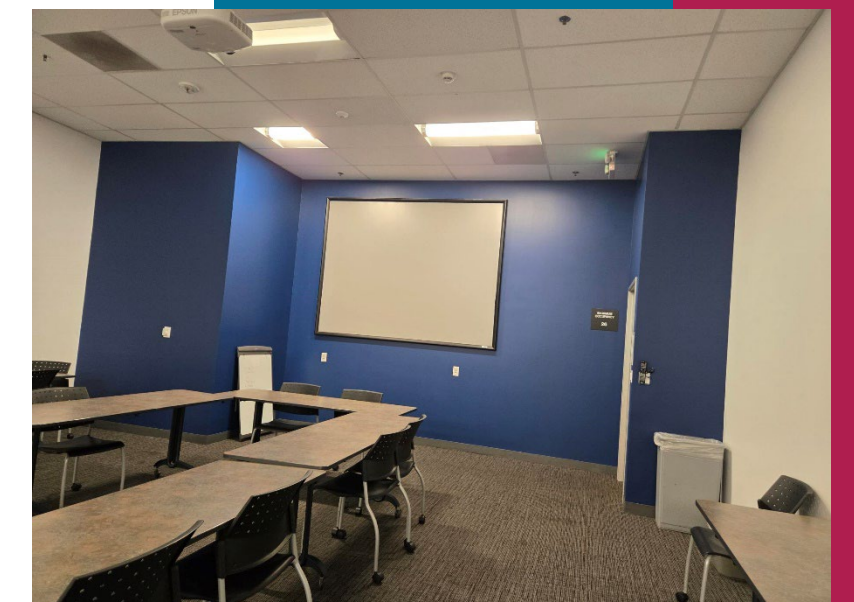
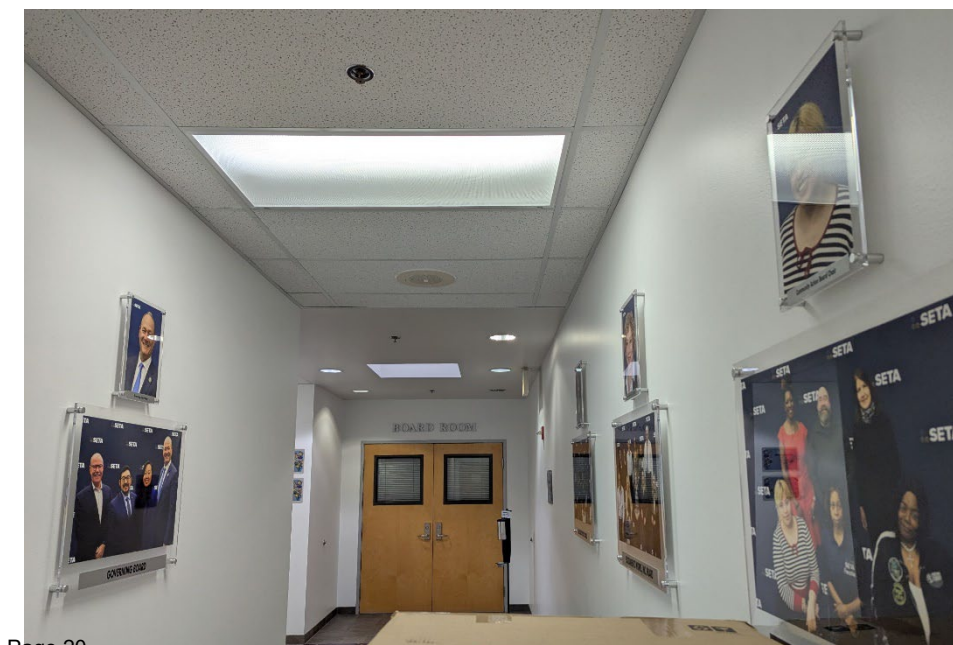
See how your emails are doing with your audience.





Cohesion

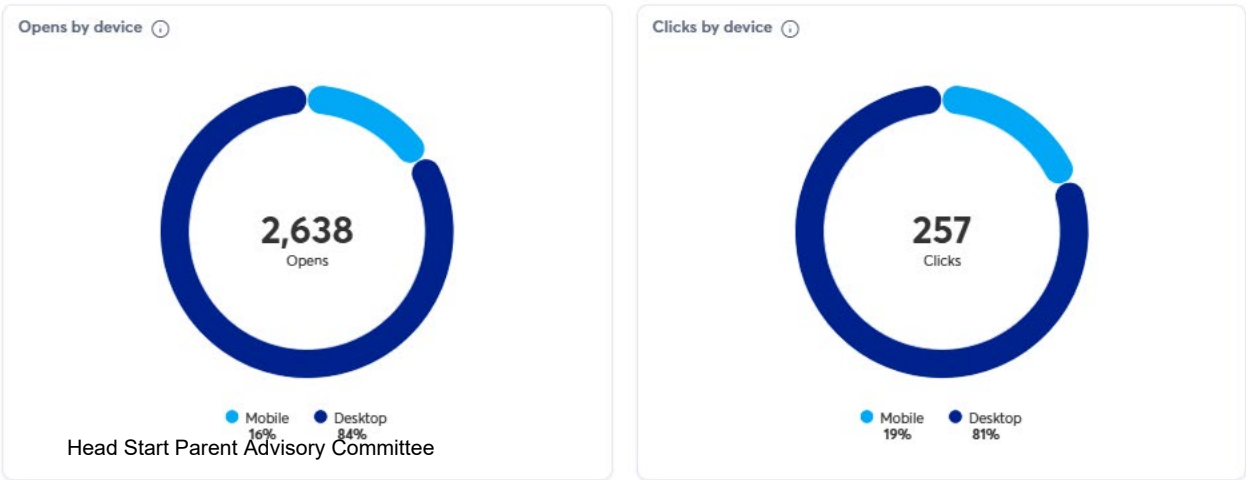
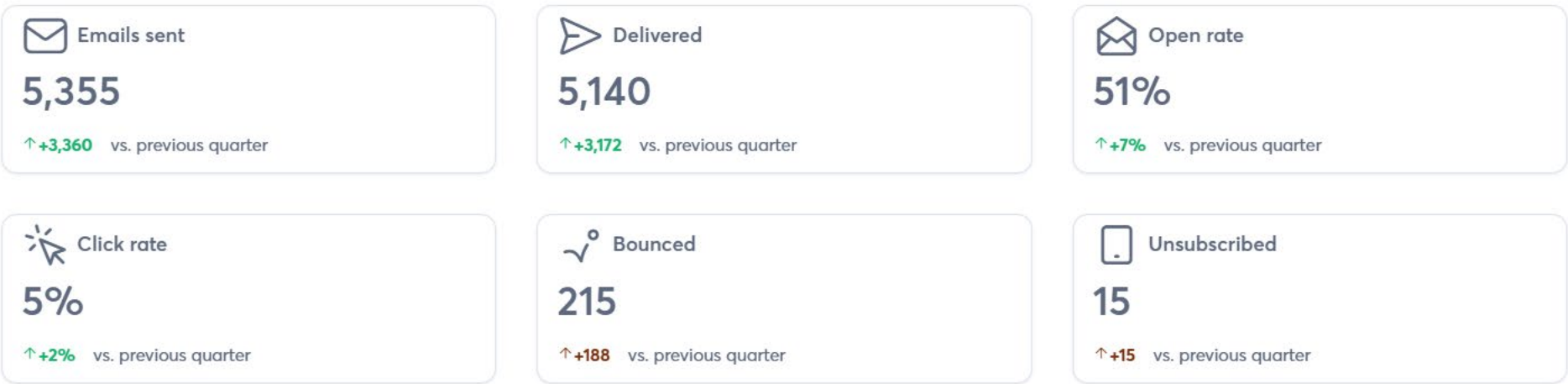
- New Labor Negotiator for Labor Management Committee (LMC)
- Candidate sourcing for Governing Board Community Representative position
- Fiscal “Get to know us” throughout agency
- Fiscal improvements to procedures and processes to increase efficiency
- Increased engagement with Ask Anita Anything Series
- Hired Staff Development and Training Officer
- Building Enhancements
- Increased Safety Efforts
- Started planning for All Staff Meeting
- Streamlined recruitment process
- Implemented new onboarding model
- Onboarding of new WC carrier including site tours
- Third-party Leave Management Platform



Staff Newsletters

Email performance

Download as ▾



“The visual of the board members were nice.”

“It is a good way to keep all staff informed about what is happening in our agency on an overview monthly newsletter.”



- Cross Advisory Board Grant Award
- Partnership with DHA and Child Support
- Quarterly Delegate Director's Meetings
- Fiscal One on One Meetings with Partners
- Fiscal Weekly Meetings with PAC/PC Parents
- Established new partnership with OH West
- CAP to CAP Networking
- Concluded Job Center Visits (13)
- Partners received all our marketing materials



The **James Irvine**
Foundation



THANK YOU!

**FOLLOW
US**



https://linktr.ee/sac_seta

Summer 2025 Student Nurse Rotations Health & Nutrition Services Unit



July - August

**12 Student
Nurses**

**2 days a week,
8 hours each day**



Our Mission: Public Health!

Course Objectives

- Using a broad approach, address structural barriers that impact health care delivery and create and propagate health disparities among population
- Demonstrate the role of public health in disease prevention, health promotion, public safety, and support for vulnerable populations
- Integrate public health and community nursing concepts with knowledge from nursing, social and natural sciences



(Ten Essential Public Health Services | Models and Mechanisms of Public Health, n.d.)
Tuesday, October 21, 2025

Health Screenings

- Growth Assessment
 - Height: using a measuring tape on the wall and a wooden headpiece. The child will have no shoes on for accurate measurement.
 - Weight: The child will have no shoes on and step onto a digital scale.
 - Head Circumference
 - Done for children under 2 years old, we can use a measuring tape.
- Blood Pressure Screening
 - Taken on children 3+ years old, using a digital radial wrist cuff.



Health Screenings Cont.

- Vision Screenings
 - Done for 3, 4, and 5 year olds
 - Assessing the vision by having children sit 10 feet away while stating the one of the four types of shapes listed on the Snellen chart. The shapes will be pointed by one of the BIMSON student nurses.
 - The children will have flower glasses to cover one eye at a time.
 - Children who do not meet the criteria for their age are referred for additional assessment



Health Screenings Cont.

- Hearing Screenings

- For 3 to 5 year olds, children are instructed to raise their hand or place a colored bear into the plastic pin whenever they hear a sound.
- We transform the hearing screening into a game to make it fun, engaging and non-stressful
- Children's hearing are tested on both ears to detect hearing loss at different decibels and pitches
- Children who do not meet the criteria for their age are referred for additional assessment



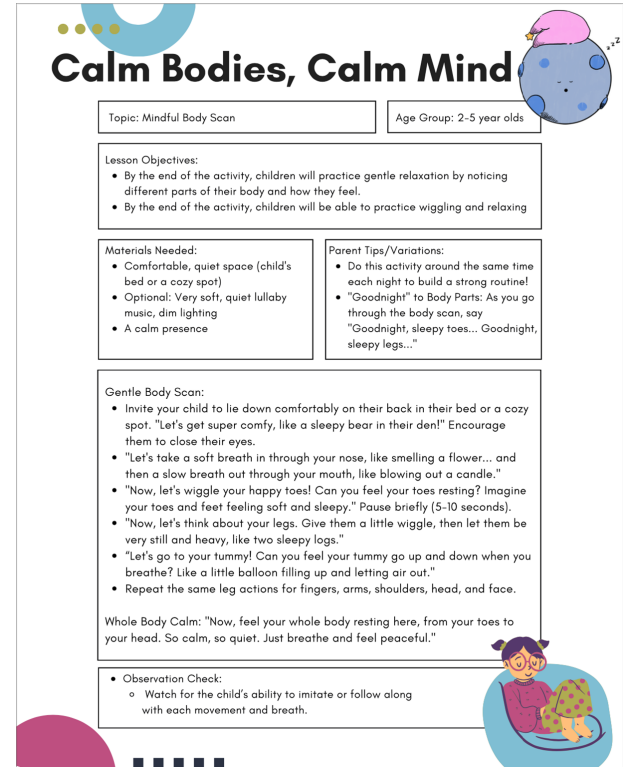
Physical Activity

- Go Glow Grow Curriculum (Physical Exercise)
- Partnership with CalFresh Healthy Living
 - CATCH: Coordinated Approach to Healthy Living
- Structured activities are utilized to promote cardiovascular health through fun age friendly games



Additional Activities - Sleep Hygiene


Created lesson plans and infographics to share with parents and staff to promote sleep efficient hygiene and optimal sleep



Additional Activities - Oral Health

Created lesson plans to promote oral health for children ages:


- 18-35 months
- 3-5 years




HAPPY TEETH, HAPPY ME!

AGE GROUP
 3-5 YEARS OLD

MATERIALS NEEDED <ol style="list-style-type: none"> 1) Jimmy's Adventure Story 2) Floss 3) Toothbrush 4) Playdoh 5) Cardboard Teeth 	HOOK/INTRO <p>"Hi everyone! Today we're going to be learning about clean teeth by doing an activity together. We are going to start with a story called 'Jimmy's Adventure'. After, we are going to talk about Toothbrushing and what we learned."</p>
LESSON STRUCTURE <ol style="list-style-type: none"> 1) Welcome and Warm-Up <ul style="list-style-type: none"> -Use Hook and Intro to engage the students by telling them a story and an activity 2) Story Time and Education Time (5 minutes) <ul style="list-style-type: none"> -Use an enthusiastic tone to engage the Head Start students -Read the book slowly so all students can understand -Explain the materials needed for toothbrushing -The importance of brushing their teeth twice a day. 3) Brushing and Flossing Demonstration with Activity (5-10 minutes) <ul style="list-style-type: none"> -Use cardboard teeth model and a string to demonstrate brushing and flossing -Ask students to volunteer to brush and floss the cardboard teeth model. 6) WRAP-UP 	
CLOSURE <ul style="list-style-type: none"> • Wrap up the presentation <ul style="list-style-type: none"> ◦ Ask questions about what we learned about tooth brushing, using the teach-back method ◦ Allow time for additional questions or concerns 	LEARNING OBJECTIVES (2 SMART Objectives) <ul style="list-style-type: none"> • By the end of the lesson, students will be able to demonstrate proper tooth brushing, including flossing, applying toothpaste, brushing in circles for 2 minutes twice a day, and rinsing. • By the end of the lesson, using the teach back method, all students will be able to give one reason on why tooth brushing is important for their health.





LESSON PLAN

Age: 18 mo- 35 mo.

SETA Early Head Start

Subject: Introduction to brushing teeth

Topic: Little circles big smiles

Lesson Objectives:

- By the end of the 15 min session, at least 75% of the children will be able to demonstrate the circular brushing motion for 10 seconds.
- By the end of the 15 min session, at least 75% of the children will participate in the brushing teeth song.

Materials Needed:

- Good attitude
- Brushing Song

Introduction:

"Hello, everyone! Today we're going to talk about our super important teeth! Can you show me your teeth when you smile? (Encourage smiles). Our teeth help us eat yummy food and talk and smile!"

Lesson Structure:

- Gather children in a circle.
- Can everyone point to their teeth? Everyone has beautiful teeth! To keep them healthy, we have to brush our teeth."

Activity 1: Learning circles


- "Let's pretend we are in a big bubble!" (Demonstrate how to make a bubble around yourself, encourage children to do the same)
 - "Can everyone show me their bubble?"
- "Now, let's pretend we have a paintbrush and are making bubbles in the air!" (Start drawing circles in the air with your hands)
- "Let's make large bubbles, and let's make small bubbles!" (Start with large bubbles, then get smaller, encouraging them to imitate.
 - "How small of a bubble can you make?"
- "This is just like brushing our teeth! When we brush our teeth we make small circles!"

Activity 2: Brushing Song

- Play the simple brushing song and sing along while children imitate the brushing motion.
- "Great job brushing! We brush our teeth in the morning and before we go to sleep to keep them clean!"

Conclusion:

"Friends, thank you for showing us you're beautiful circles. Can you all show me how you make small circles to brush your teeth again? Now you are ready to brush your teeth!"



Additional Activities - Nutrition and Lead Poisoning Fact Sheet

- Created lesson plans with infographics to share with parents promoting healthy eating and teach about lead poisoning prevention strategies
- Compiled local food resources to support healthy eating along with lead prevention resources for families




Additional Activities - Site Activities on Nutrition

Created lesson plans and activities to promote healthy eating for children ages:

- 18-35 months
- 3-5 years

Additional Nutrition Activity

Age group: Head Start (3-5 year olds)

Topic: Fruits & Vegetables 

SMART Learning Objectives:

- By the end of the lesson, the children will be able to identify at least one characteristic of different healthy fruits and vegetables.
- By the end of the lesson, the children will be able to name a healthy fruit or vegetable.

Materials Needed:


- Use the supplies in the kit given by UC CATCH Health
 - Use the colored scarves for this activity

Lesson Steps:

- Each child will pick a colored scarf.
- The instructor/leader will select a scarf and hold it up to demonstrate it to the group.
 - Example: Instructor holds up a red scarf
- They will ask those children with the same colored scarves to hold their scarf up.
 - Example: "Everyone with a red scarf, wave it in the air!"
- Children holding their scarf up will be asked to name a fruit or vegetable the same color as their scarf.
 - Example: "If you have your hand up, name a red fruit or vegetable."
- When the child responds, name a movement associated with that fruit or vegetable.
 - Example: "Everybody, bounce like a red tomato!"
 - Additional examples:
 - "Hop like a bunny looking for an orange carrot!"
 - "Sway like a green spinach!"
 - "Spin around like a green bean!"
 - "Peel like a yellow banana!"
 - "Stretch tall like green broccoli!"
 - Do the movements with them
- After 20-30 seconds of movement, the leader will select another scarf of a different color and do the steps again.

If scarves are unavailable for this activity:

- Student/leader will say "I am thinking of the color _____. Can someone tell me a fruit/vegetable that is [color]?"



Verse 1

Carrots, peas, and broccoli,
All grow inside me.
Crunchy sticks and little trees,
Yummy greens and garden peas.
Veggies help me jump and run,
Let my body have some fun!

Verse 2

Spinach leaves and sweet green beans,
Zucchini's soft and green.
Bell peppers are red and bright,
Eating colors feels just right!
Veggies come in every way,
Orange, green, and yellow too!

Verse 3

Cabbage, corn, and cauliflower,
Make me strong by every hour.
Celery goes crunch, crunch, crunch,
Let's eat veggies for our lunch!
When I eat them every day,
I feel good in every way!

Verse 4 (optional quiet verse for wind-down)

Time to rest, but don't forget,
Veggies help me feel my best.
In my dreams I plant and grow,
Tiny seeds in little rows.
When I wake I'll eat them too—
Veggies keep me strong like you!



THANK YOU!



ACTION ITEM II-A

TIMED ITEM 10:00 A.M. AND PUBLIC HEARING

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

RECOMMENDATION:

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

BACKGROUND:

The Personnel/Bylaws Committee 2024-2025 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 bold *italic type*, deletions are indicated by red ~~strike~~through.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

BYLAWS

FOR THE

SETA HEAD START/EARLY HEAD START

PARENT ADVISORY COMMITTEE

PAC First Reading:
PAC Final Approval:

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

Article I

Name

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

SECTION 1: Definition of

Parents

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. Individual members shall refrain from engaging in activities that violate the current Policy Council/Parent Advisory Committee and Subcommittees Code of Conduct, which each member is required to sign.***
- C. 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)~~ **Three (3)** voting Community Agency Representatives shall be elected by the PAC. There shall be ~~four (4)~~ **three (3)** 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)~~ **three (3)** consecutive regular meetings without an excused absence or missing a total of ~~three (3)~~ **five (5)** 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.
 - ~~b.~~ **a.** ~~For the policy on Alternate attendance reference Article III: Membership, Section 8.A: Absences.~~ **The Representative who is unable to attend the meeting must notify their Alternate at least 24 hours prior to the meeting. Once notified, the Alternative will be subject to Article III: Membership, Section 8.A: Absences.**
 - ~~a.~~ **b.** The Alternates' excused absence shall be recorded as Alternate Excused (AE) and Alternate Unexcused recorded as (AU).
 - 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 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 7 6: 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 7: 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 **at least 24 hours prior to the meeting**.

A. Absences:

Any ~~member~~ Representative or Alternate missing ~~two (2)~~ **three (3)** consecutive meetings without an excused absence or missing a total of ~~three (3)~~ **five (5)** 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 **at least 24 hours** 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 8: 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.~~ , *whenever it is deemed to be in the best interest, as determined by the committee and outlined in the current Policy Council/Parent Advisory Committee and Subcommittees Code of Conduct. The a*Action to remove a member must be *included* 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 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)~~ **three (3)** consecutive committee meetings without an excused absence or missing a total of ~~three (3)~~ **five (5)** 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 under **5 years of age** 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 **(or Vice Chair, if the position of Chair is vacant)** 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.

F. Community Agency Committee

The Community Agency Committee shall be comprised of the Chair, Secretary and Community Agency Representatives. The primary responsibility of this committee is to inform the full PAC about any known community activities and to assist with community outreach to promote SETA-operated programs in the communities they serve.

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 voted upon, and further, that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place except at a regular, annual, or special meeting of the PAC.

BYLAWS

FOR THE

SETA HEAD START/EARLY HEAD START

PARENT ADVISORY COMMITTEE

PAC First Reading:
PAC Final Approval:

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

Article I

Name

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

SECTION 1: Definition of

Parents

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. Individual members shall refrain from engaging in activities that violate the current Policy Council/Parent Advisory Committee and Subcommittees Code of Conduct, which each member is required to sign.
- C. 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. Three (3) voting Community Agency Representatives shall be elected by the

PAC. There shall be three (3) 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 three (3) consecutive regular meetings without an excused absence or missing a total of five (5) 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 Representative who is unable to attend the meeting must notify their Alternate at least 24 hours prior to the meeting. Once notified, the Alternative will be subject to Article III: Membership, Section 8.A: Absences.
 - b. The Alternates' excused absence shall be recorded as Alternate Excused (AE) and Alternate Unexcused recorded as (AU).
 - 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 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: 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 7: 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 at least 24 hours prior to the meeting.

- A. **Absences:**
Any Representative or Alternate missing three (3) consecutive meetings without an excused absence or missing a total of five (5) 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 at least 24 hours 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 8: Removal

A PAC Representative may be removed by two-thirds (2/3) vote of all members present and voting, whenever it is deemed to be in the best interest, as determined by the committee and outlined in the current Policy Council/Parent Advisory Committee and Subcommittees Code of Conduct. The action to remove a member must be included 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 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 three (3) consecutive committee meetings without an excused absence or missing a total of five (5) 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 children under 5 years of age to the meetings. If 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 (or Vice Chair, if the position of Chair is vacant) shall represent the PAC at the National Head Start Parent Association Conference. The Chair shall be an ex-officio member of all committees and shall represent the PAC at all Governing Board meetings, but shall adhere to the provisions of Article IV, Meetings; Section 3, as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PAC in the absence of the Chair, and shall have all delegated powers. The Vice Chair will assume position of Chair if seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.
- C. The Secretary shall call the roll, keep a record of the current and preceding minutes at each meeting, and record resolutions or motions adapted, as may be necessary to expedite the PAC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.
- D. The Treasurer shall work with staff and the PAC Secretary and keep such records, files and accounts as may be necessary to expedite PAC's business. The Treasurer shall be a member of the Social/Hospitality Committee, and the Parent Ambassador Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to Parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

SECTION 4: Vacancy

In the event an officer is unable to perform his/her duties, including failure to learn and/or comply with the rules governing PAC (Bylaws, Brown Act, Robert's Rules of Order), or failure to act in the best interest of the committee; the PAC Chair shall appoint an interim officer until the officer returns to duty or is replaced at the next regularly scheduled meeting. The appointment must be made from among the

membership of the PAC.

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

Article VI

Committees

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

Any member missing three (3) consecutive committee meetings without an excused absence or missing a total of five (5) 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.

F. **Community Agency Committee**

The Community Agency Committee shall be comprised of the Chair, Secretary and Community Agency Representatives. The primary responsibility of this committee is to inform the full PAC about any known community activities and to assist with community outreach to promote SETA-operated programs in the communities they serve.

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 voted upon, and further, that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place except at a regular, annual, or special meeting of the PAC.

INFORMATION ITEM III-A

2024-2025 Head Start/Early Head Start Program Information Report (PIR)

Presenter: Karen Griffith

BACKGROUND:

This item allows the Children and Families Deputy Director to provide the 2024-2025 Head Start/Early Head Start Program Information Report Summary to the Parent Advisory Committee.

NOTES:

2024-2025 Program Information Report – Early Head Start (EHS)

	SOP	Sac City	San Juan	Twin Rivers	County Totals
Enrollment Summary					
Total Funded Enrollment	739	16	166	56	977
Actual Enrollment	1278	18	274	88	1658
# Enrolled < 45 days	97	0	13	9	119
Of enrollees, # Pregnant Women	49	0	11	0	60
# pregnant women who left before baby was born	6	0	0	0	6
# of infants subsequently enrolled after birth	26	0	7	0	33
# Total staff	540	11	64	17	632
# of classes	48	2	12	7	69
Child Demographics					
Age: under 1	20%	39%	25%	0%	20%
Age: 1 years old	36%	44%	30%	33%	35%
Age: 2 years old	37%	17%	40%	66%	39%
Age: 3 years old	3%	0%	1%	1%	3%
Race & Ethnicity					
Hispanic	46%	67%	27%	32%	43%
Non-Hispanic	54%	33%	73%	68%	57%
Am. Indian/Alaska Native	1%	0%	0%	0%	38%
Asian	11%	0%	17%	10%	4%
Black or African America	28%	39%	17%	36%	0%
Native Hawaiian/Pac.Islander	1%	0%	0%	0%	20%
White	28%	61%	48%	11%	35%
Bi-racial/Multi-racial	13%	0%	5%	16%	39%
Other or Unspecified	18%	0%	13%	26%	17%
Primary Language					
English	63%	61%	34%	67%	58%
Spanish	24%	39%	15%	19%	23%
Native Central/South Am.	0%	0%	0%	0%	0%
Caribbean languages	0%	0%	0%	0%	0%
Middle Eastern	6%	0%	40%	6%	11%
East Asian	4%	0%	0%	5%	4%
Native No.American/Alaskan	0%	0%	0%	0%	0%
Pacific Islander	0%	0%	0%	0%	0%
European/Slavic	2%	0%	10%	0%	3%
African	0%	0%	1%	0%	1%
American Sign Language	0%	0%	0%	0%	0%
Other or Unspecified	0%	0%	0%	3%	0%
# children in foster care	3%	0%	1%	3%	2%
First year enrollees	50%	67%	51%	69%	51%

2024-2025 Program Information Report – Early Head Start (EHS)

	SOP	Sac City	San Juan	Twin Rivers	County Totals
Family Demographics					
# of Families	1083	17	230	79	1409
....# of One Parent Families	59%	71%	28%	56%	54%
....# of Two Parent Families	41%	29%	72%	44%	46%
....Advanced or baccalaureate degree	11%	12%	24%	5%	13%
....Associate degree, vocational school	31%	24%	36%	27%	31%
....High School graduate or GED	40%	47%	33%	48%	40%
....Less than high school graduate	17%	18%	7%	19%	16%
....# income below 100% poverty	39%	35%	35%	20%	38%
....% Over Income	4%	6%	1%	1%	3%
....# families experiencing homeless	9%	0%	2%	4%	8%
....# families receiving TANF	23%	0%	30%	16%	24%
....# families receiving SSI	3%	0%	1%	1%	3%
....Families receiving WIC	70%	82%	87%	47%	72%
....Families receiving SNAP	53%	59%	63%	38%	54%
....# Families on active military duty	1%	0%	1%	0%	1%
....% Families receiving EHS services	86%	100%	94%	71%	87%
Child Health Services					
Children with medical home	90%	100%	97%	100%	91%
Children with health insurance	90%	100%	98%	100%	92%
Med Screenings Complete	47%	44%	40%	52%	46%
....Needing Med. Treatment	9%	11%	12%	18%	10%
....Rec'd Med. Treatment	92%	100%	84%	94%	90%
Dental					
Up to date on oral examination	83%	100%	94%	100%	86%
Immunization					
Complete/up to date/exempt					
....at enrollment	83%	100%	96%	100%	87%
....at end of program year	86%	100%	96%	100%	89%
Developmental Screenings/Assessments					
# Completed Developmental Screenings	75%	100%	66%	90%	75%
Disabilities					
% Diagnosed	16%	6%	4%	9%	14%
% receiving special services	16%	6%	4%	9%	14%
Services to Pregnant Women					
# of Pregnant Women	49	N/A	11	N/A	60
....Prenatal Health–1st trimester	12%	N/A	0%	N/A	10%
....Prenatal Health–2nd trimester	39%	N/A	45%	N/A	40%
....Prenatal Health–3rd trimester	49%	N/A	55%	N/A	50%
....# with medical insur.	57%	N/A	100%	N/A	65%

2024–2025 Program Information Report – Early Head Start (EHS)

	SOP	Sac City	San Juan	Twin Rivers	County Totals
...# received professional dental exam	65%	N/A	82%	N/A	68%
...# identified medically high risk	31%	N/A	18%	N/A	28%
Pregnant Women receiving the following services:					
...prenatal health care	100%	N/A	100%	N/A	100%
...postpartum health care	49%	N/A	82%	N/A	55%
...mental health interventions	29%	N/A	0%	N/A	23%
...substance abuse prevention	100%	N/A	73%	N/A	95%
...substance abuse treatment	22%	N/A	0%	N/A	18%
...prenatal education on fetal develop.	100%	N/A	82%	N/A	97%
...info. on benefits of breastfeeding	100%	N/A	82%	N/A	97%
Staff Qualifications					
# of Teachers	98	4	25	7	134
...Teachers with AA degree	31%	25%	48%	0%	32%
...Teachers with BA or higher degree	36%	75%	36%	100%	40%
...Teachers with permit	34%	0%	16%	0%	28%
# of Home Visitors	34	0	7	0	41
...Home Visitors with permits, AA degree, BA degree or higher	100%	0%	100%	0%	100%
Teaching Staff Ethnicity/Race					
Hispanic	23%	50%	13%	43%	22%
Non-Hispanic	77%	50%	88%	57%	78%
Am. Indian/Alaska Native	1%	33%	0%	0%	1%
Asian	32%	67%	9%	14%	28%
Black or African American	9%	0%	9%	29%	10%
Native Hawaiian/Pac.Islander	1%	0%	0%	0%	1%
White	23%	0%	78%	0%	32%
Bi-racial/Multi-racial	3%	0%	0%	14%	3%
Other or Unspecified	32%	0%	3%	43%	26%
Teaching Staff Languages other than English					
Spanish	28%	25%	17%	80%	28%
Native Central/South America	0%	0%	0%	0%	0%
Caribbean languages (Haitain-Creole)	0%	0%	4%	0%	1%
Middle Eastern/India	27%	0%	26%	0%	24%
East Asian	35%	50%	4%	20%	27%
Native No.American/Alaska	0%	0%	0%	0%	0%
Pacific Islander	2%	0%	0%	0%	1%
European/Slavic	7%	0%	35%	0%	13%
African	0%	0%	4%	0%	1%
American Sign Language	2%	25%	9%	0%	4%
Other or Unspecified	0%	0%	0%	0%	0%
# of Volunteers	135	12	6	47	200

2024-2025 Program Information Report – Head Start (HS)

	SOP	Elk Grove	Sac City	San Juan	Twin Rivers	WCIC	County Totals
Enrollment							
Total Funded Enrollment	1364	440	676	712	156	100	3448
Actual Enrollment	1761	530	733	772	185	127	4108
# Enrolled < 45 days	127	46	36	35	14	10	268
# Total staff	540	69	119	163	44	18	953
# of classes	63	22	33	35	7	5	165
Child Demographics							
Age: 2 years old	19%	9%	7%	11%	20%	0%	13%
Age: 3 years old	42%	47%	39%	36%	39%	51%	41%
Age: 4 years old	39%	44%	54%	53%	41%	49%	45%
Age: 5 years old	0%	0%	0%	0%	0%	0%	0%
Race & Ethnicity							
Hispanic	45%	32%	53%	28%	26%	45%	41%
Non-Hispanic	55%	68%	47%	72%	74%	55%	59%
Am. Indian/Alaska Native	1%	4%	0%	0%	1%	0%	1%
Asian	13%	26%	21%	26%	17%	5%	19%
Black or African American	25%	23%	17%	13%	38%	42%	22%
Native Hawaiian/Pac.Islander	1%	3%	2%	1%	1%	0%	1%
White	26%	28%	49%	43%	10%	3%	32%
Bi-racial/Multi-racial	13%	9%	11%	7%	13%	6%	11%
Other or Unspecified	21%	7%	0%	11%	20%	45%	14%
Primary Language							
English	63%	67%	59%	40%	75%	74%	59%
Spanish	23%	11%	26%	13%	12%	25%	20%
Native Central/South Am.	0%	0%	0%	0%	0%	0%	0%
Caribbean	0%	0%	0%	0%	0%	0%	0%
Middle Eastern	6%	11%	5%	41%	6%	0%	13%
East Asian	5%	9%	7%	0%	5%	1%	5%
Native No.American/Alaska	0%	0%	0%	0%	0%	0%	0%
Pacific Islander	0%	0%	1%	0%	0%	0%	0%
European/Slavic	2%	0%	1%	5%	0%	0%	2%
African	0%	1%	1%	1%	0%	0%	0%
American Sign Language	0%	0%	0%	0%	0%	0%	0%
Other or Unspecified	0%	1%	0%	0%	1%	0%	0%
# children in foster care	1%	2%	0%	1%	2%	2%	1%
First year enrollees	50%	87%	72%	65%	60%	61%	62%
Family Demographics							
# of Families	1603	504	692	736	165	115	3815
# of One Parent Families	60%	44%	49%	29%	52%	77%	50%
# of Two Parent Families	40%	56%	51%	71%	48%	23%	50%

2024-2025 Program Information Report – Head Start (HS)

	SOP	Elk Grove	Sac City	San Juan	Twin Rivers	WCIC	County Totals
....Advanced or baccalaureate degree	11%	13%	12%	22%	3%	3%	8%
....Associate degree, vocational school	26%	32%	28%	32%	24%	23%	28%
....High School diploma or GED	41%	45%	46%	35%	46%	61%	42%
....Less than high school graduate	22%	10%	15%	11%	27%	13%	17%
# income below 100% poverty	51%	36%	43%	24%	30%	51%	42%
# over income	9%	6%	8%	8%	6%	0%	8%
# families experiencing homelessness	6%	9%	1%	2%	5%	3%	4%
# families receiving TANF	20%	21%	16%	30%	15%	84%	23%
# families receiving SSI	2%	5%	2%	2%	2%	2%	3%
Families receiving WIC	60%	45%	56%	70%	38%	42%	58%
Families receiving SNAP	45%	49%	35%	56%	47%	40%	46%
Families on active military duty	0%	1%	0%	0%	0%	0%	0%
% families receiving HS Services	89%	100%	87%	85%	95%	100%	90%
Child Health Services							
Children with medical home	91%	95%	100%	100%	100%	100%	96%
Children with health insurance	93%	98%	100%	100%	100%	100%	97%
....Underweight	4%	14%	8%	6%	2%	0%	6%
....Healthy weight	62%	52%	61%	68%	68%	72%	62%
....Overweight	13%	11%	12%	13%	13%	9%	12%
....Obese	18%	20%	17%	14%	15%	18%	17%
Med. Screenings Complete	72%	60%	72%	78%	76%	68%	72%
....at enrollment	18%	25%	37%	53%	16%	96%	31%
....at end of program year	72%	60%	72%	78%	76%	68%	72%
Needing Med. Treatment	15%	17%	14%	17%	21%	3%	16%
Rec'd Med. Treatment	94%	84%	99%	91%	100%	100%	93%
Up to date on oral examination	75%	79%	74%	86%	97%	84%	79%
Needing Dental Treatment	4%	19%	1%	19%	4%	16%	8%
Dental Treatment Rec'd	87%	38%	71%	90%	100%	40%	71%
Immunizations							
Complete/up to date/exempt							
....at enrollment	97%	100%	100%	99%	99%	100%	99%
....at end of program year	97%	100%	100%	100%	99%	100%	99%
Development Screenings/Assessments							
# Completed Development Screenings	81%	69%	78%	95%	89%	100%	82%
Disabilities							
% Diagnosed	13%	19%	14%	13%	26%	6%	14%
# of Health Impairments	0%	1%	0%	0%	1%	0%	0%
Emotional disturbance	0%	0%	0%	0%	0%	0%	0%
# Speech/language impairments	8%	11%	11%	10%	15%	6%	9%
# Intellectual disabilities	0%	0%	0%	0%	0%	0%	0%

	SOP	Elk Grove	Sac City	San Juan	Twin Rivers	WCIC	County Totals
Orthopedic impairment	0%	0%	0%	0%	0%	0%	0%
Visual impairment, include blind	0%	0%	0%	0%	0%	0%	0%
Specific learning disability	0%	0%	0%	0%	0%	0%	0%
Autism	4%	6%	2%	2%	10%	0%	4%
Traumatic brain injury	0%	0%	0%	0%	0%	0%	0%
Non-categorical/develop. delay	0%	0%	0%	0%	0%	0%	0%
Multiple disabilities	0%	0%	0%	0%	0%	0%	0%
Deaf-blind	0%	0%	0%	0%	0%	0%	0%
Staff Qualifications							
# of Teachers	63	22	33	35	7	5	165
....Teachers with AA degree	52%	0%	0%	3%	0%	20%	21%
....Teachers with BA or higher	48%	100%	100%	97%	100%	80%	79%
....Teachers with permit	0%	0%	0%	0%	0%	0%	0%
# of Teacher Assistants	131	27	31	35	11	5	240
....Teacher Assistants with permit	37%	0%	13%	57%	55%	100%	35%
....Teacher Assistants w/AA degree	22%	41%	48%	17%	27%	0%	27%
....Teacher Assistants w/BA degree or higher	24%	59%	32%	9%	18%	0%	26%
....None of the above	18%	0%	6%	17%	0%	0%	13%
# of Home Visitors	13	N/A	N/A	N/A	N/A	N/A	13
....Home Visitors with permit, AA degree, BA degree or higher	100%	N/A	N/A	N/A	N/A	N/A	100%
....None of the above	0%	N/A	N/A	N/A	N/A	N/A	0%
Staff Ethnicity							
Hispanic	20%	12%	22%	23%	39%	40%	21%
Non-Hispanic	80%	88%	78%	77%	61%	60%	79%
Am. Indian/Alaska Native	1%	0%	8%	3%	0%	0%	2%
Asian	30%	37%	31%	34%	11%	60%	32%
Black or African America	19%	16%	9%	0%	6%	0%	13%
Native Hawaiian/Pac.Islander	2%	0%	2%	1%	11%	0%	2%
White	25%	41%	44%	1%	17%	0%	25%
Bi-racial/Multi-racial	5%	6%	6%	41%	0%	0%	11%
Other or Unspecified	16%	0%	0%	19%	56%	40%	15%
Staff Languages Other Than English							
Spanish	38%	24%	26%	21%	41%	40%	32%
Native Central/South Am.	0%	0%	0%	4%	0%	0%	1%
Caribbean (e.g.Haitian-Creole)	0%	0%	0%	0%	0%	0%	0%
Middle Eastern/Indic	21%	17%	18%	25%	24%	20%	21%
East Asian	30%	41%	41%	8%	29%	40%	29%
Native No.American/Alaska	0%	0%	0%	0%	0%	0%	0%
Pacific Islander	2%	0%	0%	0%	0%	0%	1%

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

2024–2025 Program Information Report – Head Start (HS)

	SOP	Elk Grove	Sac City	San Juan	Twin Rivers	WCIC	County Totals
European/Slavic	8%	0%	15%	10%	6%	0%	8%
African	1%	0%	0%	0%	0%	0%	0%
American Sign Language	1%	0%	0%	0%	0%	0%	0%
Other or Unspecified	0%	17%	0%	33%	0%	0%	8%
# of Volunteers	135	7	177	22	47	55	443

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

INFORMATION ITEM III-B
Standing Information

BACKGROUND:

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
- Health Service Advisory Committee (HSAC) Report: Ms. Le Andra Jones-Villalta
- Community Resources: Community Agency Representative!
 - Francis House Center – Free Community Health Clinic
 - Sac Family Connect – Access Reimagined: A Journey into Language Justice

NOTES:



Free Community Health Clinic



**Friday, October 24th
9:00am - 12:00pm**



Francis House Center

**1422 C Street
Sacramento, CA 95814**

Vitals

**Physical
Exams**

**Wound
Care**

Haircuts

Prescriptions

**Personal
Supplies**

**Veterinarian
Services**

Dental

Hot Meals



vituitycares



At the Head Start Parent Advisory Committee



Tuesday, October 21, 2025



In partnership with
Bridging Voices-Uniendo Voces,
Sac Family Connect
Presents:



Access Reimagined: A Journey into Language Justice

This interactive workshop explores language justice—a transformative shift from language access to creating inclusive, multilingual spaces where every voice is valued.

Designed for school districts, family resource centers, public agencies, health services, and community leaders, this session offers practical tools to support equity in diverse communities.

Participants will:

- Understand the difference between language access and language justice—and why it matters
- Explore real-world examples from schools, health departments, and social service agencies
- Learn strategies to embed language justice into staffing, outreach, budgeting, and service delivery
- Reflect on organizational readiness and set goals to serve multilingual families with dignity and respect

Whether you're just beginning or looking to strengthen your efforts, you'll leave with clear next steps to build trust, improve outcomes, and uplift the communities you serve.

For Questions, Contact Maria Hammill at
hammillma@saccounty.gov

Head Start Parent Advisory Committee

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Event Details:



**Thursday,
November 20, 2025**



9:00am - 11:00am



**[CLICK HERE TO
REGISTER OR
SCAN THE QR CODE](#)**



Tuesday, October 21, 2025



En colaboración con
Bridging Voices-Uniendo Voces,
Sac Family Connect
presenta:



El Acceso Reimaginado: Una Jornada Hacia la Justicia Lingüística

Este taller interactivo explora la justicia lingüística, un cambio transformador que va desde el acceso lingüístico hasta la creación de espacios inclusivos y multilingües en los que se valoran todas las voces.

Diseñado para distritos escolares, centros de recursos familiares, organismos públicos, servicios sanitarios y líderes comunitarios, esta sesión ofrece herramientas prácticas para apoyar la equidad en comunidades diversas.

Los participantes:

- Comprenderán la diferencia entre el acceso lingüístico y la justicia lingüística, y por qué es importante.
- Explorarán ejemplos reales de escuelas, departamentos de salud y agencias de servicios sociales.
- Aprenderán estrategias para integrar la justicia lingüística en la contratación de personal, la divulgación, la elaboración de presupuestos y la prestación de servicios.
- Reflexionarán sobre la preparación de la organización y establecerán objetivos para atender a las familias multilingües con dignidad y respeto.

Tanto si acaba de empezar como si desea reforzar sus esfuerzos, al finalizar tendrá claros los siguientes pasos para generar confianza, mejorar los resultados y mejorar las comunidades a las que presta servicio.

Si tiene alguna pregunta, póngase en contacto con
Maria Hammill en hammillma@sacounty.gov.

Head Start Parent Advisory Committee

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Detalles del evento:



Jueves,
20 de noviembre, 2025



9:00am - 11:00am



HAGA CLIC [AQUÍ](#)
PARA
REGISTRARSE O
ESCANEE EL
CÓDIGO QR



INFORMATION ITEM III-C
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 July 22, 2025, meeting.

NOTES:

MINUTES/SYNOPSIS

Sacramento Employment and Training Agency HEAD START POLICY COUNCIL Regular Meeting

Tuesday **July 22, 2025.** **10:00 a.m.**
925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Ms. Le Andra Jones-Villalta called the meeting to order at 10:03 a.m., read the thought of the day, and called the roll; a quorum was met.

Members Present:

Le Andra Jones-Villalta, Chair, Past Parent Representative
Aterious Cuffee, Past Parent Representative
Yaneika James, Secretary, Florin Grammar Head Start
Rebekah Chester, SETA-Operated Program
Graciela Garduno, Treasurer, EHS San Juan Unified School District
Franschelle Brown, Foster Parent Representative
Debra Gipson, Community Agency Representative
Javana Abrussezze, SETA-Operated Program
Jasmine Nnachi, SETA-Operated Program (*arrived and seated at 10:17 a.m.*)

New Members Seated Present: None

New Members to be Seated/Reseated but Absent: None

Members Absent:

Jasmine Nnachi, SETA-Operated Program (*unexcused*)

I. **CONSENT ITEM:**

A. Approval of the Minutes of June 24, 2025, Regular Meeting

The minutes were reviewed, no questions or corrections.

Moved/Cuffee, second/James, to approve June 24, 2025, minutes as distributed.

Roll call vote:

Aye: 7 (Garduno, Cuffee, James, Chester, Abrussezze, Brown, Gipson)

Nay: 0

Abstention: 1 (Jones-Villalta)

Absent: 1 (Nnachi)

II. **ACTION ITEMS:**

A. Timed Item 10:00 A.M. and Public Hearing

Approval of Change to the SETA Personnel Policies and Procedures

The public hearing was opened at 10:04 a.m.

Mr. Richardson reviewed the item. He advised that the Sick Leave Accrual and Usage policy has been reviewed and updated to be more comprehensive and effective. The Labor Management Committee has come to an agreement with the updates which will be included in the next contract negotiations.

There were no public comments on this item. The public hearing was closed at 10:06 a.m.

Moved/Garduno, second/Abrussezze, to approve the updated Personnel Policies and Procedures Section 9.17 "Sick Leave Accrual and Usage".

Roll call vote:

Aye: 7 (Garduno, Cuffee, James, Chester, Abrussezze, Brown, Gipson)

Nay: 0

Abstention: 1 (Jones-Villalta)

Absent: 1 (Nnachi)

B. Election of Policy Council Vice Chair and Parliamentarian for Program Year 2024-2025

Ms. Jones-Villalta reviewed the item. There were no eligible nominations at this time.

Moved/Garduno, second/Gipson, to table the election of Policy Council Vice Chair and Parliamentarian to the next meeting.

Roll call vote:

Aye: 7 (Garduno, Cuffee, James, Chester, Abrussezze, Brown, Gipson)

Nay: 0

Abstention: 1 (Jones-Villalta)

Absent: 1 (Nnachi)

C. Election of Community Action Board Alternate

Ms. Jones-Villalta reviewed the item. There were no nominations at this time.

Moved/Cuffee, second/Garduno, to table the election of low-income sector Alternate to the Community Action Board.

Roll call vote:

Aye: 7 (Garduno, Cuffee, James, Chester, Abrussezze, Brown, Gipson)

Nay: 0

Abstention: 1 (Jones-Villalta)

Absent: 1 (Nnachi)

III. INFORMATION ITEMS:

A. Standing Information Items

➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account

Mr. Han introduced himself and reviewed the combined SETA-Operated and Delegate Agencies' HS/EHS fiscal report for the eleventh month, which ended June 30, 2025, in the 2024-2025 program year. He advised that total Head Start Year-to-Date expenditures are at 84.3%. The Non-Federal Share Year-to-Date expenditures

are at 28.1%, above the required 25%. The Administrative cost is 10.4%, below the 15% maximum countywide. The funds from the American Rescue Plan Act (ARP) and the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) were reviewed. The liquidation period for these funds will end on September 30, 2025, allowing additional time to complete the projects. The review of the American Express and CitiBank credit card statements didn't reveal anything atypical.

Mr. Han reviewed the countywide Head Start and Early Head Start expenditures for the Program Year 23-24 grant extended through July 31, 2025. The reports included various projects planned to spend down the remaining funds. The Delegate Agencies continue their efforts to complete projects on time before the expiration date.

Ms. Nnachi arrived and was seated at 10:17 a.m.

- Health Service Advisory Committee (HSAC):
Ms. Jones-Villalta advised that the last HSAC meeting was held on May 28, and the upcoming End of the Year meeting is planned for October 1, 2025.
- Community Resources
Ms. Jones-Villalta reviewed the community resources provided in the packet.

B. SETA's Recruitment Update – Ms. Sheri Green-Johnson:
Mr. Ponce reviewed the recruitment data provided in the agenda packet as backup information. The data pertains to the period from June 13 through July 10, 2025.

C. Governing Board Minutes for June 5, 2025: No questions

IV. COMMITTEE REPORTS:

- Executive Committee
The next meeting will be held on Tuesday, August 12, 2025, at 11:30 a.m. at the SETA Administrative building.
- Budget/Planning Committee
The next meeting will be held on Tuesday, August 12, 2025, at 1:00 p.m. at the SETA Administrative building.
- Parent/Ambassador Committee
The next meeting date and time will be determined.
- Social/Hospitality Committee
Ms. Jones-Villalta shared that the Parent Bonding Activity took place on July 11, 2025. She mentioned that it was a great event that started with a presentation at the SETA office and then continued with bowling, laser tag, and dining at a restaurant. Six Board members attended.
- Personnel/Bylaws Committee
The next meeting date and time will be determined.

V. OTHER REPORTS:

- A.** Executive Director: No report
- B.** Head Start Deputy Director:

Ms. Uda provided a report on behalf of Ms. Griffith and informed the Board that Ms. Griffith, Ms. Khalfani, and Ms. Maldonado are attending the Executive Leadership Council Network. They hope to bring back helpful information and will return tomorrow. SETA has been assigned a new program specialist from the Office of Head Start and recently had a very productive virtual meeting. The Children and Family Services Department is optimistic that the pending items are now moving through the process, and SETA is expected to receive a grant notice of awards soon.

Additionally, the Agency has been awarded a grant from the James Irvine Foundation aimed at building internal capacity and enhancing SETA's ability to serve low-wage customers through human-centered design, guided by a cross-advisory board. Information on how to become a member of that board will be released in August.

C. Chair:

Ms. Jones-Villalta advised that PC recruitment is a continuous effort.

D. Head Start Managers:

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

Ms. Carr provided the enrollment statistics as of June 2025: the countywide enrollment for Head Start and Early Head Start was at 99%. She advised that starting in September, enrollment must be above 97%, and centers are currently working to enroll children for the fall.

Additionally, she reported on attendance rates for the SETA-Operated program, which has a chronic absenteeism rate of 77%. For the Sacramento City Unified School District (SCUSD), the rate is 75%, while Elk Grove Unified School District (USD) reported a rate of 40%. Twin Rivers USD has a chronic absenteeism rate of 75.6%. There are currently no available numbers for San Juan USD and the Women's Civic Improvement Club of Sacramento, Inc.

✓ Veronica Jones – Health, Nutrition, Quality Assurance, and Data Systems:

Ms. Jones advised that the Quality Assurance unit continued to review existing policies and procedures, as well as manuals and schedules, to identify any past barriers that may have hindered support for teams in the field. They continue to explore ways to enhance training for Delegates and SETA-operated sites.

✓ Megan Lamb - School Readiness, Special Education, and Mental Health Services:

Ms. Lamb advised that as SETA prepares for the new program year, her team works closely with the Delegates to support them during their training weeks. They are also focused on enhancing parent engagement and communication with teachers about classroom activities for the upcoming year.

✓ Betsy Uda – Safe Environments, Facilities, Licensing, and Food Services:

Ms. Uda informed that two new members at Facilities have been certified on forklifts, and fourteen Cook/Drivers have completed training to become ServSafe certified. The results will be available soon.

E. Open Discussion and Comments:

Ms. Chester provided additional resources from Sacramento County Office of Education (Family Fun Night at Fairytale Town on July 26, 5-6 p.m.).

F. Public Participation: None

VI. ADJOURNMENT: The meeting was adjourned at 10:50 a.m.

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

COMMITTEE REPORTS ITEM IV

- Executive Committee: Ms. Lizeth Ortiz

NOTES:

- Budget/Planning Committee: Ms. Lizeth Ortiz

NOTES:

- Parent Ambassador Committee: Ms. Lizeth Ortiz

NOTES:

- Social/Hospitality Committee: Ms. Lizeth Ortiz

NOTES:

- Personnel/Bylaws Committee: Ms. Lizeth Ortiz

NOTES:

OTHER REPORTS ITEM V

BACKGROUND:

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

- A.** Chair – Ms. Lizeth Ortiz
 - ✓ PAC Recruitment
- B.** Policy Council – Ms. Le Andra Jones-Villalta
- C.** Head Start Deputy Director – Ms. Karen Griffith
 - ✓ Monthly Head Start Report
- D.** Head Start Managers
 - ✓ Betsy Uda – Safe Environments, Facilities, Licensing, and Food Services
 - ✓ Veronica Jones – Health, Nutrition, Quality Assurances, and Data Systems
 - ✓ Megan Lamb – School Readiness, Special Education, and Mental Health Services
 - ✓ Lisa Carr – Family Engagement, Home Base, and ERSEA Services

NOTES:



Seta Head Start

Food Service Operations Monthly Report

*September, 2025

9/25/25 - Homebase had a field trip to Safetyville, we prepared 80 sack lunches.

9/26/25 - Homebase had a field trip to Swanston Park we prepped 150 sack lunches.

	Lunch	PM Snack	Breakfast	Field Trips
	35,054	32,524	34,004	2
Total Amount of Meals and Snacks Prepared				101,812
Purchases:				
Food	\$118,833.29			
Non - Food	\$12,890.08			
Building Maintenance and Repair:			\$0.00	
Janitorial & Restroom Supplies:			\$0.00	
Kitchen Small Wares and Equipment:			\$0.00	
Vehicle Maintenance and Repair:			\$1,068.59	
Vehicle Gas / Fuel:			\$1,962.23	
Normal Delivery Days			21	

SETA HEAD START/EARLY HEAD START
End of Month Enrollment Report
September 2025

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	3	43		108%
*Bret Harte	20	19	0	19		95%
*Bright Beginnings	20	20	0	20		100%
*Capital City	20	20	1	21		105%
*CP Huntington	20	20	0	20		100%
*Crossroad Garden	60	59	1	60		100%
*Elkhorn	60	60	0	60		100%
*Florin	20	19	2	21		105%
*Freedom Park	60	60	7	67		112%
*Freeport	20	20	0	20		100%
*Fruitridge	20	19	1	20		100%
*Galt	60	60	1	61		102%
*Hillsdale	80	71	1	72		90%
*Hopkins	40	39	2	41		103%
*Job Corps	20	20	1	21		105%
*Marina Vista	40	29	1	30		75%
*Mather	60	59	3	62		103%
*Mirasol Village	20	0	0	0		0%
*Norma Johnson	40	39	4	43		108%
*North Avenue	40	40	2	42		105%
*Northview	60	60	2	62		103%
*Phoenix Park	40	37	1	38		95%
*Sharon Neese	60	58	4	62		103%
Alder Grove ELC	17	17	1	18		106%
Bannon Creek	34	34	1	35		103%
Dudley	17	20	0	20		118%
Franklin	17	8	1	9		53%
Grizzly Hollow	40	40	0	40		100%
Home Base	110	89	2	91		83%
Nedra Court	34	33	0	33		97%
Solid Foundation	34	35	2	37		109%
Strizek Park	17	18	0	18		106%
Walnut Grove	20	19	0	19		95%
Total	1260	1181	44	1225	0%	97%

- (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
(e) Closed during summer months

SETA HEAD START/EARLY HEAD START
End of Month Enrollment Report
September 2025

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	25	25	2	27		108%
*Alder Grove I/T	16	16	0	16		100%
*Bret Harte	9	9	0	9		100%
*Bright Beginnings	17	16	1	17		100%
*Captial City	17	14	1	15		88%
*CP Huntington	16	16	2	18		113%
*Crossroad Garden	15	15	2	17		113%
*Elkhorn	16	16	0	16		100%
*Florin	16	16	1	17		106%
*Freedom Park	16	16	2	18		113%
*Fruitridge	17	16	0	16		94%
*Galt	16	16	1	17		106%
*Hillsdale	16	16	1	17		106%
*Hiram Johnson	33	33	4	37		112%
*Hopkins	6	6	0	6		100%
*Job Corps	25	25	2	27		108%
*Marina Vista	9	9	1	10		111%
*Mather	15	15	1	16		107%
* Mirasol Village	8	0	0	0		0%
*Norma Johnson	9	9	1	10		111%
*North Avenue	16	16	1	17		106%
*Northview	17	16	1	17		100%
*Phoenix Park	8	6	1	7		88%
*Sharon Neese Center	25	25	1	26		104%
*Spinelli	16	16	0	16		100%
EHS Home Base	200	207	13	220		110%
Grizzly Hollow	9	9	0	9		100%
River Oak - Home Base	60	54	3	57		95%
SCOE - Home Base	70	67	6	73		104%
Walnut Grove	8	9	1	10		125%
Total	746	729	49	778	0%	104%

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

The following site has a pending to be open for EHS and HS classroom(s)- totaling 28 enrollment slots: Mirasol Village. With the increased availability of Transitional Kindergarten (TK) families have service options for programs that provide longer hours and fewer income eligibility requirements.

Strategies/Action Plan:

SETA conducted two enrollment events for families who were on the waiting and inquiry list. This led to increased enrollment in underenrolled sites and in the home base programs. Recruitment and networking opportunities to increase awareness of Head Start services and Community Partnerships: Galt Market, Fun Fair, Rio Linda County Faire, and Literacy is Key.

- (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
- (e) Closed during summer months

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

Breana.ware@seta.net

September 2025

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	125	9%	739	125	17%
Twin Rivers USD	156	30	19%	56	5	9%
Elk Grove USD	440	42	10%	NA	NA	NA
Sac City USD	676	70	10%	16	2	13%
San Juan USD	712	58	8%	96	3	3%
WCIC	100	0	0%	NA	NA	NA
COUNTY TOTAL	3448	325	9%	907	135	15%

****NO REPORT RECEIVED**

AFE: Annual Funded Enrollment

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: