

Thought of the Day:

“Go confidently in the direction of your dreams. Live the life you have imagined.”

Author: Henry David Thoreau

AGENDA

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

Tuesday November 18, 2025, 1:00 p.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, 83854104151 # US (San Jose).

Meeting ID: 838 5410 4151

Passcode: 577759

[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.

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Rich Desmond

BOARD OF SUPERVISORS
County of Sacramento

Eric Guerra

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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 October 21, 2025, Regular Board Meeting 6-18

II. ACTION ITEMS:

A. TIMED ITEM 1:00 P.M. AND PUBLIC HEARING:

- Final Reading of Modifications to the Bylaws of the SETA-Operated Head Start/Early Head Start Parent Advisory Committee 19-55

- B.** Election of Parent Advisory Community Representatives and Alternates for Program Year 2025-2026 56

- C.** Election of Parent Advisory Committee Officers for Program Year 2025-2026 57-58

- D.** Election of SETA-Operated Representatives and Alternates to the Policy Council for Program Year 2025-2026 59-60

III. INFORMATION ITEMS:

- A.** 3rd Quarter Strategic Plan Report: Ms. Anita Maldonado 61

- B.** Standing Information Items: 62-69

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han

- Health Service Advisory Committee (HSAC) Report: Ms. Le Andra Jones-Villalta

- C.** Head Start Policy Council Minutes for August 26, 2025 70-88

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

V. OTHER REPORTS:

90-94

- 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

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DISTRIBUTION DATE: Wednesday, November 12, 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 2024-2025 - New Representatives to be seated

- Celena Jewel Ferguson, Elkhorn Head Start
- Terrland Gurski, Hillsdale Head Start
- Destiny Rinkenberger, Job Corps Head Start
- Ahmad Urfanzada, Strizek Park Head Start *(to be reseated)*
- Rebekah Chester, Pre-School (Home Base) *(to be reseated)*
- Javana Abrussezze, Northview Head Start *(to be reseated)*
- Le Andra Jones-Villalta, Past Parent Representative *(to be reseated)*

Applications Received:

- Mylanie Copeland, Community Agency Representative *(to be reseated)*

Vacant, 16 th Avenue Head Start	Vacant, LaVerne Stewart Head Start
Vacant, Alder Grove I/T Head Start	Vacant, Marina Vista Head Start
Vacant, Bannon Creek Head Start	Vacant, Mather Head Start
Vacant, Bright Beginnings Head Start	Vacant, Norma Johnson Head Start
Vacant, Capital City Head Start	Vacant, Nedra Court Head Start
Vacant, Crossroad Gardens Head Start	Vacant, Northview Early Head Start
Vacant, Dudley Gardens Head Start	Vacant, Parker Head Start
Vacant, Early Head Start (Home Base) (2)	Vacant, Phoenix Park Head Start
Vacant, Elkhorn Head Start	Vacant, Pre-school (Home Base)
Vacant, Franklin Head Start	Vacant, River Oak Center for Children
Vacant, Freedom Park Head Start	Vacant, SCOE
Vacant, Freeport Head Start	Vacant, Solid Foundation Head Start
Vacant, Fruitridge Head Start	Vacant, Spinelli Head Start
Vacant, Galt Head Start	Vacant, Walnut Grove Head Start
Vacant, Grizzly Hollow Head Start	Vacant, Outgoing Chair
Vacant, Hiram Johnson Head Start	Vacant, Past Parent Representative

**PAC MEETING ATTENDANCE
PROGRAM YEAR 2025-2026**

The PAC was seated on November 18, 2025.

COMMITTEE MEMBER	CENTER	11/18	12/16	1/20	2/17	3/17	4/28*	5/19	6/16	7/21	8/18	9/15	10/20
Vacant Seated	16A												
Vacant Seated	AG ELC												
Vacant Seated	AG I/T												
Vacant Seated	BC												
Rashanetta Yates Seated 7/15/25	BH												
Vacant Seated	BB												
Vacant Seated	CC												
Lizeth Ortiz Seated 11/19/24	CPH												
Vacant Seated	D												
Vacant Seated	EHS/HB												
Celena Jewel Ferguson S/B/S 11/18/25	EL												
Vacant Seated	EL												
Yaneika James Seated 11/19/24	FG												
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												
Terrland Gurski S/B/S 11/18/25	HI												
Vacant Seated	HP												
Destiny Rinkenberger S/B/S 11/18/25	JC												
Vacant Seated	K												
Vacant Seated	LVS												
Vacant Seated	MV												
Vacant Seated	M												
Vacant Seated	NC												

COMMITTEE MEMBER	CENTER	11/18	12/16	1/20	2/17	3/17	4/28*	5/19	6/16	7/21	8/18	9/15	10/20
Vacant Seated	NJ												
Jasmine Nnachi Seated 3/18/25	NA												
Vacant Seated	NV/EHS												
Javana Abrussezze RS 11/18/25	NV/PS												
Vacant Seated	PA												
Vacant Seated	PP												
Rebekah Chester RS 11/18/25	PS/HB												
Vacant Seated	PS/HB												
Vacant Seated	RO												
Vacant Seated	SCOE/EHS												
Masahi Jacobi Seated 2/18/25	SN/HS												
Shadae Suber Seated 9/16/25	SN/EHS												
Vacant Seated	SF												
Vacant Seated	S												
Ahmad Urfanzada RS 11/18/25	SP												
Vacant Seated	WG												
Akenese (Agnes) Luluga Seated 1/21/25	CAR												
Debra Gipson Seated 1/21/25	CAR												
Mylanie Copeland RS 11/18/25	CAR												
Omar Smith Seated 11/19/24	PAR												
Dennesha Calhoun Seated 1/21/25	FPR												
Le Andra Jones-Villalta RS 11/18/25	PPR												
Vacant Seated	PPR												
Wanda Thomas-Johnson Seated 11/19/24	GPR												
Vacant Seated	OGC												

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

- 1. First, call your Alternate(s) to see if they can attend in your place;**
- 2. Second, call Head Start Governance and Parent Engagement Coordinator, Ms. Gaylon Ndiaye, at (916) 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 - 16 th Avenue	HP - Hopkins Park
AG ELC - Alder Grove Early Learning Center	JC - Job Corps
AG I/T - Alder Grove Infant/Toddler Center	K - Kennedy Estates
BC - Bannon Creek	LVS - LaVerne Stewart
BB - Bright Beginnings	MV - Marina Vista Early Learning Center
BH - Bret Harte	M - Mather
CC - Capital City	NC - Nedra Court
CPH - CP Huntington	NJ - Norma Johnson
CR - Crossroad Gardens	NA - North Avenue
D - Dudley	NV - Northview
EHS/HB - Early Head Start/Home Base	PA - Parker Avenue
EL - Elkhorn	PP - Phoenix Park
FG - Florin Grammar	PS/HB - Pre-school/Home Base
FA - Franklin	RO - River Oak
FP - Freedom Park	SCOE - Sacramento County Office of Education
FPT - Freeport	SN - Sharon Neese
FT - Fruitridge	SF - Solid Foundation
G - Galt	S - Spinelli
GH - Grizzly Hollow	SP - Strizek Park
H - Hillsdale	WG - Walnut Grove
HI - Hiram Johnson	

Representative Abbreviations:

CAR - Community Agency Representative	OGC - Out Going Chair
FPR - Foster Parent Representative	PAR - Parent Ambassador Representative
GPR - Grandparent Representative	PPR - Past Parent Representative

Attendance Record and Meetings Abbreviations:

* - Special Meeting	PACB - PAC Board Business
** - Ethics Training with Policy Council	R - Resigned
AE - Alternate Excused	RS - Reseat
AP - Alternate Present	S/B/S - Should be, or should have been seated
CD - Child Dropped	U - Unexcused
E - Excused	X - Present
NM - No Meeting	
PAC - Parent Advisory Committee	

CONSENT ITEM I-A
Approval of Minutes of October 21, 2025, Regular Meeting

RECOMMENDATION:

Approve the minutes of October 21, 2025, meeting.

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of October 21, 2025, meeting.

MINUTES/SYNOPSIS

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Mr. Smith called the meeting to order at 10:09 a.m. and called for volunteers to Chair today's meeting. Ms. Jones-Villalta volunteered to be a Chair Pro Tem for today's meeting.

Moved/Chester, second/Copeland, to elect Ms. Jones-Villalta as a Chair Pro Tem for today's meeting.

Roll call vote:

Aye: 7 (Chester, Suber, Gipson, Jones-Villalta, Copeland, Urfazada, Calhoun)

Nay: 0

Abstention: 1 (Smith)

Absent: 8 (Ortiz, Jacobi, Abrussezze, Luluga, Yates, Thomas-Johnson, James, Nnachi)

Ms. Jones-Villalta 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

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

Omar Smith, Parent Ambassador Representative

Shadae Suber, Sharon Neese Early Learning Center Early Head Start

Javana Abrussezze, Northview Early Head Start (*arrived at 10:33 a.m., seated at 10:40 a.m.*)

Jasmine Nnachi, North Avenue Head Start (*arrived and seated at 10:41 a.m.*)

New Members to be Seated Present:

None

New Members to be Seated but Absent:

None

Members Absent:

Lizeth Ortiz, CP Huntington Head Start (*excused*)

Wanda Thomas-Johnson, Grandparent Representative (*excused*)

Akenese (Agnes) Luluga, Community Agency Representative (*excused*)

Rashanetta Yates, Bret Harte Head Start (*excused*)

Yaneika James, Florin Grammar Head Start (*unexcused*)

Masahi Jacobi, Sharon Neese Early Learning Center (*unexcused*)

I. CONSENT ITEM:

A. Approval of the Minutes of September 16, 2025, Regular Board Meeting

The minutes were reviewed, no questions or corrections.

Moved/Chester, second/Copeland, to approve September 16, 2025, minutes as distributed.

Roll call vote:

Aye: 6 (Chester, Gipson, Copeland, Urfazada, Calhoun, Smith)

Nay: 0

Abstention: 2 (Suber, Jones-Villalta)

Absent: 8 (Ortiz, Jacobi, Abrussezze, Luluga, Yates, Thomas-Johnson, James, Nnachi)

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

Ms. Jones-Villalta reviewed the item. She reviewed changes to the SETA-Operated Head Start/Early Head Start Parent Advisory Committee (PAC) Bylaws.

Ms. Jones-Villalta opened the public hearing at 10:22 a.m.

There were no public comments.

Ms. Jones-Villalta closed the public hearing at 10:22 a.m.

Ms. Ndiaye clarified that the Policy Council/Parent Advisory Committee and Subcommittees Code of Conduct mentioned in the Bylaws will take effect in November, and a draft has been provided to PAC members who attended the committee meetings.

Moved/Copeland, second/Smith, to approve the first reading amendments to the PAC Bylaws.

Roll call vote:

Aye: 3 (Calhoun, Copeland, Smith)

Nay: 0

Abstention: 5 (Suber, Jones-Villalta, Chester, Gipson, Urfazada)

Absent: 8 (Ortiz, Jacobi, Abrussezze, Luluga, Yates, Thomas-Johnson, James, Nnachi)

III. INFORMATION ITEMS:

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

Ms. Griffith presented on 2024-2025 Head Start/Early Head Start PIR, which is attached to these minutes.

B. Standing Information Items

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

Mr. Han introduced himself and reviewed the fiscal report for the second month, which ended September 30 in the 2025-2026 fiscal year. He advised that total Head Start Year-to-Date expenditures are at 14.3%. The Non-Federal Share Year-to-Date

expenditures are at 41.8%, above the required 25%. SETA is at 12.1% for Administrative expenditure, below 15% maximum.

Ms. Abrussezze arrived at 10:33 a.m. and was seated at 10:40 a.m.

Mr. Han reviewed the SETA-Operated Programs Expenditures Head Start and Early Head Start reports. The American Express and CitiBank credit card statements didn't reveal anything not ordinary.

Mr. Han announced that SETA's maximum reimbursement amount for state-funded preschool classrooms increased from \$6.8 million to \$7.3 million. SETA is hopeful to receive the same funding increase for the General Child Care and Development (CCTR) classrooms. He reviewed the state funding report and advised that SETA is still in a hold-harmless year, so reimbursement is earned based on whether there are sufficient expenditures.

Ms. Nnachi arrived and was seated at 10:41 a.m.

- Health Service Advisory Committee (HSAC) Report:
Ms. Jones-Villalta informed that HSAC held an End-of-the-Year meeting on October 1, 2025. The theme was "Bloom From Within." It included presentations on mental health and nutrition and was a very informal event.
- Community Resources – Parents/Staff:
Ms. Gipson reviewed the community resources provided in the packet.

C. Head Start Policy Council Minutes for July 22, 2025: No questions

IV. COMMITTEE REPORTS:

- Executive Committee
The next meeting time and date are to be determined.
- Budget/Planning Committee
The next meeting time and date are to be determined.
- Parent Ambassador Committee
The next meeting time and date are to be determined.
- Social/Hospitality Committee
The next meeting will be held today, October 21, 2025, at 11:30 a.m. following this meeting.
- Personnel/Bylaws Committee
This committee has concluded for the year.

V. OTHER REPORTS:

A. Chair: No report

B. Policy Council:

Ms. Jones-Villalta announced that the next Policy Council meeting will take place on October 28, 2025, at 10:00 a.m. in the SETA Board room. She mentioned that efforts continue to increase the number of representatives on the Policy Council and Parent Advisory Committee.

C. Head Start Deputy Director:

Ms. Griffith stated that due to the ongoing government shutdown, there is still no communication with the Office of Head Start. However, the federal Payment Management System remains unaffected, allowing SETA to draw down funds.

She informed the Board that SETA will hold a Delegates Kickoff this week, featuring a speaker who will discuss systems and data to prepare for the upcoming federal review. The aim is to strengthen these systems and align with the priorities of the Office of Head Start.

Additionally, Ms. Griffith reiterated that the state-funded program received an increase in funds, which may be allocated to enhance mental health consultation services and potentially hold another apprenticeship cohort. SETA is also planning to have a job fair to address some of the current teaching staff vacancies.

Finally, Ms. Griffith reviewed the enrollment report included in the packet, noting that enrollment reached 97% for Head Start and 104% for Early Head Start.

D. Head Start Managers

- ✓ Betsy Uda – Safe Environments, Facilities, Licensing, and Food Services:
Ms. Uda reviewed the Head Start Performance Standard 1302.44, which emphasizes the importance of nutrition services. According to this standard, programs must design and implement nutrition services that are culturally and developmentally appropriate. They should meet the nutritional needs of each child and accommodate the feeding requirements of all children, including those with special dietary needs and disabilities. Ms. Uda mentioned that on a typical day, SETA's kitchens serve approximately 300 children with special dietary needs.

Additionally, Ms. Uda highlighted the Head Start Performance Standard 1302.47, which focuses on safety practices. This standard requires programs to establish, train staff on, implement, and enforce a system of health and safety practices to ensure that children are kept safe at all times. She noted that the facilities team is working on documenting repairs and collecting data to identify trends and showcase their hard work.

- ✓ Veronica Jones – Health, Nutrition, Quality Assurance, and Data Systems:
No report.
- ✓ Megan Lamb - School Readiness, Special Education, and Mental Health Services:
No report
- ✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services:
No report

VI. CENTER UPDATES:

Ms. Chester shared that Home-Base had a socialization event at CP Huntington, and she had a great time.

Ms. Gipson mentioned that she attended a well-organized health and wellness event at Grant Union High School last Saturday. Organizers are planning to host another event, and she is involved in discussions about the location. Ms. Gipson hopes it will take place at North Avenue Elementary School and will provide more information as it becomes available.

VII. DISCUSSION: None

VIII. PUBLIC PARTICIPATION: None

IX. ADJOURNMENT: The meeting adjourned at 11:01 a.m.

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

Program Information Report
PIR
2024-2025

SETA Operated Enrollment

Program	Total Number of Classes
Head Start	63
Early Head Start	48

Funded Enrollment	Actual Enrollment
Head Start- 1364	1761
Early Head Start- 739	1278

County Wide Program Information 24 -25



Head Start

- Homelessness-4%
- TANF- 23%
- WIC- 58%
- SNAP- 46%

EHS

- Homelessness-8%
- TANF- 24%
- WIC- 72%
- SNAP- 54%

Race & Ethnicity

Race		
Hispanic	740	45%
Non-Hispanic	908	55%

Ethnicity		
Am. Indian /Alaska Native	17	1%
Asian	237	13%
Black/ African American	434	25%
Native Hawaiian/ Pacific Islander	12	1%
White	465	26%
Bi-Racial/ Multi Racial	225	13%
Other or Unspecified	371	21%

Health Services

Head Start

- Medical Home- 96%
- Medical Insurance- 97%
- Complete Medical Screens- 72%
- Up to date Oral Screening- 79%
- Up to date Immunizations- 94%

EHS

- Medical Home- 88%
- Medical Insurance- 89%
- Complete Medical Screens- 45%
- Up to date Oral Screening- 83%
- Up to date Immunizations- 71%
- Completed Education Screenings- 100%
- Pregnant Women- 60
- Prenatal Care- 100%
- Postpartum Care- 55%

Disability Services

EHS

Individualized

Family Services Plans - 198

Preschool

Individualized Education

Plans-223

136- Speech and Language

72- Autism



Thank You



ACTION ITEM II-A
TIMED ITEM 1:00 P.M. AND PUBLIC HEARING
Final Reading of Modifications to the Bylaws of the SETA-Operated Head Start/Early Head Start Parent Advisory Committee

RECOMMENDATION:

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

BACKGROUND:

The Personnel/Bylaws Committee 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 ~~strikethrough~~.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

BYLAWS

FOR THE

SETA HEAD START/EARLY HEAD START

PARENT ADVISORY COMMITTEE

PAC First Reading: 10/21/2025
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 Policy Council/Parent Advisory Committee and Subcommittees Code of Conduct, once it has been approved by PAC, which each member is required to sign, once PAC has approved it.***
- 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 a 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, once it has been approved by PAC. The aAction 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 adapted, as may be necessary to expedite the PAC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.
- D. The Treasurer shall work with staff and the PAC Secretary and keep such records, files and accounts as may be necessary to expedite PAC's business. The Treasurer shall be a member of the Social/Hospitality Committee, and the Parent Ambassador Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to Parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

SECTION 4: Vacancy

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

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

Article VI

Committees

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

Any member missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/unexcused will be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PAC business. A member requesting an excused absence must call the PAC Chair, 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: 10/21/25
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 Policy Council/Parent Advisory Committee and Subcommittees Code of Conduct, which each member is required to sign, once PAC has approved it.
- 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 a 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 Policy Council/Parent Advisory Committee and Subcommittees Code of Conduct, once it has been approved by PAC. 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.

ACTION ITEM II-B

Election of Parent Advisory Committee Community Representatives and Alternates for Program Year 2025-2026

RECOMMENDATION:

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

BACKGROUND:

This agenda item provides an opportunity for PAC to elect Community Representatives for Program Year 2025-2026. The duties of PAC Community Representatives are prescribed in the Bylaws in Article III – Membership, Section 2C.

SECTION 2: Members

C. Community Representatives

Additional PAC members shall include:

1. 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.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

ACTION ITEM II-C

Election of Parent Advisory Committee Officers for Program Year 2025-2026

RECOMMENDATION:

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

Chair:

Vice Chair:

Secretary:

Treasurer:

Parliamentarian:

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect officers for Program Year 2025-2026. The duties of PAC officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PAC that are not in conflict with these Bylaws, Article V – Officers, Section 2B: All PAC members are eligible to run for an Office/Officer position except members holding a seat. The Executive Committee must have at least three members who are parents of child/children currently enrolled in the HS/EHS Center-Based or Home-Based Option.

SECTION 3: Duties of Officers

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

- A. The Chair of the PAC shall preside over all meetings of the PAC and implement all policies and programs of the PAC. The Chair shall act as the official agent of the PAC in all matters relating to the PAC, and shall be the chief spokesperson and public relations officer for the PAC. The Chair shall have the power to appoint, both in and out of the PAC, any additional positions as needed with ratification of the PAC. The Chair shall represent the PAC at the National Head Start Parent Association Conference. The Chair shall be an ex-officio member of all committees and shall represent the PAC at all Governing Board meetings, but

ACTION ITEM II-B (continued)

Page 2

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

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

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

ACTION ITEM II-D
Election of SETA-Operated Representatives and Alternates to the Policy Council
for Program Year 2025-2026

RECOMMENDATION:

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

Representatives Nominated	Alternates Nominated

BACKGROUND:

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

The duties of Representatives include:

- ✓ Attend monthly Policy Council meetings held at the SETA Board room on the fourth Tuesday of each month at 10:00 a.m.
- ✓ Attend Committee meetings as needed
- ✓ Report to the PAC members information received and decisions made by the Policy Council
- ✓ Policy Council Representatives must be a parent of children currently enrolled in the Head Start/Early Head Start program

PAC Bylaws referenced:

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

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

In addition, refer to:

ACTION ITEM II-E (continued)
Page 2

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

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

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

INFORMATION ITEM III-A
3rd Quarter Strategic Plan Report

Presenter: Anita Maldonado

BACKGROUND:

This item allows the Executive Director to provide the 3rd Quarter Strategic Plan Report to the Board.

NOTES:

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

NOTES:

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 August 26, 2025, meeting.

NOTES:

MINUTES/SYNOPSIS

**Sacramento Employment and Training Agency
HEAD START POLICY COUNCIL
Regular Meeting**

Tuesday August 26, 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
Rebekah Chester, SETA-Operated Program
Graciela Garduno, Treasurer, EHS San Juan Unified School District
Debra Gipson, Community Agency Representative
Javana Abrussezze, SETA-Operated Program
Jasmine Nnachi, SETA-Operated Program
Yaneika James, Secretary, Florin Grammar Head Start (*arrived and seated at 10:06 a.m.*)
Aterious Cuffee, Past Parent Representative (*arrived and seated at 10:41 a.m.*)

New Members Seated Present: None

New Members to be Seated/Reseated but Absent: None

Members Absent:

Franschelle Brown, Foster Parent Representative (*excused*)

I. CONSENT ITEM:

A. Approval of the Minutes of July 22, 2025, Regular Meeting

The minutes were reviewed, no questions or corrections.

Moved/Garduno, second/Abrussezze, to approve July 22, 2025, minutes as distributed.

Roll call vote:

Aye: 5 (Garduno, Nnachi, Chester, Abrussezze, Gipson)

Nay: 0

Abstention: 1 (Jones-Villalta)

Absent: 3 (James, Cuffee, Brown)

II. ACTION ITEMS:

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

Approval of Revisions to the Payroll Specialist Job Specification

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

Ms. Green-Johnson reviewed the item. She advised that the update was necessary to reflect the evolving needs of the Agency. The revised specification aims to ensure accuracy in the duties and responsibilities assigned to the role, provide enhanced support to departmental operations, and align the classification with current organizational needs.

There were no public comments on this item. The public hearing was closed at 10:05 a.m.

Moved/Garduno, second/Abrussezze, to approve the revised job specifications for Payroll Specialist classification.

Roll call vote:

Aye: 5 (Garduno, Nnachi, Chester, Abrussezze, Gipson)

Nay: 0

Abstention: 1 (Jones-Villalta)

Absent: 3 (James, Cuffee, Brown)

Ms. James arrived and was seated at 10:06 a.m.

B. Approval of One-time Supplemental Funds for Nutrition and Health Eating for Head Start Children and Families

Ms. Nicolas reviewed the item. She advised that the Office of Head Start 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 to this Council for approval at today's meeting.

Moved/Garduno, second/James, to approve SETA's application of One-time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families.

Roll call vote:

Aye: 6 (Garduno, Nnachi, James, Chester, Abrussezze, Gipson)

Nay: 0

Abstention: 1 (Jones-Villalta)

Absent: 2 (Cuffee, Brown)

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

Roll call vote:

Aye: 6 (Garduno, Nnachi, James, Chester, Abrussezze, Gipson)

Nay: 0

Abstention: 1 (Jones-Villalta)

Absent: 2 (Cuffee, Brown)

D. Election of Community Action Board Alternate

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

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

Roll call vote:

Aye: 6 (Garduno, Nnachi, James, Chester, Abrussezze, Gipson)

Nay: 0

Abstention: 1 (Jones-Villalta)

Absent: 2 (Cuffee, Brown)

III. INFORMATION ITEMS:

A. 2nd Quarter Strategic Plan Report

Ms. Maldonado, along with Ms. Tarianna Perez, presented the 2nd Quarter Strategic Plan report. The presentation is attached to these minutes.

B. 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 Program Year 2024-2025, ending July 31, 2025. SETA is currently in a closeout period. He advised that total Head Start Year-to-Date expenditures are at 92.7%. Mr. Han advised that clarification on the carryover of funds was received, stating that it's allowable only for projects listed in the initial notice of award. SETA has only one or two projects that fit this requirement. More information will be provided at future meetings. The Non-Federal Share Year-to-Date expenditures are at 33.3%, 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 2023-2024 grant extended through July 31, 2025. SETA is currently in a closeout period. The reports included various projects planned to spend down the remaining funds.

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

Ms. Jones-Villalta advised that subcommittee develop a flyer for soliciting speakers for the semi-annual HSAC event.

➤ **Community Resources**

Ms. Garduno reviewed the community resources provided in the packet.

C. SETA's Recruitment Update – Ms. Sheri Green-Johnson:

Ms. Green-Johnson reviewed the recruitment data provided in the agenda packet as backup information. The data pertains to the period from July 11 through August 14, 2025.

Ms. Jones-Villalta encouraged Council members to participate in recruitment when requested by the Agency's Human Resources.

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

IV. COMMITTEE REPORTS:

- Executive Committee
The next meeting will be held on Tuesday, September 9, 2025, at 11:30 a.m. at the SETA Administrative building.
- Budget/Planning Committee
The next meeting will be held on Tuesday, September 9, 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
The next meeting date and time will be determined.
- Personnel/Bylaws Committee
The next meeting date and time will be determined.

Ms. Cuffee arrived and was seated at 10:41 a.m.

V. OTHER REPORTS:

- A. Executive Director:**
Ms. Maldonado stated the annual All Staff Meeting was held on August 8, 2025, at the Flamingo Banquet Hall. The recap video of the meeting was shown. Ms. Jones-Villalta shared her enjoyment of attending and participating in that meeting.
- B. Head Start Deputy Director:**
Ms. Veronica Jones, on behalf of Ms. Griffith, reported that the teaching staff participated in a pre-service week in August to prepare for the new school year. Additionally, the California Department of Education (CDE) notified SETA about a state review scheduled for Spring 2026. SETA was also informed of an upcoming federal review, with the exact dates yet to be determined; however, a 45-day notice will be provided in advance. The grand opening of Marisol Village is approaching. The Annual Program Information Report is in its final stages, and details will be shared with this body at next month's meeting.
- C. Chair: No report**
- D. Head Start Managers:**
- ✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services:
Ms. Carr stated that the new program year began on August 1, 2025. She noted that starting in September, enrollment must be at least 97%, and centers are currently working to enroll children for the fall.

As of July 2025, Ms. Carr provided the enrollment statistics: countywide enrollment for Head Start was at 105%, while Early Head Start was at 99%.

Additionally, she mentioned that SETA, the San Juan Unified School District (USD), the Sacramento County Office of Education (SCOE), and the River Oak Center for Children will host a countywide family socialization event for home-based program participants at Swanston Park, located on Northrop Boulevard.

- ✓ Veronica Jones – Health, Nutrition, Quality Assurance, and Data Systems:
Ms. Jones reported that during the last delegate directors' luncheon in June, when they discussed the new program year and the support needed, a survey was distributed. Survey responses regarding health and nutrition highlighted the need to continue regular virtual meetings to revisit fundamental aspects, such as 30-, 45-, and 90-day requirements, running Program Information Reports (PIRs), and ChildPlus usage.

Additionally, SETA notified delegate directors last week about the upcoming Office of Head Start (OHS) Health and Safety Screener. The Quality Assurance monitoring team will evaluate facilities, hygiene practices, equipment, and supervision to ensure compliance and identify areas for improvement, highlighting strengths.

After gathering this information, SETA will conduct a review, likely by November, and report back to this body on the findings.

- ✓ Megan Lamb - School Readiness, Special Education, and Mental Health Services:
Ms. Lamb stated that SETA is working on revamping Delegate Content meetings. The overwhelming feedback from the delegate agencies is that they want tangible outcomes for the time spent together. Therefore, SETA aims to connect discussions more closely with practical applications.

The first content meeting of the year is scheduled for mid-September. SETA hopes to have Julie Hickey, the Early Learning Solutions Specialist with Teaching Strategies, join. Teaching Strategies is the company behind the Creative Curriculum, and many of the questions received are related to the curriculum. Since SETA doesn't utilize all the different modalities available, bringing in a content area expert will empower participants not only to have their questions answered but also to know who to approach for further assistance.

Additionally, the Vice President of Teaching Strategies will meet with one of our Education Program Officers, Ms. Susan Garland, to discuss a project from last year called "The Expert Within." This project ties the curriculum to ongoing projects for teachers and students, and it has been phenomenal. Ms. Lamb stated that she couldn't be prouder of Ms. Garland as she invested so much time and energy into it, and the results were incredible.

On another note, the long-awaited Dolly Parton's Imagination Library press conference is scheduled for tomorrow at 10:00 a.m. at the Sacramento Central Library, located on I Street. The press conference is expected to last about an hour. This initiative has been in the works for some time, and many people are thrilled that it is finally coming to fruition, as it presents an excellent opportunity for families in Sacramento County.

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

Ms. Uda advised that during the delegates' pre-service period, she had the opportunity to work with San Juan USD, Sacramento City USD, Twin Rivers USD, and a team from Setta Went, focusing on children's personal rights.

She advised that there are three Cook Driver positions currently open for hiring and encouraged referring interested individuals.

Additionally, the delegate partners have been reaching out to her regarding safety issues, such as installing bells for the gates and other safety measures, and her team is actively addressing these concerns.

Lastly, many delegates have expressed interest in being able to contact her directly for questions about licensing as they seek a platform for discussions on licensing topics.

E. Open Discussion and Comments: None

F. Public Participation: None

VI. ADJOURNMENT: The meeting was adjourned at 11:12 a.m.

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



2nd Quarter Strategic Plan Report

August 7, 2025

Presented by:
Anita Maldonado, Ph.D.



SETA STRATEGY AND DIRECTION



Vision

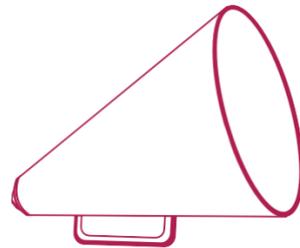
A Sacramento County where all communities facing barriers can achieve their fullest potential in school, work, and life.



Mission

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

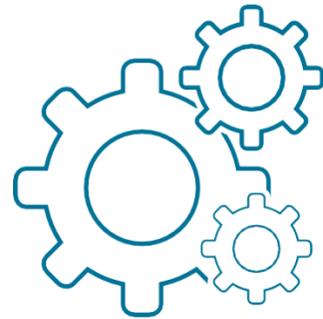
STRATEGIC INITIATIVE 1



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

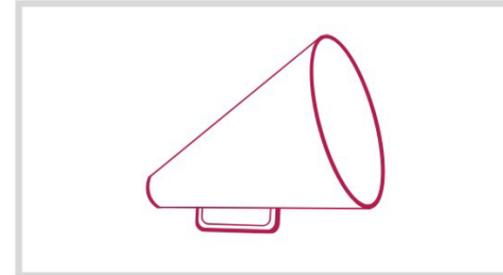


Partnerships

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

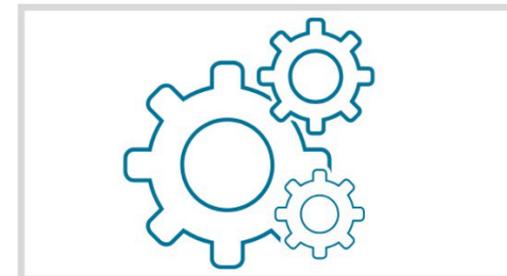
IMPROVE AWARENESS



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

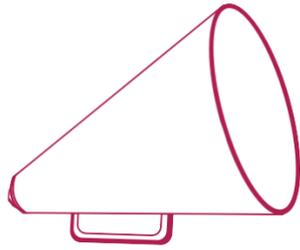
- Enhance Communication
- Promote Collaboration
- Improve Visibility
- Promote Welcoming Culture
- Strengthen Accountability
- Improve Accessibility of Senior Leadership
- Develop Training Program
- Pursue Continuous Improvement

BUILD PARTNERSHIPS



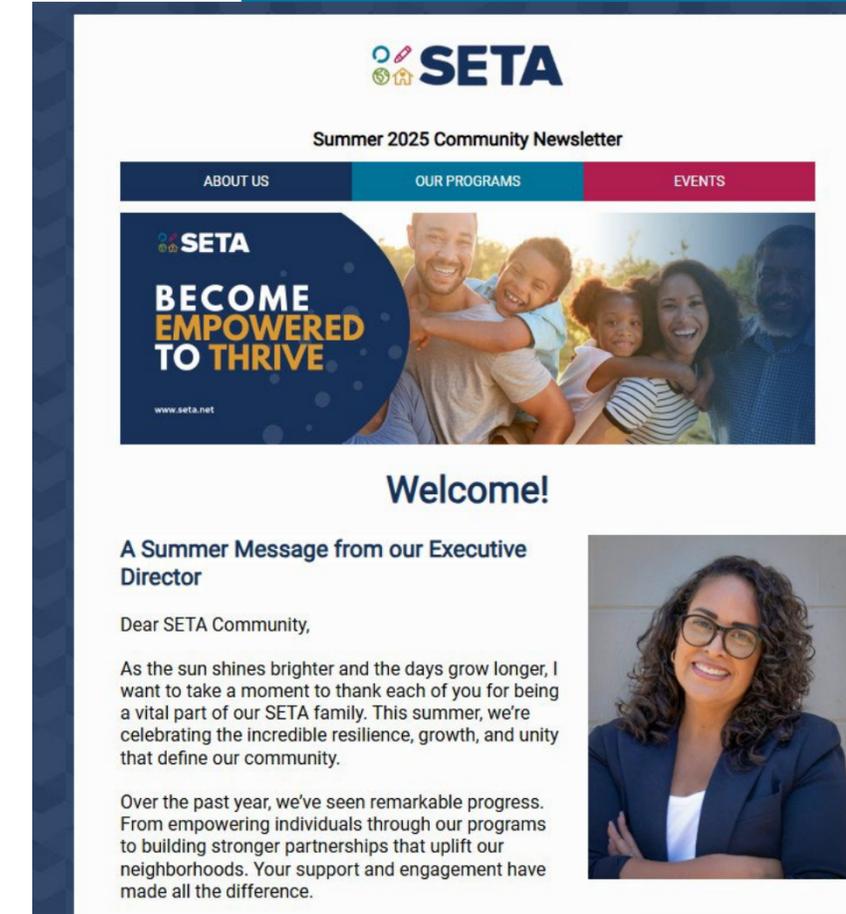
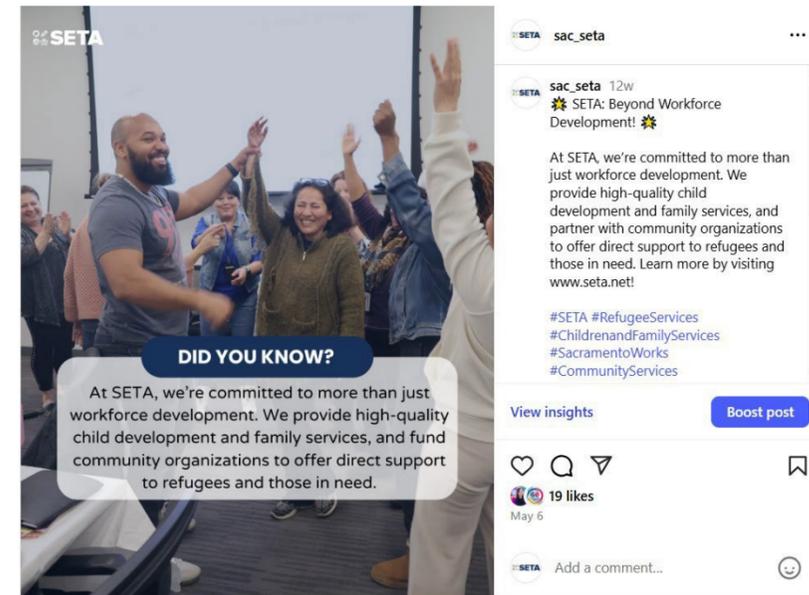
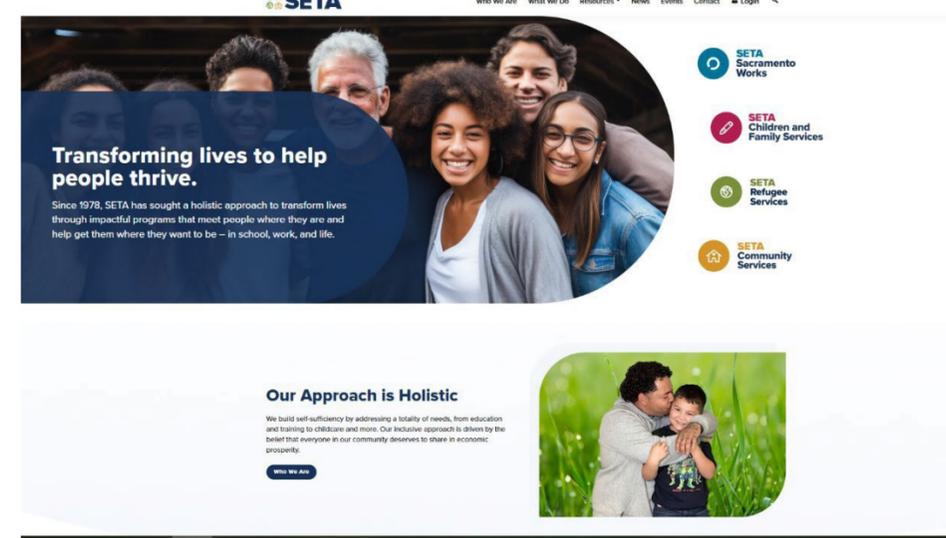
ACTION STEPS

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

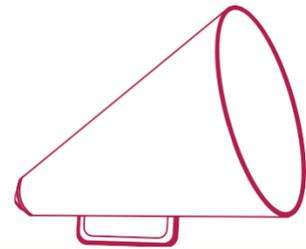


Awareness

- 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

SETA May 16, 23:00

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

SETA Apr 25, 23:35

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

SETA Jun 16, 16:02

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

sac_seta Apr 23, 20:43

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

sac_seta Apr 25, 23:35

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

sac_seta May 06, 19:00

🌟 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

SETA Jun 09, 20:30

JOIN OUR GOVERNING BOARD!

SETA is 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

SETA Apr 15, 19:30

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

SETA Apr 14, 17:30

JOIN OUR TEAM

🌟 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

sac_seta Apr 23, 20:30

#SETAHeadStart

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

sac_seta Jun 12, 20:58

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

sac_seta Jun 16, 16:55

ASSEMBLY

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

3 likes

SETA May 16 · 🌐

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. ❤️

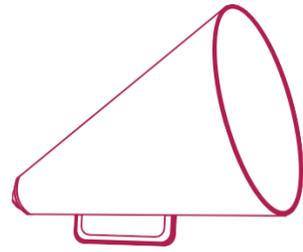
Sigamos apoyando, celebrando y fortaleciendo nuestras comunidades—juntos. 🌍🌟

SETA

#CommunityActionMonth

A collage of various photos showing staff members holding signs with the SETA logo, participating in community events, and interacting with children. The SETA logo is prominently displayed in the center of the collage.

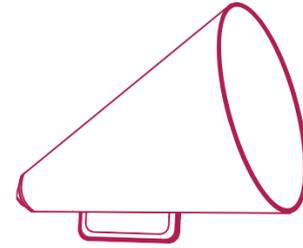
Outreach



- 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

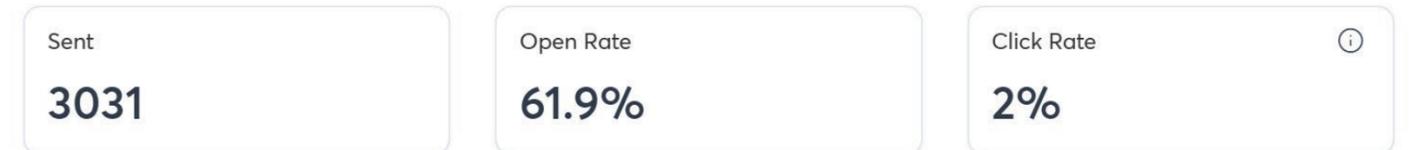
See how your emails are doing with your audience.

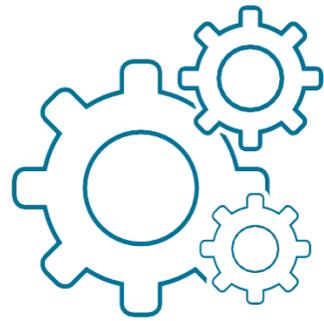


Spring

Email Performance

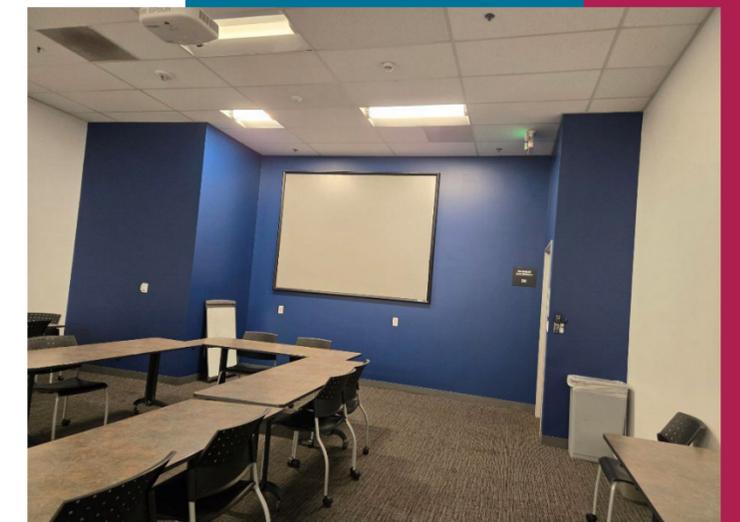
See how your emails are doing with your audience.





Cohesion

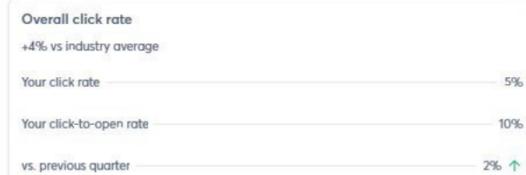
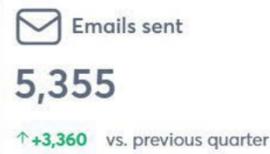
- New Labor Negotiator for Labor Management Committee (LMC)
- Candidate sourcing for Governing Board Community Representative position
- Fiscal “Get to know us” throughout agency
- Fiscal improvements to procedures and processes to increase efficiency
- Increased engagement with Ask Anita Anything Series
- 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 ▾

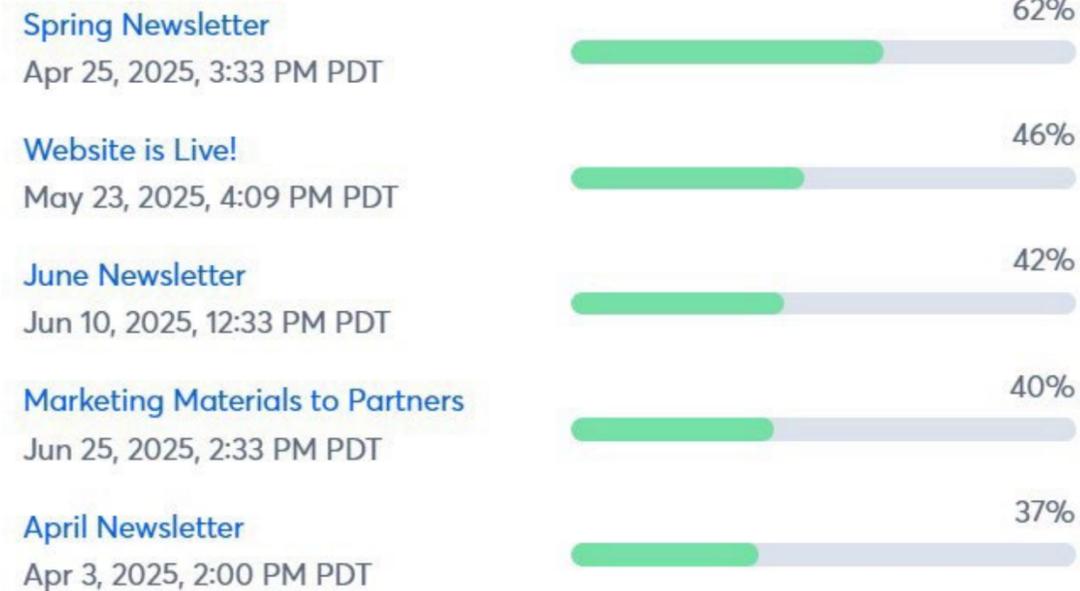


“The visual of the board members were nice.”

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

Top performing campaigns by Open Rate

Open Rate ▾





Partnerships

- 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

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:

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

*October, 2025

- 10/6/25 - Fruitridge was closed due to the break in.
- 10/13/25 - Homebase had a field trip to Fog Willow Farms and we prepared 100 sack lunches.
- 10/16/25 - Sharon Neese had a field trip on site with Music Paul children ate the meal on the menu for that day.
- 10/21/25 - Fruitridge had a field trip to Vierra Farms, and we prepared 37 sack lunches.
- 10/22/25 - Franklin had a field trip to Dave's Pumpkin Patch and we prepared 20 sack lunches.
Hopkins Park had a field trip to Vierra Farms and we prepared 46 sack lunches.
Grizzly Hollow EHS class was closed due to staffing.
- 10/24/25 - Marina Vista was closed due to no water.
- 10/29/25 - Marina Vista had a field trip to Dave's Pumpkin Patch and we prepared 40 sack lunches.
Homebase had a field trip to the Pumpkin Patch and we prepared 60 sack lunches.
- 10/31/25 - Capital City had a field trip to Vierra Farms and we prepared 20 sack lunches.
Freedom Park had a field trip to Dave's Pumpkin Patch and we prepared 76 sack lunches.

	Lunch	PM Snack	Breakfast	Field Trips
	38,771	37,060	37,665	8
Total Amount of Meals and Snacks Prepared				113,895

Purchases:

Food	\$148,082.25
Non - Food	\$11,703.48

Building Maintenance and Repair:	\$4,327.87
Janitorial & Restroom Supplies:	\$0.00
Kitchen Small Wares and Equipment:	\$0.00
Vehicle Maintenance and Repair:	\$1,010.85
Vehicle Gas / Fuel:	\$2,487.20
Normal Delivery Days	21

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

Breana.ware@seta.net

October 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	133	10%	739	147	20%
Twin Rivers USD	156	32	21%	56	6	11%
Elk Grove USD	440	46	10%	NA	NA	NA
Sac City USD	676	79	12%	16	2	13%
San Juan USD	712	65	9%	96	6	6%
WCIC	100	1	1%	NA	NA	NA
COUNTY TOTAL	3448	356	10%	907	161	18%

****NO REPORT RECEIVED**

AFE: Annual Funded Enrollment

SETA HEAD START/EARLY HEAD START
End of Month Enrollment Report
October 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	2	42		105%
*Bret Harte	20	18	1	19		95%
*Bright Beginnings	20	21	1	22		110%
*Capital City	20	19	1	20		100%
*CP Huntington	20	20	0	20		100%
*Crossroad Garden	60	60	0	60		100%
*Elkhorn	60	59	4	63		105%
*Florin	20	21	0	21		105%
*Freedom Park	60	59	5	64		107%
*Freeport	20	20	0	20		100%
*Fruitridge	20	21	0	21		105%
*Galt	60	60	2	62		103%
*Hillsdale	80	71	5	76		95%
*Hopkins	40	40	2	42		105%
*Job Corps	20	20	1	21		105%
*Marina Vista	40	28	2	30		75%
*Mather	60	59	2	61		102%
*Mirasol Village	20	0	0	0		0%
*Norma Johnson	40	40	1	41		103%
*North Avenue	40	40	0	40		100%
*Northview	60	59	1	60		100%
*Phoenix Park	40	39	0	39		98%
*Sharon Neese	60	60	2	62		103%
Alder Grove ELC	17	16	2	18		106%
Bannon Creek	34	39	0	39		115%
Dudley	17	18	2	20		118%
Franklin	17	16	0	16		94%
Grizzly Hollow	40	40	2	42		105%
Home Base	110	93	3	96		87%
Nedra Court	34	32	2	34		100%
Solid Foundation	34	37	0	37		109%
Strizek Park	17	18	0	18		106%
Walnut Grove	20	20	0	20		100%
Total	1260	1203	43	1246	0%	99%

- (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

October 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	6	31		124%
*Alder Grove I/T	16	13	3	16		100%
*Bret Harte	9	9	0	9		100%
*Bright Beginnings	17	15	3	18		106%
*Captial City	17	16	0	16		94%
*CP Huntington	16	14	1	15		94%
*Crossroad Garden	15	15	2	17		113%
*Elkhorn	16	16	2	18		113%
*Florin	16	16	2	18		113%
*Freedom Park	16	16	0	16		100%
*Fruitridge	17	16	1	17		100%
*Galt	16	16	1	17		106%
*Hillsdale	16	16	1	17		106%
*Hiram Johnson	33	32	5	37		112%
*Hopkins	6	6	0	6		100%
*Job Corps	25	25	1	26		104%
*Marina Vista	9	7	2	9		100%
*Mather	15	15	0	15		100%
* Mirasol Village	8	0	0	0		0%
*Norma Johnson	9	9	0	9		100%
*North Avenue	16	14	2	16		100%
*Northview	17	16	0	16		94%
*Phoenix Park	8	6	1	7		88%
*Sharon Neese Center	25	23	2	25		100%
*Spinelli	16	14	2	16		100%
EHS Home Base	200	203	11	214		107%
Grizzly Hollow	9	9	0	9		100%
River Oak - Home Base	60	51	9	60		100%
SCOE - Home Base	70	70	1	71		101%
Walnut Grove	8	8	1	9		113%
Total	746	711	59	770	0%	103%

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

Many families need early drop-off and late pick up options. Program hours 8am-2:30 and a Monday-Thursday Schedule do not align with the parent work schedules. Completing childcare options such as Tk programs and other state subsidized state programs who prefer school district settings and offer the same hours of care or extended hours.

Strategies/Action Plan:

Partner with Hillsdale job center to increase awareness of our program by having a Family Service Worker present information at their monthly orientation for job seekers. Work on developing a partnership with our Sacramento Works employer services department to participate at employer recruitment events by having Head Start staff present to share information about our program. Recruitment and networking opportunities to increase awareness of Head Start services and Community Partnerships: Connecting our Communities event, North Highlands Halloween Extravaganza, Celebrando Nuestra Salud, North Sac Resource Trunk or Treat, Mutual Assistance Harvest Festival.

- (a) Reason and action plan provided when enrollment is below 100%
- (b) Site(s) with capped classrooms due to staffing
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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: