

Thought of the Day:

“If you don’t like something, change it. If you can’t change it, change your attitude.”

Author: Maya Angelou

AGENDA

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

Tuesday May 21, 2024 9:00 a.m.
925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

PUBLIC COMMENT PROCEDURES

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

In-Person Public Comment

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

Accommodations

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

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

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

GOVERNING BOARD

Rich Desmond
BOARD OF SUPERVISORS
County of Sacramento

Eric Guerra
COUNCILMEMBER
City of Sacramento

Patrick Kennedy
BOARD OF SUPERVISORS
County of Sacramento

Sophia Scherman
PUBLIC REPRESENTATIVE

Mai Vang
COUNCILMEMBER
City of Sacramento

Anita Maldonado
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 the April 23, 2024 Special Board Meeting	6-24
II.	ACTION ITEMS:	
	A. Election of Parent Advisory Committee Community Representative and Alternate for Program Year 2023-2024	25
	B. Election of SETA-Operated Representatives and Alternates to the Policy Council for Program Year 2023-2024	26-27
	C. Election of Parent Advisory Committee Treasurer for Program Year 2023-2024	28
III.	INFORMATION ITEMS:	
	A. Standing Information Items	29-41
	➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han	
	➤ Health Service Advisory Committee (HSAC) Report: Ms. Fienishia Wash	
	➤ Community Resources – Parents/Staff: Ms. Le Andra Jones-Villalta	
	• Our Special Time (River Oak Family Resource Center)	
	• Big Truck Day/ Sundae Fund Day/ TGI Fridays in the Grove	
	B. Head Start Policy Council Minutes for March 26, 2024	42-48
IV.	COMMITTEE REPORTS:	49
	➤ Executive Committee Meeting: Mr. Royal Jones	
	➤ Budget/Planning Committee Meeting: Mr. Royal Jones	
	➤ Parent Ambassador Committee Meeting: Mr. Royal Jones	
	➤ Social/Hospitality Committee Meeting: Mr. Royal Jones	
V.	OTHER REPORTS:	50-54
	A. Chair – Mr. Royal Jones	
	✓ PAC Recruitment	
	B. Policy Council – Ms. Fienishia Wash	
	C. Head Start Deputy Director – Ms. Karen Griffith	
	✓ Monthly Head Start Report	
	D. Head Start Managers	
	✓ Lisa Carr – Family Engagement, Home Base, and ERSEA Services	
	✓ Megan Lamb – School Readiness, Special Education, and Mental Health Services	
	✓ Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurances and On-going Monitoring	
	✓ Betsy Uda – Safe Environments, Facilities, and Licensing	
VI.	CENTER UPDATES	55

VII.	DISCUSSION	55
VIII.	PUBLIC PARTICIPATION	55
IX.	ADJOURNMENT	

DISTRIBUTION DATE: Tuesday, May 14, 2024

Parent Advisory Committee meeting hosted by:
Royal Jones (Chair), Aterious Cuffee (Vice Chair)
Jessica Mitchell (Secretary), and Inthia White (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
- Aterious Cuffee, Vice Chair, Bret Harte Head Start**
- Vacant, Bright Beginnings Head Start
- Vacant, Capital City Head Start
- Lizeth Ortiz, CP Huntington Head Start**
- Vacant, Crossroad Gardens Head Start
- Vacant, Dudley Head Start
- Jessica Mitchell, Secretary, Early Head Start (Home Base)**
- Royal Jones, Chair, Early Head Start (Home Base)**
- Vacant, Elkhorn Head Start
- Vacant, Florin Head Start
- Vacant, Franklin Head Start
- Vacant, Freedom Park Head Start
- Vacant, Freeport Head Start
- Vacant, Fruitridge Head Start
- Joanna Autumn Murphy, Galt Head Start**
- Vacant, Grizzly Hollow
- Vacant, Hillsdale Head Start
- Vacant, Hiram Johnson Head Start
- Vacant, Hopkins Park Head Start
- Vacant, Illa Collin Head Start
- Vacant, Job Corps Head Start
- Vacant, Kennedy Estates Head Start
- Vacant, LaVerne Stewart Head Start
- Vacant, Marina Vista Early Learning Center
- Vacant, Mather Head Start
- Vacant, Nedra Court Head Start
- Vacant, Norma Johnson Early Learning Center
- Maya Fitzwater-Williams, North Avenue Head Start**
- Vacant, Northview Head Start
- Vacant, Parker Head Start
- Maryum Sami, Phoenix Park Head Start**
- Vacant, Pre-School (Home Base)
- Vacant, Pre-School (Home Base)
- Vacant, River Oak Center for Children
- Vacant, Sacramento County Office of Education
- Inthia White, Parliamentarian, Sharon Neese Early Learning Center**
- Vacant, Sharon Neese Early Learning Center
- Vacant, Solid Foundation Head Start
- Vacant, Strizek Park Head Start
- Vacant, Walnut Grove Head Start
- Le Andra Jones-Villalta, Past Parent Representative**
- Khamaria Holleman, Past Parent Representative**
- Fienishia Wash, Grandparent Representative**
- Dennesha Callhoum, Foster Parent Representative**
- Debra Cummings, Parent Ambassador Representative**
- Vacant, Parent Ambassador Representative

ROLL CALL
(Continued)

Program Year 2023-2024 - New Representatives to be seated

- | | |
|---|--|
| <input type="checkbox"/> Laura Quinones-Neri, Parent Ambassador | <input type="checkbox"/> Jasmine Simmons, Elkhorn Head Start |
| <input type="checkbox"/> Chelsea Sims, Dudley Head Start | |
| Vacant, 16 th Avenue Head Start | Vacant, LaVerne Stewart Head Start |
| Vacant, Alder Grove ELC | Vacant, Mather Head Start |
| Vacant, Alder Grove I/T Head Start | Vacant, Marina Vista Head Start |
| Vacant, Bannon Creek Head Start | Vacant, Nedra Court Head Start |
| Vacant, Bright Beginnings Head Start | Vacant, Norma Johnson Head Start |
| Vacant, Capital City Head Start | Vacant, Northview Head Start |
| Vacant, Crossroad Gardens Head Start | Vacant, Parker Head Start |
| Vacant, Florin 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, Fruitridge Head Start | Vacant, Sharon Neese |
| Vacant, Grizzly Hollow Head Start | Vacant, Solid Foundation |
| Vacant, Hillsdale Head Start | Vacant, Strizek Park Head Start |
| Vacant, Hiram Johnson Head Start | Vacant, Walnut Grove Head Start |
| Vacant, Hopkins Park Head Start | Vacant, Outgoing Chair |
| Vacant, Illa Collin Head Start | |
| Vacant, Job Corps Head Start | |
| Vacant, Kennedy Estates Head Start | |

**PAC MEETING ATTENDANCE
PROGRAM YEAR 2023-2024**

**The PAC was seated on November 21, December 19, 2023, and
January 16, March 19, April 23, 2024.**

COMMITTEE MEMBER	CENTER	11/21	12/19	1/16	2/20	3/19	4/23*	5/21	6/18	7/16	8/20	9/17	10/15
Vacant Seated	16A												
Vacant Seated	AG ELC												
Vacant Seated	AG I/T												
Vacant Seated	BC												
Vacant Seated	BC												
Aterious Cuffee Seated 12/19	BH		X	X	X	X	X						
Vacant Seated	BB												
Vacant Seated	CC												
Lizeth Ortiz Seated 4/23	CPH						X						
Vacant Seated	CR												
Chelsea Sims S/B 5/21	D												
Jessica Mitchell Seated 11/21	EHS/HB	X	X	X	E	X	X						
Royal Jones Seated 11/21	EHS/HB	X	X	X	X	X	X						
Jasmine Simmons S/B 5/21	EL												
Vacant Seated	EL												
Vacant Seated	F												
Vacant Seated	FA												
Vacant Seated	FP												
Vacant Seated	FPT												
Vacant Seated	FT												
Joanna Autumn Murphy Seated 12/19	G	U	X	X	X	X	X						
Vacant Seated	GH												
Vacant Seated	H												
Vacant Seated	HJ												
Vacant Seated	HI												
Vacant Seated	HP												
Vacant Seated	IC												
Vacant Seated	JC												
Vacant Seated	K												

COMMITTEE MEMBER	CENTER	11/21	12/19	1/16	2/20	3/19	4/23*	5/21	6/18	7/16	8/20	9/17	10/15
Vacant Seated	LVS												
Vacant Seated	MV												
Vacant Seated	M												
Vacant Seated	NC												
Vacant Seated	NJ												
Maya Fitzwater-Williams Seated 12/19	NA		X	E	X	E	E						
Vacant Seated	NV												
Vacant Seated	NV												
Vacant Seated	PA												
Maryum Sami Seated 1/16	PP			X	X	X	X						
Kryssalynn Mangonon R 5/13	PS/HB	X	X	E	U	E	U	R					
Vacant Seated	PS/HB												
Vacant Seated	RO												
Vacant Seated	SCOE												
Inthia White Seated 11/21	SN	X	X	X	X	X	X						
Vacant Seated	SN												
Vacant Seated	SF												
Vacant Seated	S												
Vacant Seated	SP												
Vacant Seated	WG												
Debra Cummings Seated 3/19	PAR					X	X						
Laura Quinones-Neri S/B 5/21	PAR												
Dennesha Callhoum Seated 3/19	FPR					X	X						
Kahmaria Holleman Seated 11/21	PPR	X	X	X	X	E	X						
Le Andra Jones-Villalta Seated 11/21	PPR	X	X	X	PC	X	X						
Fienishia Wash Seated 11/21	GPR	X	X	X	X	X	X						
Vacant Seated	OGC												

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

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

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

Head Start Center Abbreviations

16A - 16 th Avenue	HP - Hopkins Park
AG ELC - Alder Grove Early Learning Center	IC - Illa Collin
AG I/T - Alder Grove Infant/Toddler Center	JC - Job Corps
BC - Bannon Creek	K - Kennedy Estates
BB - Bright Beginnings	LVS - LaVerne Stewart
BH - Bret Harte	MV - Marina Vista Early Learning Center
CC - Capital City	M - Mather
CPH - CP Huntington	NC - Nedra Court
CR - Crossroad Gardens	NJ - Norma Johnson
D - Dudley	NA - North Avenue
EHS/HB - Early Head Start/Home Base	NV - Northview
EL - Elkhorn	PA - Parker Avenue
F - Florin	PP - Phoenix Park
FA - Franklin	PS/HB - Pre-school/Home Base
FP - Freedom Park	RO - River Oak
FPT - Freeport	SCOE - Sacramento County Office of Education
FT - Fruitridge	SN - Sharon Neese
G - Galt	SF - Solid Foundation
GH - Grizzly Hollow	S - Spinelli
H - Hillsdale	SP - Strizek Park
HI - Hiram Johnson	WG - Walnut Grove

Representative Abbreviations:

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

CONSENT ITEM I-A
Approval of the Minutes of the April 23, 2024 Special Meeting

RECOMMENDATION:

Approve the minutes of the April 23, 2024 meeting.

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the April 23, 2024 meeting.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

MINUTES/SYNOPSIS

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

Tuesday April 23, 2024 9:00 a.m.
925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Mr. Jones called the meeting to order at 9:03 a.m., read the thought of the day, and called the roll; a quorum was met.

Members Present:

Fienishia Wash, Grandparent Representative
Joanna Autumn Murphy, Galt
Aterious Cuffee, Bret Harte
Maryum Sami, Job Corps
Le Andra Jones-Villalta, Past Parent Representative
Jessica Mitchell, Early Head Start (Home Base)
Debra Cummings, Parent Ambassador
Dennesha Callhoum, Foster Parent
Kahmaria Holleman, Past Parent Representative
Royal Jones, Early Head Start (Home Base)
Inthia White, Sharon Neese (*arrived and seated at 9:07 a.m.*)

New Members Seated Present:

Lizeth Ortiz (CP Huntington)

New Members to be Seated but Absent: N/A

Members Absent:

Maya Fitzwater-Williams, North Avenue (*excused*)
Krysalynn Mangonon, Pre-school (Home Base) (*unexcused*)

I. CONSENT ITEM:

A. Approval of the Minutes of the March 19, 2024 Regular Board Meeting

Moved/Mitchell, second/Jones-Villalta, to approve the March 19, 2024, minutes as distributed.

Roll call vote:

Aye: 11 (Wash, Callhoum, Holleman, Cummings, Mitchell, Sami, Jones-Villalta, Cuffee, Murphy, White, Ortiz)

Nay: 0

Abstention: 1 (Jones)

Absent: 2 (Fitzwater-Williams, Mangonon)

II. ACTION ITEMS:

Ms. Griffith provided a combined presentation for Items II-A-F. The presentation is attached to these minutes. She clarified the following in response to Board Members questions:

- For the Parent Intern position, Parent Advisory Committee (PAC) members are included in the recruitment process; however, the selected candidate cannot serve on the PAC or Policy Council (PC).
- The Training and Technical Assistance Plan 2024-2025 PAC/PC Council budget allowance of \$3,000 only includes PAC/PC-specific expenses; other expenses, such as conferences, disaster training, etc., are included under categories that cover all Head Start/Early Head Start parents in Home Base and the 36 centers.
- To comply with SWEEP, teachers are kept accountable by continuous monitoring, re-training, Safety and Supervision Plan review, counseling memos, etc.
- Sacramento City Unified School District (SCUSD) and Women's Civic Improvement Club (WCIC) had no program changes, so there were no reductions/changes in their staffing.
- SETA will continue to work on including more diverse meal options like halal and kosher.
- Under the Annual Self-Assessment, children's files were reviewed and cross-checked, including income verification, physical exam, Ages and Stages, special diets, etc.
- Various initiatives were implemented in SETA's ongoing efforts to prioritize staff well-being. These include coaching and training, the elimination of Calendar D for Preschool, the establishment of a wellness committee, the provision of Modern Health services, the availability of an Employee Assistance Plan, and the creation of more professional development opportunities. It's important to note that all of these initiatives are designed for both field and office staff.
- The program staffing reductions will not result in any staff layoffs for SETA or Delegate Agencies.
- For the Head Start Selection Criteria, "3rd-year enrollment within Sacramento County" was added as a priority ranking #2 for continuity of care.

Moved/Jones-Vilallta, second/Mitchell, to approve the following items:

- A. Approval of Annual Self-Assessment for 2023-2024 and Resulting Program Improvement Plan for the SETA-Operated Program
- B. Approval of Program Year 2024-2025 Head Start and Early Head Start Refunding Applications
- C. Approval of the SETA Head Start and Early Head Start Budgets for Program Year 2024-2025
- D. Approval of the 2024-2025 Head Start and Early Head Start Program Options and Center Locations for Sacramento County
- E. Approval of 2024-2025 Training/Technical Assistance Plan for the SETA Head Start and Early Head Start Program, as Aligned with Established Five-Year Goals and Objectives
- F. Approval of Selection Criteria for Enrollment in Head Start or Early Head Start Programs

Roll call vote:

Aye: 11 (Wash, Callhoum, Holleman, Cummings, Mitchell, Sami, Jones-Villalta, Cuffee, Murphy, White, Ortiz)

Nay: 0

Abstention: 1 (Jones)

Absent: 2 (Fitzwater-Williams, Mangonon)

III. INFORMATION ITEMS:

A. Standing Information Items

- **Fiscal Monthly Report/Corporate Card Monthly Statement of Account**
Mr. Han reviewed the combined PC/PAC fiscal report for the eighth month, which ended March 31, in the 2023-2024 program year. He advised that most Delegate agencies had just received their carryover funds, lowering the percentage of their Year-to-Date expenditures. The total year-to-date countywide expenses are at 54.7%, below the 66.67% needed to be on track. The Non-Federal Share Year-to-Date expenditures are at 27.0%, above the required 25.0%. Administrative expenditures are at 9.9%, below the 15.0% maximum. Additionally, SETA is working with the Delegate Agencies on budget modification to extend the carryover funds to another twelve (12) months. More information will be provided at the upcoming meetings. The funds of the American Rescue Plan Act (ARP) and the Corona Virus Response and Relief Supplemental Appropriation Act (CRRSA) were reviewed. These funds expired on March 31, 2024. Currently, SETA and the Delegate Agencies are in a liquidation period until June 30, 2024. If needed, more time can be requested for ARP funds through a no-cost extension. The SETA Operated Programs Expenditures report was reviewed. Most line items are on pace. For those categories over the budget, SETA is working on budget modifications for upcoming meetings. The American Express and CitiBank credit card statements were reviewed without concerns, and no atypical activity was noted.

- **Health Service Advisory Committee (HSAC) Report**
Ms. Wash advised that the HSAC had a productive meeting in March to work on the plan of action for stress reduction and blood lead poisoning. The date and time of the next meeting will be determined and provided at the next meeting.

B. Head Start Policy Council Minutes for February 23, 2024: No questions

IV. COMMITTEE REPORTS:

- **Executive Committee**
The next meeting will be held on Monday, April 29, 2024 at 10:00 a.m., at the SETA Administrative building.

- **Budget/Planning Committee**
The next meeting will be held on Tuesday, May 14, 2024, at 1:00 p.m. at the SETA Administrative building.

- **Parent Ambassador Committee**
The next meeting will be held on Monday, May 6, 2024, at 11:00 a.m., at the SETA Administrative building.

V. OTHER REPORTS:

- A. Chair: No report**

- B. Policy Council**
Ms. Wash advised that the next Policy Council regular meeting will be held on Tuesday, May 28, 2024, at 9:00 a.m., at the SETA Board Room.

- C. Head Start Deputy Director: No report**

- D. Head Start Managers**

- ✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services: No report
- ✓ Megan Lamb - School Readiness, Special Education, and Mental Health Services: No report
- ✓ Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance, and On-going Monitoring: No report
- ✓ Betsy Uda – Safe Environments, Facilities, and Licensing:
Ms. Uda Introduced Ms. Nue Thao, the new Facilities Specialist. She will be working on managing contacts and safe environments.

VI. CENTER UPDATES: None

VII. DISCUSSION: None

VIII. PUBLIC PARTICIPATION: None

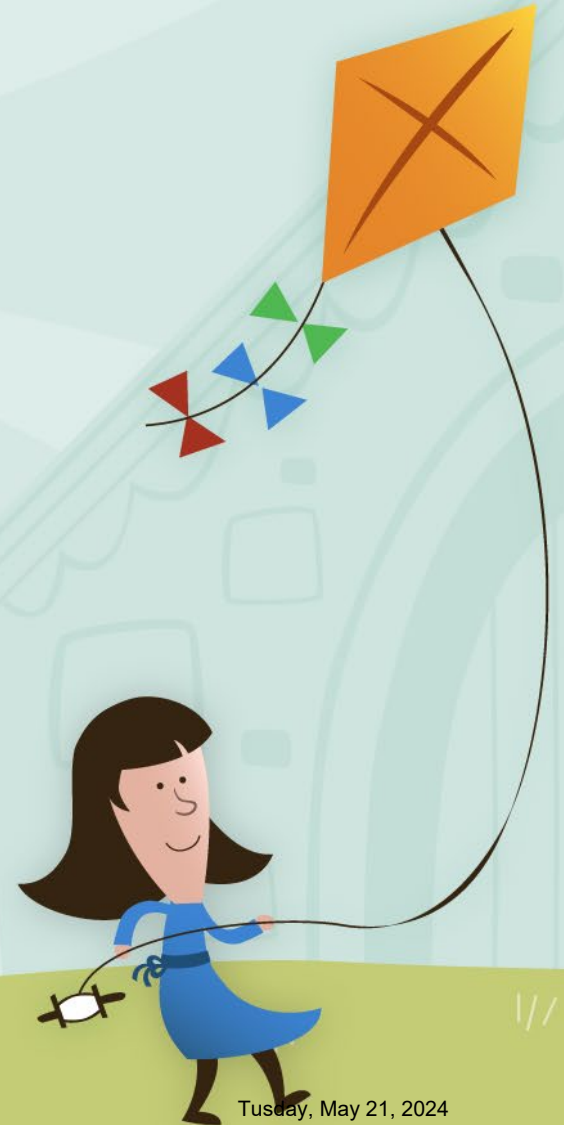
IX. ADJOURNMENT: The meeting adjourned at 10:17 a.m.

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

Refunding Application 2024-2025

Baseline- Year 1

Sacramento Head Start & Early Head Start





Self Assessment Summary



In January-February 2024, seven committees led by team leaders in the Child and Family Services department, and SETA Fiscal and Human Resource departments conducted self-assessment activities within their service areas.

- Ensured diverse team membership
- Collected and analyzed data from many sources
- Identified strengths and areas of improvement



Self-Assessment Highlights

Program Strengths:

- Internal CLASS scoring above national averages
- Curriculum Fidelity strengths in the areas of Planning, Positive Climate, and Positive Behavior Management
- Completion of numerous deferred maintenance projects to support safe and quality environments
- Implementation of home visitor observation rating scales (HOVRS)
- 98% of parents indicate program helps prepare their children and families for transition to Kindergarten
- Engaged PAC/PC members
- Partnership with Code for America to recruit families who are eligible for publicly-funded services such as SNAP
- 85 % of enrolled children have access to health insurance and health care services
- Many Professional Development opportunities for staff participation



Growth Opportunities:

- Increase resources and improve systems for teachers to combat stress and burnout.
- Address chronic absenteeism with goals of increasing the overall rate to 85% in a majority of classes
- Advance consistent, accurate and up-to-date data in Childplus
- Improve compliance in Unannounced Safety and Supervision Review data (specifically environmental sweeps)
- Consistently meet full enrollment across different program options
- Recruit for vacant PAC/PC positions
- Ensure effective and plentiful access to mental health services for children and families



5 Year Goals 2025-2029

School Readiness: Increase child outcomes by developing and strengthening social emotional competencies, family partnerships, and staff development.

Enrollment: Increase and maintain enrollment at 100% throughout the program year by engaging stakeholders, designing responsive program models and utilizing effective recruitment strategies.

Health and Safety: Increase the health, safety and wellbeing of children birth to age 5 by expanding communication systems and education that will include parent/guardian, staff and community partners.

Family and Community Engagement:

Support relationship-based family engagement that is culturally responsive, reflective and goal-oriented that helps build partnerships with families and provide increased opportunities for community building and participation within the program.



FUNDED ENROLLMENT with Proposed Changes

	SETA Operated Program	Elk Grove USD	Sacramento City USD	San Juan USD	Twin Rivers USD	WCIC
Head Start (ages 3-5) TOTAL:3448	1364	440	676	712	156	100
Early Head Start (ages birth to 3) TOTAL: 977	739	--	16	166	56	--



Number of HS Centers: 106
Number of HS Classes: 164

Number of EHS Centers: 35
Number of EHS Classes: 70





Program Options

Program Options – Countywide 2024-2025

Head Start (Children age 3-5)

Agency	Programs with 5 Days/Week								Programs with 4 Days/Week				Home-base	TOTAL
	Year Round					Traditional School Year			Year Round	Traditional School Year				
	4 hrs/day	6.5 hrs/day	7 hrs/day	8 hrs/day	9 hrs/day	6 hrs/day	6.5 hrs/day	8 hrs/day		6.5 hrs/day	3.5 hrs/day	6.5 hrs/day		
SETA	80	220		340	220		20	24	120	40	180		120	1,364
Elk Grove USD						100				340				440
Sac. City USD			48				628							676
San Juan USD							712							712
Twin Rivers USD											156			156
WCIC												100		100
TOTAL	80	220	48	340	220	100	2,008	24	120	380	336	100	120	3,448¹

Early Head Start (Children age birth - 3 and pregnant women)

Agency	Programs with 5 Days/Week						Home-base	TOTAL
	Traditional School Year			Year Round				
	6.5 hrs/day	7 hrs/day	8 hrs/day	7 hrs/day	8 hrs/day	9 hrs/day		
SETA			18		246	126	200	590
San Juan USD		32		64			70	166
Twin Rivers USD	56							56
Sac City USD					16			16
SCOE							77	77
ROCC							72	72
TOTAL	56	32	18	64	262	126	419	977¹



Proposed Changes

“OHS strongly encourages grant recipients to consider submitting a change-in-scope application to request an enrollment reduction or slot conversion based on community needs, with the goal of increasing program quality “ Khari Garvin, OHS Director

Section 645(a)(5) permits a program to convert Head Start slots to Early Head Start slots to better meet community needs.

Section 640(f)(2) of the Act allows programs to convert part-day slots to full-working day slots to meet community needs.

Section 640(g)(3) of the Head Start Act (the Act) allows programs to propose a reduction to their funded enrollment to maintain quality of program services.



SETA Children & Family Services (180), San Juan Unified USD Head Start (176), Elk Grove USD (40), and TRUSD (4) will reduce Head Start enrollment slots to support program quality changes in the 2024-25 program year.

Proposed Changes (continued)

Increase in center-based Early Head Start services with an HS-EHS Conversion request

- Proposed conversion of 74 Head Start enrollment slots to 42 Early Head Start enrollment
- Transitioning 14 slots from Home Base to Center base (SJUSD)
- Expansion of Early Head Start classes from 63 to 70 classes increasing the number of enrollment slots in center-based care

Support increased hours of service by transitioning part day classes to more full day/ year round

- Expansion of Head Start full-day classes countywide from 85% to 90%
- Increase of 40 enrollment slots from a traditional to a year-round calendar in the SETA-Operated Program



Proposed Changes (continued)

Update organizational structure and staffing to increase program oversight

- SCUSD- Coordinator has been added and assigned to support the implementation of the Early Head Start Program.
- SETA- Coordinator (Intervention) to have dedicated oversight of Mental Health and Disability Services
- SETA- Development of an enhanced delegate support team that will have a more hands-on role in the daily operations as well as overall compliance and service approaches at the delegates.

Support program quality improvements with additional health, mental health, education and safety approaches

- SJUSD- Reduced class size from 20 to 16 in Duration classes to address younger age students
- SJUSD-Reduced caseload of EHS Home Educators from 12 to 10 families per home visitor
- EGUSD- Reduced class size from 24 to 20 in 10 classes
- TRUSD- Full Time School Social Worker in the Early Childhood Education Program.
- Increase in teacher preparation and professional development days
- Implement Peer Coaching program for Family Engagement Staff
- SETA- Continuation of Apprentice Program to grow workforce



Head Start

Basic
\$51,092,452

Training/ Tech.
Assistance
\$527,209

Total
\$51,619,661

Early Head Start

Basic
\$18,951,324

Training/ Tech.
Assistance
\$280,063

Total
\$19,231,387



The proposed budget includes a conversion which transfers \$1,924,690 from the Head Start budget to the Early Head Start budget (basic funds).

Total Head Start / Early Head Start Funding

\$70,851,048



Training and Technical Assistance (TTA)

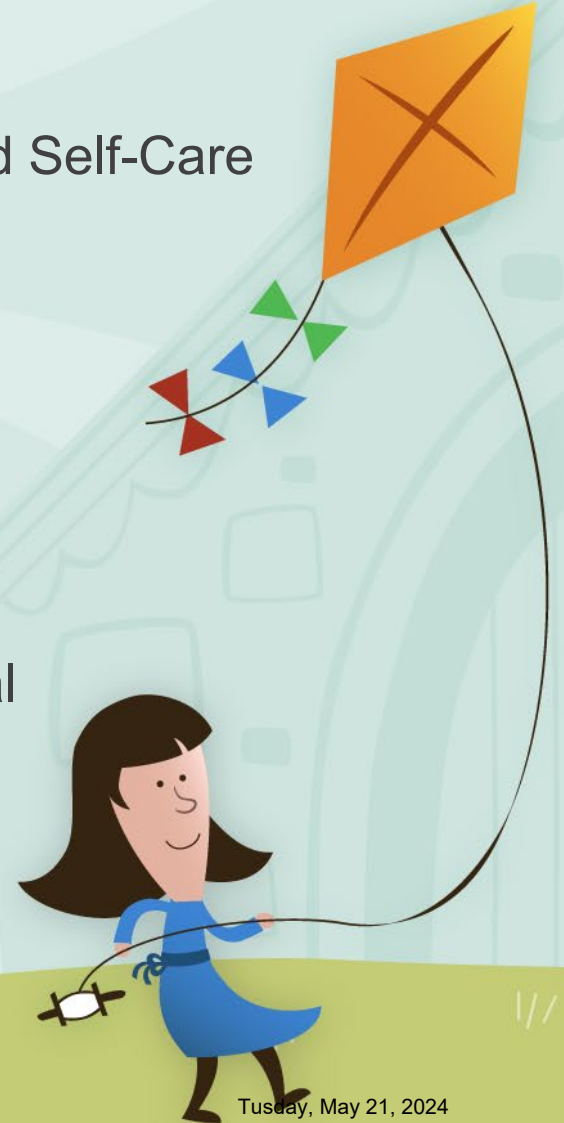
Highlighted TTA Projects

Parent Services

- Ready Rosie Literacy Events
- Parent Intern Positions
- Family Literacy Project (FLIP)
- Conferences
- Male/ Fatherhood Engagement

Staff Development

- Trauma Responsive Training and Self-Care
- ECE On-site College Class
- Staff Coaching
- Home Base Training
- Conferences
- Family Developmental Credential
- STEM



Questions



ACTION ITEM II-A

Election of Parent Advisory Committee Community Representative and Alternate for Program Year 2023-2024

RECOMMENDATION:

That the Parent Advisory Committee elect one (1) Community Representative and one (1) Alternate.

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect Community Representative for Program Year 2023-2024. The duties of PAC Community Representative are prescribed in the Bylaws in Article III – Membership, Section 2C.

SECTION 2: C. Community Representatives

Additional PAC members will include:

- 5. 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.

This board item provides an opportunity for the PAC to elect one (1) Community Representative and one (1) Alternate.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

ACTION ITEM II-B

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

RECOMMENDATION:

That the Parent Advisory Committee elect three (3) Representatives and five (5) Alternates.

Representatives Nominated	Alternates Nominated

BACKGROUND:

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

The duties of Representatives include:

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

PAC Bylaws referenced:

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

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

In addition, refer to:

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: _____

ACTION ITEM II-C

Election of Parent Advisory Committee Treasurer for Program Year 2023-2024

RECOMMENDATION:

That the Parent Advisory Committee elects a Treasurer.

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect an officer for the position of Treasurer for Program Year 2023-2024. The duties of PAC Treasurer 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.

- 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.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

INFORMATION ITEM III-A
Standing Information

BACKGROUND:

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
- Health Service Advisory Committee (HSAC) Report: Ms. Fienishia Wash
- Community Resources – Parent/Staff: Ms. Le Andra Jones-Villalta
 - One Special Time (River Oak Family Resource Center)

NOTES:



River Oak
Center for Children



*River Oak Family Resource
Center Presents*

OUR SPECIAL TIME

A grandparent support class for those who are trying to navigate the challenges of raising their grandchildren.

Hosted At:
Oak Park Community Center
3425 Martin Luther King Jr. Blvd
95817
Time: 10:30am-11:30am
Dates: Every Thursday for the months of May and June 2024

The Sacramento City Unified District is not a sponsor, endorser, or otherwise associated with above.
Permit Number A-323





River Oak
Center for Children



- IEP
- Disabilities and Delayed
- Child Behavior Management
- Self-Care
- Health and Wellness(Child and Adult)
- Youth Development Characteristic
- Future Plan-Returning to Birth Parents
- Parenting Skills
- Attachment- and- Trauma- Informed
- Social Support Network

The Sacramento City Unified District is not a sponsor, endorser, or otherwise associated with above.
Permit Number A-323





River Oak
Center for Children



*River Oak Family Resource
Center Presenta*

NUESTRO TIEMPO ESPECIAL

Una clase de apoyo para abuelos para aquellos que intentan afrontar los desafíos de criar a sus nietos.

Alojado En:
Oak Park Community Center
3425 Martin Luther King Jr. Blvd
95817
Horario: 10:30am-11:30am
Fechas: Cada Jueves en los meses de Mayo Y
Junio 2024

The Sacramento City Unified District is not a sponsor, endorser, or otherwise associated with above.
Permit Number A-323





River Oak
Center for Children



- IEP
- Discapacidades y Retrasos
- Manejo del Comportamiento Infantil
- Cuidados Personales
- Salud y Bienestar (Nino y Adulto)
- Caracteristica del Desarrollo Juvenil
- Plan Futuro para Regresar con sus Padres Biologicos
- Habilidades de los Padres
- Apego- Y- Trauma- Informados
- Red de Apoyo Social

The Sacramento City Unified District is not a sponsor, endorser, or otherwise associated with above.
Permit Number A-323





City of Elk Grove
8401 Laguna Palms Way
Elk Grove, CA 95758



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SCAN ME with your smart phone for up-to-date information about the City of Elk Grove.



The City does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. Questions, concerns, or complaints may be forwarded to the City's ADA Coordinator.

BIG TRUCK DAY



Wednesday, May 22
10 a.m. – 3 p.m.

District 56 Aquatics Parking Lot

The big trucks are rolling in for Elk Grove's popular Big Truck Day event—a day where the little ones get to swap out their toy trucks for a day of hands-on play with the real ones! Kids can interact and explore the equipment and machines that support our city—and even honk the horn! From garbage trucks to dump trucks, buses, tractors, and more, these big trucks work hard for Elk Grove, but they take a break for big fun on this special day. Join the city in celebrating National Public Works Week by enjoying this free event. For details, visit elkgrovecity.org/bigtruckday.



Sunday, June 9
11 a.m. – 2 p.m.
Old Town Plaza
Sundaes on Sunday! Join your neighbors, the Mayor, members of the City Council, and city staff as you enjoy complimentary sundaes while getting to know your local government.

While supplies last.



TGI Fridays in the Grove

It's the return of Fridays in the Grove! Come out with your family, friends, and neighbors to enjoy these free family events at two locations:

OLD TOWN PLAZA 9615 Railroad Street

DISTRICT **56** 8230 Civic Center Drive

- May 3 Country in the Plaza (5-8 pm)
- June 7 Party on the Plaza (4-8 pm)
- Aug. 2 Comedy Night (6 pm) \$10 tickets
- Sept. 6 Silent Disco (6-8 pm)

- May 17 Wag n Waik (5-7 pm)
- June 21 Paint at the Preserve (11 am-1 pm)
- July 19 Silent Disco (6-8 pm)
- Aug. 16 Comedy Night (6 pm) \$10 tickets
- Sept. 20 Sugar Skull Workshop (11am-1 pm)



INFORMATION ITEM III-B
Head Start Policy Council Minutes

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the Policy Council Minutes of the March 26, 2024 minutes.

NOTES:

MINUTES/SYNOPSIS

Sacramento Employment and Training Agency HEAD START POLICY COUNCIL Regular Meeting

Tuesday March 26, 2024 9:00 a.m.
925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Ms. Wash called the meeting to order at 9:01 a.m., read the thought of the day, and called the roll; a quorum was met.

Members Present:

Fienishia Wash, Outgoing Chair
Debra Cummings, Community Agency Representative
Graciela Garduno, Vice Chair, EHS San Juan Unified School District
Le Andra Jones-Villalta, SETA-Operated Program
Maryum Sami, SETA-Operated Program
Laura Quinones-Neri, Community Agency Representative
Angelina Mejia, Sac City Unified School District (*arrived and seated at 9:07 a.m.*)

New Members Seated Present:

New Members to be Seated but Absent:

Destiney Abila, WCIC/Playmate Child Development Center (*unexcused*)
Veronica Moreno, WCIC/Playmate Child Development Center (*unexcused*)

Members Absent:

Aterious Cuffee, SETA-Operated Program (*excused*)
Nadera Jamili, San Juan Unified School District (*unexcused*)

I. CONSENT ITEM:

A. Approval of the Minutes of the February 23, 2024 Special Meeting

The minutes were reviewed; no questions or corrections.

Moved/Garduno, second/Sami, to approve the February 23, 2024, minutes as distributed.

Roll call vote:

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

Nay: 0

Abstention: 1 (Wash)

Absent: 3 (Cuffee, Jamili, Mejia)

II. ACTION ITEMS:

A. Timed Item 9:00 a.m. and Public Hearing

Approval of Changes to SETA Personnel Policies and Procedures Section 11.05 Vehicle and Driving Policy

Mr. Richardson introduced himself and reviewed the item. He advised that the current policy addresses SETA staff members whose classifications require driving either an Agency or private vehicle for work. The policy states that these staff members must maintain a "good" driving record, as required by the Agency's insurance broker, Gallaher. To ensure that the "good" driver status is maintained, Gallagher obtains a Motor Vehicle Report (MVR) on an annual basis. The Department of Motor Vehicles has recently implemented a new program that automatically sends MVRs to the insurer in the event of an incident that affects an employee's driving record. Therefore, SETA needs to update its policy and have current and future staff sign a new acknowledgment for the automatic reporting of their MVR.

Ms. Wash opened the public hearing at 9:05 a.m.

There were no public comments.

Ms. Wash closed the public hearing at 9:08 a.m.

Moved/ Quinones-Neri, second/Jones-V, to approve the updated Personal Policies and Procedures Section 11.05 Vehicle and Driving Policy.

Roll call vote:

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

Nay: 0

Abstention: 1 (Wash)

Absent: 3 (Cuffee, Jamili, Mejia)

Ms. Mejia arrived and was seated at 9:07 a.m.

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

Ms. Wash reviewed the item. The Policy Council (PC) needs to elect one (1) voting Foster Parent, two (2) voting Parent Ambassadors, and two (2) Past Parents representatives and their alternates. There were no applicants to be considered at this time.

Moved/Jones-Villalta, second/Quinones-Neri, to table the election of the one (1) Foster Parent, two (2) Past Parent and two (2) Parent Ambassador Representatives to the next meeting.

Roll call vote:

Aye: 6 (Cummings, Sami, Mejia, Garduno, Jones-Villalta, Quinones-Neri)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Cuffee, Jamili)

C. Election of Policy Council Parliamentarian for Program Year 2023-2024

Ms. Wash reviewed the bylaws and officer position.

There were no nominations for Parliamentarian.

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

Roll call vote:

Aye: 6 (Cummings, Sami, Mejia, Garduno, Jones-Villalta, Quinones-Neri)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Cuffee, Jamili)

D. Election of Community Action Board Alternate

Ms. Wash reviewed the item. The PC needs to elect one (1) Alternate to serve as Low-Income Sector Representatives to the Community Action Board.

There were no nominations for the Alternate position.

Moved/Sami, second/Mejia, to table the election of one (1) Alternate for the next meeting.

Roll call vote:

Aye: 6 (Cummings, Sami, Mejia, Garduno, Jones-Villalta, Quinones-Neri)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Cuffee, Jamili)

III. INFORMATION ITEMS:

A. Standing Information Items

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

Mr. Han reviewed the fiscal report for the seventh month of the 2023-2024 program year ended on February 29, 2024. SETA is working with the Delegate Agencies to modify the budget as Countywide Year-to-Date expenditures are at 48%, whereas it should be around 58% to be on track. Details will be provided in future meetings. It may be necessary to request a twelve (12) month No-Cost Extension as Delegate Agencies work on projects that may not be completed by the end of the program year. The Non-Federal Share Year-to-Date expenditures are at 29.6%, above the required 25.0%. Administrative expenditures are at 9.7%, below the 15.0% maximum. The funds of the American Rescue Plan Act (ARP) and the Corona Virus Response and Relief Supplemental Appropriation Act (CRRSA) were reviewed. These funds will expire on March 31, 2024. However, the Delegate Agencies will still have a liquidation period until the end of June as long those funds are obligated to different projects to be completed. The SETA Operated Programs Expenditures report was reviewed. Most line items are on pace. Listed in the 'various' category are charges related to the Workforce Development Department; therefore, they are not itemized further. The Travel (Out-of-State) and Substitutes categories continue to be high. SETA will be looking into possible budget modifications to reallocate funds as needed. The American Express and CitiBank credit card statements were reviewed, without concerns and no atypical activity noted.

- Health Service Advisory Committee (HSAC) Report
Ms. Wash advised that the next meeting will be held on April 18, 2024, at the SETA Administrative building.
- Community Resources – Parents/Staff
Ms. Sami reviewed the community resources provided in the packet.

B. SETA’s Recruitment Update

Ms. Green-Johnson reviewed the recruitment data from February 9, 2024, through March 14, 2024 provided as backup information to the agenda packet. Head Start Teacher's ongoing hiring position was paused as SETA now has all the teachers needed. For Personnel Analyst, people who passed the exam but were not invited to the interview stay on the waiting list for one year.

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

IV. COMMITTEE REPORTS:

- Executive Committee
The next meeting will be held on Tuesday, April 2, 2024 at 10 a.m., at the SETA Administrative building.
- Budget/Planning Committee
The next meetings will be held on Tuesday, April 9, 2024, at 1:00 p.m., at the SETA Administrative building.
- Parent Ambassador Committee
The next meeting will be held on Tuesday, April 9, 2024, at 10 a.m., at the SETA Administrative building.

V. OTHER REPORTS:

A. Interim Executive Director

Ms. Saurbourne provided an update on hiring the SETA’s Executive Director. She advised that the City and the County of Sacramento completed the hiring process and selected an external candidate, Ms. Anita Maldonado. Currently, the appointment of the new Executive Director is undergoing the proper approval process. The start date for Ms. Maldonado is expected to be in April.

B. Head Start Deputy Director:

Ms. Griffith informed that SETA has received all the grant submissions from SETA Delegates and Partners. The submissions are now being consolidated with the SETA-Operated Program into a single grant proposal. This proposal will be presented to the Board at their upcoming April meeting.

Furthermore, Ms. Griffith reported that the Office of Head Start notified SETA about a Risk Assessment Notification (RAN) review in light of some recent safety, supervisor, and personal rights incidents. The Office of Head Start wants to examine three incidents that occurred at the locations of the Delegate Agencies in the next few weeks. SETA has already taken corrective measures, such as implementing action plans and increasing training, monitoring, and coaching. The Office of Head Start would like to review these actions.

C. Chair: No report

D. Head Start Managers

- ✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services:
Ms. Carr introduced herself and provided an update. SETA is on the full enrollment plan with the Office of Head Start. As of February 2024, Sacramento County Head Start and Early Head Start enrollment is at 90%. By October 2024, Sacramento County needs to be at 97% to fulfill the corrective action requirement.

- ✓ Megan Lamb - School Readiness, Special Education, and Mental Health Services:
Ms. Lamb introduced herself and provided the following updates:
 - The phrase "Coffee break" is designed to give teaching staff an unscheduled break to restore a healthy and safe learning environment in the classroom. Next week, the staff will be surveyed to determine their understanding of the purpose and use of the safety phrase. The online survey tool Sogolytics will provide both quantitative and qualitative data. The staff have been advised that the survey is anonymous. The survey results will be presented to the Board at the next meeting.
 - As the Sacramento City Unified School District is opening two (2) EHS classes for infants and toddlers and with two new Teachers on Special Assignments, SETA is able to provide the additional intensive coaching and support needed for a successful school year.
 - Ms. Kelly Sparke, Children and Family Services Program Officer, is working with the Women's Civic Improvement Club to provide coaching and feedback and help them identify how they can grow their program. Ms. Sprake has years of experience in providing coaching with a strength-based mindset.

- ✓ Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance, and On-going Monitoring:
Ms. Ocegueda provided an update on the Health Service Advisory Committee (HSAC) and their ongoing work. The HSAC has formed five subcommittees, including one working to improve blood lead and hemoglobin testing as part of annual screenings following the Early and Periodic Screening, Diagnostic and Treatment (EPSDT) schedule. Another subcommittee is focused on increasing awareness of the importance of these screenings. A mental health wellness subcommittee has also been formed, along with a subcommittee planning the annual HSAC meeting called "Families and Friends" and a continuing effort in communicable disease mitigation, including COVID-19.

Ms. Ocegueda also introduced the new Head Start Coordinator for Quality Assurance, Ms. Jessica Roenfeldt. The Quality Assurance (QA) team is finishing up a countywide safety and supervision review and preparing to begin a comprehensive review of home-based services.

In recent Delegates' Health Content meetings, it was decided to prioritize equity and inclusion as the need for services for children with behavioral and developmental delays continues to increase.

- ✓ Betsy Uda – Safe Environments, Facilities, and Licensing:
Ms. Griffith provided an update on behalf of Ms. Uda. Ms. Uda and SETA's consultant, Kristen Smith, are visiting various sites to monitor the improvements

made since the last review. Based on these visits, they produce reports and share them with the delegate agencies. The review of the San Juan Unified School District will take place in April. Once the visits are completed, the report will be provided to the Policy Council.

A Playground Safety Tool is being developed for the SETA Facilities team. This tool will document inspections and repairs made to playground areas. Once completed, it will be shared with the Delegates, Partners, and Boards.

E. Open Discussion and Comments: None

F. Public Participation: None

VI. ADJOURNMENT: The meeting adjourned at 9:56 a.m.

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

COMMITTEE REPORTS ITEM IV

- Executive Committee Meeting: Mr. Royal Jones

NOTES:

- Budget/Planning Committee Meeting: Mr. Royal Jones

NOTES:

- Parent Ambassador Committee Meeting: Mr. Royal Jones

NOTES:

- Social/Hospitality Committee Meeting: Mr. Royal Jones

NOTES:

OTHER REPORTS ITEM V

BACKGROUND:

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

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

NOTES:



Seta Head Start

Food Service Operations Monthly Report

*April, 2024

- 4/4/24 - Bannon Creek had a field trip to the Sacramento Zoo we prepared 40 sack lunches.
- 4/15/24 - EHS Homebase had a field trip to the Sacramento Zoo we prepared 170 sack lunches.
- 4/17/24 - Mather AM and PM classes had a field trip to the Growth Public School we prepared 30 sack lunches.
- 4/18/24 - Elkhorn site had a field trip to the Sacramento Zoo we prepared 96 sack lunches.
- 4/19/24-4/28/24 - North Ave closed due to replacing the HVAC.
- 4/22/24-4/26/24 - Alder Grove Preschool and EHS closed due to painting.
- 4/23/24 - Kennedy Estates had a field trip to the Southgate Library we prepared 24 sack lunches.
- 4/24/24 - Franklin had a field trip to the Sacramento Zoo we prepared 24 sack lunches.
- 4/26/24 - Preschool Homebase had a field trip to Fairytale Town we prepared 80 sack lunches.

Lunch	PM Snack	Breakfast	Field Trips
36,602	33,040	33,982	7

Total Amount of Meals and Snacks Prepared **104,088**

Purchases:

Food	\$123,250.66
Non - Food	\$14,074.89

Building Maintenance and Repair:

Janitorial & Restroom Supplies:

Kitchen Small Wares and Equipment:

Vehicle Maintenance and Repair: \$676.07

Vehicle Gas / Fuel: \$3,144.50
 Normal Delivery Days 22

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

April 2024

The Special Education Report shows the percentage of enrolled preschool aged children with a diagnosed disability receiving services through an Individualized Education Plan (IEP). For Early Head Start, the Special Education Report shows the number of children ages 0-3 who are receiving early intervention services through an Individualized Family Services Plan (IFSP).

Head Start Program Performance Standards Reference: 1302.14 (b)(1) states *a program must ensure at least 10 percent of its total funded enrollment is filled by children eligible for services under IDEA, unless the responsible HHS official grants a waiver.*

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	1544	227	15%	699	175	25%
Twin Rivers USD	160	48	30%	56	4	7 %
Elk Grove USD	480	88	18%	NA		
Sac City USD	676	108	16%	16	0	0%
San Juan USD	888	86	10%	164	7	4%
WCIC	100	6	6%	NA		
COUNTY TOTAL	3848	563	15%	935	186	20%

AFE: Annual Funded Enrollment

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

HS Center Name (*) CCTR/CSPP Funded	Funded Enrollment	Actual Enrollment	Drop within last 30 days	Total Reported	(c) Closed/Capped %	(a) Actual to Funded Enrollment %
*16th Avenue	40	40	0	40		100%
*Bret Harte	20	20	0	20		100%
*Capital City	20	20	0	20		100%
*CP Huntington	20	20	0	20		100%
*Crossroad Garden	60	60	1	61		102%
*Elkhorn	80	78	1	79		99%
*Freedom Park	60	60	1	61		102%
*Freeport	20	19	0	19		95%
*Hillsdale	80	80	0	80		100%
*Job Corps	20	21	0	21		105%
*Marina Vista	60	27	1	28		47%
*Mather	80	73	1	74		93%
*Norma Johnson	40	41	2	43		108%
*North Avenue	60	59	2	61		102%
*Northview	80	77	2	79		99%
*Phoenix Park	60	53	4	57		95%
*Sharon Neese	60	60	1	61		102%
Alder Grove ELC	20	12	0	12		60%
Bannon Creek	40	38	2	40		100%
Bright Beginnings	40	36	2	38		95%
Dudley	20	20	0	20		100%
Florin	20	19	0	19		95%
Franklin	20	20	0	20		100%
Fruitridge	40	37	1	38		95%
Galt	80	80	1	81		101%
Grizzly Hollow	40	40	0	40		100%
Home Base	120	106	2	108		90%
Hopkins Park	40	40	1	41		103%
Kennedy Estates	20	19	1	20		100%
LaVerne Stewart	20	18	0	18		90%
Nedra Court	40	34	0	34		85%
Parker	20	15	1	16		80%
Solid Foundation	40	40	0	40		100%
Spinelli	20	19	1	20		100%
Strizek Park	20	20	1	21		105%
Walnut Grove	24	23	0	23		96%
Total	1544	1444	29	1473	0%	95%

(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) Site/classroom pending license

**SETA HEAD START/EARLY HEAD START
End of Month Enrollment Report
April 2024**

EHS Center Name (* CCTR/CSPP Funded)	Funded Enrollment	Actual Enrollment	Drop within last 30 days	Total Reported	(c) Closed/Capped %	(a) Actual to Funded Enrollment %
*16th Avenue	18	18	1	19		106%
*Alder Grove I/T	16	9	0	9		56%
*Bret Harte	9	7	3	10		111%
*Captial City	16	13	1	14		88%
*CP Huntington	16	14	1	15		94%
*Crossroad Garden	15	15	1	16		107%
*Elkhorn	16	15	1	16		100%
*Florin (d)	0	0	0	0		0%
*Freedom Park	16	15	1	16		100%
*Hillsdale	17	16	1	17		100%
*Hiram Johnson	32	29	2	31		97%
*Hopkins	6	6	1	7		117%
*Illa Collins	16	5	1	6		38%
*Job Corps	25	25	2	27		108%
*Marina Vista	9	6	1	7		78%
*Mather	15	15	2	17		113%
*Norma Johnson	9	9	1	10		111%
*North Avenue	16	13	2	15		94%
*Northview	16	15	0	15		94%
*Phoenix Park	8	7	0	7		88%
*Sharon Neese Center	25	22	5	27		108%
EHS Home Base	200	196	9	205		103%
Galt	16	15	1	16		100%
Grizzly Hollow	9	9	0	9		100%
River Oak - Home Base	72	56	6	62		86%
SCOE - Home Base	77	63	3	66		86%
Walnut Grove	9	7	1	8		89%
Total	699	620	47	667	0%	95%

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

Vacancies in the following positions that support classroom ratio or enrollment: 10 Education positions (Associate Teacher, Associate Teacher/Infant Toddler).

Strategies/Action Plan:

Human Resources listed job openings within employment search websites and partnered with the following agencies to fill vacancies: CA Head Start Assoc., CalJOBS, ZipRecruiter, Indeed and ADP WFN Recruitment Portal, SETA Job Fair. There are 2 employment offers pending for the following positions: 2 Associate Teacher.

Recruitment and networking opportunities to increases awareness of Head Start services and community visibility: Healthy Kids Day, Resource Fair at Pivot Sacramento, Hagan Community Kids Day, Rio Linda Craft Fair, Women's Empowerment Presentation. From these recruitment events, 20 Interest Forms were completed with families inquiring of Head Start services.

(a) Reason and action plan provided when enrollment is below 100%
 (b) Site(s) with capped classrooms due to staffing
 (c) Percentage when capped/closed amount deducted from funded amount
 (d) Site/classroom pending license

CENTER UPDATES ITEM VI

BACKGROUND:

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

NOTES:

DISCUSSION ITEM VII

BACKGROUND:

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

NOTES:

PUBLIC PARTICIPATION ITEM VIII

BACKGROUND:

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

NOTES: