

Thought of the Day:

“Courage to continue matters more than success or failure.”

Author: Winston Churchill

AGENDA

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

Tuesday June 18, 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:	
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II.	ACTION ITEMS:	
	A. Election of SETA-Operated Representatives and Alternates to the Policy Council for Program Year 2023-2024	26-27
	B. Election of Parent Advisory Committee Treasurer and Parliamentarian for Program Year 2023-2024	28
	C. Election of Parent Advisory Committee Parent Ambassador Alternate for Program Year 2023-2024	29
III.	INFORMATION ITEMS:	
	A. Standing Information Items	30-41
	<ul style="list-style-type: none"> ➤ 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 <ul style="list-style-type: none"> • Gadgets on the Go by Lakeshore • Oak Park Farmers Market • WEAVE Support Group 	
	B. Head Start Policy Council Minutes for April 23, 2024	42-60
IV.	COMMITTEE REPORTS:	61
	<ul style="list-style-type: none"> ➤ 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 ➤ Personnel/Bylaws Committee Meeting: Mr. Royal Jones 	
V.	OTHER REPORTS:	62-66
	A. Chair – Mr. Royal Jones	
	<ul style="list-style-type: none"> ✓ PAC Recruitment 	
	B. Policy Council – Ms. Fienishia Wash	
	C. Head Start Deputy Director – Ms. Karen Griffith	
	<ul style="list-style-type: none"> ✓ Monthly Head Start Report 	
	D. Head Start Managers	
	<ul style="list-style-type: none"> ✓ 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

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DISTRIBUTION DATE: Tuesday, June 11, 2024

Parent Advisory Committee meeting hosted by:
Royal Jones (Chair), Aterious Cuffee (Vice Chair)
Jessica Mitchell (Secretary)

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
- Vacant, North Avenue Head Start
- Alexis Garcia, 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
- Vacant, Sharon Neese Early Learning Center
- Vacant, Sharon Neese Early Learning Center
- Vacant, Solid Foundation Head Start
- Vacant, Strizek Park Head Start
- Vacant, Walnut Grove Head Start
- Le Andra Jones-Villalta, Past Parent Representative**
- Khamaria Holleman, Past Parent Representative**
- Fienishia Wash, Grandparent Representative**
- Dennesha Callhoum, Foster Parent Representative**
- Debra Cummings, Parent Ambassador Representative**
- Laura Quinones-Neri, Parent Ambassador Representative**

ROLL CALL
(Continued)

Program Year 2023-2024 - New Representatives to be seated

- Jasmine Simmons, Elkhorn Head Start
- Chelsea Sims, Dudley Head Start

Vacant, 16th Avenue Head Start
Vacant, Alder Grove ELC
Vacant, Alder Grove I/T Head Start
Vacant, Bannon Creek Head Start
Vacant, Bright Beginnings Head Start
Vacant, Capital City Head Start
Vacant, Crossroad Gardens Head Start
Vacant, Florin Head Start
Vacant, Franklin Head Start
Vacant, Freedom Park Head Start
Vacant, Fruitridge Head Start
Vacant, Grizzly Hollow Head Start
Vacant, Hillsdale Head Start
Vacant, Hiram Johnson Head Start
Vacant, Hopkins Park Head Start
Vacant, Illa Collin Head Start
Vacant, Job Corps Head Start
Vacant, Kennedy Estates Head Start

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

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

The PAC was seated on November 21, December 19, 2023, and
January 16, March 19, April 23, May 21, 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	U					
Vacant Seated	BB												
Vacant Seated	CC												
Lizeth Ortiz Seated 4/23	CPH						X	X					
Vacant Seated	CR												
Chelsea Sims S/B 6/18	D							U					
Jessica Mitchell Seated 11/21	EHS/HB	X	X	X	E	X	X	X					
Royal Jones Seated 11/21	EHS/HB	X	X	X	X	X	X	X					
Jasmine Simmons S/B 6/18	EL							U					
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	E					
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 R 6/3	NA		✕	E	✕	E	E	U					
Alexis Garcia Seated 5/21	NV							X					
Vacant Seated	NV												
Vacant Seated	PA												
Maryum Sami Seated 1/16	PP			X	X	X	X	X					
Vacant Seated	PS/HB												
Vacant Seated	PS/HB												
Vacant Seated	RO												
Vacant Seated	SCOE												
Inthia White R 6/3	SN	✕	✕	✕	✕	✕	✕	U					
Vacant Seated	SN												
Vacant Seated	SF												
Vacant Seated	S												
Vacant Seated	SP												
Vacant Seated	WG												
Debra Cummings Seated 3/19	PAR					X	X	X					
Laura Quinones-Neri Seated 5/21	PAR							X					
Dennesha Callhoum Seated 3/19	FPR					X	X	X					
Kahmaria Holleman Seated 11/21	PPR	X	X	X	X	E	X	X					
Le Andra Jones-Villalta Seated 11/21	PPR	X	X	X	PC	X	X	X					
Fienishia Wash Seated 11/21	GPR	X	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 May 21, 2024 Special Meeting

RECOMMENDATION:

Approve the minutes of the May 21, 2024 meeting.

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the May 21, 2024 meeting.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

MINUTES/SYNOPSIS

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Ms. Wash called the meeting to order at 9:04 a.m., read the thought of the day, and called the roll; a quorum was met.

Members Present:

Fienishia Wash, Grandparent Representative

Maryum Sami, Job Corps

Le Andra Jones-Villalta, Past Parent Representative

Jessica Mitchell, Early Head Start (Home Base) (*arrived and seated at 9:24 a.m.*)

Debra Cummings, Parent Ambassador

Dennesha Callhoum, Foster Parent

Kahmaria Holleman, Past Parent Representative

Royal Jones, Early Head Start (Home Base) (*arrived and seated at 9:28 a.m.*)

Lizeth Ortiz, CP Huntington Head Start

New Members Seated Present:

Laura Quinones-Neri, Parent Ambassador

Alexis Garcia, Northview Head Start

New Members to be Seated but Absent:

Chelsea Sims, Dudley Head Start

Jasmine Simmons, Elkhorn Head Start

Members Absent:

Maya Fitzwater-Williams, North Avenue

Inthia White, Sharon Neese

Joanna Autumn Murphy, Galt

Aterious Cuffee, Bret Harte

I. CONSENT ITEM:

A. Approval of the Minutes of the April 23, 2024 Special Board Meeting

Moved/Sami, second/Holleman, to approve the April 23, 2024, minutes as distributed.

Roll call vote:

Aye: 8 (Callhoum, Holleman, Cummings, Sami, Jones-Villalta, Ortiz, Quinones-Neri, Garcia)

Nay: 0
Abstention: 1 (Wash)
Absent: 0

II. ACTION ITEMS:

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

Ms. Wash reviewed the item. The Parent Advisory Committee (PAC) needs to elect one voting Parent Ambassador representative and an alternate.

Ms. Laura Quinones-Neri is a qualified candidate for the Parent Ambassador position on the Parent Advisory Committee. She introduced herself and expressed interest in the position. There were no other qualified candidates.

Moved/Holleman, second/Jones-Villalta, to approve Ms. Laura Quinones-Neri as Parent Ambassador representative to the Parent Advisory Committee and table the election of an alternate to the next meeting.

Roll call vote:

Aye: 8 (Callhoum, Holleman, Cummings, Sami, Jones-Villalta, Ortiz, Quinones-Neri, Garcia)

Nay: 0

Abstention: 1 (Wash)

Absent: 0

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

Ms. Wash reviewed the item and Bylaws regarding the election of PAC officers to serve on the Policy Council (PC).

There were no nominations at this time.

Moved/Quinones-Neri, second/Sami, to table the election of three (3) representative positions and five (5) alternate positions to the next meeting.

Roll call vote:

Aye: 8 (Callhoum, Holleman, Cummings, Sami, Jones-Villalta, Ortiz, Quinones-Neri, Garcia)

Nay: 0

Abstention: 1 (Wash)

Absent: 0

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

Ms. Wash reviewed the item and Bylaws regarding the election of Parent Advisory Committee Treasurer.

There were no nominations at this time.

Moved/Jones-Villalta, second/Sami, to table the election of Parent Advisory Treasurer for Program Year 2023-2024 to the next meeting.

Roll call vote:

Aye: 8 (Callhoum, Holleman, Cummings, Sami, Jones-Villalta, Ortiz, Quinones-Neri, Garcia)

Nay: 0

Abstention: 1 (Wash)

Absent: 0

III. INFORMATION ITEMS:

A. Standing Information Items

➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account

Mr. Han reviewed the fiscal report for the ninth month, which ended April 30, in the 2023-2024 program year. He advised that total Head Start Year-to-Date expenditures are at 68.8%. The Non-Federal Share Year-to-Date expenditures are at 28.3%, above the required 25%. SETA is at 10.5% for Administrative expenditures, below the 15.0% maximum. Most line items are on pace. The funds of the American Rescue Plan Act (ARP) and the Corona Virus Response and Relief Supplemental Appropriation Act (CRRSA) are on pace to be eliminated by the liquidation due date of June 30, 2024. SETA may request a no-cost extension for the Delegate Agencies if needed. The SETA Operated Programs Expenditures Head Start and Early Head Start reports were reviewed. Most line items are on pace. Those line items that are above 75% are subject to upcoming Budget Modification. The American Express and CitiBank credit card statements were reviewed, and nothing was out of the ordinary. The SETA-Operated California Department of Education (CDE) and California Department of Social Services (CDSS) funding reports were reviewed for April 2024. Based on this month's Maximum Reimbursement Amount (MRA) percentage for California State Preschool Program (CSPP) – Preschool Classrooms and General Child Care and Development (CCTR) – Infant/Toddler Classrooms, SETA is projected to earn both grants in full. Mr. Han advised that SETA will submit a no-cost extension for base grant underspend funds. More information will be coming at the next meeting.

Ms. Mitchell arrived and was seated at 9:24 a.m.

➤ Community Resources – Parents/Staff

Ms. Jones-Villalta reviewed the community resources provided in the packet.

Mr. Jones arrived and was seated at 9:28 a.m.

➤ Health Service Advisory Committee (HSAC) Report

Ms. Lema advised that the subcommittees on mental health and blood testing within the HSAC are making significant progress. The next meeting of the HSAC is scheduled for October 8, 2024. Further details will be available at the next meeting.

In response to Ms. Sami's questions, Ms. Ocegueda advised that SETA is working to accommodate cultural food preferences. However, these food choices are more expensive, so SETA is searching for vendors that can offer certified halal and kosher meat at a lower price. Ms. Ocegueda will continue to provide updates on this matter

at future meetings.

B. Head Start Policy Council Minutes for March 26, 2024: No questions

IV. COMMITTEE REPORTS:

- Executive Committee
The date and time for the next meeting are yet to be confirmed.
- Budget/Planning Committee
The next meeting will be held on Tuesday, June 11, 2024, at 1:00 p.m. at the SETA Administrative building.
- Parent Ambassador Committee
The next meeting will be held on Tuesday, June 4, 2024, at 10:00 a.m., at the SETA Administrative building.
- Social/Hospitality Committee
The next meeting will be held on Tuesday, May 21, 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:

Ms. Griffith introduced herself and welcomed the new members of the Parent Advisory Committee. She was pleased to announce that SETA received a 2.35% Cost-of-Living Adjustment increase toward staff salaries and is currently negotiating with the union.

Ms. Griffith advised that the Sacramento Governor's office released a revised proposed budget that includes a decrease in California Department of Social Services funds. The final budget will be released at the end of June – beginning of July. This decrease in funding may result in programmatic changes.

Ms. Griffith informed the Board that SETA had a Risk Assessment Notification (RAN) review a couple of weeks ago due to incidents over the Safety and Supervision at the Delegate Agencies. In response to the RAN review results, which identified two areas of non-compliance, SETA is creating a Corrective Action Plan and developing a new team of Program Specialists. This team will provide Delegate Agencies with more training and technical assistance, strengthening the program overall and ensuring children's safety.

D. Head Start Managers

- ✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services:
Ms. Carr introduced herself and welcomed the new members. She advised that enrollment has reached 95% for Head Start and Early Head Start. SETA is actively continuing to recruit new families.

Ms. Carr informed the Board that SETA is planning workshops for families that

include trauma and wellness training.

Additionally, Mr. Buckhalter, the Home Base Coordinator, will soon be planning activities for male involvement. More information will follow at the future meetings.

- ✓ Megan Lamb - School Readiness, Special Education, and Mental Health Services: Ms. Lamb presented on “Coffee break” safety phrase staff wellness strategy awareness survey results which attached to these minutes. More staff will be surveyed during the upcoming mandatory training.

She also advised that the lower levels of the Substitutes category on the SETA Operated Programs Expenditures Head Start and Early Head Start fiscal reports are the result of Education Program Officers working closely with their teams to identify alternative strategies when substitute teachers are needed.

- ✓ 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 informed the Board that the facilities team is installing new floors at Job Corps Center and repairing the shade structure at Phoenix Park Center.

Ms. Uda reported that she has been working on the new Policy and Procedure for water play at the centers during the summer. This policy, which prioritizes children's safety, requires parents to sign a consent form for their child's participation. For those who opt out, an engaging alternative activity will be provided. Additionally, sunscreen for both regular and sensitive skin is available with parental permission.

Ms. Uda was pleased to inform the members that the facilities team became fully staffed by hiring two new maintenance/couriers.

VI. CENTER UPDATES: None

VII. DISCUSSION: None

VIII. PUBLIC PARTICIPATION:

Ms. Michelle Benevento and Mr. Darren Stumpf presented on low-income programs and other initiatives at SMUD. The flyers for Resource Expo on June 6, 2024, were provided to all interested attendees.

IX. ADJOURNMENT: The meeting adjourned at 10:45 a.m.

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



“Coffee Break” Staff Wellness Strategy



Why “I need a coffee break?”

- Teacher burnout
- Staff retention
- Time-sensitive response
- Office of Head Start recommendations

Recommendations from OHS

- Information Memorandum 5.9.24
 - Increase Mental Health Promotion
 - “To promote staff well-being, programs must make mental health and wellness information available to staff regarding issues that may affect their job performance and must provide staff with regularly scheduled opportunities to learn about mental health, wellness, and health education (45 CFR§1302.93(b))”
- NPRM and Proposed Changes to HS PPS
 - HSPPS – Staff Health & Wellness
 - “A program must design and implement a systematic approach to ensure each staff member that works directly with children as part of their regular job responsibilities can have access to brief unscheduled wellness breaks of about 5 minutes as needed while ensuring child safety.”
 - Mental Health
 - “The revisions to the NPRM would enhance existing requirements to integrate mental health more intentionally and consistently across program systems to support children, families, and staff.”

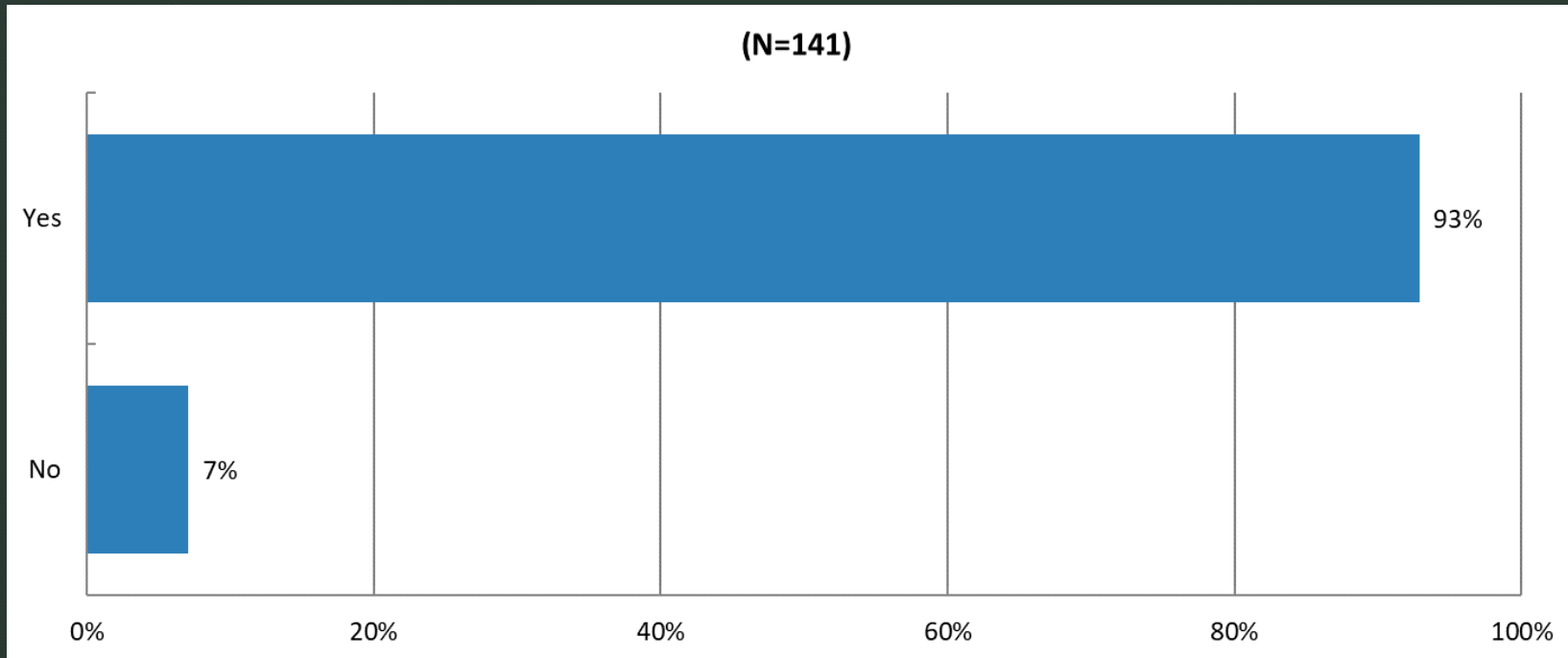
Considerations Made

- Feasible
- Accessible
- Implementation
- Alignment with OHS

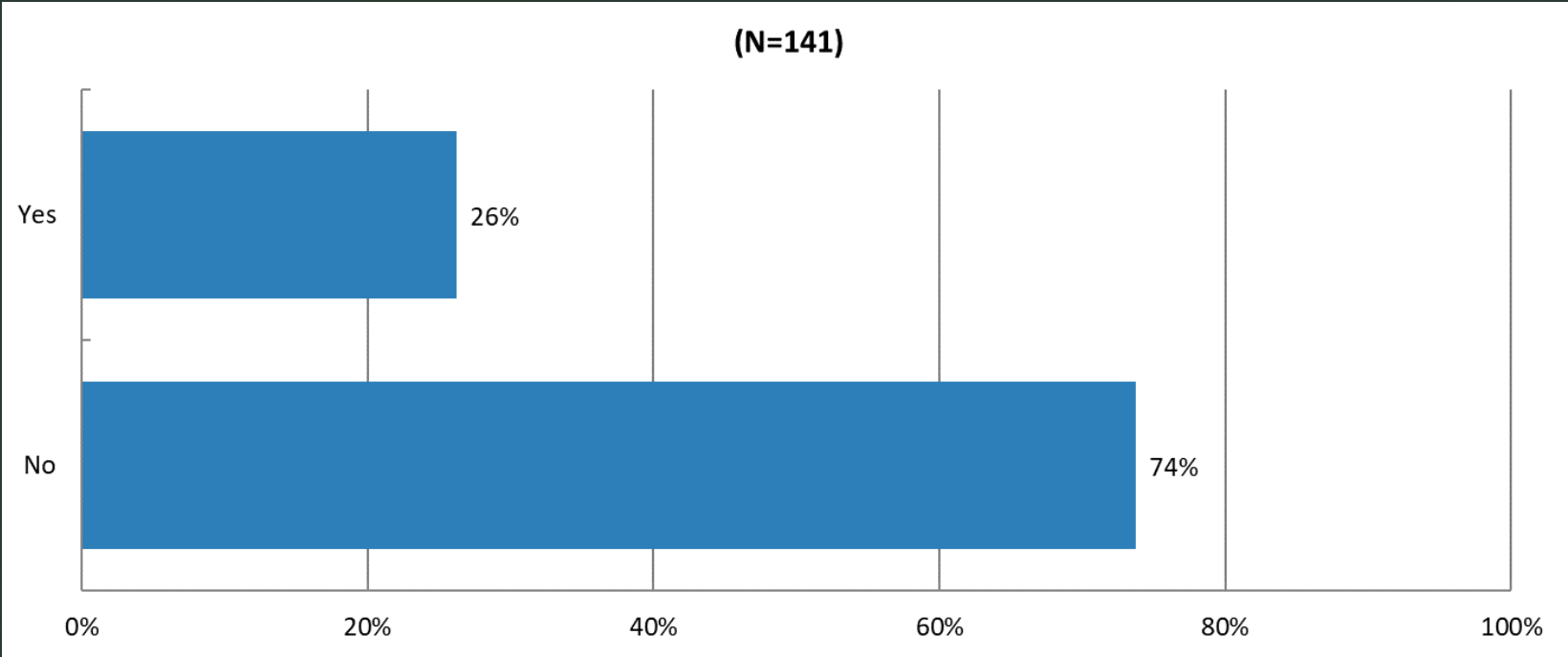


Gathering and Analyzing Feedback

“Have you heard about “I need a coffee break” as a resource at your site?”



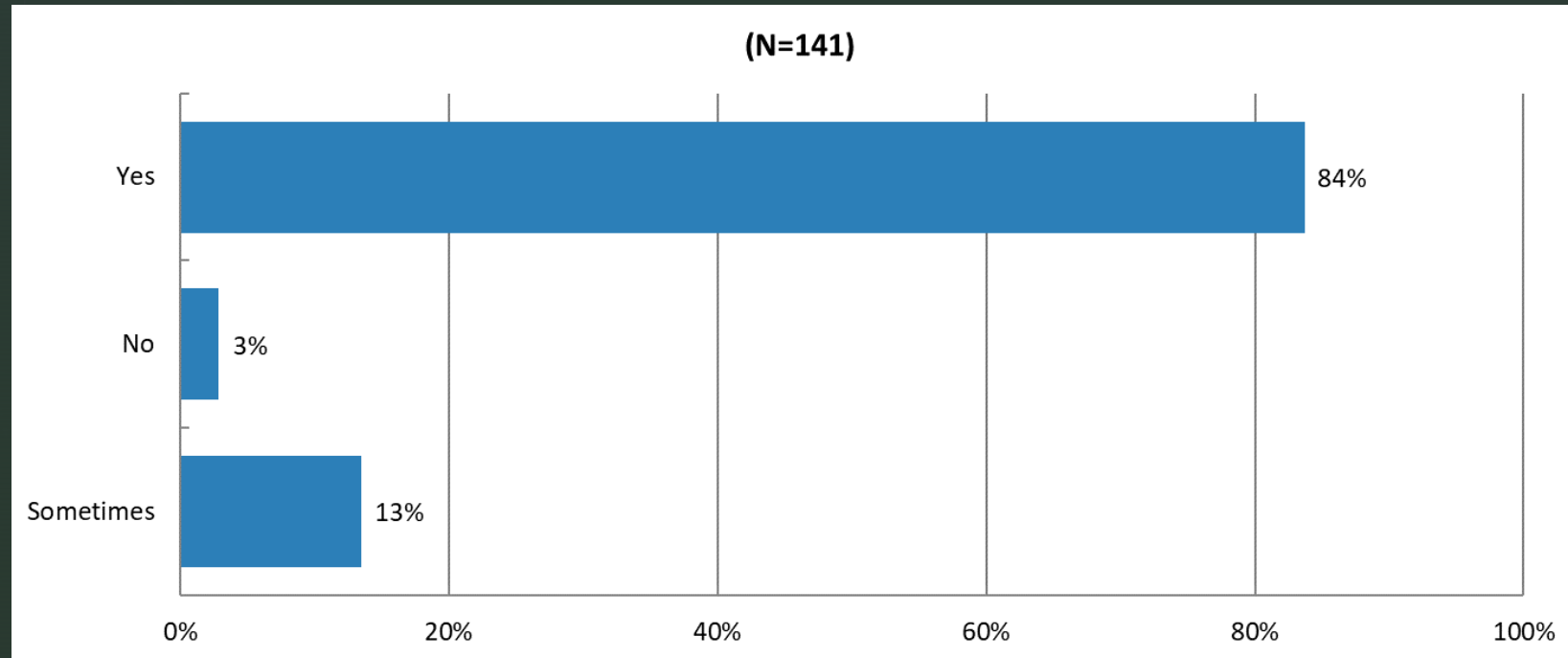
Have you used the phrase?



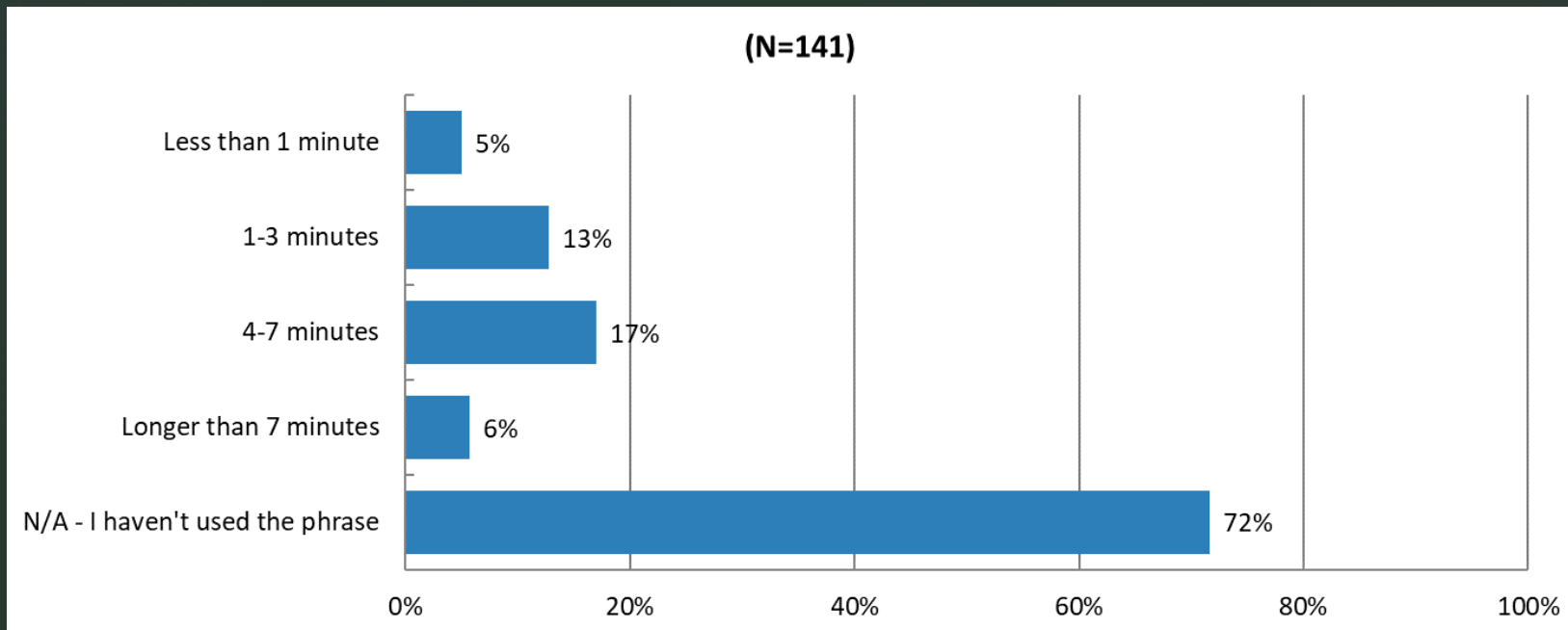
For those who said “yes,” describe why



Do you feel supported by your supervisor when you need/want to use it?



If you HAVE used the phrase, how long does your “coffee break” last? Mark all that apply



What do you do while away from the classroom during a “coffee break?”



Suggestions to build upon the plan and promote staff wellness

- Invest in team building
- Increased support and training on working with children experiencing trauma
- Additional staff in classrooms
- More guidelines for the Coffee Break plan – e.g. time allowed, phrase itself, who steps in

Closing

- Just the tip of the iceberg
- Continue to fine tune the Coffee Break plan
- Questions



ACTION ITEM II-A

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-B

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

RECOMMENDATION:

That the Parent Advisory Committee elects a Treasurer and Parliamentarian.

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect officers for the positions of Treasurer and Parliamentarian for Program Year 2023-2024. The duties of PAC Treasurer and Parliamentarian 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.
- 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-C

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

RECOMMENDATION:

That the Parent Advisory Committee elect one (1) Parent Ambassador Alternate.

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect Parent Ambassador Alternate 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.

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
 - Gadgets on the Go by Lakeshore
 - Oak Park Farmers Market
 - WEAVE Support Group

NOTES:



Time

11:00 am - 03:00 pm

Cost

Free

Venue

Lakeshore Learning

Location

1850 Douglas Blvd. Roseville CA 95661

Organizer

Lakeshore Learning



Hours & Dates: Saturday, April 6 – Saturday, November 16, 2024 from 9am – 1pm
The Oak Park Farmers Market was formed in 2010 to fill a need in one of Sacramento’s food deserts. One third of sales at the market come from EBT (food stamps), while donations allow the market to match EBT sales dollar-for-dollar up to \$20 per customer. We’re improving access to healthy, affordable food in this low-income food desert. Oak Park Farmers Market is a California Certified Farmers Market.

WEAVE Support Group

Mondays 11am-12:15pm

In partnership with WEAVE

**EXPLORING
HEALTHY
VS.
UNHEALTHY
RELATIONSHIPS**

Intimate Partner Violence Support Group
Mondays (virtually on Zoom)
11am-12:15pm

Topics Include:
Parenting, Healthy Boundaries, Breaking the Cycle,
Grief and Healing, Forms of Relationship Abuse, Red Flags, Feelings, Valuing Yourself

Trigger warning: Intimate Partner Violence will be discussed in this group

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 April 23, 2024 meeting.

NOTES:

MINUTES/SYNOPSIS

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

Ms. Wash 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, 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
Aterious Cuffee, SETA-Operated Program

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:

Nadera Jamili, San Juan Unified School District (*unexcused*)

I. CONSENT ITEM:

B. Approval of the Minutes of the March 26, 2024 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Sami, second/Jones-Villalta, to approve the March 26, 2024, minutes as distributed.

Roll call vote:

Aye: 7 (Cummings, Sami, Garduno, Cuffee, Mejia, Jones-Villalta, Quinones-Neri)
Nay: 0
Abstention: 1 (Wash)
Absent: 1 (Jamili)

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/Sami, second/Quinones-Neri, 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: 7 (Cummings, Sami, Garduno, Cuffee, Mejia, Jones-Villalta, Quinones-Neri)

Nay: 0

Abstention: 1 (Wash)

Absent: 1 (Jamili)

III. INFORMATION ITEMS:

- C. 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.

D. SETA's Recruitment Update

Mr. Pouncey has reviewed the recruitment data provided in the agenda packet as backup information. The data pertains to the period from March 15, 2024, through April 11, 2024. He has confirmed that SETA will follow up on the reasons for denied job offers and missed interviews. Further, Mr. Pouncey has explained that for the Personnel Clerk recruitment, the first two job offers were denied due to competitive employers' compensation and salary negotiation advantages.

E. Governing Board Minutes for March 7, 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:

E. Executive Director

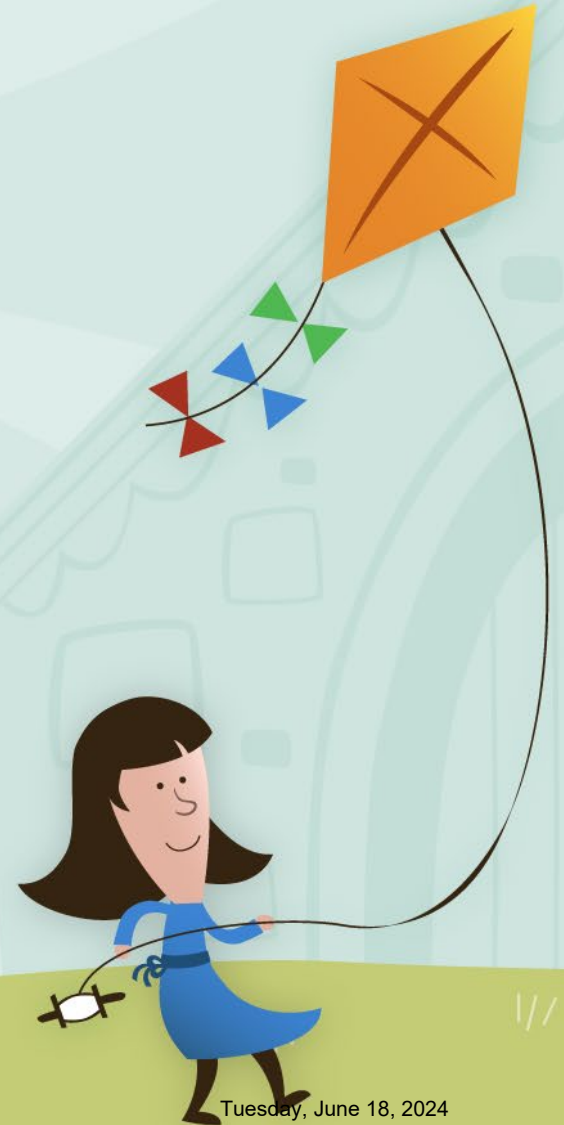
Ms. Maldonado introduced herself, provided background highlights, and expressed her excitement to work with the Board in the future.

- F. Head Start Deputy Director: No report
- G. Chair: No report
- H. 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.
- I. Open Discussion and Comments: None
- J. Public Participation: None
- VI. **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 <i>(ages 3-5)</i> TOTAL: 3448	1364	440	676	712	156	100
Early Head Start <i>(ages birth to 3)</i> 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





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

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

Total Head Start / Early Head Start Funding

\$70,851,048



Training and Technical Assistance (TTA)

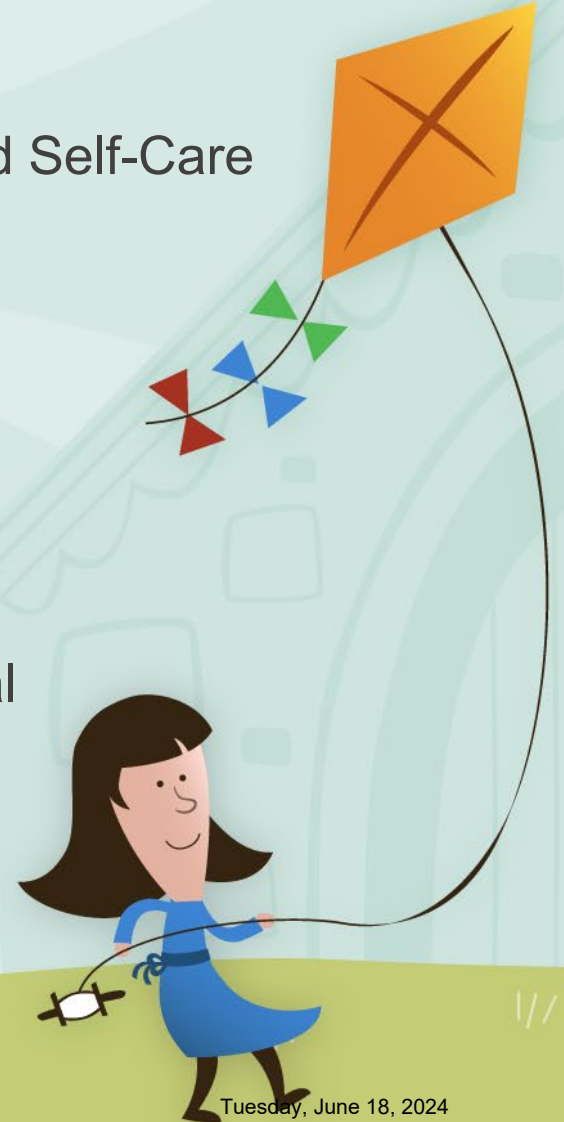
Highlighted TTA Projects

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



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:

- Personnel/Bylaws 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

*May, 2024

- 5/1/24 - Nedra Court had a field trip to the Fire Station 16.
- 5/2/24 - Bannon Creek had a field trip to Fairy Tale Town we prepared 40 sack lunches.
- 5/7/24 - Fruitridge had a field trip to the Sacramento Zoo we prepared 40 sack lunches.
- 5/9/24 - Sharon Neese had a field trip on site.
- 5/10/24 - Phoenix Park closed due to Pest Control spray.
 - Galt had a field trip to the Sacramento Zoo we prepared 100 sack lunches.
- 5/16/24 - Grizzly Hollow had a field trip to Lake Canyon Elementary we prepared 20 sack lunches.
- 5/24/24 - EHS Homebase had a field trip to Cal Expo County Fair we prepared 200 sack lunches.
 - PS Homebase had a field trip to Cal Expo County Fair we prepared 100 sack lunches.
- 5/29/24 - Mather had a field trip on site with Pupper Art.
- 5/30/24 - Northview had a field trip to the Sacramento Zoo we prepared 90 sack lunches.
 - Grizzly Hollow had a field trip to Derr Okamoto park we prepared 40 sack lunches.
 - Alder Grove ELC had a field trip to Fairy Tale Town we prepared 20 sack lunches.
 - Franklin had a field trip to Funderland we prepared 20 sack lunches.

Lunch	PM Snack	Breakfast	Field Trips
38,612	34,850	35,478	11

Total Amount of Meals and Snacks Prepared 109,570

Purchases:

Food	\$134,033.69
Non - Food	\$14,404.45

Building Maintenance and Repair:

Janitorial & Restroom Supplies:

Kitchen Small Wares and Equipment:

Vehicle Maintenance and Repair:

Vehicle Gas / Fuel:	\$2,596.29
Normal Delivery Days	20

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

MAY 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	255	17%	699	185	26%
Twin Rivers USD	160	49	31%	56	4	7 %
Elk Grove USD	480	96	20%	NA		
Sac City USD	676	112	17%	16	1	6%
San Juan USD	888	93	10%	164	7	4%
WCIC	100	10	10%	NA		
COUNTY TOTAL	3848	615	16%	935	197	21%

AFE: Annual Funded Enrollment

SETA HEAD START/EARLY HEAD START
End of Month Enrollment Report
May 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	38	2	40		100%
*Bret Harte	20	20	0	20		100%
*Capital City	20	20	1	21		105%
*CP Huntington	20	20	0	20		100%
*Crossroad Garden	60	59	2	61		102%
*Elkhorn	80	79	1	80		100%
*Freedom Park	60	61	0	61		102%
*Freeport	20	21	0	21		105%
*Hillsdale	80	77	6	83		104%
*Job Corps	20	18	0	18		90%
*Marina Vista	60	36	1	37		62%
*Mather	80	78	0	78		98%
*Norma Johnson	40	41	0	41		103%
*North Avenue	60	58	1	59		98%
*Northview	80	77	1	78		98%
*Phoenix Park	60	54	3	57		95%
*Sharon Neese	60	60	3	63		105%
Alder Grove ELC	20	13	0	13		65%
Bannon Creek	40	36	2	38		95%
Bright Beginnings	40	36	0	36		90%
Dudley	20	19	0	19		95%
Florin	20	20	0	20		100%
Franklin	20	20	0	20		100%
Fruitridge	40	39	0	39		98%
Galt	80	79	1	80		100%
Grizzly Hollow	40	40	0	40		100%
Home Base	120	111	5	116		97%
Hopkins Park	40	40	0	40		100%
Kennedy Estates	20	19	0	19		95%
LaVerne Stewart	20	19	0	19		95%
Nedra Court	40	35	1	36		90%
Parker	20	14	1	15		75%
Solid Foundation	40	38	1	39		98%
Spinelli	20	19	0	19		95%
Strizek Park	20	20	0	20		100%
Walnut Grove	24	24	0	24		100%
Total	1544	1458	32	1490	0%	97%

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

SETA HEAD START/EARLY HEAD START
End of Month Enrollment Report
May 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	17	2	19		106%
*Alder Grove I/T	16	11	0	11		69%
*Bret Harte	9	8	1	9		100%
*Captial City	16	12	2	14		88%
*CP Huntington	16	14	1	15		94%
*Crossroad Garden	15	15	0	15		100%
*Elkhorn	16	16	0	16		100%
*Florin (d)	0	0	0	0		0%
*Freedom Park	16	15	0	15		94%
*Hillsdale	17	14	2	16		94%
*Hiram Johnson	32	32	4	36		113%
*Hopkins	6	6	0	6		100%
*Illa Collins	16	5	0	5		31%
*Job Corps	25	17	3	20		80%
*Marina Vista	9	7	2	9		100%
*Mather	15	14	5	19		127%
*Norma Johnson	9	9	0	9		100%
*North Avenue	16	15	1	16		100%
*Northview	16	15	4	19		119%
*Phoenix Park	8	8	0	8		100%
*Sharon Neese Center	25	24	1	25		100%
EHS Home Base	200	189	12	201		101%
Galt	16	16	0	16		100%
Grizzly Hollow	9	9	0	9		100%
River Oak - Home Base	72	59	2	61		85%
SCOE - Home Base	77	59	7	66		86%
Walnut Grove	9	8	0	8		89%
Total	699	614	49	663	0%	95%

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

Vacancies in the following positions that support classroom ratio or enrollment: 8 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. The following positions were onboarded this month: Family Service Worker, Head Start Teacher, Associate Teacher, and Lead Teacher Infant Toddler.

Recruitment and networking opportunities to increases awareness of Head Start services and community visibility: WIC Breastfeeding Celebration, Galt Resource Fair, Meadowview Community Baby Shower, Dudley Resource Fair, Walnut Grove Community Event, International Kids Day Festival. From these recruitment events, 43 Interest Forms were completed with families inquiring about 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: