

## *Thought of the Day:*

*“If you're always trying to be normal you will never know how amazing you can be”*

*Author: Maya Angelou*

### **AGENDA**

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

**Tuesday                      July 16, 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](mailto: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](http://www.seta.net/board/board-agendas).

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#### **GOVERNING BOARD**

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**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

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**Anita Maldonado**  
EXECUTIVE DIRECTOR

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**CALL TO ORDER**  
**PLEDGE OF ALLEGIANCE**  
**ROLL CALL**

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

<b>I.</b>	<b>CONSENT ITEMS:</b>	
	A. Approval of Minutes of the June 18, 2024 Regular Board Meeting	6-21
<b>II.</b>	<b>ACTION ITEMS:</b>	
	A. Approval to Accept Head Start/Early Head Start Cost-of-Living Adjustment (COLA) Funding for Program Year 2024-2025 (Ms. Karen Griffith)	22-28
	B. Election of SETA-Operated Representatives and Alternates to the Policy Council for Program Year 2023-2024	29-30
	C. Election of Parent Advisory Committee Parent Ambassador Alternate for Program Year 2023-2024	31
<b>III.</b>	<b>INFORMATION ITEMS:</b>	
	A. Presentation of the Community of Practice – Supporting School Readiness Success of Young African American Boys (Community of Practice Member)	
	B. Standing Information Items	32-42
	➤ 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	
	• Movie Night, South Natomas Community Center Park	
	• Rose Family Food Giveaway	
	• The Black Cowboys Community Parade and Down Home Blues Music Fest, McClatchy Park	
	C. Head Start Policy Council Minutes for May 28, 2024	43-50
<b>IV.</b>	<b>COMMITTEE REPORTS:</b>	51
	➤ 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	
<b>V.</b>	<b>OTHER REPORTS:</b>	52-56
	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	

<b>VI.</b>	<b>CENTER UPDATES</b>	<b>57</b>
<b>VII.</b>	<b>DISCUSSION</b>	<b>57</b>
<b>VIII.</b>	<b>PUBLIC PARTICIPATION</b>	<b>57</b>
<b>IX.</b>	<b>ADJOURNMENT</b>	

**DISTRIBUTION DATE:** Tuesday, July 9, 2024

Parent Advisory Committee meeting hosted by:  
Royal Jones (Chair), Aterious Cuffee (Vice Chair)  
Jessica Mitchell (Secretary), Lizeth Ortiz (Treasurer), Omari Eaten (Parliamentarian)

## ROLL CALL

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

- Vacant, 16<sup>th</sup> 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)**
- Jasmine Simmons, 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
- Omari Eaton, 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**

Chelsea Sims, Dudley Head Start

Vacant, 16<sup>th</sup> 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, June 18, 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	<b>16A</b>												
Vacant Seated	<b>AG ELC</b>												
Vacant Seated	<b>AG I/T</b>												
Vacant Seated	<b>BC</b>												
Vacant Seated	<b>BC</b>												
<b>Aterious Cuffee Seated 12/19</b>	<b>BH</b>		X	X	X	X	X	U	U				
Vacant Seated	<b>BB</b>												
Vacant Seated	<b>CC</b>												
<b>Lizeth Ortiz Seated 4/23</b>	<b>CPH</b>						X	X	X				
Vacant Seated	<b>CR</b>												
<b>Chelsea Sims S/B 7/16</b>	<b>D</b>							U	U				
<b>Jessica Mitchell Seated 11/21</b>	<b>EHS/HB</b>	X	X	X	E	X	X	X	X				
<b>Royal Jones Seated 11/21</b>	<b>EHS/HB</b>	X	X	X	X	X	X	X	X				
<b>Jasmine Simmons Seated 6/18</b>	<b>EL</b>							U	X				
Vacant Seated	<b>EL</b>												
Vacant Seated	<b>F</b>												
Vacant Seated	<b>FA</b>												
Vacant Seated	<b>FP</b>												
Vacant Seated	<b>FPT</b>												
Vacant Seated	<b>FT</b>												
<b>Joanna Autumn Murphy Seated 12/19</b>	<b>G</b>	U	X	X	X	X	X	E	X				
Vacant Seated	<b>GH</b>												
Vacant Seated	<b>H</b>												
Vacant Seated	<b>HJ</b>												
Vacant Seated	<b>HI</b>												
Vacant Seated	<b>HP</b>												
Vacant Seated	<b>IC</b>												
Vacant Seated	<b>JC</b>												
Vacant Seated	<b>K</b>												

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	<b>LVS</b>												
Vacant Seated	<b>MV</b>												
Vacant Seated	<b>M</b>												
Vacant Seated	<b>NC</b>												
Vacant Seated	<b>NJ</b>												
Vacant Seated	<b>NA</b>												
<b>Alexis Garcia Seated 5/21</b>	<b>NV</b>							X	X				
Vacant Seated	<b>NV</b>												
Vacant Seated	<b>PA</b>												
<b>Maryum Sami Seated 1/16</b>	<b>PP</b>			X	X	X	X	X	E				
Vacant Seated	<b>PS/HB</b>												
Vacant Seated	<b>PS/HB</b>												
Vacant Seated	<b>RO</b>												
Vacant Seated	<b>SCOE</b>												
<b>Omari Eaten Seated 6/18</b>	<b>SN</b>								X				
Vacant Seated	<b>SN</b>												
Vacant Seated	<b>SF</b>												
Vacant Seated	<b>S</b>												
Vacant Seated	<b>SP</b>												
Vacant Seated	<b>WG</b>												
<b>Debra Cummings Seated 3/19</b>	<b>PAR</b>					X	X	X	X				
<b>Laura Quinones-Neri Seated 5/21</b>	<b>PAR</b>							X	E				
<b>Dennesha Callhoum Seated 3/19</b>	<b>FPR</b>					X	X	X	X				
<b>Kahmaria Holleman Seated 11/21</b>	<b>PPR</b>	X	X	X	X	E	X	X	X				
<b>Le Andra Jones-Villalta Seated 11/21</b>	<b>PPR</b>	X	X	X	PC	X	X	X	X				
<b>Fienishia Wash Seated 11/21</b>	<b>GPR</b>	X	X	X	X	X	X	X	X				
Vacant Seated	<b>OGC</b>												

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

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

**Representative Abbreviations:**

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

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

**Attendance Record and Meetings Abbreviations:**

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

**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 June 18, 2024 Regular Meeting**

RECOMMENDATION:

Approve the minutes of the June 18, 2024 meeting.

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the June 18, 2024 meeting.

**ACTION** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

**VOTE** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

## MINUTES/SYNOPSIS

### 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

#### CALL TO ORDER

#### PLEDGE OF ALLEGIANCE

#### ROLL CALL

M. 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:

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)  
Lizeth Ortiz, CP Huntington Head Start (*arrived and seated at 9:09 a.m.*)  
Alexis Garcia, Northview Head Start (*arrived and seated at 9:09 a.m.*)  
Fienishia Wash, Grandparent Representative (*arrived and seated at 9:18 a.m.*)  
Joanna Autumn Murphy, Galt

#### New Members Seated Present:

Jasmine Simmons, Elkhorn Head Start  
Omari Eaton, Sharon Neese Head Start (*left at 9:46 a.m.*)

#### New Members to be Seated but Absent:

Chelsea Sims, Dudley Head Start

#### Members Absent:

Aterious Cuffee, Bret Harte  
Laura Quinones-Neri, Parent Ambassador  
Maryum Sami, Job Corps

#### I. CONSENT ITEM:

##### A. Approval of the Minutes of the May 21, 2024 Special Board Meeting

Moved/Mitchell, second/Jones-Villalta, to approve the May 21, 2024, minutes as distributed.

#### Roll call vote:

Aye: 6 (Callhoum, Holleman, Cummings, Murphy, Jones-Villalta, Mitchell)

Nay: 0

Abstention: 3 (Simmons, Jones, Eaton)  
Absent: 6 (Wash, Sami, Ortiz, Quinones-Neri, Garcia, Cuffee)

**II. ACTION ITEMS:**

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

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

Roll call vote:

Aye: 7 (Callhoum, Holleman, Cummings, Murphy, Jones-Villalta, Mitchell, Simmons)

Nay: 0

Abstention: 2 (Jones, Eaton)

Absent: 6 (Wash, Sami, Quinones-Neri, Garcia, Cuffee, Ortiz)

Ms. Garcia and Ms. Ortiz arrived and were seated at 9:10 a.m.

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

Mr. Jones reviewed the item and Bylaws regarding the election of Parent Advisory Committee Treasurer and Parliamentarian.

Ms. Jones-Villalta nominated Ms. Ortiz for Treasurer and Mr. Eaton for Parliamentarian. There were no other nominations at this time.

Moved/Jones-Villalta, second/Holleman, to approve Ms. Ortiz as Treasurer and Mr. Eaton as Parliamentarian to the Parent Advisory Committee.

Roll call vote:

Aye: 10 (Callhoum, Holleman, Cummings, Jones-Villalta, Ortiz, Quinones-Neri, Garcia, Eaton, Simmons, Mitchell)

Nay: 0

Abstention: 1 (Jones)

Absent: 4 (Wash, Sami, Quinones-Neri, Cuffee)

Ms. Wash arrived and was seated at 9:18 a.m.

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

Mr. Jones reviewed the item. Ms. Jones-Villalta nominated Ms. Simmons for Parent Ambassador Alternate. Ms. Simmons declined the nomination.

There were no other nominations at this time.

Moved/Jones-Villalta, second/Mitchell, to table the election of Parent Advisory Committee Parent Ambassador Alternate to the next meeting.

Roll call vote:

Aye: 10 (Wash, Callhoun, Holleman, Cummings, Sami, Jones-Villalta, Ortiz, Quinones-Neri, Garcia, Simmons)

Nay: 0

Abstention: 2 (Jones, Eaten)

Absent: 3 (Sami, Quinones-Neri, Garcia)

### III. INFORMATION ITEMS:

#### A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account  
Mr. Han reviewed the fiscal report for the tenth month, which ended May 31, in the 2023-2024 program year. He advised that total Head Start Year-to-Date expenditures are at 76.5%. SETA recently submitted a no-cost extension and budget modification. It will allow time to complete planned projects such as Northview outdoor renovation and spend the funds if approved. The Non-Federal Share Year-to-Date expenditures are at 25.4%, above the required 25%. SETA is at 10.6% for Administrative expenditures, below the 15.0% maximum. The SETA Operated Programs Expenditures Head Start and Early Head Start reports were reviewed. Most line items are on pace, considering a no-cost extension that was recently submitted. The funds of the American Rescue Plan Act (ARP) and the Corona Virus Response and Relief Supplemental Appropriation Act (CRRSA) were reviewed. The American Express and CitiBank credit card statements didn't reveal anything not ordinary.
- Health Service Advisory Committee (HSAC) Report: the next virtual meeting will be held on Tuesday, July 23, 2024, at 1:00-3:00 p.m. The annually in-person meeting will be held on Tuesday, October 8, 2024.
- Community Resources – Parents/Staff  
Ms. Jones-Villalta reviewed the community resources provided in the packet.

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

### IV. COMMITTEE REPORTS:

- Executive Committee  
The next meeting will be held on Monday, June 24, 2024, at 10:00 a.m. at the SETA Administrative building.
- Budget/Planning Committee  
The next meeting will be held on Tuesday, July 9, 2024, at 1:00 p.m. at the SETA Administrative building.
- Parent Ambassador Committee  
The next meeting will be held on Thursday, June 27, 2024, at 1:00 p.m., at the SETA Administrative building.
- Social/Hospitality Committee

The next meeting will be held on Tuesday, June 25, 2024, at 11:00 a.m., at the SETA Administrative building.

- Personnel/Bylaws Committee  
The date and time for the next meeting will be determined later.

**V. OTHER REPORTS:**

- A. Chair:**  
Mr. Jones provided an update on the progress of the Community of Practice initiative.
- B. Policy Council**  
Ms. Wash advised that the next Policy Council regular meeting will be held on Tuesday, June 25, 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 informed the committee that SETA's Community of Practice group will present to other programs next week. SETA plans to share this presentation with the Parent Advisory Committee at the next meeting and discuss planned changes.

Following the Risk Assessment Notification (RAN) received a couple of months ago, SETA has been collaborating closely with the Office of Head Start Training and Technical Assistance Office. This joint effort is focused on developing a correction action plan that will enhance countywide systems for increased program monitoring, particularly in the areas of supervision and personal rights. The plan includes additional coaching and support, and SETA is currently in the process of hiring a Program Specialist to work with Delegate Agencies and revamp Safety and Supervision training.

Ms. Griffith additionally advised that SETA is in the process of agency-wide Strategic Planning working with contracted Dalberg Advisors consulting firm.

Ms. Griffith provided update on budget cuts reported at last meeting. The 1.3M of General Child Care and Development (CCTR) funds planned for additional full-day Early Head Start services needed in Sacramento County were being rescinded. However, the final budget will be released at the end of June – beginning of July. SETA still hopes to receive those funds but prepares an alternative plan in case those funds were permanently rescinded.

- D. Head Start Managers**
  - ✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services:  
Ms. Keirsey introduced herself and welcomed the new members. On behalf of Ms. Carr, she advised that enrollment has reached 97% for Head Start and 95% for Early Head Start. SETA actively continues to recruit new families.
  - ✓ Megan Lamb - School Readiness, Special Education, and Mental Health Services:  
Ms. Moore presented on Science, Technology, Engineering, and Mathematics (STEM) Region IX Conference in Phoenix, Arizona, attended by SETA's Head Start and Early Head Start teachers, program officers, education coordinators, and Teachers on Special Assignments (TOSAs). The presentation is attached to these minutes.

- ✓ Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance, and On-going Monitoring:  
Ms. Ocegueda introduced herself and welcomed the new members. She advised that SETA is extending their ongoing partnership with Elica Health Centers and is working on having portable dental care vans stationed at SETA’s Head Start centers to promote dental health to children enrolled in the program. All medical insurance will be accepted. She encouraged Board members to share this information at their centers.

As a direct outcome of collaboration with the San Diego State University Dietetic Program, SETA will be enriched with an intern. Starting in September, this intern, in a rotation with a Women, Infants, and Children Program (WIC) intern, will be instrumental in working on referrals across the programs. They will also play a key role in sharing clients’ blood screening records and preparing and sharing tools in different major languages to foster awareness.

Additionally, as a part of a continuing partnership with the Betty Irene Moore School of Nursing, twelve nurses will be coming to SETA this year to facilitate health screenings at the centers, provide information for families and staff, and, in collaboration with Elica Health Centers, provide onsite TB screenings to families and staff.

Ms. Ocegueda also reported that the new Registered Nurse Consultant will start at SETA on Friday. The consultant will focus on complex health care plans at the centers that may include multiple chronic conditions, special diets, behavioral and development delays, and the need for onsite medications.

- ✓ Betsy Uda – Safe Environments, Facilities, and Licensing:  
Ms. Uda provided the Board with printouts for SETA Head Start Centers and Homebase Socializations, the Child Care Weather Watch, and Air Quality and Outdoor Activity Guidance.

She advised that the facilities team was busy at the end of the program year, especially as two centers were permanently closing. Additionally, facilities perform thorough observations regarding safe environment issues to ensure that outdoor play areas are in good shape.

**VI. CENTER UPDATES:** None

**VII. DISCUSSION:**

The Board members expressed gratitude to SETA for the opportunity to participate in this year's Summer Series and conveyed their enjoyment of the event.

**VIII. PUBLIC PARTICIPATION:** None

**IX. ADJOURNMENT:** The meeting adjourned at 10:16 a.m.

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



# Engaging, Hands-On Experiences

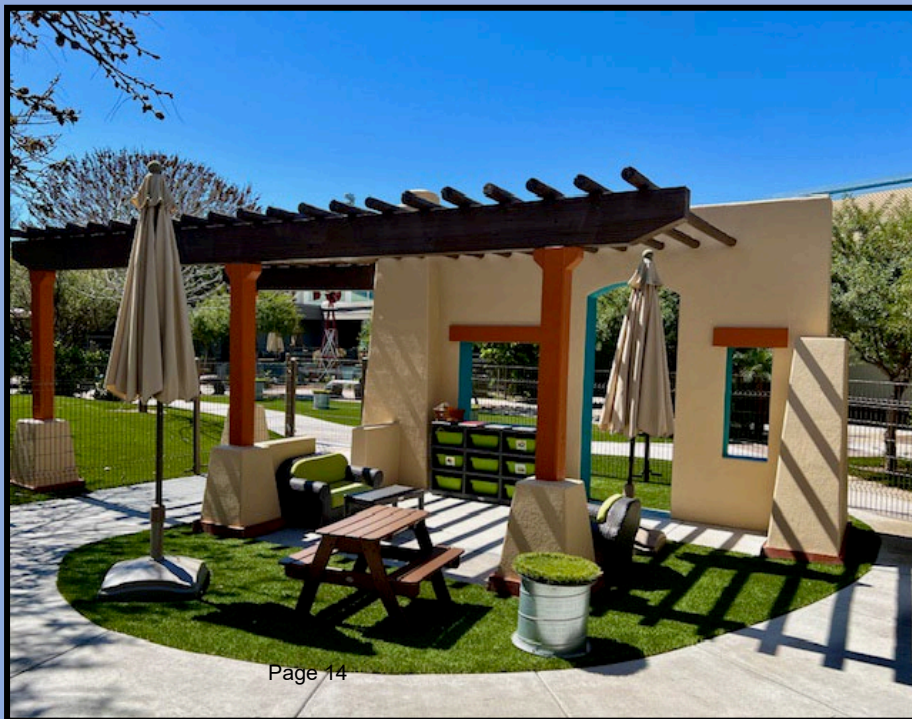


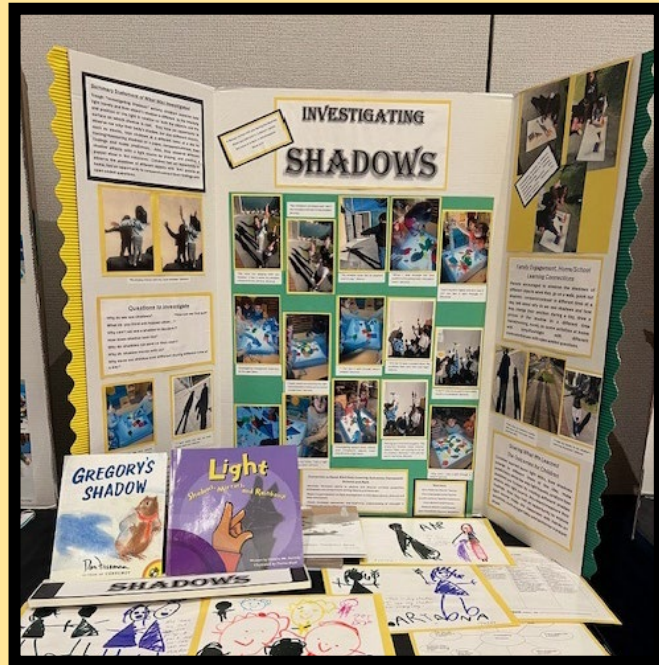
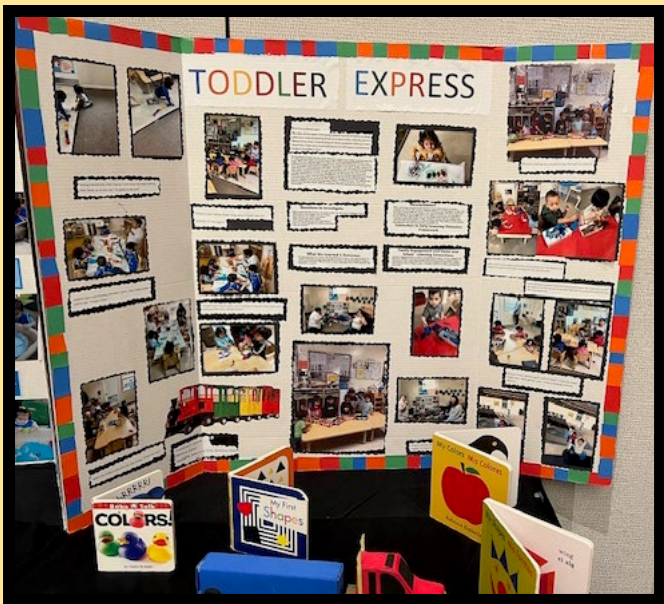


# Site Visit

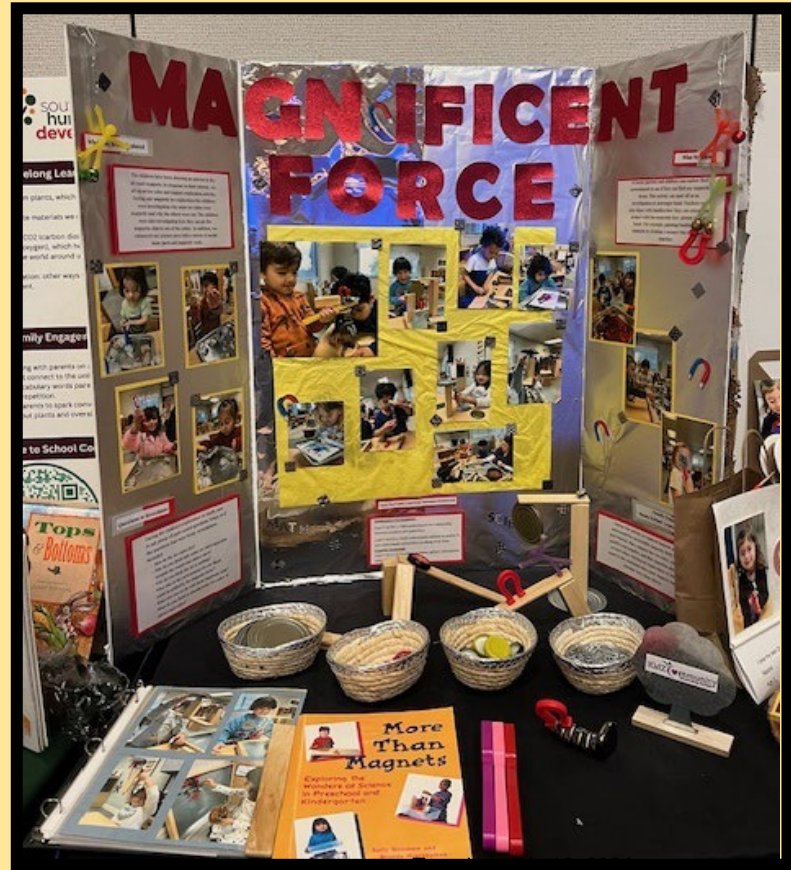
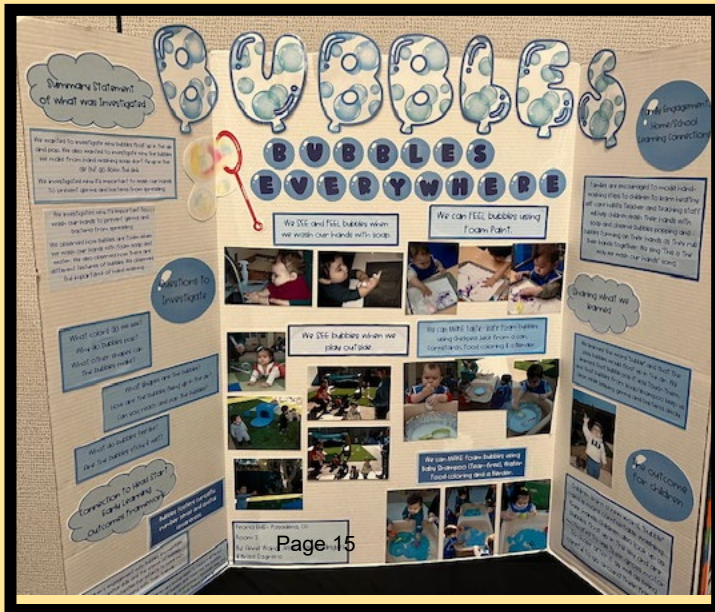
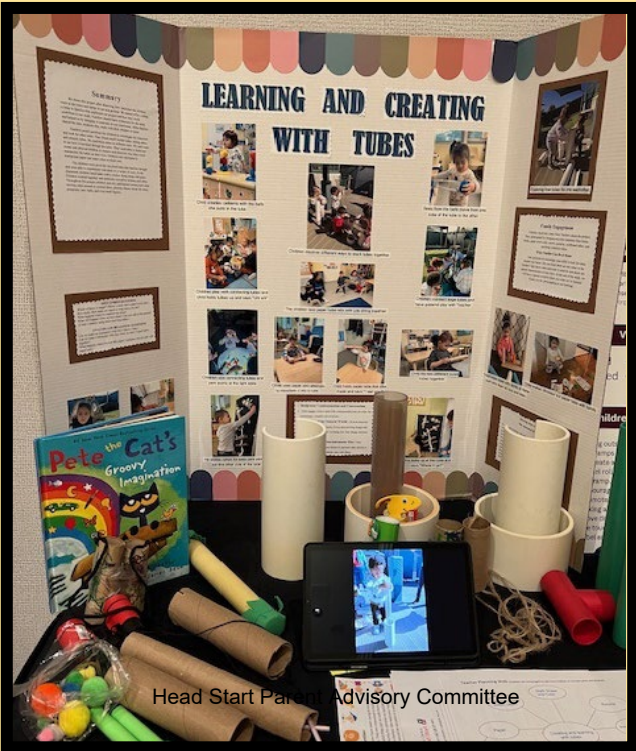


Head Start Parent Advisory Committee





# Curriculum Fair



# Angelica Calderon & Eileana Martinez Represented SETA "Wild and Fun Slides"

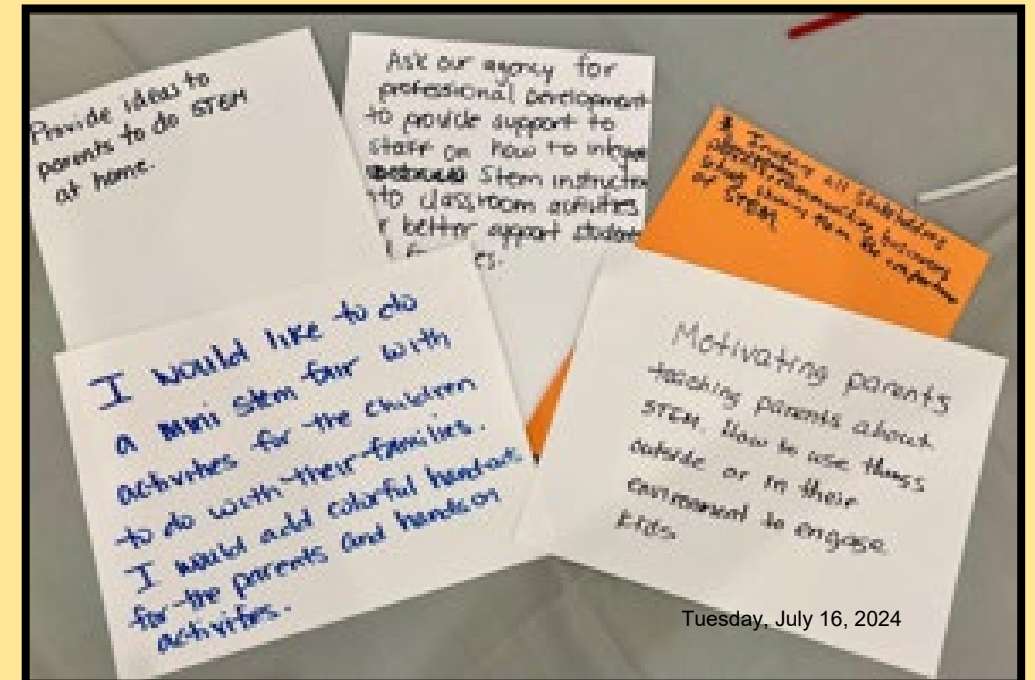


# A Panel of Experts from the Field

Angelica Calderon and Roberta Anaya represented SETA



## Teachers from different programs shared how they promote STEM



# We will...

Promote STEM locally, globally and involve leadership

We won't prep materials for children...we'll gather materials with children to use!

Encourage teachers, parents and children to try new things and build STEM confidence

Do more design challenges

Provide more open-ended activities

Add STEM rich materials to the classroom environment

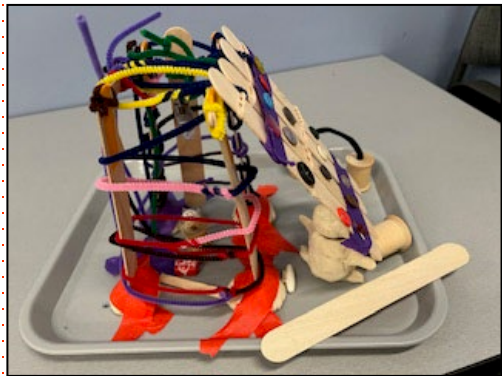


# Bringing Back What We Learned!

From the STEM Conference



Summer Series  
2024  
"Story Telling  
with a Twist and  
STEM"



Head Start Parent Advisory Committee

## Story with a Twist / STEM Planning Sheet

Name: \_\_\_\_\_

Site: \_\_\_\_\_

Story Title: \_\_\_\_\_

Twist in Story: (written with children):

Days Spent on Project: *(a minimum of 2 weeks)*

STEM Challenge: *(Brainstorm with children and list a few of their ideas):*

Materials Available:

Observation notes: (The process, what you learned and children learned)

Send a photo example of children's work with your planning sheet by August 1, 2024!

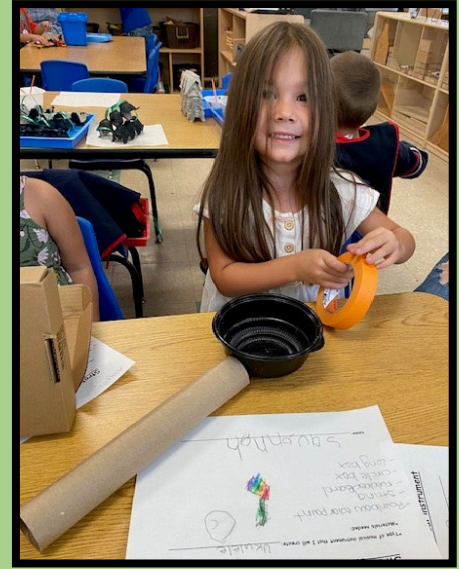
[Susan.Garland@seta.net](mailto:Susan.Garland@seta.net)

# Making the Most of STEM!

# Classroom STEM Challenge Summer 2024



# STEM at SETA





**ACTION ITEM II-A**

**Approval to Accept Head Start/Early Head Start Cost-of-Living Adjustment (COLA)**

Presenter: Karen Griffith

**RECOMMENDATION:**

Approve the acceptance of the Cost-of-Living Adjustment (COLA) in the amount of \$448,627 to Early Head Start and \$1,197,402 to Head Start to the base grant for Program Year 2024-2025.

**BACKGROUND:**

President Biden signed the Further Consolidated Appropriations Act, 2024 (P.L. 118-47), into law on March 23, 2024. The funding level for programs under the Head Start Act (the Act) provides all Head Start, Early Head Start, and Early Head Start-Child Care (EHS-CC) Partnership grant recipients a 2.35% cost-of-living adjustment (COLA).

On April 24, 2024, the Office of Head Start/Administration for Children and Families (OHS/ACF) released a Program Instruction regarding this funding increase. The COLA supports an increase to the pay scale of Head Start and Early Head Start staff, including vacant positions. These funds are permanent increases effective at the start of the FY 2024 budget period and are retroactive if this period has already commenced.

SETA management and the union met and negotiated the use of funds (subject to membership ratification). Details can be found in the Budget Narrative attached.

Deputy Director Karen Griffith is available to answer questions.

**ACTION** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

**VOTE** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_



Sacramento Employment and Training Agency  
**Budget Narrative – Head Start**  
**Cost of Living Adjustment (COLA) – 09CH011763**  
 FY 2024-2025

<u>Grant</u>	<u>Funding Guidance</u>	<u>Conversion</u>	<u>Total</u>
Head Start COLA	\$1,242,632	(\$45,230)	\$1,197,402

**COST OF LIVING ADJUSTMENT (COLA) \$1,197,402**

**HS-EHS Conversion**

For Program Year 2024-25, SETA is requesting a HS-EHS conversion of seventy-four (74) Head Start enrollment slots to forty-two (42) Early Head Start enrollment slots to address two high priority needs in the community:

- 1) Expand infant/toddler services in Sacramento County

The conversion will expand Early Head Start services at the following existing centers: Spinelli (16 Slots), Bright Beginnings (16 Slots) and 16th Ave. (8 Slots). Also, San Juan Unified School District will also be operating 2 additional EHS Center based slots at Marvin Marshall.

The funding amount requesting to be converted is \$45,230 from the Head Start COLA budget to Early Head Start COLA. Funds will be used for Personnel and Fringe Benefits costs.

**Countywide**  
 (Grantee, Delegates, and Partners)

	<b>COLA</b>	<b>Conversion</b>	<b>Post Conversion</b>
<b><u>Head Start</u></b> Current: 3,848 New: 3,448	\$1,242,632	(\$45,230)	\$1,197,402
<b><u>Early Head Start</u></b> Current: 935 New: 977	\$403,397	\$45,230	\$448,627

**Personnel (\$583,106)**

Cost-of-Living Adjustment (COLA) funds will be utilized to offset negotiated salary increases to all staff. The salary increases were negotiated by management and SETA’s labor union (AFSCME). The rates will increase by 4%. Wage increases will be permanent and apply to all pay scale rates for current and future employees.

**Fringe Benefits (\$100,000)**

A portion of the COLA will be used to pay the increased fringe benefits costs associated with the salary increases. All regular employees receive SETA’s full benefits package including medical/dental, retirement, life insurance and disability plans. In addition to the increased salaries as negotiated, COLA funds will also be used to increase the employer’s contribution to health benefits from \$725 to \$800 for single coverage and from \$1,520 to \$1,570 for family coverage, representing a \$75 and \$50 increase respectively.

**Contractual (\$514,296)**

The 2.35 percent (2.35%) COLA will be applied to each delegate agency’s base grant and is distributed as follows:

Elk Grove Unified School District	\$ 94,981
Sacramento City Unified School District	\$150,962
San Juan Unified School District	\$175,806
Twin Rivers Unified School District	\$ 58,606
Women’s Civic Improvement Club	<u>\$ 33,941</u>
Total Delegate Agency COLA	\$514,296

Detailed budget and budget narratives for individual delegates are available upon request.

**Non-Federal Share (\$299,354)**

Non-federal share (NFS) was calculated using the new funding amounts after the HS-EHS conversion, which is still pending ACF approval. SETA has identified several categories of non-federal share to meet the required match. Categories and estimated amounts include:

*Delegate Required Non-Federal Share* \$128,577

Delegate Agency NFS sources are outlined in individual budget and budget narratives.

*Family Literacy Involvement Program (FLIP)* \$170,777

Children are provided an age-appropriate book and literacy activity once every other month for parents/guardians to read to their children and enhance the school readiness of their child. SETA

anticipates an additional 4,396.936148 hours per year. Volunteer hours are valued at the current associate teacher wage rate with fringe benefits (\$38.84/hour).



Sacramento Employment and Training Agency  
**Budget Narrative – Early Head Start**  
**Cost of Living Adjustment (COLA) – 09CH011763**  
 FY 2024-2025

<u>Grant</u>	<u>Funding Guidance</u>	<u>Conversion</u>	<u>Total</u>
Early Head Start COLA	\$403,397	\$45,230	\$448,627

**COST OF LIVING ADJUSTMENT (COLA) \$448,627**

**HS-EHS Conversion**

For Program Year 2024-25, SETA is requesting a HS-EHS conversion of seventy-four (74) Head Start enrollment slots to forty-two (42) Early Head Start enrollment slots to address two high priority needs in the community:

- 1) Expand infant/toddler services in Sacramento County

The conversion will expand Early Head Start services at the following existing centers: Spinelli (16 Slots), Bright Beginnings (16 Slots) and 16th Ave. (8 Slots). Also, San Juan Unified School District will also be operating 2 additional EHS Center based slots at Marvin Marshall.

The funding amount requesting to be converted is \$45,230 from the Head Start COLA budget to Early Head Start COLA. Funds will be used for Personnel and Fringe Benefits costs.

**Countywide**  
 (Grantee, Delegates, and Partners)

	<b>COLA</b>	<b>Conversion</b>	<b>Post Conversion</b>
<b><u>Head Start</u></b> Current: 3,848 New: 3,448	\$1,242,632	(\$45,230)	\$1,197,402
<b><u>Early Head Start</u></b> Current: 935 New: 977	\$403,397	\$45,230	\$448,627

**Personnel (\$262,770)**

Cost-of-Living Adjustment (COLA) funds will be utilized to offset negotiated salary increases to all staff. The salary increases were negotiated by management and SETA’s labor union (AFSCME). The rates will increase by 4%. Wage increases will be permanent and apply to all pay scale rates for current and future employees.

**Fringe Benefits (\$50,000)**

A portion of the COLA will be used to pay the increased fringe benefits costs associated with the salary increases. All regular employees receive SETA’s full benefits package including medical/dental, retirement, life insurance and disability plans. In addition to the increased salaries as negotiated, COLA funds will also be used to increase the employer’s contribution to health benefits from \$725 to \$800 for single coverage and from \$1,520 to \$1,570 for family coverage, representing a \$75 and \$50 increase respectively.

**Contractual (\$135,857)**

The 2.35 percent (2.35%) COLA will be applied to each EHS delegate agency’s base grant, as follows:

River Oak Center for Children (ROCC)	\$16,696
Sacramento County Office of Education (SCOE)	\$19,019
Sacramento City Unified School District	\$7,256
San Juan Unified School District	\$66,745
Twin Rivers Unified School District	<u>\$26,141</u>
Total Delegate Agency/Partner COLA	\$135,857

Detailed budget and budget narratives for individual delegates are available upon request.

**Non-Federal Share (\$112,159)**

Non-federal share (NFS) was calculated using the new funding amounts after the HS-EHS conversion, which is still pending ACF approval. SETA has identified two primary sources of non-federal share to meet the required match. Sources and estimated amounts include:

*Delegate Required Non-Federal Share* \$33,966

Delegate Agency NFS sources are outlined in individual budget and budget narratives.

*Family Literacy Involvement Program (FLIP)* \$78,193

Children are provided an age-appropriate book and literacy activity once every other month for parents/guardians to read to their children and enhance the school readiness of their child. SETA

anticipates an additional 2,013.2080329 hours per year. Volunteer hours are valued at the current associate teacher wage rate with fringe benefits (\$38.84/hour).

**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.

<b>Representatives Nominated</b>	<b>Alternates Nominated</b>

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 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-B**  
**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
  - Rose Family Food Giveaway

**NOTES:**

COUNCILMEMBER  
**KARINA**  
**TALAMANTES**  
— CITY OF SACRAMENTO

City of  
**SACRAMENTO**  
Youth, Parks, & Community Enrichment



# MOVIE NIGHT



**FREE**



**JULY  
21**



**South Natomas Community Center Park  
2921 Truxel Rd, Sacramento CA**



**Activities starting at 7pm  
Movie start time at sundown!**

**Bring the family and friends,  
blankets, or lawn chairs!**

**916-808-7003   district3@cityofsacramento.org   www.karinatalamantes.org**



# FOOD GIVEAWAY



**Monday-Thursday**  
**1:00 pm - 3:30 pm**

Dairy Products  
Canned Foods  
Bottled Beverages  
Dessert Options  
Whole Pizzas (Thursdays)

**📍 LOCATION**

**Rose Family Creative Empowerment  
Center - Wellness Center  
7000 Franklin Blvd STE 1000,  
Sacramento, CA 95823**

**For More Information:**

**(916) 376-7916**



TODAY'S TIMES  
Newspaper



Invites Everyone To Join Us For The Second Annual Sacramento Round-Up!

# THE BLACK COWBOYS

## PARADE AND COMMUNITY FESTIVAL

Sunday July 28, 2024 McClatchy Park 3500 5th Ave.

Bring The Kids! The Parade Is Free And Open To The Public!

It Begins At Sac High On Y Street & 35th Street

To McClatchy Park "The Big Park" For The "Round Up"

And Down Home Blues Music Festival

Parade: 10:00 a.m. Festival 12 Noon-6:00 p.m.

279-399-0842

KIDS 9 & UNDER ENTER

THE FESTIVAL FOR FREE

ALSO FEATURING:  
"THE BIG BOSS"

BBQ COOK-OFF



Reserve A VIP Table And Get Festival Tickets For The Family By  
Calling 279-399-0842 Or Visit [www.rwmedia.online](http://www.rwmedia.online)

**INFORMATION ITEM III-C**  
**Head Start Policy Council Minutes**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to review the Policy Council Minutes of the May 28, 2024 meeting.

**NOTES:**

## MINUTES/SYNOPSIS

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

Tuesday                      May 28, 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

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 9:06 a.m.*)

#### New Members Seated Present:

Khaid Ouadrhiri, San Juan Unified School District

#### 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 (*unexcused*)

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

Graciela Garduno, Vice Chair, EHS San Juan Unified School District (*excused*)

#### I. CONSENT ITEM:

##### A. Approval of the Minutes of the April 23, 2024 Regular Meeting

The minutes were reviewed; no questions or corrections.

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

#### Roll call vote:

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

Nay: 0

Abstention: 1 (Wash)

Absent: 4 (Cuffee, Jamili, Garduno, Mejia)



## II. ACTION ITEMS:

### A. Time Item 9:00 a.m. and Public Hearing

Approval of Revisions to the Public Information Officer Job Specification

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

Mr. Richardson has reviewed the item and advised that SETA considers hiring a Public Information Officer to enhance its publicity and strategic planning efforts. He noted that the job specification for the Public Information Officer position has not been updated since July 1992. The ideal candidate for this role would have expertise in social and digital media. The updates to the job specifications were based on state and federal job specifications for similar roles.

Ms. Angelina Mejia arrived and was seated at 9:06 a.m.

Ms. Wash closed the public hearing at 9:09 a.m.

Moved/Quinones-Neri, second/Sami, to approve the revised job specification for the Public Information Officer classification.

Roll call vote:

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

Nay: 0

Abstention: 1 (Wash)

Absent: 3 (Cuffee, Jamili, Garduno)

### B. Approval of Budget Modification and No-Cost Extension Request for the American Rescue Plan Act Funds and the Coronavirus Response and Relief Supplemental Appropriation Act Funds

Ms. Griffith has reviewed the item. The Office of Head Start has provided a 12-month no-cost extension opportunity for the American Rescue Plan and Coronavirus Response and Relief Supplemental Appropriation Act funds. This budget modification will allow SETA's Delegate Agencies to complete previously approved and deferred maintenance projects if approved by the Policy Council and the Governing Board.

Moved/Quinones-Neri, second/Cummings, to approve a Head/Start/Early Head Start American Rescue Plan Act and Coronavirus Response and Relief Supplemental Appropriation Act grants 12 month no-cost extension request in the amount of \$1,945,312 and a budget modification in the amount of \$543,249 from Equipment, Supplies (EHS), Construction and Contractual to Personnel, Fringe, Supplies (HS) and Other cost categories.

Roll call vote:

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

Nay: 0

Abstention: 1 (Wash)

Absent: 3 (Cuffee, Jamili, Garduno)

**C.** Approval of Budget Modification, No-Cost Extension Request and 1303 Facilities Renovation and Repair Applications for the Program Year 2023-2024 Head Start and Early Head Start Basic and Training and Technical Assistance (T&TA) Funds

Ms. Griffith reviewed the item. She provided the following highlights about this budget modification:

- Due to Sacramento City Unified School District's inability to open pre-panned Early Head Start classrooms, \$154,395 is being relinquished to SETA;
- SETA is requesting to move a total of \$3,044,382 underspent funds from Fringe Benefits, Equipment, Contractual, and Other categories of Program Year (PY) 2023-2024 Head Start Basic and Early Head Start Basic grants to Personnel, Travel, and Construction categories.
- Of the Head Start Basic budget modification funds, \$1,058,453 will be used towards three (3) 1303 Facilities Outdoor Major Renovation projects at San Juan Unified School District's Billy Mitchell, Sunrise, and Kingswood sites.
- A 12 month no-cost extension is requested to allow additional time for SETA and the Delegates to complete projects and purchases.

Moved/Mejia, second/Ouadrhiri, to approve a Head Start/Early Head Start Basic and T&TA grants 12 month no-cost extension request in the amount of \$9,951,947, 1303 Facilities Applications in the amount of \$1,058,453 for San Juan USD sites and a budget modification in the amount of \$3,044,382 from Fringe Benefits, Equipment, Contractual and Other to Personnel, Travel and Construction.

Roll call vote:

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

Nay: 0

Abstention: 1 (Wash)

Absent: 3 (Cuffee, Jamili, Garduno)

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

There were no nominations at this time.

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

Roll call vote:

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

Nay: 0

Abstention: 1 (Wash)

Absent: 3 (Cuffee, Jamili, Garduno)

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

There were no nominations at this time.

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

Roll call vote:

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

Nay: 0

Abstention: 1 (Wash)

Absent: 3 (Cuffee, Jamili, Garduno)

**F. Election of Community Action Board Alternate**

There were no nominations at this time.

Moved/Sami, second/Cummings, to table the election of one (1) Alternate to serve as Low-Income Sector representative to the Community Action Board (CAB) to the next meeting.

Roll call vote:

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

Nay: 0

Abstention: 1 (Wash)

Absent: 3 (Cuffee, Jamili, Garduno)

**III. INFORMATION ITEMS:**

**A. Workplace Violence Prevention Plan (SB 553)**

Mr. Richardson provided an update on the Workplace Violence Prevention Plan that the State of California mandates to take effect on July 1, 2024. SETA works closely with the agency's liability insurance broker, who produces the plan. Once the plan is complete, SETA will issue periodic training to all staff as required by Senate Bill (SB) 553.

**B. Standing Information Items**

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

Mr. Han reviewed the combined PC/PAC fiscal report for the ninth month, which ended April 30, in the 2023-2024 program year. The total year-to-date countywide expenses are at 62.3%, below the 75.0% needed to be on track. The Non-Federal Share Year-to-Date expenditures are at 29.3%, above the required 25.0%. SETA is reaching out to those Delegate Agencies whose expenditures are below the required 25.0% to see if waivers need to be requested on behalf of those individual districts. Administrative expenditures are at 10.0%, 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 expired on March 31, 2024. Currently, SETA and the Delegate Agencies are in a liquidation period until June 30, 2024. The approved budget modifications for no-cost extensions at today's meeting will allow more time to complete the projects and purchases. The SETA Operated Programs Expenditures report was reviewed. Most line items are on pace. The budget overages for some of these categories will be covered with today's budget modifications as well. 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 subcommittee meeting will be held on May 30, 2024. She will provide the report at the next meeting.

- Community Resources  
Ms. Sami reviewed the community resources provided in the packet.

**C.** SETA's Recruitment Update  
Ms. Green-Johnson has reviewed the recruitment data provided in the agenda packet as backup information. The data pertains to the period from April 12, 2024, through May 9, 2024.

**D.** Governing Board Minutes for April 4, 2024: No questions.

#### **IV. COMMITTEE REPORTS:**

- Executive Committee  
The next meeting will be held on Monday, June 3, 2024 at 10:00 a.m., at the SETA Administrative building.
- 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 28, 2024, at 11:00 a.m., at the SETA Administrative building.

#### **V. OTHER REPORTS:**

**A.** Executive Director  
Ms. Griffith, on behalf of Ms. Maldonado, provided an update on the Agency's Strategic Planning efforts and plans, which include staff surveys, focus groups of staff and Board members, and interviews with delegates and partners.

**B.** Head Start Deputy Director:  
Ms. Griffith advised that with the end of the Program Year, SETA is working on a mandatory county-wide Program Information Report (PIR) to be submitted to the Office of Head Start.

Ms. Griffith provided an update on budget cuts. The 1.3M of General Child Care and Development (CCTR) funds planned for additional full-day Early Head Start services needed in Sacramento County were being rescinded. If implemented, it will result in significant programmatic changes.

**C.** Chair: No report

**D.** Head Start Managers  
✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services:  
Ms. Jones, on behalf of Ms. Carr, reviewed April's Sacramento County Head Start/Early Head Start Monthly Enrollment Report provided in the packet. Head Start

enrollment increased by one and is currently at 95%. Early Head Start countywide enrollment decreased by one and is currently at 94%.

Countywide efforts continue to meet the required 97% of the Full Enrollment Plan.

Ms. Jones advised that SETA continues the partnership with government assistance programs like SNAP to qualify more children for the Head Start/Early Head Start program.

The recently hired parent intern supports the unit with the enrollment line, easing families through the enrollment process.

Ms. Jones-Villalta mentioned that members of the Parent Ambassador Committee also work to improve enrollment and raise public awareness about Head Start/Early Head Start services, eligibility, and enrollment.

- ✓ Megan Lamb - School Readiness, Special Education, and Mental Health Services: Ms. Lamb, along with Ms. Jones, provided an update on the Community of Practice initiated by the Office of Head Start, which focuses on supporting school readiness and the success of young African-American boys. SETA is a part of this initiative. Based on the data, the Community of Practice Committee at SETA examined the agency's practices and identified tangible steps for equitable service supporting young African-American boys in education and contributing to their success. The Community of Practice Committee, committed to the long-term success of these efforts, is working on developing strategies and systems to ensure their sustainability.

Ms. Cummings inquired about collaboration with Black Child Legacy and the "My Brother's Keeper" program they administer.

Ms. Lamb advised that at the start of the new program year, SETA will contact Delegate Agencies to identify classrooms that would benefit from five sessions of strength-based training with SETA's Teachers on Special Assignments (TOSAs).

Ms. Sami has requested that SETA looks into the transition process to ensure children are not left without care between preschool and kindergarten. Gaps in care can negatively impact a child's ability to adapt to the new classroom and create difficulties for working parents.

- ✓ Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance, and On-going Monitoring:

Ms. Ocegueda provided the following updates:

- SETA is working with registered nurse consultants to create classes for staff. These classes will teach them tools to connect with families equitably and explain health screenings that are not only required for the program but also beneficial for children's development and well-being.
- As a direct outcome of collaboration with the San Diego State University Dietetic Program, SETA will be enriched with an intern. This intern, in a rotation with a Women, Infants, and Children Program (WIC) intern, will be instrumental in working on referrals across the programs. They will also play

a key role in sharing clients' blood screening records and preparing and sharing tools in different major languages to foster cultural awareness.

- Ms. Blaney, Health and Nutrition Coordinator, holds monthly meetings to assist Delegate Agencies with analyzing, reviewing, entering, and improving health data and PIR reports.
- Ms. Ocegueda exploring opportunities to add a representative from WIC to HSAC.

- ✓ Betsy Uda – Safe Environments, Facilities, and Licensing:  
Ms. Uda has informed the Board that she intends to schedule a meeting with her counterparts at the Delegate Agencies and Kristen Smith, SETA's Consultant. The purpose of the meeting is to follow up on onsite visits and provide guidance on common issues observed during those visits.

In response to a question, Ms. Uda clarified that the licensing does not mandate or prohibit hot water. However, if present, the hot water should be within the temperature range specified in the statute.

**E.** Open Discussion and Comments: None

**F.** Public Participation: None

**VI. ADJOURNMENT:** The meeting adjourned at 10:23 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:

- 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

### \*June, 2024

- 6/3/24-6/7/24 - Marina Vista was closed due to sewer line repairs.
- 6/4/24 - Grizzly Hollow had a field trip to Galt's Community Park we prepared 40 sack lunches.
- 6/4/24 - Nedra had a field trip to Shasta's Community Park we prepared 40 sack lunches.
- 6/7/24 - Hiram Johnson had a field trip to the Sacramento Zoo we prepared 32 sack lunches.
- 6/13/24 - Sharon Neese had a field trip on site Music Paul children ate the meal on the menu.
- 6/14/24 - Homebase EHS had a field trip at the Swanston Community Park we prepared 65 meals.
- 6/21/24 - Crossroad Gardens had a field trip to Fairytale Town we prepared 75 sack lunches.
- 6/21/24 - Homebase EHS had a field trip to Wacky Tacky we prepared 75 meals.
- 6/28/24 - Freeport had a field trip to the Sacramento Zoo we prepared 21 sack lunches.
- 6/28/24 - Homebase had a field trip to Oasis Park we prepared 100 meals.
- 6/28/24 - Job Corps had a field trip to the Sacramento Zoo we prepared 46 sack lunches.

Lunch	PM Snack	Breakfast	Field Trips
27,640	24,716	24,826	10

**Total Amount of Meals and Snacks Prepared** 77,751

**Purchases:**

Food	\$93,920.98
Non - Food	\$10,271.75

**Building Maintenance and Repair:**

**Janitorial & Restroom Supplies:**

**Kitchen Small Wares and Equipment:**

**Vehicle Maintenance and Repair:** \$944.57

**Vehicle Gas / Fuel:** \$1,860.26  
 Normal Delivery Days 22

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**JUNE 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
<b>SETA operated</b>	1544	265	<b>17%</b>	699	195	<b>28%</b>
<b>Twin Rivers USD</b>	160	49	<b>31%</b>	56	4	<b>7 %</b>
<b>Elk Grove USD</b>	480	97	<b>20%</b>	NA		
<b>Sac City USD</b>	676	119	<b>18%</b>	16	*	<b>0%</b>
<b>San Juan USD</b>	888	93	<b>10%</b>	164	9	<b>5%</b>
<b>WCIC</b>	100	10	<b>10%</b>	NA		
<b>COUNTY TOTAL</b>	<b>3848</b>	<b>633</b>	<b>16%</b>	<b>935</b>	<b>208</b>	<b>22%</b>

*AFE: Annual Funded Enrollment*

*\*Correction made*

**SETA HEAD START/EARLY HEAD START**  
**End of Month Enrollment Report**  
**June 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	19	1	20		100%
*Capital City	20	20	1	21		105%
*CP Huntington	20	20	0	20		100%
*Crossroad Garden	60	59	1	60		100%
*Elkhorn	80	74	6	80		100%
*Freedom Park	60	56	6	62		103%
*Freeport	20	21	0	21		105%
*Hillsdale	80	76	7	83		104%
*Job Corps	20	21	0	21		105%
*Marina Vista	60	30	1	31		52%
*Mather	80	76	3	79		99%
*Norma Johnson	40	41	0	41		103%
*North Avenue	60	58	2	60		100%
*Northview	80	78	2	80		100%
*Phoenix Park	60	53	4	57		95%
*Sharon Neese	60	60	2	62		103%
Alder Grove ELC	20	12	0	12		60%
Bannon Creek	40	37	3	40		100%
Bright Beginnings	40	36	0	36		90%
Dudley (d)	Closed	0	0	0		0%
Florin	20	20	1	21		105%
Franklin	20	20	0	20		100%
Fruitridge	40	37	0	37		93%
Galt	80	80	0	80		100%
Grizzly Hollow	40	40	0	40		100%
Home Base	120	113	3	116		97%
Hopkins Park	40	40	1	41		103%
Kennedy Estates	20	18	0	18		90%
LaVerne Stewart	20	20	0	20		100%
Nedra Court	40	34	0	34		85%
Parker	20	16	0	16		80%
Solid Foundation	40	38	0	38		95%
Spinelli (d)	Closed	0	0	0		0%
Strizek Park	20	20	0	20		100%
Walnut Grove (d)	Closed	0	0	0		0%
<b>Total</b>	<b>1480</b>	<b>1383</b>	<b>44</b>	<b>1427</b>	<b>0%</b>	<b>96%</b>

(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) Traditional site closed during summer months

**SETA HEAD START/EARLY HEAD START**

**End of Month Enrollment Report**

**June 2024**

<b>EHS Center Name (* CCTR/CSPP Funded)</b>	<b>Funded Enrollment</b>	<b>Actual Enrollment</b>	<b>Drop within last 30 days</b>	<b>Total Reported</b>	<b>(c) Closed/Capped %</b>	<b>(a) Actual to Funded Enrollment %</b>
*16th Avenue	18	17	2	19		106%
*Alder Grove I/T	16	12	1	13		81%
*Bret Harte	9	9	0	9		100%
*Captial City	16	8	5	13		81%
*CP Huntington	16	14	2	16		100%
*Crossroad Garden	15	15	0	15		100%
*Elkhorn	16	14	3	17		106%
*Florin (c)	0	0	0	0		0%
*Freedom Park	16	16	0	16		100%
*Hillsdale	17	16	1	17		100%
*Hiram Johnson	32	31	2	33		103%
*Hopkins	6	6	0	6		100%
*Illa Collins	16	0	1	1		6%
*Job Corps	25	24	1	25		100%
*Marina Vista	9	8	0	8		89%
*Mather	15	15	0	15		100%
*Norma Johnson	9	9	0	9		100%
*North Avenue	16	13	2	15		94%
*Northview	16	14	2	16		100%
*Phoenix Park	8	7	1	8		100%
*Sharon Neese Center	25	22	4	26		104%
<b>EHS Home Base</b>	<b>200</b>	<b>177</b>	<b>14</b>	<b>191</b>		<b>96%</b>
Galt	16	16	1	17		106%
Grizzly Hollow (d)	Closed	0	0	0		0%
River Oak - Home Base	72	65	3	68		94%
SCOE - Home Base	77	57	3	60		78%
Walnut Grove (d)	Closed	0	0	0		0%
<b>Total</b>	<b>681</b>	<b>585</b>	<b>48</b>	<b>633</b>	<b>0%</b>	<b>93%</b>

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

Vacancies in the following positions that support classroom ratio or enrollment: 18 Education positions ( Teacher, Associate Teacher, Associate Teacher/Infant Toddler, Lead Teacher /Infant Toddler).

Traditional sites closed for summer months: Dudley, Grizzley EHS, Spinelli, Walnut Grove.

**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: 3 Associate Teacher, and 1 Lead Teacher Infant Toddler.

Recruitment and networking opportunities to increases awareness of Head Start services and community visibility: Connecting or Communities SMUD Resource Fair, Mutual Assistance Network Juneteenth, Abundant Life Community Resource Fair, Network Café. From these recruitment events, 14 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) Traditional site closed during summer months

## **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:**