

Thought of the Day:

“Make up your mind that no matter what comes your way, no matter how difficult, no matter how unfair, you will do more than simply survive. You will thrive in spite of it.”

Author: Joel Osteen

AGENDA

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

Tuesday September 17, 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
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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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	✓ 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	
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DISTRIBUTION DATE: Wednesday, September 11, 2024

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

ROLL CALL

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

- Vacant, 16th Avenue Head Start
- Vacant, Alder Grove Early Learning Center
- Vacant, Alder Grove I/T Head Start
- Vacant, Bannon Creek Head Start
- Vacant, 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
- Vacant, 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**
- Vacant, Parent Ambassador Representative

ROLL CALL
(Continued)

Program Year 2023-2024 - New Representatives to be seated

Armonie Martin, Freedom Park Head Start

Vacant, 16th Avenue Head Start

Vacant, LaVerne Stewart Head Start

Vacant, Alder Grove ELC

Vacant, Mather Head Start

Vacant, Alder Grove I/T Head Start

Vacant, Marina Vista Head Start

Vacant, Bannon Creek Head Start

Vacant, Nedra Court Head Start

Vacant, Bright Beginnings Head Start

Vacant, Norma Johnson Head Start

Vacant, Capital City Head Start

Vacant, North Avenue Head Start

Vacant, Crossroad Gardens Head Start

Vacant, Parker Head Start

Vacant, Florin Head Start

Vacant, Pre-school (Home Base)

Vacant, Franklin Head Start

Vacant, River Oak Center for Children

Vacant, Freedom Park Head Start

Vacant, SCOE

Vacant, Fruitridge Head Start

Vacant, Sharon Neese

Vacant, Grizzly Hollow Head Start

Vacant, Solid Foundation

Vacant, Hillsdale Head Start

Vacant, Strizek Park Head Start

Vacant, Hiram Johnson Head Start

Vacant, Walnut Grove Head Start

Vacant, Hopkins Park Head Start

Vacant, Outgoing Chair

Vacant, Illa Collin Head Start

Vacant, Parent Ambassador Rep.

Vacant, Job Corps Head Start

Vacant, Kennedy Estates Head Start

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

**The PAC was seated on November 21, December 19, 2023, and
January 16, March 19, April 23, 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	16A												
Vacant Seated	AG ELC												
Vacant Seated	AG I/T												
Vacant Seated	BC												
Vacant Seated	BC												
Aterious Cuffee R 8/28	BH		X	X	X	X	X	U	E	X	U		
Vacant Seated	BB												
Vacant Seated	CC												
Lizeth Ortiz Seated 4/23	CPH						X	X	X	X	E		
Vacant Seated	CR												
Vacant Seated	D												
Jessica Mitchell Seated 11/21	EHS/HB	X	X	X	E	X	X	X	X	E	X		
Royal Jones Seated 11/21	EHS/HB	X	X	X	X	X	X	X	X	E	X		
Jasmine Simmons Seated 6/18	EL							U	X	X	U		
Vacant Seated	EL												
Vacant Seated	F												
Vacant Seated	FA												
Armonie Martin S/B 9/17	FP										E		
Vacant Seated	FPT												
Vacant Seated	FT												
Vacant Seated	G												
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												
Vacant Seated	NA												
Alexis Garcia Seated 5/21	NV							X	X	X	U		
Vacant Seated	NV												
Vacant Seated	PA												
Maryum Sami Seated 1/16	PP			X	X	X	X	X	E	X	X		
Vacant Seated	PS/HB												
Vacant Seated	PS/HB												
Vacant Seated	RO												
Vacant Seated	SCOE												
Omari Eaten Seated 6/18	SN								X	X	X		
Vacant Seated	SN												
Vacant Seated	SF												
Vacant Seated	S												
Vacant Seated	SP												
Vacant Seated	WG												
Debra Cummings Seated 3/19	PAR					X	X	X	X	X	X		
Vacant Seated	PAR												
Dennesha Callhoum Seated 3/19	FPR					X	X	X	X	X	U		
Kahmaria Holleman Seated 11/21	PPR	X	X	X	X	E	X	X	X	X	E		
Le Andra Jones-Villalta Seated 11/21	PPR	X	X	X	PACB	X	X	X	X	X	PACB		
Fienishia Wash Seated 11/21	GPR	X	X	X	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 - 16th Avenue
AG ELC - Alder Grove Early Learning Center
AG I/T - Alder Grove Infant/Toddler Center
BC - Bannon Creek
BB - Bright Beginnings
BH - Bret Harte
CC - Capital City
CPH - CP Huntington
CR - Crossroad Gardens
D - Dudley
EHS/HB - Early Head Start/Home Base
EL - Elkhorn
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

PACB - PAC Board Business
R - Resigned
RS - Reseat
S/B - Should be, or should have been (seated)
U - Unexcused
X - Present

CONSENT ITEM I-A
Approval of the Minutes of the August 20, 2024 Regular Meeting

RECOMMENDATION:

Approve the minutes of the August 20, 2024 meeting.

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the August 20, 2024 meeting.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

MINUTES/SYNOPSIS

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

Tuesday August 20, 2024 9:00 a.m.
925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

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

Members Present:

Debra Cummings, Parent Ambassador
Fienishia Wash, Grandparent Representative
Omari Eaton, Sharon Neese Head Start
Maryum Sami, Job Corps
Royal Jones, Early Head Start (Home Base)
Jessica Mitchell, Early Head Start (Home Base)

New Members Seated Present:

New Members to be Seated but Absent:

Armonie Martin, Freedom Park Head Start (*excused*)

Members Absent:

Lizeth Ortiz, CP Huntington Head Start (*excused*)
Le Andra Jones-Villalta, Past Parent Representative (*PAC Business*)
Dennesha Calhoun, Foster Parent (*unexcused*)
Kahmaria Holleman, Past Parent Representative (*excused*)
Jasmine Simmons, Elkhorn Head Start (*unexcused*)
Aterious Cuffee, Bret Harte (*unexcused*)
Alexis Garcia, Northview Head Start (*unexcused*)

I. CONSENT ITEM:

A. Approval of the Minutes of the July 16, 2024 Special Board Meeting

The minutes were reviewed; no questions or corrections.

Moved/Mitchell, second/Sami, to approve the July 16, 2024, minutes as distributed.

Roll call vote:

Aye: 5 (Mitchell, Wash, Sami, Eaton, Cummings)

Nay: 0

Abstention: 1 (Jones)

Absent: 7 (Ortiz, Simmons, Cuffee, Calhoun, Holleman, Garcia, Jones-Villalta)

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.

There were no nominations at this time.

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

Roll call vote:

Aye: 5 (Mitchell, Wash, Sami, Eaton, Cummings)

Nay: 0

Abstention: 1 (Jones)

Absent: 7 (Ortiz, Simmons, Cuffee, Calhoun, Holleman, Garcia, Jones-Villalta)

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

Mr. Jones reviewed the item.

There were no nominations at this time.

Moved/Sami, second/Mitchell, to table the election of Parent Advisory Committee Parent Ambassador and Alternate to the next meeting.

Roll call vote:

Aye: 5 (Mitchell, Wash, Sami, Eaton, Cummings)

Nay: 0

Abstention: 1 (Jones)

Absent: 7 (Ortiz, Simmons, Cuffee, Calhoun, Holleman, Garcia, Jones-Villalta)

III. INFORMATION ITEMS:

A. Standing Information Items

➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account

Mr. Han reviewed the fiscal report for the twelfth months, which ended July 31, in the 2023-2024 program year. He advised that total Head Start Year-to-Date expenditures are at 93.5%. SETA recently submitted a no-cost extension and budget modification. Once approved, funds will be extended until July 31, 2025. The Non-Federal Share Year-to-Date expenditures are at 35.4%, above the required 25%. SETA is at 11% 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 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. The SETA Operated California Department of Education (CDE) and

California Department of Social Services (CDSS) funding reports were reviewed for July 2024, and they are in good standing for earning full grant.

- Health Service Advisory Committee (HSAC) Report: the next meeting will be held on Tuesday, August 28, 2024, at 9:00 a.m., virtually. Ms. Wash will provide updated at the next Parent Advisory Committee meeting.
- Community Resources – Parents/Staff
Ms. Sami reviewed the community resources provided in the packet.

B. Head Start Policy Council Minutes for June 25, 2024: No questions

IV. COMMITTEE REPORTS:

- Executive Committee
The next meeting will be held on Tuesday, August 27, 2024, at 10:00 a.m. at the SETA Administrative building.
- Budget/Planning Committee
The next meeting will be held on Tuesday, September 10, 2024, at 1:00 p.m. at the SETA Administrative building.
- Parent Ambassador Committee
The next meeting will be held on Friday, August 22, 2024, at 10:00 a.m., at the SETA Administrative building.
- Social/Hospitality Committee
The next meeting will be held today, Tuesday, August 20, 2024, at 11:00 a.m. at the SETA Administrative building.
- Personnel/Bylaws Committee
The next meeting will be held on Tuesday, September 17, 2024, during PAC meeting at 9:00 a.m., at the SETA Administrative building.

V. OTHER REPORTS:

A. Chair:

Mr. Jones shared his thoughts on attending the All Staff meeting on August 9, 2024. He felt that the event showcased the Agency's unity and dedication. He enjoyed the program and found it educational.

Mr. Jones additionally advised that the first Male Involvement event is scheduled for September 5, 2024, at 4:30 p.m., in-person at Sharon Neese Center, and aimed to increase fathers' involvement in their children's education. Notably, the event is not limited to fathers.

B. Policy Council

Ms. Wash advised that the next Policy Council regular meeting will be held on Tuesday, August 27, 2024, at 9:00 a.m., at the SETA Board Room.

C. Head Start Deputy Director:

Ms. Griffith advised that SETA held mandatory in-service training on August 5-8, tied to the Sacramento County Corrective Action Plan on Risk Assessment Notification received

from the Office of Head Start earlier. All teaching staff received in-depth training on safety, supervision, child abuse prevention, and more. The topics on attendance and the Community of Practice (COP) rollout were also included. Tentatively, on September 26, SETA plans to begin a Parent, Friend, and Family task force for COP. All the enrolled families and Parent Advisory Committee (PAC) members will be invited to participate.

Ms. Griffith advised that SETA is in the first year of the five-year grant cycle and must do a governance screener within the first 75 days of the program year. The governance screener looks into the Parent Advisory Committee, Policy Council, and the Governing Board practices and requirements satisfaction, such as the Board's composition, times of the meetings, bylaws, and more. She additionally confirmed that the draft PAC bylaws were received and are currently undergoing Legal Counsel review.

Ms. Griffith presented the video from All Staff meeting on August 9, 2024.

Ms. Sami stated that she enjoyed the event; however, she stressed the need for greater staff awareness about PAC. She suggested including a segment on PAC in the next All Staff meeting and during the onboarding orientation for new teaching staff.

In response to Ms. Wash's question about the timelines for adding more parent involvement, Ms. Griffith stated that the COP rollout during mandatory in-service training included foundational education on the subject and an overview of the Office of Head Start application that identified composition specifications. She reminded the Board that there was only one slot for a parent on the team, and the PAC voted for Mr. Jones to fill that role. Part of the team's mission has been to learn more at the trainings to be able to expand this initiative, which will provide an opportunity for increased parent engagement including activities at the centers and the Parent Task Force.

Ms. Wash emphasized the importance of greater parental involvement in all aspects of this initiative and requested consistent communication and regular updates for parents.

D. Head Start Managers

- ✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services:
Ms. Carr introduced Ms. Julia Lewis as the new Program Officer, replacing Ms. Rebel Rickansrud-Young, retiring next week after ten years of service with SETA. Ms. Carr also introduced her team, which was present at the meeting.

Ms. Carr advised the Board that SETA partners with SMUD to provide information on the Energy Assistance Program and other savings at the sites. More information, such as calendar, will be coming shortly.

Ms. Carr reiterated that the Male involvement event will be held on September 5, at 4:30, at Sharon Neese site. She also advised about three upcoming ReadyRosie nights on literacy, science, technology, engineering, mathematics (STEM), and art. The location and date/time are being determined.

Ms. Carr additionally reported that the Sacramento County Office of Education has been holding in-person café training attended by eight SETA staff members. These staff members will then share their knowledge with Family Service Workers and PC/PAC members to re-establish a Parent Café in SETA and hold 3-4 sessions annually.

Ms. Carr advised that the Home Base program socialization room will be relocated from Hillsdale to the Florin Grammar site.

Ms. Carr reviewed the enrollment report provided in the packet. She advised that it has reached 98% for Head Start and 96% for Early Head Start.

- ✓ Megan Lamb - School Readiness, Special Education, and Mental Health Services: Ms. Lamb advised that during the in-service training week, teaching staff were trained on safety and supervision, classroom zoning, and more. Program Officers will visit their region's sites twice a month to ensure the implementation of the training received. SETA is hiring a new Teacher on Special Assignments (TOSA) vacated due to promotion. In addition, SETA is hiring a new Intervention Specialist with the promotion of the previous employee to the Intervention Specialist Coordinator role.

Ms. Lamb additionally advised that the Sacramento County Office of Education has been conveying different partners at the virtual Dolly Parton's Imagination Library planning meetings in hopes of rolling it out in Sacramento County and providing free age-appropriate books monthly to children aged 0 to 5. More information will be provided at the next meeting.

- ✓ Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance, and On-going Monitoring: Ms. Ocegueda advised that SETA works closely with Elica Health Centers to offer dental services, including exams, X-rays, fluoride varnishes, assistance obtaining dental plans, and establishing a dental home. There are also discussions about expanding the services to include children with special needs, pregnant women, and parents of the children enrolled in the program. SETA plans to initially deploy mobile vans from Elica Health Centers at 22 sites.

Ms. Ocegueda announced that this is her last PAC meeting as she resigns from SETA. Ms. Judy Lema, Health and Nutrition Coordinator, will update the Board moving forward.

Ms. Lema provided the following updates:

- In partnership with UC Davis nurse students, SETA held TB clinics at two of its locations: Del Paso and Solid Foundation. At Del Paso, 60 SETA employees received TB test, and at Solid Foundation, 35 employees.
- On Tuesday, August 27, 2024, SETA will have a virtual health session with guest speaker audiologist for Sacramento State University. Parents are encouraged to attend.
- The next planning HSAC meeting will be held on August 28, 2024. In-person community meeting will be held on October 8, 2024.

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

Ms. Uda provided the following Facilities updates:

- New kitchen cabinets were installed at Hillsdale;
- A new roof for Job Corps is still coming;
- Three centers, Florin Grammar, Bright Beginnings, and Spinelli, are being re-licensed for Early Head Start classrooms. The upcoming meetings will provide more updates on the progress.

- The date/time for the warehouse tour for PAC members will be set shortly, and members will be advised.

Ms. Uda advised that she provided training on children's rights in child care during pre-service week. She extended the training to PAC parents in the future.

VI. CENTER UPDATES: None

VII. DISCUSSION: None

VIII. PUBLIC PARTICIPATION: None

IX. ADJOURNMENT: The meeting adjourned at 10:27 a.m.

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

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:

ACTION ITEM II-A (continued)
Page 2

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

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

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

ACTION ITEM II-B

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

RECOMMENDATION:

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

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect Parent Ambassador and 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: _____

ACTION ITEM II-C

Election of Parent Advisory Committee Vice Chair for Program Year 2023-2024

RECOMMENDATION:

That the Parent Advisory Committee elect a Vice Chair.

Vice Chair:

BACKGROUND:

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

- C. The Vice Chair shall serve as Chair of the PAC in the absence of the Chair, and shall have all delegated powers. The Vice Chair will assume position of Chair if seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.

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
 - Free Dental and Vision Clinic

NOTES:



FREE Dental & Vision Clinic

Sunday, September 22, 2024 8AM-3PM

Our **FREE** services for uninsured & under-insured include:

- Fillings
- Extractions
- Cleanings
- Restorative
- Eye Exams
- Prescriptions
- Free Frames & Lenses

First come, first served:

- Register at the event
- All services are **FREE** of charge
- No appointment is necessary
- Come early to ensure you get seen



Life and Health is a non-profit network of physicians, optometrists, dentists, and medical professionals dedicated to providing free medical, vision, and dental care to those who are uninsured or under-insured. This free clinic is made possible by volunteers and by donations.



SACRAMENTO CENTRAL
SEVENTH DAY ADVENTIST CHURCH

6045 Camellia Avenue
Sacramento, CA 95819
Across the street from Sac State

Call 916-457-6511 or email office@saccentral.org



This clinic is **NOT** for emergency care, such as chest pain, bleeding, premature labor, or trauma. For emergencies, call 911 or go to the nearest emergency room.

Next Dental Clinic is on April 13, 2025 at 8AM

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 July 23, 2024 meeting.

NOTES:

MINUTES/SYNOPSIS

Sacramento Employment and Training Agency HEAD START POLICY COUNCIL Regular Meeting

Tuesday July 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 9:04 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
Khalid Ouadrhiri, San Juan Unified School District
Aterious Cuffee, SETA-Operated Program
Maryum Sami, SETA-Operated Program
Graciela Garduno, Vice Chair, EHS San Juan Unified School District

New Members Seated Present: None

New Members to be Seated but Absent: None

Members Absent:

Angelina Mejia, Sac City Unified School District (*excused*)
Laura Quinones-Neri, Community Agency Representative (*unexcused*)

I. CONSENT ITEM:

A. Approval of the Minutes of the June 25, 2024 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Garduno, second/Sami, to approve the June 25, 2024, minutes as distributed.

Roll call vote:

Aye: 6 (Cuffee, Cummings, Garduno, Sami, Jones-Villalta, Ouadrhiri)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Mejia, Quinones-Neri)

II. ACTION ITEMS:

A. Approval to Accept Head Start/Early Head Start Cost-of-Living Adjustment (COLA) Funding for Program Year 2024-2025

Mr. Griffith advised that on April 24, 2024, the Office of Head Start notified that SETA would receive a 2.35% (\$448,627 to Early Head Start and \$1,197,402 to Head Start) cost-of-living adjustment (COLA) for Program Year 2024-2025 with instructions that it must be applied towards 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 Fiscal Year 2024 budget period and are retroactive if this period has already commenced. The Delegate Agencies are to receive a 2.35% COLA allocation and apply toward pay increases as well.

Moved/Sami, second/Ouadrhiri, to 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.

Roll call vote:

Aye: 6 (Cuffee, Cummings, Garduno, Sami, Jones-Villalta, Ouadrhiri)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Mejia, Quinones-Neri)

B. A Resolution for the 2022-2025 Labor Agreements Covering the Head Start Unit, the Clerical, Technical and Analytical Unit, and the Supervisory Unit

Mr. Richardson, on behalf of Ms. Saurbourne, reviewed the item. He advised that agreement was reached on June 14, 2024, ratified on July 15 and July 16, 2024, with the three bargaining units represented by AFSCME, including the Head Start Unit, the Clerical, Technical and Analytical Unit, and the Supervisory Unit. This agreement included salary increase and benefits as follows:

- A. Effective August 1, 2024, the salary schedule for all represented classifications shall increase by four percent (4%); and
- B. Effective Pay Period 19 (8/18/24-8/31/24), the Agency health insurance contribution for employee only will increase by seventy-five dollars (\$75.00) per month from \$725.00 to \$800.00 and the family contribution will increase by fifty dollars (\$50.00) from \$1,520.00 to \$1,570.00.

Only a few employees have family health insurance through SETA, so the decision was made to increase employee only Agency health insurance contributions more to benefit a greater number of employees.

Moved/Sami, second/Cuffee, to approve the Resolution and the negotiated salary increases effective August 1, 2024, and health insurance contribution increases effective Pay Period 19, 2024.

Roll call vote:

Aye: 6 (Cuffee, Cummings, Garduno, Sami, Jones-Villalta, Ouadrhiri)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Mejia, Quinones-Neri)

C. Approval of the Personnel Resolution Covering Unrepresented Confidential and Management

Mr. Richardson, on behalf of Ms. Saurbourne, reviewed the item. He advised that the salary increase and benefits terms are the same as listed above. However, this time, the item covers Unrepresented Confidential and Management employees who are not union members to ensure that all SETA employees get the same salary and benefits increases.

Moved/Garduno, second/Cuffee, to approve the Personnel Resolution covering unrepresented employees providing for salary increases effective August 1, 2024, and health insurance contribution increases effective Pay Period 19, 2024.

Roll call vote:

Aye: 6 (Cuffee, Cummings, Garduno, Sami, Jones-Villalta, Ouadrhiri)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Mejia, Quinones-Neri)

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

There were no nominations at this time.

Moved/Sami, second/Cummings, 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.

Aye: 6 (Cuffee, Cummings, Garduno, Sami, Jones-Villalta, Ouadrhiri)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Mejia, Quinones-Neri)

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

Ms. Cuffee nominated Mr. Ouadrhiri. Mr. Ouadrhiri declined the nomination.

There were no other nominations at this time.

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

Roll call vote:

Aye: 6 (Cuffee, Cummings, Garduno, Sami, Jones-Villalta, Ouadrhiri)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Mejia, Quinones-Neri)

III. INFORMATION ITEMS:

A. Standing Information Items

➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account

Mr. Han reviewed the combined PC fiscal report for the eleventh month, which ended June 30, in the 2023-2024 program year. The total year-to-date countywide expenses are at 78.0%, below the 91.67% needed to be on track. The Non-Federal

Share Year-to-Date expenditures are at 30.1%, above the required 25.0%. The funds of the American Rescue Plan Act (ARP) and the Corona Virus Response and Relief Supplemental Appropriation Act (CRRSA) were reviewed. SETA awaits approval on the No-Cost Extension submitted, allowing an additional twelve months to complete planned projects and purchase. The SETA Operated Programs Expenditures report was reviewed. Most line items are on pace. The American Express and CitiBank credit card statements were reviewed without concerns, and no atypical activity was noted.

Mr. Han advised that discussions continue regarding making Toastmasters available to parents. More information will be provided at the future meetings.

- Health Service Advisory Committee (HSAC) Report
Ms. Wash advised that the next HSAC meeting will be held today, July 23, 2024, at 1:00 p.m., via Zoom. The report will be provided at the next meeting.
- Community Resources
Ms. Sami reviewed the community resources provided in the packet.

B. 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 June 7 through July 11, 2024.

In response to Ms. Jones-Villalta's question, Ms. Griffith advised that the Associate Teacher's hiring exam is on foundational child development questions. SETA maintains longstanding partnerships with California State University, Sacramento (CSUS), the Child Development Department, and other educational institutions in recruiting teaching staff.

IV. COMMITTEE REPORTS:

- Executive Committee
The next meeting will be held on Monday, July 29, 2024 at 10:00 a.m., at the SETA Administrative building.
- Budget/Planning Committee
The next meeting will be held on Tuesday, August 13, 2024, at 1:00 p.m. at the SETA Administrative building.
- Parent Ambassador Committee
The next meeting will be held on Friday, August 2, 2024, at 11:00 a.m., at the SETA Administrative building.
- Social/Hospitality Committee
The next meeting will be held on Tuesday, August 13, 2024, at 10:00 a.m., at the SETA Administrative building.
- Personnel/Bylaws Committee
This meeting's date and time are to be determined.

V. OTHER REPORTS:

A. Executive Director

Ms. Maldonado advised that SETA has taken the interviews for the Public Information

Officer position. She thanked Ms. Jones-Villalta for serving on that hiring panel. The final interviews will be held tomorrow between 1:00 p.m. and 4:00 p.m.

Ms. Maldonado reminded the Board that Dalberg Consultants will present the updates on the SETA strategic planning progress on August 27, 2024.

Ms. Maldonado introduced the new Executive Coordinator, Ms. Tawanda Mitchell, who started yesterday and provided her background highlights.

B. Head Start Deputy Director:

Ms. Griffith provided an update on SETA's progress with the Corrective Action Plan following the Risk Assessment Notification (RAN) from the Office of Head Start a few months ago. SETA plans to offer additional coaching and support to the Delegate Agencies as part of the countywide effort. In August, a revamped Safety and Supervision training will be presented to all SETA field staff and teacher substitutes during the mandatory pre-service training week. Delegate Agencies are also required to provide updated Safety and Supervision training during their pre-service training week.

Ms. Griffith mentioned that SETA has hired three Program Specialists to serve as Delegate liaisons. She expressed gratitude to Mr. Ouadrhiri for participating in the hiring process. All three Program Specialists hired are internal staff members with over twenty years of experience in Head Start.

Ms. Griffith also shared an enrollment report on behalf of Ms. Lisa Carr. She mentioned that July 23 is the last day of school for children leaving for kindergarten. SETA has children on waiting lists to fill the vacancies and aims to achieve full enrollment. SETA is also providing ongoing support to Delegate Agencies in their enrollment efforts.

Furthermore, Ms. Griffith informed the Board about a letter sent to all the Delegate Directors emphasizing the importance of Safety and Supervision, full enrollment, and monitoring oversight. The letter also indicated that SETA will resume pre-pandemic holding of funds for programs that are not fully enrolled.

Finally, Ms. Jones-Villalta requested a presentation from the new Program Specialists to the Board once they have settled into their new roles.

C. Chair:

Ms. Wash advised the Board that parent participation in the hiring processes is needed on July 24, July 25, August 1, and August 8 for the following positions: Associate Teacher/Infant Toddler, Lead Teacher/Infant Toddler, Family Service Worker, and Intervention Specialist. She encouraged members to participate.

D. Head Start Managers

- ✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services: No report
Ms. Karen Griffith provided a report on behalf of Ms. Carr under the Head Start Deputy Director's report.

- ✓ Megan Lamb - School Readiness, Special Education, and Mental Health Services:
Ms. Lamb advised that four Teachers on Special Assignments (TOSAs) continue to provide strength-based in person support to the SETA teaching staff and Delegate Agencies. The Delegate Agencies are now required to schedule at least five

coaching sessions with TOSAs.

Ms. Lamb has also mentioned that zoning in the classrooms has been standardized to ensure that all classroom space is accounted for and to reduce lapses in supervision by being more proactive in addressing unsafe situations. The staff will receive training during the upcoming pre-service week and on an ongoing basis.

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

Ms. Ocegueda reported that SETA is increasing its partnership with Elica Health Centers to provide medical care for children, staff, and parents with or without medical insurance. SETA plans to start providing services in the new program year. Some SETA centers already have Elica mobile vans on-site to provide needed care. Services are also available to all nearby families. More information will be provided to the Board in the near future.

Ms. Ocegueda also advised that the countywide calendar for virtual Health Education Sessions for parents, caretakers, and family members will be released shortly. The sessions will cover various topics such as nutrition, oral and mental health, summer safety, and others. She urged members to help spread the word and increase parent participation in these webinars.

Ms. Ocegueda advised that the yearly calendar for Delegate agencies will be released shortly. It will include scheduled webinars to help Delegate Agencies collect health data and communicate with parents on health-related topics and program requirements.

Ms. Ocegueda underscored the vital role of the Board members in advocating for health screenings. She urged them to share their personal stories and request any necessary information to help other parents in the program understand the importance of health screenings.

Ms. Jones-Villalta inquired about the possibility of obtaining a lead testing kit for home use. Ms. Ocegueda reassured that SETA is committed to making health resources easily accessible, and a lead testing kit would be provided upon request.

Mr. Ouadrhiri suggested increasing the use of social media to promote the importance of health screenings.

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

Ms. Uda informed the Board that SETA is required by licensing to test the water at the centers for lead every five years. Upon testing, any faucets and water fountains displaying hazardous lead levels were replaced and re-tested. If water samples still showed high levels of lead, the water was no longer used for drinking.

The SETA Facilities team, which includes a certified playground specialist, inspected the WCIC playground structure to assess its safety. The playground was determined to be safe.

Ms. Uda also mentioned that she is working on revising the training for the pre-service mandatory week in August, specifically focusing on a more in-depth

exploration of children's personal rights and mandatory reporting requirements. She emphasized the importance of developing close relationships with families to better support and guide parents in their time of need.

E. Open Discussion and Comments:

Ms. Cuffee expressed her enthusiasm for the upcoming field visit to the Sacramento Zoo.

F. Public Participation: None

VI. ADJOURNMENT: The meeting adjourned at 10:32 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
 - ✓ Male Involvement
 - ✓ Community of Practice
- 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
 - ✓ Vacant – 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 *August, 2024

8/9/24 - All Staff Meeting

	Lunch	PM Snack	Breakfast	Field Trips
	27,244	25,564	26,064	0
Total Amount of Meals and Snacks Prepared				78,872
Purchases:				
Food	\$106,369.25			
Non - Food	\$11,184.10			
Building Maintenance and Repair:			\$0.00	
Janitorial & Restroom Supplies:			\$0.00	
Kitchen Small Wares and Equipment:			\$0.00	
Vehicle Maintenance and Repair:			\$1,437.24	
Vehicle Gas / Fuel:			\$2,980.11	
Normal Delivery Days			22	

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

August 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	1364	114	8%	739	84	11%
Twin Rivers USD	156	**	%	56	**	%
Elk Grove USD	440	45	10%	NA		
Sac City USD	676	43	6%	16	0	0%
San Juan USD	712	57	8%	96	5	5%
WCIC	100	**	%	NA		
COUNTY TOTAL	3448	259	8%	907	89	10%

**NO REPORT RECEIVED

AFE: Annual Funded Enrollment

**SETA HEAD START/EARLY HEAD START
End of Month Enrollment Report
August 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	33	1	34		85%
*Bret Harte	20	18	0	18		90%
*Bright Beginnings	20	20	2	22		110%
*Capital City	20	17	0	17		85%
*CP Huntington	20	20	0	20		100%
*Crossroad Garden	60	48	7	55		92%
*Elkhorn	60	45	9	54		90%
*Florin	20	11	1	12		60%
*Freedom Park	60	51	4	55		92%
*Freeport	20	20	2	22		110%
*Galt	60	53	8	61		102%
*Hillsdale	80	62	2	64		80%
*Hopkins	40	34	0	34		85%
*Job Corps	20	21	0	21		105%
*Marina Vista	40	25	2	27		68%
*Mather	60	50	5	55		92%
*Norma Johnson	40	30	1	31		78%
*North Avenue	60	34	6	40		67%
*Northview	60	52	2	54		90%
*Phoenix Park	40	35	1	36		90%
*Sharon Neese	60	50	5	55		92%
Alder Grove ELC	20	14	0	14		70%
Bannon Creek	40	30	4	34		85%
Dudley	20	13	0	13		65%
Franklin	20	13	0	13		65%
Fruitridge	40	26	4	30		75%
Grizzly Hollow	40	31	1	32		80%
Home Base	120	85	8	93		78%
LaVerne Stewart	20	17	0	17		85%
Nedra Court	40	24	3	27		68%
Parker	20	11	3	14		70%
Solid Foundation	40	18	6	24		60%
Strizek Park	20	16	1	17		85%
Walnut Grove	24	13	1	14		58%
Total	1364	1040	89	1129	0%	83%

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

**SETA HEAD START/EARLY HEAD START
End of Month Enrollment Report
August 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	27	23	2	25		93%
*Alder Grove I/T	16	13	3	16		100%
*Bret Harte	9	8	1	9		100%
*Bright Beginnings (d)	16	0	0	0		0%
*Captial City	16	11	1	12		75%
*CP Huntington	16	14	1	15		94%
*Crossroad Garden	15	13	2	15		100%
*Elkhorn	16	15	1	16		100%
*Florin (d)	16	0	0	0		0%
*Freedom Park	16	15	1	16		100%
*Galt	16	16	0	16		100%
*Hillsdale	16	15	1	16		100%
*Hiram Johnson	32	31	4	35		109%
*Hopkins	6	5	2	7		117%
*Job Corps	25	24	0	24		96%
*Marina Vista	9	7	3	10		111%
*Mather	15	10	2	12		80%
*Norma Johnson	9	8	3	11		122%
*North Avenue	16	16	0	16		100%
*Northview	16	15	3	18		113%
*Phoenix Park	8	7	0	7		88%
*Sharon Neese Center	25	24	0	24		96%
*Spinelli (d)	16	0	0	0		0%
EHS Home Base	200	175	11	186		93%
Grizzly Hollow	9	8	1	9		100%
River Oak - Home Base	72	59	5	64		89%
SCOE - Home Base	77	59	4	63		82%
Walnut Grove	9	7	0	7		78%
Total	739	598	51	649	0%	88%

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

The following sites have pending license for EHS classroom(s)- totaling 48 enrollment slots: Florin Grammar, Bright Beginnings, and Spinelli.

Vacancies in the following positions that support classroom ratio or enrollment: 31 Education positions (Site Supervisor, Teacher, Associate Teacher, Associate Teacher/Infant Toddler, Lead Teacher /Infant Toddler) and 2 Family Services Worker.

Strategies/Action Plan:

Onboarding of a Program Information Officer to support agency marketing and recruitment efforts to increase community awareness of program services. Human Resources posted job openings within the following employment search websites: CA Head Start Assoc., CalJOBS, ZipRecruiter, Indeed and ADP WFN Recruitment Portal, SETA Job Fair. The following positions were onboarded this month: 1 Site Supervisor, 7 Associate Teacher's, and 1 Associate Teacher Infant Toddler.

Recruitment and networking opportunities to increase awareness of Head Start services and Community Partnerships: National Night Out at Roberts Family Development Center & Marisol Village; Book Donation at Swanson Community Center Arcade Community Center & Carmichael Recreations; UC Davis Mind Institute Resource Fair; Network Café. From these recruitment events, 19 Interest Forms were completed by 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) 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: