

Thought of the Day:

“You must be the change you wish to see in the world”

Author: Mahatma Gandhi

AGENDA

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

Tuesday November 26, 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 Council and included in the record.

In-Person Public Comment

While the SETA Head Start Policy Council welcomes and encourages participation in the Council 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 Policy Council 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 Policy Council 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 Council meeting information may be accessed through the Internet by visiting the SETA webpage: www.seta.net/board/board-agendas.

GOVERNING BOARD

Rich Desmond

BOARD OF SUPERVISORS
County of Sacramento

Eric Guerra

COUNCILMEMBER
City of Sacramento

Patrick Kennedy

BOARD OF SUPERVISORS
County of Sacramento

Vacant

PUBLIC REPRESENTATIVE

Mai Vang

COUNCILMEMBER
City of Sacramento

Anita Maldonado

EXECUTIVE DIRECTOR

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

- PC Meeting Attendance Update
- Introduction of Newly Seated Representatives

I.	CONSENT ITEMS:	
	A. Approval of Minutes of the October 22, 2024 Regular Meeting	4-10
II.	ACTION ITEMS:	
	A. Timed Item 9:00 A.M. and Public Hearing:	
	Final Reading of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council	11-28
	B. Election of Policy Council Community Representatives and Alternates for Program Year 2024-2025	29
	C. Election of Policy Council Officers for Program Year 2024-2025	30-31
	D. Election of Community Action Board Alternate	32
III.	INFORMATION ITEMS:	
	A. Standing Information Items	33-45
	➤ 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	
	• Crisis Nursery (Sacramento Children’s Home)	
	• Free New Year Eve’s Meditation with Sahaja Yoga Meditation	
	B. SETA’s Recruitment Update – Ms. Sheri Green-Johnson	46
	C. Governing Board Minutes for October 3, 2024	47-51
IV.	COMMITTEE REPORTS:	52
	➤ Executive Committee Meeting: Ms. Fienishia Wash	
	➤ Budget/Planning Committee Meeting: Ms. Fienishia Wash	
	➤ Parent Ambassador Committee Meeting: Ms. Fienishia Wash	
	➤ Social/Hospitality Committee Meeting: Ms. Fienishia Wash	
V.	OTHER REPORTS:	53-60
	A. Executive Director – Ms. Anita Maldonado	
	B. Head Start Deputy Director – Ms. Karen Griffith	
	✓ Monthly Head Start Report	
	C. Chair	
	✓ PC Recruitment	
	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
- E. Open Discussion and Comments
- F. Public Participation

VI. ADJOURNMENT

DISTRIBUTION DATE: Tuesday, November 19, 2024

Policy Council meeting hosted by:
Fienishia Wash (Chair), Graciela Garduno (Vice Chair),
Khalid Ouadrhiri (Parliamentarian)

ROLL CALL

A member of the Policy Council will call the roll for the following members:

- Fienishia Wash, Chair, Outgoing Chair
- Debra Cummings, Community Agency Representative
- Graciela Garduno, Vice Chair, EHS San Juan Unified School District
- Le Andra Jones-Villalta, SETA-Operated Program
- Khalid Oudrahiri, Parliamentarian, San Juan Unified School District

Members to be Seated:

- Timothy M. Poole, Community Agency Representative
- Jovita Galvan, Elk Grove Unified School District
- Mariah Medina, Elk Grove Unified School District
- Franschelle Brown, Foster Parent Representative
- Sherrel Williams, SETA-Operated Program
- Javana Abrussezze, SETA-Operated Program
- Naomi Watson, SETA-Operated Program
- Rebekah Chester, SETA-Operated Program

Members to be Reseated:

- Debra Cummings, Community Agency Representative
- Graciela Garduno, EHS San Juan Unified School District
- Le Andra Jones-Villalta, Past Parent Representative

Seats Vacant:

Vacant, Elk Grove Unified School District
Vacant, Sacramento City Unified School District
Vacant, EHS Twin Rivers Unified School District
Vacant, Twin Rivers Unified School District
Vacant (Shead), Twin Rivers Unified School District
Vacant, WCIC/Playmate Child Development Center
Vacant (Wash) Home Base Option
Vacant (Mohammed), Home Base Option
Vacant, EHS SETA-Operated Program
Vacant, EHS SETA-Operated Program
Vacant (Torres), SETA-Operated Program
Vacant (Taneja), SETA-Operated Program
Vacant (Cuffee), SETA-Operated Program
Vacant, Community Agency Representative
Vacant (Pierce), SETA-Operated Program
Vacant, Foster Parent Representative
Vacant, Grandparent Representative
Vacant, Past Parent Representative
Vacant, Past Parent Representative

**** Please call your alternate, Policy Council Chair (Fienishia Wash: [510] 228- 5499) or
Head Start staff (Gaylon Ndiaye: [916] 263-5662
or Anzhelika Simonenkova: [916] 263-3753) if you will not be in attendance**

**POLICY COUNCIL
BOARD MEETING ATTENDANCE
PROGRAM YEAR 2024-2025**

The **2024-2025** Board was seated on
November 26, 2024

BOARD MEMBER	SITE	11/26	12/19*	1/28	2/25*	3/25	4/22	5/27	6/24	7/22	8/26	9/23	10/28	11/25
Debra Cummings S/B/RS 11/26	CAR													
Timothy Poole S/B/S 11/26	CAR													
Jovita Galvan S/B/S 11/26	EGUSD													
Mariah Medina S/B/S 11/26	EGUSD													
Franschelle Brown S/B/S 11/26	FPR													
Vacant Seated	GPR													
Vacant Seated	HB													
Fienishia Wash Seated 11/28	OC													
Vacant Seated	PAR													
Le Andra Jones-Villalta S/B/RS 11/26	PPR													
Anglina Mejia R 10/22	SCUSD													
Khalid Ouadrhiri Seated: 5/28	SJUSD													
Graciela Garduno S/B/RS 11/26	SJUSD/ EHS													
Sherrel Williams S/B/S 11/26	SOP													
Javana Abrussezze S/B/S 11/26	SOP													
Naomi Watson S/B/S 11/26	SOP													
Rebekah Chester S/B/S 11/26	SOP													
Vacant Seated	TRUSD													
Vacant Seated	WCIC													
Vacant Seated	WCIC													

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CAR	Community Agency Representative
EHS	Early Head Start
EGUSD	Elk Grove Unified School District
FPR	Foster Parent Representative
GPR	Grandparent Representative
HB	Home based Option
OGC	Outgoing Chair
PAR	Parent Ambassador Representative
PPR	Past Parent Representative
SCUSD	Sacramento City Unified School District
SJUSD	San Juan Unified School District
SOP	SETA-Operated Program
TRUSD	Twin Rivers Unified School District
WCIC	Women's Civic Improvement Club/Playmate Child Care Center

X: Present
E: Excused
R: Resigned
U: Unexcused Absence
S/B/S: Should be Seated
H: Holiday
HS: Holding Seat

AP: Alternate Present
E/PCB: Excused, Policy Council Business
E/PCB: Excused, Policy Committee Business
RS: Reseat
S/B/RS: Should be Seated

 * Special Meeting

Current a/o 11/19/2024

CONSENT ITEM I-A

Approval of the Minutes of the October 22, 2024 Regular Meeting

RECOMMENDATION:

Approve the minutes of the October 22, 2024 meeting.

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review and approve the minutes of the October 22, 2024 regular meeting.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

MINUTES/SYNOPSIS

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

Tuesday October 22, 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 9:02 a.m., read the thought of the day, and called the roll; a quorum was met.

Members Present:

Fienishia Wash, Outgoing Chair
Debra Cummings, Community Agency Representative
Graciela Garduno, Vice Chair, EHS San Juan Unified School District
Le Andra Jones-Villalta, SETA-Operated Program

New Members Seated Present: None

New Members to be Seated but Absent: None

Members Absent:

Angelina Mejia, Sac City Unified School District (*unexcused*)
Khalid Ouadrhiri, San Juan Unified School District (*unexcused*)

I. CONSENT ITEM:

A. Approval of the Minutes of the September 24, 2024 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Jones-Villalta, second/Cummings, to approve the September 24, 2024, minutes as distributed.

Roll call vote:

Aye: 3 (Cummings, Garduno, Jones-Villalta)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Ouadrhiri, Mejia)

II. ACTION ITEMS:

A. Timed Item 9:00 A.M. and Public Hearing:

First Reading of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council

Ms. Wash opened the public hearing at 9:04 a.m. She reviewed the item and changes to the Sacramento County Head Start/Early Head Start Policy Council (PC) Bylaws.

There were no comments from the public.

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

Moved/Jones-Villalta, second/Cummings, to approve the first reading of the modifications to the PC Bylaws of the Sacramento County Head Start/Early Head Start.

Roll call vote:

Aye: 3 (Cummings, Garduno, Jones-Villalta)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Ouadrhiri, Mejia)

B. Approval of Naloxone Policy

Ms. Lynnette Blaney introduced herself and reviewed the item. She advised that due to rising incidents of opioid overdoses in Sacramento County and out of concern for children's exposure and accidental overdoses due to opioids, SETA has been encouraged to make naloxone available in the classrooms. Staff receive training during CPR/First Aid, in-service, and orientation. The Sacramento County Department of Health Services and Child Health and Disability Prevention—Naloxone Distribution Project will provide/donate the naloxone as needed on an ongoing basis.

Moved/Garduno, second/Jones-Villalta, to approve Sacramento County Naloxone Policy and Procedure.

Roll call vote:

Aye: 3 (Cummings, Garduno, Jones-Villalta)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Ouadrhiri, Mejia)

C. Selection of Representatives and Alternates to Attend the National Head Start Association Parent and Family Engagement Conference

Ms. Wash reviewed the item. The new Chair will be elected at November's meeting and, according to bylaws, will be one of the Representatives to attend the National Head Start Association Parent and Family Engagement Conference on December 16-19, 2024, in San Diego, California. Two more Representatives need to be selected. Ms. Cummings nominated Ms. Jones-Villalta, and Ms. Jones-Villalta accepted and nominated Ms. Cummings. Ms. Cummings accepted the nomination. Ms. Garduno nominated herself. The vote was taken and resulted in the following: Ms. Jones-Villalta and Ms. Cummings each received three (3) votes in their favor; Ms. Garduno received two (2) votes in her favor and agreed to be an alternate.

Moved/Jones-Villalta, second/Cummings, to select the new Chair, Ms. Cummings, and Ms. Jones-Villalta as Representatives to attend the National Head Start Association Parent and Family Engagement Conference, and Ms. Garduno as an Alternate.

Roll call vote:
Aye: 3 (Cummings, Garduno, Jones-Villalta)
Nay: 0
Abstention: 1 (Wash)
Absent: 2 (Ouadrhiri, Mejia)

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

There were no nominations at this time.

Moved/Garduno, second/Cummings, to table the election of two (2) Parent Ambassador Representatives, one (1) Community Agency Representative, two (2) Past Parent Representatives, and one (1) Foster Parent Representatives and Alternates to the next meeting.

Roll call vote:
Aye: 3 (Cummings, Garduno, Jones-Villalta)
Nay: 0
Abstention: 1 (Wash)
Absent: 2 (Ouadrhiri, Mejia)

E. Election of Policy Council Secretary and Treasurer for Program Year 2023-2024

There were no nominations at this time.

Moved/Jones-Villalta, second/Garduno, to table the election of Secretary and Treasurer to the next meeting.

Roll call vote:
Aye: 3 (Cummings, Garduno, Jones-Villalta)
Nay: 0
Abstention: 1 (Wash)
Absent: 2 (Ouadrhiri, Mejia)

F. Election of Community Action Board Alternate

There were no nominations at this time.

Moved/Garduno, second/Cummings, to table election of Community Action Board alternate to the next meeting.

Roll call vote:
Aye: 3 (Cummings, Garduno, Jones-Villalta)
Nay: 0
Abstention: 1 (Wash)
Absent: 2 (Ouadrhiri, Mejia)

III. INFORMATION ITEMS:

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account

Mr. Han reviewed the countywide Head Start and Early Head Start expenditures for Program Year 23-24 as the grant was extended through July 31, 2025. The reports included various projects planned to spend the funds. Mr. Han additionally reviewed the fiscal report for the second month, which ended September 30, in the 2024-2025 program year. The total year-to-date countywide expenses are at 10.9%. The Non-Federal Share Year-to-Date expenditures are at 1.7% due to report timing. The Administrative cost is at 11.7%, below the 15% maximum. The SETA Operated Programs Expenditures report was reviewed. The travel (out-of-state) category is currently high due to multiple conferences at the beginning of the new Program Year but is expected to level out throughout the year. The substitutes category continues to be higher than expected to meet staffing needs. 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 reported attending the HSAC meeting on September 25, 2024, alongside Ms. Jones-Villalta. She found the event enjoyable and noted that the content was highly relatable. The significance of mental health and community support was emphasized, and valuable resources were shared. Ms. Jones-Villalta highlighted the engaging keynote speaker and expressed her appreciation for the use of essential oils, mentioning that scent is a powerful tool for memory and healing.
- Community Resources
Ms. Jones-Villalta reviewed the community resources provided in the packet.

B. SETA's Recruitment Update

Mr. Darryl Pouncey, on behalf of Ms. Sheri Green-Johnson, has reviewed the recruitment data provided in the agenda packet as backup information. The data pertains to the period from September 12 through October 10, 2024.

C. Governing Board Minutes for September 5, 2024: No questions

IV. COMMITTEE REPORTS:

- Executive Committee
The next meeting will be held on Monday, October 28, 2024 at 10:00 a.m., at the SETA Administrative building.
- Budget/Planning Committee
The next meeting will be held on Tuesday, November 12, 2024, at 1:00 p.m. at the SETA Administrative building.
- Parent Ambassador Committee
The next meeting date and time are to be determined.
- Social/Hospitality Committee
The next meeting date and time are to be determined.
- Personnel/Bylaws Committee
There are no future meetings scheduled at this time.

V. OTHER REPORTS:

A. Executive Director:

Ms. Maldonado provided updates on the SETA mission and vision statements. She thanked the Board for participation in the survey and advised that the final version proposed will be presented for approval at November's Governing Board meeting. The completed SETA Strategic Plan is expected to be presented for approval to the Governing Board in December.

Ms. Maldonado also advised that to reconstitute SETA's Diversity, Equity, Inclusion, and Belonging (DEIB) Committee, the Cultural Assessment Audit for DEIB was made, and results were included in the packet. Ms. Maldonado stated that 225 responses (nearly 37% of employees) were received. The top challenges reported included equitable pay, staff retention, and equitable promotion. DEI training, staff retention, and leadership DEI professional development ranked as the top three strategies for SETA to adopt. Additionally, the results indicated that many employees have never had DEI training but desire such professional development.

B. Head Start Deputy Director: No report

C. Chair:

Ms. Wash stated that this is one of the two last meetings she will Chair as her term ends after serving five years on the Parent Advisory Committee (PAC) and Policy Council (PC). She enjoyed being on the Boards and appreciated the opportunity, training, and resources provided.

D. Head Start Managers:

✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services:

Ms. Carr shared that recently, SETA Home Base and San Juan Unified School District Home Base Early Head Start staff attended the Parents as Teachers Conference in San Diego, California, where they received valuable information and were able to share their knowledge and experience as the only two agencies in the Sacramento County with Home Base program options for Early Head Start.

For the SETA-operated program, another ReadyRosie Night, focusing on math and science, is planned for November 14, 2024, from 3:00 p.m. to 5 p.m. at the Hopkins Park site.

Ms. Carr reviewed the enrollment report for August 2024 provided in the packet. She advised that Countywide Head Start enrollment was at 85%, while Early Head Start enrollment was at 90%.

Staff will continue to work to increase enrollment, meet the full enrollment requirement of 97% by November-December 2024, and maintain that level for at least six (6) months.

Trauma care and Parent Café trainings for parents are coming at the beginning of 2025.

More Male Involvement events are being planned, and at least two more are expected before the end of the year.

✓ Megan Lamb - School Readiness, Special Education, and Mental Health Services:
No report

- ✓ Vacant – Health, Oral Health, Nutrition, Food Services, Quality Assurance, and On-going Monitoring: No report
- ✓ Betsy Uda – Safe Environments, Facilities, and Licensing:
Ms. Uda advised that SETA continues to work with Delegates to install door chimes and door alarms to order and install them. The first batch of door chimes was received, and an informational sheet is being developed to streamline the installation process beginning next week with a plan to complete the installation by mid-November.

An alternative video tour option was proposed in response to PC and PAC's request for a facility warehouse tour and to meet CalOSHA visitors' safety requirements. Ms. Uda will provide an update at the next meeting.

E. Open Discussion and Comments: None

F. Public Participation: None

VI. ADJOURNMENT:

A slideshow of pictures featuring the recent Parent Ambassador BBQ event was presented. Board members shared positive feedback about the gathering and expressed a desire to continue having such events in the future.

The meeting was adjourned at 9:56 a.m.

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

ACTION ITEM II-A
TIMED ITEM 9:00 A.M. AND PUBLIC HEARING
Final Reading of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council

RECOMMENDATION:

Open a public hearing, hear public testimony, and approve the amendments to the PC Bylaws as attached.

BACKGROUND:

The Personnel/Bylaws Committee 2023-2024 met during the program year to review and recommend revisions to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council.

Additions are indicated by green *italic type*, deletions are indicated by red ~~strikethrough~~.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

BYLAWS OF THE SACRAMENTO COUNTY

HEAD START/EARLY HEAD START POLICY COUNCIL (PC)

Policy Council First Reading: 10/22/2024
Policy Council Final Approval:
Governing Board Approval:

Table of Contents

	<u>Page Number</u>
Article I: Name	1
Article II: Purpose, Powers, Duties and Functions	
Section 1: Purpose (A-E)	1
Section 2: Powers, Duties and Functions (A-F)	1-3
Article III: Membership	
Section 1: Election/Appointment of Members	3
Section 2: Parent/Community Representatives (A-B)	4
Section 3: Alternates (A-D)	4-5
Section 4: Other Provisions (A-F)	5-6
Section 5: Terms	6
Section 6: Attendance (A-D)	6-7
Section 7: Removal	7
Article IV: Meetings	
Section 1: Meetings (A-D)	7
Section 2: Meeting Notice (A-D)	8-9
Section 3: Open Meetings	9
Section 4: Mailing Address	9
Section 5: Rules of Procedure	9
Section 6: Nominations/Elections	9
Section 7: Voting	9
Section 8: Meeting Reimbursement (A-D)	10
Article V: Officers	
Section 1: Officers	11
Section 2: Election and Term of Office (A-C)	11
Section 3: Duties of Officers (A-E)	11-12
Section 4: Vacancy (A-B)	12
Article VI: Committees	
Section 1: Standing Committees	
➤ Executive Committee	12
➤ Budget/Planning Committee (A-B)	13
➤ Personnel/Bylaws Committee	13
➤ Social/Hospitality/Fundraising Committee	13
➤ Parent Ambassador Committee	13
Section 2: Program Area Committees	13-14
Section 3: Special Committees	14
Article VII: Required Reports	
Section 1: Required Reports	14
Article VIII: Bylaws Amendment (A-F)	14-15

**BYLAWS FOR THE SACRAMENTO COUNTY
HEAD START/EARLY HEAD START POLICY COUNCIL (PC)**

ARTICLE I

Name

This Council shall be named the Sacramento County Head Start (HS)/Early Head Start (EHS) Policy Council, hereinafter referred to as the Policy Council (PC). Head Start/Early Head Start hereinafter shall be referred to as HS/EHS.

ARTICLE II

Purpose, Powers, Duties and Functions

Section 1: Purpose

The purpose of the PC shall be to promote the objectives of the HS/EHS Child Development Program of Sacramento County, State of California, as established by the Federal Economic Opportunity Act of 1964, as amended. The purpose of the PC shall include, but not necessarily be limited to:

- A. The encouragement and promotion of parent participation in the process of making policy decisions about the nature and operation of HS/EHS programs in Sacramento County.

45 Code of Federal Regulations (CFR) 1305.2: A HS/EHS parent means a HS/EHS child's mother or father, other family member who is a primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending final adoption decree. All future reference of parent will be defined as such.
- B. Aiding and assisting local Parent Policy Committees in performing meaningful roles and functions in the operation of local HS/EHS programs.
- C. Initiating suggestions and ideas for HS/EHS program improvement.
- D. Serving as a channel of communication among organizations and agencies by building a partnership, both public and private, with individuals and groups interested in the aims, goals, and objectives of HS/EHS Child Development Programs.
- E. Aiding and assisting both the enrolled child and his or her family in obtaining the full benefits of programs and facilities established to aid and improve educational, economic, and health status, including dental and nutrition, of the low-income population.

Section 2: Powers, Duties and Functions

The PC must perform the following powers, duties and functions directly:

- A. Serve as a link to the Parent Committees, Grantee and Delegate Agency governing bodies, public and private organizations, and the communities they serve.

- B. Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in HS/EHS and to encourage their participation in the program.
- C. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities.
- D. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- E. In accordance with Federal regulations, the Head Start Act, Best Practices, and EHS Child Care Partnerships, the PC must work in partnership with key management staff and the governing body to develop, review, and approve or disapprove the following policies and procedures:
 - 1. All funding applications and amendments to funding applications for HS/EHS, including administrative services, prior to the submission of such applications to the Department of Health and Human Services (DHHS).
 - 2. Procedures describing how the governing body and the appropriate policy group will implement shared decision making.
 - 3. Written procedures for program planning.
 - 4. Strategic long-term goals and measurable objectives for program in funding application.
 - 5. The selection of delegate agencies and their service areas.
 - 6. The composition of the PC and the procedures by which policy group members are chosen.
 - 7. Criteria for defining recruitment, selection, and enrollment priorities.
 - 8. Participate in the annual self-assessment of the Grantee's progress by carrying out the programmatic and fiscal intent of its grant application, including planning or other corrective actions that may result from the review of the annual audit and findings from the Federal monitoring review.
 - 9. Implement a program data management system that effectively supports the availability, usability, integrity, and security of data.
 - 10. In accordance with Head Start Act 642 (c) (2) (D) (vi) and Standards 1301.3 (c) (1), the Policy Council shall approve and submit to the governing body decisions about personnel policies and consistent with paragraph (1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program

staff.

11. Decisions to hire or terminate the HS/EHS Director of the Grantee agency.
 12. Decisions to hire or terminate any person who works primarily for the HS/EHS program of the grantee agency will be in accordance with SETA Personnel Policies and Procedures. For the Grantee Sacramento Employment and Training Agency (SETA)-Operated Program (SOP), the function of screening and interviewing prospective applicants directly related to the SOP may be delegated to the Parent Advisory Committee (PAC) of the Grantee. (The delegation of this authority must be approved by the PC on an annual basis.)
 13. PC reimbursement for reasonable expenses incurred by members. Members shall not receive compensation for serving on the PC or for providing services to the HS/EHS Agency.
 14. Grantee policies that define the roles and responsibilities of the governing body members and informs them of the management procedures and functions necessary to implement a high-quality program.
 15. Internal dispute resolution. PC must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and the policy group.
 16. Establish and maintain procedures for hearing and working with the grantee agency to resolve community complaints about the program.
- F. Individual members while representing the PC, shall not engage in any activities or assume any such powers, duties, or functions that are contrary to, or inconsistent with the goals and objectives of the HS/EHS Child Development Program, as established by either local, State or Federal laws, regulations or SETA policies.

ARTICLE III Membership.

Section 1: Election/Appointment of Members

As outlined in Article III, Section 2, the PC shall consist of elected voting representatives from each delegate agency Policy Committee, the SETA-operated PAC, Community Representatives (Past Parents, Grandparent, Foster Parent), elected by the PC. Additional Community Representatives shall be elected by the PC. Home Base Option and EHS Representatives shall be elected by delegate agency Policy Committees and SETA-Operated Program parent committees. The Outgoing PC Chair shall have a reserved seat.

The Parent Ambassador Representative shall be elected by the Parent Ambassador Committee.

Section 2: Parent Representatives

- A. The Parent Membership shall consist of:
- Six (6) Representatives elected from the SOP PAC
 - Two (2) Representatives from Sacramento City Unified School District
 - Three (3) Representatives from San Juan Unified School District
 - Two (2) Representatives from Elk Grove Unified School District
 - Two (2) Representatives from Twin Rivers Unified School District
 - Two (2) Representatives from Women’s Civic Improvement Club/Playmate (WCIC)
 - Two (2) Representatives from Home Base Option
 - Two (2) Representatives from EHS - SOP
 - One (1) Representative from EHS - San Juan Unified School District
 - One (1) Representative from EHS – Twin Rivers Unified School District

The above parent representatives must be a parent of a child/children currently enrolled in the HS/EHS Program.

B. Community Representatives

Additional PC members shall include:

- Two (2) Parent Ambassadors shall be elected by the Parent Ambassador Committee. These representatives may or may not be a current parent. There will be two (2) alternate positions.
- One (1) Outgoing PC Chair - may not be held by any other party.
- ~~Two (2)~~ **Three (3)** Community Agency Representatives elected by the PC. **There will be three (3) alternate positions.**
- Two (2) Past Parents shall be elected by the current PC if the outgoing PC has been dissolved. The Past Parent elected to the PC may not have a child/children currently enrolled in the HS/EHS program. There will be two (2) Past Parent alternate positions.
- One (1) Grandparent shall be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of the SOP or a Delegate Agency. There shall be one (1) Grandparent alternate position.
- One (1) Foster Parent shall be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of the SOP or a Delegate Agency. There shall be one (1) Foster Parent alternate position.

Community members desiring to be reappointed must apply for membership on a yearly basis.

Section 3: Alternates

Each representative holding membership on the PC shall additionally be entitled to have one alternate. An alternate shall be elected by the committee/agencies he or she represents.

- A. Alternates may be seated as voting members of the PC only in the absence of the voting representative for whom they serve as alternate.
 - 1. A Representative missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings (regular/special, excused, or unexcused) will automatically be removed and replaced by the Alternate.
 - 2. The Alternate who attends meetings on behalf of an absent Representative will be recorded as Alternate Present (AP). An Alternate's AP attendance will not count as "present" for the Representative.
 - a. The Alternates' excused absence shall be recorded as Alternate Excused (AE) and Alternate Unexcused recorded as (AU).
 - b. For the policy on Alternate attendance reference Article III: Membership, Section 6: Attendance, A: Absences.
 - c. An Alternate who does not attend a PC meeting shall receive an attendance letter from the Clerk of the Boards.
 - 3. In the event an Alternate does not cast a vote during the program year, Alternate will not have served as a PC member and term is not counted.
- B. Alternates may be seated as voting members upon recognition of their voting status by the PC Chair at any meeting. However, an Alternate may not hold an office.
- C. Alternates are encouraged to attend meetings of the PC on the same regular basis as members. However, the Alternate will not receive a reimbursement if the Representative is present.
- D. Alternates are excluded from attending the following conferences: The National Head Start Association (NHSA) Parent Training Conference, the Region IX Head Start Association Annual Conference/Training, and the California Head Start Association (CHSA).

Section 4: Other Provisions

- A. A majority of the voting membership of the PC shall consist of parents/guardians whose children are currently enrolled in the program.
- B. The PC may establish and select additional voting delegates who shall serve as community representatives of the PC by a two-third (2/3) vote.
- C. Community Agency Representatives wishing to be elected/re-elected must submit an application to the PC. Community Agencies who have not been elected/re-elected may share agency information quarterly.
- D. The seating of representatives shall take place at the annual meeting. These representatives shall then serve as voting members.

- E. No SETA or Delegate Agency HS/EHS staff (or members of their immediate families) shall serve on the PC except parents who occasionally substitute for regular HS or EHS staff. Occasional substitute teaching is defined as once a week and/or not to exceed four (4) consecutive days in a month.
- F. Additional members may be added by a 2/3 vote to ensure all program options are proportionally represented on the PC.

Section 5: Terms

The PC, Policy Committee, and the Parent Advisory Committee must limit the number of one-year terms any individual may serve on either body to a combined total of five (5) program years. During the term of office, voting representatives (or alternates) shall serve as members (or alternates) of the PC until their voluntary termination or until replaced by the committee/agency they represent or until termed out. **The serving members representing Early Head Start (EHS) program options whose child aged out should continue until the end of one (1) program year term unless declined.** Representatives must continue to represent center or agency they were chosen from. The term for Community Agency Representative shall be for one (1) program year. A Community Agency Representative may not sit more than five (5) program years.

Section 6: Attendance

- A. **Absences:** Any member or alternate in a voting capacity, missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings (regular/special, excused or unexcused) will automatically be removed. An excused absence shall include but not be limited to sickness or death in the family.

A member requesting an excused absence must call the alternate, if the alternate is known, and the Governance/Parent Engagement Coordinator, PC Board Chair, or the Clerk of the Boards, prior to the meeting.

- B. **Reinstatement:** The representative agency/group may request that a member who has been removed due to absences be reinstated in the event the Alternate declines. This request must be in writing and submitted to the Chair and Governance/Parent Engagement Coordinator within ten (10) calendar days. It is the final decision of the PC Executive Committee whether any representative shall be reinstated. In the event the representatives' Early Learning Center/Agency is temporarily closed, or representatives' child/children have transitioned out of the program, the PC Executive Committee shall have the sole decision to reinstate.
 - 1. A member who has resigned and held an Executive office and wants to be reinstated must provide a written notice to the PC Chair and Governance/Parent Engagement Coordinator within ten (10) calendar days. It shall be the final decision of the Executive Committee whether the member be reinstated. If the member is reinstated, member is not reinstated to their

former Executive position.

- C. **Punctuality**: Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless approved by the Chair or Governance/Parent Engagement Coordinator. Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Boards accordingly.
- D. **Policy Council/Policy Committee Business**: Members conducting PC/Policy Committee business and not at the PC meeting, shall be neither present nor absent, but rather identified as "PC/Policy Committee."

Section 7: Removal

A PC member may be removed by two-thirds vote of all members present and voting whenever, in the judgment of the Council, the best interest of the Council would be served. Action to remove a member must be on the agenda.

ARTICLE IV Meetings

Section 1: Meetings

A. **Annual Meeting**

The annual meeting of the PC shall be held on the 4th Tuesday in November of each year.

B. **Regular Meetings**

Unless notice is otherwise provided, regular meetings of the PC shall be held on the fourth Tuesday of each month at ~~9:00 a.m.~~ **10:00 a.m.** at the SETA Board Room. **Those who are not voting members will be allowed to join via Zoom. The Zoom invitation shall be provided at least 72 hours before the meeting.**

C. **Special Meetings**

Special meetings of the PC may be called at anytime by the SETA Governing Board, PC Chair, Children and Family Services Deputy Director, SETA Executive Director or upon petition by at least a majority of the members of the PC.

D. **Quorum**

For the purpose of transacting the business of the PC at any annual, regular, special, or emergency meeting, a quorum of the PC shall be necessary. A quorum shall be a majority 41% of those entitled to vote. Vacant positions on the PC shall not be considered in establishing a quorum.

Section 2: Meeting Notice

Meeting notices shall include an agenda for the next meeting, and Council members shall be provided with the minutes of the preceding (annual, regular, special or emergency) meeting as soon as possible.

A. Annual and Regular Meetings:

Notice of annual and regular meetings of the PC shall be in writing, provided to all members of the PC, and posted at least 72 hours in advance of the meeting as required by the Ralph M. Brown Act. Staff shall endeavor to postmark such notice at least five (5) calendar days prior to the meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied.

B. Special Meetings:

Members of the PC must be notified of special meetings not less than twenty-four (24) hours prior to any special meeting. Staff shall endeavor to provide such notice at least 72 hours prior to any special meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied. No other business or discussion may be transacted or entertained at special meetings of the PC, excepting that business and/or discussion for which the special meeting was called.

C. Emergency Meetings:

The PC may hold emergency meetings as defined in the Ralph M. Brown Act without complying with the notice provisions of either Section A or Section B of this Article IV, provided that the PC determines that an emergency situation as defined in the Ralph M. Brown Act exists.

D. Committee Meetings:

Members of the PC must be notified in writing of committee meetings. Notice of regularly scheduled meetings shall be provided in compliance with Section A, above. Notice of special meetings of other committees shall be provided in compliance with Section B, above, shall be delivered personally, or by mail and shall be received at least twenty-four (24) hours before the time of such meeting as specified in the notice.

Any member missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/unexcused may be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PC business. A member requesting an excused absence must call the PC Chair, Governance/Parent Engagement

Coordinator or the Clerk of the Boards and request an excused absence prior to the meeting.

Section 3: Open Meetings

The PC shall conduct meetings, regular, annual, special and emergency, in conformance with the Ralph M. Brown Act, California Government Code Section 54950, et. seq.

Section 4: Mailing Address

Notices to all meetings of the PC shall be in writing and delivered personally or by mail to the PC members' addresses, as recorded in the PC records. The Council members, their alternates and Community Members, shall be personally responsible for the accuracy of mailing address. Updated contact information should be submitted to Governance/Parent Engagement Coordinator or Clerk of the Boards within ten (10) calendar days of change.

Section 5: Rules of Procedure

Except as specifically provided herein, Robert's Rules of Order¹ shall govern procedures in all meetings of the PC. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these Bylaws or Robert's Rules of Order, if a special meeting is called because a regular meeting has been canceled or because a quorum is unavailable at a regular meeting, any matter properly considered at a regular meeting may be considered at the special meeting, provided that all notice, quorum and meeting requirements of this Article IV regarding special meetings have been met.

Section 6: Nominations/Elections

PC Board Members or candidates must be present to be nominated or elected. However, if PC member is absent due to PC business, the member may be nominated or elected.

Section 7: Voting

Each PC Board Member has one vote which cannot be cast by proxy. In the event of a conflict of interest, affected members shall, consistent with the California Political Reform Act, disclose the existence of the conflict and shall neither participate in the deliberations regarding, nor vote on the matter. Actions of the PC may be taken only by a majority vote of all of the PC members present, provided that any abstentions shall be counted as votes with the majority of those members actually voting. If a member has not voted because of disqualification due to a conflict of interest, that fact shall be noted in the minutes, but his/her vote shall not be recorded either as an affirmative vote, a negative vote or an abstention. Results of the voting will be announced by the Chair.

Section 8: Meeting Reimbursement

Each PC member will receive reimbursement for reasonable expenses. This amount is

determined by the Head Start Division according to the PC Reimbursement Policies and Procedures.

Community Representatives may be eligible for reimbursement in instances where they are not on paid status in accordance with OHS Performance Standards.

Parents are not to bring small children to the meetings. If small children are present, members will be reimbursed for transportation/mileage only.

¹Robert's Rules of Order: Simplified and Applied, 2nd ed., Copyright, 2001

- A. Members will receive reimbursement for the actual cost of child care (not to exceed \$60 in a 24-hour day when attending conferences, workshops, trainings, orientation, Parent Leadership Institute, or participation in the Agency hiring process) to be in alignment with PC/PAC Reimbursement Policies and Procedures. Additionally, transportation/mileage will be provided for attending required meetings/obligations listed below:
1. PC (regularly scheduled, annual, emergency and special meetings)
 2. Interview/screening/exam panels
 3. Standing committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Social/Hospitality, Parent Ambassador)
 4. Office of Head Start (OHS) Monitoring Protocol Training/Review (reimbursement for training received after completion of first review-Monitoring/Evaluation Committee) and Program Self-Assessment
 5. Program Area Committees
 6. Health Services Advisory Committee (HSAC)
 7. Ad Hoc (special) Committee meetings
 8. Community Action Board meetings (CAB)
 9. Governing Board Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
 10. Workforce Development Board and Committee meetings (only applies to the Chair or Executive Officer in the absence of the Chair.)
 11. Maternal, Child and Adolescent Health Advisory Board
 12. Sacramento Medi-Cal Dental Advisory Committee
- B. Member/Alternates who are a spouse or significant other, will not each receive reimbursement.
- C. Members will receive only one reimbursement per day, unless they left and went home/work for two (2) or more hours and is required to come back for another meeting. Members will only receive reimbursement for mileage for that meeting. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if a meeting or meetings exceed four (4) hours.

ARTICLE V

Officers

Section 1: Officers

The Officers of the PC shall be the Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

Section 2: Election and Term of Office

- A. Election of the new officers shall be held at the next meeting following the annual meeting of the newly seated PC by a plurality vote of the PC members present and voting. At least 51% of the officers must be current parents. Officers elected shall take office immediately following election.
- B. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office. No more than one (1) representative per each of the SOP, Delegate Agencies, or Community Representatives shall serve as an officer.
- C. A SOP Parent Advisory Committee (PAC) member who has not been re-elected/replaced (called a holding member) shall not be eligible for election to represent PAC on PC or hold an officer position.

Section 3: Duties of Officers

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

- A. The Chair of the PC shall preside over all meetings of the PC and implement all policies and programs of the PC. The Chair shall act as the official agent of the PC in all matters relating to the PC, and shall be the chief spokesperson and public relations officer for the PC. The Chair shall have the power to appoint, both in and out of the PC, any additional positions as needed with ratification of the PC. The Chair shall represent the PC at the National Head Start Association Parent Conference. The Chair shall be an ex-officio member of all committees and shall represent the PC at all Governing Board meetings, but shall adhere to Article IV, Section 8 as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.
- C. The Secretary shall call the roll, keep records of the current and preceding minutes at

each meeting, and record resolutions or motions adopted, as may be necessary to expedite the PC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.

- D. The Treasurer shall work with staff and Council Secretary and keep such records, files and accounts as may be necessary to expedite the PC's business, work with the Staff and Council Secretary. The Treasurer shall be a member of the Social/Hospitality Committee and the Parent Ambassador Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

Section 4: Vacancy

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

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

ARTICLE VI **Committees**

There is hereby created standing committees of the PC. No committee meeting shall have a majority of PC members present without proper public notice.

Section 1: Standing Committees

Executive Committee

The Executive Committee shall be comprised of all elected officers. The Executive Committee shall perform such powers, duties, and functions as provided in these bylaws and such other powers, duties, and functions as established by the Policy Council. The Executive Committee shall meet at the discretion of the PC Chair or PC. Notice of an Executive Committee meeting shall be sent to all PC members no less than three (3) calendar days before the meeting. The Committee shall report, in writing, all actions at the next meeting of the full PC. In the event of an emergency, the Executive Committee will act on behalf of the Board pending ratification by the PC at the next meeting.

Budget/Planning Committee

- A. Budget/Planning Committee composed of the Treasurer and other members who shall be selected after each annual meeting by the PC. This Committee shall assist in the development and review of all HS/EHS budgets, budget modifications and amendments for the Head Start funding year and submit their review to the full PC for approval. In addition, this committee shall have input on program design and operations and long- and short-term planning goals and objectives. A monthly fiscal report shall be provided to the PC on the fiscal status of the Head Start budget.
- B. It is recommended that all SOP HS/EHS Budget issues and modifications are approved by the PAC prior to PC approval. The PAC Budget Committee should review said documents.

Personnel/Bylaws Committee

The Personnel/Bylaws Committee shall be composed of the Parliamentarian and members who shall be selected after each annual meeting by the PC. It shall be the duty of this committee to deal with all personnel matters and recommend any changes in Bylaws.

Social/Hospitality Committee

Social/Hospitality Committee shall be composed of the Secretary, Treasurer and other members who shall be selected after each annual meeting of the PC. The duty of this committee shall be to plan for all social activities of the PC. It shall be the duty of this Committee to report the expenditure of funds to the PC.

Parent Ambassador Committee

Parent Ambassador Committee shall be composed one (1) staff member, former parents, and other members who shall be selected after each annual meeting of the PC. The Parent Ambassador Committee representatives shall oversee the committee. Former parents who no longer serve on the PC shall receive reimbursement for participation for one (1) program year. The duty of this committee shall be to promote all PC trainings/events, childrens' and male involvement activities. It shall be the sole duty of this Committee to report the expenditures of funds to the PC monthly.

Section 2: Program Area Committees

There is hereby created Program Area Committees of the PC. The following are Program areas: Early Childhood Development and Health Services, Parent, Family and Community Engagement, Monitoring and Evaluation.

- **Early Childhood Development and Health Services Committee** shall be comprised of one (1) staff and representatives who shall plan and review the Early Childhood Development and Health Services program area, and participate in curriculum/instruction and health and safety.
- **Parent, Family and Community Engagement Committee** shall be comprised of

one (1) staff and representatives who shall plan and review the Parent/Family Support program area.

- **The Monitoring and Evaluation Committee** shall be comprised of one (1) staff and the committee of the whole who shall plan, review and oversee program monitoring and evaluation.

PC member representatives shall select at least two (2) Program Area Committees to serve on as described above. Special circumstances may be excused by the Chair.

Section 3: Special Committees:

When necessary to carry on the work of the PC, other committees such as Ad Hoc (special committees), shall be appointed by the Chair. Such committees must have a purpose and time frame for committee appointment. All elected Board meeting members attending approved special committee meetings will receive the standard reimbursement.

ARTICLE VII
Required Reports

Section 1: Required Reports

The following reports shall be provided to the PC monthly. The purpose of reports is to maintain control of program quality and program accountability:

- Fiscal Reports (Budget Reports)
- Corporate Card Statement of Accounts (Credit Card Expense Report)
- USDA Meal/Snacks Report (Child and Adult Care Food Program [CACFP]) Report (SOP)
- Program Information Summaries (Monthly Head Start Report)
- Sacramento County HS/EHS Program Enrollment Report
- Monthly Average Daily Attendance Report

ARTICLE VIII
Bylaws Amendment

These Bylaws may be amended by a two-thirds (2/3) vote of the membership of the PC present and voting, providing that:

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PC. Proposals to amend these Bylaws must

originate at least four full calendar weeks prior to the final voting and acceptance or rejection of the proposals.

- C. Written notice of the intention to amend these Bylaws be forwarded to members of the PC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.
- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voted upon, and further that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place excepting at a regular, annual or special meeting of the PC.
- F. Any amendments must also be approved by the SETA Governing Board.

PC Board approved:

ACTION ITEM II-B

Election of Policy Council Community Representatives and Alternates for Program Year 2024-2025

RECOMMENDATION:

That the Policy Council (PC) elect Community Representative and Alternates.

BACKGROUND:

This agenda item provides an opportunity for PC to elect Community Representatives for Program Year 2024-2025. The duties of PC Community Representatives are prescribed in the Bylaws in Article III – Membership, Section 2B.

SECTION 2: Parent Representatives

C. Community Representatives

Additional PC members shall include:

- Two (2) Parent Ambassadors shall be elected by the Parent Ambassador Committee. These representatives may or may not be a current parent. There will be two (2) alternate positions.
- One (1) Outgoing PC Chair - may not be held by any other party.
- Three (3) Community Agency Representatives elected by the PC. There will be three (3) alternate positions.
- Two (2) Past Parents shall be elected by the current PC if the outgoing PC has been dissolved. The Past Parent elected to the PC may not have a child/children currently enrolled in the HS/EHS program. There will be two (2) Past Parent alternate positions.
- One (1) Grandparent shall be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of the SOP or a Delegate Agency. There shall be one (1) Grandparent alternate position.
- One (1) Foster Parent shall be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of the SOP or a Delegate Agency. There shall be one (1) Foster Parent alternate position.

Community members desiring to be reappointed must apply for membership on a yearly basis.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

**ACTION ITEM II-C
Election of Policy Council Officers for Program Year 2024-2025**

RECOMMENDATION:

That the Policy Council elect Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

Chair:

Vice Chair:

Secretary:

Treasurer:

Parliamentarian:

BACKGROUND:

This agenda item provides an opportunity for the Policy Council (PC) to elect officers for Program Year 2024-2025. The duties of PC officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PC that are not in conflict with these Bylaws, Article V – Officers, Section 2B and 2C.

Section 2B of the Bylaws states: No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office. No more than one representative per each of the SOP, Delegate Agencies, or Community Representatives shall serve as an officer.

Section 2C of the Bylaws states: A SOP Parent Advisory Committee (PAC) member who has not been re- elected/replaced (called a holding member) shall not be eligible for election to represent PAC on PC or hold an officer position.

SECTION 3: Duties of Officers

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

- A. The Chair of the PC shall preside over all meetings of the PC and implement all policies and programs of the PC. The Chair shall act as the official agent of the PC in all matters relating to the PC, and shall be the chief spokesperson and public relations officer for the PC. The Chair shall have the power to appoint, both in and out of the PC, any additional positions as needed with ratification of the PC. The Chair shall represent the PC at the National Head

ACTION ITEM II-C (continued)

Page 2

Start Association Parent Conference. The Chair shall be an ex-officio member of all committees and shall represent the PC at all Governing Board meetings, but shall adhere to Article IV, Section 8 as it relates to reimbursement.

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

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

ACTION ITEM II-D
Election of Community Action Board Alternate

RECOMMENDATION:

That the Policy Council elect one (1) Alternate to serve as Low-Income Sector representative alternate to the Community Action Board (CAB).

BACKGROUND:

The SETA Community Action Board is comprised of representatives from the Private, Public and Low-Income Sectors. The duties of the Board include recommending allocations of Community Services Block Grant (CSBG) funds to community services agencies throughout Sacramento County.

Policy Council representatives to the Community Action Board receive a meeting reimbursement.

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
 - Crisis Nursery (Sacramento Children's Home)
 - Free New Year Eve's Meditation with Sahaja Yoga Meditation

NOTES:

Crisis Nursery

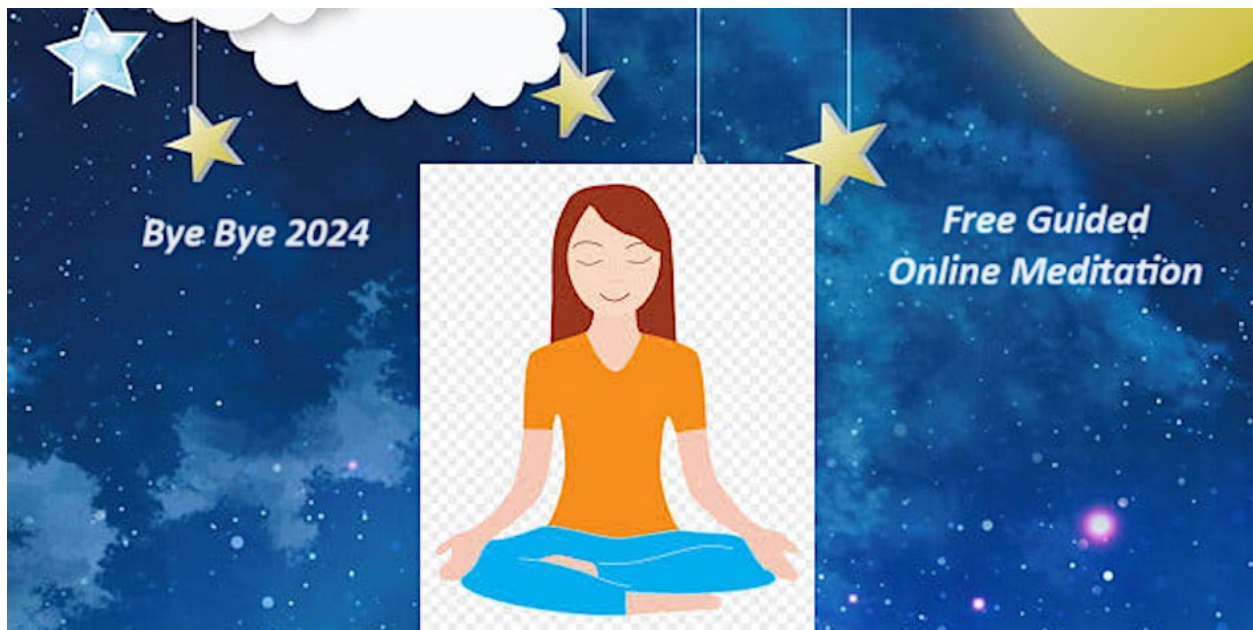
The Sacramento Children’s Home operates the county’s only Crisis Nursery. Our mission is to prevent child abuse and neglect by providing support to families at times of crisis. The Sacramento Crisis Nursery is a family-strengthening program, where parents can bring their children ages 0-5 to one of two Sacramento nurseries for emergency childcare services or overnight care during difficult times.

- **Voluntary, confidential, and free**
- Childcare services provided 24 hours a day, 365 days a year
- Children are cared for in a safe, loving, and homelike environment
- Age-appropriate play and learning activities
- Crisis Intervention services and case management support for the family
- Two Crisis Nursery locations: South Sacramento & North Sacramento
- Care provided to children newborn to five (ages 0-5) residing in Sacramento County

The Sacramento Crisis Nursery is here if you need help caring for your children in tough times.

- A sudden illness or accident
- Feelings of desperation or helplessness
- Emotional distress or frustration
- Domestic violence
- Homelessness
- Drug or alcohol treatment
- A medical or mental health situation
- Employment or housing situation

Children may stay at the nurseries for up to 30 days. Each child has their own bed and is provided with all the essentials while they stay at the Nursery. This includes clothing and shoes, diapers and formula. The nursery provides nutritious homemade meals and snacks served family-style. Scheduled age-appropriate learning activities, playtime, mealtimes, and bedtime help structure the child’s experience. **The ultimate goal of our program is to keep families together and reduce the number of young children that enter into the foster care system.**



Tuesday, December 31

Sacramento- Free New Year Eve's Meditation with Sahaja Yoga Meditation

New Year Eve- Online Meditation with Sahaja Yoga Meditation. Learn , practice and unwind. Sahaja Yoga is a social and spiritual meditation

Date and time

Tuesday, December 31 · 5:45 - 6:45pm PST

Location

Online - Zoom

<https://us02web.zoom.us/j/2121217171> Sacramento, CA 95813

Show map

About this event

- Event lasts 1 hour

About this Event

Life can be joyous when you are with people like you- spiritual and seekers of peace and higher purpose in life.

So join New Year Eve's meditation session to learn and practice meditation and also unwind with some socialization towards the end of the session with fellow meditation practitioners and learners.

How to join?

<https://us02web.zoom.us/j/2121217171>

or Zoom app code: 2121217171

We recommend joining by laptop for a better experience.

You can join up to 15 minutes before the start of the event if you have some queries or would like some one-to-one help before the meditation session starts.

When to join?

31 December 5:45 PM Pacific

What happens in this session?

-
- Guided meditation to awaken the healing energy within us to make us thoughtless
 - Experience sharing
 - Live meditation music performance
 - Social chat to reflect on year 2024

+++++



New Year Meditation

WhatsApp group

Scan to Join for latest Updates and Resources



What's Next?

We will have a free -21-day meditation course starting Saturday, 25th January, 2025. Daily 5:45 PM. You are welcome to join that. More details to be provided during New Year Eve meditation session.

Please feel free to email or WhatsApp following in case you have more questions or face difficulties joining Zoom session. We will try to keep you informed about more meditation events.

Bhargava.potukuchi@gmail.com

INFORMATION ITEM III-B
SETA's Recruitment Update

BACKGROUND:

SETA continues to actively recruit, screen, interview, and on-board new staff to support the Children and Family Services Department. A summary report of activities will be sent under separate cover.

NOTES:

INFORMATION ITEM III-C
SETA Governing Board Minutes

BACKGROUND:

Attached for your information is a copy of the most recent minutes of the SETA Governing Board.

Staff will be available to answer questions.

NOTES:

MINUTES/SYNOPSIS

**Sacramento Employment and Training Agency
GOVERNING BOARD
Regular Meeting**

Thursday October 3, 2024 10:00 a.m.

925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

Ms. Vang called the meeting to order at 10:07 a.m. The roll was called and a quorum was established.

Members Present:

Mai Vang, Chair, City of Sacramento
Rich Desmond, Member, Board of Supervisors
Eric Guerra, Member, City of Sacramento

Members Absent:

Patrick Kennedy, Member, Board of Supervisors
Sophia Scherman, Vice Chair, Public Representative

Recognition of Long-term Employees:

Angela Lloyd, Infant Toddler Lead Teacher (20 years of service)

Ms. Lynda de la Mora congratulated Ms. Angela Lloyd on her 20 years at SETA and provided her background highlights.

I. CONSENT ITEMS:

- A.** Approval of Minutes of the September 5, 2024 Regular Board Meeting
- B.** Approval of Claims and Warrants
- C.** Approval of Retiree Medical Insurance Subsidy for Calendar Year 2025

Moved/Desmond, second/Guerra, to approve the following consent items:

- A.** Approval of Minutes of the August 1, 2024 Regular Board Meeting
- B.** Approval of Claims and Warrants
- C.** Approval of Retiree Medical Insurance Subsidy for Calendar Year 2025

Roll call vote:

Aye: 3 (Vang, Desmond, Guerra)
Nay: 0
Abstention: 0
Absent: 2 (Kennedy, Scherman)

II. ACTION ITEMS:

- A. General Administration**

1. Approval of an Appointment to the Sacramento Works, Inc. Board

Mr. Kim introduced himself and reviewed the item. He advised that this recommendation comes from the Sacramento Works, Inc. Board (SWB) Executive Committee that met on September 12, 2024, and forwarded Mr. Cobb's application for appointment to fill the Business Sector seat of SWB.

In response to Mr. Guerra's questions, Mr. Kim advised that there are currently three to four vacancies in the Business Sector on SWB. The outreach is mainly held by the Sacramento Works Employer Outreach Committee; the application is available on the SETA website. He welcomed any recommendations for qualified candidates to fill current vacancies.

Moved/Guerra, second/Desmond, to appoint Mr. Ronnie Cobb to the Sacramento Works Board.

Roll call vote:

Aye: 3 (Vang, Desmond, Guerra)

Nay: 0

Abstention: 0

Absent: 2 (Kennedy, Scherman)

B. Workforce Development Department

General/Discretionary: No Items

One Stop Services: No Items

Community Services Block Grant: No items

Refugee Services: No items

C. Children And Family Services Department:

1. Approval of Governance, Leadership, Oversight Screener

Ms. Griffith introduced herself and reviewed the item. She advised that a Governance, Leadership, Oversight Screener is required in the first year of the five-year grant cycle to examine the Agency's governance structure. The complete screener was provided in the packet and includes a summary of strengths and areas for improvement. SETA meets compliance in all indicators.

Moved/Guerra, second/Desmond, to approve the Governance, Leadership, Oversight Screener to be submitted to the Office of Head Start.

Roll call vote:

Aye: 3 (Vang, Desmond, Guerra)

Nay: 0

Abstention: 0

Absent: 2 (Kennedy, Scherman)

2. Approval of Budget Justification for 1303 Facilities Renovation and Repair Application Modification Request for Program year 2023-2024

Ms. Griffith reviewed the item. She stated that at the Board meeting on May 28, 2024, 1303 Application Facilities Renovation and Repair Application request for San Juan

Unified School District to complete three (3) outdoor major renovation projects at Billy Mitchell, Kingswood, and Sunrise Elementary was approved in the amount of \$1,058,453 to complete the project. However, the District reassessed the projects and determined an additional \$187,645 is needed to complete the projects due to increased costs. The new total would be \$1,246,098 - the projects to be completed by the deadline of July 31, 2025.

Moved/Desmond, second/Guerra, to approve the modification request to San Juan Unified School District's 1303 Facilities Renovation and Repair Application.

Roll call vote:

Aye: 3 (Vang, Desmond, Guerra)

Nay: 0

Abstention: 0

Absent: 2 (Kennedy, Scherman)

3. Approval to Release an Invitation for Sealed Bids

Ms. Griffith has reviewed the item and advises that it is to approve the release of the Invitation for Sealed Bids (IFSB) for the SETA-operated Northview Early Learning Center (ELC). The project includes a new playground structure, surfacing, and an additional structure to serve as an office pod for staff.

Moved/Guerra, second/Desmond, to approve to delegate authority to the Executive Director to make modifications, in response to revisions necessary for final City permits, and to release IFSB for general contractor services for the Northview ELC Outdoor Tenant Improvements.

Roll call vote:

Aye: 3 (Vang, Desmond, Guerra)

Nay: 0

Abstention: 0

Absent: 2 (Kennedy, Scherman)

III. INFORMATION ITEMS:

A. Fiscal Monitoring Reports: No questions

B. Employer Success Stories and Activity Report:

Mr. Walker shared that SETA is hosting an Amazon hiring event in partnership with local service providers for referrals today. Over 100 participants are attending. Amazon is hiring Tier I positions for fulfillment centers and other warehouses.

C. Dislocated Worker Update:

Mr. Walker advised that Garcia' Mexican Restaurant has closed. He will find out how many individuals were affected by this closure and advise.

Mr. Walker mentioned that the Foundation for California Community Colleges had laid off remote workers in contract positions. Most of those individuals reside outside of Sacramento County, and the organization plans to rehire them for new contracts.

D. Unemployment Update/Press Release from the Employment Development Department:

Ms. Welch provided an update on previously requested information regarding the year-

over decline in leisure and hospitality compared to other Metropolitan Statistical Areas (MSAs) in California.

E. Head Start Reports: No questions

IV. REPORTS TO THE BOARD:

A. Chair: No report

B. Executive Director:

Ms. Maldonado advised that SETA continues its efforts on Agency-wide strategic planning and is currently working on Mission and Vision statements that include input from not only management and staff but also stakeholders and other Board members. The finalized version will be presented to the Board in November.

Ms. Maldonado shared that SETA's Diversity, Equity, Inclusion, and Belonging (DEIB) Committee had a DEIB Cultural Assessment set out to establish a baseline in SETA's DEIB efforts. The results of the DEI Audit were provided in the agenda packet and reviewed. It included a summary of the staff perceptions of the various aspects of DEIB at SETA and was sent to about 600 employees, 225 (37%) of whom participated in the survey.

C. Deputy Directors: No report

D. Counsel: No report

E. Members of the Board:

Mr. Guerra thanked SETA for hosting and participating in the recent National League of Cities event. He highlighted the insightful discussion on early childhood education and emphasized the ongoing need for higher teaching staff wages. He hoped this would decrease the number of vacancies and improve staff retention.

Ms. Maldonado stated that the new performance standards released by the Office of Head Start also prescribe continuing efforts to increase the wages of early learning teaching staff.

F. Public: None

V. ADJOURNMENT: The meeting adjourned at 10:37 a.m.

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

COMMITTEE REPORTS ITEM IV

- Executive Committee Meeting: Ms. Fienishia Wash

NOTES:

- Budget/Planning Committee Meeting: Ms. Fienishia Wash

NOTES:

- Parent Ambassador Committee Meeting: Ms. Fienishia Wash

NOTES:

- Social/Hospitality Committee Meeting: Ms. Fienishia Wash

NOTES:

OTHER REPORTS ITEM V

BACKGROUND:

A. Executive Director

This item is set aside to allow the SETA Executive Director (Ms. Anita Maldonado) an opportunity to report to the Policy Council on any items of important information or training opportunities available through the Workforce Development Department.

NOTES:

B. SETA Head Start Deputy Director

This item is set aside to allow the Head Start Deputy Director (Ms. Karen Griffith) to report to the Policy Council on any items of important information or to deal with special requests which need to be addressed.

- ✓ Monthly Head Start Report

NOTES:

C. Chair

The Chair of the Head Start Policy Council, on a regular basis, receives numerous items of information concerning legislation, current programs, and agency activities.

The important information from the material received and meetings attended will be shared with the entire Council, and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Council to provide input on items that may require future action.

- ✓ PC Recruitment

NOTES:

OTHER REPORTS ITEM V (continued)

Page 2

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:

E. Open Discussion and Comments

This item provides an opportunity for Head Start Policy Council members to bring up topics for discussion. Members are asked to address their requests to the Chair if they wish to speak. No action is to be taken on any item that is discussed during this meeting; the board may direct staff to place agenda items on upcoming agendas for action.

NOTES:

F. Public Participation

Participation of the general public at Head Start Policy Council meetings is encouraged. Members of the audience are asked to address their requests to the Chair if they wish to speak.

NOTES:



Seta Head Start

Food Service Operations Monthly Report

*October, 2024

- 10/1/24- Crossroad Gardens had a field trip to Keema's Pumpkin Patch we prepared 75 sack lunches.
- 10/11/24- Florin Grammar had a field trip to Fog Willow Farms Pumpkin Patch we prepared 20 sack lunches.
- 10/17/24- Fruitridge had a field trip to Fog Willow Farms Pumpkin Patch we prepared 40 sack lunches.
- 10/18/24- Northview had a field trip to Keema's Pumpkin Patch we prepared 60 sack lunches.
- 10/23/24- Capital City had a field trip to Dave's Pumpkin Patch we prepared 60 sack lunches.
 - Franklin had a field trip to Dave's Pumpkin Patch we prepared 30 sack lunches.
 - Solid Foundation had a field trip to Dave's Pumpkin Patch we prepared 20 sack lunches.
- 10/24/24- Nedra Court had a field trip to Dave's Pumpkin Patch we prepared 24 sack lunches.
 - Grizzly Hollow had a field trip to Fog Willow Farms Pumpkin Patch we prepared 40 sack lunches.
- 10/25/24- Galt had a field trip to Keema's Pumpkin Patch we prepared 76 sack lunches.
 - Elkhorn had a field trip to Nick & Ray's Pumpkin Patch we prepared 76 sack lunches.
 - Dudley had a field trip to Dave's Pumpkin Patch we prepared 20 sack lunches.
 - Hillsdale had a field trip to Dave's Pumpkin Patch we prepared 96 sack lunches.
 - Sharon Neese had a field trip to Soil Born Farms we prepared 20 sack lunches.
- 10/28/24- EHS Homebase had a field trip to Fog Willow Farms we prepared 100 sack lunches.
- 10/29/24- Preschool Homebase had a field trip to the Pumpkin Patch we prepared 100 sack lunches.
- 10/30/24- Florin Grammar had a field trip on site we prepared 20 sack lunches.
 - Spinelli had a field trip to Nick & Ray's Pumpkin Patch we prepared 16 sack lunches.
 - Job Corps had a field trip to Nick & Ray's Pumpkin Patch we prepared 36 sack lunches.
 - North Ave had a field trip to Dave's Pumpkin Patch we prepared 76 sack lunches.
- 10/31/24- Sharon Neese had a field trip to Nick & Ray's Pumpkin Patch we prepared 85 sack lunches.
 - Norma Johnson had a field trip to Dave's Pumpkin Patch we prepared 49 sack lunches.
 - CP Huntington had a field trip to Fog Willow Farms Pumpkin Patch we prepared 20 sack lunches.
 - Hopkins Park had a field trip to Dave's Pumpkin Patch we prepared 46 sack lunches.

	Lunch	PM Snack	Breakfast	Field Trips
	37,964	36,282	36,040	24
Total Amount of Meals and Snacks Prepared				111,491
Purchases:				
Food	\$149,549.50			
Non - Food	\$8,428.33			
Building Maintenance and Repair:			\$0.00	
Janitorial & Restroom Supplies:			\$0.00	
Kitchen Small Wares and Equipment:			\$0.00	
Vehicle Maintenance and Repair:			\$1,400.85	
Vehicle Gas / Fuel:			\$2,826.88	
Normal Delivery Days			21	

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

Breana.ware@seta.net

October 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	140	10%	739	98	13%
Twin Rivers USD	156	31	20%	56	2	4%
Elk Grove USD	440	61	14%	NA		
Sac City USD	676	57	8%	16	0	0%
San Juan USD	712	58	8%	96	7	7%
WCIC	100	2	2%	NA		
COUNTY TOTAL	3448	349	10%	907	107	12%

****NO REPORT RECEIVED**

AFE: Annual Funded Enrollment

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
October 2024**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (10/31/24)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
Elk Grove USD	440	394	0	90%	3% +
Sacramento City USD	676	541	0	80%	5% +
San Juan USD	712	614	20 (89%)	86%	4% +
SETA	1,364	1,285	0	94%	4% +
Twin Rivers USD	156	133	0	85%	0%
WCIC/Playmate	100	90	0	90%	5% +
Total	3,448	3,057	20 (89%)	87%	2% +

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (10/31/24)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
San Juan USD	166	155	0	93%	0%
SETA	739	678	0	92%	2% +
Twin Rivers USD	56	48	0	86%	4% +
SCUSD	16	15	0	94%	19% +
Total	977	896	0%	92%	2%+

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30-day allowable period.
- (b) Demonstrates enrollment percentages if classes were not capped/closed due to staffing shortage and or other programmatic challenges.
- (c) If enrollment is less than 100%, the agency includes a corrective plan of action.
- (d) Demonstrates difference in percentage of enrollment totals from previous month.

Reasons for Program Under Enrollment

Elk Grove USD

- Currently we have 23 spots for three-year-olds and 30 four-year-old vacancies. We will follow 30% housing criteria to see if we can determine eligibility for families who are currently exceeding the income guidelines, we are just waiting on that guidance.
- Inclusion spots that are still vacant are due to not having families confirmed or sent over. At this time we are waiting to hear back from families that belong to Isabelle Jackson Elementary School.

Sacramento City USD

- The Early Head Start program is currently at 94%. The infant classroom currently has one opening, and the enrollment is in the process of being completed.
- Recruiting for Full-Day and Wrap Programs, in low enrollment areas.

San Juan USD

- Due to reduced staffing and type A citation-20 Head Start slots capped.
- Waitlist exhausted within 95864, 95662, and 95610 zip code.
- ERSEA Administration team continues to monitor every week and check in with AFSTs individually to note progress, next steps, and any support needed.

SETA

- Vacancies in the following positions that support classroom ratio or enrollment: 41 Education positions (Teacher, Associate Teacher, Associate Teacher/Infant Toddler, Lead Teacher /Infant Toddler) and 3 Family Services Worker.

Twin Rivers USD

- Village Early Head Start has exhausted waiting list. The program will begin with targeted recruitment for Rio Linda, service area is 95673, 95560 and 95652.
- Staffing vacancies for (1) Head Start Site Supervisor, (5) ECE Para Educators, (3) ECE Rover and (1) Teacher.

WCIC/Playmate

- WCIC staff has exhausted our waiting list and is seeking assistance from local Head Start programs while continuing to distribute recruitment flyers in Oak Park.

Strategies/Action Step(s) for Under Enrollment

Elk Grove USD

- Program Educators continue to focus their efforts on filling classes by circulating preschool enrollment packets within the community, district websites, posting lawn signs around school sites and in the neighboring communities, and collaborating with EGUSD FACE Department and SAFE Centers.
- The SYNERGY registration queue is currently at 113 families. These represent submissions from January 10th, 2024, through October 29th, 2024. There are currently 511 entries in the 24/24 EGUSD Preschool Interest Form.
- Another way we recruit families is through our Parent Child Playgroup Program. The playgroup instructor provides referrals to families who have children that meet our age requirement. Families that are currently on the TK (Transitional Kindergarten) waitlist have also been contacted by various ERSEA team members to offer them potential placement in one of our programs.

Sacramento City USD

- The Parent Advisor has had meetings with outside organizations such as Child Action, La Familia, and Warmline to highlight our program's mission and values so they can inform their families on what SCUSD has to offer.
- Recruitment efforts to meet full enrolment: Continuing to attend community events, word of mouth, collaborating with a variety of community organizations to discuss shared vision.
- Other strategies on development our: Building community relationships; post flyers; developing parent friendly website and social media; analyzing data on geographical areas of low enrollment; partner with Foster and Social Services agencies, connecting with former parents to promote programs.

San Juan USD

- Family Engagement Content Specialist and SCWs attended Family Community Engagement department-led events—Family Matters Conference (95864); and Community Care HUB (95608) to promote our Head Start and Early Head Start programs in the area.
- School Community Worker and Content Specialist attended and met with local organizers and tabled at events to promote programs in 95610 zip code area: Holy Family Church Fall Festival; SacACT Organizer; and Sylvan Oaks Public Library Story Times.
- School Community workers, admin, and ERSEA content continue to target areas that are identified by enrollment data and recruitment flyers in 5 languages are distributed to schools, community agencies, and businesses in the surrounding areas. Targeted low enrollment areas on the west side of the district 95662 and 95610.

SETA

- 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 Head Start Teachers, 1 Associate Teacher's, and 1 Associate Teacher Infant Toddler, 2 Lead Teacher/Infant Teacher and 2 Family Services Workers.
- Recruitment and networking opportunities to increase awareness of Head Start services and Community Partnerships: Dudley Resource Fair; Connecting our SMUD Community Resource Expo; Celebrando Nuestro Salud; Health and Wellness Fair; Healthy Community Day; Mutual Assistance Network Harvest Festival; North Sacramento Family Resource Trunk or Treat. Throughout recruitment events this month, 17 Interest forms were completed by families inquiring about Head Start services and approximately 200 enrollment Flyers were distributed.

Twin Rivers USD

- The ERSEA team recruited at the following community events: Day of the Dead Celebration event at Martin Luther King Jr Technology and Fall Festival at Robertson Center.
- All the vacant positions are posted on Edjoin/Team Tailor. Admin screens, interviews, and recommend staffing to HR for hiring.
- Contracted with Childcare Careers (CCC) substitutes to fill the vacancies temporarily.
- Enrollment is ongoing. Families are contacted from the ranked waiting list appropriately. EHS children who will age out in the coming months have started the transitioning process. EHS families who are transitioning have been contacted to start the HS registration process.

WCIC/Playmate

- Collaborating with SETA to get an inquiry list of families specific to low enrollment zip code areas (95817 and 95820).
- WCIC's staff dropped off flyers and recruited children from the New Move Homeless Services Shelter on Parker Avenue. WCIC staff passed out flyers at Rancho San Miguel, Happy Take-Out Chinese Restaurant,

Stanford Market, and Shiloh Arms Apartments. Staff continues to receive assistance from 16th Ave Head Start Program.

- The month of October 2024 WCIC's has purchased three monthly bus passes for three families