

## Thought of the Day:

*“All our dreams can come true if we have the courage to pursue them.”*

*Author: Walt Disney*

## AGENDA

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

**Tuesday January 21, 2025 10:00 a.m.**

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

#### PUBLIC COMMENT PROCEDURES

In response to AB 2449, the Sacramento Employment and Training Agency (SETA) Head Start Parent Advisory Committee is conducting this meeting utilizing a hybrid approach, permitting members of the public to participate in person or via Zoom. Public comments will be accepted until the adjournment of the meeting, distributed to the members of the Committee and included in the record.

In the event of disruption that prevents broadcasting of the meeting to members of the public using the call-in or internet-based service options, or in the event of a disruption which prevents members of the public from offering public comments, the Committee shall take no further action on items appearing on the meeting agenda until public access to the meeting is restored.

#### In-Person Public Comment

Members of the public are encouraged to participate in the meeting by completing a speaker card or submitting written comments by email to SETA's Clerk of the Boards, [Anzhelika.Simonenkova@seta.net](mailto:Anzhelika.Simonenkova@seta.net). Any member of the public who wishes to speak directly to the Committee regarding any item on the agenda may contact Anzhelika Simonenkova at (916) 263-3753, or [Anzhelika.Simonenkova@seta.net](mailto:Anzhelika.Simonenkova@seta.net). Please include in your request the item(s) on which you would like to participate.

#### Zoom Public Comment

Members of the public may participate in the meeting via Zoom by clicking the [Zoom link](#), or listening to the meeting on one tap mobile +16699006833, 87961116871# US (San Jose).

Meeting ID: 879 6111 6871

Passcode: 277790

[Find your local number](#)

During the meeting any questions or comments may be submitted via the chat features on Zoom.

#### Accommodations

Request for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3753. Closed captioning will be available.

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

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

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#### GOVERNING BOARD

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##### Rich Desmond

BOARD OF SUPERVISORS  
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##### Eric Guerra

COUNCILMEMBER  
City of Sacramento

##### Patrick Kennedy

BOARD OF SUPERVISORS  
County of Sacramento

##### Vacant

PUBLIC REPRESENTATIVE

##### Mai Vang

COUNCILMEMBER  
City of Sacramento

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##### Anita Maldonado

EXECUTIVE DIRECTOR, Ph. D.

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

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

**I. CONSENT ITEMS:**

- A.** Approval of Minutes of the November 18, 2024 Regular Board Meeting 6-12

**II. ACTION ITEMS:**

- A.** Approval of SETA Standards of Conduct (Karen Griffith) 13-19

- B.** Election of Parent Advisory Committee Community Representatives and Alternates for Program Year 2024-2025 20

- C.** Election of SETA-Operated Representatives and Alternates to the Policy Council for Program Year 2024-2025 21-22

- D.** Election of Parent Advisory Committee Vice Chair for Program Year 2024-2025 23

**III. INFORMATION ITEMS:**

- A.** Standing Information Items 24-33

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
- Health Service Advisory Committee (HSAC) Report: Ms. Le Andra Jones-Villalta
- Community Resources – Parents/Staff: Ms. Sherrel Williams
  - CLEANAir Free Job Training
  - Parent Café
  - ReadyRosie Family Fun Night!

- B.** Head Start Policy Council Minutes for October 22, 2024 34-40

**IV. COMMITTEE REPORTS:**

- Executive Committee Meeting: Ms. Aterious Cuffee 41
- Budget/Planning Committee Meeting: Ms. Aterious Cuffee

**V. OTHER REPORTS:**

- A.** Chair – Ms. Aterious Cuffee 42-47
- ✓ PAC Recruitment
- B.** Policy Council – Ms. Le Andra Jones-Villalta
- 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

<b>VI.</b>	<b>CENTER UPDATES</b>	<b>48</b>
<b>VII.</b>	<b>DISCUSSION</b>	<b>48</b>
<b>VIII.</b>	<b>PUBLIC PARTICIPATION</b>	<b>48</b>
<b>IX.</b>	<b>ADJOURNMENT</b>	

**DISTRIBUTION DATE:** Wednesday, January 15, 2025

Parent Advisory Committee meeting hosted by:  
Aterious Cuffee (Chair), Sherrel Williams (Secretary),  
Naomi Watson (Treasurer), Omar Smith (Parliamentarian)

## ROLL CALL

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

- Vacant, 16<sup>th</sup> Avenue Head Start
- Naomi Watson, Treasurer, 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
- Vacant, Early Head Start (Home Base)
- Vacant, Early Head Start (Home Base)
- Vacant, Elkhorn Head Start
- Yaneika James, Florin Grammar Head Start**
- Vacant, Franklin Head Start
- Sherrel Williams, Secretary, 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
- Javana Abrussezze, Northview Early Head Start**
- Vacant, Parker Head Start
- Vacant, Phoenix Park Head Start
- Rebekah Chester, Pre-School (Home Base)**
- Vacant, Pre-School (Home Base)
- Vacant, River Oak Center for Children
- Vacant, Sacramento County Office of Education
- Vacant, Sharon Neese Early Learning Center
- Vacant, Sharon Neese Early Learning Center
- Vacant, Solid Foundation Head Start
- Vacant, Strizek Park Head Start
- Cynthia Reynoso, Walnut Grove Head Start**
- Le Andra Jones-Villalta, Past Parent Representative**
- Aterious Cuffee, Chair, Past Parent Representative**
- Wanda Thomas-Johnson, Grandparent Representative**
- Vacant, Foster Parent Representative
- Omar Smith, Parliamentarian, Parent Ambassador Representative**
- Vacant, Parent Ambassador Representative

**ROLL CALL**  
(Continued)

**Program Year 2023-2024 - New Representatives to be seated**

- Maria Ramirez, 16<sup>th</sup> Avenue Head Start
- Brittney Irving, Dudley Head Start
- Sparkles Holloway, Early Head Start (Home Base)
- Jacqueline Russell-Bibb, Hillsdale Early Head Start
- Avelicia Cruz, Hillsdale Head Start
- Nakisha Nelson, Marina Vista Head Start
- Janetta Paiva, North Avenue Head Start
- Brenda Sevilla, Northview Head Start
- Guadalupe Rodriguez, Sharon Neese ELC
- De'Janee Smith-Marshall, SCOE Early Head Start
- Dennesha Calhoun, Foster Parent Representative
- Akenese (Agnes) Luluga, Community Agency Representative
- Debra Gipson, Community Agency Representative

Vacant, 16<sup>th</sup> Avenue Head Start

Vacant, Kennedy Estates Head Start

Vacant, Alder Grove I/T Head Start

Vacant, LaVerne Stewart Head Start

Vacant, Bannon Creek Head Start

Vacant, Marina Vista Head Start

Vacant, Bret Harte Creek Head Start

Vacant, Mather Head Start

Vacant, Bright Beginnings Head Start

Vacant, Nedra Court Head Start

Vacant, Capital City Head Start

Vacant, Norma Johnson Head Start

Vacant, Crossroad Gardens Head Start

Vacant, North Avenue Head Start

Vacant, Dudley Gardens Head Start

Vacant, Parker Head Start

Vacant, Early Head Start (Home Base) (2)

Vacant, Phoenix Park Head Start

Vacant, Elkhorn Head Start

Vacant, Pre-school (Home Base)

Vacant, Franklin Head Start

Vacant, River Oak Center for Children

Vacant, Freeport Head Start

Vacant, SCOE

Vacant, Fruitridge Head Start

Vacant, Sharon Neese ELC

Vacant, Galt Head Start

Vacant, Solid Foundation

Vacant, Grizzly Hollow Head Start

Vacant, Strizek Park Head Start

Vacant, Hillsdale Head Start

Vacant, Outgoing Chair

Vacant, Hiram Johnson Head Start

Vacant, Foster Parent Representative

Vacant, Hopkins Park Head Start

Vacant, Parent Ambassador  
Representative

Vacant, Illa Collin Head Start

Vacant, Job Corps Head Start

**PAC MEETING ATTENDANCE  
PROGRAM YEAR 2024-2025**

**The PAC was seated on November 19, 2024.**

COMMITTEE MEMBER	CENTER	11/19	12/17	1/21	2/18	3/18	4/22*	5/20	6/17	7/15	8/19	9/16	10/21
<b>Maria Ramirez</b> S/B 1/21	<b>16A</b>	E											
<b>Naomi Watson</b> Seated 11/19	<b>AG ELC</b>	X											
Vacant Seated	<b>AG I/T</b>												
Vacant Seated	<b>BC</b>												
Vacant Seated	<b>BH</b>												
Vacant Seated	<b>BB</b>												
Vacant Seated	<b>CC</b>												
<b>Lizeth Ortiz</b> Seated 11/19	<b>CPH</b>	X											
<b>Brittney Irvine</b> S/B 1/21	<b>D</b>	U											
<b>Sparkles Holloway</b> S/B 1/21	<b>EHS/HB</b>	E											
Vacant Seated	<b>EL</b>												
Vacant Seated	<b>EL</b>												
<b>Yaneika James</b> Seated 11/19	<b>FG</b>	X											
Vacant Seated	<b>FA</b>												
<b>Sherrel Williams</b> Seated 11/19	<b>FP</b>	X											
Vacant Seated	<b>FPT</b>												
Vacant Seated	<b>FT</b>												
Vacant Seated	<b>G</b>												
Vacant Seated	<b>GH</b>												
<b>Jacqueline Russell-Bibb</b> S/B 1/21	<b>H/EHS</b>	E											
<b>Avelicia Cruz</b> S/B 1/21	<b>H/PS</b>	U											
Vacant Seated	<b>HJ</b>												
Vacant Seated	<b>HI</b>												
Vacant Seated	<b>HP</b>												
Vacant Seated	<b>JC</b>												
Vacant Seated	<b>K</b>												
Vacant Seated	<b>LVS</b>												
<b>Nakisha Nelson</b> S/B 1/21	<b>MV</b>	U											
Vacant Seated	<b>M</b>												
Vacant Seated	<b>NC</b>												
Vacant Seated	<b>NJ</b>												

COMMITTEE MEMBER	CENTER	11/19	12/17	1/21	2/18	3/18	4/22*	5/20	6/17	7/15	8/19	9/16	10/21
Janetta Paiva S/B 1/21	NA	U											
Javana Abrusseze Seated 11/19	NV/EHS	X											
Brenda Sevilla S/B 1/21	NV/PS	E											
Vacant Seated	PA												
Vacant Seated	PP												
Rebekah Chester Seated 11/19	PS/HB	X											
Vacant Seated	PS/HB												
Vacant Seated	RO												
De'Janee Smith-Marshall S/B 1/21	SCOE/EHS	E											
Guadalupe Rodriguez S/B 1/21	SN	U											
Vacant Seated	SF												
Vacant Seated	S												
Vacant Seated	SP												
Cynthia Reynoso Seated 11/19	WG	X											
Akenese (Agnes) Luluqa S/B 1/21	CAR												
Debra Gipson RS 1/21	CAR												
Omar Smith Seated 11/19	PAR	X											
Dennesha Calhoun RS 1/21	FPR												
Le Andra Jones-Villalta Seated 11/19	PPR	X											
Aterious Cuffee Seated 11/19	PPR	X											
Wanda Thomas-Johnson Seated 11/19	GPR	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**

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

**Representative Abbreviations:**

<b>CAR</b> - Community Agency Representative	<b>OGC</b> - Out Going Chair
<b>FPR</b> - Foster Parent Representative	<b>PAR</b> - Parent Ambassador Representative
<b>GPR</b> - Grandparent Representative	<b>PPR</b> - Past Parent Representative

**Attendance Record and Meetings Abbreviations:**

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



**CONSENT ITEM I-A**

**Approval of the Minutes of the November 18, 2024 Regular Meeting**

**RECOMMENDATION:**

Approve the minutes of the November 18, 2024 meeting.

**BACKGROUND:**

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

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

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

## MINUTES/SYNOPSIS

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

Tuesday November 19, 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:

Le Andra Jones-Villalta, Past Parent Representative (*reseated*)  
Dennesha Calhoun, Foster Parent Representative  
Kahmaria Holleman, Past Parent Representative  
Royal Jones, Early Head Start/Home Base  
Lizeth Ortiz, CP Huntington Head Start (*reseated*)

#### New Members Seated Present:

Naomi Watson, Alder/Grove Early Learning Center  
Yaneika James, Florin Grammar Head Start  
Sherrel Williams, Freedom Park Head Start  
Wanda Thomas-Johnson, Grandparent Representative  
Javana Abrussezze, Northview Early Head Start  
Rebekah Chester, Pre-school/Home Base  
Cynthia Reynoso, Walnut Grove Head Start  
Omar Smith, Parent Ambassador Representative  
Aterious Cuffee, Past Parent Representative

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

Maria Ramirez, 16<sup>th</sup> Avenue Head Start (*excused*)  
Brittney Irving, Sharon Neese Early Learning Center (*unexcused*)  
Sparkles Holloway, Early Head Start/Home Base (*excused*)  
Jacqueline Russell-Bibb, Hillsdale Early Head Start (*excused*)  
Avelicia Cruz, Hillsdale Head Start (*unexcused*)  
Nakisha Nelson, Marina Vista Head Start (*unexcused*)  
Janetta Paiva, North Avenue Head Start (*unexcused*)  
Brenda Sevilla, Northview Head Start (*excused*)  
Guadalupe Rodriguez, Sharon Neese Early Learning Center (*unexcused*)  
De'Janee Smith-Marshall, SCOE Early Head Start (*excused*)

#### Members Absent:

Jessica Mitchell, Early Head Start/Home Base (*excused*)  
Armonie Martin, Freedom Park Head Start (*excused*)

Fienishia Wash, Grandparent Representative (*excused*)  
Debra Cummings, Parent Ambassador Representative (*excused*)  
Alexis Garcia, Northview Head Start (*resigned 10/15/24*)

**I. CONSENT ITEM:**

**A.** Approval of the Minutes of the October 15, 2024 Special Board Meeting

The minutes were reviewed; no questions or corrections.

Moved/Jones-Villalta, second/Cuffee, to approve the October 15, 2024, minutes as distributed.

Roll call vote:

Aye: 13 (Jones-Villalta, Calhoun, Holleman, Ortiz, Watson, James, Williams, Thomas-Johnson, Abrussezze, Chester, Reynoso, Smith, Cuffee)

Nay: 0

Abstention: 1 (Jones)

Absent: 4 (Mitchell, Wash, Cummings, Martin)

**II. ACTION ITEMS:**

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

Final Reading of Modifications to the Bylaws of the SETA-Operated Head Start/Early Head Start Parent Advisory Committee

Mr. Jones opened the public hearing at 9:17 a.m. He reviewed changes to the SETA-Operated Head Start/Early Head Start Parent Advisory Committee (PAC) Bylaws.

There were no comments from the public.

Mr. Jones closed the public hearing at 9:17 a.m.

Moved/Cuffee, second/Jones-Villalta, to approve the modifications to the PAC Bylaws of the SETA-Operated Head Start/Early Head Start.

Roll call vote:

Aye: 13 (Jones-Villalta, Calhoun, Holleman, Ortiz, Watson, James, Williams, Thomas-Johnson, Abrussezze, Chester, Reynoso, Smith, Cuffee)

Nay: 0

Abstention: 1 (Jones)

Absent: 4 (Mitchell, Wash, Cummings, Martin)

**B.** Election of Parent Advisory Community Representatives and Alternates for Program Year 2024-2025

Mr. Jones reviewed the item. Ms. Cuffee and Ms. Jones-Villalta nominated themselves as Past Parent Representatives. Ms. Thomas-Johnson nominated herself as Grandparent Representative. Mr. Omar nominated himself as Parent Ambassador Representative. There were no other nominations at this time.

Moved/Cuffee, second/Jones-Villalta, to elect Ms. Thomas-Johnson as Grandparent Representative, Ms. Cuffee and Ms. Jones-Villalta as Past Parent Representatives, Mr.

Smith as Parent Ambassador Representative and table the election of four (4) Community Agency Representatives, one (1) Grandparent Representative, and one (1) Parent Ambassador Representatives and alternates to the next meeting.

Roll call vote:

Aye: 13 (Jones-Villalta, Calhoun, Holleman, Ortiz, Watson, James, Williams, Thomas-Johnson, Abrussezze, Chester, Reynoso, Smith, Cuffee)

Nay: 0

Abstention: 1 (Jones)

Absent: 4 (Mitchell, Wash, Cummings, Martin)

**C. Election of Parent Advisory Committee Officers for Program year 2024-2025**

Mr. Jones reviewed the item. Ms. Jones-Villalta nominated Ms. Cuffee for Chair. Additionally, Ms. Cuffee nominated herself for Chair. A vote was taken to appoint Ms. Cuffee as Chair; it was unanimously in favor.

Ms. Williams nominated herself for Secretary. A vote was taken to appoint Ms. Williams as Secretary; it was unanimously in favor.

Ms. Cuffee nominated Mr. Smith for Parliamentarian. Mr. Smith accepted the nomination. A vote was taken to appoint Mr. Smith as Parliamentarian; it was unanimously in favor.

Ms. Cuffee nominated Ms. Ortiz for Vice Chair. Ms. Jones-Villalta nominated Ms. Watson for Vice Chair. A vote was taken. Ms. Ortiz received nine (9) votes in her favor. Ms. Watson received four (4) votes in her favor.

Ms. Cuffee nominated Ms. Watson for Treasurer. A vote was taken to appoint Ms. Watson as Treasurer. She received ten (10) votes in her favor.

Moved/Cuffee, second/Jones-Villalta, to approve Ms. Cuffee as Chair, Ms. Williams as Secretary, Mr. Smith as Parliamentarian, Ms. Ortiz as Vice Chair, and Ms. Watson as Treasurer to the Parent Advisory Committee for Program Year 2024-2025.

Roll call vote:

Aye: 13 (Jones-Villalta, Calhoun, Holleman, Ortiz, Watson, James, Williams, Thomas-Johnson, Abrussezze, Chester, Reynoso, Smith, Cuffee)

Nay: 0

Abstention: 1 (Jones)

Absent: 4 (Mitchell, Wash, Cummings, Martin)

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

Mr. Jones reviewed the agenda item. The new Chair, Ms. Cuffee, will be one of the Representatives attending the National Head Start Association Parent and Family Engagement Conference, scheduled for December 16-19, 2024, in San Diego, California. Two additional Representatives need to be selected.

Due to the number of nominees, voting for each vacancy was conducted separately. For the first vacancy, Mr. Smith, Ms. Abrussezze, Ms. Williams, and Ms. Watson nominated

themselves and provided their reasons for wanting to attend the Conference. A vote was taken, and Mr. Smith received the most votes.

For the second vacancy, Ms. Abrussezze, Ms. Williams, and Ms. Watson again nominated themselves. Another vote was taken, and Ms. Williams received the most votes.

Moved/Cuffee, second/Abrussezze, to approve the selection of Mr. Smith, Ms. Cuffee, and Ms. Williams as Representatives to attend the National Head Start Association Parent and Family Engagement Conference, and Ms. Abrussezze and Ms. Watson as the alternates.

Roll call vote:

Aye: 13 (Jones-Villalta, Calhoun, Holleman, Ortiz, Watson, James, Williams, Thomas-Johnson, Abrussezze, Chester, Reynoso, Smith, Cuffee)

Nay: 0

Abstention: 1 (Jones)

Absent: 4 (Mitchell, Wash, Cummings, Martin)

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

Mr. Jones reviewed the item. Ms. Williams, Ms. Abrussezze, Ms. Chester, and Ms. Watson nominated themselves. There were no other nominations at this time.

Moved/Cuffee, second/Jones-Villalta, to approve Ms. Williams, Ms. Abrussezze, Ms. Chester, and Ms. Watson as SETA-Operated Representatives to the Policy Council and table the election of additional two (2) Representatives and six (6) alternates to the next meeting.

Roll call vote:

Aye: 13 (Jones-Villalta, Calhoun, Holleman, Ortiz, Watson, James, Williams, Thomas-Johnson, Abrussezze, Chester, Reynoso, Smith, Cuffee)

Nay: 0

Abstention: 1 (Jones)

Absent: 4 (Mitchell, Wash, Cummings, Martin)

**III. INFORMATION ITEMS:**

**A. Standing Information Items**

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

Mr. Han introduced himself and reviewed the fiscal report for the third month, which ended October 31, in the 2024-2025 program year. He advised that total Head Start Year-to-Date expenditures are at 24.0%. The Non-Federal Share Year-to-Date expenditures are at 28.0%, above the required 25%. SETA is at 12.3% for Administrative expenditure, below 15% maximum. The SETA Operated Programs Expenditures Head Start and Early Head Start reports were reviewed. The travel (out-of-state) category was high for the last couple of month due to multiple conferences at the beginning of the new Program Year. It is expected to decrease over time. The substitutes category continues to be higher than expected to meet staffing needs. 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.

Mr. Han reviewed the state funding report and advised that for both the California State Preschool Program (CSPP) and General Child Care and Development (CCTR), SETA is still in a hold harmless year and should expect to earn either the lesser of the expenditures or the Maximum Reimbursement Amount (MRA).

- Health Service Advisory Committee (HSAC) Report: No report
- Community Resources – Parents/Staff  
Ms. Jones-Villalta reviewed the community resources provided in the packet.

**B.** Head Start Policy Council Minutes for September 24, 2024: No questions

**IV. COMMITTEE REPORTS:**

- Executive Committee  
The next meeting date and time are to be determined.
- Budget/Planning Committee  
The next meeting will be held on Tuesday, December 10, 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.

**V. OTHER REPORTS:**

**A.** Chair:

Mr. Jones expressed his sincere appreciation for the valuable opportunities SETA provided him throughout his year serving as Chair. His experience has greatly enriched his future journey.

Ms. Ortiz was excused at 10:39 a.m.

**B.** Policy Council: No report

**C.** Head Start Deputy Director:

Ms. Griffith welcomed the new members while the Executive Director and staff introduced themselves and shared their roles at SETA.

Ms. Griffith advised that viewing of Black Boys film will be held on December 6, 2024, the time will be provided by email in a separate communication.

**D.** Head Start Managers

- ✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services: No report
- ✓ Megan Lamb - School Readiness, Special Education, and Mental Health Services:  
No report

Vacant – Health, Oral Health, Nutrition, Food Services, Quality Assurance, and On-going Monitoring: No report

✓ Betsy Uda – Safe Environments, Facilities, and Licensing: No report

**VI. CENTER UPDATES:**

Ms. Cuffee informed the Board that Ms. Agnes Luluga from Asian Resources, Inc., present during today's meeting, will serve as a Community Agency Representative and be seated at the next meeting.

**VII. DISCUSSION:** None

**VIII. PUBLIC PARTICIPATION:** None

**IX. ADJOURNMENT:** The meeting adjourned at 10:57 a.m.

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

**ACTION ITEM II-A**  
**Approval of SETA Standards of Conduct**

Presenter: Karen Griffith

**RECOMMENDATION:**

Approve the updated Standards of Conduct aligned to the Office of Head Start Performance Standard revision.

**BACKGROUND:**

On August 21, 2024, The Office of Head Start released the final rule in the federal register updating the Head Start Performance Standards. This included more thorough and detailed requirements.

Based on this guidance, SETA has updated our internal Standards of Conduct. Redline and final versions are provided.

Staff are available to answer any questions.





## Standards of Conduct and Personal Rights Policy

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### Head Start Performance Standard ~~1304.52(h)(1)~~ 11302.90 and DHHS Community Care Licensing Requirements LIC 613A

SETA Children and Family Services (CFS) Department is required to ensure that all employees adhere to the **Standards of Conduct** as defined by the U.S. Department of Health and Human Services, Administration for Children and Families Head Start Bureau and the Personal Rights set forth in the Community Care Licensing Requirements in LIC 613A, set forth below. This Standards of Conduct and Personal Rights Policy ("Policy") implements these requirements and any failure to adhere to this Policy may be cause for exclusion from the Head Start program and disciplinary action up to and including termination.

#### The **Standards of Conduct** are:

~~All staff, consultants and volunteers must abide by the following Head Start program Standards of Conduct:~~

- ~~a. They will respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion or disabilities.~~
- ~~b. They will follow program confidentiality policies concerning information about children, families, and other staff members.~~
- ~~c. No child will be left alone or unsupervised while under their care.~~
- ~~d. They will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation. In addition, they will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.~~

**(1) A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that:**

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(i) Ensure staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging behavior;

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(ii) Ensure staff, consultants, contractors, and volunteers do not engage in behaviors that maltreat or endanger the health or safety of children, including, at a minimum:

(A) Corporal punishment; or physically abusive behavior, defined as intentional use of physical force that results in, or has the potential to result in, physical injury. Examples include, but are not limited to, hitting, kicking, shaking, biting, pushing, restraining, force feeding, or dragging;

(B) Sexually abusive behavior, defined as any completed or attempted sexual act, sexual contact, or exploitation. Examples include, but are not limited to, behaviors such as inappropriate touching, inappropriate filming, or exposing a child to other sexual activities;

ming, or exposing a child to other sexual activities;

(C) Emotionally harmful or abusive behavior, defined as behaviors that harm a child's self worth or emotional well-being. Examples include, but are not limited to, using seclusion, using or exposing a child to public or private humiliation, or name calling, shaming, intimidating, or threatening a child; and

(D) Neglectful behavior, defined as the failure to meet a child's basic physical and emotional needs including access to food, education, medical care, appropriate supervision by an adequate caregiver, and safe physical and emotional environments. Examples include, but are not limited to, leaving a child unattended on a bus, withholding food as punishment or refusing to change soiled diapers as punishment;

nd safe physical and emotional environments. Examples include, but are not limited to, leaving a child unattended on a bus, withholding food as punishment or refusing to change soiled diapers as punishment;

(iii) Ensure staff, consultants, contractors, and volunteers report reasonably suspected or known incidents of child abuse and neglect, as defined by the Federal Child Abuse Prevention and Treatment Act (CAPTA) (42 U.S.C. 5101 note) and in compliance with Federal, State, local, and Tribal laws;

(iv) Ensure staff, consultants, contractors, and volunteers respect and promote the unique identity of each individual and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition;

ity, sexual orientation, or family composition;

(v) Require staff, consultants, contractors, and volunteers to comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members in accordance with subpart C of part 1303 of this chapter and applicable Federal, State, local, and Tribal laws; and,

(vi) Ensure no child is left alone or unsupervised.

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In conjunction with the "Standards of Conduct," the State of California's Health and Human Services Department's Community Care Licensing requirements (LIC 613A) state:

**The Personal Rights are:**

Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:

- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
- (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
- (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive

nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.

- (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
- (5) s including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
- (6) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s) or guardian(s) of the child.
- (7) irtual advisors shall be made by the parent(s) or guardian(s) of the child.
- (8) Not to be locked in any room, building, or facility premises by day or night.
- (9) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

My signature below verifies that I have read and received a copy of this Policy and that I understand that failure to adhere to this Policy may be cause for exclusion from the Head Start program and disciplinary action up to and including termination.

\_\_\_\_\_  
Employee (Print Name)

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date



## Standards of Conduct and Personal Rights Policy

### Head Start Performance Standard 11302.90 and DHHS Community Care Licensing Requirements LIC 613A

SETA Children and Family Services (CFS) Department is required to ensure that all employees adhere to the **Standards of Conduct** as defined by the U.S. Department of Health and Human Services, Administration for Children and Families Head Start Bureau and the Personal Rights set forth in the Community Care Licensing Requirements in LIC 613A, set forth below. This Standards of Conduct and Personal Rights Policy ("Policy") implements these requirements and any failure to adhere to this Policy may be cause for exclusion from the Head Start program and disciplinary action up to and including termination.

The **Standards of Conduct** are:

**(1) A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that:**

(i) Ensure staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging behavior;

(ii) Ensure staff, consultants, contractors, and volunteers do not engage in behaviors that maltreat or endanger the health or safety of children, including, at a minimum:

(A) Corporal punishment; or physically abusive behavior, defined as intentional use of physical force that results in, or has the potential to result in, physical injury. Examples include, but are not limited to, hitting, kicking, shaking, biting, pushing, restraining, force feeding, or dragging;

(B) Sexually abusive behavior, defined as any completed or attempted sexual act, sexual contact, or exploitation. Examples include, but are not limited to, behaviors such as inappropriate touching, inappropriate

(C) Emotionally harmful or abusive behavior, defined as behaviors that harm a child's self worth or emotional well-being. Examples include, but are not limited to, using seclusion, using or exposing a child to public or private humiliation, or name calling, shaming, intimidating, or threatening a child; and

(D) Neglectful behavior, defined as the failure to meet a child's basic physical and emotional needs including access to food, education, medical care, appropriate supervision by an adequate caregiver, and safe physical and emotional environments. Examples include, but are not limited to, leaving a child unattended on a bus, withholding food as punishment or refusing to change soiled diapers as punishment;

and safe physical and emotional environments. Examples include, but are not limited to, leaving a child unattended on a bus, withholding food as punishment or refusing to change soiled diapers as punishment;

(iii) Ensure staff, consultants, contractors, and volunteers report reasonably suspected or known incidents of child abuse and neglect, as defined by the Federal Child Abuse Prevention and Treatment Act (CAPTA) (42 U.S.C. 5101 note) and in compliance with Federal, State, local, and Tribal laws;

(iv) Ensure staff, consultants, contractors, and volunteers respect and promote the unique identity of each individual and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition;

ity, sexual orientation, or family composition;

(v) Require staff, consultants, contractors, and volunteers to comply with program confidentiality policies concerning [personally identifiable information](#) about children, families, and other staff members in accordance with subpart C of part [1303](#) of this chapter and applicable Federal, State, local, and Tribal laws; and,

(vi) Ensure no child is left alone or unsupervised.

In conjunction with the “Standards of Conduct,” the State of California’s Health and Human Services Department’s Community Care Licensing requirements (LIC 613A) state:

The **Personal Rights** are:

Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:

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- (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
- (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
- (5) s including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
- (6) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s) or guardian(s) of the child.
- (7) irtual advisors shall be made by the parent(s) or guardian(s) of the child.
- (8) Not to be locked in any room, building, or facility premises by day or night.
- (9) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

My signature below verifies that I have read and received a copy of this Policy and that I understand that failure to adhere to this Policy may be cause for exclusion from the Head Start program and disciplinary action up to and including termination.

\_\_\_\_\_  
Employee (Print Name)

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**ACTION ITEM II-B**  
**Election of Parent Advisory Committee Community Representatives and Alternates for Program Year 2024-2025**

**RECOMMENDATION:**

That the Parent Advisory Committee (PAC) elects four (4) Community Agency Representatives, one (1) Grandparent Representative, one (1) Parent Ambassador Representative, and Alternates.

**BACKGROUND:**

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

**SECTION 2: Members**

**C. Community Representatives**

Additional PAC members shall include:

1. Four (4) voting Community Agency Representatives shall be elected by the PAC.  
There shall be four (4) Alternates for Community Agency Representatives.
3. One (1) voting Grandparent elected to the PAC must have a child/children currently enrolled or previously enrolled in the HS/EHS program.  
There shall be one Alternate for the Grandparent Representative position.
6. 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.

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 SETA-Operated Representatives and Alternates to the Policy Council for Program Year 2024-2025**

RECOMMENDATION:

That the Parent Advisory Committee elects two (2) Representatives and six (6) 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 10:00 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-C** (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-D**

**Election of Parent Advisory Committee Vice Chair for Program Year 2024-2025**

**RECOMMENDATION:**

That the Parent Advisory Committee elect a Vice Chair.

Vice Chair:

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**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 2024-2025. 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. Le Andra Jones-Villalta
- Community Resources – Parent/Staff: Ms. Sherrel Williams
  - CLEANAir Free Job Training
  - Parent Cafe
  - ReadyRosie Family Fun Night!

**NOTES:**

# FREE JOB TRAINING



**SCAN  
THE QR  
CODE TO  
SIGN UP**

[t.ly/RL9Jp](https://t.ly/RL9Jp)

## ADULT WORKFORCE PROGRAM

### Enrollment requirements:

- 18 years of age or older
- Live in Florin or South Sacramento neighborhoods
- Pass basic math test

### Training program benefits:

- 175 hours of training
- 3 hours/day (over 3 months)
- Job shadowing and industry tours
- Resume writing and interview preparation
- Job opportunities

### Learn new skills in:

- Electrical fundamentals
- HVAC (heating, ventilation, air conditioning) basics
- Solar system basics and panel installation
- EV charger installation and maintenance
- Home weatherization
- Air quality and energy audits

**SIGN-UP BY  
January 31<sup>st</sup>, 2025**

GRANT RECIPIENT



PROJECT PARTNERS



EMPLOYMENT PARTNERS





# SETA

Head Start



# Parent Cafe

## Brewing Strong Families and Strong Communities

Join our Parent Cafe and engage in great-round table conversations with other parents facing similar daily struggles, joys and questions about raising children. Learn about Protective Factors to help support yourself and your family. Build a community with other Head Start parents!



**SPECIAL  
EVENT**

WITH SUPPORT  
FROM  
*BE STRONG  
FAMILIES*

For more information on helping  
with Parent Cafes,  
contact Laura at 916-764-6293





**Ready  
Rosie**



**SETA**

# ReadyRosie Family Fun Night!

**Thursday  
January 23, 2025  
4:00 p.m. to  
6:00 p.m**

**Only 40 spots  
available!**

**LOCATION:  
Sharon Neese Head Start  
925 Del Paso Blvd, #300  
Sacramento, 95815**

- Join us for FUN, HANDS-ON activities relating to math and science!
- Snacks provided!
- Open to all enrolled families
- There is a limited space, RSVP soon to guarantee your spot!

**SCAN ME**



To RSVP scan  
QR Code

**See you there!**

**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 October 22, 2024 meeting.

**NOTES:**

**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.

## **COMMITTEE REPORTS ITEM IV**

- Executive Committee Meeting: Ms. Aterious Cuffee

NOTES:

- Budget/Planning Committee Meeting: Ms. Aterious Cuffee

NOTES:

## **OTHER REPORTS ITEM V**

### **BACKGROUND:**

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

- A.** Chair – Ms. Aterious Cuffee
  - ✓ Community of Practice
- B.** Policy Council – Ms. Le Andra Jones-Villalta
- 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 \*November, 2024

11/5/24 - Homebase had a field trip to the Nimbus Fish Hatchery we prepared 40 sack lunches.

	Lunch	PM Snack	Breakfast	Field Trips
	29,344	26,984	29,208	2
<b>Total Amount of Meals and Snacks Prepared</b>				<b>85,656</b>
<b>Purchases:</b>				
Food	\$98,644.20			
Non - Food	\$9,453.52			
<b>Building Maintenance and Repair:</b>			\$575.00	
<b>Janitorial &amp; Restroom Supplies:</b>			\$0.00	
<b>Kitchen Small Wares and Equipment:</b>			\$0.00	
<b>Vehicle Maintenance and Repair:</b>			\$698.53	
<b>Vehicle Gas / Fuel:</b>			\$1,704.37	
Normal Delivery Days			20	





# Seta Head Start Food Service Operations Monthly Report \*December, 2024

	Lunch	PM Snack	Breakfast	Field Trips
	25,011	23,769	22,816	0
<b>Total Amount of Meals and Snacks Prepared</b>				<b>71,596</b>
<b>Purchases:</b>				
Food	\$74,529.58			
Non - Food	\$9,797.63			
<b>Building Maintenance and Repair:</b>			\$675.00	
<b>Janitorial &amp; Restroom Supplies:</b>			\$0.00	
<b>Kitchen Small Wares and Equipment:</b>			\$0.00	
<b>Vehicle Maintenance and Repair:</b>			\$1,014.41	
<b>Vehicle Gas / Fuel:</b>			\$1,687.75	
Normal Delivery Days			13	

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

Breana.ware@seta.net

**November 2024**

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

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

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
<b>SETA operated</b>	1364	149	<b>11%</b>	739	107	<b>14%</b>
<b>Twin Rivers USD</b>	156	31	<b>20%</b>	56	3	<b>5%</b>
<b>Elk Grove USD</b>	440	65	<b>15%</b>	NA	NA	<b>NA</b>
<b>Sac City USD</b>	676	60	<b>9%</b>	16	0	<b>0%</b>
<b>San Juan USD</b>	712	59	<b>8%</b>	96	7	<b>7%</b>
<b>WCIC</b>	100	2	<b>2%</b>	NA	NA	<b>NA</b>
<b>COUNTY TOTAL</b>	<b>3448</b>	<b>366</b>	<b>11%</b>	<b>907</b>	<b>117</b>	<b>13%</b>

**\*\*NO REPORT RECEIVED**

*AFE: Annual Funded Enrollment*

**SETA HEAD START/EARLY HEAD START  
End of Month Enrollment Report  
December 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	39	1	40		100%
*Bret Harte	20	21	0	21		105%
*Bright Beginnings	20	20	0	20		100%
*Capital City	20	21	0	21		105%
*CP Huntington	20	20	3	23		115%
*Crossroad Garden	60	58	0	58		97%
*Elkhorn	60	62	0	62		103%
*Florin	20	19	0	19		95%
*Freedom Park	60	58	1	59		98%
*Freeport	20	20	0	20		100%
*Galt	60	61	0	61		102%
*Hillsdale	80	78	0	78		98%
*Hopkins	40	41	0	41		103%
*Job Corps	20	21	0	21		105%
*Marina Vista	40	40	0	40		100%
*Mather	60	61	2	63		105%
*Norma Johnson	40	37	0	37		93%
*North Avenue	60	60	1	61		102%
*Northview	60	60	1	61		102%
*Phoenix Park	40	40	0	40		100%
*Sharon Neese	60	60	0	60		100%
Alder Grove ELC	20	19	1	20		100%
Bannon Creek	40	39	2	41		103%
Dudley	20	21	0	21		105%
Franklin	20	17	0	17		85%
Fruitridge	40	36	1	37		93%
Grizzly Hollow	40	41	0	41		103%
Home Base	120	99	1	100		83%
LaVerne Stewart	20	20	0	20		100%
Nedra Court	40	32	0	32		80%
Parker	20	16	0	16		80%
Solid Foundation	40	33	0	33		83%
Strizek Park	20	21	0	21		105%
Walnut Grove	24	21	1	22		92%
<b>Total</b>	<b>1364</b>	<b>1312</b>	<b>15</b>	<b>1327</b>	<b>0%</b>	<b>97%</b>

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

**SETA HEAD START/EARLY HEAD START**

**End of Month Enrollment Report**

**December 2024**

<b>EHS Center Name (* CCTR/CSPP Funded)</b>	<b>Funded Enrollment</b>	<b>Actual Enrollment</b>	<b>Drop within last 30 days</b>	<b>Total Reported</b>	<b>(c) Closed/Capped %</b>	<b>(a) Actual to Funded Enrollment %</b>
*16th Avenue	27	27	1	28		104%
*Alder Grove I/T	16	10	3	13		81%
*Bret Harte	9	8	2	10		111%
*Bright Beginnings	16	12	1	13		81%
*Captial City	16	12	0	12		75%
*CP Huntington	16	15	1	16		100%
*Crossroad Garden	15	14	0	14		93%
*Elkhorn	16	16	0	16		100%
*Florin	16	10	0	10		63%
*Freedom Park	16	16	0	16		100%
*Galt	16	16	0	16		100%
*Hillsdale	16	15	1	16		100%
*Hiram Johnson	32	27	3	30		94%
*Hopkins	6	5	0	5		83%
*Job Corps	25	24	1	25		100%
*Marina Vista	9	9	0	9		100%
*Mather	15	15	1	16		107%
*Norma Johnson	9	9	0	9		100%
*North Avenue	16	14	2	16		100%
*Northview	16	15	1	16		100%
*Phoenix Park	8	5	2	7		88%
*Sharon Neese Center	25	23	2	25		100%
*Spinelli	16	15	1	16		100%
EHS Home Base	200	199	5	204		102%
Grizzly Hollow	9	9	1	10		111%
River Oak - Home Base	72	65	4	69		96%
SCOE - Home Base	77	64	3	67		87%
Walnut Grove	9	6	2	8		89%
<b>Total</b>	<b>739</b>	<b>675</b>	<b>37</b>	<b>712</b>	<b>0%</b>	<b>96%</b>

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

Vacancies in the following positions that support classroom ratio or enrollment: 28 Education positions (Teacher, Associate Teacher, Associate Teacher/Infant Toddler, Lead Teacher/Infant Toddler) and 2 Family Services Worker. With the increased availability of Transitional Kindergarten (TK) families have service options for programs that provide longer hours and fewer income eligibility requirements.

**Strategies/Action Plan:**

Human Resources posted job openings within the following employment search websites: CA Head Start Assoc., CalJOBS, ZipRecruiter, Indeed and ADP WFN Recruitment Portal, upcoming SETA Job Fair in January. Change of Scope Request: Submitting class size waiver requests to address high number of 3-year-old enrollment. Revision of Selection Criteria to include income-qualified staff children to expand eligibility selection.

- (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:**