

## *Thought of the Day:*

*“The Time is Always Right to Do What is Right.”*

*Author: Martin Luther King Jr.*

### **AGENDA**

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

**Tuesday                      January 28, 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 Policy Council 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 Council 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 Council 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 Council 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, 82844964605# US (San Jose).

Meeting ID: 828 4496 4605

Passcode: 273904

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

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#### **GOVERNING BOARD**

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##### **Rich Desmond**

BOARD OF SUPERVISORS  
County of Sacramento

##### **Eric Guerra**

MAYOR PRO TEM

##### **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**

- PC Meeting Attendance Update
- Introduction of Newly Seated Representatives

**I. CONSENT ITEMS:**

- A.** Approval of Minutes of the November 26, 2024 Regular Meeting 4-10

**II. ACTION ITEMS:**

- A. Timed Item 10:00 A.M. and Public Hearing:**  
 Approval of Wage Increase for the Head Start Parent Intern (Temporary) Classification (Mr. Bevan Richardson) 11
- B. Timed Item 10:00 A.M. and Public Hearing:**  
 Approval of Revisions to the Training/Staff Development Officer Job Specification (Mr. Bevan Richardson) 12-19
- C.** Approval of SETA Standards of Conduct (Ms. Karen Griffith) 20-26
- D.** Approval of Budget Modification and 1303 Facilities Renovation and Repair Applications and Modifications for the Program Year 2023-2024 Head Start Basic (09CH011763) (Ms. Karen Griffith) 27-31
- E.** Approval of Budget Modification for the Head Start American Rescue Plan Act Funds (09HE000671) (Ms. Karen Griffith) 32-34
- F.** Approval of Revised Selection Criteria for Enrollment in Head Start or Early Head Start Programs (Ms. Karen Griffith) 35-37
- G.** Change of Scope for Program Year 2024-2025 (Ms. Karen Griffith) 38-45
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- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
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  - Community Resources – Parents/Staff: Ms. Le Andra Jones-Villalta
    - CLEANAir Free Job Training
    - Parent Café

|            |  |       |
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| C.         | SETA's Recruitment Update – Ms. Sheri Green-Johnson  | 60    |
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| <b>V.</b>  | <b>OTHER REPORTS:</b>  | 69-77 |
| 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   |       |
| <b>VI.</b> | <b>ADJOURNMENT</b>   |       |

**DISTRIBUTION DATE:** Wednesday, January 22, 2025

Policy Council meeting hosted by:  
 Le Andra Jones-Villalta (Chair), Sherrel Williams (Vice Chair)  
 Graciela Garduno (Treasurer)

## ROLL CALL

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

- Debra Gipson, Community Agency Representative
- Franschelle Brown, Foster Parent Representative
- Graciela Garduno, Treasurer, EHS San Juan Unified School District
- Aterious Cuffee, Past Parent Representative
- Le Andra Jones-Villalta, Chair, Past Parent Representative
- Sherrel Williams, Vice Chair, SETA-Operated Program
- Rebekah Chester, SETA-Operated Program

### Members to be Seated:

- Jovita Galvan, Elk Grove Unified School District
- Mariah Medina, Elk Grove Unified School District
- Javana Abrussezze, SETA-Operated Program
- Naomi Watson, SETA-Operated Program
- Ingrid Diana Bejarano Izaguirre, WCIC/Playmate Child Development Center
- Damaris Bernal-Perez, WCIC/Playmate Child Development Center

### Applications Received:

- Timothy M. Poole, Community Agency Representative

### Seats Vacant:

Vacant, Sacramento City Unified School District  
Vacant, EHS Twin Rivers Unified School District  
Vacant, Twin Rivers Unified School District  
Vacant, Twin Rivers Unified School District  
Vacant, Home Base Option  
Vacant, Home Base Option  
Vacant, EHS SETA-Operated Program  
Vacant, EHS SETA-Operated Program  
Vacant, SETA-Operated Program  
Vacant, SETA-Operated Program  
Vacant, Community Agency Representative  
Vacant, Community Agency Representative  
Vacant, Grandparent Representative  
Vacant, Parent Ambassador Representative  
Vacant, Parent Ambassador Representative

**\*\* Please call your alternate, Policy Council Chair (Le Andra Jones-Villalta: [916] 600-7228) or Head Start staff (Gaylon Ndiaye: [916] 591-2298 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 |
|---|---------------|-------|--------|------|-------|------|------|------|------|------|------|------|-------|-------|
| <b>Debra Gipson<br/>Seated 11/26</b>                      | CAR           | X     |        |      |       |      |      |      |      |      |      |      |       |       |
| <b>Timothy Poole<br/>S/B/S 1/28</b>                       | CAR           | E     |        |      |       |      |      |      |      |      |      |      |       |       |
| <b>Jovita Galvan<br/>S/B/S 1/28</b>                       | EGUSD         | E     |        |      |       |      |      |      |      |      |      |      |       |       |
| <b>Mariah Medina<br/>S/B/S 1/28</b>                       | EGUSD         | U     |        |      |       |      |      |      |      |      |      |      |       |       |
| <b>Franschelle Brown<br/>Seated 11/26</b>                 | FPR           | X     |        |      |       |      |      |      |      |      |      |      |       |       |
| Vacant<br>Seated  | GPR           |       |        |      |       |      |      |      |      |      |      |      |       |       |
| Vacant<br>Seated  | HB            |       |        |      |       |      |      |      |      |      |      |      |       |       |
| <b>Fionishia Wash<br/>R 1/27</b>                          | OC            | X     |        |      |       |      |      |      |      |      |      |      |       |       |
| Vacant<br>Seated  | PAR           |       |        |      |       |      |      |      |      |      |      |      |       |       |
| <b>Atterious Cuffee<br/>Seated 11/26</b>                  | PPR           | X     |        |      |       |      |      |      |      |      |      |      |       |       |
| <b>Le Andra Jones-Villalta<br/>Seated 11/26</b>           | PPR           | X     |        |      |       |      |      |      |      |      |      |      |       |       |
| Vacant<br>Seated  | SCUSD         |       |        |      |       |      |      |      |      |      |      |      |       |       |
| <b>Khalid Quadhriri<br/>R 1/27</b>                        | SJUSD         | U     |        |      |       |      |      |      |      |      |      |      |       |       |
| <b>Graciela Garduno<br/>Seated 11/26</b>                  | SJUSD/<br>EHS | X     |        |      |       |      |      |      |      |      |      |      |       |       |
| <b>Sherrel Williams<br/>Seated 11/26</b>                  | SOP           | X     |        |      |       |      |      |      |      |      |      |      |       |       |
| <b>Javana Abrussezze<br/>S/B/S 1/28</b>                   | SOP           | E     |        |      |       |      |      |      |      |      |      |      |       |       |
| <b>Naomi Watson<br/>S/B/S 1/28</b>                        | SOP           | U     |        |      |       |      |      |      |      |      |      |      |       |       |
| <b>Rebekah Chester<br/>Seated 11/26</b>                   | SOP           | X     |        |      |       |      |      |      |      |      |      |      |       |       |
| Vacant<br>Seated  | TRUSD         |       |        |      |       |      |      |      |      |      |      |      |       |       |
| <b>Ingrid Diana Bejarano<br/>Izaguirre<br/>S/B/S 1/28</b> | WCIC          |       |        |      |       |      |      |      |      |      |      |      |       |       |
| <b>Damaris Bernal-Perez<br/>S/B/S 1/28</b>                | WCIC          |       |        |      |       |      |      |      |      |      |      |      |       |       |

**GLOSSARY OF ACRONYMS**

| <b>ACRONYM</b> | <b>REPRESENTATIVE CENTER</b>                              |
|----------------|---|
| 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 1/22/2025*

**CONSENT ITEM I-A**

**Approval of the Minutes of the November 26, 2024 Regular Meeting**

**RECOMMENDATION:**

Approve the minutes of the November 26, 2024 meeting.

**BACKGROUND:**

This agenda item provides an opportunity for the Policy Council to review and approve the minutes of the November 26, 2024 regular meeting.

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

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

**MINUTES/SYNOPSIS**

**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

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

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

Members Present:

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

New Members Seated Present:

Franschelle Brown, Foster Parent Representative  
Sherrel Williams, SETA-Operated Program  
Rebekah Chester, SETA-Operated Program (*arrived and seated at 9:10 a.m.*)

Members to be Reseated Present:

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

New Members to be Seated/Reseated but Absent:

Javana Abrussezze, SETA-Operated Program  
Naomi Watson, SETA-Operated Program  
Timothy M. Poole, Community Agency Representative  
Jovita Galvan, Elk Grove Unified School District  
Mariah Medina, Elk Grove Unified School District

Members Absent:

Khalid Ouadrhiri, San Juan Unified School District (*unexcused*)

**I. CONSENT ITEM:**

**A.** Approval of the Minutes of the October 22, 2024 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Jones-Villalta, second/Cummings, to approve the October 22, 2024, minutes as distributed.



Roll call vote:

Aye: 5 (Cummings, Cuffee, Garduno, Brown, Jones-Villalta)

Nay: 0

Abstention: 2 (Wash, Williams)

Absent: 1 (Ouadrhiri)

## 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

Ms. Wash opened the public hearing at 9:08 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. Chester arrived and was seated at 9:10 a.m.

Ms. Wash closed the public hearing at 9:12 a.m.

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

Roll call vote:

Aye: 6 (Cummings, Cuffee, Garduno, Brown, Jones-Villalta, Chester)

Nay: 0

Abstention: 2 (Wash, Williams)

Absent: 1 (Ouadrhiri)

### B. Election of Policy Council Community Representatives and Alternates for Program year 2024-2025

Ms. Wash reviewed the item. The Outgoing Chair position will not be filled as the current Chair, Ms. Fienishia Wash, ends her term after serving five years on the Parent Advisory Committee (PAC) and Policy Council (PC).

Moved/Cuffee, second/Cummings, to elect Debra Gipson (Cummings) as Community Agency Representative, Ms. Franschelle Brown as Foster Parent Representative, Ms. Aterious Cuffee and Ms. Le Andra Jones-Villalta as Past Parent Representatives, and table the election of two (2) Parent Ambassadors, two (2) Community Agency Representatives, and one (1) Grandparent Representative and alternates to the next meeting.

Roll call vote:

Aye: 6 (Cummings, Cuffee, Garduno, Brown, Jones-Villalta, Chester)

Nay: 0

Abstention: 2 (Wash, Williams)

Absent: 1 (Ouadrhiri)

### C. Election of Policy Council Officers for Program Year 2024-2025

Ms. Wash reviewed the item and shared her experience as the Policy Council Chair. Ms. Jones-Villalta nominated herself for the position of Chair. With no other nominations presented, a vote was conducted, resulting in unanimous support for her election.

Ms. Cuffee nominated Ms. Gipson for Vice Chair, but, according to the Bylaws, no more than one Community Representative shall serve as an officer.

Ms. Williams nominated herself for Vice Chair. There were no other nominations. A vote was taken and was unanimously in favor.

Ms. Garduno nominated herself for Treasurer. There were no other nominations. A vote was taken and was unanimously in favor.

There were no nominations for Secretary or Parliamentarian officers' positions.

Moved/Jones-Villalta, second/Cummings, to elect Ms. Jones-Villalta as Chair, Ms. Williams as Vice Chair, Ms. Garduno as Treasurer, and table the election of Parliamentarian and Secretary to the next meeting.

Roll call vote:

Aye: 7 (Cummings, Williams, Cuffee, Garduno, Brown, Jones-Villalta, Chester)

Nay: 0

Abstention: 1 (Wash)

Absent: 1 (Ouadrhiri)

#### D. Election of Community Action Board Alternate

Ms. Cuffee nominated herself for the low-income alternate position on the Community Action Board. There were no other nominations. A vote was taken and was unanimously in favor.

Moved/Garduno, second/Cummings, to elect Ms. Cuffee as a low-income alternate for the Community Action Board.

Roll call vote:

Aye: 7 (Cummings, Williams, Cuffee, Garduno, Brown, Jones-Villalta, Chester)

Nay: 0

Abstention: 1 (Wash)

Absent: 1 (Ouadrhiri)

### 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 advised that the Budget Training is scheduled for December 10, 2024, at 1:00 p.m., at the SETA Administrative building and encourages members to attend. Mr. Han additionally reviewed the fiscal report for the third month, which ended October 31, in the 2024-2025 Fiscal Year. The total year-to-date countywide expenses are at 21.1%. The Non-Federal Share Year-to-Date expenditures are at 26.8 above the required 25%. The Administrative cost is at 11.1%, below the 15% maximum. The funds of the

American Rescue Plan Act (ARP) and the Corona Virus Response and Relief Supplemental Appropriation Act (CRRSA) were reviewed. SETA received the approval on the No-Cost Extension, which allows until March 31, 2025, to complete planned projects and purchases. The SETA Operated Programs Expenditures report was reviewed. The travel (out-of-state) category is still 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 high but is expected to improve with reallocations in the next months. American Express and CitiBank credit card statements were reviewed without concerns, and no atypical activity was noted.

Ms. Jones-Villalta and Ms. Wash requested a written staff report on the learning outcomes, gains, and implantation plans resulting from the recent Community of Practice Conference.

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

**B. SETA's Recruitment Update**

Ms. Sheri advised that Board members' participation in HR screenings for December is needed. She also mentioned that HR is actively surveying candidates who opted out of the recruitment process and will provide more updates once she gets relevant responses.

Ms. Sheri Green-Johnson reviewed the recruitment data provided in the agenda packet as backup information. The data pertains to the period from October 11 through November 14, 2024.

**C. Governing Board Minutes for October 3, 2024: No questions**

**IV. COMMITTEE REPORTS:**

- Executive Committee  
The next meeting date and time are to be determined.
- Budget/Planning Committee and Fiscal Training  
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. 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 was approved 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 thanked Ms. Wash for her leadership and service to SETA.

**B. Head Start Deputy Director:**

Ms. Griffith welcomed new members and advised that the Office of Head Start representatives visited two SETA-Operated and two Delegates locations on November 20 as a follow-up for the Risk Assessment Notification (RAN) review and observed the improvements made. SETA continues to work on the Correction Action Plan. The new campaign, the SUPERVIsion (stop, unite and gather, perform a sweep, exact count, and roll call recount), is being re-implemented. New supporting materials are being developed and sent to all sites, including Delegates.

Ms. Griffith also advised that SETA supports Delegate Agencies in meeting their goals and objectives using the tools learned at the last Delegate Kick-Off event.

Ms. Griffith also mentioned that proposals for changes in scope are needed and are currently being developed due to the transition to more Early Head Start classrooms. These proposals will be presented to the Board for approval before being submitted to the Office of Head Start.

The grant planning meetings are being scheduled with Delegates to prepare for the grant to be submitted in Spring 2025.

Ms. Griffith advised that the next Let's Talk session of the Community of Practice will be held on December 12, from 4:30 p.m. to 6:30 p.m., at the SETA Administrative building. SETA will be providing dinner. Future sessions are also planned to be held at various Head Start locations.

Ms. Griffith advised that viewing of the Black Boys film will be held on December 6, 2024, at multiple times, utilizing all conference rooms available. Policy Council and Parent Advisory Committee members are invited to attend but are required to reserve their spots.

Board members requested that Let's Talk invites be more proactive in increasing participation and offered assistance sharing the information at their sites and in the community.

**C. Chair:**

Ms. Wash welcomed new Board members and Chair as this was her last meeting on the Policy Council.

**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:  
Ms. Uda introduced herself and advised that SETA continues working with Delegates to order and install door chimes and alarms as part of the RAN review.

A video tour of the facilities warehouse is still being considered and may be presented at the January meeting. Ms. Jones-Villalta requested that information regarding CalOSHA requirements for visitors touring the warehouse in person be sent to her.

Ms. Cuffee suggested that Family Service Workers present a short video tour of the warehouse and kitchen during parents' meetings at the sites.

**E. Open Discussion and Comments:**

In response to Ms. Williams's question, Ms. Griffith confirmed that some of the teaching staff had received training in sign language for young children. She also mentioned that there are systems in place to inform parents about their child's potty training progress.

**F. Public Participation: None**

**VI. ADJOURNMENT:** The meeting was adjourned at 10:23 a.m.

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

**ACTION ITEM II-A**

**Timed Item 10:00 A.M. and Public Hearing**

**Approval of Wage Increase for the Head Start Parent Intern (Temporary) Classification**

Presenter: Bevan Richardson

**RECOMMENDATION:**

Open a public hearing, take public testimony, close the public hearing, and take action to approve the hourly wage increase for Head Start Parent Intern (Temporary) from \$16.00 to \$16.50 per hour effective January 1, 2025.

**BACKGROUND:**

Beginning on January 1, 2025, the minimum wage in California will be increasing to \$16.50 per hour. The current wage for the position of Head Start Parent Intern (Temporary) is \$16.00 per hour. The Agency will need to increase the hourly rate for the Head Start Parent Intern (Temporary) classification to \$16.50 in order to comply with the new state minimum wage.

The Governing Board is scheduled to take action on the policy on February 6, 2025.

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

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

**ACTION ITEM II-B**

**Timed Item 10:00 A.M. and Public Hearing**

**Approval of Revisions to the Training/Staff Development Officer Job Specification**

Presenter: Bevan Richardson

**RECOMMENDATION:**

Open a public hearing, take public testimony, and take action to close the public hearing and approve the revised job specification for the Training/Staff Development Officer classification.

**BACKGROUND:**

The Training/Staff Development Officer job specification was last updated in April 2011. In an effort to recruit to fill this position, it is necessary to update the job specification to ensure it complies with federal and state regulations, clarifies employment standards and required qualifications, and meets the needs of the Agency.

Attached is a red-lined version and a clean version of the job specification.

The Governing Board is scheduled to take action on the revisions on February 6, 2025.

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

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

## TRAINING/STAFF DEVELOPMENT OFFICER

### ORGANIZATIONAL RESPONSIBILITY

A Training/Staff Development Officer is responsible to ~~the Executive Director~~ Human Resources Manager or designee.

### DEFINITION

Under general direction, develops and coordinates the Agency training and staff development program, and monitors and assesses program quality. Assesses staff training needs. Responsibilities may include supervision of assigned staff. Oversees special projects and performs related work as required.

### DISTINGUISHING CHARACTERISTICS

This is a specialized classification for positions which assess and develop staff development training programs designed to enhance the knowledge, skills, and abilities of Agency employees.

### EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Plans, organizes, and coordinates the Agency training and staff development program;
  - ~~2. Makes recommendations on employment and personnel actions;~~
  2. Identifies training and development needs within ~~an~~ the organization through job analysis, appraisal schemes and regular consultation with department managers, chiefs and ~~human resources departments~~ key staff
  3. \_\_\_\_\_
  - ~~3-4.~~ \_\_\_\_\_ Ensures that the proper in-service training activities are being conducted for employees;
  - 4-5. \_\_\_\_\_ Confers with management representatives and supervisors to determine training needs;
  - 5-6. \_\_\_\_\_ Creates and/or delivers a range of training using face-to-face, digital and blended learning options. Schedules classes, equipment, and instructors;
- ~~Evaluates training packages;~~ Evaluates training and development programs, and prepares reports for management in areas such as usage, engagement and performance
  - Promotes a work culture of continuing professional development (CPD)
  - Keeps up to date with developments in training by reading relevant journals, going to meetings and attending relevant courses

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- Researches new technologies and methodologies in workplace learning and present this research.

~~6.~~

- ~~7. Attends meetings and seminars to obtain information useful to development and management of training programs and goals;~~

- ~~8. Plans, coordinates, and administers the employee safety and emergency preparedness programs;~~

- ~~9. Evaluates training packages;~~

- Selects or develops training aides such as handbooks, demonstration models, visual aids, reference works; Devises a training strategy for the organization

- Builds training programs from scratch (from the initial idea through planning, implementation, review and outcomes analysis) and delegate work to other members of the learning and development team

- Manages the training budget and monitors monthly expenditure reports

- Works closely with and influences senior leaders and stakeholders.

- Manages data base to track and maintain documentation of completed trainings.

- Manages data base to track professional certifications for compliance

- Coordinates Career Incentive Program

~~10.~~ Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### Knowledge of:

- Principles of supervision;
- Employee development and training;
- Curriculum development;
- Principles of organization and management;

- Federal and State laws, guidelines and regulations relating to employee health

- and Interpersonal skills that enable you to work with people at all levels of an organization, motivate others and change people's attitudes when necessary

- analytical skills to identify training needs and learning gaps

- written and spoken communication skills that allow you to inform and advise others clearly

- presentation skills

- IT skills

- a strong customer-focused background

- problem-solving and negotiation skills

- initiative and the ability to offer new ideas

- strong teamworking skills and a collaborative approach to learning, both face-to-face and remotely

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- organizational and planning skills to manage your time and to meet deadlines and objectives
- good time-keeping skills and the ability to multitask to enable you to effectively manage training schedules
- proactive, enthusiastic and innovative approach to work
- personal commitment to improving your own knowledge and skills and a passion for continuing learning and development
- a flexible approach to work and an understanding of how diversity and inclusion influences the planning and delivery of training
- ~~Safety;~~
- ~~Some word processing and spreadsheet software.~~

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AND

Ability to:

- Plan, organize and direct the Agency's employee training and development program;
- Supervise staff engaged in training activities;
- Analyze and evaluate training needs and programs;
- Set priorities and meet deadlines;
- Effectively contribute to the Agency's training objectives;
- Communicate clearly and concisely orally and in written form.

AND

**Training Experience: Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying.** A typical way to obtain ~~these knowledges~~this knowledge and abilities would be:

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**Commented [RK1]:** Emphasis added to ensure this is not interpreted to require a 4-year degree!

- I. Graduation from an accredited four (4) year college or university with major course work in education, public administration, personnel management or related courses;

AND

- II. At least three (3) years of broad and extensive work experience in staff/~~parent~~ development and training including one (1) year of supervision.

**PHYSICAL DEMANDS/QUALIFICATIONS**

Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Sufficient Speech to:
  - Engage in conversation both in person and on the phone.
2. Sufficient Hearing to:

- Understand conversation in person or on the phone.
- 3. Sufficient Vision to:
  - Operate a personal computer.
- 4. Sufficient Sensitivity of Touch to:
  - Operate a personal computer.
- 5. Sufficient Strength and Conditioning to:
  - Sit for long periods of time throughout the day;
  - Operate a personal computer throughout the day without experiencing abnormal hand wrist or eye strain;
  - Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;
  - Move from one area in the workplace to another.

Non-essential Physical Attributes:

1. Ability to Taste.
2. Ability to Smell.

**TRAINING/STAFF DEVELOPMENT OFFICER**

**ORGANIZATIONAL RESPONSIBILITY**

A Training/Staff Development Officer is responsible to the Executive Director

**DEFINITION**

Under general direction, develops and coordinates the Agency training and staff development program, and monitors and assesses program quality. Assesses staff training needs. Responsibilities may include supervision of assigned staff. Oversees special projects and performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a specialized classification for positions which assess and develop staff development training programs designed to enhance the knowledge, skills, and abilities of Agency employees.

**EXAMPLES OF ESSENTIAL DUTIES**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Plans, organizes, and coordinates the Agency training and staff development program;
  2. Identifies training and development needs within the organization through job analysis, appraisal schemes and regular consultation with department managers, chiefs and key staff
  - 3.
  4. Ensures that the proper in-service training activities are being conducted for employees;
  5. Confers with management representatives and supervisors to determine training needs;
  6. Creates and/or delivers a range of training using face-to-face, digital and blended learning options Schedules classes, equipment, and instructors;
- Evaluates training and development programs, and prepares reports for management in areas such as usage, engagement and performance
  - Promotes a work culture of continuing professional development (CPD)
  - Keeps up to date with developments in training by reading relevant journals, going to meetings and attending relevant courses
  - Researches new technologies and methodologies in workplace learning and present this research.
  - Devises a training strategy for the organization

- Builds training programs from scratch (from the initial idea through planning, implementation, review and outcomes analysis) and delegate work to other members of the learning and development team
- Manages the training budget and monitors monthly expenditure reports
- Works closely with and influences senior leaders and stakeholders.
- Manages data base to track and maintain documentation of completed trainings.
- Manages data base to track professional certifications for compliance
- Coordinates Career Incentive Program

Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### Knowledge of:

- Principles of supervision;
- Employee development and training;
- Curriculum development;
- Principles of organization and management;
- Federal and State laws, guidelines and regulations relating to employee health
- Interpersonal skills that enable you to work with people at all levels of an organization, motivate others and change people's attitudes when necessary
- analytical skills to identify training needs and learning gaps
- written and spoken communication skills that inform and advise others clearly
- presentation skills
- IT skills
- a strong customer-focused background
- problem-solving and negotiation skills
- initiative and the ability to offer new ideas
- strong teamworking skills and a collaborative approach to learning, both face-to-face and remotely
- organizational and planning skills to manage time and to meet deadlines and objectives
- good time-keeping skills and the ability to multitask to effectively manage training schedules
- proactive, enthusiastic and innovative approach to work
- personal commitment to improving knowledge and skills and a passion for continuing learning and development
- a flexible approach to work and an understanding of how diversity and inclusion influences the planning and delivery of training

AND

Ability to:

- Plan, organize and direct the Agency's employee training and development program;
- Supervise staff engaged in training activities;
- Analyze and evaluate training needs and programs;
- Set priorities and meet deadlines;
- Effectively contribute to the Agency's training objectives;
- Communicate clearly and concisely orally and in written form.

AND

**Training Experience: Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying.** A typical way to obtain this knowledge and abilities would be:

- I. Graduation from an accredited four (4) year college or university with major course work in education, public administration, personnel management or related courses;

AND

- II. At least three (3) years of broad and extensive work experience in staff development and training including one (1) year of supervision.

**PHYSICAL DEMANDS/QUALIFICATIONS**

Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Sufficient Speech to:
  - Engage in conversation both in person and on the phone.
2. Sufficient Hearing to:
  - Understand conversation in person or on the phone.
3. Sufficient Vision to:
  - Operate a personal computer.
4. Sufficient Sensitivity of Touch to:
  - Operate a personal computer.
5. Sufficient Strength and Conditioning to:
  - Sit for long periods of time throughout the day;
  - Operate a personal computer throughout the day without experiencing abnormal hand wrist or eye strain;
  - Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;
  - Move from one area in the workplace to another.

Non-essential Physical Attributes:

1. Ability to Taste.
2. Ability to Smell.

**ACTION ITEM II-C**  
**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.

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

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



**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) iritual 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:

- (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

**ACTION ITEM II-D**

**Approval of Budget Modification and 1303 Facilities Renovation and Repair Application and Modifications for the Program Year 2023-2024 Head Start Basic (09CH011763)**

Presenter: Karen Griffith

**RECOMMENDATION:**

Approve the budget modification for the 2023-24 Head Start Basic Funds and the application and modification requests to San Juan Unified School District’s 1303 Facilities Renovation and Repair Applications.

**BACKGROUND:**

At the September 24<sup>th</sup> Policy Council meeting, members of the Board approved a Program Year 2023-2024 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. The District had requested \$1,246,098 in funding to complete the project. However, the District received bids on the projects and determined an additional \$1,354,125 is needed to complete the projects. The new total construction costs for the three sites are \$2,600,223. The District also determined that an additional site, Encina Elementary, will need to submit a 1303 Facilities Application as a result of bids received, as the project now exceeds the \$350,000 1303 Facilities Application Threshold.

The change in project funds needed to complete the 1303 Major renovations, necessitates a budget modification to PY 23-24 (extended) funds, moving underspent funds from Fringe Benefits, Supplies and Other cost categories (\$1,846,748) to their Personnel (\$99,675) and Construction (\$1,747,073) cost categories. The projects are still slated to be completed by Summer 2025.

| <b>Project Sites and Costs</b> |                   |                        |                    |                  |
|--------------------------------|-------------------|------------------------|--------------------|------------------|
| <b>Site</b>                    | <b>Kingswood*</b> | <b>Billy Mitchell*</b> | <b>Sunrise*</b>    | <b>Encina**</b>  |
| Architects/Engineering Fees    | \$56,000          | 47,000                 | \$71,000           | \$26,350         |
| Print/Advertisement            | 1,500             | 15,000                 | 1,500              | 1,500            |
| DSA Fees                       | 15,000            | 15,000                 | 20,000             | 15,000           |
| Preliminary Testing            | 23,750            | 18,750                 | 20,000             | 20,000           |
| Utilities/Other Fees           | -                 | -                      | -                  | 40,000           |
| Construction Management        | 28,000            | 29,000                 | 35,000             | 52,471           |
| Main Construction Contract     | 585,000           | 635,000                | 800,000            | 585,000          |
| Playground Equipment/Shade     | 31,241            | 31,241                 | 31,241             | 122,100          |
| Construction Inspection        | 30,000            | 30,000                 | 30,000             | 30,000           |
| <b>Total</b>                   | <b>\$770,491</b>  | <b>\$820,991</b>       | <b>\$1,008,741</b> | <b>\$892,421</b> |
| <b>Original Estimates</b>      | <b>\$405,504</b>  | <b>\$366,117</b>       | <b>\$474,477</b>   | <b>-</b>         |

**ACTION ITEM II-D (continued)**  
Page 2

**\*San Juan Unified School District is still pending 1303 Facilities Application Approvals for Sunrise, Billy Mitchell and Kingswood.**  
**\*\* San Juan Unified School District is requesting a 1303 Facilities Application Approval for Encina Elementary.**  
**\*San Juan Unified School District’s Budget Modification will be made within the Contractual Cost Category. The budget modification will total \$1,846,748, moving funds from Fringe, Supplies and Other to the Personnel and Construction categories. There are no changes to the overall countywide budget cost categories.**

SETA and San Juan staff are available for any questions.

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

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



**Budget Justification for Budget Modification Request,  
and 1303 Facilities Renovation and Repair Application and Modifications for  
Program Year 2023-2024  
Head Start Basic  
09CH011763**

The Budget Justification addresses the following two requests:

- 1.) A Budget Modification for PY 2023-24 Head Start.
- 2.) 1303 Facilities Renovation and Repair Applications and Modifications for San Juan USD.

**Background**

Budget Modification – The Sacramento Employment and Training Agency (SETA) is submitting a request for a budget modification of funds from the Head Start Basic Funds totaling **\$1,846,748**. The funds are being repurposed for San Juan Unified School District to complete their 1303 Facilities Major Renovation Projects at Billy Mitchell/Choices Elementary, Sunrise Elementary and Kingswood Elementary. Also, as a result of bids coming in for site projects, San Juan Unified School District will be submitting a 1303 Facilities application for their Encina Elementary site. Encina will undergo a similar outdoor renovation to improve its outdoor environment. Underspent funds from Personnel, Fringe and Supplies will be moved to the Delegate’s Construction and Other (Deferred Maintenance) cost categories. The projected completion date for the projects is July 2025.

1303 Facilities Application and Modification – Previously San Juan Unified School Districted requested 1303 Facilities Applications for Billy Mitchell/Choices Elementary, Sunrise Elementary, and Kingswood Elementary totaling \$1,246,098. As a result of bids received for these projects, additional ADA required costs, and increased construction costs, San Juan Unified School District will be requesting a modification of their three (3) original 1303 Facilities applications. The new total for the three sites is \$2,600,223. Additionally, Encina received bids that made the total project costs exceed the \$350,000 1303 Facilities threshold, and as a result, will now require a 1303 Facilities Application to be submitted. The Encina site project cost total is \$892,421. In total, the 1303 Facilities projects at San Juan Unified School District now total \$3,942,644.

Details of the Budget Modification and 1303 Application and Modifications are provided below.

**Head Start Basic Budget Modification**

| <b>Cost Category</b> | <b>Budget</b> | <b>Budget Modification</b> | <b>Updated Budget</b> |
|----------------------|---------------|----------------------------|-----------------------|
| Personnel            | \$15,230,106  |                            | \$15,230,106          |
| Fringe Benefits      | 8,585,332     |                            | 8,585,332             |
| Travel               | 114,000       |                            | 114,000               |



|              |                   |             |                   |
|--------------|-------------------|-------------|-------------------|
| Equipment    | 507,161           |             | 507,161           |
| Supplies     | 540,000           |             | 540,000           |
| Contractual  | 29,407,291        | * see below | 29,407,291        |
| Construction | 325,734           |             | 325,734           |
| Other        | 6,075,380         |             | 6,075,380         |
| <b>Total</b> | <b>60,785,004</b> | <b>-</b>    | <b>60,785,004</b> |

**\*San Juan Unified School District's Budget Modification will be made within the Contractual Cost Category. The budget modification will total \$1,846,748, moving funds from Fringe, Supplies and Other to the Personnel and Construction categories.**

**There are no changes to the overall countywide budget cost categories.**

**1303 Facilities Application and Modification Request (San Juan Unified School District – Head Start Basic)**

**Contractual – (\$1,846,748)**

San Juan Unified School District will be requesting a budget modification from costs savings in their Fringe Benefits, Supplies and Other cost categories (\$1,846,748) to be moved into their Personnel (\$99,675) and Construction (\$1,747,073) cost categories. This is to help fund the 1303 Facilities Major Renovation Projects at Sunrise, Kingswood, Billy Mitchell and Encina Elementary. The original estimates that were submitted were from two years ago and due to delays in starting these projects and new ADA requirement at sites, project costs for each of these sites have drastically increased. Also, the District received bids from various vendors and as a result will now need to also submit a 1303 Facilities Major Renovation Application for their Encina Elementary site, as a result of the project now exceeding the \$350,000 threshold. Each of these projects will be an overhaul of their outdoor play area. The goal of these projects is to help maintain a safe and quality outdoor play environment. It will also help with recruitment efforts at the sites, as it has been a concern raised by many potential families looking to enroll children at the sites. Below is a listing of the associated costs for each of the sites.

| <b>Project Sites and Costs</b> |                   |                        |                    |                  |
|--------------------------------|-------------------|------------------------|--------------------|------------------|
| <b>Site</b>                    | <b>Kingswood*</b> | <b>Billy Mitchell*</b> | <b>Sunrise*</b>    | <b>Encina**</b>  |
| Architects/Engineering Fees    | \$56,000          | 47,000                 | \$71,000           | \$26,350         |
| Print/Advertisement            | 1,500             | 15,000                 | 1,500              | 1,500            |
| DSA Fees                       | 15,000            | 15,000                 | 20,000             | 15,000           |
| Preliminary Testing            | 23,750            | 18,750                 | 20,000             | 20,000           |
| Utilities/Other Fees           | -                 | -                      | -                  | 40,000           |
| Construction Management        | 28,000            | 29,000                 | 35,000             | 52,471           |
| Main Construction Contract     | 585,000           | 635,000                | 800,000            | 585,000          |
| Playground Equipment/Shade     | 31,241            | 31,241                 | 31,241             | 122,100          |
| Construction Inspection        | 30,000            | 30,000                 | 30,000             | 30,000           |
| <b>Total</b>                   | <b>\$770,491</b>  | <b>\$820,991</b>       | <b>\$1,008,741</b> | <b>\$892,421</b> |
| <b>Original Estimates</b>      | <b>\$405,504</b>  | <b>\$366,117</b>       | <b>\$474,477</b>   | <b>-</b>         |

**\*San Juan Unified School District is still pending 1303 Facilities Application Approvals for Sunrise, Billy Mitchell and Kingswood.**

**\*\* San Juan Unified School District is requesting a 1303 Facilities Application Approval for Encina Elementary**

**Non- Federal Share**

San Juan will match any of the Head Start funds with non-federal share. Non- federal share will come from various sources including state funds, volunteer hours, and other in-kind activities.

**ACTION ITEM II-E**  
**Approval of Budget Modification for the Head Start American Rescue Plan Act Funds**  
**(09HE000671)**

Presenter: Karen Griffith

**RECOMMENDATION:**

Approve the budget modification request for the Head Start American Rescue Plan Act Funds.

**BACKGROUND:**

The Sacramento Employment and Training Agency (SETA) is submitting a request for a budget modification from the American Rescue Plan Act (ARPA) Funds totaling **\$1,108,362**. The funds are being repurposed for San Juan Unified School District to complete their 1303 Facilities Major Renovation Projects at Billy Mitchell/Choices Elementary, Sunrise Elementary, Kingswood Elementary and Encina Elementary sites. Underspent funds from Personnel, Fringe and Supplies will be moved to the Delegate’s Construction and Other (Deferred Maintenance) cost categories. SETA will also be requesting a liquidation extension, for up to 120 days to allow San Juan Unified School District additional time to complete the projects. The projected completion date for the projects is July 2025. This budget modification is contingent on each site’s 1303 Facilities Application approvals.

| <b>Cost Category</b> | <b>Budget</b>     | <b>Budget Modification</b> | <b>Updated Budget</b> |
|----------------------|-------------------|----------------------------|-----------------------|
| Personnel            | \$1,269,513       | \$-                        | \$1,269,513           |
| Fringe Benefits      | 654,062           | -                          | 654,062               |
| Travel               | -                 | -                          | -                     |
| Equipment            | 246,717           | -                          | 246,717               |
| Supplies             | 141,471           | -                          | 141,471               |
| Contractual          | <b>3,351,611*</b> | <b>-*see below</b>         | <b>3,351,611*</b>     |
| Construction         | 58,581            | -                          | 58,581                |
| Other                | 389,767           | -                          | 389,767               |
| <b>Total</b>         | <b>6,111,722</b>  | <b>-</b>                   | <b>6,111,722</b>      |

**\*San Juan Unified School District’s Budget Modification will be made within the Contractual Cost Category. The budget modification will total \$1,108,362, moving funds from Personnel, Fringe and Supplies to the Construction and Other (Deferred Maintenance) categories. There are no changes to the overall countywide budget cost categories.**

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

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



**Budget Justification for Head Start  
American Rescue Plan Act (ARPA) Funds  
09HE000671**

**Background**

**Budget Modification** – The Sacramento Employment and Training Agency (SETA) is submitting a request for a budget modification from the American Rescue Plan Act (ARPA) Funds totaling **\$1,108,362**. The funds are being repurposed for San Juan Unified School District to complete their 1303 Facilities Major Renovation Projects at Billy Mitchell/Choices Elementary, Sunrise Elementary, Kingswood Elementary and Encina Elementary sites. Underspent funds from Personnel, Fringe and Supplies will be moved to the Delegate’s Construction and Other (Deferred Maintenance) cost categories. SETA will also be requesting a liquidation extension, for up to 120 days to allow San Juan Unified School District additional time to complete the projects. The projected completion date for the projects is July 2025. This budget modification is contingent on each site’s 1303 Facilities Application approvals.

Details of the Budget Modification are provided below.

**American Rescue Plan Act Fund Budget Modification**

SETA is requesting a Budget modification in the amount of **\$1,108,362**.

**Contractual - \$1,108,362**

San Juan Unified School District will be requesting a budget modification from costs savings in their Personnel, Fringe Benefits and Supplies cost categories (\$1,108,362) to be moved into their Construction (\$922,994) and Other (Deferred Maintenance) (\$185,368) cost categories. This is to help fund the 1303 Facilities Major Renovation Projects at Sunrise, Kingswood, Billy Mitchell and Encina Elementary. The original estimates that were submitted were from two years ago and due to delays in starting these projects and new ADA requirement at sites, project costs for each of these sites have drastically increased. The District received bids from their procurement process, and as a result, will now need to also submit a modification to their 1303 Facilities Major Renovation Application. Each of these projects will be an overhaul of their outdoor play area. The goal of these projects is to help maintain a safe and quality outdoor play environment. It will also help with recruitment efforts at the sites, as it has been a concern raised by many potential families looking to enroll children at the sites. Below is a listing of the associate costs for each of the sites.

| <b>Project Sites and Costs</b> |                   |                        |                 |                 |
|--------------------------------|-------------------|------------------------|-----------------|-----------------|
| <b>Site</b>                    | <b>Kingswood*</b> | <b>Billy Mitchell*</b> | <b>Sunrise*</b> | <b>Encina**</b> |
| Architects/Engineering Fees    | \$56,000          | 47,000                 | \$71,000        | \$26,350        |
| Print/Advertisement            | 1,500             | 15,000                 | 1,500           | 1,500           |
| DSA Fees                       | 15,000            | 15,000                 | 20,000          | 15,000          |

|  |                  |                  |                    |                  |
|--|------------------|------------------|--------------------|------------------|
| Preliminary Testing  | 23,750           | 18,750           | 20,000             | 20,000           |
| Utilities/Other Fees   | -                | -                | -                  | 40,000           |
| Construction Management  | 28,000           | 29,000           | 35,000             | 52,471           |
| Main Construction Contract   | 585,000          | 635,000          | 800,000            | 585,000          |
| Playground Equipment/Shade   | 31,241           | 31,241           | 31,241             | 122,100          |
| Construction Inspection  | 30,000           | 30,000           | 30,000             | 30,000           |
| <b>Total</b>   | <b>\$770,491</b> | <b>\$820,991</b> | <b>\$1,008,741</b> | <b>\$892,421</b> |
| <b>Original Estimates</b>  | <b>\$405,504</b> | <b>\$366,117</b> | <b>\$474,477</b>   | <b>-</b>         |
| <p><b>*San Juan Unified School District is still pending 1303 Facilities Application Approvals for Sunrise, Billy Mitchell and Kingswood.</b></p> <p><b>** San Juan Unified School District is requesting a 1303 Facilities Application Approval for Encina Elementary</b></p> |                  |                  |                    |                  |

| Cost Category   | Budget            | Budget Modification | Updated Budget    |
|---|-------------------|---------------------|-------------------|
| Personnel   | \$1,269,513       | \$-                 | \$1,269,513       |
| Fringe Benefits   | 654,062           | -                   | 654,062           |
| Travel  | -                 | -                   | -                 |
| Equipment   | 246,717           | -                   | 246,717           |
| Supplies  | 141,471           | -                   | 141,471           |
| Contractual   | <b>3,351,611*</b> | <b>* see below</b>  | <b>3,351,611*</b> |
| Construction  | 58,581            | -                   | 58,581            |
| Other   | 389,767           | -                   | 389,767           |
| <b>Total</b>  | <b>6,111,722</b>  | <b>-</b>            | <b>6,111,722</b>  |
| <p><b>*San Juan Unified School District's Budget Modification will be made within the Contractual Cost Category. The budget modification will total \$1,108,362, moving funds from Personnel, Fringe and Supplies to the Construction and Other (Deferred Maintenance) categories. There are no changes to the countywide overall cost categories</b></p> |                   |                     |                   |

**ACTION ITEM II-F**

**Approval of Revised Selection Criteria for Enrollment in Head Start or Early Head Start Programs**

Presenter: Karen Griffith

**RECOMMENDATION:**

Approve the revised Head Start Enrollment Selection Criteria and the Early Head Start Enrollment Selection Criteria for Sacramento County as attached.

**BACKGROUND:**

Based on Performance Standards, a program must annually establish selection criteria that weigh the prioritization of selection of participants, based on community needs identified in the community needs assessment as described in §1302.11(b), and including family income, whether the child is homeless, whether the child is in foster care, the child’s age, whether the child is eligible for special education and related services, or early intervention services, as appropriate, as determined under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1400 et seq.) and, other relevant family or child risk factors.

In August 2024, the Performance Standards were updated to include the following stipulation:

**6) A program may consider the enrollment of children of staff members as part of the selection criteria in paragraph (a)(1) of this section.**

As a result, the following changes are recommended:

For the Head Start Selection Criteria, “**including staff ‘children’**” was added to priority ranking #9 to priority ranking #11.

For the Early Head Start Selection Criteria, “**including staff ‘children’**” was added to priority ranking #7 to priority ranking #8

Staff will be available to answer questions.

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

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

# EARLY HEAD START SELECTION CRITERIA SACRAMENTO COUNTY

**Instructions:** Place an “X” by the highest applicable category on the scale (#1 being the highest).

**The following criteria is to be used when prioritizing Waiting Lists for enrollment:**

- For #1-8, within the same priority ranking, selection is based on age, with the youngest child receiving priority.
- For #9-12, within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, selection for enrollment will be based on individual family needs. Center based availability to be determined by individual child’s age and family need.
- For State Collaboratives, families must meet Early Head Start income and age requirements (unless waived) and State admissions priorities.

***The Early Head Start program can consider individual child and family needs***

- \_\_\_\_\_ 1. Transfer Early Head Start child within Sacramento County with documentation.  
(Copy of Application and Eligibility Verification Form must be attached to wait list)
- \_\_\_\_\_ 2. Transfer homeless child or child in foster care from outside of Sacramento County\*  
\*(Now living in Sacramento County)
- \_\_\_\_\_ 3. Family with a child birth to 36 months of age with a current IFSP.  
(Up to 10% may exceed Federal Income Guidelines) (waiver necessary)
- \_\_\_\_\_ 4. A previously enrolled child (who dropped on good standing) who requests to return to original agency within 60 days.
- \_\_\_\_\_ 5. Pregnant woman/parent/guardian with a child, birth to 12 months of age having one or more documented family situations within the past year such as:
  - Abuse (physical, substance, sexual & emotional)
  - High Risk Pregnancy (includes moms >35 or <18)
  - Death of a parent/guardian, sibling
  - Parent with developmental delay or other disabling condition
  - Teen Parent
  - Homelessness
  - Foster care
  - CPS
- \_\_\_\_\_ 6. Pregnant woman/parent/guardian with a child 13 to 36 months of age having one or more documented family situations within the past year such as:
  - Abuse (physical, substance, sexual & emotional)
  - High Risk Pregnancy (includes moms >35 or <18)
  - Death of a parent/guardian, sibling
  - Parent with developmental delay or other disabling condition
  - Teen Parent
  - Homelessness
  - Foster care
  - CPS
- \_\_\_\_\_ 7. Pregnant woman/parent/guardian with a child, birth to 12 months of age, including staff children
- \_\_\_\_\_ 8. Pregnant woman/parent/guardian with a child 13 to 36 months of age. including staff children
- \_\_\_\_\_ 9. Pregnant woman/parent/guardian with a child, birth to 12 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary). including staff children
- \_\_\_\_\_ 10. Pregnant woman/parent/guardian with a child 13 to 36 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary). including staff children
- \_\_\_\_\_ 11. Pregnant woman/parent/guardian with a child birth to 12 months of age who exceeds Federal Income Guidelines with no cap (waiver necessary).
- \_\_\_\_\_ 12. Pregnant woman/parent/guardian with a child 13 to 36 months of age who exceeds Federal Income Guidelines with no cap (waiver necessary).

Child’s Name: \_\_\_\_\_

***Unless otherwise indicated, all applicants must meet Head Start Family Income Guidelines***

## HEAD START SELECTION CRITERIA SACRAMENTO COUNTY

**Instructions:** Place an “X” by the category that is applicable to applicant. Selection is based on the “X” that is the highest on the scale.

**The following criteria is to be used when prioritizing Waiting Lists for enrollment:**

- Within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, the oldest child will be selected.
- Each delegate/grantee agency has the option to determine transfer criteria within its own program.
- All efforts will be made to enroll children with certified Special Education needs to meet the mandated minimum service level of 10% per program.
- For State Collaborative, families must meet Head Start income and age requirements (unless waived) and State admissions priorities.

- \_\_\_\_\_ 1. 2nd year enrollment within Sacramento County.
- \_\_\_\_\_ 2. 3rd year enrollment within Sacramento County.
- \_\_\_\_\_ 3. Transition from Early Head Start whose family meets Federal Income Guidelines.
- \_\_\_\_\_ 4. Transition from Early Head Start whose family exceeds Federal Income Guidelines with no cap (waiver necessary).
- \_\_\_\_\_ 5. Transfer Head Start child to the same or another Sacramento Head Start agency.
- \_\_\_\_\_ 6. Transfer Homeless child or child in foster care from outside of Sacramento County. \*  
\* (Now living in Sacramento County)
- \_\_\_\_\_ 7. Documented High Risk Families (with child 4-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency:
- abuse (physical, substance, sexual & emotional abuse)
  - homeless
  - foster child (age 5 or under)
  - death of a parent/guardian, sibling
  - other special circumstances (which shall include a child with diagnosed disability (s)).
  - Foster youth with a child (AB 12)
- \_\_\_\_\_ 8. A previously enrolled child (who dropped on good standing) who requests to return within 60 days whose family meets Federal Income Guidelines.
- \_\_\_\_\_ 9. 4-year-old child whose family meets Federal Income Guidelines including staff ‘children
- \_\_\_\_\_ 10. Documented High Risk families (with child 3-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency:
- abuse (physical, substance, sexual & emotional abuse)
  - homeless
  - foster child (age 5 or under)
  - death of a parent/guardian, sibling
  - other special circumstances (which shall include a child with diagnosed disability (s)).
  - Foster youth with a child (AB 12)
- \_\_\_\_\_ 11. 3-year-old child whose family meets Federal Income Guidelines including staff children
- \_\_\_\_\_ 12. 4-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary).
- \_\_\_\_\_ 13. 3-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary).
- \_\_\_\_\_ 14. 4-year-old child whose family exceeds Federal Income Guidelines with no cap (waiver necessary).
- \_\_\_\_\_ 15. 3-year-old child whose family exceeds Federal Income Guidelines with no cap (waiver necessary).

Revised 1/21/2025

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



**ACTION ITEM II-G**  
**Change of Scope for Program Year 2024-2025**

Presenter: Karen Griffith

**RECOMMENDATION:**

Approve the Change of Scope for Program Year 2024-2025, reducing enrollment by 90 slots to address changing community needs.

**BACKGROUND:**

SETA is requesting approval for a Change of Scope to address changing community needs. The Office of Head Start (OHS) recognizes that community needs shift over time for various reasons. These reasons may include changes during and after disasters and public health crises, changes in the availability of community resources relied upon to provide program services and shifts in geographical location of eligible children and families. Section 640(g)(3) of the Head Start Act (the Act) allows programs to propose a reduction to their funded enrollment to maintain quality of program services.

Based on analyzed data of root causes, SETA requests an enrollment reduction of 90 slots, altering the funded enrollment from 3,448 to 3,358. The 90-slot reduction request within the current year translates to a 2.6% decrease in funded enrollment, from 3,448 to 3,358. This adjustment is a strategy to “right size” the program as TK expansion in Sacramento County nears full implementation by 2025-26. There are now 173 public elementary schools offering TK in Sacramento County-area schools with additional TK offerings at charter schools.

In 2023-24, the number of 3-year-olds enrolled in Head Start in Sacramento County was 51%, overtaking the percentage of 4-year-olds at 49% for the first time ever. This reflects the impact the TK expansion has had on services since it began in 2021-22. The increase of 3-year-olds impacts the program’s ability to enroll due to capped class sizes of 17 students.

The change in scope submitted will reduce enrollment at specific delegate locations identified below. Staff are available for any questions.

| Agency Name                                 | Center/School Site<br><br>(16 schools/centers) | Class/Loc ID/Enrollment in December 2024 | Funded Enrollment Slots |          |            |
|---|--|--|-------------------------|----------|------------|
|   |  |  | Current                 | Proposed | Net Change |
| <b>Elk Grove USD</b><br><br><b>15 slots</b> | Florin Elementary                              | 1303A Part-day/10                        | 20                      | 17       | -3         |
|   | Foulks Ranch Elementary                        | 1317A Part-day/14                        | 20                      | 17       | -3         |
|   | Herman Leimbach Elementary                     | 1307A Part-day/13<br>1319A Part-day/15   | 20                      | 17       | -3         |

**ACTION ITEM II-G (continued)**

Page 2

|   |                                   |                               |    |    |                             |
|---|-----------------------------------|-------------------------------|----|----|-----------------------------|
| <b>Elk Grove USD</b><br><br>(continued)           | Pleasant Grove Elementary         | 1320A Part-day/15             | 20 | 17 | -3                          |
|   | Stone Lake Elementary             |                               | 20 | 17 | -3                          |
| <b>Sacramento City USD</b><br><br><b>44 slots</b> | Bear Flag                         | 1849R/LDO/18                  | 20 | 16 | -4                          |
|   | CAJ Skills Center                 | 1834R/LDO/17                  | 20 | 16 | -4                          |
|   | CB Wire                           | 1824R/LDO/14                  | 24 | 16 | -8                          |
|   | John Cabrillo                     | 1846R/LDO/14                  | 20 | 16 | -4                          |
|   | John Bidwell                      | 1813S/LDO/12                  | 24 | 16 | -8                          |
|   |                                   | 1813R/LDO/8                   | 20 | 16 | -4                          |
|   | Leataata Floyd                    | 1812R/LDO/13                  | 20 | 16 | -4                          |
|   | Lisbon                            | 1891R/LDO/13                  | 20 | 16 | -4                          |
|   | Susan B. Anthony                  | 1820R/LDO/10                  | 20 | 16 | -4                          |
|   | All LDO classes are 6.5 hours/day |                               |    |    |                             |
| <b>San Juan USD</b><br><br><b>16 slots</b>        | General Davie                     | 1727I/Duration/0              | 16 | 0  | -16                         |
|   |                                   | Duration class is 6 hours/day |    |    |                             |
| <b>WCIC</b><br><br><b>15 slots</b>                | WCIC/Playmate Head Start #1       | 1600V/Full day/20             | 20 | 17 | -3                          |
|   |                                   | 1600Y/Full day/20             | 20 | 17 | -3                          |
|   | WCIC/Playmate #2                  | 1601V/Duration/20             | 20 | 17 | -3                          |
|   |                                   | 1601W/Duration/20             | 20 | 17 | -3                          |
|   |                                   | 1601Y/Duration/20             | 20 | 17 | -3                          |
|   | All classes are 7.5 hours/day     |                               |    |    |                             |
| <b>Total</b>                                      | 16 schools/centers affected       | <b>20 classes</b>             |    |    | <b>-90 enrollment slots</b> |

Change in Scope Application

**Recipient Name:** Sacramento Employment and Training Agency Head Start

**Grant Number:** 09CH012795

**Date Submitted to OHS:** 2/6/2025

**Type:** Enrollment Reduction in Head Start Preschool

**Justification**

By the end of December 2024, the countywide HS enrollment was 93%, under-enrolled by 248 slots. The total actual enrollment was 3,200 of the 3,448 funded. SETA and Delegate Agencies have incrementally increased overall enrollment since August 2024, with some agencies experiencing more challenges than others in meeting funded enrollment. Based on analyzed data of root causes, SETA requests an enrollment reduction of 90 slots, altering the funded enrollment from 3,448 to 3,358. The change in scope submitted will reduce enrollment at specific delegate locations identified below.

*Number of slots proposed to be reduced by program option and location*

| Agency Name                                       | Center/School Site<br><br>(16 schools/centers) | Class/Loc ID/Enrollment in December 2024 | Funded Enrollment Slots |          |            |
|---|--|--|-------------------------|----------|------------|
|   |  |  | Current                 | Proposed | Net Change |
| <b>Elk Grove USD</b><br><br><b>15 slots</b>       | Florin Elementary                              | 1303A Part-day/10                        | 20                      | 17       | -3         |
|   | Foulks Ranch Elementary                        | 1317A Part-day/14                        |                         |          |            |
|   |  | 1307A Part-day/13                        | 20                      | 17       | -3         |
|   | Herman Leimbach Elementary                     | 1319A Part-day/15                        |                         |          |            |
|   |  |  | 20                      | 17       | -3         |
|   | Pleasant Grove Elementary                      | 1320A Part-day/15                        | 20                      | 17       | -3         |
|   | Stone Lake Elementary                          |  | 20                      | 17       | -3         |
| <b>Sacramento City USD</b><br><br><b>44 slots</b> | Bear Flag                                      | 1849R/LDO/18                             | 20                      | 16       | -4         |
|   | CAJ Skills Center                              | 1834R/LDO/17                             | 20                      | 16       | -4         |
|   | CB Wire  | 1824R/LDO/14                             | 24                      | 16       | -8         |

|  |                                |   |    |    |                             |
|--|--------------------------------|---|----|----|-----------------------------|
|  | John Cabrillo                  | 1846R/LDO/14                                      | 20 | 16 | -4                          |
|  | John Bidwell                   | 1813S/LDO/12                                      | 24 | 16 | -8                          |
|  |                                | 1813R/LDO/8                                       | 20 | 16 | -4                          |
|  | Leataata Floyd                 | 1812R/LDO/13                                      | 20 | 16 | -4                          |
|  | Lisbon                         | 1891R/LDO/13                                      | 20 | 16 | -4                          |
|  | Susan B. Anthony               | 1820R/LDO/10                                      | 20 | 16 | -4                          |
|  |                                | All LDO classes are 6.5 hours/day                 |    |    |                             |
| <b>San Juan USD</b><br><b>16 slots</b> | General Davie                  | 1727I/Duration/0<br>Duration class is 6 hours/day | 16 | 0  | -16                         |
| <b>WCIC</b><br><b>15 slots</b>         | WCIC/Playmate<br>Head Start #1 | 1600V/Full day/20                                 | 20 | 17 | -3                          |
|  |                                | 1600Y/Full day/20                                 | 20 | 17 | -3                          |
|  | WCIC/Playmate<br>#2            | 1601V/Duration/20                                 | 20 | 17 | -3                          |
|  |                                | 1601W/Duration/20                                 | 20 | 17 | -3                          |
|  |                                | 1601Y/Duration/20                                 | 20 | 17 | -3                          |
|  |                                | All classes are 7.5 hours/day                     |    |    |                             |
| <b>Total</b>                           | 16 schools/centers affected    | <b>20 classes</b>                                 |    |    | <b>-90 enrollment slots</b> |

***Describe the program’s strategic plan for the request, including goals, expected outcomes, and the sustainability of the request across the project period***

The 90-slot reduction request within the current year translates to a 2.6% decrease in funded enrollment, from 3,448 to 3,358. This adjustment is a strategy to “right size” the program as TK expansion in Sacramento County nears full implementation by 2025-26. There are now 173 public elementary schools offering TK in Sacramento County-area schools with additional TK offerings at charter schools. Since TK expansion in 2021, the number of TK schools in Sacramento County public schools increased 122%, from 78 in 2020-2021 to 173. In 2024-25, children who turn 4 years old between September 2 - June 2 are eligible to enroll in TK in California. In the academic year 2025-26, all children who turn 4 by September 1 can enroll in TK. Since the TK expansion in 2021-22, Head Start has faced enrollment challenges as more alternatives became available to families. In 2023-24, the number of 3-year-olds enrolled in Head Start in Sacramento County was 51%, overtaking the percentage of 4-year-olds at 49%

for the first time ever. This reflects the impact the TK expansion has had on services since it began in 2021-22. The increase of 3-year-olds impacts the program's ability to enroll due to capped class sizes of 17 students.

The reduced enrollment addresses the need for smaller class sizes to meet Performance Standards and benefit students by allowing more individualized attention and increased supervision by staff. This approach will improve overall program quality. All classes will still maintain appropriate and fully qualified staffing including the minimum of 1 Teacher and 1 Assistant Teacher per class. When necessary, a 3<sup>rd</sup> or even 4<sup>th</sup> adult will be added for additional support. Smaller class sizes will also support staff wellness and contribute positively to agencies' efforts to retain teaching staff.

In addition to these mid-year approaches, SETA is also considering converting from HS to EHS or reducing HS slots based on community needs for the 2025-26 program (2nd year of 5-year project period),

***Describe how the program will prevent currently enrolled children from displacement***

There will be no displacement of currently enrolled children. All classes listed for reduction will continue to operate but with a smaller class size with the exception of General Davie Head Start class 1727I. This individual HS class at General Davie will close, but this school site has 6 other Head Start classes in operation. The other classes will absorb any of the students that would have otherwise enrolled in 1727I.

***Describe how the program will support families if children are transitioning to alternate sites or program options***

The classes requesting slot reduction will remain in operation, hence children will remain enrolled in these classes. If families relocate or move to a different address with the county, Head Start staff communicates with SETA or the delegate agency where the family will relocate to and assists them in the transfer. Based on the Selection Criteria, Head Start students transferring within Sacramento County are not considered new enrollments and have priority for available slots.

***Describe how the proposed number of slots and funding are adequate for the intended purpose***

The current funding will be adequate to serve the proposed number of slots. Though there is a reduction in slots, the personnel costs (salaries and fringe benefits) will remain the same as the classes of 16 or 17 children will still be staffed by 1 Teacher and 1 Assistant Teacher. SETA is requesting that the funding level be kept the same to support the smaller class sizes and younger age groups. The exception is General Davie which will reduce by one classroom. The staffing originally assigned to that location will be re-assigned as rovers to support the Head Start workforce.

Facility costs will also remain the same at all locations. Any anticipated cost savings will be minimal, mostly in the supplies category with the reduced number of children or class size reduction.

***For those engaged in the Full Enrollment Initiative (FEI), describe how the request supports the recipient in addressing under-enrollment.***

SETA is currently operating under the OHS Full Enrollment Initiative. Sacramento County Head Start programs have worked diligently with T/TA staff to develop and implement a comprehensive action plan to address full enrollment. SETA and Delegate Agencies have implemented the action steps stated in the plan and there has been significant improvement. This change in scope responds to the data identified during the FEI period regarding the TK and the needs of younger age children in the community. The request to reduce enrollment by 2.6% will further strengthen the agency's position to enroll and maintain a minimum of 97% to 100% enrollment in the long term.

**Community Assessment**

***Describe how this request is responsive to the needs of eligible children and families while considering the strengths and resources of the community***

There are now 173 public elementary schools in Sacramento county-area school districts providing TK. This number does not even account for the independent charter schools also offering TK classes. The school district Delegate Agencies that operate Head Start also operate TK classes on the same campuses. Additionally, the districts also offer before-and-after-school care funded by the Expanded Learning Opportunities Program (ELO-P) to children attending half-day TK or Kindergarten. The accessibility of these alternatives has impacted the enrollment of 4-year-olds in Head Start.

In Elk Grove USD, 43 of its elementary schools, now have at least one TK program per school site. At the sites recommended for reduction, four school sites (Florin Elementary, Leimbach, Pleasant Grove, and Stone Lake) have one TK class each with a full enrollment of 24, and one school site (Foulks Ranch) has two TK classes with 98% enrollment.

Sacramento City USD currently operates 39 elementary schools with at least 1 TK class each. Current TK enrollment in the district is 92%, with 819 4-year-olds enrolled in TK who would have been in Head Start as the district has 63.2 percent of students qualify for free and reduced lunch. Bear Flag, John Cabrillo, John Bidwell, Lisbon, and Susan B. Anthony schools also operate before-and-after-school programs funded by ELO-P offering up to 9 hours of education and care in the same location. Families with school-age siblings attending the same school find this convenient. The school sites of Bear Flag and Lisbon are on campuses where independent charter schools operate dual-language TK classes. C.B. Wire Head Start is the temporary classroom for children in the communities serving the Nicholas Elementary School, which is under construction, whereas CAJ Skills Center Head Start is the temporary classroom for the elementary schools of Oakridge and Nicholas

Community-based WCIC/Playmate Head Start, which serves zip codes 95817 and 95820, has 6 TK schools in its recruitment areas. The 8 TK classes operated by Sacramento City USD and charter schools, with a combined capacity of 194 enrollments, are 88% filled as of November 2024. Although WCIC was able to meet 100% funded enrollment by the end of December 2024, the agency wants to put itself in a strong position to sustain 100% enrollment in the remainder of the year in the future years.

Many of our Head Start families are working parents. In the last few years, SETA has addressed this need by expanding full day and full year services. This is something that will be examined for further changes in the 2025-26 program (2nd year of 5-year project period),

Sacramento has made changes to the Selection Criteria to address the children of staff according to update Performance Standards. In addition, the ability to utilize SNAP and excessive housing costs has made a positive impact on family eligibility.

SETA works closely with the Sacramento County Local Child Care Planning Council (LPC) to ensure Head Start services are aligned with the most need. The LPC prioritizes zip codes for services and SETA uses this data when making any enrollment decisions.

## **Equity**

### ***Describe how the proposed changes will have an impact on racial/ethnic groups and historically marginalized populations***

Sacramento is a very diverse county with staff that reflect the populations of our families and children. The proposed changes actually provide teachers and Family Service Workers with smaller caseloads and allows for more individualized support and deeper relationship building. Being able to explore the intersections of equity and wellness of children, families, and staff leads to fair and just treatment to all. Historically marginalized communities were considered as the program looked at enrollment data to ensure there would not be a disproportionate slot loss. The proposed changes do not close any centers in Sacramento County therefore, all centers identified in this change will continue to serve their respective communities.

## **Self-Assessment**

Self-Assessment data showed an increase in teacher requests for in-classroom support for children engaging in unsafe behaviors. The growing demand for mental health services and support among families indicate additional resources are required to meet these needs effectively. Teachers also emphasized the need for continuous professional development to enhance classroom practices to serve younger children. The smaller class sizes requested in this change will allow for more individual support and intervention.

The included table in this request identifies each school location and the corresponding requested slot reduction. While program options and duration are not impacted in this request, the grantee ensures that any changes are updated on HSES.

There is no change in the number of hours or the number of days in the program year. The only requested change is in the number of funded enrollment slots per class in the school sites/centers listed on this request. Therefore, the current internal system will adequately support this request.

## **Administrative and Supervisory Structure**

There will not be a reduction to any associated administrative costs in this change. With just a reduction of number of children in the class size, the staffing, facilities and overall structure remain the same.

As the Grantee, SETA employs an Executive Director, Deputy Director and Program Managers that support and provide oversight of both direct operated services as well as sub-recipients. Sub-recipients then also have a Director position as well as content area administration. Administrative teams work in partnership with the Policy Council and Governing Board for program decisions and direction.

## **Staffing and Training**

### ***Describe the impact that the proposed changes have on staffing, including classroom ratios and family service staff caseloads***

The proposed changes do not change the current staffing patterns for the classrooms identified for a reduction. Classrooms will still be staffed with 1 fully qualified Teacher, 1 fully qualified Associate Teacher and an additional 3<sup>rd</sup> or 4<sup>th</sup> adult as needed.

The smaller class size of 16 or 17 will allow teaching and support staff to work more closely with students who might need more time for teacher-child interactions and support. Smaller class sizes will also help improve overall classroom management. When staff are not rushed and provided with additional time to work with children, it will help reduce stress and fatigue and boost staff morale and work satisfaction.

This change does provide a 15% reduction in Family Service staff caseloads per classroom indicated. This aligns with the updated Performance Standard requirement to lower caseloads allowing for more effective coordination services with families.

SETA has Education Coordinators and Peer Coaches that support teachers with changing dynamics in preschool classrooms with younger children and children requiring a higher level of intervention. SETA also implements the Teaching Pyramid with assigned coaches to assist teachers. Program Specialists are assigned to work in each sub-recipient program to coach and support goals and compliance expectations with monitoring and development plans. The programs training plan will move forward unchanged as the key focus areas remain the same. The smaller class sizes will not affect that approach.

## **Implementation Timeline**

### ***Include the proposed timeline for implementation and describe the reasonableness of the implementation date***

SETA is ready and prepared to implement these changes upon OHS approval beginning as early as February 2025.



**ACTION ITEM II-H  
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:

- Three (3) Community Agency Representatives elected by the PC. There will be three (3) 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.

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

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

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

**ACTION ITEM II-I**  
**Election of Policy Council Secretary and Parliamentarian for Program Year 2024-2025**

RECOMMENDATION:

That the Policy Council elect Secretary and Parliamentarian.

Secretary:

\_\_\_\_\_

\_\_\_\_\_

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.

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.

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: \_\_\_\_\_

**INFORMATION ITEM III-A**  
**SETA Strategic Plan**

Presenter: Anita Maldonado

**BACKGROUND:**

This item provides the opportunity for the Executive Director, Ms. Anita Maldonado, to present the SETA Strategic Plan.

**NOTES:**

## **INFORMATION ITEM III-B**

### **Standing Information**

#### **BACKGROUND:**

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
- Health Service Advisory Committee (HSAC) Report: Ms. Le Andra Jones-Villalta
- Community Resources – Parent/Staff: Ms. Le Andra Jones-Villalta
  - CLEANAir Free Job Training
  - Parent Cafe

#### **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



**INFORMATION ITEM III-C**  
**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-D**  
**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                      November 7, 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

Patrick Kennedy, Member, Board of Supervisors

Sophia Scherman, Vice Chair, Public Representative (*arrived and seated at 10:06 a.m.*)

Rich Desmond, Member, Board of Supervisors

#### Members Absent:

Eric Guerra, Member, City of Sacramento

#### Recognition of Long-term Employees:

*Richard Davis*, Network Engineer (30 years of service)

Mr. Castro congratulated Mr. Richard Davis on his 30 years at SETA and provided his background highlights.

Ms. Sherman arrived and was seated at 10:06 a.m.

#### *Recognition of Public Representative Sophia Scherman*

Ms. Scherman, a dedicated member of the SETA Governing Board, will not seek another term on the Board. As she concludes nearly 32 years of service, Ms. Maldonado, Board members, staff, and the children of Sharon Neese Early Learning Center celebrated her remarkable journey. The Agency expressed heartfelt gratitude for her unwavering commitment and inspiring leadership.

#### I. CONSENT ITEMS:

- A. Approval of Minutes of the October 3, 2024 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Ratification of the Submission of Applications to the California Workforce Development Board for Workforce Accelerator Funds, and Authorize the Executive Director to Execute the Agreement(s), Modifications, and Any Other Documents Required to Implement a Successful Program

Moved/Kennedy, second/Scherman, to approve the following consent items:

- A. Approval of Minutes of the October 3, 2024 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Ratification of the Submission of Applications to the California Workforce Development Board for Workforce Accelerator Funds, and Authorize the Executive Director to Execute the Agreement(s), Modifications, and Any Other Documents Required to Implement a Successful Program

Roll call vote:

Aye: 4 (Vang, Kennedy, Scherman, Desmond)

Nay: 0

Abstention: 0

Absent: 1 (Guerra)

## II. ACTION ITEMS:

### A. General Administration

1. Appointment of the Public Representative Member to the SETA Governing Board

Ms. Maldonado reviewed the item and indicated that according to the Joint Exercise of Powers Agreement that established SETA, the Sacramento City Council and the Board of Supervisors jointly appoint the Public Representative to the Governing Board. However, the current Agreement limits direction and does not provide a formal or mandatory procedure for this process. Therefore, staff recommends postponing the item until the December meeting, when a proposed process for recruiting replacement members will be presented.

Ms. Vang supported the staff's recommendation, while Ms. Scherman urged the Board to fill the vacancy in a timely manner.

Moved/Kennedy, second/Desmond, to table the appointment of the Public Representative member to the next meeting.

Roll call vote:

Aye: 4 (Vang, Kennedy, Scherman, Desmond)

Nay: 0

Abstention: 0

Absent: 1 (Guerra)

2. Election of Officers of the Sacramento Employment and Training Agency Governing Board

Ms. Maldonado reviewed the item. She advised that it provides an opportunity for the Board to nominate and elect officers for a one-year term beginning on November 7, 2024. The Chair alternates among the City, County, and Public Representative members of the Board.

Ms. Vang nominated Mr. Desmond as Chair and Mr. Guerra as Vice Chair.

There were no other nominations for either position.

Roll call vote:  
Aye: 4 (Vang, Kennedy, Scherman, Desmond)  
Nay: 0  
Abstention: 0  
Absent: 1 (Guerra)

Mr. Desmond was elected as the Chair. Mr. Guerra was elected as the Vice Chair.

3. Approval of the SETA Mission and Vision Statements

Ms. Maldonado reviewed the item. She advised that over the past few months, SETA has been involved in the first agency-wide strategic planning initiative with Dalberg Consultants. The process included interviews of team members, stakeholders, focus groups, leadership, and surveys of staff, stakeholders, board members, and committee members. As a result, the following Mission and Vision Statements were developed.

Mission Statement: SETA transforms lives by supporting programs and partners that empower people to thrive.

Vision Statement: A Sacramento County where all communities facing barriers can achieve their fullest potential in school, work, and life.

The finalized SETA Strategic Plan will be presented to the Board for approval at December's meeting.

Moved/Desmond, second/Scherman, to approve SETA Mission and Vision Statements as stated.

Roll call vote:  
Aye: 4 (Vang, Kennedy, Scherman, Desmond)  
Nay: 0  
Abstention: 0  
Absent: 1 (Guerra)

4. Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella Liability, Property, Crime, Inland Marine, Professional Liability, Employee Benefits, Sexual/Physical Abuse, Directors and Officer's Liability, Employment Practices Liability, Participant Accident, Flood, and Cyber

Mr. Maslac, the Fiscal Chief of SETA, introduced Mr. Ken Johnson, Senior Vice President at Arthur J. Gallagher & Co. (Gallagher) Mr. Johnson presented the SETA Strategic Review for purchasing insurance that is set to expire on December 1, 2024, and provided handouts. He recommended, based upon this year's quotes, to move the insurance package to Philadelphia Insurance Co., and to allow Gallagher to work with the Executive Director over the next few weeks to negotiate a lower price for excess liability of \$10M XS \$10M in order to achieve a more reasonable renewal.

It was clarified that insurance purchase is an allowable cost for which the grant funds will be used.

Mr. Johnson also recommended delegating procurement of cyber insurance to the Executive Director.

Moved/Scherman, second/Kennedy, to approve purchasing Agency insurance for general liability, vehicle liability, umbrella liability, property, crime, inland marine, professional liability, employee benefits, sexual/physical abuse, directors and officer's liability, employment practices liability, participant accident, and flood, and to delegate procurement authority to SETA Executive Director for excess liability \$10M XS \$10M and cyber and ensure SETA has insurance coverage by December 1, 2024.

Roll call vote:

Aye: 4 (Vang, Kennedy, Scherman, Desmond)

Nay: 0

Abstention: 0

Absent: 1 (Guerra)

## **B. Workforce Development Department**

General/Discretionary:

1. Ratification of the Submission of an Application to the Employment Development Department for the Workforce Innovation and Opportunity Act (WIOA) Opportunity Young Adult Career Pathway Program, Program Year 2024-2025, and Authorize the Executive Director to Execute the Agreement, Any Other Documents Required by the Funding Source, and Enter into Subcontracts with Service Providers

Ms. Mechals reviewed the item. She advised that SETA, in partnership with the Building Careers Foundation, Golden Sierra Job Training Agency, and Sacramento Chinese Community Service Center, submitted an application to the Employment Development Department for the WIOA Opportunity Young Adult Career Pathway Program (OYACPP) to provide work-based learning, occupational skills training, and supportive services to OYACPPA participants.

Moved/Desmond, second/Kennedy, to approve the submission of an application to the EDD for Workforce Innovation and Opportunity Act OYA Career Pathway Program funds, and authorize the Executive Director to execute the agreement, any other documents required by the funding source, and enter into subcontracts with service providers.

Roll call vote:

Aye: 4 (Vang, Kennedy, Scherman, Desmond)

Nay: 0

Abstention: 0

Absent: 1 (Guerra)

One Stop Services: No Items

Community Services Block Grant: No items

Refugee Services: No items

**C. Children And Family Services Department:**

1. Approval of Naloxone Policy

Ms. Griffith introduced herself and reviewed the item. She advised that this policy was created by the Health Services Advisory Committee (HSAC) in collaboration with Sacramento Public Health to establish procedures for managing an overdose prevention protocol through the utilization of naloxone by trained and qualified staff. Each of the First Aid kits, fanny packs, and emergency backpacks throughout the agency will be deployed with two (2) doses of naloxone.

Moved/Kennedy, second/Desmond, to approve Sacramento County Naloxone Policy and Procedure.

Roll call vote:

Aye: 4 (Vang, Kennedy, Scherman, Desmond)

Nay: 0

Abstention: 0

Absent: 1 (Guerra)

2. Approval to Submit Annual Refunding Application for Fiscal Year 2025-2026 to the California Department of Education (CDE)

Ms. Griffith advised that this item's approval authorizes SETA to submit its annual refunding application to the California Department of Education for preschool services.

Moved/Scherman, second/Desmond, to approve the submission of the application for continued funding for fiscal year 2025-2026 to the California Department of Education with a maximum reimbursement amount of approximately \$6.7M.

Roll call vote:

Aye: 4 (Vang, Kennedy, Scherman, Desmond)

Nay: 0

Abstention: 0

Absent: 1 (Guerra)

3. Approval to Submit Annual Refunding Application for Fiscal Year 2025-2026 to the California Department of Social Services (CDSS)

Ms. Griffith advised that this item's approval authorizes SETA to submit its annual refunding application to the California Department of Social Services for infant/toddler state services with an increase of nearly \$2M from last year.

Moved/Scherman, second/Kennedy, to approve the submission of the application for continued funding for fiscal year 2025-2026 to the California Department of Social Services with a maximum reimbursement amount of approximately \$6.3M.

Roll call vote:

Aye: 4 (Vang, Kennedy, Scherman, Desmond)

Nay: 0

Abstention: 0

Absent: 1 (Guerra)

**III. INFORMATION ITEMS:**

- A. Fiscal Monitoring Reports: No questions
- B. Employer Success Stories and Activity Report: No questions
- C. Dislocated Worker Update: No questions
- D. Unemployment Update/Press Release from the Employment Development Department:  
No questions
- E. Head Start Reports: No questions

**IV. REPORTS TO THE BOARD:**

- A. Chair: No report
- B. Executive Director: No report
- B. Deputy Directors: No report
- C. Counsel: No report
- D. Members of the Board:  
Ms. Scherman expressed her gratitude to Mr. Thatch and Mr. Walker for their outstanding work and support.
- E. Public: None

**V. ADJOURNMENT:** The meeting adjourned at 10:59 a.m.

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

## **COMMITTEE REPORTS ITEM IV**

- Executive Committee Meeting: Ms. Le Andra Jones-Villalta

NOTES:

- Budget/Planning Committee Meeting: Ms. Le Andra Jones-Villalta

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 \*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*

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

**Head Start**

| <b>Agency</b>       | <b>Funded Enrollment</b> | <b>(a)<br/>Last Day of Month Enrollment<br/>(12/31/24)</b> | <b>(b)<br/>% Of capped/closed</b> | <b>(c)<br/>% Actual to Funded</b> | <b>(d)<br/>(±)<br/>Difference in % from last month</b> |
|---------------------|--------------------------|--|-----------------------------------|-----------------------------------|--|
| Elk Grove USD       | 440                      | 410  | 0                                 | 93%                               | 3% +   |
| Sacramento City USD | 676                      | 567  | 0                                 | 84%                               | 2% +   |
| San Juan USD        | 712                      | 660  | 20 (95%)                          | 93%                               | 5% +   |
| SETA                | 1,364                    | 1,327  | 0                                 | 97%                               | 2% +   |
| Twin Rivers USD     | 156                      | 136  | 0                                 | 87%                               | 2% +   |
| WCIC/Playmate       | 100                      | 100  | 0                                 | 100%                              | 3% +   |
| <b>Total</b>        | <b>3,448</b>             | <b>3,200</b>   | <b>20 (93%)</b>                   | <b>93%</b>                        | <b>3% +</b>  |

**Early Head Start**

| <b>Agency</b>   | <b>Funded Enrollment</b> | <b>(a)<br/>Last Day of Month Enrollment<br/>(12/31/24)</b> | <b>(b)<br/>% Of capped/closed</b> | <b>(c)<br/>% Actual to Funded</b> | <b>(d)<br/>(±)<br/>Difference in % from last month</b> |
|-----------------|--------------------------|--|-----------------------------------|-----------------------------------|--|
| San Juan USD    | 166                      | 151  | 10 (97%)                          | 91%                               | 2% -   |
| SETA            | 739                      | 712  | 0                                 | 96%                               | 2% +   |
| Twin Rivers USD | 56                       | 48   | 0                                 | 86%                               | 3% -   |
| SCUSD           | 16                       | 15   | 0                                 | 94%                               | 0%   |
| <b>Total</b>    | <b>977</b>               | <b>926</b>   | <b>10 (96%)</b>                   | <b>95%</b>                        | <b>2%+</b>   |

- (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***

- The SYNERGY registration queue is currently at 95 families. These represent submissions from January 10th, 2024, through December 19th, 2024. The 24-25 EGUSD Preschool Interest Form has a total of 429 recruitment (including 78 2-year-olds eligible for 25/26 school year), 93 registered -not certified, and 93 waitlist-certified families. Our program currently has 25 vacancies.
- Inclusion spots that are still vacant are due to not having families confirmed or sent over. Currently, we are waiting to hear back from families that belong to Pleasant Grove Elementary School.
- We continue to face placement challenges for families in impacted sites who want to remain on waitlist for their site of preference. We have offered placement at the sites with vacancies, but they have declined and prefer to wait.

### ***Sacramento City USD***

- SCUSD Early Learning programs have encountered significant challenges due to Transitional Kindergarten options at elementary sites offering a comprehensive Early Learning Opportunity Program (ELOP) extending TK students day up to nine (9) hours of care and education without the having to meet income eligibility. All of the newly open TK sites also have Head Start Preschool program on site. Many families/students who would have been in Head Start are now attending TK.
- With families having choices, SCUSD also offers elementary school sites with dual-language programs specializing in Spanish and Hmong language instruction. For example, Susan B. Anthony and Yav Pem Suab Academy (Lisbon) offer an established dual-language Hmong program. These dual-language programs are also available in the TK classrooms environments. Some parents are selecting programs that are more linguistically and culturally significant to them.
- We also have the challenge of having to redirect families from school sites under construction (Nicholas and Oak Ridge). Families from Nicholas and Oak Ridge were redirected to C.B. Wire. Families are aware that their attendance is temporary and would need to make a shift for the following school year. This arrangement can be disruptive to family resources, thus affecting enrollment.

### ***San Juan USD***

- Due to reduced staffing and type A citation-20 Head Start slots capped.
- ERSEA team has two admissions and family services technician (AFST) vacancies, these team members support enrolment of new families and children.
- Waitlist exhausted within 95864, 95662, and 95610 zip code.
- ERSEA Administration team continues to monitor every week and checks 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: 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.

### ***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 enrollment is 100% for the month of December.

### **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.
- Also recruiting families is through our Parent Child Playgroup Program. The playgroup instructor provides referrals to families who have children who meet our age requirements. 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***

- SCUSD- ELC will be implementing a Marketing and Recruitment Taskforce (M & R Taskforce) which includes all Coordinators, Communications Department, parents and community stakeholders. In addition, all enrollment staff will be required to attend SETA's ERSEA meetings on a rotation basis, so they have direct access to information, training and technical support. The M & R Taskforce will meet regularly to set goals and objectives and to follow on tasks.
- Coordinators have been working with the Communications Office to work on social media and community communication. We are looking at local news and radio opportunities to broaden the scope.
- Enrollment staff were directed to revisit all pending applications, particularly families who were ineligible due to income. Staff received training on how to use the new housing calculation and were instructed to implement immediately.
- During the month of December, the Communications Department posted an advertisement with META (Facebook and Instagram). The announcement resulted in over 14 inquiries within the second day of posting.

#### ***San Juan USD***

- ERSEA Administrator is providing flyers to other district administrators (TK-12) to increase awareness of Early Head Start, and Head Start Programs.
- School Community Worker are continuing to distribute flyers updated to 5 languages on Mondays and Fridays.
- 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, 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.
- Extended eligibility training to delegates on housing cost adjustments to reach families spending over 30% of their annual income on housing.

### ***Twin Rivers USD***

- The ERSEA team recruited at the following community events: Rio Linda Public Library Central Location and Robertson Community Center Location.
- All the vacant positions are posted on Edjoin/Team Tailor. Admin screens, interviews, and submissions of recommendation of staffing for HR to hire.
- Contracted with Childcare Careers (CCC) substitutes to fill the vacancies temporarily.
- Enrollment is ongoing. Families are contacted from the ranked waiting list appropriately.
- SETA provided waiting lists of potential families inquiring through our online portal to assist TRUSD with recruitment of eligible families.

### ***WCIC/Playmate***

- Staff continues to collaborate with the 16th Avenue Head Start Program to enhance recruitment efforts.
- SETA provided waiting lists of potential families inquiring through our online portal to assist WCIC with recruitment of eligible families.