

Thought of the Day:

“Children are not a distraction from more important work, they are the most important work.”

Author: Clive Staples Lewis

AGENDA

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

Tuesday February 18, 2025 10:00 a.m.

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

PUBLIC COMMENT PROCEDURES

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

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

In-Person Public Comment

Members of the public are encouraged to participate in the meeting by completing a speaker card or submitting written comments by email to SETA's Clerk of the Boards, Anzhelika.Simonenkova@seta.net. Any member of the public who wishes to speak directly to the Committee regarding any item on the agenda may contact Anzhelika Simonenkova at (916) 263-3753, or Anzhelika.Simonenkova@seta.net. 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, 82678677901# US (San Jose).

Meeting ID: 826 7867 7901

Passcode: 042139

[Find your local number](#)

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

Accommodations

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

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

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

GOVERNING BOARD

Rich Desmond

BOARD OF SUPERVISORS
County of Sacramento

Eric Guerra

MAYOR PRO TEM
City of Sacramento

Patrick Kennedy

BOARD OF SUPERVISORS
County of Sacramento

Vacant

PUBLIC REPRESENTATIVE

Mai Vang

COUNCILMEMBER
City of Sacramento

Anita Maldonado, Ph. D.

EXECUTIVE DIRECTOR

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

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

I. PRESENTATION: SETA Facilities (Facilities Team)

II. CONSENT ITEMS:

- A. Approval of Minutes of the January 21, 2025 Regular Board Meeting** 6-12

III. ACTION ITEMS:

- A. Election of Parent Advisory Committee Community Representatives and Alternates for Program Year 2024-2025** 13

- B. Election of SETA-Operated Alternates to the Policy Council for Program Year 2024-2025** 14

IV. INFORMATION ITEMS:

- A. Standing Information Items** 15-24

- Fiscal Monthly Report/Corporate Card Monthly Statement of Accounts: Mr. Victor Han
- Health Service Advisory Committee (HSAC) Report: Ms. Le Andra Jones-Villalta
- Community Resources – Parents/Staff: Ms. Sherrel Williams
 - From Boys to Men Skills and Drills Leadership Summit (Always Knocking Inc.)
 - Top Flight Nursing Institute
 - Youth Resource and Employment Fair (City of Sacramento)

- B. Head Start Policy Council Minutes for November 26, 2024** 25-31

V. COMMITTEE REPORTS:

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

VI. OTHER REPORTS:

- A. Chair – Ms. Aterious Cuffee** 33-37
- ✓ PAC Recruitment
- B. Policy Council – Ms. Le Andra Jones-Villalta**
- C. Head Start Deputy Director – Ms. Karen Griffith**
- ✓ Monthly Head Start Report
- D. Head Start Managers**
- ✓ Lisa Carr – Family Engagement, Home Base, and ERSEA Services
 - ✓ Megan Lamb – School Readiness, Special Education, and Mental Health Services
 - ✓ Vacant – Health, Oral Health, Nutrition, Food Services, Quality Assurances and On-going Monitoring
 - ✓ Betsy Uda – Safe Environments, Facilities, and Licensing

VII. CENTER UPDATES

VIII.	DISCUSSION	38
IX.	PUBLIC PARTICIPATION	38
X.	ADJOURNMENT	

DISTRIBUTION DATE: Wednesday, February 12, 2025

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

ROLL CALL

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

- Vacant, 16th Avenue Head Start
- Naomi Watson, Treasurer, Alder Grove Early Learning Center**
- Vacant, Alder Grove I/T Head Start
- Vacant, Bannon Creek Head Start
- Vacant, Bret Harte Head Start
- Vacant, Bright Beginnings Head Start
- Vacant, Capital City Head Start
- Lizeth Ortiz, CP Huntington Head Start**
- Vacant, Crossroad Gardens Head Start
- Vacant, Dudley Head Start
- Vacant, Early Head Start (Home Base)
- Vacant, Elkhorn Head Start
- Yaneika James, Florin Grammar Head Start**
- Vacant, Franklin Head Start
- Sherrel Williams, Secretary, Freedom Park Head Start**
- Vacant, Freeport Head Start
- Vacant, Fruitridge Head Start
- Vacant, Galt Head Start
- Vacant, Grizzly Hollow
- Vacant, Hillsdale Head Start
- Vacant, Hiram Johnson Head Start
- Vacant, Hopkins Park Head Start
- Vacant, Illa Collin Head Start
- Vacant, Job Corps Head Start
- Vacant, Kennedy Estates Head Start
- Vacant, LaVerne Stewart Head Start
- Vacant, Marina Vista Early Learning Center
- Vacant, Mather Head Start
- Vacant, Nedra Court Head Start
- Vacant, Norma Johnson Early Learning Center
- Vacant, North Avenue Head Start
- Brenda Sevilla, Northview Head Start**
- Javana Abrussezze, Northview Early Head Start**
- Vacant, Parker Head Start
- Vacant, Phoenix Park Head Start
- Rebekah Chester, Pre-School (Home Base)**
- Vacant, Pre-School (Home Base)
- Vacant, River Oak Center for Children
- Vacant, Sacramento County Office of Education
- Vacant, Sharon Neese Early Learning Center
- Vacant, Solid Foundation Head Start
- Vacant, Strizek Park Head Start
- Cynthia Reynoso, Walnut Grove Head Start**
- Le Andra Jones-Villalta, Past Parent Representative**
- Aterious Cuffee, Chair, Past Parent Representative**
- Wanda Thomas-Johnson, Grandparent Representative**
- Dennesha Calhoun, Foster Parent Representative**
- Omar Smith, Parliamentarian, Parent Ambassador Representative**
- Debra Gipson, Parent Ambassador Representative**
- Akenese (Agnes) Luluga, Community Agency Representative**

ROLL CALL
(Continued)

Program Year 2024-2025 - New Representatives to be seated

- Maria Ramirez, 16th Avenue Head Start
- Brittney Irving, Dudley Head Start
- Sparkles Holloway, Early Head Start (Home Base)
- Jacqueline Russell-Bibb, Hillsdale Early Head Start
- Avelicia Cruz, Hillsdale Head Start
- Nakisha Nelson, Marina Vista Head Start
- Janetta Paiva, North Avenue Head Start
- Masahi Jobabeth Jacobi, Sharon Neese ELC
- De'Janee Smith-Marshall, SCOE Early Head Start

Applications Received: None

Vacant, 16 th Avenue Head Start	Vacant, Kennedy Estates Head Start
Vacant, Alder Grove I/T Head Start	Vacant, LaVerne Stewart Head Start
Vacant, Bannon Creek Head Start	Vacant, Marina Vista Head Start
Vacant, Bret Harte Creek Head Start	Vacant, Mather Head Start
Vacant, Bright Beginnings Head Start	Vacant, Nedra Court Head Start
Vacant, Capital City Head Start	Vacant, Norma Johnson Head Start
Vacant, Crossroad Gardens Head Start	Vacant, North Avenue Head Start
Vacant, Dudley Gardens Head Start	Vacant, Parker Head Start
Vacant, Early Head Start (Home Base) (2)	Vacant, Phoenix Park Head Start
Vacant, Elkhorn Head Start	Vacant, Pre-school (Home Base)
Vacant, Franklin Head Start	Vacant, River Oak Center for Children
Vacant, Freeport Head Start	Vacant, SCOE
Vacant, Fruitridge Head Start	Vacant, Sharon Neese ELC
Vacant, Galt Head Start	Vacant, Solid Foundation
Vacant, Grizzly Hollow Head Start	Vacant, Strizek Park Head Start
Vacant, Hillsdale Head Start	Vacant, Outgoing Chair
Vacant, Hiram Johnson Head Start	Vacant, Foster Parent Representative
Vacant, Hopkins Park Head Start	
Vacant, Illa Collin Head Start	
Vacant, Job Corps Head Start	

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

The PAC was seated on November 19, 2024 and January 21, 2025.

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

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

Members: If you cannot attend a meeting and are going to be absent, you must:

- 1. First, call your Alternate(s) to see if they can attend in your place;**
- 2. Second, call Head Start Governance and Parent Engagement Coordinator, Ms. Gaylon Ndiaye, at (916) 591-2298; and**
- 3. Third, please call the PAC Chair, Ms. Aterious Cuffee, at (916) 893-9185, or the Clerk of the Boards, Ms. Anzhelika Simonenkova, at (916) 263-3753.**

**PARENT ADVISORY COMMITTEE - MEETING
ATTENDANCE UPDATE PROGRAM YEAR 2023-2024
(Continued)**

Head Start Center Abbreviations

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

Representative Abbreviations:

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

Attendance Record and Meetings Abbreviations:

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

CONSENT ITEM II-A
Approval of the Minutes of the January 21, 2025 Regular Meeting

RECOMMENDATION:

Approve the minutes of the January 21, 2025 meeting.

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the January 21, 2025 meeting.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

MINUTES/SYNOPSIS

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

Tuesday January 21, 2025 10:00 a.m.
925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Ms. Cuffee called the meeting to order at 10:00 a.m., read the thought of the day, and called the roll; a quorum was met.

Members Present:

Le Andra Jones-Villalta, Past Parent Representative
Lizeth Ortiz, CP Huntington Head Start
Naomi Watson, Alder/Grove Early Learning Center (*arrived and seated at 10:01 a.m.*)
Yaneika James, Florin Grammar Head Start
Wanda Thomas-Johnson, Grandparent Representative
Javana Abrussezze, Northview Early Head Start
Rebekah Chester, Pre-school/Home Base
Cynthia Reynoso, Walnut Grove Head Start
Omar Smith, Parent Ambassador Representative (*arrived and seated at 10:15 a.m.*)
Aterious Cuffee, Past Parent Representative

New Members to be Seated Present:

Akenese (Agnes) Luluga, Community Agency Representative
Brenda Sevilla, Northview Head Start
Debra Gipson, Parent Ambassador Representative (*reseated*)
Dennesha Calhoun, Foster Parent Representative (*reseated*)

New Members to be Seated but Absent:

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

Members Absent:

Sherral Williams, Freedom Park Head Start (*excused*)

I. CONSENT ITEM:

A. Approval of the Minutes of the November 18, 2024 Regular Board Meeting

The minutes were reviewed; no questions or corrections.

Moved/Jones-Villalta, second/Gipson, to approve the November 18, 2024, minutes as distributed.

Roll call vote:

Aye: 12 (Watson, James, Abrussezze, Jones-Villalta, Sevilla Luluga, Calhoun, Ortiz, Thomas-Johnson, Chester, Reynoso, Gipson)

Nay: 0

Abstention: 1 (Cuffee)

Absent: 2 (Williams, Smith)

II. ACTION ITEMS:

A. Approval of SETA Standards of Conduct

Ms. Griffith reviewed the item and noted that in August 2024, the Office of Head Start released a final rule in the Federal Register, which updated the Head Start Performance Standards and included detailed requirements. In response to this guidance, SETA has updated its internal Standards of Conduct. Once these changes are approved, refresher supervision training will be provided.

Moved/Jones-Villalta, second/Chester, to approve the updated Standards of Conduct aligned to the Office of Head Start Performance Standard revision.

Roll call vote:

Aye: 12 (Watson, James, Abrussezze, Jones-Villalta, Sevilla Luluga, Calhoun, Ortiz, Thomas-Johnson, Chester, Reynoso, Gipson)

Nay: 0

Abstention: 1 (Cuffee)

Absent: 2 (Williams, Smith)

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

Ms. Dennesha Calhoun was nominated and reelected as Foster Parent Representative. There were no other applications received. Ms. Debra Gipson was nominated and reelected as Parent Ambassador Representative. There were no other applications received. Ms. Agnes Luluga applied to become the Community Agency Representative on the Parent Advisory Committee. There were no other applications received.

Moved/Jones-Villalta, second/Gipson, to approve the nominations above and table the election of three (3) Community Agency Representatives and alternates to the next meeting.

Roll call vote:

Aye: 12 (Watson, James, Abrussezze, Jones-Villalta, Sevilla Luluga, Calhoun, Ortiz, Thomas-Johnson, Chester, Reynoso, Gipson)

Nay: 0

Abstention: 1 (Cuffee)

Absent: 2 (Williams, Smith)

Mr. Smith arrived at 10:15 a.m. and was seated at 10:17 a.m.

C. Election of SETA-Operated Representatives and Alternates to the Policy Council for Program year 2024-2025

Ms. Cuffee reviewed the item. Ms. James nominated herself to the Policy Council. Ms. Ortiz nominated Ms. Sevilla. Ms. Sevilla accepted the nominations. Ms. Calhoun nominated herself as an Alternate. There were no other nominations for Representative or Alternate positions at this time.

Moved/Jones-Villalta, second/Ortiz, to approve Ms. James and Ms. Sevilla as SETA-Operated Representatives and Ms. Calhoun as Alternate to the Policy Council and table the election of additional five (5) alternates to the next meeting.

Roll call vote:

Aye: 13 (Watson, James, Abrussezze, Jones-Villalta, Sevilla Luluga, Calhoun, Ortiz, Thomas-Johnson, Chester, Reynoso, Gipson, Smith)

Nay: 0

Abstention: 1 (Cuffee)

Absent: 1 (Williams)

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

Ms. Cuffee reviewed the item. Ms. Jones-Villalta nominated Ms. Abrussezze for Vice Chair. Ms. Ortiz nominated herself for Voice Chair. A vote was taken. Ms. Ortiz received nine (8) votes in her favor. Ms. Abrussezze received five (5) votes in her favor.

Moved/Jones-Villalta, second/Luluga, to approve Ms. Ortiz as Vice Chair to the Parent Advisory Committee for Program Year 2024-2025.

Roll call vote:

Aye: 13 (Watson, James, Abrussezze, Jones-Villalta, Sevilla Luluga, Calhoun, Ortiz, Thomas-Johnson, Chester, Reynoso, Gipson, Smith)

Nay: 0

Abstention: 1 (Cuffee)

Absent: 1 (Williams)

III. INFORMATION ITEMS:

A. Standing Information Items

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

Mr. Han introduced himself and reviewed the fiscal report for the fifth month, which ended December 31, in the 2024-2025 program year. He advised that total Head Start Year-to-Date expenditures are at 41.7%. The Non-Federal Share Year-to-Date expenditures are at 26.0%, above the required 25%. SETA is at 11.8% for Administrative expenditure, below 15% maximum. The SETA Operated Programs Expenditures Head Start and Early Head Start reports were reviewed. The travel (out-of-state) category was high for the last couple of month due to multiple conferences at the beginning of the new Program Year but became to decrease. The substitutes category is lower than previous month's level due to reallocations made.

The funds of the American Rescue Plan Act (ARP) and the Corona Virus Response and Relief Supplemental Appropriation Act (CRRSA) were reviewed. The American Express and CitiBank credit card statements didn't reveal anything not ordinary.

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

- Health Service Advisory Committee (HSAC) Report:
Ms. Jones-Villalta mentioned attending the recent HSAC event in November 2024 and enjoyed the keynote speaker. She noted that HSAC is committed to achieving its mental health program goals and connecting families with health service providers. The event was very informative.

Ms. Lema introduced herself and informed the Board that the next HSAC event is being planned to address the cycle of trauma and stress in childcare. The teachers will be surveyed, and based on the results, support will be provided in areas identified as needing assistance. Additionally, families will be surveyed to understand the obstacles they face that prevent them from completing the required medical testing for the program. Based on these results, the necessary support will be provided as well.

- Community Resources – Parents/Staff
Ms. Jones-Villalta reviewed the community resources provided in the packet.

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

IV. COMMITTEE REPORTS:

- Executive Committee
The next meeting will be held on Tuesday, January 28, 2025, at 11:30 a.m. following the Policy Council meeting at the SETA Administrative building.
- Budget/Planning Committee
The next meeting will be held on Tuesday, February 11, 2025, at 1:00 p.m., at the SETA Administrative building.

V. OTHER REPORTS:

- A.** Chair: No report
- B.** Policy Council:
Ms. Jones-Villalta advised that the next meeting of the Policy Council is on Tuesday, January 28, 2025, at 10:00 a.m.
- C.** Head Start Deputy Director:
Ms. Griffith announced that the SETA will hold a Job Fair on Saturday, January 25, 2025, from 9:00 a.m. to 1:00 p.m. at the SETA Administrative Building. SETA is looking to hire teaching staff across various education levels. She encouraged Committee members to share this information with interested individuals.

Ms. Griffith mentioned that an extension has been requested for the Sacramento County Corrective Action Plan regarding the Risk Assessment Notification received last year from the Office of Head Start. This extension, until March 31, 2025, aims to provide more time for updating policies and procedures, classroom materials, and conducting necessary training.

Additionally, Ms. Griffith informed the Committee that SETA conducts self-assessments annually across different content areas. These assessments evaluate successful and unsuccessful practices to drive new initiatives that improve the program and address any concerns, ultimately strengthening the overall program.

Ms. Griffith also notified the Committee that SETA is currently working on grant planning. This involves meetings with all Delegate Agencies to identify plans for the next program year, with a focus on a data-driven approach.

D. Head Start Managers

- ✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services:
Ms. Carr reviewed the Food report provided in the packet and thanked the kitchen staff for their daily hard work.

Ms. Carr advised that SETA remains on the Full Enrollment Initiative as a County. She reviewed the enrollment report provided in the packet and advised that enrollment has reached 97% for Head Start and 96% for Early Head Start.

Ms. Carr mentioned that the Strengths, Needs, Interest Parent (SNIP) survey has come out and was sent to all the enrolled families. She encouraged members to complete the survey as it helps to shape the support services provided to the families enrolled.

Ms. Carr emphasized that given the limited availability of Head Start slots, parents of children transitioning out of Early Head Start should proactively connect with the lead teaching staff and Family Service Workers to explore their options.

- ✓ Megan Lamb - School Readiness, Special Education, and Mental Health Services:
Ms. Lamb informed the Committee that teaching staff will be surveyed to assess their health and wellness needs in the classroom.

She also mentioned that a team of ten members will attend the Region Nine Head Start Association 2025 Early Childhood STEM Conference at the end of March in Las Vegas, Nevada. They will present to this Committee after the event.

Additionally, Ms. Lamb shared that SETA has relaunched the Safety Committee and is working with each SETA-operated center to identify representatives who will participate in quarterly in-person meetings. This initiative aims to ensure that all safety aspects at every level are addressed and considered in future planning and to lower accident risks.

- ✓ Vacant – Health, Oral Health, Nutrition, Food Services, Quality Assurance, and On-going Monitoring: No report
- ✓ Betsy Uda – Safe Environments, Facilities, and Licensing:

Ms. Uda reported that the Facilities team is assisting the Health and Nutrition unit in rolling out Narcan to SETA-operated centers by the end of the month. Narcan will be provided either in disaster backpacks or fanny packs, as well as in First Aid Kits.

Ms. Uda also mentioned that all the bells for the gates at the centers leading outside have arrived, and installations will begin next week.

In response to Ms. Jones-Villalta's questions, Ms. Uda confirmed that the sheds being replaced at the centers will be more secure to prevent break-ins and theft.

Addressing Ms. Abrussezze's inquiry, Ms. Griffith stated that safety information sheets will be distributed to enrolled families.

Ms. Ndiaye informed the Committee that if more than six members are interested in getting CPR/First Aid certified, training will be arranged on a date that works best for them. Currently, ten members have expressed their interest, and Ms. Gaylon will handle the sign-up process.

Ms. Jones-Villalta requested an update on the Facilities warehouse tour. Ms. Uda confirmed that a video tour will be shown at the next meeting. Members can visit the office and storage area in person, but access to the warehouse is restricted due to safety regulations.

VI. CENTER UPDATES:

Ms. Ortiz noted that CP Huntington, whose parents she represents, excels in supporting families and managing enrollment.

VII. DISCUSSION:

Ms. Jones-Villalta, Ms. Gipson, Ms. Abrussezze, Mr. Smith, and Ms. Cuffee shared their experiences and insights from attending the National Head Start Association Parent and Engagement Conference in San Diego, CA, last December.

Ms. Ndiaye mentioned that the video from the trip will be presented at the next meeting.

VIII. PUBLIC PARTICIPATION:

Mr. Daniel Chestang from Do It Right Roofing introduced himself and inquired how to get involved with the Agency to support the program. He commended the members for their valuable role on the Parent Advisory Committee.

IX. ADJOURNMENT: The meeting adjourned at 11:48 a.m.

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

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

RECOMMENDATION:

That the Parent Advisory Committee (PAC) elects three (3) Community Agency Representatives and Alternates.

BACKGROUND:

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

SECTION 2: Members

C. Community Representatives

Additional PAC members shall include:

1. Four (4) voting Community Agency Representatives shall be elected by the PAC.
There shall be four (4) Alternates for Community Agency Representatives.

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

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

ACTION ITEM III-B
Election of SETA-Operated Alternates to the Policy Council for Program Year 2024-2025

RECOMMENDATION:

That the Parent Advisory Committee elects five (5) Alternates.

Alternates Nominated

BACKGROUND:

This agenda item provides an opportunity for the PAC to elect SETA-Operated Alternates to the Sacramento County Head Start Policy Council (PC).

Policy Council meetings held at the SETA Board room on the fourth Tuesday of each month at 10:00 a.m.

ACTION Moved: _____ Second: _____

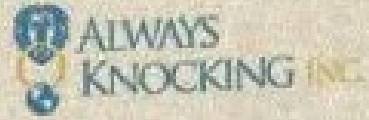
VOTE Aye: _____ Nay: _____ Abstain: _____

INFORMATION ITEM IV-A
Standing Information

BACKGROUND:

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
- Health Service Advisory Committee (HSAC) Report: Ms. Le Andra Jones-Villalta
- Community Resources – Parent/Staff: Ms. Sherrel Williams
 - From Boys to Men Skills and Drills Leadership Summit (Always Knocking Inc.)
 - Top Flight Nursing Institute
 - Youth Resource and Employment Fair (City of Sacramento)

NOTES:



Always Knocking Inc.

Presents

From Boys to Men Skills and Drills Leadership Summit

Where: Camp Pollock Sacramento
Date: Saturday, June 21, 2025
Time: 8:00 a.m. – 8:00 p.m.

Theme: Providing Support Towards *Building Young Men in a Formatted, Organized Fashion.*

Purpose: To provide up and coming young gentlemen (5th-12th grade) with the tools to lead themselves, their families, and their communities. This summit will offer opportunities to discuss and address young men of color, unique challenges, providing practical, relevant, and actionable strategies to foster growth, resilience, and leadership. The summit aims to inspire and empower participants to be impactful leaders by opening doors to brighter futures.

Sponsors:



For more information contact:
Greg King
916-470-2077



TOP FLIGHT
NURSING INSTITUTE

TOP FLIGHT NURSING INSTITUTE

*Empowering the next generation of
compassionate Caregivers*

Our Services:

- ✓ Certified Nurse Assistant
- ✓ Cardiopulmonary Resuscitation (CPR)

FEBRUARY ENROLLMENT IS ON GOING!!!

CONTACT US

☎ 916-862-1584 | 916-226-3222

✉ info@topflightnursinginstitute.com

🌐 www.topflightnursinginstitute.com

📍 1900 Terracina Drive, Suite 120 Sacramento, CA 95834



Scan Me to Enroll



The annual City of Sacramento Department of Youth, Parks, & Community Enrichment (YPCE) Youth Resource & Employment Fair is Saturday, March 8, 2025, 9:30am-12:00pm at ...more



YOUTH RESOURCE & EMPLOYMENT FAIR

Join us and get connected with employers!

**AGES
13-24**



Saturday, March 8, 2025 | 9:30am - 12pm

New City Hall, 915 I Street, Sacramento, CA 95814

EVENT HIGHLIGHTS

City of Sacramento Opportunities

- Stipend-Based Programs & Internships
- Seasonal & Career Employment
- Creation of Government Job Account

Over 30+ Vendors

- Local Employers, Financial Institutions, Higher Education, Trade Schools, & Military
- Professional Headshot & Fashion Gallery

Schedule

- 9:15am Registration Open
- 9:30am Doors Open to Event
- 12:00pm Event Concludes

RAFFLE PRIZES

Attendees age 13-24 will be entered into drawing.

REGISTRATION - Online or Day Of

Registration opens February 8, 2025.

Attendees receive a FREE swag bag, while supplies last.

AQUATICS



LANDSCAPE & LEARNING



Scan the QR Code to Register or Visit tinyurl.com/YREF25
Questions? Email us at youthresourcefair@cityofsacramento.org.



**SACRAMENTO
REGIONAL TRANSIT**

Use this flyer to ride SacRT for FREE



Tuesday, February 18, 2025

INFORMATION ITEM IV-B
Head Start Policy Council Minutes

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the Policy Council Minutes of the November 26, 2024 meeting.

NOTES:

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.

COMMITTEE REPORTS ITEM V

- Executive Committee Meeting: Ms. Aterious Cuffee

NOTES:

- Budget/Planning Committee Meeting: Ms. Aterious Cuffee

NOTES:

OTHER REPORTS ITEM VI

BACKGROUND:

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

- A.** Chair – Ms. Aterious Cuffee
 - ✓ PAC Recruitment
- B.** Policy Council – Ms. Le Andra Jones-Villalta
- C.** Head Start Deputy Director – Ms. Karen Griffith
 - ✓ Monthly Head Start Report
- D.** Head Start Managers
 - ✓ Lisa Carr – Family Engagement, Home Base, and ERSEA Services
 - ✓ Megan Lamb – School Readiness, Special Education, and Mental Health Services
 - ✓ Vacant – Health, Oral Health, Nutrition, Food Services, Quality Assurances and On-going Monitoring
 - ✓ Betsy Uda – Safe Environments, Facilities, and Licensing

NOTES:



Seta Head Start

Food Service Operations Monthly Report

*January, 2025

1/9/25 - Galt EHS closed due to no heat.

1/14/25 - Walnut Grove Preschool closed due to no staff

1/15/25 - Homebase Preschool had a field trip to the Country Club Lanes we prepared 45 snack lunches.

1/16/25 - Sharon Neese had a field trip on site with Music Paul.

Lunch	PM Snack	Breakfast	Field Trips
33,726	32,391	34,793	2

Total Amount of Meals and Snacks Prepared **100,955**

Purchases:

Food	\$130,233.83
Non - Food	\$16,534.19

Building Maintenance and Repair: **\$0.00**

Janitorial & Restroom Supplies: **\$0.00**

Kitchen Small Wares and Equipment: **\$0.00**

Vehicle Maintenance and Repair: **\$2,188.20**

Vehicle Gas / Fuel: **\$2,491.81**
Normal Delivery Days **18**

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

Breana.ware@seta.net

January 2025

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

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

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	1364	168	12%	739	130	18%
Twin Rivers USD	156	38	24%	56	5	5%
Elk Grove USD	440	82	19%	NA	NA	NA
Sac City USD	676	75	11%	16	1	6%
San Juan USD	712	81	11%	96	9	9%
WCIC	100	3	3%	NA	NA	NA
COUNTY TOTAL	3448	447	13%	907	125	16%

****NO REPORT RECEIVED**

AFE: Annual Funded Enrollment

**SETA HEAD START/EARLY HEAD START
End of Month Enrollment Report
January 2025**

HS Center Name (*) CCTR/CSPP Funded	Funded Enrollment	Actual Enrollment	Drop within last 30 days	Total Reported	(c) Closed/Capped %	(a) Actual to Funded Enrollment %
*16th Avenue	40	40	0	40		100%
*Bret Harte	20	21	0	21		105%
*Bright Beginnings	20	21	0	21		105%
*Capital City	20	21	0	21		105%
*CP Huntington	20	21	0	21		105%
*Crossroad Garden	60	59	0	59		98%
*Elkhorn	60	63	0	63		105%
*Florin	20	20	1	21		105%
*Freedom Park	60	63	0	63		105%
*Freeport	20	20	0	20		100%
*Galt	60	63	1	64		107%
*Hillsdale	80	80	2	82		103%
*Hopkins	40	40	1	41		103%
*Job Corps	20	21	0	21		105%
*Marina Vista	40	39	1	40		100%
*Mather	60	61	2	63		105%
*Norma Johnson	40	40	1	41		103%
*North Avenue	60	59	1	60		100%
*Northview	60	61	1	62		103%
*Phoenix Park	40	40	0	40		100%
*Sharon Neese	60	62	1	63		105%
Alder Grove ELC	20	19	1	20		100%
Bannon Creek	40	40	3	43		108%
Dudley	20	21	0	21		105%
Franklin	20	21	0	21		105%
Fruitridge	40	36	1	37		93%
Grizzly Hollow	40	42	0	42		105%
Home Base	120	104	9	113		94%
LaVerne Stewart	20	20	0	20		100%
Nedra Court	40	34	0	34		85%
Parker	20	16	1	17		85%
Solid Foundation	40	35	0	35		88%
Strizek Park	20	20	1	21		105%
Walnut Grove	24	23	0	23		96%
Total	1364	1346	28	1374	0%	101%

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

**SETA HEAD START/EARLY HEAD START
End of Month Enrollment Report
January 2025**

EHS Center Name (* CCTR/CSPP Funded)	Funded Enrollment	Actual Enrollment	Drop within last 30 days	Total Reported	(c) Closed/Capped %	(a) Actual to Funded Enrollment %
*16th Avenue	27	26	2	28		104%
*Alder Grove I/T	16	10	0	10		63%
*Bret Harte	9	7	2	9		100%
*Bright Beginnings	16	14	0	14		88%
*Captial City	16	11	1	12		75%
*CP Huntington	16	15	1	16		100%
*Crossroad Garden	15	15	0	15		100%
*Elkhorn	16	16	0	16		100%
*Florin	16	13	0	13		81%
*Freedom Park	16	15	1	16		100%
*Galt	16	16	1	17		106%
*Hillsdale	16	14	1	15		94%
*Hiram Johnson	32	29	2	31		97%
*Hopkins	6	6	1	7		117%
*Job Corps	25	23	2	25		100%
*Marina Vista	9	8	0	8		89%
*Mather	15	15	1	16		107%
*Norma Johnson	9	8	2	10		111%
*North Avenue	16	16	1	17		106%
*Northview	16	16	0	16		100%
*Phoenix Park	8	6	0	6		75%
*Sharon Neese Center	25	25	1	26		104%
*Spinelli	16	14	2	16		100%
EHS Home Base	200	196	17	213		107%
Grizzly Hollow	9	9	2	11		122%
River Oak - Home Base	72	52	11	63		88%
SCOE - Home Base	77	69	3	72		94%
Walnut Grove	9	7	1	8		89%
Total	739	671	55	726	0%	98%

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

Vacancies in the following positions that support classroom ratio or enrollment: 36 Education positions (Site Supervisor, Teacher, Associate Teacher, Associate Teacher/Infant Toddler, Lead Teacher/Infant Toddler) and 2 Family Services Worker. Low enrollment in 95822, 95823, 95818, and 95824 is due to competition from TK programs with longer hours. Restrictive income guidelines, and families missing appointments or failing to submit required documents.

Strategies/Action Plan:

Human Resources posted job openings within the following employment search websites: CA Head Start Assoc., CalJOBS, ZipRecruiter, Indeed and ADP WFN Recruitment Portal, SETA hosted Job Fair January 25, 2025. The following positions were onboarded this month: 1 Family Services Worker, 2 Head Start Teachers, 3 Associate Teacher's, and 1 Infant Toddler Lead Teacher. Develop guidance for offering virtual appointments, when the required documents are received to accommodate varying schedules. Increase community awareness of our programs by training FSWs on the importance of building relationships and effective outreach strategies with local agencies as well as encouraging participation in resource and recruitment fairs.

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

CENTER UPDATES ITEM VII

BACKGROUND:

This agenda item allows PAC the opportunity to discuss events going on at their center.

NOTES:

DISCUSSION ITEM VIII

BACKGROUND:

This agenda item allows PAC the opportunity to discuss items not on the agenda.

NOTES:

PUBLIC PARTICIPATION ITEM IX

BACKGROUND:

The general public is encouraged to participate in PAC meetings. If members of the audience wish to speak, they should address their requests to the Chair.

NOTES: