

## Thought of the Day:

*“Life has no remote control – get up and change it by yourself”*

*Author: Unknown*

## AGENDA

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

**Tuesday March 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](mailto:Anzhelika.Simonenkova@seta.net). Any member of the public who wishes to speak directly to the Committee regarding any item on the agenda may contact Anzhelika Simonenkova at (916) 263-3753, or [Anzhelika.Simonenkova@seta.net](mailto:Anzhelika.Simonenkova@seta.net). Please include in your request the item(s) on which you would like to participate.

#### Zoom Public Comment

Members of the public may participate in the meeting via Zoom by clicking the [Zoom link](#), or listening to the meeting on one tap mobile +16699006833, 84101318166# US (San Jose).

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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.

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#### GOVERNING BOARD

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##### Eric Guerra

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City of Sacramento

##### Patrick Kennedy

BOARD OF SUPERVISORS  
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##### Vacant

PUBLIC REPRESENTATIVE

##### Mai Vang

COUNCILMEMBER  
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##### Anita Maldonado, Ph. D.

EXECUTIVE DIRECTOR

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

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

<b>I.</b>	<b>CONSENT ITEMS:</b>	
	A. Approval of Minutes of the February 18, 2025 Regular Board Meeting	6-11
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	A. Election of Parent Advisory Committee Secretary for Program Year 2024-2025	12
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	C. Election of SETA-Operated Representatives and Alternates to the Policy Council for Program Year 2024-2025	14
	D. Approval of Revised Supervision Policy and Procedures (Ms. Karen Griffith)	15-18
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<b>III.</b>	<b>INFORMATION ITEMS:</b>	
	A. Standing Information Items	26-38
	➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han	
	➤ Health Service Advisory Committee (HSAC) Report: Ms. Le Andra Jones-Villalta	
	➤ Community Resources – Parents/Staff: Ms. Le Andra Jones-Villalta	
	• Dinosaur Day at the Koobs Nature Area	
	• Men’s Healing Circle (Hooked on Fishing Not on Violence)	
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	• The Wonder Grove Wiggle Worms	
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	B. Head Start Policy Council Minutes for January 28, 2025	39-46
<b>IV.</b>	<b>COMMITTEE REPORTS:</b>	47
	➤ Executive Committee: Ms. Aterious Cuffee	
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	➤ Parent Ambassador Committee: Ms. Aterious Cuffee	
<b>V.</b>	<b>OTHER REPORTS:</b>	48-52
	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

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<b>IX. ADJOURNMENT</b>	

**DISTRIBUTION DATE:** Tuesday, March 11, 2025

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

## ROLL CALL

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

- Vacant, 16<sup>th</sup> Avenue Head Start
- Naomi Watson, Treasurer, Alder Grove Early Learning Center**
- Vacant, Alder Grove I/T Head Start
- Vacant, Bannon Creek Head Start
- Vacant, Bret Harte Head Start
- Vacant, Bright Beginnings Head Start
- Vacant, Capital City Head Start
- Lizeth Ortiz, CP Huntington Head Start**
- Vacant, Crossroad Gardens Head Start
- Vacant, Dudley Head Start
- Vacant, Early Head Start (Home Base)
- Vacant, Elkhorn Head Start
- Yaneika James, Florin Grammar Head Start**
- Vacant, Franklin Head Start
- Vacant, Freedom Park Head Start
- Vacant, Freeport Head Start
- Vacant, Fruitridge Head Start
- Vacant, Galt Head Start
- Vacant, Grizzly Hollow
- Vacant, Hillsdale Head Start
- Vacant, Hiram Johnson Head Start
- Vacant, Hopkins Park Head Start
- Vacant, Illa Collin Head Start
- Vacant, Job Corps Head Start
- Vacant, Kennedy Estates Head Start
- Vacant, LaVerne Stewart Head Start
- Vacant, Marina Vista Early Learning Center
- Vacant, Mather Head Start
- Vacant, Nedra Court Head Start
- Vacant, Norma Johnson Early Learning Center
- Vacant, North Avenue Head Start
- Vacant, 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
- Masahi Jacobi, 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 2023-2024 - New Representatives to be seated**

- Brecia Garcia, Norma Johnson Head Start
- 

**Applications Received: None**

- |  |                                       |
|--|---------------------------------------|
| Vacant, 16 <sup>th</sup> Avenue Head Start | Vacant, Kennedy Estates Head Start    |
| Vacant, Alder Grove I/T Head Start         | Vacant, LaVerne Stewart Head Start    |
| Vacant, Bannon Creek Head Start            | Vacant, Marina Vista Head Start       |
| Vacant, Bret Harte Creek Head Start        | Vacant, Mather Head Start             |
| Vacant, Bright Beginnings Head Start       | Vacant, Nedra Court Head Start        |
| Vacant, Capital City Head Start            | Vacant, Norma Johnson Head Start      |
| Vacant, Crossroad Gardens Head Start       | Vacant, North Avenue Head Start       |
| Vacant, Dudley Gardens Head Start          | Vacant, Northview Head Start          |
| Vacant, Early Head Start (Home Base) (2)   | Vacant, Parker Head Start             |
| Vacant, Elkhorn Head Start                 | Vacant, Phoenix Park Head Start       |
| Vacant, Franklin Head Start                | Vacant, Pre-school (Home Base)        |
| Vacant, Freedom Park Head Start            | Vacant, River Oak Center for Children |
| Vacant, Freeport Head Start                | Vacant, SCOE                          |
| Vacant, Fruitridge Head Start              | Vacant, Solid Foundation              |
| Vacant, Galt Head Start                    | Vacant, Strizek Park Head Start       |
| Vacant, Grizzly Hollow Head Start          | Vacant, Outgoing Chair                |
| Vacant, Hillsdale Head Start               |                                       |
| Vacant, Hiram Johnson Head Start           |                                       |
| 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, January 21, February 18, 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
<b>Maria Ramirez</b> <b>S/B 3/18</b>	<b>16A</b>	E		U	U								
<b>Naomi Watson</b> <b>Seated 11/19</b>	<b>AG ELC</b>	X		X	U								
Vacant Seated	<b>AG I/T</b>												
Vacant Seated	<b>BC</b>												
Vacant Seated	<b>BH</b>												
Vacant Seated	<b>BB</b>												
Vacant Seated	<b>CC</b>												
<b>Lizeth Ortiz</b> <b>Seated 11/19</b>	<b>CPH</b>	X		X	X								
<b>Brittney Irvine</b> <b>S/B 3/18</b>	<b>D</b>	U		U	U								
<b>Sparkles Holloway</b> <b>S/B 3/18</b>	<b>EHS/HB</b>	E		U	U								
Vacant Seated	<b>EL</b>												
Vacant Seated	<b>EL</b>												
<b>Yaneika James</b> <b>Seated 11/19</b>	<b>FG</b>	X		X	X								
Vacant Seated	<b>FA</b>												
<b>Sherrol Williams</b> <b>R 2/24</b>	<b>FP</b>	X		E	U	R							
Vacant Seated	<b>FPT</b>												
Vacant Seated	<b>FT</b>												
Vacant Seated	<b>G</b>												
Vacant Seated	<b>GH</b>												
<b>Jacqueline Russell-Bibb</b> <b>S/B 3/18</b>	<b>H/EHS</b>	E		U	U								
<b>Avelicia Cruz</b> <b>S/B 3/18</b>	<b>H/PS</b>	U		U	U								
Vacant Seated	<b>HJ</b>												
Vacant Seated	<b>HI</b>												
Vacant Seated	<b>HP</b>												
Vacant Seated	<b>JC</b>												
Vacant Seated	<b>K</b>												
Vacant Seated	<b>LVS</b>												
<b>Nakisha Nelson</b> <b>S/B 3/18</b>	<b>MV</b>	U		U	U								
Vacant Seated	<b>M</b>												
Vacant Seated	<b>NC</b>												

COMMITTEE MEMBER	CENTER	11/19	12/17	1/21	2/18	3/18	4/22*	5/20	6/17	7/15	8/19	9/16	10/21
Brecia Garcia S/B/S 3/18	NJ												
Janetta Paiva S/B 3/18	NA	U		U	U								
Javana Abrussezze Seated 11/19	NV/EHS	X		X	X								
Brenda Sevilla R 2/25	NV/PS	E		X	U	R							
Vacant Seated	PA												
Vacant Seated	PP												
Rebekah Chester Seated 11/19	PS/HB	X		X	X								
Vacant Seated	PS/HB												
Vacant Seated	RO												
De'Jancee Smith-Marshall S/B 3/18	SCOE/EHS	E		U	U								
Masahi Jacobi Seated 2/18	SN				X								
Vacant Seated	SF												
Vacant Seated	S												
Vacant Seated	SP												
Cynthia Reynoso Seated 11/19	WG	X		X	X								
Akenese (Agnes) Luluqa Seated 1/21	CAR			X	E								
Debra Gipson Seated 1/21	CAR			X	X								
Omar Smith Seated 11/19	PAR	X		X	X								
Dennesha Calhoun Seated 1/21	FPR			X	E								
Le Andra Jones-Villalta Seated 11/19	PPR	X		X	X								
Aterious Cuffee Seated 11/19	PPR	X		X	X								
Wanda Thomas-Johnson Seated 11/19	GPR	X		X	E								
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**

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

**Representative Abbreviations:**

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

**Attendance Record and Meetings Abbreviations:**

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



**CONSENT ITEM I-A**  
**Approval of the Minutes of the February 18, 2025 Regular Meeting**

**RECOMMENDATION:**

Approve the minutes of the February 18, 2025 meeting.

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the February 18, 2025 meeting.

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

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

## MINUTES/SYNOPSIS

### 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

#### CALL TO ORDER

#### PLEDGE OF ALLEGIANCE

#### ROLL CALL

Ms. Cuffee called the meeting to order at 10:03 a.m., read the thought of the day, and called the roll; a quorum was met.

#### Members Present:

Le Andra Jones-Villalta, Past Parent Representative  
Lizeth Ortiz, CP Huntington Head Start  
Yaneika James, Florin Grammar Head Start  
Javana Abrussezze, Northview Early Head Start (*arrived and seated at 10:08 a.m.*)  
Rebekah Chester, Pre-school/Home Base  
Cynthia Reynoso, Walnut Grove Head Start  
Omar Smith, Parent Ambassador Representative (*arrived and seated at 10:10 a.m.*)  
Aterious Cuffee, Past Parent Representative  
Debra Gipson, Parent Ambassador Representative

#### New Members to be Seated Present:

Masahi Jobabeth Jacobi, Sharon Neese Early Learning Center

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

Maria Ramirez, 16<sup>th</sup> 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:

Sherrel Williams, Freedom Park Head Start (*unexcused*)  
Akenese (Agnes) Luluga, Community Agency Representative (*excused*)  
Brenda Sevilla, Northview Head Start (*unexcused*)  
Dennesha Calhoun, Foster Parent Representative (*excused*)  
Naomi Watson, Alder/Grove Early Learning Center (*unexcused*)  
Wanda Thomas-Johnson, Grandparent Representative (*excused*)

#### I. **PRESENTATION:** SETA Facilities (Facilities Team)

Ms. Uda introduced the SETA Facilities team. The team members then introduced themselves and highlighted their professional backgrounds and achievements. Following this, a video tour

of the facility warehouse was shown to the Board. The Board expressed their gratitude to the Facilities team for their dedication and daily hard work and suggested to highlight Facilities work on social media.

Ms. Javana Abrussezze arrived and was seated at 10:08 a.m.

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

## **II. CONSENT ITEM:**

### **A. Approval of the Minutes of the January 21, 2025 Regular Board Meeting**

The minutes were reviewed; no questions or corrections.

Moved/Jones-Villalta, second/Gipson, to approve the January 21, 2025, minutes as distributed.

Roll call vote:

Aye: 9 (Smith, James, Abrussezze, Jones-Villalta, Ortiz, Chester, Reynoso, Gipson, Jacobi)

Nay: 0

Abstention: 1 (Cuffee)

Absent: 6 (Williams, Luluga, Calhoun, Sevilla, Watson, Thomas-Johnson)

## **III. ACTION ITEMS:**

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

There were no nominations at this time.

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

Roll call vote:

Aye: 9 (Smith, James, Abrussezze, Jones-Villalta, Ortiz, Chester, Reynoso, Gipson, Jacobi)

Nay: 0

Abstention: 1 (Cuffee)

Absent: 6 (Williams, Luluga, Calhoun, Sevilla, Watson, Thomas-Johnson)

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

Ms. Cuffee reviewed the item. Ms. Jacobi nominated herself as an Alternate to the Policy Council (PC). A vote was taken and was unanimous.

There were no other nominations for alternate positions at this time.

Moved/Chester, second/Jones-Villalta, to elect Ms. Jacobi as the Alternate to the Policy Council and table the election of additional four (4) alternates to the next meeting.

Roll call vote:

Aye: 9 (Smith, James, Abrussezze, Jones-Villalta, Ortiz, Chester, Reynoso, Gipson, Jacobi)

Nay: 0

Abstention: 1 (Cuffee)

Absent: 6 (Williams, Luluga, Calhoun, Sevilla, Watson, Thomas-Johnson)

#### **IV. 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 sixth month, which ended January 31, in the 2024-2025 program year. He advised that total Head Start Year-to-Date expenditures are at 47.3%. The Non-Federal Share Year-to-Date expenditures are at 32.3%, above the required 25%. SETA is at 12.0% 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 months due to multiple conferences at the beginning of the new Program Year, but it started to level out. 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 (CTCR), SETA is still in a hold harmless year and should expect to earn the Maximum Reimbursement Amount (MRA).

###### ➤ Health Service Advisory Committee (HSAC) Report:

Ms. Jones-Villalta advised that the next HSAC meeting will be held on March 11, 2025, at the SETA Administrative building and invited interested members to attend.

###### ➤ Community Resources – Parents/Staff

Ms. Jones-Villalta reviewed the community resources provided in the packet.

##### **B. Head Start Policy Council Minutes for November 26, 2024: No questions**

#### **V. COMMITTEE REPORTS:**

##### ➤ Executive Committee

The next meeting will be held on Monday, February 24, 2025, at 10:00 a.m., at the SETA Administrative building.

##### ➤ Budget/Planning Committee

The next meeting will be held on Tuesday, March 11, 2025, at 1:00 p.m., at the SETA Administrative building.

#### **VI. OTHER REPORTS:**

##### **A. Chair: No report**

##### **B. Policy Council:**

Ms. Jones-Villalta advised that the next meeting of the Policy Council is on Tuesday, February 25, 2025, at 10:00 a.m.

##### **C. Head Start Deputy Director:**

Ms. Griffith informed the Committee that the Office of Head Start Training and Technical Assistance team will visit SETA tomorrow. They will review the safety and supervision plans that have been implemented, examine monitoring data, and visit the sites.

She also mentioned that, as a result of the recent job fair, SETA is currently in the process of hiring several applicants. Additionally, they are working to fill the vacancy for the Head Start Manager position that would be responsible for Health and Nutrition and Quality Assurance.

**D. Head Start Managers**

- ✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services:  
Ms. Carr shared that, based on the results from the Strengths, Needs, and Interest Parent (SNIP) survey conducted with families enrolled in SETA-Operated Head Start/Early Head Start programs (approximately 2,000 families), the top needs identified are assistance with paying utility bills, accessing dental care, adult education, continuing education, financial literacy, clothing, securing better employment, and mental health services for both adults and children, particularly counseling. SETA plans to provide resources specific to the needs of each site.

Ms. Carr mentioned that SMUD will continue to provide information about energy bill savings programs at the Head Start centers this year. Sites will be selected based on their geographic location, and families from nearby sites will be invited.

Ms. Carr advised that there will be an Early Head Start General Child Care and Development (CCTR) file audit in March, and her unit is reviewing the children's files to ensure full compliance.

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 101% for Head Start and 98% for Early Head Start.

SETA continues its enrollment efforts, participates in community events, and plans to assemble kindergarten backpacks for preschool students graduating this year.

In response to Ms. Jones-Villalta's question, Ms. Carr informed the Board that the Agency will continue family involvement activities led by Mr. Buckhalter instead of Male Involvement activities.

Additionally, Ms. Jones-Villalta asked for the finalized aggregated data from the SNIP survey to be provided to the Committee when available.

- ✓ Megan Lamb - School Readiness, Special Education, and Mental Health Services:  
Ms. Lamb advised that her unit is completing data gathering portion of their self-assessment. They are seeing some promising information in regards to the newest edition of the creative curriculum the sites have transitioned to. The smaller group workshops yield better teaching outcomes.

Ms. Lamb mentioned that as the teaching staff onboarding process has been recently revamped, they are looking to now for optimizing the process for new teachers' first day at their center.

Ms. Lamb stated that as of this morning, there are 27 teaching staff vacancies particularly among Associate Teachers and Infant/Toddler Associate Teachers category. SETA is looking for new creative partnership opportunities with Los Rios Colleges for fill those vacancies.

Ms. Jones-Villalta mentioned that she is looking forward to the presentation of data from the staff health and wellness survey cited at the last meeting as part of self-assessment at a future meeting.

- ✓ Vacant – Health, Oral Health, Nutrition, Food Services, Quality Assurance, and On-going Monitoring:  
Ms. Griffith mentioned that health and nutrition are currently undergoing self-assessment as well. SETA is examining the partnerships and data on oral health screenings and nutrition. They are also working on changing how information is presented, shifting from lengthy policies and procedures to infographics.
- ✓ Betsy Uda – Safe Environments, Facilities, and Licensing:  
Ms. Uda mentioned that Facilities are in the process of hiring two more members for their team.

Ms. Jones-Villalta requested a presentation on Children’s Personal Rights for the PC and Parent Advisory Committee (PAC) members. Ms. Uda advised that she will work on that in the near future.

**VII. CENTER UPDATES:**

Ms. Chester advised that Home Base had a great field trip last week.

Ms. Jones-Villalta attended the parents' meeting at Crossroad Gardens and noted that the staff did an excellent job engaging with the parents.

**VIII. DISCUSSION:**

Ms. Ndiaye advised that the previously requested First Aid/CPR training for PC and PAC members is scheduled for July 11, 2025. The time and location will be determined soon. This will be a full-day training.

Ms. Ndiaye mentioned that ethics training will follow this meeting, and a computer lab will be available.

Additionally, Ms. Ndiaye indicated that the Policy Council will be required to complete a self-assessment, and more information and training on this will be provided shortly.

Ms. Ndiaye also announced that the Parent Ambassador Committee is restarting next month, and the date and time for the next meeting will be shared soon.

Furthermore, at the request of the members, a joint team-building session is scheduled for March 25, 2025, from 11:30 a.m. to 12:30 p.m. in the Board Room. The flyer for this event has already been sent out.

**IX. PUBLIC PARTICIPATION:** None

**X. ADJOURNMENT:** The meeting adjourned at 11:20 a.m.

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

**ACTION ITEM II-A**  
**Election of Parent Advisory Committee Secretary for Program Year 2024-2025**

**RECOMMENDATION:**

That the Parent Advisory Committee elect a Secretary.

<b>Secretary Nominations</b>

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect an officer for the position of Secretary for Program Year 2022-2023. The duties of PAC Secretary shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PAC that are not in conflict with these Bylaws, Article V – Officers, Section 2B: All PAC members are eligible to run for an Office/Officer position except members holding a seat. The Executive Committee must have at least three members who are parents of child/children currently enrolled in the HS/EHS Center-Based or Home-Based Option.

**SECTION 3: Duties of Officers**

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

- C. The Secretary shall call the roll, keep a record of the current and preceding minutes at each meeting, and record resolutions or motions adapted, as may be necessary to expedite the PAC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.

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

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

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

**RECOMMENDATION:**

That the Parent Advisory Committee (PAC) elects 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 II-C**

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

RECOMMENDATION:

That the Parent Advisory Committee elects two (2) Representatives and four (4) Alternates.

<b>Representatives Nominated</b>	<b>Alternates Nominated</b>

BACKGROUND:

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

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: \_\_\_\_\_

**ACTION ITEM II-D**  
**Approval of Revised Supervision Policy and Procedures**

Presenter: Karen Griffith

**RECOMMENDATION:**

Approve the revised Supervision Procedures in alignment with RAN Corrective Action Plan.

**BACKGROUND:**

As part of the Training and Technical Assistance offered by the Office of Head Start, SETA's Supervision Policy and Procedures were reviewed. The Procedures were assessed as being too cumbersome and lengthy with individual policies for each section of the day or areas of the center. The recommendation was to condense the Policy and Procedures into one document with clear and concise language.

Staff are available to answer any questions.

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

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

## Supervision

### Policy/Procedure

Guidance: We believe it is imperative that the supervision, health, and safety of the children are of the utmost importance. This policy regarding supervision of children is adopted to ensure that the highest level of quality service and safety is maintained. This policy is in accordance with Head Start Performance Standards, Community Care Licensing requirements and SETA Head Start Standards of Conduct.

Policy: SETA Head Start mandates that no child will be left alone or unsupervised while under staff care. Visual supervision of all children will be maintained at all times. Teacher-child ratios must be met at all times.

Procedure: Classroom Supervision:

- Set up the physical environment to ensure visibility is maximized.
- Know where blind spots are and supervise those areas more closely.
- Be aware of exits, areas out of immediate view and places where children may hide.
- When arriving in a classroom, count all children and confirm with the whiteboard and sign in computer. Confirm the count verbally with staff already present.
- When leaving the classroom for any reason, make sure other staff know you are leaving and when you are returning. Use a call and response that closes the communication loop with confirmation of understanding and acknowledgment of ratio/count.
- Listen for chimes/bells that alert when anyone is entering or leaving the room; at no point should the chimes be disabled/turned off.
- Doors should not be propped open, and only adults should open doors.
- Update the whiteboard anytime a child arrives at or leaves the classroom. Follow up with a verbal confirmation with all staff.
- Scan the entire environment and count children frequently.

Bathroom Supervision:

- Maintain a position to visually supervise of the bathroom while in use by children.
- Barriers or dividers must not impede staff's ability to supervise children.
- When changing a soiled child, communicate with other staff to ensure whole group supervision is maintained.
- When taking children to the bathroom, make sure other staff know upon leaving and returning. Use a call and response that closes the communication loop with acknowledgement of ratios.
- Check stalls and corners of bathrooms to make sure all children have exited.

Playground Supervision:

- Position to maintain visual supervision of the entire playground with the other adults present. Staff should not gather in one area.
- Be aware of exits from playgrounds and make sure gates stay securely closed.
- Know where blind spots are or places that children may hide and supervise those areas more closely.
- Never send children into the classroom or bathroom alone.

Revised 12/2024

- When leaving the playground for any reason, make sure other staff know you are leaving and when you are returning. Use a call and response that closes the communication loop with confirmation of understanding and acknowledgment of ratio/count.
- Listen for chimes/bells that alert when anyone is entering or leaving the outdoor area
- Update the whiteboard anytime a child arrives at or leaves the playground. Follow up with a verbal confirmation with all staff.
- Scan the entire environment and count children frequently

#### Zoning:

- Each class must have an active Zoning Plan and posted zones indoor and outdoor.
- Each Zone has a staff person assigned as the primary monitor for that area, and wears the corresponding Zone cards
- Staff position strategically and coordinate with others so that no area is left unsupervised, and back is not to the group.

#### Safe Transitions:

- The 5 steps of SUPERvision must be used when moving children from one location to another:  
Stop- A clear signal to know it is time to transition  
Unite & Gather- A designated space where all children come together prior to transition  
Perform Sweep- A designated staff walks classroom or playground to ensure children are not hiding or left unsupervised  
Exact Count- all children are counted in gathering space prior to moving to next location  
Roll call & Recount- A face to name technique is used to recount children as children move to the next space

#### Anticipate Children's Behavior:

- Be aware of children who may need heightened supervision for any reason.
- Adjust supervision for age, ability, and temperament of each individual child.
- Be aware of changes in a child's mood and anticipate when a child may wander off, get upset, or take a dangerous risk.

#### Ratios:

##### Toddlers:

Early Head Start: 1 staff to 4 children

CCTR- Toddler State programs: Maintain a 1:4 adult-child ratio

Community Care Licensing: 1 staff per 6 children

##### Preschool:

Head Start: 1 staff to 10 children

CSPP- Preschool State programs: Maintain a 1:8 adult-child ratio

Community Care Licensing: 1 staff per 12 children

\*Whenever groups of children of two (2) age categories are commingled and the younger age group exceeds fifty percent (50%) of the total number of children present, the ratios for the entire group must meet the ratios required for the younger age group. If the younger age group does not exceed fifty percent (50%) of the total number of children present, the teacher-child and adult-child ratios shall be computed separately for each group.

**ACTION ITEM II-E**  
**Approval of Incident Reporting Procedures**

Presenter: Karen Griffith

**RECOMMENDATION:**

Approve the Internal and External Reporting Procedures in alignment with RAN Corrective Action Plan.

**BACKGROUND:**

As part of the Training and Technical Assistance offered by the Office of Head Start, communication systems were reviewed. The need for a clear and concise written procedure was deemed necessary to ensure SETA operated and Delegates reported any OHS required incidents within required timelines.

The guidelines provide information on timelines as well as the responsibilities and roles of staff involved. Internal refers to SETA operated programs and external refers to sub-recipients.

Staff are available to answer any questions.

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

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

# Incident Reporting Procedures

## Internal SETA

### Required Reporting Forms

[CA Licensing Form - 624](#)

Sites are required to report all significant incidents that affect the health and safety of a child that occur in a Head Start setting where services are provided (e.g., playground, program-approved transportation, learning setting, bathroom, program-approved excursion, facility parking lot), and involve either 1) a child who participates in a setting that receives Head Start funds or 2) a staff, contractor, or volunteer who participates in a setting that receives Head Start funds.

WHERE	WHO
Any setting where Head Start services are provided.  Examples include a learning setting, bathroom, playground, facility parking lot, and program-approved transportation and excursions.	A child that receives services fully or partially funded by a Head Start grant, or a child that participates in a classroom at least partially funded by a Head Start grant.
	<b>OR</b>
	<b>AND</b> A staff member, contractor, or volunteer that participates in either a Head Start program or classroom at least partially funded by a Head Start grant, regardless of whether the child involved receives Head Start services.

### Types of Reportable Incidents to OHS

- Any mandated reports regarding agency staff or volunteer compliance with federal, state, tribal, or local laws addressing child abuse and neglect or laws governing sex offenders. OHS requires an incident report if a program becomes aware of a report of suspected child abuse and neglect to child protective services or law enforcement agencies that identified agency staff or volunteers as a potential perpetrator. Mandated reporting of confirmed or suspected child abuse and neglect in other cases, such as by a parent or caregiver not funded by a Head Start grant in the child’s home, does not need to be reported to OHS.
- Suspected or known maltreatment or endangerment of a child by staff, consultants, contractors, and volunteers. Definitions and examples of what OHS considers behaviors that have potential to maltreat or endanger a child are provided under 45 CFR §1302.90(c)(1)(ii).
  - *Corporal punishment or physically abusive behavior* is defined as intentional use of physical force that results in, or has the potential to result in, physical injury. Examples may include, but are not limited to, hitting, kicking, shaking, biting, pushing, restraining, force feeding, or dragging.
  - *Sexually abusive behavior* is defined as any completed or attempted sexual act, sexual contact, or exploitation. Examples may include, but are not limited to, behaviors such as inappropriate touching, inappropriate filming, or exposing a child to other sexual activities.
  - *Emotionally harmful or abusive behavior* is defined as behaviors that harm a child’s self-worth or emotional well-being. Examples may include, but are not limited to, using seclusion, exposing a child to public or private humiliation, or name calling, shaming, intimidating, or threatening a child.

- *Neglectful behavior* is 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 may 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.
- Serious harm or injury of a child resulting from lack of preventative maintenance of a Head Start facility (e.g., in a classroom, bathroom, on a playground), bus, or other approved program transportation.

*Serious injuries* require immediate professional medical attention, such as hospitalization, including for example:

- Broken bones
- Severe sprains
- Chipped or cracked teeth
- Head trauma
- Deep cuts
- Contusions or lacerations
- Animal bites
- Serious harm, injury, or endangerment of a child resulting from lack of supervision while in the care or under the supervision of program staff. Lack of supervision includes leaving a child alone and unattended anywhere on the grounds of a Head Start facility (e.g., in a classroom, bathroom, on a playground), as well as outside the facility in a parking lot, on a nearby street, or on a bus or another program-approved transportation or excursion while under the care of the Head Start program.
- Unauthorized release of a child from a Head Start facility, bus, or other approved program transportation to a person without the permission or authorization of a parent or legal guardian and whose identity had not been verified by photo identification.

**Incident Reporting Summary**

Step 1 – Possible Incident is reported by staff, volunteer, contractor, parent

Site Supervisor identifies the Type of Incident

Step 2 - Site Supervisor notifies Program Officer by end of business day or by 9 am the following day for late day occurring incidents

Step 3 - Program Officer notifies Manager and Deputy Director within 24 hours

Step 4- Manager and Deputy Director determine reporting level (Licensing, OHS)

Step 5 - Program Director Notifies Regional Office Program Specialist immediately or as soon as practicable but within 7 calendar days.

Step 6 - Required Forms Officially Submitted & Copied to Program Management

**Required Information for Notification**

- Location
- Type of Incident
- Date/Time
- Next Steps

**Types of Accepted Notifications**

- Email within 24 hours
- Phone Call or Text follow-up by Email with 24 hours



## **Licensing Reporting**

Significant Unusual incidents need to be reported by phone within 24 hours to **CA Licensing**.

### **Unusual incidents may include but not limited to the below list (based on LIC 624/624B):**

- Death of a Child
- Any injury to any child that requires medical attention
- Any unusual incident or child absence that threatens the physical or emotional health or safety of any child
- Any suspected physical or psychological abuse of any child
- Epidemic outbreaks
- Poisonings
- Catastrophes
- Threats of violence or an aggressive act by any adult to any staff, child or parent in the program
- Malfunctions in utilities (gas, water, power) that stops services to children for any period of time
- Fires or explosions that occur in or on the premise
- Lock Down Events

### **Reporting Responsibility by Role:**

#### **The Site Supervisor in collaboration with Program Officer will:**

- Call Community Care Licensing Duty Officer to report the Unusual Incident.
- Complete an Unusual Incident Report Form
- Submit a copy of the unusual incident report to the Operations Manager and Compliance Manager for review.

#### **The Compliance Manager will:**

- Review, approve, and sign the Unusual Incident Report Review, approve, and provide the report to the administrative staff.
- Fax the signed Unusual Incident Report to Community Care Licensing within three days.
- Scan and email a copy to Deputy Director
- Scan copy and place on the G drive (Director Admin/Reporting/SOP)
- File original/copy in Compliance Manager Site Binder.

#### **The Program Director will:**

- Gather documents and complete Incident Resolution Form
- Notify OHS Program Specialist of incident within 7 calendar days if incident meets reporting criteria as identified in ACF-OHS-IM-24-06.

# Incident Reporting Procedures

## External SETA

### Required Reporting Forms

[CA Licensing Form - 624](#)

Sites are required to report all significant incidents that affect the health and safety of a child that occur in a Head Start setting where services are provided (e.g., playground, program-approved transportation, learning setting, bathroom, program-approved excursion, facility parking lot), and involve either 1) a child who participates in a setting that receives Head Start funds or 2) a staff, contractor, or volunteer who participates in a setting that receives Head Start funds.

WHERE	WHO
Any setting where Head Start services are provided.  Examples include a learning setting, bathroom, playground, facility parking lot, and program-approved transportation and excursions.	A child that receives services fully or partially funded by a Head Start grant, or a child that participates in a classroom at least partially funded by a Head Start grant.
	<b>OR</b>
	<b>AND</b> A staff member, contractor, or volunteer that participates in either a Head Start program or classroom at least partially funded by a Head Start grant, regardless of whether the child involved receives Head Start services.

### Types of Reportable Incidents to OHS

- Any mandated reports regarding agency staff or volunteer compliance with federal, state, tribal, or local laws addressing child abuse and neglect or laws governing sex offenders. OHS requires an incident report if a program becomes aware of a report of suspected child abuse and neglect to child protective services or law enforcement agencies that identified agency staff or volunteers as a potential perpetrator. Mandated reporting of confirmed or suspected child abuse and neglect in other cases, such as by a parent or caregiver not funded by a Head Start grant in the child’s home, does not need to be reported to OHS.
- Suspected or known maltreatment or endangerment of a child by staff, consultants, contractors, and volunteers. Definitions and examples of what OHS considers behaviors that have potential to maltreat or endanger a child are provided under 45 CFR §1302.90(c)(1)(ii).
  - *Corporal punishment or physically abusive behavior* is defined as intentional use of physical force that results in, or has the potential to result in, physical injury. Examples may include, but are not limited to, hitting, kicking, shaking, biting, pushing, restraining, force feeding, or dragging.
  - *Sexually abusive behavior* is defined as any completed or attempted sexual act, sexual contact, or exploitation. Examples may include, but are not limited to, behaviors such as inappropriate touching, inappropriate filming, or exposing a child to other sexual activities.
  - *Emotionally harmful or abusive behavior* is defined as behaviors that harm a child’s self-worth or emotional well-being. Examples may include, but are not limited to, using seclusion, exposing a child to public or private humiliation, or name calling, shaming, intimidating, or threatening a child.

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- Serious harm or injury of a child resulting from lack of preventative maintenance of a Head Start facility (e.g., in a classroom, bathroom, on a playground), bus, or other approved program transportation.

*Serious injuries* require immediate professional medical attention, such as hospitalization, including for example:

- Broken bones
- Severe sprains
- Chipped or cracked teeth
- Head trauma
- Deep cuts
- Contusions or lacerations
- Animal bites
- Serious harm, injury, or endangerment of a child resulting from lack of supervision while in the care or under the supervision of program staff. Lack of supervision includes leaving a child alone and unattended anywhere on the grounds of a Head Start facility (e.g., in a classroom, bathroom, on a playground), as well as outside the facility in a parking lot, on a nearby street, or on a bus or another program-approved transportation or excursion while under the care of the Head Start program.
- Unauthorized release of a child from a Head Start facility, bus, or other approved program transportation to a person without the permission or authorization of a parent or legal guardian and whose identity had not been verified by photo identification.

**Incident Reporting Summary**

**Step 1** – Possible Incident is reported by staff, volunteer, contractor, parent

**Step 2**- Sub-recipient Management identifies the Type of Incident

**Step 3** – Sub-recipient management or director notifies Grantee Deputy Director within 24 hours

**Step 5**- Sub-recipient leadership and Deputy Director determine reporting level (Licensing, OHS)

**Step 6** - Deputy Director Notifies Regional Office Program Specialist immediately or as soon as practicable but within 7 calendar days.

**Step 7** - Required Forms Officially Submitted & Copied to Program Management

**Required Information for Notification**

- Location
- Type of Incident
- Date/Time
- Next Steps

**Types of Accepted Notifications**

- Email within 24 hours
- Phone Call or Text follow-up by Email with 24 hours

## **Licensing Reporting**

Significant Unusual incidents need to be reported by phone within 24 hours to **CA Licensing**.

### **Unusual incidents may include but not limited to the below list (based on LIC 624/624B):**

- Death of a Child
- Any injury to any child that requires medical attention
- Any unusual incident or child absence that threatens the physical or emotional health or safety of any child
- Any suspected physical or psychological abuse of any child
- Epidemic outbreaks
- Poisonings
- Catastrophes
- Threats of violence or an aggressive act by any adult to any staff, child or parent in the program
- Malfunctions in utilities (gas, water, power) that stops services to children for any period of time
- Fires or explosions that occur in or on the premise
- Lock Down Events

### **Reporting Responsibility by Role:**

#### **Delegate Leadership will:**

- Call Community Care Licensing Duty Officer to report the Unusual Incident.
- Complete an Unusual Incident Report Form
- Submit a copy of the Unusual Incident Report to the Deputy Director
- Review, approve, and sign the Unusual Incident Report
- Send the signed Unusual Incident Report to Community Care Licensing within three days.
- Scan and email a copy to Deputy Director

#### **The Deputy Director will:**

- Scan copy and place on the G drive (Director Admin/Reporting)
- Gather documents and complete Incident Resolution Form
- Notify OHS Program Specialist of incident within 7 calendar days if incident meets reporting criteria as identified in ACF-OHS-IM-24-06.
- Follow up with Sub recipient leadership on next steps

**INFORMATION ITEM III-A**  
**Standing Information**

**BACKGROUND:**

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
- Health Service Advisory Committee (HSAC) Report: Ms. Le Andra Jones-Villalta
- Community Resources – Parent/Staff: Ms. Sherrel Williams
  - Dinosaur Day at the Koobs Nature Area
  - Men's Healing Circle (Hooked on Fishing Not on Violence)
  - Teen Success Program
  - The Wonder Grove Wiggle Worms
  - Trails in Bloom

**NOTES:**



# Dinosaur Day at the Koobs Nature Area

## Date & Location

📅 Sat, 05 Apr, 2025 at 10:00 am to 02:00 pm (PDT) ⓘ

[Add to Calendar](#) ▾

📍 Earl J Koobs Nature Area

La Sierra Community Center(lasi). 5325 Engle Rd, California, Carmichael, United States

[View on map](#) 🗺

## About the event

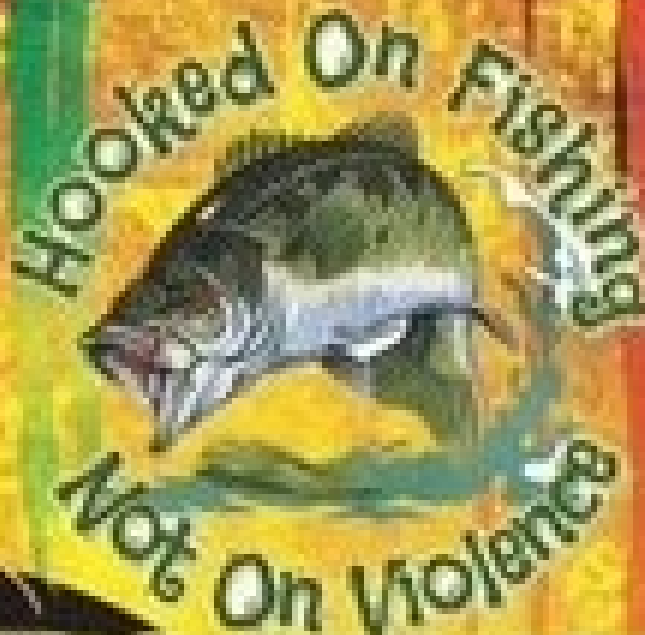
### Dinosaur Day at the Koobs Nature Area

It's April public open day at the Koobs Nature Area, hosted by the Kiwanis Club of Carmichael. Come on out to Dinosaur Day at the Koobs Nature Area on Saturday, April 5, from 10am-2pm. At our public open days, we offer themed science and art activities for kids, and families can explore our 4.7 acre nature area. The Koobs Nature Area public open days are free to the community.

Note: dogs are not allowed in the Koobs Nature Area

You may also like the following events from Koobs Nature Area:

- This May, 3rd May, 10:00 am, Flowers Day at the Koobs Nature Area in Carmichael
- This June, 7th June, 10:00 am, Fruits & Vegetables Day at the Koobs Nature Area in Carmichael
- This September, 6th September, 10:00 am, Nature Smells Day at the Koobs Nature Area in Carmichael



# MENS HEALING CIRCLE

Brothers healing together

**INSIDE THE OBAMA ROOM**

6PM - 730PM EVERY WEDNESDAY NIGHT

2251 FLORIN ROAD SACRAMENTO CA 95822





# JOIN SHINE TOGETHER'S Teen Success Program

BECAUSE WE ARE STRONGER  
MOMS TOGETHER

*shine*

## WE'RE HERE FOR YOU

You CAN give your baby the best life possible and reach your goals. We're here to help pregnant and parenting moms. Join for free! All you have to do is text or call to talk to our staff.

### WHAT DO WE DO TOGETHER?

- ✔ Learn about baby's growth and how to support their development, plus you get free baby essentials
- ✔ Get help to obtain your high school diploma or GED
- ✔ Advocates can help you find childcare, apply to jobs, talk about challenges, and more
- ✔ Learn skills you need like budgeting, self-care, and stress management



STRONG MOMS LIKE YOU



SUPPORTIVE ADVOCATES



BUILD REAL LIFE SKILLS

ALEXIS FRUTOS  
Shine Advocate



Cell: (408) 836-8445

alexisf@shinetgether.org

[www.shinetgether.org](http://www.shinetgether.org)

@shinetgetherorg





THE  
WONDER  
GROVE

# WIGGLE WORMS

**SUNDAYS**  
**9:30 AM**

**Heritage Oak Park**  
1300 Lake Washington Boulevard  
West Sacramento  
[www.thewondergrove.org](http://www.thewondergrove.org)





**INFORMATION ITEM III-B**  
**Head Start Policy Council Minutes**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to review the Policy Council Minutes of the January 28, 2025 meeting.

**NOTES:**

**MINUTES/SYNOPSIS**

**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

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Ms. Jones-Villalta 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:

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

New Members Seated Present:

Naomi Watson, SETA-Operated Program  
Brenda Sevilla, Northview Head Start  
Jovita Galvan, Elk Grove Unified School District (*arrived and seated at 10:16 a.m.*)  
Javana Abrussezze, SETA-Operated Program (*arrived and seated at 10:20 a.m.*)

New Members to be Seated/Reseated but Absent:

Yaneika James, Florin Grammar Head Start (*unexcused*)  
Mariah Medina, Elk Grove Unified School District (*unexcused*)  
Ingrid Diana Bejarano Izaguirre, WCIC/Playmate Child Development Center (*unexcused*)  
Damaris Bernal-Perez, WCIC/Playmate Child Development Center (*unexcused*)  
Timothy M. Poole, Community Agency Representative (*excused*)

Members Absent: None

**I. CONSENT ITEM:**

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

The minutes were reviewed; no questions or corrections.

Moved/Garduno, second/Cuffee, to approve the November 26, 2024, minutes as distributed.

Roll call vote:

Aye: 8 (Gipson, Cuffee, Garduno, Brown, Williams, Watson, Sevilla)

Nay: 0  
Abstention: 1 (Jones-Villalta)  
Absent: 0

## II. ACTION ITEMS:

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

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

Mr. Richardson reviewed the item. He advised that due to the minimum wage increase in California as of January 1, 2025, to \$16.50 per hour, the Agency needs to increase the hourly rate for the Head Start Parent Intern (Temporary) classification to \$16.50 to comply.

Ms. Jones-Villalta opened the public hearing at 10:08 a.m.

There were no comments from the public.

Ms. Jones-Villalta closed the public hearing at 10:08 a.m.

Moved/Garduno, second/Cuffee, to approve hourly wage increase for Head Start Parent Intern (Temporary) from \$16.00 to \$16.50 per hour effective January 1, 2025.

Roll call vote:

Aye: 8 (Gipson, Cuffee, Garduno, Brown, Williams, Watson, Sevilla)

Nay: 0

Abstention: 1 (Jones-Villalta)

Absent: 0

### B. Timed Item 10:00 A.M. and Public Hearing:

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

Mr. Richardson reviewed the item and noted that the Training/Staff Development Officer job specification was last updated in April 2011. This position has been vacant for an extended period. To proceed with recruitment, it is essential to update the job specification to ensure compliance with federal and state regulations, clarify employment standards and required qualifications, and align with the needs of the Agency.

Additionally, Mr. Richardson mentioned that the Agency aims to address the demand for training among staff.

Ms. Jones-Villalta opened the public hearing at 10:12 a.m.

There were no comments from the public.

Ms. Jones-Villalta closed the public hearing at 10:12 a.m.

Moved/Garduno, second/Gipson, to approve the revised job specification for the Training/Staff Development Officer Job Specification.

Roll call vote:

Aye: 8 (Gipson, Cuffee, Garduno, Brown, Williams, Watson, Sevilla)

Nay: 0

Abstention: 1 (Jones-Villalta)

Absent: 0

**C. Approval of SETA Standards of Conduct**

Ms. Griffith reviewed the item and explained that the Standards of Conduct outline the expectations for staff when interacting with children and families. In 2024, the Office of Head Start published a final rule in the federal register that updated the Head Start Performance Standards with specific and detailed requirements. In response to this guidance, SETA has revised its internal Standards of Conduct.

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

Roll call vote:

Aye: 8 (Gipson, Cuffee, Garduno, Brown, Williams, Watson, Sevilla)

Nay: 0

Abstention: 1 (Jones-Villalta)

Absent: 0

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

Ms. Griffith reviewed the item and informed that it pertains to the San Juan Unified School District, which is looking to make structural improvements. However, the bids received were higher than expected, necessitating modifying the approved request for renovations and repairs.

To complete the 1303 major renovations, a budget modification is required for the PY 23-24 (extended) funds. This involves reallocating underspent funds from the Fringe Benefits, Supplies, and Other cost categories into the Personnel and Construction cost categories. The projects are still scheduled to be completed by Summer 2025.

Ms. Jovita Galvan arrived and was seated at 10:16 a.m.

Moved/Garduno, second/Cuffee, to approve the budget modification for the 2023-2024 Head Start Basic Funds and the application and modification requests to San Juan Unified School District's 1303 Facilities Renovation and Repair Applications.

Roll call vote:

Aye: 8 (Gipson, Cuffee, Garduno, Brown, Galvan, Watson, Sevilla)

Nay: 0

Abstention: 2 (Williams, Jones-Villalta)

Absent: 0

**E. Approval of Budget Modification for the Head Start American Rescue Plan Act Funds (09HE000671)**

Ms. Griffith reviewed the item. She advised that similarly to the previous item, it pertains to San Juan School District as they request budget modification for the Head Start American Rescue Plan Act Funds (ARPA) to move underspent funds from Personnel, Fringe, and Supplies to the Delegate's Construction and Other (Deferred Maintenance) cost categories to complete the structural improvements.

Moved/Garduno, second/Gipson, to approve the budget modification request for the Head Start American Rescue Plan Act Funds.

Roll call vote:

Aye: 8 (Gipson, Cuffee, Garduno, Brown, Galvan, Watson, Sevilla)

Nay: 0

Abstention: 2 (Williams, Jones-Villalta)

Absent: 0

Ms. Javana Abrussezze arrived and was seated at 10:20 a.m.

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

Ms. Griffith reviewed the item and advised that based on Performance Standards, a program must annually establish selection criteria that weigh the prioritization of selection of participants. In August 2024, the Performance Standards were updated with a statement that a program may consider the enrollment of children of staff members as part of the selection criteria. As a result, the selection criteria for enrollment in Head Start or Early Head Start programs were updated accordingly. Staff will still be required to meet eligibility.

Moved/Garduno, second/Cuffee, to approve the revised Head Start Enrollment Selection Criteria and the Early Head Start Enrollment Selection Criteria for Sacramento County.

Roll call vote:

Aye: 9 (Gipson, Cuffee, Garduno, Brown, Galvan, Watson, Sevilla, Abrussezze)

Nay: 0

Abstention: 2 (Williams, Jones-Villalta)

Absent: 0

**G. Change of Scope for Program Year 2024-2025**

Ms. Griffith reviewed the item and advised that SETA requests approval for a Change of Scope to address changing community needs. 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. This adjustment is a strategy to “right size” the program as TK expansion in Sacramento County nears full implementation by 2025-26. As a result of TK expansion, there is an increase of 3-year-olds in the Head Start program, which impacts the program’s ability to enroll due to capped class sizes of 17 students.

Ms. Griffith advised that no child or teaching staff will be affected or displaced due to the recommended change of scope.

Moved/Garduno, second/Abrussezze, to approve the Change of Scope for Program Year 2024-2025, reducing enrollment by 90 slots to address changing community needs.

Roll call vote:

Aye: 9 (Gipson, Cuffee, Garduno, Brown, Galvan, Watson, Sevilla, Abrussezze)

Nay: 0  
Abstention: 2 (Williams, Jones-Villalta)  
Absent: 0

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

Ms. Jones-Villalta reviewed the item.

There were no nominations at this time.

Moved/Garduno, second/Abrussezze, to table the election of Policy Council Community Representatives and Alternates to the next meeting.

Roll call vote:

Aye: 10 (Gipson, Cuffee, Williams, Garduno, Brown, Galvan, Watson, Sevilla, Abrussezze)  
Nay: 0  
Abstention: 1 (Jones-Villalta)  
Absent: 0

**I. Election of Policy Council Secretary and Parliamentarian for Program Year 2024-2025**

Ms. Jones-Villalta reviewed the item.

Ms. Cuffee nominated Ms. Abrussezze and Ms. Gipson, who are both ineligible. According to section 2B of the Bylaws, no more than one representative per each of the SETA-operated Program, Delegate Agencies, or Community Representatives shall serve as an officer.

There were no other nominations.

Moved/Cuffee, second/Garudno, to table the election of Policy Council Secretary and Parliamentarian to the next meeting.

Roll call vote:

Aye: 10 (Gipson, Cuffee, Williams, Garduno, Brown, Galvan, Watson, Sevilla, Abrussezze)  
Nay: 0  
Abstention: 1 (Jones-Villalta)  
Absent: 0

**III. INFORMATION ITEMS:**

**A. SETA Strategic Plan**

Ms. Maldonado informed the Council that the new government administration, effective last night, has temporarily paused all federal grants and loan disbursements. This decision has caused significant confusion across federal agencies and among Head Start grant recipients. Consequently, SETA's payment management system has been shut down, and no federal funds can be accessed at this time. The Office of Head Start has been instructed not to communicate externally until further notice. This directive affects the entire federal government, including all programs, agencies, and businesses.

To address these issues, the executive team and I will meet daily to minimize the impact. Effective immediately, SETA will suspend all payments to partners, subgrantees, and



delegates until we receive more information. Additionally, SETA will halt all purchasing and new travel unless deemed mission-critical. Any scheduled travel will be canceled if there is no resolution by Thursday, January 30, 2025.

SETA Human Resources will implement a hiring freeze until further notice and an emergency meeting with the Governing Board will be scheduled. SETA will continue to provide real-time information as it becomes available.

Ms. Maldonado will present the SETA Strategic Plan at one of the upcoming meetings.

**B. Standing Information Items**

- **Fiscal Monthly Report/Corporate Card Monthly Statement of Account**  
Mr. Han additionally reviewed the fiscal report for the fifth month, which ended December 31, in the 2024-2025 Fiscal Year. The total year-to-date countywide expenses are at 37.3%. The Non-Federal Share Year-to-Date expenditures are at 25.4% above the required 25%. The Administrative cost is at 11.2%, 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 on the higher level due to multiple conferences at the beginning of the new Program Year but is expected to level out throughout the year. American Express and CitiBank credit card statements were reviewed without concerns, and no atypical activity was noted.

Mr. Han reviewed the countywide Head Start and Early Head Start expenditures for the Program Year 23-24 grant extended through July 31, 2025. The reports included various projects planned to spend down the remaining funds.

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

**C. SETA's Recruitment Update**

Ms. Sheri Green-Johnson reviewed the recruitment data provided in the agenda packet as backup information. The data pertains to the period from November 15, 2024 through January 16, 2025.

**D. Governing Board Minutes for November 7, 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, February 11, 2025, at 1:00 p.m. at the SETA Administrative building.

**V. OTHER REPORTS:**

**A. Executive Director: No report**

**B.** Head Start Deputy Director: No report

**C.** Chair:

Ms. Jones-Villalta mentioned that the Policy Council plans to conduct further recruitment. Additionally, the Parent Ambassador is organizing another BBQ recruitment event, and more information will be provided soon.

**D.** Head Start Managers:

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

Ms. Carr reviewed the countywide enrollment report included in the packet. She mentioned that the team met with Office of Head Start representatives to discuss the full enrollment initiative. Although they were pleased with the progress made, full enrollment has not yet been achieved. SETA, along with its delegates and partners, continues to work towards meeting the 97% enrollment goal.

✓ Megan Lamb - School Readiness, Special Education, and Mental Health Services:

Ms. Lamb informed the Committee that SETA is currently conducting Classroom Assessment Scoring System (CLASS) observations at both SETA-operated locations and delegate agencies. This initiative aims to collect data and enhance the program. The results of these observations are expected to be available in the coming weeks.

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

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

Ms. Uda informed that the Quality Assurance team is wrapping up the follow-up observations related to the Risk Assessment Notification. They are also reviewing the plans of correction that the delegate agencies may have developed, as well as addressing any issues identified during the checklist review.

**E.** Open Discussion and Comments: None

**F.** Public Participation: None

**VI. ADJOURNMENT:** The meeting was adjourned at 11:02 a.m.

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

## **COMMITTEE REPORTS ITEM IV**

- Executive Committee: Ms. Aterious Cuffee

NOTES:

- Budget/Planning Committee: Ms. Aterious Cuffee

NOTES:

- Parent Ambassador Committee: Ms. Aterious Cuffee

NOTES:

## **OTHER REPORTS ITEM V**

### **BACKGROUND:**

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

- A.** Chair – Ms. Aterious Cuffee
  - ✓ 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

### \*February, 2025

2/7/25 - Home Base had a field trip to Wacky Tacky we prepared 60 sack lunches.  
 EHS Home Base had a field trip to Wacky Tacky we prepared 50 sack lunches.  
 2/12/25 - Home Base had a field trip to the Nature's Critters Social we prepared 80 sack lunches.  
 Alder Grove ELC class was closed due to no staff.  
 2/13/25 - Walnut Grove EHS class was closed due to no staff.  
 Freeport had a field trip on site with Puppet Art Theater no sack lunches requested.  
 2/18/25 - Crossroads Class R closed due to no staff.  
 2/20/25 - Sharon Neese had a field trip on site with Music Paul no sack lunch requested.  
 2/28/25 - Galt AM and PM class had a field trip to Cal-Waste Recovery Systems no sack lunch requested.

Lunch	PM Snack	Breakfast	Field Trips
32,236	30,927	31,187	3

**Total Amount of Meals and Snacks Prepared** 94,540

**Purchases:**

Food	\$115,321.03
Non - Food	\$16,506.11

Building Maintenance and Repair: \$0.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair: \$0.00

Vehicle Gas / Fuel:	\$2,394.56
Normal Delivery Days	20

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

Breana.ware@seta.net

**February 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
<b>SETA operated</b>	1364	182	<b>13%</b>	739	163	<b>22%</b>
<b>Twin Rivers USD</b>	156	39	<b>25%</b>	56	7	<b>13%</b>
<b>Elk Grove USD</b>	440	86	<b>20%</b>	NA	NA	<b>NA</b>
<b>Sac City USD</b>	676	84	<b>12%</b>	16	1	<b>6%</b>
<b>San Juan USD</b>	712	84	<b>12%</b>	96	10	<b>10%</b>
<b>WCIC</b>	100	3	<b>3%</b>	NA	NA	<b>NA</b>
<b>COUNTY TOTAL</b>	<b>3448</b>	<b>478</b>	<b>14%</b>	<b>907</b>	<b>163</b>	<b>16%</b>

**\*\*NO REPORT RECEIVED**

*AFE: Annual Funded Enrollment*

**SETA HEAD START/EARLY HEAD START  
End of Month Enrollment Report  
February 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	61	0	61		102%
*Elkhorn	60	62	2	64		107%
*Florin	20	21	0	21		105%
*Freedom Park	60	63	0	63		105%
*Freeport	20	20	0	20		100%
*Galt	60	63	1	64		107%
*Hillsdale	80	79	1	80		100%
*Hopkins	40	41	0	41		103%
*Job Corps	20	21	0	21		105%
*Marina Vista	40	40	0	40		100%
*Mather	60	60	3	63		105%
*Norma Johnson	40	40	1	41		103%
*North Avenue	60	57	3	60		100%
*Northview	60	61	2	63		105%
*Phoenix Park	40	41	0	41		103%
*Sharon Neese	60	62	0	62		103%
Alder Grove ELC	20	18	1	19		95%
Bannon Creek	40	39	1	40		100%
Dudley	20	21	0	21		105%
Franklin	20	21	0	21		105%
Fruitridge	40	39	1	40		100%
Grizzly Hollow	40	41	2	43		108%
Home Base	120	104	11	115		96%
LaVerne Stewart	20	19	0	19		95%
Nedra Court	40	35	0	35		88%
Parker	20	17	2	19		95%
Solid Foundation	40	37	0	37		93%
Strizek Park	20	21	0	21		105%
Walnut Grove	24	23	0	23		96%
<b>Total</b>	<b>1364</b>	<b>1351</b>	<b>31</b>	<b>1382</b>	<b>0%</b>	<b>101%</b>

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

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

<b>EHS Center Name (* CCTR/CSPP Funded)</b>	<b>Funded Enrollment</b>	<b>Actual Enrollment</b>	<b>Drop within last 30 days</b>	<b>Total Reported</b>	<b>(c) Closed/Capped %</b>	<b>(a) Actual to Funded Enrollment %</b>
*16th Avenue	27	27	1	28		104%
*Alder Grove I/T	16	12	2	14		88%
*Bret Harte	9	8	0	8		89%
*Bright Beginnings	16	14	1	15		94%
*Captial City	16	11	0	11		69%
*CP Huntington	16	15	4	19		119%
*Crossroad Garden	15	15	2	17		113%
*Elkhorn	16	16	1	17		106%
*Florin	16	13	0	13		81%
*Freedom Park	16	15	1	16		100%
*Galt	16	16	3	19		119%
*Hillsdale	16	15	1	16		100%
*Hiram Johnson	32	29	3	32		100%
*Hopkins	6	6	2	8		133%
*Job Corps	25	25	2	27		108%
*Marina Vista	9	9	0	9		100%
*Mather	15	15	0	15		100%
*Norma Johnson	9	8	1	9		100%
*North Avenue	16	16	0	16		100%
*Northview	16	16	2	18		113%
*Phoenix Park	8	7	0	7		88%
*Sharon Neese Center	25	24	3	27		108%
*Spinelli	16	16	0	16		100%
EHS Home Base	200	194	13	207		104%
Grizzly Hollow	9	9	0	9		100%
River Oak - Home Base	72	53	3	56		78%
SCOE - Home Base	77	74	5	79		103%
Walnut Grove	9	7	0	7		78%
<b>Total</b>	<b>739</b>	<b>685</b>	<b>50</b>	<b>735</b>	<b>0%</b>	<b>99%</b>

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

Vacancies in the following positions that support classroom ratio or enrollment: 30 Education positions (Site Supervisor, Teacher, Associate Teacher, Associate Teacher/Infant Toddler, Lead Teacher/Infant Toddler) and 2 Family Services Worker.

**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. The following positions were onboarded this month: 3 Head Start Teachers, 4 Associate Teacher's, and 1 Infant Toddler Lead Teacher. Recruitment and networking opportunities to increase awareness of Head Start services and Community Partnerships: Women's Empowerment, Fun Family Playfest and Center Unified School District.

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



## **CENTER UPDATES ITEM VI**

### **BACKGROUND:**

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

### **NOTES:**

## **DISCUSSION ITEM VII**

### **BACKGROUND:**

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

### **NOTES:**

## **PUBLIC PARTICIPATION ITEM VIII**

### **BACKGROUND:**

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

### **NOTES:**