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*THOUGHT OF THE DAY: "True peace is not merely the absence of tension; it's the presence of justice."*

*-Dr. Martin Luther King, Jr.*

**SPECIAL MEETING OF THE HEAD START/EARLY HEAD START PARENT ADVISORY COMMITTEE**

**DATE:** Tuesday, April 27, 2021

**TIME:** 11:00 a.m.

**LOCATION:**

<https://us02web.zoom.us/j/85927001818?pwd=djZmU2IMVHVpQ3hudkpldkFPeERYdz09>

In response to the Governor's Executive Order N-29-20 relating to the COVID-19 Pandemic, the Head Start Parent Advisory Committee (PAC) is conducting this meeting on Zoom at <https://us02web.zoom.us/j/85927001818?pwd=djZmU2IMVHVpQ3hudkpldkFPeERYdz09> Meeting ID: 859 2700 1818. Passcode: 866742. Members of the public may join the meeting by clicking the link above or typing the meeting address above into their web browser, or listen to the meeting by telephone: One tap mobile: +16699006833..85927001818# US (San Jose). Dial by your location +1 669 900 6833 US (San Jose). Find your local number: <https://us02web.zoom.us/j/85927001818?pwd=djZmU2IMVHVpQ3hudkpldkFPeERYdz09>. Member of the public are encouraged to participate in the meeting by submitting written comments by email to: [Wendy.Tanner@seta.net](mailto:Wendy.Tanner@seta.net). Any member of the public who wishes to speak directly to the board regarding any item on the agenda may contact Wendy Tanner at (916) 263-5660, or [Wendy.Tanner@seta.net](mailto:Wendy.Tanner@seta.net). Please include in your request which item you would like to participate on. Additionally, during the meeting any questions or comments may be submitted via the Q&A or chat features on Zoom. Public comments will be accepted until the adjournment of the meeting, distributed to the Parent Advisory Committee and included in the record.

Closed captioning will be available. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: [www.seta.net](http://www.seta.net).

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**DISTRIBUTION DATE: April 21, 2021**

Parent Advisory Committee meeting hosted by:  
Fienishia Wash (Chair)

ITEM I - A – ROLL CALL

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

- \_\_\_\_ Vacant, Alder Grove I Head Start
- \_\_\_\_ Vacant, Alder Grove II Head Start
- \_\_\_\_ Vacant, American Legion Head Start
- \_\_\_\_ **Donna Bonner, Bannon Creek Head Start**
- \_\_\_\_ Vacant, Bret Harte Head Start
- \_\_\_\_ **Christine Salas, Capital City Head Start**
- \_\_\_\_ Vacant, CP Huntington Head Start
- \_\_\_\_ **Maria Levert, Crossroad Gardens Head Start**
- \_\_\_\_ **Alisha Givehchi, Early Head Start (Home Base)**
- \_\_\_\_ **Stephen Key, Elkhorn Head Start**
- \_\_\_\_ Vacant, Franklin Head Start
- \_\_\_\_ Vacant, Freedom Park Head Start
- \_\_\_\_ Vacant, Freeport Head Start
- \_\_\_\_ **Arianna Torres, Fruitridge Head Start**
- \_\_\_\_ Vacant, Galt Head Start
- \_\_\_\_ Vacant, Grizzly Hollow
- \_\_\_\_ Vacant, Hillsdale Head Start
- \_\_\_\_ Vacant, Hiram Johnson Head Start
- \_\_\_\_ Vacant, Preschool Home Based Head Start
- \_\_\_\_ **Fienishia Wash, Pre-School (Home Base)**
- \_\_\_\_ Vacant, Home Base Early 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, (Marie Cleveland's) Bright Beginning Head Start
- \_\_\_\_ Vacant, Marina Vista Early Learning Center
- \_\_\_\_ Vacant, Mather Head Start
- \_\_\_\_ Vacant, Nedra Court Head Start
- \_\_\_\_ Vacant, Norma Johnson Head Start
- \_\_\_\_ Vacant, North Avenue Head Start
- \_\_\_\_ Vacant, Northview Head Start
- \_\_\_\_ Vacant, Parker Head Start
- \_\_\_\_ Vacant, Phoenix Park Head Start
- \_\_\_\_ Vacant, River Oak Center for Children
- \_\_\_\_ Vacant, Sacramento County Office of Education
- \_\_\_\_ **Earlene McBryde, Sharon Neese Early Learning Center**
- \_\_\_\_ Vacant, Solid Foundation Head Start
- \_\_\_\_ **Shannon Pierce, Strizek Park Head Start**
- \_\_\_\_ **Brenda Casillas, Walnut Grove Head Start**
- \_\_\_\_ Vacant, 16<sup>th</sup> Avenue Head Start
- \_\_\_\_ Vacant, Past Parent Representative
- \_\_\_\_ **Henrietta Gutierrez, Past Parent Representative**
- \_\_\_\_ Vacant, Grandparent Representative
- \_\_\_\_ Vacant, Outgoing Chair

**ITEM I-A – ROLL CALL**

(Continued)

**Program Year 2020-2021 - New Representatives to be seated**

<input type="checkbox"/> Vacant, Alder Grove I Head Start	<input type="checkbox"/> Vacant, Marina Vista Head Start
<input type="checkbox"/> Vacant, Alder Grove II Head Start	<input type="checkbox"/> Vacant, Mather Head Start
<input type="checkbox"/> Vacant, American Legion Head Start	<input type="checkbox"/> Vacant, Nedra Court Head Start
<input type="checkbox"/> Vacant, Bret Harte Head Start	<input type="checkbox"/> Vacant, Norma Johnson Head Start
<input type="checkbox"/> Vacant, Capital City Head Start	<input type="checkbox"/> Vacant, North Avenue Head Start
<input type="checkbox"/> Vacant, CP Huntington Head Start	<input type="checkbox"/> Vacant, Northview Head Start
<input type="checkbox"/> Vacant, Franklin Head Start	<input type="checkbox"/> Vacant, Parker Head Start
<input type="checkbox"/> Vacant, Freedom Park Head Start	<input type="checkbox"/> Vacant, Phoenix Park Head Start
<input type="checkbox"/> Vacant, Freeport Head Start	<input type="checkbox"/> Vacant, Pre-School (Home Base)
<input type="checkbox"/> Vacant, Galt Head Start	<input type="checkbox"/> Vacant, River Oak Center for Children
<input type="checkbox"/> Vacant, Grizzly Hollow Head Start	<input type="checkbox"/> Vacant, SCOE
<input type="checkbox"/> Vacant, Hillsdale Head Start	<input type="checkbox"/> Vacant, Sharon Neese Head Start
<input type="checkbox"/> Vacant, Hiram Johnson Head Start	<input type="checkbox"/> Vacant, Solid Foundation Head Start
<input type="checkbox"/> Vacant, Home Base Head Start	<input type="checkbox"/> Vacant, Early Head Start (Home Base)
<input type="checkbox"/> Vacant, Hopkins Park Head Start	<input type="checkbox"/> Vacant, Grandparent Representative
<input type="checkbox"/> Vacant, Illa Collin Head Start	<input type="checkbox"/> Vacant, Outgoing Chair
<input type="checkbox"/> Vacant, Kennedy Estates Head Start	<input type="checkbox"/> Vacant, Parent Ambassador
<input type="checkbox"/> Vacant, LaVerne Stewart Head Start	<input type="checkbox"/> Vacant, Parent Ambassador
<input type="checkbox"/> Vacant, (Marie Cleveland's) Bright Beginning Head Start	<input type="checkbox"/> Vacant, 16 <sup>th</sup> Avenue Head Start
	<input type="checkbox"/> Vacant, Past Parent Representative

PAC MEETING ATTENDANCE UPDATE

**The PAC was seated on November 19, 2019 and December 17, 2019  
PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM  
YEAR 2019-2020**

COMMITTEE MEMBER	CENTER	1/19	2/16	3/16	4/27 *	5/18	6/15	7/20	8/17	9/21	10/19	11/16
Vacant Seated	<b>AG I</b>											
Vacant Seated	<b>AG II</b>											
Vacant Seated	<b>AL</b>											
<b>Donna Bonner Seated 11/19 HOLDING</b>	<b>BC</b>	X	X	X								
Vacant Seated	<b>BH</b>											
<b>Christine Salas Seated 4/24 HOLDING</b>	<b>CP</b>	X	X	X								
Vacant Seated	<b>CPH</b>											
<b>Maria Levert Seated 11/19 HOLDING</b>	<b>CR</b>	X	E	U								
<b>Alisha Givehchi Seated 11/19 HOLDING</b>	<b>EHS/HB</b>	X	X	X								
<b>Stephen Key Seated 11/19 HOLDING</b>	<b>EL</b>	X	X	X								
Vacant Seated	<b>FA</b>											
Vacant Seated	<b>FP</b>											
Vacant Seated	<b>FPT</b>											
<b>Arianna Torres Seated 11/19 HOLDING</b>	<b>FT</b>	X	X	X								
Vacant Seated	<b>G</b>											
Vacant Seated	<b>GH</b>											
Vacant Seated	<b>H</b>											
<b>Fienishia Wash Seated 11/19 HOLDING</b>	<b>HB</b>	X	X	X								
Vacant Seated	<b>HB</b>											
Vacant Seated	<b>HI</b>											
Vacant Seated	<b>HP</b>											
Vacant Seated	<b>IC</b>											
Vacant Seated	<b>HP</b>											
Vacant Seated	<b>JC</b>											
Vacant Seated	<b>K</b>											
Vacant Seated	<b>LVS</b>											

COMMITTEE MEMBER	CENTER	1/19	2/16	3/16	4/27 *	5/18	6/15	7/20	8/17	9/21	10/19	11/16
Vacant Seated	<b>MCBB</b>											
Vacant Seated	<b>MV</b>											
Vacant Seated	<b>M</b>											
Vacant Seated	<b>NA</b>											
Vacant Seated	<b>NC</b>											
Vacant Seated	<b>NJ</b>											
Vacant Seated	<b>NV</b>											
Vacant Seated	<b>NV</b>											
Vacant Seated	<b>PA</b>											
Vacant Seated	<b>PP</b>											
Vacant Seated	<b>RO</b>											
Vacant Seated	<b>SCOE</b>											
Vacant Seated	<b>SF</b>											
Earlene McBryde Seated 11/19 HOLDING	<b>SN</b>	X	X	X								
Shannon Pierce Seated 11/19 HOLDING	<b>SP</b>	X	X	X								
Brenda Casillas Seated 11/19 HOLDING	<b>WG</b>	X	X	X								
Vacant Seated	<b>16A</b>											
Vacant Seated	<b>FPR</b>											
Vacant Seated	<b>AMB</b>											
Vacant Seated	<b>AMB</b>											
Stephen Key Seated 2/16	<b>CR/PP</b>		X									
Henrietta Gutierrez Seated 11/19; reseated 2/16	<b>CR/PP</b>	X	X	X								
Vacant Seated	<b>CR/GP</b>											
Vacant Seated	<b>OGC</b>											

**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 Social Services/Parent Involvement Coordinator, Ms. Marie Desha, at (916) 263-4082; and**
- 3. Third, please call the PAC Chair, Ms. Fienishia Wash, at (510) 228-5499, or the Clerk of the Boards, Ms. Nancy Hogan, at (916) 263-3827.**

**\*\* Ethics training with Policy Council**

**# Special meeting**

**NM: No meeting**

**PARENT ADVISORY COMMITTEE - MEETING  
ATTENDANCE UPDATE PROGRAM YEAR 2018-2019  
(Continued)**

**Head Start Center Abbreviations**

<b>AG I</b>	Alder Grove Early Learning Ctr.	<b>HP:</b>	Hopkins Park
<b>AG II:</b>	Alder Grove Infant/Toddler	<b>IC:</b>	Illa Collin
<b>AL:</b>	American Legion	<b>JC:</b>	Job Corps
<b>BC:</b>	Bannon Creek	<b>K:</b>	Kennedy Estates
<b>BB:</b>	Bright Beginnings	<b>LVS:</b>	LaVerne Stewart
<b>BH:</b>	Bret Harte	<b>MV</b>	Marina Vista Early Learning Center
<b>CP:</b>	Capital City	<b>M:</b>	Mather
<b>CPH:</b>	CP Huntington	<b>MCBB</b>	Marie Cleveland's Bright Beginnings
<b>CR:</b>	Crossroad Gardens	<b>NJ:</b>	Norma Johnson
<b>EHS:</b>	Early Head Start	<b>NA:</b>	North Avenue
<b>EL:</b>	Elkhorn	<b>NC:</b>	Nedra Court
<b>FA:</b>	Franklin	<b>NA</b>	North Avenue
<b>FP:</b>	Freedom Park	<b>NV:</b>	Northview
<b>FPT:</b>	Freeport	<b>PA:</b>	Parker Avenue
<b>FT:</b>	Fruitridge	<b>PP:</b>	Phoenix Park
<b>G:</b>	Galt	<b>RO:</b>	River Oak
<b>GH:</b>	Grizzly Hollow	<b>SCOE:</b>	Sacramento County Office of Education
<b>H:</b>	Hillsdale	<b>SF:</b>	Solid Foundation
<b>HB:</b>	Home Based	<b>SN:</b>	Sharon Neese
<b>HI:</b>	Hiram Johnson	<b>SP:</b>	Strizek Park
		<b>WG:</b>	Walnut Grove

**Representative Abbreviations**

<b>OGC:</b>	Out Going Chair
<b>PPR:</b>	Past Parent Representative
<b>GPR:</b>	Grandparent Representative
<b>AMB:</b>	Parent Ambassador

**Attendance Record Abbreviations**

<b>X:</b>	Present
<b>E:</b>	Excused
<b>AP:</b>	Alternate Present
<b>AE:</b>	Alternate Excused
<b>U:</b>	Unexcused
<b>PAC:</b>	Parent Advisory Committee
<b>PC:</b>	PAC Board Business
<b>R:</b>	Resigned
<b>S/B:</b>	Should be, or should have been (seated)
<b>CD:</b>	Child Dropped.
<b>RS:</b>	Reseat

current a/o: 1/20/2021 11:39 AM



CONSENT ITEM II-A

APPROVAL OF MINUTES OF THE MARCH 16, 2021 SPECIAL MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the March 16, 2021.

RECOMMENDATION:

Approve the minutes of the March 16, 2021 meeting.

**NOTES:**

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

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_

**SPECIAL MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE**

*(Minutes reflect the actual progress of the meeting.)*

**LOCATION:** meeting held electronically

Tuesday, March 16, 2021  
11:00 a.m.

**I. Call to Order/Roll Call/Review of Board Member Attendance**

Ms. Fienishia Wash called the meeting to order at 11:01 a.m. and read the thought of the day. Ms. Shannon Pierce called the roll; a quorum was achieved.

**Members Present:**

Stephen Key  
Fienishia Wash  
Shannon Pierce  
Earlene McBryde (joined at 11:03)  
Donna Bonner  
Brenda Casillas  
Henrietta Gutierrez  
Christine Salas  
Arianna Torres  
Alisha Givhchi

**Members Absent:**

Maria Levert (unexcused)

Quorum met.

**II. Consent Item**

- A. Approval of the Minutes of the February 16, 2021 Special Meeting  
Moved-Donna Bonner/2<sup>nd</sup> – Henrietta Gutierrez  
Aye - 9  
Nay -0  
Abstention -1 (Fienishia Wash)  
Motion passed

**III. Action Items**

- A. Election of Parent Advisory Committee Officers 2020-2021  
Fienishia Wash requested motion to table this item due to lack of new representatives at this time.  
Moved-Henrietta Gutierrez/2<sup>nd</sup> – Earlyne McBryde  
Aye – 9  
0 – nay  
1- abstention (Fienishia Wash)  
Absent – 1 (Maria Levert)  
Motion passed

B. Election of SETA Operated Representatives and Alternates to the Policy Council for Program Year 2020-2021

Ms. Fienishia Wash requested a motion to table this item due to lack of new representatives due to school closures at this time.

Moved-Donna Bonner/2<sup>nd</sup> – Stephen Key

Aye - 9

Nay - 0

Abstention-1 (Fienishia Wash)

Absent – 1 (Maria Levert)

Motion passed

C. Approval of Parent Advisory Committee and Policy Council Joint Parent Activity

Ms. Fienishia Wash suggested coming up with some ideas using zoom and be able to keep social distance. The activities have to be educational that could bond the two groups together. The activities are for PC/PAC parents, no children are allowed.

Ms. Henrietta Gutierrez suggested with the changing CDC guidelines and as more representatives join the board, the goal would be to do more in-person than zoom connection.

Ms. Fienishia Wash requested a motion to table this item.

Moved –Donna Bonner/2<sup>nd</sup> – Earlyne McBryde

Aye – 9

Nay – 0

Abstention - 1 (Fienishia Wash)

Absent – 1 (Maria Levert)

Motion passed

**IV. Information Items**

A. Standing Information Items

➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han

Mr. Han reviewed the expenditures for seven months of the program year 2020-2021. There are a lot of categories that show under-spent funds to date. We are still waiting on further guidance on how to utilize under-spent CARES Act funding. For the carryover, there is about \$186,000. The non-federal share is at about 19%. However, we will request a waiver on not meeting the 25% non-federal share.

There have been cost savings in personnel and fringe benefits due to unfilled vacancies during the pandemic. Some under-spent funds will be redirected to support construction on the Northview project.

Nutrition category is over-spent because at the beginning of the program year, we were not being reimbursed for remote meal service. This is the same in HS and EHS.

Ms. Henrietta Gutierrez asked about a line item on American Express card and Victor responded that it is for the Zoom charges. Most charges are toward COVID expenses on the American Express card.

- Community Resources – Parents/Staff: Ms. Marie Desha
  - ✓ Union Pacific Celebrating Women of the Railroad
  - ✓ Virtual Career Connection – Amazon
  - ✓ COVID-19 presentation flyer will be sent out via email after the meeting

Ms. Marie Desha shared the community resource flyers with the PAC members. She asked representatives to share with family and friends.

B. Head Start Policy Council Minutes: January 26, 2021

## V. **Committee Reports**

- Executive Committee Meeting Critique: Ms. Fienishia Wash

There will be Joint PC/PAC Executive Committee meeting on March 26 with Ms. Marie Desha.

## VI. **Other Reports**

- Chair's Report

Fienishia reported that during last PC meeting, the members approved the eligibility list for Accountant III in closed session. There were nominations and vote taken and approved for Community Action Board (CAB) representatives and alternates. The representatives are Shannon Pierce and Ms. Fienishia Wash and the alternates are Ms. Donna Bonner and Ms. Kara Otter.

Head Start Deputy Director's Report – Ms. Denise Lee  
Denise Lee shared the re-opening is going very well. The site to re-open this week was 16th Avenue and last week was Phoenix Park. Preschool is returning with good numbers/full classrooms; however, EHS is a little more resistant to come back. There may be several reasons for EHS families not returning right now, including feeling uncomfortable bringing their children to the centers, parents may not be back at work yet, classrooms hours may not meet their needs, as well as various other reasons.

As an example, Norman Johnson opened on March 1<sup>st</sup> with 13 out of 13 preschoolers but only 4 out of 8 EHS. Phoenix opened March 8 with 10 of 13 preschoolers, with all 13 enrolled but just waiting on paperwork or nutritional needs. For EHS, 6 out of 6 enrolled but only 2 showed up. 16th Avenue had 22

out of 26 preschoolers and 14 showed up and they had 4 EHS out of 24, which is the total number of slots available.

Distance learning can continue for those families not ready to return to the classroom at this time. The centers that would normally close for summer are still going to close in May and will open again in August. However, families may continue with distance learning under a different teacher during the summer. With open enrollment slots, new families are encouraged to enroll. If you know of any families with children who would like to enroll, please refer them to SETA. Children wearing masks is going very well. They can go to a safe place to take off their masks for a break from wearing it and breathe. Staff, management and leadership have done an exceptional job getting the sites ready for re-opening. Staff have had the opportunity to get the vaccine when the state opened vaccinations for childcare and educators. It is not required at this time for our staff but we are collecting vaccine cards to track vaccines received. As Marie shared earlier, there are many vaccine presentations to attend to learn more about the vaccinations.

Delegate agencies will be opening up in the coming weeks.

Galt USD - March 22; Elk Grove - March 16; Twin Rivers – April 6;

SCUSD – April 8; SJUSD – March 22



✓ Monthly Head Start Report



Head Start Managers' Reports

- Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services

Lisa Carr reported 22 of 23 children enrolled at 16<sup>th</sup> Ave. as of yesterday 3/15/21. Families are coming back to preschool. EHS is having a slower enrollment. Our first choice is to enroll families who are working but will take Seek Work families also. 16<sup>th</sup> Avenue and Job Corps are looking for EHS children. SETA is down about 20 EHS children at those 2 sites.

If you know anyone who may be interested, have them go to the Head Start website and fill out an inquiry form with the child's age and area they live.

SETA is fine in the North area. Elkhorn will be reopening on March 29 with 16 EHS children. The South area seems a little slow in getting children back to school. We are looking for children aged 18 months to 3 years.

CFS is getting ready for the State review the week of April 19-23. Lisa is also working with Denise on the 2021-2022 program year grant application.

Managers are focusing on getting the sites reopen. Home Base is looking for children as well as potentially changing the curriculum.

- Karen Griffith - School Readiness, Special Education and Mental Health Services - no report
- Denise Lee – Quality Assurance, Food Services, Save Environments, Grants, and Contracts – no report

**VII. Center Updates**

**VIII. Discussion**

Ms. Henrietta Gutierrez shared that the Sacramento County library is open. You can check out the books yourself. You are allowed one hour to use the computer. There is no story time. The toy section is not available right now and all toys have been removed due to COVID.

**IX. Public Participation - None**

**X. Adjournment 11:43 am**

ACTION ITEM III-A

APPROVAL OF ANNUAL SELF-ASSESSMENT FOR 2020-2021  
AND RESULTING PROGRAM IMPROVEMENT PLAN  
SETA OPERATED PROGRAM

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the results of the Head Start, Early Head Start and Early Head Start Child Care Partnership Annual Self-Assessments and Program Improvement Plans (PIP).

In January/February 2021, a team of staff were assembled for a virtual 2020-2021 Head Start/Early Head Start self-assessment. Teams electronically reviewed and analyzed service areas including Program Governance, Education/Child Outcomes, Disabilities, Mental Health, Health, Nutrition, Safe Environments, Family and Community Engagement, Eligibility/ Recruitment/Selection/ Enrollment/Attendance, Human Resources and Fiscal. A summary report of program strengths, areas of improvement and a resulting program improvement plan are attached.

Staff will be available to answer questions.

RECOMMENDATION:

Approve Program Year 2020-2021 Self-Assessment and resulting Program Improvement Plan for the Head Start/Early Head Start/EHS-Child Care Partnership programs.

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

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_

# Sacramento Employment and Training Agency (SETA) Children and Family Services Department (CFS)

*Includes: Head Start, Early Head Start, EHS-Child Care Partnership, and CDE CSPP/CCTR Programs*

## Self-Assessment Summary of Results 2020-2021

### **Project Background**

During the months of February and March 2021, the CFS management team developed a self-assessment plan that was adapted to assess remote teaching/learning and family services under the COVID-19 closures.

Because of the statewide Shelter-in-Place order, the SETA Operated Program (SOP) converted to remote teaching/learning and family services on March 17, 2020. The program began re-opening centers for in-person services during June, July and August 2020. However, due to several positive COVID-19 cases among staff, parents and children, SETA made the decision to revert to remote distance teaching/learning and remote services for children and families. The program has remained under these distance service protocols through this reporting period.

As a result, the 2020-21 self-assessment process was modified to review the status, quality, compliance and outcomes of services rendered under COVID-19. The results of this self-assessment do not necessarily reflect SETA's typical operational strengths and areas of improvement. However, COVID-19 was a learning curve with many positive outcomes that could influence future operations and ways of doing business.

To conduct the self-assessment, team members reviewed a variety of documents, including but not limited to:

- Review of HUB distribution systems to support remote teaching/learning
- CLASS virtual observations (35 teachers)
- Coaching session observations with Teachers on Special Assignment (TOSA) (75 teachers)
- Remote teaching/learning documents and quality observations (35 teachers)
- DRDP assessment data
- Child portfolios/*Learning Genie* portfolios
- Environmental inventories
- Staff interviews
- Parent survey results (effectiveness of remote teaching/learning services and Desired Results)
- Health and developmental screenings
- Referrals (mental health services and disabilities services)
- *ChildPlus* data/Children's files
- Enrollment and recruitment reports
- Ready Rosie data
- Health and Safety Screeners

Results from the self-assessment were analyzed and summarized, resulting in a detailed Self-Assessment Program Improvement Plan (PIP).



## **Summary of Program Strengths**

The SETA's Children and Family Services programs have many notable strengths, including some of the following:

### ***Education***

- Virtual *CLASS* Observations showed Positive Climate as a strength across Remote Learning sessions.
- Parent Survey results on Remote Teaching
  - 90% of families indicated their child's learning goals are included in weekly activities
  - 96% of families indicated their child's teacher is consistent, well prepared and ready to Zoom
  - 89% of families indicated that the Zoom sessions were fun, educational and appropriate for their child.
- Innovative Measure Me kits were developed and aligned to the *DRDP* for both EHS and Preschool.
- Parent Survey results on learning materials provided
  - 93% of families indicated their child has plenty of activities and materials throughout the week
  - 94% of families indicated Measure Me bags had enough materials.
- Home/School Packets were aligned to state and federal developmental goals and reflected the essential domains of learning in an interactive hands-on approach. These were designed to increase parent engagement in the curriculum process.
- Teachers displayed the ability to independently analyze classroom *DRDP* data through the method adapted in response to COVID-19, using the information to develop appropriate goals and plans based on child outcomes.
- In response to remote teaching, the program implemented the use of *ASQ Online* to capture screening results.
- Over 80 teachers in both preschool and EHS received on-going coaching support from TOSA's.
- Teachers became much more comfortable with technology using platforms such as *Zoom*, *Google classroom* and *YouTube*.
- Cognition was the learning domain that had the highest increase of the percentage of children scoring in the top two developmental levels of the *DRDP* between Fall (18.3%) and Winter (33.3%).

### ***Mental Health***

- 166 teachers (preschool and EHS) received online training for the *Teaching Pyramid Jumpstart* training.
- Increased the number of staff who are undergoing authorization to be official *Teaching Pyramid* coaches and trainers.
- The Agency had two Education Coordinators participate in *WestEd* Trauma Informed Care Train-the-Trainer model to increase capacity to guide and coach staff with topic fidelity.
- In response to remote teaching, the program implemented the use of *ASQ- Social Emotional Online* to capture screening results.
- A virtual platform was developed to support children, families and staff with various relaxation/stress reduction techniques as well as access to community resources.

### ***Disabilities***

- Virtual support and information was developed including the YouTube video training, "*How to Prepare for an IEP/IFSP and Its Process*".

- Intervention Specialists were able to virtually join case management sessions across their caseload as well as attend individual learning sessions with children who needed extra support.
- Intervention Specialists supported teachers by integrating goals into remote services for children with IEPs and IFSPs
- Both SOP Head Start and EHS have met or exceeded the 10% of identified children with IEPs or IFSPs in a challenging year of atypical programming

### ***Parent and Family Engagement:***

- Well-documented parent contacts pre and post COVID-19. Data indicates that after COVID-19 most Family Services Workers (FSWs) recorded between 4-12 contacts per month.
- Parents received on-going information and resources via email, text, Zoom and FaceTime.
- Family engagement staff connected face-to-face during food distribution.
- Increased opportunities for staff to attend professional growth webinars and conferences.
- Family Development Credential program pivoted to an online format in the middle of COVID-19 and graduated an additional 12 staff.
- Increased connections and networking both internally and with community partners, sharing resources.
- Staff addressed the immediate needs section of the FPA for enrolled families.
- Parent meetings were held virtually and included guest speakers.
- Partnering with teaching staff to attend and participate in parent meetings and help gather documents when needed.
- *ReadyRosie* (SETA's parenting curriculum) pre COVID-19 training was conducted for home visitors and FSWs and Education Coordinators set-up *ReadyRosie* tables at sites, answered parent questions, and registered them for the parenting curriculum
- Introduced a parent letter in both English and Spanish to talk about the benefits of the *ReadyRosie* program. The percentage of families registered increased from 33% to 55% in one month. By the end of the July, 73% of families accepted invitations to *Ready Rosie*
- Video viewing increased from 2,041 educational videos in February to 4,519 in April.

### ***Health and Nutrition***

- Partnered with Sacramento County Department of Health Services, Childhood Lead Poisoning prevention to continue Lead Campaign. Parents and staff received education on the hazards and critical effects of lead exposure. For PY- 20-21, 78% of preschool children and 36% of infant/toddlers were up to date on their Blood Lead Screening
- Continue to partner with Elk's Major Project to provide vision screenings to children, which also continued during COVID with drive-through screening clinics. Sixty-five percent (65%) of children had a completed vision screening. No follow-up needed on any.
- Staff worked with parents to continue to seek services through their primary care physician.
- Prior to COVID, Early Smiles provided dental screenings and fluoride varnish to children enrolled in center-based programs.
- During remote services, eight (8) community dental clinics were hosted for Head Start families. 289 children were screened and 176 fluoride varnishes were applied. Dental screening completed for Head Start: 62%, of which 15% needed follow-up.
- 65% of Head Start children and 65% of EHS children received fluoride varnishes in 2020-2021.
- Wall growth charts along with tape measures for head circumference were provided to families, along with instructions on how to use them to help the program assessment of height/weight, resulting in 61% completed growth assessments for Head Start children and 75% for EHS children

- Virtual training was provided to staff on topics ranging from Blood borne pathogens, use of PPE, and Universal precautions.
- During the summer of 2020. 400 parents participated in Summer Wellness Series, which included topics ranging from: Age Appropriate Physical Activity During Shelter in Place, COVID-19 and MIC-C, Oral Health, Stress and Mental Health and Fostering Health Relationships. These virtual workshops were conducted by Nursing students at the US Davis Betty Irene Moore School of Nursing.
- Strengthened the system for gathering Release of Confidential Information from parents during COVID-19 to help facilitate the gathering of health and dental information for enrolled children.
- Continue to work with parents to navigate Sacramento Covered in order to access needed appointments, access medical/dental insurance, and to arrange transportation.
- Ninety-four percent (94%) of Head Start children and 87% of EHS children were up-to-date on their immunizations.

### ***Safe Environments***

- Centers were well- maintained during the Agency closure.
- Classroom furniture is in good condition, age appropriate and placed in safe areas.
- Janitorial services were maintained, even at a reduced capacity, to ensure centers were clean and sanitary during the closure.
- Staff had time during the closure to catch up on deferred maintenance projects that are normally more challenging to accomplish when children are in session.
- All classrooms were following new COVID-19 policies and procedures.

### ***Governance***

- PAC/PC board members have adapted extremely well to virtual meetings, with consistently high attendance.
- Board business has not stopped/been hindered even under COVID-19 challenges.
- One-on-one new board member orientation was successful and well received by new members,
- The use of technology to conduct board meetings has been unprecedented.
- PAC/PC board members have been committed to maintain a holding seat so that board business would not be interrupted in the middle of a pandemic.
- The social/hospitality committee found creative ways to host a virtual End of the Year celebration.

### ***Human Resources***

- Incorporated virtual platforms for all aspects of the recruitment process with PAC/PC members and staff reviewing potential candidates remotely, remote online testing for applicants using various virtual testing platforms, and Zoom meetings for exams and hiring interviews.
- Decreased Worker's Compensation claims in 2020, a 41% decrease from 2019.
- Provided a wellness 5-week email campaign in August 2020 focused on COVID-19 emotional support. This included information on managing stress and anxiety, coping with grief, national wellness hotlines for staff to call, websites for healthy living, and virtual activities that can reduce stress and depression.
- Assisted CFS with COVID-19 responses, adaptations, readiness, and employee relations.
- Cal/OSHA safety walk-thru with the Site Supervisor, Facilities Coordinator, and Program Officers/Education prior to each early learning center re-opening. Detailed reports were shared with all stakeholders.
- Sent regular email notifications to all staff regarding COVID-19 health and safety protocols, updates, and exposure notices throughout the pandemic.

- Provided timely vaccination information to ensure staff secured priority appointments for educators and child care workers.
- Pivoted the screening/interviewing/on-boarding processes to virtual platforms to ensure hiring practices continued during the Agency closure.
- Converted benefits open enrollment to a virtual platform, including sending out fillable forms for better ease of completion and submission of documents electronically, Zoom information sessions, and developed a list of FAQs from the sessions.

### ***ERSEA***

- The program transitioning to online applications in *ChildPlus* while completely moving away from paper.
- The program increased the use of modules/features in *ChildPlus*, including the Live Message and Attendance and Meal Counts.
- More efficient use of *ChildPlus*.
- Staff updated forms/documents to be fillable for online submission.
- Staff use of the Agency webpage to post recruitment information to draw more attention.
- Staff attended virtual recruitment events and community partner meetings to inform the community about Head Start/Early Head Start.
- The program increased use of social media for recruitment.
- Trained FSWs on recruitment expectations at virtual community events and instituted systems to ensure inquiry forms were completed by parents online.

### **Summary of Program Growth Opportunities**

During the Self-Assessment process, teams identified areas for improvement and opportunities for growth. Areas of improvement do not necessarily indicate systemic issues and/or areas of non-compliance, but opportunities to improve program quality. Below is a summary of some of the highlighted areas. A complete Program Improvement Plan (PIP) with action steps, timelines, and staff responsible is attached.

#### ***Education***

- Virtual CLASS observations indicate that strategies that support concept development are less frequently used.
- Learning Genie data shows remote services made some DRDP measures very difficult to gather evidence and accurately assess.
- Remote Learning Observations indicate that attempts to involve parents in the online activities were not always successful.
- There was a higher level of parents not responding to teacher's attempts to communicate and schedule virtual sessions in remote learning.
- Materials distributed from HUBS were not in multiple languages.
- Approaches to Learning showed the lowest number of children rated in the top two developmental levels of the DRDP at 18%. This domain includes curiosity, persistence and attention maintenance, which are elements not as conducive to the online platform. (While low overall, it did show a strong increase between Fall to Winter)

#### ***Mental Health***

- Zoom and virtual interactions did not provide the same level of social interactions for children.
- There was a higher level of parents not responding to Intervention Specialist's communication attempts.

- There have been increased transitions for children, especially for those that moved back and forth in a remote, in-person service model.

### ***Disabilities***

- Many IEP/IFSP processes such as screening and assessment were delayed by LEA's and Part C agencies during the first half of remote services.
- Items that represent differing abilities such as books and toys were limited in remote materials.
- Use of IEP/IFSP individualization strategies were more difficult to implement during Remote services.

### ***Parent and Family Engagement***

- Families were unwilling to develop goals under their Family Partnership Agreement, especially during Shelter-in-Place.
- Families were often overwhelmed with contact from staff, both teaching and family engagement staff.
- Family engagement staff had a challenge staying in contact with some parents.
- Families did not always submit required documents during distance learning (less in-person contact).
- Learning curve for staff using technology exclusively for enrollment, health and parent contacts.
- Using Zoom on a cellphone and not on a computer was difficult. Staff could not share screens and/or see all participants/parents.

### ***Health and Nutrition***

- Physicians were providing tele-health visits, resulting in many screenings not completed.
- Hearing screens were difficult to obtain. This type of screening does not lend itself to a drive-by screen, since quiet is needed.
- Getting all children medically complete was difficult when there was a lack of in-person staff-family contact.
- Blood lead screenings remains low.
- Obtaining needed medical/dental documentation has been challenging.

### ***Safe Environments***

- Some centers had physical hazards in the outdoor play areas due to lack of use.
- Some centers were missing needed postings.
- A few centers had falling hazards on shelves.

### ***Governance***

- Attracting new representatives during remote services was a challenge.
- Meeting new board members face-to-face and building board bonding without in-person meetings/activities was difficult.
- Distractions occurred during virtual meetings as board members had various home activities and children's needs to attend to.
- Reliable and readily available technology for board members was not always present.

### ***Human Resources***

- Continued struggle with timely completion of staff performance evaluations, which decreased even more once the pandemic started.
- Digitizing employee personnel files is considered a necessary step in disaster recovery; however, the implementation continues to be delayed.

- Anniversary program was not in effect for eight months during the pandemic and the department continues to get caught up on all employee orders since March 2020.

***ERSEA***

- FSWs had limited access to centers during the Agency closure, creating challenges to access files, documents, technology, and *ChildPlus*.
- Very limited opportunity to meet with parents/families in-person.
- Learning curve for technology such as *Zoom*, uploading documents, fillable forms etc.
- Most community events were canceled, making outreach and recruitment a challenge.
- Prior to COVID-19, staff were unable to track how many families were going online to complete an inquiry form for new enrollment opportunities.
- Families failing to provide documents needed for enrollment (some due to limited technology access).
- Parent fatigue for distance learning (with HS and non-HS children).

<i>Action Steps:</i>	<i>Responsible Person(s)/Unit</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
<b><i>EDUCATION, DISABILITIES AND MENTAL HEALTH - SYSTEMS, SERVICES AND STAFF DEVELOPMENT</i></b>				
Increase opportunities for children to participate in activities that promote curiosity, persistence and attention maintenance in both remote and center based services (Approaches to Learning)	Karen Griffith, Manager Program Officers/Ed Education Coordinators	April 2021 and ongoing	April and May Home School packets have included increased STEM activities and opportunities to engage in curiosity, persistence and attention maintenance.	
Order and distribute materials that increase home language, diversity and differing ability awareness in remote learning and the classrooms	Karen Griffith, Manager Program Officers/Ed Education Coordinators	July 2021		
Continue to utilize and increase capacity for virtual training and coaching with staff	Karen Griffith, Manager Program Officers/Ed Education Coordinators	March 2021 and ongoing		
Utilize TOSA's to assist with environment set up and effective routines as children return to center base services	Karen Griffith, Manager Program Officers/Ed Education Coordinators	March 1, 2021- August 2021		
As children return to center-based services, teachers will need increased skills to support children in the area of social/ emotional development. Develop training in trauma informed care, empathy and resilience	Karen Griffith, Manager Program Officers/Ed Education Coordinators	May 2021		
Review and strengthen transition process to support children who have experienced the instability and effects of the pandemic	Karen Griffith, Manager Program Officers/Ed Education Coordinators	March 1, 2021	Remote Learning Transition Plans and Checklists were developed.	
Develop additional resources to support teachers returning to center-based teaching after a prolonged absence. This includes strategies to implement new requirements and expectations. (Enhanced Outdoor play, Strategies for Children and Masks, social distancing activities, etc.)	Karen Griffith, Manager Program Officers/Ed Education Coordinators	March 2021	Masks: Strategies for Positive Mask Use was developed with inclusion of scripted stories, songs, finger plays and books. This resource is distributed to each center before opening and incorporated into the classroom's COVID safety plan. Outdoor: An Outdoor	

		April 2021	Enhancement resource tool was developed including increased materials and activities with considerations for distancing.  In addition, a committee has been created to establish a standard supply and material list for outdoor interest areas for optimal learning.	
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***PARENT AND FAMILY ENGAGEMENT – SYSTEMS, SERVICES AND STAFF DEVELOPMENT***

Investigate and develop an online parent survey that helps identify family needs and inform program design and service delivery	Lisa Carr, Manager Program Officers/SS	August 2021		
Purchase needed equipment to adapt staff workstations for Zoom and virtual parent connections/meetings	Lisa Carr, Manager Program Officers/SS	April 2021		
Cross-train staff on <i>ReadyRosie</i> to connect more seamlessly with curriculum topics	Lisa Carr, Manager Program Officers/SS	August, 2021		
Create a workgroup for <i>ReadyRosie</i> to help develop new ways of implementation	Lisa Carr, Manager Program Officers/SS	May 2021		

***HEALTH AND NUTRITION – SYSTEMS, SERVICES AND STAFF DEVELOPMENT***

Use the Release of Confidential Information at enrollment and ensure families know what information we will be collecting, and have them update annually	Lisa Carr, Manager Health/Nutrition Unit	August 2021	Have increased the usage of the RCI with distance learning families, will continue to include in the enrollment packet.	
Develop procedures and strategies that ensure staff is completing the mandated health screenings, including but not limited to using an empty classroom with universal precautions	Lisa Carr, Manager Health/Nutrition Unit	April 2021		
Work with dentists and dental agencies to reassure parents about the safety of bringing children to the dentist for exams	Lisa Carr, Manager Health/Nutrition Unit	On-going		
Revise the HS/EHS form for doctors, highlighting the items necessary for enrollment into the program	Lisa Carr, Manager Health/Nutrition Unit	September 2021		



Continue to offer health/nutrition workshops for parents, virtually, utilizing our community partners	Lisa Carr, Manager Health/Nutrition Unit	November 2021		
<b><i>ERSEA – SYSTEMS, SERVICES AND STAFF DEVELOPMENT</i></b>				
Develop trainings for staff to increase proficiency on tools that help them navigate in a virtual platform	Lisa Carr, Manager Program Officer/ERSEA	September 2021		
Explore and expand uses of <i>ChildPlus</i>	Lisa Carr, Manager Program Officer/ERSEA	November 2021- Ongoing		
Develop new methods to recruit families, increase awareness about Head Start/early Head Start services and increase enrollment	Lisa Carr, Manager Program Officer/ERSEA	August 2021		
Use paper inquiry forms at in-person recruitment events for follow-up	Lisa Carr, Manager Program Officer/ERSEA	March 2022		
<b><i>Human Resources– SYSTEMS, SERVICES AND STAFF DEVELOPMENT</i></b>				
Increase percentage of completed performance evaluations by 25%	Allison Noren, HR Chief CFS Managers HR Staff	June 2021 – December 2021		
Develop a plan and timelines for digitizing personnel files	Allison Noren, HR Chief CFS Managers HR Staff	August 2021		
<b><i>Safe Environments - SYSTEMS, SERVICES AND STAFF DEVELOPMENT</i></b>				
Complete health and safety screeners and/or CalOSHA reviews prior to each center re-opening	Melanie Nicolas, PO QA Analyst Allison Noren, HR Chief	March 2021	Visits began as centers re-opened. Center visits are being completed prior to each re-opening date.	
<b><i>Governance - SYSTEMS, SERVICES AND BOARD DEVELOPMENT</i></b>				
Develop a coordinated schedule with the Family Services Workers to share PAC/PC recruitment information with parents at parent meetings (virtually and/or in-person)	Marie Desha, Coordinator	May 2021		

## ACTION ITEM III-B

### APPROVAL OF PROGRAM YEAR 2021-2022 HEAD START, EARLY HEAD START AND EARLY HEAD START CHILD CARE PARTNERSHIP REFUNDING APPLICATION

#### BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the Program Year 2021-2022 Head Start/Early Head Start Refunding Applications. The applications are for Year 2 of a 5-year funding cycle.

A copy of the Program Narrative is attached for review. Included in this application are two changes from 2020-21 including:

- A request to consolidate the Head Start/Early Head Start grant with the Early Head Start-Child Care Partnership (EHS-CCP) grant.
  - This will result in a single project period for both funding sources and ultimately change the project period by one less year for the Head Start/Early Head Start program (09CH011763).
  - Should the agency require additional time to complete projects outside of the new project period, SETA will be eligible to apply for a Low/No Cost Extension for up to 12 additional months.
- The SETA Operated Northview Early Learning Center will undergo construction, which will delay reopening the center until February 2022.
  - Currently enrolled families will be offered enrollment at Sharon Neese, Bannon Creek, Norma Johnson or other nearby locations.
  - Newly enrolled families will be offered distance learning or home-based services until Northview re-opens.
  - No family will be displaced as a result of this extended closure.
- Head Start and Early Head Start home-based programs will switch their primary curriculum from the *Hawaii Early Learning Profile (HELP)* to *Parents as Teachers*. This new curriculum offers current and relevant content, contains scope and sequencing, and has a fidelity tool.
- The grantee and delegate agencies will continue to offer families virtual and in-person options for parent center meetings, policy council/committee meetings, and home-based socializations and make-up visits when transportation, childcare and time are limiting families' ability to participate in program services.
- SETA will open the Dudley Early Learning Center, which was not able to open in 2020-21 due to COVID-19 closures.
- Many online application and enrollment processes developed during the pandemic will continue as an option for families.
- Many programs will continue to offer virtual staff development opportunities to maximize time and resources and/or smaller group training as a follow-up to large group presentations.

There are no other substantive changes for program year 2021-22. The grantee and delegate agencies/partners anticipate returning to regular in-person services without restrictions or limitations in 2021-22. Total funded enrollment will be as follows:

Agency	Funded Enrollment 2021-2022		
	Head Start	Early Head Start	EHS-CCP
SETA Operated Program	1,736	572	80
Elk Grove USD	440		
Sacramento City USD	736		
San Juan USD	1,044	164	
Twin Rivers USD	160	56	
WCIC	120		
<b>Total</b>	<b>4,236</b>	<b>792</b>	<b>80</b>

Services for the 2021-2022 program year will commence on August 1, 2021.

The Program Narrative will be sent under separate cover.

**RECOMMENDATION:**

Approve the Program Year 2021-2022 Head Start, Early Head Start, and Early Head Start Child Care/Partnership Refunding Applications.

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

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_

ACTION ITEM III-C

APPROVAL OF THE SETA HEAD START, EARLY HEAD START  
AND EARLY HEAD START CHILD CARE PARTNERSHIP BUDGETS  
FOR PROGRAM YEAR 2021-2022

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the 2021-2022 Head Start, Early Head Start, and Early Head Start Child Care Partnership budgets. The budgets include Basic, Training and Technical Assistance (TTA), and the Cost of Living Adjustment (COLA) funding for the SETA Operated Program, its five delegate agencies, and two partners. The proposed budgets are as follows:

Head Start Basic (4,236 children/families)	\$49,368,042
Head Start COLA (1.22%)	\$ 602,290
Head Start Training and Technical Assistance	<u>\$ 527,209</u>
Sub-Total	\$50,497,541
Early Head Start Basic (792 children/families)	\$11,335,940
Early Head Start COLA (1.22%)	\$ 138,298
Early Head Start Training and Technical Assistance	<u>\$ 243,314</u>
Sub-Total	\$11,717,552
EHS-CCP Basic (80 children/families)	\$ 1,664,706
EHS-CCP COLA (1.22%)	\$ 20,309
EHS-CCP Training and Technical Assistance	<u>\$ 36,749</u>
Sub-Total	\$ 1,721,764
TOTAL	<u>\$63,936,857</u>

**Cost-of-Living Adjustments (COLA)** – On March 25, 2021, the Office of Head Start released the Consolidated Appropriations Act 2021 funding for the Federal Fiscal Year (FY) 2021, making additional funds available to existing Head Start, Early Head Start and Early Head Start Child Care Partnership programs. Each grantee may apply for a COLA increase of 1.22 percent of the FY 2020 base funding level. Base funding excludes training and technical assistance funds and any one-time funding grantees may have received in FY 2020. COLA funds are to be used to increase staff salaries and fringe benefits and offset higher operating costs. SETA management and AFSCME representatives have finalized negotiations on the use of these funds. A previous board action item covers the proposed increases.

A copy of the 2021-2022 Head Start, Early Head Start and Early Head Start Child Care Partnership budgets will be sent under separate cover.

Staff will be available to answer questions.

RECOMMENDATION

Approve the Program Year 2021-2022 Head Start, Early Head Start, and Early Head Start Child Care Partnership Budgets for Basic, Training and Technical Assistance (TTA), and the Cost of Living Adjustment (COLA) in the amount of \$63,936,857.

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

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_

ACTION ITEM III-D

APPROVAL OF THE 2021-2022 HEAD START, EARLY HEAD START, AND  
EARLY HEAD START CHILD CARE PARTNERSHIP  
PROGRAM OPTIONS AND CENTER LOCATIONS FOR  
SACRAMENTO COUNTY

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the program options and center locations for the SETA Operated Program and its delegate agencies for the 2021-2022 Program Year. There are no proposed changes for program year 2021-22.

A detailed list of the program options and center locations is attached.

RECOMMENDATION:

Approve the Head Start, Early Head Start and Early Head Start Child Care Partnership countywide program options and center locations for the 2021-2022 program year.

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

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_

**Head Start Program Options - Countywide  
2021-2022**

Agency	Programs with 5 Days/Week								Programs with 4 Days/Week				Home-base	TOTAL
	Year Round				Traditional School Year				Year Round		Traditional School Year			
	4 hrs/day	6.5 hrs/day	7 hrs/day	8 hrs/day	9 hrs/day	6 hrs/day	6.5 hrs/day	7 hrs/day	6.5 hrs/day	3.5 hrs/day	6.5 hrs/day	7.5 hrs/day		
SETA	680	60		240	220		60		73	40	240		123	1,736
Elk Grove USD						60				380				440
Sacramento City USD			32				336	48		320				736
San Juan USD							1,044							1,044
Twin Rivers USD							160							160
WCIC												120		120
<b>TOTAL</b>	<b>680</b>	<b>60</b>	<b>32</b>	<b>240</b>	<b>220</b>	<b>60</b>	<b>1,600</b>	<b>48</b>	<b>73</b>	<b>740</b>	<b>240</b>	<b>120</b>	<b>123</b>	<b>4,236</b>

**Early Head Start Program Options - Countywide  
2021-2022**

Agency	Programs with 5 Days/Week					Home-base	TOTAL
	Traditional School Year		Year Round				
	6.5 hrs/day	8 hrs/day	8 hrs/day	9 hrs/day			
SETA		8	148	146	350	652	
San Juan USD		32	48		84	164	
Twin Rivers USD	56					56	
<b>TOTAL</b>	<b>56</b>	<b>40</b>	<b>196</b>	<b>146</b>	<b>434</b>	<b>872</b>	

**SETA OPERATED  
HEAD START PROGRAM  
Funded Enrollment:  
1,736**

**Administrative Office:**

925 Del Paso Blvd.,  
Suite 100  
Sacramento, CA 95815  
(916) 263-3804

**16<sup>th</sup> Avenue**

4104 Martin Luther King Jr.  
Blvd.  
Sacramento, CA 95820

**Alder Grove ELC**

816 Revere Street  
Sacramento, CA 95818

**Bannon Creek**

2775 Millcreek Drive  
Sacramento, CA 95833

**Bret Harte**

**Children's Center**  
2761 9th Avenue  
Sacramento, CA 95818

**Bright Beginnings**

10487 White Rock Road, P52  
Rancho Cordova, CA 95670

**Capital City**

7220 24<sup>th</sup> Street  
Sacramento, CA 95822

**CP Huntington**

5917 26th Street  
Sacramento, CA 95822

**Crossroad Gardens**

7322 Florinwood Dr.  
Sacramento, CA 95823

**Dudley**

8000 Aztec Way  
Antelope, CA 95843

**Elkhorn**

5249 Elkhorn Blvd.  
Sacramento, CA 95660

**Franklin**

6929 Franklin Blvd.  
Sacramento, CA 95823

**Freedom Park**

6015 Watt Ave., S #5  
North Highlands, CA 95660

**Freeport**

2118 Meadowview Drive  
Sacramento, CA 95832

**Fruitridge**

5746 40th Street  
Sacramento, CA 95824

**Galt**

615 2<sup>nd</sup> Street  
Galt, CA 95632

**Grizzly Hollow**

805 Elk Hills Drive  
Galt, CA 95632

**Hillsdale**

5665 Hillsdale Ave., Bldg. 4  
Sacramento, CA 95842

**Hopkins Park**

2317 Matsun Drive  
Sacramento, CA 95822

**Illa Collin Center**

3530 41<sup>st</sup> Avenue  
Sacramento, CA 95824

**Job Corps**

3100 Meadowview  
Sacramento, CA 95832

**Kennedy Estates**

6501 Elder Creek  
Sacramento, CA 95824

**LaVerne Stewart**

5545 Sky Parkway  
Sacramento, CA 95823

**Marina Vista ELC**

263 Seavey Circle  
Sacramento, CA 95818

**Mather**

10546 Peter A. McCuen Rd.  
Mather, CA 95655

**Nedra Court**

#60 Nedra Court  
Sacramento, CA 95822

**Norma Johnson ELC**

3265 Norwood Avenue  
Sacramento, CA 95838

**North Avenue**

1281 North Avenue  
Sacramento, CA 95838

**Northview**

2401 Northview  
Sacramento, CA 95833

**Parker Avenue**

4516 Parker Avenue  
Sacramento, CA 95820

**Phoenix Park**

4400 Shining Star Dr.  
Sacramento, CA 95823

**Sharon Neese ELC**

925 Del Paso Blvd., Suite 300  
Sacramento, CA 95815

**Solid Foundation**

7505 Franklin Blvd.  
Sacramento, CA 95823

**Strizek Park**

3829 Stephen Drive  
North Highlands, CA 95660

**Walnut Grove**

14181 Grove Street  
Walnut Grove, CA 95690

**SETA Home Base Program**

**ELK GROVE USD  
HEAD START  
Funded Enrollment:  
440**

**Administrative Office:**

9510 Elk Grove-Florin Rd.,  
Room 214  
Elk Grove, CA 95624  
(916) 686-7595

**Charles E. Mack Elementary**

4701 Brookfield Drive  
Sacramento, CA 95823

**David Reese Elementary**

7600 Lindale Drive  
Sacramento, CA 95828

**Florence Markofer  
Elementary**

9759 Tralee Way  
Elk Grove, CA 95624

**Franklin Elementary**

5401 Dorcey Drive  
Elk Grove, CA 95757

**Florin Elementary**

7300 Kara Drive  
Sacramento, CA 95828

**Herman Leimbach  
Elementary**

8010 Grandstaff Drive  
Room B2  
Sacramento, CA 95823

**Irene B. West Elementary**

8625 Serio Way  
Elk Grove, CA 95758

**Isabelle Jackson  
Elementary**

8351 Cutler Way  
Sacramento, CA 95828

**James McKee Elementary**

8701 Halverson Drive  
Elk Grove, CA 95624

**John Reith**

8401 Valley Lark Drive  
Sacramento CA 95823

**Maeola Beitzel Elementary**

8140 Caymus Drive  
Sacramento CA 95829

**Prairie Elementary**

5251 Valley Hi Drive  
Sacramento, CA 95823

**Samuel Kennedy  
Elementary**

7037 Briggs Drive  
Sacramento, CA 95828

**Sierra Enterprise  
Elementary**

9115 Fruitridge Road  
Sacramento, CA 95826

**Union House Elementary**

7850 Deer Creek Dr.  
Sacramento, CA 95823

**William Daylor High School**  
6131 Orange Ave.  
Sacramento, CA 95823

**SACRAMENTO CITY USD  
HEAD START  
Funded Enrollment:  
736**

**Administrative Office:**

Serna Center  
5735 47<sup>th</sup> Ave.  
Sacramento, CA 95824  
(916) 395-5500

**Abraham Lincoln**

3324 Glenmoor Drive  
Sacramento, CA 95827

**A. M. Winn**

3351 Explorer Drive  
Sacramento, CA 95827

**Bear Flag**

6620 Gloria Drive  
Sacramento, CA 95831

**Bowling Green - Chacon**

6807 Franklin Blvd.  
Sacramento, CA 95823

**Bowling Green - McCoy**

4211 Turnbridge Drive  
Sacramento, CA 95823

**Camelia**

6600 Cougar Drive  
Sacramento, CA 95828

**Earl Warren Elementary**

5420 Lowell Street  
Sacramento, CA 95820

**Edward Kemble Elementary**

7495 29th Street  
Sacramento, CA 95822

**Elder Creek Elementary**

7800 Lemon Hill Avenue  
Sacramento, CA 95824

**Ethel I. Baker Elementary**

5717 Laurine Way  
Sacramento, CA 95824

**Ethel Phillips Elementary**

2930 21st Avenue  
Sacramento, CA 95820

**Fr. Keith B. Kenny**

3525 MLK Jr. Blvd.  
Sacramento, CA 95817

**Golden Empire Elementary**

9045 Canberra Drive  
Sacramento, CA 95826

**H. W. Harkness  
Elementary**

2147 54th Avenue  
Sacramento, CA 95822



**Hiram Johnson**  
3535 65<sup>th</sup> Street  
Sacramento, CA 95820

**Isador Cohen Elementary**  
9025 Salmon Falls Drive  
Sacramento, CA 95826

**James Marshall Elem.**  
9525 Goethe Road  
Sacramento, CA 95827

**John Bidwell Elementary**  
1730 65<sup>th</sup> Avenue  
Sacramento, CA 95822

**John Cabrillo Elementary**  
1141 Seamas Avenue  
Sacramento, CA 95822

**John Sloat**  
7525 Candlewood Way  
Sacramento, CA 95822

**John Still**  
2200 John Still Drive  
Sacramento, CA 95832

**Leataata Floyd**  
401 McClatchy Way  
Sacramento, CA 95818

**Lisbon**  
7555 S. Land Park Dr.  
Sacramento, CA 95831

**Mark Twain Elementary**  
4914 58<sup>th</sup> Street  
Sacramento, CA 95820

**Martin Luther King Jr.**  
480 Little River Way  
Sacramento, CA 95831

**Nicholas Elementary**  
6601 Steiner Drive  
Sacramento, CA 95823

**Oak Ridge Elementary**  
4501 Martin L King Jr. Blvd.  
Sacramento, CA 95820

**Pacific Elementary**  
6201 41<sup>st</sup> Street  
Sacramento, CA 95824

**Parkway Elementary**  
4720 Forest Parkway  
Sacramento, CA 95823

**Peter Burnett Elementary**  
6032 36<sup>th</sup> Avenue  
Sacramento, CA 95824

**Susan B. Anthony  
Elementary**  
7864 Detroit Blvd.  
Sacramento, CA 95832

**Woodbine**  
2500 52<sup>nd</sup> Ave.  
Sacramento, CA 95822

**Washington**  
520 18<sup>th</sup> Street  
Sacramento, CA 95814

**SAN JUAN USD  
HEAD START  
Funded Enrollment:  
1,044**

**Administrative Office:**  
5309 Kenneth Avenue  
Carmichael, CA 95608  
(916) 971-7375

**Arlington Heights**  
6401 Trenton Way  
Citrus Heights, CA 95621

**Choices Charter School**  
4425 Laurelwood Way  
Sacramento, CA 95864

**Coleman Elementary**  
6545 Beech Avenue  
Orangevale, CA 95662

**Cottage Elementary**  
2221 Morse Avenue  
Sacramento, CA 95825

**Coyle**  
6330 Coyle Avenue  
Carmichael, CA 95608

**Dyer Kelly**  
2236 Edison Avenue  
Sacramento, CA 95821

**Encina**  
1400 Bell Street  
Sacramento, CA 95825

**Garfield**  
3700 Garfield Avenue  
Carmichael, CA 95608

**General Davie Jr. Primary  
Center**  
1500 Dom Way  
Sacramento, CA 95864

**Grand Oaks**  
7901 Rosswood Dr.  
Citrus Heights, CA 95621

**Howe Elementary**  
2404 Howe Avenue  
Sacramento, CA 95825

**Kingswood Elementary**  
5700 Primrose Drive  
Fair Oaks, CA 95610

**Lichen Elementary**  
8319 Lichen Drive  
Citrus Heights, CA 95621

**Mariposa**  
7940 Mariposa Avenue  
Citrus Heights, CA 95610

**Marvin Marshall**  
5309 Kenneth Avenue  
Carmichael, CA 95608

**Pasadena Elementary**  
4330 Pasadena Avenue  
Sacramento, CA 95821

**Ralph Richardson  
Elementary**  
4848 Cottage Way  
Carmichael CA 95608

**Skycrest Elementary**  
5641 Mariposa Ave.  
Citrus Heights, CA 95610

**Sunrise Elementary**  
7322 Sunrise Blvd.  
Citrus Heights, CA 95610

**TWIN RIVERS USD  
HEAD START  
Funded Enrollment:  
160**

**Administrative Office:**  
155 Morey Avenue  
Sacramento, CA 95838  
(916) 566-3485

**Morey Avenue**  
155 Morey Avenue  
Sacramento, CA 95838  
(916) 566-3485

**Oakdale Preschool Center**  
3708 Myrtle Avenue  
North Highlands, CA 95660

**Rio Linda Preschool Center**  
631 L Street  
Rio Linda, CA 95673

**Village Preschool Center**  
6845 Larchmont Drive  
North Highlands, CA 95660

**WOMEN'S CIVIC  
IMPROVEMENT CLUB  
HEAD START  
Funded Enrollment:  
120**

**Administrative Office:**  
W.C.I.C./  
3555 3rd Avenue  
Sacramento, CA 95817  
(916) 457-8661

**Playmate #1**  
3930 8th Avenue  
Sacramento, CA 95817

**Playmate #2**  
3555 3<sup>rd</sup> Avenue  
Sacramento, CA 95817

**SETA OPERATED  
EARLY HEAD START  
Funded enrollment:  
652**

**SETA Early Head Start  
Administrative Office:**  
925 Del Paso Blvd.,  
Suite 100  
Sacramento, CA 95815  
(916) 263-3804

**16<sup>th</sup> Avenue**  
4104 Martin Luther King Jr  
Blvd.  
Sacramento, CA 95814

**Alder Grove I/T Center**  
2640 A/B Muir Way  
Sacramento, CA 95818

**American Legion**  
3801 Broadway  
Sacramento, CA 95817

**Bret Harte**  
2761 9th Avenue  
Sacramento, CA 95818

**Capital City**  
7220 24th Street  
Sacramento, CA 95822

**Collis P Huntington  
Elementary**  
5917 26th Street  
Sacramento, CA 95822

**Crossroad Gardens**  
7322 Florinwood Dr.  
Sacramento, CA 95823

**Elkhorn**  
5249 Elkhorn Blvd.  
Sacramento, CA 95660

**Freedom Park**  
6015 Watt Ave., S #5  
North Highlands, CA 95660

**Galt**  
615 2<sup>nd</sup> Street  
Galt, CA 95632

**Grizzly Hollow**  
805 Elk Hills Dr.  
Galt, CA 95632

**Hillsdale**  
5665 Hillsdale Ave., Bldg. 4  
Sacramento, CA 95842

**Hiram Johnson**  
3535 65<sup>th</sup> Street  
Sacramento, CA 95820

**Hopkins Park**  
2317 Matsun Drive  
Sacramento, CA 95822

**Job Corps**  
3100 Meadowview  
Sacramento, CA 95832

**Marina Vista ELC**  
263 Seavey Circle  
Sacramento, CA 95818

**Mather**  
10546 Peter A. McCuen Rd.  
Mather, CA 95655

**Norma Johnson ELC**  
3265 Norwood Avenue  
Sacramento, CA 95838

**North Avenue**  
1281 North Avenue  
Sacramento, CA 95838

**Northview**  
2401 Northview  
Sacramento, CA 95833

**Phoenix Park**  
4400 Shining Star Dr.  
Sacramento, CA 95823

**Sharon Neese  
Early Learning Center**  
925 Del Paso Blvd., Ste. 300  
Sacramento, CA 95815

**SETA/SCOE/ROCC EHS  
Home Base**

**SAN JUAN USD  
EARLY HEAD START  
Funded Enrollment:  
164**

**San Juan USD  
Administrative Office:**  
5309 Kenneth Avenue  
Carmichael, CA 95608  
(916) 971-7375

**Encina Infant/Toddler  
Center**  
1400 Bell Street  
Sacramento, CA 95825

**Fair Oaks Infant/Toddler  
Center**  
10700 Fair Oaks Blvd.  
Fair Oaks, CA 95628

**General Davie Jr.**  
1500 Dom Way  
Sacramento, CA 95864

**Marvin Marshall Toddler  
Center**  
5309 Kenneth Avenue  
Carmichael, CA 95608

**San Juan Infant/Toddler  
Center**  
7551 Greenback Lane  
Citrus Heights, CA 95610

**SJUSD EHS Home Base**

**TWIN RIVERS USD  
EARLY HEAD START  
Funded Enrollment:  
56**

**Administrative Office:**  
155 Morey Avenue  
Sacramento, CA 95838  
(916) 566-3485

**Morey Avenue School**  
155 Morey Avenue  
Sacramento, CA 95838

**Oakdale Early Learning  
Center**  
3708 Myrtle Avenue  
North Highlands, CA 95660

**Rio Linda Preschool Center**  
631 I Street  
Rio Linda, CA 95673

**Village Preschool Center**  
6845 Larchmont Drive  
North Highlands, CA 95660

ACTION ITEM III-E

APPROVAL OF 2021-2022 TRAINING/TECHNICAL ASSISTANCE PLAN FOR  
THE SETA HEAD START, EARLY HEAD START, AND EARLY HEAD START-CHILD  
CARE PARTNERSHIP PROGRAM, AS ALIGNED  
WITH ESTABLISHED FIVE-YEAR GOALS AND OBJECTIVES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the Program Year 2021-2022 Head Start, Early Head Start, and Early Head Start Child Care Partnership Training/Technical Assistance Plans (TTA).

The TTA Plans were developed to ensure continued quality and improvement and to support training activities for staff and parent development.

The Training and Technical Assistance Plan and a summary of five-year goals and objectives are attached.

RECOMMENDATION:

Approve the Program Year 2021-2022 SETA Head Start, Early Head Start and Early Head Start Child Care Partnership Training/Technical Plan as aligned with established five-year goals and objectives.

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

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_

## **PHILOSOPHY**

SETA Head Start's program philosophy is based on the premise that all families share certain basic needs and that the Head Start population, in particular, can reap even greater benefits from a comprehensive service delivery system that ensures their needs are met. Our program mission is to improve the lives of low-income children by providing comprehensive child development services that are family focused, including education, health, nutrition, mental health and social services. SETA Head Start's accomplishes its goals by involving parents in the operation and administration of the program and by supporting the growth of families and staff through the development of advocacy skills, enhanced self-esteem and empowerment. The overall goal is to develop a greater degree of independence among families and the decisions that influence their lives. Finally, SETA Head Start has established as its vision, "*Touching Families, Making a Difference.*"

SETA continually strives to recruit, train and retain the highest quality staff. Ongoing training and technical assistance ensures that all staff are knowledgeable about the Head Start philosophy, goals and objectives, mission, values and Performance Standards of the Head Start and Early Head Start programs.

## **PLANNING PROCESS**

SETA employs a planning process to identify and accomplish the training and professional development needs of Head Start staff, parents, delegate agencies and partners. This process results in a T/TA Plan, which incorporates needs, identified through PIR, OHS monitoring protocols, self-assessment, community assessment, on-going monitoring results, CLASS, DRDP, ERS, as well as analysis of embedded program and operational reporting systems such as ERSEA reports, disabilities reports, etc., and established countywide goals. Ultimately, under the direction of SETA's strong parent boards (PC/PAC), specific dollars are allocated to these prioritized needs (see attached budget) to all stakeholders receive the necessary training and professional development to move SETA's organization forward.

T/TA planning sessions take place in January. Participants in the T/TA planning include the SETA Leadership team, Policy Council and Parent Advisory Committee members, delegate agency directors and partners. Participants share information and identify program strengths and service gaps. The Training and Technical Assistance Plan was the direct result of this collaborative process.

## **APPROACH TO TRAINING, TECHNICAL ASSISTANCE AND PROGRAM IMPROVEMENT**

Adjustments to the T/TA Plan reflect the combined needs identified and prioritized by parents on the Budget/Planning Committee, and the resulting 5-year goals established in 2020.

Staff took a systematic approach to ensure the T/TA Plan and associated budgets reflect current needs of the program as identified through a) on-going monitoring, b) PIR results, c) committee reviews of the existing T/TA Plan, d) self-assessment and the continuing 5-Year goals and objectives.

## **OUTCOMES AND TIMETABLES**

Outcomes and timetable attainment of the Program Improvement Plan will be tracked and measured on a monthly basis. Leadership Team and Management meetings are conducted (bi)weekly with specific agenda content. Agendas will include status reports and check-ins. This process will allow for careful tracking of progress as it relates to timetables and outcomes attainment in the defined priorities and sub-groups: Early Intervention and Prevention; Record Keeping and Reporting; Planning; Communication; Human Resources/Staff Development/Training; and Health and Nutrition Services.

NOTES LEGEND: M=Mandated; G/O= Goals and Objectives; PIP= Program Improvement Plan BP=Best Practice

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost			Notes
					HS	EHS	CCP	
<b>Child Services and Consultants</b>								
<b>Consultants</b>								
Consultants will be used as subject-area experts to ensure that HS/EHS services are aligned with Performance Standards	HS/EHS Staff	Consultants	Depending on the consultants used, staff will utilize the services of consultants to ensure best practices and adherence to Performance Standards are met. Consultants may also be used as a training resource for staff, and provide coaching when necessary.	Consultants will be scheduled as needed in the program year 2021-2022	\$8,000	\$3,000		BP
<b>Parent Services</b>								
<b>Parent Intern Training</b>								
Parents will be recruited to train for a variety of apprentice jobs, including working with front office work, data entry, and health aides.	HS/EHS parents	Head Start staff	HS/EHS parents will be offered the opportunity to learn skills, including soft skills that potentially may lead to permanent employment opportunities in the community.	October 2021 July 2022	\$6,000			BP
<b>Family Literacy Project</b>								
Workforce/Head Start Parent Tuition Reimbursement	HS/EHS parents	Approved vendors from Sacramento County	This reimbursement will be used for parents who request to attend a job training program where the cost is not fully covered by other providers. The expected outcome includes providing opportunities to enrolled HS/EHS parents to become job ready and to provide opportunities for increased economic mobility.	2021-2022	\$4,000	\$2,500		BP

Family Literacy Project	HS/EHS parents	SS/PI Specialist	Parents will be given a book (bi-monthly) along with activity sheets to do with their child. Activity sheets will focus on literacy and math skills that parents can easily do at home with their child. The expected outcome will be increased literacy scores in children's assessment data, and increased knowledge about the importance of parent participation in school readiness activities.	August 2021- July 2022	\$32,534	\$8,000	\$2,000	BP
Parent Café Training	HS/EHS Parents and Staff	Trainer from National Parent Café Training Program	PC and PAC Parents and staff will be given the opportunity to be trained to facilitate Parent Cafes for county-wide implementation.	Fall 2021	\$4,000			G/O
Parents will have access to bi-annual training on disaster preparedness	HS/EHS parents	Content Area Experts from the community	Parents will be given an opportunity to attend a workshop with content area experts such as representatives from the Fire Department, County Health, and Disaster Preparedness Division to work with parents to develop safety plans for their families and prepare for potential emergencies.	November 2021 & May 2022	\$10,000			Parent Request
<b>Training of Staff Development</b>								
On-going training and conference opportunities and other resources	EHS and HS staff	Trainers, conferences, and resources to be determined.	Staff will be offered the opportunity to engage in a variety of staff development activities with the expected outcome to include increased knowledge in the areas of school readiness, curriculum implementation, and improved CLASS scores.	August 2021- July 2022	\$1,500	\$1,202	\$2,000	M
Teaching Pyramid	HS Staff	Sacramento County Office of Education	Teaching Pyramid training will continue for HS staff in order to ensure best practices continue in the area of social/emotional support for HS children.	September 2021	\$6,000	\$2,000	\$1,609	BP
CLASS Observer Training/Coaching and CLASS certificates	Grantee and Delegate staff	<i>TeachStone</i>	<i>TeachStone</i> will be contracted to provide refresher training for HS staff on the use of the CLASS tool. The expected outcome includes increased confidence and knowledge in the areas that CLASS assess. Expected outcomes	October 2021- April 2022	\$20,000	\$4,000		BP

			also include increased scores on classroom assessment evaluations and CLASS scores.					
Learning Genie	Grantee/ and delegate	SETA Staff	SETA staff will provide T/TA services to Delegate teachers Allocated money will be used to buy licenses for the program. The expected outcome is a better alignment with countywide practice and more effective implementation of the DRDP for children's assessment.	August 2021	\$4,000			SA
ECERS/ITERS Observers	HS/EHS Staff	Consultants	Consultants will be used to independently assess HS/EHS classrooms using the ECERS and ITERS tool. Consultants will also provide reports to staff for continuous improvement and feedback.	November 2021 and on-going	\$8,000	\$2,000		SA
	FSW and Home Visitors, Partners	Consultants	SETA and Partner staff will be provided three-day training on issues surrounding poverty and equity.	October 2021- July 2022	\$4,000			BP
Trauma Informed Care Training	HS/EHS Staff	Trainers, resources and coaching	To improve knowledge about trauma and its impact on young children's learning and development Understand how to use strategies that are sensitive to children who may have experienced trauma and that support the health, healing, resilience, and well-being of these children.	September 2021 and ongoing	\$8,000	\$3,000		SA
Curriculum Focus-STEM	HS Staff	SETA Staff	Staff will be given an opportunity to participate in on-going training in the area of STEM practices. Money will be used to provide materials for make and take and to enhance curriculum activities in the classroom.	To be determined	\$3,000	\$2,000		BP
Coaching Companion	Grantee Coordinators and TOSA'S	SETA Coordinators and First 5 staff	SETA staff will coach teachers across multiple topics using the online coaching platform. Funds will be used for training materials and consultants.	August 2021 and ongoing	\$3,000			PIP
CCEI Online Professional Development	HS/EHS Staff	CCEI	This is a subscription service that allows teaching staff to engage in on-line professional growth opportunities.	2021-2022	\$2,000	\$1,500		BP
QI Network	QI Team for SETA and Twin	Quality Improvement	Staff will deepen their understanding of the practice of continuous quality	August 2021- July 2022	\$38,000			BP

	Rivers	Network	improvement. Will become familiar with CQI tools and processes, and use these tools for program planning and decision making.					
<i>ReadyRosie</i> Parenting Curriculum	HS/EHS staff and parents	Education Coordinator	All enrolled families in in the Grantee operated programs and partner programs will be sent invitations to activate a <i>ReadyRosie</i> account.	August 2021-ongoing	\$25,000			SA
<i>HOVERS</i> Training	Countywide staff refresher training	HOVERS Consultant	Home-based staff will be trained on the Home Visit Rating Scale that measures parent-child interaction and parent engagement.	To be determined		\$10,000		BP
Early Childhood Education Class	HS/EHS staff and parents	Los Rios Instructor	Countywide staff and parents will be offered an on-site early childhood education class focusing on infants and toddlers. The expected outcome is a better prepared workforce and continuing professional growth opportunities. Parents who are interested in the field of ECE are encouraged to enroll in order to obtain ECE units and an opportunity to apply for Associate Teacher vacancies.	August 2021-May 2022			\$10,000	BP
Career Incentive Plan Funds	HS/EHS Staff	Community College and Universities and Teacher Credentialing	Staff will have the opportunity to be reimbursed a set amount of money annually to continue their education and to keep up required teaching credentials.	August 2021-July 2022	\$15,000	\$5,000	\$5,000	BP
<b>Other</b>								
<b>Delegate and Partner Support</b>								
Delegate Kick-off-Virtual	Delegate Staff	Grantee Content Staff	The expected outcomes include continued support on polices and procedures and monitoring processes between the Grantee and delegate and partner agencies.	November 2021	\$1,000			BP
Delegate T/TA	Delegate and Partner Support	Workshops, guest speakers, on-site/virtual training	Delegate Directors have identified a variety of T/TA needs including- Trauma Informed Care, Reflective Supervision, Equity Training, and	August 2021-July 2022	\$10,000			Delegate Request



			attendance to various Head Start annual conferences.					
Coaching for Coaches	Delegate and Grantee Coaches	Grantee Education Coordinators, T/TA Coaching Network	Bi-monthly meetings for coaches to stay current on best practices of coaching, and share resources.	August 2021-July 2022-	\$2,000	\$1,000		G/O
Language Interpretation Services for PAC and PC	PAC and PC Representatives	Language World	Providing written translation services and on-site interpretation services will expand access to families who would like to participate on PC or PAC, but English is not their first language.	August 2021-July 2022	\$10,000	\$2,000		BP
Staff salaries and fringe benefits	Staff		Staff provide Training and Technical Assistance to grantee and delegate agency staff and parents.	August 2021-July 2022	\$101,962 \$59,444	\$91,765 \$42,723	\$10,196 \$5,944	--
Out-of-State Travel	Staff		Funds are budgeted for staff to attend out-of-state conferences and trainings such as NHSA, CACFP Training and WIPFLI.		\$34,500	\$2,000		BP
Allocated Services and Supplies	--		Contractual TTA – Allocated funds for delegates and partners for training and technical assistance related costs. Refer to each delegate agency’s budget spreadsheets and narratives for more detail.		\$106,270	\$44,624		--
<b>TOTAL</b>					<b>\$527,209</b>	<b>\$243,314</b>	<b>\$36,749</b>	

## ACTION ITEM III-F

### APPROVAL OF MODIFICATIONS TO THE REIMBURSEMENT POLICIES AND PROCEDURES OF THE SETA-OPERATED HEAD START/EARLY HEAD START POLICY COUNCIL AND PARENT ADVISORY COMMITTEE

#### BACKGROUND:

On August 6, 2020, the SETA Governing Board took action and approved revisions to the Policies and Procedures of the SETA Head Start/Early Head Start Policy Council and Parent Advisory Committee to modify the language regarding reimbursements during the COVID19 pandemic.

In accordance with Section 1301.3(e) of the Head Start Program Performance Standards, *“a program must enable low-income members to participate fully in their policy council or policy committee responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the low-income members.”* After further discussion with the members of the Executive Committee, it was determined that social distancing and virtual meetings due to COVID19 have impacted participation and parents’ ability to provide food for their children during meetings that conflict with meal time hours in the home. To ensure vital participation and meeting quorums, management believes reimbursement for food is warranted to ensure parents do not have out-of-pocket expenses as a result of participation.

On September 3, 2020 the Governing Board approved the use of previously donated non-federal funds to continue these reimbursements effective October 1, 2020.

In the adapted Policy and Procedure, specific times were outlined Policy that qualify for meal reimbursement. However, over the past year, the program has had occasions where it needed to host critical PAC/PC meetings outside of these designated timeframes. While current reimbursement is aligned with meal times, it has also served as an incentive for regular attendance and participation in meetings. This year, most meetings have reach 100% attendance. Meeting a quorum is needed to ensure business can be conducted and to keep operations moving forward. Two essential meetings requiring parent input and/or a quorum are the Budget/Planning Committee Meeting and Special PC Closed Session. The Budget/Planning Committee meets monthly to review budget statements, discuss program operations, review policies/procedures and provide input to annual grant applications. The Special PC Closed Session covers the review and approval of eligible list for hiring. Both of these meetings are critical to perform business in a timely manner. Reimbursement serves as an incentive to reach these goals.

The revisions are identified in the attached policy, under COVID19 Adaptations, in redline format. The Policy Council will take action on this item on April 27, 2021.

**RECOMMENDATION:**

Approve the modifications to the Reimbursement Policies and Procedures of the SETA Head Start/Early Head Start Policy Council/Parent Advisory Committee as proposed and implement retroactively to April 1, 2021.

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

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_

**PC/PAC Reimbursement  
Policy & Procedure  
(Adapted for COVID19)**

Revised 4/1/21

**MILEAGE**

1. Reimbursements will be made for actual costs of attending the REQUIRED meetings and other obligations associated with your participation as a member/officer of SETA Head Start PC/PAC.
  - a. Reimbursement will not be made for attendance at optional meetings or training meetings.
  
2. **Roundtrip** mileage will be calculated from your residence or workplace to the SETA offices or other location where the meeting is being held. ***If additional stops are required, the additional mileage will not be reimbursed.*** If you come to the meeting directly from home and then proceed to your workplace, SETA will reimburse you for the total mileage incurred.
  - a. For example, assume that your home is 5 miles from the SETA offices, but your workplace is 20 miles from the SETA offices. You attend a meeting held at the SETA offices at 8:30am and then proceed directly to your workplace. You would be reimbursed for 25 total miles.
  - b. However, if you attend the meeting at 8:30 and then return home prior to proceeding to work, you would be reimbursed for 10 miles.
  - c. If you came directly from work to attend a meeting held at 1:00pm and then returned directly to work, you would be reimbursed for 40 miles.
  
3. If you utilized public transportation to attend a meeting at SETA, you would be reimbursed for the actual costs of that transportation.
  - a. Assume that you attended a meeting and rode RT Light Rail from your house to SETA offices and back to your house. You would be reimbursed for the cost of a round trip ticket.
  - b. If you were working out of town and rode Greyhound and RT Light Rail to attend a meeting at SETA and then rode RT Light Rail to your home after the meeting, you would be reimbursed for the cost of the Greyhound ticket to Sacramento and the RT Light Rail passes to SETA and home.

## Head Start/Early Head Start Policies and Procedures

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### **CHILD CARE**

1. SETA will reimburse you at the rate of \$9.50 per hour, up to a maximum of \$40 per day, for the number of hours of child care necessitated by your attendance/participation in REQUIRED PC/PAC meetings when your child(ren) are cared for by a non-SETA care provider.
  - a. Reimbursement will not be made for child care provided by spouse/significant other.
  - b. Reimbursement will be for actual costs incurred up to a maximum of \$9.50 per hour, no matter how many children are cared for.
  - c. If the PC/PAC meeting that you attend runs for 2 hours, but you must incur child care for an additional hour for the travel time to and from SETA offices, you will be reimbursed for 3 hours. If you arrange child care for the day in order to run some errands, attend the PC/PAC meeting, and meet a friend for lunch, you will be reimbursed only for the 2 hours of the PC/PAC meeting.
  - d. For attendance at conferences as a representative of SETA Head Start, the maximum reimbursement will be \$9.50 per hour up to \$40 for each 24-hour period of time away from home.
  - e. No reimbursement for child care will be available when attendance at meetings, conferences, or training events is voluntary.
  - f. No reimbursement for child care will be available for children thirteen (13) years of age and older, unless special circumstances exist. An example of special circumstances might be a special needs child.
  - g. No reimbursement for child care will be available for children of any age who are in a Head Start program or who would normally be in school unless the child is out of school for a valid reason, such as being off track or being ill. Home schooled children might be a reasonable exception to this policy.

### **FREQUENCY OF REIMBURSEMENT**

1. Following the submission of the appropriate requests for reimbursement, every reasonable effort will be made to process reimbursements and have either cash or petty cash checks available to be picked up from a petty cash custodian one week following the meeting, or at the next meeting attended.

### **ADAPTATIONS FOR COVID19**

In accordance with Information Memorandum (IM-ACF-OA-2020-01)/Grant Flexibilities (Item #6), issued on March 30, 2020, SETA will adapt this reimbursement policy and

procedure to address limitations of hosting in-person PAC and PC meetings/board activities.

During the COVID19 pandemic, SETA will be hosting PAC and PC meetings, sub-committee meetings, and personnel activities virtually to ensure compliance with social distancing and health and safety guidelines. In-person meetings will be restricted until further notice by the state Governor or local health officials.

### Reimbursements

1. Reimbursements will be made for costs of attending the REQUIRED meetings and other obligations associated with participation as a member/officer of SETA Head Start PC/PAC.
  - a. Reimbursement will not be made for attendance at optional meetings or training meetings.
2. SETA will reimburse:
  - a. At a rate of \$25.00/meeting or activity in the form of a food gift card
  - b. If/when the meeting/activity is hosted between the hours of 8:00 a.m. and 10:00 a.m.; 11:30 a.m. and 12:30 p.m.; or 5:00 p.m. and 6:30 p.m. **with exception of Budget/Planning Committee meetings and Special PC Closed Sessions.**
3. A food gift card will be provided electronically and sent to the email address provided by the PAC/PC board member on the most current board roster.
  - a. It is the responsibility of the PAC/PC board member to ensure the email address on file with the Clerk of the Boards is current and up-to-date prior to the board meeting each month.
4. SETA will not be responsible for lost/stolen gift cards.
5. Following each meeting/activity, every reasonable effort will be made to process and email reimbursements one week following the meeting/activity.
6. Members will be reimbursed based on roll-call at each meeting as recorded by the Clerk of the Boards. For personnel activities, a verification email will be provided by the SETA Human Resources Department for reimbursement.

## Rationale

In accordance with the fiscal flexibilities outlined in IM-ACF-OA-2020-01, *Allowability of Costs Not Normally Chargeable to Awards*, SETA will reimburse participating PAC/PC for meals they cannot prepare for their child(ren) while participating in virtual meetings/ activities.

1. A merchant gift card for Wal-Mart will be provided.
2. Wal-Mart is readily available in all communities, is frequented by most enrolled Head Start/Early Head Start families, and has food items available often purchased by families.
3. Gift cards are provided for the use of food purchases only.
4. Wal-Mart was selected as the food vendor of choice to ensure all members have access in their community. Not all grocery food chains are available in each community.

**Source: 6. Allowability of Costs Not Normally Chargeable to Awards.** (45 CFR §75.403, 45 CFR §75.404, 45 CFR §75.405, 45 CFR Part 75 Subpart E – Cost Principles; 2 CFR §200.403, 2 CFR §200.404, 2 CFR § 200.405, 2 CFR Part 200 Subpart E – Cost Principles)

Effective Date: This policy adaptation is effective retroactively starting April 1, 2020.

Effective Date: Revised policy adaptation is effective retroactively starting April 1, 2021

Effective Date: PC approval date: June 23, 2020 and Scheduled Action of April 27, 2021

INFORMATION ITEM IV-A  
STANDING INFORMATION ITEMS

BACKGROUND:

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
  
- Community Resources – Ms. Marie Desha
  - Virtual Career Fair - Sacramento Works Franklin Job Center
  - Fit Families for Life – English and Spanish

**NOTES:**



**SETA Operated & Delegate Agencies Combined Head Start/Early Head Start**  
 Expenditures for Fiscal Year 2020-2021  
 For the Eight Months Ended March 31, 2021

	Budget	Admin	Program	YTD Expenses	YTD %	Remaining	Non-Federal Share	NFS YTD %	Admin %
<b>Head Start Basic</b>									
Twin Rivers	\$ 2,228,078	\$ 108,805	\$ 1,193,803	\$ 1,302,608	58.5%	\$ 925,470	\$ 248,761	19.1%	8.4%
Elk Grove	3,539,436	192,111	\$ 2,508,306	2,700,417	76.3%	\$ 839,018.53	325,114	12.0%	7.1%
Sac City	6,153,276	375,307	\$ 4,067,183	4,442,490	72.2%	\$ 1,710,786	1,769,191	39.8%	8.4%
San Juan	8,855,012	313,105	\$ 4,870,000	5,183,105	58.5%	\$ 3,671,907	1,545,689	29.8%	6.0%
WCIC	1,404,464	56,825	\$ 854,631	911,456	64.9%	\$ 493,008.00	92,150	10.1%	6.2%
SETA	27,185,648	1,607,860	\$ 14,593,146	16,201,006	59.6%	\$ 10,984,642	2,899,033	17.9%	9.9%
<b>Total</b>	<b>\$ 49,365,914</b>	<b>\$ 2,654,012</b>	<b>\$ 28,087,069</b>	<b>\$ 30,741,082</b>	<b>62.3%</b>	<b>\$ 18,624,832</b>	<b>\$ 6,879,938</b>	<b>22.4%</b>	<b>8.6%</b>

<b>Early Head Start Basic</b>									
Twin Rivers	\$ 992,898	\$ 51,035	\$ 697,711	\$ 748,747	75.4%	\$ 244,151	\$ -	0.0%	6.8%
San Juan	2,000,193	80,114	\$ 1,112,009	1,192,123	59.6%	808,070	541,746	45.4%	6.7%
SETA	8,344,977	430,463	4,399,547	4,830,010	57.9%	-	1,667,526	34.5%	8.9%
<b>Total</b>	<b>\$ 11,338,068</b>	<b>\$ 561,612</b>	<b>\$ 6,209,267</b>	<b>\$ 6,770,879</b>	<b>59.7%</b>	<b>\$ 1,052,221</b>	<b>\$ 2,209,272</b>	<b>32.6%</b>	<b>8.3%</b>

<b>Head Start T&amp;TA</b>									
Twin Rivers	\$ 15,930	\$ -	\$ 2,663	\$ 2,663	16.7%	\$ 13,267			
Elk Grove	14,040	-	3,397	3,397	24.2%	10,643			
Sac City	31,200	638	16,838	17,476	56.0%	13,724			
San Juan	33,400	-	2,795	2,795	8.4%	30,605			
WCIC	11,700	-	5,677	5,677	48.5%	6,023			
SETA	420,939	-	53,380	53,380	12.7%	367,559			
<b>Total</b>	<b>\$ 527,209</b>	<b>\$ 638</b>	<b>\$ 84,750</b>	<b>\$ 85,388</b>	<b>16.2%</b>	<b>\$ 441,821</b>	<b>\$ -</b>		

<b>Early Head Start T&amp;TA</b>									
Twin Rivers	\$ 13,712	\$ -	\$ 4,925	\$ 4,925	35.9%	\$ 8,787			
San Juan	30,912	-	1,590	1,590	5.1%	29,322			
SETA	198,690	-	7,258	7,258	3.7%	191,432			
<b>Total</b>	<b>\$ 243,314</b>	<b>\$ -</b>	<b>\$ 13,773</b>	<b>\$ 13,773</b>	<b>5.7%</b>	<b>\$ 229,541</b>	<b>\$ -</b>		

<b>TOTAL Head Start Fiscal Year 20/21</b>									
Twin Rivers	\$ 3,250,618	\$ 159,840	\$ 1,899,102	\$ 2,058,943	63.3%	\$ 1,191,675	\$ 248,761	12.1%	7.8%
Elk Grove	3,553,476	192,111	2,511,703	2,703,814	76.1%	849,662	325,114	12.0%	7.1%
Sac City	6,184,476	375,945	4,084,021	4,459,966	72.1%	1,724,510	1,769,191	39.7%	8.4%
San Juan	10,919,517	393,219	5,986,394	6,379,613	58.4%	4,539,904	2,087,435	32.7%	6.2%
WCIC	1,416,164	56,825	860,308	917,133	64.8%	499,031	92,150	10.0%	6.2%
SETA	36,150,254	2,038,322	19,053,331	21,091,654	58.3%	15,058,600	4,566,559	21.7%	9.7%
<b>Total</b>	<b>\$ 61,474,505</b>	<b>\$ 3,216,263</b>	<b>\$ 34,394,860</b>	<b>\$ 37,611,123</b>	<b>61.2%</b>	<b>\$ 23,863,382</b>	<b>\$ 9,089,210</b>	<b>24.2%</b>	<b>8.6%</b>

On Budget% 66.7%      Required % 25%      Max % 15%

**SETA OPERATED PROGRAMS (SOP)**  
Expenditures for Fiscal Year 2020-2021  
For the Eight Months Ended March 31, 2021

<b>SOP HEAD START (BASIC &amp; T&amp;TA)</b>	Budget	Total Expenditures	Remaining Budget	66.7%
Personnel	\$ 13,685,916	8,520,428	\$ 5,165,488	62.3%
Fringe Benefits	7,747,217	4,849,185	2,898,032	62.6%
Construction	600,000	-	600,000	0.0%
Travel (Out-of-State)	35,500	-	35,500	0.0%
Supplies	572,000	133,732	438,268	23.4%
Occupancy	2,677,514	1,710,497	967,017	63.9%
Local Travel	100,000	16,197	83,803	16.2%
Nutrition Services	300,000	424,280	(124,280)	141.4%
Child Services	102,300	5,024	97,276	4.9%
Substitutes	475,000	-	475,000	0.0%
Parent Services	172,000	3,366	168,634	2.0%
Publications/Advertising/Printing	20,000	3,424	16,576	17.1%
Training or Staff Development/Parent Aides	142,477	50,008	92,469	35.1%
Operating Costs	976,663	538,244	438,419	55.1%
<b>TOTAL SOP HEAD START (BASIC &amp; T&amp;TA)</b>	<b>\$ 27,606,587</b>	<b>\$ 16,254,386</b>	<b>\$ 11,352,201</b>	<b>58.9%</b>
Administrative %		9.9%		

<b>SOP EARLY HEAD START (BASIC &amp; T&amp;TA)</b>	Budget	Total Expenditures	Remaining Budget	66.7%
Personnel	\$ 3,875,160	\$ 2,456,118	\$ 1,419,042	63.4%
Fringe Benefits	\$ 2,186,030	\$ 1,359,412	\$ 826,618	62.2%
Travel (Out-of-State)	\$ 6,000	\$ -	\$ 6,000	0.0%
Construction	\$ 50,000	\$ -	\$ 50,000	0.0%
Supplies	\$ 231,000	\$ 6,734	\$ 224,266	2.9%
Occupancy	\$ 429,416	\$ 153,014	\$ 276,402	35.6%
Local Travel	\$ 14,000	\$ 2,254	\$ 11,746	16.1%
Nutrition Services	\$ 50,000	\$ 58,524	\$ (8,524)	117.0%
Child Services	\$ 23,800	\$ 30	\$ 23,770	0.1%
Substitutes	\$ 15,000	\$ -	\$ 15,000	0.0%
Parent Services	\$ 12,500	\$ -	\$ 12,500	0.0%
Training or Staff Development/Parent Aides	\$ 64,909	\$ 6,245	\$ 58,664	9.6%
Operating Costs	\$ 249,837	\$ 120,840	\$ 128,997	48.4%
<b>TOTAL SETA EARLY HEAD START (BASIC &amp; T&amp;TA)</b>	<b>\$ 7,207,652</b>	<b>\$ 4,163,172</b>	<b>\$ 3,044,480</b>	<b>57.8%</b>
Administrative %		8.9%		
Partners/Contractual	\$ 1,336,015	\$ 674,966	\$ 661,049	50.5%
<b>TOTAL SOP EARLY HEAD START BASIC</b>	<b>\$ 8,543,667</b>	<b>\$ 4,838,138</b>	<b>\$ 3,705,529</b>	<b>56.6%</b>
Administrative %		9.5%		

<b>COMBINED SOP HS &amp; EHS</b>	Budget	Total Expenditures	Remaining Budget	66.7%
Personnel	\$ 17,561,076	\$ 10,976,547	\$ 6,584,529	62.5%
Fringe Benefits	9,933,247	6,208,598	3,724,649	62.5%
Equipment	650,000	-	650,000	0.0%
Travel (Out-of-State)	41,500	-	41,500	0.0%
Supplies	803,000	140,466	662,534	17.5%
Occupancy	3,106,930	1,863,511	1,243,419	60.0%
Local Travel	114,000	18,450	95,550	16.2%
Nutrition Services	350,000	482,804	(132,804)	137.9%
Child Services	126,100	5,054	121,046	4.0%
Substitutes	490,000	-	490,000	0.0%
Parent Services	184,500	3,366	181,134	1.8%
Publications/Advertising/Printing	20,000	3,424	16,576	17.1%
Training or Staff Development	207,386	56,253	151,133	27.1%
Operating Costs	1,226,500	659,085	567,415	53.7%
<b>TOTAL SETA HS &amp; EHS</b>	<b>\$ 34,814,239</b>	<b>\$ 20,417,558</b>	<b>\$ 14,396,681</b>	<b>58.6%</b>
Administrative %				
Partners/Contractual	\$ 1,336,015	\$ 674,966	\$ 661,049	50.5%
<b>TOTAL COMBINED SOP HS &amp; EHS</b>	<b>\$ 36,150,254</b>	<b>\$ 21,092,524</b>	<b>\$ 15,057,730</b>	<b>58.3%</b>
Administrative %		9.8%		

**SETA Operated & Delegate Agencies Combined Head Start/Early Head Start**  
 Expenditures for Fiscal Year 2019-2020 - No-Cost Extension  
 For the Eight Months Ended March 31, 2021

	Budget	Admin	Program	YTD Expenses	YTD %	Remaining	Non-Federal Share	NFS YTD %	Admin %
<b>Head Start Duration Start-Up - No Cost Extension</b>									
WCIC	\$ 122,326	\$ -	\$ 1,342	\$ 1,342	1.1%	\$ 120,984			
SETA	108,500	-	-	-	0.0%	108,500			
<b>Total</b>	<b>\$ 230,826</b>	<b>\$ -</b>	<b>\$ 1,342</b>	<b>\$ 1,342</b>	<b>0.6%</b>	<b>\$ 229,484</b>	<b>\$ -</b>		

**Head Start 19/20 Base - No Cost Extension**

EGUSD	\$ 189,044	\$ -	\$ -	\$ -	0.0%	\$ 189,044			
SETA	957,300	-	186,315	186,315	19.5%	770,985			
<b>Total</b>	<b>\$ 1,146,344</b>	<b>\$ -</b>	<b>\$ 186,315</b>	<b>\$ 186,315</b>	<b>16.3%</b>	<b>\$ 960,029</b>	<b>\$ -</b>		

**Early Head Start 19/20 Base - No Cost Extension**

TRUSD	\$ 146,548	\$ -	\$ 42,057	\$ 42,057	28.7%	\$ 104,491			
<b>Total</b>	<b>\$ 146,548</b>	<b>\$ -</b>	<b>\$ 42,057</b>	<b>\$ 42,057</b>	<b>28.7%</b>	<b>\$ 104,491</b>	<b>\$ -</b>		

**TOTAL Head Start - Fiscal Year 19/20 - No-cost Extension**

Twin Rivers	\$ 146,548	\$ -	\$ 42,057	\$ 42,057	28.7%	\$ 104,491		0.0%	0.0%
Elk Grove	189,044	-	-	-	0.0%	189,044		0.0%	0.0%
WCIC	122,326	-	1,342	1,342	1.1%	120,984		0.0%	0.0%
SETA	1,065,800	-	186,315	186,315	17.5%	879,485		0.0%	0.0%
<b>Total</b>	<b>\$ 1,523,718</b>	<b>\$ -</b>	<b>\$ 229,714</b>	<b>\$ 229,714</b>	<b>15.1%</b>	<b>\$ 1,294,004</b>	<b>\$ -</b>	<b>0.0%</b>	<b>0.0%</b>

On Budget%  
66.7%

Required % Max %  
25% 15%

**SETA Operated & Delegate Agencies Combined Head Start/Early Head Start CARES Act Funds**

Expenditures for Fiscal Year 2020-2021  
For the Eight Months Ended March 31, 2021

	Budget	Admin	Program	YTD Expenses	YTD %	Remaining	Admin %
<b>Head Start</b>							
Twin Rivers	\$ 43,606	\$ 429	\$ 10,657	\$ 11,087	25.4%	\$ 32,519	3.9%
Elk Grove	386,675	1,120	26,299	27,420	7.1%	359,255	4.1%
Sac City	646,802	2,040	53,818	55,858	8.6%	590,944	3.7%
San Juan	924,506	-	424,915	424,915	46.0%	499,591	0.0%
WCIC	105,457	-	11,058	11,058	10.5%	94,399	0.0%
SETA	1,543,186	-	237,656	237,656	15.4%	1,305,530	0.0%
<b>Total</b>	<b>\$ 3,650,232</b>	<b>\$ 3,589</b>	<b>\$ 764,404</b>	<b>\$ 767,993</b>	<b>21.0%</b>	<b>\$ 2,882,239</b>	<b>0.0%</b>

<b>Early Head Start</b>							
Twin Rivers	\$ 370	\$ -	\$ 370	\$ 370	100.0%	\$ (0)	0.0%
San Juan	140,271	-	34,595	34,595	24.7%	105,676	0.0%
SETA	484,966	-	1,760	1,760	0.4%	483,206	0.0%
<b>Total</b>	<b>\$ 625,607</b>	<b>\$ -</b>	<b>\$ 36,725</b>	<b>\$ 36,725</b>	<b>5.9%</b>	<b>\$ 588,881</b>	<b>0.0%</b>

<b>TOTAL Head Start</b>							
Twin Rivers	\$ 43,976	\$ 429	\$ 11,028	\$ 11,457	26.1%	\$ 32,519	3.7%
Elk Grove	386,675	1,120	26,299	27,420	7.1%	359,255	4.1%
Sac City	646,802	2,040	53,818	55,858	8.6%	590,944	3.7%
San Juan	1,064,777	-	459,510	459,510	43.2%	605,267	0.0%
WCIC	105,457	-	11,058	11,058	10.5%	94,399	0.0%
SETA	2,028,152	-	239,416	239,416	11.8%	1,788,736	0.0%
<b>Total</b>	<b>\$ 4,275,838</b>	<b>\$ 3,589</b>	<b>\$ 801,129</b>	<b>\$ 804,718</b>	<b>18.8%</b>	<b>\$ 3,471,120</b>	<b>0.4%</b>

*On Budget%*  
66.7%

*Max %*  
15%

\*CARES Act funds do not require a non-federal share match.

SETA Operated, Delegate & Partner Agencies Combined Early Head Start - Child Care Partnership  
Expenditures for Fiscal Year 2020-2021  
For the Eight Months Ended March 31, 2021

\*

	Budget	Admin	Program	YTD Expenses	YTD %	Remaining	Non-Federal Share	NFS YTD %	Admin %
<b>EHS-CCP Basic</b>									
SETA	1,734,706	78,433	1,026,505	1,104,938	63.7%	629,768	593,050	53.7%	7.1%
<b>Total</b>	<b>\$ 1,734,706</b>	<b>\$ 78,433</b>	<b>\$ 1,026,505</b>	<b>\$ 1,104,938</b>	<b>63.7%</b>	<b>\$ 629,768</b>	<b>\$ 593,050</b>	<b>53.7%</b>	<b>7.1%</b>
<b>EHS-CCP T&amp;TA</b>									
SETA	36,749	-	321	321	0.9%	36,428		0.0%	0.0%
<b>Total</b>	<b>\$ 36,749</b>	<b>\$ -</b>	<b>\$ 321</b>	<b>\$ 321</b>	<b>0.9%</b>	<b>\$ 36,428</b>	<b>\$ -</b>	<b>0.0%</b>	<b>0.0%</b>
<b>CARES Act</b>									
SETA	70,305	-	671	671	1.0%	69,634		0.0%	0.0%
<b>Total</b>	<b>\$ 70,305</b>	<b>\$ -</b>	<b>\$ 671</b>	<b>\$ 671</b>	<b>1.0%</b>	<b>\$ 69,634</b>	<b>\$ -</b>	<b>0.0%</b>	<b>0.0%</b>
<b>EHS-CCP Basic Carryover</b>									
Basic	\$ 70,000		\$ 9,955	\$ 9,955	14.2%	60,045			
TTA	\$ 29,485		\$ -	\$ -	0.0%	29,485			
<b>Total</b>	<b>\$ 99,485</b>	<b>\$ -</b>	<b>\$ 9,955</b>	<b>\$ 9,955</b>	<b>10.0%</b>	<b>\$ 89,530</b>	<b>\$ -</b>	<b>0.0%</b>	<b>0.0%</b>
<b>TOTAL EHS-CCP</b>									
SETA	1,841,760	78,433	1,026,826	1,105,259	60.0%	736,501	593,050	53.7%	7.1%
<b>Total</b>	<b>\$ 1,841,760</b>	<b>\$ 78,433</b>	<b>\$ 1,026,826</b>	<b>\$ 1,105,259</b>	<b>60.0%</b>	<b>\$ 736,501</b>	<b>\$ 593,050</b>	<b>53.7%</b>	<b>7.1%</b>
					On Budget%			Required %	Max %
					66.7%			25%	15%

**SACRAMENTO EMPLOYMENT & TRAINING AGENCY**  
**CORPORATE CARD - AMERICAN EXPRESS**  
**STATEMENT OF ACCOUNT**  
**3/12/2021**

DATE	VENDOR NAME	DESCRIPTION	AMOUNT	HS/ADMIN/WD
02/16/2021	Things Remembered	Employee Recognition - Credit	-81.55	ADMIN
02/18/2021	Zoom	Zoom Subscription	42.80	ADMIN
02/18/2021	Zoom	Zoom Subscription	149.80	ADMIN
02/20/2021	Things Remembered	Employee Recognition	179.43	ADMIN
02/24/2021	Things Remembered	Employee Recognition	92.41	ADMIN
02/25/2021	Things Remembered	Employee Recognition	410.50	ADMIN
02/26/2021	Things Remembered	Employee Recognition	50.03	ADMIN
03/01/2021	Smartvault	Subscription - Upload Portal	125.00	ADMIN
03/02/2021	3Play Media	Close Captioning - Board Meeting	25.94	ADMIN
03/09/2021	Craigslist	HR - Recruitment	875.00	ADMIN
02/10/2021	Walmart	PC/PAC Walmart Cards	1050.00	HS
02/10/2021	Young Innovations	Classroom Supplies - Junior Toothbrushes	718.32	HS
02/11/2021	Omega Industry Supply	COVID Supplies - Sanitizer	23425.24	HS
02/10/2021	Amazon	Classroom Supplies - Kids Face Masks	3477.50	HS
02/14/2021	Amazon	Classroom Supplies - Pacifier Clips	456.00	HS
02/12/2021	Uline	Warehouse Restock Supplies/Staff Chairs	3290.10	HS
02/16/2021	Thermodetect	Classroom Supplies - Infrared Thermometers	195.00	HS
02/16/2021	Amazon	Classroom Supplies - Kids Face Masks	112.35	HS
02/16/2021	Amazon	COVID Supplies - Cleaning Sponges	1064.70	HS
02/17/2021	Amazon	Classroom Supplies - Kids Face Masks	112.35	HS
02/17/2021	Amazon	Classroom Supplies - Kids Face Masks	635.40	HS
02/17/2021	Omega Industry Supply	COVID Supplies - Soap Dispensers/Sanitizer	4618.30	HS
02/18/2021	Zoom	Zoom Subscription	42.80	HS
02/18/2021	Amazon	Classroom Supplies - No-Touch Thermometer	318.50	HS
02/18/2021	Zoom	Zoom Subscription	42.80	HS
02/19/2021	Amazon	Classroom Supplies - Books	635.40	HS
02/22/2021	Zoom	Zoom Subscription	36.68	HS
02/23/2021	Constructive Playthings	Classroom Supplies - Re-Opening Supplies	526.67	HS
02/26/2021	The Webstaurant Store	Food Services Supplies - Plates/Utensils	262.16	HS
03/01/2021	Tyco Integrated Security	Security Alarm - Quarterly	170.68	HS
03/02/2021	3Play Media	Close Captioning - Board Meeting	45.03	HS
03/02/2021	Walmart	Building Maintenance - Fencing	146.65	HS
03/03/2021	Zoom	Zoom Subscription	7.03	HS
03/02/2021	Apple	Classroom Supplies - Sign-In iPads	29778.05	HS
03/02/2021	Apple	Classroom Supplies - Sign-In iPads	7444.51	HS
03/04/2021	Amazon	Classroom Supplies - Pacifier Clips	260.40	HS
03/05/2021	SRFax	Telephone/Fax Charge	28.98	HS
03/04/2021	Amazon	Classroom Supplies - Pacifier Clips	912.00	HS
03/05/2021	Amazon	Classroom Supplies - No-Touch Thermometer	151.20	HS
03/08/2021	Amazon	Classroom Supplies - No-Touch Thermometer	2717.50	HS
03/08/2021	Adobe	Software - Adobe Acrobat	449.00	HS
03/08/2021	Amazon	Classroom Supplies - Re-Opening Supplies	27.13	HS
03/08/2021	Amazon	Classroom Supplies - Re-Opening Supplies	27.13	HS
03/08/2021	Apple	Classroom Supplies - Sign-In iPads	6568.69	HS
03/08/2021	Apple	Classroom Supplies - Sign-In iPads	875.83	HS
03/08/2021	Amazon	Classroom Supplies - Re-Opening Supplies	26.60	HS
03/08/2021	Amazon	Classroom Supplies - Re-Opening Supplies	21.74	HS
03/08/2021	Amazon	Classroom Supplies - Re-Opening Supplies	716.95	HS
03/08/2021	Uline	Warehouse Restock Supplies/Hefty Bags	5815.73	HS
03/09/2021	Brady	COVID Supplies - Social Distancing Signs	4754.54	HS
03/09/2021	Amazon	Classroom Supplies - Re-Opening Supplies	19.56	HS
03/09/2021	Amazon	Classroom Supplies - Re-Opening Supplies	49.92	HS
03/09/2021	AnythingPromo	SETA Logo Bags	273.26	HS
03/09/2021	AnythingPromo	SETA Logo Bags	294.06	HS
03/12/2021	The Webstaurant Store	Food Services Supplies - Ice Board	1229.95	HS
02/19/2021	Microsoft	Microsoft Power-Bi Subscriptioin	59.94	HS
03/11/2021	Childcare EDU Institution	User Pro Subscription Renewal	1999.00	HS
various	various	various	3877.71	WD

Total American Express Bill

**\$ 111,638.40**

Note: Administrative charges are allocated between Head Start and Workforce Development.

**SACRAMENTO EMPLOYMENT & TRAINING AGENCY  
CORPORATE CARD - CITI CARDS  
Statement of Account  
3/10/2021**

<b>DATE</b>	<b>VENDOR NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>HS/WD/ADMIN</b>
2/24/2021	Costco	CITI Card Membership Dues	200.95	ADMIN
3/4/2021	The Home Depot	HS Sites - Emergency Push Bar Supplies	357.13	HS
Total Citi Cards Bill			<b>\$558.08</b>	

# Sacramento Works Franklin Job Center Virtual Career Fair

Wednesday, May 5<sup>th</sup> 10:00am - 12:30pm

Take part in this virtual job fair where you can connect with FedEx, ChildCare Careers, SVS Group, and Golden 1 for careers and job opportunities!



ChildCare Careers



\*All attendees must create an account at [www.caljobs.ca.gov](http://www.caljobs.ca.gov) prior to event.

This event will be held on ZOOM.

**RSVP by registering:**

**CLICK HERE**

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program.

Auxiliary aids and services are available upon request to individuals with disabilities, call 711 for relay services.



SACRAMENTOWORKS

Franklin Job Center  
7000 Franklin Blvd, Ste. 540  
Sacramento, CA 95823  
916-563-5153



# Fit Families for Life

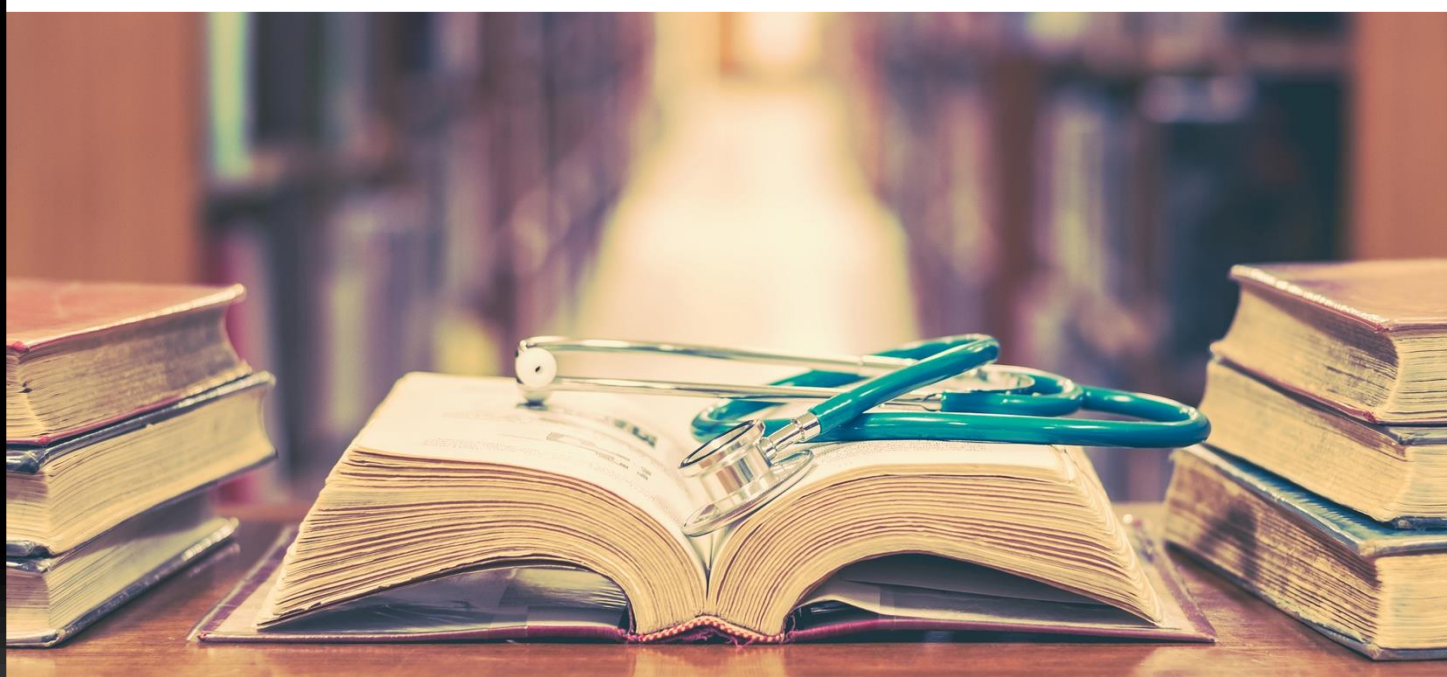


***Friday, April 30, 10:00 am***

Join us for "Fit Families for Life," presented by Health Net. Learn about the importance of healthy eating and healthy living. This workshop will provide the tools for you and your family members to understand the importance of food choices, daily physical activity, reading food labels, and nutritious eating on a budget.

**Registration via Zoom is required.**

# Familias Saludables de por Vida



***Viernes, Abril 30, 11:15 am***

Acompáñanos para el evento “Familias Saludables de por Vida,” presentado por Health Net. Aprenda sobre la importancia de comer y vivir saludable. Este taller le proveerá herramientas para usted y su familia para que ustedes entiendan la importancia de seleccionar comida saludable, hacer ejercicio diariamente, leer las etiquetas de comida, y comer bien con un presupuesto ajustado.

**Se debe registrar en Zoom para participar en este programa.**

ITEM IV-B – INFORMATION

POLICY COUNCIL MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the Policy Council minutes of the March 23, 2021 meeting.

**NOTES:**

**SPECIAL MEETING OF THE HEAD START POLICY COUNCIL**

*(Minutes reflect the actual progress of the meeting.)*

Meeting Held Electronically

Tuesday, March 23, 2021  
11:00 a.m.

**I. Call to Order/Roll Call/Review of Board Member Attendance**

Ms. Henrietta Gutierrez called the meeting to order at 11:05 a.m. Ms. Gutierrez read the thought of the day.

Ms. Denise Lee apologized for the confusion on the Closed Session this morning.

Ms. Wash called the roll and a quorum was confirmed.

**Members Present:**

Shannon Pierce, SETA-Operated Program  
Arianna Torres, SETA-Operated Program  
Fienishia Wash, Home Base Option  
Brenda Casillas, SETA-Operated Program  
Kara Otter, San Juan Unified School District  
Elizabeth Gutierrez, San Juan Unified School District  
Charles Taylor, Past Parent/Community Representative  
Henrietta Gutierrez, Past Parent/Community Representative  
Donna Bonner, SETA-Operated Program  
Stephen Key, Past Parent/Community Representative  
Rosemary Schapira, Community Agency Representative (left meeting at 12:10 p.m.)  
Jara Lindgren, Elk Grove Unified School District

**Members Absent:**

Becca Perez, Twin Rivers Unified School District  
Jamilia Land, Women's Civic Improvement Club

**Members to be Seated:**

Ms. Jessica Coultrup, San Juan Unified School District  
Ms. Coultrup said she has attended the last three meetings at San Juan Unified School District. She has 2 children; a boy who is 2 years old and a boy who is 12 years old.

**II. Consent Item**

**A. Approval of the Minutes of the February 23, 2021 Meeting**

The minutes were reviewed; no questions or corrections.

Moved: Ms. Fienishia Wash/second- Donna Bonner, to approve the February 23, 2021 meeting minutes.

Roll call vote:

Aye: 11 (Donna Bonner, Brenda Casillas, Elizabeth Gutierrez, Stephen Key, Kara Otter, Shannon Pierce, Rosemary Schapira, Charles Taylor, Arianna Torres, Fienishia Wash, Jara Lindgren)

Nay: 0

Abstentions: 2 (Henrietta Gutierrez & Jessica Coultrup)

Absent: 2 (Becca Perez, Jamila Land)

Motion passed

### III. Action Items

#### A. **CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957-The Chair went off the agenda due to technical difficulties.**

Ms. Henrietta Gutierrez reported that the Policy Council met before the public meeting to review the Closed Session item. The Closed Session began at 11:24 a.m. and was adjourned at 11:41 a.m. Ms. Henrietta Gutierrez reported the following eligibility lists were approved in Closed Session: Associate Teacher, HS Teacher, Accountant I.

#### B. Election of Policy Council Officers for Program Year 2020-2021

Ms. Henrietta Gutierrez shared that with the continuing re-opening of centers and not having new representatives at this time, she is requesting a motion to table this item to the next meeting.

Ms. Henrietta Gutierrez reviewed the Bylaws, Section 2-C, which prohibits selection of officers be held with board members that are currently holding positions on the board. It would be unfair for any new members not yet seated.

Moved:Ms. Fienishia Wash/second/Donna Bonner, to table this item to the April 20, 2021 meeting.

Roll call vote:

Aye: 13 (Donna Bonner, Brenda Casillas, Elizabeth Gutierrez, Stephen Key, Jamila Land, Jara Lindgren, Kara Otter, Becca Perez, Shannon Pierce, Rosemary Schapira, Charles Taylor, Arianna Torres, Fienishia Wash)

Nay: 0

Abstention: 1 (Henrietta Gutierrez)

Absent: 2 (Becca Perez, Jamila Land)

Motion passed.

#### C. Election of the Maternal, Child and Adolescent Health Board Representatives and Alternate

Ms. Henrietta Gutierrez stated Ms. Fienishia Wash was a representative last year with Maternal, Child and Adolescent Health Board. Ms Fienishia Wash shared it was a very resourceful and interesting environment. They worked with all levels of issues and ages of kids. She enjoyed being part of the board and noted she would love to stay on as a representative.

Ms. Henrietta Gutierrez noted the meetings are held 4 times a year. Meetings are being held via Zoom at this time.

Nominations: Shannon Pierce, Kara Otter, Fienishia Wash, Donna Bonner

Votes for each nominee: Shannon Pierce-4; Donna Bonner-4; Fienishia Wash-1; Kara Otter-1

Since there was a tie between two of the nominees, Ms. Henrietta Gutierrez broke the tie and selected Shannon Pierce as the representative and Donna Bonner as the alternate.

Moved: Elizabeth Gutierrez/2<sup>nd</sup>-Kara Otter

Roll Call Vote:

Aye-12

Nay-0

Abstention – 1 (Henrietta Gutierrez)

Absent – 2 (Becca Perez, Jamila Land)

Motion passed.

D. Approval of Parent Advisory Committee and Policy Council Joint Parent Activity

Ms. Henrietta Gutierrez explained there are two activities per year for PAC and PC to attend and bond together. All of the activities must be educational, such as the Aero Space Museum. Ms. Gutierrez suggested moving this item to the next meeting in April with hopes of having more members and COVID-19 under control enough to have in-person gatherings. Ms. Gutierrez is asking for members to bring forth some ideas for activities, in hopes of having an in-person versus Zoom activity.

Moved: Donna Bonner/2<sup>nd</sup>-Elizabeth Gutierrez

Roll Call Vote:

Aye-12 (Donna Bonner, Brenda Casillas, Elizabeth Gutierrez, Stephen Key, Kara Otter, Shannon Pierce, Rosemary Schapira, Charles Taylor, Arianna Torres, Fienishia Wash, Jara Lindgren, Jessica Coultrup)

Nay-0

Abstention-1 (Henrietta Gutierrez)

Absent-2 (Becca Perez, Jamila Land)

Motion passed.

**IV. Information Items**

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han reviewed the fiscal report for six months into the 2020-2021 program year. SETA is approximately 50% spent due to not being in-person services yet. The program can still use these funds and possibilities of carrying it over to future years as we are in a five-year grant.

T/TA is also under-spent due to lack of in-person conferences that we would normally send staff. There were some Zoom conferences that staff did attend but are more affordable with no other travel costs.

Non-Federal Share waiver will be requested as there have not been in-person services to bring volunteers into the classrooms. HS/EHS should be at 25% but are slightly lower at 24%. The waiver request would be to cover the amount not equal to 25%.

WCIC spent funds for major renovations at their main facility. SETA will have renovations at Head Start Franklin ELC. Elk Grove Unified School District was funded for shade structures at 5 of their sites but only 3 of them will take place. However, they will use the under-spent funds for other items needed at those same three locations. Twin Rivers Unified School District funds are for Morey Avenue play structure improvement. SETA will use funds for vehicles, appliances, shade structures and other items needed for the program.

The program is waiting for more guidance on how under-spent CARES Act funds could be used in the new fiscal year. Some of the CARES Act funds will be used to support the renovations at the SETA Northview ELC.

#### **IV. Information Items**

##### **A. ➤ Community Resources**

- Sacramento Works Job Center Virtual Orientation
- Virtual Career Connection: Amazon
- What You Should Know About COVID-19

Ms. Marie Desha reviewed with the members.

B. Governing Board Minutes for March 4, 2021: No questions or comments.

C. Fiscal Monitoring Report: No questions.

#### **V. Committee Report**

Executive Committee Meeting:

Ms. Henrietta Gutierrez reported that the next Executive Committee meeting will be held March 5<sup>th</sup> at 9:00 a.m. The new member orientation will also be held the same day in a one-on-one format.

#### **VI. Other Reports**

A. Executive Director's Report: Ms. Kathy Kossick. Ms. Kathy Kossick acknowledged all the hard work that Denise Lee's team has done to roll out the re-opening of the centers. There was a lot of work and effort to get everything ready to re-open. The school districts and WCIC are working to get to a point of re-opening their sites also.

- B. **Head Start Deputy Director's Report: Ms. Denise Lee**  
The re-opening has been going very well. Ms. Denise will be sending out a revised re-opening schedule. Staff have been working very hard to make the process smooth for children and families. Families who are not ready to return to in-person may continue distance learning. There are openings in the centers so if you know anyone who has a need for childcare, please refer them to SETA Head Start. Due to many vacancies and the need for staff to re-open centers, we are looking to host a Special Policy Council meeting in mid-April for a Closed Session to approve eligible lists.

The State Review will take place virtually starting on April 19<sup>th</sup>. All documents are uploaded onto the computer and ready for review. The Federal Review will be a virtual review as well. We do not yet have a date for this review. We anticipate early June.

Ms. Lee stated that the PC and PAC Chairs will be invited to the entrance interview for the Federal Review.

- C. **Chair's Report: Ms. Henrietta Gutierrez** thanked the members for attending the meetings.  
Sacramento County libraries are now open. You can schedule for one-hour time on the computers.
- D. **Head Start Managers' Reports**  
✓ Denise Lee – Quality Assurance, Food Services, Save Environments, Grants, and Contracts: No additional report.
- E. **Open Discussion and Comments:**  
Jessica Coultrup-who does she talk to about leftover funds for additional COVID items. Some parents are having difficulty getting documents because they may not have a computer or scanner.  
Ms. Denise Lee provided contact names to Ms. Coultrup at SJUSD to respond to her questions and concerns.
- F. **Public Participation: None.**
- V. **Adjournment:** The meeting was adjourned at 12:24 p.m.



INFORMATION ITEM - V  
COMMITTEE REPORTS

V. Committee Reports

- Ms. Fienishia Wash will provide the Executive Committee report.

**NOTES:**

## ITEM VI

### OTHER REPORTS

#### BACKGROUND:

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

- Chair's Report
- Policy Council Report(s): Ms. Brenda Casillas, Ms. Shannon Pierce, Ms. Donna Bonner, Ms. Arianna Torres
- Head Start Deputy Director's Report – Ms. Denise Lee
  - ✓ Monthly Head Start Report
- Head Start Managers' Reports
  - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services
  - Karen Griffith - School Readiness, Special Education and Mental Health Services
  - Denise Lee – Quality Assurance, Food Services, Save Environments, Grants, and Contracts

#### NOTES:

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**March 2021**

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>	1756	209	<b>12%</b>	589	105	<b>18%</b>
<b>Twin Rivers USD</b>	140	44	<b>31%</b>	40	2	<b>5%</b>
<b>Elk Grove USD</b>	440	42	<b>10%</b>			
<b>Sac City USD</b>	736	39	<b>5%</b>			
<b>San Juan USD</b>	1052	89	<b>8%</b>	160	13	<b>8%</b>
<b>WCIC</b>	120	6	<b>5%</b>			
<b>EHS CCP</b>				80	22	<b>28%</b>
<b>COUNTY TOTAL</b>	<b>4244</b>	<b>429</b>	<b>10%</b>	<b>869</b>	<b>142</b>	<b>16%</b>

*AFE: Annual Funded Enrollment*

# SETA Head Start

End of Month Enrollment  
HEAD START 3/31/2021

## SETA Head Start

	Actual Enrollment	Drops within 30 days	Total Enrollment for Month
<b>* 16th Avenue</b>			
Head Start Totals:	43	0	43
<b>* Bret Harte</b>			
Head Start Totals:	20	0	20
<b>* Capital City</b>			
Head Start Totals:	20	0	20
<b>* CP Huntington</b>			
Head Start Totals:	24	0	24
<b>* Crossroads Gardens</b>			
Head Start Totals:	65	0	65
<b>* Elkhorn</b>			
Head Start Totals:	64	3	67
<b>* Freedom Park</b>			
Head Start Totals:	36	2	38
<b>* Freeport</b>			
Head Start Totals:	18	0	18
<b>* Hillsdale</b>			
Head Start Totals:	48	1	49
<b>* Hopkins Park</b>			
Head Start Totals:	35	0	35
<b>* Job Corps</b>			
Head Start Totals:	26	0	26
<b>* LaVerne Stewart</b>			
Head Start Totals:	16	1	17
<b>* Marina Vista</b>			
Head Start Totals:	58	0	58
<b>* Mather</b>			
Head Start Totals:	103	3	106
<b>* Norma Johnson</b>			
Head Start Totals:	55	0	55
<b>* North Avenue</b>			
Head Start Totals:	73	0	73
<b>* Northview</b>			
Head Start Totals:	74	0	74
<b>* Phoenix Park</b>			
Head Start Totals:	45	0	45
<b>* Sharon Neese Center</b>			
Head Start Totals:	59	0	59
<b>Alder Grove ELC</b>			
Head Start Totals:	21	0	21
<b>Bannon Creek</b>			
Head Start Totals:	46	1	47

<b>Bright Beginnings</b>			
Head Start Totals:	20	0	20
<b>Franklin</b>			
Head Start Totals:	18	0	18
<b>Fruitridge</b>			
Head Start Totals:	20	0	20
<b>Galt</b>			
Head Start Totals:	81	0	81
<b>Grizzly Hollow</b>			
Head Start Totals:	43	0	43
<b>Home Base</b>			
Head Start Totals:	132	1	133
<b>Illa Collin</b>			
Head Start Totals:	15	0	15
<b>Kennedy Estates</b>			
Head Start Totals:	10	0	10
<b>Nedra Court</b>			
Head Start Totals:	24	0	24
<b>Parker</b>			
Head Start Totals:	12	0	12
<b>Solid Foundation</b>			
Head Start Totals:	22	0	22
<b>Strizek Park</b>			
Head Start Totals:	26	0	26
<b>Walnut Grove</b>			
Head Start Totals:	27	0	27
<b>SETA Head Start Totals:</b>	<b>1,399</b>	<b>12</b>	<b>1,411</b>

## SETA Head Start

**End of Month Enrollment**  
Early Head Start, 3/31/2021

	Actual Enrollment	Drops within past 30 days	Total Enrolled for Month
<b>* Alder Grove I/T</b>			
Early Head Start Totals:	8	2	10
<b>* American Legion</b>			
Early Head Start Totals:	12	3	15
<b>* Bret Harte</b>			
Early Head Start Totals:	8	2	10
<b>* Capital City</b>			
Early Head Start Totals:	14	1	15
<b>* CP Huntington</b>			
Early Head Start Totals:	6	1	7
<b>* Crossroads Gardens</b>			
Early Head Start Totals:	12	2	14
<b>* Elkhorn</b>			
Early Head Start Totals:	14	4	18
<b>* Freedom Park</b>			
Early Head Start Totals:	6	1	7
<b>* Hillsdale</b>			
Early Head Start Totals:	7	0	7
<b>* Hiram Johnson</b>			
Early Head Start Totals:	17	0	17
<b>* Job Corps</b>			
Early Head Start Totals:	15	0	15
<b>* Marina Vista</b>			
Early Head Start Totals:	7	0	7
<b>* Mather</b>			
Early Head Start Totals:	14	1	15
<b>* Norma Johnson</b>			
Early Head Start Totals:	6	1	7
<b>* North Avenue</b>			
Early Head Start Totals:	9	1	10
<b>* Northview</b>			
Early Head Start Totals:	5	0	5
<b>* Phoenix Park</b>			
Early Head Start Totals:	9	1	10
<b>EHS Home Base</b>			
Early Head Start Totals:	164	11	175
<b>River Oak - EHS - Home-Based</b>			
Early Head Start Totals:	71	3	74
<b>SCOE-Early Head Start-Home-Based</b>			
Early Head Start Totals:	72	3	75
<b>SETA Head Start Totals:</b>	<b>476</b>	<b>37</b>	<b>513</b>

# SETA Head Start

End of Month  
EHS - CCP 3/31/2021

## SETA Head Start

	Actual Enrollment	Drops within 30 days	Total
<b>* 16th Avenue</b>			
Early Head Start Totals:	12	4	16
<b>* Hopkins Park</b>			
Early Head Start Totals:	4	3	7
<b>* Sharon Neese Center</b>			
Early Head Start Totals:	22	0	22
<b>Galt</b>			
Early Head Start Totals:	16	1	17
<b>Grizzly Hollow</b>			
Early Head Start Totals:	8	2	10
<b>SETA Head Start Totals:</b>	<b>62</b>	<b>10</b>	<b>72</b>

INFORMATION ITEM - VII  
CENTER UPDATES

**BACKGROUND:**

This agenda item allows SETA staff to provide updates on the Head Start/Early Head Start centers.

**NOTES:**



## INFORMATION ITEM – VIII - DISCUSSION

### BACKGROUND:

This agenda item allows Parent Advisory Committee Representatives the opportunity to discuss items not on the agenda.

### **NOTES:**

## INFORMATION ITEM IX – PUBLIC PARTICIPATION

### BACKGROUND:

Participation of the general public at the SETA-Operated Program Advisory Committee meeting is encouraged. Members of the audience are asked to address their request to the Chair if they wish to speak.

### **NOTES:**