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City of Sacramento

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Executive Director

DENISE LEE
Deputy Director

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Website:
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THOUGHT OF THE DAY: "Change your thoughts, and you change your world."

Author: Norman Vincent Peale

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

DATE: Tuesday, June 15, 2021

TIME: 10:00 a.m.

LOCATION:

<https://us02web.zoom.us/j/84419013969?pwd=enhEcy8wem42b2JSejNweVI4TOiIUT09>

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/84419013969?pwd=enhEcy8wem42b2JSejNweVI4TOiIUT09> Meeting ID: 844 1901 3969. Passcode: 023480. 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,,84419013969# US (San Jose). Dial by your location +1 669 900 6833 US (San Jose). Find your local number: <https://us02web.zoom.us/u/kcPMzCGJM6>. Members of the public are encouraged to participate in the meeting by submitting written comments by email to: Nancy.Hogan@seta.net. Any member of the public who wishes to speak directly to the board regarding any item on the agenda may contact Nancy Hogan at (916) 263-3827, or Nancy.Hogan@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.

AGENDA

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➤	Head Start Deputy Director’s Report – Ms. Denise Lee	
	✓ Monthly Head Start Report	
➤	Head Start Managers’ Reports	
	• <u>Lisa Carr</u> - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services	
	• <u>Karen Griffith</u> - School Readiness, Special Education and Mental Health Services	
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DISTRIBUTION DATE: WEDNESDAY, JUNE 9, 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
- ____ Vacant, Crossroad Gardens Head Start
- ____ **Alisha Givehchi, Early Head Start (Home Base)**
- ____ Vacant, 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, 16th Avenue Head Start
- ____ **Stephen Key, 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, Alder Grove II Head Start
<input type="checkbox"/> Vacant, American Legion Head Start
<input type="checkbox"/> Vacant, Bret Harte Head Start
<input type="checkbox"/> Vacant, Capital City Head Start
<input type="checkbox"/> Vacant, CP Huntington Head Start
<input type="checkbox"/> Vacant, Crossroad Gardens Head Start
<input type="checkbox"/> Vacant, Elkhorn Head Start
<input type="checkbox"/> Vacant, Franklin Head Start
<input type="checkbox"/> Vacant, Freedom Park Head Start
<input type="checkbox"/> Vacant, Freeport Head Start
<input type="checkbox"/> Vacant, Galt Head Start
<input type="checkbox"/> Vacant, Grizzly Hollow Head Start
<input type="checkbox"/> Vacant, Hillsdale Head Start
<input type="checkbox"/> Vacant, Hiram Johnson Head Start
<input type="checkbox"/> Vacant, Home Base Head Start
<input type="checkbox"/> Vacant, Hopkins Park Head Start
<input type="checkbox"/> Vacant, Illa Collin Head Start
<input type="checkbox"/> Vacant, Kennedy Estates Head Start
<input type="checkbox"/> Vacant, LaVerne Stewart Head Start
<input type="checkbox"/> Vacant, (Marie Cleveland's) Bright Beginning Head Start

<input type="checkbox"/> Vacant, Marina Vista Head Start
<input type="checkbox"/> Vacant, Mather Head Start
<input type="checkbox"/> Vacant, Nedra Court Head Start
<input type="checkbox"/> Vacant, Norma Johnson Head Start
<input type="checkbox"/> Vacant, North Avenue Head Start
<input type="checkbox"/> Vacant, Northview Head Start
<input type="checkbox"/> Vacant, Parker Head Start
<input type="checkbox"/> Vacant, Phoenix Park Head Start
<input type="checkbox"/> Vacant, Pre-School (Home Base)
<input type="checkbox"/> Vacant, River Oak Center for Children
<input type="checkbox"/> Vacant, SCOE
<input type="checkbox"/> Vacant, Sharon Neese Head Start
<input type="checkbox"/> Vacant, Solid Foundation Head Start
<input type="checkbox"/> Vacant, Early Head Start (Home Base)
<input type="checkbox"/> Vacant, Grandparent Representative
<input type="checkbox"/> Vacant, Outgoing Chair
<input type="checkbox"/> Vacant, Parent Ambassador
<input type="checkbox"/> Vacant, Parent Ambassador
<input type="checkbox"/> Vacant, 16 th Avenue Head Start
<input type="checkbox"/> Vacant, Past Parent Representative

ITEM I – B

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	AG I											
Vacant Seated	AG II											
Vacant Seated	AL											
Donna Bonner Seated 11/19 HOLDING	BC	X	X	X	X	X						
Vacant Seated	BH											
Christine Salas Seated 4/24 HOLDING	CP	X	X	X	X	X						
Vacant Seated	CPH											
Maria Lovert Seated 11/19 HOLDING	CR	X	E	U	U							
Alisha Givehchi Seated 11/19 HOLDING	EHS/HB	X	X	X	X	X						
Stephen Key Seated 11/19 RESEATED	EL	X	X									
Vacant Seated	FA											
Vacant Seated	FP											
Vacant Seated	FPT											
Arianna Torres Seated 11/19 HOLDING	FT	X	X	X	X	X						
Vacant Seated	G											
Vacant Seated	GH											
Vacant Seated	H											
Fienishia Wash Seated 11/19 HOLDING	HB	X	X	X	X	X						
Vacant Seated	HB											
Vacant Seated	HI											
Vacant Seated	HP											
Vacant Seated	IC											
Vacant Seated	HP											
Vacant Seated	JC											
Vacant Seated	K											
Vacant Seated	LVS											

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	MCBB											
Vacant Seated	MV											
Vacant Seated	M											
Vacant Seated	NA											
Vacant Seated	NC											
Vacant Seated	NJ											
Vacant Seated	NV											
Vacant Seated	NV											
Vacant Seated	PA											
Vacant Seated	PP											
Vacant Seated	RO											
Vacant Seated	SCOE											
Vacant Seated	SF											
Earlene McBryde Seated 11/19 HOLDING	SN	X	X	X	X	X						
Shannon Pierce Seated 11/19 HOLDING	SP	X	X	U	X	X						
Brenda Casillas Seated 11/19 HOLDING	WG	X	X	X	X	X						
Vacant Seated	16A											
Vacant Seated	FPR											
Vacant Seated	AMB											
Vacant Seated	AMB											
Stephen Key Seated 2/16	CR/PP		X	X	X	X						
Henrietta Gutierrez Seated 11/19; reseated 2/16	CR/PP	X	X	X	X	X						
Vacant Seated	CR/GP											
Vacant Seated	OGC											

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

- 1. First, call your Alternate(s) to see if they can attend in your place;**
- 2. Second, call Head Start 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 2020-2021
(Continued)**

Head Start Center Abbreviations

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

Representative Abbreviations

OGC:	Out Going Chair
PPR:	Past Parent Representative
GPR:	Grandparent Representative
AMB:	Parent Ambassador

Attendance Record Abbreviations

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

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

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE MAY 18, 2021 SPECIAL MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the May 18, 2021.

RECOMMENDATION:

Approve the minutes of the May 18, 2021 meeting.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

SPECIAL MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE

(Minutes reflect the actual progress of the meeting.)

LOCATION: meeting held electronically

Tuesday, May 18, 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 11:00 a.m. Ms. Fienishia Wash read the thought of the day and called the roll; a quorum was achieved.

Members Present:

Stephen Key, Past Parent Representative
Fienishia Wash, Home Base
Earlene McBryde, Sharon Neese
Donna Bonner, Bannon Creek
Brenda Casillas, Walnut Grove
Henrietta Gutierrez, Past Parent Representative
Christine Salas, Capital City
Shannon Pierce, Strizek Park
Arianna Torres, Fruitridge
Alisha Givehchi, EHS/Home Base

II. Consent Item

A. Approval of the Minutes of the April 27, 2021 Special Meeting

The minutes were reviewed; there were no questions or corrections.

Moved/Bonner, second/Casillas, to approve the minutes of the April 27, 2021 minutes as presented.

Roll call vote:

Aye: 9 (Bonner, Casillas, Givehchi, Gutierrez, Key, McBryde, Pierce, Salas, Torres)

Nay: 0

Absent: 1 (Wash)

Ms. Wash rejoined the meeting at 11:09 a.m.

III. Information Items

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han reviewed the fiscal report for nine months into the fiscal year. The budget is around 62% spent; there are some cost savings/under-expended funds due to the centers being closed during the pandemic. The non-federal share

requirement is well over the 25% required. The administrative cap is below the 15% allowed. The personnel costs are lower than usual due to the closure of in-person services. The Early Head Start expenditures were reviewed; there were no questions. The American Express statement was reviewed and most of the expenditures were purchases for sanitation and classroom supplies. The Citi-Card statement was reviewed; no questions. Mr. Han reported that Twin Rivers is modifying their budget to finish the Morey Avenue play yard; Elk Grove Unified School District will modify their budget for \$37,000 to provide shade structures. SETA is working on a modification to provide upgrades to the Walnut Grove center.

- Community Resources – Parents/Staff: Ms. Marie Desha
 - Multi-Language Renters Hotline: Ms. Desha reviewed a flyer announcing rental assistance available to those in need.
 - Virtual Resume Workshop: The Hillsdale Career Center provides resume assistance on the Zoom app. These workshops are the first and third Friday of each month.
 - Community Resources Weekly Calendar: Ms. Desha urged parents to share the information included in the calendar.

IV. Committee Reports

- Executive Committee Meeting Critique: Ms. Fienishia Wash
 - ✓ Budget/Planning Committee Report: No additional report.

V. Other Reports

- Chair's Report
 - ✓ Survey Results of PAC Regular Meeting Time: Ms. Desha shared the results of the survey from PAC members regarding meeting times. Four surveys were returned; one return was for 9 a.m. and three returns were for 10 a.m. Ms. Wash stated that future PAC meetings will be held at 10:00 a.m. beginning in June, 2021.
- Policy Council Report(s): Ms. Brenda Casillas, Ms. Shannon Pierce, Ms. Donna Bonner, Ms. Arianna Torres: No report.
- Head Start Deputy Director's Report: Ms. Denise Lee spoke of the federal review which begins June 14, which will be a virtual review. Ms. Lee will meet with the team leader to talk about the preliminary intake and share the information with board members. Ms. Lee will invite the team leader to participate in the June PAC meeting, if her time permits. The state review was completed in May and staff is working on responding to some findings; this response will be submitted by June 7.
- Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: Ms. Lisa Carr reported that SETA is in the process of reopening all centers by June 7. Staff will begin to enroll to capacity and open from 8:00 a.m.

to 4:00 p.m. for the full-day centers. The parents working will have priority for the late hours. The part-day and duration classes will remain at 13 children for now. Head Start is receiving more inquiries for enrollment. A trainer for Parent Café training has been scheduled; a flyer will be distributed to PAC and PC families. This training will be opened to a couple of parents willing to lead the Parent Café. There are two 90-minute long Zoom parent trainings: 1) Five Keys to Strengthen Your Family, and 2) How to Build a Resilient Family in 2021. There will also be a book given to attendees.

- Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith reported that staff is working to transition families and are developing lesson plans for children on how to develop relationships. Staff is working to extend outdoor play with more materials but also more outdoor learning is being developed. The Agency is in the midst of hiring teaching staff to support classroom services. We are partnering with WestEd to do research on math attainment to see how children can be supported by additional tutoring.
- Denise Lee – Quality Assurance, Food Services, Save Environments, Grants and Contracts: Ms. Lee stated that fewer families are going through the drive thru HUBs for meal boxes so staff is planning to slowly close down HUBs. Four months of food services reports were included in the agenda packet and these reports will be included in packets going forward.

VI. **Center Updates**: No comments.

VII. **Discussion**: No comments.

VIII. **Public Participation**: No comments.

IX. **Adjournment**: The meeting was adjourned at 11:34 a.m.

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information Items
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han
 - Community Resources – Parents/Staff: Ms. Marie Desha
 - North Sacramento Parent Resource Center Information

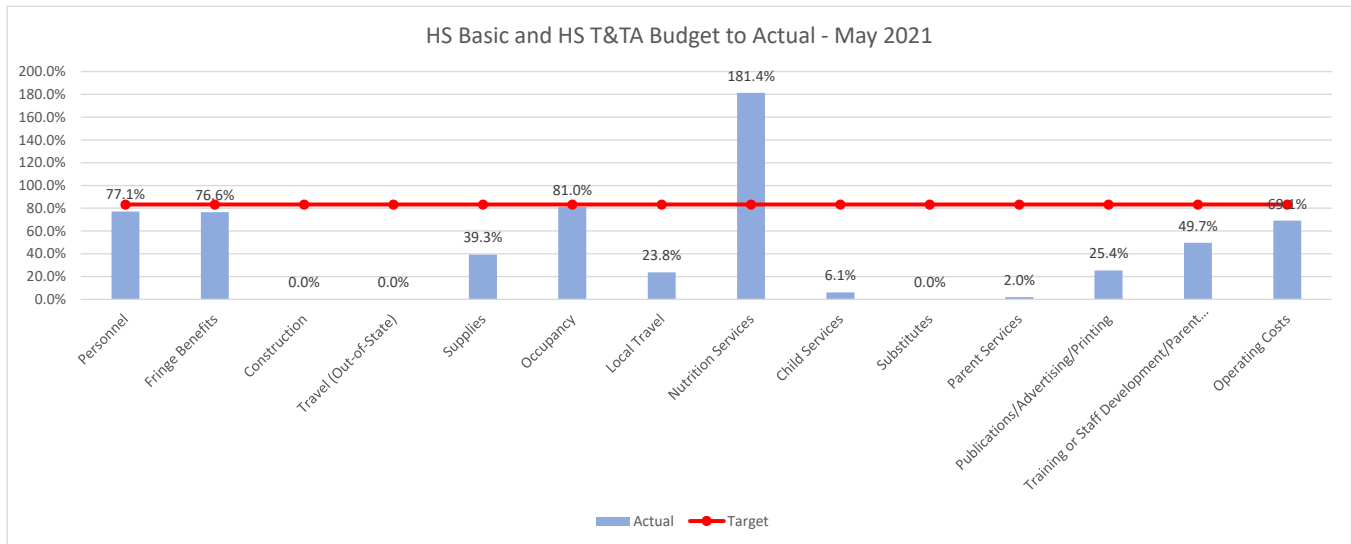
NOTES:

SETA Operated Head Start/Early Head Start
Expenditures for Fiscal Year 2020-2021
For the Ten Months Ended May 31, 2021

	Budget	Admin	Program	YTD Expenses	YTD %	Remaining	Non-Federal Share	NFS YTD %	Admin %
Head Start Basic									
SETA HS	27,185,648	2,031,188	18,096,846	20,128,034	74.0%	\$ 7,057,614	3,572,828	17.8%	10.1%
Total	\$ 27,185,648	\$ 2,031,188	\$ 18,096,846	\$ 20,128,034	74.0%	\$ 7,057,614	\$ 3,572,828	17.8%	10.1%
Early Head Start Basic & Early Head Start - CCP									
SETA EHS	8,344,977	553,912	5,648,736	6,202,648	74.3%	2,142,329	2,117,708	34.1%	8.9%
SETA EHS-CCP	1,734,706	90,550	1,156,761	1,247,311	71.9%	487,395		0.0%	7.3%
Total	\$ 10,079,683	\$ 644,462	\$ 6,805,497	\$ 7,449,959	73.9%	\$ 2,629,724	\$ 2,117,708	28.4%	8.7%
Head Start T&TA									
SETA HS TTA	420,939	-	74,141	74,141	17.6%	346,798			
Total	\$ 420,939	\$ -	\$ 74,141	\$ 74,141	17.6%	\$ 346,798	\$ -		
Early Head Start T&TA									
SETA EHS TTA	198,690	-	18,790	18,790	9.5%	179,900			
SETA EHS-CCP TTA	36,749	-	8,443	8,443	23.0%	28,306			
Total	\$ 235,439	\$ -	\$ 27,234	\$ 27,234	11.6%	\$ 208,205	\$ -		
CARES Act Funds									
SETA HS	1,543,186	-	333,688	333,688	21.6%	1,209,498			
SETA EHS	484,966	-	42,176	42,176	8.7%	442,790			
SETA EHS-CCP	70,305	-	3,365	3,365	4.8%	66,940			
Total	\$ 2,098,457	\$ -	\$ 375,864	\$ 375,864	17.9%	\$ 1,652,288	\$ -		
Head Start Duration Start-Up Carryover									
SETA Duration Start-Up	108,500	-	-	-	0.0%	108,500			
SETA 19/20 Base Ext	957,300	-	186,316	186,316	19.5%	770,984			
Total	\$ 1,065,800	\$ -	\$ -	\$ -	0.0%	\$ 108,500	\$ -		
TOTAL Head Start									
SETA	41,085,966	2,675,650	25,379,581	28,055,231	68.3%	13,030,735	5,690,536	20.3%	9.5%
Total	\$ 41,085,966	\$ 2,675,650	\$ 25,379,581	\$ 28,055,231	68.3%	\$ 13,030,735	\$ 5,690,536	20.3%	9.5%
					<i>On Budget%</i>			<i>Required %</i>	<i>Max %</i>
					83.3%			25%	15%

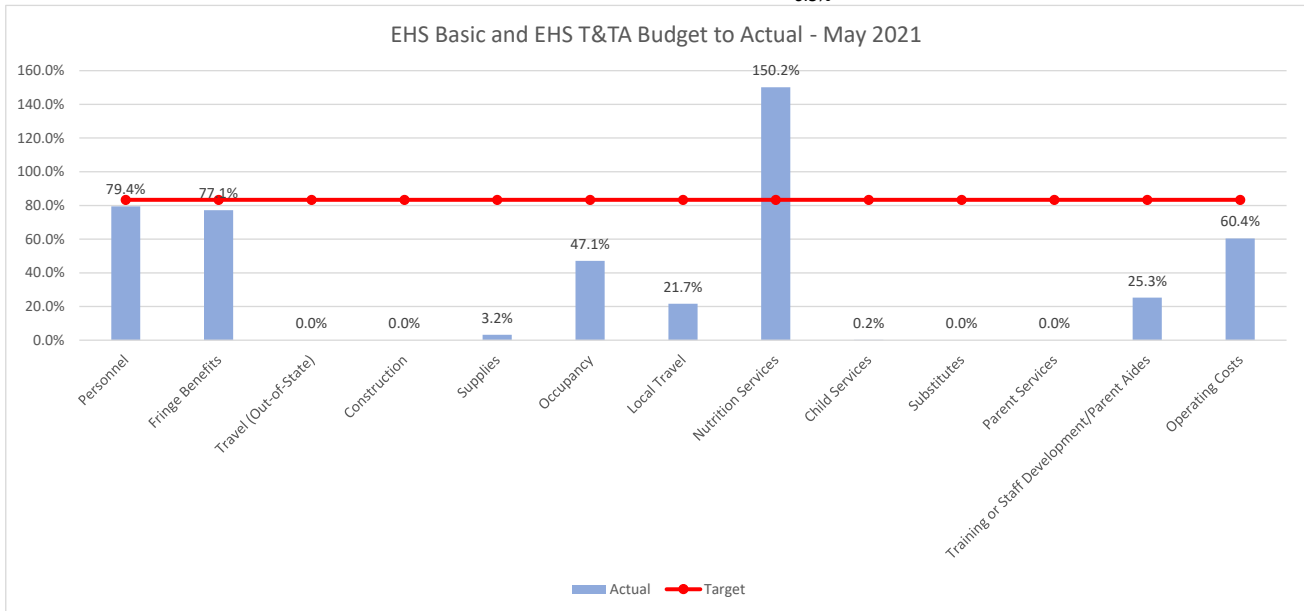
SETA OPERATED PROGRAMS (SOP) - Head Start
 Expenditures for Fiscal Year 2020-2021
 For the Ten Months Ended May 31, 2021

SOP HEAD START (BASIC & T&TA)	Budget	Total Expenditures	Remaining Budget	83.3%
Personnel	\$ 13,685,916	\$ 10,546,105	\$ 3,139,811	77.1%
Fringe Benefits	7,747,217	5,934,078	1,813,139	76.6%
Construction	600,000	-	600,000	0.0%
Travel (Out-of-State)	35,500	-	35,500	0.0%
Supplies	572,000	225,036	346,964	39.3%
Occupancy	2,677,514	2,169,014	508,500	81.0%
Local Travel	100,000	23,756	76,244	23.8%
Nutrition Services	300,000	544,088	(244,088)	181.4%
Child Services	102,300	6,248	96,052	6.1%
Substitutes	475,000	-	475,000	0.0%
Parent Services	172,000	3,366	168,634	2.0%
Publications/Advertising/Printing	20,000	5,078	14,922	25.4%
Training or Staff Development/Parent Aides	142,477	70,768	71,709	49.7%
Operating Costs	976,663	674,637	302,026	69.1%
TOTAL SOP HEAD START (BASIC & T&TA)	\$ 27,606,587	\$ 20,202,175	\$ 7,404,412	73.2%
Administrative %		11.1%		



SETA OPERATED PROGRAMS (SOP) - Early Head Start
Expenditures for Fiscal Year 2020-2021
For the Ten Months Ended May 31, 2021

SOP EARLY HEAD START (BASIC & T&TA)	Budget	Total Expenditures	Remaining Budget	83.3%
Personnel	\$ 3,875,160	\$ 3,077,916	\$ 797,244	79.4%
Fringe Benefits	2,186,030	1,686,362	499,668	77.1%
Travel (Out-of-State)	6,000	-	6,000	0.0%
Construction	50,000	-	50,000	0.0%
Supplies	231,000	7,453	223,547	3.2%
Occupancy	429,416	202,259	227,157	47.1%
Local Travel	14,000	3,032	10,968	21.7%
Nutrition Services	50,000	75,087	(25,087)	150.2%
Child Services	23,800	41	23,759	0.2%
Substitutes	15,000	-	15,000	0.0%
Parent Services	12,500	-	12,500	0.0%
Training or Staff Development/Parent Aides	64,909	16,408	48,501	25.3%
Operating Costs	249,837	150,990	98,847	60.4%
TOTAL SETA EARLY HEAD START (BASIC & T&TA)	\$ 7,207,652	\$ 5,219,548.73	\$ 1,988,103	72.4%
Administrative %	7.7%			
Partners/Contractual	\$ 1,336,015	\$ 1,001,889	\$ 334,126	75.0%
TOTAL SOP EARLY HEAD START BASIC	\$ 8,543,667	\$ 6,221,438	\$ 2,322,229	72.8%
Administrative %	6.5%			



**SACRAMENTO EMPLOYMENT & TRAINING AGENCY
CORPORATE CARD - AMERICAN EXPRESS
STATEMENT OF ACCOUNT
5/12/2021**

DATE	VENDOR NAME	DESCRIPTION	AMOUNT	HS/ADMIN/WD
04/15/2021	Inland Business System	Copier/Printer Maintenance & Supplies	\$ 3,734.97	ADMIN
04/15/2021	Inland Business System	Copier/Printer Maintenance & Supplies	3,734.97	ADMIN
04/16/2021	StampXpress	Office Supply - Fiscal Year End Stamper	19.01	ADMIN
04/16/2021	Creative Safety Supply	Building Safety Signs	35.04	ADMIN
04/18/2021	Zoom	Zoom Subscription	42.80	ADMIN
04/18/2021	Zoom	Zoom Subscription	149.80	ADMIN
04/27/2021	Walmart	Building Maintenance Supplies	80.62	ADMIN
04/27/2021	Amazon	Computer Mouse	282.60	ADMIN
04/28/2021	Things Remembered	Employee Recognition	101.67	ADMIN
04/29/2021	Adobe Acrobat	Software - Adobe Acrobat	449.00	ADMIN
04/30/2021	Things Remembered	Employee Recognition	59.81	ADMIN
04/30/2021	Smartvault	Subscription - Upload Portal	125.00	ADMIN
05/01/2021	Things Remembered	Employee Recognition	416.51	ADMIN
04/29/2021	Office Depot	Office Supply - Chair	380.61	ADMIN
05/04/2021	3Play Media	Close Captioning - Board Meeting	34.41	ADMIN
05/04/2021	3Play Media	Close Captioning - Board Meeting	18.01	ADMIN
05/08/2021	Amazon	Computer Webcam	217.48	ADMIN
04/14/2021	SurveyMonkey	Surveymonkey Subscription	384.00	ADMIN
04/30/2021	Society for Human Resource	HR Membership Fee	219.00	ADMIN
05/01/2021	Indeed	HR - Recruitment	120.14	ADMIN
04/12/2021	Brady	Classroom Supplies - Social Distancing Sign	776.73	HS
04/12/2021	Oriental Trading Company	Classroom Supplies - Assorted Toys	122.85	HS
04/15/2021	Zoom	Zoom Account Add-On	148.08	HS
04/16/2021	Trend Store	Warehouse Restock Supplies	1,042.32	HS
04/16/2021	JamF	JamF Software	275.00	HS
04/16/2021	Amazon	Classroom Supplies - Assorted Toys	214.38	HS
04/16/2021	The Home Depot	Credit - Order Cancellation	(7,110.39)	HS
04/17/2021	The Home Depot	Warehouse Tools	3,530.03	HS
04/18/2021	Zoom	Zoom Subscription	85.60	HS
04/16/2021	Amazon	Classroom Supplies - Assorted Toys	21.72	HS
04/19/2021	Walmart	Classroom Supplies - Planting Seeds	207.03	HS
04/20/2021	The Home Depot	Warehouse Tools	3,259.24	HS
04/22/2021	The Home Depot	Warehouse Tools	583.99	HS
04/24/2021	Amazon	Classroom Supplies - Books	1,436.70	HS
04/26/2021	The Home Depot	Warehouse Tools	583.99	HS
04/26/2021	Amazon	Classroom Supplies - Planting Seeds	86.75	HS
04/26/2021	Chevrolet	Chevy Van Maintenance	1,666.79	HS
04/27/2021	Amazon	Classroom Supplies - Planting Seeds	104.34	HS
04/28/2021	Amazon	Classroom Supplies - Tissue Papers	145.58	HS
04/27/2021	Walmart	Classroom Supplies - Assorted Toys	147.34	HS
04/30/2021	IDA of CA	Vivian Weinstein Ldership Day Conference Fee	310.00	HS
05/03/2021	Walmart	Classroom Supplies - Assorted Toys	151.98	HS
05/04/2021	3Play Media	Close Captioning - Board Meeting	67.87	HS

05/04/2021	Walmart	Classroom Supplies - Assorted Toys	93.10	HS
05/04/2021	Amazon	Classroom Supplies - Kids Weighted Lap Pads	41.31	HS
05/04/2021	Interstate Plastics	Welding Kit	900.19	HS
05/04/2021	Interstate Plastics	Desktop Sneeze Guard	484.43	HS
05/05/2021	Walmart	Van Coolers	597.37	HS
05/04/2021	Uline	Warehouse Gear Lockers	2,483.85	HS
05/05/2021	Uline	Warehouse Custodial Supplies	7,496.93	HS
05/05/2021	SRFax	Telephone/Fax Charge - Medical Records	12.88	HS
05/07/2021	Walmart	PC/PAC Walmart Cards	2,050.00	HS
05/08/2021	Amazon	Classroom Supplies - Kids Eyeglass Strap	19.56	HS
05/09/2021	Amazon	Classroom Supplies - Re-Opening Supplies	714.15	HS
05/09/2021	Amazon	Classroom Supplies - Books	200.49	HS
05/10/2021	Interstate Plastics	Credit - Freight Refund	(33.69)	HS
05/10/2021	Interstate Plastics	Credit - Freight Refund	(33.69)	HS
04/14/2021	Teachstone Training	Credit - Observer Recertification	(125.00)	HS
04/15/2021	Wested	I/T Learning & Development Academy Fee	125.00	HS
04/19/2021	Microsoft	Microsoft Power-Bi Subscription	59.94	HS
04/19/2021	R9HSA	STEM Conference Fee	867.00	HS
05/01/2021	Indeed	HR - Recruitment	240.30	HS
05/06/2021	S HR Consulting	Application & Record Keeping Orientation Fee	119.38	HS
05/07/2021	Diversity Job Board	HR - Recruitment	249.00	HS
various	various	various	3,567.12	WD

Total American Express Bill

\$ 38,592.99

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

SACRAMENTO EMPLOYMENT & TRAINING AGENCY
CORPORATE CARD - CITI CARDS
Statement of Account
5/12/2021

DATE	VENDOR NAME	DESCRIPTION	AMOUNT	HS/WD/ADMIN
4/26/2021	Calpelra	Calpelra Course Registration Fee	\$275.00	ADMIN
4/16/2021	BSN Sport LLC	Classroom Supplies - Sport Hand Inflator	832.15	HS
4/26/2021	EveryChild CA	Health & Safety Institute Seminar Fee	299.00	HS
4/12/2021	Lowe's	Refrigerator Replacement	1,074.90	HS
4/21/2021	Lowe's	Refrigerator and Safety Gears	1,019.63	HS
4/29/2021	Lowe's	Construction Supplies	833.44	HS
5/7/2021	Cresco Resco	Classroom Supplies - Sneeze Guard	345.83	HS
5/7/2021	Living Space	Construction Supplies	533.37	HS
5/7/2021	Living Space	Construction Supplies	533.36	HS
4/13/2021	Target	Classroom Supplies - Lotion & Kitchen Shears	91.31	HS
4/13/2021	Walmart	Classroom Supplies - Storage Tub & Seeds	40.66	HS
4/28/2021	Smart Foodservice	Food Supplies - Flour & Cooking Oil	151.18	HS
4/21/2021	Rogue Workforce	Covid19 Informed Counseling Fee	100.00	WFD

Total Citi Card Bill **\$6,129.83**

*We are here for you, through Covid
and beyond...*

Celebrating Juneteenth

Wednesday, June 16th 4-5pm

CELEBRATE
Juneteenth

North Sacramento Family Resource Center
Birth & Beyond
Presents

*In celebration of unity and strength
we will be creating a Juneteenth Melanin Queen. This is
a creative representation of self love and cultural unity.
We will explore the strengths behind our history of
Juneteenth and come together to keep that unity and
courage alive.*

VIRTUAL ACTIVITY
JUNE 16TH 2021
4-5 PM

We will have free supplies for up to 15 participants. Register today to reserve your spot in this activity.

[CLICK HERE TO PARTICIPATE](#)

North Sac Family Resource Center
Presents

CELEBRATING FATHERS

Drive Thru Event

Friday, June 18th

4pm - 7pm

Join us @ 2469 Rio Linda Blvd to celebrate
fathers and receive a gift for that special man!



All registered fathers will receive a free Treat-Yourself gift!

Story Time on Facebook Live!

2pm on Wednesday, June 16th

The North Sacramento Family Resource Center Presents:



Story Time is Fun Time
All the Time
In celebration of Juneteenth
Facebook Live
with LaToya
Wednesday, June 16th @ 2pm
Join us for the opportunity to receive a free book.



Opening Doors to the Future by Maximizing the Potential of Children and Families

Looking for a way to keep your kids busy? Come join us for a Facebook Live Story Time!! Join for the story, stay for the survey and receive a free copy of the book, while supplies last!

[Join us on Facebook!](#)

Community Voice Needed:
CALM Mental Health Support Group Survey



Community
Feedback
Requested



CALM:
Mental Health
Support
Group



The North Sacramento Family Resource Center is looking to start a support group for mental health awareness and support. We would like your feedback on what you would like to see in a Mental Health support group. The survey will take approximately 5 minutes to complete.

[CLICK HERE TO COMPLETE THE SURVEY](#)

[CLICK HERE TO TELL US YOUR THOUGHTS!](#)

Thursday, June 24th at 3pm

Car Seat Education
FREE Virtual Class

Learn how to properly install a car seat to best protect children.



Every participant will receive a North Sacramento FRC grab bag with two children's books and two toys!



Buckle Up for Life

75% of child car seats are installed incorrectly.

It's time we all got it right.



June Workshops:
Thursday, June 10am
Monday, June 21st 6pm
Thursday, June 24 3pm

CLICK HERE TO REGISTER
NorthSacFRC.org
Or call us to REGISTER!
(se habla español)
916-679-3743

Learn how to properly install your car seat to protect your child. Every participant will receive a North Sacramento FRC grab bag with two children's books and two toys!

[CLICK HERE TO PARTICIPATE](#)

Circle Time - Wednesdays 10-11am

Free Backpacks & School Supplies



Is your child headed back to in-person learning soon? Does your child need a backpack or school supplies? We are currently distributing free backpacks and school supplies to our community. Families must live in zip codes 95815, 95834, 95833, 95835 to be eligible for this distribution.

[CLICK HERE](#)

Car Seat Education

Thursday, June 10th at 10am

Monday, June 21st at 6pm

NORTH SACRAMENTO FAMILY RESOURCE
CENTER
BIRTH & BEYOND

Presents



CIRCLE
TIME

Every Wednesday 10-11am



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 April 27, 2021 meeting.

NOTES:

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

Meeting Held Electronically

Tuesday, April 27, 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. Gutierrez called the roll; a quorum was met.

Members Present:

Arianna Torres, SETA-Operated Program
Fienishia Wash, Home Base Option
Brenda Casillas, SETA-Operated Program
Kara Otter, San Juan Unified School District
Charles Taylor, Past Parent/Community Representative
Henrietta Gutierrez, Outgoing Chair
Donna Bonner, SETA-Operated Program
Stephen Key, Past Parent/Community Representative
Rosemary Schapira, Community Agency Representative
Jessica Coultrup-San Juan Unified School District
Jamilia Land, Women’s Civic Improvement Club

Members Absent:

Becca Perez, Twin Rivers Unified School District - unexcused
Shannon Pierce, SETA-Operated Program - unexcused
Elizabeth Gutierrez, San Juan Unified School District - excused
Jara Lindgren, Elk Grove Unified School District - excused

II. Consent Item

A. Approval of the Minutes of the March 23, 2021 Meeting

The minutes were reviewed; no questions or corrections.

Moved: Fenishia Wash 2nd- Stephen Key

Aye: 10 (Donna Bonner, Brenda Casillas, Stephen Key, Kara Otter, Rosemary Schapira, Charles Taylor, Arianna Torres, Fienishia Wash, Jamilia Land, Jessica Coultrup)

Nay: 0

Abstentions: 1 (Henrietta Gutierrez)

Motion passed

Absent: 4 (Becca Perez, Jara Lindgren, Shannon Pierce, Elizabeth Gutierrez)

III. Action Items

A. **CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT
CODE SECTION 54957**-Associate Teacher Infant Toddler, Associate Teacher

Ms. Henrietta Gutierrez reported that the Policy Council met before the public meeting to review the Closed Session item. The Closed Session began at 11:21 a.m. and was adjourned at 11:32 a.m. Ms. Henrietta Gutierrez reported the following eligibility lists were approved in Closed Session: Associate Teacher/Associate Teacher Infant Toddler, Head Start Cook II/III

- B. Approval of Annual Self-Assessment for 2020-2021 and Resulting Program Improvement Plan SETA-Operated Program
- C. Approval of Program Year 2021-22 Head Start, Early Head Start, and Early Head Start Child Care Partnership Refunding Application
- D. Approval of the SETA Head Start, Early Head Start, and Early Head Start Child Care Partnership Budgets for Program Year 2021-22
- E. Approval of the 2021-22 Head Start, Early Head Start, and Early Head Start Child Care Partnership Program Options and Center Locations for Sacramento County
- F. Approval of 2021-22 Training/Technical Assistance Plan for the SETA Head Start/Early Head, and Child Care Partnership/Expansion Program, as Aligned with Established Five-Year Goals and Objectives

Denise reviewed Item III.B-F under one presentation. The vote will be taken after Ms. Lee's presentation.

This is the refunding application for Head Start/Early Head Start and Early Head Start Child Care Partnership program year 2021-2022. Ms. Lee referred to the page numbers in each packet on the slides to easily follow along. The refunding application covers program year August 1, 2021 through July 31, 2022, which is year two of the five-year refunding cycle.

SETA starts looking at the annual self-assessment when beginning the application process. This has been a very unusual year with COVID-19. We were not able to offer in- person service for the children since March 2020.

SETA did a year-end review, or self-assessment, based on COVID services provided to children and families.

Ms. Lee stated SETA has some very innovative and engaging remote teaching and learning lessons. SETA was touted both regionally and nationally on the learning activities and engagement we did with HS and EHS, as well as parent engagement side. We had a very strong coaching program available for the teaching staff. By having the coaches in place to assist with technology and the shift to distance learning, it made a huge difference for the teaching staff.

The intervention specialists put together a virtual platform calming collective room for parents or staff engage with some mental health resources, such as yoga and breathing exercises.

We also moved to virtual IEP and IFSP meetings for children with special needs. The program is funded just over \$60M for Countywide Head Start, Early Head Start and EHS-CCP programs.

Most program design will remain constant across the county. Some program changes include the following: Northview will have a delayed opening due to construction. Families will receive alternate locations until the re-opening. There will be a new Home Base curriculum (*Parents as Teachers*). Dudley Early Learning Center (SOP) will open on August 9th. Distance learning will no longer be an option after the program ends on July 31st. Ms. Denise Lee shared a chart with program options for the countywide HS/EHS program.

Parent Services and Training is still available under Training and Technical Assistance, as well as staff training and development.

Rosemary Schapiro wanted to raise awareness that Birth and Beyond could partner for training and on-going professional development for the new HB Curriculum. Ms. Lisa Carr will follow-up.

Moved: Fienishia Wash 2nd: Donna Conner

Aye: 10 (Donna Bonner, Brenda Casillas, Stephen Key, Kara Otter, Rosemary Schapira, Charles Taylor, Arianna Torres, Fienishia Wash, Jamilya Land, Jessica Coultrup)

Nay: 0

Abstention: 1 (Henrietta Gutierrez)

Motion passed

Absent: 4 (Shannon Pierce, Elizabeth Gutierrez, Jara Lindgren, Becca Perez)

- G. Approval of Modifications to the Reimbursement Policies and Procedures of the SETA-Operated Head Start/Early Head Start Policy Council and Parent Advisory Committee
Ms. Denise Lee spoke of the history of the reimbursement policy and procedures during COVID. SETA is recommending that Policy and Procedures language be revised to include additional meeting times for special board meetings, Budget/Planning Committee meetings, Human Resources activities and special closed sessions.
Once the meetings return to in-person, SETA will go back to the previous process of reimbursement policy and procedure.

Moved: Kara Otter 2nd: Fienishia Wash

Aye: 10 (Donna Bonner, Brenda Casillas, Stephen Key, Kara Otter, Rosemary Schapira, Charles Taylor, Arianna Torres, Fienishia Wash, Jamilya Land, Jessica Coultrup)

Nay: 0

Abstention: 1 (Henrietta Gutierrez)

Absent: 4 (Shannon Pierce, Elizabeth Gutierrez, Jara Lindgren, Becca Perez)

Motion passed.

- H. Adoption of Addendum #1 to the 2018-2021 Labor Agreements Covering the Head Start Unit, the Clerical, Technical and Analytical Unit and the Supervisory Unit

Ms. Denise Lee explained that personnel-related and/or labor-related items do not require PAC approval. Therefore, this item is not included on the PAC action calendar. For PAC, this presentation will serve as information only.

SETA Head Start is a union environment and has a current negotiated contract through June 30, 2021.

This action extends the contract for one additional year, through to June 30, 2022.

In addition, SETA received a 1.22% Cost of Living Adjustment (COLA) from the Office of Head Start and will increase the base grant permanently. In general, fund should be used to increase salaries and/or, fringe benefits and/or address increased operating costs. The union and SETA management have reached a tentative agreement on the use of the COLA funds, increasing the employer contribution toward medical premiums SETA pays a portion of the employee's medical premium but not 100%. The dollars received will be used to reduce the out-of-pocket cost for the employee. Single coverage premium paid by SETA will go from \$545 per month to \$620 per month and family coverage will increase from \$900 per month to \$1025 per month. COLA fund will also cover increased retirement rates and increase rent. .

Moved: Donna Bonner 2nd: Fienishia Wash

Aye: 10 (Donna Bonner, Brenda Casillas, Stephen Key, Kara Otter, Rosemary Schapira, Charles Taylor, Arianna Torres, Fienishia Wash, Jamilya Land, Jessica Coultrup)

Nay: 0

Abstention: 1 (Henrietta Gutierrez)

Motion passed.

Absent: 4 (Shannon Pierce, Elizabeth Gutierrez, Jara Lindgren, Becca Perez)

IV. **Information Items**

A. Standing Information Items

- Fiscal Report/Corporate Card Monthly Statement of Account – Mr. Victor Han reviewed the fiscal report for eight months into the 2020-2021 program year. Mr. Han pointed out that some of the forms will look a little different for PAC members. The PC reports are a little more extensive to include the countywide program.

There are some underspent funds due to COVID but most of the programs are working to spend those funds. We are 2/3 of the way through the program year. Elk Grove Unified School District and Twin Rivers Unified School District have requested to use some of their under-spent funds for play structures. We will be requesting a waiver for Non-Federal share. It is a little low because we lost Parent Aides and School Readiness Aides and other volunteer hours. This is the same across the country.

Administrative percentages are below 15% at 8%.

Mr. Victor Han shared the expenditures page. There are some line items with -0-, such as substitute teachers, due to COVID closures.

The line items on the credit cards statements offer more description. Ms. Henrietta Gutierrez said it was much easier to determine what the charges were for on the statement.

IV. Information Items

A. ➤ Community Resources

- Virtual Job Fair
- Fit Families for Life-English and Spanish

B. Governing Board Minutes for April 1, 2021: No questions or comments.

C. Fiscal Monitoring Report: No questions.

V. Committee Report

Executive Committee Meeting: Ms. Henrietta Gutierrez reported the Executive Meeting will meet on Friday, April 30. There has been discussion of changing the time for the PC meetings and this topic will be discussed at the Executive Committee meeting. Once the Governing Board approves the Reimbursement Policy and Procedure during their meeting on April 29, the reimbursement of Wal-Mart e-Cards can be prepared and sent to the PC and PAC members.

VI. Other Reports

A. Executive Director's Report: Ms. Kathy Kossick

Ms. Kathy Kossick wanted to share the job centers throughout the county are open for service. Employers are looking for employees. Please continue to spread the word about the job centers. Some are in person and some are by appointment only.

B. Head Start Deputy Director's Report: Ms. Denise Lee

Federal Focus Area 1 review will likely begin on June 1 and end on June 4. As soon as we receive the final notice, Ms. Denise Lee will notify the PC and PAC Chairs to attend the opening meeting. Some parents may be invited to participate in the interviews as well. The State Review took place virtually the week of April 19-23. It was an exceptional report. Two items came up regarding eligibility paperwork. Great work to the team for working very hard to prepare for the review.

There was a monthly call with the regional office last Monday. The Office of Head Start will probably not extend flexibility for distance learning in the new program year so programs will need to find their way back to their full services. We anticipate the same notification for the State funded programs as well. Some of the distance learning practices and hybrid models will not be allowed. Ms. Lee said we are doing well in enrollment for preschool but the numbers are low in infant/toddlers.

- C. Chair's Report:
- D. Head Start Managers' Reports
 - ✓ Lisa Carr – Family Engagement, Home Base, Health/Oral Health, and ERSEA services – No report
 - ✓ Karen Griffith – School Readiness, Special Education and Mental Health Services – No report
 - ✓ Denise Lee – Quality Assurance, Food Services, Safe Environments, Grants, and Contracts: No additional report – No report.
- E. Open Discussion and Comments: Jessica Coultrup asked if the Home Base models are going to be somewhat distance learning for this next program year. Lisa Carr responded that she has been talking with the Home Visitors and trying to come up with ideas of places to meet, such as parks, that are open air. They will continue to explore options. Donna Bonner said she is trying to find a place for her 21-month old son in Early Head Start. Lisa Carr responded that there are some sites that have openings and to connect after the meeting for more information.
- F. Public Participation: None.
- V. **Adjournment**: The meeting was adjourned at 12:38 p.m.

ITEM V

COMMITTEE REPORTS

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Fienishia Wash

- Budget/Planning Committee Meeting: Ms. Fienishia Wash

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, Safe Environments, Grants, and Contracts

NOTES:

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

May 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
SETA operated	1756	232	13%	589	119	20%
Twin Rivers USD	140	50	36%	40	2	5%
Elk Grove USD	440	45	10%			
Sac City USD	736	41	6%			
San Juan USD	1052	98	9%	160	15	9%
WCIC	120	7	6%			
EHS CCP				80	22	28%
COUNTY TOTAL	4244	473	11%	869	158	18%

AFE: Annual Funded Enrollment

SETA Head Start

2005 - Management Report - End of Month Enrollment

	Total Enrolled		Actual Enrollment		Drops within 30 days
* 16th Avenue - 1257R					
Head Start Totals:	13		13		0
* 16th Avenue - 1257S					
Head Start Totals:	12		10		2
* 16th Avenue - 1257T					
Head Start Totals:	7	—	7	—	0
* 16th Avenue - 1257X					
Head Start Totals:	13		13		0
Totals: * 16th Avenue	45		43		2
* Bret Harte - 1271R					
Head Start Totals:	7	—	6	—	1
* Bret Harte - 1271S					
Head Start Totals:	1		1		0
* Bret Harte - 1271X					
Head Start Totals:	13		13		0
Totals: * Bret Harte	21		20		1
* Capital City - 1272R					
Head Start Totals:	3		3		0
* Capital City - 1272S					
Head Start Totals:	4		2		2
* Capital City - 1272X					
Head Start Totals:	13		13		0
Totals: * Capital City	20		18		2
* CP Huntington - 1273R					
Head Start Totals:	3		0		3
* CP Huntington - 1273S					
Head Start Totals:	2		0		2
* CP Huntington - 1273X					
Head Start Totals:	20		20		0
Totals: * CP Huntington	25		20		5
* Crossroads Gardens - 1242A					
Head Start Totals:	10	—	10	—	0
* Crossroads Gardens - 1242B					
Head Start Totals:	9		8		1
* Crossroads Gardens - 1242C					
Head Start Totals:	6		6		0
* Crossroads Gardens - 1242R					
Head Start Totals:	13		13		0
* Crossroads Gardens - 1242S					
Head Start Totals:	7		7		0
* Crossroads Gardens - 1242T					

Head Start Totals:	7	7	0
* Crossroads Gardens - 1242X			
Head Start Totals:	13	13	0
Totals: * Crossroads Gardens	65	64	1
* Elkhorn - 1255A			
Head Start Totals:	8	7	1
* Elkhorn - 1255B			
Head Start Totals:	8	7	1
* Elkhorn - 1255C			
Head Start Totals:	7	6	1
* Elkhorn - 1255D			
Head Start Totals:	9	7	2
* Elkhorn - 1255E			
Head Start Totals:	4	4	0
* Elkhorn - 1255F			
Head Start Totals:	5	4	1
* Elkhorn - 1255S			
Head Start Totals:	7	6	1
* Elkhorn - 1255X			
Head Start Totals:	14	12	2
Totals: * Elkhorn	62	53	9
* Freedom Park - 1239A			
Head Start Totals:	7	7	0
* Freedom Park - 1239B			
Head Start Totals:	9	5	4
* Freedom Park - 1239R			
Head Start Totals:	14	11	3
* Freedom Park - 1239T			
Head Start Totals:	5	5	0
* Freedom Park - 1239X			
Head Start Totals:	13	12	1
Totals: * Freedom Park	48	40	8
* Freeport - 1274R			
Head Start Totals:	11	11	0
* Freeport - 1274S			
Head Start Totals:	12	12	0
Totals: * Freeport	23	23	0
* Hillsdale - 1228A			
Head Start Totals:	12	12	0
* Hillsdale - 1228B			
Head Start Totals:	11	11	0
* Hillsdale - 1228C			
Head Start Totals:	2	2	0
* Hillsdale - 1228D			
Head Start Totals:	4	4	0
* Hillsdale - 1228R			
Head Start Totals:	14	13	1
* Hillsdale - 1228S			
Head Start Totals:	4	4	0
* Hillsdale - 1228T			
Head Start Totals:	5	3	2

* Hillsdale - 1228X			
Head Start Totals:	13	13	0
Totals: * Hillsdale	65	62	3
* Hopkins Park - 1253A			
Head Start Totals:	14	14	0
* Hopkins Park - 1253B			
Head Start Totals:	1	1	0
* Hopkins Park - 1253C			
Head Start Totals:	10	9	1
* Hopkins Park - 1253V			
Head Start Totals:	13	13	0
Totals: * Hopkins Park	38	37	1
* Job Corps - 1237R			
Head Start Totals:	4	4	0
* Job Corps - 1237S			
Head Start Totals:	9	9	0
* Job Corps - 1237X			
Head Start Totals:	12	12	0
Totals: * Job Corps	25	25	0
* LaVerne Stewart - 1219R			
Head Start Totals:	13	13	0
* LaVerne Stewart - 1219S			
Head Start Totals:	7	7	0
Totals: * LaVerne Stewart	20	20	0
* Marina Vista - 1246J			
Head Start Totals:	13	13	0
* Marina Vista - 1246K			
Head Start Totals:	7	7	0
* Marina Vista - 1246R			
Head Start Totals:	13	13	0
* Marina Vista - 1246S			
Head Start Totals:	7	7	0
* Marina Vista - 1246T			
Head Start Totals:	7	7	0
* Marina Vista - 1246X			
Head Start Totals:	13	13	0
Totals: * Marina Vista	60	60	0
* Mather - 1223A			
Head Start Totals:	12	12	0
* Mather - 1223B			
Head Start Totals:	10	10	0
* Mather - 1223C			
Head Start Totals:	12	11	1
* Mather - 1223D			
Head Start Totals:	10	10	0
* Mather - 1223E			
Head Start Totals:	9	9	0
* Mather - 1223F			
Head Start Totals:	9	9	0
* Mather - 1223G			
Head Start Totals:	9	9	0

* Mather - 1223H			
Head Start Totals:	8	8	0
* Mather - 1223R			
Head Start Totals:	7	6	1
* Mather - 1223S			
Head Start Totals:	8	8	0
* Mather - 1223X			
Head Start Totals:	13	13	0
Totals: * Mather	107	105	2
* Norma Johnson - 1214A			
Head Start Totals:	6	6	0
* Norma Johnson - 1214B			
Head Start Totals:	5	5	0
* Norma Johnson - 1214C			
Head Start Totals:	7	7	0
* Norma Johnson - 1214D			
Head Start Totals:	7	7	0
* Norma Johnson - 1214R			
Head Start Totals:	8	8	0
* Norma Johnson - 1214S			
Head Start Totals:	11	11	0
* Norma Johnson - 1214X			
Head Start Totals:	13	13	0
Totals: * Norma Johnson	57	57	0
* North Avenue - 1256A			
Head Start Totals:	9	9	0
* North Avenue - 1256B			
Head Start Totals:	7	7	0
* North Avenue - 1256C			
Head Start Totals:	5	5	0
* North Avenue - 1256D			
Head Start Totals:	6	6	0
* North Avenue - 1256E			
Head Start Totals:	3	3	0
* North Avenue - 1256F			
Head Start Totals:	7	7	0
* North Avenue - 1256R			
Head Start Totals:	13	13	0
* North Avenue - 1256S			
Head Start Totals:	6	6	0
* North Avenue - 1256T			
Head Start Totals:	6	6	0
* North Avenue - 1256X			
Head Start Totals:	13	13	0
Totals: * North Avenue	75	75	0
* Northview - 1224A			
Head Start Totals:	7	7	0
* Northview - 1224B			
Head Start Totals:	9	9	0
* Northview - 1224C			
Head Start Totals:	10	10	0

* Northview - 1224D			
Head Start Totals:	10	10	0
* Northview - 1224E			
Head Start Totals:	7	7	0
* Northview - 1224F			
Head Start Totals:	8	8	0
* Northview - 1224H			
Head Start Totals:	8	8	0
* Northview - 1224R			
Head Start Totals:	9	9	0
* Northview - 1224S			
Head Start Totals:	10	10	0
Totals: * Northview	78	78	0
* Phoenix Park - 1248A			
Head Start Totals:	12	12	0
* Phoenix Park - 1248B			
Head Start Totals:	6	6	0
* Phoenix Park - 1248C			
Head Start Totals:	12	12	0
* Phoenix Park - 1248D			
Head Start Totals:	9	9	0
* Phoenix Park - 1248S			
Head Start Totals:	9	8	1
* Phoenix Park - 1248X			
Head Start Totals:	13	13	0
Totals: * Phoenix Park	61	60	1
* Sharon Neese Center - 1249E			
Head Start Totals:	4	4	0
* Sharon Neese Center - 1249F			
Head Start Totals:	8	8	0
* Sharon Neese Center - 1249R			
Head Start Totals:	13	13	0
* Sharon Neese Center - 1249S			
Head Start Totals:	12	12	0
* Sharon Neese Center - 1249T			
Head Start Totals:	10	10	0
* Sharon Neese Center - 1249X			
Head Start Totals:	13	13	0
Totals: * Sharon Neese Center	60	60	0
Alder Grove ELC - 1247A			
Head Start Totals:	11	11	0
Alder Grove ELC - 1247B			
Head Start Totals:	9	9	0
Totals: Alder Grove ELC	20	20	0
Bannon Creek - 1200A			
Head Start Totals:	12	12	0
Bannon Creek - 1200B			
Head Start Totals:	13	13	0
Bannon Creek - 1200C			
Head Start Totals:	11	8	3
Bannon Creek - 1200D			

Head Start Totals:	12	11	1
Bannon Creek - 1200F			
Head Start Totals:	1	1	0
Bannon Creek - 1200G			
Head Start Totals:	7	7	0
Totals: Bannon Creek	56	52	4
Bright Beginnings - 1201A			
Head Start Totals:	12	12	0
Bright Beginnings - 1201B			
Head Start Totals:	9	9	0
Totals: Bright Beginnings	21	21	0
Franklin - 1205A			
Head Start Totals:	8	8	0
Franklin - 1205B			
Head Start Totals:	10	10	0
Totals: Franklin	18	18	0
Fruitridge - 1216A			
Head Start Totals:	10	10	0
Fruitridge - 1216B			
Head Start Totals:	10	10	0
Totals: Fruitridge	20	20	0
Galt - 1234A			
Head Start Totals:	11	11	0
Galt - 1234B			
Head Start Totals:	13	13	0
Galt - 1234C			
Head Start Totals:	13	13	0
Galt - 1234D			
Head Start Totals:	13	12	1
Galt - 1234E			
Head Start Totals:	12	12	0
Galt - 1234F			
Head Start Totals:	10	10	0
Galt - 1234G			
Head Start Totals:	12	12	0
Totals: Galt	84	83	1
Grizzly Hollow - 1252A			
Head Start Totals:	12	12	0
Grizzly Hollow - 1252B			
Head Start Totals:	11	11	0
Grizzly Hollow - 1252C			
Head Start Totals:	11	11	0
Grizzly Hollow - 1252D			
Head Start Totals:	10	10	0
Totals: Grizzly Hollow	44	44	0
Home Base - 1213A			
Head Start Totals:	12	12	0
Home Base - 1213C			
Head Start Totals:	12	12	0
Home Base - 1213D			
Head Start Totals:	13	13	0

Home Base - 1213E			
Head Start Totals:	11	11	0
Home Base - 1213F			
Head Start Totals:	11	11	0
Home Base - 1213G			
Head Start Totals:	13	13	0
Home Base - 1213H			
Head Start Totals:	10	10	0
Home Base - 1213I			
Head Start Totals:	12	12	0
Home Base - 1213J			
Head Start Totals:	10	9	1
Home Base - 1213K			
Head Start Totals:	15	15	0
Home Base - 1213L			
Head Start Totals:	12	12	0
Home Base - 1213M			
Head Start Totals:	6	5	1
Totals: Home Base	137	135	2
Illa Collin - 1221A			
Head Start Totals:	8	7	1
Illa Collin - 1221B			
Head Start Totals:	5	4	1
Totals: Illa Collin	13	11	2
Kennedy Estates - 1240A			
Head Start Totals:	10	10	0
Totals: Kennedy Estates	10	10	0
Nedra Court - 1244A			
Head Start Totals:	8	8	0
Nedra Court - 1244B			
Head Start Totals:	10	10	0
Nedra Court - 1244C			
Head Start Totals:	9	9	0
Totals: Nedra Court	27	27	0
Parker - 1207A			
Head Start Totals:	10	10	0
Totals: Parker	10	10	0
Solid Foundation - 1254A			
Head Start Totals:	10	10	0
Solid Foundation - 1254B			
Head Start Totals:	8	8	0
Solid Foundation - 1254C			
Head Start Totals:	4	4	0
Totals: Solid Foundation	22	22	0
Strizek Park - 1225A			
Head Start Totals:	9	9	0
Strizek Park - 1225B			
Head Start Totals:	10	10	0
Strizek Park - 1225C			
Head Start Totals:	1	1	0
Strizek Park - 1225D			

Head Start Totals:	1	1	0
Totals: Strizek Park	21	21	0
Walnut Grove - 1235A			
Head Start Totals:	12	12	0
Walnut Grove - 1235B			
Head Start Totals:	11	11	0
Walnut Grove - 1235D			
Head Start Totals:	6	6	0
Totals: Walnut Grove	29	29	0
SETA Head Start Totals:	1,487	1,443	44

SETA Head Start

2005 - Management Report - End of Month Enrollment

	Total Enrolled	Actual Enrollment	Drops within 30 days
* Alder Grove I/T - 1212M			
Early Head Start Totals:	6	6	0
* Alder Grove I/T - 1212P			
Early Head Start Totals:	2	2	0
Totals: * Alder Grove I/T	8	8	0
* American Legion - 1270U			
Early Head Start Totals:	8	8	0
Totals: * American Legion	8	8	0
* Bret Harte - 1271O			
Early Head Start Totals:	2	2	0
* Bret Harte - 1271U			
Early Head Start Totals:	5	4	1
Totals: * Bret Harte	7	6	1
* Capital City - 1272M			
Early Head Start Totals:	6	6	0
* Capital City - 1272O			
Early Head Start Totals:	1	1	0
* Capital City - 1272P			
Early Head Start Totals:	1	1	0
* Capital City - 1272U			
Early Head Start Totals:	6	6	0
Totals: * Capital City	14	14	0
* CP Huntington - 1273O			
Early Head Start Totals:	1	0	1
* CP Huntington - 1273U			
Early Head Start Totals:	8	8	0
Totals: * CP Huntington	9	8	1
* Crossroads Gardens - 1242M			
Early Head Start Totals:	4	3	1
* Crossroads Gardens - 1242O			
Early Head Start Totals:	1	1	0
* Crossroads Gardens - 1242P			
Early Head Start Totals:	1	1	0
* Crossroads Gardens - 1242U			
Early Head Start Totals:	7	7	0
Totals: * Crossroads Gardens	13	12	1
* Elkhorn - 1255M			
Early Head Start Totals:	7	5	2
* Elkhorn - 1255O			
Early Head Start Totals:	1	0	1
* Elkhorn - 1255P			
Early Head Start Totals:	1	0	1

* Elkhorn - 1255U			
Early Head Start Totals:	7	6	1
Totals: * Elkhorn	16	11	5
* Freedom Park - 1239M			
Early Head Start Totals:	4	3	1
* Freedom Park - 1239P			
Early Head Start Totals:	1	0	1
* Freedom Park - 1239U			
Early Head Start Totals:	2	2	0
Totals: * Freedom Park	7	5	2
* Hillsdale - 1228O			
Early Head Start Totals:	1	1	0
* Hillsdale - 1228U			
Early Head Start Totals:	7	7	0
Totals: * Hillsdale	8	8	0
* Hiram Johnson - 1275L			
Early Head Start Totals:	7	7	0
* Hiram Johnson - 1275M			
Early Head Start Totals:	4	4	0
* Hiram Johnson - 1275P			
Early Head Start Totals:	2	0	2
* Hiram Johnson - 1275Q			
Early Head Start Totals:	2	0	2
* Hiram Johnson - 1275U			
Early Head Start Totals:	5	4	1
Totals: * Hiram Johnson	20	15	5
* Job Corps - 1237L			
Early Head Start Totals:	6	6	0
* Job Corps - 1237O			
Early Head Start Totals:	3	3	0
* Job Corps - 1237P			
Early Head Start Totals:	2	2	0
* Job Corps - 1237Q			
Early Head Start Totals:	4	4	0
Totals: * Job Corps	15	15	0
* Marina Vista - 1246U			
Early Head Start Totals:	7	7	0
Totals: * Marina Vista	7	7	0
* Mather - 1223M			
Early Head Start Totals:	6	5	1
* Mather - 1223O			
Early Head Start Totals:	1	1	0
* Mather - 1223P			
Early Head Start Totals:	1	1	0
* Mather - 1223U			
Early Head Start Totals:	7	6	1
Totals: * Mather	15	13	2
* Norma Johnson - 1214U			
Early Head Start Totals:	8	7	1
Totals: * Norma Johnson	8	7	1
* North Avenue - 1256Z			

Early Head Start Totals:	9	8	1
Totals: * North Avenue	9	8	1
* Northview - 1224O			
Early Head Start Totals:	2	0	2
Totals: * Northview	2	0	2
* Phoenix Park - 1248O			
Early Head Start Totals:	3	2	1
* Phoenix Park - 1248U			
Early Head Start Totals:	6	6	0
Totals: * Phoenix Park	9	8	1
EHS Home Base - 1230A			
Early Head Start Totals:	11	11	0
EHS Home Base - 1230B			
Early Head Start Totals:	7	7	0
EHS Home Base - 1230C			
Early Head Start Totals:	7	6	1
EHS Home Base - 1230D			
Early Head Start Totals:	11	11	0
EHS Home Base - 1230E			
Early Head Start Totals:	12	11	1
EHS Home Base - 1230F			
Early Head Start Totals:	11	11	0
EHS Home Base - 1230G			
Early Head Start Totals:	12	12	0
EHS Home Base - 1230H			
Early Head Start Totals:	11	11	0
EHS Home Base - 1230I			
Early Head Start Totals:	11	11	0
EHS Home Base - 1230J			
Early Head Start Totals:	8	7	1
EHS Home Base - 1230K			
Early Head Start Totals:	8	7	1
EHS Home Base - 1230L			
Early Head Start Totals:	12	12	0
EHS Home Base - 1230M			
Early Head Start Totals:	6	6	0
EHS Home Base - 1230N			
Early Head Start Totals:	7	6	1
EHS Home Base - 1230O			
Early Head Start Totals:	7	7	0
EHS Home Base - 1230P			
Early Head Start Totals:	11	10	1
EHS Home Base - 1230Q			
Early Head Start Totals:	6	6	0
EHS Home Base - 1230R			
Early Head Start Totals:	12	12	0
EHS Home Base - 1230S			
Early Head Start Totals:	7	4	3
Totals: EHS Home Base	177	168	9
River Oak - EHS - Home-Based - 1280A			
Early Head Start Totals:	12	12	0

River Oak - EHS - Home-Based - 1280B			
Early Head Start Totals:	12	12	0
River Oak - EHS - Home-Based - 1280C			
Early Head Start Totals:	12	12	0
River Oak - EHS - Home-Based - 1280D			
Early Head Start Totals:	12	11	1
River Oak - EHS - Home-Based - 1280E			
Early Head Start Totals:	13	13	0
River Oak - EHS - Home-Based - 1280F			
Early Head Start Totals:	12	11	1
Totals: River Oak - EHS - Home-Based	73	71	2
SCOE-Early Head Start-Home-Based - 1281A			
Early Head Start Totals:	12	12	0
SCOE-Early Head Start-Home-Based - 1281B			
Early Head Start Totals:	8	8	0
SCOE-Early Head Start-Home-Based - 1281C			
Early Head Start Totals:	9	9	0
SCOE-Early Head Start-Home-Based - 1281D			
Early Head Start Totals:	12	12	0
SCOE-Early Head Start-Home-Based - 1281E			
Early Head Start Totals:	14	13	1
SCOE-Early Head Start-Home-Based - 1281F			
Early Head Start Totals:	1	0	1
SCOE-Early Head Start-Home-Based - 1281G			
Early Head Start Totals:	9	5	4
Totals: SCOE-Early Head Start-Home-Based	65	59	6
SETA Head Start Totals:	490	451	39

SETA Head Start
2005-Management Report - End of Month Enrollment

	Total Enrolled	Actual Enrollment	Drops within 30 days
* 16th Avenue - 1257L			
Early Head Start Totals:	6	6	0
* 16th Avenue - 1257O			
Early Head Start Totals:	3	2	1
* 16th Avenue - 1257P			
Early Head Start Totals:	1	1	0
* 16th Avenue - 1257Q			
Early Head Start Totals:	1	1	0
* 16th Avenue - 1257U			
Early Head Start Totals:	8	7	1
Totals: * 16th Avenue	19	17	2
* Hopkins Park - 1253U			
Early Head Start Totals:	3	3	0
* Hopkins Park - 1253Z			
Early Head Start Totals:	2	1	1
Totals: * Hopkins Park	5	4	1
* Sharon Neese Center - 1249L			
Early Head Start Totals:	8	8	0
* Sharon Neese Center - 1249M			
Early Head Start Totals:	8	7	1
* Sharon Neese Center - 1249P			
Early Head Start Totals:	1	0	1
* Sharon Neese Center - 1249Q			
Early Head Start Totals:	3	3	0
* Sharon Neese Center - 1249U			
Early Head Start Totals:	9	8	1
Totals: * Sharon Neese Center	29	26	3
Galt - 1234Y			
Early Head Start Totals:	9	6	3
Galt - 1234Z			
Early Head Start Totals:	9	8	1
Totals: Galt	18	14	4
Grizzly Hollow - 1252Z			
Early Head Start Totals:	9	9	0
Totals: Grizzly Hollow	9	9	0
SETA Head Start Totals:	80	70	10



Update from the Office of Head Start

*Office of Head Start (OHS) Expectations for Head Start Programs
in Program Year (PY) 2021–2022*

ACF-PI-HS-21-04

Issuance Date: May 20, 2021



To date, OHS has provided needed flexibilities and guidance that allowed programs to adapt services based on the changing health conditions in their communities. Now, as programs prepare for PY 2021–2022, OHS is providing updated guidance.

This Program Instruction (PI) outlines OHS's expectations for Head Start programs to begin working toward full enrollment and providing in-person comprehensive services for all enrolled children, regardless of program option. OHS expects Head Start programs to provide comprehensive services in their approved program options beginning in PY 2021–2022, to the extent possible, as local health conditions allow.

Full Enrollment

- OHS expects programs to work toward full enrollment.
- In September 2021, OHS will begin reviewing monthly enrollment in the Head Start Enterprise System (HSES) and discuss program plans for moving to full enrollment. Programs should build toward full enrollment and provide comprehensive services for all enrolled children as soon as possible.
- Beginning January 2022, OHS will reinstate pre-pandemic practices for tracking and monitoring enrollment. OHS will also resume evaluating which programs enter into the Full Enrollment Initiative in January 2022.

Virtual and Remote Services

- Virtual and remote services for children are considered an interim strategy in the presence of an emergency or disaster and will not be approved as an LDO.
- For PY 2021–2022, it is unallowable to have a program option run entirely by technology or delivering educational material, for example. OHS may still support some portion of services to continue remotely, as necessary.

Recruitment and Selection

- OHS expects programs to prioritize recruiting eligible children and families.
- All grantees should update their community assessments to guide their intensive recruitment efforts and to ensure they are reaching families most in need of services.
- Programs should also revisit their established selection criteria based on findings from their updated community assessment. As always, programs must include specific efforts to actively locate and recruit all eligible children and, in particular, those whose families are English language learners, experiencing homelessness, or affected by substance misuse, as well as children with disabilities and children in foster care.

What This Means for SETA and Delegate/Partner Agencies

- Programs must return to in-person services as outlined in the refunding application. Since all Sacramento HS/EHS programs, with exception of one, have already re-opened, this will be achievable.
- A marketing campaign may be developed to recruit eligible families in the community and ensure full enrollment is achieved and maintained
- The countywide community assessment will be updated to include changes in the community due to COVID-19. This will help guide recruitment efforts to ensure high-risk families and their children are served.

CDE State Contract Monitoring Review (CMR)

The Children and Family Services Department received its triennial State/CDE Contract Monitoring Review (CMR) during the week of April 19-23, 2021. The overall review went extremely well with many noted program strengths for teaching/learning and parent engagement, resulting in no program findings. As part of this year's review, SETA was also randomly selected for a Governance and Administration Review (GAU), also known as an Error Rate Review (ERR). This section of the review also went extremely well with a few noted areas of improvement. A summary report of the noted areas of improvement and corrective action was submitted to the California Department of Education/Early Learning and Care Division on May 24th, which is attached for review.



Tips to Stay Healthy This Summer

- **Get** your rest. Routines may vary with **summer** events but aim to **get** seven to nine hours of sleep a night
- Move your body. Added heat (even if it's dry heat!) can **make** exercise uncomfortable in the **summer** months
- Connect with others. Plan something **fun** with family or friends
- Stay **hydrated**
- Wear **sunscreen**
- Wear **sunglasses**
- Stay under an umbrella or **sunshade**...not in direct sunlight

How can I stay safe when swimming?

- Look for and read the **signs**. Read the signs posted in a **swimming** area and follow the **safety** information
- **Walk**, do not run
- **Be careful** getting in and out of the pool
- **Look** before you leap or dive into water
- Stay within your **abilities**
- **Never swim alone**
- Play **carefully**
- Wear life vest...make sure each child has one

Ways to Stay Hydrated in Summer

- Eat more "water-rich" **fruits** and **vegetables** like watermelon, strawberries, grapefruit, peaches and cantaloupe
- Try iced coffee (**caffeine-free** is always a great option)
- Try **iced tea**
- Eat **cold soups**, preferably those that are broth-based
- Choose **coconut water** over fruit juice






**Summary of Findings
Governance and Administration Monitoring Review
Error Rate Reduction Plan
Fiscal Year 2020-21**

Agency: Sacramento Employment & Training Agency

ELCD Reviewer(s): Javier Laufer, Paul Saucedo, Leslie Garcia-Jimenez

Review Date(s): April 19, 2021—April 23, 2021

Agency Rep. Signature: 

Title: Deputy Director/Children and Family Services

Date: May 24, 2021

Error Rate Reduction Plan Due Date: June 7, 2021

Error / Description	Current Practice:		Proposed End Date:
<p>The parent did not provide required self-employment income documentation. The parent works for DoorDash and can provide a pay history and print out the weekly income earned.</p> <p>There was insufficient self-employment documentation to establish need for services. The parent did not provide documentation demonstrating the days and hours worked per week, such as an appointment log, job log, client receipts, or similar records. Through DoorDash the parent can print out the days and hours worked per pay period.</p>	<p>For Door Dash, staff have accepted a Declaration of Income and Hours worked.</p>		<p align="center">4/23/21</p>
	<p>System Change: X Corrective Action:</p> <p>Proposed Practice:</p> <p>For DoorDash or other gig employment, staff will be re-trained that a <i>Declaration of Income and Hours worked</i> is not acceptable for documenting income and need. Staff will require the parent to provide self-employment income and need for services verification via a printout identifying the weekly income earned and the days and hours worked. The <i>Self-Employment Declaration</i> form will be utilized.</p> <p>Staff will be re-trained on May 20, 2021. The PPT presentation and list of participants via Zoom are attached.</p>	<p>Person(s) Responsible:</p> <p>Re-training: Monica Avila</p>	<p>Timelines:</p> <p>Implementation date: 5/20/21</p> <p>Progress check dates: 6/18/21 7/16/21</p>

G:\SHARED\GAU\GAU-A\Toolbox\post review>Error Rate Reduction Plan Template 9-30-18.doc

	<p>Following the May 20, 2021 training, the SETA Quality Assurance/Monitoring Unit (QA) will randomly select and review files on June 18, 2021 and again on July 16, 2021. Following this focus-area review, the QA unit and/or the new Eligibility Coordinator will be responsible for on-going monitoring of all enrollment/eligibility files.</p> <p>Results of the follow-up review will be shared with the Program Officer/ERSEA and CFS management. The Program Officer will provide one-on-one training should errors arise during the follow-up review and/or thereafter.</p> <p>New hire orientation will include updated information on gig work income documentation for all new hires.</p>	<p><u>Follow-up:</u> QA Unit</p> <p><u>On-going Monitoring:</u> Eligibility Coordinator and/or QA Unit</p>	
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Error / Description	Current Practice:		Proposed End Date:
<p>The parent did not sign and date the release at the bottom of the employment verification form giving permission to the agency to contact the parent's employer.</p> <p>Non-Compliance- The employment verification document was not verified by the agency to confirm the days and hours of employment. The employment verification process is that the parent delivers the document to their employer and then delivers it back to the agency.</p>	<p>Staff are to ensure that the Employment Verification form is complete and signed before accepting. They are then to contact the employer to verify the information provided on the form.</p>		<p>N/A</p>
	<p>System Change:</p> <p>Proposed Practice:</p> <p>On May 20, 2021, staff will be re-trained on procedures of completing the Employment Verification form and contacting the employer to verify the information provided on the form. The PPT presentation and list of participants via Zoom are attached.</p> <p>SETA has developed a new job classification, Eligibility Coordinator that is currently being vetted for final approval. The Eligibility Coordinator will be responsible for checks/balance systems and on-going monitoring of the HS/CDE eligibility paperwork. This will ensure current practices are monitored more closely and involve various levels of supervisors and the Quality Assurance/Monitoring Unit to ensure compliance.</p> <p>The SETA Quality Assurance/Monitoring Unit (QA) will randomly select and review files following the May 20, 2021 training on June 18, 2021 and again on July 16, 2021. Following this focus-area review, the QA unit and/or the new Eligibility Coordinator will be responsible for on-going monitoring of all enrollment/eligibility files.</p> <p>Results of the follow-up review will be shared with the Program Officer/ERSEA and CFS management. The Program Officer will provide one-on-one training should errors arise during the follow-up review and/or thereafter.</p>	<p>Corrective Action: X</p> <p>Person(s) Responsible:</p> <p>Re-training: Monica Avila</p> <p>Job Spec: Lisa Carr Denise Lee</p>	<p>Timelines:</p> <p>Implementation date:</p> <p>5/20/21</p> <p>Progress check dates:</p> <p>6/18/21 7/16/21</p>

Error / Description	Current Practice:		Proposed End Date:
<p>The parental plan on the seeking employment documentation to secure, change, or increase employment was insufficient and did not include a description of employment seeking activities such as conducting internet searches of potential employers, meetings with job counselors, preparing a resume, calling on or visiting potential employers, and conducting job interviews.</p>	<p>The Seeking Employment form includes a space to document the Plan to secure or increase employment.</p>		<p>N/A</p>
	<p>System Change:</p> <p>Proposed Practice: X</p> <p>On May 20, 2021, staff will be re-trained on procedures of completing the <i>Seeking Employment</i> form to be sure to include the Plan to secure, change or increase employment. The PPT presentation and list of participants via Zoom are attached.</p> <p>Current practice will be more closely monitored to ensure parents include a description of the employment-seeking activities in which they will engage. Program Analysts responsible for CDE reporting will review Eligibility and Need documentation for each family prior to enrollment. Supervisors of enrollment staff will monitor family files monthly using a prescribed checklist. The Quality Assurance Unit will review CDE documentation as part of their regular monitoring visits.</p>	<p>Corrective Action:</p> <p>Person(s) Responsible:</p> <p>Re-training: Monica Avila</p> <p>On-going Monitoring: Program Analysts Program Officers QA Unit</p>	<p>Timelines:</p> <p>Implementation date:</p> <p>5/20/21</p> <p>Progress check dates:</p> <p>6/18/21 7/16/21</p>

Error / Description	Current Practice:		Proposed End Date:
<p>Miscalculation of income, however the family was still eligible for childcare services. Semi-monthly income (\$770.54) was calculated as bi-weekly (\$854.73).</p>	<p>Income is calculated using the <i>Income Calculation Worksheet</i>, which includes tips on identifying the pay frequency on the top of the form. Staff view the paystubs and use the pay frequency based on the pay periods and pay dates.</p>		<p>N/A</p>
	<p>System Change:</p> <p>Proposed Practice:</p> <p>On May 20, 2021, staff will be re-trained on procedures of completing the <i>Income Calculation Worksheet</i>. The PPT presentation and list of participants via Zoom are attached.</p> <p>Current practice will be more closely monitored to ensure the <i>Income Calculation Worksheet</i> is utilized correctly. Program Analysts responsible for CDE reporting will review eligibility documentation for each family prior to enrollment. Supervisors of enrollment staff will monitor family files monthly using a checklist. The Quality Assurance Unit will review CDE documentation as part of their regular monitoring visits.</p>	<p>Corrective Action: X</p> <p>Person(s) Responsible:</p> <p>Re-training: Monica Avila</p> <p>On-going Monitoring: Program Analysts Program Officers QA Unit</p>	<p>Timelines:</p> <p>Implementation date:</p> <p>5/20/21</p> <p>Progress check dates:</p> <p>6/18/21 7/16/21</p>

Error / Description	Current Practice:		Proposed End Date:
<p>The contractor has implemented a policy, which limits childcare for families seeking employment to no more than 5 days per week and no more than 5 hours per day (25 hours per week).</p>	<p>In effort to be consistent and ensure Seeking Employment hours remained less than 30 per week, families were provided 5 hours per day five days per week.</p>		<p>5/20/21</p>
	<p>System Change: X Corrective Action:</p> <p>Proposed Practice:</p> <p>Each Seeking Employment family will be provided hours based on their <i>Seeking Employment Plan</i>. These families will receive less than 30 hours per week for Seeking Work activities.</p> <p>Children are offered longer/more flexible hours as part of their Head Start time (since HS and CDE WRAP services)</p> <p>On May 20, 2021, staff will be re-trained. The PPT presentation and list of participants via Zoom are attached.</p>	<p>Person(s) Responsible:</p> <p>Re-training: Monica Avila</p>	<p>Timelines:</p> <p>Implementation date:</p> <p style="text-align: center;">5/20/21</p> <p>Progress check dates:</p> <p style="text-align: center;">6/18/21 7/16/21</p>

Contact Information

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ITEM VII – CENTER UPDATES

BACKGROUND:

This agenda item allows Parent Advisory Committee Representatives the opportunity to discuss events going on at their center.

NOTES:

ITEM VIII - DISCUSSION

BACKGROUND:

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

NOTES:

ITEM IX – PUBLIC PARTICIPATION

BACKGROUND:

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

NOTES: