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ADMINISTRATION

DENISE LEE
Interim Executive Director

925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Phone: (916) 263-3804
Fax: (916) 263-3779

Website:
<http://www.headstart.seta.net>

THOUGHT OF THE DAY: "It is our choices... that show what we truly are, far more than our abilities."

~ J.K Rowling

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

DATE: Thursday, December 16, 2021

TIME: 9:00 a.m.

LOCATION:

<https://us02web.zoom.us/j/85161657666?pwd=ZTN6dWNSeGUvNkdWbDJZMHIucUNMQT09>

In response to the AB361 (Brown Act Section 54953) 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/85161657666?pwd=ZTN6dWNSeGUvNkdWbDJZMHIucUNMQT09>. Meeting ID: 851 6165 7666. Passcode: 086519. 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,,85161657666# US (San Jose). Dial by your location +1 669 900 6833 US (San Jose). Find your local number: <https://us02web.zoom.us/j/85161657666?pwd=ZTN6dWNSeGUvNkdWbDJZMHIucUNMQT09>. Members of the public are encouraged to participate in the meeting by submitting written comments by email to: Monica.Newton@seta.net. Any member of the public who wishes to speak directly to the board regarding any item on the agenda may contact Monica Newton at (916) 263-3753, or Monica.Newton@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.

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

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.

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 - Head Start Deputy Director's Report – Ms. Denise Lee
 - ✓ Monthly Head Start Report
 - Head Start Managers' Reports
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 - Karen Griffith - School Readiness, Special Education, Mental Health Services, and Facilities/Safe Environments
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DISTRIBUTION DATE: Friday, December 10, 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
- ___ **Kahmaria Holleman, Bannon Creek Head Start**
- ___ Vacant, Bret Harte Head Start
- ___ Vacant, Capital City Head Start
- ___ Vacant, CP Huntington Head Start
- ___ Vacant, Crossroad Gardens Head Start
- ___ **Alisha Givehchi, Early Head Start (Home Base)**
- ___ **Savita Taneja, Early Head Start (Home Base)**
- ___ Vacant, Elkhorn Head Start
- ___ Vacant, Franklin Head Start
- ___ Vacant, Freedom Park Head Start
- ___ Vacant, Freeport Head Start
- ___ Vacant, Fruitridge Head Start
- ___ Vacant, Galt Head Start
- ___ Vacant, Grizzly Hollow
- ___ Vacant, Hillsdale Head Start
- ___ Vacant, Hiram Johnson Head Start
- ___ Vacant, Pre-school Home Based Head Start
- ___ Vacant, 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, Pre-School (Home Base)
- ___ Vacant, River Oak Center for Children
- ___ Vacant, Sacramento County Office of Education
- ___ Vacant, Sharon Neese Early Learning Center
- ___ Vacant, Solid Foundation Head Start
- ___ Vacant, Strizek Park Head Start
- ___ **Brenda Casillas, Walnut Grove Head Start**
- ___ Vacant, 16th Avenue Head Start
- ___ Vacant, Past Parent Representative
- ___ Vacant, Past Parent Representative
- ___ Vacant, Grandparent Representative
- ___ Vacant, Foster Parent Representative
- ___ Vacant, Outgoing Chair

ITEM I-A – ROLL CALL

(Continued)

Program Year 2021-2022 - New Representatives to be seated

<input type="checkbox"/> Lesley Lainez Carballo, Early Head Start	<input type="checkbox"/> Dariana Cruz, Pre-School Home Base Head Start
<input type="checkbox"/> Shannon Pierce, Past Parent Representative	<input type="checkbox"/> Donna Bonner, Past Parent Representative
<input type="checkbox"/> Fienishia Wash, Outgoing Chair	
<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, Crossroad Gardens Head Start	<input type="checkbox"/> Vacant, Parker Head Start
<input type="checkbox"/> Vacant, Elkhorn Head Start	<input type="checkbox"/> Vacant, Phoenix Park Head Start
<input type="checkbox"/> Vacant, Franklin Head Start	<input type="checkbox"/> Vacant, Pre-School (Home Base)
<input type="checkbox"/> Vacant, Freedom Park Head Start	<input type="checkbox"/> Vacant, River Oak Center for Children
<input type="checkbox"/> Vacant, Freeport Head Start	<input type="checkbox"/> Vacant, SCOE
<input type="checkbox"/> Vacant, Galt Head Start	<input type="checkbox"/> Vacant, Sharon Neese Head Start
<input type="checkbox"/> Vacant, Grizzly Hollow Head Start	<input type="checkbox"/> Vacant, Strizek Park Head Start
<input type="checkbox"/> Vacant, Hillsdale Head Start	<input type="checkbox"/> Vacant, Solid Foundation Head Start
<input type="checkbox"/> Vacant, Hiram Johnson Head Start	<input type="checkbox"/> Vacant, Early Head Start (Home Base)
<input type="checkbox"/> Vacant, Home Base Head Start	<input type="checkbox"/> Vacant, Grandparent Representative
<input type="checkbox"/> Vacant, Hopkins Park Head Start	<input type="checkbox"/> Vacant, Parent Ambassador
<input type="checkbox"/> Vacant, Illa Collin Head Start	<input type="checkbox"/> Vacant, Parent Ambassador
<input type="checkbox"/> Vacant, Job Corps Head Start	<input type="checkbox"/> Vacant, 16 th Avenue Head Start
<input type="checkbox"/> Vacant, Kennedy Estates Head Start	<input type="checkbox"/> Vacant, Past Parent Representative
<input type="checkbox"/> Vacant, LaVerne Stewart Head Start	
<input type="checkbox"/> Vacant, (Marie Cleveland's) Bright Beginning Head Start	

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

**The PAC was seated on November 16, 2021
PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM
YEAR 2021-2022**

COMMITTEE MEMBER	CENTER	11/16	12/16		1/18	2/22*	3/15	4/26 *	5/17	6/21	7/19	8/16	9/20	10/18	11/15
Vacant Seated	AG I														
Vacant Seated	AG II														
Vacant Seated	AL														
Donna Bonner Seated 11/19	BC	✕													
Kahmaria Holleman Seated 11/16	BC	X													
Vacant Seated	BH														
Vacant Seated	CP														
Vacant Seated	CPH														
Vacant Seated	CR														
Alisha Givchchi Seated 11/19 HOLDING	EHS/HB	X													
Savita Taneja Seated 11/16	EHS/HB	X													
Vacant Seated	EL														
Vacant Seated	FA														
Vacant Seated	FP														
Vacant Seated	FPT														
Vacant Seated	FT														
Vacant Seated	G														
Vacant Seated	GH														
Vacant Seated	H														
Fionishia Wash Seated 11/19	HB	✕													
Dariana Cruz S/B Seated 11/16	HBP	U													
Vacant Seated	HI														
Vacant Seated	HP														
Vacant Seated	IC														
Vacant Seated	HP														
Vacant Seated	JC														
Vacant Seated	K														
Vacant Seated	LVS														

COMMITTEE MEMBER	CENTER	11/16	12/16		1/18	2/22*	3/15	4/26*	5/17	6/21	7/19	8/16	9/20	10/18	11/15
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 (RESIGNED)	SN	✕													
Shannon Pierce Seated 11/19	SP	✕													
Brenda Casillas Seated 11/19 HOLDING	WG	X													
Vacant Seated	16A														
Vacant Seated	FPR														
Vacant Seated	AMB														
Vacant Seated	AMB														
Stephen Key Seated 2/16	CR/PP	✕													
Henrietta Gutierrez Seated 11/19; reseated 2/16	CR/PP	✕													
Vacant Seated	CR/GP														

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. Monica Newton, at (916) 263-3753.**

**** 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 M:	Marina Vista Early Learning Center
CP:	Capital City	MCBB	Mather
CPH:	CP Huntington	NJ:	Marie Cleveland's Bright Beginnings
CR:	Crossroad Gardens	NA:	Norma Johnson
EHS:	Early Head Start	NC:	North Avenue
EL:	Elkhorn	NA	Nedra Court
FA:	Franklin	NV:	North Avenue
FP:	Freedom Park	PA:	Northview
FPT:	Freeport	PP:	Parker Avenue
FT:	Fruitridge	RO:	Phoenix Park
G:	Galt	SCOE:	River Oak
GH:	Grizzly Hollow	SF:	Sacramento County Office of Education
H:	Hillsdale	SN:	Solid Foundation
HB:	Home Based	SP:	Sharon Neese
HBP:	Home Based Pre-School	WG:	Strizek Park Walnut Grove
HI:	Hiram Johnson		

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

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ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE NOVEMBER 16, 2021 REGULAR MEETING

BACKGROUND:

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

RECOMMENDATION:

Approve the minutes of the November 16, 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, November 16, 2021
10:00 a.m.

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

Ms. Fienishia Wash called the meeting to order at 9:00 a.m. Ms. Shannon Pierce read the thought of the day. Ms. Wash called the roll; a quorum was achieved.

Members Present:

Fienishia Wash, Home Base
Donna Bonner, Bannon Creek
Henrietta Gutierrez, Past Parent Representative
Earlene McBryde, Sharon Neese (*joined at 9:45 a.m.*)
Shannon Pierce, Strizek Park
Arianna Torres, Fruitridge
Brenda Casillas, Walnut Grove
Alisha Givehchi, HS/Home Base
Stephen Key, Past Parent Representative

New Members Seated:

Savita Taneja, EHS/Home Base
Kahmaria Holleman, Bannon Creek

New Members to be seated but absent:

Dariana Cruz, Pre-School Home Base

II. Consent Item

A. Approval of the Minutes of the October 19, 2021 Special Meeting

Minutes were reviewed; there were no questions or comments.

Moved/Bonner, second/Casillas, to approve the October 19, 2021 minutes.

Roll call vote:

Aye: 7 (Bonner, Gutierrez, Pierce, Torres, Casillas, Givehchi, Key)

Nay: 0

Abstention: 1 (Wash)

Absent: 1 (McBryde)

III. Action Item

- A. Approval of Findings and Authorization to Extend Use of Teleconferencing Procedures for Committee Meetings During Declared State of Emergency and/or While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing

Ms. Denise Lee reviewed this item. Approval of this item allows the PAC to continue holding meetings in a virtual platform. The Governor extended the ability to continue through December 2021.

Moved/Gutierrez, second/Bonner, to approve the Findings and Authorization to Extend Use of Teleconferencing Procedures for Committee Meetings During Declared State of Emergency and/or While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing

Roll call vote:

Aye: 7 (Bonner, Gutierrez, Pierce, Torres, Casillas, Givehchi, Key)

Nay: 0

Abstention: 1 (Wash)

Absent: 1 (McBryde)

Ms. Wash went off the agenda to move to information items.

IV. Information Items

- A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account

Mr. Han reviewed the fiscal reports. We are on budget at 21 percent of the budget spent. Non-federal share numbers came in after the report was published. Head Start non-federal share is approximately 18 percent, Early Head Start is approximately 25 percent, and the Child Care Partnership Grant is approximately 40 percent. Head Start grants were reviewed. Supplies continue to be high, these will level out along with Nutrition Services. The American Express and Citi credit cards were reviewed, there was nothing out of the ordinary.

- Parent/Staff Recognition – Perfect Attendance: Ms. Fienishia Wash

Ms. Wash acknowledged Ms. Henrietta Gutierrez, Ms. Donna Bonner, Ms. Brenda Casillas, Ms. Arianna Torres, Mr. Stephen Key, Ms. Alisha Givehchi, and herself for perfect attendance this past year.

- Regional Head Start Association Family Engagement Conference Report:

Ms. Wash reviewed the conference. She found the different topics on trauma, COVID-19, and the impacts they have on education to be greatly beneficial. She also enjoyed participating among a community of like-minded individuals.

Ms. Gutierrez shared that during the three-day conference different topics were discussed. One of the topics of focus was trauma informed care for children post pandemic. Another highlighted topic was education. She shared a story, about an individual who was a child of Head Start whose teacher continually encourage him throughout the years into adulthood. This was a great example of the impact teachers have in the Head Start program and those impacts continue beyond the initial contact or early years of the children. Part of this individual's story is that he went to jail and turned his life around and is now a doctor. His children went through Head Start, they are now lawyers.

➤ Community Resources – Parents/Staff: Ms. Marie Desha

Ms. Marie Desha reviewed the community resources. A free class on car seat safety, education, how to install them correctly, etc. is being held virtually November 18th at the North Sacramento Family Resource Center. On the fourth Friday of each month a community diaper distribution is held at the Robertson Community Center. Registration closes two days before distribution each month. Fourth and Hope are in need of Clinic Care Coordinators.

➤ Seating of New Parent Advisory Committee Representatives (2021-2022)

Ms. Wash seated the new Parent Advisory Committee representative, Ms. Savita Taneja.

➤ Introduction of PAC Representatives (2021-2022)

Ms. Taneja gave a brief self-introduction. She was encouraged by others in the Head Start community to participate, and is looking forward to being a part of PAC.

Those stepping down from the board are Ms. Pierce, Mr. Key, Ms. Bonner, Ms. Torres, and Ms. Gutierrez. Ms. Earlene McBryde resigned.

Ms. Pierce, Mr. Key, and Ms. Gutierrez expressed interest in continuing to help beyond the board.

➤ Officer Elections will be held on Thursday, December 16, 2021

B. Head Start Policy Council Minutes for September 28, 2021. No Questions

III. **Action Item** (2021-2022) Parent Advisory Committee)

B. Election of SETA-Operated Representatives and Alternates to the Policy

Council for Program Year 2021-2022

Ms. Wash reviewed this item. It is an opportunity for the PAC to elect a representative to the PC. Ms. Wash spoke on her experience participating on the PC.

Ms. Taneja said she was interested in being a representative to the PC.

Moved/Casillas, second/Taneja, to approve the election of Ms. Savita Taneja to be the SETA-Operated Representative to the Policy Council.

Roll call vote:

Aye: 3 (Casillas, Taneja, Givehchi)

Nay: 0

Abstention: 1 (Wash)

C. Election of Parent Advisory Community Representatives and Alternates

Ms. Wash reviewed this item and bylaws.

The applied representatives are Ms. Bonner, Mr. Key, Ms. Pierce, and Ms. Wash.

Ms. Wash asked the board to approve Ms. Pierce's application/request without receiving a hard copy of application.

Ms. Taneja, Ms. Givehchi, Ms. Casillas, and Ms. Wash verbally confirmed their approval to accept Ms. Pierces application to be a Past Parent Representative without a hard copy of her application.

Ms. Bonner shared why she wants to serve as a past parent representative. She has learned a lot while serving on PAC and PC the last two years. Her primary goal is to continue to support and serve the programs. She would like to continue to work to help other parents and the children of SETA Head Start. Through her personal experience she wants to advocate for the program.

Mr. Key shared he had one child in the program, who is thriving. He is thankful for SETA. He would like to give back by helping other families to have the same experience as he and his daughter have had.

Ms. Pierce shared she has served on the PAC and PC for the last two years. After going through Head Start, both of her kids were ready for Kindergarten. She wants to be a part of the team that stands behind SETA and its impact in the community. She would like to stay on the board to participate as an advocate for the children and families in the community.

Ms. Wash shared she has been a part of PAC for two years, and the PC as the Secretary. Her last child just left the program and is transitioning great. She would like to continue to advocate for the community and parents, and continue to collaborate with SETA staff.

Vote for Representative #1:

Donna: 2

Shannon: 1

Fienishia: 1

Vote for Representative #2:

Shannon: 3

It was established Ms. Bonner and Ms. Pierce will be the Past Parent Representatives. Mr. Key will be the alternate Past Parent Representative. Ms. Wash assume the Outgoing Chair representative position.

Moved/Casillas, second/Givehchi, to approve the election of Ms. Donna Bonner and Ms. Shannon Pierce as the representative, Mr. Stephen Key as the alternate, and Ms. Fienishia Wash as Outgoing Chair.

Roll call vote:

Aye: 3 (Casillas, Givehchi, Taneja)

Nay: 0

Abstention: 1 (Wash)

Ms. Kahmaria Holleman was seated as a new PAC member at 10:20 a.m.

Ms. Holleman introduced herself, she is representing Bannon Creek.

V. Committee Reports

- Executive Committee Meeting:
Ms. Gutierrez reported the next meeting will be on Tuesday, November 23 after the PC meeting adjourns.
- Budget/Planning Committee Meeting:
Ms. Wash reported the next meeting will be on Tuesday, December 14 at 1:00 p.m.

VI. Other Reports

- Chair's Report: No report
- Policy Council Report(s): No Report
- Head Start Deputy Director's Report – Ms. Denise Lee
 - ✓ Monthly Head Start Report

Ms. Lee thanked the board for their patience. She reviewed the Program Information Report (PIR), a summary of last year's services. These percentages are not reflective of a normal year due to the impact of COVID-19. It was reviewed what consists of the Countywide program. The State and National percentages are included on the report to serve as comparison. Each service we have is represented in the report, although the summary does not include all services/data collected by the Office of Head Start in the PIR. The first section of the report is for Head Start, second section is for Early Head Start, and the third section is for Early Head Start Child Care Partnership. Ms. Lee welcomed the new board members and wished everyone a happy Thanksgiving.

➤ **Head Start Managers' Reports**

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

Ms. Carr introduced herself to the new board members. She shared the phone number to connect with the job counselor, Ms. Wanda Thompson. Ms. Thompson can assist with job search, job training, or upgrading job skills. She thanked all the board members stepping down for their service to the board. She encouraged them to volunteer in their children's elementary school. Ms. Carr share an email message about a little girl in the program and how her behavior has greatly improved since joining the Head Start program.

- **Karen Griffith** - School Readiness, Special Education, Mental Health Services, and Facilities/Safe Environments

Ms. Griffith welcomed new members and thanked those board members leaving. She introduced herself to the new board members. The first round of Desired Results Development Program (DRDP) just finished, parents will start to receive the reports, and teachers will be reaching out through the first week of December. We are getting ready to start Classroom Assessment Scoring System (CLASS), where independent observers go into classrooms to assess teachers on teacher-to-child interactions in regards to emotional support, classroom organization and instructional support. This is an annual assessment, where all classrooms will be reviewed. CLASS data is also used to compare to National averages.

- **Gricelda Ocegueda** – Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring

Ms. Ocegueda introduced herself, welcomed new members, and thanked those board members who are leaving. She spoke about the last week of Lead Awareness; we had a Zoom meeting with 20 families in attendance. We are putting together lead testing kits. Lawn signs with lab testing information are being posted at sites and delegate agencies. SETA-Operated Programs received 2,300 informational flyers on lead. Yesterday we had a COVID-19 vaccine and

testing clinic onsite, there were 49 participants and two children under twelve participate. We continue to send information to families via Learning Genie on COVID-19. Information cards were sent out to families on how to distinguish between the seasonal flu, COVID-19, and allergies. This information was also distributed to all sites. We are partnering with Sacramento County Department of Public Health in their oral initiatives. We are working on projects to provide families with information on dental care, tooth brushing kits and resource materials for those without medical or private insurance. Head Start currently provides 173 special diets, of those 68 percent are medical, and 28 of those require medication. We are continuing with a cultural meal of the month.

VII. Center Updates: None.

VIII. Discussion:

Ms. Wash thanked the board and staff.

Ms. Gutierrez thanked and gave appreciation to the board.

IX. Public Participation: None.

X. Adjournment: The meeting was adjourned at 10:42 a.m.

ITEM III-A- ACTION

APPROVAL OF FINDINGS AND AUTHORIZATION TO EXTEND USE OF TELECONFERENCING PROCEDURES FOR COMMITTEE MEETINGS DURING DECLARED STATE OF EMERGENCY AND/OR WHILE STATE OR LOCAL OFFICIALS CONTINUE TO IMPOSE OR RECOMMEND MEASURES TO PROMOTE SOCIAL DISTANCING

BACKGROUND:

California Governor Gavin Newsom has recently extended until December 31, 2021 the long-existing state of emergency related to COVID-19. Governor Newsom had previously authorized local agencies, by Executive Order, to conduct meetings under the Brown Act utilizing Zoom or other remote procedures to conduct meeting by modified teleconference procedures. Recently the legislature signed and passed into law AB 361, which amended Section 54953 of the Brown Act to similarly authorize teleconferencing of Committee Meetings, provided necessary procedures are followed. The Parent Advisory Committee on December 16, 2021 will be the first committee meeting conducted utilizing the AB 361 Procedures, which are reflected in the Notice for the Committee Agenda.

Under AB 361, in the event of disruption which prevents broadcasting of the meeting to members of the public using the call-in or internet-based service options, or in the event of a disruption which prevents members of the public from offering public comments, the legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting is restored.

AB 361 also authorizes public agencies to continue to hold subsequent meetings via teleconference procedures during any state of emergency that directly impacts the ability of the members to meet safely in person or while State or local officials continue to impose or recommend measures to promote social distancing. The Governor's declared continuing state of emergency remains active and continues to serve to protect members of the public from unnecessary risk and exposure to COVID-19. In addition, Sacramento County continues to follow recommendations of the federal CDC promoting social distancing outside of the home and especially indoors. Given these circumstances, in order to allow for the next Committee meeting to be held by teleconference procedures consistent with AB 361, the Committee must make the following findings no later than 30 days after the first teleconferencing meeting and every 30 days thereafter by majority vote:

- a. The legislative body has reconsidered the circumstances of the state of emergency.
- b. Any of the following circumstances exists:
 - i. The state of emergency continues to directly impact the ability of the members to meet safely in person.
 - ii. State or local officials continue to impose or recommend measures to promote social distancing.

RECOMMENDATION:

Authorize the continued use of teleconferencing for Parent Advisory Committee meetings under AB 361, occasioned by the continuing state of emergency issued by Governor Newsom and the continuation of local and federal recommendations promoting social distancing outside of the home and especially indoors and, based thereon, make the following findings in support of this action:

- a. The Committee has reconsidered the circumstances of the state of emergency.
- b. The following circumstances exist:
 - i. The state of emergency continues to directly impact the ability of the members to meet safely in person.
 - ii. State or local officials continue to impose or recommend measures to promote social distancing.

PRESENTER: Deputy Director

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM III-B– ACTION

ELECTION OF SETA-OPERATED REPRESENTATIVES AND
ALTERNATES TO THE POLICY COUNCIL FOR
PROGRAM YEAR 2021-2022

BACKGROUND:

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

The duties of Representatives include:

- ✓ Attend monthly Policy Council meetings held at the SETA Boardroom on the fourth Tuesday of each month at 9:00 a.m.
- ✓ Attend Committee meetings as needed
- ✓ Report to the PAC members information received and decisions made by the Policy Council
- ✓ Policy Council Representatives must be a parent of children currently enrolled in the Head Start/Early Head Start program

PAC Bylaws referenced:

Article III – Membership, Section 3: Policy Council Members, B:

“Six (6) SOP PAC Representatives and six (6) Alternates shall be elected to the Policy Council. Representatives must be a parent of a child/children currently enrolled in the SOP Head Start program. Partner Representatives are not eligible to hold an SOP PAC Representative seat on the PC.”

In addition, refer to:

Article III – Membership, Section 5: Other Provisions, E:

“Members holding a seat (member who has not been re-elected/replaced) at the Annual PAC meeting shall not be elected to represent PAC on the PC.”

ITEM III-B – ACTION (continued)
Page 2

RECOMMENDATION:

That the Parent Advisory Committee elect five Representatives and five Alternates.

<u>Representative Nominated</u>	<u>Alternate Nominated</u>

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM III-C-ACTION

ELECTION OF PARENT ADVISORY COMMITTEE OFFICERS 2021-2022

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect officers for Program Year 2021-2022. The duties of PAC officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PAC that are not in conflict with these Bylaws, Article V – Officers, Section 2B: All PAC members are eligible to run for an Office/Officer position except members holding a seat. The Executive Committee must have at least three members who are parents of child/children currently enrolled in the HS/EHS Center-Based or Home-Based Option.

SECTION 3: Duties of Officers

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

- A. The Chair of the PAC shall preside over all meetings of the PAC and implement all policies and programs of the PAC. The Chair shall act as the official agent of the PAC in all matters relating to the PAC, and shall be the chief spokesperson and public relations officer for the PAC. The Chair shall have the power to appoint, both in and out of the PAC, any additional positions as needed with ratification of the PAC. The Chair shall represent the PAC at the National Head Start Parent Association Conference. The Chair shall be an ex-officio member of all committees and shall represent the PAC at all Governing Board meetings, but shall adhere to the provisions of Article IV, Meetings; Section 3, as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PAC in the absence of the Chair, and shall have all delegated powers. The Vice Chair will assume position of Chair if seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.
- C. The Secretary shall call the roll, keep a record of the current and preceding minutes at each meeting, and record resolutions or motions adapted, as may be necessary to expedite the PAC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.

ITEM III-C – ACTION (continued)

Page 2

- D. The Treasurer shall work with staff and the PAC Secretary and keep such records, files and accounts as may be necessary to expedite PAC's business. The Treasurer shall be a member of the Social/Hospitality Committee, and the Parent Ambassador Committee.

- E. The Parliamentarian shall advise the presiding officer on matters pertaining to Parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

RECOMMENDATION:

That the Parent Advisory Committee elect a Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

Chair:

Vice Chair:

Secretary:

Treasurer:

Parliamentarian:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

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
 - Parent/Staff Recognition:
 - PC/PAC Orientation and Officer Training:

NOTES:

SETA Operated & Delegate Agencies Combined Head Start/Early Head Start
 Expenditures for Fiscal Year 2021-2022
 For the Four Months Ended November 30, 2021

	Budget	Admin	Program	YTD Expenses	YTD %	Remaining	Non-Federal Share	NFS YTD %	Admin %
Head Start Basic									
Twin Rivers	\$ 2,255,261	\$ 57,972	\$ 569,454.29	\$ 627,427	27.8%	1,627,834	\$ 149,405	23.8%	0.0%
Elk Grove	3,582,617	111,583	1,121,306.81	1,232,890	34.4%	2,349,727	\$ 87,625	7.1%	0.0%
Sac City	6,228,346	163,767	1,428,477.61	1,592,245	25.6%	4,636,101	\$ 616,577	38.7%	0.0%
San Juan	8,963,043	141,827	2,334,797.20	2,476,624	27.6%	6,486,419	\$ 832,886	33.6%	0.0%
WCIC	1,421,598	32,175	348,033.33	380,208	26.7%	1,041,390	\$ 35,445	9.3%	0.0%
SETA	27,519,467	862,932	7,777,810	8,640,741	31.4%	18,878,725	2,033,007	23.5%	10.0%
Total	\$ 49,970,332	\$ 1,370,256	\$ 13,579,879	\$ 14,950,135	29.9%	35,020,197	\$ 3,754,945	25.1%	9.2%

Early Head Start Basic									
Twin Rivers	\$ 1,005,011	\$ 26,386	\$ 317,697.57	\$ 344,084	34.2%	660,927	\$ -	0.0%	0.0%
San Juan	2,024,595	45,336	595,265.47	640,601	31.6%	1,383,994	316,653	49.4%	0.0%
SETA	8,444,632	233,881	2,295,906	2,529,787	30.0%	5,914,845	984,862	38.9%	9.2%
Total	\$ 11,474,238	\$ 305,603	\$ 3,208,869	\$ 3,514,472	30.6%	7,959,766	\$ 1,301,515	37.0%	8.7%

Head Start T&TA									
Twin Rivers	\$ 15,930	\$ -	\$ 1,487	\$ 1,487	9.3%	\$ 14,443			
Elk Grove	14,040	-	-	-	0.0%	14,040			
Sac City	31,200	190	4,900	5,090	16.3%	26,110			
San Juan	33,400	-	11,340	11,340	34.0%	22,060			
WCIC	11,700	-	805	805	6.9%	10,895			
SETA	420,939	-	60,909	60,909	14.5%	360,030			
Total	\$ 527,209	\$ 190	\$ 79,441	\$ 79,630	15.1%	\$ 447,579	\$ -		

Early Head Start T&TA									
Twin Rivers	\$ 13,712	\$ -	\$ 571	\$ 571	4.2%	\$ 13,141			
San Juan	30,912	-	2,946	2,946	9.5%	27,966			
SETA	198,690	-	8,682	8,682	4.4%	190,008			
Total	\$ 243,314	\$ -	\$ 12,199	\$ 12,199	5.0%	\$ 231,115	\$ -		

TOTAL Head Start									
Twin Rivers	\$ 3,289,914	\$ 84,359	\$ 889,210	\$ 973,569	29.6%	\$ 2,316,345	\$ 149,405	0.0%	0.0%
Elk Grove	3,596,657	111,583	1,121,307	1,232,890	34.3%	2,363,767	87,625	0.0%	0.0%
Sac City	6,259,546	163,957	1,433,378	1,597,334	25.5%	4,662,212	616,577	0.0%	0.0%
San Juan	11,051,950	187,163	2,944,348	3,131,511	28.3%	7,920,439	1,149,539	0.0%	0.0%
WCIC	1,433,298	32,175	348,838	381,013	26.6%	1,052,285	35,445	0.0%	0.0%
SETA	36,583,728	1,096,813	10,143,307	11,240,120	30.7%	25,343,608	3,017,868	26.8%	9.8%
Total	\$ 62,215,093	\$ 1,676,049	\$ 16,880,388	\$ 18,556,437	29.8%	\$ 43,658,656	\$ 5,056,460	27.2%	9.0%

On Budget%
33.3%

Required %
25% Max %
15%

SETA Operated & Delegate Agencies Combined Head Start/Early Head Start CARES Act Funds
Expenditures for the Grant
Grant Cycle Ending 7/30/22

	Budget	Admin	Program	YTD Expenses	YTD %	Remaining	Admin %
Head Start							
Twin Rivers	\$ 123,033	\$ 4,537	\$ 118,496	\$ 123,033	100.0%	\$ -	3.7%
Elk Grove	386,675	6,112	142,929	149,041	38.5%	\$ 237,634	4.1%
Sac City	646,802	14,061	370,767	384,828	59.5%	\$ 261,974	3.7%
San Juan	924,506	-	445,835	445,835	48.2%	\$ 478,671	0.0%
WCIC	105,457	-	104,973	104,973	99.5%	\$ 484	0.0%
SETA	1,543,186	-	533,812	533,812	34.6%	\$ 1,009,374	0.0%
Total	\$ 3,729,659	\$ 24,709	\$ 1,716,813	\$ 1,741,522	46.7%	\$ 1,988,137	0.0%
Early Head Start							
Twin Rivers	\$ 35,152	\$ 1,575	\$ 33,577	\$ 35,152	100.0%	\$ -	4.5%
San Juan	140,609	-	45,159	45,159	32.1%	95,450	0.0%
SETA	517,618	-	149,168	149,168	28.8%	368,450	0.0%
Total	\$ 693,379	\$ 1,575	\$ 227,904	\$ 229,479	33.1%	\$ 463,900	0.0%
TOTAL Head Start							
Twin Rivers	\$ 158,185	\$ 6,111	\$ 152,074	\$ 158,185	100.0%	\$ -	3.9%
Elk Grove	386,675	6,112	142,929	149,041	38.5%	237,634	4.1%
Sac City	646,802	14,061	370,767	384,828	59.5%	261,974	3.7%
San Juan	1,065,115	-	490,994	490,994	46.1%	574,121	0.0%
WCIC	105,457	-	104,973	104,973	99.5%	484	0.0%
SETA	2,060,804	-	682,980	682,980	33.1%	1,377,824	0.0%
Total	\$ 4,423,038	\$ 26,284	\$ 1,944,716	\$ 1,971,000	44.6%	\$ 2,452,038	1.3%

Max %
15%

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

SETA Operated & Delegate Agencies Combined Head Start/Early Head Start American Rescue Plan Act Funds
 Expenditures for the Grant
 Grant Cycle Ending 3/31/23

	Budget	Admin	Program	YTD Expenses	YTD %	Remaining	Admin %
Head Start							
Twin Rivers	\$ 191,440	\$ -	\$ -	\$ -	0.0%	\$ 191,440	0.0%
Elk Grove	526,460	-	-	-	0.0%	526,460	0.0%
Sac City	880,624	3,232	83,517	86,749	9.9%	793,875	0.0%
San Juan	1,249,146	-	-	-	0.0%	1,249,146	0.0%
WCIC	143,580	-	-	-	0.0%	143,580	0.0%
SETA	2,077,124	2,935	49,619	52,554	2.5%	2,024,570	5.6%
Total	\$ 5,068,374	\$ 6,167	\$ 133,136	\$ 139,304	2.7%	\$ 4,929,070	0.0%
Early Head Start							
Twin Rivers	\$ 67,004	\$ -	\$ -	\$ -	0.0%	\$ 67,004	0.0%
San Juan	196,226	-	-	-	0.0%	196,226	0.0%
SETA	780,118	-	9,657	9,657	1.2%	770,461	0.0%
Total	\$ 1,043,348	\$ -	\$ 9,657	\$ 9,657	0.9%	\$ 1,033,691	0.0%
TOTAL Head Start							
Twin Rivers	\$ 258,444	\$ -	\$ -	\$ -	0.0%	\$ 258,444	0.0%
Elk Grove	526,460	-	-	-	0.0%	526,460	0.0%
Sac City	880,624	3,232	83,517	86,749	9.9%	793,875	0.0%
San Juan	1,445,372	-	-	-	0.0%	1,445,372	0.0%
WCIC	143,580	-	-	-	0.0%	143,580	0.0%
SETA	2,857,242	2,935	59,277	62,212	2.2%	2,795,030	4.7%
Total	\$ 6,111,722	\$ 6,167	\$ 142,794	\$ 148,961	2.4%	\$ 5,962,761	4.1%

Max %
15%

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

**SETA Operated & Delegate Agencies Combined Head Start/Early Head Start Coronavirus Response and Relief
Supplemental Appropriations Act Funds**

Expenditures for the Grant
Grant Cycle Ending 3/31/23

	Budget	Admin	Program	YTD Expenses	YTD %	Remaining	Admin %
Head Start							
Twin Rivers	\$ 48,920	\$ -	\$ -	\$ -	0.0%	\$ 48,920	0.0%
Elk Grove	134,530	-	-	-	0.0%	134,530	0.0%
Sac City	225,032	1,108	28,623	29,731	13.2%	195,301	0.0%
San Juan	319,203	-	-	-	0.0%	319,203	0.0%
WCIC	36,690	-	-	-	0.0%	36,690	0.0%
SETA	530,822	-	13,596	13,596	2.6%	517,226	0.0%
Total	\$ 1,295,197	\$ 1,108	\$ 42,219	\$ 43,326	3.3%	\$ 1,251,871	0.0%

Early Head Start							
Twin Rivers	\$ 17,122	\$ -	\$ -	\$ -	0.0%	\$ 17,122	0.0%
San Juan	49,837	-	-	-	0.0%	49,837	0.0%
SETA	175,195	-	8,523	8,523	4.9%	166,672	0.0%
Total	\$ 242,154	\$ -	\$ 8,523	\$ 8,523	3.5%	\$ 233,631	0.0%

TOTAL Head Start							
Twin Rivers	\$ 66,042	\$ -	\$ -	\$ -	0.0%	\$ 66,042	0.0%
Elk Grove	134,530	-	-	-	0.0%	134,530	0.0%
Sac City	225,032	1,108	28,623	29,731	13.2%	195,301	0.0%
San Juan	369,040	-	-	-	0.0%	369,040	0.0%
WCIC	36,690	-	-	-	0.0%	36,690	0.0%
SETA	706,017	-	22,118	22,118	3.1%	683,899	0.0%
Total	\$ 1,537,351	\$ 1,108	\$ 50,742	\$ 51,849	3.4%	\$ 1,485,502	2.1%

Max %
15%

*CRRSA funds do not require a non-federal share match.

SETA OPERATED PROGRAMS (SOP)
Expenditures for Fiscal Year 2021-2022
For the Four Months Ended November 30, 2021

SOP HEAD START (BASIC & T&TA)	Budget	Total Expenditures	Remaining Budget	33.3%
Personnel	\$ 14,062,975	\$ 4,217,063	\$ 9,845,912	30.0%
Fringe Benefits	\$ 8,458,715	\$ 2,524,572	5,934,143	29.8%
Travel (Out-of-State)	\$ 34,500	\$ -	34,500	0.0%
Supplies	\$ 451,000	\$ 298,260	152,740	66.1%
Occupancy	\$ 2,819,948	\$ 1,002,610	1,817,338	35.6%
Local Travel	\$ 100,000	\$ 15,814	84,186	15.8%
Nutrition Services	\$ 300,000	\$ 289,269	10,731	96.4%
Child Services	\$ 65,300	\$ 4,538	60,762	6.9%
Substitutes	\$ 475,000	\$ 32,947	442,053	6.9%
Parent Services	\$ 107,534	\$ 11,888	95,646	11.1%
Publications/Advertising/Printing	\$ 20,000	\$ 14,937	5,063	74.7%
Training or Staff Development/Parent Aides	\$ 155,500	\$ 51,151	104,349	32.9%
Operating Costs	\$ 889,934	\$ 238,600	651,334	26.8%
TOTAL SOP HEAD START (BASIC & T&TA)	\$ 27,940,406	\$ 8,701,650	\$ 19,238,755	31.1%
Administrative %		10.0%		

SOP EARLY HEAD START (BASIC & T&TA)	Budget	Total Expenditures	Remaining Budget	33.3%
Personnel	\$ 3,957,212	\$ 1,235,568	\$ 2,721,644	31.2%
Fringe Benefits	\$ 2,361,278	\$ 709,824	1,651,454	30.1%
Travel (Out-of-State)	\$ 5,000	\$ -	5,000	0.0%
Supplies	\$ 187,000	\$ 8,485	178,515	4.5%
Occupancy	\$ 436,778	\$ 97,019	339,759	22.2%
Local Travel	\$ 14,000	\$ 2,257	11,743	16.1%
Nutrition Services	\$ 50,000	\$ 39,081	10,919	78.2%
Child Services	\$ 12,550	\$ 1,582	10,968	12.6%
Substitutes	\$ 15,000	\$ -	15,000	0.0%
Parent Services	\$ 10,000	\$ 100	9,900	1.0%
Training or Staff Development/Parent Aides	\$ 54,702	\$ 7,572	47,130	13.8%
Operating Costs	\$ 187,488	\$ 42,951	144,537	22.9%
TOTAL SETA EARLY HEAD START (BASIC & T&TA)	\$ 7,291,008	\$ 2,144,440	\$ 5,146,568	29.4%
Administrative %		8.9%		
Partners/Contractual	\$ 1,352,314	\$ 397,049	\$ 955,265	29.4%
TOTAL SOP EARLY HEAD START BASIC	\$ 8,643,322	\$ 2,541,488	\$ 6,101,834	29.4%
Administrative %		9.5%		

COMBINED SOP HS & EHS	Budget	Total Expenditures	Remaining Budget	33.3%
Personnel	\$ 18,020,187	\$ 5,452,631	\$ 12,567,556	30.3%
Fringe Benefits	10,819,993	3,234,396	7,585,596	29.9%
Equipment	-	-	-	#DIV/0!
Travel (Out-of-State)	39,500	-	39,500	0.0%
Supplies	638,000	306,746	331,254	48.1%
Occupancy	3,256,726	1,099,629	2,157,097	33.8%
Local Travel	114,000	18,071	95,929	15.9%
Nutrition Services	350,000	328,350	21,650	93.8%
Child Services	77,850	6,120	71,730	7.9%
Substitutes	490,000	32,947	457,053	6.7%
Parent Services	117,534	11,988	105,546	10.2%
Publications/Advertising/Printing	20,000	14,937	5,063	74.7%
Training or Staff Development	210,202	58,723	151,479	27.9%
Operating Costs	1,077,422	281,551	795,871	26.1%
TOTAL SETA HS & EHS	\$ 35,231,414	\$ 10,846,090	\$ 24,385,324	30.8%
Administrative %				
Partners/Contractual	\$ 1,352,314	\$ 397,049	\$ 955,265	29.4%
TOTAL COMBINED SOP HS & EHS	\$ 36,583,728	\$ 11,243,138	\$ 25,340,589	30.7%
Administrative %		9.8%		

SETA Operated, Delegate & Partner Agencies Combined Early Head Start - Child Care Partnership
Expenditures for Fiscal Year 2021-2022
For the Four Months Ended November 30, 2021

*

	Budget	Admin	Program	YTD Expenses	YTD %	Remaining	Non-Federal Share	NFS YTD %	Admin %
EHS-CCP Basic									
SETA	1,685,015	43,522	488,587	532,110	31.6%	1,152,905	175,768	33.0%	8.2%
Total	\$ 1,685,015	\$ 43,522	\$ 488,587	\$ 532,110	31.6%	\$ 1,152,905	\$ 175,768	33.0%	8.2%
EHS-CCP T&TA									
SETA	36,749	-	2,398	2,398	6.5%	34,351		0.0%	0.0%
Total	\$ 36,749	\$ -	\$ 2,398	\$ 2,398	6.5%	\$ 34,351	\$ -	0.0%	0.0%
CARES Act (No-Cost Extension)									
SETA	70,305	-	27,725	27,725	39.4%	42,580		0.0%	0.0%
Total	\$ 70,305	\$ -	\$ 27,725	\$ 27,725	39.4%	\$ 42,580	\$ -	0.0%	0.0%
TOTAL EHS-CCP									
SETA	1,792,069	43,522	490,985	534,507	29.8%	1,257,562	175,768	32.9%	8.1%
Total	\$ 1,792,069	\$ 43,522	\$ 490,985	\$ 534,507	29.8%	\$ 1,257,562	\$ 175,768	32.9%	8.1%
					On Budget%			Required %	Max %
					33.3%			25%	15%

**SACRAMENTO EMPLOYMENT & TRAINING AGENCY
CORPORATE CARD - AMERICAN EXPRESS
STATEMENT OF ACCOUNT
11/10/2021**

DATE	VENDOR NAME	DESCRIPTION	AMOUNT	HS/ADMIN/WD
10/13/2021	Amazon	Building Supplies - Microwave & Soap Dispenser	\$ 366.39	ADMIN
10/13/2021	Inland Business System	Copier/Printer Maintenance & Supplies	3,734.97	ADMIN
10/17/2021	Things Remembered	Office Supply - Employee Recognition	115.81	ADMIN
10/18/2021	Zoom	Zoom Subscription	149.80	ADMIN
10/18/2021	Zoom	Zoom Subscription	42.80	ADMIN
10/21/2021	Iron Mountain	Shredding Service Charge	228.52	ADMIN
10/27/2021	Things Remembered	Office Supply - Employee Recognition	207.70	ADMIN
10/28/2021	Amazon	Building Supplies - Soap Dispenser	23.91	ADMIN
10/27/2021	Amazon	Office Supply - Labels	16.30	ADMIN
10/29/2021	Inland Business System	Copier/Printer Maintenance & Supplies	3,734.97	ADMIN
10/31/2021	Smartvault	Subscription - Upload Portal	140.00	ADMIN
11/02/2021	Amazon	Office Supply - Label Tapes	95.08	ADMIN
11/03/2021	3Play Media	Close Captioning - Board Meeting	47.18	ADMIN
11/03/2021	Amazon	Office Supply - Label Tapes	43.49	ADMIN
11/02/2021	Amazon	Office Supply - Label Tapes	35.14	ADMIN
11/03/2021	Amazon	Office Supply - Headphone Plugs	64.16	ADMIN
11/04/2021	Amazon	Office Supply - USB Headset	26.09	ADMIN
10/13/2021	Indeed	September 2021 Sponsorship Job Posting	510.48	ADMIN
10/25/2021	Ziprecruiter	Job Posting Fee	899.00	ADMIN
10/27/2021	Indeed	September 2021 Sponsorship Job Posting	500.76	ADMIN
11/01/2021	Indeed	September 2021 Sponsorship Job Posting	213.15	ADMIN
11/06/2021	Indeed	September 2021 Sponsorship Job Posting	511.16	ADMIN
10/11/2021	Anypromo	Classroom Supply - Bubbles	543.92	HS
10/11/2021	Omega Industry Supply	Custodial Supply - Scent & Spray	3,169.38	HS
10/13/2021	Trend Store	Classroom Supply - Stickers & Name Plates	1,574.22	HS
10/13/2021	Amazon	Office Supply - Cables & Adapters	30.43	HS
10/13/2021	Walmart	Walmart Scrip Cards	1,025.00	HS
10/14/2021	Amazon	Classroom Supply - Pointers	(77.58)	HS
10/13/2021	Scholastic 21	Flip Supplies - Books	3,085.78	HS
10/14/2021	C&T Specialties	Office Supply - Employee Recognition	96.98	HS
10/14/2021	Amazon	Classroom Supply - Cabinets	44.74	HS
10/14/2021	Amazon	Classroom Supply - Wagon	86.99	HS
10/14/2021	Scholastic 21	Flip Supplies - Books	929.24	HS
10/14/2021	Amazon	Classroom Supply - Various Items	65.18	HS
10/15/2021	Express Employment Professional	CACFP Food Program Recruitment	784.00	HS
10/14/2021	Amazon	Classroom Supply - Various Items	287.89	HS
10/18/2021	Zoom	Zoom Subscription	85.60	HS
10/14/2021	Amazon	Classroom Supply - Toys	65.00	HS
10/19/2021	SOS Survival Products	Classroom Supply - Various Items	2,053.21	HS
10/18/2021	Scholastic 21	Classroom Supply - Books	247.53	HS
10/19/2021	Anypromo	Classroom Supply - Stress Ball	169.91	HS
10/14/2021	Amazon	Classroom Supply - Various Items	109.96	HS
10/20/2021	Anypromo	Classroom Supply - Bags	308.02	HS

10/20/2021	Anypromo	Classroom Supply - Hand Sanitizer	149.87	HS
10/20/2021	Fire Supply Depot	Medical Supply - Various Items	3,558.00	HS
10/22/2021	The Webstaurant Store	Kitchen Supply - Pan Liner	666.55	HS
10/22/2021	The Webstaurant Store	Classroom Supply - Gloves & Knives	365.22	HS
10/22/2021	Express Employment Professional	CACFP Food Program Recruitment	980.00	HS
10/22/2021	Precision Letter Press	Office Supply - Portfolio Folder	108.75	HS
10/22/2021	Amazon	Classroom Supply - Kids Underwears	228.30	HS
10/22/2021	Amazon	Office Supply - Laminating Rolls	478.20	HS
10/27/2021	Amazon	Classroom Supply - Various Items	936.76	HS
10/27/2021	Paper Direct	PC/PAC Supply - Certificate Holder	134.27	HS
10/29/2021	Express Employment Professional	CACFP Food Program Recruitment	980.00	HS
10/29/2021	Uline	Custodial Supply - Various Items	2,166.17	HS
11/01/2021	Food Service Direct Log	Kitchen Food Supply - Soy Milk	751.20	HS
11/03/2021	3Play Media	Close Captioning - Board Meeting	32.22	HS
11/03/2021	3Play Media	Close Captioning - Board Meeting	51.83	HS
11/03/2021	Choosy Kids	Education & Training	745.00	HS
11/03/2021	Amazon	Classroom Supply - Folders	230.88	HS
11/03/2021	Amazon	Classroom Supply - Various Items	514.66	HS
11/05/2021	Express Employment Professional	CACFP Food Program Recruitment	980.00	HS
11/08/2021	Amazon	Classroom Supply - Exam Gloves	2,447.00	HS
11/08/2021	Ener-G	Kitchen Food Supply - Rice Loaf	349.90	HS
11/08/2021	Walmart	Walmart Scrip Cards	1,075.00	HS
11/08/2021	Amazon	Classroom Supply - Face Masks	1,616.51	HS
11/08/2021	Uline	Custodial Supplies - Various Items	2,813.25	HS
11/09/2021	Plusoptix	Medical Supply - Self-Adhesive Labels	110.93	HS
10/12/2021	Teachstone Strategies	Observer Recertification Course	125.00	HS
10/15/2021	CACFP Roundtable	CACFP Conference - Registration Fee	425.00	HS
10/18/2021	Microsoft	Microsoft Power-Bi Subscription	59.94	HS
10/18/2021	Teachstone Strategies	Education & Training	119.97	HS
10/19/2021	Brookes Publishing	ASQ Online Family Access Renewal	1,459.50	HS
11/02/2021	IDA of California	EBIP for Young Children - Registration Fee	50.00	HS
11/04/2021	Health & Safety Institute	CPR Instructor Course Fee	1,125.00	HS
11/04/2021	Dept. of Social Services	Application & Record Registration	59.69	HS
11/09/2021	Dept. of Social Services	Application & Record Registration	59.69	HS
11/09/2021	Dept. of Social Services	Application & Record Registration	59.69	HS
various	various	various	7,546.84	WD

\$ 59,953.05

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

SACRAMENTO EMPLOYMENT & TRAINING AGENCY
CORPORATE CARD - CITI CARDS
Statement of Account
11/10/2021

DATE	VENDOR NAME	DESCRIPTION	AMOUNT	HS/WD/ADMIN
10/13/2021	The Home Depot	Construction Services & Supplies	\$ 1,165.11	HS
10/18/2021	Walmart	Classroom Supply - Oil & Flour	142.09	HS
10/18/2021	The Home Depot	Construction Services & Supplies	195.68	HS
10/28/2021	Costco	Classroom Supply - Diapers	3,301.68	HS
11/8/2021	The Home Depot	Construction Services & Supplies	399.74	HS
11/9/2021	Walmart	Classroom Supply - Thermometer & Starch	70.32	HS
11/4/2021	Bode & Bode	Building Supply - Locks	380.24	HS
Total Citi Card Bill			\$ 5,654.86	

**STANFORD SETTLEMENT PRESENTS:
OPERATION CRATCHIT 2021**

**AN ANNUAL CHRISTMAS BASKET PROGRAM
DRIVE-THRU PICK UP**

**PARKING LOT OF STANFORD SETTLEMENT
450 WEST EL CAMINO AVE. SACRAMENTO, CA 95833**

**FOR RESIDENTS OF ZIP CODES:
95815, 95833, 95834, 95835, & 95838**

**NO IN-PERSON REGISTRATION THIS YEAR!
PLEASE REGISTER FOR YOUR APPOINTMENT
TIME BY CALLING 916-927-1303**

Visit www.stanfordsettlement.org for more info.



**STANFORD
SETTLEMENT**
Neighborhood Center

**450 West El Camino Ave. Sacramento CA, 95833
www.stanfordsettlement.org · 916-927-1303**



Food Distribution Locations

Follow the link below for a list of agencies that are committed to distributing food and will have our direct support in staying open during COVID-19.

<https://www.sacramentofoodbank.org/emergency-response-agencies>

Contact us

(916) 456-1980

<https://www.sacramentofoodbank.org/>

Locate us

Family Services Campus

3333 Third Avenue
Sacramento, CA 95817

Food Bank Campus

1951 Bell Avenue
Sacramento, CA 95838

Holly Jolly Holiday Event!

FREE family event at our location on Saturday, December 18th! 10am-1pm



[Register for our Holly Jolly Holiday Event](#)

Family Survey

What do you want to see at our Family Resource Center? Please complete our family survey so we can build programs for you and your children.

North Sacramento Family Resource Center

FAMILY SURVEY

We want your opinion! What workshops and activities would you like to see at North Sacramento FRC?

**PLEASE
COMPLETE THE
SURVEY**

Queremos su opinion! Que talleres y actividades le gustaria ver en el Centro de Recursos Familiares de North Sacramento?

**POR FAVOR
COMPLETE LA
ENCUESTA**



SCAN ME

We want to hear from our North Sacramento Families!

[CLICK HERE TO COMPLETE A BRIEF SURVEY](#)

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 October 26, 2021 meeting.

NOTES:

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

Meeting Held Electronically

Tuesday, October 26, 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 11:02 a.m. Ms. Gutierrez read the thought of the day.

Ms. Fienishia Wash called the roll; a quorum was met.

Members Present:

Elizabeth Gutierrez, San Juan Unified School District
Arianna Torres, SETA-Operated Program
Brenda Casillas, SETA-Operated Program
Shannon Pierce, SETA-Operated Program
Donna Bonner, SETA-Operated Program
Charles Taylor, Past Parent/Community Representative
Fienishia Wash, Home Base Option
Henrietta Gutierrez, Outgoing Chair
Junior Goris, Elk Grove Unified School District
Stephen Key, Past Parent/Community Representative
Kara Otter, San Juan Unified School District
Rosemary Schapira, Community Agency Representative
Jessica Coultrup, Early Head Start, San Juan Unified School District

Members Absent: None

II. Consent Item

Approval of the Minutes of the September 28, 2021 Meeting

Minutes were reviewed; with corrections.

Mr. Goris had edits, not listed on attendance and listed as Ms. Goris on page 4 of minutes.

Moved/Bonner, second/Key, to approve the September 28, 2021 minutes as distributed.

Roll call vote:

Aye: 10 (Goris, E. Gutierrez, Casillas, Shannon, Torres, Bonner, Wash, Key, Coultrup, Pierce)

Nay: 0

Abstentions: 3 (H. Gutierrez, Shapira, Taylor)

III. **Action Items**

- A. Approval of Findings and Authorization to Extend Use of Teleconferencing Procedures for Council Meetings During Declared State of Emergency and/or While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing

Ms. Lee reviewed the new extended executive order from Governor Newsom. Each meeting, the board must take action and approve to continue virtually. If there are technical difficulties the board will be unable to take action.

Moved/Wash, second/Goris, to approve the Findings and Authorization to Extend Use of Teleconferencing Procedures for Council Meetings During Declared State of Emergency and/or While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing

Roll call vote:

Aye: 12 (Goris, E. Gutierrez, Casillas, Shannon, Torres, Bonner, Wash, Taylor, Key, Coultrup, Shapira, Pierce)

Nay: 0

Abstention: 1 (H. Gutierrez)

B. **CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957**

The board went into closed session at 11:15 a.m. At 11:41 a.m., Ms. Henrietta Gutierrez called the meeting back into open session and reported that the following eligible lists were approved in closed session: Associate Teacher / Associate Teacher Infant Toddler, Head Start Teacher, Site Supervisor, Program Analyst, Head Start Home Visitor, Family Services Worker 2, Family Services Worker 3, Head Start Cook (Tier V Supervisory)

IV. **Information Items**

- A. Standing Information Items

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

Mr. Han reviewed the fiscal reports. The program is on pace at or below 16.7 percent expenditures. The administrative expense is below the maximum fifteen percent at 6.6 percent.

CARES Act funds were reviewed, it is the priority to spend these funds first since they expire first. Mr. Han encouraged Delegate Agency Policy Committee members to ask their program staff how the CARES Act is being spent. The American Rescue Plan Act (ARPA) funds and the Corona Virus Response and Relief Supplemental Appropriation Act (CRRSA) funds do not have a lot of activity, due to the CARES Act funds are

being spent first. Twin Rivers USD is the only Delegate Agency that has fully spent their CARES Act funds. Under the Head Start expenditures the publications amount is a slightly higher due to the DMV advertisement. Child Care Partnership (CCP) grant was reviewed. The American Express and Citi credit card statements were reviewed, there was nothing out of the ordinary.

H. Gutierrez asked if the employee uniform charge on the Citi credit card statement was for staff shirts.

Mr. Han replied yes, possible for restocking for staff needing new uniforms.

Ms. Shapira asked what the ASQ annual subscription is.

Ms. Karen answered ASQ is the Ages and Stages Questionnaire, is the developmental screen we use for children. In the last year the program moved to an online model, ASQ handles all the data for the Agency.

H. Gutierrez asked what the \$7,777.80 Revamp Set Digital charge on the Citi credit card statement was for.

Ms. Karen answered it is a supplemental curriculum called I Am Moving, I Am Learning. This stems from an initiative that came out years ago to ensure children are engaged in physical activity, learning about health and nutrition health. We had to buy all new materials to revamp the IMIL.

Ms. Brenda Casillas left the meeting at 11:42 a.m.

➤ End of Year Parent Appreciation Reports:

H. Gutierrez spoke on the event and her experience, and felt very appreciated. She thanked the Social/Hospitality Committee for all their work, and Ms. Desha for all her work and time.

Ms. Bonner spoke on her experience at the event. She stated the event was nice, and Ms. Wash did a wonderful job on her poem. She also gave appreciation to Ms. H. Gutierrez. She thanked Ms. Desha for all her support as well. Ms. Bonner ended saying it was one of the best days ever.

H. Gutierrez. thanked Ms. Rosemary Shapira for the book and resource donations.

➤ Community Resources – Parents/Staff:

H. Gutierrez reviewed the community resources, including Accessing Oral Health Care for individuals with intellectual and developmental disabilities. It is a Zoom call taking place tomorrow.

Ms. Jessica Coultrup commented there is a dentist in Fair Oaks that specializes in treating patients with Autism.

- B. Governing Board Minutes for September 2, 2021

IV. Committee Reports

- Executive Committee Meeting:

The next meeting will be held on Thursday, October 28th at 9:00 a.m.

- Budget/Planning Committee:

The next meeting will be held on November 9th at 1:00 p.m.

- Community Action Board (CAB):

Ms. Wash reviewed the October 13th CAB meeting. There were presentations from the Community Service Block Grant (CSBG) recipients, including the Salvation Army and My Sister's House. Sacramento Emergency Rental Assistance (SERA2) is still accepting applications for rental and utilities assistance.

VI. Other Reports

- A. Executive Director's Report: None

- B. Head Start Deputy Director's Report

- Monthly Program Information Report
- Countywide 2020-2021 Program Information Report (PIR)

Ms. Lee reviewed the PIR. The federal government requires the Agency to submit an annual report on the services that are provided and the types of demographics of our clients during the program year. The number of children served compared to the number of children we are funded to serve is greater as the children who dropped and were replaced with new children.

COVID-19 impacted our in-person related services, this is shown in some percentages not reflecting our historic scores. The state and national averages are shown as a comparison, they too reflect the impact COVID-19 had across the board. There is a report for Head Start, Early Head Start, and Early Head Start Child Care Partnership (CCP), which is a smaller group of infants and toddlers under separate funding. The CCP report will be combined with Early Head Start in next year's report.

Ms. Lee welcomed Ms. Athena McQuarry, Program Specialist for the Elk Grove Unified School District.

Ms. Lee thanked the board for all their participation this year and encouraged those who are eligible to return next year.

C. Chair's Report

H. Gutierrez encouraged members to share their stories participating on the board and encourage others to apply and to recruit.

D. Head Start Managers' Reports

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

Ms. Carr thanked Ms. Henrietta Gutierrez for her service. Ms. Carr reviewed the monthly enrollment report. We are usually higher this time of year. Early Head Start is at 88 percent for this program year. We are out of over-income waivers. The only waivers available are 101-130% of over-income. We are consulting with a marketing company to do a saturation with local TV stations and digital media advertisements, such as Facebook, Pandora, YouTube, Sirius radio, etc. November 1st is the start of the new curriculum for the Home-base program for River Oak Center for Children and SCOE. San Juan Unified School District and SETA pre-schools are finishing their training and will start the new curriculum on January 1, 2022. The Agency is working with a job coach, reaching out to parent enrolled with the SETA operated programs for those who are interested in getting a job, apprenticeship, upgrading job, etc.

- ✓ Karen Griffith - School Readiness, Special Education and Mental Health Services

Ms. Griffith thanked everyone for their service to the board. Ms. Karen spoke on closures, we are all in the same boat being affected by COVID-19 closures and staffing. We had a job fair where we had 17 candidates turn out. We are working on more information sessions and job fairs to bring in more candidates. There were a couple of closures due to the big storm over the weekend. Ms. Karen is now overseeing the Facilities Department. We are coming to the end of the first child assessment period of the school year. Children will be getting their ratings on the California Desired Results Developmental Profile (DRDP), which is the assessment tool used by SETA and our delegate agencies.

- ✓ Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring – No Report

E. Open Discussion and Comments: None

F. Public Participation: None

VII. **Adjournment:** The meeting was adjourned at 12:16 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
 - ✓ PAC Recruitment
- 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, Mental Health Services, and Facilities/Safe Environment
 - Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring

NOTES:



Monthly Program Information Report

November 2021

Updates from the Office of Head Start

New Standards for Vaccination and Masking to Reduce Transmission of COVID-19

Published on November 30, 2021

On November 30, 2021, the U.S. Department of Health and Human Services (HHS) issued an interim final rule with comment period (IFC) that adds new provisions for universal masking and vaccinations against COVID-19 to the Head Start Program Performance Standards.

What does this mean for Head Start/Early Head Start staff?

Vaccines:

- ⇒ Staff must have their second dose in a two-dose series, or first dose in a single-dose by January 31, 2022.
- ⇒ Contractors whose activities involve contact with or providing direct services to children and families and volunteers working in classrooms or directly with children must meet the same vaccine requirement as staff.
- ⇒ For purposes of this regulation, staff will meet the requirement even if they have not yet completed the 14-day waiting period required for full vaccination.
- ⇒ For those granted an exemption to the vaccine requirement, at least weekly testing for current COVID-19 infection, is required.

Masking:

- ⇒ Universal masking, with some noted exceptions, for all individuals two years of age and older when:
 - ◆ there are two or more individuals in a vehicle owned, leased, or arranged by the Head Start program;
 - ◆ when they are indoors in a setting where Head Start services are provided: and
 - ◆ for those not fully vaccinated, outdoors in crowded settings or during activities that involve close contact with other people

What is DSS/OHS' rationale for implementing these requirements now?

- ⇒ It follows current CDC guidance.
- ⇒ To protect individuals from infection, severe illness and hospitalization if they contract the virus.
- ⇒ To protect children under age 5 years who are too young to be vaccinated at this time.
- ⇒ To reduce the hospitalization rate for children.
- ⇒ To reduce the risk of a COVID-19 outbreak in a classroom/center.
- ⇒ To increase vaccination rates among employees.
- ⇒ To reduce program closures due to COVID-19 exposures and keep Head Start programs open.
- ⇒ To reduce social and emotional difficulties for children, increase support for children with disabilities, and decrease parental stress, including loss of jobs and wages, due to lack of affordable child care.
- ⇒ To reduce the risk child abuse and neglect due to school closures, heightened stress, loss of income, and social isolation resulting from the COVID-19.
- ⇒ To support and sustain safe in-person services, which allows programs to return to fulfilling the critical functions they serve for children and families.

For full details on the interim final rule, visit:

<https://www.federalregister.gov/documents/2021/11/30/2021-25869/>

[vaccine-and-mask-requirements-to-mitigate-the-spread-of-covid-19-in-head-start-programs](https://www.federalregister.gov/documents/2021/11/30/2021-25869/vaccine-and-mask-requirements-to-mitigate-the-spread-of-covid-19-in-head-start-programs)



Monthly Program Information Report

President Biden's Build Back Better (BBB) Plan – An Investment in Child Care and Pre-K

On October 28th President Biden unveiled the framework for the Build Back Better (BBB) Act, which includes \$400 billion for child care and Pre-K. If enacted, the BBB Plan would save families thousands of dollars in child care and preschool costs and builds a strong, stable early learning system that meets the needs of families, providers, and the economy.

What does the BBB Act proposal mean for child care?

- Guarantees access to free preschool for all 3- and 4-year olds.
- Expands access to high-quality, affordable child care to about 20 million children per year.
- A child care cap of 7% of income for parents earning up to 250% of a state's median income.
- Provides federal funding from FY2022-FY2024 to support supply building and a phased-in expansion of income eligibility.
- Raises wages and sufficiently compensates the workforce.
- Provides a one-year extension of the enhanced child tax credit and universal pre-k.

The House of Representatives passed the Bill and now it heads to the Senate for action.
More details will come in the months ahead.





SETA Head Start Food Service Operations Monthly Report *November 2021

Norma Johnson – Classroom U closed from 11/3/2021-11/11/2021 and reopened on 11/12/2021 due to safety protocols from Covid-19

Norma Johnson – Classroom B closed from 11/3/2021-11/5/2021 and reopened on 11/8/2021 due to safety protocols from Covid-19

Elkhorn – Classrooms C & D closed from 11/5/2021-11/11/2021 and reopened on 11/12/2021 due to safety protocols from Covid-19

Sharon Neese- Classroom V closed on 11/16/2021 due to staffing shortages

Bannon Creek- Opened the 4th classroom on 11/29/2021 (last of 4)

Lunch	PM Snack	Breakfast	Field Trips
32,258	25,078	27,538	0

Total Amount of Meals and Snacks Prepared

Purchases:

Food	\$85,777.17
Non - Food	\$11,472.90

Building Maintenance and Repair: \$0.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$16.00

Vehicle Gas / Fuel:	\$1,947.41
Normal Delivery Days	20

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

November 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	110	6%	589	90	15%
Twin Rivers USD	140	34	24%	40	7	18%
Elk Grove USD	440	38	9%			
Sac City USD	736	29	4%			
San Juan USD	1052	118	11%	160	20	13%
WCIC	120	2	2%			
EHS CCP				80	10	13%
COUNTY TOTAL	4244	331	8%	869	127	15%

AFE: Annual Funded Enrollment

SETA HEAD START/EARLY HEAD START

End of Month Enrollment Report

November 2021

HS Center Name (* CCTR/CSPP Funded)	Funded Enrollment	Actual Enrollment	Drop within last 30 days	Total Reported	(a) % Actual to Funded Enrollment
*16th Avenue	40	38	1	39	98%
*Bret Harte	20	20	0	20	100%
*Capital City	20	19	0	19	95%
*CP Huntington	20	20	0	20	100%
*Crossroads Garden	80	61	0	61	76%
*Elkhorn	100	84	3	87	87%
*Freedom Park	80	67	6	73	91%
*Freeport	20	19	0	19	95%
*Hillsdale	80	63	1	64	80%
*Hopkins Park	40	36	0	36	90%
*Job Corps	20	20	0	20	100%
*Marina Vista	60	53	0	53	88%
*Mather	100	81	6	87	87%
*Norma Johnson	60	58	2	60	100%
*North Avenue (b)	80	59	1	60	75%
*Northview (closed)	0	N/A	N/A	N/A	0%
*Phoenix Park	60	60	0	60	100%
*Sharon Neese Center	60	57	3	60	100%
 					
Alder Grove	20	19	0	19	95%
Bannon Creek (b)	80	62	1	63	79%
Bright Beginnings (b)	40	18	0	18	45%
Dudley	20	16	0	16	80%
Florin (c)	60	N/A	N/A	N/A	N/A
Franklin	20	10	0	10	50%
Fruitridge (b)	40	26	0	26	65%
Galt	80	80	1	81	101%
Grizzly Hollow	40	40	0	40	100%
Home Base (d)	143	95	2	97	68%
Illa Collin	20	11	0	11	55%
Kennedy Estates	20	10	1	11	55%
LaVerne Stewart	20	20	0	20	100%
Nedra Court (b)	40	19	0	19	48%
Parker	13	12	0	12	92%
Solid Foundation (b)	40	20	0	20	50%
Strizek Park (b)	40	16	0	16	40%
Spinelli (c)	20	N/A	N/A	N/A	N/A
Walnut Grove (b)	40	26	0	26	65%
Total	1736	1315	28	1343	77%

(a) Reason and action plan provide when enrollment below 85%

(b) Site with capped classrooms due to staffing- 130 enrollment slots unfilled

(c) Site pending licence- total of 80 enrollment slots

(d) Funded enrollment total may contain overage

**SETA HEAD START/EARLY HEAD START
End of Month Enrollment Report
November 2021**

EHS Center Name (*) CCTR/CSPP Funded	Funded Enrollment	Actual Enrollment	Drop within last 30 days	Total Reported	(a) % Actual to Funded Enrollment
*16th Avenue	26	16	2	18	69%
*Alder Grove I/T	16	10	0	10	63%
*American Legion	16	14	0	14	88%
*Bret Harte	8	8	0	8	100%
*Captial City	16	16	1	17	106%
*CP Huntington	8	8	0	8	100%
*Crossroads Garden	15	14	0	14	93%
*Elkhorn	16	15	2	17	106%
*Freedom Park	16	15	2	17	106%
*Hillsdale	8	8	0	8	100%
*Hiram Johnson	32	26	3	29	91%
*Hopkins Park	6	4	0	4	67%
*Job Corps	24	20	0	20	83%
*Marina Vista	8	7	1	8	100%
*Mather	15	15	0	15	100%
*Norma Johnson	8	6	2	8	100%
*North Avenue	8	8	0	8	100%
*Phoenix Park	8	8	0	8	100%
*Sharon Neese Center	24	24	0	24	100%
EHS Home Base (d)	202	153	8	161	80%
Galt	16	14	2	16	100%
Grizzly Hollow	8	8	0	8	100%
River Oak - Home Base	72	66	6	72	100%
SCOE - Home Base	77	52	3	55	71%
Total	653	535	32	567	87%

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

Families continue to be hesitant with enrolling children due to changing variants of Covid-19 exposure.

Waiting list is exhausted at 7 sites, there are limited number of families that are income eligible on waitlist, and families are being contacted by multiple sites/agencies for enrollment.

Waivers allocated for enrollment of 10% over income families is met or exceeded at this time, over income waivers capped.

Classes capped due to limited staffing at the following sites: Bannon Creek; Bright Beginning; Franklin; Fruitridge; Nedra; North Ave; Solid Foundation; Strizek Park- totaling 130 vacant enrollment slots, Spinelli and Florin pending license- 80 enrollment slots vacant. Combined 210 enrollment slots account for 12% of the total enrollment.

Families contacted for Part-day slots are requesting to remain on waitlist until Full-day option is available.

(a) Reason and action plan provide when enrollment below 85%

(b) Site with capped classrooms due to staffing- 130 enrollment slots unfilled

(c) Site pending licence- total of 80 enrollment slots

(d) Funded enrollment total may contain overage

**SETA HEAD START/EARLY HEAD START
End of Month Enrollment Report
November 2021**

Strategies/Action Plan:

Continue to monitor health and safety practices to prevent spread of illness within sites.

Engage in outreach for recruitment of eligible families with the following community partners: Volunteer of America; Rancho Cordova Library; Galt Public Library; Sacramento Works Career Center- Galt; Child Action.

Employment postings/Virtual recruitment, including job announcements on SETA career web page of varies continues filing vacant positons.

Provide families and staff with Covid-19 resources and information on mobile vaccination clinic and rapid response testing. SETA hosted a vaccination clinic in colloaberrated with Mobil Med Work Heakth Solutions on November 5th.

(a) Reason and action plan provide when enrollment below 85%

(b) Site with capped classrooms due to staffing- 130 enrollment slots unfilled

(c) Site pending licence- total of 80 enrollment slots

(d) Funded enrollment total may contain overage

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: