

GOVERNING BOARD

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Thought of the Day: "You must master a new way to think before you can master a new way to be."

~Marianne Williamson

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

DATE: Tuesday, January 25, 2022

TIME: 9:00 a.m.

LOCATION:

<https://us02web.zoom.us/j/83259162647?pwd=WitYRmlheGI2VE5zYi94UXpKa1BEUT09>

In response to the AB361 (Brown Act Section 54953) relating to the COVID-19 Pandemic, the Head Start Policy Council (PC) is conducting this meeting on Zoom at <https://us02web.zoom.us/j/83259162647?pwd=WitYRmlheGI2VE5zYi94UXpKa1BEUT09>; Meeting ID: 832 5916 2647. Passcode: 989161. 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: +16699006833,83259162647# US (San Jose). Dial by your +11 669 900 6833 US (San Jose). Find your local number: <https://us02web.zoom.us/u/kdockKCVKX>. 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 on which item you would like to participate. 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 Policy Council 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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 - ✓ Karen Griffith - School Readiness, Special Education, Mental Health Services, and Facilities/Safe Environments
 - ✓ Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring
- E. Open Discussion and Comments
- F. Public Participation

VII. Adjournment

DISTRIBUTION DATE: Wednesday, January 19, 2022

Head Start Policy Council meeting hosted by:
Charles Taylor (Chair) & Kara Long (Vice Chair)

ITEM I - CALL TO ORDER/ROLL CALL

A member of the Policy Council will call the roll for the following members:

- _____ Charles Taylor, Chair, Past Parent/Community Representative
- _____ Stephen Key, Past Parent/Community Representative
- _____ Jessica Coultrup, Early Head Start, San Juan Unified School Dist.
- _____ Rosemary Schapira, Community Agency Representative
- _____ Kara Long, San Juan Unified School District
- _____ Savita Taneja, SETA-Operated Program
- _____ Fienisha Wash, Grandparent Representative/Community Representative
- _____ Donna Bonner, Foster Parent Representative/Community Representative

Members to be Seated

- _____ Lesly Lainez Carballo, SETA-Operated Program
- _____ Diana Ferreyra, WCIC/Playmate Child Development Center
- _____ Kahmaria Holleman, SETA-Operated Program
- _____ Carissa Salee, San Juan Unified School District

Seats Vacant:

- _____ Vacant, San Juan Unified School District
- _____ Vacant (E. Gutierrez) San Juan Unified School District
- _____ Vacant, Sacramento City Unified School District
- _____ Vacant, Sacramento City Unified School District
- _____ Vacant, Twin Rivers Unified School District
- _____ Vacant, Twin Rivers Unified School District
- _____ Vacant (Land), WCIC/Playmate Child Development Center
- _____ Vacant (Montgomery), WCIC/Playmate Child Development Center
- _____ Vacant, Home Base Option
- _____ Vacant (Wash) Home Base Option
- _____ Vacant (Sanders), SETA-Operated Program
- _____ Vacant (Torres), SETA-Operated Program
- _____ Vacant (Pierce) SETA-Operated Program
- _____ Vacant (Torres) SETA-Operated Program
- _____ Vacant (Jetton), Early Head Start/Home Base (SOP)
- _____ Vacant (Olguin), Early Head Start, Sac. City Unified School Dist.
- _____ Vacant (Self), Early Head Start (SETA)
- _____ Vacant, Community Agency Representative
- _____ Vacant (Stone Smith) Community Agency Rep.
- _____ Vacant, (Goris) Elk Grove Unified School District
- _____ Vacant (Wash) Outgoing Chair

**** Please call your alternate, Policy Council Chair (Charles Taylor: [916] 870-9167), or Head Start staff (Marie Desha: [916] 263-4082 or Monica Newton: [916] 263-3753) if you will not be in attendance. ****

**POLICY COUNCIL
BOARD MEETING ATTENDANCE**

PROGRAM YEAR 2021-2022

The **2021-2022** Board was seated on
November 23 & December 16, 2021

BOARD MEMBER	SITE	11/23	12/16		1/25	2/22	3/22	4/26	5/24	6/28	7/26	8/23	9/27	10/25	11/22
D. Bonner Seated 12/16	PP-FP	X	X												
J. Coultrup Holding	SJ/EHS	X	E												
S. Key Seated 12/16	PP	X	X												
K. Long Seated 12/16	SJ	X	X												
H. Gutierrez Holding	OC	X	X												
R. Schapira Holding	CAR	X	U												
C. Taylor Seated 12/16	PP	X	X												
S. Taneja Seated 12/16	SOP	U	X												
F. Wash Seated 12/16	PP-GP	X	X												

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CAR	Community Agency Representative
CR	Community Representative
EHS	Early Head Start
ELK	Elk Grove Unified School District
HB	Home based Option
SAC	Sacramento City Unified School District
SJ	San Juan Unified School District
SOP	SETA-Operated Program
TR	Twin Rivers School District
WCIC	Women's Civic Improvement Club/Playmate Child Care Center

X: Present

E: Excused

R: Resigned

U: Unexcused Absence

S/B/S: Should be Seated

H: Holiday

HS: Holding Seat

AP: Alternate Present

E/PCB: Excused, Policy Council Business

E/PCB: Excused, Policy Committee Business

OGC: Outgoing Chair

RS: Reseat

∗: Special Meeting

Current a/o 1/18/2022

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE DECEMBER 16, 2021

SPECIAL POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the December 16, 2021 special meeting.

RECOMMENDATION:

That the Policy Council approve the December 16 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

Meeting Held Electronically

Thursday, December 16, 2021
10:00 a.m.

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

Ms. Henrietta Gutierrez called the meeting to order at 10:12 a.m. Ms. Gutierrez read the thought of the day, and called the roll; a quorum was met.

Members Present:

Charles Taylor, Past Parent/Community Representative
Henrietta Gutierrez, Outgoing Chair
Stephen Key, Past Parent/Community Representative

Members Absent:

Rosemary Schapira, Community Agency Representative (***Unexcused***)
Jessica Coultrup, Early Head Start, San Juan Unified School District (***Excused***)

New Members Seated

Savita Taneja, Home Base – Early Head Start
Kara Long, San Juan Unified School District *Reseat*

Members Reseated Present:

Fienishia Wash, Grandparent/Community Representative
Donna Bonner, Foster Parent/Community Representative

Ms. Long and Ms. Taneja gave brief self-introductions.

II. Consent Item

Approval of the Minutes of the November 23, 2021 Meeting

Minutes were reviewed.

Ms. Gutierrez gave a correction on page 10; Mr. Key and Mr. Taylor should read as holding, as they did not step down.

Moved/Long, second/Key, to approve the November 23, 2021 minutes with corrections.

Roll call vote:

Aye: 4 (Taylor, Key, Taneja, Long)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 2 (Coultrup, Shapira)

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 this item. The Governor extended the executive order until March 31, 2022, unless extended by the Governor. The board must take action every 30 days to remain in compliance.

Moved/Taneja, second/Key, 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: 4 (Taylor, Key, Taneja, Long)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 2 (Coultup, Shapira)

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

The board went into closed session at 10:24 a.m. At 10:35 a.m., Ms. 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, Family Services Worker III, and CFS Maintenance/Courier.

There was no list to approve for Family Services Worker II.

- C. Election of Community Representatives and Alternates

Ms. Gutierrez reviewed this item. Applications were received from Mr. Junior Goris, Mr. Stephen Key, Ms. Donna Bonner, and Ms. Fienishia Wash. Mr. Charles Taylor and Ms. Shannon Pierce did not apply, however, were interested in being candidates and present. Mr. Goris had to work and could not be present, therefore, ineligible to be a candidate. Per PC bylaws: Article IV, Meetings, Section 6: Nominations/Elections: PC Board Members or candidates must be present to be nominated or elected. Ms. Gutierrez asked the board if there were any objections to Ms. Pierce and Mr. Taylor being a candidate for position without receipt of application. There were no objections from the board. Mr. Key, Ms. Bonner, Ms. Pierce, Ms. Wash, and Mr. Taylor were the Past Parent candidates.

Each candidate spoke on why he/she wanted to be considered for Past Parent representative.

It was noted Ms. Bonner qualified for Foster Parent representative.

Ms. Wash spoke on why she wanted to be considered for Grandparent representative.

Past Parent:

First Vote: Mr. Taylor: 2, Mr. Key: 1, Ms. Pierce: 1, Ms. Bonner: 1

Second Vote (Second representative and alternate): Mr. Key: 2, Ms. Pierce: 1, Ms. Bonner: 1

Grandparent Vote: Ms. Wash: 4

Foster Parent Vote: Ms. Bonner: 4

Moved/Key, second/Long, to approve Mr. Charles Taylor and Mr. Stephen Key as Past Parent Representatives, Ms. Shannon Pierce as alternate, Ms. Fienishia Wash as Grandparent Representative, and Ms. Donna Bonner as Foster Parent Representatives.

Roll call vote:

Aye: 4 (Taylor, Key, Taneja, Long)

Nay: 0

Abstention: 1 (Gutierrez)

Absent: 2 (Coultrup, Shapira)

D. Election Community Action Board of Representatives and Alternates

Ms. Gutierrez reviewed this item.

Ms. Wash spoke on her experience sitting on the Community Action Board.

Ms. Gutierrez stated the meeting time of the Community Action Board is 10:00 a.m. on the second Wednesday of each month, via Zoom.

Ms. Long, Ms. Wash, Ms. Bonner and Mr. Taylor were the nominated representative.

Vote: Ms. Wash: 2, Ms. Long: 2, Ms. Bonner: 1, Mr. Taylor: 1

Moved/Bonner, second/Key, to approve Ms. Fienishia Wash and Ms. Kara Long as Community Action Board representatives, Ms. Donna Bonner and Mr. Charles Taylor as alternates.

Roll call vote:

Aye: 6 (Taylor, Key, Taneja, Long, Wash, Bonner)

Nay: 0

Abstention: 1 (Gutierrez)

Absent: 2 (Coultrup, Shapira)

E. Election of Maternal, Child and Adolescent Health Advisory Board Representative

Ms. Gutierrez reviewed this item and the purpose of the Maternal, Child and Adolescent Health Advisory Board. The representative will sit on the board as an active participant and report back to the PC.

Ms. Wash commented she had attended the meetings prior to COVID-19. She enjoyed the meetings, and noted there were many health topics covered.

Ms. Long asked if it is a publicly held meeting.

Ms. Gutierrez responded yes, it is.

Ms. Wash, Mr. Taylor, and Ms. Bonner nominated themselves for representative.

Vote: Mr. Taylor: 2, Ms. Wash: 2, Ms. Bonner: 2

To break the tie Ms. Gutierrez elected Mr. Taylor as Maternal, Child and Adolescent Health Advisory Board Representative.

Vote for Alternate: Ms. Wash: 3, Ms. Bonner: 2

Moved/Bonner, second/Key, to approve Mr. Charles Taylor as the Maternal, Child and Adolescent Health Advisory Board representative, and Ms. Fienishia Wash as the alternate representative for the Policy Council.

Roll call vote:

Aye: 5 (Taylor, Key, Taneja, Long, Bonner)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 2 (Coultrup, Shapira)

Ms. Wash was unable to vote due to technical difficulties.

Ms. Gutierrez said Ms. Desha will provide the county with representative and alternate contact information.

F. Approval to Delegate Authority to the Parent Advisory Committee to Function in the Screening and Interviewing of Prospective Applicants Directly Related to the SETA-Operated Program

Ms. Gutierrez reviewed this item. With approval of this item the Parent Advisory Committee will be a part of the Agency Human Resources interview process.

Moved/Taylor, second/Bonner, to approve the delegation of authority to the Parent Advisory Committee to function in the screening and interviewing of prospective applicants directly related to SETA-Operated Program.

Roll call vote:

Aye: 6 (Taylor, Key, Taneja, Long, Wash, Bonner)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 2 (Coultrup, Shapira)

G. Election of Policy Council Officers for 2021-2022

Ms. Gutierrez reviewed this item and accompanying bylaws. Only one person from a delegate agency can hold a position. Only one per SETA-Operated Program can hold a position. Only one community representative can hold a position.

Ms. Lee added a point of clarification. Only one representative can be on the Executive Committee. They would not be eligible for another position if someone else is already elected in position.

Ms. Wash spoke on why she wanted to be considered for Chair.

Ms. Taneja spoke on why she wanted to be considered for Chair.

Mr. Taylor spoke on why he wanted to be considered for Chair.

Vote for Chair: Ms. Wash: 3, Ms. Taneja: 0, Mr. Taylor: 3

Ms. Gutierrez, as Chair, broke the tie by appointing Mr. Taylor as Chair.

Ms. Gutierrez reviewed the responsibilities for the Vice Chair.

Ms. Long spoke to why she would like to be considered for the position of Vice Chair.

Vote for Vice Chair: Kara: 6

The positions of Secretary, Parliamentarian and Treasurer were tabled to the next meeting.

Moved/Bonner, second/Key, to approve Mr. Charles Taylor as Chair and Ms. Kara Long as Vice Chair.

Roll call vote:

Aye: 6 (Taylor, Key, Taneja, Long, Wash, Bonner)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 2 (Coultrup, Shapira)

Ms. Gutierrez asked Mr. Taylor if he would approve for her to finish out the meeting as Chair.

Mr. Taylor answered yes, she can.

IV. Information Items

A. Standing Information Items

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

Mr. Han reviewed the Head Start expenditure reports. Head Start is on budget. The CARES Act funds were reviewed, these funds will end July 30, 2022. Spending the CARES Act funds is the current priority.

Mr. Taylor asked if Twin Rivers USD spent all of their CARES Act funds.

Mr. Han responded yes, they have spent all their CARES Act funds.

The America Rescue Plan (ARP) Act and the Corona Virus Response and Relief Supplemental Appropriation (CRRSA) Act funds were reviewed. The American Express and Citi credit card statements were reviewed, there was nothing out of the ordinary.

Ms. Shannon Pierce left the meeting at 11:37 a.m.

➤ Parents/Staff Recognition-Perfect Attendance: None

➤ Community Resources – Parents/Staff:

Ms. Gutierrez reviewed the community resources. There is a quick survey; she encouraged board members to participate in.

Ms. Desha shared a link for the North Sacramento Family Resource Center, www.northsacfrc.org

➤ Parent/Staff Recognitions: None

➤ PC/PAC Orientation and Officer Training:

One on one orientation continued and officer training to be announced after election.

B. Governing Board Minutes for November 4, 2021: No Questions

IV. Committee Reports

➤ Executive Committee Meeting:

Ms. Gutierrez said Ms. Desha will reach out to new executive committee members for the next meeting date.

- Budget/Planning Committee:
Ms. Gutierrez said the next meeting will be held Tuesday, January 11, 2022.

VI. Other Reports

- A. Interim Executive Director's Report: No Report
B. Head Start Deputy Director's Report: No Report
- Monthly Program Information Report
- C. Chair's Report

Ms. Gutierrez reminded the board that continued recruitment efforts are needed, and encourage board members to share their stories.

A poll was taken for returning to in-person meetings starting January 2022. The vote was taken by a raise of hands.

Five hands were raised in favor of in-person meetings. In-person meetings did not have the favor, meetings will continue via Zoom.

Ms. Long asked about child care, specifically young babies.

Ms. Gutierrez shared that previous members with babies have brought the baby with them to the meetings. They can step out if needed.

Ms. Desha share that there is a wellness room that is available in the SETA headquarters building.

- D. Head Start Managers' Reports
- ✓ Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services

Ms. Carr wished everyone happy holidays.

- ✓ Karen Griffith - School Readiness, Special Education and Mental Health Services - No Report

- ✓ 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 11:46 a.m.

ITEM III-A- ACTION

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

BACKGROUND:

California Governor Gavin Newsom has recently extended until March 31, 2022 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 Council Meetings, provided necessary procedures are followed. The Head Start Policy Council on January 25, 2022 will be the first council meeting conducted utilizing the AB 361 Procedures, which are reflected in the Notice for the Council 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 Council meeting to be held by teleconference procedures consistent with AB 361, the Council 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:

ITEM III-A-ACTION (continued)

Page 2

- 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 Head Start Policy Council 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.

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-B - ACTION

CLOSED SESSION PERSONNEL- PURSUANT
TO GOVERNMENT CODE SECTION 54957

BACKGROUND:

This item provides an opportunity for the Policy Council to take action on personnel items.

**CLOSED SESSION PERSONNEL – PURSUANT TO GOVERNMENT CODE
SECTION 54957**

- Approval of Eligible List for: Associate Teacher/Associate Teacher Infant Toddler, Head Start Teacher, Family Services Worker II, Family Services Worker III, Administrative Assistant, Children and Family Services Maintenance/Courier, Head Start Cook, Human Resources Manager, Information Technology Services Facilitator
 - ✓ Report out of closed session

NOTES:

ITEM III-C – ACTION

ELECTION OF COMMUNITY AGENCY REPRESENTATIVE

BACKGROUND:

Head Start Policy Council bylaws provide an opportunity for two community agencies to serve on the board. Community agency representatives serve as a conduit between the board members and the community.

Last month, an application was received from Ms. Rosemary Schapira, the North Sacramento Family Resource Center (FRC).

RECOMMENDATION:

Review the application and elect one Community Agency Representative.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-D – ACTION

ELECTION OF POLICY COUNCIL OFFICERS FOR 2021-2022

BACKGROUND:

This agenda item provides an opportunity for the Policy Council (PC) to elect officers for Program Year 2021-2022. The duties of PC officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PC that are not in conflict with these Bylaws, Article V – Officers, Section 2B and 2C:

Section 2, B of the Bylaws states: No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office. No more than one (1) representative per each of the SOP, Delegate Agencies, or Community Representatives shall serve as an officer.

Section 2, C of the Bylaws States: A SOP Parent Advisory Committee (PAC) member who has not been re-elected/replaced (called a holding member) shall not be eligible for election to represent PAC on PC or hold an officer position.

SECTION 3: Duties of Officers

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

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

- A. The Chair of the PC shall preside over all meetings of the PC and implement all policies and programs of the PC. The Chair shall act as the official agent of the PC in all matters relating to the PC, and shall be the chief spokesperson and public relations officer for the PC. The Chair shall have the power to appoint, both in and out of the PC, any additional positions as needed with ratification of the PC. The Chair shall represent the PC at the National Head Start Association Parent Conference. The Chair shall be an ex-officio member of all committees and shall represent the PC at all Governing Board meetings, but shall adhere to Article IV, Section 8 as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for ViceChair. 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.

ITEM III-D-ACTION (continued)

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- C. The Secretary shall call the roll, keep records of the current and preceding minutes at each meeting, and record resolutions or motions adopted, as may be necessary to expedite the PC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.
- D. The Treasurer shall work with staff and Council Secretary and keep such records, files and accounts as may be necessary to expedite the PC's business, work with the Staff and Council Secretary. 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 Policy Council elect a Secretary, Treasurer, and Parliamentarian.

Secretary:

Treasurer:

Parliamentarian:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM IV-A – INFORMATION
STANDING INFORMATION ITEMS

BACKGROUND:

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
- Community Resources – Parents/Staff: Ms. Marie Desha

NOTES:

New and Improved Website!
North Sacramento Family Resource Center (FRC)

Check out our updated website!

NorthSacFRC.org

f i t

SACRAMENTO CHILDREN'S HOME
North Sacramento Family Resource Center

Our new and improved website has a calendar of all of our upcoming Family Resource Center activities and workshops with links to register. You can also learn more about our all of the free services, such as car seat education, safe sleep baby, crisis intervention, and more. We also keep the website updated with community resources.

Visit us at www.NorthSacFRC.org

Make Parenting A Pleasure Workshop

Tuesday/Thursday series: 5pm to 7pm, starting on Thursday, January 13th
Monday/Wednesday series: 10am to 12pm, starting on Wednesday, January 19th



THE NORTH SACRAMENTO FAMILY
RESOURCE CENTER PRESENTS

MAKE PARENTING A PLEASURE!

A Free Court-Approved Parenting
Education Workshop that focuses
on Self-Care, Anger & Stress
Management, Positive Discipline
Tools, and More!



[CLICK HERE TO REGISTER](#)

Bilingual Story Time

Tuesdays at 1pm

The graphic features a central illustration of a castle on a hill with a rainbow arching over it. In the foreground, a large open book is shown. To the right of the book is a QR code. The background is a light blue sky with green trees and a small stream.

SACRAMENTO CHILDREN'S HOME
Completing & growing lives, one child at a time.

Birth & Beyond
Family Resource Centers

Funding provided by:
FIRST 5 SACRAMENTO
SACRAMENTO COUNTY

AMERICORP

Bilingual Story Time

Please join us for a bilingual (English/Spanish) Story Time on Zoom Every Tuesday 1pm-2pm

Participants will receive a FREE copy of the story for that week.

SACRAMENTO CHILDREN'S HOME
Family Resource Center
North Sacramento

[CLICK HERE TO REGISTER FOR BILINGUAL STORY TIME](#)

CHILDCARE APPRENTICESHIPS OPPORTUNITY

SETA Head Start is looking for people who want to work with children -
ages 18 months up to age 5.

Requirements: Age 18 or older, ability to pass criminal background check.

Must be fully vaccinated against COVID-19, or have an approved exemption
and be able to work 30 hours per week.

Salary: Starting at \$15.00 per hour with additional pay increases as you earn your college units.

Benefits:

SETA offers a comprehensive benefit package which includes health, dental, vision, life and AD&D Insurance.

Additional benefits: company paid SCERS; voluntary deferred compensation program; education incentive; and a generous paid time off and sick leave program.

Contact:

Please call or email Lisa Carr .

Email:

Lisa.Carr@seta.net

Phone #:

(916) 263-8123

About the Program:

This is an apprenticeship program which means SETA will offer and pay for all required classes to earn 12 units in Early Childhood Education. You will attend a combination of online and in-person classes, at SETA's main office.



ITEM IV-B – INFORMATION
SETA GOVERNING BOARD MINUTES

BACKGROUND:

Attached for your information is a copy of the most recent minutes of the SETA Governing Board.

Staff will be available to answer questions.

NOTES:

**REGULAR MEETING OF THE SACRAMENTO EMPLOYMENT AND
TRAINING AGENCY GOVERNING BOARD**

Minutes/Synopsis

(The minutes reflect the actual progression of the meeting.)

Meeting Held Electronically

Thursday, December 2, 2021
10:00 a.m.

I. Call to Order/Roll Call/Pledge of Allegiance

Ms. Scherman called the meeting to order at 10:03 a.m. The roll was called and a quorum confirmed.

Members Present:

Don Nottoli, Member, Board of Supervisors
Mai Vang, Councilmember, City of Sacramento
Sophia Scherman, Chair, Public Representative

Members Absent:

Eric Guerra, Vice Chair; Councilmember, City of Sacramento
Patrick Kennedy, Member, Board of Supervisors

II. Consent Items

- A. Approval of Minutes of the November 4, 2021 Regular Board Meeting and the November 23, 2021 Special Meeting
- B. Approval of Claims and Warrants

Moved/Vang, second/Nottoli, to approve the following consent items:

- A. Approval of Minutes of the November 4, 2021 Regular Board Meeting and the November 23, 2021 Special Meeting
- B. Approval of Claims and Warrants for 10/27/2021 through 11/23/2021

Roll call vote:

Aye: 3 (Nottoli, Vang, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Kennedy)

III. Action Items

- A. **GENERAL ADMINISTRATION/SETA**

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

Mr. Thatch reviewed this item. The declaration has continued for virtual platform meetings to hold through March 31, 2022.

Moved/ Nottoli, second/Vang, to approve the Findings and Authorization to Extend Use of Teleconferencing Procedures for Board 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: 3 (Nottoli, Vang, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Kennedy)

2. Adoption of the Letter of Understanding on Application of the American Rescue Plan (ARP) Funds for Employees in the Head Start Unit, the Clerical, Technical and Analytical Unit, and the Supervisory Unit, and by Reference the Balance of the Agency

Ms. Noren stated the American Federation of State, County, and Municipal Employees (AFSCME) met nine times since June 11th, regarding the ARP funds. Ratification was held and passed on November 22, 2021. If approved the letter of understanding for ratification of extra holiday time during the agency closure can be implemented. With the board's approval the Agency would close December 23 through 31, and the use of staff accruals during this time would be reduced. The agency wide cost is approximately \$621,000.

Ms. Kossick clarified the item title should read American Rescue Plan (ARP).

Moved/Vang, second/Nottoli, to approve the Adoption of the Letter of Understanding on Application of the American Rescue Plan (ARP) Funds for Employees in the Head Start Unit, the Clerical, Technical and Analytical Unit, and the Supervisory Unit, and by Reference the Balance of the Agency

Roll call vote:

Aye: 3 (Nottoli, Vang, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Kennedy)

3. Approval of Procurement of the Agency's Workers' Compensation Insurance

Ms. Saurbourne stated the Agency's workers compensation insurance expires on December 31, 2021. Arthur J. Gallagher is still working to procure workers compensation insurance for 2022. Ms. Saurbourne introduced Mr. Ken Johnson, with Arthur J. Gallagher.

Mr. Johnson reviewed what was discussed at the previous meeting. He stated flood insurance is still being negotiated. Philadelphia Insurance company is no longer able to provide directors and officers liability, and employment practices liability insurance going forward. Philadelphia Insurance extended coverage for one additional year (2022). GuideOne Insurance stepped forward for next year and sent over a quote for auto insurance as well. GuideOne quoted at \$508,552.88 for Workers Compensation insurance; there are additional quotes being received.

Ms. Saurbourne said we have about \$100,000 savings this year. She asked the board to authorize for Gallagher to seek additional quotes in order for SETA to receive the best pricing and to authorize the Executive Director to purchase the workers compensation insurance for 2022.

Ms. Vang asked for clarification if the Interim Executive Director will be procuring and working on the workers compensation insurance.

Ms. Saurbourne replied yes.

Moved/Vang, second/Nottoli, to approve and authorize the Interim Executive Director to procure the Agency's Workers' Compensation Insurance.

Roll call vote:

Aye: 3 (Nottoli, Vang, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Kennedy)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Community Services Block Grant:

1. Approval of Community Service Block Grant (CSBG) Funding Recommendations for Program Year 2022

Ms. Davis-Jaffe reviewed the funding recommendations. SETA released a Request for Proposals (RFP) on August 26, 2021. The solicitation was to provide services for safety net, youth and senior support, and family self-

sufficiency; as identified in the in 2022-2023 Community Action Plan. The RFP included a special project for up to \$50,000 to prevent or eliminate recidivism, a felony or a misdemeanor arrest in Sacramento County among African American youth ages 14-17. There was one proposal received for this funding from a current provider. The proposal deadline was September 16, 2021. Once the proposals were received, a team of 13 individuals read the 26 received proposals. The team of readers included members of the SETA Workforce Development, Head Start and Fiscal Departments, Contracts Unit, the City of Sacramento Homeless Services, and the Sacramento County Department of Human Assistance. The readers ranked proposals based on the RFP's requirements. The SETA Community Action Board approved the recommendations on November 10, 2021.

Mr. Nottoli asked about the organizations that were funded that are now zeroed out and ranked two or three. What caused the drop off?

Ms. Davis-Jaffe replied the reading team based the rating on the agency's answers to the list of questions required by the RFP. Many of the current providers were on corrective action. The scores are not that low in the 80's and 70's. Unfortunately, there was not enough funding to reach everyone.

Mr. Nottoli asked for clarification if the agencies ranked two and three are all on corrective action plans.

Ms. Davis-Jaffe replied the majority are, however, they may not have received all possible points. The proposers may not have answered the question thoroughly enough.

Mr. Nottoli asked about corrective action plans.

Ms. Davis-Jaffe answered a majority of them were on a corrective action plan. There were challenges with the number of funding sources and how quickly those funds came in. There were also parts of the proposers' performance that did not meet required standards.

Mr. Nottoli asked if the money came too quickly and there was an inability to serve.

Ms. Davis-Jaffe replied the amount of funds received under CARES Act and FEMA, and figuring out how and where to spend it, might have exceeded their capacity which impacted performance this year. We tried to keep it focused on the data rather than subjective views on how the proposer does in the community.

Mr. Nottoli asked in regards to target areas, how does coverage for accessibility get taken into consideration in the recommendations?

Ms. Davis-Jaffe answered we do look at target areas and locations. We have been helping agencies by making referrals to them, even if they have a different target area, in order make sure the customers are being served.

Moved/Vang, second/Nottoli, to approve the Community Service Block (CSBG) Recommendations for Program Year 2022

Roll call vote:

Aye: 3 (Nottoli, Vang, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Kennedy)

Ms. Scherman commented the agencies not included in this round seem to be located closely together. She expressed concerned for the South Sacramento area, as it is a key area. We need to keep an eye on them.

One Stop Services: None

Refugee Services:

2. Approval to Augment Funds to Refugee Program Service Providers with RSS Grant Funding for the Provision of Housing, Utility and Technology Assistance, Program Year (PY) 2021-2022

Ms. O’Camb reviewed this item, which seeks approval to award approximately \$700,000 to refugee service providers to supplement the RSS COVID-19 Supplemental funding. This would allow for continued housing, utilities, and technology support though the program year ending September 30, 2022. The RSS COVID-19 Supplemental funding is anticipated to be fully utilized by the end of January 2022. In addition to the funding recommendations, the refugee program is seeking approval for seven funding stipulations.

Mr. Thatch commented the procurement is different than previously seen, as the Agency was directed by the funding source to fund our existing providers with this money, thereby avoiding prolonged procurement.

Moved/Vang, second/Nottoli, to approve the Augment Funds to Refugee Program Service Providers with RSS Grant Funding for the Provision of Housing, Utility and Technology Assistance, Program Year (PY) 2021-2022

Roll call vote:

Aye: 3 (Nottoli, Vang, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Kennedy)

C. CHILDREN AND FAMILY SERVICES:

1. Approval to Submit Annual Refunding Application for Fiscal Year 2022-2023 to the California Department of Social Services

Ms. Denise Lee reviewed the annual refunding application with the state of California for the State's General Child Care/Infant and Toddler program, for just over \$ 3.6 million. Ms. Lee noted we split the action items into two because State services have been separated between the Department of Education (State Preschool) to the Department of Social Services (General Child Care/Infant and Toddler Services). Starting July 1, 2022, the Department of Education is operating the preschool programs, and the Department of Social Services is operating the infant/toddler programs.

Moved/Nottoli, second/Vang, to approve the submission of the application for continued funding for fiscal year 2022-2023 California Department of Social Services with a maximum reimbursement amount of approximately \$3.6 million.

Roll call vote:

Aye: 3 (Nottoli, Vang, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Kennedy)

2. Approval to Submit Annual Refunding Application for Fiscal Year 2022-2023 to the California Department of Education

Ms. Lee reviewed this item, which is for the State's preschool programs. This item is similar to Item III-C-1 but represents the different funding sources for each application, starting July 1, 2022.

Moved/Vang, second/Nottoli, to approve the submission of the application for continued funding for fiscal year 2022-2023 California Department of Education with a maximum reimbursement amount of approximately \$3.6 million.

Roll call vote:

Aye: 3 (Nottoli, Vang, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Kennedy)

3. Approval of Budget Modification, Carryover Request and Submission of a Revised 1303 Facilities Renovation and Repair Application for Head Start and Early Head Start

Ms. Lee shared that the board reviewed and approved this item in February 2021. Since then the estimated cost of the Northview project has increased significantly. The new estimated cost is \$2.3 million. Head Start is using underspent funds that are eligible for carryover, and CARES Act funds that have already been carried over. The CARES Act funds need to be reprogrammed from the Supplies cost category to Construction.

Mr. Nottoli asked for more detail in regards to the significant rise in cost.

Ms. Lee replied the original estimates were from the architectural firm in January 2021. There were additional upgrades that ultimately were eliminated to bring costs down, closer to \$1.7 million, however, with the increase in demand for construction workers, the short supply of sub-contractors, the rising costs of supplies and materials and general inflation, costs are estimated to be \$2.3 million. The Agency released the Invitation for Sealed Bids for general contractor services (IFSB) with the board's approval last month. Once we receive the bids, we will have a more accurate number for construction costs. The general contractor bids are due Thursday, December 16, 2021.

Mr. Thatch clarified this is not an RFP process for contractors, these are sealed bids. We will either award the lowest bidder, or regroup and rebid.

Mr. Nottoli asked did we put bid alternates for removed items, if bids came in lower.

Ms. Lee answered yes, we did. We have hired a project management firm to help, in particular through construction.

Moved/Vang, second/Nottoli, to approve a budget modification, in the amount of \$1,471,333, for Head Start and Early Head Start and carryover request, in the amount of \$1,621,333, and to submit a revised 1303 Facilities Renovation and Repair Application to the Office of Head Start/Administration for Children and Families.

Roll call vote:

Aye: 3 (Nottoli, Vang, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Kennedy)

IV. Information Items

A Fiscal Monitoring Reports: No Questions

B Employer Success Stories and Activity Report: No Questions

C Dislocated Worker Update

Mr. Walker stated that Fortuna BMC, scheduled to layoff 217 employees, has rescinded the layoff.

D. Unemployment Update/Press Release from the Employment Development Department: No Questions

E. Head Start Reports

Ms. Lee reviewed a question Mr. Nottoli had at the November meeting regarding Elk Grove's dental exams reported in the 2020-21 PIR.

Ms. Gricelda Ocegueda reviewed why there were high percentage rates for Elk Grove's failed dental results. Upon secondary review, we found that the reporting for Elk Grove was off; some children were marked as "failed" if they did not receive dental services, opposed to marking them as "not screened.". To address this issue going forward we are providing EGUSD staff with the training to accurately document for the coming year.

Mr. Nottoli asked if there might have been a higher participation rate?

Ms. Ocegueda said we would have to go back to fix the data. It is best to move forward with proper documentation. We are working with the delegate agencies to make sure the documentation is done correctly.

Mr. Nottoli asked for clarification whether we had already picked up on the mishandling, and were working on it before he commented last month.

Ms. Ocegueda replied yes.

Mr. Nottoli asked if any other discrepancies were found with other delegates.

Ms. Ocegueda said there have been a few, with the COVID-19 pandemic. The Agency is getting back on track by training new staff and oversight.

Ms. Scherman inquired if there will be an addendum or footnote to reflect we caught the discrepancy and are fixing it. This might reflect to funders later on that the delegates are not doing well, which could then have negative impact.

Ms. Lee replied because these reports are available to the public and the Federal Government, we will make an amendment.. We will go back to align with reporting. The regional office has to go in to allow us to make an amendment.

F. SETA Children and Family Services Department Year-In-Review Presentation

Ms. Lisa Carr opened the the year-in-review presentation for SETA Head Start. During the pandemic, parents felt isolated along with the children. We put out a data driven survey, which had a completion rate of 56 percent. What was gained from the survey was a need to help families feel more engaged, and smaller personal group meetings. We increased the ReadyRosie parenting curriculum. By March 2020, 70 percent of parents had accepted the invitation.

Ms. Karen Griffith reviewed remote learning. We created a mini amazon system to distribute hands-on learning materials to families. Families could drive in to drop off last weeks learning materials and pick up the next week learning materials. Each packet was based on individual children's learning needs. Ms. Griffith reviewed child outcomes, comparing Program Year (PY) 2020-2021 (uring COVID-19) to 2018-2019 (pre-COVID-19). Language and literacy were higher during remote learning. An area of focus for PY 2021-2022 is mathematics. There is a research study for social/emotional support utilizing trauma informed care. Moving forward, the Agency is making staff wellness a priority, focusing on professional development, not only with compliance, but coaching too. Head Start is partnering with Los Rios Community College and California State University, Sacramento.

Ms. Ocegueda reviewed the Head Start Health and Nutrition Services. Remotely we continued services, providing recipes and weekly meals. Head Start continued to accommodate special diet needs during the pandemic. Nutrition education services were provided for both Home-based and center-based families, along with staff. Head Start partnered with several state agencies with nutrition, food and dietetic programs. We continued health efforts by partnering with the UC Davis School of Nursing and Sacramento Department of Public Health to address childhood obesity. Efforts continued in the year with the Lead Awareness Project, partnering with the Sacramento County Department of Public Health on lead poisoning and prevention programs. One of the biggest focus areas was education on COVID-19 information, vaccination, testing, and what the centers are doing for prevention. A drive through clinic with the SMILES program was held. Ms. Ocegueda shared stories of several Head Start children.

Ms. Scherman commented on the stories of the children receiving glasses.

V. Reports to the Board

A. Chair: No Report

B. Executive Director

Ms. Kossick wished Supervisor Nottoli a Happy Birthday. Her last day with SETA is tomorrow, December 3, 2021. She thanked the board and staff for their dedication over the years.

C. Deputy Directors:

Ms. Lee recognized Ms. Kossick and wished her a wonderful retirement. She shared a video clip in dedication to Ms. Kossick.

D. Counsel: No Report

E. Members of the Board

Ms. Vang wished everyone happy holidays, and wished Ms. Kossick a happy retirement.

Mr. Nottoli gave his gratitude to Ms. Kossick for her years of leadership and dedication to the board and SETA.

F. Public: None

VI. Adjournment: The meeting adjourned at 11:25 am.

ITEM V

COMMITTEE REPORTS

- Executive Committee: Mr. Charles Taylor

- Budget/Planning Committee: Mr. Charles Taylor

ITEM VI

OTHER REPORTS

BACKGROUND:

- A. INTERIM EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Interim Executive Director (Ms. Denise Lee) an opportunity to report to the Policy Council on any items of important information or training opportunities available through the Workforce Development Department.

- B. SETA Head Start DEPUTY DIRECTOR'S MONTHLY REPORT: This item is set aside to allow the Head Start Deputy Director (Ms. Denise Lee) to report to the Council on any items of important information or to deal with special requests which need to be addressed.

- ❖ Monthly Deputy Director's Report

- C. CHAIR'S REPORT: The Chair of the Head Start Policy Council, on a regular basis, receives numerous items of information concerning legislation, current programs and agency activities.

The important information from the material received and meetings attended will be shared with the entire Council, and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Council to provide input on items that may require future action.

- ❖ PC Recruitment



ANNUAL REPORT



2020-2021

Preface to the 2020-21 Annual Report

Throughout the year, our nation heard and mimicked “these are unprecedented times!” Fast forward 18 months after the first Shelter-in-Place order and these are anything but unprecedented times. They are simply...THE TIMES.

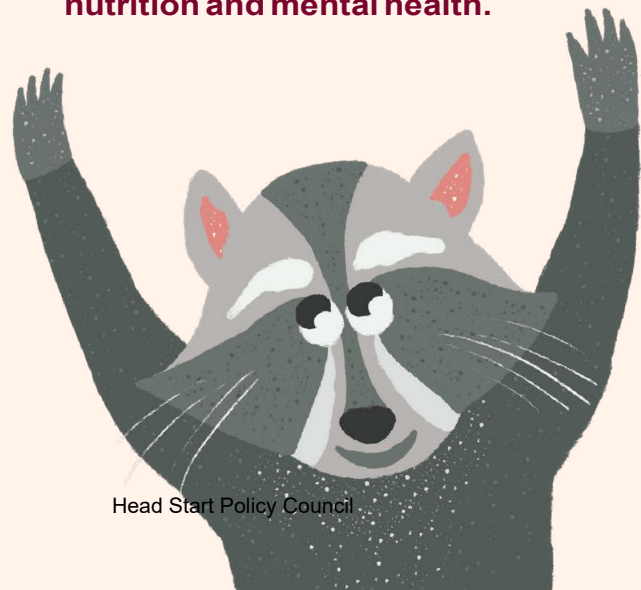
Over this past year and half, families have become full-time teachers at home; teachers have become education lifelines via technology; employers have become outsourced employment for employees working from home; and essential workers have become the nucleus of a global market unaltered. These are simply...THE TIMES.

Sacramento County Head Start/Early Head Start programs are no exception. Staff have turned ordinary comprehensive services into extra-ordinary ways of doing business in these times.

This report reflects the pivotal work performed prior to, during and after the pandemic. Since SETA, its delegate agencies and partners remained in distance-learning and support services for a majority of the 2020-21 program year, the information contained in this report largely represents anecdotal information with asprinkleofoutcomesdata. In some sections of the report, we have provided multi-year data as a comparison of normal scores/outcomes to pandemic scores/outcomes. In other sections, we have provided raw numbers, which may demonstrate the challenges of doing business in remote settings with many partners and providers closed for routine business.

A gigantic thanks to all of the Head Start/Early Head Start leadership, staff, parents, board members, partners and delegate agencies for ensuring the Head Start mission is accomplished through commitment, passion and dedication, despite the pandemic.

For more information about Head Start and Early Head Start services, please visit our website at: www.headstart.seta.net



Budget Report

Head Start (Preschool)

	2020-2021			Next Year 2021-2022
	Budget ¹	Expenditures ¹	In-Kind	Budget 3
SETA Operated Program	\$29,149,773	\$25,986,673	\$3,965,226	\$27,940,406
Elk Grove USD	3,940,151	3,417,770	938,398	3,596,657
Sac City USD	6,831,278	6,049,261	2,147,094	6,259,546
San Juan USD	9,812,918	8,841,462	2,465,658	8,996,443
Twin Rivers USD	2,287,614	1,707,582	667,732	2,271,191
Women’s Civic Improvement Club	1,521,621	1,519,607	340,161	1,433,298
Total	\$53,543,355	\$47,522,355	\$10,524,269	\$50,497,541

Under-spent HS/EHS funds will be carried over for unfinished projects. Other Funding includes \$8,049,590 in CDE and CACFP funding.

Early Head Start² (Infant/Toddlers)

	2020-2021			Next Year 2021-2022
	Budget ¹	Expenditures ¹	In-Kind	Budget 3
SETA Operated Program	\$10,899,878	\$9,995,835	\$3,380,605	\$10,365,086
San Juan USD	2,171,376	2,020,685	872,918	2,055,507
Twin Rivers USD	1,006,980	935,658	3,485	1,018,723
Total	\$14,078,234	\$12,952,178	\$4,257,008	\$13,439,316

(1) Includes CARES Act funding carried over from 2019-2020
 (2) Includes Early Head Start-Child Care Partnership funding for SETA
 (3) Includes HS/EHS Basic funding only

Delegates and Partners Program Accomplishments



Countywide Approaches to Distance Learning and Support Services During COVID-19

- From Fall 2020 to Spring 2021, high quality learning experiences were provided through distance-learning models that included synchronous learning via Zoom or Google Classroom meetings and asynchronous learning with Agency-provided learning plans for in-home lessons.
- Teachers and support staff provided school supplies and educational learning kits to families at contactless pick-ups and drive-through events throughout the school year.
- In March/April 2021, SETA and Delegate Agency programs (except for WCIC) reopened classrooms for in-person learning. A hybrid model of in-person and distance-learning was offered where cohorts of children attended in-person instruction on designated days of the week and participated in distance-learning on alternate days.
- Parent trainings were provided virtually and topics included gardening, family literacy, nutrition activities, physical fitness, promoting positive behavior, art experiences and pre-reading skills.
- Monthly Policy Committee meetings were conducted via Zoom. This virtual format was met with positive parent feedback because of its convenience.
- Home visits and parent conferences were conducted virtually that made it more accessible to parents who previously were unable to participate due to transportation and work schedules.
- All Sacramento County HS/EHS programs continue to be staffed by a culturally and linguistically diverse workforce reflective of our community. This was hugely critical during distance-learning.

Sacramento City Unified School District

- Chromebooks were distributed to families who needed computers making distance learning accessible.
- Program used Learning Genie, which became a portal for teachers to engage with their families. Teachers pushed out daily schedules for parents to use at home and provided lesson/activity plans for the week.
- Parent and teacher relationships were strengthened as teaching, learning and the completion of the required screeners (ASQ's) and assessments (DRDP) required parents to be well-informed and fully engaged.
- New laptop computers were provided to all teachers that allowed them to be more efficient with distance-learning.
- Families received free library-quality hardbound children's books.
- Due to the pandemic, Professional Learning focused on use of technology for virtual distance learning, and self-care topics to support the social emotional well-being of staff, student and families. Numerous Social Emotional Learning-related workshops were offered to staff.
- Nurses developed a library of virtual trainings for parents. Topics consisted of nutrition education, dental hygiene, hand washing and safety procedures during COVID-19.
- SCUSD provided free meals for all our students in distance learning. The district's Central Kitchen project is complete and students will soon be receiving healthy fresh meals using local produce. This Farm to School program will use locally sourced ingredients to offer nutritious and sustainable food offerings, all while supporting our local growers.

Elk Grove Unified School District

- Chromebooks were given out with information on free wi-fi access and low-cost internet service.
- Elk Grove USD partnered with Early Smiles Sacramento Program/Center for Oral Health that provided oral health information at four virtual parent education events and six dental screenings at drive-through events. Hygienists provided oral health recommendations and referrals. Families received dental kits and other school supplies.
- Partnership with Sacramento County Mental Health Program Coordinators provided five virtual meetings on self-care for adults, co-regulation between caretakers, family members and children, and mental health in-person and online resources.
- Youth librarians from the Sacramento Public Library met families at 12 virtual events to share songs, books, their website, and services.
- Sacramento Food Bank Outreach Manager presented a video on applying online for CALFresh and how to access their family services at 5 virtual events.
- The Sacramento County Office of Education and the Sacramento Food Bank provided diapers, bottles, formula and wipes to EGUSD families.
- Sacramento Zoo animal care specialists shared various animals with families through 12 virtual events for children and adults to learn about habitats, mobility, appendages, and diets. Virtual in-class field trips were also presented to every class.
- 273 families participated in Ready Rosie parenting curriculum that provided parenting videos modeling positive parenting strategies



Sacramento Zoo animal care specialist presenting at a virtual parent education event

2020-2021

Twin Rivers Unified School District

- Virtual parent engagement activities were offered via Zoom with high parent participation. Offerings included monthly dance parties, Multicultural Faire, Back to School Night, Open House and Read Aloud with the Early Head Start/Head Start Director.
- TRUSD collaborated with California State University, Sacramento (CSUS) Social Work Department to support a MSW intern that provided classroom support to all Early Head Start and Head Start sites.
- Collaboration with TRUSD Facilities and Maintenance Department to complete playground improvement projects at the Morey Avenue location.
- Program facilitated 18-day summer camp program at all four sites for toddler and preschool students.
- Implemented and utilized the Learning Genie app for contactless sign in and out process and Daily Health Card completion with parents.
- Created and implemented an online enrollment process for all TRUSD ECE programs.
- Focused on social emotional learning with daily Social-Emotional Learning book readings and monthly virtual activities with the Social Work team.
- TRUSD onboarded over 70% of parents to Ready Rosie, the online parenting curriculum that provides parenting strategies and behavior techniques for better parent-child interactions and family communication.



“The Head Start program has been a great relief in my childcare needs. My son has greatly furthered his development and it gives me peace of mind that he is safe and being taken care of.”



San Juan Unified School District

- SJUSD continued the use of Teaching Pyramid piloting at Marvin Marshall school site.
- All EHS and HS programs received new outdoor classroom furniture.
- SJUSD has established a new ECE website to house all department resources for staff, forms, documents, online trainings, and program content areas.
- SJUSD ECE purchased and implemented the use of Creative Curriculum Cloud.
- Program implemented “Calm Classroom” to teach and support mindfulness practices in classes, 5 SJUSD staff have been trained as coaches and this was a focus in Professional Development.

River Oak Center for Children

- Program provided ongoing virtual socializations with monthly pick-up days for families to get supplies to use during socializations. Families were provided \$10 gas cards when they attended pick-up day and Socialization.
- Program continued to provide newly enrolled families with developmental learning packages and tablets to support virtual learning.
- ROCC EHS program has gone almost paperless in its recordkeeping system with the exception of ongoing assessment tool. Program is now able to upload documents into its ChildPlus database in a timely manner.
- The program continued to offer various support services to the families by connecting them to community resources such as financial support, mental health referrals, food, housing, and simply connecting them to other community resources.

Women’s Civic Improvement Center

- WCIC/Playmate Head Start Program received an Unqualified June 30, 2020 Audit.
- Professional Development: Program staff accomplished over 21 professional growth hours from the Sacramento County Office of Education including courses on Trauma-Responsive Practices for Early Childhood Providers, Strengthening Self Awareness to Reduce Burnout in Times of Stress (Self-Care), Supporting Children and Families When Programs Are Virtual, Looking at Trauma Through the Lens of an Individual Child and Trauma-Responsive Family Engagement in Early Childhood: Practices for Equity and Resilience.
- Teacher and Associate Teachers continued to advance in their degree attainment and one Associate Teacher has just completed her Associate of Arts Degree in Early Childhood Education from Cosumnes River College in the of Spring 2021. One Associate Teacher obtained an Associate Teacher Permit in Spring 2021. All Associate Teachers continued to attend community College and complete ECE courses.
- Non-teaching support staff Program Specialist and Program Assistants continued to take ECE classes to further their education in ECE.

Sacramento County Office of Education

- Successful implementation of ASQ online as a means to complete screenings with families.
- Distributed learning materials to families to support continued learning at home.
- Hosted virtual socializations which included popular topics like gardening and Zumba.

SETA Community Partnerships:

SETA celebrates important partners during 2020-21

- Public Health Division Obesity Prevention Program
- UC Davis Betty Irene Moore School of Nursing
- Sacramento County Department of Health Services

TB Testing for SETA Staff

TB testing is required for staff on an annual basis to keep enrolled children and staff safe from infectious diseases. Due to the pandemic, many routine medical services were paused, and many staff fell behind on TB testing. In July 2021, UC Davis student nurses administered 122 TB PPD skin tests to SETA Head Start staff in a two-day period as well as education about the disease, management and its prevention.



Oral Health Care

Oral Health information, resources and promotional items were offered to 143 families. Enrolled children and their families received information on oral health and Medi-Cal/Denti-Cal resources. Goodie bags with toothbrush, tooth paste, floss, timer and “Potter the Otter Visits the Dentist” book (available in 3 languages: English, Spanish and Vietnamese) were given to children to promote preventive oral care practices. For children 18 months and younger, they received bibs, finger brushes and washcloths. Additionally, for families who did not return to in-person classes, UC Davis student nurses hosted an Oral Care Webinar that talked about risk factors that lead to poor oral health, how cavities and poor oral health can lead to systemic problems, stages of tooth decay, indicators of poor oral hygiene, correct teeth brushing techniques, fluoride varnish treatment and local resources.



Medication & Special Diet Checks

Every summer UC Davis student nurse interns help check to ensure care plans, special diet cards, feeding plans and medication boxes are complete, updated and properly labeled. This safety protocol is done quarterly to ensure safety and in compliance with child care licensing regulations. Student nurses learn about child care health and safety regulations as they assist in our program.

This year, student nurse interns checked if First Aid and Blood Borne Pathogen kits are stocked in each SETA-Operated classroom. They also inspected if red cross signs were visible to easily access child medications and/or care plans. They verified that the medication boxes contained the correct medications

for children and are properly labeled. Additionally, they checked the class health binders to ensure it contained correct care plans and appropriate medication logs.



COVID-19 Vaccination Education

UC Davis student nurses hosted education events by having resource tables and answering questions on COVID-19 vaccines. They were stationed at 4 Head Start centers and at the TB clinic. They disseminated a little over 200 informational brochures that included information on how to access free COVID-19 vaccination, and disease awareness and prevention. SETA registered nurse consultants were also part of these education efforts by providing COVID-19 informational webinars to our Home Base program. The webinars provided information on free COVID-19 vaccination access, and disease awareness, prevention and management.

Childhood Obesity Prevention using Coordinated Approach to Child Health (CATCH) Partnership with UC Davis Betty Irene Moore School of Nursing and Sacramento County Department of Health Services, Public Health Division Obesity Prevention Program

This project's aim is to encourage movement/exercise among children. The CATCH activity promotes growth development and increase overall health through increased movement. Exercise also encourages play and is one way of reducing childhood obesity. The activity was done with 443 enrolled children in both center and home-based programs. An education webinar provided resources and information on how to develop health eating habits, engage in more physical activity, reduce sedentary time and getting adequate sleep.



Family Engagement

The challenges brought by the COVID19 pandemic required the program to evaluate how to best meet the needs of the families and resulted in many new practices.

- All Family Services Workers (FSW) received mobile phones and made at least weekly contacts with their families, sharing resources and information. This allowed FSWs to contact and connect with parents via email and more importantly with text messages which have been extremely effective.
- Parent meetings were hosted on Zoom which included guest speakers, and many FSW's joined their teacher Zooms to connect with their families.
- During the pandemic, families participated in the "to-go" food programs, picking up weekly meal boxes. This was another opportunity for FSWs to make in-person contact with families.
- In Spring 2021, SETA Head Start worked with CCR Analytics, a data collection/analysis company, to conduct an online parent survey. Nearly 60% (567) responded, resulting in parent feedback in seven family outcomes measures.
- SETA Head Start has developed a partnership with the SETA Workforce Development Department to provide a job coach and resource staff specifically assigned to enrolled Head Start/ Early Head Start families to support them in their needs to successfully return to the workforce. This partnership will continue in coming program year.

72%

of SETA Head Start respondents find the Agency "Very Helpful" in the overall area of "Families as Lifelong Educators."

In the area of "Family Connection to Peers and Community"

73%

of SETA Head Start respondents marked "Very Helpful" in the survey question "You connect with a staff member that you trust."



Ready Rosie Parenting Curriculum

Some positive comments from parent users:

↓

- I narrate with her all day and she has her own playmate, she loves it.
- Thanks for a fun video!
- We tried this a few times with some toys and Nathaniel picked the right object 3 out of 4 times. It was fun.
- I like the idea and I would share those ideas with my family too.

Since 2018-2019, SETA has implemented Ready Rosie as its research-based parenting curriculum to support family engagement. Once parents accept the invitation to join, they have access to online learning games and expert videos guiding their interactions with their children. All videos are short, easy to use and are available in English and Spanish. Ready Rosie is free to use by enrolled Head Start and Early Head Start families. SETA Head Start has also taken the extra step of aligning the video resource library with the DRDP and HELP assessment tools to assist teaching staff in selecting videos that support current lesson plans and individualized learning. Curated playlists are shared by teachers and program staff with parents.

Utilization of Ready Rosie continued to increase throughout 2020-2021 since Shelter-in-Place took effect in March 2020. Access to these early learning resources provided additional materials to families to engage with their children in order to support their development.

March 2020

63.40 % of families accepted the Ready Rosie invitation and 9,761 videos viewed by the families.

July 2021

70% of families accepted the Ready Rosie program and had 15,968 videos viewed by the families. 1,298 playlists were shared with our families that were reconnected with Ready Rosie.



www.headstart.seta.net

Education School Readiness Accomplishments

(SETA-Operated Program)

Virtual Classroom Assessment and Scoring System (CLASS) Observations

- 35 virtual CLASS observations were completed and showed Positive Climate as a strength across Remote Learning sessions

Professional Development for Staff

Staff development during the pandemic was of the utmost importance. A few highlights include:

- Summer series: 2,500 hours of professional development were offered this summer (200 staff per night, 2 hours per night, 6 nights)
- Coaching/Mentoring: Over 80 preschool and infant/toddler teachers received on-going coaching support from Teachers On Special Assignment (TOSAs)
- 166 preschool and infant/toddler teachers received online training for the Teaching Pyramid Jumpstart training
- Integrated new approaches with YouTube and virtual training

Virtual Teaching and Learning

- Parents were surveyed on their satisfaction with virtual/remote Head Start services during the pandemic:
 - 90% of families indicated their child's learning goals are included in weekly activities
 - 96% of families indicated their child's teacher is consistent, well prepared and ready to Zoom
 - 89% of families indicated that the Zoom sessions were fun, educational and appropriate for their child
 - 93% of families indicated their child has plenty of activities and materials throughout the week
 - 94% of families indicated the Measure Me bags had enough supplies and materials
- Home/School Packets were aligned to state and federal developmental goals and reflected the essential domains of learning in an interactive, hands-on approach. These packets were designed to increase parent engagement in the curriculum process.
- Innovative Measure Me kits were developed and aligned to the Desired Results Development Profile (DRDP) both infants, toddlers and preschoolers.

Desired Results Developmental Profile Data (DRDP) (SETA-Operated Program Only)

2020-2021 Program Year
(In-person class and Remote learning)

Central Domains	Percentage of children scoring in top 2 developmental levels of the DRDP Building Later/Integrating Earlier		
	Fall 2020	Spring 2021	% of Change
Approaches to Learning	18	44	144%
Social/Emotional Development	19	45	136%
Language and Literacy	16	48	200%
Cognitive Development	14	39	178%
Perceptual, Motor and Physical Development	38	56	48%

Desired Results Developmental Profile Data (DRDP) (SETA-Operated Program Only)

2018-2019 Program Year
(In-person class learning)

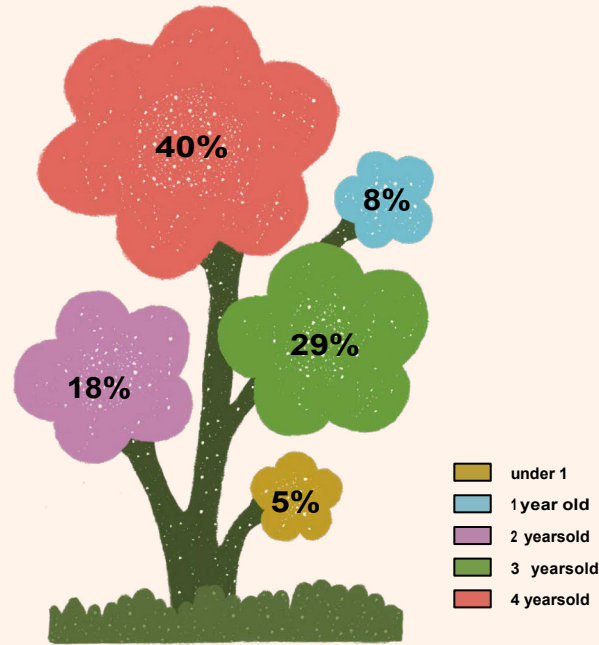
Central Domains	Percentage of children scoring in top 2 developmental levels of the DRDP Building Later/Integrating Earlier		
	Fall 2018	Spring 2019	% of Change
Approaches to Learning	23	48	108%
Social/Emotional Development	24	57	137%
Language and Literacy	20	45	125%
Cognitive Development	18	41	127%
Perceptual, Motor and Physical Development	18	65	21%

- Compared to the last full year of in-person class learning (2018-2019), the overall number of children scoring in the top 2 levels of the DRDP in 2020-2021 were lower in remote learning across most domains.
- The Social Emotional domain had the most dramatic decrease of scores during the pandemic. This was not surprising due to the number of families that were isolated during this time and many children lacking peer interactions.
- The Cognition data emphasize the need for increased efforts to support math concepts.
- Language and Literacy actually showed higher gains in remote learning. This is contributed to the activities of remote learning. The online platform was conducive to many reading, singing and rhyming opportunities.
- The SETA Operated Program will collaborate with WestEd to participate in a project funded by the U.S. Department of Education. The project is designed to support four-year-olds in preschool who are behind in their early math development at the beginning of the pre-K year through an effective Tier-2 curriculum intervention. This is quite timely given that tutoring will likely be instrumental in helping to reverse the pandemic learning loss. The curriculum will be taught by WestEd tutors in some classes and by classroom teachers in other classes with ongoing coaching and material support.

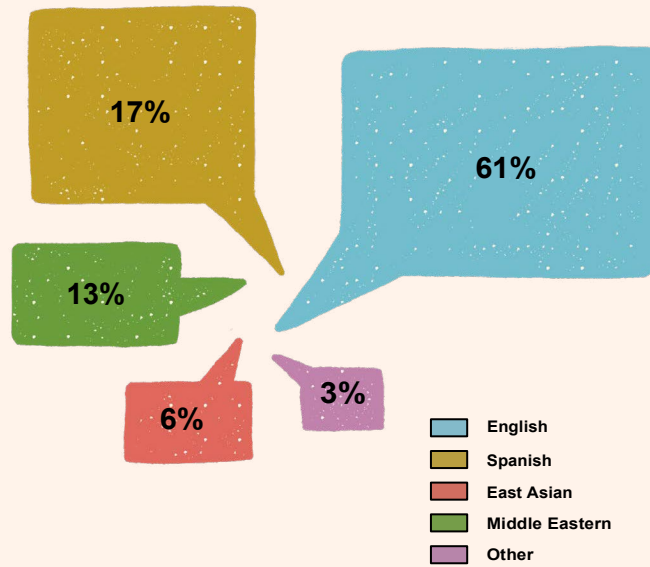


Child Demographics

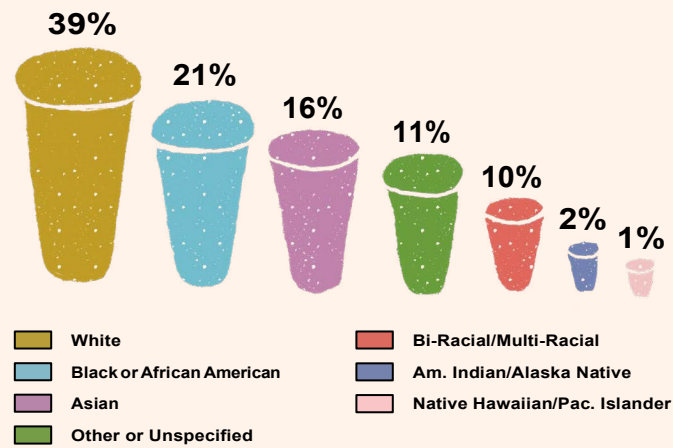
Age



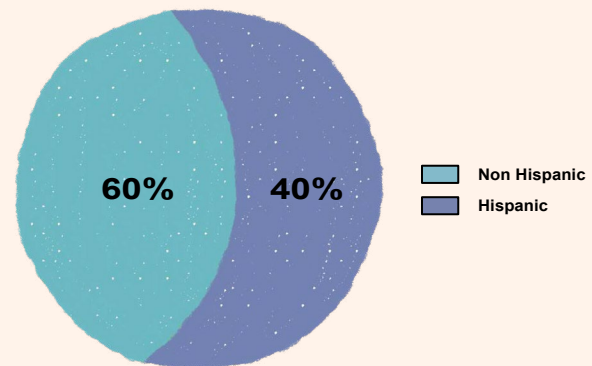
Primary Language



Race

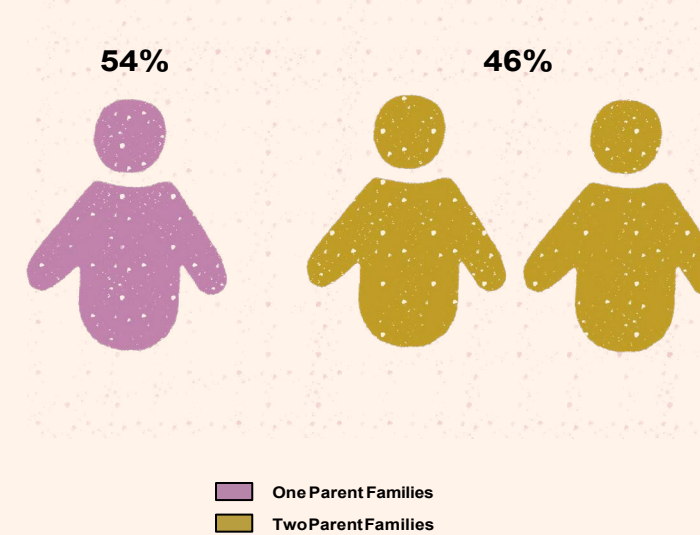


Ethnicity



Family Demographics

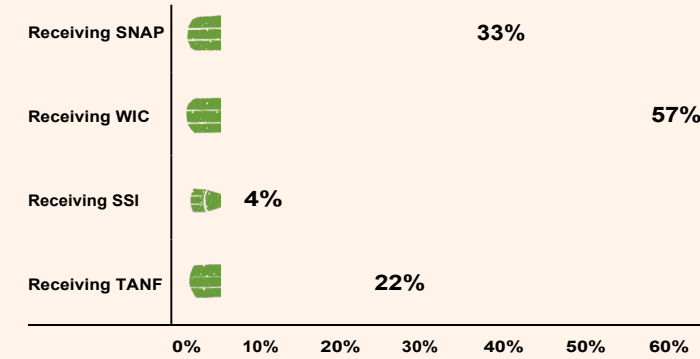
Single Vs. Two Family Households



Highest Household Education



Government Assistance

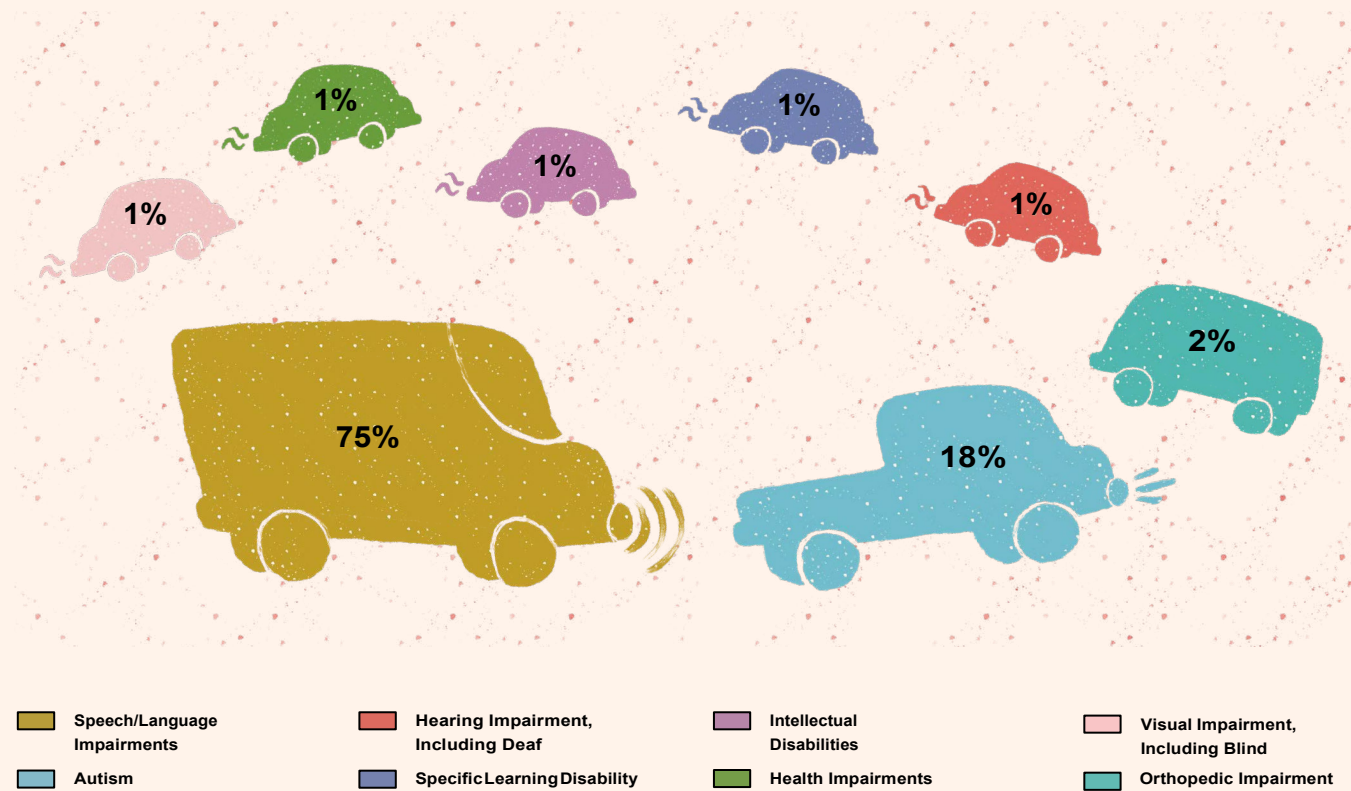


1% Percentage of Children in Foster Care & Percentage of Children Experiencing Homelessness
73% Average Monthly Enrollment
5,305 Total Number of Children Served

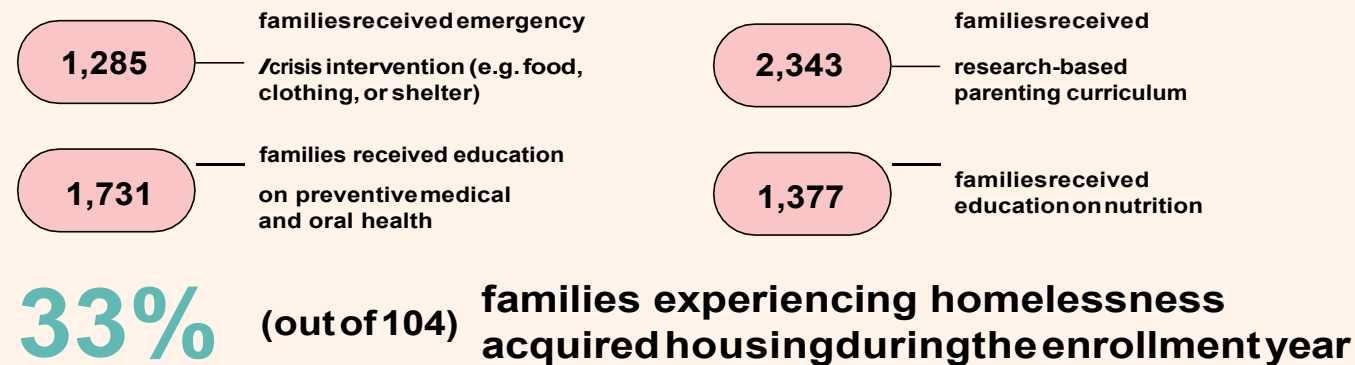
63% of families received at least one family service during the program year

Child Disabilities & Family Services

Types of Disabilities



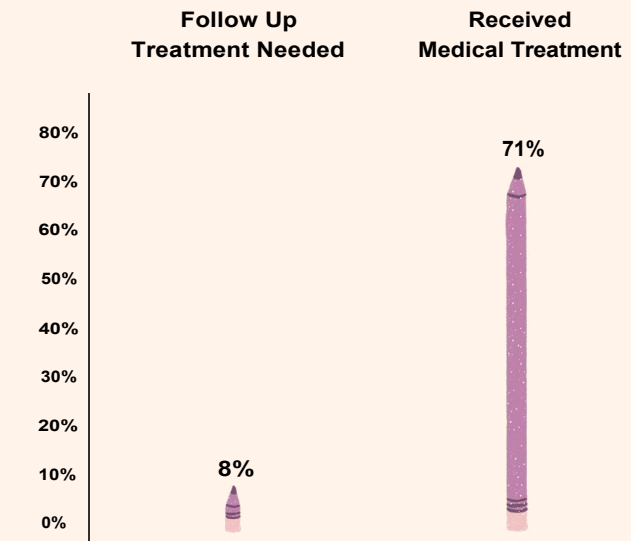
Family Services



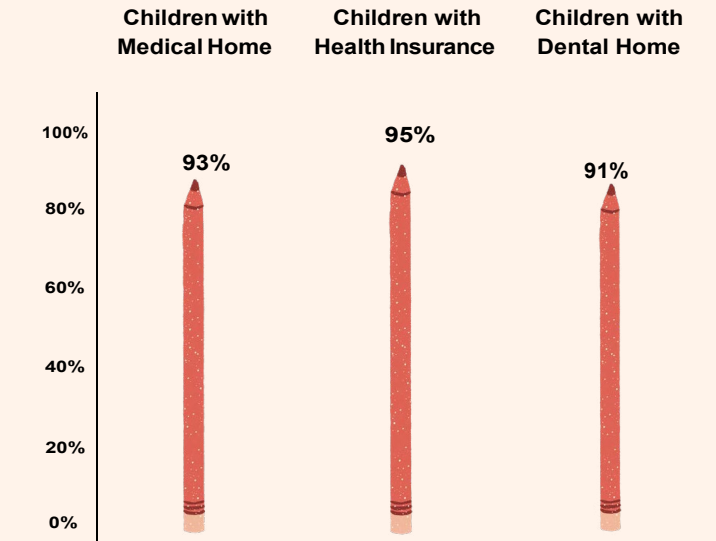
Child Health & Development Services



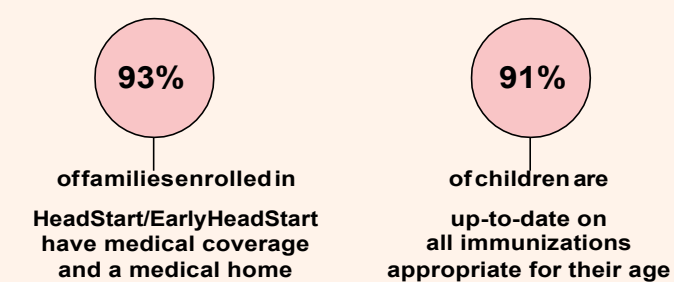
Medical Treatment /Follow-up Services



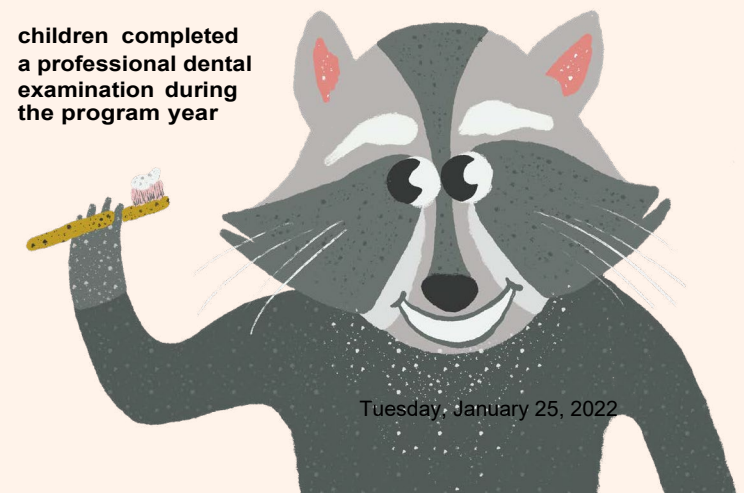
Access to Medical /Dental Services



Health Information

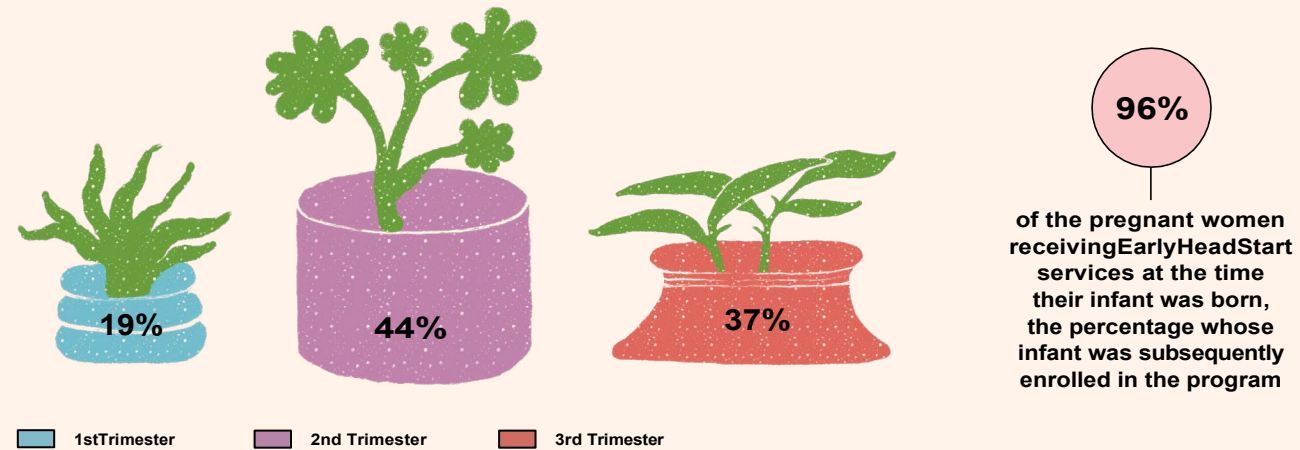


2,462 children completed a professional dental examination during the program year

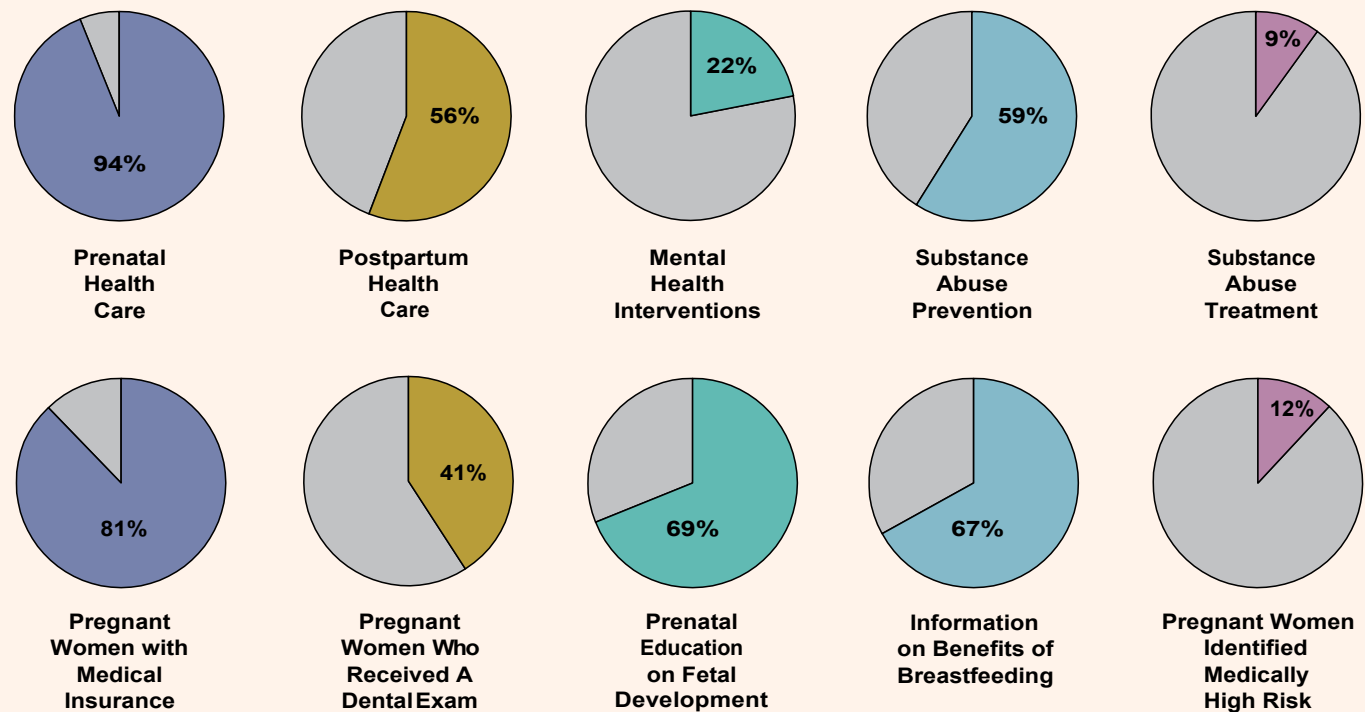


Services to Pregnant Women

Which Trimester the Pregnant Women Was Enrolled

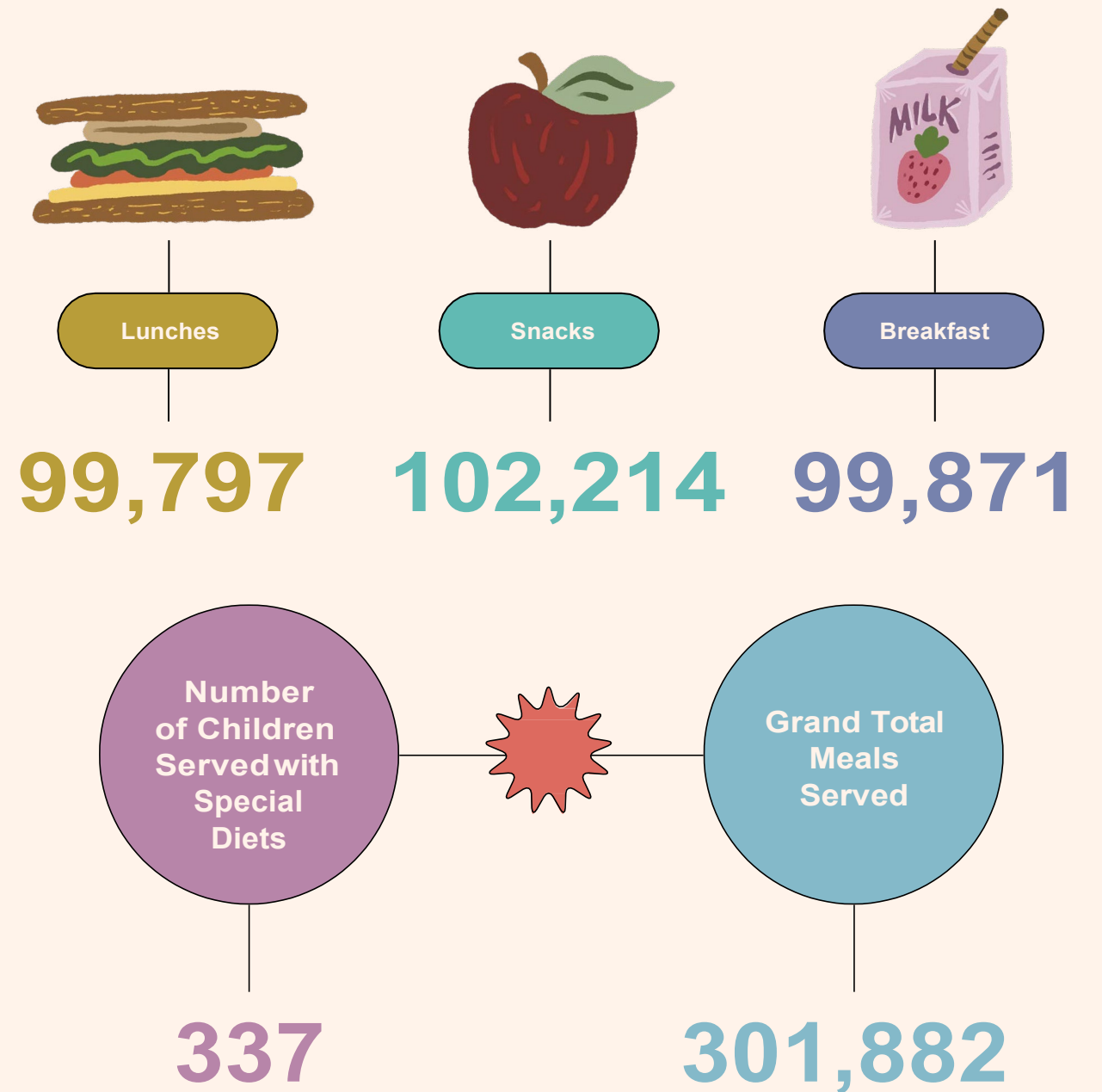


#of Pregnant Women — 32



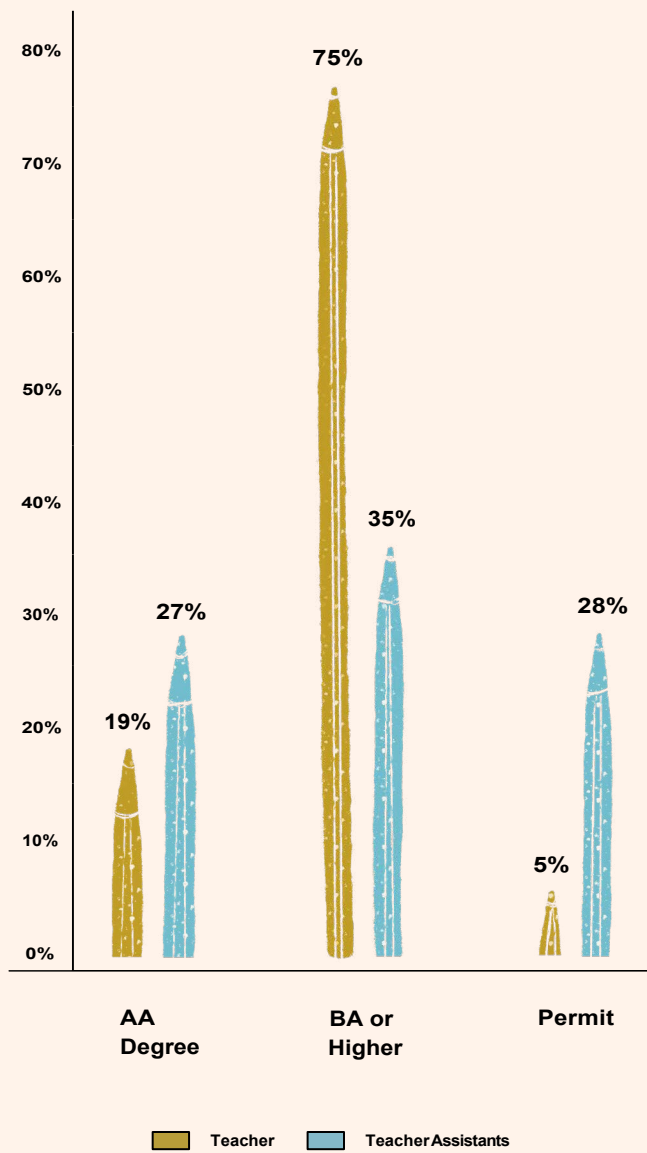
Total Number of Meals Served at SETA Operated Program

(In-person and School Meal Pick-Up during Shelter-in-Place)

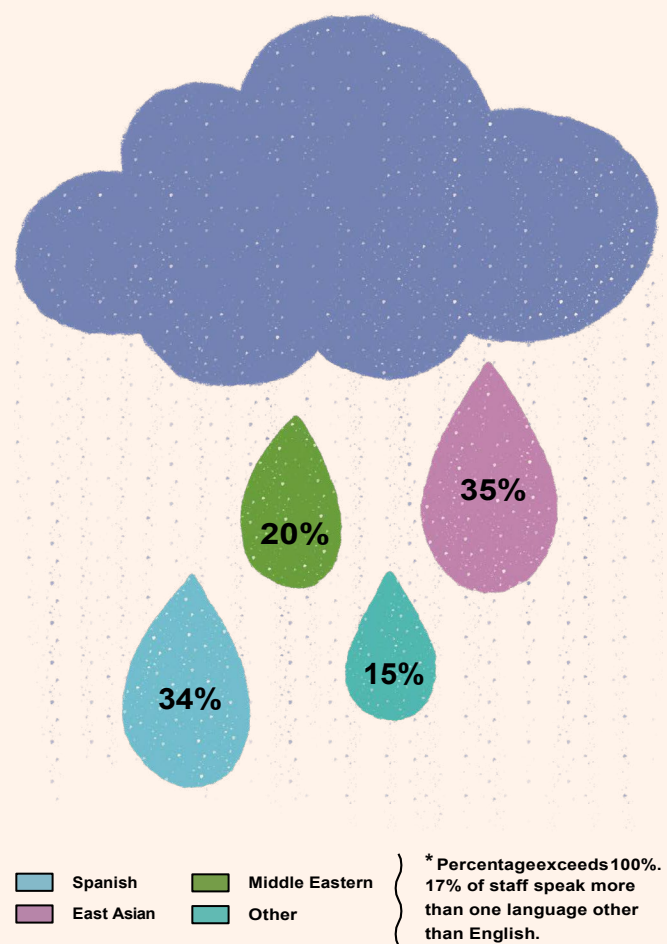


Staff Demographics

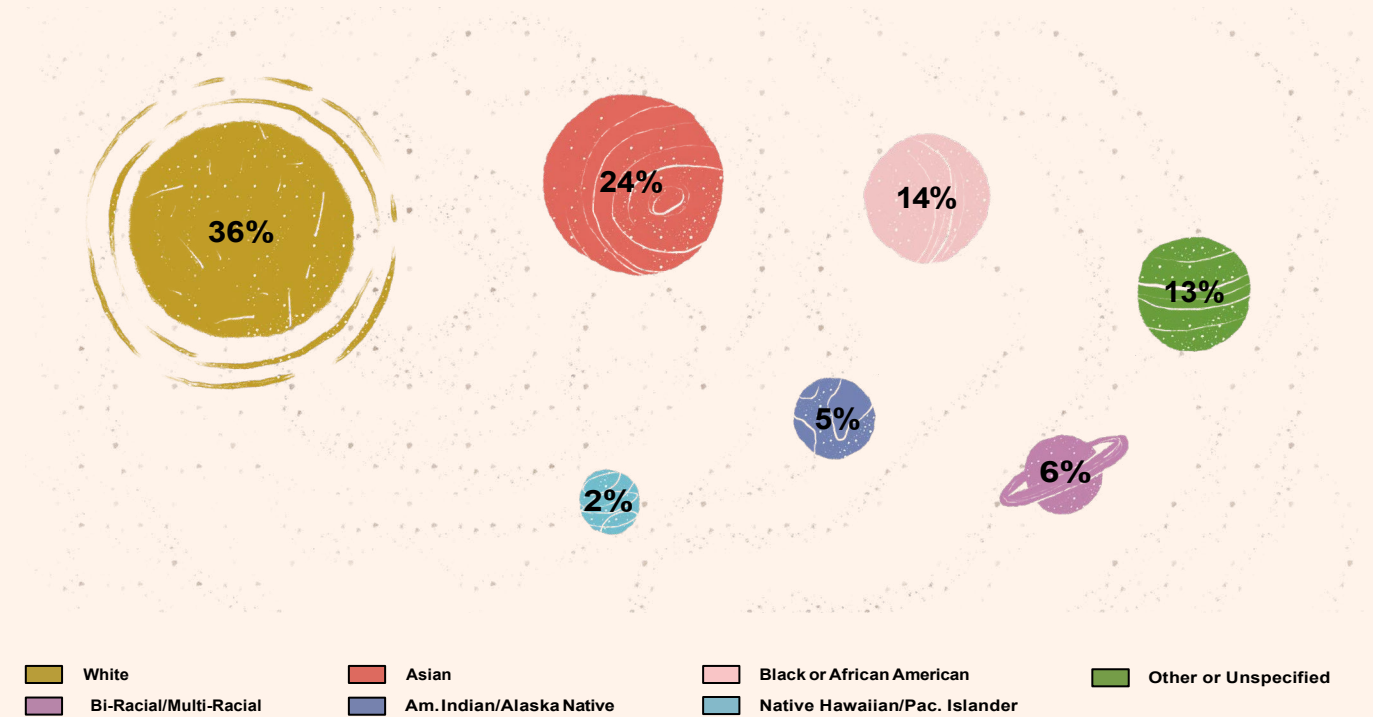
HeadStartTeachingStaffEducation



Teaching Staff Who Speak A Language Other Than English



Race (out of 605 teaching staff)



84% of SETA Family Service Workers have a credential, certification, associate, baccalaureate, or advanced degree in social work, human services, family services, counseling, or advanced degree in social work, human services, family services, counseling, or a related field

94% of Head Start/Early Head Start home visitors have a home-based CDA credential or comparable credential, or equivalent coursework as part of an associate's, baccalaureate, or advance degree

Governing Board Members

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Councilmember City of Sacramento

PATRICK KENNEDY

Board of Supervisors County of Sacramento

DON NOTTOLI

Board of Supervisors County of Sacramento

SOPHIA SCHERMAN

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Policy Council (PC) Chair

Executive Director

Deputy Director

**KATHY
KOSSICK**

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Delegate Agencies/Partners

Elk Grove Unified School District

Sacramento City Unified School District

San Juan Unified School District

Twin Rivers Unified School District

Women's Civic Improvement Club

Sacramento County Office of Education

River Oak Center for Children

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**DESIGN + ILLUSTRATION BY:
ANGELINASOROKIN.DESIGN**

Monthly Program Information Report

January 2022



Frequently Asked Questions about the Federal Vaccine

What is the deadline date for the federal vaccine mandate for Head Start/Early Head Start staff?

A: All Head Start and Early Head Start staff, including those on leave and collaborative partner staff, must be fully vaccinated (and or exempted) for COVID-19 by January 31, 2022.

Is weekly testing an option for unvaccinated staff?

A: No, staff must be fully vaccinated. Staff with an approved qualified medical/religious exemption must test weekly as part of their exemption status.

What should programs do if enough staff are non-compliant with the requirements or opt to leave and the program needs to close their centers?

A: Staff vaccination requirements may result in the loss of some staff because they will not get the COVID 19 vaccine and classrooms may need to temporarily close. That said, vaccination is an important requirement which prioritizes the health and safety of staff, children, and families.

If a classroom needs to isolate or quarantine due to a positive COVID 19 case, will it be acceptable for those students to receive remote or virtual learning during that time?

A: All programs are expected to have plans in place to allow for changes in community conditions that may temporarily suspend in person services. Programs may establish policies and procedures for responding to weather and disaster related events, which include implementing virtual and remote services. In these scenarios, programs may consider providing temporary virtual services until in-person operations can resume.

Is there an end date for vaccine requirement?

A: No, as of Nov. 30, 2021, vaccination for COVID 19 by Jan. 31, 2022, is a requirement in the HSPPS.

Are the agency employees paid under the indirect cost pool from all programs, including Head Start programs, subject to the vaccine requirement?

A: Vaccination for COVID 19 is now a requirement for all Head Start staff, regardless of funding source, even if they are paid under the indirect cost pool.

What if our state does not allow for vaccines/mask requirements?

A: Under the Supremacy Clause of the U.S. Constitution, this regulation pre-empts any state law to the contrary. U.S. Const. Art. VI § 2

What will happen with the standard when COVID 19 subsides?

A: ACF will respond appropriately to changes in the COVID 19 pandemic by updating regulations to reflect new and shifting circumstances.

How is Sacramento doing to meet this mandate?

A: As of January 11th, SETA, its delegate agencies and partners are approximately 84% compliant. We anticipate on February 1st, we will lose approximately 47 Head Start/Early Head Start staff, representing 4% of the 1,064 staff.

Update from Office of Head Start

A Message from Dr. Futrell, Director of the Office of Head Start

While we were hopeful the pandemic would be ending by now, OHS recognizes that the public health emergency continues throughout the country. We also know that Head Start children and families depend on in-person services. During this time, programs should continue making decisions about service delivery that are informed by U.S. Centers for Disease Control and Prevention (CDC) and local health department guidelines and based on what is best for families. Programs are encouraged to use existing plans to adapt to changes in community conditions and partner with their regional office throughout the process.

Update on Full Enrollment Initiative

In response to recent developments concerning the Omicron variant, OHS will not resume evaluating which programs will enter into the Full Enrollment Initiative beginning in January 2022, as previously communicated. That said, OHS will continue to track enrollment, as OHS has done since September 2021. Additionally, we continue to expect full in-person comprehensive services to be provided contingent upon CDC guidelines, state and local health department guidelines, and in consideration of local school districts' decisions.

SETA's Countywide Enrollment Campaign

On January 3, 2022, SETA launched its new social media enrollment campaign, advertising Head Start/Early Head Start on Facebook and Google. As of January 13, 2022, the advertisements showed up 141,165 times with 1,441 clicks on the ad for more information. This is a click through rate of 3.58%, which is on pace with typical Google and Facebook ads. Google kept pace from week 1 to week 2 and added the same number of ads as the previous week. Facebook picked up steam over the same two week period and nearly tripled its total leads. Leads to date for Facebook is 90 and for Google 24, for a total of 114 leads in two weeks.

Staff are still gathering data to confirm the number of actual enrollments this new campaign has generated, but the goal to increase public awareness is working. One staff shared, "The waiting list for our center grew from 8 three weeks ago to 16 this week."

In March, SETA will launch its commercial on cable TV to promote early registration for fall.



SETA Head Start Food Service Operations Monthly Report *December 2021

Freedom Park – Freedom Park AM and PM closed on 12/6/2021 due to staffing issues.
Freedom Park PM class will be closed from 12/7/2021-12/10/2021 and reopen
on 12/13/2021, closing due to COVID safety protocols.

Phoenix Park - PM Class will be closed from 12/13/2021 until January 3, 2022 due to COVID safety protocols.

Lunch	PM Snack	Breakfast	Field Trips
22,282	17,592	19,096	0

Total Amount of Meals and Snacks Prepared

Purchases:

Food	\$86,656.25
Non - Food	\$14,672.01

Building Maintenance and Repair: \$0.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$300.00

Vehicle Maintenance and Repair : \$16.00

Vehicle Gas / Fuel: \$1,701.16
Normal Delivery Days 13

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

December 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	114	6%	589	98	17%
Twin Rivers USD	140	36	26%	40	7	18%
Elk Grove USD	440	38	9%			
Sac City USD	736	32	4%			
San Juan USD	1052	118	11%	160	20	13%
WCIC	120	2	2%			
EHS CCP				80	10	13%
COUNTY TOTAL	4244	340	8%	869	135	16%

AFE: Annual Funded Enrollment

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
December 2021**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (12/31/21)	(b) % Actual to Funded
Elk Grove USD	440	411	93%
Sacramento City USD	736	414	56%
SETA	1,736	1,355	78%
San Juan USD	1,044	739	70%
Twin Rivers USD	160	156	96%
WCIC/Playmate	120	79	66%
Total	4,236	3,154	74%

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (12/31/21)	(b) % Actual to Funded
SETA	653	550	84%
San Juan USD	163	151	93%
TRUSD	56	51	91%
Total	872	752	86%

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30-day allowable period.
 (b) If enrollment is less than 100%, agency includes corrective plan of action.

Reasons for Program Under Enrollment

SETA

- Families continue to be hesitant with enrolling children center base and home base due to changing variants of Covid-19 exposure.
- Waivers allocated for enrollment of 10% over income families has been met at this time, over income waivers capped. With the exception of currently enrolled children transitioning from Early Head Start to Head Start.
- Classes capped due to limited staffing at the following sites: Bright Beginning; Franklin; Fruitridge; Hiram; North Ave; Solid Foundation; Strizek Park- totaling 110 vacant enrollment slots. Spinelli and Florin pending license- 80 enrollment slots vacant. Combined 210 enrollment slots account for 11% of the total enrollment.
- Nine sites reporting waitlist with 0 or < 10 families. Family Services Workers reporting families contacted for Part Day enrollment are expressing need for longer services hours.

Elk Grove USD

- One class at Prairie and William Daylor were combined due to limited staffing and significantly low enrollment. Interim use of virtual model approved for these two classrooms through December 31, 2021. Families have expressed not returning for in-person services due to Covid-19 concerns.
- Waiting list at Prairie and William Daylor are exhausted.
- The 95823-zip code has low recruitment and enrollment, observations of potential qualified families moving from the area.

Sacramento City USD

- All sites with the exception of Abraham Lincoln, Bear Flag, Camellia, Golden Empire, Hawkness, John Cabrillo, John Still, Martin Luther King, and Woodbine are under enrolled due to Covid-19.
- Limited amount of Enrollment Technicians, which affects enrollment processing and accessibility to sites for families to receive enrollment packet.
- Exhausted waiting list at the following sites: Edward Kimble, Golden Empire, John Bidwell, John D. Sloat, Mark Twain, Pacific, Susan B. Anthony.
- Although enrollment increase by 2% last month, 6% of families contacted in December started the enrollment process but failed to complete the process by not returning required documents.
- Increased need for over income waivers due to families exceeding income eligibility guidelines.

San Juan USD

- Increase in enrollment by 4% from previous month. However, continued impacted of limited teachers/subs are cause for one class at Coleman and Davie to remain closed, and with other classes having levels of capped capacity.
- Increase numbers of Covid-19 cases, families want to keep children at home from risk of being exposed to new variants.
- Income guidelines are lower than the average family income applying for enrollment, majority interested families need over income waivers.

Twin Rivers USD

- Delays in filling 5 Head Start inclusion spots are due to documentation of medical condition/diagnosis from medical provider.
- Recent transition of EHS children ageing out of the program and experiencing drops in enrollment from few families with toddlers, due to parents being concerned about Covid-19 exposure.
- EHS waitlist at Rio Linda is exhausted.

WCIC/Playmate

- Parents continue to express concern with enrolling children due to fear of Covid-19 exposure.
- The waiting list is near exhausted.

Strategies/Action Step(s) for Under Enrollment

SETA

- Continue to monitor health and safety practices to prevent spread of illness within sites. Following CDC and SETA protocols during staff and child exposures.
- Engage in outreach for recruitment of eligible families with the following community partners: Diaper Drive at Robinson Community Center hosted by Mutual Assistance.
- Onboarding of (3) Head Start Teachers, (1) Associate Teacher and (1) Associate Teacher Infant Toddler, which resulted from employment postings/virtual recruitment, job announcements on SETA career web page of varies continues filing vacant positions.
- Provide staff and families with Covid-19 resources and information on mobile vaccination clinic and rapid response testing. SETA hosted a vaccination clinic and testing in collaborated with Sacramento Department of Public Health and SnapNurse on December 3rd.

Elk Grove USD

- Provide recruitment flyers to current, past parents and staff to share and post on their social media platforms, specifically for 95823 zip code.
- Continue to actively recruit for new staff to cover classrooms

Sacramento City USD

- Attended community events as outreach to recruit families for the program.
- Looking at registration process and possible ways to streamline enrollment process for families.
- Provide recruitment flyers to current, past parents and staff to share and post on their social media platforms.

San Juan USD

- Provide flexible registration opportunities to meet parents schedule and offer on-line registration.
- Registration packets and enrollment materials are printed and available in multiple languages (English, Spanish, Dari/Farsi/Pashto and Arabic).
- Human Resources Event for hiring numerous classified positions with signing bonus.

Twin Rivers USD

- Reaching out to current families, past parents and staff to remind them that we do have spots open in some of the EHS classes, share recruitment flyers and post on social media platforms.

WCIC/Playmate

- Staff taking opportunity on Fridays to recruit with local family community resource agencies: Well Space Health, WIC, and Well Springs Women's Center.

ITEM VI – OTHER REPORTS (continued)
Page 2

- D. HEAD START MANAGERS' MONTHLY REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:
- 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

- E. OPEN DISCUSSION AND COMMENTS: This item provides an opportunity for Head Start Policy Council members to bring up topics for discussion. Members are asked to address their requests to the Chair if they wish to speak. No action is to be taken on any item that is discussed during this meeting; the board may direct staff to place agenda items on upcoming agendas for action.

- F. PUBLIC PARTICIPATION: Participation of the general public at Head Start Policy Council meetings is encouraged. Members of the audience are asked to address their requests to the Chair if they wish to speak.
