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*THOUGHT OF THE DAY: "You cannot escape the responsibility of tomorrow by evading it today."  
~~ Abraham Lincoln.*

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

**DATE:** Tuesday, May 28, 2019

**TIME:** 9:00 a.m.

**LOCATION:** SETA Board Room  
925 Del Paso Blvd.  
Sacramento, CA 95815

While the SETA/Head Start Policy Council welcomes and encourages participation in the Council meetings, it would be appreciated if you would limit your comments to three minutes so that everyone may be heard. Matters under jurisdiction of the SETA/Head Start Policy Council and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA/Head Start Policy Council limits testimony on matters not on the agenda to three minutes per person and not more than ten minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: [www.seta.net](http://www.seta.net).

**AGENDA**

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**DISTRIBUTION DATE: WEDNESDAY, MAY 22, 2019**

Policy Council meeting is hosted by:  
Henrietta Gutierrez (Chair), vacant (Vice Chair), Claudett Sanders (Secretary),  
Kao Yee Xiong (Treasurer), Vacant (Parliamentarian).

ITEM I - CALL TO ORDER/ROLL CALL

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

- \_\_\_\_\_ Kao Yee Xiong, Elk Grove Unified School District
- \_\_\_\_\_ Adeola Adedipe, Elk Grove Unified School District
- \_\_\_\_\_ Jovita Galvin, WCIC/Playmate Child Development Center
- \_\_\_\_\_ Maria Martinez, WCIC/Playmate Child Development Center
- \_\_\_\_\_ Claudett Sanders, Sacramento City Unified School District
- \_\_\_\_\_ Yamilka Estrella, Twin Rivers Unified School District
- \_\_\_\_\_ Evangelina Barrios, SETA-Operated Program
- \_\_\_\_\_ Devon McCracken, Home Base Option
- \_\_\_\_\_ Sharon Stone Smith, Sacramento Children's Museum
- \_\_\_\_\_ Christie Hamm, Sacramento Public Library
- \_\_\_\_\_ Charles Taylor, Past Parent/Community Representative
- \_\_\_\_\_ Henrietta Gutierrez, Chair, Past Parent/Community Representative

**Seats Vacant:**

- \_\_\_\_\_ Vacant (Valenzuela), Sacramento City Unified School District
- \_\_\_\_\_ Vacant (Christian), Sacramento City Unified School District
- \_\_\_\_\_ Vacant (Cerniglia), San Juan Unified School District
- \_\_\_\_\_ Vacant (Pierce), San Juan Unified School District
- \_\_\_\_\_ Vacant (Schurr), SETA-Operated Program
- \_\_\_\_\_ Vacant (Cisneros), SETA-Operated Program
- \_\_\_\_\_ Vacant (Melvin), SETA-Operated Program
- \_\_\_\_\_ Vacant (Smith), SETA-Operated Program
- \_\_\_\_\_ Vacant (Lopez), SETA-Operated Program
- \_\_\_\_\_ Vacant (Schoemig), Twin Rivers Unified School District
- \_\_\_\_\_ Vacant, Twin Rivers Unified School District
- \_\_\_\_\_ Vacant, Home Base Option
- \_\_\_\_\_ Vacant (Olguin), Early Head Start, Sac. City Unified School Dist.
- \_\_\_\_\_ Vacant, Early Head Start, Sacramento City Unified School Dist.
- \_\_\_\_\_ Vacant (Givehchi), Early Head Start/Home Base (SOP)
- \_\_\_\_\_ Vacant (Self), Early Head Start (SETA)
- \_\_\_\_\_ Vacant (Altameemi), Early Head Start, San Juan Unified School District
- \_\_\_\_\_ Vacant, Grandparent/Community Representative
- \_\_\_\_\_ Vacant, Community Agency Representative
- \_\_\_\_\_ Vacant (Castex), Outgoing Chair

**\*\* Please call your alternate, Policy Council Chair (Henrietta Gutierrez: (916) 599-7722), or Head Start staff (Marie Desha: 263-4082 or Nancy Hogan: 263-3827) if you will not be in attendance. \*\***

**POLICY COUNCIL  
BOARD MEETING ATTENDANCE  
PROGRAM YEAR 2018-2019**

The 2018-2019 Board was seated on **November 27, 2018** and  
**December 19, 2018**

| BOARD MEMBER                                    | SITE                     | 11/27 | 12/19<br>* | 1/22 | 2/26 | 3/26 | 4/23 | 5/8 | 5/28 | 6/25 | 7/23 | 8/27 | 9/24 | 10/22 | 11/26 |
|---|--------------------------|-------|------------|------|------|------|------|-----|------|------|------|------|------|-------|-------|
| A. Adedipe<br>Seated 11/27                      | EG                       | X     | X          | X    | X    | X    | X    | U   |      |      |      |      |      |       |       |
| E. Barrios<br>Seated 11/27                      | SOP                      | X     | X          | X    | X    | X    | X    | E   |      |      |      |      |      |       |       |
| S. Burrell<br>Seated 5/8                        | Alt<br>SOP               |       |            |      |      |      |      | X   |      |      |      |      |      |       |       |
| A. Chenault<br>Seated 11/27                     | CR                       |       | X/AP       | X/AP |      |      |      |     |      |      |      |      |      |       |       |
| <del>C. Cisneros</del><br>Seated 3/27 (holding) | <del>SOP</del>           | ✕     | U          | ✕    | E    | ✕    | E    |     |      |      |      |      |      |       |       |
| Y. Estrella<br>Seated 1/22                      | TR                       |       |            | X    | X    | X    | X    | X   |      |      |      |      |      |       |       |
| J. Galvin<br>Seated 2/26                        | WCIC                     |       |            |      | X    | X    | U    | X   |      |      |      |      |      |       |       |
| H. Gutierrez<br>Seated 11/27                    | CR                       | X     | X          | X    | X    | X    | X    | X   |      |      |      |      |      |       |       |
| C. Hamm<br>Seated 12/19                         | CAR                      |       | X          | X    | E    | X    | X    | X   |      |      |      |      |      |       |       |
| M. Martinez<br>Seated 3/26                      | WCIC                     |       |            |      |      | X    | X    | U   |      |      |      |      |      |       |       |
| D. McCracken<br>Seated 11/27                    | HB                       | X     | X          | X    | X    | X    | X    | X   |      |      |      |      |      |       |       |
| <del>S. Olguin</del><br>Seated 1/22             | <del>EHS/HB</del><br>SAC |       |            | ✕    | E    | U    | U    |     |      |      |      |      |      |       |       |
| C. Sanders<br>Seated 11/27                      | SAC                      | X     | X          | X    | X    | X    | X    | X   |      |      |      |      |      |       |       |
| <del>M. Schurr</del><br>Seated 11/27            | <del>SOP</del>           | ✕     | ✕          | ✕    | ✕    | E    | U    |     |      |      |      |      |      |       |       |
| S. Stone Smith<br>Seated 12/19                  | CAR                      |       | X          | X    | X    | E    | X    | U   |      |      |      |      |      |       |       |
| C. Taylor<br>Seated 2/26                        | CR                       |       |            |      | X    | X    | X    | X   |      |      |      |      |      |       |       |
| K. Xiong<br>Seated 11/27                        | ELK                      | X     | X          | X    | X    | X    | X    | E   |      |      |      |      |      |       |       |

## 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

**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 5/16/2019*

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE APRIL 23, 2019  
REGULAR AND MAY 8, 2019 SPECIAL POLICY COUNCIL MEETINGS

BACKGROUND:

Attached for the Policy Council's review are the minutes of the April 23, 2019 regular and May 8, 2019 special meetings.

RECOMMENDATION:

That the Policy Council approve the April 23 and May 8 minutes.

**NOTES:**

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

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

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

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

SETA Board Room  
925 Del Paso Blvd., Suite 100  
Sacramento, CA 95815

Tuesday, April 23, 2019  
9:00 a.m.

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

Ms. Henrietta Gutierrez called the meeting to order at 9:03 a.m. and read the thought of the day. The Pledge of Allegiance was recited. Ms. Gutierrez called the roll and confirmed that a quorum was established.

**Members Present:**

Adeola Adedipe, Elk Grove Unified School District  
Kao Yee Xiong, Elk Grove Unified School District  
Claudett Sanders, Sacramento City Unified School District  
Yamilka Estrella, Twin Rivers Unified School District  
Maria Martinez, Women’s Civic Improvement Club  
Evangelina Barrios, SETA-Operated Program  
Devon McCracken, Home Base Option  
Charles Taylor, Past Parent/Community Representative  
Christie Hamm, Sacramento Public Library  
Sharon Stone Smith, Sacramento Children’s Museum (excused)  
Henrietta Gutierrez, Past Parent/Community Representative

**Members Absent:**

Jovita Galvin, Women’s Civic Improvement Club (excused)  
Griselda Cisneros, SETA-Operated Program (unexcused)  
Marley Schurr, SETA-Operated Program (unexcused)  
Sandra Olguin, Early Head Start/Home Base (Sac. City) (unexcused)

**II. Consent Item**

**A. Approval of the Minutes of the March 26, 2019 Policy Council Meeting**

The minutes were reviewed; no questions or corrections.

Moved/Adedipe, second/Estrella, to approve the March 26, 2019 minutes.

Show of hands vote:

Aye: 10 (Adedipe, Barrios, Estrella, Hamm, Martinez, McCracken, Sanders, Stone Smith, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 4 (Galvin, Cisneros, Olguin, Schurr)



**III. Action Items**

**A. CLOSED SESSION PERSONNEL- PURSUANT TO CODE SECTION 54957**

The Policy Council went into closed session at 9:06 a.m.; Ms. Gutierrez called the meeting back into open session at 9:17 a.m. and reported that the Policy Council approved the following eligible lists for: Associate Teacher & Associate Teacher/Infant Toddler, Program Analyst, Head Start Health/Nutrition Specialist, and CFS Quality Assurance Analyst.

**B. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: Approval of Changes to the SETA Personnel Policies and Procedures Harassment Policy and Complaint Procedure and Creation of Reasonable Accommodation Policy**

Ms. Allison Noren reviewed this item. Personnel Policies and Procedures are periodically updated in response to changes in laws, regulations, and the work environment. Ms. Noren reviewed modifications in the Harassment Policy and Complaint Procedure. It was thought that the policy should reflect that employees have multiple people to go to express their concerns. This document has been reviewed and approved by both the union and management and going to the Governing Board on Thursday for final approval.

Ms. Gutierrez opened a public hearing; there was no public testimony.

Moved/Estrella, second/Martinez, to close the public hearing and approve changes to the SETA Personnel Policies and Procedures Harassment Policy and Complaint Procedure and Creation of Reasonable Accommodation Policy.

Show of hands vote:

Aye: 10 (Adedipe, Barrios, Estrella, Hamm, Martinez, McCracken, Sanders, Stone Smith, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 4 (Galvin, Cisneros, Olguin, Schurr)

**C. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: Approval of Revision to the Job Specification for Head Start Coordinator (Education) (Supervisory)**

Ms. Noren reviewed this item; the current requirement is to have a Bachelor's Degree plus experience as a site supervisor. These requirements are higher than is required by OHS and limiting possible promotional opportunities for employees. This revision will give our internal staff more promotional opportunities and will open the applicant pool with external candidates as well. The revisions also clarify the responsibilities within the two different positions in the job specification, center-based services and home-based services. All of the job specifications were also updated to reflect current ADA. Input and approval was received by management and the union.

Ms. Gutierrez opened a public hearing; there were no comments.

Moved/Hamm, second/Barrios, to close the public hearing and approve the revised job specification for Head Start Coordinator (Education) (Supervisory).

Show of hands vote:

Aye: 10 (Adedipe, Barrios, Estrella, Hamm, Martinez, McCracken, Sanders, Stone Smith, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 4 (Galvin, Cisneros, Olguin, Schurr)

Ms. Gutierrez called a recess at 9:27 a.m. Ms. Angel Chenault, PAC Chair, called the meeting to order at 9:34 a.m.

Ms. Chenault read the thought of the day and called the roll; a quorum was established.

**Members Present:**

Spring Burrell  
Evangelina Barrios  
Devon McCracken  
Angel Chenault  
Henrietta Gutierrez  
Alisha Givehchi  
Laura Meza

**Members Absent:**

Marley Schurr (unexcused)  
Griselda Cisneros (excused)  
Michael Beavers (unexcused)  
Shanelle Webster (unexcused)  
Mavis Urrutia (unexcused)  
Miranda Hess (unexcused)

**New Member to be seated:**

Steven King, Alternate, Elkhorn

**Members to be seated but absent:**

Antonio Rivera, Grizzly Hollow Head Start (unexcused)  
Megan Voorheis, Parker Head Start (unexcused)  
Veronica Suarez, Freedom Park (unexcused)  
Shayla Hampton, unexcused

**II. Consent Item (PAC)**

**A. Approval of March 19, 2019 Parent Advisory Committee minutes**

Minutes were reviewed; there were no questions or corrections.

Moved/Gutierrez, second/Burrell, to approve the March 19, 2019 minutes.

Show of hands vote:

Aye: 7 (Barrios, Burrell, Givehchi, Gutierrez, King, McCracken, Meza)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 6 (Beavers, Cisneros, Hess, Schurr, Urrutia, Webster)

### III. **Action Items** (PAC)

#### A. Election of Parent Advisory Committee Vice Chair

Ms. Chenault reviewed the Vice Chair position requirements and asked if any PAC member would be interested in serving in this position. There was no interest in the Vice Chair position.

Moved/King, second/Gutierrez, to table this item.

Show of hands vote:

Aye: 7 (Barrios, Burrell, Givehchi, Gutierrez, King, McCracken, Meza)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 6 (Beavers, Cisneros, Hess, Schurr, Urrutia, Webster)

#### D. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** Approval of Budget Modification for Head Start/Early Head Start Fiscal Year 2018-2019

Mr. Victor Han reviewed this item seeking approval of budget modification for Program Year 2018/19. The budget line items were reviewed and modified as necessary; the purpose of this modification was to ensure all funds are expended within the program year and benefit the Head Start and Early Head Start programs. The budget modification is required when over \$250,000 is moved from one cost category to another. In personnel, staff is expecting to have \$200,000 under-spent funds due to staff vacancies.

Ms. Gutierrez opened a public hearing. No comments.

#### **Policy Council action:**

Moved/McCracken, second/Adedipe, to closed the public hearing and approve a Head Start/Early Head Start modification in the amount of **\$819,516**.

Show of hands vote:

Aye: 10 (Adedipe, Barrios, Estrella, Hamm, Martinez, McCracken, Sanders, Stone Smith, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 4 (Galvin, Cisneros, Olguin, Schurr)

#### **Parent Advisory Committee action:**

Moved/McCracken, second/Givehchi, to approve a Head Start/Early Head Start modification in the amount of **\$819,516**.

Show of hands vote:

Aye: 6 (Barrios, Givehchi, Gutierrez, King, McCracken, Meza)

Nay: 1 (Burrell)

Abstentions: 1 (Chenault)  
Absent: 6 (Beavers, Cisneros, Hess, Schurr, Urrutia, Webster)

E. Approval of Selection Criteria for Enrollment in Head Start or Early Head Programs

Ms. Lisa Carr reviewed this item. There are no changes to the Head Start Selection Criteria. In the Early Head Start Selection Criteria, items 10 and 11 were reversed in order to match the Head Start Selection Criteria.

**Policy Council action:**

Moved/Xiong, second/Martinez, to approve the Head Start Enrollment Selection Criteria and the Early Head Start Enrollment Selection Criteria for Sacramento County.

Show of hands vote:

Aye: 10 (Adedipe, Barrios, Estrella, Hamm, Martinez, McCracken, Sanders, Stone Smith, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 4 (Galvin, Cisneros, Olguin, Schurr)

**Parent Advisory Committee action:**

Moved/Burrell, second/Givehchi, to approve the Head Start Enrollment Selection Criteria and the Early Head Start Enrollment Selection Criteria for Sacramento County.

Show of hands vote:

Aye: 7 (Barrios, Burrell, Givehchi, Gutierrez, King, McCracken, Meza)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 6 (Beavers, Cisneros, Hess, Schurr, Urrutia, Webster)

Ms. Denise Lee stated that the overview will cover the remaining action items but will take action on each individual board item upon completion of the presentation. The application presented for approval is for Year 5 of a five-year grant cycle. This application is very complex due to several changes in programming and the budget. The grant application is for Fiscal Year 2019-2020 which begins August 1, 2019 and runs through July 31 2020. This is a county-wide application which includes the delegates.

Ms. Estrella left at 10:21 a.m.

Ms. Lee offered to answer questions. She also thanked Ms. Fina Dempsey for her assistance with translating.

F. Approval of Annual Self-Assessment for 2018-2019 and Resulting Program Improvement Plan SETA-Operated Program

**Policy Council action:**

Moved/Xiong, second/Barrios, to approve Program Year 2018-2019 Self-Assessments and resulting Program Improvement Plans for the Head Start/Early Head Start program and the EHS-Child Care Partnership/Expansion program.

Show of hands vote:

Aye: 9 (Adedipe, Barrios, Hamm, Martinez, McCracken, Sanders, Stone Smith, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 5 (Galvin, Cisneros, Estrella, Olguin, Schurr)

**Parent Advisory Committee action:**

Moved/McCracken, second/Burrell, to approve Program Year 2018-2019 Self-Assessments and resulting Program Improvement Plans for the Head Start/Early Head Start program and the EHS-Child Care Partnership/Expansion program.

Show of hands vote:

Aye: 7 (Barrios, Burrell, Givehchi, Gutierrez, King, McCracken, Meza)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 6 (Beavers, Cisneros, Hess, Schurr, Urrutia, Webster)

- G. Approval of Program Year 2019-2020 Head Start, Early Head Start, and Early Head Start Child Care Partnership/Expansion Refunding Applications

**Policy Council action:**

Moved/Taylor, second/Sanders, to approve the Program Year 2019-2020 Head Start, Early Head Start, and Early Head Start Child Care /Partnership/Expansion Refunding Applications.

Show of hands vote:

Aye: 9 (Adedipe, Barrios, Hamm, Martinez, McCracken, Sanders, Stone Smith, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 5 (Galvin, Cisneros, Estrella, Olguin, Schurr)

**Parent Advisory Committee action:**

Moved/Burrell, second/Givehchi, to approve the Program Year 2019-2020 Head Start, Early Head Start, and Early Head Start Child Care /Partnership/Expansion Refunding Applications.

Show of hands vote:

Aye: 7 (Barrios, Burrell, Givehchi, Gutierrez, King, McCracken, Meza)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 6 (Beavers, Cisneros, Hess, Schurr, Urrutia, Webster)

- H. Approval of the SETA Head Start, Early Head Start, and Early Head Start Child Care Partnership Budgets for Program Year 2019-2020

**Policy Council action:**

Moved/McCracken, second/Hamm, to approve the Program Year 2019-2020 Head Start, Early Head Start, and Early Head Start Child Care Partnership/Expansion Budgets for Basic, Cost of Living Adjustment (COLA), and Training and Technical Assistance funds.

Show of hands vote:

Aye: 9 (Adedipe, Barrios, Hamm, Martinez, McCracken, Sanders, Stone Smith, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 5 (Galvin, Cisneros, Estrella, Olguin, Schurr)

**Parent Advisory Committee action:**

Moved/McCracken, second/Burrell, to approve the Program Year 2019-2020 Head Start, Early Head Start, and Early Head Start Child Care Partnership/Expansion Budgets for Basic, Cost of Living Adjustment (COLA), and Training and Technical Assistance funds.

Show of hands vote:

Aye: 7 (Barrios, Burrell, Givehchi, Gutierrez, King, McCracken, Meza)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 6 (Beavers, Cisneros, Hess, Schurr, Urrutia, Webster)

- I. Approval of the 2019-2020 Head Start, Early Head Start, and Early Head Start Child Care Partnership/Expansion Program Options and Center Locations for Sacramento County

**Policy Council action:**

Moved/Adedipe, second/Barrios, to approve the Head Start, Early Head Start and Early Head Start Child Care Partnership/Expansion countywide program options and center locations for the 2019-2020 program year.

Show of hands vote:

Aye: 9 (Adedipe, Barrios, Hamm, Martinez, McCracken, Sanders, Stone Smith, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 5 (Galvin, Cisneros, Estrella, Olguin, Schurr)

**Parent Advisory Committee action:**

Moved/Givehchi, second/Barrios, to approve the Head Start, Early Head Start and Early Head Start Child Care Partnership/Expansion countywide program options and center locations for the 2019-2020 program year.

Show of hands vote:

Aye: 7 (Barrios, Burrell, Givehchi, Gutierrez, King, McCracken, Meza)  
Nay: 0  
Abstentions: 1 (Chenault)  
Absent: 6 (Beavers, Cisneros, Hess, Schurr, Urrutia, Webster)

- J. Approval of 2019-2020 Training/Technical Assistance Plan for the SETA Head Start/Early Head, and Child Care Partnership/Expansion Program, as Aligned with Established Five-Year Goals and Objectives

**Policy Council action:**

Moved/McCracken, second/Stone Smith, to approve the Program Year 2019-2020 SETA Head Start, Early Head Start and Early Head Start Child Care Partnership/Expansion Training/Technical Plans as aligned with established five-year goals and objectives.

Show of hands vote:

Aye: 9 (Adedipe, Barrios, Hamm, Martinez, McCracken, Sanders, Stone Smith, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 5 (Galvin, Cisneros, Estrella, Olguin, Schurr)

**Parent Advisory Committee action:**

Moved/Givehchi, second/Burrell, to approve the Program Year 2019-2020 SETA Head Start, Early Head Start and Early Head Start Child Care Partnership/Expansion Training/Technical Plans as aligned with established five-year goals and objectives.

Show of hands vote:

Aye: 7 (Barrios, Burrell, Givehchi, Gutierrez, King, McCracken, Meza)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 6 (Beavers, Cisneros, Hess, Schurr, Urrutia, Webster)

Ms. Lee stated that as a result of all of the changes and the shift of funds from Sacramento City USD to SETA, the agency will be hiring approximately 80 new staff members. A job fair will be held on Saturday, May 4<sup>th</sup> to recruit teaching and support staff. The flyer is on the Head Start Facebook page. Ms. Lee asked board members spread the word. Ms. Lee asked if the Policy Council would be willing to meet in early May to take action on personnel items to keep the process moving to bring on new staff.

Ms. Xiong left at 10:43 a.m.

Three dates were submitted for consideration; board members voted as to their availability.

May 7, 9-9:15: 5 members available

May 8, 9-9:15 a.m.: 7 members available

May 9 1 p.m.: 1 member available

A special meeting of the Policy Council will be held May 8, 9:00 a.m.

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

##### **A. Standing Information Items**

- PC/PAC Calendar of Events: Ms. Gutierrez reminded the board members of the Introduction to Budgeting Workshop to be held tomorrow. Toastmasters will be held May 3. Community Carnival May 18 at South Natomas Park. This will be a recruitment event for Head Start families.
  - Parent/Staff Recognitions: None.
  - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han reviewed the report. Elk Grove’s non-federal share will be coming in later in the month. The Head Start fringe benefits line item was updated due to the budget modification; everything is in line with the budget. The credit card statement was reviewed; no questions.
  - Toastmasters Training: No additional comments.
  - Community Resources – Parents/Staff: Mr. Robert Silva reminded board members of the Daddy and Me Fishing in the City event to be held April 27; all are welcome to attend. Tomorrow, the South County Job Center will hold a workshop on how to get a state job.
  - A Calling to Lead Workshop (PAC): Ms. Chenault stated that this was a very good workshop. She learned that there are many different leadership styles and how to get people involved when they have different personality types.
  - Policy Council Minutes: No questions.
- B. Governing Board Minutes – February 7, 2019: No questions.**

#### **V. Committee Reports**

- Executive Committee Meeting Critique: Ms. Chenault reviewed the critique for the PAC; Ms. Claudett Sanders reviewed the critique for the PC.
- Social/Hospitality Committee: Committee members were reminded of the next meeting.

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

- A. Head Start Deputy: No additional report.**
- B. Chair’s Report: Ms. Henrietta Gutierrez asked board members to fill out the survey and return to staff.**
- C. Open Discussion and Comments: A birthday cake celebrating first quarter birthdays was available in the board room breakroom.**
- D. Public Participation: None.**

#### **VII. Adjournment: The meeting was adjourned at 11:05 a.m.**



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

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

SETA Board Room  
925 Del Paso Blvd., Suite 100  
Sacramento, CA 95815

Wednesday, May 8, 2019  
9:00 a.m.

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

Ms. Henrietta Gutierrez called the meeting to order at 9:01 a.m. The Pledge of Allegiance was recited. Ms. Claudett Sanders called the roll and confirmed that a quorum was established.

**Members Present:**

Claudett Sanders, Sacramento City Unified School District  
Yamilka Estrella, Twin Rivers Unified School District  
Devon McCracken, Home Base Option  
Charles Taylor, Past Parent/Community Representative  
Henrietta Gutierrez, Past Parent/Community Representative  
Spring Burrell, Alternate, SETA Operated Program  
Christie Hamm, Sacramento Public Library  
Jovita Galvin, Women’s Civic Improvement Club (arrived at 9:13 a.m.)

**Members Absent:**

Adeola Adedipe, Elk Grove Unified School District (unexcused)  
Kao Yee Xiong, Elk Grove Unified School District (excused)  
Maria Martinez, Women’s Civic Improvement Club (unexcused)  
Evangalina Barrios, SETA-Operated Program (excused)  
Sharon Stone Smith, Sacramento Children’s Museum (unexcused)

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

The board went into closed session at 9:04 a.m. At 9:18 a.m., Ms. Gutierrez called the meeting back to order and reported that the board approved the following eligible lists: Associate Teacher & Associate Teacher/Infant Toddler, Infant Toddler Lead Teacher, Head Start Teacher, Site Supervisor, Head Start Cook/Driver, and CFS Maintenance/Courier.

Ms. Kathy Kossick expressed appreciation for board members attending a special meeting.

Ms. Gutierrez reminded the board of the upcoming PC/PAC joint Parent Activity which will be a tour of the Museum of Medical History. Attendees are asked to meet at the museum. The tour will be from 10 a.m. to noon and then attendees will go to Roundtable and have lunch. This is a way for PAC and PC board members to bond.

**III. Adjournment:** The meeting was adjourned 9:20 a.m.

ITEM III-A - 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 Lists for: Associate Teacher & Associate Teacher/Infant Toddler; Infant Toddler Lead Teacher; Head Start Teacher; Site Supervisor; Head Start Cook/Driver; CFS Maintenance/Courier; Program Specialist; Head Start Coordinator (Education) (Supervisory); Human Resources Manager; Personnel Analyst; and Accountant I
  - ➔ Report out of closed session

NOTES:

ITEM III-B - ACTION

**TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: APPROVAL OF  
CHANGES TO THE SETA PERSONNEL POLICIES AND PROCEDURES  
VEHICLE AND DRIVING POLICY**

BACKGROUND

The SETA Personnel Policies and Procedures provide direction to staff and periodically need to be updated in response to changes in laws, regulations, the work environment, and new information and/or new situations.

In light of new information on the process of pulling motor vehicle records from SETA's insurance broker and going through a new situation with an employee's motor vehicle record (MVR), SETA has conducted a review of its Vehicle and Driving Policy.

The policy changes include:

Vehicle and Driving Policy (Section 11.05)

- Added what an employee must do if their driver license is expired.
- Removed that a copy of an MVR with negative information will be provided to the employee.
- Added that when an employee does not pass a MVR, they may be placed on unpaid administrative leave if driving is an essential function of their job or assigned modified duties pending an appeal at the discretion of the Agency.

Both the redlined version and final version of the policy are attached.  
The SETA Governing Board will take action at their June 6, 2019 meeting.

Staff will be available to answer questions.

RECOMMENDATION:

Open a public hearing, take public testimony, and take action to close the public hearing and approve the updated Vehicle and Driving Policy.

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

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

## Vehicle and Driving Policy

### Section 11.05

- A. It is SETA policy that all vehicles owned by SETA will be used for official SETA business only and will be operated in a manner consistent with all safety and legal requirements of the State of California. All employees using privately owned vehicles to conduct SETA business are bound by the provisions of this policy.
1. Any employee authorized to drive for official SETA business shall have a valid California Driver License and be cleared for coverage under SETA's insurance carrier, as evidenced by an Agency-run annual clearance review.
  2. If an employee's valid California Driver License has any restrictions on it, the employee shall at all times adhere to those restrictions. (e.g. corrective lenses, will wear glasses.)
  3. An employee who is required to drive as a part of his/her duties and whose ~~se~~ ~~has had his/her~~ Driver License ~~has expired or been~~ suspended must notify Personnel and the employee's supervisor of that ~~expiration or~~ suspension as soon as possible, but no later than the beginning of the next regularly scheduled work shift. No employee with an ~~expired or~~ suspended Driver License is authorized to drive in the course of his/her work for SETA.
  4. It is expected that employee will drive in a professional and courteous manner on Agency business.
- B. Use of SETA-Owned Vehicles
1. Any costs for repairing damaged SETA vehicles resulting from willful misconduct by the employee having custody of the vehicle may be recoverable from the employee at the option of SETA.
  2. SETA-owned vehicles will be used to transport authorized SETA employees on official SETA business or persons directly related to the official SETA business being conducted. Nothing herein shall be construed to prohibit the carrying of any person or persons in case of accident or other emergency.
  3. The driver of a motor vehicle used on SETA business must verify that the vehicle is in good operating condition before embarking on a trip.
  4. SETA vehicles shall not be utilized by any employee for out-of-town travel (i.e., 25 miles beyond the City limits) without prior approval of the Executive Director or designee.
  5. Employees shall return the vehicle in the same condition that it was received (~~n~~No smoking, food wrappers, stains, etc.)

### C. Use of Privately-Owned Vehicle

1. A privately-owned vehicle, while being used for official SETA business, shall be considered an official vehicle and subject to the following Policies and Procedures:
  - a. The vehicle shall be equipped with seat belts;
  - b. The vehicle must be legal to operate in accordance with California Law; ~~and-~~
  - c. A private vehicle shall include non-owned, rented, leased, and borrowed - vehicles.
  
2. Any employee authorized use of his/her privately owned vehicle for official SETA business shall have:
  - a. A valid California Driver License~~;~~ as evidenced by an annual clearance review; and
  - b. Sufficient public liability and property damage insurance at least equal to the requirements of the financial responsibility laws specified in the California Vehicle Code Section 16430.

### D. Traffic Citations

Traffic citations issued to an employee while using a SETA or personal vehicle on SETA business are the sole responsibility of the employee involved. Parking citations issued to a SETA vehicle are the responsibility of the employee who parked the vehicle.

### E. Accident Reporting

1. Reporting of vehicle accidents by a SETA employee driving a SETA-owned vehicle -or his/her own vehicle on SETA business is required; it must be reported to the Agency promptly, accurately, and completely. Proper and timely (as soon as it occurs, but no more than twenty-four (24) hours) reporting is mandatory because personal and SETA liability may be involved.
  
2. General instructions in case of any accidents are:
  - a. Be calm;
  - b. Be courteous;
  - c. Call the police;
  - d. Notify your supervisor immediately;
  - e. Do not engage in any conversation or controversy at the scene of the accident regarding damage or loss~~;~~
  - f. Do not admit fault or discuss the accident with anyone except the police, or the employee's supervisor.

### F. Cell Phones and Electronic Equipment

Employees may only use cell phones or other electronic equipment in accordance with applicable California law.

G. Review of Motor Vehicle Records

Motor Vehicle Records (MVRs) will be checked annually by the Agency insurer on all employees where driving is an essential function of the job duties. The MVR for each such employee will be reviewed to ascertain if the employee holds a valid driver license and/or if his/her driving record meets the standards for a covered driver as defined by the underwriting policy of the company providing the Agency with Liability Insurance. ~~A copy of an MVR with negative information will be provided to the employee.~~ The employee may request a copy of the report from the DMV.

If the MVR indicates that the employee ~~does not have a valid Driver License or~~ does not meet the underwriting standards the employee shall immediately be notified and disqualified from driving for SETA business, in SETA vehicles or those vehicles in the care and custody of the employee. The Union will be notified of such determination. If the employee is in a classification or position for which driving is an essential function, the employee may be placed on unpaid administrative leave or assigned modified duties pending an appeal, at the discretion of the Agency.

H. Appeal Process:

1. An employee disqualified from driving may submit a written appeal requesting an accommodation to the Executive Director within three (3) working days of the notice of disqualification to drive. The Executive Director or designee will meet with the employee, their representative, and the Department Chief to discuss the appeal and the availability of an accommodation. Such accommodation, if available, shall be based solely on the needs of and ability for the Agency to operate efficiently. The Agency may layoff or terminate the employee pursuant to the applicable Memorandum of Understanding if a non-driving assignment is not provided in this process. A final response will be sent to the employee in writing within fifteen (15) working days.
2. Until the employee receives permission to resume driving, he/she will be prohibited from driving for Agency business. Unless an employee is notified not to do so in writing, he/she may continue to park on SETA property.

I. Understanding Insurance

1. Personal auto insurance is required under California law and each vehicle must be insured in order to be operated. This insurance is to protect the financial interests of the employee.
2. Agency liability insurance exists to protect the agency from lawsuits. An employee conducting business for the Agency needs to be covered by this insurance to protect the Agency. There is no cost to the employee for this insurance.

Approved, Governing Board: 08-03-17

Approved, Policy Council: 07-25-17

## Vehicle and Driving Policy

### *Section 11.05*

- A. It is SETA policy that all vehicles owned by SETA will be used for official SETA business only and will be operated in a manner consistent with all safety and legal requirements of the State of California. All employees using privately owned vehicles to conduct SETA business are bound by the provisions of this policy.
1. Any employee authorized to drive for official SETA business shall have a valid California Driver License and be cleared for coverage under SETA's insurance carrier, as evidenced by an Agency-run annual clearance review.
  2. If an employee's valid California Driver License has any restrictions on it, the employee shall at all times adhere to those restrictions. (e.g. corrective lenses, will wear glasses.)
  3. An employee who is required to drive as a part of his/her duties and whose Driver License has expired or been suspended must notify Personnel and the employee's supervisor of that expiration or suspension as soon as possible, but no later than the beginning of the next regularly scheduled work shift. No employee with an expired or suspended Driver License is authorized to drive in the course of his/her work for SETA.
  4. It is expected that employee will drive in a professional and courteous manner on Agency business.
- B. Use of SETA-Owned Vehicles
1. Any costs for repairing damaged SETA vehicles resulting from willful misconduct by the employee having custody of the vehicle may be recoverable from the employee at the option of SETA.
  2. SETA-owned vehicles will be used to transport authorized SETA employees on official SETA business or persons directly related to the official SETA business being conducted. Nothing herein shall be construed to prohibit the carrying of any person or persons in case of accident or other emergency.
  3. The driver of a motor vehicle used on SETA business must verify that the vehicle is in good operating condition before embarking on a trip.
  4. SETA vehicles shall not be utilized by any employee for out-of-town travel (i.e., 25 miles beyond the City limits) without prior approval of the Executive Director or designee.
  5. Employees shall return the vehicle in the same condition that it was received (no smoking, food wrappers, stains, etc.)



**C. Use of Privately-Owned Vehicle**

1. A privately-owned vehicle, while being used for official SETA business, shall be considered an official vehicle and subject to the following Policies and Procedures:
  - a. The vehicle shall be equipped with seat belts;
  - b. The vehicle must be legal to operate in accordance with California Law; and
  - c. A private vehicle shall include non-owned, rented, leased, and borrowed vehicles.
2. Any employee authorized use of his/her privately owned vehicle for official SETA business shall have:
  - a. A valid California Driver License, as evidenced by an annual clearance review; and
  - b. Sufficient public liability and property damage insurance at least equal to the requirements of the financial responsibility laws specified in the California Vehicle Code Section 16430.

**D. Traffic Citations**

Traffic citations issued to an employee while using a SETA or personal vehicle on SETA business are the sole responsibility of the employee involved. Parking citations issued to a SETA vehicle are the responsibility of the employee who parked the vehicle.

**E. Accident Reporting**

1. Reporting of vehicle accidents by a SETA employee driving a SETA-owned vehicle or his/her own vehicle on SETA business is required; it must be reported to the Agency promptly, accurately, and completely. Proper and timely (as soon as it occurs, but no more than twenty-four (24) hours) reporting is mandatory because personal and SETA liability may be involved.
2. General instructions in case of any accidents are:
  - a. Be calm;
  - b. Be courteous;
  - c. Call the police;
  - d. Notify your supervisor immediately;
  - e. Do not engage in any conversation or controversy at the scene of the accident regarding damage or loss;
  - f. Do not admit fault or discuss the accident with anyone except the police, or the employee's supervisor.

**F. Cell Phones and Electronic Equipment**

Employees may only use cell phones or other electronic equipment in accordance with applicable California law.

G. Review of Motor Vehicle Records

Motor Vehicle Records (MVRs) will be checked annually by the Agency insurer on all employees where driving is an essential function of the job duties. The MVR for each such employee will be reviewed to ascertain if the employee holds a valid driver license and/or if his/her driving record meets the standards for a covered driver as defined by the underwriting policy of the company providing the Agency with Liability Insurance. The employee may request a copy of the report from the DMV.

If the MVR indicates that the employee does not meet the underwriting standards the employee shall immediately be notified and disqualified from driving for SETA business, in SETA vehicles or those vehicles in the care and custody of the employee. The Union will be notified of such determination. If the employee is in a classification or position for which driving is an essential function, the employee may be placed on unpaid administrative leave or assigned modified duties pending an appeal, at the discretion of the Agency.

H. Appeal Process:

1. An employee disqualified from driving may submit a written appeal requesting an accommodation to the Executive Director within three (3) working days of the notice of disqualification to drive. The Executive Director or designee will meet with the employee, their representative, and the Department Chief to discuss the appeal and the availability of an accommodation. Such accommodation, if available, shall be based solely on the needs of and ability for the Agency to operate efficiently. The Agency may layoff or terminate the employee pursuant to the applicable Memorandum of Understanding if a non-driving assignment is not provided in this process. A final response will be sent to the employee in writing within fifteen (15) working days.
2. Until the employee receives permission to resume driving, he/she will be prohibited from driving for Agency business. Unless an employee is notified not to do so in writing, he/she may continue to park on SETA property.

I. Understanding Insurance

1. Personal auto insurance is required under California law and each vehicle must be insured in order to be operated. This insurance is to protect the financial interests of the employee.
2. Agency liability insurance exists to protect the agency from lawsuits. An employee conducting business for the Agency needs to be covered by this insurance to protect the Agency. There is no cost to the employee for this insurance.

## ITEM III-C – ACTION

### ELECTION OF POLICY COUNCIL VICE CHAIR AND PARLIAMENTARIAN OFFICERS FOR 2018-2019

#### BACKGROUND:

This agenda item provides an opportunity for the Policy Council (PC) to elect a Vice Chair and Parliamentarian for Program Year 2018-2019. 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.

- 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 Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both.
  
- 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.

ITEM III-C-ACTION (continued)  
Page 2

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council elect a Vice Chair and Parliamentarian.

Vice Chair:

Parliamentarian:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

NOTES:

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

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

ITEM III-D - ACTION

APPROVAL OF SALARY RANGE INCREASE TO ALL REPRESENTED UNITS

BACKGROUND

The American Federation of State, County, and Municipal Employees (AFSCME) and the Sacramento Employment and Training Agency (SETA) met on May 7, 2019 regarding the application of the 2019 Federal COLA for Head Start. A tentative agreement has been reached with the three bargaining units represented by AFSCME, including the Head Start Unit, the Clerical, Technical and Analytical Unit and the Supervisory Unit. The ratification process will take place on May 22, 2019.

The tentative agreement is pursuant to Section 6.1(b), Salary Adjustments, which reads that "The parties agree that the Union may request to reopen the Agreement to negotiate increases in the event that the Agency receives increased or additional funding specifically to provide wage or benefit increases. The application of such funding shall include salary, health contribution and retirement contribution."

Consistent with the Memorandum of Understanding the parties have agreed as follows:

1. The Agency contribution for SCERS retirement will increase by 1.8% effective July 1, 2019;
2. The Federal COLA for Head Start will be 1.77% effective August 1, 2019;
3. **The Agency shall increase the salary schedule for all employees by one percent (1%) effective August 1, 2019;** and
4. A shortfall in the budget will be offset first by holding vacant positions and in the last resort by implementation of layoff in the impacted programs.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the salary range increase of one percent (1%) effective August 1, 2019.

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

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

ITEM III-E - ACTION

APPROVAL OF THE SUBMISSION OF THE  
HEAD START/EARLY HEAD START ONE-TIME EMERGENCY PROGRAM  
IMPROVEMENT SUPPLEMENTAL APPLICATION  
FISCAL YEAR 2018-2019

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Head Start/Early Head Start one-time emergency Program Improvement Supplemental Application for Fiscal Year 2018-2019.

One-time funds will be used:

- 1) to purchase and install shade canopies, rubber surface and a drinking fountain for the EHS program at Twin Rivers USD; and
- 2) to purchase and install an emergency alarm system for outside gates for the SETA Operated Program

Details of each project and funding amounts will be shared at the meeting.

Ms. Denise Lee will be available to answer questions.

RECOMMENDATION:

That the Policy Council approves the submission of the Head Start/Early Head Start One-time Emergency Program Improvement Supplemental application for Fiscal Year 2018-2019.

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

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

## ITEM IV-A – INFORMATION

### COMMUNITY AGENCY REPRESENTATIVE PRESENTATIONS

#### BACKGROUND:

This provides an opportunity for the Policy Council's two Community Agency Representatives, to provide an overview of their organizations:

- Sharon Stone Smith, Executive Director, Sacramento Children's Museum
- Christie Hamm, Youth Services Manager, Sacramento Public Library

#### NOTES:

ITEM IV-B- INFORMATION

STANDING INFORMATION

BACKGROUND:

- B. Standing Information Items
- PC/PAC Calendar of Events – Ms. Henrietta Gutierrez
  - Parent/Staff Recognitions – Ms. Henrietta Gutierrez
  - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han
  - Toastmasters Training – Ms. Henrietta Gutierrez
  - Fishing in the City Countywide Parent Activity Reports – Ms. Henrietta Gutierrez
  - PC/PAC Joint Parent Activity – Sierra Sacramento Valley Medical Society
  - Museum of Medical History Reports – Ms. Henrietta Gutierrez
  - Community Resources – Parents/Staff: Mr. Robert Silva

**NOTES:**



## PC/PAC Calendar of Events

| <u>EVENT</u>  | <u>DATE</u>  |
|---|--|
| PC/PAC Going Back-to-School Orientation and Tour  | Wednesday, May 22, 2019<br>9:30 a.m. – 12:00 p.m.<br>Charles A. Jones Education Center<br>5451 Lemon Hill Avenue<br>Sacramento, CA 95824 |
| PAC Executive Committee   | Thursday, May 23, 2019<br>9:00 a.m.<br>Camellia Room   |
| PC/PAC Parent Ambassador Committee  | Thursday, May 23, 2019<br>10:30 a.m.<br>Olympus Room   |
| WCIC/Playmate 34 <sup>th</sup> Annual Fathers BBQ Adults Only Event                               | Friday, May 24, 2019<br>9:00 a.m. – 4:00 p.m.<br>3555 – 3 <sup>rd</sup> Avenue<br>Sacramento, CA 95817                                   |
| 15 <sup>th</sup> Annual International Kids Festival Head Start/Early Head Start Recruitment Event | Saturday, May 25, 2019<br>10:00 a.m. – 4:00 p.m.<br>William Land Park Ampitheater<br>3800 West Land Park Drive<br>Sacramento, CA 95822   |
| PC Executive Committee  | Thursday, May 30, 2019<br>9:00 a.m.<br>Camellia Room   |
| Kids Zone – The Children’s Fun and Literacy Area Community Event                                  | Saturday, June 1, 2019<br>11:00 a.m. – 5:30 p.m.<br>The Brickhouse Art Gallery<br>2837 36 <sup>th</sup> Street<br>Sacramento, CA 95817   |
| PC/PAC Personnel Bylaws Committee   | Friday, June 7, 2019<br>9:00 a.m.<br>Olympus Room  |
| Toastmasters Training   | Friday, June 7, 2019<br>10:30 a.m.<br>Redwood Room   |
| PC/PAC Budget Planning Committee  | Tuesday, June 11, 2019<br>1:00 p.m.<br>Camellia Room   |
| PC/PAC Social/Hospitality Committee   | Wednesday, June 12, 2019<br>9:30 a.m. – 11:00 a.m.<br>Olympus Room   |

# WCIC/PLAYMATE HEAD START PROGRAMS

*Come join us!*

**FATHERS/MALE INVOLVEMENT NEEDED!!!**

## 34TH ANNUAL FATHERS'

# BBQ

Music

Food

Awards

Networking

FRIDAY, MAY 24, 2019

9AM - 4PM

Parents Engagement!  
(Adults Only)

Parents Engagement!  
(Adults Only)

Location: Women's Civic Improvement Club  
3555 3rd Avenue  
Sacramento, CA 95817  
Phone: (916) 451-8870

For more information, please contact  
Mr. Moua or Mr. Toure at (916) 451-8870.



ITEM IV-C – INFORMATION  
GOVERNING BOARD MINUTES

BACKGROUND:

Attached for your information is a copy of the March 7, 2019 Governing Board minutes.

Staff will be available to answer questions.

NOTES:

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

Minutes/Synopsis

SETA Board Room  
925 Del Paso Blvd., Suite 100  
Sacramento, CA 95815

Thursday, March 7, 2019  
10:00 a.m.

**I. Call to Order/Roll Call**

Mr. Carr called the meeting to order at 10:00 a.m. The Pledge of Allegiance was recited. The roll was called and a quorum was established.

Members Present:

Larry Carr, Chair; Councilmember, City of Sacramento  
Don Nottoli, Vice Chair; Member, Board of Supervisors  
Jay Schenirer, Councilmember, City of Sacramento  
Patrick Kennedy, Member, Board of Supervisors  
Sophia Scherman, Public Representative

Ms. Kossick acknowledged Ms. Scherman's 25 years of service to SETA. Children from the Sharon Neese Early Learning Center wrote a 'thank you' card and presented it to Ms. Scherman. Ms. Kossick presented Ms. Scherman with a gift and Mr. Carr presented Ms. Scherman with some flowers on behalf of the board.

**II. Consent Items**

- A. Minutes of the February 7, 2019 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Amend the Conflict of Interest Code for the Sacramento Employment and Training Agency
- D. Approval to Extend Audit Services Agreement for Fiscal Year ending June 30, 2019 and Authorize the Executive Director to Sign the Agreement
- E. Appointment of Youth Committee Members
- F. Approval to Add KS Consulting to SETA's Vendor Services (VS) List

The consent items were reviewed, with no questions or comments.

Moved/Nottoli, second/Kennedy, to approve the consent items as follows:

- A. Approve the February 7, 2019 minutes.
- B. Approve the claims and warrants for the period 1/30/19 – 2/27/19.
- C. Approve the revised Conflict of Interest Code and direct Legal Counsel to forward it to the Sacramento County Board of Supervisors for ratification.

- D. Approve the extension of the agreement with Vavrinek, Trine, Day & Company, LLP, for audit services for the fiscal year ending June 30, 2019, for a total amount up to \$52,151.25 and authorize the Executive Director to sign the agreement.
- E. Approve the appointment of Ms. Randi Kay Stephens and Ms. Zoe Larson to the Sacramento Works Youth Committee.
- F. Approve the addition of KS Consulting to SETA's VS List.  
Roll call vote:  
Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)  
Nay: 0  
Abstentions: 0

**III. Action Items**

**A. GENERAL ADMINISTRATION/SETA:** No items.

**B. WORKFORCE DEVELOPMENT DEPARTMENT**

Refugee Services: None.

Community Services Block Grant

- 1. Approval of the Appointment of Private Sector Organizations to Select Target Area Private Sector Representatives and Alternates to Serve on the Community Action Board (CAB)

Mr. Nottoli inquired about the correct name for Stanford Youth Home or Stanford Youth Services. Ms. Davis-Jaffe will check into it and report back.

Moved/Schenirer, second/Kennedy, to approve the appointment of Private Sector organizations to select Private Sector representatives and alternates to serve on the CAB Board, as indicated on the chart included in the board packet.

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

One Stop Services

- 2. Approval to Submit an Application for the California Employment Development Department's (EDD) Workforce Innovation and Opportunity Act (WIOA) English Language Learner (ELL) Co-Enrollment Pilot Funding Opportunity, and Authorize the Executive Director to Execute the Agreement, any Other Documents Required by the Funding Source and Enter into Subcontracts with Training Providers

Ms. Kossick stated that staff is working to develop the application and will report back on the subcontractors in this grant.

Moved/Nottoli, second/Scherman, to approve the submission of an application to EDD for the WIOA ELL Co-enrollment Pilot funding opportunity in the amount of \$300,000, and authorize the SETA Executive Director to execute the agreement, any other documents required by the funding source and enter into subcontracts with training providers.

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

3. Approval of Reappointments to the Sacramento Works Workforce Development Board

Ms. Kossick offered to answer questions; there is currently one private sector vacancy on the Sacramento Works Board.

Moved/Scherman, second/Nottoli, and approve the reappointment of the seven members (Lisa Clawson, Johnny Perez, Anette Smith-Dohring, Karl Pineo, Dr. Jamey Nye, Diane Ferrari, and Kristin Gibbons) to the Sacramento Works Workforce Development Board for a three-year term beginning April 1, 2019.

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

4. Approval of the Capital Region's Strategic Workforce Development Plan Update, Program Years (PY) 2017-2021 and the Sacramento Area's Strategic Workforce Development Plan Update, PY 2017-2021, and Authorize SETA's Executive Director to Make Revisions Required by the State

Mr. Roy Kim reviewed this item and stated that SETA staff prepared both regional and local plans. Mr. Kim recognized Michelle O'Camb and Heather Luke for their work on these plans.

Mr. Nottoli asked why Alpine County, one of the smallest in population in the state, would be involved. Mr. Kim replied that the State Workforce Board drew boundaries for regions based on existing workforce development areas which may not be typical metropolitan regions. There may be a transition where regions look more similar over time. Alpine is part of the Golden Sierra Workforce Development Area.

Moved/Nottoli, second/Scherman, to approve the Capital Region's Strategic Workforce Development Plan Update – Program Years 2017-21, and the

Sacramento Area's Strategic Workforce Development Plan Update – Program Years 2017-2021, and authorize SETA's Executive Director to make revisions required by the State.

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

**C. CHILDREN AND FAMILY SERVICES:** No items.

**IV. Information Items**

A. Fiscal Monitoring Reports: No questions.

B. Employer Success Stories and Activity Report: No questions.

C. Dislocated Worker Update: Mr. William Walker reported that JC Penney is talking about closing nine stores but is unsure which stores will be closed. Rite Aid will be downsizing some of their stores but their employees will transition to other stores. It has been very volatile in retail. Other areas are opening and a lot of purchasing is being done online.

Mr. Nottoli inquired whether SETA has reached out to Amazon. Mr. Walker replied that SETA did reach out to Amazon to offer our services. Mr. Walker will be researching future trends for employment regarding Amazon.

D. Report on American Express Corporate Account Rewards Points Program as of January 31, 2019: Ms. Kossick reported that office supplies will be purchased with the reward points.

E. Head Start Reports: No additional report.

**V. Reports to the Board**

A. Chair: No report.

B. Executive Director: No report.

C. Deputy Directors: No reports.

D. Counsel: No report.

E. Members of the Board: Mr. Nottoli thanked Ms. Lee for the monthly Head Start report included in the packet. The report was colorful and interesting.

F. Public: Ms. Nakisha Barthell stated that she is looking for help to assist in the development of her program to serve people beginning at 13 years of age. Mr. Carr replied that Ms. Kossick and staff will assist in directing her to resources.

**VI. Adjournment:** The meeting was adjourned at 10:23 a.m.

ITEM IV-D – INFORMATION  
FISCAL MONITORING REPORTS

BACKGROUND:

Attached for your information are copies of the latest fiscal monitoring reports. Staff will be available to answer questions.

NOTES:



**MEMORANDUM**

**TO:** Ms. Yvonne Wright                      **DATE:** March 20, 2019

**FROM:** Tracey Anderson, SETA Fiscal Monitor

**RE:** On-Site Fiscal Monitoring of Elk Grove Unified School District-Head Start

| <u>PROGRAM</u> | <u>ACTIVITY</u> | <u>FUNDING</u> | <u>CONTRACT PERIOD</u> | <u>PERIOD COVERED</u> |
|----------------|-----------------|----------------|------------------------|-----------------------|
| Head Start     | Basic & COLA    | \$3,213,386    | 8/1/17-7/31/18         | 2/1/18-7/31/18        |
| Head Start     | T & TA          | \$9,000        | 8/1/17-7/31/18         | 2/1/18-7/31/18        |

**Monitoring Purpose:**    Initial    Follow-up    Special    Final X

**Date of review:** 12/3-12/6/18 and numerous follow-ups

|    | <u>AREAS EXAMINED</u>      | <u>COMMENTS</u>     |           |                        |           |
|----|----------------------------|---------------------|-----------|------------------------|-----------|
|    |                            | <u>SATISFACTORY</u> |           | <u>RECOMMENDATIONS</u> |           |
|    |                            | <u>YES</u>          | <u>NO</u> | <u>YES</u>             | <u>NO</u> |
| 1  | Accounting Systems/Records | X                   |           |                        |           |
| 2  | Internal Control           | X                   |           |                        |           |
| 3  | Bank Reconciliation's      | X                   |           |                        |           |
| 4  | Disbursement Control       |                     | X         | X                      |           |
| 5  | Staff Payroll/Files        | X                   |           |                        |           |
| 6  | Fringe Benefits            | X                   |           |                        |           |
| 7  | Participant Payroll        | X                   |           |                        |           |
| 8  | Indirect Cost Allocation   | N/A                 |           |                        |           |
| 9  | Adherence to Budget        | X                   |           |                        |           |
| 10 | In-Kind Contribution       | X                   |           |                        |           |
| 11 | Equipment Records          | N/A                 |           |                        |           |

**Program Operator: Elk Grove Unified School District-Head Start**

**Findings and General Observations:**

- 1) The total costs as reported to SETA from February 1, 2018 to July 31, 2018 for the Head Start programs have been traced to the delegate agency records. The records were verified and appeared to be in order.
- 2) The expenses reported for the Head Start Basic exceeded the actual expenses by \$1,205.45. OMB Uniform Guidance Section 200.343 states that unless the Federal Awarding Agency or pass-through entity authorizes an extension, a non-federal entity must liquidate all obligations incurred under the federal award no later than 90 calendar days after the end date of the period of performance (7/31/18). During SETA's review, the agency informed SETA the funds went unspent due to a back order on supplies they purchased. The discrepancy went unidentified until the review period. The agency plans on reimbursing SETA for those unspent funds.

**Recommendations for Corrective Action:**

- 1) The school district will reimburse SETA for the amount of \$1,205.45. Also, the school district's Early Childhood Education Department should carefully monitor activities at year end to ensure all obligations are closed out within 90 calendar days of the fiscal year end. The year-end procedures should be incorporated into the current policies and procedures and a copy should be sent to SETA.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Kate Ingersoll **DATE:** May 20, 2019  
**FROM:** David B. Clark, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Twin Rivers Unified School District

| <b><u>PROGRAM</u></b> | <b><u>ACTIVITY</u></b> | <b><u>FUNDING</u></b> | <b><u>CONTRACT PERIOD</u></b> | <b><u>PERIOD COVERED</u></b> |
|-----------------------|------------------------|-----------------------|-------------------------------|------------------------------|
| Head Start            | Basic                  | \$ 1,733,625          | 8/1/18 - 7/31/19              | 8/1/18 - 1/31/19             |
| Head Start            | T & TA                 | \$ 11,700             | 8/1/18 - 7/31/19              | 8/1/18 - 1/31/19             |
| Early HS              | Basic                  | \$ 360,558            | 8/1/18 - 7/31/19              | 8/1/18 - 1/31/19             |
| Early HS              | T & TA                 | \$ 5,852              | 8/1/18 - 7/31/19              | 8/1/18 - 1/31/19             |

**Monitoring Purpose:** Initial  X  Interim      Special      Final    

**Date of review:** April 23 - 25, 2019

|    | <b>AREAS EXAMINED</b>        | <b>SATISFACTORY</b> |           | <b>COMMENTS/RECOMMENDATIONS</b> |           |
|----|------------------------------|---------------------|-----------|---------------------------------|-----------|
|    |                              | <b>YES</b>          | <b>NO</b> | <b>YES</b>                      | <b>NO</b> |
| 1  | Accounting Systems/Records   | X                   |           |                                 |           |
| 2  | Internal Control             | X                   |           |                                 |           |
| 3  | Bank Reconciliation          |                     | N/A       |                                 |           |
| 4  | Disbursement Control         | X                   |           |                                 |           |
| 5  | Staff Payroll/Files          | X                   |           |                                 |           |
| 6  | Fringe Benefits              | X                   |           |                                 |           |
| 7  | Participant Payroll          |                     | N/A       |                                 |           |
| 8  | Davis Bacon Act              |                     | N/A       |                                 |           |
| 9  | Indirect Cost Allocation     | X                   |           |                                 |           |
| 10 | Adherence to Contract/Budget | X                   |           |                                 |           |
| 11 | In-Kind Contribution         | X                   |           |                                 |           |
| 12 | Equipment Records            | X                   |           |                                 |           |

**Program Operator:** Twin Rivers Unified School District

**Findings and General Observations:**

The costs as reported to SETA have been traced to the delegate's fiscal records. The records were verified and appear to be in order.

There are no findings.

**Recommendations for Corrective Action:**

There are no corrective actions required.

cc: Kathy Kossick  
Governing Board  
Policy Council

MEMORANDUM

TO: Ms. Edenausageboye Davis                      DATE: April 5, 2019  
 FROM: Tracey Anderson, SETA Fiscal Monitor  
 RE: On-Site Fiscal Monitoring of Women’s Civic Improvement Club

| <u>PROGRAM</u> | <u>ACTIVITY</u> | <u>FUNDING</u> | <u>CONTRACT PERIOD</u> | <u>PERIOD COVERED</u> |
|----------------|-----------------|----------------|------------------------|-----------------------|
| Head Start     | Basic & Cola    | \$1,000,590    | 8/1/17-7/31/18         | 2/1/18-7/31/18        |
| Head Start     | T & TA          | \$7,500        | 8/1/17-7/31/18         | 2/1/18-7/31/18        |
| Head Start     | Duration        | \$445,867      | 8/1/17-7/31/18         | 2/1/18-7/31/18        |

Monitoring Purpose:    Initial    Follow-up    Special    Final X

Date of review: 2/11-2/13/19 follow-ups: 2/19, 2/25, 3/14, 4/4/19

|    | AREAS EXAMINED              | COMMENTS RECOMMENDATIONS |                 |                     |                    |
|----|-----------------------------|--------------------------|-----------------|---------------------|--------------------|
|    |                             | SATISFACTORY YES         | SATISFACTORY NO | RECOMMENDATIONS YES | RECOMMENDATIONS NO |
| 1  | Accounting Systems/Records  | X                        |                 |                     |                    |
| 2  | Internal Control            | X                        |                 |                     |                    |
| 3  | Bank Reconciliation’s       | X                        |                 |                     |                    |
| 4  | Disbursement Control        | X                        |                 |                     |                    |
| 5  | Staff Payroll/Files         | X                        |                 |                     |                    |
| 6  | Fringe Benefits             | X                        |                 |                     |                    |
| 7  | Participant Payroll         | X                        |                 |                     |                    |
| 8  | OJT-Contracts/Files/Payment | X                        |                 |                     |                    |
| 9  | Indirect Cost Allocation    | N/A                      |                 |                     |                    |
| 10 | Adherence to Budget         | X                        |                 |                     |                    |
| 11 | In-Kind Contribution        | N/A                      |                 |                     |                    |
| 12 | Equipment Records           | N/A                      |                 |                     |                    |

**Program Operator: Women's Civic Improvement Club**

**Findings and General Observations:**

- 1) We have reviewed the Head Start, T & T/A and Duration programs from February 1, 2018 to July 31, 2018. The costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

None

cc: Kathy Kossick  
Governing Board

ITEM V

COMMITTEE REPORTS

➤ Executive Committee

This item provides the opportunity for the Executive Committee to submit an oral report to the Policy Council. The Executive Committee met and evaluated the April 23, 2019 Policy Council meeting.

| <b>GOOD!!!</b>   |
|--|
| Thank you, Ms. Denise Lee, for your thorough presentation on the HS/EHS Budget Refunding Application for Program Year 2019-2020.   |
| Thank you, Ms. Allison Noren, for the information you provided on the eligibility lists, shared information of changes to the SETA Personnel Policies and Procedures, and revision to the job specification for the Head Start Coordinator position. |
| Thank you, Ms. Lisa Carr, for shared information on Selection Criteria for Enrollment in HS/EHS Programs.  |
| Thank you, Mr. Victor Han, for shared information on Budget Modification for HS/EHS Fiscal Year 2018-2019 and review of the Fiscal Report.   |
| Thank you Mr. Robert Silva, for shared community resources.  |
| Thank you, Madam Chair, for a well-facilitated and timely meeting.   |
| <b>NEEDS IMPROVEMENT</b>   |
| No side barring.   |
| Please be recognized by the Chair by raising your hand before speaking.  |
| **Please turn off all electrical devices, i.e., phones.**  |
| Please refrain from TEXTING!!  |
| Attendance.  |
| Please be recognized by the Chair before leaving your seat by saying, "question of privilege."   |
| If unable to attend, or will arrive late to a meeting, please notify the Chair, Ms. Nancy Hogan, or Ms. Marie Desha and contact your alternate.  |
| <b>REMINDERS</b>   |
| Arrive on time and be seated by 8:50 a.m. to start meeting.  |
| Refrain from leaving your seat during any presentation.  |
| No eating in the Board Room.   |
| Provide Ms. Marie Desha with community resource information/flyer seven days prior to meeting for approval.  |

ITEM V - Committee Report (continued)  
Page 2

▶ Budget/Planning Committee

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▶ Social/Hospitality Committee

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▶ Parent Ambassadors Committee

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▶ Sacramento Medi-Cal Dental Advisory Committee

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▶ Maternal, Child & Adolescent Health Advisory Board Report

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ITEM VI

OTHER REPORTS

BACKGROUND:

- A. 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.

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- B. 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.

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- C. 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.

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- D. 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.

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**Sacramento County Head Start/Early Head Start  
Monthly Enrollment Report  
April 2019**

**Head Start**

| Agency              | Funded Enrollment | (a)<br>Last Day of Month Enrollment<br>4/30/19 | (b)<br>% Actual to Funded |
|---------------------|-------------------|--|---------------------------|
| Elk Grove USD       | 440               | 443  | 101                       |
| Sacramento City USD | 1,139             | 1,093  | 96                        |
| SETA                | 1,836             | 1,844  | 101                       |
| San Juan USD        | 668               | 669  | 100                       |
| Twin Rivers USD     | 180               | 181  | 100                       |
| WCIC/Playmate       | 100               | 103  | 103                       |
| <b>Total</b>        | <b>4,363</b>      | <b>4,333</b>                                   | <b>99</b>                 |

**Early Head Start**

| Agency              | Funded Enrollment | (a)<br>Last Day of Month Enrollment<br>4/30/19 | (b)<br>% Actual to Funded |
|---------------------|-------------------|--|---------------------------|
| Sacramento City USD | 152               | 141  | 93                        |
| SETA                | 439               | 446  | 102                       |
| San Juan USD        | 160               | 168  | 105                       |
| TRUSD               | 16                | 18   | 112                       |
| <b>Total</b>        | <b>767</b>        | <b>773</b>                                     | <b>101</b>                |

**EHS-CC Partnership/Expansion**

| Agency              | Funded Enrollment | (a)<br>Last Day of Month Enrollment<br>4/30/19 | (b)<br>% Actual to Funded |
|---------------------|-------------------|--|---------------------------|
| SETA                | 40                | 42   | 105                       |
| Sacramento City USD | 40                | 39   | 98                        |
| <b>Total</b>        | <b>80</b>         | <b>81</b>                                      | <b>101</b>                |

- (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.

Sacramento City USD

Challenge(s):

- 3 classes capped due to a majority of 3 year olds enrolled, leaving up to 9 vacant slots at any given time due to capping
- Other reasons such as no wait list for some centers and enrollments in process
- 32 vacancies not replaced at centers that will be closing due to reduction in slots after this year

Action Step(s):

- ACF is aware of the challenges of capped classes which are out of the control of the program

**SETA - County Monthly Average Daily Attendance (ADA)  
Program Year 2018-2019**

**Head Start**

| Agency                 | August<br>ADA<br>% | Sept<br>ADA<br>% | October<br>ADA<br>% | Nov<br>ADA<br>% | Dec<br>ADA<br>% | January<br>ADA<br>% | February<br>ADA<br>% | March<br>ADA<br>% | April<br>ADA<br>% | May<br>ADA<br>% | June<br>ADA<br>% | July<br>ADA<br>% |
|------------------------|--------------------|------------------|---------------------|-----------------|-----------------|---------------------|----------------------|-------------------|-------------------|-----------------|------------------|------------------|
| Elk Grove USD          | 91                 | 89               | 88                  | 86              | 84              | 86                  | 84                   | 87                | 88                |                 |                  |                  |
| Sacramento City<br>USD | 73                 | 90               | 88                  | 85              | 85              | 86                  | 84                   | 84                | 86                |                 |                  |                  |
| SETA                   | 78                 | 87               | 85                  | 83              | 83              | 81                  | 80                   | 83                | 83                |                 |                  |                  |
| San Juan USD           | N/A                | 76               | 88                  | 90              | 89              | 88                  | 92                   | 88                | 83                |                 |                  |                  |
| Twin Rivers USD        | 93                 | 90               | 88                  | 78              | 86              | 89                  | 86                   | 89                | 90                |                 |                  |                  |
| WCIC/<br>Playmate      | N/A                | 68               | 83                  | 87              | 92              | 89                  | 74                   | 75                | 88                |                 |                  |                  |
| <b>TOTAL</b>           | 84                 | 83               | 87                  | 85              | 87              | 87                  | 83                   | 84                | 86                |                 |                  |                  |

**Early Head Start**

| Agency                 | August<br>ADA<br>% | Sept<br>ADA<br>% | October<br>ADA<br>% | Nov<br>ADA<br>% | Dec<br>ADA<br>% | January<br>ADA<br>% | February<br>ADA<br>% | March<br>ADA<br>% | April<br>ADA<br>% | May<br>ADA<br>% | June<br>ADA<br>% | July<br>ADA<br>% |
|------------------------|--------------------|------------------|---------------------|-----------------|-----------------|---------------------|----------------------|-------------------|-------------------|-----------------|------------------|------------------|
| Sacramento City<br>USD | 82                 | 92               | 91                  | 76              | 88              | 89                  | 89                   | 82                | 67                |                 |                  |                  |
| SETA                   | 80                 | 86               | 87                  | 82              | 83              | 81                  | 81                   | 85                | 85                |                 |                  |                  |
| San Juan USD           | 83                 | 84               | 89                  | 87              | 90              | 88                  | 90                   | 86                | 87                |                 |                  |                  |
| Twin Rivers USD        | 91                 | 88               | 88                  | 88              | 86              | 91                  | 89                   | 81                | 87                |                 |                  |                  |
| <b>TOTAL</b>           | 84                 | 88               | 89                  | 83              | 87              | 87                  | 87                   | 84                | 82                |                 |                  |                  |

**SETA - County Monthly Average Daily Attendance (ADA)  
Program Year 2018-2019**

**EHS-CC Partnership/Expansion**

| Agency                 | August<br>ADA<br>% | Sept<br>ADA<br>% | October<br>ADA<br>% | Nov<br>ADA<br>% | Dec<br>ADA<br>% | January<br>ADA<br>% | February<br>ADA<br>% | March<br>ADA<br>% | April<br>ADA<br>% | May<br>ADA<br>% | June<br>ADA<br>% | July<br>ADA<br>% |
|------------------------|--------------------|------------------|---------------------|-----------------|-----------------|---------------------|----------------------|-------------------|-------------------|-----------------|------------------|------------------|
| Sacramento City<br>USD | 74                 | 80               | 78                  | 64              | 72              | 72                  | 77                   | 79                | 71                |                 |                  |                  |
| SETA                   | 84                 | 82               | 84                  | 77              | 77              | 77                  | 74                   | 82                | 79                |                 |                  |                  |
| <b>TOTAL</b>           | 79                 | 81               | 81                  | 71              | 75              | 75                  | 76                   | 81                | 75                |                 |                  |                  |

A summary of individual agency Attendance Action Plan(s) are provided below after any three (3) consecutive months of ADA below 85%

**Attendance Action Plan(s):**

**SETA Operated Program:**

- Classrooms with attendance below 85% for any month are required to submit a Classroom Attendance Improvement Plan.

**SCUSD:**

- Plan to be included with April Attendance Report.



# SETA Head Start

## Food Service Operations Monthly Report

### \*April 2019

**April 12th** - Last Day in April for the Elkhorn Center they will be closed for floor repair will reopen in May.

**April 15th through 19th** - Spring Break Only Class Calendars B&D Open

**Additional Closures During Spring Break** -

- April 15th - 16th Avenue & Job Corps
- April 16th - Mather Center
- April 17th - The Norma Johnson & Sharon Neese Centers
- April 18th - Phoenix Park
- April 19th - Crossroads Fardens & Alder Grove I/T

**April 19th** - Phoenix Park Closed - due to the complex painting

**April 17th** - EHS Home Base Field Trip to the Zoo Special Lunch and Snack Menu Provided for 95 Guests

**April 25th** - EHS Home Base Field Trip to the Zoo Special Lunch and Snack Menu Provided for 60 Guests  
Bob's Fishing in the City Activity Special Snack Bags provided for 100 Guests

**Meetings & Trainings:** Connie completed the CACFP Mandatory Course on Documentation Requirements for the CACFP Meal Patterns on April 18, 2019  
Presented by California Department of Education - Nutrition Services Division and Fresno City College Cal-Pro-NET Center

**Total Number of Meals and Snacks Prepared for All Kitchens:**

| Lunch  | PM Snack | Breakfast | Field Trips |
|--------|----------|-----------|-------------|
| 31,670 | 22,840   | 23,210    | 240         |

**Total Amount of Meals and Snacks Prepared** 77,960

**Purchases:**

|            |             |
|------------|-------------|
| Food       | \$74,725.85 |
| Non - Food | \$9,537.97  |

**Building Maintenance and Repair:** \$2,928.74

**Janitorial & Restroom Supplies:** \$0.00

**Kitchen Small Wares and Equipment:** \$0.00

**Vehicle Maintenance and Repair :** \$149.47

**Vehicle Gas / Fuel:** \$1,331.77  
Normal Delivery Days 21

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**April 2019**

The Special Education Report shows the percentage of enrolled preschool aged children with a diagnosed disability receiving services through an Individualized Education Plan (IEP). For Early Head Start, the Special Education Report shows the number of children ages 0-3 who are receiving early intervention services through an Individualized Family Services Plan (IFSP).

Head Start Program Performance Standards Reference: 1302.14 (b)(1) states *a program must ensure at least 10 percent of its total funded enrollment is filled by children eligible for services under IDEA, unless the responsible HHS official grants a waiver.*

| Agency                 | AFE (HS)    | Total IEPs | % of AFE   | AFE (EHS)  | Total IFSPs | % AFE      |
|------------------------|-------------|------------|------------|------------|-------------|------------|
| <b>SETA operated</b>   | 1836        | 235        | <b>13%</b> | 439        | 123         | <b>28%</b> |
| <b>Twin Rivers USD</b> | 180         | 28         | <b>16%</b> | 16         | 1           | <b>6%</b>  |
| <b>Elk Grove USD</b>   | 440         | 55         | <b>13%</b> |            |             |            |
| <b>Sac City USD</b>    | 1139        | 127        | <b>11%</b> | 152        | 20          | <b>13%</b> |
| <b>San Juan USD</b>    | 668         | 115        | <b>17%</b> | 160        | 20          | <b>13%</b> |
| <b>WCIC</b>            | 100         | 9          | <b>9%</b>  |            |             |            |
| <b>EHS CCP</b>         |             |            |            | 120        | 10          | <b>8%</b>  |
| <b>COUNTY TOTAL</b>    | <b>4363</b> | <b>569</b> | <b>13%</b> | <b>887</b> | <b>174</b>  | <b>20%</b> |

*AFE: Annual Funded Enrollment*



## Quality Assurance Summary Report

TO: Policy Council and SETA Governing Board members  
 RE: SETA Quality Assurance/Monitoring Results – April 2019

| Agency                                  | Program Monitored   | Details  | Review Period    | Monitoring Purpose  |
|---|---|--|------------------|---|
| <b>San Juan Unified School District</b> | <u>Head Start:</u><br>- General Davie<br>- Sunrise<br><u>Early Head Start:</u><br>- San Juan<br>- Fair Oaks | 4 centers<br>4 classes<br>19 children’s files<br><i>(ERSEA, Health, Medication/Care Plans, and Mental Health)</i><br>9 staff files | March 1-20, 2019 | <b>Differential Review</b><br><input checked="" type="checkbox"/> Initial<br><input type="checkbox"/> Follow-up<br><input type="checkbox"/> Special<br><input type="checkbox"/> Final |

**Differential Review** means not all content areas were monitored during this visit. Selection was based on historic performance.

This monitoring review was performed using the 2018 Monitoring for Compliance and Quality Improvement tool (MCQI). MCQI was designed in *ChildPlus* and is comprised of 25 monitoring checklists representing 363 performance indicators. All indicators align with the Head Start Program Performance Standards (HSPPS), the Head Start Act, Community Care Licensing, and other local, state and federal regulations.

**Highlighted Program Strengths and Positive Observations:**

- Centers have a family-friendly, welcoming and attractive environment.
- Relationship between teachers, children and families was positive and supportive, a sense of community was evident.
- Continuity of care is practiced at the Early Head Start/Infant-Toddlers centers.

| Areas Reviewed   | Percentage Compliant    | Individual Indicators Needing Attention |
|--|-------------------------|---|
| <b>ERSEA</b><br><i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>   | HS – 100%<br>EHS - 93%% | No significant noted findings           |
| <b>Education</b><br><i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i> | HS – 97%<br>EHS – 94%   | No significant noted findings           |
| <b>Health</b><br><i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>  | HS - 95%<br>EHS – 92%   | No significant noted findings           |
| <b>Nutrition</b><br><i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>  | HS – 94%<br>EHS – 91%   | No significant noted findings           |
| <b>Mental Health</b><br><i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>  | HS – 100%<br>EHS – 100% | No significant noted findings           |



| Areas Reviewed   | Percentage Compliant  | Individual Indicators Needing Attention  |
|--|-----------------------|--|
| <b>Human Resources</b><br><i>(Staff qualifications, staff medical status, annual performance evaluations, etc.)</i>                  | HS – 75%<br>EHS – 78% | -Not all staff licensing files contained required documents (some missing TB clearances, proof of immunizations, written statement declining influenza vaccine and/or health screening report) |
| <b>Safe Environments</b><br><i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i> | HS – 94%<br>EHS – 96% | No significant noted findings, except ratios should be closely monitored during diapering procedures in EHS.   |

\* Scores between 90-99% per section will be addressed by the program but do not require a formal Corrective Action Plan Monitoring. Scores less than 90% require a program-level Corrective Action Plan. Determination of a Comprehensive Review and/or Differentiated Review will be based on historic data.

**Follow-up and Corrective Action Plans:**

A program-level Corrective Action Plan (CAP) to address above areas of non-compliance is due to SETA within 45 days of receipt of this report. Governing Board/School Board notification of monitoring results is required within 60 days.

Programs have been provided a form to complete the CAP which serves as written response by the agency to resolve systems-level areas of non-compliance identified during the MCQI review. A program trend CAP does not supersede the individual CAP for non-compliant indicators using the Child Plus Internal Monitoring Module.



## Quality Assurance Summary Report

TO: Policy Council and SETA Governing Board members  
 RE: SETA Quality Assurance/Monitoring Results – April 2019

| Agency                                       | Program Monitored                           | Details   | Review Period    | Monitoring Purpose   |
|--|---|---|------------------|--|
| <b>Women's Civic Improvement Club (WCIC)</b> | Head Start<br>- Playmate I<br>- Playmate II | 2 centers<br>2 classes<br>7 children's files<br>6 staff files | March 5-20, 2019 | <b>Comprehensive Review</b><br><input checked="" type="checkbox"/> Initial<br><input type="checkbox"/> Follow-up<br><input type="checkbox"/> Special<br><input type="checkbox"/> Final |

**Differential Review** means not all content areas were monitored during this visit. Selection was based on historic performance.

This monitoring review was performed using the 2018 Monitoring for Compliance and Quality Improvement tool (MCQI). MCQI was designed in *ChildPlus* and is comprised of 25 monitoring checklists representing 363 performance indicators. All indicators align with the Head Start Program Performance Standards (HSPPS), the Head Start Act, Community Care Licensing, and other local, state and federal regulations.

**Highlighted Program Strengths and Positive Observations:**

- Culturally and linguistically diverse staff that reflect the families and community served by the program.
- Clean, bright and well-maintained facilities.
- Daily schedule and activities provide children opportunity to be creative and learn.
- Organized files and good recordkeeping practices.

| Areas Reviewed   | Percentage Compliant | Individual Indicators Needing Attention   |
|--|----------------------|---|
| <b>ERSEA</b><br><i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>   | 84%                  | - Program has not met minimum 10% threshold of enrolled children with disabilities<br>- Not all applications were completed with required information<br>- Not all vacancies were filled within 30 days<br>- Some files did not match data in ChildPlus |
| <b>Education</b><br><i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i> | 83%                  | - Staff ratios not observed at all times<br>- Children not in sight/sounds at all times<br>- During nap time, no alternate quiet activities were offered to non-napping child   |

| <b>Areas Reviewed</b>   | <b>Percentage Compliant</b> | <b>Individual Indicators Needing Attention</b>   |
|---|-----------------------------|--|
| <b>Disabilities Services</b><br><i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>  | 100%                        | No significant noted findings  |
| <b>Health</b><br><i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>   | 80%                         | - Some screenings, screening results and/or follow-up were not completed and/or not in child's file<br>- Some health information in the child's file did not match data in ChildPlus   |
| <b>Nutrition</b><br><i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>   | 80%                         | - Screenings and/or screening results did not match in Childplus   |
| <b>Mental Health</b><br><i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>   | 100%                        | No significant noted findings  |
| <b>Family and Community Engagement</b><br><i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i> | 82%                         | - Program has not implemented an evidenced-based parenting curriculum<br>- Some Family Partnership Agreements were incomplete, missing information and/or missing documented follow-up |
| <b>Human Resources</b><br><i>(Staff qualifications, staff medical status, annual performance evaluations, etc.)</i>   | 100%                        | No significant noted findings  |
| <b>Safe Environments</b><br><i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>  | 80%                         | - Fruit was not served for lunch per the daily menu<br>- Supervision during meal times needs improvement. Meal service was not relaxed or calm.  |

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**Follow-up and Corrective Action Plans:**

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# MONTHLY PROGRAM INFORMATION REPORT

*April, 2019*

## UPDATE ON GOVERNOR'S BUDGET/ MAY REVISION

Governor Newsom presented his May Budget Revision on May 9, 2019. The revision offers a mix of new spending proposals that would increase the state's overall spend by almost \$4.5 billion to a total of \$213 billion.

At the top of the list for agency budget increases in the revision is the Department of Health and Human Services, which sees an increase of \$1.7 billion over the governor's original proposal to a new total of \$66.5 billion. This represents 31.2% of the state's total spend, just shy of K thru 12 Education at 28.4%.

For Early Childhood Education, the revised budget:

- Dedicates \$80.5 million in Cannabis Funds to subsidize child care for school-age children for income-eligible families.
- Provides \$40.7 million General Fund in 2019-20 and \$54.2 million ongoing to allow Stage 1 CalWORKs recipients to receive child care for up to 12 months.
- Includes \$12.8 million federal funds for a pilot program to allow alternative payment agencies to offer emergency child care vouchers to families in crisis.
- Makes caseload adjustments due to an increase in the CalWORKs Stage 2 and Stage 3 caseload.
- Provides 10,000 slots for State Preschool in 2019-20, as proposed in January, but postpones the release of the additional 20,000 slots in future years
- Reduces funding provided in January for the Full-Day Kindergarten Facilities Grant program by \$150 million, for a total allocation of \$600 million at the May Revision.
- Proposed the Student Aid Commission administer

the proposed \$50 million in one-time General Fund for Child Savings Account pilot programs.

The revised budget proposes additional spending to fund several initiatives not previously detailed in the January budget proposal including:

- An additional \$295.3 million to expand health insurance exchange subsidy eligibility to 600% FPL,
- \$8.2 million to implement a state-based individual mandate penalty, the revenue of which will be allocated to the additional subsidies,
- \$120 million of Prop. 56 funds for loan repayment for physicians and dentists who commit to serving Medi-Cal patients,
- \$100 million from the Mental Health Services Fund (one-time funding available over five years) for the new 2020-25 Workforce Education and Training (WET) Five-Year Plan,
- \$70 million additional one-time funding for the Value-Based Payments program, specifically for behavioral health integration,
- \$25 million in 2019-20 (\$60 million over three years) to train providers to conduct the trauma screenings in children,
- \$11.3 million to restore optician and optical lab services for adult beneficiaries in the Medi-Cal program,
- \$20 million additional over 5 years for the expansion of Whole Person Care Pilots to address the housing shortage for homeless mentally ill individuals.

This is an initial review of the May Revision proposal; further analysis will be available as the budget process moves forward. With the release of the May Revision, the Assembly will quickly turn towards finalizing a version of the budget over the next two weeks.

## UPDATE FROM THE OFFICE OF HEAD START

**ACF-IM-HS-19-01** – The Office of Head Start issued an Information Memorandum on March 6, 2019 regarding the devastation resulting from disasters affecting Head Start programs, children, families and staff. In the event of a significant disaster, such as a hurricane, wildfire, or tornado, OHS is removing barriers to make it easier for Head Start agencies to meet the needs of affected children and families, especially newly homeless children and families. Head Start programs serve a critical role in the recovery of impacted communities. Grantees near impacted areas are encouraged to assess how their services and resources might be used or shared to assist others affected by these disasters such facilities, equipment, supplies and human assets (e.g., staff, physicians, social workers, mental health personnel).



### The Little Engineers that Could

Sacramento City USD provided Professional Learning in April that focused on STEM for Preschoolers.

This STEM based training provided opportunities for instructional staff to broaden their skills and ideas on how to implement science, technology, engineering and mathematics into the early learning environment. Attendees engaged in hands-on activities, requiring them to explore new ideas using various materials including recycled materials typically used in the school environment.



## WHAT YOU SHOULD KNOW ABOUT THE NEW IMMUNIZATION REQUIREMENTS EFFECTIVE JULY 1, 2019?

### *What's DIFFERENT about the new immunization requirements for pre-kindergarten (child care or preschool)?*

Starting July 1, 2019, immunization requirements include:

- Chickenpox vaccine is required at age 15 months and older (rather than age 18 months and older.
- Other required vaccine dose requirements remain the same.
- As children age into requirements, parents have 30 days to submit updated records showing the child has met the requirements. For example, when an already admitted child who is up-to-date on shots turns 18 months old, the parents have 30 days to submit records that the child has received the 4<sup>th</sup> dose of DTaP and 3<sup>rd</sup> dose of Hep B.

### *Where can I find the immunization regulations?*

- Regulations starting July 1, 2019 – <http://eziz.org/assets/docs/IMM-1080.pdf>
- Regulations through June 30, 2019 – [http://eziz.org/assets/docs/IMM-1080\\_old.pdf](http://eziz.org/assets/docs/IMM-1080_old.pdf)

### *Do students admitted in previous school years have to meet the new requirements in the 2019-2020 school year?*

If a child is considered an admission at any school at any date on or after July 1, 2019 (including transfer students), the child will need to meet the newer immunization requirements in effect at the time of admission.

If a child is advancing to 7<sup>th</sup> grade in the fall of 2019 or later, the child must meet the 7<sup>th</sup> grade requirements in effect at the time of entry into 7<sup>th</sup> grade (i.e., 1 dose of Tdap, 2 doses of chickenpox vaccine).

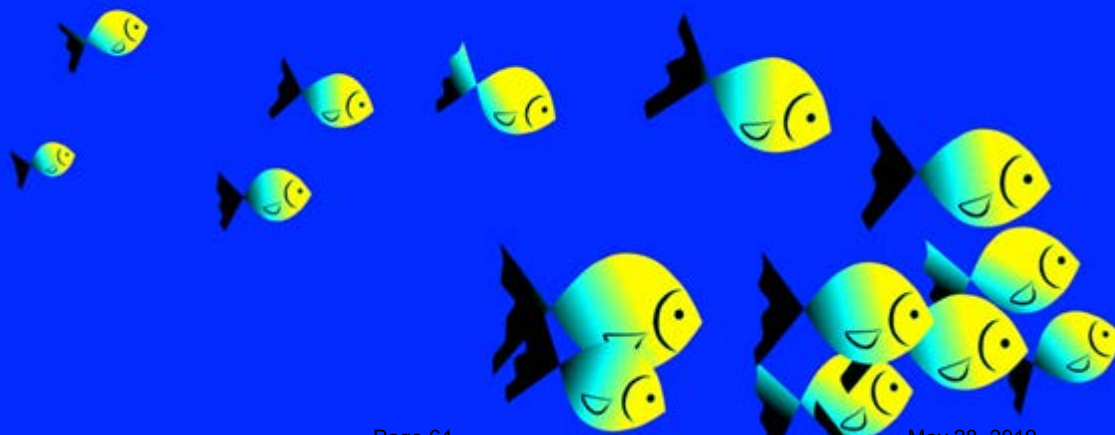
If a child has an expiring personal beliefs exemption prior to attending school on or after July 1, 2019, the child will need to meet all current immunization requirements.



## UPDATE ON SACRAMENTO CITY USD – SETA TRANSITION OF ENROLLMENT SLOTS

SETA and Sacramento City USD staff and management have been working to ensure a smooth transition for children/families, including:

- Hosted on-site **parent meetings** to ensure families have up-to-date information on enrollment, locations, hours, and start dates for the upcoming transition on July 1<sup>st</sup>.
- Completed draft **lease agreements** for SCUSD space that will be used by SETA beginning July 1, 2019. They are under final review.
- Met with Community Care Licensing to ensure a smooth transition of the **license to operate** during the transition.
- Completed licensing packets for a **change in ownership** and capacity
- Submitted **funding request** to the California Department of Education/Early Education and Support Division to support additional enrollment slots within SETA.
- Performed **on-site visits** to assess classroom/outdoor supplies/materials/equipment needs.
- In partnership with the Sacramento County Office of Education, **met with Local Education Agencies** to share Head Start/Early Head Start information and potential future partnership opportunities.
- Met with the **SCUSD Policy Committee** to address questions regarding the transition
- Submitted a media **Press Release** to reiterate to the public that SETA and SCUSD will continue services during the transition.
- Hosted a **Job Fair** to recruit for approximately 85 new Head Start and Early Head Start positions within SETA.



## SETA HOSTS SUCCESSFUL JOB FAIR

On May 4, 2019, SETA hosted a Job Fair to attract candidates for new hiring opportunities. Leading up to the Job Fair, information was shared through online job boards as well as through a strong social media push. Through partnerships with community colleges and universities, child development professors and instructors also shared the information with their students. Candidates had the option of applying online or completing the application on-site at the Job Fair. With the active recruitment of over 80 positions, there were many opportunities whether applicants were new to the field or experienced and looking for a leadership role.

During the course of the day, there were 113 attendees, most of whom went on to take written or oral exams to be placed on eligibility lists. Many candidates were also current SETA employees taking advantage of promotional opportunities. On May 8<sup>th</sup>, the SETA Policy Council hosted a Special meeting to approve eligibility lists. By doing so, staff are able to host hiring interviews and make job offers throughout the month of May to ensure new centers are opened by July 1<sup>st</sup>.



PC

## HEALTH AND NUTRITION UPDATE

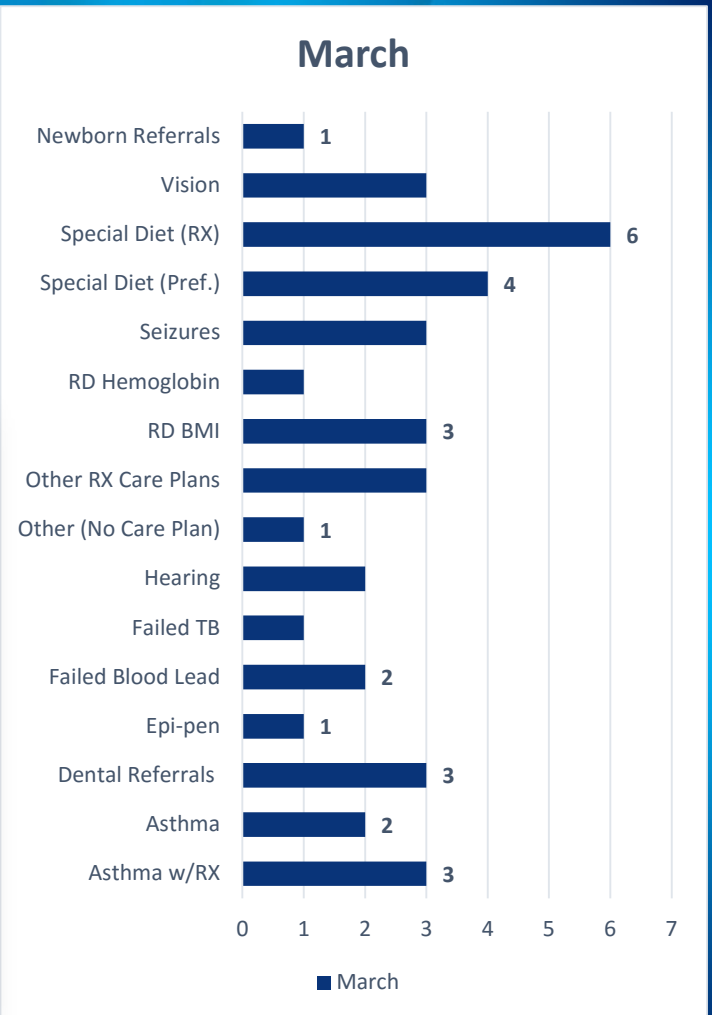
In March HNS Unit closed out 39 routings and referrals.

Food Service accommodated 10 special diet changes. Year-to-date completed routings and referrals 681.

In addition, there are 204 Active Medications and 223 Active Special Diets of which 153 are medical required diets at the centers.

Year-to-date total medications used at centers (includes drops): 276

Year-to-date special diets (includes drops): 335.



## TWIN RIVERS USD HOSTED OPEN HOUSE



This month all sites held their Annual Open House celebration to showcase all of the amazing activities and projects happening in each and every classroom. On April 4th, Morey Avenue celebrated the annual Open House event with a focus on Math Development. During this event, parents and students participated in math games and activities with an emphasis on counting, sorting and classifying objects. Each classroom teaching staff facilitated a different activity and parents/students completed a classroom and community resources hunt throughout the school campus. A great time was had by all!

The Oakdale site had their annual Open House event on April 11<sup>th</sup>, and engaged parents and students in classroom activities including an art activity that students completed with their loved ones. Students were delighted to showcase their classrooms and show their parents all of the wonderful work they have completed in the last few weeks.

Rio Linda also had their annual Open House event on April 8<sup>th</sup> which included a scavenger hunt through both classrooms where the students lead their parents to various areas of the classroom as well as their art projects.

Village held its annual Open House on April 9<sup>th</sup> with the rest of the Elementary school classrooms. The teaching team displayed art activities created by the students and students were very excited to show their parents all of their amazing

## RECRUITMENT ACTIVITIES IN APRIL AND MAY

SETA participated/ will participate in the following community events to recruit families for the upcoming school year.

### April Events:

- 4/11 Kids Day at the Capitol  
*(West Lawn of State Capitol)*
- 4/14 Rio Linda Rummage Sale and Car Show  
*(The Key Shop 918 Oak Ln., Rio Linda)*
- 4/18 Oak Park Block Party  
*(Esther's Park 3408 3rd Ave., Sac-to)*
- 4/20 Spring Fling Community Egg Hunt  
*(Freedom Park 5931 Recreation Way, McClellan Park)*
- 4/26 Sutter Spring into Health Fair  
*(Fruit Ridge Community Collaborative Auditorium)*
- 4/27 Kids Day at the Park  
*(Hagan Park Rancho Cordova)*
- 4/30 Dia de los Ninos  
*(North Lawn of State Capitol)*

### Scheduled May Events:

- 5/18 Community Carnival  
*(South Natomas Community Park)*
- 5/25 International Kids Festival  
*(William Land Park)*



## LAST DAY FOR TRADITIONAL SCHOOL YEAR CLASSES

|                     |                        |
|---------------------|------------------------|
| SETA                | June 6 <sup>th</sup>   |
| Sacramento City USD | June 13 <sup>th</sup>  |
| San Juan USD        | June 11 <sup>th</sup>  |
| Twin Rivers USD     | June 6 <sup>th</sup>   |
| WCIC                | June 11 <sup>th</sup>  |
| Elk Grove USD       | May 30 <sup>th</sup>   |
|                     | (Traditional)          |
|                     | June 14 <sup>th</sup>  |
|                     | (Modified Traditional) |



## COUNTYWIDE FISHING IN THE CITY PARENT ACTIVITY

SETA hosted facilities for a family day of Fishing in the City on April 27<sup>th</sup>. Children had a great time and caught fish this year!



| Place | Name           | lbs  |
|-------|----------------|------|
| 1st   | Kayon          | 5.80 |
| 2nd   | Talima<br>Kam  | 5.44 |
| 3rd   | EMMA           | 4.95 |
| 4th   | Lynn           | 4.40 |
| 5th   | Tina J.<br>Doe | 3.90 |

