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**KAREN GRIFFITH**  
Deputy Director

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**THOUGHT OF THE DAY:**

*"If I cannot do Great things, I can do small things in a great way"*

*Author: Martin Luther King Jr.*

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

**DATE:** Tuesday, May 16, 2023

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

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

While the SETA/Head Start Parent Advisory Committee welcomes and encourages participation in the Committee 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 Parent Advisory Committee 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) 263-3753. This document and other Committee 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 10, 2023**

Parent Advisory Committee meeting hosted by:  
Donna Bonner (Chair), Fienishia Wash (Vice Chair),  
Le Andra Jones-Villalta (Treasurer)

ITEM I-A - ROLL CALL

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

- \_\_\_\_\_ Vacant, Alder Grove I Head Start
- \_\_\_\_\_ Vacant, Alder Grove II Head Start
- \_\_\_\_\_ Vacant, American Legion Head Start
- \_\_\_\_\_ Vacant, Bannon Creek Head Start
- \_\_\_\_\_ Vacant, Bret Harte Head Start
- \_\_\_\_\_ Vacant, Capital City Head Start
- \_\_\_\_\_ Vacant, CP Huntington Head Start
- \_\_\_\_\_ Vacant, Crossroad Gardens Head Start
- \_\_\_\_\_ Vacant, Early Head Start (Home Base)
- \_\_\_\_\_ Vacant, Early Head Start (Home Base)
- \_\_\_\_\_ Vacant, Elkhorn Head Start
- \_\_\_\_\_ Vacant, Franklin Head Start
- \_\_\_\_\_ Vacant, Freedom Park Head Start
- \_\_\_\_\_ Vacant, Freeport Head Start
- \_\_\_\_\_ Vacant, Fruitridge Head Start
- \_\_\_\_\_ Vacant, Galt Head Start
- \_\_\_\_\_ Vacant, Grizzly Hollow
- \_\_\_\_\_ Vacant, Hillsdale Head Start
- \_\_\_\_\_ Vacant, Hiram Johnson Head Start
- \_\_\_\_\_ Vacant, Pre-school (Home Base)
- \_\_\_\_\_ Vacant, Pre-School (Home Base)
- \_\_\_\_\_ **Alina Semavina, Home Base Early Head Start**
- \_\_\_\_\_ Vacant, Hopkins Park Head Start
- \_\_\_\_\_ Vacant, Illa Collin Head Start
- \_\_\_\_\_ Vacant, Job Corps Head Start
- \_\_\_\_\_ Vacant, Kennedy Estates Head Start
- \_\_\_\_\_ Vacant, LaVerne Stewart Head Start
- \_\_\_\_\_ Vacant, (Marie Cleveland's) Bright Beginning Head Start
- \_\_\_\_\_ Vacant, Marina Vista Early Learning Center
- \_\_\_\_\_ **Alyssa Gonzalez, Mather Head Start**
- \_\_\_\_\_ Vacant, Nedra Court Head Start
- \_\_\_\_\_ Vacant, Norma Johnson Head Start
- \_\_\_\_\_ Vacant, North Avenue Head Start
- \_\_\_\_\_ Vacant, Northview Head Start
- \_\_\_\_\_ Vacant, Parker Head Start
- \_\_\_\_\_ Vacant, Phoenix Park Head Start
- \_\_\_\_\_ Vacant, River Oak Center for Children
- \_\_\_\_\_ Vacant, Sacramento County Office of Education
- \_\_\_\_\_ Vacant, Sharon Neese Early Learning Center
- \_\_\_\_\_ Vacant, Solid Foundation Head Start
- \_\_\_\_\_ Vacant, Strizek Park Head Start
- \_\_\_\_\_ Vacant, Walnut Grove Head Start
- \_\_\_\_\_ **Le Andra Jones-Villalta, 16<sup>th</sup> Avenue Head Start**
- \_\_\_\_\_ **Stephen Key, Past Parent Representative**
- \_\_\_\_\_ **Fienishia Wash, Past Parent Representative**
- \_\_\_\_\_ Vacant, Grandparent Representative
- \_\_\_\_\_ Vacant, Foster Parent Representative
- \_\_\_\_\_ **Donna Bonner, Outgoing Chair**

ITEM I-A - ROLL CALL  
(Continued)

**Program Year 2022-2023 - New Representatives to be seated**

<input type="checkbox"/> Kahmaria Holleman, Bannon Creek Head Start	<input type="checkbox"/> Stevetia Young, Freeport Head Start
<input type="checkbox"/> Alina Semavina, Job Corps Head Start	<input type="checkbox"/> Timeisha Seymore, Sharon Neese Early Learning Center
<input type="checkbox"/> Vacant, Alder Grove I Head Start	<input type="checkbox"/> Vacant, Marina Vista Head Start
<input type="checkbox"/> Vacant, Alder Grove II Head Start	<input type="checkbox"/> Vacant, Nedra Court Head Start
<input type="checkbox"/> Vacant, American Legion Head Start	<input type="checkbox"/> Vacant, Norma Johnson Head Start
<input type="checkbox"/> Vacant, Bret Harte Head Start	<input type="checkbox"/> Vacant, North Avenue Head Start
<input type="checkbox"/> Vacant, Capital City Head Start	<input type="checkbox"/> Vacant, Northview Head Start
<input type="checkbox"/> Vacant, CP Huntington Head Start	<input type="checkbox"/> Vacant, Parker Head Start
<input type="checkbox"/> Vacant, Crossroad Gardens Head Start	<input type="checkbox"/> Vacant, Phoenix Park Head Start
<input type="checkbox"/> Vacant, Franklin Head Start	<input type="checkbox"/> Vacant, River Oak Center for Children
<input type="checkbox"/> Vacant, Fruitridge Head Start	<input type="checkbox"/> Vacant, SCOE
<input type="checkbox"/> Vacant, Galt Hollow Head Start	<input type="checkbox"/> Vacant, Solid Foundation
<input type="checkbox"/> Vacant, Grizzly Hollow Head Start	<input type="checkbox"/> Vacant, Strizek Park Head Start
<input type="checkbox"/> Vacant, Hillsdale Head Start	<input type="checkbox"/> Vacant, Walnut Grove Head Start
<input type="checkbox"/> Vacant, Hiram Johnson Head Start	<input type="checkbox"/> Vacant, Grandparent Representative
<input type="checkbox"/> Vacant, Home Base Early Head Start	<input type="checkbox"/> Vacant, Parent Ambassador
<input type="checkbox"/> Vacant, Home Base Head Start	<input type="checkbox"/> Vacant, Parent Ambassador
<input type="checkbox"/> Vacant, Home Base Head Start	<input type="checkbox"/> Vacant, Past Parent Representative
<input type="checkbox"/> Vacant, Hopkins Park Head Start	<input type="checkbox"/>
<input type="checkbox"/> Vacant, Illa Collin Head Start	<input type="checkbox"/>
<input type="checkbox"/> Vacant, Kennedy Estates Head Start	
<input type="checkbox"/> Vacant, LaVerne Stewart Head Start	
<input type="checkbox"/> Vacant, (Marie Cleveland's) Bright Beginning Head Start	
<input type="checkbox"/>	
<input type="checkbox"/>	

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

**The PAC was seated on November 15 & December 20, 2022**  
**PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM**  
**YEAR 2022-2023**

COMMITTEE MEMBER	CENTER	11/15	12/20		1/17	3/21	4/25*	5/16	6/20	7/18	8/15	9/19	10/17	11/21
Vacant Seated	<b>AG I</b>													
Vacant Seated	<b>AG II</b>													
Vacant Seated	<b>AL</b>													
Vacant Seated	<b>BC</b>													
<b>Kahmaria Holleman S/B Seated 05/16</b>	<b>BC</b>	X	X		X	X	X							
Vacant Seated	<b>BH</b>													
Vacant Seated	<b>CP</b>													
Vacant Seated	<b>CPH</b>													
Vacant Seated	<b>CR</b>													
<b>Alina Semavina R 5/16</b>	<b>EHS/HB</b>	X	X		X	X	E							
Vacant Seated	<b>EHS/HB</b>													
Vacant Seated	<b>EL</b>													
Vacant Seated	<b>FA</b>													
Vacant Seated	<b>FP</b>													
<b>Stevetia Young S/B Seated 5/16</b>	<b>FPT</b>													
Vacant Seated	<b>FT</b>													
Vacant Seated	<b>G</b>													
Vacant Seated	<b>GH</b>													
Vacant Seated	<b>H</b>													
Vacant Seated	<b>HB</b>													
Vacant Seated	<b>HBP</b>													
Vacant Seated	<b>HI</b>													
Vacant Seated	<b>HP</b>													
Vacant Seated	<b>IC</b>													
Vacant Seated	<b>HP</b>													
<b>Alina Semavina S/B Seated 5/16</b>	<b>JC</b>													
Vacant Seated	<b>K</b>													

COMMITTEE MEMBER	CENTER	11/16	12/16		1/17	3/21	4/25*	5/16	6/20	7/18	8/15	9/19	10/17	11/21
Vacant Seated	<b>LVS</b>													
Vacant Seated	<b>MCBB</b>													
Vacant Seated	<b>MV</b>													
<b>Alyssa Gonzalez Seated 11/15</b>	<b>M</b>	X	X		U	X	E							
Vacant Seated	<b>NA</b>													
Vacant Seated	<b>NC</b>													
Vacant Seated	<b>NJ</b>													
Vacant Seated	<b>NV</b>													
Vacant Seated	<b>NV</b>													
Vacant Seated	<b>PA</b>													
Vacant Seated	<b>PP</b>													
Vacant Seated	<b>RO</b>													
Vacant Seated	<b>SCOE</b>													
Vacant Seated	<b>SF</b>													
<b>Timeisha Seymore S/B Seated 5/16</b>	<b>SN</b>													
Vacant Seated-	<b>SP</b>													
Vacant Seated-	<b>WG</b>													
<b>Le Andra Jones Villalta Seated 12/20</b>	<b>16A</b>	X	X		X	X	X							
Vacant Seated	<b>FPR</b>													
Vacant Seated	<b>AMB</b>													
Vacant Seated	<b>AMB</b>													
<b>Donna Bonner Seated 11/15</b>	<b>PPR</b>	X	X		X	X	X							
<b>Stephen Key Seated 11/15</b>	<b>PPR</b>	X	X		X	X	X							
Vacant Seated	<b>CR/GP</b>													
<b>Fienishia Wash Seated 11/15</b>	<b>OGC</b>	X	X		X	X	X							

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

- 1. First, call your Alternate(s) to see if they can attend in your place;**
- 2. Second, call Head Start Governance and Parent Engagement Coordinator, Ms. Gaylon Ndiaye, at (916) 263-5662; and**
- 3. Third, please call the PAC Chair, Ms. Donna Bonner, at (916) 849-7239, or the Clerk of the Boards, Ms. Anzhelika Simonenkova, at (916) 263-3753.**

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

**# Special meeting**

**NM: No meeting**

**PARENT ADVISORY COMMITTEE - MEETING  
ATTENDANCE UPDATE PROGRAM YEAR 2022-2023  
(Continued)**

**Head Start Center Abbreviations**

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

**Representative Abbreviations**

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

**Attendance Record Abbreviations**

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

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ITEM II-A – CONSENT

APPROVAL OF THE MINUTES OF THE APRIL 25, 2023 SPECIAL MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the April 25, 2023

RECOMMENDATION:

Approve the minutes of the April 25, 2023 meeting.

**NOTES:**

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

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

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

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

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

Tuesday, April 25, 2023  
9:00 a.m.

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

Ms. Bonner called the meeting to order at 9:05 a.m. and read the thought of the day. Ms. Jones-Villalta called the roll; a quorum was achieved.

#### **Members Present:**

Donna Bonner, Outgoing Chair  
Kahmaria Holleman, Bannon Creek *(arrived and seated at 9:15 a.m.)*  
Fienishia Wash, Past Parent Representative  
Stephen Key, Past Parent Representative  
Le Andra Jones-Villalta, 16<sup>th</sup> Avenue

#### **Members Absent:**

Alyssa Gonzalez, Mather *(excused)*  
Alina Semavina, Early Head Start Home Base *(excused)*

### **II. Consent Item**

#### **A. Approval of the Minutes of the March 28, 2023 Regular Meeting**

The minutes were reviewed; no questions or corrections.

Moved/Jones-Villalta, second/Wash, to approve the March 28, 2023 minutes as distributed.

Roll call vote:

Aye: 3 (Wash, Key, Jones-Villalta)

Nay: 0

Abstentions: 1 (Bonner)

Absent: 3 (Gonzalez, Semavina, Holleman)

### **III. Action Item**

Ms. Holleman arrived and was seated at 9:15 a.m.

Ms. Griffith provided combined presentation for Item III. A-G:

- 2022-2023 Self-Assessment Program Strengths:
  - CLASS observation data is used to build teaching skills and to continue to raise CLASS scores and quality teaching;

- SETA has strong partnerships in the community to help carry out its mission and services;
  - SOP enrollment was at 90% for HS and 90% for EHS in available classes. (excludes classes capped for staffing);
  - 99% of parent survey respondents stated the program helps them prepare their children and family for transition into Kindergarten;
  - Support staff, such as Intervention Specialists and Teachers on Special Assignment are highly valued by the teaching staff;
  - In Early Head Start, Self-Assessment showed strengths in Creative Curriculum fidelity;
  - Parent boards (PAC and PC) continue to provide critical feedback to strengthen the program;
  - Commitment to providing personal care for children, including special diets, medication administration, and special education for children with disabilities.
- The following area of improvement were identified:
    - Utilize routine monitoring protocols to increase compliance with health requirements;
    - Continue to improve on current recruitment, marketing plan and community outreach to meet full enrollment;
    - Continue with Math and STEM curriculum enhancement;
    - Continue to evaluate and improve the recruitment plan for PAC/PC and incorporate different strategies to reach out to parents;
    - More training for staff and parents on specialized services including trauma-informed care;
    - Increase staff recruitment and retention strategies to attract and maintain employees in a highly competitive hiring market.
- SETA continues to work on Five-Year Goals and those are:
    - School Readiness (Increase child outcomes by developing and strengthening social/emotional competencies, family partnerships and staff development);
    - Health and Wellness (Increase the health and well-being of children birth to age 5 by improving the number of children who are up-to-date on a schedule of age-appropriate preventive and primary health care);
    - Attendance (Improve the rate of attendance for children in the Head Start and Early Head Start program);
    - Family Engagement (Improve and promote parent and family engagement that is culturally responsive, reflective, and goal-oriented in order to support families).
- Funded Enrollment 2023-2024:  
A detailed chart on funded enrollment was provided. Ms. Griffith stated that there is a decrease in pre-school (Women's Civic Improvement Club of

Sacramento (WCIC)) funded enrollment and increase in Early Head Start (EHS) funded enrollment (Sacramento City Unified School District will add two EHS classrooms in 2023-2024).

- **Budget 2023-2024:**  
A detailed chart on budget for 2023-2024 was provided. It included budget amount for SETA Operated Program as well as SETA's Partners and Delegate Agencies. The total budget amount is \$65,666,004 (Basic grant and Training/Technical Assistance).
- **Program Changes:**
  - Voluntary relinquishment and redistribution of 176 enrollment slots from Delegates to Grantee (SJUSD-156, WCIC-20);
  - HS-EHS conversion of 328 preschool enrollment slots to 55 infant/toddler enrollment slots (Delegates-176, Grantee-152);
  - 6 new centers; 2 centers closing.
- **Head Start (HS) and Early Head Start (EHS) Program Options:**  
A detailed chart on HS and EHS Program Options for 2023-2024 was provided. Ms. Griffith noted the reduction of part-day program options (4 hours per day) and the increase in full-day program options (6,5; 7; 8 hours per day) due to the increased need for working HS/EHS parents.

Ms. Jones-Villalta asked what other marketing strategies, besides working with the new marketing company, Up Town Studios, SETA utilizes. Ms. Griffith stated that a designated Education Coordinator, Ms. Correa De Almeida, works on continuous partnership with local community groups, agencies, and SETA staff to promote SETA Head Start.

- **Cost of Living (COLA) and Quality Improvement (QI) 2023-2024:**  
Ms. Griffith shared that SETA was notified by the Office of Head Start about 5.6% COLA adjustment and additional funds for QI. This is the highest COLA SETA ever received. Countywide COLA and QI is \$5,185,044.
- **2023-2024 Training/Technical Assistance Plan for the SETA Head Start and Early Head Start Program highlights:**
  - Parent Services/Training
    - Tuition, reimbursement;
    - Family Literacy Project (FLIP);
    - Conferences
    - Parent/Child Service Consultants;
    - Disaster Preparedness Training;
    - CPR/FA Aide Training
  - Staff Training/Development
    - Tuition Reimbursement;
    - ECE Apprenticeship Program;

- Staff Coaching and Training;
  - Conferences
  - Curriculum Fidelity Training;
  - Trauma Informed Care/Approaches;
  - Parents as Teachers Training
- 2023-2024 Grant Highlights:
    - Expansion of Head Start full day classes from 77% in 2022-23 to 85% in 2023-24;
    - Expansion of Early Head Start classes from 55 to 62 classes;
    - Expansion of Head Start, Transitional Kindergarten and State Preschool Partnership (HS-TK-CSPP) from two classrooms to a total of nine;
    - Added Intervention and Social Work Staffing to support increased need for Mental Health Services;
    - Increased wages and increased employer medical insurance contributions for staff

A. Approval of Annual Self-Assessment for 2022-2023 and Resulting Program Improvement Plan for the SETA-Operated Program

The item overview was included in the combined presentation for Item III A-G. There were no questions from the Parent Advisory Committee members or the public.

Moved/Jones-Villalta, second/Key, to approve Program Year 2022-2023 Self-Assessment and resulting Program Improvement Plan for the Head Start/Early Head Start/EHS programs.

Roll call vote:  
 Aye: 4 (Wash, Key, Jones-Villalta, Holleman)  
 Nay: 0  
 Abstentions: 1 (Bonner)  
 Absent: 2 (Semavina, Gonzalez)

B. Approval of Program Year 2023-2024 Head Start and Early Head Start Refunding Applications

The item overview was included in the combined presentation for Item III A-G. There were no questions from the Parent Advisory Committee members or the public.

Moved/Wash, second/Jones-Villalta, to approve the Program Year 2023-2024 Head Start and Early Head Start Refunding Applications.

Roll call vote:

Aye: 4 (Wash, Key, Jones-Villalta, Holleman)  
Nay: 0  
Abstentions: 1 (Bonner)  
Absent: 2 (Semavina, Gonzalez)

C. Approval of the SETA Head Start and Early Head Start Budgets for Program Year 2023-2024

The item overview was included in the combined presentation for Item III A-G. There were no questions from the Parent Advisory Committee members or the public.

Moved/Jones-Villalta, second/Holleman, to approve the Program Year 2023-2024 Head Start and Early Head Start Budgets for Basic and Training/Technical Assistance (TTA) in the amount of \$65,666,004.

Roll call vote:  
Aye: 4 (Wash, Key, Jones-Villalta, Holleman)  
Nay: 0  
Abstentions: 1 (Bonner)  
Absent: 2 (Semavina, Gonzalez)

D. Approval of the 2023-2024 Head Start and Early Head Start Program Options and Center Locations for Sacramento County

The item overview was included in the combined presentation for Item III A-G. There were no questions from the Parent Advisory Committee members or the public.

Moved/Holleman, second/Jones-Villalta, to approve the Head Start/Early Head Start countywide program options and center locations

Roll call vote:  
Aye: 4 (Wash, Key, Jones-Villalta, Holleman)  
Nay: 0  
Abstentions: 1 (Bonner)  
Absent: 2 (Semavina, Gonzalez)

E. Approval of 2023-2024 Training/Technical Assistance Plan for the SETA Head Start and Early Head Start Program, as Aligned with Established Five-Year Goals and Objectives

The item overview was included in the combined presentation for Item III A-G. There were no questions from the Parent Advisory Committee members or the public.

Ms. Bonner thanked SETA team for all of the great work.

Moved/Jones-Villalta, second/Wash, to approve the Program Year 2023-2024 SETA Head Start/Early Head Start Training/Technical Plan as aligned with established five-year goals and objectives.

Roll call vote:

Aye: 4 (Wash, Key, Jones-Villalta, Holleman)

Nay: 0

Abstentions: 1 (Bonner)

Absent: 2 (Semavina, Gonzalez)

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

Ms. Griffith stated that the Selection Criteria included in the packet drives SETA enrollment. There were no changes from the last year. There were no questions from the Parent Advisory Committee members or the public.

Moved/Wash, second/Key, to approve the Head Start Enrollment Selection Criteria and the Early Head Start Enrollment Selection Criteria for Sacramento County as attached.

Roll call vote:

Aye: 4 (Wash, Key, Jones-Villalta, Holleman)

Nay: 0

Abstentions: 1 (Bonner)

Absent: 2 (Semavina, Gonzalez)

G. Approval of the Submission of the Head Start/Early Head Start Cost of Living Adjustment (COLA) and Quality Improvement Application for Program Year 2023-2024

Mr. Griffith reviewed the item. Ms. Jones-Villalta asked who decides on what COLA percentage SETA gets. Ms. Griffith stated that we received this information from the Office of Head Start.

Moved/Wash, second/Holleman, to approve the submission of the Cost of Living Adjustment (COLA) and Quality Improvement (QI) application for the Head Start and Early Head Start base grant in the amount of \$5,185,044 for Program Year 202-2024.

Roll call vote:

Aye: 4 (Wash, Key, Jones-Villalta, Holleman)

Nay: 0

Abstentions: 1 (Bonner)

Absent: 2 (Semavina, Gonzalez)

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

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

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Han reviewed the fiscal report for eight months in the 2022-2023 program year. He pointed out that some reports will look different for PAC members. The Policy Council (PC) reports are more extensive because they are countywide. He reviewed the Head Start/Early Head Start fiscal expenditure reports for Fiscal Year 2022-2023. The American Rescue Plan Act (ARP) and the Corona Virus Response and Relief Supplemental Appropriation Act (CRRSA) funds were reviewed. Mr. Han confirmed that SETA submitted Request for No-Cost Extension last month. A response has yet to be received. The American Express credit card statement was reviewed, and nothing was out of the ordinary. Ms. Jones-Villalta asked about STORM funds. Ms. Han advised that those funds are separate, and SETA has not applied for them yet. The SETA-Operated California Department of Education (CDE) and California Department of Social Services (CDSS) Funding reports were reviewed for March 2023. Nutrition services budget allocation change was made, and now it's at 98.3% for Head Start and 64% for Early Head Start. Ms. Wash asked about the increase in Operating Costs for this month. Ms. Griffith commented that it's due to overtime allowed for staff during Winter Series workshops. The CitiBank card statement was reviewed, and nothing was out of the ordinary.
- Community Resources – Parents/Staff: Ms. Bonner reviewed the community resources.

##### **B. Head Start Policy Council Minutes for February 28, 2023: No Questions**

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

- Executive Committee Meeting:  
The next meeting will be held in person on May 1, 2023, at 10:00 a.m., at the SETA Administrative building.
- Budget/Planning Committee Meeting:  
The next meeting will be held in person on May 9, at 1:00 p.m., at the SETA Administrative building.
- Social/Hospitality Committee Meeting:  
The next meeting will be held in person on April 28, 2023, at 12:00 p.m., at the SETA Administrative building.



## VI. Other Reports

➤ Chair's Report:

Ms. Bonner thanked the members of the Committee for attending today and all of SETA staff for incredible work on this year's grant application.

➤ Policy Council Report(s): No Report

➤ Head Start Deputy Director's Report:

Ms. Griffith advised that as of April 7, there is no longer a vaccine mandate for Head Start. Staff does not have to prove vaccination for hiring, and no weekly testing is required for those with the exemption. We hoping to expand substitute teachers' and volunteers' pools and bring back volunteers and parent aids to the centers. The video from Dudley center, "The World is a Rainbow" was played for all meeting participants.

➤ Head Start Managers' Reports

- Lisa Carr - Family Engagement, Home Base, and ERSEA Services: No Report
- Megan Lamb – School Readiness, Special Education, and Mental Health Services: No Report
- Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring: No Report

## VII. Center Updates:

Ms. Holleman shared that there was a puppet show at Bannon Creek site. Additionally, there was voting this morning for the new PAC parent. She also shared that she is excited about the upcoming Parent Meeting at the center. Ms. Griffith advised that California Dental Association provides free puppet shows on dental health.

## VIII. Discussion: None

## IX. Public Participation: None

## X. Adjournment: The meeting was adjourned at 10:25 a.m.

ITEM III-A – ACTION

ELECTION OF PARENT ADVISORY COMMITTEE SECRETARY AND  
PARLIAMENTARIAN FOR PROGRAM YEAR 2022-2023

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect an officer for the position of Secretary and Parliamentarian for Program Year 2022-2023. The duties of PAC Secretary and PAC Parliamentarian shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PAC that are not in conflict with these Bylaws, Article V – Officers, Section 2B: All PAC members are eligible to run for an Office/ Officer position except members holding a seat. The Executive Committee must have at least three members who are parents of child/children currently enrolled in the HS/ EHS Center-Based or Home-Based Option.

**SECTION 3: Duties of Officers**

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

- C. The Secretary shall call the roll, keep a record of the current and preceding minutes at each meeting, and record resolutions or motions adapted, as may be necessary to expedite the PAC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to Parliamentarian procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

RECOMMENDATION:

That the Parent Advisory Committee elect a Secretary and a Parliamentarian.

Secretary:

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Parliamentarian:

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

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

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information Items
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
  - Parent Survey Results: Ms. Donna Bonner
  - Health Service Advisory Committee (HSAC) Report - Ms. Donna Bonner
  - Officer Training Report(s): Ms. Donna Bonner
  - PC Governance Self-Assessment Update: Ms. Donna Bonner
  - Community Resources – Parents/Staff: Ms. Donna Bonner
    - SacRT Recruitment

**NOTES:**

## Apply Online

### Apply for Energy Services in Sacramento, Yuba or Sutter

This application covers **LIHWAP** (water and wastewater assistance) and **LIHEAP** (weatherization and energy bill assistance) for residents of Sacramento, Yuba, and Sutter counties.

CRP utilizes government and utility grants to provide free energy and money-saving services to individuals and families in need. If you apply for our energy services, you may qualify to receive free services such as energy bill assistance, water/sewer bill assistance, the replacement of inefficient or non-operable appliances (refrigerators, microwaves, etc.), cooling/heating repair or replacement, water heater repair or replacement, new windows, insulation, and more. Your address, income and the state of your household will all factor into your qualification.

**PLEASE NOTE** that we are required to collect personal information like your social security number to qualify you for our programs. Your information is always kept confidential and private and is not used for any other purpose.

[APPLY ONLINE FOR CRP ENERGY SERVICES](#)

### Solicitar Servicios en el Condado de San Joaquín

¿Es usted un trabajador agrícola o vive con un trabajador agrícola en el condado de San Joaquín County? Es posible que califique para LIWP (Programa de climatización para personas de bajos ingresos), que puede proporcionar servicios de climatización, paneles solares y actualizaciones de eficiencia energética GRATIS para trabajadores agrícolas o familias de trabajadores agrícolas que viven en el condado de San Joaquín County. Haga clic a continuación para precalificar y agregarse a nuestra lista de espera.

**TENGA EN CUENTA** que estamos obligados a recopilar información personal como su número de seguro social para calificarlo para nuestros programas. Su información siempre se mantiene confidencial y privada y no se utiliza para ningún otro propósito.

[SOLICITE EN LÍNEA SERVICIOS EN EL CONDADO DE SAN JOAQUIN](#)

### Apply for WIC

#### Do I Qualify?

You may be eligible for WIC if you

- Are pregnant
- Are breastfeeding a baby under the age of one
- Had a baby within the last six months
- Have a child under the age of five
- Experienced a pregnancy loss/termination



# Hillsdale Career Center Resume Workshop

## Applying to Jobs and / or Internships?

Join us for this resume workshop to learn tips on how to format, structure and create detail content for your resume. This workshop consists of lecture and lab where you will be able to work on your own resume with the guidance of a Job Coach.

**4th Wednesday of Every Month**  
**9:00 am - 12:00 pm**

### **Location:**

**Hillsdale Job Center**  
**5655 Hillsdale Blvd. Ste #8**  
**Sacramento, CA 95842**  
**916-263-4100**

**\*\*\*Must have an account in Caljobs\*\*\***

**If not please register at**  
**[www.CaljOBS.ca.gov](http://www.CaljOBS.ca.gov)**

This WIOA Title I financially assisted program or activity is an opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities, call 711 for relay service



SACRAMENTOWORKS

A proud partner of America's Job  
Center of California Network



# BASIC COMPUTER SKILLS CLASS

## New to Computers?

This Class is for you!  
Learn PC Basics, Internet and E-Mail

2nd and 4th Thursday

9:00 am - 11:00 am

THIS WORKSHOP WILL TEACH BASIC COMPUTER SKILLS, INCLUDING:

- KEYBOARD, MOUSE,
- DATA STORAGE (USB DRIVE)
- STARTING AND CLOSING PROGRAMS
- INTRODUCTION TO MICROSOFT WORD (CREATING, FORMATTING SAVING, EDITING, LOADING AND PRINTING DOCUMENTS)
- HOW TO NAVIGATE THE INTERNET
- USAGE OF COMMON BROWSERS FOR JOB PURPOSES AND SEARCH ENGINES
- EMAIL BASICS, INCLUDING COMPOSING MESSAGES AND HOW TO ATTACH DOCUMENTS.

Location:

Hillsdale Job Center  
5655 Hillsdale Blvd. Ste #8  
Sacramento, CA 95842  
916-263-4100

\*\*\*Must be registered in Caljobs\*\*\*  
to register visit  
[www.CaljOBS.ca.gov](http://www.CaljOBS.ca.gov)

This WIOA Title I financially assisted program or activity is an opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities, call 711 for relay service



# Sacramento Works for Youth

**AN EMPLOYMENT AND TRAINING PROGRAM FOR YOUTH AND YOUNG ADULTS AGES 16-24.**

This program provides a variety of services to prepare you for continued education or training that will lead to employment in high demand occupations with career and promotional opportunities.

Services offered include:

- Career Awareness, Career Counseling and Career Exploration
- Workplace Readiness Skills Training
- Paid Work Experience
- Occupational Skills Training
- Comprehensive Guidance and Counseling
- Financial Literacy Education
- Support and Preparation for Post-Secondary Education and Training

Contact one of the Sacramento Works for Youth providers for program details – see reverse side.



## Brought to you by:

- Asian Resources, Inc.
- California Human Development
- City of Sacramento
- Elk Grove Unified School District Adult Education
- Folsom Cordova Community Partnership
- Goodwill @ Sacramento Valley & Northern Nevada
- Greater Sacramento Urban League
- International Rescue Committee
- Juma Ventures
- La Familia Counseling Center, Inc.
- Lab Family Community Development
- North State Building Industry Association
- Sacramento City Unified School District Adult Education
- Waking The Village :: Creation District Site



# MAY 2023

Sign up for workshops online:  
[www.caljobs.ca.gov](http://www.caljobs.ca.gov)

MON	TUE	WED	THU	FRI
1 Department Of Rehabilitation Representative On-Site	2 Virtual Orientation 9:00am - 10:00am  Virtual Job Talk 1:30pm - 2:30pm	3 Financial Literacy 10:00am - 11:30am	4 Stress Management 12:00pm - 1:00pm	5 Virtual Services Center Closed
8 Department Of Rehabilitation Representative On-Site	9 Virtual Orientation 9:00am - 10:00am	10 Interview Competitive Edge 9:00am - 11:00am	11 Stress Management 12:00pm - 1:00pm	12 Virtual Services Center Closed
15 Department Of Rehabilitation Representative On-Site	16 Virtual Orientation 9:00am - 10:00am  Virtual Job Talk 1:30pm - 2:30pm	17 How to Get a State Job 12:00pm - 1:00pm	18 Basic Computer 9:00am - 12:00 pm Stress Management 12:00pm - 1:00pm	19 Virtual Services Center Closed
22 Department Of Rehabilitation Representative On-Site	23 Virtual Orientation 9:00am - 10:00am	24 Resume 9:00am - 12:00pm	25 Stress Management 12:00pm - 1:00pm  Basic Computer 9:00am - 12:00 pm	26 Virtual Services Center Closed
29 Department Of Rehabilitation Representative On-Site	30 Virtual Orientation 9:00am - 10:00am	31		

SCAN HERE TO JOIN THE  
VIRTUAL ORIENTATION  
MEETING ID: 848 4717 2877  
PASSWORD: 275484



SACRAMENTO WORKS JOB CENTER — HILLSDALE  
5655 HILLSDALE BLVD. STE #8 SACRAMENTO, CA 95842  
916-263-4100  
MONDAY-THURSDAY 8:30 AM — 4:30 PM  
ONE-ON-ONE CAREER COACHING PROVIDED DAILY SEE THE FRONT DESK



ITEM IV-B – INFORMATION

HEAD START POLICY COUNCIL MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the Policy Council minutes of the March 28, 2023 meeting.

**NOTES:**

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

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

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

Tuesday, March 28, 2023  
9:00 a.m.

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

Ms. Fienishia Wash called the meeting to order at 9:00 a.m., read the thought of the day, and called the roll; a quorum was met.

#### **Members Present:**

Donna Bonner, Foster Parent/Community Representative  
Fienishia Wash, Grandparent/Community Representative  
Jessica Mitchell, Elk Grove Unified School District (*arrived and seated at 9:04 a.m.*)  
Royal Jones, Sacramento City Unified School District  
Stephen Key, Past Parent/Community Representative

#### **Members Absent:**

Rosemary Schapira, Community Agency Representative (*excused*)  
Kahmaria Holleman, SETA-Operated Program (*excused*)  
Jennifer Mohammed, Home Base Pre-School (*unexcused*)  
Danelle Pecot, San Juan Unified School District (*unexcused*)

### **II. Consent Item**

#### **A. Approval of the Minutes of the February 28, 2023 Regular Meeting**

The minutes were reviewed; no questions or corrections.

Moved/Bonner, second/Key, to approve the February 28, 2023 minutes as distributed.

Roll call vote:

Aye: 4 (Bonner, Mitchell, Jones, Key)

Nay: 0

Abstention: 1 (Wash)

Absent: 4 (Schapira, Holleman, Mohammed, Pecot)

### **III. Action Items**

#### **A. Election of Community Action Board (CAB) Alternates**

Ms. Wash reviewed the item and the bylaws.

Ms. Mitchell asked when CAB meetings occur? Ms. Wash advised that the regular meetings of the Community Action Board are held on the second Wednesday of each month at 10:00 a.m. Ms. Mitchell nominated herself as CAB Alternate.

A vote was taken and was unanimous in favor of Ms. Mitchell as Alternate to the Community Action Board.

Moved/Key, second/Jones, to approve Ms. Mitchell to serve as Low-Income Sector Alternate to the Community Action Board and table the election of second CAB Alternate to the next meeting.

Roll call vote:

Aye: 4 (Bonner, Mitchell, Jones, Key)

Nay: 0

Abstention: 1 (Wash)

Absent: 4 (Schapira, Holleman, Mohammed, Pecot)

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

Ms. Gaylon reviewed this item. She advised that there are two joint parent activities per program year. The activities must be educational. There are no children allowed. The first activity is a parent-bonding activity to get to know each other. The second joint parent activity is the End of the Year Parent Appreciation, where parents are shown appreciation for attending Policy Council and Parent Advisory Committee meetings.

Moved/Bonner, second/Mitchell, to approve a joint parent activity with the Parent Advisory Committee.

Roll call vote:

Aye: 4 (Bonner, Mitchell, Jones, Key)

Nay: 0

Abstention: 1 (Wash)

Absent: 4 (Schapira, Holleman, Mohammed, Pecot)

C. Approval of Head Start ARPA and CRRSA Budget Modifications and Request for No-Cost Extension

Ms. Griffith reviewed the item. These funds were set to expire on March 31, 2023; however, SETA was given an opportunity to extend these funds for twelve (12) months. Some of the funds will be used to continue the renovation of Northview site, mainly the outdoor play yard area and staff modular unit. Contractual are the funds for SETA Delegate Agencies.

Moved/Bonner, second/Jones, to approve the Budget Modifications in the amount of \$1,142,638 and to approve the request for a No-Cost Extension for ARPA and CRRSA funds in the amount not to exceed \$4,769,715.

Roll call vote:

Aye: 4 (Bonner, Mitchell, Jones, Key)

Nay: 0

Abstention: 1 (Wash)

Absent: 4 (Schapira, Holleman, Mohammed, Pecot)

D. Approval of COVID-19 Mitigation Policy

Ms. Ocegueda reviewed the item. COVID-19 Mitigation Policy is a part of the Final Rule from the Administration for Children and Families released in January 2023, removing the masking requirement for Head Start children, families, and staff, including Volunteers and Substitute Teachers. A subcommittee was formed by the SETA Head Start/Early Head Start Program's Services Advisory Committee (HSAC) which included members of the Parent Advisory Committee, as well as members of the community. Development of this COVID-19 Mitigation Policy started with Health Services Advisory Committee (HSAC), and then a subcommittee was formed and continued the project. The Subcommittee reviewed and approved the policy on March 2, 2023. On March 3, 2023, HSAC approved the policy, and Parent Advisory Committee approved it on March 21, 2023. The reasoning for the policy from the Administration of Children and Families is included in the informational portion of the packet. COVID-19 Mitigation Policy has been disseminated to all the Delegates' Agencies. They are now in the process of adopting it and working with parents and staff to provide this information.

Moved/Jones, second/Bonner, to approve Sacramento County COVID-19 Mitigation Policy.

Roll call vote:

Aye: 4 (Bonner, Mitchell, Jones, Key)

Nay: 0

Abstention: 1 (Wash)

Absent: 4 (Schapira, Holleman, Mohammed, Pecot)

IV. **Information Items**

A. Standing Information Items

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

Mr. Han reviewed the Head Start/Early Head Start fiscal expenditure reports for Fiscal Year 2022-2023. The American Rescue Plan Act (ARP)

and the Corona Virus Response and Relief Supplemental Appropriation Act (CRRSA) funds were reviewed. Mr. Jones asked if Request for No-Cost Extension has been granted. Mr. Han replied that since Policy Council approved this item earlier in the meeting and SETA Governing Board approved it on March 2, 2023, SETA can now apply for No-Cost Extension to the Administration for Children and Families (ACF). The American Express credit card statement was reviewed, and nothing was out of the ordinary. Highlighted in red are not necessarily credits, but the use of Agency American Express credit card points towards SETA's employee recognition gifts. The SETA-Operated California Department of Education (CDE) and California Department of Social Services (CDSS) Funding reports were reviewed for February 2023.

➤ PC Governance Self-Assessment Update:

Ms. Wash advised that community summary report will be today with Ms. Nicolas.

➤ Health Service Advisory Committee (HSAC) Report: No report

➤ Community Resources – Parents/Staff:

Ms. Wash advised that the last meeting of the Community Action Board (CAB) was around Community Service Block Grant (CSBG).

Ms. Bonner reviewed Safe Sleep Baby Workshop community resource provided in the packet. The phone number for registration has been provided.

Ms. Wash reviewed the City of Sacramento Public Resources included in the packet.

B. SETA's Recruitment Update

Ms. Sorvari reviewed the recruitment data from February 18, 2023 through March 17, 2023.

C. Governing Board Minutes for February 2, 2023: No Questions

V. **Committee Reports**

➤ Executive Committee:

The next meeting will be held in person on April 3, 2023, at 10:00 a.m., at the SETA Administrative building.

➤ Budget/Planning Committee Meeting:

The next meeting will be held in person on April 11, at 1:00 p.m., at the SETA Administrative building.

➤ Social/Hospitality Committee Meeting:

The next meeting will be held in person on April 17, 2023, at 10:00 a.m., at the SETA Administrative building.

## VI. Other Reports

### A. Executive Director's

Ms. Hernandez shared that SETA is undergoing a process to revamp the hiring and recruitment process to streamline it and make it more efficient. She will provide future updates in upcoming meetings. Ms. Hernandez thanked Board Members for their participation in the recruitment process.

Ms. Hernandez advised that SETA entered into a contract with Uptown Studios a few months ago. They do communications work for SETA and reimagining the SETA logo that would reflect the different programs we offer and look familiar to the public. Once the draft logo is completed, it will be shared with all the SETA Boards and Committees to show how it looks and get feedback. Another part of Uptown Studios work for SETA is to refresh all of the broader marketing materials to increase public awareness regarding programs offered at SETA.

Ms. Hernandez stated that we have a new SETA Governing Board member, Supervisor Rich Desmond, as of a few months ago. We provided him with SETA and Head Start orientation yesterday. It was a great conversation with lots of interest in Head Start. The site visits were requested. Ms. Wash asked if Policy Members joining would be allowed. Ms. Hernandez stated that the Head Start Management team will coordinate the site visits, and PC/PAC members can join

### B. Head Start Deputy Director's Report:

Ms. Griffith provided updates on the grant application. SETA is in the fourth year of the five-year cycle. However, combining years four and five will make the grant cycle shorter this year. She advised that SETA is working with the delegate agencies on programmatic changes. Some delegates are going through changes, especially with the impact of Transitional Kindergarten (TK) and the need for more Early Head Start slots. That will come to Policy Council on April 25th. Ms. Griffith advised that this will be one of the most important meetings of the year when the Head Start grant will be brought to this Board for approval. She hopes to see all members of the Policy Council on this date. Part of the grant is the Self-Assessment and the Governance Self-Assessment. She thanked the members of the Board for their participation.

Ms. Griffith advised that SETA still has not received 45 days' notice on this year's Federal Review for Focus Area 2. We know it's coming this program year, and some delegate agencies have already received their notice.

C. Chair's Report

Ms. Wash welcomed Ms. Ndiaye to her new position as Governance and Parent Engagement Coordinator. Ms. Wash thanked all the staff and Board members for the transition and the support they had both received.

D. Head Start Managers' Reports

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

Ms. Griffith reviewed the enrollment report for February, as the Head Start program is at 86 percent, and Early Head Start is at 90 percent. SETA has a few capped classrooms that cannot open due to staffing.

✓ Megan Lamb – School Readiness, Special Education, and Mental Health Services

Ms. Lamb provided updates on the CLASS observation currently happening. 60-80 min video observation recordings need to be uploaded by May 1st, 2023 for review. She expressed excitement regarding SETA's participation in this pilot and hoped to have a difficulties-free wrap-up of the review.

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

Ocegueda provided current county-wide updates:  
SETA continues to work with the California Department of Public Health COVID Task Force in the Sacramento County Department of Public Health Immunization Assistance Program. This is a part of the COVID-19 Mitigation Policy, where we are trying to help families access services for immunization and testing. SETA received five thousand testing kits distributed county-wide to all the delegate agencies for families and staff use. The Safety and Supervision review was just completed, and reports with the outcomes will be provided during the next PC meeting. SETA is halfway through Sacramento City Unified School District's and San Juan Unified School District's follow-up reviews on Safe Environments and Monitoring for Compliance and Quality Improvement (MCQI).

E. Open Discussion and Comments: None

F. Public Participation: None

VII. **Adjournment**: The meeting was adjourned at 9:45 a.m.

ITEM V

COMMITTEE REPORTS

**V. Committee Reports**

- Executive Committee Meeting: Ms. Donna Bonner

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- Budget/Planning Committee Meeting: Ms. Donna Bonner

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- Social/Hospitality Committee: Ms. Donna Bonner

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NOTES:



## ITEM VI

### OTHER REPORTS

#### BACKGROUND:

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

- Chair's Report
  - ✓ PAC Recruitment
- Policy Council Report(s): Ms. Donna Bonner
- Head Start Deputy Director's Report – Ms. Karen Griffith
  - ✓ Monthly Head Start Report
- Head Start Managers' Reports
  - Lisa Carr - Family Engagement, Home Base, and ERSEA Services
  - Kelly Sprake – (Interim) School Readiness, Special Education, Mental Health Services, and Facilities/Safe Environments
  - Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring

#### NOTES:



# Seta Head Start Food Service Operations Monthly Report \*April, 2023

- 4/5/23 - Grizzly Hollow had a Field Trip to the park we prepared 35 meals for them.
- 4/10/23 - Mather Class B closed due to staffing issues.
- 4/12/23 - Kennedy closed due to staffing issues and Northview class A closed due to staffing issues.
- 4/18/23 - Capital City Class U closed due to staffing issues.
- 4/24/23 - Freeport Closed due to staffing issues and Elkhorn Class U closed due to staffing issues.
- 4/26/23 - Alder Grove IT Classes U & M closed due to staffing issues.
- 4/27/23 - Alder Grove IT Classes U & M closed due to staffing issues.
- 4/27/23 - Homebase had a Field Trip to the Sacramento Zoo we prepared 170 meals for them.
- 4/28/23 - Homebase had a Field Trip to Fairy Tale Town we prepared 70 meals for them.

Lunch	PM Snack	Breakfast	Field Trips
31,830	27,810	29,170	3

**Total Amount of Meals and Snacks Prepared** **89,085**

**Purchases:**

Food	\$123,750.36
Non - Food	\$14,884.55

**Building Maintenance and Repair:**

**Janitorial & Restroom Supplies:**

**Kitchen Small Wares and Equipment:**

**Vehicle Maintenance and Repair:** **\$1,970.71**

**Vehicle Gas / Fuel:** **\$2,562.40**  
**Normal Delivery Days** **22**

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**April 2023**

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>	1696	208	<b>12%</b>	660	138	<b>21%</b>
<b>Twin Rivers USD</b>	160	47	<b>29%</b>	56	3	<b>5 %</b>
<b>Elk Grove USD</b>	480	110	<b>23%</b>			
<b>Sac City USD</b>	676	108	<b>16%</b>			
<b>San Juan USD</b>	1044	81	<b>8%</b>	164	9	<b>5%</b>
<b>WCIC</b>	120	9	<b>8%</b>			
<b>COUNTY TOTAL</b>	<b>4176</b>	<b>563</b>	<b>13%</b>	<b>880</b>	<b>150</b>	<b>17%</b>

*AFE: Annual Funded Enrollment*

**SETA HEAD START/EARLY HEAD START**  
**End of Month Enrollment Report**  
**April 2023**

HS Center Name (* CCTR/CSPP Funded)	Funded Enrollment	Actual Enrollment	Drop within last 30 days	Total Reported	(c) Closed/Capped %	(a) Actual to Funded Enrollment %
*16th Avenue	40	39	1	40		100%
*Bret Harte	20	20	0	20		100%
*Capital City	20	20	0	20		100%
*CP Huntington	20	21	0	21		105%
*Crossroads Garden	60	59	1	60		100%
*Elkhorn	80	76	1	77		96%
*Freedom Park	80	77	4	81		101%
*Freeport	20	20	0	20		100%
*Hillsdale	80	79	2	81		101%
*Job Corps	20	21	0	21		105%
*Marina Vista	60	48	1	49		82%
*Mather	100	98	1	99		99%
*Norma Johnson	60	51	3	54		90%
*North Avenue	80	77	0	77		96%
*Northview (b)	80	60	3	63	20 (100%)	79%
*Phoenix Park	60	60	1	61		102%
*Sharon Neese	60	59	1	60		100%
Alder Grove ELC (b)	20	14	0	14	8 (116%)	70%
Bannon Creek	40	40	0	40		100%
Bright Beginnings (b)	40	20	0	20	20 (100%)	50%
Dudley	20	19	1	20		100%
Florin (b)	40	20	0	20	20 (100%)	50%
Franklin	20	20	0	20		100%
Fruitridge	40	40	2	42		105%
Galt	80	80	0	80		100%
Grizzly Hollow	40	40	0	40		100%
Home Base	143	94	1	95		66%
Hopkins Park	40	39	0	39		98%
Illa Collin	20	19	0	19		95%
Kennedy Estates	20	19	0	19		95%
LaVerne Stewart	20	20	0	20		100%
Nedra Court	40	38	2	40		100%
Parker	13	16	0	16		123%
Solid Foundation	40	36	1	37		93%
Spinelli	20	13	1	14		70%
Strizek Park	20	16	0	16		80%
Walnut Grove	40	31	0	31		78%
<b>Total</b>	<b>1696</b>	<b>1519</b>	<b>27</b>	<b>1546</b>	<b>68 (95%)</b>	<b>91%</b>

(a) Reason and action plan provided when enrollment is below 100%  
(b) Site(s) with capped classrooms due to staffing  
(c) Percentage when capped/closed amount deducted from funded amount

**SETA HEAD START/EARLY HEAD START  
End of Month Enrollment Report  
April 2023**

<b>EHS Center Name (* ) CCTR/CSPP Funded</b>	<b>Funded Enrollment</b>	<b>Actual Enrollment</b>	<b>Drop within last 30 days</b>	<b>Total Reported</b>	<b>(c) Closed/Capped %</b>	<b>(a) Actual to Funded Enrollment %</b>
*16th Avenue	18	17	1	18		100%
*Alder Grove I/T	16	12	2	14		88%
*Bret Harte	9	8	1	9		100%
*Captial City	16	15	1	16		100%
*CP Huntington	16	14	0	14		88%
*Crossroads Garden	15	14	1	15		100%
*Elkhorn	16	11	5	16		100%
*Freedom Park	16	16	3	19		119%
*Hillsdale	9	9	0	9		100%
*Hiram Johnson (b)	32	26	2	28	4 (100%)	88%
*Job Corps	25	20	4	24		96%
*Marina Vista	9	9	0	9		100%
*Mather	15	16	0	16		107%
*Norma Johnson	9	9	0	9		100%
*North Avenue	9	8	0	8		89%
*Northview	16	15	2	17		106%
*Phoenix Park	8	8	0	8		100%
*Sharon Neese Center	25	25	0	25		100%
EHS Home Base	201	165	11	176		88%
Galt	16	14	3	17		106%
Grizzly Hollow	9	9	0	9		100%
Hopkins Park	6	6	0	6		100%
River Oak - Home Base	72	65	3	68		94%
SCOE - Home Base	77	57	6	63		82%
<b>Total</b>	<b>660</b>	<b>568</b>	<b>45</b>	<b>613</b>	<b>4 (94%)</b>	<b>93%</b>

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

The following sites have classroom(s) capped due to limited staff: Alder ELC; Bright Beginnings; Florin Grammar; Hiram; Northview - totaling 72 enrollment slots.

Vacancies in the following positions that support classroom ratio or enrollment: 3 Family Services Worker II & III; 1 Home Visitor; 35 Education positions (HS Associate Teacher/Teacher, Lead Teacher/Infant Toddler, Site Suervisor); 1 Home Visitors combined for partners SCOE and River Oak.

**Strategies/Action Plan:**

Human Resources listed job openings within employment search websites and partnered with the following agencies to fill vacancies: CA Head Start Assoc., CalJOBS, ZipRecruiter, Indeed. Employment offers were accepted during March for the following positions: 1 Teacher; 2 Associate Teachers; 2 Family Services Worker.

Recruitment and networking opportunities to increases awareness of Head Start services and community visibility: South Sacramento Earth Day, Spring Extravaganza, Resource Fair and Tax Preperation Services, Earth Day Community Heath Fair, Holistic Health Fair, Kids Day in Hagginwood Park, 35 Interest Forms were completed by families to inquiring of Head Start services.

(a) Reason and action plan provided when enrollment is below 100%  
 (b) Site(s) with capped classrooms due to staffing  
 (c) Percentage when capped/closed amount deducted from funded amount

## ITEM VII – CENTER UPDATES

### BACKGROUND:

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

### NOTES:

## ITEM VIII – DISCUSSION

### BACKGROUND:

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

### NOTES:

## ITEM IX – PUBLIC PARTICIPATION

### BACKGROUND:

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

### NOTES: