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Deputy Director

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Sacramento, CA 95815

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

THOUGHT OF THE DAY:

“Keep your face to the sunshine and you cannot see a shadow”

Author: Helen Keller

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

DATE: Tuesday, June 20, 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.

AGENDA

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DISTRIBUTION DATE: TUESDAY, JUNE 13, 2023

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

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
- _____ **Stevetia Young, 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)
- _____ Vacant, EHS (Home Base)
- _____ Vacant, Hopkins Park Head Start
- _____ Vacant, Illa Collin Head Start
- _____ Vacant, Job Corps Head Start
- _____ Vacant, Kennedy Estates Head Start
- _____ Vacant, LaVerne Stewart Head Start
- _____ Vacant, (Marie Cleveland's) Bright Beginning Head Start
- _____ Vacant, Marina Vista Early Learning Center
- _____ Vacant, Mather Head Start
- _____ Vacant, Nedra Court Head Start
- _____ Vacant, Norma Johnson Early Learning Center
- _____ 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
- _____ **Timeisha Seymore, Sharon Neese Early Learning Center**
- _____ Vacant, Solid Foundation Head Start
- _____ Vacant, Strizek Park Head Start
- _____ Vacant, Walnut Grove Head Start
- _____ **Le Andra Jones-Villalta, 16th 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"/> Wendy Cruz Valencia, Norma Johnson Early Learning Center
<input type="checkbox"/> Alina Semavina, Job Corps Head Start	<input type="checkbox"/> Armonie Martin, Freedom Park Head Start
<input type="checkbox"/> Chelsy De La Torre, Galt Head Start	<input type="checkbox"/>
<input type="checkbox"/> Vacant, Alder Grove I Head Start	<input type="checkbox"/> Vacant, Mather Head Start
<input type="checkbox"/> Vacant, Alder Grove II Head Start	<input type="checkbox"/> Vacant, Marina Vista Head Start
<input type="checkbox"/> Vacant, American Legion Head Start	<input type="checkbox"/> Vacant, Nedra Court Head Start
<input type="checkbox"/> Vacant, Bret Harte Head Start	<input type="checkbox"/> Vacant, Norma Johnson Head Start
<input type="checkbox"/> Vacant, Capital City Head Start	<input type="checkbox"/> Vacant, North Avenue Head Start
<input type="checkbox"/> Vacant, CP Huntington Head Start	<input type="checkbox"/> Vacant, Northview Head Start
<input type="checkbox"/> Vacant, Crossroad Gardens Head Start	<input type="checkbox"/> Vacant, Parker Head Start
<input type="checkbox"/> Vacant, Franklin Head Start	<input type="checkbox"/> Vacant, Phoenix Park Head Start
<input type="checkbox"/> Vacant, Fruitridge Head Start	<input type="checkbox"/> Vacant, River Oak Center for Children
<input type="checkbox"/> Vacant, Galt Hollow Head Start	<input type="checkbox"/> Vacant, SCOE
<input type="checkbox"/> Vacant, Grizzly Hollow Head Start	<input type="checkbox"/> Vacant, Solid Foundation
<input type="checkbox"/> Vacant, Hillsdale Head Start	<input type="checkbox"/> Vacant, Strizek Park Head Start
<input type="checkbox"/> Vacant, Hiram Johnson Head Start	<input type="checkbox"/> Vacant, Walnut Grove Head Start
<input type="checkbox"/> Vacant, Home Base Early 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"/> 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"/>	

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

The PAC was seated on November 15, December 20, 2022, & May 16, 2023
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	AG I													
Vacant Seated	AG II													
Vacant Seated	AL													
Vacant Seated	BC													
Kahmaria Holleman S/B Seated 06/20	BC	X	X		X	X	X	E						
Vacant Seated	BH													
Vacant Seated	CP													
Vacant Seated	CPH													
Vacant Seated	CR													
Vacant Seated	EHS/HB													
Vacant Seated	EHS/HB													
Vacant Seated	EL													
Vacant Seated	FA													
Armonie Martin S/B Seated 06/20	FP													
Stevetia Young Seated 5/16	FPT							X						
Vacant Seated	FT													
Chelsy De La Torre S/B Seated 06/20	G													
Vacant Seated	GH													
Vacant Seated	H													
Vacant Seated	HB													
Vacant Seated	HBP													
Vacant Seated	HI													
Vacant Seated	HP													
Vacant Seated	IC													
Vacant Seated	HP													
Alina Semavina S/B Seated 6/20	JC							E						
Vacant Seated	K													

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	LVS												
Vacant Seated	MCBB												
Vacant Seated	MV												
Vacant Seated	M												
Vacant Seated	NA												
Vacant Seated	NC												
Wendy Cruz Valencia S/B Seated 6/20	NJ												
Vacant Seated	NV												
Vacant Seated	NV												
Vacant Seated	PA												
Vacant Seated	PP												
Vacant Seated	RO												
Vacant Seated	SCOE												
Vacant Seated	SF												
Timeisha Seymore Seated 5/16	SN						X						
Vacant Seated-	SP												
Vacant Seated-	WG												
Le Andra Jones Villalta Seated 12/20	16A	X	X	X	X	X	X						
Vacant Seated	FPR												
Vacant Seated	AMB												
Vacant Seated	AMB												
Donna Bonner Seated 11/15	PPR	X	X	X	X	X	X						
Stephen Key Seated 11/15	PPR	X	X	X	X	X	X						
Vacant Seated	CR/GP												
Fienishia Wash Seated 11/15	OGC	X	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

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

Representative Abbreviations

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

Attendance Record Abbreviations

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

current a/o 6/12/2023 12:29 PM

ITEM II-A-CONSENT

APPROVAL OF THE MINUTES OF THE MAY 16, 2023 REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the May 16, 2023

RECOMMENDATION:

Approve the minutes of the May 16, 2023 meeting.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

REGULAR 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, May 16, 2023
9:00 a.m.

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

Ms. Donna Bonner called the meeting to order at 9:04 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
Fienishia Wash, Past Parent Representative
Stephen Key, Past Parent Representative
Le Andra Jones-Villalta, 16th Avenue

New Members Seated Present:

Stevetia Young, Freeport
Timeisha Seymore, Sharon Neese

New Members to be Seated but Absent:

Alina Semavina, Job Corps
Kahmaria Holleman, Bannon Creek

Members Absent:

Alyssa Gonzalez, Mather (*resigned 5/18/2023*)

II. Consent Item

A. Approval of the Minutes of the April 25, 2023 Special Meeting

Minutes were reviewed; there were no questions or comments.

Moved/Jones-Villalta, second/Key, to approve the April 25, 2023 Special Meeting minutes.

Roll call vote:

Aye: 5 (Wash, Key, Jones-Villalta, Young, Seymore)

Nay: 0

Abstentions: 1 (Bonner)

Absent: 2 (Semavina, Holleman)

III. Action Item

A. Election of Parent Advisory Committee Secretary and Parliamentarian for Program Year 2022-2023

Ms. Bonner reviewed the item and bylaws. She gave a brief description of the Secretary role to the Parent Advisory Committee. Ms. Young nominated herself for Secretary. A vote was taken and was unanimous in favor of Ms. Young as Secretary. There were no nominations for Parliamentarian.

Moved/ Jones-Villalta, second/Key, to approve Ms. Young as the Secretary of Parent Advisory Committee and table the election of Parliamentarian for Program Year 2022-2023 to the next meeting.

Roll call vote:

Aye: 5 (Wash, Key, Jones-Villalta, Young, Seymore)

Nay: 0

Abstentions: 1 (Bonner)

Absent: 2 (Semavina, Holleman)

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; we are nine months into the program year. The Budget Modification will be requested shortly and will come to this Board in the month. Most line items are on pace. SETA received notification of approval for a No-Cost Extension, and now funds from the Coronavirus Response and Relief Supplemental Appropriation Act (CRRSA) and the American Rescue Plan (ARPA) Act will not expire until May 31, 2024. Substitutes' rate is still high due to vacancies. Nutrition Service is 81.5% for HS and looks more reasonable with recent Budget Modification. The American Express and Citi, credit card statements, were reviewed, and nothing was out of the ordinary. The SETA-Operated California Department of Education (CDE) and California Department of Social Services (CDSS) Funding reports were reviewed for April 2023. Ms. Jones-Villalta asked if SETA has Amazon Prime to use for savings. Mr. Han advised that SETA does have Amazon Prime, but Amazon is not a first choice as SETA mostly utilizes county vendors for better pricing.

- Health Service Advisory Committee (HSAC) Report
Ms. Bonner announced that Community Health Event for children will be held on Tuesday, May 23, 2023, from 9 a.m. to 12 p.m. at 3540 Northwood Ave. in Sacramento, CA. She encouraged to attend this event and learn the ways to be healthier. There will be immunization vaccines available. The Sacramento County Public Health Services cover renewal

assistance, nutrition, oral health education, and health screenings for children 0-15 years old: height and weight, hearing, vision, lead, blood pressure screenings, and more. Free COVID-19 vaccines will be available for anyone six months and older. Sign up by calling (916) 875-7468.

- Community Resources – Parents/Staff:
Ms. Jones-Villalta reviewed the community resources provided in the packet.

B. Head Start Policy Council Minutes for March 28, 2023: No Questions

V. **Committee Reports**

- Executive Committee Meeting:
The next meeting will be held on Monday, May 22, 2023 at 10:00 a.m., in-person.
- Budget/Planning Committee Meeting:
The next meeting will be held Tuesday, June 13, 1:00 p.m., in-person.
- Social/Hospitality Committee:
The next meeting will be held on Wednesday, July 14, 2023, in-person at Sea Quest in Folsom, CA (pending approval).

VI. **Other Reports**

- Chair's Report:
Ms. Bonner encouraged Committee members to recruit for the Parent Advisory Committee. She advised that she and Fienishia Wash will start attending parents' meetings at the centers to recruit representatives and improve parent involvement.
- Policy Council Report(s):
Ms. Bonner shared that during Policy Council meetings, the Board members receive Head Start Recruitment Reports and thanked SETA staff for all the hard work on recruitment and hiring to fill the vacancies.
- Head Start Deputy Director's Report:
Ms. Griffith advised that SETA received a forty-day notice for the Federal Review that will take place the week of June twelve through June 16. There will be a virtual Fiscal reviewer, a virtual Enrollment and Family Engagement reviewer, and two virtual Classroom Explorations reviewers. Additionally, reviewers will interview teachers, parents, Governing Board members, Policy Council (PC), and Parent Advisory Committee (PAC) members. The interview of PC and PAC members is tentatively scheduled for June 14.

➤ Head Start Managers' Reports

- Lisa Carr - Family Engagement, Home Base, and ERSEA Services:
No Report
- Megan Lamb – School Readiness, Special Education, Mental Health Services, and Facilities/Safe Environments:
Ms. Lamb shared that Early Childhood Environment Rating Scale (ECERS) and Infant Toddler Environment Rating Scale (ITERS) observations are about to be completed. Some of the feedback the observers shared included that a teaching team at a particular site deserves High-Quality Recognition for receiving their highest score yet. At another site, the group of staff deserves Special Recognition, not only for their overall quality score but also for their amazing use of language and attention to hygiene. The observer had a wonderful time observing the dynamic of the teaching team at one of the SETA sites and said that the teaching team had such a caring, genuine, and responsive relationship with the children. Ms. Lamb stated that such experience is what SETA strives for at every single site and every classroom. Despite the challenges of the pandemic, staffing changes, and staffing shortages, the focus is on the children. She also advised that SETA has recently completed the first year of the tutoring pilot with West Ed. The graph that shows the data on three ways they have measured students' success was shared. The outcome shows growth among all of the participants. The Summer Series is coming up in June. This is a training opportunity for teachers. The teachers were surveyed on their interests in learning. Identified areas included Science, Technology, Engineering, Mathematics (STEM), Social-Emotional, and Literacy. Both virtual and in-person trainings will be provided. Ms. Lamb stated that she is excited to have teachers act as facilitators and presenters for this Summer Series.
- Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring
Ms. Ocegueda provided updates on Special Diets. A new Registered Dietitian is coming on board. The kitchen is working on a new menu in response to feedback about repetitive food options. New menu options were positively received at the centers. The state's Child and Adult Care Food Program (CACFP) audit was recently completed with no findings and excellent reviews. SETA currently has one hundred and fifty-three children with two hundred and fifty-eight medications. She added that during HSAC Community Health Event, dental screenings and fluoride varnishes will be available for children and provided by Access Dental. Governing Board approved the Covid-19 Mitigation Policy in April, and it is now being planned for integration by an intern working on her Master's Degree in Public Health.

VII. Center Updates:

Ms. Jones-Vilalta shared activities that are being done during Parents' Meetings and provided pictures for visualization.

VIII. Discussion: None

IX. Public Participation: None

X. Adjournment: The meeting was adjourned at 9:50 a.m.

ITEM III-A-ACTION

ELECTION OF PARENT ADVISORY COMMITTEE 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 Parliamentarian for Program Year 2022-2023. The duties of 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.

- 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 Parliamentarian.

Parliamentarian:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM III-B-ACTION

APPROVAL OF BUDGET MODIFICATION FOR
HEAD START/EARLY HEAD START PROGRAM YEAR 2022-2023

BACKGROUND:

This agenda item provides the opportunity for the Parent Advisory Committee to approve a budget modification for the SETA Operated Program Head Start and Early Head Start program in the amount of \$3,156,783.

Due to the lasting effects of the pandemic and a highly competitive hiring market, SETA had various personnel vacancies throughout the program year. As a result, under-spent funds from Personnel and Fringe Benefits will be reprogrammed to T/TA Travel (Out-of-State), Equipment, Supplies, Contractual and Other. Funds will be reprogrammed from:

1. FY' 2022-23 Head Start/Early Head Start Basic Grant #09CH011763

A detailed budget and budget justification will be sent under separate cover.

SETA staff will be available to answer questions.

RECOMMENDATION:

Approve a Head Start/Early Head Start budget modification in the amount of \$3,156,783 from Personnel, Fringe Benefits, Equipment, Supplies and Other to Construction from the 2022-2023 Basic funding.

NOTES:

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
 - Health Service Advisory Committee (HSAC) Report - Ms. Donna Bonner
 - Community Resources – Parents/Staff: Ms. Donna Bonner
 - Mark Sanders Community Calendar
 - Outdoor Early Learning

NOTES:

JUNE

Mark Sanders America's Job Center of California

2901 50th Street, Sacramento, CA 95817

Phone: (916)-227-0301

www.caljobs.ca.gov
www.edd.ca.gov

www.seta.net
www.norcalcenter.org

www.labormarketinfo.edd.ca.gov



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	<p>Interested in attending a workshop? Schedule an appointment at the front desk!</p>	<p>NOTE: All workshops are virtual based, unless stated. See staff for any questions.</p>	<p>01 Job Readiness Skills 1:30pm-3:00pm Career Connection- CA Dept. of Managed Health Care 1:30pm-2:30pm</p>	<p>02</p>
<p>05</p>	<p>06 Soft Skills Workshop 1:30pm-3:00pm </p>	<p>07 VetNet (Veterans)- Mock Interviews 9:00am-11:30am Interviewing Essentials 10:00am-11:30am Veteran Workshop- State Careers 1:30pm-3:00pm</p>	<p>08 CA Training Benefits 10:00am-11:30am </p>	<p>09 Youth (YEOP)- Interview Essentials 3:30pm – 4:30pm</p>
<p>12</p>	<p>13 State Careers 1:30pm-3:00pm </p>	<p>14 VetNet (Veterans)- Social Networking 9:00am-11:30am Interviewing Essentials 1:30pm-3:00pm</p>	<p>15 Disability Industry Job Fair!!! (See Staff) 10:00am-2:00pm Labor Market Information 1:30pm-3:00pm</p>	<p>16 </p>
<p>19</p>	<p>20 Mastering CalJOBS 1:30pm-3:00pm Youth (YEOP)- Resume Basics 1:30pm – 2:30pm</p>	<p>21 VetNet (Veterans)- Mock Career Fair 9:00am-11:30am Marketing Yourself- Resumes & Apps 10:00am-11:30am Veteran Workshop- CA Training Benefits 1:30pm-3:00pm</p>	<p>22 Job Readiness Skills 10:00am-11:30am </p>	<p>23</p>
<p>26</p>	<p>27 State Careers 1:30pm-3:00pm </p>	<p>28 VetNet (Veterans)- Master Application 9:00am-11:30am Interviewing Essentials 1:30pm-3:00pm</p>	<p>29 Labor Market Information 1:30pm-3:00pm Career Connection- CA Dept. of Finance 1:30pm-2:30pm</p>	<p>30 Need assistance but unable to visit our office? You can visit our <u>Virtual Center</u> 9am - 3pm, Mon - Fri. https://tinyurl.com/2p86wh8f</p>

*Inquire at the front counter to sign-up for a workshop. You MUST be fully registered in CalJOBS. MUST have Picture ID. Documents MUST be original, no copies will be accepted. Version 1.1 (Dated 04/28/23)

OUTDOOR EARLY LEARNING

Programs for young children in community greenspaces



Join us for live, in-person outdoor programming throughout the spring and summer. No registration is necessary. Find an outdoor location near you on the schedule below.

Outdoor Family Storytime is a 30-minute program designed for young children, infants to 5 years of age, and their caregivers. This program builds on early learning foundations that develop pre-reading skills and a joy of reading.

Explore and Learn is a 60-minute drop-in program with fun learning activities and toys for young children, infants to 5 years of age, and their caregivers to play together.

Outdoor Programming Schedule (starting April 4)

Please note that our program schedule may be subject to change due to inclement weather or poor air quality. Participants are encouraged to dress for the weather and bring a blanket on which to sit. Check this page for updates.

PROGAM	DATE	TIME	LOCATION
Outdoor Family Storytime	Tuesdays	10:30 a.m.	Colonial Heights Library (Opens in a new window)
Explore and Learn	Wednesdays	10:30 a.m.	Colonial Heights Library (Opens in a new window)
Explore and Learn	Wednesdays	10:30 a.m.	South Natomas Library (Opens in a new window)
Outdoor Family Storytime	Thursdays	10 a.m.	Elk Grove Regional Park (Opens in a new window)
Outdoor Family Storytime	Fridays	10 a.m.	Kunsting Family Park (Opens in a new window)
Outdoor Family Storytime (Bilingual)	Saturdays	10:30 a.m.	Colonial Heights Library (Opens in a new window)

For more fun activities for young children, check out these other events:

- Indoor [Family Storytime](#)(Opens in a new window) and [Explore and Learn](#)(Opens in a new window) programs at select library locations
- Virtual storytimes you can watch anytime on [YouTube](#)(Opens in a new window)

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

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

Ms. Wash called the meeting to order at 9:05 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
Royal Jones, Sacramento City Unified School District
Stephen Key, Past Parent/Community Representative
Kahmaria Holleman, SETA-Operated Program *(arrived and seated at 9:15 a.m.)*

Members Absent:

Rosemary Schapira, Community Agency Representative *(unexcused)*
Danelle Pecot, San Juan Unified School District *(unexcused)*

II. Consent Item

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

The minutes were reviewed; no questions or corrections.

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

Roll call vote:

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

Nay: 0

Abstention: 1 (Wash)

Absent: 3 (Schapira, Pecot, Holleman)

III. Action Items

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.
- **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 2022-2023 to 85% in 2023-2024;
 - 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 Policy Council members or the public.

Moved/Mitchell, second/Jones, 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: 5 (Bonner, Mitchell, Jones, Key, Holleman)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Schapira, Pecot)

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 Policy Council members or the public.

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

Roll call vote:

Aye: 5 (Bonner, Mitchell, Jones, Key, Holleman)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Schapira, Pecot)

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 Policy Council members or the public.

Moved/Mitchell, second/Bonner, 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: 5 (Bonner, Mitchell, Jones, Key, Holleman)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Schapira, Pecot)

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 Policy Council members or the public.

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

Roll call vote:

Aye: 5 (Bonner, Mitchell, Jones, Key, Holleman)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Schapira, Pecot)

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 Policy Council members or the public.

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

Moved/Bonner, second/Jones, 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: 5 (Bonner, Mitchell, Jones, Key, Holleman)

Nay: 0
Abstention: 1 (Wash)
Absent: 2 (Pecot, Schapira)

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 Policy Council members or the public.

Moved/Bonner, second/Jones, 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: 5 (Bonner, Mitchell, Jones, Key, Holleman)
Nay: 0
Abstention: 1 (Wash)
Absent: 2 (Pecot, Schapira)

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

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

Moved/Mitchell, second/Jones, 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 2023-2024.

Roll call vote:
Aye: 5 (Bonner, Mitchell, Jones, Key, Holleman)
Nay: 0
Abstention: 1 (Wash)
Absent: 2 (Pecot, Schapira)

H. A Resolution for the 2022-2025 Labor Agreements Covering the Head Start Unit, the Clerical, Technical, and Analytical Unit and the Supervisory Unit

Ms. Saurbourne reviewed the item. The American Federation of State, County, and Municipal Employees (AFSCME) and the Sacramento Employment and Training Agency (SETA) met on March 30, 2023 regarding the application of the Federal Cost Of Living Adjustment (COLA) and Quality Improvement (QI) for

Head Start and the implementation of the same benefit to all represented employees. A tentative agreement was reached on March 30, 2023 with the three bargaining units represented by AFSCME, including the Head Start Unit, the Clerical, Technical and Analytical Unit and the Supervisory Unit.

Specifically, consistent with the Memoranda of Understanding the parties have agreed that effective Pay Period 14 (pay period dates of 6/11/2023 through 6/24/2023) with the pay date of July 7, 2023, the Agency shall increase salary and benefits as follows:

- A. The salary schedule for all represented classifications shall increase by seven percent (7%), or by one dollar and fifty cents (\$1.50) per hour, whichever is greater; and
- B. The Agency health insurance contribution for employee only will increase by forty dollars (\$40.00) per month from \$645.00 to \$685.00 and the family contribution will increase by two hundred fifty-five dollars (\$255.00) from \$1,225.00 to \$1,480.00.

Ms. Saurbourne further advised that on April 20, 2023, AFSCME voted to ratify the agreement reached on March 30, 2023. The ratification has passed for the Clerical, Technical, Analytical, and Supervisory units but not Head Start. Ms. Saurbourne stated that the Resolution needs to be amended, and Head Start needs to be struck out from the Resolution. SETA hopes to reach an agreement with the Head Start unit and bring it to this Board in the near future.

Moved/Bonner, second/Mitchell, to approve the Resolution and the negotiated salary and health insurance contribution increases effective Pay Period 14, 2023, and strike out the Head Start portion from the Resolution.

Roll call vote:

Aye: 5 (Bonner, Mitchell, Jones, Key, Holleman)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Pecot, Schapira)

I. Approval of the Personnel Resolution Covering Unrepresented Confidential and Management

Ms. Saurbourne reviewed the item. Consistent with the Tentative Agreement (TA) for represented employees, SETA is recommending the following provisions to the Unrepresented Resolution to be effective Pay Period 14 (pay dates 6/11/2023 through 6/24/2023):

- A. The salary schedule for all unrepresented classifications shall increase by seven percent (7%), or by one dollar and fifty cents (\$1.50) per hour, whichever is greater; and

- B. The Agency health insurance contribution for employee only will increase by forty dollars (\$40.00) per month from \$645.00 to \$685.00 and the family contribution will increase by two hundred fifty-five dollars (\$255.00) from \$1,225.00 to \$1,480.00; and
- C. Removal of Consultant Range I Step B from Salary Schedule. Step B was \$15 per hour which falls below the California minimum wage. No individuals are affected by this change.

Moved/Jones, second/Bonner, to approve the Personnel Resolution Covering Unrepresented Employees and salary schedule effective Pay Period 14, 2023.

Roll call vote:

Aye: 5 (Bonner, Mitchell, Jones, Key, Holleman)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Pecot, Schapira)

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 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:
 - Disability Industry Career Expo: Ms. Bonner went through details.
 - SMUD Paid Summer Internship for High School Students: Ms. Bonner went through details.

B. SETA's Recruitment Update

Ms. Sorvari introduced herself and reviewed the recruitment data from March 18, 2023 through April 13, 2023. She thanked PC and PAC members for their participation/volunteering in recruitment screenings and interviews.

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

V. **Committee Reports**

➤ Executive Committee:

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**

A. Executive Director's

Ms. Hernandez thanked board members for taking their time and studying today's meeting agenda packet. She encouraged Board members to participate in upcoming all staff meeting, scheduled for August, 2023.

B. 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.

C. Chair's Report: No Report

D. 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

- E. Open Discussion and Comments:
Mr. Jones and Ms. Wash thanked all SETA team staff for great work on this year's grant application.
- F. Public Participation: None
- VII. **Adjournment:** The meeting was adjourned at 10:25 a.m.

ITEM V

COMMITTEE REPORTS

V. Committee Reports

- Executive Committee Meeting: Ms. Donna Bonner

- Budget/Planning Committee Meeting: Ms. Donna Bonner

- Social/Hospitality Committee; Ms. Fienishia Wash or Ms. Donna Bonner

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
 - Megan Lamb – School Readiness, Special Education, Mental Health Services
 - Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring

NOTES:



Seta Head Start

Food Service Operations Monthly Report

*May, 2023

- 5/2/23 - Freedom Park Class B was closed due to staffing issues.
- 5/4/23 - Bannon Class W closed due to staffing issues.
- 5/8/23 - North Ave the whole site closed due to pest control.
- 5/10/23 - CP Huntington had a Mother's Day Tea Party @ the site, Kitchen prepared 30 sack lunches.
- 5/25/23 - Grizzly Hollow had a Field Trip to Derr-Okamoto Park, Kitchen prepared 50 sack lunches.
- 5/25/23 - Phoenix Park had a Field Trip to the Science Alliance the whole site, requested no sack lunches.
- 5/26/23 - Marina Vista had a Field Trip to the Sacramento Zoo, Kitchen prepared 60 sack lunches.
- 5/26/23 - Mather had a Field Trip to the Sacramento Zoo, Kitchen prepared 40 sack lunches, lunches.
- 5/26/23 - Spinelli had a Field Trip to the Sacramento Children's Museum, Kitchen prepared 20 sack lunches.
- 5/26/23 - EHS Home Base had a Field Trip to the Sacramento County Fair, Kitchen prepared 75 sack lunches.
- 5/26/23 - Galt Head Start had a Field Trip to the Sacramento Zoo, Kitchen prepared 100 sack lunches.
- 5/31/23 - Fruitridge Field Trip, Kitchen prepared 20 sack lunches.
- 5/31/23 - Strizek Park Field Trip, Kitchen prepared 20 sack lunches.

Lunch	PM Snack	Breakfast	Field Trips
40,460	34,930	36,470	11

Total Amount of Meals and Snacks Prepared 112,435

Purchases:

Food	\$150,589.38
Non - Food	\$24,786.44

Building Maintenance and Repair:

Janitorial & Restroom Supplies:

Kitchen Small Wares and Equipment:

Vehicle Maintenance and Repair: \$1,800.69

Vehicle Gas / Fuel: \$1,919.63
 Normal Delivery Days 20

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

May 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
SETA operated	1696	226	13%	660	155	23%
Twin Rivers USD	160	48	30%	56	4	7 %
Elk Grove USD	480	112	23%			
Sac City USD	676	116	17%			
San Juan USD	1044	86	8%	164	11	7%
WCIC	120	9	8%			
COUNTY TOTAL	4176	597	14%	880	170	19%

AFE: Annual Funded Enrollment

**SETA HEAD START/EARLY HEAD START
End of Month Enrollment Report
May 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	40	0	40		100%
*Bret Harte	20	20	0	20		100%
*Capital City	20	20	0	20		100%
*CP Huntington	20	20	1	21		105%
*Crossroads Garden	60	60	0	60		100%
*Elkhorn	80	79	1	80		100%
*Freedom Park	80	76	4	80		100%
*Freeport	20	20	1	21		105%
*Hillsdale	80	80	0	80		100%
*Job Corps	20	21	0	21		105%
*Marina Vista	60	47	1	48		80%
*Mather	100	100	3	103		103%
*Norma Johnson	60	53	1	54		90%
*North Avenue	80	77	1	78		98%
*Northview (b)	80	57	4	61	20 (100%)	76%
*Phoenix Park	60	59	1	60		100%
*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	20	0	20		100%
Florin (b)	40	20	0	20	20 (100%)	50%
Franklin	20	20	0	20		100%
Fruitridge	40	39	0	39		98%
Galt	80	80	0	80		100%
Grizzly Hollow	40	40	0	40		100%
Home Base	143	101	2	103		72%
Hopkins Park	40	40	1	41		103%
Illa Collin	20	20	0	20		100%
Kennedy Estates	20	20	0	20		100%
LaVerne Stewart	20	20	0	20		100%
Nedra Court	40	38	0	38		95%
Parker	13	15	1	16		123%
Solid Foundation	40	36	2	38		95%
Spinelli	20	13	1	14		70%
Strizek Park	20	16	0	16		80%
Walnut Grove	40	11	20	31		78%
Total	1696	1511	46	1557	68 (96%)	92%

(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
Parent Advisory Committee

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

EHS 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	18	17	4	21		117%
*Alder Grove I/T	16	16	0	16		100%
*Bret Harte	9	8	0	8		89%
*Captial City	16	14	2	16		100%
*CP Huntington	16	14	2	16		100%
*Crossroads Garden	15	14	0	14		93%
*Elkhorn	16	14	0	14		88%
*Freedom Park	16	16	1	17		106%
*Hillsdale	9	8	1	9		100%
*Hiram Johnson (b)	32	28	6	34	4 (100%)	106%
*Job Corps	25	19	5	24		96%
*Marina Vista	9	9	0	9		100%
*Mather	15	12	4	16		107%
*Norma Johnson	9	9	1	10		111%
*North Avenue	9	8	1	9		100%
*Northview	16	16	0	16		100%
*Phoenix Park	8	8	0	8		100%
*Sharon Neese Center	25	25	0	25		100%
EHS Home Base	201	162	11	173		86%
Galt	16	15	2	17		106%
Grizzly Hollow	9	8	1	9		100%
Hopkins Park	6	6	1	7		117%
River Oak - Home Base	72	70	2	72		100%
SCOE - Home Base	77	62	5	67		87%
Total	660	578	49	627	4 (96%)	95%

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: 5 Family Services Worker; 2 Home Visitor; 35 Education positions (HS Associate Teacher/Teacher, Lead Teacher/Infant Toddler, Site Supervisor); 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 May for the following positions: 1 Family Services Worker.

Recruitment and networking opportunities to increases awareness of Head Start services and community visibility: Saint Hope 20th Anniversary of the Acres and Art Cultural Center, Del Paso Community Health Fair, WIC, Community Baby Shower, International Kids Day Festival. Through these recruitment events, 28 Interest Forms were completed by families 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: