

**GOVERNING BOARD**

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County of Sacramento

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**SOPHIA SCHERMAN**  
Public Representative

**MAI VANG**  
Mayor Pro Tem  
City of Sacramento

**ADMINISTRATION**

**JENNIFER HERNANDEZ**  
Executive Director

**KAREN GRIFFITH**  
Deputy Director

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Sacramento, CA 95815

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

*Thought of the Day:*

*“Change will not come if we wait for some other person or some other time. We are the ones we’ve been waiting for. We are the change that we seek.”*

*Author: Barack Obama*

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

**DATE:** Tuesday, June 27, 2023

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

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

While the SETA/Head Start Policy Council welcomes and encourages participation in the Council meetings, it would be appreciated if you would limit your comments to three minutes so that everyone may be heard. Matters under jurisdiction of the SETA/Head Start Policy Council and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA/Head Start Policy Council limits testimony on matters not on the agenda to three minutes per person and not more than ten minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk’s office at (916) 263-3753. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: [www.seta.net](http://www.seta.net).

**AGENDA**

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**DISTRIBUTION DATE: WEDNESDAY, JUNE 21, 2023**

Head Start Policy Council meeting hosted by:  
Ms. Fienishia Wash (Chair),  
Mr. Royal Jones (Secretary), and Ms. Jessica Mitchell (Treasurer)

ITEM I - CALL TO ORDER/ROLL CALL

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

- \_\_\_\_\_ Donna Bonner, Foster Parent Representative/Community Representative
- \_\_\_\_\_ Royal Jones, Sacramento City Unified School District
- \_\_\_\_\_ Stephen Key, Past Parent/Community Representative
- \_\_\_\_\_ Jessica Mitchell, Elk Grove Unified School District
- \_\_\_\_\_ Rosemary Schapira, Community Agency Representative
- \_\_\_\_\_ Fienishia Wash, Chair, Grandparent Representative/Community Representative

**Members to be Seated:**

- \_\_\_\_\_ Kahmaria Holleman, SETA-Operated Program

**Seats Vacant:**

- \_\_\_\_\_ Vacant, San Juan Unified School District
- \_\_\_\_\_ Vacant (Pecot), San Juan Unified School District
- \_\_\_\_\_ Vacant (Long), San Juan Unified School District
- \_\_\_\_\_ Vacant, Sacramento City Unified School District
- \_\_\_\_\_ Vacant, Sacramento City Unified School District
- \_\_\_\_\_ Vacant, Twin Rivers Unified School District
- \_\_\_\_\_ Vacant (Shead), Twin Rivers Unified School District
- \_\_\_\_\_ Vacant (Land), WCIC/Playmate Child Development Center
- \_\_\_\_\_ Vacant, WCIC/Playmate Child Development Center
- \_\_\_\_\_ Vacant (Wash) Home Base Option
- \_\_\_\_\_ Vacant (Mohammed), Home Base Option
- \_\_\_\_\_ Vacant (Pierce), SETA-Operated Program
- \_\_\_\_\_ Vacant (Torres), SETA-Operated Program
- \_\_\_\_\_ Vacant (Taneja), SETA-Operated Program
- \_\_\_\_\_ Vacant, (Escalona), SETA-Operated Program
- \_\_\_\_\_ Vacant (Jetton), Early Head Start/Home Base (SOP)
- \_\_\_\_\_ Vacant (Olguin), Early Head Start, Sacramento City Unified School District
- \_\_\_\_\_ Vacant (Self), Early Head Start (SETA)
- \_\_\_\_\_ Vacant, Community Agency Representative
- \_\_\_\_\_ Vacant (Stone Smith) Community Agency Representative
- \_\_\_\_\_ Vacant (Wash) Outgoing Chair

**\*\* Please call your alternate, Policy Council Chair (Fienishia Wash: [510] 228-5499), or Head Start staff (Gaylon Ndiaye: [916] 263-5662 or Anzhelika Simonenkova: [916] 263-3753) if you will not be in attendance.**

**POLICY COUNCIL  
BOARD MEETING ATTENDANCE  
PROGRAM YEAR 2022-2023**

The **2022-2023** Board was seated on  
**November 22 & December 20, 2022,**  
**January 24 & February 28, 2023**

BOARD MEMBER	SITE	11/22	12/20*	1/24	2/28	3/28	4/25	5/23	6/27	7/25	8/29	9/26	10/24	11/21
D. Bonner Seated 11/22	PP-FP	X	X	X	X	X	X	X						
Vacant Seated	WCIC													
Vacant Seated	WCIC													
K. Holleman S/B Seated 6/27	SOP	X	X	X	U	E	X	E						
S. Key Seated 11/22	PP	X	X	X	E/ PCB	X	X	X						
Vacant Seated	SOP													
R. Jones Seated 2/28	SAC				X	X	X	X						
Vacant Seated	SJ/EHS													
J. Mitchell Seated 11/22	ELK	X	X	E	X	X	X	E						
Vacant Seated	HB													
D. Pecot R 06/20	SJ	-	X	E	X	U	U	U	R					
R. Schapira Seated 1/24	CAR	E	E	X	X	E	U	X						
Vacant Seated	TR													
Vacant Seated	OC													
Vacant Seated	SOP													
F. Wash Seated 11/22	PP-GP	X	X	X	X	X	X	X						

## GLOSSARY OF ACRONYMS

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

**X:** Present

**E:** Excused

**R:** Resigned

**U:** Unexcused Absence

**S/B/S:** Should be Seated

**H:** Holiday

**HS:** Holding Seat

**AP:** Alternate Present

**E/PCB:** Excused, Policy Council Business

**E/PCB:** Excused, Policy Committee Business

**OGC:** Outgoing Chair

**RS:** Reseat

**\*:** Special Meeting

*Current a/o 6/20/2023*

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE MAY 23, 2023  
REGULAR POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the May 23, 2023 regular meeting.

RECOMMENDATION:

That the Policy Council approve the May 23, 2023 minutes.

**NOTES:**

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

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

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

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

SETA Board Room  
925 Del Paso Blvd.  
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  
Royal Jones, Sacramento City Unified School District  
Stephen Key, Past Parent/Community Representative  
Rosemary Schapira, Community Agency Representative

#### **Members Absent:**

Jessica Mitchell, Elk Grove Unified School District (*excused*)  
Kahmaria Holleman, SETA-Operated Program (*excused*)  
Danelle Pecot, San Juan Unified School District (*unexcused*)

### **II. Consent Item**

#### **A. Approval of the Minutes of the April 27, 2023 Special Meeting**

The minutes were reviewed; no questions or corrections.

Moved/Bonner, second/Jones, to approve the April 27, 2023 minutes as distributed.

Roll call vote:

Aye: 3 (Bonner, Jones, Key)

Nay: 0

Abstention: 2 (Wash, Schapira)

Absent: 3 (Pecot, Holleman, Mitchell)

### **III. Action Items**

#### **A. Election of Head Start Policy Council Vice Chair and Parliamentarian for Program Year 2022-2023**

There were no nominations for Vice Chair or Parliamentarian.



Moved/Bonner, second/Key, to table the election of the Policy Council Vice Chair and Parliamentarian for Program Year 2022-2023 to the next meeting.

Roll call vote:

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

Nay: 0

Abstention: 1 (Wash)

Absent: 3 (Pecot, Mitchell, Holleman)

B. Election of Community Action Board Alternate (Fienishia Wash)

Ms. Wash reviewed this item and shared her experience serving on the Community Action Board (CAB).

Mr. Key nominated himself for Alternate to serve on CAB.

A vote was taken and was unanimous in favor of Mr. Key as Alternate to the CAB.

Moved/Bonner, second/Jones, to approve Mr. Key to serve as Low-Income Sector Alternate to the Community Action Board.

Roll call vote:

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

Nay: 0

Abstention: 1 (Wash)

Absent: 3 (Pecot, Mitchell, Holleman)

C. Approval of Budget Modification Request for Head Start or Early Head Start Programs in Program Year 2022-2023

Ms. Griffith reviewed the item. Due to the lasting effects of the pandemic and a highly competitive hiring market, SETA had various personnel vacancies throughout the year. As a result, under-spent funds from Personnel and Fringe Benefits will be reprogrammed to Technical and Training Assistance (T/TA) Travel (Out-of-State), Equipment, Supplies, Contractual and Other. Ms. Griffith advised that funds will be particularly used for the Head Start site's playgrounds, concrete and shade structures, sidewalks, paint, bathroom renovations, supplies, furniture, and more. She clarified that the Office of Head Start wouldn't allow carryover funds from Personnel. Instead, the funds have to be moved to one of the carryover illegible categories; otherwise, unused funds must be returned to the funding entity. Once the carryover is approved, SETA will be allowed to spend these funds during the next fiscal year, which starts on August 1, 2023, and ends on July 31, 2024.

Moved/Jones, second/Key, to 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.

Roll call vote:

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

Nay: 0

Abstention: 1 (Wash)

Absent: 3 (Pecot, Mitchell, Holleman)

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

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

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Han reviewed the fiscal report for nine months in the 2022-2023 program year. He advised that Year-to-Date expenditures are at 59.1% instead of 75%. The Budget Modification will help to improve these numbers. SETA will also provide assistance to Delegate Agencies. He reviewed the rest of the Head Start/Early Head Start expenditure reports for Fiscal Year 2022-2023. Ms. Wash asked for the reason for the Parent Services percentage increase, as it is at 124.6%. Mr. Han said he will look into it and advise Ms. Wash by email. 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 got notification for approval of a No-Cost Extension for another 12 months. The American Express credit card statement was reviewed, and nothing was out of the ordinary. Mr. Han clarified that the Margaritaville resort charge is for SETA staff staying at the hotel during the conference at Palm Springs. The SETA-Operated California Department of Education (CDE) and California Department of Social Services (CDSS) Funding reports were reviewed for April 2023. The CitiBank card statement was reviewed, and nothing was out of the ordinary.
- Community Resources – Parents/Staff: Ms. Wash reviewed the community resources provided in the packet.

##### **B. SETA's Recruitment Update**

Ms. Sorvari reviewed the recruitment data from April 14, 2023 through May 11, 2023. She advised that the Human Resources team continues to participate in the recruitment workgroup and work on revamping the hiring process to align it with the ADP system in place.

##### **C. Governing Board Minutes for April 6, 2023: No Questions**

## **V. Committee Reports**

### ➤ Executive Committee:

The next meeting will be held in person on May 26, 2023, at 10:00 a.m., at the SETA Administrative building.

### ➤ Budget/Planning Committee Meeting:

The next meeting will be held in person on June 13, at 1:00 p.m., at the SETA Administrative building.

### ➤ Social/Hospitality Committee Meeting:

At noon, the next meeting will be held in person on May 26, 2023, at 12:00 p.m., at the SETA Administrative building. Tentatively, SeaQuest parent activity is scheduled for July 14, 2023. Mr. Key, Mr. Jones, and Ms. Bonner plan to attend.

## **VI. Other Reports**

### A. Executive Director's

Ms. Hernandez encouraged the members of the Board to help with "Youth Voice" recruitment for Sacramento Works Youth Committee. She advised that the intent is to hear from youth about what programs will benefit them and be a part of conversations with the Sacramento Works Board to help with programmatic areas. The Sacramento Works Youth Committee Youth Voice Application can be found on SETA Website under Sacramento Works programs. It is ongoing recruitment without a cutoff date. Ms. Wash asked to clarify the age requirement for participation. Ms. Hernandez advised that it is from 16 to 24 years old.

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

Ms. Griffith advised that SETA was notified about the Federal review taking place the week of June 12-16. Since several Delegate agencies are closed for the summer, the reviewers will visit mostly SETA-Operated Centers.

Multiple areas of the SETA Head Start program will be reviewed, such as Health and Nutrition, Fiscal, Enrollment, and more. Reviewers will also conduct interviews of the Governing Board members, Policy Council, and Parent Advisory Committee members, as well as parents whose children are in the Head Start program but not on any of the Boards or Committees. The reviewers' team will consist of two virtual and three on-site staff members.

Mr. Key asked if there was a list of sites to be visited. Ms. Griffith advised that the tentative list has been received but has yet to be finalized.

Ms. Griffith also advised that SETA's CLASS review from March 17 to May 1 has been completed, and the results are forthcoming and expected at the end of June 2023.

Ms. Griffith stated that SETA continues working with Health Services Advisory Committee (HSAC) to finalize the COVID-19 Mitigation Plan.

Ms. Griffith shared that Home-Based and Center-Based teachers are getting ready to participate in the Summer Series event which consists of workshops designed to rejuvenate the teachers' souls. This event will last three weeks in June 2023.

C. Chair's Report: No Report

D. Head Start Managers' Reports

✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services:  
Ms. Carr reviewed the Sacramento County Head Start/Early Head Start Monthly Enrollment Report for April provided in the packet. She spoke highly about Sacramento City Unified School District team and their ability to consistently get high enrollment numbers. Ms. Carr advised that the Office of Head Start will look at full enrollment initiative efforts from September to December. If the results from this monitoring fall under the required threshold, SETA can be placed on the Plan of Corrective Action by the Regional Office of Head Start. She felt confident that this will not happen to Sacramento County. SETA staff have been proactive in boosting enrollment numbers by participating in community events and fairs and increasing community awareness of provided services.

✓ 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: None

F. Public Participation: None

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

## ITEM III-A-ACTION

### ELECTION OF HEAD START POLICY COUNCIL VICE-CHAIR AND PARLIAMENTARIAN FOR PROGRAM YEAR 2022-2023

#### BACKGROUND:

This agenda item provides an opportunity for the Policy Council (PC) to elect officers for Program Year 2022-2023. The duties of PC officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PC that are not in conflict with these Bylaws, Article V – Officers, Section 2B and 2C:

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

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

#### **SECTION 3: Duties of Officers**

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

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

- B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.
  
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

ITEM III-A-ACTION (continued)  
Page 2

RECOMMENDATION:

That the Policy Council elect a Vice Chair and Parliamentarian.

Vice Chair:

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

Parliamentarian:

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

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

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

## 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. Fienishia Wash
- Community Resources – Parents/Staff: Ms. Fienishia Wash
  - Mark Sanders Community Center
  - Outdoor Early Learning

#### **NOTES:**

# JUNE

## Mark Sanders America's Job Center of California

2901 50<sup>th</sup> Street, Sacramento, CA 95817

Phone: (916)-227-0301

[www.caljobs.ca.gov](http://www.caljobs.ca.gov)  
[www.edd.ca.gov](http://www.edd.ca.gov)

[www.seta.net](http://www.seta.net)  
[www.norcalcenter.org](http://www.norcalcenter.org)

[www.labormarketinfo.edd.ca.gov](http://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><b>NOTE: All workshops are virtual based, unless stated. See staff for any questions.</b></p>	<p><b>01</b> Job Readiness Skills 1:30pm-3:00pm  Career Connection- CA Dept. of Managed Health Care 1:30pm-2:30pm</p>	<p><b>02</b></p>
<p><b>05</b></p>	<p><b>06</b> Soft Skills Workshop 1:30pm-3:00pm </p>	<p><b>07</b> VetNet (Veterans)- Mock Interviews 9:00am-11:30am  Interviewing Essentials 10:00am-11:30am Veteran Workshop- State Careers 1:30pm-3:00pm</p>	<p><b>08</b> CA Training Benefits 10:00am-11:30am </p>	<p><b>09</b> Youth (YEOP)- Interview Essentials 3:30pm – 4:30pm</p>
<p><b>12</b></p>	<p><b>13</b> State Careers 1:30pm-3:00pm </p>	<p><b>14</b>  VetNet (Veterans)- Social Networking 9:00am-11:30am Interviewing Essentials 1:30pm-3:00pm</p>	<p><b>15</b>  <b>Disability Industry Job Fair!!! (See Staff)</b> 10:00am-2:00pm Labor Market Information 1:30pm-3:00pm</p>	<p><b>16</b> </p>
<p><b>19</b></p>	<p><b>20</b> Mastering CalJOBS 1:30pm-3:00pm Youth (YEOP)- Resume Basics 1:30pm – 2:30pm</p>	<p><b>21</b> VetNet (Veterans)-  Mock Career Fair 9:00am-11:30am Marketing Yourself- Resumes &amp; Apps 10:00am-11:30am Veteran Workshop- CA Training Benefits 1:30pm-3:00pm</p>	<p><b>22</b> Job Readiness Skills 10:00am-11:30am </p>	<p><b>23</b></p>
<p><b>26</b></p>	<p><b>27</b> State Careers 1:30pm-3:00pm </p>	<p><b>28</b>  VetNet (Veterans)- Master Application 9:00am-11:30am Interviewing Essentials 1:30pm-3:00pm</p>	<p><b>29</b> Labor Market Information 1:30pm-3:00pm Career Connection- CA Dept. of Finance 1:30pm-2:30pm</p>	<p><b>30</b> Need assistance but unable to visit our office? You can visit our <u>Virtual Center</u> 9am - 3pm, Mon - Fri. <a href="https://tinyurl.com/2p86wh8f">https://tinyurl.com/2p86wh8f</a> </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.	<a href="#">Colonial Heights Library</a> (Opens in a new window)
Explore and Learn	Wednesdays	10:30 a.m.	<a href="#">Colonial Heights Library</a> (Opens in a new window)
Explore and Learn	Wednesdays	10:30 a.m.	<a href="#">South Natomas Library</a> (Opens in a new window)
Outdoor Family Storytime	Thursdays	10 a.m.	<a href="#">Elk Grove Regional Park</a> (Opens in a new window)
Outdoor Family Storytime	Fridays	10 a.m.	<a href="#">Kunsting Family Park</a> (Opens in a new window)
Outdoor Family Storytime (Bilingual)	Saturdays	10:30 a.m.	<a href="#">Colonial Heights Library</a> (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

SETA'S RECRUITMENT UPDATE

BACKGROUND:

SETA continues to actively recruit, screen, interview and on-board new staff to support the Children and Family Services Department. A summary report of activities will be sent under separate cover.

**NOTES:**

ITEM IV-C – INFORMATION  
SETA GOVERNING BOARD MINUTES

**BACKGROUND:**

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

Staff will be available to answer questions.

**NOTES:**

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

Minutes/Synopsis

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

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

Thursday, April 27, 2023  
1:00 p.m.

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

Mr. Kennedy called the meeting to order at 1:03 p.m. The roll was called and a quorum was established.

Members Present:

Sophia Scherman, Member, Public Representative  
Patrick Kennedy, Chair, Board of Supervisors  
Rich Desmond, Member, Board of Supervisors

Members Absent:

Eric Guerra; Vice Mayor, City of Sacramento  
Mai Vang, Vice Chair, Mayor Pro Tem, City of Sacramento

**II. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**

*Pursuant to Government Code Section 54957.6*

*Agency Negotiator: Dee Contreras*

*Employee Organization: AFSCME Local 146*

Closed Session was entered at 1:08 p.m. Returned from Closed Session at 1:24 p.m. There was nothing to report out.

**III. Consent Items**

- A. Approval of Minutes of the April 6, 2023 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Adjust Zones in the Broadband/Performance Management Policy
- D. Approval to Accept the Storm Project Funding from the Employment Development Department, and Authorize the Executive Director to Execute the Funding Agreement, Modifications, or Other Documents Required by the Funding Source
- E. Approval of Out-Of-State Travel to Attend a U.S. Department of Labor Employment and Training Administration (ETA) Convening

Moved/Desmond, second/Scherman, to approve the following consent items:

- A. Approval of Minutes of the April 6, 2023 Regular Board Meeting
- B. Approval of Claims and Warrants for the period 3/24/2023 through 4/21/2023
- C. Approval to Adjust Zones in the Broadband/Performance Management Policy
- D. Approval to Accept the Storm Project Funding from the Employment Development Department, and Authorize the Executive Director to Execute the Funding Agreement, Modifications, or Other Documents Required by the Funding Source
- E. Approval of Out-Of-State Travel to Attend a U.S. Department of Labor Employment and Training Administration (ETA) Convening

Roll call vote:

Aye: 3 (Scherman, Kennedy, Desmond)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Vang)

#### **IV. Action Items**

##### **A. GENERAL ADMINISTRATION/SETA:**

1. 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/Scherman, second/Desmond, 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: 3 (Scherman, Kennedy, Desmond)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Vang)

2. 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/Desmond, second/Scherman, to approve the Personnel Resolution Covering Unrepresented Employees and salary schedule Pay Period 14, 2023.

Roll call vote:

Aye: 3 (Scherman, Kennedy, Desmond)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Vang)

## **B. WORKFORCE DEVELOPMENT DEPARTMENT**

### **1. Approval of Appointment to the Sacramento Works Board**

Mr. Kim reviewed this item to appoint Ms. Crystal Bethke, Director of Economic Development with the County of Sacramento, to the Workforce Board.

Moved/Desmond, second/Kennedy, to approve an appointment of Ms. Crystal Bethke to be an Economic Development representative on the Sacramento Works Board.

Roll call vote:

Aye: 3 (Scherman, Kennedy, Desmond)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Vang)

Community Services Block Grant: No Items

One Stop Services: No Items

Refugee Services:

### **2. Approval of the Draft 3-Year Plan for the Provision of Refugee Support Services (RSS), and RSS Set-Aside Funded Services to Refugees, Program Years (PYs) 2023-2026, and Authorize the Executive Director to Make Revisions Required by the State**

Ms. O’Camb introduced herself and reviewed the item. She advised that every three years, new strategic plans are required by the Office of Refugee Resettlement’s (ORR) Refugee Support Services for those counties that reach a certain threshold of refugee arrivals. Sacramento County’s current 3-year Refugee Services Plan, approved by the Governing Board in 2020, will end on September 30, 2023. If approved today, the draft plan will be submitted to the Department of Social Services Refugee Programs Bureau (RPB) for certification. Policy guidance was issued by RPB in March outlining the requirements of county plans, asking that they account for changes in refugee arrivals (demographics and numbers), for changes in the labor market and economic conditions, and respond to federal and state policy direction of refugee resettlement. In addition, the guidance provides conditions and processes for soliciting input from stakeholder and community member engagement in the development of the plan and asks counties to include plan addendums that address the continued impact of COVID-19, strategic co-enrollment, and integration with other workforce programs, including America’s Job Centers; address services to older Afghans arriving in the U.S. under Operation Allies Welcome (OAW); and addresses the impact of a large influx of Ukrainian

humanitarian parolees to the Sacramento region as well as the actions taken as a result of that influx. The new draft 3-Year Refugee Services Plan was drafted in consideration of the current demographic and population trends. It was developed consistent with RPB policy guidance and the input received from stakeholders within the Sacramento Refugee Resettlement network. The draft plan has been posted for the required 30-day public comment period, and only one comment was received. The comment was positive and supportive of the plan and will be submitted along with the plan for certification.

Moved/Scherman, second/Desmond, to approve the draft 3-Year Plan for the Provision of Refugee Support Services (RSS), and RSS Set-aside Services to Refugees, Program Year 2023-2026, and authorize the Executive Director to make revisions by the State.

Mr. Desmond commented on supporting this plan and providing services to the older Afghan population.

Mr. Kennedy asked when the formal allocations will be received. Ms. O’Camb stated that the preliminary estimates will be available in August.

Roll call vote:

Aye: 3 (Scherman, Kennedy, Desmond)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Vang)

3. Approval of the Release of the Request for Proposals (RFP) for the Refugee Support Services (RSS), and RSS Set-Aside Funded Programs, Program Year (PY) 2023-2026

Ms. O’Camb reviewed the item. She stated that in anticipation of approval of the draft 3-year Refugee Services Plan, approval to release the Refugee Support Services (RSS) and RSS Set-aside RFP on May 1, 2023, is requested. She advised that the intent of the RFP is to solicit proposals from qualified agencies with the capacity and experience to meet the needs of eligible Sacramento County refugees by providing the services contained in Sacramento’s draft plan. It is estimated that funding available for allocation under this RFP will be: \$8,300,000 for RSS and \$150,000 for RSS Set-Aside, and approximately 2,100 refugees will be served in the employment-related programs, as well as about 15 refugees aged 60 and over will receive services under Services to Older Refugees (SOR). The proposals will be due on June 16, 2023, and staff will return to the Board in September with funding recommendations for the new 3-year funding cycle, which will begin on October 1, 2023.



Moved/Scherman, second/Desmond, to the release of the Request of Proposals (RFP) for the Refugee Support Services (RSS), and RSS Set-aside Funded Programs, Program Year 2023-2026.

Roll call vote:

Aye: 3 (Scherman, Kennedy, Desmond)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Vang)

### **C. CHILDREN AND FAMILY SERVICES:**

Ms. Griffith provided combined presentation for Item IV-C-1-7:

- 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

Moved/Scherman, second/Desmond, to approve the following action items:

1. Approval of Annual Self-Assessment for 2022-2023 and Resulting Program Improvement Plan for the SETA-Operated Program
2. Approval of Program Year 2023-2024 Head Start and Early Head Start Refunding Applications
3. Approval of the SETA Head Start and Early Head Start Budgets for Program Year 2023-2024
4. Approval of the 2023-2024 Head Start and Early Head Start Program Options and Center Locations for Sacramento County
5. 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

6. Approval of Selection Criteria for Enrollment in Head Start or Early Head Start Programs
7. 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

Roll call vote:

Aye: 3 (Scherman, Kennedy, Desmond)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Vang)

**V. Information Items**

- A. Fiscal Monitoring Reports: No Questions
- B. Employer Success Stories and Activity Report: No Questions
- C. Dislocated Worker Update: No Questions
- D. Unemployment Update/Press Release from the Employment Development Department: No Questions
- E. Head Start Reports: No Questions

**VI. Reports to the Board**

- A. Chair:  
Mr. Kennedy requested that Legal Counsel review the Joint Powers Agreement regarding the selection of the Executive Director in the future and report back to the Board on how the Board can play a more significant role in this process.
- B. Executive Director:  
Ms. Hernandez advised on the support of the Community Economic Resilience Fund. It's an effort that has brought investments into various communities across the state to help bring together various workforce partners in support of creating equitable opportunities for jobs in the clean energy space. SETA will be serving as one of those partners in the governance structure. She also shared that SETA has partnered with the City of Sacramento to explore opportunities to partner with the National League of Cities to promote "The Good Jobs, Great Cities" initiative. SETA will work on reinforcing and supporting the creation of equitable opportunities for upward mobility for all community members by providing technical assistance.
- C. Deputy Directors: No Report

D. Counsel: No Report

E. Members of the Board:

Ms. Scherman asked about protocols that ensure the children's safety at the centers.

Ms. Griffith stated that some sites are piloting key-lock safety where parents are given the code to enter the center, which can be changed as needed. SETA's centers can go on soft or strong lockdowns if required. The parents will be notified accordingly.

Ms. Scherman advised inviting County officers trained in safety to consult SETA on safety matters.

E. Public: None

**VII. Adjournment:** The meeting adjourned at 2:30 p.m.

ITEM V  
COMMITTEE REPORTS

**V. Committee Reports**

- Executive Committee Meeting:

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- Budget/Planning Committee Meeting:

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- Social/Hospitality Committee Meeting:

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**NOTES:**

ITEM VI

OTHER REPORTS

BACKGROUND:

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

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

- ✓ Monthly Head Start Report

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

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

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

*AFE: Annual Funded Enrollment*

**Sacramento County Head Start/Early Head Start  
Monthly Enrollment Report  
May 2023**

**Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment (05/31/23)</b>	<b>(b) % of capped/closed</b>	<b>(c) % Actual to Funded</b>
Elk Grove USD	480	441	0	92%
Sacramento City USD	676	659	0	97%
San Juan USD	1,044	786	236 (97%)	75%
SETA	1,696	1557	72 (96%)	92%
Twin Rivers USD	160	158	0	99%
WCIC/Playmate	120	81	40 (101%)	67%
<b>Total</b>	<b>4,176</b>	<b>3,682</b>	<b>348 (96%)</b>	<b>88%</b>

**Early Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment (05/31/23)</b>	<b>(b) % of capped/closed</b>	<b>(c) % Actual to Funded</b>
San Juan USD	164	155	0	95%
SETA	660	627	4 (96%)	95%
Twin Rivers USD	56	29	22 (85%)	52%
<b>Total</b>	<b>880</b>	<b>811</b>	<b>26 (95%)</b>	<b>92%</b>

- (a) Includes children who have dropped during the moth and whose slot will be filled within 30-day allowable period.
- (b) Demonstrates enrollment percentages if classes were not capped/closed due to staffing shortage and or other programmatic challenges.
- (c) If enrollment is less than 100%, agency includes corrective plan of action.

## **Reasons for Program Under Enrollment**

### ***Elk Grove USD***

- EGUSD continues to face a staffing shortage within the Head Start Program. There are 14 vacant positions that support classroom ratio, in 12 classes across 11 sites. In addition, the enrollment team had 2 vacant Office Assistant positions.
- Encountering eligible families contacted to enroll, often opted to remain on the waitlist if their preferred school site was not available.

### ***Sacramento City USD***

- Due to staffing shortage, enrollment is under by 17 students.

### ***San Juan USD***

- Current staff shortages in positions that support classroom ratio and enrolment.
- Classroom(s) continue to be capped at across 10 classrooms due to limited staffing: Coleman; Davie; Garfield; Howe; Mariposa; Ralph Richardson; Skycrest; Sunrise- totaling 236 enrollment slots.

### ***SETA***

- 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.

### ***Twin Rivers USD***

- Classroom(s) capped at the following locations due to limited staffing in teacher and paraeducator positions: Morey; Oakdale; Rio Linda; Village- totaling 22 enrollment slots.

### ***WCIC/Playmate***

- The following classroom(s) remain closed due to limited staff: 1601W and 1601Y- totaling 40 enrollment slots.
- Reduction in eligible families within neighborhood surrounding Oak Park due to changes in community demographics over the past year.

## **Strategies/Action Step(s) for Under Enrollment**

### ***Elk Grove USD***

- To fill vacancies, the PreK Program Specialist will use informational business card with PreK information and QR code printed on it for quick access to our applications. This business card will be handed out during community events to families interested in applying for our PreK program.
- Families on the waiting list are being contacted via email, follow up process for next steps is provided.
- As we get through this enrollment process, we will be able to make modifications and changes to be more efficient for the upcoming 23-24 school year.

### ***Sacramento City USD***

- Collaborating with SCUSD Communications Department and Matriculation and Orientation Center (MOC) to create unique ways to advertise our preschool programs and have preschool flyers created in multiple languages.

- Following up on translation services for the enrollment team to better assist the families with the enrollment process, and with families who are on our sites wait list to inform them of classroom openings that becomes available.
- Following up with families on our sites wait list to inform them of classroom openings that are coming available.

### ***San Juan USD***

- ECE ERSEA Admin and team is plotting priority zip code data to ensure we have centers in needy areas.
- Home-Based socializations are happening at various library and community spaces to showcase our program and information is being distributed through mail to non-attending families.
- Program manager and ECE admin are continuing to meet regularly with HR to ensure that positions are posted.
- School Community workers, admin, and ERSEA content continue to target areas that are identified by enrollment data and recruitment flyers in 5 languages are distributed to schools, community agencies, and businesses in the surrounding areas. Targeted low enrollment areas on the west side of the district 95662 and 95610.

### ***SETA***

- 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 increase 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.

### ***Twin Rivers USD***

- All vacant positions are posted on Edjoin and Team Taylor.
- Continuing to use marquees signage to increase awareness of Early Head Start openings.

### ***WCIC/Playmate***

- Enrollment team will reach out to St. Hope Public Schools and Father Keith B. Kenny Elementary School, and other agencies within the 95817-zip code.
- SETA will continue to provide list of families that completed on-line inquiries within the 95817-zip code to support recruitment.
- Enrollment recruitment flyers provided to Oak Park Community Health Center.
- During parent conferences, teachers are informing families of openings and providing flyers to share with family and friends.

ITEM VI – OTHER REPORTS (continued)

Page 2

- D. HEAD START MANAGERS' REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:
- Lisa Carr – Family Engagement, Home Base, and ERSEA Services
  - Megan Lamb – School Readiness, Special Education, and Mental Health Services
  - Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring

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

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

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