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 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:

“There is nothing impossible to they who will try.”

Author: Unknown

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

DATE: Tuesday, July 18, 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.

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DISTRIBUTION DATE: TUESDAY, JULY 11, 2023

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

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
- _____ **Kahmaria Holleman, 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)
- _____ **Donna Lambert, Elkhorn Head Start**
- _____ Vacant, Franklin Head Start
- _____ **Armonie Martin, 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
- _____ **Alina Semavina, 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
- _____ **Wendy Cruz Valencia, 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"/> Chelsy De La Torre, Galt Head Start	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<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 & June 20, 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 Seated 06/20	BC	X	X		X	X	X	E	X					
Vacant Seated	BH													
Vacant Seated	CP													
Vacant Seated	CPH													
Vacant Seated	CR													
Vacant Seated	EHS/HB													
Vacant Seated	EHS/HB													
Donna Lambert Seated 6/20	EL								X					
Vacant Seated	FA													
Armonie Martin Seated 06/20	FP								X					
Stevetia Young Seated 5/16	FPT							X	E					
Vacant Seated	FT													
Chelsy De La Torre S/B Seated 7/18	G								U					
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 Seated 6/20	JC							E	X					
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 Seated 6/20	NJ							X					
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	X					
Vacant Seated-	SP												
Vacant Seated-	WG												
Le Andra Jones Villalta Seated 12/20	16A	X	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	X					
Stephen Key Seated 11/15	PPR	X	X	X	X	X	X	X					
Vacant Seated	CR/GP												
Fienishia Wash Seated 11/15	OGC	X	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 7/10/2023 4:12 PM

ITEM II-A-CONSENT

APPROVAL OF THE MINUTES OF THE JUNE 20, 2023 REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the June 20, 2023

RECOMMENDATION:

Approve the minutes of the June 20, 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, April 25, 2023
9:00 a.m.

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

Ms. Bonner called the meeting to order at 9:05 a.m., read the thought of the day, and called the roll; a quorum was met.

Members Present:

Donna Bonner, Outgoing Chair
Fienishia Wash, Past Parent Representative
Stephen Key, Past Parent Representative
Donna Lambert, Elkhorn Representative
Timeisha Seymore, Sharon Neese
Le Andra Jones-Villalta, 16th Avenue *(arrived and seated at 10:04 a.m.)*

New Members Seated Present:

Alina Semavina, Job Corps
Kahmaria Holleman, Bannon Creek
Wendy Cruz Valencia, Norma Johnson
Armonie Martin, Freedom Park

New Members to be Seated but Absent:

Chelsy De La Torre, Galt

Members Absent:

Stevetia Young, Freeport

II. Consent Item

A. Approval of the Minutes of the May 16, 2023 Special Meeting

The minutes were reviewed; no questions or corrections.

Moved/Seymore, second/Key, to approve the May 16, 2023 minutes as distributed.

Roll call vote:

Aye: 8 (Wash, Key, Lambert, Seymore, Semavina, Holleman, Valencia, Martin)

Nay: 0

Abstention: 1 (Bonner)

Absent: 3 (Young, De La Torre, Jones-Villalta)

III. Action Items

A. Election of Head Start Parent Advisory Committee Parliamentarian for Program Year 2022-2023

Ms. Bonner reviewed the item and bylaws. Ms. Holleman nominated herself for Parliamentarian. The vote was taken and was unanimous in favor of Ms. Holleman as Parliamentarian.

Moved/Wash, second/Key, to approve Ms. Holleman as the Parliamentarian of Parent Advisory Committee for Program Year 2022-2023.

Roll call vote:

Aye: 8 (Wash, Key, Lambert, Seymore, Semavina, Holleman, Valencia, Martin)

Nay: 0

Abstention: 1 (Bonner)

Absent: 3 (Young, De La Torre, Jones-Villalta)

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

Ms. Griffith welcomed the new members, introduced herself, and reviewed the item. SETA is requesting budget modification approval so that under-spend funds from Personnel and Fringe Benefits can be carried over into the next year in one of the categories that the Office of Head Start approves. Due to the lasting effects of the pandemic and a highly competitive hiring market, SETA had various personnel vacancies throughout the program year, which resulted in under-spend funds. The Office of Head Start allows to carry over the under-spend funds to specific categories and requires that those funds be attached to projects completed within the next twelve months. This budget modification indicates items such as building maintenance and repair, furniture replacement, additional training and technical assistance for staff. Once the Office of Head Start approves the budget modification, SETA can ask permission for carry over into the next year. Once the funds are into next year, if the priorities were to change, SETA could do another budget modification if necessary for the program or staffing.

Moved/Martin, 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: 8 (Wash, Key, Lambert, Seymore, Semavina, Holleman, Valencia, Martin)

Nay: 0

Abstention: 1 (Bonner)

Absent: 3 (Young, De La Torre, Jones-Villalta)

IV. Information Items

A. Standing Information Items

- **Fiscal Monthly Report/Corporate Card Monthly Statement of Account:**
Mr. Han reviewed the fiscal report for ten months in the 2022-2023 program year. He advised that Year-to-Date expenditures are at 73.9% instead of 83.3%. The approved Budget Modification will help to improve these numbers. For Non-Federal Share Year-to-Date, SETA is at 31.2%, well above the required 25%. The American Rescue Plan Act (ARP) and the Corona Virus Response and Relief Supplemental Appropriation Act (CRRSA) funds were reviewed. Mr. Han advised that ARP and CRRSA funds were extended through March 30, 2024. He reviewed the Head Start/Early Head Start SETA Operated Programs report expenditure reports for Fiscal Year 2022-2023. Mr. Han advised that having teaching staff vacancies sometimes affects the operation of centers and results in closures. However, SETA is working diligently to limit classroom closures. Ms. Valencia asked about the measures taken to improve the staffing situation. Mr. Griffith advised that SETA has an Apprenticeship program that allowed 25 new employees without any childhood education to go through schooling and become permanent teaching staff. Also, this year Traditional Center's staff were not laid off for summer as usual but transferred to Year-Around Sites with staffing issues. Additionally, SETA is working on the retention of current employees. She also stated that another job fair is on the way in July. Meanwhile, SETA is working with outside agencies that provide substitute teachers. The American Express credit card statement was 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. The CitiBank card statement was reviewed, and nothing was out of the ordinary. The SETA Operated California Department of Education (CDE) and California Department of Social Services (CDSS) funding report was reviewed, and SETA is on pace to earn a full grant for California State Preschool Program (CSPP) and General Child Care and Development (CCTR). Mr. Han advised that CCTR Extension Grant was awarded, and SETA will receive additional funds for the 2023-2024 extension classrooms that are opening up.

- **Health Service Advisory Committee (HSAC) Report**
The next meeting will be held on July 25, 2023, at 2:00 p.m., at the SETA Administrative building.

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

B. Head Start Policy Council Minutes for April 25, 2023: No Questions

V. Committee Reports

➤ Executive Committee:

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

➤ Budget/Planning Committee Meeting:

The next meeting will be determined at a later date.

➤ Social/Hospitality Committee Meeting:

The next meeting will be held on July 14, 9:00 a.m., at the SETA Administrative building for Meet and Greet. It will follow by Parent Bunding Activity at SeaQuest. The Committee members confirmed their attendance: Mr. Key, Ms. Valencia, MS. Holleman, Ms. Wash, Ms. Semavina, and Ms. Bonner. Ms. Wash will bring a guest with her.

VI. Other Reports

A. Chair's Report:

Ms. Bonner welcomed new members and congratulated Ms. Holleman on her new position as Parliamentarian for Parent Advisory Committee (PAC). She encouraged Committee members to continue to recruit for PAC.

B. Policy Council Report(s):

Ms. Bonner confirmed that SETA continues recruiting new staff and working diligently to improve the teaching shortage situation.

C. Head Start Deputy Director's Report:

Ms. Griffith advised that SETA is preparing to expand funds for Early Head Start (EHS) and CCTR State funding for toddlers. Some centers' classrooms are being converted from Preschool to EHS in the next program year. This conversion process includes re-licensing, furniture purchases, and staff training. Ms. Griffith shared that SETA Children and Family Services successfully completed a Federal Review last week. Two virtual reviewers were doing Fiscal and Family Community Engagement and Enrollment processes, and two on-site reviewers visited both SETA Operated and Delegates (Sacramento City Unified School District and San Juan Unified School District) sites. The reviewers' feedback was positive; however, official reports have yet to come. They are expected within the next thirty days.

D. Head Start Managers' Reports

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

Ms. Carr welcomed new Committee members and introduced herself. She reviewed the Sacramento County Head Start/Early Head Start Monthly Enrollment Report for May provided in the packet. EHS classrooms are wrapped with CCTR funding. Higher income is allowed for families whose children are enrolled in those classrooms; however, it may result in fees. Currently, the fees are waived until September 30, 2023. She 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:

Ms. Lamb welcomed the new members. She advised that this is the last week of the Summer Series, the hybrid event emphasizing hands-on experience for teaching staff. Participants received bags with needed materials. The staff's positive feedback states they have enjoyed this new format. Later today, there will be an in-person session called "Bringing Back the Fire," and Mandatory Training is coming next week. SETA is incorporating more teacher-facilitated trainings to benefit from peer learning. Ms. Lamb shared that this was her first Federal Review and that she was amazed by the amount of work that SETA's staff put into it in preparation for the review, and Ms. Griffith's leadership was absolutely essential. She emphasized that staffing is crucial. As SETA is currently experiencing an upward trend, she is encouraged to create partnerships and make sustainable decisions to ensure that SETA doesn't have classrooms that can't open because of staffing shortages.

Ms. Jones-Villalta arrived and was seated at 10:04 a.m.

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

Ms. Ocegueda welcomed new members and introduced herself. She advised that the new Registered Dietitian starts today, and her name is Roxanne Khoie-Mayer. SETA continues to partner with UC Davis Cooperative Extension, the CalFresh Nutrition Program, which also works with the Sacramento County Department of Public Health. A tasting pilot is in Phase II. A new activity, "My Daddy is a Pretzel" was kicked off in Summer Series, and now teachers are incorporating yoga in indoor and outdoor exercise routines. The Health Community event was held last month. It included lead poisoning prevention, health screenings, food obesity prevention, immunization

vaccinations, COVID-19 vaccines, COVID-19 boosters, nutrition and oral health information, fluoride varnishes and dental screenings, housing assistance information, and Head Start enrollment information. The following “Back to School” event is scheduled for the end of July in partnership with Mutual Network Assistance. Ms. Ocegueda encouraged Committee members to volunteer for the upcoming health event. Ms. Ocegueda also stated that monitoring of SETA’s Food Program and Unannounced Safety and Supervision visits were completed, and reports will be provided to the board next month.

Ms. Bonner thanked SETA’s team for the reports provided in the packet that keeps them well-informed about the program.

VII. Center Updates: None

VIII. Discussion:

Ms. Valencia asked if additional supplies for the Norma Johnson site could be provided. Ms. Griffith advised that centers always have access to funds (field trip funds, parent meetings funds, etc.) and can order the supplies needed. She emphasized, however, that the decorations for graduation events have to be child-driven. No outside food is allowed while in the care of SETA. Ms. Carr stated that transition backpacks are given to each graduating child.

Ms. Martin expressed her concern about the lack of interest in organizing the graduation party from the staff of the center that she represents.

Ms. Griffith responded that due to the COVID-19 pandemic, there have been no transition parties since 2019. For the next year, the End-of-the-Year celebration (the program year ends on July 31) will be planned more in advance. Some of the newer staff haven’t been through planning such an event yet during their career at SETA. Ms. Seymore encouraged Ms. Martin to continue participating in the Parent Advisory Committee to gain knowledge and assist center staff with access to the needed funding. Ms. Griffith stated that the centers’ staff will be advised again about funding availability and the need for communication with their Program Officers.

IX. Public Participation: None

X. Adjournment: The meeting was adjourned at 10:32 a.m.

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:



Black NICU Community Baby Shower

July 24 11am - 1pm
A seat at the table Bookstore
and cafe, Elk Grove, Ca

Email info@GLOPreemies.org to sponsor a family



Scan the QR Code to register for the event or at [eventbrite.com](https://www.eventbrite.com)

Sponsors

SCAN TO REGISTER
TO ATTEND



CONTACT SIS. IYONA SMITH KINSEY or LADY OCTAVIA JOHNSON
at OUTREACHMINISTRY.MBC@GMAIL.COM FOR MORE INFO

 **GREATER SACRAMENTO URBAN LEAGUE**
3725 MARYSVILLE BLVD. SACRAMENTO, CA 95838

Macedonia Outreach Ministry

Community Baby Shower

July 29, 2023

START 11:00 AM

to

END 3:00 PM



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 May 23, 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
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 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

* June, 2023

- 6/1/23 - Strizek Park had a Field Trip to Strizek Park we prepared 20 sack lunches.
 - Fruitridge had a Field Trip to Fruitridge Park we prepared 40 sack lunches.
- 6/7/23 - Nedra Court had a Field Trip to the Sacramento Zoo we prepared 40 sack lunches.
 - Franklin had a Field Trip to Fairytale Town we prepared 20 sack lunches.
 - Alder Grove ELC had a Field Trip on Site we prepared 14 sack lunches.
 - Bret Hart had a Field Trip to Fairytale Town we prepared 28 sack lunches.
- 6/8/23 - Nedra Court had a Field Trip to Shasta Community Water Park we prepared 40 sack lunches.
 - Illa Collins had a Graduation on Site we prepared 20 sack lunches.
 - Parker had a field Trip to Sea Quest we prepared 16 sack lunches.
 - Florin had a Field Trip to Fairtale Town we prepared 20 sack lunches.
 - Grizzly Hollow had a Field Trip to Galt Community Park/ Science Alliance Show we prepared 40 sack lunches.
- 6/9/23 - Freeport had a Field Trip to the Sacramento Zoo we prepared 20 sack lunches.
- 6/14/23 - Homebase had a Field Trip to Sea Quest we prepared 80 sack lunches.
- 6/30/23 - Mather had a Field Trip to Stone Creek Community Park we prepared 40 sack lunches.

	Lunch	PM Snack	Breakfast	Field Trips
	31,701	26,770	27,314	14
Total Amount of Meals and Snacks Prepared				86,223

Purchases:

Food	\$110,778.31
Non - Food	\$16,584.30

Building Maintenance and Repair:

Janitorial & Restroom Supplies:

Kitchen Small Wares and Equipment:

Vehicle Maintenance and Repair: \$1,049.13

Vehicle Gas / Fuel: \$1,911.76
 Normal Delivery Days 22

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

June 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	232	14%	660	159	24%
Twin Rivers USD	160	48	30%	56	4	7 %
Elk Grove USD	480	113	24%			
Sac City USD	676	118	17%			
San Juan USD	1044	88	8%	164	11	7%
WCIC	120	9	8%			
COUNTY TOTAL	4176	608	15%	880	174	20%

AFE: Annual Funded Enrollment

SETA HEAD START/EARLY HEAD START

End of Month Enrollment Report

June 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	41	2	43		108%
*Bret Harte	20	14	3	17		85%
*Capital City	20	20	0	20		100%
*CP Huntington	20	20	0	20		100%
*Crossroads Garden	60	60	0	60		100%
*Elkhorn	80	78	3	81		101%
*Freedom Park	80	76	5	81		101%
*Freeport	20	20	1	21		105%
*Hillsdale	80	76	6	82		103%
*Job Corps	20	21	0	21		105%
*Marina Vista (b)	60	46	1	47	14 (102%)	78%
*Mather	100	100	0	100		100%
*Norma Johnson	60	51	2	53		88%
*North Avenue	80	75	4	79		99%
*Northview (b)	80	58	2	60	20 (100%)	75%
*Phoenix Park	60	59	1	60		100%
*Sharon Neese	60	59	3	62		103%
Alder Grove ELC (b)	20	14	0	14	8 (116%)	70%
Bannon Creek	40	37	2	39		98%
Bright Beginnings (b)	40	19	1	20	20 (100%)	50%
Dudley (d)	N/A	N/A	0	0		0%
Florin (b)	40	20	0	20	20 (100%)	50%
Franklin	20	20	0	20		100%
Fruitridge	40	39	0	39		98%
Galt	80	79	9	88		110%
Grizzly Hollow	40	40	0	40		100%
Home Base	143	100	2	102		71%
Hopkins Park	40	39	3	42		105%
Illa Collin	20	18	0	18		90%
Kennedy Estates	20	20	0	20		100%
LaVerne Stewart	20	20	0	20		100%
Nedra Court	40	38	0	38		95%
Parker	13	17	1	18		138%
Solid Foundation	40	36	0	36		90%
Spinelli (d)	N/A	N/A	0	0		0%
Strizek Park	20	16	0	16		80%
Walnut Grove (d)	N/A	N/A	0	0		0%
Total	1616	1446	51	1497	82 (94%)	93%

(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

(d) Traditional sites closed during summer months

**SETA HEAD START/EARLY HEAD START
End of Month Enrollment Report
June 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	18	0	18		100%
*Alder Grove I/T	16	15	1	16		100%
*Bret Harte	9	8	0	8		89%
*Captial City	16	11	4	15		94%
*CP Huntington	16	15	1	16		100%
*Crossroads Garden	15	12	2	14		93%
*Elkhorn	16	15	1	16		100%
*Freedom Park	16	14	3	17		106%
*Hillsdale	9	8	1	9		100%
*Hiram Johnson (b)	32	26	4	30	4 (107%)	94%
*Job Corps	25	21	0	21		84%
*Marina Vista	9	9	0	9		100%
*Mather	15	9	3	12		80%
*Norma Johnson	9	9	0	9		100%
*North Avenue	9	8	2	10		111%
*Northview	16	15	2	17		106%
*Phoenix Park	8	8	0	8		100%
*Sharon Neese Center	25	24	1	25		100%
EHS Home Base	201	164	15	179		89%
Galt	16	16	1	17		106%
Grizzly Hollow (d)	N/A	N/A	0	0		0%
Hopkins Park	6	5	1	6		100%
River Oak - Home Base	72	71	1	72		100%
SCOE - Home Base	77	62	3	65		84%
Total	651	563	46	609	4 (93%)	94%

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; Marina Vista; Northview - totaling 86 enrollment slots.

Vacancies in the following positions that support classroom ratio or enrollment: 4 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.

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 and ADP WFN Recruitment Portal. Employment offers were accepted during June for the following positions: 1 Family Services Worker, 1 Teacher, 4 Associate Teachers and 2 Lead Teacher Infant Toddler.

Recruitment and networking opportunities to increase awareness of Head Start services and community visibility: Community Clean-Up Carnival, Juneteenth Festival, South Natomas Library Play and Learn, Del Paso Library Recruitment, Afghan Support Center. Through these recruitment events, 14 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
 (d) Traditional sites closed during summer months

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: