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**ADMINISTRATION**

**JENNIFER HERNANDEZ**  
Executive Director

**KAREN GRIFFITH**  
Deputy Director

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**THOUGHT OF THE DAY:**

*"Times and conditions change so rapidly that we must keep our aim constantly focused on the future."*

*Author: Walt Disney*

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

**DATE:** Tuesday, August 15, 2023

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

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

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

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**DISTRIBUTION DATE: Wednesday, August 9, 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, 16<sup>th</sup> Avenue Head Start**
- \_\_\_\_\_ **Stephen Key, Past Parent Representative**
- \_\_\_\_\_ **Fienishia Wash, Past Parent Representative**
- \_\_\_\_\_ Vacant, Grandparent Representative
- \_\_\_\_\_ Vacant, Foster Parent Representative
- \_\_\_\_\_ **Donna Bonner, Outgoing Chair**

ITEM I-A - ROLL CALL  
(Continued)

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

<input type="checkbox"/>	<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	<b>AG I</b>													
Vacant Seated	<b>AG II</b>													
Vacant Seated	<b>AL</b>													
Vacant Seated	<b>BC</b>													
<b>Kahmaria Holleman Seated 06/20</b>	<b>BC</b>	X	X		X	X	X	E	X	X				
Vacant Seated	<b>BH</b>													
Vacant Seated	<b>CP</b>													
Vacant Seated	<b>CPH</b>													
Vacant Seated	<b>CR</b>													
Vacant Seated	<b>EHS/HB</b>													
Vacant Seated	<b>EHS/HB</b>													
<b>Donna Lambert Seated 6/20</b>	<b>EL</b>								X	X				
Vacant Seated	<b>FA</b>													
<b>Armonie Martin Seated 06/20</b>	<b>FP</b>								X	E				
<b>Stevetia Young Seated 5/16</b>	<b>FPT</b>							X	E	X				
Vacant Seated	<b>FT</b>													
<b>Chelsy De La Torre R 7/21</b>	<b>G</b>								U	U	R			
Vacant Seated	<b>GH</b>													
Vacant Seated	<b>H</b>													
Vacant Seated	<b>HB</b>													
Vacant Seated	<b>HBP</b>													
Vacant Seated	<b>HI</b>													
Vacant Seated	<b>HP</b>													
Vacant Seated	<b>IC</b>													
Vacant Seated	<b>HP</b>													
<b>Alina Semavina Seated 6/20</b>	<b>JC</b>							E	X	E				
Vacant Seated	<b>K</b>													

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

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

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

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

**# Special meeting**

**NM: No meeting**

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

**Head Start Center Abbreviations**

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

**Representative Abbreviations**

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

**Attendance Record Abbreviations**

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

current a/o 8/8/2023 12:35 PM

ITEM II-A-CONSENT

APPROVAL OF THE MINUTES OF THE JULY 18, 2023 REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the July 18, 2023

RECOMMENDATION:

Approve the minutes of the July 18, 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, July 18, 2023  
9:00 a.m.

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

Ms. Bonner called the meeting to order at 9:03 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 Alternate  
Timeisha Seymore, Sharon Neese  
Le Andra Jones-Villalta, 16<sup>th</sup> Avenue  
Kahmaria Holleman, Bannon Creek  
Stevetia Young, Freeport

#### **New Members Seated Present:**

#### **New Members to be Seated but Absent:**

Chelsy De La Torre, Galt

#### **Members Absent:**

Armonie Martin, Freedom Park  
Alina Semavina, Job Corps  
Wendy Cruz Valencia, Norma Johnson

### **II. Consent Item**

#### **A. Approval of the Minutes of the June 20, 2023 Regular Meeting**

The minutes were reviewed; no questions or corrections.

Moved/Jones-Villalta, second/Key, to approve the June 20, 2023 minutes as distributed.

Roll call vote:

Aye: 6 (Wash, Young, Key, Lambert, Seymore, Jones-Villalta)

Nay: 0

Abstention: 2 (Bonner, Holleman)

Absent: 4 (De La Torre, Semavina, Martin, Valencia)

III. **Action Items:** No items

IV. **Information Items**

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account:  
Mr. Han reviewed the fiscal report for eleven months in the 2022-2023 program year. He advised that total Head Start Year-to-Date expenditures are at 81.9%. For Non-Federal Share Year-to-Date, SETA is above 25% threshold. For Administrative expenditures, SETA is at 10.4% which is below 15% maximum. The American Rescue Plan Act (ARP) and the Corona Virus Response and Relief Supplemental Appropriation Act (CRRSA) funds were reviewed. The American Express credit card statement was reviewed, and nothing was out of the ordinary. 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 for June 30, the end of the grant cycle, and SETA is on pace to earn a Maximum Reimbursement Amount (MRA), and receive a full grant.
- Health Service Advisory Committee (HSAC) Report  
The next meeting will be held on Tuesday, July 25, 2023, at 2:00 p.m., at the SETA Administrative building.
- Community Resources – Parents/Staff:  
Ms. Jones-Villalta reviewed the community resources provided in the packet.

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

V. **Committee Reports**

- Executive Committee:  
The next meeting will be held in person on Friday, July 21 at 10:00 a.m., at the SETA Administrative building.
- Budget/Planning Committee Meeting:  
The next meeting will be held on Tuesday, August 8, 2023 at 1:00 p.m., at the SETA Administrative building.
- Social/Hospitality Committee Meeting:  
The next meeting will be determined at a later date.

VI. **Other Reports**

- A. Chair's Report:  
 Ms. Bonner advised the members of the Committee to complete their Ethics Training and turn in their certificates of completion to the Clerk of the Boards. The 1<sup>st</sup> reading of Parent Advisory Committee Bylaws will be held on July 28, 2023, at 10:00 a.m., at the SETA Administrative building.  
 Ms. Bonner thanked SETA staff for providing reports and informing them about the program. Additionally, she encouraged Committee members to recruit for the Parent Advisory Committee.
- B. Policy Council Report(s):  
 Ms. Wash advised that the 1<sup>st</sup> reading of Policy Council Bylaws will be held on July 25, 2023 at 11:15 a.m., at the SETA Administrative building.
- C. Head Start Deputy Director's Report:  
 Ms. Griffith advised that an official report from the Office of Head Start on Federal Review results was received. There were no areas of concern, no findings, or non-compliance. Ms. Griffith stated that SETA is currently working on transitioning many locations and classes from Preschool to Early Head Start (EHS). SETA continues purchasing new materials, setting up the classrooms, and working closely with Community Care Licensing and Fire Marshals to get classrooms licensed for the new program year. On Saturday, July 28, 8:00 a.m.-2:00 p.m., SETA will hold the Job Fair in the SETA Administrative building. Ms. Griffith encouraged Committee members to join SETA's Facebook group and share information regarding the upcoming Job Fair with those interested in a career in Child Development. Last week, SETA's management team attended the Wipfli conference that included workshops on employee retention and recruitment, governance, active shooter, and more. Gained knowledge and ideas will be implemented into the programs. Ms. Griffith informed the Committee about the National Head Start Association blast emails on the proposed budget, released by the House of Appropriation, for the fiscal year 2023-2024, which indicated a \$750 million cut to the Head Start program.
- Ms. Bonner asked about how many children are currently in the program. Ms. Griffith advised that there are around 6000 children served in HS/EHS across the county.
- D. Head Start Managers' Reports
- ✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services: No report.
  - ✓ Megan Lamb – School Readiness, Special Education, and Mental Health Services:  
 Ms. Lamb advised that from July 31-August 3, 2023, Pre-service Training will be provided to the Children and Family Services staff, driven by a collaborative peer-led approach. Later in July, the Intervention Specialists will attend a virtual UC Davis Mind Institute conference to gain additional education in mental health and resources around inclusion and belonging.

SETA is developing a center policy on excessive heat and air quality warnings to be implemented before the start of the new school year.

Ms. Bonner asked if the FLIP books program would continue. Ms. Griffith affirmed that SETA will continue to provide books to HS/EHS children.

Ms. Jones-Villalta suggested including some teaching staff to attend the UC Davis Mind Institute conference mentioned above.

- ✓ Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance, and On-going Monitoring:  
Ms. Ocegueda provided an update on program health statistics. She advised that 204 children are in the program with special diets. 60% (123 children) of them are medical diets (medications provided on-site for allergic reactions). Currently, 271 children have medical conditions and health care plans in place. One hundred fifty-two of those children have medications on site. Children are averaging about two medications a day for those with medical conditions.

Last Monday, UC Davis student nurse interns started their rotation. SETA has continued to collaborate with UC Davis on the projects like health screenings, TB clinics, lead screenings, obesity prevention, communicative diseases prevention, and more for the last five years and a total of fifteen years. The event calendar will be provided soon.

The Center for Oral Health (COH), which provides dental screenings and fluoride varnishes, is also preparing to finalize its calendar for the new program year. SETA and COH will continue to work on navigating children needing treatments. Last year there were fourteen urgencies, and SETA is in the process of paying for three of them due to the nature of the services that the child needs and the coverage from either private insurance or Medicare.

On July 25, 2023, during the HSAC meeting SETA will introduce Policies and Procedures for lead and hemoglobin.

Ms. Ocegueda shared that SETA continues to work with the Delegates to ensure that monitoring tools are appropriate to evaluate the programs. SETA is also putting together a calendar that includes additional areas of monitoring like safety and supervision, food services, communicative diseases mitigation, and more to ensure the safety of the children.

In partnership with Access Dental, SETA will hold a community health event this Saturday, July 22. Dental, hearing, vision, blood pressure screenings, immunization, and more will be provided at no cost.

The pilot program will be starting at Freedom Park. The mobile van will provide dental X-rays, cleaning, and treatments. The start of the pilot is scheduled for late August-early September.

SETA continues to partner with the Sacramento County Department of Public Health Immunization Assistance Program to update HS/EHS children's immunizations. The information, including direct referral and transportation, is provided upon request.

Ms. Bonner thanked Managers for providing reports.

**VII. Center Updates:**

Ms. Jones-Villalta shared the FLIP support activity at her center that encourages daily fine and gross motor skills and reading. 16th Avenue's End-of-the-Year Celebration was held at Fairytale Town. Children and families enjoyed the event and had a great time together.

Ms. Holleman shared that Bannon Creek will have their End-of-the-Year Celebration on July 27 and will include a magic show beforehand.

Ms. Jones-Villalta provided an update on Parent Bonding Activity held on July 13 at SeaQuest in Folsom, CA. It was a great event, and she plans to take her children to visit in the near future. Ms. Wash also enjoyed the Parent Bonding Activity, spending quality time with other parents and getting to know each other during the SeaQuest visit and lunch. She thanked SETA staff for this opportunity to connect and collaborate among PC/PAC members. Ms. Bonner thanked SETA for this educational opportunity provided.

**VIII. Discussion: None**

**IX. Public Participation: None**

**X. Adjournment: The meeting was adjourned at 9:54 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. La Andra Jones-Villalta
    - Diaper Program
    - Our Legacy
    - Revive Junior High
    - What is an ITIN?
    - Women's Health and Fitness Day

**NOTES:**



# Diaper Program

Free Safe Sleep Training & Diapers



- Guardians of children under 12 months need to first attend Safe Sleep Training
- Diaper availability & sizes may vary



**Call or Text**  
916.900.6708

**Black Child Legacy Campaign**  
[Linktr.ee/ourlegacy.lt](https://linktr.ee/ourlegacy.lt)

STRENGTHENING FAMILIES TO CREATE A  
UNITED, SAFE, & EMPOWERED COMMUNITY



# OUR LEGACY

## LIBERTY TOWERS

BCLC for the Foothill Farms & North Highlands Community  
5132 Elkhorn Blvd, Sacramento, CA 95842

LT BCLC is here with you and for you. We are partnered with the Department of Human Assistance, CPS, Probation, Birth & Beyond, WEAVE, Impact Sac, and many more community organizations that are ready to support you on your journey.



- Family Wrap Around Services
- Prenatal/Paranatal Care including free Safe Sleep Baby Training and Diaper Program
- Employment Resources
- Food/Nutrition Resources
- Community Events
- Youth Enrichment Programs
- Mentoring & Tutoring (Youth & Adults)
- Spiritual, Grief, & Emotional Support
- Community Service Opportunities
- Individual & Community Advocacy

### HOW TO REACH US



**916.900.6708** (call or text)



**blackchildlegacy.org**  
**libertytowers.org**



**bclc@libertytowers.org**



**SCAN TO GET CONNECTED**  
**LINKTR.EE/OURLEGACY.LT**





A safe place where youth can have fun,  
play games, eat good food, connect with  
great friends, and grow spiritually.

## **LIBERTY TOWERS YOUTH CENTER**

5229 Elkhorn Blvd.  
Sacramento, CA 95842

**DOORS OPEN AT 6PM**  
**ACTIVITIES FROM 6:30PM - 8PM**



*Check out our Instagram:*  
*@libertytowersyouth*

# What is an ITIN

INDIVIDUAL TAXPAYER  
IDENTIFICATION  
NUMBER



## **AN "ITIN" IS**

An Individual Taxpayer Identification Number (ITIN) which is a powerful tool that can open doors for undocumented individuals who are not eligible for a SSN

## **WHAT IS AN ITIN USED FOR?**

The IRS issues ITINs to enable people without a SSN to file and pay taxes. However, you can also use an ITIN for additional purposes such as:

- Opening a bank account
- Obtaining a home mortgage
- Securing a driver's license (in select states)
- Applying and participating in paid internship and fellowship programs that are open to ITIN holders
- Pursuing career opportunities through independent contracting, freelancing, or starting a business

## **IS IT SAFE TO APPLY FOR AND USE AN ITIN AS AN UNDOCUMENTED INDIVIDUAL?**

Generally, yes. ITINs are issued by the IRS for tax filing and payment purposes, and taxpayer privacy is of utmost importance.

## **WHAT ARE THE BENEFITS OF HAVING AN ITIN TO PAY TAXES?**

- It demonstrates that you are complying with tax filing obligations and federal tax laws.
- Filing taxes can serve as proof of "good moral character" in immigration cases involving the immigration adjustment process.
- Filing taxes documents your work history and physical presence in the U.S., which could be helpful should Congress provide a path to citizenship.

## **HOW CAN I APPLY?**

- Make an in-person appointment with an IRS-authorized Certifying Acceptance Agent (CAA)
- Make an in-person appointment at an IRS Taxpayer Assistance Center (TAC)
- Mail in your ITIN Application to the IRS

## **WHAT DOCUMENTS DO I NEED?**

- Form W-7, Form 1040, Proof of Identity & Foreign Status Documents



# Women's Health and Fitness Day



Join us: **The 4th Tuesday of the Month**

4:00 to 5:00pm



River Oak Center for Children

4625 44th Street Room #36

Sacramento, California 95820

Pre-register: (916) 226-2725

**Body, Mind and Spirit**



**The Sacramento City Unified School District is not a sponsor, endorser, or otherwise associated with the above . Permit Number F-63**

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 June 27, 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, June 27, 2023  
9:00 a.m.

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

Ms. Wash called the meeting to order at 9:01 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:**

Kahmaria Holleman, SETA-Operated Program  
Jessica Mitchell, Elk Grove Unified School District

### **II. Consent Item**

#### **A. Approval of the Minutes of the May 23, 2023 Regular Meeting**

The minutes were reviewed; no questions or corrections.

Moved/Bonner, second/Jones, to approve the May 23, 2023 minutes as distributed.

Roll call vote:

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

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Mitchell, Holleman)

### **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, Jones, Schapira, Key)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (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 ten months in the 2022-2023 program year. He advised that the Carryover request has been approved; however, Budget Modification is still awaiting approval.  
He reviewed the SETA Operated Programs (SOP) Head Start/Early Head Start expenditure reports for Fiscal Year 2022-2023.  
The American Rescue Plan Act (ARP) and the Corona Virus Response and Relief Supplemental Appropriation Act (CRRSA) funds were reviewed. Mr. Han confirmed that SETA got a 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. The credit amounts listed on the report are due to utilizing points from the credit card to pay for the items. The CitiBank card statement was reviewed, and nothing was unusual. Ms. Bonner asked for updates on the Northview renovation. Ms. Griffith stated that teachers' workspace, playground, and parking lot renovation projects are being worked on, and the funds were put aside to complete these projects. Mr. Han introduced the new Fiscal Chief, Mario Maslac.
- **Health Service Advisory Committee (HSAC) Report**  
The next meeting will be held in person on July 25 at 2:00 p.m., at the SETA Administrative building.
- **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 May 12, 2023, through June 15, 2023. She noted a new format of the report. Ms. Wash requested to start reporting the outcomes of the interviews.

##### **C. Governing Board Minutes for April 27, 2023: No Questions**

## **V. Committee Reports**

- Executive Committee:  
The next meeting will be held in person on June 30, 2023, at 10:00 a.m., at the SETA Administrative building.
- Budget/Planning Committee Meeting:  
The next meeting date is to be determined.
- Social/Hospitality Committee Meeting:  
The next meeting will be held in person on July 13, 2023, at 9:00 a.m., at the SETA Administrative building, followed by Parent Bonding Activity at SeaQuest.

## **VI. Other Reports**

### **A. Executive Director's**

Ms. Hernandez advised on the All Staff meeting, scheduled for Friday, August 4, 2023, 9:00 a.m.-4 p.m. at Citrus Heights Community Center. The Chair and Vice Chair are invited. She encouraged parent participation and testimonies on their experience with SETA. More details on this event will come soon.

Ms. Schapira offered children's books and toys donation to incentivize the panelists.

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

Ms. Griffith thanked the Board members for their presence today. Ms. Griffith advised on completing the Federal Review, Focus Area 2. The official results are expected within 30 days. Once the results are received, the presentation on Focus Area 2 and Classroom Assessment Scoring System (CLASS) reviews will be provided to this Board. The reviewers were very impressed and complimentary. Ms. Griffith advised that SETA is preparing to expand 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. Additionally, she advised that SETA is working with Uptown Studios, the new SETA's PR company, on a marketing campaign and planning of Job Fair. In the last three weeks, SETA held Summer Series, which were a series of workshops for teachers with topics like "Brain Architects", "Healing Arts", "STEM", and more. SETA sent one hundred teachers to SacE3 Conference and signed up a hundred teachers for the National Association for the Education of the Young Children (NAEYC) Learning Labs. These trainings resulted in over 4,000 hours of professional development in the last three weeks.

Ms. Wash thanked SETA's Management team for continuing to provide education to teaching staff.

C. Chair's Report: No Report

D. Head Start Managers' Reports

- ✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services:  
Ms. Carr reviewed the recruitment report provided in the packet. 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. Ms. Carr extended her invitation to the members of the Board for the upcoming Parent Café meetings that will be held through Zoom, covering standardized questions around protective factors and allowing space for building community relationships. More details will follow. The Apprenticeship program is wrapping up, and 19 participants out of 24 will become eligible for Associate Teacher's permit by December 2023. The majority of participants are Head Start past or present parents. Ms. Schapira asked about transportation accommodations available. Ms. Carr stated that no transportation is currently provided due to cost associated with it.
  
- ✓ 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:  
Ms. Ocegueda shared that the Health Community event was held last month. It included the following services provided to all families of all ages: 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, blood pressure monitoring, 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 and promote this upcoming health event. Ms. Ocegueda reported that Health Service Advisory Committee (HSAC) is developing an implementation plan for the county-wide COVID-19 Mitigation Policy approved by this Board in March 2023. In the new program year, SETA is getting ready to launch a campaign to associate being up-to-date on health screening also equates to good attendance levels. The campaign will include flyer information for parents and continuous education throughout the year for both staff and parents. The goal is to create a unified message to inform families



about ongoing monitoring and policy practices on mitigating communicative diseases.

- E. Open Discussion and Comments:  
Ms. Bonner thanked SETA's team for the reports provided in the packet that keeps them well-informed about the program.
- F. Public Participation: None
- VII. **Adjournment**: The meeting was adjourned at 9:46 a.m.

ITEM V

COMMITTEE REPORTS

**V. Committee Reports**

- Executive Committee Meeting: Ms. Donna Bonner

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- Budget/Planning Committee Meeting: Ms. Donna Bonner

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- Social/Hospitality Committee: Ms. Donna Bonner

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- Personnel/Bylaws Committee Meeting: Ms. Donna Bonner

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NOTES:

## ITEM VI

### OTHER REPORTS

#### BACKGROUND:

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

- Chair's Report
  - ✓ PAC Recruitment
- Policy Council Report(s): Ms. Fienishia Wash
- 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:



# Summer Summary

## August Monthly Report

Home visitors from SETA, SJUSD, SCOE and ROCC all came together for a countywide homebased conference. Staff spent time learning about personal safety, other home visitors shared about some of the successful activities they have done using their curriculum, and showcased some best practices, the home visitors were able to spend some quality time practicing some self-care activities, including making their own aromatherapy body scrubs, and making a vision board. This was followed up by a catered lunch and an afternoon session from a father and son team on how to build effective teams. The result was very positive and we look forward to making this an annual event.



The Early Head Start homebased families had a socialization at the Sacramento Zoo in April. Over 60 families attended with their families, which ended up being over 150 people who enjoyed a day at the zoo. Our health/nutrition unit coordinated an oral health event and were able to provide dental screens to over 40 of our homebased children.



In our Preschool Homebased program, the children hosted a tea party with their parents during their socialization. Children were able to pour the tea themselves and for their parents, and best of all, no tea cups were broken! This was followed by a story time and a parent meeting.



SETA Head Start in partnership with many community organizations, held a Community Health Event on May 23, 2023 at Pothong Market.

***Thank you to all who participated!***

We look forward to our next event in July so that families have the opportunity to prepare for ***Back to School!***

### Participating Partners

Service	Agency
Childhood Immunizations + COVID Vaccines	Sac County - IZ Assistance Program
Medi-Cal Services/Renewals	Sac Covered
Obesity Prevention	Sac County - Health Edu.
Lead Education	Sac County - Childhood Lead Poisoning
Lead Housing Program	Sac Housing and Redevelopment Agency (SHRA)
Oral Health Education	CNSU
Oral - Dental Screenings	Avesis - Access Dental
Oral - Dental Screenings	Smile Dental Services - Dr. Park's Office
Oral Health Education	Sac County - Oral
Oral Health Services Info	Children's CHOICE - Pediatric Dentistry
Head Start Recruitment	Head Start
Health & Nutrition	Head Start



**The following services were available:**

- Childhood immunizations COVID-19 vaccines and boosters
- Health screenings
- Dental screenings and fluoride varnish
- Enrollment into Head Start
- Housing information
- Nutrition information
- Communicable disease prevention education



# Summer Series

SETA hosted a 6 night Summer Series of virtual and in person trainings. Topics included STEM, Purposeful Play, Self Care, Creativity, Art, Brain development, and more! This was a time for educators to come together and learn, play and recharge their caregiver batteries!





# Seta Head Start

## Food Service Operations Monthly Report

### \*July, 2023

- 7/5/23 - Norma Johnson Class 1214 B Closed due to no air.
- 7/10/23 - Hillsdale (whole site) was closed due to replacing toilets and floors.
- 7/14/23 - Freedom Park had a field trip to Freedom Park Recreation and Park District we prepared 80 sack lunches.
  - Mather had a field trip to Stone Creek we prepared 20 sack lunches.
  - 16th Avenue had a field trip to Fairytale Town we prepared 60 sack lunches.
- 7/20/23 - LaVerne Stewart went to Sky Park we prepared 20 sack lunches.
- 7/21/23 - Marina Vista had a field trip to the Marina Vista Park we prepared 40 sack lunches.
  - Capital City had a field trip to the Sacramento Zoo we prepared 40 sack lunches.
  - CP Huntington had a field trip to Artivio Guerrero Park we prepared 40 sack lunches.
  - Crossroads had a field trip to the Sacramento Zoo we prepared 75 sack lunches.
  - Job Corps had a field trip on site we prepared 50 sack lunches.
  - Preschool Homebase had a function to Oasis Park we prepared 130 meals.
- 7/28/23 - EHS Homebase had a function to Swansten Park we prepared 120 meals.
  - North Avenue had a field trip to Meadows Community Park we prepared 80 sack lunches.
  - Northview had a field trip to Fairytale Town we prepared 80 sack lunches.
  - Galt had a field trip to Derr-Okamoto Park we prepared 100 sack lunches.
  - Elkhorn had a field trip to Numbus Fish Hatchery we prepared 100 sack lunches.
  - Sharon Neese had a field trip to Swanston Park we prepared 60 sack lunches.

Lunch	PM Snack	Breakfast	Field Trips
26,552	22,408	22,574	17

Total Amount of Meals and Snacks Prepared 72,669

**Purchases:**

Food	\$77,913.05
Non - Food	\$12,704.08

**Building Maintenance and Repair:**

**Janitorial & Restroom Supplies:**

**Kitchen Small Wares and Equipment:**

**Vehicle Maintenance and Repair:**

Vehicle Gas / Fuel:	\$1,860.15
Normal Delivery Days	21

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**July 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	244	<b>14%</b>	660	174	<b>26%</b>
<b>Twin Rivers USD</b>	160	48	<b>30%</b>	56	4	<b>7 %</b>
<b>Elk Grove USD</b>	480	113	<b>24%</b>			
<b>Sac City USD</b>	676	118	<b>17%</b>			
<b>San Juan USD</b>	1044	88	<b>8%</b>	164	11	<b>7%</b>
<b>WCIC</b>	120	9	<b>8%</b>			
<b>COUNTY TOTAL</b>	<b>4176</b>	<b>620</b>	<b>15%</b>	<b>880</b>	<b>189</b>	<b>21%</b>

*AFE: Annual Funded Enrollment*



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

HS Center Name (* CCTR/CSPP Funded)	Funded Enrollment	Actual Enrollment	Drop within last 30 days	Total Reported	(c) Closed/Capped %	(a) Actual to Funded Enrollment %
*16th Avenue	40	40	3	43		108%
*Bret Harte	20	15	1	16		80%
*Capital City	20	20	0	20		100%
*CP Huntington	20	20	1	21		105%
*Crossroads Garden	60	57	2	59		98%
*Elkhorn	80	70	10	80		100%
*Freedom Park	80	78	2	80		100%
*Freeport	20	17	4	21		105%
*Hillsdale	80	43	34	77		96%
*Job Corps	20	20	1	21		105%
*Marina Vista (b)	60	45	1	46	14 (102%)	77%
*Mather	100	97	5	102		102%
*Norma Johnson	60	49	2	51		85%
*North Avenue	80	71	4	75		94%
*Northview (b)	80	57	2	59	20 (100%)	74%
*Phoenix Park	60	49	11	60		100%
*Sharon Neese	60	60	0	60		100%
Alder Grove ELC (d)	N/A	0	0	0		0%
Bannon Creek	40	37	0	37		93%
Bright Beginnings (d)	N/A	0	0	0		0%
Dudley (d)	N/A	0	0	0		0%
Florin (d)	N/A	0	0	0		0%
Franklin (d)	N/A	0	0	0		0%
Fruitridge (d)	N/A	0	0	0		0%
Galt	80	80	6	86		108%
Grizzly Hollow (d)	N/A	0	0	0		0%
Home Base	143	102	1	103		72%
Hopkins Park	40	37	2	39		98%
Illa Collin (d)	N/A	0	0	0		0%
Kennedy Estates (d)	N/A	0	0	0		0%
LaVerne Stewart	20	20	0	20		100%
Nedra Court (d)	N/A	0	0	0		0%
Parker	13	16	1	17		131%
Solid Foundation (d)	N/A	0	0	0		0%
Spinelli (d)	N/A	0	0	0		0%
Strizek Park (d)	N/A	0	0	0		0%
Walnut Grove (d)	N/A	0	0	0		0%
<b>Total</b>	<b>1276</b>	<b>1100</b>	<b>93</b>	<b>1193</b>	<b>34 (96%)</b>	<b>93%</b>

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

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

<b>EHS Center Name (* ) CCTR/CSPP Funded</b>	<b>Funded Enrollment</b>	<b>Actual Enrollment</b>	<b>Drop within last 30 days</b>	<b>Total Reported</b>	<b>(c) Closed/Capped %</b>	<b>(a) Actual to Funded Enrollment %</b>
*16th Avenue	18	17	1	18		100%
*Alder Grove I/T	16	14	2	16		100%
*Bret Harte	9	8	0	8		89%
*Captial City	16	11	2	13		81%
*CP Huntington	16	14	2	16		100%
*Crossroads Garden	15	10	3	13		87%
*Elkhorn	16	14	2	16		100%
*Freedom Park	16	13	2	15		94%
*Hillsdale	9	7	1	8		89%
*Hiram Johnson (b)	32	26	2	28	4 (107%)	88%
*Job Corps	25	25	0	25		100%
*Marina Vista	9	8	1	9		100%
*Mather	15	12	1	13		87%
*Norma Johnson	9	7	2	9		100%
*North Avenue	9	8	1	9		100%
*Northview	16	15	1	16		100%
*Phoenix Park	8	8	0	8		100%
*Sharon Neese Center	25	23	2	25		100%
EHS Home Base	201	169	6	175		87%
Galt	16	16	3	19		119%
Grizzly Hollow (d)	N/A	N/A	0	0		0%
Hopkins Park	6	5	0	5		83%
River Oak - Home Base	72	68	5	73		101%
SCOE - Home Base	77	62	5	67		87%
<b>Total</b>	<b>651</b>	<b>560</b>	<b>44</b>	<b>604</b>	<b>4 (93%)</b>	<b>93%</b>

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

The following sites have classroom(s) capped due to limited staff: Hiram; Marina Vista; Northview - totaling 38 enrollment slots.

Vacancies in the following positions that support classroom ratio or enrollment: 3 Family Services Worker; 27 Education positions (HS Associate Teacher/Teacher, Lead Teacher/Infant Toddler, Site Supervisor); 1 Home Visitors combined for partners SCOE.

**Strategies/Action Plan:**

SETA held a Job Fair and job offered 48 positions at that event as well as an additional 13 offers to Teaching/ Home Base staff and 3 FSW's throughout July.

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 July for the following positions: 1 Family Services Worker, 1 Associate Teachers.

Recruitment and networking opportunities to increases awareness of Head Start services and community visibility: WIC Beast Feeding Celebration, Super Parent Day, Access Dental Back to School Event, Glo Preemies NICU Community Baby Shower, CJUSD School Community Back to School Resource Fair, Marysville Community Baby Shower. Through these recruitment events, 45 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: