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Deputy Director

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Sacramento, CA 95815

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

THOUGHT OF THE DAY:

"Don't ever allow anyone to tell what you can't Accomplish."

Author: Deion Sanders

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

DATE: Tuesday, December 19, 2023

TIME: 9:00 a.m.

LOCATION: SETA Board Room
925 Del Paso Blvd., Suite 100
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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| | • Daddy’s Here, Father Support Group Special Services | |
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- Executive Committee Meeting: Ms. Fienishia Wash
- Budget/Planning Committee Meeting: Ms. Fienishia Wash
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- Chair’s Report
 - ✓ PAC Recruitment
- Policy Council Report(s): Ms. Fienishia Wash
- Head Start Deputy Director’s Report – Ms. Karen Griffith
 - ✓ Presentation of the Sacramento Full Enrollment Plan
 - ✓ Monthly Head Start Report
- Head Start Managers’ Reports
 - 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
 - Betsy Uda – Safe Environments, Facilities, and Licensing.

VII. **Center Updates**

VIII. Discussion

IX. Public Participation

X. Adjournment

DISTRIBUTION DATE: TUESDAY, DECEMBER 11, 2023

Parent Advisory Committee meeting hosted by:
Fienishia Wash (Vice Chair)

ITEM I-A - ROLL CALL

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

- ____ Vacant, 16th Avenue Head Start
- ____ Vacant, Alder Grove Early Learning Center
- ____ Vacant, Alder Grove I/T Head Start
- ____ Vacant, Bannon Creek Head Start
- ____ Vacant, Bret Harte Head Start
- ____ Vacant, Bright Beginnings Head Start
- ____ Vacant, Capital City Head Start
- ____ Vacant, CP Huntington Head Start
- ____ Vacant, Crossroad Gardens Head Start
- ____ Vacant, Dudley Head Start
- ____ **Jessica Mitchell, Early Head Start (Home Base)**
- ____ **Royal Jones, Early Head Start (Home Base)**
- ____ **Maggie Caldwell, Elkhorn Head Start**
- ____ Vacant, Florin Head Start
- ____ Vacant, Franklin Head Start
- ____ Vacant, Freedom Park Head Start
- ____ Vacant, Freeport Head Start
- ____ Vacant, Fruitridge Head Start
- ____ Vacant, Galt Head Start
- ____ Vacant, Grizzly Hollow
- ____ Vacant, Hillsdale Head Start
- ____ Vacant, Hiram Johnson Head Start
- ____ Vacant, Hopkins Park Head Start
- ____ Vacant, Illa Collin Head Start
- ____ Vacant, Job Corps Head Start
- ____ Vacant, Kennedy Estates Head Start
- ____ Vacant, LaVerne Stewart Head Start
- ____ Vacant, Marina Vista Early Learning Center
- ____ **Hussain Alhmrani, Mather Head Start**
- ____ Vacant, Nedra Court Head Start
- ____ Vacant, Norma Johnson Early Learning Center
- ____ Vacant, North Avenue Head Start
- ____ Vacant, Northview Head Start
- ____ Vacant, Parker Head Start
- ____ Vacant, Phoenix Park Head Start
- ____ **Krysalynn Mangonon, Pre-school (Home Base)**
- ____ Vacant, Pre-School (Home Base)
- ____ Vacant, River Oak Center for Children
- ____ Vacant, Sacramento County Office of Education
- ____ **Inthia White, Sharon Neese Early Learning Center**
- ____ Vacant, Sharon Neese Early Learning Center
- ____ Vacant, Solid Foundation Head Start
- ____ Vacant, Strizek Park Head Start
- ____ Vacant, Walnut Grove Head Start
- ____ **Le Andra Jones-Villalta, Past Parent Representative**
- ____ **Khamaria Holleman, Past Parent Representative**
- ____ **Fienishia Wash, Grandparent Representative**
- ____ Vacant, Foster Parent Representative
- ____ Vacant, Outgoing Chair

ITEM I-A - ROLL CALL
(Continued)

Program Year 2023-2024 - New Representatives to be seated

<input type="checkbox"/> Robin Battle, Alder Grove Early Learning Center	<input type="checkbox"/> Joanna Autumn Murphy, Galt Head Start
<input type="checkbox"/> Janet Angeles, Dudley Head Start	<input type="checkbox"/> Dariya Khomitskaya, Pre-school (Home Base)
<input type="checkbox"/> Daisa Brown, Sharon Neese Early Learning Center	<input type="checkbox"/> Aterious Cuffee, Bret Harte Head Start
<input type="checkbox"/> Maya Fitzwater-Williams, North Avenue Head Start	<input type="checkbox"/> Tierra Givens, CP Huntington Head Start
<input type="checkbox"/> Vacant, 16 th Avenue Head Start	<input type="checkbox"/> Vacant, LaVerne Stewart Head Start
<input type="checkbox"/> Vacant, Alder Grove ELC	<input type="checkbox"/> Vacant, Marina Vista Head Start
<input type="checkbox"/> Vacant, Alder Grove I/T 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, Bright Beginnings Head Start	<input type="checkbox"/> Vacant, North Avenue Head Start
<input type="checkbox"/> Vacant, Capital City Head Start	<input type="checkbox"/> Vacant, Northview Head Start
<input type="checkbox"/> Vacant, CP Huntington Head Start	<input type="checkbox"/> Vacant, Parker Head Start
<input type="checkbox"/> Vacant, Crossroad Gardens Head Start	<input type="checkbox"/> Vacant, Phoenix Park Head Start
<input type="checkbox"/> Dudley, Head Start	<input type="checkbox"/> Vacant, Parker Head Start
<input type="checkbox"/> Vacant, Florin Head Start	<input type="checkbox"/> Vacant, Phoenix Park Head Start
<input type="checkbox"/> Vacant, Franklin Head Start	<input type="checkbox"/> Vacant, River Oak Center for Children
<input type="checkbox"/> Vacant, Freedom Park Head Start	<input type="checkbox"/> Vacant, SCOE
<input type="checkbox"/> Vacant, Fruitridge Head Start	<input type="checkbox"/> Vacant, Solid Foundation
<input type="checkbox"/> Vacant, Galt Head Start	<input type="checkbox"/> Vacant, Strizek Park Head Start
<input type="checkbox"/> Vacant, Grizzly Hollow Head Start	<input type="checkbox"/> Vacant, Walnut Grove Head Start
<input type="checkbox"/> Vacant, Hillsdale Head Start	<input type="checkbox"/> Vacant, Outgoing Chair
<input type="checkbox"/> Vacant, Hiram Johnson Head Start	<input type="checkbox"/> Vacant, Foster Parent
<input type="checkbox"/> Vacant, Hopkins Park Head Start	<input type="checkbox"/>
<input type="checkbox"/> Vacant, Illa Collin Head Start	<input type="checkbox"/>
<input type="checkbox"/> Vacant, Job Corps Head Start	<input type="checkbox"/>
<input type="checkbox"/> Vacant, Kennedy Estates Head Start	<input type="checkbox"/>

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

The PAC was seated on November 21, 2023

**PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM
YEAR 2023-2024**

COMMITTEE MEMBER	CENTER	11/21	12/19		1/16	2/20	3/19	4/23*	5/21	6/18	7/16	8/20	9/17	10/15
Vacant Seated	16A													
Robin Battle S/B 12/19	AG ELC	U												
Vacant Seated	AG I/T													
Vacant Seated	BC													
Vacant Seated	BC													
Aerious Cuffee S/B 12/19	BH													
Vacant Seated	BB													
Vacant Seated	CC													
Tierra Givens S/B 12/19	CPH													
Vacant Seated	CR													
Janet Angeles S/B 12/19	D	X												
Jessica Mitchell Seated 11/21	EHS/HB	X												
Royal Jones Seated 11/21	EHS/HB	X												
Donna Lambert R 11/21	EL	X	R											
Maggie Caldwell Seated 11/21	EL	X												
Vacant Seated	F													
Vacant Seated	FA													
Vacant Seated	FP													
Stevotia Young R 11/21	FPT	U	R											
Vacant Seated	FT													
Joanna Autumn Murphy S/B 12/19	G	U												
Vacant Seated	GH													
Vacant Seated	H													
Vacant Seated	HJ													
Vacant Seated	HI													
Vacant Seated	HP													
Vacant Seated	IC													

COMMITTEE MEMBER	CENTER	11/21	12/19		1/16	2/20	3/19	4/23*	5/21	6/18	7/16	8/20	9/17	10/15
Vacant Seated	JC													
Vacant Seated	K													
Vacant Seated	LVS													
Vacant Seated	MV													
Hussain Alhmrani Seated 11/21	M	X												
Vacant Seated	NC													
Vacant Seated	NJ													
Maya Fitzwater-Williams S/B 12/19	NA													
Vacant Seated	NV													
Vacant Seated	NV													
Vacant Seated	PA													
Vacant Seated	PP													
Kryssalynn Mangonon Seated 11/21	PS/HB	X												
Dariya Khomitskaya S/B 12/19	PS/HB	U												
Vacant Seated	RO													
Vacant Seated	SCOE													
Inthia White Seated 11/21	SN	X												
Daisa Brown S/B 12/19	SN													
Vacant Seated	SF													
Vacant Seated	S													
Vacant Seated	SP													
Vacant Seated	WG													
Vacant Seated	FPR													
Kahmaria Holleman Seated 11/21	PPR	X												
Le Andra Jones-Villalta Seated 11/21	PPR	X												
Fienishia Wash Seated 11/21	GPR	X												
Donna Bonner-R 11/30	OGC	X	R											

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 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

16A	16 th Avenue	HP:	Hopkins Park
AG ELC	Alder Grove Early Learning Ctr.	IC:	Illa Collin
AG I/T:	Alder Grove Infant/Toddler	JC:	Job Corps
BC:	Bannon Creek	K:	Kennedy Estates
BB:	Bright Beginnings	LVS:	LaVerne Stewart
BH:	Bret Harte	MV	Marina Vista Early Learning Center
CC:	Capital City	M:	Mather
CPH:	CP Huntington	NC:	Nedra Court
CR:	Crossroad Gardens	NJ:	Norma Johnson
D:	Dudley	NA:	North Avenue
EHS/HB:	Early Head Start/Home Base	NV:	Northview
EL:	Elkhorn	PA:	Parker Avenue
F	Florin	PP:	Phoenix Park
FA:	Franklin	PS/HB:	Pre-school/Home Base
FP:	Freedom Park	RO:	River Oak
FPT:	Freeport	SCOE:	Sacramento County Office of Education
FT:	Fruitridge	SN:	Sharon Neese
G:	Galt	SF:	Solid Foundation
GH:	Grizzly Hollow	S:	Spinelli
H:	Hillsdale	SP:	Strizek Park
HI:	Hiram Johnson	WG:	Walnut Grove

Representative Abbreviations

OGC:	Out Going Chair
PPR:	Past Parent Representative
GPR:	Grandparent Representative
CR:	Community Representative

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 12/11/2023 1:44 PM

ITEM II-A-CONSENT

APPROVAL OF THE MINUTES OF THE NOVEMBER 21, 2023
REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the November 21, 2023.

RECOMMENDATION:

Approve the minutes of the November 21, 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, November 21, 2023
9:00 a.m.

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

Ms. Bonner called the meeting to order at 9:02 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
Donna Lambert, Elkhorn
Kahmaria Holleman, Bannon Creek
Le Andra Jones-Villalta, 16th Avenue
Steven Key, Past Parent Representative

New Members Seated Present:

Maggie Mae Caldwell, Elkhorn
Royal Jones, Early Head Start (Home Base)
Hussain Alhmrani, Mather
Krysalynn Mangonon, Pre-school (Home Base)
Inthia White, Sharon Neese
Le Andra Jones-Villalta, Past Parent Representative
Fienishia Wash, Grandparent Representative
Jessica Mitchell, Early Head Start (Home Base)
(arrived and was seated at 10:21 a.m.)
Khamaria Holleman, Past Parent Representative

New Members to be Seated but Absent:

Timeisha Seymore, Sharon Neese *(excused)*
Robin Battle, Alder Grove ELC *(unexcused)*
Dariya Khomitskaya, Pre-school (Home Base) *(unexcused)*
Joanna Autumn Murphy, Galt *(unexcused)*

Members Absent:

Stevetia Young, Freeport *(unexcused)*

Ms. Janet Angeles, the new representative for Dudley, was present at the meeting but has not been seated; therefor will be seated at the next meeting of the Parent Advisory Committee (PAC).

II. Consent Item

A. Approval of the Minutes of the October 17, 2023 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Jones-Villalta, second/Key, to approve the October 17, 2023 minutes as distributed.

Roll call vote:

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

Nay: 0

Abstention: 5 (Bonner, White, Alhmrani, Mangonon, Caldwell)

Absent: 7 (Mitchell, Seymore, Young, Battle, Murphy, Angeles, Khomitskaya)

III. Action Items:

A. Election of Parent Advisory Community Representatives and Alternates for Program Year 2023-2024

Ms. Bonner reviewed the item. She shared that she will not assume the Outgoing Chair position as she moves out of state. Ms. Jones-Villalta and Ms. Holleman applied to be Past Parent Representatives. Ms. Wash applied to be Grandparent Representative.

Moved/Wash, second/Holleman, to approve Ms. Jones-Villalta and Ms. Holleman as Past Parent Representatives, Ms. Wash as Grandparent Representative, and to table the election of the Foster Parent and Parent Ambassador Representatives to the next meeting.

Roll call vote:

Aye: 10 (Wash, Jones-Villalta, White, Alhmrani, Mangonon, Caldwell, Lambert, Holleman, Jones, Key)

Nay: 0

Abstention: 1 (Bonner)

Absent: 7 (Mitchell, Seymore, Young, Battle, Murphy, Angeles, Khomitskaya)

IV. Information Items

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Han reviewed the fiscal report for third month ended October 31, in the 2023-2024 program year. He advised that total Head Start Year-to-Date expenditures are at 22.5%. The Non-Federal Share Year-to-Date expenditures are at 5.8%, below the required 25%. The percentage is expected to increase in the next month's report. For Administrative

expenditures, SETA is at 10.1% which is below 15.0% maximum. Most line items are on pace for the beginning of the new program year. The American Rescue Plan Act (ARP) and the Corona Virus Response and Relief Supplemental Appropriation Act (CRRSA) funds were reviewed. The American Express and CitiBank credit card statements were reviewed, and nothing was out of the ordinary. The American Express report included state and regional conferences' travel expenses and outstanding licensing fee charges. The SETA Operated California Department of Education (CDE) and California Department of Social Services (CDSS) funding report was reviewed for October 2023.

- Health Service Advisory Committee (HSAC) Report
Ms. Wash shared her experience attending a Community Service Event represented by different medical professionals providing the information and resources to continue a community of practice.

Ms. Lema introduced herself and highlighted the following details:

- The guest speaker provided important information on dental health;
- The in-house speaker presented on trauma-informed practices;
- The HSAC Chair and co-chair provided an overview of the HSAC and welcomed new members

As a result, SETA was able to collaborate with Access Dental, Dr. Meta, for oral health education for families with children with disabilities or special needs and creating educational materials to share with Head Start in the hope of increasing utilization of oral health services for the population that SETA serves.

Ms. Bonner shared her experience attending the event and applauded SETA's team for their excellent work.

The next meeting date is to be determined.

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

B. Head Start Policy Council Minutes for September 26, 2023: No Questions

V. Committee Reports

- Executive Committee:
The next meeting will be held in person on Monday, November 27, 2023, at 1:00 p.m., at the SETA Administrative building.
- Budget/Planning Committee Meeting:

The next meeting will be held on Tuesday, December 12, 2023, at 1:00 p.m., at the SETA Administrative building.

➤ Parent Ambassador Committee Meeting:

The next meeting will be held on Friday, December 1, 2023, at 10:00 a.m., at the SETA Administrative building.

VI. Other Reports

A. Chair's Report:

Ms. Bonner advised that Policy Council (PC) and PAC will have a joint meeting on Tuesday, December 19, 2023, at 9:00 a.m., where the new office will be elected.

Ms. Bonner encouraged to continue to recruit for PAC.

Ms. Bonner additionally advised that Meet and Greet for all new members will be held on Friday, December 15, 2023, at 10 a.m., at SETA Sequoia room.

B. Policy Council Report(s):

Ms. Wash advised that the next PC meeting will be held on Tuesday, November 28, 2023, at 9:00 a.m., at the SETA Board room.

C. Head Start Deputy Director's Report:

Ms. Griffith introduced herself and provided some highlights of the PIR report included in the packet.

Ms. Griffith advised that two representatives and two alternates will be selected during the next meeting to attend the Annual California Head Start Association (CHSA) Parent Training Conference in Long Beach, CA, on February 26-27, 2024. The Chair will be automatically selected.

D. Head Start Managers' Reports

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

Ms. Laura Correa De Almeida provided the report on Parent Café, the parent-led community building virtual project, on behalf of Ms. Lisa Carr and asked PAC members to assist with hosting breakout rooms. She clarified that those who would like to be hosts need to attend the first Parent Café meeting. The flyer was provided to the members of the Board with a QR code for the survey.

Ms. Bonner shared her experience participating in last year's Parent Café.

Ms. Correa De Almeida advised that Ready Rosie Night is scheduled for Wednesday, January 24, from 3:00 to 5:00 p.m. She extended her invitation to all members of the Board and provided the flyer with a QR code to RSVP, as space is limited.

- ✓ Megan Lamb – School Readiness, Special Education, and Mental Health Services:
 Ms. Ashlee Russell introduced herself and presented on behalf of Ms. Lamb. She advised that DRDP Aggregation training was provided to SETA’s teaching staff during the last few weeks. At this training, teachers could assess children’s DRDP scores and revise lesson plans, individualizing them to students’ needs and further strengthening the areas of strength. Ms. Russell also shared that SETA held the Teaching Pyramid workshop. Teaching Pyramid is the framework used at Head Start to support social-emotional development. Teaching staff were trained to provide supportive relationships for children and families and a supportive environment in the classrooms so that the environment can also be a learning experience for the children served. Additionally, teachers were trained to provide targeted social-emotional support and individualized interventions for needy children. Ms. Russell was excited to announce that Teaching Pyramid for Families will be launched soon. The aim is to bridge the gap from school to home and support families on classroom strategies so that they can be carried over to the home environment.

- ✓ Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance, and On-going Monitoring:
 Ms. Judy Lema reported on behalf of Ms. Ocegueda. She reminded the members of the Board that Family Health Education events continue to be held on the last Tuesday of the month, 9:30-10:30 a.m., via Zoom. The flyer has been previously distributed to the members. The meetings are being recorded and will be available on SETA Head Start website.

- ✓ Betsy Uda – Safe Environments, Facilities, and Licensing:
 Ms. Uda provided report on Facilities department projects. She advised that new Heating and Air Conditioning Systems at Mather, Norma Johnson, Freedom Park and Hillsdale sites were installed by contractors. The keyless entry system has been installed at Phoenix Park center. The metal fences are being painted at LaVerne Stewart and Nedra Court sites. Cabinetry will be replaced at Kennedy Estates and Nedra Court. Preventative maintenance was done on windows, heating systems, and playgrounds.

VII. Center Updates: None

VIII. Discussion:

Ms. Gaylon introduced herself and provided her background. She reminded the members that PC and PAC will have a joint meeting in December, the new officers will be elected, and Ms. Wash will be the Chair for that meeting. Ms. Gaylon stressed the importance of studying PAC Bylaws and reviewing the agenda packet before the next meeting.

IX. **Public Participation:** None

X. **Adjournment:** The meeting was adjourned at 10:36 a.m.

ITEM III-A-ACTION

ELECTION OF PARENT ADVISORY COMMITTEE
COMMUNITY REPRESENTATIVES AND ALTERNATES
FOR PROGRAM YEAR 2023-2024

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect Community Representatives for Program Year 2023-2024. The duties of PAC Community Representatives are prescribed in the Bylaws in Article III – Membership, Section 2C.

SECTION 2: C. Community Representatives

Additional PAC members will include:

3. One (1) voting Foster Parent elected to the PAC must have child/children currently or previously enrolled in the HS/EHS program. There shall be one Alternate for the Foster Parent Representative position.

5. Two (2) voting Parent Ambassador Representatives shall be elected by the Parent Ambassador Committee. These Representatives may or may not be a current parent. There shall be two Alternates for the Parent Ambassador Representative position.

This board item provides an opportunity for the PAC to elect three Community Representatives and three Alternates.

ITEM III-A-ACTION (continued)
Page 2

RECOMMENDATION:

That the Parent Advisory Committee elect three Community Representatives and three Alternates.

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM III-B-ACTION

ELECTION OF PARENT ADVISORY COMMITTEE OFFICERS 2023-2024

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect officers for Program Year 2023-2024. The duties of PAC officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PAC that are not in conflict with these Bylaws, Article V – Officers, Section 2B: All PAC members are eligible to run for an Office/Officer position except members holding a seat. The Executive Committee must have at least three members who are parents of child/children currently enrolled in the HS/EHS Center-Based or Home-Based Option.

SECTION 3: Duties of Officers

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

- A. The Chair of the PAC shall preside over all meetings of the PAC and implement all policies and programs of the PAC. The Chair shall act as the official agent of the PAC in all matters relating to the PAC, and shall be the chief spokesperson and public relations officer for the PAC. The Chair shall have the power to appoint, both in and out of the PAC, any additional positions as needed with ratification of the PAC. The Chair shall represent the PAC at the National Head Start Parent Association Conference. The Chair shall be an ex-officio member of all committees and shall represent the PAC at all Governing Board meetings, but shall adhere to the provisions of Article IV, Meetings; Section 3, as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PAC in the absence of the Chair, and shall have all delegated powers. The Vice Chair will assume position of Chair if 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.
- C. The Secretary shall call the roll, keep a record of the current and preceding minutes at each meeting, and record resolutions or motions adapted, as may be necessary to expedite the PAC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.

ITEM III-B-ACTION (continued)
Page 2

- D. The Treasurer shall work with staff and the PAC Secretary and keep such records, files and accounts as may be necessary to expedite PAC's business. The Treasurer shall be a member of the Social/Hospitality Committee, and 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.

RECOMMENDATION:

That the Parent Advisory Committee elect a Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

Chair:

Vice Chair:

Secretary:

Treasurer:

Parliamentarian:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM III-C-ACTION

SELECTION OF REPRESENTATIVES AND ALTERNATES TO ATTEND
THE ANNUAL CALIFORNIA HEAD START ASSOCIATION (CHSA) PARENT
AND FAMILY ENGAGEMENT CONFERENCE

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to elect two (2) Representatives and two (2) Alternates to attend the Annual California Head Start Association (CHSA) Parent and Family Engagement Conference, Monday-Tuesday, February 26-27, 2024, Hilton Long Beach, 701 W. Ocean Blvd., Long Beach, CA 90831.

Please see attached Conference Attendance Guidelines and conference information.

RECOMMENDATION:

That the Parent Advisory Committee select two (2) Representatives and two (2) Alternates to attend the Annual California Head Start Association (CHSA) Parent and Family Engagement Conference.

NOTES:

Representatives nominated:

Alternates elected:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

PARENT ADVISORY COMMITTEE REPRESENTATIVE CONFERENCE ATTENDANCE GUIDELINES

The following guidelines for PAC Representatives attending a Head Start Parent Conference are as follows:

1. Priority preference for selection to attend a Head Start Conference will be given to Parent Advisory Committee (PAC) Representatives who have not had an opportunity to attend a Head Start Conference.
2. The PAC Representative must give a written report to the PAC at the next scheduled PAC meeting upon his/her return from the parent conference (local or out-of-state). The Travel Approval and Expense Claim Form will not be approved until written report has been received.
3. The PAC Representative's report must include the PAC Representative's name, conference title, date, location, and workshops attended.
4. Networking information and additional comments are optional.



HSC's Parent & Family Engagement conference provides training for Head Start parents and the staff who work with and support parents & families. The conference will include the latest content and resources.

Who Should Attend?

Head Start Parents/Guardians, Parent Involvement Coordinator, Policy Council Members, Family Service Outreach Workers & Advocates.

Conference Tracks:

- Family Engagement
- Collaboration
- Parent Leadership
- School Readiness/Transition



Family Engagement



Collaboration



Parent Leadership



School Readiness & Transition

Keynotes

Opening General Session



February 26

Dr. Ronald Mah

Closing General Session



February 27

Maestro Jerry Tello

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. Le Andra Jones-Villalta
 - Daddy's Here, Father Support Group Special Services
 - Tot Time at the Nimbus Fish Hatchery

NOTES:

DADDY'S HERE

Father Support Group Special Services



● **Child Support Services**
1st Thursdays



● **Attorney Legal Night**
2nd Thursdays



● **Child Protective Services**
3rd Thursdays

INFO: (916) 568-3237

Website: cffsacramento.org



CENTER FOR
Fathers and Families

First Time Homebuyer Opportunity!

Virtual Homeownership Orientation - Available November 20, 2023



Habitat for Humanity of Greater Sacramento is accepting applications from November 20th to December 22nd, 2023.

To qualify, applicants must:

- be able to pay an affordable mortgage (see income guidelines below)
- have a demonstrated need for improved housing
- be willing to partner with Habitat to build your own home
- be a first-time homebuyer
- have a household size of 3 - 8 individuals
- currently reside or work in Yolo or Sacramento counties



SCAN TO LEARN MORE!

SACRAMENTO COUNTY

Household Size	Min. Income	Max Income
3	\$28,950	\$77,200
4	\$32,160	\$85,760
5	\$34,740	\$92,640
6	\$37,320	\$99,520
7	\$39,900	\$106,400
8	\$42,480	\$113,280

YOLO COUNTY

Household Size	Min. Income	Max Income
3	\$28,350	\$75,600
4	\$31,470	\$83,920
5	\$33,990	\$90,640
6	\$36,510	\$97,360
7	\$39,030	\$104,080
8	\$41,550	\$110,800

- Home Features:**
- 3 - 4 bedrooms / 2 bathrooms
 - 1 - 2 stories
 - all electric, EV ready
 - solar power
 - attached single car garage

Interested applicants **must** watch the live or recorded virtual homebuyer orientation before completing an application. Learn more about where we are building and sign up for the virtual orientation at:

Questions?

Email: Apply@HabitatGreaterSac.org

HabitatGreaterSac.org/apply

Homeownership loans are financed at 30% of homeowner's gross monthly income with 0% equivalent interest over 30 years; other loan conditions may apply. Loans made or arranged pursuant to a California Finance Lenders Law License.



TOT TIME

AT THE
NIMBUS FISH HATCHERY



**JOIN US
EVERY SUNDAY
11:00-11:45 AM
FOR
STORYTIME
AND CRAFTS**

**(ages 2-7 recommended, with
parent/guardian supervision)**



California Department of
Fish and Wildlife

2001 Nimbus Road, Gold River, CA
916-358-2820

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 October 24, 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, October 24, 2023
9:00 a.m.

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

Ms. Wash called the meeting to order at 9:02 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
Rosemary Schapira, Community Agency Representative
Jessica Mitchell, Elk Grove Unified School District

Members Absent:

Stephen Key, Past Parent/Community Representative (*excused*)
Royal Jones, Sacramento City Unified School District (*excused/PC business*)

II. Consent Item

A. Approval of the Minutes of the September 26, 2023 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Bonner, second/Schapira, to approve the September 26, 2023 minutes as distributed.

Roll call vote:

Aye: 3 (Bonner, Mitchell, Schapira)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Key, Jones)

III. Action Items

A. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:

Final Reading of Modifications to the Bylaws of the SETA-Operated head Start/Early Head Start Policy Council

Ms. Wash opened the public hearing at 9:04 a.m. She reviewed changes to the Policy Council (PC) Bylaws.

There were no questions from the public.

Ms. Wash closed the public hearing at 9:07 a.m.

Moved/Bonner, second/Mitchell, to hear any additional testimony and take action to close the public hearing and approve the amendments to the PC Bylaws as attached.

Roll call vote:

Aye: 3 (Bonner, Mitchell, Schapira)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Key, Jones)

B. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:

Approval of Changes to the SETA Personnel Policies and Procedures Sections 9 and 11

Ms. Wash opened the public hearing at 9:08 a.m.

Mr. Richardson introduced himself and reviewed the item. He advised that in light of changes to new California laws, updated Labor Agreements, and Federal Regulations, SETA has conducted a thorough review of Section 9 to update all leave related policies, added Section 11.21 for a new mandated Lactation Accommodation policy, and added Section 11.22 for a new Personally Identifiable Information (PII) policy. Due to the repeal of the vaccine mandate from the Office of Head Start, Section 11.20 may be permanently removed.

There were no questions from the public.

Ms. Wash closed the public hearing at 9:10 a.m.

Moved/Bonner, second/Mitchell, to open a public hearing, take public testimony, and take action to close the public hearing and approve the updated Personnel Policies and Procedures Sections 9 and 11.

Roll call vote:

Aye: 3 (Bonner, Mitchell, Schapira)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Key, Jones)

C. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:

Approval of SETA Longevity Compensation Policy

Ms. Wash opened the public hearing at 9:11 a.m.

Mr. Richardson reviewed the item. He stated that during the Governing Board Meeting on June 1, 2023, Agency staff was tasked to work with AFSCME to discuss incentive compensation options. The Labor Management Committee (LMC) consisting of Agency staff and AFSCME representatives, met on June 22, 2023, August 11, 2023, and September 13, 2023. This policy is a direct outcome of those meetings.

The purpose of this policy shall be to retain and reward qualified employees for their continuing employment with SETA, as well as to enhance the total benefits package for recruitment purposes. While this is intended to be an ongoing benefit, it will be subject to funding capacity and grant approval processes.

In accordance with federal guidelines, the LMC came to a resolution as to what an effective and sustainable longevity compensation policy would look like in order to reward employees who have remained in service with SETA for a minimum of five (5) years. The incentive would begin with a \$500 incentive on the pay period following the five (5) year anniversary. Every subsequent five (5) year anniversary would see a \$250 increase to that incentive amount.

There were no questions from the public.

Ms. Wash closed the public hearing at 9:13 a.m.

Moved/Bonner, second/Mitchell, to open a public hearing, take public testimony, and take action to close the public hearing and approve the Longevity Compensation Policy and update Personnel Policies and Procedures Section 8 (Compensation).

Roll call vote:

Aye: 3 (Bonner, Mitchell, Schapira)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Key, Jones)

D. Approval to Submit a Request to Carry Over Funds from Program Year 2022-2023 to Program Year 2023-2024 for Head Start and Early Head Start

Ms. Griffith reviewed the item. She advised that the total amount of the Carryover request is \$10,136,494 from 2022-2023 to 2023-2024. Of that, over 6M is contractual, meaning those are funds for the delegate agencies. SETA has been currently meeting with the delegate agencies to determine their plans to ensure that this funding is allocated and spent in the next program year.

SETA is requesting a carryover request of Head Start and Early Head Start/CCP Basic funds, in the amount of \$3,599,197, to purchase and complete unfinished equipment-related items (Four HVACS, Four Play Structures, Shade Structure at Walnut Grove, and Office Pod at Northview) complete unfinished building deferred maintenance projects and purchase classroom supplies/materials/furniture that have been delayed due to supply chain issues as a result of the pandemic from program year 2022-2023. The request is to allow flexibility in spending the funds for an additional 12 months.

SETA delegates plan to use the Carryover funds for shade structures, flooring, carpeting, classroom furniture, and paving, as well as professional development for their staff.

Ms. Bonner raised a concern over the safety in the parking lot for the Bannon Creek site. Ms. Griffith stated that she has recently met with the Facilities Director for the Twin Rivers Unified School District (TRUSD). The TRUSD Facilities Director committed to more safety signage around the SETA sites. Ms. Griffith will follow up on this matter.

Moved/Bonner, second/Mitchell, to approve the submission of a carryover request for Program Year 2023-2024, from Head Start supplemental duration grant in an amount not to exceed \$10,136,494.

Roll call vote:

Aye: 3 (Bonner, Mitchell, Schapira)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Key, Jones)

E. Election of Head Start Policy Council Vice Chair and Parliamentarian for Program Year 2023-2024

There were no nominations for Vice Chair or Parliamentarian.

Moved/Mitchell, second/Bonner, to table the election of the Policy Council Vice Chair and Parliamentarian for Program Year 2023-2024 to the next meeting.

Roll call vote:

Aye: 3 (Bonner, Mitchell, Schapira)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Key, Jones)

IV. Information Items

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account:
Mr. Han reviewed the fiscal report for the two months of the 2023-2024 program year ended on September 30, 2023. Year-to-date Countywide expenditures are at 12.1%. To be on the budget, it should be around 16.67%. Mr. Han advised that this is due to some delegate agencies being behind on submitting their claims. Administrative expenditures are at 10.4% countywide, which is below the 15% maximum. The American Rescue Plan Act (ARP) and the Corona Virus Response and Relief Supplemental Appropriation Act (CRRSA) funds were reviewed. These funds will expire on March 31, 2024. SETA reached out to the delegate agencies and confirmed that they are confident in their ability to spend these funds before the expiration date. The SETA Operated Programs Expenditures report was reviewed. Most line items are on pace for the beginning of the new program year. The Travel (Out-of-State) and Head Start/Early Head Start (HS/EHS) Training or Staff Developments/Parent Aids is high due to recent multiple out-of-state conferences and trainings. The Nutrition Services for EHS are on the hired end. SETA contracted with the new vendor in hopes of better pricing. Mr. Han also reminded the Policy Council that the Nutrition Service Program is one month ahead of the Head Start program. The American Express and CitiBank credit card statements were reviewed, and nothing was out of the ordinary.
- Health Service Advisory Committee (HSAC) Report
Ms. Wash advised on the HSAC Community Event, scheduled for November 14, 2023, at 9 a.m.
- Community Resources – Parents/Staff:
Ms. Wash reviewed the community resources provided in the packet.

B. SETA's Recruitment Update

Ms. Sheri Green-Johnson reviewed the recruitment data from September 15, 2023, through October 13, 2023 provided as backup information to the agenda packet.

C. Governing Board Minutes for September 7, 2023: No questions

V. Committee Reports

- Executive Committee:
The next meeting will be held in person on October 30, 2023, at 10:00 a.m., at the SETA Administrative building.
- Budget/Planning Committee Meeting:

The next meeting will be held in person on November 14, 2023, at 1:00 p.m., at the SETA Administrative building.

VI. Other Reports

A. Interim Executive Director's:

Ms. Saurbourne announced that Ms. Sheri Green-Johnson was promoted to HR Manager. She also thanked Policy Council members for their dedication, hard work, and meeting attendance.

B. Head Start Deputy Director's Report:

Ms. Griffith congratulated members on a great End-of-the-Year Celebration event. She thanked Ms. Schapira for the keynote speech and thought the content was wonderful.

Ms. Griffith spoke about last week's Delegate/Partners Kick-Off event. The keynote speaker, Ms. Dana Staser from Dana Staser Consulting, provided helpful strategies to get the program on track with performance standards, goals, and monitoring aspects. Ms. Griffith said it was beneficial for both SETA internal staff and Delegates as SETA looks at creating a new five-year grant cycle application as well as new five-year goals.

Ms. Griffith pointed out that included in the packet, there are activities in the community for July through October that SETA Head Start attended for recruitment of qualified families as for the month of September, Preschool is at 76%, and Early Head Start is at 85%. She encouraged Policy Council members to continue to recruit for Head Start.

C. Chair's Report:

Ms. Wash advised that next month there will be meeting for the Parent Ambassadors Committee. The exact time and date is to be determined.

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 shared her experience attending the School Readiness breakout room during the Delegate/Partners Kick-Off event. She stated they had group discussions about the School Readiness goal for the next grant cycle. It has been decided that the current School Readiness goal to increase child outcomes by developing and strengthening social-emotional competencies, family partnerships, and staff development remains standing for the next grant cycle.

Ms. Lamb agreed with Ms. Wash and recognized the importance of building relationships amongst teams and agencies so there is a foundation of trust and respect that will then extend into the classroom and to working with families, and it starts together internally.

Ms. Lamb advised that a safety phrase for when classroom staff have a moment that is not conducive to a safe, healthy learning environment was decided on, and it is: "I need a coffee break."

Ms. Schapira stated that she supports the chosen safety phrase as there have been many conversations about parallel processes and modeling what we expect in children, and it's a good example for children to see how adults healthily regulate themselves. Ms. Schapira stressed the importance of wrap-around services for families so that when children come to the classroom, they are in the capacity and ready to learn.

- ✓ Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance, and On-going Monitoring:
Ms. Blaney introduced herself and reported on behalf of Ms. Ocegueda. She advised on the Hemoglobin Risk Assessment that was recently developed with assistance from community doctors to ensure that children enrolled in the program are up to date on the Bright Futures EPSTT schedule, where they are supposed to have hemoglobin risk assessment at regular intervals. SETA rolled out Hemoglobin Risk Assessment for Family Service Workers and Home Visitors to complete with families if there is none from the doctor to help make sure children's health is being thoroughly followed up on.

- ✓ Betsy Uda – Safe Environments, Facilities, and Licensing: No report

E. Open Discussion and Comments: None

F. Public Participation: None

VII. Adjournment: The meeting was adjourned at 9:49 a.m.

ITEM V
COMMITTEE REPORTS

V. Committee Reports

- Executive Committee Meeting: Ms. Fienishia Wash

- Budget/Planning Committee Meeting: Ms. Fienishia Wash

- Parent Ambassador Committee Meeting: Ms. Fienishia Wash

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
 - ✓ Presentation of the Sacramento Full Enrollment Plan
 - ✓ Monthly Head Start Report
- Head Start Managers' Reports
 - 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
 - Betsy Uda – Safe Environments, Facilities, and Licensing.

NOTES:



Seta Head Start

Food Service Operations Monthly Report

*November, 2023

11/8/23 - Homebase had a field trip to the Nimbus Fish Hatchery we prepared 60 sack lunches.
 11/8/23 - Parker closed due to building being sprayed for pest control.
 11/15/23 - Alder IT and ELC closed due to water being shut off.
 11/27/23 - Walnut Grove closed due to no heat.
 11/28/23 - Walnut Grove closed due to no heat.
 11/28/23 - Bret Harte Preschool closed due to no heat.

	Lunch	PM Snack	Breakfast	Field Trips
	28,970	26,305	25,140	1
Total Amount of Meals and Snacks Prepared				80,475

Purchases:

Food	\$111,939.42
Non - Food	\$11,971.36

Building Maintenance and Repair:	\$0.00
Janitorial & Restroom Supplies:	\$0.00
Kitchen Small Wares and Equipment:	\$0.00
Vehicle Maintenance and Repair:	\$0.00
Vehicle Gas / Fuel:	\$2,218.23
Normal Delivery Days	20

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

November 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	1544	168	11%	699	128	18%
Twin Rivers USD	160	33	21%	56	2	4 %
Elk Grove USD	480	54	11%	NA		
Sac City USD	676	83	12%	16	4	25%
San Juan USD	888	67	8%	164	5	3%
WCIC	100	5	5%	NA		
COUNTY TOTAL	3848	410	11%	935	139	15%

AFE: Annual Funded Enrollment

**SETA HEAD START/EARLY HEAD START
End of Month Enrollment Report
November 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	35	1	36		90%
*Bret Harte	20	19	0	19		95%
*Capital City	20	20	0	20		100%
*CP Huntington	20	20	0	20		100%
*Crossroad Garden	60	53	0	53		88%
*Elkhorn	80	73	0	73		91%
*Freedom Park	60	58	0	58		97%
*Freeport	20	18	0	18		90%
*Hillsdale	80	69	1	70		88%
*Job Corps	20	20	0	20		100%
*Marina Vista	60	22	1	23		38%
*Mather	80	61	2	63		79%
*Norma Johnson	40	38	0	38		95%
*North Avenue	60	51	0	51		85%
*Northview	80	72	0	72		90%
*Phoenix Park	60	36	0	36		60%
*Sharon Neese	60	60	2	62		103%
Alder Grove ELC	20	9	0	9		45%
Bannon Creek	40	30	0	30		75%
Bright Beginnings	40	31	0	31		78%
Dudley	20	18	0	18		90%
Florin	20	15	0	15		75%
Franklin	20	16	0	16		80%
Fruitridge	40	34	1	35		88%
Galt	80	79	3	82		103%
Grizzly Hollow	40	40	0	40		100%
Home Base	120	91	1	92		77%
Hopkins Park	40	39	2	41		103%
Kennedy Estates	20	15	0	15		75%
LaVerne Stewart	20	20	0	20		100%
Nedra Court	40	28	0	28		70%
Parker	20	11	1	12		60%
Solid Foundation	40	32	0	32		80%
Spinelli	20	16	0	16		80%
Strizek Park	20	16	1	17		85%
Walnut Grove	24	22	0	22		92%
Total	1544	1287	16	1303	0%	84%

(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) Site/classroom pending license

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

EHS Center Name (* CCTR/CSPP Funded)	Funded Enrollment	Actual Enrollment	Drop within last 30 days	Total Reported	(c) Closed/Capped %	(a) Actual to Funded Enrollment %
*16th Avenue	18	17	0	17		94%
*Alder Grove I/T	16	10	4	14		88%
*Bret Harte	9	8	2	10		111%
*Captial City	16	12	1	13		81%
*CP Huntington	16	14	4	18		113%
*Crossroad Garden	15	13	0	13		87%
*Elkhorn	16	13	0	13		81%
*Florin (d)	8	0	0	0	8 (100%)	0%
*Freedom Park	16	15	0	15		94%
*Hillsdale	9	7	0	7		78%
*Hiram Johnson (b)	32	21	6	27	4 (107%)	84%
*Hopkins	6	6	1	7		117%
*Illa Collins	16	6	0	6		38%
*Job Corps	25	23	0	23		92%
*Marina Vista	9	9	0	9		100%
*Mather	15	15	1	16		107%
*Norma Johnson	9	8	3	11		122%
*North Avenue	16	8	0	8		50%
*Northview	16	16	1	17		106%
*Phoenix Park	8	7	0	7		88%
*Sharon Neese Center	25	23	3	26		104%
EHS Home Base	200	189	7	196		98%
Galt	16	15	2	17		106%
Grizzly Hollow	9	9	1	10		111%
River Oak - Home Base	72	59	11	70		97%
SCOE - Home Base	77	63	2	65		84%
Walnut Grove	9	0	0	0		0%
Total	699	586	49	635	12 (92%)	91%

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

The following sites have classroom(s) capped due to limited staff: Hiram Johnson - totaling 4 enrollment slots. Florin pending license for EHS classroom- totaling 8 enrollment slots.

Vacancies in the following positions that support classroom ratio or enrollment: 22 Education positions (HS Associate Teacher/Teacher, Lead Teacher/Infant Toddler, Site Supervisor); 4 Family Services Workers.

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, SETA Job Fair. Employment offers were accepted during November for the following positions: 2- Family Services Worker, 6-Associate Teachers, 1-Associate Teacher/Infant Toddler, 1 Head Start Teacher.

Recruitment and networking opportunities to increase awareness of Head Start services and community visibility: Liberty Towers Community Fit & Family Health Fair; During District 10 Drive thru Turkey Giveaway, 1200 flyers were distributed to families. From these recruitment events, 10 Interest Forms were completed with families inquiring of Head Start services. SETA will be partnering with Code for America, a 501(c)(3) organization that creates pathways for families receiving government assistance. Code for America will inform families based on zip code with the greatest need 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) Site/classroom pending license

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: