

**GOVERNING BOARD**

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County of Sacramento

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City of Sacramento

**PATRICK KENNEDY**  
Board of Supervisors  
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**SOPHIA SCHERMAN**  
Public Representative

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

**ADMINISTRATION**

**D'ET SAURBOURNE**  
Interim Executive Director

**KAREN GRIFFITH**  
Deputy Director

925 Del Paso Blvd., Suite 100  
Sacramento, CA 95815

Phone: (916) 263-3804  
Fax: (916) 263-3779

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*

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

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

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  - ✓ Betsy Uda – Safe Environments, Facilities, and Licensing.
- E. Open Discussion and Comments
- F. Public Participation

**VII. Adjournment**

**DISTRIBUTION DATE: TUESDAY, DECEMBER 11, 2023**

Head Start Policy Council meeting hosted by: Ms. Fienishia Wash (Chair)

ITEM I - CALL TO ORDER/ROLL CALL

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

- \_\_\_\_\_ Fienishia Wash, Chair, Outgoing Chair
- \_\_\_\_\_ Laura Quinones-Neri, Community Agency Representative
- \_\_\_\_\_ Debra Cummings, Community Agency Representative
- \_\_\_\_\_ Graciela Garduno, EHS San Juan Unified School District

**Members to be Seated:**

- \_\_\_\_\_ Nadera Jamili, San Juan Unified School District
- \_\_\_\_\_ Kizzie Robertson, Elk Grove Unified School District

**Seats Vacant:**

- \_\_\_\_\_ Vacant, Elk Grove Unified School District
- \_\_\_\_\_ Vacant (Long), San Juan Unified School District
- \_\_\_\_\_ Vacant, Sacramento City Unified School District
- \_\_\_\_\_ Vacant, Sacramento City Unified School District
- \_\_\_\_\_ Vacant, EHS Twin Rivers Unified School District
- \_\_\_\_\_ Vacant, Twin Rivers Unified School District
- \_\_\_\_\_ Vacant (Shead), Twin Rivers Unified School District
- \_\_\_\_\_ Vacant (Land), WCIC/Playmate Child Development Center
- \_\_\_\_\_ Vacant, WCIC/Playmate Child Development Center
- \_\_\_\_\_ Vacant, WCIC/Playmate Child Development Center
- \_\_\_\_\_ Vacant (Wash) Home Base Option
- \_\_\_\_\_ Vacant (Mohammed), Home Base Option
- \_\_\_\_\_ Vacant, EHS SETA-Operated Program
- \_\_\_\_\_ Vacant, EHS SETA-Operated Program
- \_\_\_\_\_ Vacant (Pierce), SETA-Operated Program
- \_\_\_\_\_ Vacant (Torres), SETA-Operated Program
- \_\_\_\_\_ Vacant (Taneja), SETA-Operated Program
- \_\_\_\_\_ Vacant, (Escalona), SETA-Operated Program
- \_\_\_\_\_ Vacant, SETA-Operated Program
- \_\_\_\_\_ Vacant, SETA-Operated Program
- \_\_\_\_\_ Vacant, Foster Parent Representative
- \_\_\_\_\_ Vacant, Grandparent Representative
- \_\_\_\_\_ Vacant, Past Parent Representative
- \_\_\_\_\_ Vacant, Past Parent Representative

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

**POLICY COUNCIL  
BOARD MEETING ATTENDANCE**

**PROGRAM YEAR 2023-2024**

The **2023-2024** Board was seated on  
**November 28, 2023**

BOARD MEMBER	SITE	11/28	12/19*	1/23	2/27	3/26	4/23	5/28	6/25	7/23	8/27	9/24	10/22	11/26
<del>D. Bonner</del> R 11/29	PP-FP	X	R											
Vacant Seated	WCIC													
Vacant Seated	SOP													
<del>S. Key</del> R 11/29	PP	X	R											
Vacant Seated	SOP													
<del>R. Jones</del> R 11/29	SAC	X	R											
G. Garduno Seated 11/21	SJ/EHS	X												
<del>J. Mitchell</del> R 11/29	ELK	E	R											
K. Robertson <del>S/B/S: 12/19</del>	ELK													
Vacant Seated	HB													
N. Jamili <del>S/B/S: 12/19</del>	SJ	E												
<del>R. Schapira</del> R 11/29	CAR	X	R											
L. Quinones-Neri Seated 11/21	CAR	X												
D. Cummings Seated 11/21	CAR	X												
Vacant Seated	TR													
F. Wash Seated 11/21	OC	X												
Vacant Seated	SOP													
Vacant Seated	PP-GP													

## GLOSSARY OF ACRONYMS

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

**X:** Present

**E:** Excused

**R:** Resigned

**U:** Unexcused Absence

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

**H:** Holiday

**HS:** Holding Seat

**AP:** Alternate Present

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

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

**RS:** Reseat

**∗:** Special Meeting

*Current a/o 12/11/2023*

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE NOVEMBER 28, 2023  
REGULAR POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the November 28, 2023 regular meeting.

RECOMMENDATION:

That the Policy Council approve the November 28, 2023 minutes.

**NOTES:**

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

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

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

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

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

Tuesday, November 28, 2023  
9:00 a.m.

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

Ms. Wash called the meeting to order at 9:03 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  
Stephen Key, Past Parent/Community Representative  
Royal Jones, Sacramento City Unified School District

#### **Members Absent:**

Jessica Mitchell, Elk Grove Unified School District (*excused*)

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

Graciela Garduno, EHS San Juan Unified School District  
Laura Quinones-Neri, Community Agency Representative  
Debra Cummings, Community Agency Representative

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

Nadera Jamili, San Juan Unified School District (*excused*)

### **II. Consent Item**

#### **A. Approval of the Minutes of the October 24, 2023 Regular Meeting**

The minutes were reviewed; no questions or corrections.

Moved/Bonner, second/Key, to approve the October 24, 2023 minutes as distributed.

Roll call vote:

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

Nay: 0

Abstention: 4 (Wash, Garduno, Quinones-Neri, Cummings)

Absent: 2 (Jamili, Mitchell)

### **III. Action Items**

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

Ms. Wash reviewed the item. Ms. Quinones-Key and Ms. Cummings applied to be Community Agency Representatives. Ms. Wash applied to be Grandparent Representative.

Moved/Wash, second/Key, to approve Ms. Quinones-Key and Ms. Cummings as Community Agency Representatives, Ms. Wash as Grandparent Representative, and to table the election of the Past Parent and Foster Parent Representatives to the next meeting.

Roll call vote:

Aye: 5 (Bonner, Jones, Schapira, Key, Quinones-Neri)

Nay: 0

Abstention: 3 (Wash, Garduno, Cummings)

Absent: 2 (Jamili, Mitchell)

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

Approval of Changes to the SETA Personnel Policies and Procedures Section 9

Ms. Wash opened a public hearing at 9:26 a.m.

Mr. Richardson reviewed the item. He advised that due to new California laws, SETA has added a new policy to Section 9.22, Reproductive Loss Leave, and updated Section 9.18, Paid Sick Leave for Temporary Staff.

The new policy, 9.22, Reproductive Loss Leave, is being added to comply with CA Senate Bill 848, which grants employees up to 5 days of unpaid protected leave following a reproductive loss event.

Section 9.18, Paid Sick Leave for Temporary Staff, has been updated to be compliant with SB-616, which increases the minimum hours of sick leave available for temporary employees. Both policies were provided in the packet and will go into effect on January 1, 2024.

Mr. Richardson clarified that Reproductive Loss is not gender-specific.

Mr. Key asked if loss due to abortion is included. Mr. Richardson stated it was unclear and will follow up on this question.

There were no questions from the public.

Ms. Wash closed a public hearing at 9:28 a.m.



Moved/Bonner, second/Jones, 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 9.18 (Paid Sick Leave for Temporary Employees) and Section 9.22 (Reproductive Loss Leave).

Roll call vote:

Aye: 5 (Bonner, Jones, Schapira, Key, Quinones-Neri)

Nay: 0

Abstention: 3 (Wash, Garduno, Cummings)

Absent: 2 (Jamili, Mitchell)

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

Approval of Wage Increase for Head Start Parent Intern (Temporary) Classification

Ms. Wash opened a public hearing at 9:28 a.m.

Mr. Richardson reviewed the item. He advised that effective January 1, 2024, the California minimum wage will be increased to \$16.00 per hour. Currently, SETA has only one position for the Head Start Parent Intern (Temporary) below \$16.00 per hour. Therefore, it needs to be increased to \$16.00 per hour to comply with the new state minimum wage.

There were no questions from the public.

Ms. Wash closed a public hearing at 9:29 a.m.

Moved/Quinones-Neri, second/Jones, to open a public hearing, take public testimony, close the public hearing, and approve the hourly wage increase for Head Start Parent Intern (Temporary) from \$15.50 to \$16.00 per hour effective January 1, 2024.

Roll call vote:

Aye: 7 (Bonner, Jones, Garduno, Quinones-Neri, Cummings, Schapira, Key)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Jamili, Mitchell)

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

Approval of New Job Specification and Salary Schedule for Children and Family Services Quality Assurance Coordinator (Supervisory)

Ms. Wash opened the public hearing at 9:30 a.m.

Mr. Richardson reviewed the item. He stated that the need for ongoing monitoring and support of SETA's delegates operating Head Start/Early Head

Start and SETA-Operated program has grown in the past few years. SETA acquired additional funding from the California Department of Education and the California Department of Social Services, which requires increased oversight of regulation adherence. As a result, additional support is needed in the leadership of SETA's Quality Assurance unit. The Agency developed the job specification and salary schedule with input and approval from management and the union. The job specifications were provided in the agenda packet.

There were no questions from the public.

Ms. Wash closed a public hearing at 9:31 a.m.

Moved/Jones, second/Bonner, to open a public hearing, receive input, close the public hearing and approve the new job specification and salary schedule for the Children and Family Services Quality Assurance Coordinator (Supervisory).

Roll call vote:

Aye: 7 (Bonner, Jones, Garduno, Quinones-Neri, Cummings, Schapira. Key)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Jamili, Mitchell)

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

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

- **Fiscal Monthly Report/Corporate Card Monthly Statement of Account:**  
Mr. Han reviewed the fiscal report for the three months of the 2023-2024 program year ended on October 31, 2023. For Head Start, the program goes from August 1 to July 31. Year-to-date Countywide expenditures are at 19.1%. To be on the budget, it should be around 25%. Mr. Han advised that this is due to some delegate agencies being behind on submitting their claims. Administrative expenditures are at 9.9% countywide, which is below the 15% maximum. Ms. Griffith advised that Sacramento State Unified School District applied to bring back 16 Early Head Start slots but was unable to open the classrooms due to challenges in approving job specifications and hiring the teaching staff needed. 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 to ensure the timely spending of those funds or relinquish them to SETA to be spent. A short-term "liquidation" extension is possible. Ms. Griffith clarified that these funds are one-time funds and cannot be used for wage increases. 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) is high due to recent multiple out-of-state conferences and

trainings. The Nutrition Services for EHS are on the higher end. SETA contracted with the new vendor and hopes to see a decrease in expenditures in the coming months. 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. Some of the higher charges included ChildPlus Conference Scramble travel expenses, permit fees to the City of Sacramento on the Northview project, and Region 9 Family Engagement Conference travel expenses.

- Health Service Advisory Committee (HSAC) Report  
Ms. Ocegueda provided update on recent Community Service Event 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.

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

B. SETA's Recruitment Update

Ms. Green-Johnson reviewed the recruitment data from October 13, 2023, through November 8, 2023 provided as backup information to the agenda packet.

C. Governing Board Minutes for October 5, 2023: No questions

V. **Committee Reports**

- Executive Committee:  
The next meeting will be held in person on December 4, 2023, at 10:00 a.m., at the SETA Administrative building.
- Budget/Planning Committee Meeting:  
The next meeting will be held in person on December 12, 2023, at 1:00 p.m., at the SETA Administrative building.
- Parent Ambassador Committee Meeting:

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

➤ Meet and Greet:

This event will be held on December 8, 2023, from 9:30 a.m. until 11:30 a.m., at the SETA Sequoia room.

**VI. Other Reports**

A. Interim Executive Director's:

Ms. Saurbourne introduced herself and welcomed new members. She encouraged new members to join different Committees that SETA has.

B. Head Start Deputy Director's Report:

Ms. Griffith advised that grant planning began. SETA will meet with Delegate Agencies in December-January to develop data-based plans for the new program year.

Ms. Griffith informed the Board that the Office of Head Start has placed Sacramento County on a Federal Enrollment Improvement Plan. SETA is developing a required Sacramento Full Enrollment Plan and will present it at the next meeting.

Ms. Griffith additionally advised that during the next meeting, three (3) representatives will be selected to attend the Annual California Head Start Association (CHSA) Parent and Family Engagement Conference, February 26-27, 2024, at Long Beach, California. Those interested in being selected must provide their reasoning for being chosen for this opportunity.

C. Chair's Report:

Ms. Wash welcomed the new members and encouraged them to nominate themselves for officer roles at the next meeting.

D. Head Start Managers' Reports

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

Ms. Carr welcomed the new members of the Board. She reviewed the Sacramento County Head Start/Early Head Start Monthly Enrollment Report provided in the packet. Ms. Carr advised that for the month of October, countywide Head Start enrollment is at 84%, and Early Head Start at 81%. Ms. Carr stated that enrollment efforts continue countywide. Most under-enrollment is due to capped/closed classes and staffing shortages.

Ms. Veronica Jones, SETA's Support Services Program Officer overseeing enrollment, will include last month's data and the percentage of change in the future Monthly Enrollment Reports.

Ms. Carr advised that SETA will meet with each of the Delegate Agencies to discuss full enrollment initiatives as they are contractually obligated to maintain full enrollment.

Mr. Jones asked what authority SETA has over the Delegate Agencies if they are not complying with their contractual obligations. Ms. Carr stated that SETA has leverage as a grantee, like placing the Delegate Agency on a Corrective Plan of Action, reducing funds, etc.; however, SETA does not have authority over their hiring practices.

Ms. Carr announced that SETA will be offering an Infant/Toddler class through American River College starting at the end of January. This opportunity is available to staff as the first priority and then to parents of enrolled children and members/alternates of the PC/PAC.

In response to a question, Ms. Carr stated that SETA is working on program eligibility expansion to increase enrollment. For example, families receiving SNAP assistance qualify for the Head Start program.

✓ Megan Lamb – School Readiness, Special Education, and Mental Health Services:

Ms. Lamb provided the following updates:

- The Education Disabilities Mental Health Content meeting will be held later today. Main topics for discussion: next grant cycle goals and objectives, full enrollment action plan, and attendance analysis;
- Classroom Assessment Scoring System (CLASS) Implementation Plan, as an indicator of quality tool, is restored. SETA uses in-house Certified CLASS Observers and outside consultants.
- Two new members will join the Teachers on Special Assignments (TOSAs) team.

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

Ms. Ocegueda advised that on January 6, 2023, Head Start created Performance Standards for an evidence-based COVID-19 Mitigation Policy that was later adopted as a Disease Mitigation Policy. This policy became countywide and is now posted on the SETA Head Start website. Education was provided to staff and parents, and countywide monitoring was completed to ensure proper adoption of this policy. In SETA, the Disease Mitigation Policy has been added to the onboarding process for the new hires.

✓ Betsy Uda – Safe Environments, Facilities, and Licensing:

Ms. Uda introduced herself and advised that last year's analysis provided by a hired consultant was incorporated in the self-assessment. This year, SETA contracted the same consultant, accompanied by Ms. Uda, to re-visit the sites

indicated as needed improvements to see if the improvements have been made. The results will be provided to the Board shortly.

E. Open Discussion and Comments:

Ms. Wash and Ms. Gaylon presented Mr. Key with the One Team One Goal PAC/PC award. This is Mr. Key's last PC meeting as he completed his term.

Ms. Wash advised that Ms. Bonner is resigning from PC as she is relocating out of state.

Ms. Bonner thanked SETA and shared the personal story of her child going through the program.

Ms. Griffith expressed her appreciation for Mr. Key's and Ms. Bonner's service. Ms. Gaylon confirmed that the Meet and Greet event will be held on December 8, 2023, and extended an invitation to the audience.

F. Public Participation: None

VII. **Adjournment**: The meeting was adjourned at 10:45 a.m.

ITEM III-A-ACTION

ELECTION OF POLICY COUNCIL COMMUNITY REPRESENTATIVES AND  
ALTERNATES FOR PROGRAM YEAR 2023-2024

BACKGROUND:

This agenda item provides an opportunity for the Policy Council (PC) to elect Community Representatives for Program Year 2023-2024. The duties of PC Community Representatives are prescribed in the Bylaws in Article III – Membership, Section 2B.

**SECTION 2: B. Community Representatives**

Additional PC members shall include:

- Two (2) Parent Ambassador Representatives shall be elected by the Parent Ambassador Committee. These representatives may or may not be a current parent. There will be two (2) alternate positions.
- Two (2) Past Parents shall be elected by the current PC if the outgoing PC has been dissolved. The Past Parent elected to the PC may not have a child/children currently enrolled in the HS/EHS program. There will be two (2) Past Parent alternate positions.
- One (1) Foster Parent shall be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of the SOP or a Delegate Agency. There shall be one (1) Foster Parent alternate position.

Available applications will be distributed at the board meeting. Staff will be available to answer questions.

ITEM III-A-ACTION (continued)  
Page 2

RECOMMENDATION:

That the Policy Council elect two Parent Ambassador Representatives, two Past Parent Representatives, one Foster Parent Representative and Alternates.

Parent Ambassador Representatives:

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Alternates:

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Past Parent Representatives:

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Alternates:

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Foster Parent Representatives:

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Alternates:

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

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



## ITEM III-B-ACTION

### ELECTION OF POLICY COUNCIL OFFICERS FOR 2023-2024

#### BACKGROUND:

This agenda item provides an opportunity for the Policy Council (PC) to elect officers for Program Year 2023-2024. The duties of PC officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PC that are not in conflict with these Bylaws, Article V – Officers, Section 2B and 2C:

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

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

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

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

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

- A. The Chair of the PC shall preside over all meetings of the PC and implement all policies and programs of the PC. The Chair shall act as the official agent of the PC in all matters relating to the PC, and shall be the chief spokesperson and public relations officer for the PC. The Chair shall have the power to appoint, both in and out of the PC, any additional positions as needed with ratification of the PC. The Chair shall represent the PC at the National Head Start Association Parent Conference. The Chair shall be an ex-officio member of all committees and shall represent the PC at all Governing Board meetings, but shall adhere to Article IV, Section 8 as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary

ITEM III-B-ACTION (continued)

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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 records of the current and preceding minutes at each meeting, and record resolutions or motions adopted, as may be necessary to expedite the PC’s business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.
- D. The Treasurer shall work with staff and Council Secretary and keep such records, files and accounts as may be necessary to expedite the PC’s business, work with the Staff and Council Secretary. 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 Policy Council elect a Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

Chair:

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

Vice Chair:

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

Secretary:

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

Treasurer:

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

Parliamentarian:

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

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

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

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 Policy Council 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 Policy Council 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 \_\_\_\_\_

## **POLICY COUNCIL REPRESENTATIVE CONFERENCE** **ATTENDANCE GUIDELINES**

The following guidelines for PC 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 Policy Council (PC) Representatives who have not had an opportunity to attend a Head Start Conference.
2. The PC Representative must give a written report to the PC at the next scheduled PC 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 PC Representative's report must include the PC 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](http://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](mailto:Apply@HabitatGreaterSac.org)

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.

**HabitatGreaterSac.org/apply**



# TOT TIME

AT THE  
**NIMBUS FISH HATCHERY**



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**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  
SETA'S RECRUITMENT UPDATE

**BACKGROUND:**

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

**NOTES:**

ITEM IV-C-INFORMATION

SETA GOVERNING BOARD MINUTES

BACKGROUND:

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

Staff will be available to answer questions.

**NOTES:**

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

Minutes/Synopsis

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

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

Thursday, November 2, 2023  
10:00 a.m.

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

Mr. Kennedy called the meeting to order at 10:01 a.m. The roll was called and a quorum was established.

Members Present:

Mai Vang, Vice Chair, Mayor Pro Tem, City of Sacramento  
Sophia Scherman, Member, Public Representative  
Patrick Kennedy, Chair, Board of Supervisors  
Rich Desmond, Member, Board of Supervisors (*arrived and seated at 10:24 a.m.*)

Members Absent:

Eric Guerra; Vice Mayor, City of Sacramento

**II. Consent Items**

- A. Approval of Minutes of the October 5, 2023 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council
- D. Approval to Use Fund Balance

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

- A. Approval of Minutes of the October 5, 2023 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council
- D. Approval to Use Fund Balance

Roll call vote:

Aye: 3 (Vang, Scherman, Kennedy)

Nay: 0

Abstention: 0  
Absent: 2 (Guerra, Desmond)

### **III. Action Items**

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

##### **1. TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:**

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

Mr. Kennedy opened a public hearing at 10:03 a.m.

Mr. Richardson introduced himself and reviewed the item. He advised that the vast majority of updates to the SETA Personnel Policies and Procedures Section 9 are leave-related. The changes include updates to the language to add further clarity and become compliant with Federal Regulations and California state laws. The COVID-19 vaccination mandate was removed per the Office of Head Start. A new mandated Lactation Accommodation policy and Personally Identifiable Information (PII) policy has been added to Section 11.

There were no questions from the public.

Mr. Kennedy closed the public hearing at 10:04 a.m.

Moved/Scherman, second/Vang, to open a public hearing, take public testimony, close the public hearing and approve the updated Personnel Policies and Procedures Sections 9 and 11

Roll call vote:  
Aye: 3 (Vang, Scherman, Kennedy)  
Nay: 0  
Abstention: 0  
Absent: 2 (Guerra, Desmond)

##### **2. TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:**

Approval of SETA Longevity Compensation Policy

Mr. Kennedy opened a public hearing at 10:05 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.

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.

The initial implementation of this plan will be effective December 1, 2023, and will compensate current employees at the appropriate milestone as described above. Thereafter it will be paid in the pay period immediately following the anniversary date of the employee at the new milestone level only.

Mr. Richardson also advised that in addition to the Longevity Compensation described above, \$40 will be allotted for medical coverage to help offset some of the rate increases.

There were no questions from the public.

Mr. Kennedy closed the public hearing at 10:06 a.m.

Moved/Scherman, second/Kennedy, to open a public hearing, take public testimony, close the public hearing and approve the Longevity Compensation Policy and update Personnel policies and Procedures Section 8 (Compensation)

Aye: 3 (Vang, Scherman, Kennedy)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Desmond)

3. Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella Liability, Property, Crime, Inland Marine, Professional Liability, Employee Benefits, Sexual/Physical Abuse, Directors and Officer's Liability, Employment Practices Liability, Participant Accident, Flood, and Cyber

Mr. Maslac reviewed the item. He advised that the Agency's insurance policies for general liability, vehicle liability, umbrella liability, property, crime, inland marine, professional liability, employee benefits, sexual/physical abuse, directors and officer's liability, employment practices liability, participant accident, flood, and cyber expire December 1, 2023. SETA received several quotes and multiple additional quotes are pending.

SETA's broker, Arthur J. Gallagher & Co. representative, Ken Johnson, presented quotes received and provided handouts with a breakdown of coverage and pricing to the members of the Board.

Due to final quotes not being available at this time, the Board may delegate procurement authority to the Executive Director.

Moved/Kennedy, second/Scherman, to delegate procurement authority to SETA Interim Executive Director to review the procurement and ensure SETA has approved insurance coverage by December 1, 2023

Roll call vote:

Aye: 3 (Vang, Scherman, Kennedy)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Desmond)

4. Election of Officers of the Sacramento Employment and Training Agency Governing Board

Mr. Kennedy reviewed the rotation of the Chair and Vice Chair. Ms. Mai Vang is nominated for Chair and Ms. Scherman as Vice-Chair of the SETA Governing Board.

Moved/Kennedy, second/Scherman, to approve Ms. Mai Vang as Chair and Ms. Scherman as Vice-Chair to the SETA Governing Board

Roll call vote:

Aye: 3 (Vang, Scherman, Kennedy)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Desmond)

**B. WORKFORCE DEVELOPMENT DEPARTMENT:**

General/Discretionary: No items

Community Services Block Grant: No items

One Stop Services: No items

Refugee Services: No items

**C. CHILDREN AND FAMILY SERVICES:**

1. 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/CCP



Ms. Griffith reviewed the item. She advised that this Carryover Request will extend the use of the funds for unfinished projects/purchases like HVACs, Play Structures, Shade Structure at Walnut Grove and Office Pod at Northview, complete unfinished building deferred maintenance projects, and purchase classroom supplies/materials/furniture, from PY 2022-2023 to PY 2023-24.

The total amount of the Carryover request is \$10,136,494 from 2022-2023 to 2023-24. Of the total carryover amount, Head Start Basic is \$8,046,853, Head Start T&TA is \$46,989, Early Head Start/CCP Basic is \$1,846,825 and Early Head Start T&TA is \$195,827.

The request is to allow flexibility in spending the funds for an additional 12 months. Over \$6M is contractual with SETA's partners and delegate agencies.

Moved/Scherman, second/Kennedy, 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 (Vang, Scherman, Kennedy)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Desmond)

2. Approval to Submit Annual Refunding Application for Fiscal Year 2024-2025 to the California Department of Education (CDE)

Ms. Griffith reviewed the item. She advised that this item provides an opportunity for the Governing Board to approve the submission of the annual refunding application to the California Department of Education (CDE) for the State Preschool Program (CSPP) with a maximum reimbursement amount of approximately \$6.1M for the fiscal year 2024-2025. These funds will provide services to 500 preschoolers in full-day and part-day, year-round child development programs.

Moved/Kennedy, second/Scherman, to approve the submission of the application for continued funding for fiscal year 2024-2025 to the California Department of Education with a maximum reimbursement amount of approximately \$6.1M.

Roll call vote:

Aye: 3 (Vang, Scherman, Kennedy)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Desmond)

3. Approval to Submit Annual Refunding Application for Fiscal Year

2024-2025 to the California Department of Social Services (CDSS)

Ms. Griffith reviewed the item. She advised that this agenda item allows the Governing Board to approve the submission of the annual refunding application to the California Department of Social Services (DSS) with a maximum reimbursement amount of approximately \$4.0M for fiscal year 2024-2025. These funds will provide services to 316 infants/toddlers in full-day, full-year child development programs.

Moved/Kennedy, second/Scherman, to approve the submission of the application for continued funding for fiscal year 2024-2025 to the California Department of Social Services with a maximum reimbursement amount of approximately \$4.0M.

Roll call vote:

Aye: 3 (Vang, Scherman, Kennedy)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Desmond)

**V. Information Items**

A. Fiscal Monitoring Reports: No Questions

B. Employer Success Stories and Activity Report:

Mr. Walker advised that the last job fair was a great success and that 1,200 individuals attended.

C. Dislocated Worker Update:

Mr. Walker advised that ~~Silgan Containers~~ **Solidigm** company is laying off 172 individuals this month. Those are not seasonal but permanent layoffs. Based on discussions, ~~Silgan Containers~~ **Solidigm** will let SETA know when those who are laid off leave their facility.

Mr. Walker pointed out that rapid response orientations seem problematic moving forward as many of those dislocated workers are from remote jobs and not used to reporting to the office. Therefore, they are not always accessible and don't connect with SETA as well as they should.

The Foundation for California Community Colleges laid off 259 workers due to the end of the contract for the department working on COVID-19-related issues.

D. Unemployment Update/Press Release from the Employment Development Department: No Questions

E. Head Start Reports:

Ms. Griffith advised that the Office of Head Start letter was received on Monday, stating that Sacramento County was placed on the Enrollment Action Plan. The year-long corrective action plan is due to be implemented by December 9, 2023. The Full Enrollment Action Plan report will be provided to this Board at the next meeting.

Ms. Wash, the SETA Policy Council Chair, the SETA Parent Advisory Committee Vice Chair, and Community Action Board (CAB) member, read the poem about SETA called "Changes" attached to these minutes. Ms. Vang thanked Ms. Wash for the poem and for her service on the CAB.

Mr. Desmond arrived and was seated at 10:23 a.m.

**VI. Reports to the Board**

A. Chair: No Report

B. Interim Executive Director: No Report

C. Deputy Directors: No Report

D. Counsel: No Report

E. Members of the Board:

Mr. Kennedy asked Ms. Saurbourne, SETA Interim Executive Director, to provide the report on Sacramento Works One Stop Career Centers that will include data on the population served and services provided.

F. Public: None

**VII. Adjournment:** The meeting adjourned at 10:28 a.m.

ITEM V

COMMITTEE REPORTS

**V. Committee Reports**

- Executive Committee Meeting: Ms. Fienishia Wash

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- Budget/Planning Committee Meeting: Ms. Fienishia Wash

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- Parent Ambassador Committee Meeting: Ms. Fienishia Wash

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**NOTES:**

ITEM VI

OTHER REPORTS

BACKGROUND:

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

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

- ✓ Presentation of the Sacramento Full Enrollment Plan
- ✓ Monthly Head Start Report

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

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

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# Seta Head Start

## Food Service Operations Monthly Report

### \*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
<b>Total Amount of Meals and Snacks Prepared</b>				<b>80,475</b>

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

*AFE: Annual Funded Enrollment*

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

**Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment (11/30/23)</b>	<b>(b) % Of capped/closed</b>	<b>(c) % Actual to Funded</b>	<b>(d) (±) Difference in %</b>
Elk Grove USD	480	423	0	88%	2% +
Sacramento City USD	676	606	0	90%	3% +
San Juan USD	888	696	112 (90%)	78%	3% +
SETA	1,544	1,303	0	84%	3% +
Twin Rivers USD	160	142	0	89%	4% +
WCIC/Playmate	100	78	0	78%	3% +
<b>Total</b>	<b>3,848</b>	<b>3,248</b>	<b>112 (87%)</b>	<b>84%</b>	<b>3% +</b>

**Early Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment (11/30/23)</b>	<b>(b) % Of capped/closed</b>	<b>(c) % Actual to Funded</b>	<b>(d) (±) Difference in %</b>
San Juan USD	164	144	12 (96%)	88%	1% -
SETA	699	635	12 (95%)	91%	1% +
Twin Rivers USD	56	33	16 (83%)	59%	0
SCUSD	16	0	16 (100%)	0%	0
<b>Total</b>	<b>935</b>	<b>815</b>	<b>56 (93%)</b>	<b>87%</b>	<b>1% +</b>

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



## **Reasons for Program Under Enrollment**

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

- EGUSD continues to experience staffing shortage in both teachers and paraeducators positions.
- To fill inclusion spots, EGUSD is connecting with other PreK Special Education teachers to see if they have students who are ready to join our program.

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

- The following sites are on hold for EHS services, due to staffing shortage: American Legion and Elder Creek -totaling 16 enrollment slots.

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

- Limited staffing shortages in positions that support classroom ratio and home base at the following locations: Davie; Howe; Home Base - totaling 124 enrollment slots.
- November had fewer days which impacted processing enrollment applicants.
- Majority of students on the waiting list are 3 years old. Classrooms with a majority of 3 years will need to be capped at 17 students.
- There were 25 drops this month, significantly higher than last month.
- Identified 13 families moved out the area to relocate in other communities within Sacramento that have low-income housing.
- Multiple students in the IEP process are accepted, but need additional parent/home/school collaboration meetings to set student up for success—delaying the enrollment process.

### ***SETA***

- The following sites have classroom(s) capped due to limited staff: Hiram Johnson; Illa Collins; North Avenue; Walnut Grove - totaling 37 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; 1 Home Visitor for SCOE.

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

- The following sites have classroom(s) capped due to limited staff: Oakdale; Rio Linda and Village- totaling 16 enrollment slots.
- Village Early Head Start waiting list is exhausted.
- Vacancies in the following staffing positions: Head Start Site Supervisor, ECE Para Educators (4), Teachers and Family & Community Liaison.

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

- Although WCIC has seen an increase in enrollment of 3% over the last month, the shift in community demographics has made it difficult to locate families eligible for services.
- WCIC continue remain committed to providing quality education to the students we do have, and continue to explore strategies to attract families within the zip code of 95817.

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

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

- Continuing community outreach and recruitment: Advertise programs through the district website and social media platforms.
- To fill inclusion spots, we are connecting with other PreK Special Education teachers to see if they have students who are ready to join our program.

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

- Collaborated with the Early Learning and Care Recruitment Redesign Team and our focal point was designed around a question on how we can better advertise for our program and how we can become more effective within the community regarding recruitment.
- Partnering with organizations within the community to promote our preschool programs. We are also following up with families who are on our sites wait list to inform them of classroom openings that becomes available.
- Reaching out to different organizations in the community to inquire about upcoming events that will be taking place within the community.

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

- Administrator working with communications department to send out mass notification for entire school district regarding ongoing IT & Preschool Enrollment
- Team meeting evaluated October “Every Day Counts!” strategies and established which strategies would be best to continue in November moving forward for all support staff and registration techs.
- Renovation of Parent Enrollment Meeting Room including privacy cubicles for more difficult conversations.
- Family and Community Engagement Department provided a training to entire Marvin Marshall Office Staff in” Customer Service in Schools and Dealing with Difficult People.”
- SETA ERSEA Officer came to on-site to train our Enrollment Staff on current Head Start Enrollment Protocol.
- Internal ChildPlus Collaboration meetings with various enrollment teams to establish consistent data entry into ChildPlus.

### ***SETA***

- Human Resources listed job openings within employment search websites and partnered with the following agencies to fill vacancies: CA Head Start Assoc., CalJOBS, ZipRecruiter, Indeed 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.

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

- All of the vacant staff positions are posted on TRUSD website, Edjoin, and Team Tailor.
- The program will begin targeted recruiting for 95660 zip code.

- The leadership team distributed 265 flyers during November at the following places and recruitment events: Department of Human Assistance, Local library, Department of Human Assistance, local health offices, and grocery stores.
- Families are contacted from the ranked waiting list appropriately. EHS children who will age out in the coming months will be contacted to start the HS registration process.

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

- The month of November WCIC's has purchased two December 2023 monthly bus pass for two families.
- Recruitment efforts this month involved canvassing around the neighborhood handing out flyers to the following establishments: Boss Market, 99 Cent Store, Rancho San Miguel Store, and Planet Fitness. Staff visited The Greens (Homeless shelter), assisted a family with completing the enrollment packet on site and posted fliers in the lobby area.
- Staff are running reports of current and past families to identify siblings that are age eligible but not enrolled to offer services.

ITEM VI – OTHER REPORTS (continued)  
Page 2

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

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

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

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