

Thought of the Day:

“Hustle in silence and let your success make the noise.”

Author: Unknown

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

DATE: Tuesday, January 16, 2024

TIME: 9:00 a.m.

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

While the SETA Head Start/Early 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/Early Head Start Parent Advisory Committee 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/Early 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.

AGENDA

PAGE NUMBER

- | | | |
|------------|---|-------------|
| I. | <u>Call to Order/Roll Call/Review of Board Member Attendance</u> | 1-5 |
| | ➤ PAC Meeting Attendance Update | |
| | ➤ Introduction of Newly Seated Representatives | |
| II. | <u>Consent Item</u> | |
| A. | Approval of the Minutes of the December 19, 2023 Regular Meeting | 6-12 |

GOVERNING BOARD

Eric Guerra
VICE MAYOR
City of Sacramento

Patrick Kennedy
BOARD OF SUPERVISORS
County of Sacramento

Rich Desmond
BOARD OF SUPERVISORS
County of Sacramento

Sophia Scherman
PUBLIC REPRESENTATIVE

Mai Vang
MAYOR PRO TEM
City of Sacramento

D’ET SAURBOURNE
INTERIM EXECUTIVE DIRECTOR

III.	<u>Action Items:</u>	
A.	Election of Parent Advisory Committee Community Representatives and Alternates for Program Year 2023-2024	13-14
B.	Election of SETA-Operated Representatives and Alternates to the Policy Council for Program Year 2023-2024	15-16
IV.	<u>Information Items:</u>	
A.	Standing Information Items	17-25
	➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han	
	➤ Health Service Advisory Committee (HSAC) Report: Mr. Royal Jones	
	➤ Community Resources – Parents/Staff: Ms. Krysalynn Mangonon	
	• Retro Family Movie	
	• Unleash Creativity (Sacramento Public Library)	
B.	Head Start Policy Council Minutes for November 28, 2023	26-34
V.	<u>Committee Reports:</u>	35
	➤ Executive Committee Meeting: Mr. Royal Jones	
	➤ Budget Planning Committee Meeting: Mr. Royal Jones	
	➤ Parent Ambassador Committee Meeting: Mr. Royal Jones	
VI.	<u>Other Reports</u>	36-46
	➤ Chair’s Report	
	✓ PAC Recruitment	
	➤ Policy Council Report(s): Mr. Royal Jones	
	➤ Head Start Deputy Director’s Report – Ms. Karen Griffith	
	✓ The Sacramento Full Enrollment Plan	
	✓ Monthly Head Start Report	
	➤ Head Start Managers’ Reports	
	• <u>Lisa Carr</u> - Family Engagement, Home Base, and ERSEA Services	
	• <u>Megan Lamb</u> – School Readiness, Special Education, and Mental Health Services	
	• <u>Gricelda Ocegueda</u> – Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring	
	• <u>Betsy Uda</u> – Safe Environments, Facilities, and Licensing	
VII.	<u>Center Updates</u>	47
VIII.	<u>Discussion</u>	47
IX.	<u>Public Participation</u>	47
X.	<u>Adjournment</u>	

DISTRIBUTION DATE: Tuesday, January 9, 2024

Parent Advisory Committee meeting hosted by:
Royal Jones (Chair), Kahmaria Holleman (Vice Chair),
Jessica Mitchell (Secretary), Krysalynn Mangonon (Treasurer), and
Inthia White (Parliamentarian)

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
- _____ **Aterious Cuffee, Bret Harte Head Start**
- _____ Vacant, Bright Beginnings Head Start
- _____ Vacant, Capital City Head Start
- _____ Vacant, CP Huntington Head Start
- _____ Vacant, Crossroad Gardens Head Start
- _____ **Janet Angeles, Dudley Head Start**
- _____ **Jessica Mitchell, Secretary, Early Head Start (Home Base)**
- _____ **Royal Jones, Chair, 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
- _____ **Joanna Autumn Murphy, 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
- _____ Vacant, Mather Head Start
- _____ Vacant, Nedra Court Head Start
- _____ Vacant, Norma Johnson Early Learning Center
- _____ **Maya Fitzwater-Williams, North Avenue Head Start**
- _____ Vacant, Northview Head Start
- _____ Vacant, Parker Head Start
- _____ Vacant, Phoenix Park Head Start
- _____ **Krysalynn Mangonon, Treasurer, Pre-school (Home Base)**
- _____ Vacant, Pre-School (Home Base)
- _____ Vacant, River Oak Center for Children
- _____ Vacant, Sacramento County Office of Education
- _____ **Inthia White, Parliamentarian, 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, Vice Chair, 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"/> Samira Abukhdair, Mather Head Start	<input type="checkbox"/> Dariya Khomitskaya, Pre-school (Home Base)
<input type="checkbox"/> Robin Battle, Alder Grove Early Learning Center	<input type="checkbox"/> Tierra Givens, CP Huntington Head Start
<input type="checkbox"/> Daisa Brown, Sharon Neese Early Learning Center	<input type="checkbox"/> Maryum Sami, Job Corps Head Start
<input type="checkbox"/>	<input type="checkbox"/>
<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, Mather Head Start
<input type="checkbox"/> Vacant, Alder Grove I/T Head Start	<input type="checkbox"/> Vacant, Marina Vista Head Start
<input type="checkbox"/> Vacant, Bannon Creek Head Start	<input type="checkbox"/> Vacant, Nedra Court Head Start
<input type="checkbox"/> Vacant, Bright Beginnings Head Start	<input type="checkbox"/> Vacant, Norma Johnson 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"/> Vacant, Florin Head Start	<input type="checkbox"/> Vacant, Parker Head Start
<input type="checkbox"/> Vacant, Franklin Head Start	<input type="checkbox"/> Vacant, Phoenix Park Head Start
<input type="checkbox"/> Vacant, Freedom Park Head Start	<input type="checkbox"/> Vacant, River Oak Center for Children
<input type="checkbox"/> Vacant, Fruitridge Head Start	<input type="checkbox"/> Vacant, SCOE
<input type="checkbox"/> Vacant, Grizzly Hollow Head Start	<input type="checkbox"/> Vacant, Solid Foundation
<input type="checkbox"/> Vacant, Hillsdale Head Start	<input type="checkbox"/> Vacant, Strizek Park Head Start
<input type="checkbox"/> Vacant, Hiram Johnson Head Start	<input type="checkbox"/> Vacant, Walnut Grove Head Start
<input type="checkbox"/> Vacant, Hopkins Park Head Start	<input type="checkbox"/> Vacant, Outgoing Chair
<input type="checkbox"/> Vacant, Illa Collin Head Start	<input type="checkbox"/> Vacant, Foster Parent
<input type="checkbox"/> Vacant, Job Corps Head Start	<input type="checkbox"/>
<input type="checkbox"/> Vacant, Kennedy Estates Head Start	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

The PAC was seated on November 21 and December 19, 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 1/16	AG ELC	U	U										
Vacant Seated	AG I/T												
Vacant Seated	BC												
Vacant Seated	BC												
Aterious Cuffee Seated 12/19	BH		X										
Vacant Seated	BB												
Vacant Seated	CC												
Tierra Givens S/B 1/16	CPH		U										
Vacant Seated	CR												
Janet Angeles Seated 12/19	D	X	X										
Jessica Mitchell Seated 11/21	EHS/HB	X	X										
Royal Jones Seated 11/21	EHS/HB	X	X										
Vacant Seated	EL												
Maggie Caldwell Seated 11/21	EL	X	U										
Vacant Seated	F												
Vacant Seated	FA												
Vacant Seated	FP												
Vacant Seated	FPT												
Vacant Seated	FT												
Joanna Autumn Murphy Seated 12/19	G	U	X										
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
Maryum Sami S/B 1/16	JC												
Vacant Seated	K												
Vacant Seated	LVS												
Vacant Seated	MV												
Hussain Alhamrani R 1/5	M	✕	U										
Samira Abukhdair S/B 1/16	M												
Vacant Seated	NC												
Vacant Seated	NJ												
Maya Fitzwater-Williams Seated 12/19	NA		X										
Vacant Seated	NV												
Vacant Seated	NV												
Vacant Seated	PA												
Vacant Seated	PP												
Kryssalynn Mangonon Seated 11/21	PS/HB	X	X										
Dariya Khomitskaya S/B 1/16	PS/HB	U	U										
Vacant Seated	RO												
Vacant Seated	SCOE												
Inthia White Seated 11/21	SN	X	X										
Daisa Brown S/B 1/16	SN		U										
Vacant Seated	SF												
Vacant Seated	S												
Vacant Seated	SP												
Vacant Seated	WG												
Vacant Seated	FPR												
Kahmaria Holleman Seated 11/21	PPR	X	X										
Le Andra Jones-Villalta Seated 11/21	PPR	X	X										
Fienishia Wash Seated 11/21	GPR	X	X										
Vacant Seated	OGC												

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

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

**** Ethics training with Policy Council # Special meeting NM: No meeting**

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

Head Start Center Abbreviations

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 1/8/2024 11:52 AM

ITEM II-A-CONSENT

APPROVAL OF THE MINUTES OF THE DECEMBER 19, 2023
REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the December 19, 2023.

RECOMMENDATION:

Approve the minutes of the December 19, 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, December 19, 2023
9:00 a.m.

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

Ms. Wash called the meeting to order at 9:04 a.m., read the thought of the day, and called the roll; a quorum was met.

Members Present:

Fienishia Wash, Grandparent Representative
Kahmaria Holleman, Past Parent Representative
Le Andra Jones-Villalta, Past Parent Representative
Jessica Mitchell, Early Head Start (Home Base)
Inthia White, Sharon Neese
Krysalynn Mangonon, Pre-school (Home Base)
Royal Jones, Early Head Start (Home Base)

New Members Seated Present:

Joanna Autumn Murphy, Galt
Janet Angeles, Dudley
Maya Fitzwater-Williams, North Avenue
Aterious Cuffee, Bret Harte

New Members to be Seated but Absent:

Robin Battle, Alder Grove ELC (*unexcused*)
Tierra Givens, CP Huntington (*unexcused*)
Maggie Mae Caldwell, Elkhorn (*unexcused*)
Dariya Khomitskaya, Pre-school (Home Base) (*unexcused*)
Daisa Brown, Sharon Neese (*unexcused*)

Members Absent:

Hussain Alhamrani, Mather (*unexcused*)

II. Consent Item

A. Approval of the Minutes of the November 21, 2023 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Jones-Villalta, second/Mitchell, to approve the November 21, 2023 minutes as distributed.

Roll call vote:

Aye: 10 (Holleman, Jones-Villalta, Mitchell, White, Mangonon, Jones, Murphy, Angeles, Fitzwater-Williams, Cuffee)

Nay: 0

Abstention: 1 (Wash)

Absent: 6 (Brown, Alhamrani, Khomitskaya, Caldwell, Givens, Battle)

III. Action Items:

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

Ms. Wash reviewed the item. The Parent Advisory Committee (PAC) needs to elect one voting Foster Parent and two voting Parent Ambassador representatives and their alternates. There were no applicants to be considered at this time.

Moved/Mitchell, second/Jones-Villalta, to table the election of the Foster Parent to the next meeting.

Roll call vote:

Aye: 10 (Holleman, Jones-Villalta, Mitchell, White, Mangonon, Jones, Murphy, Angeles, Fitzwater-Williams, Cuffee)

Nay: 0

Abstention: 1 (Wash)

Absent: 6 (Brown, Alhamrani, Khomitskaya, Caldwell, Givens, Battle)

Moved/Jones-Villalta, second/Jones, to table the election of the Parent Ambassador to the next meeting.

Roll call vote:

Aye: 10 (Holleman, Jones-Villalta, Mitchell, White, Mangonon, Jones, Murphy, Angeles, Fitzwater-Williams, Cuffee)

Nay: 0

Abstention: 1 (Wash)

Absent: 6 (Brown, Alhamrani, Khomitskaya, Caldwell, Givens, Battle)

B. Election of Parent Advisory Committee Officers for Program Year 2023-2024

Ms. Wash reviewed the bylaws and officer positions. Ms. Holleman and Mr. Jones nominated themselves for Chair. A vote was taken. Ms. Holleman received one vote in her favor. Mr. Jones received eight votes in his favor. Mr. Jones was elected as a Chair.

Ms. Cuffee nominated Ms. Holleman for Vice Chair. A vote was taken to appoint Ms. Holleman as Vice Chair. It was unanimously in favor.

Ms. Mitchell nominated herself for the Secretary position. A vote was taken. Ms. Mitchell was unanimously approved.

Ms. Jones-Villalta nominated Ms. Mangonon for Treasurer. A vote was taken. Ms. Mangonon was unanimously approved.

Ms. White nominated herself as a Parliamentarian. A vote was taken to appoint Ms. White as Parliamentarian; it was unanimously in favor.

Moved/Holleman, second/Mitchell, to approve Mr. Royal Jones as Chair, Ms. Khamaria Holleman as Vice Chair, Ms. Jessica Mitchell as Secretary, Ms. Krysalynn Mangonon as Treasurer, Ms. Inthia White as Parliamentarian.

Roll call vote:

Aye: 10 (Holleman, Jones-Villalta, Mitchell, White, Mangonon, Jones, Murphy, Angeles, Fitzwater-Williams, Cuffee)

Nay: 0

Abstention: 1 (Wash)

Absent: 6 (Brown, Alhmrani, Khomitskaya, Caldwell, Givens, Battle)

C. Selection of Representatives and Alternates to Attend the Annual California Head Start Association (CHSA) Parent and Family Engagement Conference

Ms. Wash reviewed the item. According to current bylaws for the SETA Head Start (HS)/Early Head Start (EHS) PAC, Mr. Jones, Chair, will represent the PAC at the Annual CHSA Parent and Family Engagement Conference. Two additional representatives and two alternates need to be elected to attend the Conference. Representatives/alternates must have a child/children currently enrolled in the HS/EHS program. Attendees will be required to provide a report on their experiences during the Conference and a travel expense form; reimbursements will be dispensed after the submission of this form.

Ms. White, Ms. Mitchell, and Ms. Cuffee expressed their interest and reasoning for attending the Conference. Ms. Holleman expressed her interest in being an alternate. Since there was only one Policy Council (PC) representative besides the PC Chair, Ms. Wash, who qualified to attend the Conference, Ms. Griffith, SETA's Deputy Director, recommended that all three interested PAC representatives attend the Conference this year.

Moved/Jones-Villalta, second/Holleman, to select Ms. Inthia White, Ms. Jessica Mitchell, and Ms. Aterious Cuffee as representatives and Ms. Khamaria Holleman as alternate to attend the Annual CHSA Parent and Family Engagement Conference.

Roll call vote:

Aye: 10 (Holleman, Jones-Villalta, Mitchell, White, Mangonon, Jones, Murphy, Angeles, Fitzwater-Williams, Cuffee)

Nay: 0

Abstention: 1 (Wash)

Absent: 6 (Brown, Alhmrani, Khomitskaya, Caldwell, Givens, Battle)

IV. Information Items

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Han reviewed the fiscal report for fourth month ended November 30, in the 2023-2024 program year. He advised that total Countywide Year-to-Date expenditures are at 28.5%. The Non-Federal Share Year-to-Date expenditures are at 31.3%, above the required 25%. Administrative expenditures are at 9.5% which is below 15.0% 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 and met with 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. The Travel (Out-of-State) is high due to recent multiple out-of-state conferences. The American Express and CitiBank credit card statements were reviewed, and nothing was out of the ordinary.
- Health Service Advisory Committee (HSAC) Report
The next meeting will be determined at a later date.
- Community Resources – Parents/Staff:
Ms. Jones-Villalta reviewed the community resources provided in the packet.

B. Head Start Policy Council Minutes for October 24, 2023: No Questions

V. Committee Reports

- Executive Committee:
The next meeting will be determined at a later date.
- Budget/Planning Committee Meeting:
The next meeting will be held on January 9, 2024, at 1:00 p.m., at the SETA Administrative building.
- Parent Ambassador Committee Meeting:
The next meeting will be determined at a later date.

VI. Other Reports

A. Chair's Report: No Report

B. Policy Council Report(s):

Ms. Wash advised that the next PC meeting will be held on Tuesday, January 23, 2024, at 9:00 a.m., at the SETA Board room.

C. Head Start Deputy Director's Report:

Ms. Griffith advised that on October 30, 2023, SETA received a letter indicating that pursuant to Section 641A(h)(3) of the Head Start Act, Sacramento Employment and Training Agency is required to develop a plan in collaboration with the Office of Head Start (OHS) to address its current under enrollment status. This directive includes SETA-operated centers as well as delegate agencies. A Full Enrollment Action Plan was developed to meet the 97% enrollment threshold based on guidance and resources from the OHS Regional Office and will be included in the agenda packet for next month.

Ms. Griffith introduced Ms. Melanie Nicolas, SETA's Administrative Program Officer, who presented the 2022-2023 SETA Head Start Annual Report, which was recently released and is now available on www.headstart.seta.net. The flyer has been provided to the Committee members.

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 introduced herself and welcomed new members of the Board. She advised that in early January 2024, two new Teachers on the Special Assignment (TOSAs) will start their work. One TOSA was hired for Pre-K and another for Early Head Start classrooms. In mid-January, SETA will train Site Supervisors, Family Service Workers, and other head staff to prepare for an active danger situation at the site.

SETA continues working on implementing a "coffee break" safety phrase across all sites to ensure teachers' access to unscheduled breaks when needed. Such practice is one of the initiatives supported on the federal level of Head Start as well.

Mr. Jones suggested monitoring the use of the phrase to make later assessments on what impacts the teachers'/children's behaviors to then address the cause in the future. Ms. Lamb agreed that doing so would be a proactive approach.

- ✓ Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance, and On-going Monitoring:
Ms. Ocegueda introduced herself. She advised that with the departure of Ms. Donna Bonner, the Health Services Advisory Committee (HSAC) is looking for an interested member of the Board to join HSAC.
Ms. Ocegueda also advised that SETA’s Quality Assurance team is preparing to start their visits in the new year. The team will work with the Delegate Agencies to strengthen their internal monitoring based on the assessment from the last five years.
- ✓ Betsy Uda – Safe Environments, Facilities, and Licensing:
Ms. Uda introduced herself and advised that SETA is getting ready for the winter break (December 22, 2023-January 2, 2024 agency closure) and winter storms that are coming in. Additionally, SETA is working on securing environments in case of unwanted visitors during the holiday break.

VII. Center Updates: None

VIII. Discussion:

Mr. Jones asked for a follow-up regarding having Narcan at the centers. Ms. Ocegueda advised that staff were trained on the use of Narcan during the CPR class. SETA is working on supplying Narcan to the centers and providing other helpful resources.

IX. Public Participation: None

X. Adjournment: The meeting was adjourned at 10:26 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 SETA-OPERATED REPRESENTATIVES
AND ALTERNATES TO THE POLICY COUNCIL FOR
PROGRAM YEAR 2023-2024

BACKGROUND:

This agenda item provides an opportunity for the PAC to elect SETA-Operated Representatives and Alternates to the Sacramento County Head Start Policy Council (PC).

The duties of Representatives include:

- ✓ Attend monthly Policy Council meetings held at the SETA Board room on the fourth Tuesday of each month at 9:00 a.m.
- ✓ Attend Committee meetings as needed
- ✓ Report to the PAC members information received and decisions made by the Policy Council
- ✓ Policy Council Representatives must be a parent of children currently enrolled in the Head Start/Early Head Start program

PAC Bylaws referenced:

Article III – Membership, Section 3: Policy Council Members, B:

“Six (6) SOP PAC Representatives and six (6) Alternates shall be elected to the Policy Council. Representatives must be a parent of a child/children currently enrolled in the SOP Head Start program. Partner Representatives are not eligible to hold an SOP PAC Representative seat on the PC.”

In addition, refer to:

Article III – Membership, Section 5: Other Provisions, E:

“Members holding a seat (member who has not been re-elected/replaced) at the Annual PAC meeting shall not be elected to represent PAC on the PC.”

ITEM III-B-ACTION (continued)

Page 2

RECOMMENDATION:

That the Parent Advisory Committee elect six (6) Representatives and six (6) Alternates.

<u>Representative Nominated</u>	<u>Alternate Nominated</u>

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

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: Mr. Royal Jones
 - Community Resources – Parents/Staff: Ms. Krysalyynn Mangonon
 - Retro Family Movie
 - Unleash Creativity (Sacramento Public Library)

NOTES:



allevents

Event

West Sacramento

Entertainment

Kids



Retro Family Movie

🕒 Sat Jan 27 2024 at 02:00 pm to 04:00 pm

(GMT-08:00) 📍 Arthur F. Turner Community Library Yolo County Library, 1212 Merkley Ave, West Sacramento, CA, United States

Share your favorite childhood movies with your kids at Retro Family Movie! Watch a classic family-friendly movie on the big screen and enjoy some free popcorn! January's movie is a 1984 classic that features the wedding of a frog and a pig!

Rated G.



Unleash creativity

We offer advanced software, tools and equipment to create anything you can dream of. From printing your own chess pieces to recording your own music, we can help you bring your inspiration into reality.

- Studio-quality musical recording hardware and instruments
- Letting you explore your creative skills with specialized software
- Helping you discover and learn the tools of the trade for music production, 3D design and more

Makerspace

Central Library

Advanced tools to create music, designs, and 3D objects. Come create your concept.

Hours

Tuesday: noon - 6 p.m.

Wednesday: noon - 6 p.m.

Thursday: 1 p.m.- 6 p.m.

Friday: noon - 6 p.m.

Saturday: 10 a.m. - 6 p.m.

Equipment & Hardware

- Makerbot Replicator+
- Portable photography lighting equipment
- Oculus Rift Virtual Reality
- Silhouette Cameo
- Synthesizers & Vocoder
- Digital piano and keyboards
- Electronic drums
- Microphones

Also there is outdoor learning for infants to five years...this is the explore and learn program

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 November 28, 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, 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.

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 , 2023, and extended an invitation to the audience.

Public Participation: None

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

ITEM V

COMMITTEE REPORTS

V. Committee Reports

- Executive Committee Meeting: Mr. Royal Jones

- Budget/Planning Committee Meeting: Mr. Royal Jones

- Parent Ambassador Committee Meeting: Mr. Royal Jones

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) – Mr. Royal Jones
- Head Start Deputy Director's Report – Ms. Karen Griffith
 - ✓ 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:

Enrollment Action Plan

Grantee Name	Sacramento Employment and Training Agency	Start Date November, 2023	
Grant Award Number	09CH011763	End Date November 2024	

List of Activities/Strategies:

Intended Outcome:	Reach and maintain full enrollment (97% or higher) in Sacramento County
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Key Element:	Marketing				
Intended Outcome:	To increase community awareness of Head Start and Early Head Start Services				
Implementation Activities	Timeline	Staff responsible	Resources/ TTA Needed	Documentation	Status of Activities
Place Enrolling Now inside bus and light rail cars. Use a QR code that links families to the Head Start website and directions on how to apply for enrollment	January 2024	Karen Griffith-DD Up Town Studios- marketing company Lisa Carr, ERSEA Manager		ChildPlus report 2195 Specified Fields for tracking how families are hearing about Head Start	
Post information in local “mom” groups on Facebook.	January, 2024	Lisa Carr, Manager Laura Correa- DeAlmeida- Education Coordinator		ChildPlus report 2195 Specified Fields for tracking how families are hearing about Head Start	

Enrollment Action Plan

Provide wraps on all HS vehicles with phone number, website and QR code	February, 2024	Betsy Uda, Manager, Facilities		ChildPlus report 2195 Specified Fields for tracking how families are hearing about Head Start	
Increase visibility of Head Start on social media and post weekly, including enrollment opportunities and pictures/videos of children and families	January, 2024	Laura Correa-DeAlmeida, Education Coordinator Education Coordinators		ChildPlus report 2195 for tracking how families are hearing about Head Start	
Work with Code for America to ensure that Cal-Fresh website includes a statement that families who receive Cal-Fresh are automatically eligible for Head Start and Early Head Start services	TBD	Lisa Carr, Manager		Cal-Fresh website will have a statement about automatic eligibility for Cal-Fresh recipients	

Key Element:	Community Partnerships				
Intended Outcome:	To leverage partnerships to provide pathways for increased enrollment referrals to Head Start and Early Start				
Implementation Activities	Timeline	Staff responsible	Resources/ TTA	Documentation	Status of Activities
Partner with Code for America to provide a pathway for referrals for families on or eligible for Cal-Fresh (SNAP)	November 29, 2023 follow up meeting and on-going	Lisa Carr, Manager Veronica Jones, Program Officer		ChildPlus Report 2025-Enrollment Priority Report	
Partner with Project Teach to reach out to homeless families and families eligible for services under the McKinney-Vento Act	Dec 12, follow-up meeting	Lisa Carr, Manager Veronica Jones, Program Officer		ChildPlus Report 2025-Enrollment Priority Report	
Network Café- monthly meetings held at SMUD to provide opportunities for community	Monthly	Laura Correa-DeAlmeida-		-Monthly meeting agendas	

Enrollment Action Plan

agencies to learn about each other through presentations and one-on-one contacts		Education Coordinator		-ChildPlus Report 2025-Enrollment Priority Report Compile list of community partners in ChildPlus	
Reach out in-person to foster agencies, transitional housing, WIC, Family Resource agencies, Birth and Beyond, refugee organizations, et al, to ensure that all clients know about Head Start services and provide a pathway for referrals	Monthly and on-going	Home Base Coordinators, Family Service Workers, Education Coordinators Lisa Carr, Manager		-ChildPlus Report 2025-Enrollment Priority Report -Requests for presentation	
Partner with local libraries to ensure that families who use the library know about Head Start services and that librarians also refer to families to Head Start programs	Monthly and on-going	Laura Correa-DeAlmeida- Education Coordinator		ChildPlus Report 2025-Enrollment Priority Report -Requests for presentation	

Key Element:	Recruitment				
Intended Outcome:	To increase effectiveness of strategies that raise awareness and enrollment into Head Start and Early Head Start program options				
Implementation Activities	Timeline	Staff responsible	Resources/ TTA	Documentation	Status of Activities
Target high need zip codes, including 95838 and 95823. Map out agencies that provide services in those areas, target high traffic areas like grocery stores, laundromats, health clinics etc., with flyers and in-person visits.	January, 2024	Lisa Carr, ERSEA Manager Program Officer Laura Correa-DeAlmeida- Education Coordinator		ChildPlus Report 2025-Enrollment Priority Report -Requests for presentation	

Enrollment Action Plan

Monthly recruitment logs to be turned into supervisors-map those agencies that provide services to eligible families, and public areas which families access regularly. Ensure that flyers are available in multiple languages and that personal connections are made.	On-going	Program Officers		-ChildPlus Report 2025- Enrollment Priority Report -Requests for presentation	
Reach out to SETA's Parent Ambassadors to help with recruitment activities and presentations.	On-going	Lisa Carr-manager Gaylon Ndiaye- Governance Coordinator		ChildPlus Report 2025- Enrollment Priority Report -Requests for presentation	
Reach out to families with age eligible children in the household, that are not currently enrolled in the program (<i>siblings currently enrolled</i>).	On-going	Home Base Coordinators, Family Service Workers, Education Coordinators		ChildPlus Report 2031 to recruitment age-eligible family members (siblings currently enrolled) with no participation record.	

Key Element:	On-going Training and Technical Assistance				
Intended Outcome:	Ensure that enrollment staff have the necessary skills, training and resources to provide excellent customer service and implement systems that are accurate and meet timelines				
Provide letter to all Delegate Agency Board chairs informing them of the FEI that Head Start is on, and the importance of achieving full enrollment and staying full.	December 2023	Karen Griffith. Deputy Director		Official letter from Grantee	
Hire a temp or parent intern to staff the inquiry line to reach out to families who have inquired about enrollment via the ChildPlus Inquiry line. Establish protocols to ensure staff follow up once the referral is made	January, 2024	Lisa Carr, Manager Veronica Jones, Program Officer Reta Keirse- Program Officer Rebel Rickansrud- Young-, Program Officer		-Increase in enrollment countywide. -Staff documenting communication with families in ChildPlus waitlist	

Enrollment Action Plan

		Monica Avila, Program Officer			
Reach out to community partners to present at scheduled monthly meetings to create and reinforce pathways for enrollment of families who are automatically eligible	December 2023 and on-going	Reta Keirse- Program Officer Rebel Rickansrud- Young-Young, Program Officer Monica Avila, Program Officer		-Increase enrollment and vitality with families who are “automatically” eligible for services -ChildPlus Report 2025- Enrollment Priority Report	
Meet with individual delegate and partner agencies who are not making progress in enrollment and put them on a corrective action plan	November 2023 and on-going	Lisa Carr, Manager Veronica Jones, Program Officer		-Increase in countywide enrollment by delegate agencies Share New/Waitlisted families on SOP Inquiry List, filter by zip code	
Key Element:	On-going Data analysis				
Intended Outcome:	Monitor trends to ensure that enrollment is increasing and that challenges are addressed at the earliest point				
Weekly enrollment reports for Head Start sites indicating number of children enrolled, how many families were contacted, if not fully enrolled what steps did the staff take to fill open spots, collect data on families who were over income, attending a Tk or hours or location did not meet family need.	November 2023 and on-going	Reta Keirse- Program Officer Rebel Rickansrud- Young-Young, Program Officer Monica Avila, Program Officer Veronica Jones, Program Officer		-Increase enrollment to 100% -Analyze data around challenges and opportunities for full enrollment ChildPlus report -2005 End of Month Enrollment and SOP Monthly Enrollment report to track openings filled within 30 days	
Monthly data analysis of Child Plus Report 2025 to track the number of families considered automatically eligible to evaluate on-going recruitment plan		Reta Keirse- Program Officer		- Increase enrollment to 100% - Analyze data around challenges and opportunities	

Enrollment Action Plan

		Rebel Rickansrud- Young-Young, Program Officer Monica Avila, Program Officer		for full enrollment ChildPlus report 2004 - Management of Eligibility Income used to track families meeting categorical eligibility	
Meet with stakeholders to determine and analyze any pockets of under enrollment and what changes need to be made to move to full enrollment		Management Team Reta Keirse- Program Officer Rebel Rickansrud- Young-Young, Program Officer Monica Avila, Program Officer Veronica Jones, Program Officer			
Work with delegate and partner agencies and have each agency submit an internal enrollment plan outlining how they will achieve full enrollment.	January, 2024 and on-going	Lisa Carr, Manager Veronica Jones, Program Officer		Copies of plan sent to ERSEA manager and updates sent as needed	
Send out a monthly "Light the Beam" email to all staff informing them of the progress of the FEI and to create excitement and a sense of buy-in that enrollment is increasing.	December 2023 and monthly	Lisa Carr- Manager		Monthly enrollment numbers from ChildPlus report 2005	



Seta Head Start

Food Service Operations Monthly Report

*December, 2023

12/14/23 - Home Base had a field trip to Winter Wonderland we prepared 60 sack lunches
 12/20/23 - Marina Vista closed due to interior painting
 12/21/23 - Marina Vista closed due to interior painting

	Lunch	PM Snack	Breakfast	Field Trips
	24,970	22,840	23,145	1
Total Amount of Meals and Snacks Prepared				71,015

Purchases:

Food	\$69,736.56
Non - Food	\$12,586.31

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:	\$1,571.31
Normal Delivery Days	13

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

December 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	172	11%	699	136	19%
Twin Rivers USD	160	36	23%	56	2	4 %
Elk Grove USD	480	71	15%	NA		
Sac City USD	676	83	12%	16	4	25%
San Juan USD	888	68	8%	164	5	3%
WCIC	100	5	5%	NA		
COUNTY TOTAL	3848	435	11%	935	147	16%

AFE: Annual Funded Enrollment

**SETA HEAD START/EARLY HEAD START
End of Month Enrollment Report
December 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	37	0	37		93%
*Bret Harte	20	20	0	20		100%
*Capital City	20	20	0	20		100%
*CP Huntington	20	19	1	20		100%
*Crossroad Garden	60	56	0	56		93%
*Elkhorn	80	73	0	73		91%
*Freedom Park	60	58	1	59		98%
*Freeport	20	19	0	19		95%
*Hillsdale	80	80	2	82		103%
*Job Corps	20	20	0	20		100%
*Marina Vista	60	24	0	24		40%
*Mather	80	60	3	63		79%
*Norma Johnson	40	38	0	38		95%
*North Avenue	60	53	0	53		88%
*Northview	80	75	2	77		96%
*Phoenix Park	60	40	2	42		70%
*Sharon Neese	60	59	2	61		102%
Alder Grove ELC	20	9	0	9		45%
Bannon Creek	40	31	1	32		80%
Bright Beginnings	40	34	0	34		85%
Dudley	20	18	0	18		90%
Florin	20	17	0	17		85%
Franklin	20	15	1	16		80%
Fruitridge	40	36	0	36		90%
Galt	80	80	0	80		100%
Grizzly Hollow	40	40	0	40		100%
Home Base	120	97	2	99		83%
Hopkins Park	40	40	0	40		100%
Kennedy Estates	20	16	0	16		80%
LaVerne Stewart	20	19	1	20		100%
Nedra Court	40	28	0	28		70%
Parker	20	12	0	12		60%
Solid Foundation	40	37	0	37		93%
Spinelli	20	15	2	17		85%
Strizek Park	20	18	0	18		90%
Walnut Grove	24	23	1	24		100%
Total	1544	1336	21	1357	0%	88%

(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
December 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	16	2	18		100%
*Alder Grove I/T	16	9	1	10		63%
*Bret Harte	9	9	0	9		100%
*Captial City	16	12	0	12		75%
*CP Huntington	16	16	0	16		100%
*Crossroad Garden	15	14	2	16		107%
*Elkhorn	16	14	0	14		88%
*Florin (d)	8	0	0	0	8 (100%)	0%
*Freedom Park	16	12	3	15		94%
*Hillsdale	9	9	0	9		100%
*Hiram Johnson (b)	32	18	4	22	4 (79%)	69%
*Hopkins	6	6	0	6		100%
*Illa Collins	16	8	0	8		50%
*Job Corps	25	23	3	26		104%
*Marina Vista	9	8	0	8		89%
*Mather	15	15	1	16		107%
*Norma Johnson	9	8	1	9		100%
*North Avenue	16	10	1	11		69%
*Northview	16	15	1	16		100%
*Phoenix Park	8	7	2	9		113%
*Sharon Neese Center	25	23	2	25		100%
EHS Home Base	200	200	3	203		102%
Galt	16	16	0	16		100%
Grizzly Hollow	9	8	2	10		111%
River Oak - Home Base	72	59	5	64		89%
SCOE - Home Base	77	60	4	64		83%
Walnut Grove	9	0	0	0		0%
Total	699	595	37	632	12 (92%)	90%

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: 23 Education positions (HS Associate Teacher/Teacher, Lead Teacher/Infant Toddler, Site Supervisor).

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. There are 12 employment offers pending in December for the following positions: 10-Associate Teachers, 1-Associate Teacher/Infant Toddler, 1 Lead Teacher/Infant Toddler.

Recruitment and networking opportunities to increase awareness of Head Start services and community visibility: The Grove Holiday Job Fair. From these recruitment events, 3 Interest Forms were completed with families inquiring of Head Start services.

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