

Thought of the Day:

“I’ve learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel.”

Author: Maya Angelou

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

DATE: Tuesday, February 20, 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 January 16, 2024 | 6-12 |

GOVERNING BOARD

Rich Desmond
BOARD OF SUPERVISORS
County of Sacramento

Eric Guerra
COUNCILMEMBER
City of Sacramento

Patrick Kennedy
BOARD OF SUPERVISORS
County of Sacramento

Sophia Scherman
PUBLIC REPRESENTATIVE

Mai Vang
COUNCILMEMBER
City of Sacramento

D’ET SAURBOURNE
INTERIM EXECUTIVE DIRECTOR

Regular Meeting

III. Action Items:

- | | | |
|----|---|-------|
| 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 |
| C. | Election of Parent Advisory Committee Vice Chair for Program Year 2023-2024 | 17 |
| D. | Approval of Out of State Travel to Attend the 2024 National Head Start Association (NHSA) Annual Conference | 18 |

IV. Information Items:

- | | | |
|----|---|-------|
| A. | Standing Information Items | 19-31 |
| | ➤ 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. Krysalynn Mangonon | |
| | • Free Tax Preparation | |
| | • Kids Workshops | |
| | • Lead Hazard Reduction Program | |
| | • Safe Sleep Baby Workshop | |
| B. | Head Start Policy Council Minutes for December 19, 2023 | 32-37 |

V. Committee Reports:

38

- Executive Committee Meeting: Mr. Royal Jones
- Budget Planning Committee Meeting: Mr. Royal Jones
- Parent Ambassador Committee Meeting: Mr. Royal Jones

VI. Other Reports

39-43

- Chair's Report
 - ✓ PAC Recruitment
- Policy Council Report(s): Ms. Fienishia Wash
- Head Start Deputy Director's Report – Ms. Karen Griffith
 - ✓ Monthly Head Start Report
- Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, and ERSEA Services
 - Megan Lamb – School Readiness, Special Education, and Mental Health Services
 - Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring

- Betsy Uda – Safe Environments, Facilities, and Licensing

VII.	<u>Center Updates</u>	44
VIII.	<u>Discussion</u>	44
IX.	<u>Public Participation</u>	44
X.	<u>Adjournment</u>	

DISTRIBUTION DATE: Tuesday, February 13, 2024

Parent Advisory Committee meeting hosted by:
Royal Jones (Chair),
Jessica Mitchell (Secretary), Krysalyann 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
- _____ **Maryum Sami, 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, 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"/>
<input type="checkbox"/> Tierra Givens, CP Huntington Head Start	<input type="checkbox"/>
<input type="checkbox"/> Daisa Brown, Sharon Neese Early Learning Center	<input type="checkbox"/>
<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, Kennedy Estates Head Start	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

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 Seated 1/16	JC			X									
Vacant Seated	K												
Vacant Seated	LVS												
Vacant Seated	MV												
Samira Abukhdair S/B 2/20	M			U									
Vacant Seated	NC												
Vacant Seated	NJ												
Maya Fitzwater-Williams Seated 12/19	NA		X	E									
Vacant Seated	NV												
Vacant Seated	NV												
Vacant Seated	PA												
Vacant Seated	PP												
Kryssalynn Mangonon Seated 11/21	PS/HB	X	X	E									
Dariya Khomitskaya R 1/26	PS/HB	U	U	U									
Vacant Seated	RO												
Vacant Seated	SCOE												
Inthia White Seated 11/21	SN	X	X	X									
Daisa Brown S/B 2/20	SN		U	U									
Vacant Seated	SF												
Vacant Seated	S												
Vacant Seated	SP												
Vacant Seated	WG												
Vacant Seated	FPR												
Kahmaria Holleman Seated 11/21	PPR	X	X	X									
Le Andra Jones-Villalta Seated 11/21	PPR	X	X	X									
Fienishia Wash Seated 11/21	GPR	X	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, Mr. Royal Jones, at (916) 840-4036, 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 2023-2024
(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

ITEM II-A-CONSENT

APPROVAL OF THE MINUTES OF THE JANUARY 16, 2024
REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the January 16, 2024.

RECOMMENDATION:

Approve the minutes of the January 16, 2024 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, January 16, 2024
9:00 a.m.

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

Mr. Jones called the meeting to order at 9:01 a.m., read the thought of the day, and called the roll; a quorum was met.

Ms. Jones-Villalta arrived and was seated at 9:02 a.m.

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
Royal Jones, Early Head Start (Home Base)
Joanna Autumn Murphy, Galt
Aterious Cuffee, Bret Harte

New Members Seated Present:

Maryum Sami, Job Corps

New Members to be Seated but Absent:

Robin Battle, Alder Grove ELC (*unexcused*)
Tierra Givens, CP Huntington (*unexcused*)
Dariya Khomitskaya, Pre-school (Home Base) (*unexcused*)
Daisa Brown, Sharon Neese (*unexcused*)
Samira Abukhdair, Mather (*unexcused*)

Members Absent:

Janet Angeles, Dudley (*unexcused*)
Maggie Mae Caldwell, Elkhorn (*excused*)
Maya Fitzwater-Williams, North Avenue (*excused*)
Krysalynn Mangonon, Pre-school (Home Base) (*excused*)

II. Consent Item

A. Approval of the Minutes of the December 19, 2023 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Mitchell, second/Jones-Villalta, to approve the December 19, 2023 minutes as distributed.

Roll call vote:

Aye: 8 (Wash, Sami, Holleman, Cuffee, Murphy, White, Mitchell, Jones-Villalta)

Nay: 0

Abstention: 1 (Jones)

Absent: 4 (Angeles, Caldwell, Fitzwater-Williams, Mangonon)

III. Action Items:

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

Mr. Jones reviewed the bylaws and Representatives positions available. 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/Jones-Villalta, second/Cuffee, to table the election of the Parent Ambassador and Foster Parent to the next meeting.

Roll call vote:

Aye: 8 (Wash, Sami, Holleman, Cuffee, Murphy, White, Mitchell, Jones-Villalta)

Nay: 0

Abstention: 1 (Jones)

Absent: 4 (Angeles, Caldwell, Fitzwater-Williams, Mangonon)

B. Election of SETA-Operated Representatives and Alternates to the Policy Council for Program Year 2023-2024

Mr. Jones reviewed the item and Bylaws regarding the election of PAC officers to serve on the Policy Council (PC). Ms. Wash nominated Ms. Cuffee, Ms. Jones-Villalta nominated Ms. Sami, and Ms. Mitchell nominated Ms. Jones-Villalta. There were no other nominations at this time.

Moved/Wash, second/Mitchell, to approve the election of Ms. Cuffee, Ms. Jones-Villalta, and Ms. Sami to serve on the PC and table 3 more positions for the next meeting.

Roll call vote:

Aye: 8 (Wash, Sami, Holleman, Cuffee, Murphy, White, Mitchell, Jones-Villalta)

Nay: 0

Abstention: 1 (Jones)

Absent: 4 (Angeles, Caldwell, Fitzwater-Williams, Mangonon)

IV. Information Items

A. Standing Information Items

- **Fiscal Monthly Report/Corporate Card Monthly Statement of Account:**
Mr. Han reviewed the fiscal report for the fifth month, which ended December 31, in the 2023-2024 program year. He advised that total Head Start Year-to-Date expenditures are at 38.6%. The Non-Federal Share Year-to-Date expenditures are at 23.8%, below the required 25%. The percentage is expected to increase in the next month's report. SETA is at 10.0% for Administrative expenditures, below the 15.0% maximum. Most line items are on pace for the beginning of the new program year. Ms. Han advised that the Head Start/Early Head Start Request to Carry Over Funds from 2022-2023 to 2023-2024 Program Year that the Policy Council approved at its meeting on October 24, 2023, is still pending approval from the Office of Head Start. The SETA Operated Programs Expenditures Head Start and Early Head Start reports were reviewed. Most line items are on pace. The Travel (Out-of-State) is high due to recent multiple out-of-state conferences.

The Nutrition Services cost has been reduced due to the new vendor. American Rescue Plan Act (ARP) and the Corona Virus Response and Relief Supplemental Appropriation Act (CRRSA) funds were reviewed. The American Express and CitiBank credit card statements were reviewed, and nothing was out of the ordinary. The American Express report included a charge for the Diaper Genie warehouse re-stock. The SETA Operated California Department of Education (CDE) and California Department of Social Services (CDSS) funding report was reviewed for December 2023.

- **Health Service Advisory Committee (HSAC) Report:**
Ms. Ocegueda advised next meeting will be held on Thursday, January 25, 2024, at the SETA Administrative building.
- **Community Resources – Parents/Staff:**
Ms. Jones-Villalta reviewed the community resources provided in the packet.

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

V. Committee Reports

- **Executive Committee:**
The next meeting will be held on Monday, February 5, 2024 at 10 a.m., at the SETA Administrative building.
- **Budget/Planning Committee Meeting:**
The next meeting will be determined at a later date.

- Parent Ambassador Committee Meeting:
The next meeting will be determined at a later date.

VI. Other Reports

- A. Chair's Report:
Mr. Jones reported out on his trip to attend the Region 9 Head Start Association Family Engagement and Cultural Effectiveness in Honolulu, Hawaii during the week of October 24-27, 2023.
- 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. Carr presented on behalf of Ms. Griffith. She welcomed new members of the Committee. She advised that on October 30, 2023, the Agency was directed to create a Full Enrollment Plan for SETA-Operated and Delegate subrecipients programs to address its current under-enrollment status. The under-enrollment is primarily due to short staffing, capped classes, and low post-pandemic attendance. A Full Enrollment Action Plan was developed to meet the 97% enrollment threshold based on guidance and resources from the OHS Regional Office. It included improved staffing and continued retention efforts, participating in public events, implementing new and creative advertisement strategies to increase public awareness about Head Start, expanding the number of Early Head Start classrooms and desirable full-time services, and ongoing data analysis. Ms. Carr reminded PAC members that any CalFresh recipients are automatically eligible for the Head Start and State program.

Ms. Carr clarified that families become eligible for the Head Start program by meeting income and child's age requirements. The processing time varies. For children with no medical conditions like allergies or asthma and with all necessary documents in place, processing can be shortened to two to three business days. The number of families on the inquiry list varies daily. However, those families are not verified as eligible for the program. SETA plans to hire a parent intern in March to help with enrollment by contacting interested families and verifying if they qualify for the program. Additionally, SETA Family Service Workers continue to contact families daily. Qualified families' children are being prioritized to start the program based on selection criteria approved annually by the Boards.

Ms. Ocegueda clarified that children's health conditions won't hold the enrollment. Only immunization records and a physical health exam are required to start the program.

Ms. Carr made the following announcements: Ready Rosie Family Night is on January 25, 2024, from 3:00 p.m. to 5:00 p.m. at the Hillsdale site; the SETA Male Involvement initiative will begin on March 9, 2024, with “My Daddy is a Pretzel” activity, which includes basic yoga and socialization experience; Apprenticeship Graduation event will be held on January 25, 2024, at the SETA Board room.

D. Head Start Managers’ Reports

✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services:
The combined report was provided under the previous agenda item.

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

Ms. Lamb introduced herself and welcomed new members of the Board. She advised that part of her team was at Sacramento State University presenting “Getting It Right from the Start, Exploring Intersections Between Research, Policy, and Practice in Early Childhood Education” and facilitated different table activities. Other attendees included Sacramento County Office of Education and Sacramento City Unified School District representatives. It was an excellent opportunity to meet Early Childhood educators and share the work of SETA.

Ms. Lamb also advised that an offer was made for the Intervention Specialist position, which was accepted. The new Intervention Specialist would start at the end of January or early February.

Additionally, Ms. Lamb stated that she plans to visit sites with some of the Teachers on Special Assignments (TOSAs) to review the classrooms at the start of the year and ensure an environmental checklist has been completed in each classroom. She encouraged PAC representatives to join and advised those interested to connect with her.

Ms. Calhoun introduced herself and provided an update on nutrition collaboration with the Sacramento County Office of Education. For the last two years, the nutrition curriculum “Go, Grow, Glow” has expanded to eighteen SETA-operated sites. It entails curriculum, lessons, recipes, and activities and promotes in-classroom and at-home healthy eating conversations.

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

Ms. Ocegueda introduced herself and welcomed the new members of the Committee. She advised that SETA continues to partner with the Center of Oral Health (COH). COH dental hygienists provide dental exams and fluoride varnishes to children and help families navigate dental needs through the

Early Smiles Sacramento program. Members of the Policy Council are encouraged to advocate for oral health at their sites.

Ms. Ocegueda provided the following mid-year program updates:

- 315 special diets, which is a 70% influx from last year;
- 68% of 315 special diets are medically necessary;
- 80 food modifications;
- 388 children have healthcare plans, which is a 40% influx from last year; of them 316 children with chronic conditions; 168 children have medications on site.

Ms. Ocegueda also advised members to participate and encourage other parents to participate in monthly virtual Health Education Events. The calendar has previously been provided to PAC members.

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

Ms. Uda introduced herself and advised on the scheduled and completed projects through the month of February, 2024.

Completed projects: painting at Dudley Elementary, and new flooring installation at Fruitridge.

Scheduled projects: new flooring at Galt, Norma Johnson, Elkhorn, and CP Huntington; painting at LaVerne Stewart, Job Corps, Nedra Court, and Phoenix Park.

Ms. Uda also advised that the Facilities team is exploring a possibility of building and replacing tuff sheds at the centers. She will keep the Committee updated on any decisions made regarding replacing the tuff sheds.

In response to Ms. Jones-Villalta's question, Ms. Uda clarified that SETA Facilities has a Preventative Maintenance schedule that includes seasonal preparations such as heavy rain or strong winds.

VII. Center Updates:

Ms. Murphy, a representative for Galt, advised that the outside play area awnings have dry rot. Staff utilize temporary shading structures; however, those are not large enough, which limits the play area's use.

VIII. Discussion: None

IX. Public Participation:

Mr. Lawrence Franco and Mr. Meneu Yang from Meadowview Family Resource Center presented on the Building Strong Families and Birth and Beyond programs.

X. Adjournment: The meeting was adjourned at 11:02 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 (3) Community Representatives and three (3) 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 three (3) Representatives and six (6) Alternates.

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

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM III-C-ACTION

ELECTION OF PARENT ADVISORY COMMITTEE VICE CHAIR FOR
PROGRAM YEAR 2023-2024

BACKGROUND:

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

SECTION 3: Duties of Officers

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

- C. The Vice Chair shall shall serve as Chair of the PAC in the absence of the Chair, and shall have all delegated powers. The Vice Chair will assume position of Chair if seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.

RECOMMENDATION:

That the Parent Advisory Committee elect a Vice Chair.

Vice Chair:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM III-D-ACTION

APPROVAL OF OUT OF STATE TRAVEL TO ATTEND THE
2024 NATIONAL HEAD START ASSOCIATION (NHSA) ANNUAL CONFERENCE

BACKGROUND:

As NHSA’s largest national conference, this event is devoted to all things Head Start. The conference brings the Head Start community together for a week of sharing knowledge, networking with peers, and celebrating achievements. The 2024 conference will take place at the Oregon Convention Center in Portland, Oregon.

Workshops and sessions will include health & safety, full enrollment, strategies for an effective workforce, federal monitoring and other high priority topics. In addition, NHSA will also be hosting strategic planning of including the effects of the proposed rule making of the Head Start Performance Standards.

For the 2024 conference, SETA is proposing to send 6 staff members and 2 parents from the Policy Council/ Parent Advisory Committee. Estimated costs for travel and conference are \$2000 per person.

RECOMMENDATION:

Approve out of state travel to the 2024 National Head Start Association (NHSA) Annual Conference.

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: Ms. Fienishia Wash
 - Community Resources – Parents/Staff: Ms. Krysalyynn Mangonon
 - Free Tax Preparation
 - Kids Workshops
 - Lead Hazard Reduction Program
 - Safe Sleep Baby Workshop

NOTES:



United
Way



FREE TAX PREPARATION

for families who earn less than \$66,000

All the following documents is **REQUIRED** for filing:

- ✓ All **2023** W-2s, SSA, Form 1099, Retirement, etc.
- ✓ Valid California Driver's License or State ID
- ✓ Social Security Card for yourself/Spouse and any Dependent
- ✓ 2023 Health Coverage Form
- ✓ If filing married-joint, spouse **MUST** be present at the time of filing
- ✓ Tax return document from last year

CALL OUR OFFICES TO SCHEDULE AN APPOINTMENT!

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2411 Alhambra Blvd., Ste. 110, Sacramento, CA 95817 | (916) 324-6202
5750 Sunrise Blvd., Ste. 100, Citrus Heights, CA 95610 | (916) 745-4313

Got tax-related questions? Contact 2-1-1 or 1-800-500-4931
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FREE IN-STORE KIDS WORKSHOPS

Join us at 9 a.m. the first Saturday of every month.
While supplies last.

[Learn More](#)



LEAD HAZARD REDUCTION PROGRAM



DOES YOUR HOME HAVE CHIPPED, PEELING, OR OLD PAINT?

If so, there may be hidden health hazards in your home.

Protect the health and safety of your household.

GRANTS OF UP TO \$10,000 MAY BE AVAILABLE!

FREE HOME INSPECTIONS!

QUALIFIED UNITS MAY RECEIVE

- Free lead risk assessment testing
- Free clearance testing
- Grants up to \$10,000 per unit for lead hazard repairs
- Additional funds for other safety or housing issues may be available

Eligible Properties Include:

Rental Properties	Owner Occupied Properties
Must be located in Sacramento County and built before 1978.	Must be located in Sacramento County and built before 1978.
Tenant may initiate process but property owner must submit application.	Must be home to, or regularly visited by a child under six, or home to a pregnant woman.
If a rental property, unit must be occupied by a low-income tenant or if unit is vacant landlord must give preference to low-income family. Small multifamily complexes are also eligible.	If lead is present in the home, children will have their blood level tested free of charge.
Temporary relocation may be provided if needed.	Temporary relocation may be provided if needed.



CHANGING LIVES

CONTACT US



916-440-1317



leadfunds@shra.org



801 12th Street
Sacramento, CA 95814



INCOME LIMITS TABLE

No. in Household	1	2	3	4
Max Income	\$60,050	\$68,600	\$77,200	\$85,750

Contact us to inquire about larger household limits.

www.shra.org/lhrp

Sponsored by the Sacramento Housing and Redevelopment Agency with a grant from the United States Department of Housing and Urban Development

PROGRAMA DE REDUCCIÓN DE PELIGROS DEL PLOMO



¿SU CASA TIENE PINTURA QUE ESTA QUEBRADA, PELANDO, O VIEJA?

Si es así, puede haber peligros ocultos para la salud en su hogar.

Proteja la salud y la seguridad de su hogar.

¡PUEDEN ESTAR DISPONIBLES SUBVENCIONES DE HASTA \$10,000!

¡INSPECCIONES DE DOMICILIO GRATIS!

HOGARES QUE CALIFICEN PUEDEN RECIBIR

- Pruebas gratuitas de evaluación de riesgos de plomo
- Pruebas de autorización gratuitas
- Subsidios de hasta \$10,000 por hogar para reparaciones de riesgo de plomo

Las propiedades elegibles incluyen:

Propiedades para alquilar	Propiedades ocupadas por el propietario
Debe estar ubicado en el condado de Sacramento y construido antes de 1978	Debe estar ubicado en el condado de Sacramento y construido antes de 1978
El inquilino puede iniciar el proceso, pero el dueño de la propiedad debe presentar la solicitud	Si se trata de una propiedad de alquiler, la unidad debe estar ocupada por un inquilino de bajos ingresos o si la unidad está desocupada, el propietario debe dar preferencia a una familia de bajos ingresos. Los pequeños complejos multifamiliares también son elegibles
Se puede proporcionar una reubicación temporal si es necesario	Debe ser hogar de, o ser visitado regularmente por un niño menor de seis años, o el hogar de una mujer embarazada
Si el plomo está presente en el hogar, se analizará el nivel de sangre de los niños de forma gratuita	Si el plomo está presente en el hogar, se analizará el nivel de sangre de los niños de forma gratuita



916-440-1317



leadfunds@shra.org



801 12th Street
Sacramento, CA 95814



LÍMITE DE INGRESOS

LÍMITE DE INGRESOS	1	2	3	4
INGRESO MÁXIMO	\$60,050	\$68,600	\$77,200	\$85,750

www.shra.org/lhrp

Patrocinado por la Agencia de Vivienda y Reurbanización de Sacramento con una subvención del Departamento de Vivienda y Desarrollo Urbano de los Estados Unidos.

Safe Sleep Baby Workshop

Learn how to safely sleep babies
0-12 months

North Sacramento Family Resource Center

Safe Sleep Baby workshop

Taller del Sueño Seguro del Bebé

Learn the 6 Steps to Always Safe Sleep Baby
BIRTH TO ONE YEAR

Aprende los 6 pasos para dormir
siempre seguro al bebé.
Nacimiento al año

Duerme al bebé solo.

1 Sleep baby
ALONE.

Duerme al bebé
boca arriba

2 Sleep
baby on
his BACK.

Duerme al bebé en
una cuna siempre

3 Sleep baby
in a CRIB.
ALWAYS!

4 Put nothing
in baby's
sleep area.

No ponga nada en el
área de dormir del
bebé

5 Do not
overdress
baby.

No vista demasiado
al bebé

6 Do not smoke
anything
around baby.

No fume nada
alrededor del
bebé

ALONE **B**ACK **C**RIB
ALWAYS!

Learn more at NorthSacFRC.org



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to Register
916.906.3489

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 December 19, 2023 meeting.

NOTES:

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

New Members Seated Present:

New Members to be Seated but Absent:

Kizzie Robertson, Elk Grove Unified School District (*unexcused*)
Nadera Jamili, San Juan Unified School District (*unexcused*)

Members Absent:

II. Consent Item

A. Approval of the Minutes of the November 28, 2023 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Quinones-Neri, second/Cummings, to approve the November 28, 2023 minutes as distributed.

Roll call vote:

Aye: 3 (Cummings, Quinones-Neri, Garduno)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Robertson, Jamili)

III. Action Items

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

Ms. Wash reviewed the item. The Policy Council (PC) needs to elect one voting Foster Parent, two voting Parent Ambassadors, and two Past Parents representatives and their alternates. There were no applicants to be considered at this time.

Moved/Garduno, second/Cummings, to table the election of the Foster Parent, Past Parent and Parent Ambassador Representatives to the next meeting.

Roll call vote:

Aye: 3 (Cummings, Quinones-Neri, Garduno)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Robertson, Jamili)

B. Election of Policy Council Officers for Program Year 2023-2024

Ms. Wash reviewed the bylaws and officer positions.

Ms. Garduno and Ms. Wash nominated themselves for Chair. A vote was taken. Ms. Wash was unanimously approved.

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

There were no other qualified candidates to be elected as Secretary, Treasurer, or Parliamentarian.

Moved/Quinones-Neri, second/Cummings, to approve Ms. Wash as Chair, Ms. Garduno as Vice Chair, and table the election of the Secretary, Treasurer, and Parliamentarian positions to the next meeting.

Roll call vote:

Aye: 3 (Cummings, Quinones-Neri, Garduno)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Robertson, Jamili)

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 PC, Ms. Wash, Chair, will represent the PC 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. Garduno is the only candidate with a child currently enrolled in the program. She expressed her interest in attending the Conference. Ms. Griffith, SETA's Deputy Director, suggested approving additional interested qualified Parent Advisory Committee (PAC) representative as there are no other eligible PC representatives.

Moved/Quinones-Neri, second/Cummings, to select Ms. Garduno as PC representative to attend the Annual CHSA Parent and Family Engagement Conference and use remaining funding to select an additional interested eligible representative from PAC.

Roll call vote:

Aye: 3 (Cummings, Quinones-Neri, Garduno)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Robertson, Jamili)

IV. Information Items

A. Standing Information Items

- **Fiscal Monthly Report/Corporate Card Monthly Statement of Account:**
Mr. Han reviewed the fiscal report for the fourth month of the 2023-2024 program year ended on November 30, 2023. 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. SETA's Recruitment Update

Mr. Darryl Pouncey reviewed the recruitment data from November 9, 2023, through December 8, 2023 provided as backup information to the agenda packet.

C. Governing Board Minutes for November 2, 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. Interim Executive Director's:

Ms. Saurbourne introduced herself and welcomed new members. She advised that the City and the County of Sacramento continue their recruitment efforts in regard to SETA's Executive Director's position.

Ms. Saurbourne additionally advised that starting January 2024, the new SETA logo and updated letterheads will be in use.

B. 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.

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.

C. Chair's Report: No report

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.

✓ 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.

E. Open Discussion and Comments: None

F. Public Participation: None

VII. **Adjournment**: The meeting was adjourned at 10:26 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) – Ms. Fienishia Wash
- Head Start Deputy Director's Report – Ms. Karen Griffith
 - ✓ Monthly Head Start Report
- Head Start Managers' Reports
 - Lisa Carr – Family Engagement, Home Base, and ERSEA Services
 - Megan Lamb – School Readiness, Special Education, and Mental Health Services
 - Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring
 - Betsy Uda – Safe Environments, Facilities, and Licensing.

NOTES:



Seta Head Start

Food Service Operations Monthly Report

*January, 2024

1/8/24 - 1/12/24 - Dudley was closed due to moving furniture and painting.
1/12/24 - EHS Hombase had a field trip to Fairy Town, kitchen prepared 150 sack lunches.
1/12/24 - 1/19/24 - Strizek was closed due to moving furniture and painting.
1/12/24 - 1/16/24 - Fruitridge was closed due to Flooring being done.
1/19/24 - 1/22/24 - Galt was closed due to flooring being done.
1/19/24 - 1/26/24 - LaVerne was closed due to moving furniture and painting.
1/26/24 - Northview Class V, North Ave Class V, and Hillsdale Class R were closed due to training.
1/29/24 - 2/5/24 - Norma Johnson was closed due to flooring being done.
1/31/24 - Home base had a field trip to Wacky Tacky, kitchen prepared 30 sack lunches.

Lunch	PM Snack	Breakfast	Field Trips
31,424	28,984	30,830	2

Total Amount of Meals and Snacks Prepared 91,418

Purchases:

Food	\$111,868.80
Non - Food	\$17,170.14

Building Maintenance and Repair: \$0.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair: \$1,558.81

Vehicle Gas / Fuel: \$2,455.42
Normal Delivery Days 18

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

January 2024

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	189	12%	699	138	20%
Twin Rivers USD	160	39	24%	56	3	5 %
Elk Grove USD	480	75	16%	NA		
Sac City USD	676	88	13%	16	**2	13%
San Juan USD	888	78	9%	164	5	3%
WCIC	100	5	5%	NA		
COUNTY TOTAL	3848	474	12%	935	148	16%

**Corrections made

AFE: Annual Funded Enrollment

SETA HEAD START/EARLY HEAD START
End of Month Enrollment Report
January 2024

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	39	0	39		98%
*Bret Harte	20	19	0	19		95%
*Capital City	20	19	0	19		95%
*CP Huntington	20	20	0	20		100%
*Crossroad Garden	60	57	0	57		95%
*Elkhorn	80	75	3	78		98%
*Freedom Park	60	57	3	60		100%
*Freeport	20	18	1	19		95%
*Hillsdale	80	80	1	81		101%
*Job Corps	20	21	0	21		105%
*Marina Vista	60	24	3	27		45%
*Mather	80	67	0	67		84%
*Norma Johnson	40	39	1	40		100%
*North Avenue	60	57	0	57		95%
*Northview	80	78	3	81		101%
*Phoenix Park	60	48	0	48		80%
*Sharon Neese	60	60	0	60		100%
Alder Grove ELC	20	9	0	9		45%
Bannon Creek	40	35	1	36		90%
Bright Beginnings	40	36	0	36		90%
Dudley	20	19	1	20		100%
Florin	20	18	0	18		90%
Franklin	20	17	0	17		85%
Fruitridge	40	39	1	40		100%
Galt	80	80	1	81		101%
Grizzly Hollow	40	40	1	41		103%
Home Base	120	106	0	106		88%
Hopkins Park	40	39	4	43		108%
Kennedy Estates	20	20	0	20		100%
LaVerne Stewart	20	18	2	20		100%
Nedra Court	40	28	0	28		70%
Parker	20	16	0	16		80%
Solid Foundation	40	39	2	41		103%
Spinelli	20	19	1	20		100%
Strizek Park	20	19	1	20		100%
Walnut Grove	24	23	1	24		100%
Total	1544	1398	31	1429	0%	93%

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

SETA HEAD START/EARLY HEAD START
End of Month Enrollment Report
January 2024

EHS Center Name (* CCTR/CSPP Funded)	Funded Enrollment	Actual Enrollment	Drop within last 30 days	Total Reported	(c) Closed/Capped %	(a) Actual to Funded Enrollment %
*16th Avenue	18	17	2	19		106%
*Alder Grove I/T	16	9	0	9		56%
*Bret Harte	9	9	0	9		100%
*Captial City	16	13	0	13		81%
*CP Huntington	16	16	0	16		100%
*Crossroad Garden	15	14	1	15		100%
*Elkhorn	16	14	1	15		94%
*Florin (d)	0	0	0	0		0%
*Freedom Park	16	14	2	16		100%
*Hillsdale	17	16	1	17		100%
*Hiram Johnson (b)	32	18	2	20	4 (71%)	63%
*Hopkins	6	6	0	6		100%
*Illa Collins	16	8	0	8		50%
*Job Corps	25	23	3	26		104%
*Marina Vista	9	6	2	8		89%
*Mather	15	14	2	16		107%
*Norma Johnson	9	9	0	9		100%
*North Avenue	16	14	0	14		88%
*Northview	16	16	0	16		100%
*Phoenix Park	8	8	0	8		100%
*Sharon Neese Center	25	25	1	26		104%
EHS Home Base	200	195	13	208		104%
Galt	16	16	3	19		119%
Grizzly Hollow	9	9	1	10		111%
River Oak - Home Base	72	61	2	63		88%
SCOE - Home Base	77	62	6	68		88%
Walnut Grove	9	3	0	3		33%
Total	699	615	42	657	4 (95%)	94%

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.

Vacancies in the following positions that support classroom ratio or enrollment: 21 Education positions (HS Teacher, Associate Teacher, Lead Teacher/Infant Toddler) and 2 Family Service Workers.

Strategies/Action Plan:

Human Resources listed job openings within employment search websites and partnered with the following agencies to fill vacancies: CA Head Start Assoc., CalJOBS, ZipRecruiter, Indeed and ADP WFN Recruitment Portal, SETA Job Fair. There were 9 Associate Teachers and 1 Site Supervisor onboarded in January. There are 8 employment offers pending for the following positions: 5-Associate Teachers, 2-HS Teacher, 1 Associate Teacher/Infant Toddler.

Recruitment and networking opportunities to increase awareness of Head Start services and community visibility: Respect for Life Annual Gathering Resource Fair; Black Mothers United Presentation; Life Center Sacramento; Women's Empowerment Presentation. From these recruitment events, 4 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: