

Thought of the Day:

“Not everything that is faced can be changed, but nothing can be changed until it is faced.”

Author: James Baldwin

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

DATE: Friday, February 23, 2024

TIME: 11:00 a.m.

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

While the SETA Head Start Policy Council welcomes and encourages participation in the Council meetings, it would be appreciated if you would limit your comments to three minutes so that everyone may be heard. Matters under jurisdiction of the SETA Head Start Policy Council and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA Head Start Policy Council limits testimony on matters not on the agenda to three minutes per person and not more than ten minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk’s office at (916) 263-3753. This document and other Council 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> | 1-3 |
| | ➤ PC Meeting Attendance Update | |
| | ➤ Introduction of Newly Seated Representatives | |
| II. | <u>Consent Item</u> | |
| A. | Approval of the Minutes of the January 23, 2024 Regular Meeting | 4-11 |
| III. | <u>Action Items:</u> | |
| A. | Election of Policy Council Community Representatives and Alternates for Program Year 2023-2024 | 12-13 |

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

B.	Election of Policy Council Secretary, Treasurer, and Parliamentarian for Program Year 2023-2024	14-15
C.	Election of Community Action Board Representative and Alternates	16
D.	Approval of Out of State Travel to Attend the 2024 National Head Start Association (NHSA) Annual Conference	17
IV.	<u>Information Items:</u>	
A.	Standing Information Items	18-30
	<ul style="list-style-type: none"> ➤ 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. Fienishia Wash <ul style="list-style-type: none"> • Free Tax Preparation • Kids Workshops • Lead Hazard Reduction Program • Safe Sleep Baby Workshop 	
B.	SETA’s Recruitment Update – Ms. Sheri Green-Johnson	31
C.	Governing Board Minutes for December 7, 2023	32-40
V.	<u>Committee Reports:</u>	41
	<ul style="list-style-type: none"> ➤ Executive Committee Meeting: Ms. Fienishia Wash ➤ Budget/Planning Committee Meeting: Ms. Fienishia Wash ➤ Parent Ambassador Committee Meeting: Ms. Fienishia Wash 	
V.	<u>Other Reports:</u>	42-48
A.	Interim Executive Director’s Report – Ms. D’et Saurbourne	
B.	Head Start Deputy Director’s Report – Ms. Karen Griffith	
	✓ Monthly Head Start Report	
C.	Chair’s Report	
	✓ PC Recruitment	
D.	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	

✓ Betsy Uda – Safe Environments, Facilities, and Licensing

- E. Open Discussion and Comments
- F. Public Participation

VI. Adjournment

DISTRIBUTION DATE: Friday, February 15, 2024

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

**POLICY COUNCIL
BOARD MEETING ATTENDANCE**

PROGRAM YEAR 2023-2024

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

BOARD MEMBER	SITE	11/28	12/19*	1/23	2/23*	3/26	4/23	5/28	6/25	7/23	8/27	9/24	10/22	11/26
Vacant Seated	PP-FP													
Vacant Seated	WCIC													
A. Cuffee S/B/S: 2/27	SOP			E										
Vacant Seated	PP													
M. Sami S/B/S: 2/27	SOP			E										
A. Mejia Seated 1/23	SAC			X										
G. Garduno Seated 11/21	SJ/EHS	X	X	X										
Vacant Seated	ELK													
K. Robertson S/B/S: 2/27	ELK		U	E										
Vacant Seated	HB													
N. Jamili Seated: 1/23	SJ	E	U	X										
Vacant Seated	CAR													
L. Quinones-Neri Seated 11/21	CAR	X	X	X										
D. Cummings Seated 11/21	CAR	X	X	X										
Vacant Seated	TR													
F. Wash Seated 11/21	OC	X	X	X										
L. Jones-Villalta Seated: 1/23	SOP			X										
Vacant Seated	PP-GP													

GLOSSARY OF ACRONYMS

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

X: Present

E: Excused

R: Resigned

U: Unexcused Absence

S/B/S: Should be Seated

H: Holiday

HS: Holding Seat

AP: Alternate Present

E/PCB: Excused, Policy Council Business

E/PCB: Excused, Policy Committee Business

RS: Reseat

∗: Special Meeting

Current a/o 2/16/2024

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Fienishia Wash, Chair, Outgoing Chair
- _____ Laura Quinones-Neri, Community Agency Representative
- _____ Debra Cummings, Community Agency Representative
- _____ Graciela Garduno, Vice Chair, EHS San Juan Unified School District
- _____ Le Andra Jones-Villalta, SETA-Operated Program
- _____ Nadera Jamili, San Juan Unified School District
- _____ Angelina, Mejia, Sacramento City Unified School District

Members to be Seated:

- _____ Kizzie Robertson, Elk Grove Unified School District
- _____ Aterious Cuffee, SETA-Operated Program
- _____ Maryum Sami, SETA-Operated Program

Seats Vacant:

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

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

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE JANUARY 23, 2024
REGULAR POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the January 23, 2024 regular meeting.

RECOMMENDATION:

That the Policy Council approve the January 23, 2024 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, January 23, 2024
9:00 a.m.

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

Ms. Wash called the meeting to order at 9:02 a.m., read the thought of the day, and called the roll; a quorum was met.

Members Present:

Fienishia Wash, Outgoing Chair
Debra Cummings, Community Agency Representative
Graciela Garduno, EHS San Juan Unified School District
Laura Quinones-Neri, Community Agency Representative (*arrived and seated at 9:26 a.m.*)

New Members Seated Present:

Le Andra Jones-Villalta, SETA-Operated Program
Nadera Jamili, San Juan Unified School District
Angelina Mejia, Sac City Unified School District (*seated at 9:26 a.m.*)

New Members to be Seated but Absent:

Kizzie Robertson, Elk Grove Unified School District (*excused*)
Maryum Sami, SETA-Operated Program (*excused*)
Aterious Cuffee, SETA-Operated Program (*excused*)

Members Absent:

II. Consent Item

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

The minutes were reviewed; no questions or corrections.

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

Roll call vote:

Aye: 4 (Cummings, Jamili, Garduno, Jones-Villalta)

Nay: 0

Abstention: 1 (Wash)

Absent: 4 (Robertson, Sami, Cuffee, Quinones-Neri)

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/Jamili, to table the election of the Foster Parent, Past Parent and Parent Ambassador Representatives to the next meeting.

Roll call vote:

Aye: 4 (Cummings, Jamili, Garduno, Jones-Villalta)

Nay: 0

Abstention: 1 (Wash)

Absent: 4 (Robertson, Sami, Cuffee, Quinones-Neri)

B. Election of Policy Council Secretary, Treasurer, and Parliamentarian for Program Year 2023-2024

Ms. Wash reviewed the bylaws and officer positions.

There were no nominations for Secretary, Treasurer, or Parliamentarian.

Moved/Jones-Villalta, second/Cummings, to table the election of Policy Council Secretary, Treasurer, and Parliamentarian positions to the next meeting.

Roll call vote:

Aye: 4 (Cummings, Jamili, Garduno, Jones-Villalta)

Nay: 0

Abstention: 1 (Wash)

Absent: 4 (Robertson, Sami, Cuffee, Quinones-Neri)

C. Election of Community Action Board Representative and Alternates

Ms. Moore provided an overview of the Community Action Board (CAB) and advised that CAB is looking to recruit one Policy Council member to serve as a low-income sector representative on the Board. Additionally, two alternates are needed. The Community Action Plan: At a Glance and Community Services Block Grant Program handouts were provided to the Policy Council members.

There were no nominations for CAB representative or alternate positions.

Moved/Jones-Villalta, second/Cummings, to table election of the Community Action Board representative and two alternates to the next meeting.

Roll call vote:

Aye: 4 (Cummings, Jamili, Garduno, Jones-Villalta)

Nay: 0

Abstention: 1 (Wash)

Absent: 4 (Robertson, Sami, Cuffee, Quinones-Neri)

D. Approval of Out-of-state Travel to Attend the 2024 Region 9 Head Start Association Science, Technology, Engineering, Math (STEM) Conference

Ms. Griffith reviewed the item and welcomed new members. She advised that SETA would like to send ten (10) selected education staff members and one (1) additional staff member to attend the Region 9 Head Start Association STEM Conference and the Region 9 Board Meeting for Strategic Planning that will be held in Phoenix, Arizona March 20-22, 2024. Selected staff will also present at the Conference showcasing SETA's leadership in STEM.

Ms. Jones-Villalta requested a presentation to the Board on implementing the learned at STEM Conference strategies in Head Start classrooms.

Moved/Garduno, second/Jones-Villalta, to approve out-of-state travel to the Region 9 head Start Association STEM Institute.

Roll call vote:

Aye: 4 (Cummings, Jamili, Garduno, Jones-Villalta)

Nay: 0

Abstention: 1 (Wash)

Absent: 4 (Robertson, Sami, Cuffee, Quinones-Neri)

E. Approval of Budget Modification for the American Rescue Plan Act Funds and the Coronavirus Response and Relief Supplemental Appropriation Act Funds

Ms. Griffith reviewed the item. SETA would like to repurpose Equipment and Construction to Personnel, Fringe, Supplies, and Other (deferred maintenance) funds from the underspent American Rescue Plan Act and the Coronavirus Response and Relief Supplemental Appropriation Act funds, that expire on March 31, 2024, to help fund the incentive program and health and wellness initiatives that have been implemented at SETA. SETA still plans to complete the major outdoor renovations and install a new play structure and shade structure at Northview Early Learning Center, utilizing SETA's base grant funding instead. A detailed budget and budget justification were provided in the agenda packet.

Moved/Garduno, second/Cummings, to approve a Head Start/Early Head Start American Rescue Plan Act and Coronavirus Response and Relief Supplemental

Appropriation Act grant budget modification in the amount of \$1,366,993 from Equipment and Construction to Personnel, Fringe, Supplies and the Other cost categories.

Roll call vote:

Aye: 4 (Cummings, Jamili, Garduno, Jones-Villalta)

Nay: 0

Abstention: 1 (Wash)

Absent: 4 (Robertson, Sami, Cuffee, Quinones-Neri)

IV. Information Items

A. Standing Information Items

Ms. Quinones-Neri arrived and was seated at 9:26 a.m.

Ms. Angelina Mejia, the new Sac City Unified School District representative to SETA Policy Council was seated at 9:26 a.m.

- **Fiscal Monthly Report/Corporate Card Monthly Statement of Account:**
Mr. Han reviewed the fiscal report for the fifth month of the 2023-2024 program year ended on December 31, 2023. He advised that total Countywide Year-to-Date expenditures are at 36%. The Non-Federal Share Year-to-Date expenditures are at 29%, above the required 25%. Administrative expenditures are at 9.3%, below the 15.0% maximum. The funds of the American Rescue Plan Act (ARP) and the Corona Virus Response and Relief Supplemental Appropriation Act (CRRSA) were reviewed. These funds will expire on March 31, 2024. With the Budget Modification approved today, SETA will be able to exhaust the funds entirely by the due date. SETA continues to reach out to and meet with the delegate agencies to confirm that they are still confident in spending those funds before the expiration date. The SETA Operated Programs Expenditures report was reviewed. Most line items are on pace. The Travel (Out-of-State) and Substitutes categories were high. SETA will be looking into possible budget modifications to reallocate funds as needed. 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 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. SETA's Recruitment Update

Ms. Green-Johnson reviewed the recruitment data from December 9, 2023, through January 11, 2024 provided as backup information to the agenda packet.

Ms. Griffith clarified that the Associate Teacher position examination contains multiple-choice and narrative questions that are based on the teaching curriculum.

V. Committee Reports

- Executive Committee:
The next meeting will be held on Monday, January 29, 2024, at 10:00 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 held on Tuesday, February 5, at 10:00 a.m., at the SETA Administrative building.

VI. Other Reports

A. Interim Executive Director's: No report

B. Head Start Deputy Director's Report:
Ms. Griffith provided an update on the recruitment of the SETA's Executive Director. There is no official announcement to be made at this time.

Ms. Griffith advised that SETA, delegates, and partners began working on a new grant for the next program year. That will be a year one of the five-year grant cycle. Information like community assessment data, attendance data, and enrollment data is being looked at, including conversations about the hours meeting the needs of the families, impacts of Transitional Kindergarten (TK) on Head Start classrooms, and the need to increase funds for aspects like mental health. Additionally, the importance of safety and supervision and personal rights continued to be discussed.

C. Chair's Report:
Ms. Wash advised that selected PC representatives, including herself, prepare to attend the Annual California Head Start Association (CHSA) Parent and Family Engagement Conference on February 26-27, 2024, in Long Beach, California. The report-out will be provided at the future meeting.

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. She advised that SETA will be hosting the Classroom Assessment Scoring System (CLASS) Observer training that includes quality measures of teacher-child interactions. This time, besides teaching staff, SETA’s Quality Assurance Specialists were invited to become certified CLASS Observers and support SETA-Operated and Delegates’ classrooms by providing valuable feedback and planning for development and training needs.

Ms. Griffith advised that federal class reviewers are usually sent to complete formal CLASS observation in the second or third year of the grant cycle. She also noted that in the next federal review, SETA hopes to be recognized as a high-quality program for CLASS.

Ms. Lamb provided the following information on the selection of the teaching staff to attend the 2024 Region 9 Head Start Association STEM Conference:

- A survey has been sent to all teaching staff;
- Interested teaching staff submitted their proposals on reasoning for their self-identified interest and feedback that they will bring back from attending the Conference;
- There is a clear expectation that selected attendees will bring back and share obtained knowledge with their colleagues that were unable to attend.

- ✓ Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance, and On-going Monitoring:
Ms. Blaney introduced herself and reported on behalf of Ms. Ocegueda. She stated that the HSAC meeting will be held on Thursday, January 25, 2024, at the SETA Administrative building. She advised those interested in joining HSAC to contact Ms. Judy Lema as the committee has a vacancy.

Ms. Blaney reported that the Quality Assurance team was preparing to begin their safety and supervision review countywide. The team is finishing up working with the delegate agencies to strengthen their internal monitoring based on the assessments from the last five years. This project is expected to be completed by February 9, 2024.

Ms. Blaney additionally advised that SETA was in the process of setting up an agreement to have part-time interns from the Women, Infants, and Children (WIC) dietetic program work at SETA while continuing to work part-time at WIC and studying to obtain their registration for dietetic practice.

Ms. Blaney continues health content meetings to delegate agencies, helping them navigate and understand health screenings needed for children.

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

Ms. Uda introduced herself and advised that SETA Facilities completes large site projects weekly. Projects include replacing flooring, painting, etc.

She also informed the Board that she would be visiting delegate agencies along with the contracted SETA consultant, Kristen Smith, to see the improvements made since the last review and provide the needed support. The outcomes of their visits will be provided to the Board at a future meeting.

Ms. Uda also works to expand the training she wrote on children's personal rights. The finalized updated training will be provided to the delegate agencies.

Ms. Jamili pointed out that some Head Start sites in the San Juan Unified School District (SJUSD) have children's food that is not fresh and classrooms that are out of teacher-child ratio. Ms. Griffith advised that SETA will follow up with the SJUSD administration.

E. Open Discussion and Comments: None

F. Public Participation: None

VII. Adjournment: The meeting was adjourned at 10:06 a.m.

ITEM III-A-ACTION

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

BACKGROUND:

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

SECTION 2: B. Community Representatives

Additional PC members shall include:

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

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

ITEM III-A-ACTION (continued)
Page 2

RECOMMENDATION:

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

Parent Ambassador Representatives:

Alternates:

Past Parent Representatives:

Alternates:

Foster Parent Representatives:

Alternates:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-B-ACTION

ELECTION OF POLICY COUNCIL SECRETARY, TREASURER, AND PARLIAMENTARIAN FOR 2023-2024

BACKGROUND:

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

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

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

SECTION 3: Duties of Officers

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

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

- A. The Secretary shall call the roll, keep records of the current and preceding minutes at each meeting, and record resolutions or motions adopted, as may be necessary to expedite the PC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.
- B. The Treasurer shall work with staff and Council Secretary and keep such records, files and accounts as may be necessary to expedite the PC's business, work with the Staff and Council Secretary. The Treasurer shall be a member of the Social/Hospitality Committee and the Parent Ambassador Committee.
- C. The Parliamentarian shall advise the presiding officer on matters pertaining to parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

ITEM III-B-ACTION (continued)
Page 2

RECOMMENDATION:

That the Policy Council elect a Secretary, Treasurer, and Parliamentarian.

Secretary:

Treasurer:

Parliamentarian:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-C-ACTION

ELECTION OF COMMUNITY ACTION BOARD REPRESENTATIVE AND ALTERNATES

BACKGROUND:

The SETA Community Action Board is comprised of representatives from the Private, Public and Low-Income Sectors. The duties of the Board include recommending allocations of Community Services Block Grant (CSBG) funds to community services agencies throughout Sacramento County.

Policy Council representatives to the Community Action Board receive a meeting reimbursement.

RECOMMENDATION:

That the Council elect one representative and two alternates to serve as Low-Income Sector representatives to the Community Action Board.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

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: _____ Abstentions: _____

ITEM IV-A-INFORMATION

STANDING INFORMATION

BACKGROUND:

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
- Health Service Advisory Committee (HSAC) Report: Ms. Fienishia Wash
- Community Resources – Parents/Staff: Ms. Le Andra Jones-Villalta
 - Free Tax Preparation
 - Kids Workshops
 - Lead Hazard Reduction Program
 - Safe Sleep Baby Workshop

NOTES:



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!

6270 Elder Creek Rd, Sacramento, CA 95824 | (916) 454-1892
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
Visit YourFreeTaxPrep.org to file your taxes online for free!



We also offer healthcare enrollment assistance!



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.

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 CALIFICAN 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

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



SCAN ME

Scan QR
or Call/Text
to Register
916.906.3489

ITEM IV-B-INFORMATION
SETA'S RECRUITMENT UPDATE

BACKGROUND:

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

NOTES:

ITEM IV-C-INFORMATION

SETA GOVERNING BOARD MINUTES

BACKGROUND:

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

Staff will be available to answer questions.

NOTES:

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

Minutes/Synopsis

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

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

Thursday, December 7, 2023
10:00 a.m.

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

Ms. Vang called the meeting to order at 10:00 a.m. The roll was called and a quorum was established.

Members Present:

Mai Vang, Vice Chair, Mayor Pro Tem, City of Sacramento
Sophia Scherman, Member, Public Representative
Eric Guerra; Vice Mayor, City of Sacramento (*arrived and seated at 10:07 a.m.*)
Rich Desmond, Member, Board of Supervisors

Members Absent:

Patrick Kennedy, Chair, Board of Supervisors

II. Consent Items

- A. Approval of Minutes of the November 2, 2023 Regular Board Meeting
- B. Approval of Claims and Warrants

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

- A. Approval of Minutes of the November 2, 2023 Regular Board Meeting
- B. Approval of Claims and Warrants

Roll call vote:

Aye: 3 (Vang, Desmond, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Kennedy, Guerra)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

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

Approval of Changes to the SETA Personnel Policies and Procedures

Section 9

Mr. Richardson introduced himself and 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 (SB) 848, which grants employees up to five (5) days of unpaid protected leave following a reproductive loss event.

Reproductive loss leave may be taken on non-consecutive days but must be taken, in full, within three (3) months of the event. This leave is unpaid, however, the employee may utilize paid leave accruals, including paid sick leave, if they so choose.

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.

2. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:**
Approval of Wage Increase for Head Start Parent Intern (Temporary)

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.

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:**
Approval of New Job Specification and Salary Schedule for Children and Family Services Quality Assurance Coordinator (Supervisory)

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.

Ms. Vang opened a public hearing at 10:06 a.m. for the following action items:

- A.1 Approval of Changes to the SETA Personnel Policies and Procedures Section 9
- A.2 Approval of Wage Increase for Head Start Parent Intern (Temporary)
- A.3 Approval of New Job Specification and Salary Schedule for Children and Family Services Quality Assurance Coordinator (Supervisory)

There were no questions from the public.

Ms. Vang closed the public hearing at 10:06 a.m.

Ms. Guerra arrived and was seated at 10:07 a.m.

Moved/Desmond, second/Scherman, to open a public hearing, take public testimony, close the public hearing and approve the following action items:

- A.1 Approval of Changes to the SETA Personnel Policies and Procedures Section 9
- A.2 Approval of Wage Increase for Head Start Parent Intern (Temporary)
- A.3 Approval of New Job Specification and Salary Schedule for Children and Family Services Quality Assurance Coordinator (Supervisory)

Roll call vote:

Aye: 4 (Vang, Guerra, Desmond, Scherman)

Nay: 0

Abstention: 0

Absent: 1 (Kennedy)

4. Approval of Procurement of the Agency's Workers Compensation Insurance

Mr. Maslac reviewed the item. He advised that the Agency's insurance policy for Workers Compensation expires December 31, 2023. SETA's broker, Arthur J. Gallagher & Co. representative, Mr. Ken Johnson, presented on Gallagher's proposal, which contained terms, conditions, and disclosures. The detailed information on the proposal was provided to the members of the Board in the form of a handout. It was noted that the prices went up by about 21%, 14% of which is due to the increase in the payroll.

Moved/Scherman, second/Desmond, to authorize the Executive Director to procure Workers Compensation coverage for the calendar year 2024.

Roll call vote:

Aye: 4 (Vang, Guerra, Desmond, Scherman)

Nay: 0

Abstention: 0

Absent: 1 (Kennedy)

B. WORKFORCE DEVELOPMENT DEPARTMENT:

General/Discretionary:

1. Agree with the Sacramento Works Board and Approve the Appointment of Youth Committee Members

Ms. Mechals introduced herself and reviewed the item. She advised that both candidates have experience working with Workforce Innovation and Opportunity Act (WIOA) youth programs and were prior WIOA youth participants. SETA values their contribution and participation and would like to continue their service as Youth Committee Members.

Moved/Guerra, second/Desmond, to approve the appointment of Kimberly Marquez and Petrangelica (Petra) Vega to the Sacramento Works Youth Committee.

Roll call vote:

Aye: 4 (Vang, Guerra, Desmond, Scherman)

Nay: 0

Abstention: 0

Absent: 1 (Kennedy)

2. Approval to Submit an Application to the California Workforce Development Board for Assembly Bill 628 Breaking Barriers Funds, Support Local Community Based Organizations through Collaborative Applications, and Authorize the Executive Director to Execute the Agreements, Any Other Documents Required by the Funding Source, and Enter into Subcontracts with Service Providers

Ms. Mechals reviewed the item. She advised that on October 16, 2023, the California Workforce Development Board (CWDB) released the Breaking Barriers Request for Applications. The application is due on December 8, 2023. SETA's community-based organization (CBO) partners on the application are the Greater Sacramento Urban League, the La Familia Counseling Center, and the Asian Resources, Inc. Additionally, SETA will provide the Letters of Intent/Support for collaborative applications to eleven CBOs that expressed their interest in applying.

Mr. Guerra stressed the need to continue requiring participating CBOs to recognize SETA for funding eligibility.

Mr. Guerra and Ms. Vang thanked Ms. Mechals for presenting on this item and advised her to continue outreach efforts for future collaborations.

Moved/Guerra, second/Desmond, to approve the submission of an application to the CWDB for AB628 Breaking Barriers funds, support local CBOs through collaborative applications, and authorize the Executive Director to execute the agreement, any other documents required by the funding source, and enter into subcontracts with service providers.

Roll call vote:
Aye: 3 (Vang, Guerra, Desmond)
Nay: 0
Abstention: 1 (Scherman)
Absent: 1 (Kennedy)

Community Services Block Grant:

3. Approval of Community Services Block Grant (CSBG) Funding Recommendations for Program Year 2024

Ms. Davis-Jaffe introduced herself and reviewed the item. She advised that on August 4, 2023, SETA released a Request for Proposals (RFP) for the CSBG program, Program Year 2024. Twenty-two (22) proposals were received by the September 14, 2023 deadline. All proposals submitted went through a comprehensive review process by a team of sixteen (16) evaluators representing SETA's Workforce Development, Children and Family Services, and Fiscal Departments, Contracts Unit, one (1) member from the Department of Human Assistance and three (3) SETA Community Action Board members. As a result, and due to the limited availability of CSBG funding, thirteen (13) organizations were recommended for funding, including one new agency, First Step Housing. SETA's Funding Recommendations were provided in the packet. All twenty-two (22) agencies were at the fundable level. SETA will revisit the list if more funding becomes available.

Mr. Desmond asked SETA to continue to engage with those organizations that were not recommended for funding to help them build stronger applications going forward as they continue to provide the community with the needed support.

Moved/Guerra, second/Desmond, to approve staff funding recommendations for the Program Year 2024 Community Services Block Grant.

Roll call vote:
Aye: 4 (Vang, Guerra, Desmond, Scherman)
Nay: 0
Abstention: 0
Absent: 1 (Kennedy)

One Stop Services:

4. Agree with the Sacramento Works Board to Approve the Transfer of Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Funds to Adult Funds, Program Year (PY) 2023-2024, and Authorize Staff to Submit a Request to the State of California, Employment Development Department

Ms. O’Camb reviewed the item. She advised that consistent with the State of California, Employment Development Department’s (EED) Workforce Services Directive WSD22-09, Transfer of Funds – Adult/Dislocated Worker Programs, issued on January 30, 2023, staff is recommending that the Board authorize the transfer of up to 80 percent (up to \$2,633,714) of SETA’s total WIOA Dislocated Worker formula allocation to the Adult Program for PY 2023-2024, before facilitating the transfer. SETA will obtain written approval from EDD, Workforce Services Division, which has been delegated authority to act on behalf of the Governor.

The Sacramento Works Board approved this item at its November 27, 2023 meeting.

Additional funds are available to assist dislocated workers through discretionary funds. Many dislocated workers get connected with hiring employers through rapid response initiatives.

Moved/Desmond, second/Scherman, to approve the transfer of up to 80 percent, or \$2,633,714, in WIOA Dislocated Worker formula funds to the WIOA Adult formula funding stream for PY 2023-2024, and authorize staff to submit a request to the State of California, EDD.

Roll call vote:

Aye: 4 (Desmond, Vang, Guerra, Scherman)

Nay: 0

Abstention: 0

Absent: 1 (Kennedy)

Refugee Services: No items

C. CHILDREN AND FAMILY SERVICES:

1. Approval of Full Enrollment Action Plan for Sacramento Head Start and Early Head Start Programs

Ms. Griffith introduced herself and reviewed the item. 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. A Full Enrollment Action Plan was developed to meet the 97% enrollment threshold based on guidance and resources from the OHS Regional Office. The initial Full Enrollment Action Plan was provided in the packet.

Moved/Guerra, second/Scherman, to approve the Sacramento Full Enrollment Plan or the Head Start/Early Head Start program to be submitted to the Office of Head Start.

Roll call vote:

Aye: 4 (Vang, Guerra, Desmond, Scherman)

Nay: 0

Abstention: 0

Absent: 1 (Kennedy)

2. Ratification of the Submission of an Application to the California Department of Social Services for Expansion Funds for Fiscal Year 2024-2025

Ms. Griffith reviewed the item. She advised that SETA continues its effort to be able to serve younger children, especially with the influx of Transitional Kindergarten (TK). SETA recognizes the need for more infant/toddler services and applied for an additional fifty-six (56) slots to be served across five (5) SETA-Operated centers.

Funds will support personnel, fringe benefits, and operating costs, including occupancy, facilities maintenance/repair, supplies, and materials.

Moved/Guerra, second/Desmond, to approve and ratify the submission of the application for expansion funds for fiscal year 2024-2025 to the California Department of Social Services with a maximum reimbursement amount of approximately \$1,362,000.

Roll call vote:

Aye: 4 (Vang, Guerra, Desmond, Scherman)

Nay: 0

Abstention: 0

Absent: 1 (Kennedy)

V. Information Items

- A. Fiscal Monitoring Reports: No Questions

- B. Employer Success Stories and Activity Report: No Questions

- C. Dislocated Worker Update:

The Intel Corporation laid off 235 workers. SETA connects such highly skilled dislocated workers through the Talent Transfer system by meeting with other employers in the region interested in hiring, conducting outreach, orientation, and job fairs.

The Foundation for California Community Colleges laid off 259 workers due to the end of the contract for the department working on COVID-19-related issues. The WARN notice was not received until jobs were eliminated and workers dislocated.

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

E. Head Start Reports: No Questions

VI. Reports to the Board

A. Chair:

Ms. Vang stated she would like to re-integrate Recognition of Long-term Employees into the meetings starting next year.

B. Interim Executive Director: No Report

C. Deputy Directors: No Report

D. Counsel: No Report

E. Members of the Board:

Ms. Scherman asked if SETA is represented on Cap-to-Cap.

Mr. Kim advised that SETA's interest is represented through regional partners. SETA has participated in past years, however, SETA has no current Cap-to-Cap representatives who are SETA employees.

Mr. Desmond invited SETA to join Cap-to-Cap to strengthen relationships with regional partners, educate them about the importance of SETA's work, and participate directly in workforce development discussions.

F. Public: None

VII. Adjournment: The meeting adjourned at 11:03 a.m.

ITEM V

COMMITTEE REPORTS

V. Committee Reports

- Executive Committee Meeting: Ms. Fienishia Wash

- Budget/Planning Committee Meeting: Ms. Fienishia Wash

- Parent Ambassador Committee Meeting: Ms. Fienishia Wash

NOTES:

ITEM VI

OTHER REPORTS

BACKGROUND:

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

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

✓ Monthly Head Start Report

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

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



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

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (01/31/24)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
Elk Grove USD	480	458	0	95%	4% +
Sacramento City USD	676	604	0	89%	1% +
San Juan USD	888	711	119 (92%)	80%	2% +
SETA	1,544	1,429	0	93%	5% +
Twin Rivers USD	160	142	0	89%	0%
WCIC/Playmate	100	86	0	86%	4% +
Total	3,848	3,430	119 (92%)	89%	3% +

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (01/31/24)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
San Juan USD	164	141	12 (93%)	86%	1% -
SETA	699	657	4 (95%)	90%	4% +
Twin Rivers USD	56	34	16 (85%)	61%	2%
SCUSD	16	0	16 (100%)	0%	0%
Total	935	832	48 (94%)	89%	3% +

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

Reasons for Program Under Enrollment

Elk Grove USD

- Inclusion students with identified IEP were held this month. Few students who were identified were offered placement in Special Ed. Waiting for enrollment paperwork to clear before starting.
- EGUSD continues to experience staffing shortage in both teachers and paraeducators positions.

Sacramento City USD

- The following sites are on hold for EHS services, due to staffing shortage: American Legion and Elder Creek -totaling 16 enrollment slots.
- Students transferring to a TK Classroom or moving out of our district.

San Juan USD

- Posting for Homebase Teacher vacancy can only be filled by external applicants—out of the school district—even though there may internal candidates interested in the position.
- There has been an influx of interest forms submitted, but a majority are filling out interest forms for the 24-25 school year due to the school district currently doing their TK enrollment.
- The following preschool sites have exhausted waitlists: Choices Charter; Cottage; Coyle; Encina; Garfield; Grand Oaks; Howe; Ralph Richardson.
- Limited staffing in positions that support classroom ratio and home base at the following locations: Choices; Davie; Encina; Howe; EHS Home Base - totaling 131 enrollment slots.

SETA

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

Twin Rivers USD

- The following sites have classroom(s) capped due to limited staff: Oakdale; Rio Linda and Village- totaling 16 enrollment slots.
- Waiting list is exhausted in the following services areas: 95673, 95560, 95652.
- Vacancies in the following staffing positions: Head Start Site Supervisor, ECE Para Educators (4), Teachers (2).

WCIC/Playmate

- WCIC continue remain committed to providing quality education to the students we do have, and continue to explore strategies to attract families within the zip code of 95817.

Strategies/Action Step(s) for Under Enrollment

Elk Grove USD

- We are in the process of identifying eligible children who are turning 3yrs old in Parent Child Playgroup program.
- The assessment center continues to complete assessments of IEP students. Students are enrolled once their IEP amendments for Head Start services are signed.

- With the opening of the 2024-2025 school year enrollment, we have been able to identify new families with children that are age eligible for our current year program. Our 2023-2024 Interest form remains active on our website for families to complete.

Sacramento City USD

- Continuing to follow up with families who are on our sites wait list to inform them of classroom openings that becomes available.
- We have partnered with organizations within the community to promote our preschool programs. The entire ELC Department had a Community Outreach Field Trip Day as we went out into the community and met with three organizations, as we had guiding questions for the organizations and we collaborated with these organizations so we could gain strategies on how to better promote our preschool programs.

San Juan USD

- ERSEA Content Specialist updated physical EHS & HS Flyer in collaboration with the Communications Department.
- ERSEA Content Specialist and SCW distributed flyers at local businesses and partners close to ZIP codes with low enrollment.

SETA

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

Twin Rivers USD

- All of the vacant staff positions are posted on TRUSD website, Edjoin, and Team Tailor.
- The ERSEA team recruited in the following community events: MLK Resource Fair, flyers and information about the program were handed out to families. Recruited over 10 families and placed them on the waiting list; Food Distribution, every 2nd and 4th Thursday of the month; and Kindergarten Round Up.
- Families are contacted from the ranked waiting list appropriately. EHS children who will age out in the coming months will be contacted to start the HS registration process.

WCIC/Playmate

- The month of January, WCIC dropped off flyers at the La Vendadita Restaurant, Smart & Final, posted flyers at the UC Davis Hospital and dropped off flyers at the Rainbow Store.
- WCIC's had purchased one January 2024 monthly bus pass for one family.
- In our effort to recruit children, we reached out to local businesses Broadway Coffee Company, Naked Coffee Roasting & Cafe, Vic's Cafe, Strapping Oak Park, and Underground Books.

ITEM VI – OTHER REPORTS (continued)
Page 2

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

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

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