

Thought of the Day:

“If I were to remain silent, I’d be guilty of complicity”

Author: Albert Einstein

AGENDA

**Sacramento Employment and Training Agency
HEAD START PARENT ADVISORY COMMITTEE
Regular Meeting**

Tuesday March 19, 2024 9:00 a.m.
925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

PUBLIC COMMENT PROCEDURES

Public comments will be accepted until the adjournment of the meeting, distributed to the members of the Committee and included in the record.

In-Person Public Comment

While the SETA Head Start Parent Advisory Committee welcomes and encourages participation in the Committee meetings, it would be appreciated if you would limit your comments to three minutes so that everyone may be heard. Matters under jurisdiction of the SETA Head Start 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 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. To submit the request for public comment, please fill out a speaker card and give it to the Clerk of the Boards or send an email at Anzhelika.Simonenkova@seta.net. Please include in your request the item(s) on which you would like to participate.

Accommodations

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 meeting is digitally recorded and available to members of the public upon request.

This document and other Committee meeting information may be accessed through the Internet by visiting the SETA webpage: www.seta.net/board/board-agendas.

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

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

- Parent Advisory Committee (PAC) Meeting Attendance Update
- Introduction of Newly Seated Representatives

| | | |
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| | ✓ Monthly Head Start Report | |
| | D. Head Start Managers | |
| | ✓ 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 Assurances and On-going Monitoring | |
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DISTRIBUTION DATE: Tuesday, March 12, 2024

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

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, Bannan Creek Head Start
- Aterious Cuffee, Vice Chair, 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)**
- Vacant, 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

ROLL CALL
(Continued)

Program Year 2023-2024 - New Representatives to be seated

- Samira Abukhdair, Mather Head Start
- Debra Cummings, Parent Ambassador

- Dennesha Callhoum, Foster Parent

Vacant, 16th Avenue Head Start
Vacant, Alder Grove ELC
Vacant, Alder Grove I/T Head Start
Vacant, Bannon Creek Head Start
Vacant, Bright Beginnings Head Start
Vacant, Capital City Head Start
Vacant, CP Huntington Head Start
Vacant, Crossroad Gardens Head Start
Vacant, Elkhorn Head Start
Vacant, Florin Head Start
Vacant, Franklin Head Start
Vacant, Freedom Park Head Start
Vacant, Fruitridge Head Start
Vacant, Grizzly Hollow Head Start
Vacant, Hillsdale Head Start
Vacant, Hiram Johnson Head Start
Vacant, Hopkins Park Head Start
Vacant, Illa Collin Head Start
Vacant, Kennedy Estates Head Start

Vacant, LaVerne Stewart Head Start
Vacant, Mather Head Start
Vacant, Marina Vista Head Start
Vacant, Nedra Court Head Start
Vacant, Norma Johnson Head Start
Vacant, Northview Head Start
Vacant, Parker Head Start
Vacant, Phoenix Park Head Start
Vacant, Parker Head Start
Vacant, Phoenix Park Head Start
Vacant, River Oak Center for Children
Vacant, SCOE
Vacant, Solid Foundation
Vacant, Strizek Park Head Start
Vacant, Walnut Grove Head Start
Vacant, Outgoing Chair

**PAC MEETING ATTENDANCE
PROGRAM YEAR 2023-2024**

**The PAC was seated on November 21, December 19, 2023, and
January 16, 2024.**

| COMMITTEE MEMBER | CENTER | 11/21 | 12/19 | 1/16 | 2/20 | 3/19 | 4/23* | 5/21 | 6/18 | 7/16 | 8/20 | 9/17 | 10/15 |
|--|---------------|-------|-------|------|------|------|-------|------|------|------|------|------|-------|
| Vacant Seated | 16A | | | | | | | | | | | | |
| Vacant Seated | AG ELC | | | | | | | | | | | | |
| Vacant Seated | AG I/T | | | | | | | | | | | | |
| Vacant Seated | BC | | | | | | | | | | | | |
| Vacant Seated | BC | | | | | | | | | | | | |
| Aterious Cuffee Seated 12/19 | BH | | X | X | X | | | | | | | | |
| Vacant Seated | BB | | | | | | | | | | | | |
| Vacant Seated | CC | | | | | | | | | | | | |
| Tiorra Givens R 3/4 | CPH | | U | U | U | | | | | | | | |
| Vacant Seated | CR | | | | | | | | | | | | |
| Janet Angeles Seated 12/19 | D | X | X | U | U | | | | | | | | |
| Jessica Mitchell Seated 11/21 | EHS/HB | X | X | X | E | | | | | | | | |
| Royal Jones Seated 11/21 | EHS/HB | X | X | X | X | | | | | | | | |
| Vacant Seated | EL | | | | | | | | | | | | |
| Maggie Caldwell R 3/4 | EL | X | U | E | U | | | | | | | | |
| Vacant Seated | F | | | | | | | | | | | | |
| Vacant Seated | FA | | | | | | | | | | | | |
| Vacant Seated | FP | | | | | | | | | | | | |
| Vacant Seated | FPT | | | | | | | | | | | | |
| Vacant Seated | FT | | | | | | | | | | | | |
| Joanna Autumn Murphy Seated 12/19 | G | U | X | X | X | | | | | | | | |
| Vacant Seated | GH | | | | | | | | | | | | |
| Vacant Seated | H | | | | | | | | | | | | |
| Vacant Seated | HJ | | | | | | | | | | | | |
| Vacant Seated | HI | | | | | | | | | | | | |
| Vacant Seated | HP | | | | | | | | | | | | |
| Vacant Seated | IC | | | | | | | | | | | | |
| Maryum Sami Seated 1/16 | JC | | | X | X | | | | | | | | |
| Vacant Seated | K | | | | | | | | | | | | |

| COMMITTEE MEMBER | CENTER | 11/21 | 12/19 | 1/16 | 2/20 | 3/19 | 4/23* | 5/21 | 6/18 | 7/16 | 8/20 | 9/17 | 10/15 |
|---|--------------|-------|-------|------|------|------|-------|------|------|------|------|------|-------|
| Vacant Seated | LVS | | | | | | | | | | | | |
| Vacant Seated | MV | | | | | | | | | | | | |
| Samira Abukhdair S/B 3/19 | M | | | U | U | | | | | | | | |
| Vacant Seated | NC | | | | | | | | | | | | |
| Vacant Seated | NJ | | | | | | | | | | | | |
| Maya Fitzwater-Williams Seated 12/19 | NA | | X | E | X | | | | | | | | |
| Vacant Seated | NV | | | | | | | | | | | | |
| Vacant Seated | NV | | | | | | | | | | | | |
| Vacant Seated | PA | | | | | | | | | | | | |
| Vacant Seated | PP | | | | | | | | | | | | |
| Kryssalynn Mangonon Seated 11/21 | PS/HB | X | X | E | U | | | | | | | | |
| Vacant Seated | PS/HB | | | | | | | | | | | | |
| Vacant Seated | RO | | | | | | | | | | | | |
| Vacant Seated | SCOE | | | | | | | | | | | | |
| Inthia White Seated 11/21 | SN | X | X | X | X | | | | | | | | |
| Daisa Brown R 3/4 | SN | | U | U | U | | | | | | | | |
| Vacant Seated | SF | | | | | | | | | | | | |
| Vacant Seated | S | | | | | | | | | | | | |
| Vacant Seated | SP | | | | | | | | | | | | |
| Vacant Seated | WG | | | | | | | | | | | | |
| Debra Cummings S/B 3/19 | PAR | | | | | | | | | | | | |
| Vacant Seated | PAR | | | | | | | | | | | | |
| Dennesha Callhoum S/B 3/19 | FPR | | | | | | | | | | | | |
| Kahmaria Holleman Seated 11/21 | PPR | X | X | X | X | | | | | | | | |
| Le Andra Jones-Villalta Seated 11/21 | PPR | X | X | X | PC | | | | | | | | |
| Fienishia Wash Seated 11/21 | GPR | X | 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.**

**PARENT ADVISORY COMMITTEE - MEETING
ATTENDANCE UPDATE PROGRAM YEAR 2023-2024
(Continued)**

Head Start Center Abbreviations

16A - 16th Avenue
AG ELC - Alder Grove Early Learning Center
AG I/T - Alder Grove Infant/Toddler Center
BC - Bannon Creek
BB - Bright Beginnings
BH - Bret Harte
CC - Capital City
CPH - CP Huntington
CR - Crossroad Gardens
D - Dudley
EHS/HB - Early Head Start/Home Base
EL - Elkhorn
F - Florin
FA - Franklin
FP - Freedom Park
FPT - Freeport
FT - Fruitridge
G - Galt
GH - Grizzly Hollow
H - Hillsdale
HI - Hiram Johnson

HP - Hopkins Park
IC - Illa Collin
JC - Job Corps
K - Kennedy Estates
LVS - LaVerne Stewart
MV - Marina Vista Early Learning Center
M - Mather
NC - Nedra Court
NJ - Norma Johnson
NA - North Avenue
NV - Northview
PA - Parker Avenue
PP - Phoenix Park
PS/HB - Pre-school/Home Base
RO - River Oak
SCOE - Sacramento County Office of Education
SN - Sharon Neese
SF - Solid Foundation
S - Spinelli
SP - Strizek Park
WG - Walnut Grove

Representative Abbreviations:

CR - Community Representative
FPR - Foster Parent Representative
GPR - Grandparent Representative

OGC - Out Going Chair
PAR - Parent Ambassador Representative
PPR - Past Parent Representative

Attendance Record and Meetings Abbreviations:

***** - Special Meeting
****** - Ethics Training with Policy Council
AE - Alternate Excused
AP - Alternate Present
CD - Child Dropped
E - Excused
NM - No Meeting
PAC - Parent Advisory Committee

PC - PAC Board Business
R - Resigned
RS - Reseat
S/B - Should be, or should have been (seated)
U - Unexcused
X - Present

CONSENT ITEM I-A

Approval of the Minutes of the February 20, 2024 Regular Meeting

RECOMMENDATION:

Approve the minutes of the February 20, 2024 meeting.

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the February 20, 2024 meeting.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

MINUTES/SYNOPSIS

Sacramento Employment and Training Agency HEAD START PARENT ADVISORY COMMITTEE Regular Meeting

Tuesday February 20, 2024 9:00 a.m.

925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Mr. Jones called the meeting to order at 9:03 a.m., read the thought of the day, and called the roll; a quorum was met.

Members Present:

Fienishia Wash, Grandparent Representative
Kahmaria Holleman, Past Parent Representative
Inthia White, Sharon Neese
Royal Jones, Early Head Start (Home Base)
Joanna Autumn Murphy, Galt
Aterious Cuffee, Bret Harte
Maryum Sami, Job Corps
Maya Fitzwater-Williams, North Avenue

New Members Seated Present: None

New Members to be Seated but Absent:

Tierra Givens, CP Huntington (*unexcused*)
Daisa Brown, Sharon Neese (*unexcused*)
Samira Abukhdair, Mather (*unexcused*)

Members Absent:

Janet Angeles, Dudley (*unexcused*)
Maggie Mae Caldwell, Elkhorn (*unexcused*)
Krysalynn Mangonon, Pre-school (Home Base) (*unexcused*)
Le Andra Jones-Villalta, Past Parent Representative (*PAC Business*)
Jessica Mitchell, Early Head Start (Home Base) (*excused*)

I. CONSENT ITEM:

A. Approval of the Minutes of the January 16, 2024 Regular Meeting

Moved/Holleman, second/Cuffee, to approve the January 16, 2024, minutes as distributed.

Roll call vote:

Aye: 7 (Wash, Sami, Holleman, Fitzwater-Williams, Cuffee, Murphy, White)

Nay: 0

Abstention: 1 (Jones)

Absent: 5 (Mitchell, Angeles, Caldwell, Jones-Villalta, Mangonon)

II. 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/Sami, second/Holleman, to table the election of the Parent Ambassador and Foster Parent to the next meeting.

Roll call vote:

Aye: 7 (Wash, Sami, Holleman, Fitzwater-Williams, Cuffee, Murphy, White)

Nay: 0

Abstention: 1 (Jones)

Absent: 5 (Mitchell, Angeles, Caldwell, Jones-Villalta, 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).

There were no qualified nominations at this time.

Moved/Murphy, second/Holleman, to table the election of three (3) more positions for the next meeting.

Roll call vote:

Aye: 7 (Wash, Sami, Holleman, Fitzwater-Williams, Cuffee, Murphy, White)

Nay: 0

Abstention: 1 (Jones)

Absent: 5 (Mitchell, Angeles, Caldwell, Jones-Villalta, Mangonon)

C. Election of Parent Advisory Committee Vice Chair for Program Year 2023-2024

Ms. Murphy nominated Ms. Cuffee for Vice Chair. Additionally, Ms. Cuffee nominated herself for Vice Chair. A vote was taken to appoint Ms. Cuffee as Vice Chair; it was unanimously in favor.

Moved/Holleman, second/Murphy, to approve Ms. Cuffee as Vice Chair to the Parent Advisory Committee.

Roll call vote:

Aye: 7 (Wash, Sami, Holleman, Fitzwater-Williams, Cuffee, Murphy, White)

Nay: 0

Abstention: 1 (Jones)

Absent: 5 (Mitchell, Angeles, Caldwell, Jones-Villalta, Mangonon)

D. Approval of Out of State Travel to Attend the 2024 National Head Start Association (NHSA) Annual Conference

Mr. Jones reviewed the item and background information provided in the packet.

Ms. Uda, on behalf of Ms. Griffith, advised that as SETA is proposing to send six (6) staff members and two (2) parents from the Policy Council/Parent Advisory Committee, those will be current Chairs or their designees.

Moved/Wash, second/Murphy, to approve out of state travel to attend the 2024 National Head Start Association (NHSA) Annual Conference.

Roll call vote:

Aye: 7 (Wash, Sami, Holleman, Fitzwater-Williams, Cuffee, Murphy, White)

Nay: 0

Abstention: 1 (Jones)

Absent: 5 (Mitchell, Angeles, Caldwell, Jones-Villalta, Mangonon)

III. INFORMATION ITEMS:

A. Standing Information Items

- **Fiscal Monthly Report/Corporate Card Monthly Statement of Account**
Mr. Han reviewed the fiscal report for the sixth month, which ended January 31, in the 2023-2024 program year. He advised that total Head Start Year-to-Date expenditures are at 49.4%. The Non-Federal Share Year-to-Date expenditures are at 33.5%, above the required 25%. SETA is at 10.4% for Administrative expenditures, below the 15.0% maximum. Most line items are on pace. Mr. 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 Substitutes category is also high; it appears that the need for substitutes will remain. If so, the budget would need to be modified to allot more funds to this category. American Rescue Plan Act (ARP) and the Coronavirus 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 SETA Operated California Department of Education (CDE) and California Department of Social Services (CDSS) funding reports were reviewed for January 2024.
- **Health Service Advisory Committee (HSAC) Report**
Ms. Wash advised that the next meeting will be held in April, 2024, at the SETA Administrative building. The date is to be determined.
- **Community Resources – Parents/Staff**
Ms. Wash reviewed the community resources provided in the packet.

B. Head Start Policy Council Minutes for December 19, 2023: No questions

IV. COMMITTEE REPORTS:

- Executive Committee
The next meeting will be held on Monday, March 4, 2024 at 10 a.m., at the SETA Administrative building.
- Budget/Planning Committee
The next meeting will be held on Friday, March 1, 2024, at the SETA Administrative building. The time of the meeting is to be determined.
- Parent Ambassador Committee
The next meeting will be held on Tuesday, March 5, 2024, at 10 a.m., at the SETA Administrative building.

V. OTHER REPORTS:

- A. Chair
Mr. Jones reported on his recent attendance at the San Francisco conference.
- B. Policy Council
Ms. Wash advised that the next Policy Council special meeting will be held on Friday, February 23, 2024, at 11:00 a.m., at the SETA Board Room.
- C. Head Start Deputy Director: No report
- D. Head Start Managers
 - ✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services: No report
 - ✓ Megan Lamb - School Readiness, Special Education, and Mental Health Services: Ms. Lamb advised that her team is working with the Agency's Insurer on updating Site Safety Plans.
 - ✓ Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance, and On-going Monitoring:
Ms. Ocegueda advised that the Quality Assurance team began their Unannounced Meal Services Monitoring visits to ensure that the sites comply with Food Services requirements. Additionally, the team started their Safety and Supervision reviews to ensure child safety while transitioning in and out of the classroom. Ms. Ocegueda also advised that SETA continues working with the Sacramento County Department of Public Health, and the first shipment of three hundred (300) Narcan doses will arrive shortly. There will be two (2) doses distributed per classroom. The policy and guidance are being written to be provided to staff. The current CPR training includes training on Narcan.

Ms. Ocegueda informed the Committee that SETA will be opening two (2) Parent Intern positions tomorrow, one for the Health and Nutrition unit and another for Enrollment. The Parent Intern position requires the applying individual to have a child/children in the Head Start program. This position is paid at the minimum wage level and requires no experience. Ms. Ocegueda encouraged members to share this information with those who might be interested.
 - ✓ Betsy Uda – Safe Environments, Facilities, and Licensing:
Ms. Uda introduced Ms. Lopez, Children and Family Services (CFS) Facilities Specialist, and Mr. Greg Dobson, CFS Facilities Coordinator. Ms. Lopez and Mr.

Dobson provided their professional highlights and responsibilities.

Ms. Uda advised that the Policy and Procedures were created for Parent Volunteers to be fully implemented in March 2024.

Ms. Ndiaye advised that if the members of the Committee would like, SETA can organize a field trip to visit the Facilities Warehouse.

VI. CENTER UPDATES:

Bannon Creek site is looking for a PAC Representative due to Ms. Holleman's departure.

Ms. White was excited to report that Sharon Neese Center will have a field trip to Fairytale Town on Friday, February 23, 2024.

Ms. Sami also requested that the Job Corps Center have a field trip scheduled. She was advised to share her request with the Job Corps Site Supervisor as the funds for the field trips were budgeted.

VII. DISCUSSION: None

VIII. PUBLIC PARTICIPATION:

Ms. Deanna Cruz-Ortiz presented on the Adult Nutrition Education Program.

Mr. Terrance Martin presented on Center for Fathers. Provided handouts were distributed among the members of the Committee.

IX. ADJOURNMENT: The meeting adjourned at 10:48 a.m.

Note: The minutes reflect the actual progression of the meeting.

ACTION ITEM II-A

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

RECOMMENDATION:

That the Parent Advisory Committee elect three (3) Community Representatives and three (3) Alternates.

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.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

ACTION ITEM II-B

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

RECOMMENDATION:

That the Parent Advisory Committee elect three (3) Representatives and six (6) Alternates.

| Representatives Nominated | Alternates Nominated |
|----------------------------------|-----------------------------|
| | |
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| | |

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:

ACTION ITEM II-B (continued)
Page 2

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.”

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

INFORMATION ITEM III-A
Standing Information

BACKGROUND:

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
- Health Service Advisory Committee (HSAC) Report: Ms. Fienishia Wash
- Community Resources – Parent/Staff: Ms. Krysalynn Mangonon
 - Clean Slate Event
 - Family Fun Night!
 - Spring Extravaganza

NOTES:

LEGAL SERVICES
of
NORTHERN CALIFORNIA



CLEAN SLATE EVENT

Know Your Rights Presentation: Learn about “**expunging**” a criminal record and rights related to having a criminal record.

Request Your Records: Attendees can request a copy of their criminal record for a small fee. Preparation assistance of Livescan and fee waiver for those who qualify.

Free Legal Assistance: Eligible attendees can receive free follow up legal assistance from Legal Services of Northern California (LSNC). LSNC can serve citizens and eligible immigrants who are financially eligible for free legal aid.

Monday, March 18th 10:00am – 12:00pm
Hillsdale Job Center
5655 Hillsdale Blvd Ste. 8
Sacramento, CA 95842
916-263-4100

Register at www.CalJobs.ca.gov



*Bring Valid Government-Issued ID

 **SETA Sacramento Works**

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program.

Auxiliary aids and services are available upon request to individuals with disabilities.

Call 711 for relay service.

Family Fun Night!

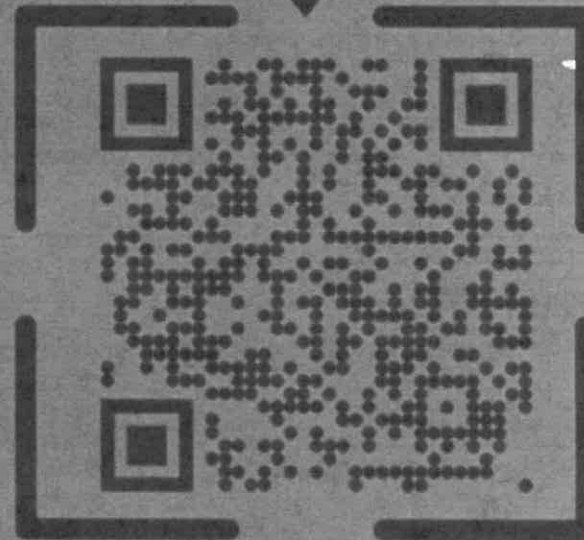
DATE:
Wednesday
April 24, 2024
3:00 p.m. to
5:00 p.m

Only 40 spots
available!

LOCATION:
Capital City School
Multipurpose Room
7222 24th street,
Sacramento, CA, 95822

- Join us for FUN, HANDS-ON activities relating to math and science!
- Snacks provided!
- Open to all enrolled families
- There is a limited space, RSVP soon to guarantee your spot!

SCAN ME



To RSVP scan
QR Code

North Highlands Recreation & Park District

SPRING EXTRAVAGANZA • & EGG HUNT •

**FREE
EVENT**

EGGcessible (adaptive) Egg Hunt at 10:15am



**Saturday, March 30
10:00am - 12:00pm
Freedom Park**

**Easter egg
hunts,
crafts, vendors,
and more!!**

**Have any questions?
Please call us at (916) 332-7440 or visit our
website at www.nhrpd.org**

**NORTH
HIGHLANDS**
Recreation and Park District

INFORMATION ITEM III-B
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 January 23, 2024 minutes.

NOTES:

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, 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.

COMMITTEE REPORTS ITEM IV

- Executive Committee Meeting: Mr. Royal Jones

NOTES:

- Budget/Planning Committee Meeting: Mr. Royal Jones

NOTES:

- Parent Ambassador Committee Meeting: Mr. Royal Jones

NOTES:

OTHER REPORTS ITEM V

BACKGROUND:

This agenda item provides an opportunity for other reports to be shared with PAC.

- A.** Chair – Mr. Royal Jones
 - ✓ PAC Recruitment
- B.** Policy Council – Ms. Fienishia Wash
- C.** Head Start Deputy Director – Ms. Karen Griffith
 - ✓ Monthly Head Start Report
- D.** Head Start Managers
 - ✓ 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 Assurances and On-going Monitoring
 - ✓ Betsy Uda – Safe Environments, Facilities, and Licensing

NOTES:



Seta Head Start

Food Service Operations Monthly Report

*February, 2024

1/29/24-2/2/24 - Norma Johnson closed due to doing the flooring.
 2/2/24-2/9/24 - Job Corps closed due to moving furniture and panting.
 2/6/24 - Hopkins Park had a field trip on site with the Puppet Show, no sack lunch requested.
 2/8/24-2/16/24 - Nedra closed due to moving furniture and painting.
 2/12/24-2/16/24 - Elkhorn closed due to flooring.
 2/14/24 - Norma Johnson had a field trip to the Sacramento Fire Department, no sack lunch requested.
 2/22/24-3/1/24 - Phoenix Park closed due to moving furniture and painting.
 2/23/24 - Sharon Neese had a field trip to Fairy Tale Town we prepared 85 sack lunches.
 2/28/24 - Homebase Preschool had a field trip to Tumble Buddies we prepared 40 sack lunches.
 2/28/24 - Norma Johnson had a field trip on site with the Puppet Art Show, no sack lunches requested.
 2/29/24 - Norma Johnson had a field trip to Fairy Tale Town we prepared 49 sack lunches.

| Lunch | PM Snack | Breakfast | Field Trips |
|--------|----------|-----------|-------------|
| 34,108 | 31,032 | 30,248 | 3 |

Total Amount of Meals and Snacks Prepared **95,562**

Purchases:

| | |
|------------|--------------|
| Food | \$128,966.17 |
| Non - Food | \$16,715.33 |

Building Maintenance and Repair: **\$0.00**

Janitorial & Restroom Supplies: **\$0.00**

Kitchen Small Wares and Equipment: **\$0.00**

Vehicle Maintenance and Repair: **\$1,033.81**

| | |
|----------------------------|-------------------|
| Vehicle Gas / Fuel: | \$1,930.07 |
| Normal Delivery Days | 20 |

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

February 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 | 197 | 13% | 699 | 143 | 20% |
| Twin Rivers USD | 160 | 40 | 25% | 56 | 3 | 5 % |
| Elk Grove USD | 480 | 85 | 18% | NA | | |
| Sac City USD | 676 | 89 | 13% | 16 | **0 | 0% |
| San Juan USD | 888 | 78 | 9% | 164 | 5 | 3% |
| WCIC | 100 | 5 | 5% | NA | | |
| COUNTY TOTAL | 3848 | 474 | 13% | 935 | 151 | 16% |

**Corrections made

AFE: Annual Funded Enrollment

SETA HEAD START/EARLY HEAD START
End of Month Enrollment Report
February 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 | 1 | 40 | | 100% |
| *Bret Harte | 20 | 20 | 0 | 20 | | 100% |
| *Capital City | 20 | 19 | 1 | 20 | | 100% |
| *CP Huntington | 20 | 20 | 0 | 20 | | 100% |
| *Crossroad Garden | 60 | 59 | 0 | 59 | | 98% |
| *Elkhorn | 80 | 76 | 2 | 78 | | 98% |
| *Freedom Park | 60 | 60 | 1 | 61 | | 102% |
| *Freeport | 20 | 20 | 0 | 20 | | 100% |
| *Hillsdale | 80 | 78 | 3 | 81 | | 101% |
| *Job Corps | 20 | 21 | 0 | 21 | | 105% |
| *Marina Vista | 60 | 22 | 3 | 25 | | 42% |
| *Mather | 80 | 70 | 0 | 70 | | 88% |
| *Norma Johnson | 40 | 40 | 0 | 40 | | 100% |
| *North Avenue | 60 | 58 | 1 | 59 | | 98% |
| *Northview | 80 | 79 | 2 | 81 | | 101% |
| *Phoenix Park | 60 | 45 | 3 | 48 | | 80% |
| *Sharon Neese | 60 | 58 | 1 | 59 | | 98% |
| Alder Grove ELC | 20 | 11 | 0 | 11 | | 55% |
| Bannon Creek | 40 | 36 | 5 | 41 | | 103% |
| Bright Beginnings | 40 | 38 | 0 | 38 | | 95% |
| Dudley | 20 | 19 | 1 | 20 | | 100% |
| Florin | 20 | 18 | 0 | 18 | | 90% |
| Franklin | 20 | 20 | 0 | 20 | | 100% |
| Fruitridge | 40 | 40 | 0 | 40 | | 100% |
| Galt | 80 | 80 | 1 | 81 | | 101% |
| Grizzly Hollow | 40 | 40 | 0 | 40 | | 100% |
| Home Base | 120 | 106 | 2 | 108 | | 90% |
| Hopkins Park | 40 | 40 | 0 | 40 | | 100% |
| Kennedy Estates | 20 | 20 | 0 | 20 | | 100% |
| LaVerne Stewart | 20 | 17 | 1 | 18 | | 90% |
| Nedra Court | 40 | 28 | 1 | 29 | | 73% |
| Parker | 20 | 14 | 3 | 17 | | 85% |
| Solid Foundation | 40 | 39 | 1 | 40 | | 100% |
| Spinelli | 20 | 20 | 0 | 20 | | 100% |
| Strizek Park | 20 | 20 | 0 | 20 | | 100% |
| Walnut Grove | 24 | 22 | 2 | 24 | | 100% |
| Total | 1544 | 1412 | 35 | 1447 | 0% | 94% |

(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
February 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 | 18 | 1 | 19 | | 106% |
| *Alder Grove I/T | 16 | 9 | 2 | 11 | | 69% |
| *Bret Harte | 9 | 9 | 0 | 9 | | 100% |
| *Captial City | 16 | 14 | 1 | 15 | | 94% |
| *CP Huntington | 16 | 16 | 1 | 17 | | 106% |
| *Crossroad Garden | 15 | 15 | 1 | 16 | | 107% |
| *Elkhorn | 16 | 16 | 0 | 16 | | 100% |
| *Florin (d) | 0 | 0 | 0 | 0 | | 0% |
| *Freedom Park | 16 | 16 | 3 | 19 | | 119% |
| *Hillsdale | 17 | 16 | 0 | 16 | | 94% |
| *Hiram Johnson | 32 | 20 | 2 | 22 | | 69% |
| *Hopkins | 6 | 6 | 0 | 6 | | 100% |
| *Illa Collins | 16 | 8 | 0 | 8 | | 50% |
| *Job Corps | 25 | 24 | 4 | 28 | | 112% |
| *Marina Vista | 9 | 7 | 0 | 7 | | 78% |
| *Mather | 15 | 15 | 1 | 16 | | 107% |
| *Norma Johnson | 9 | 9 | 0 | 9 | | 100% |
| *North Avenue | 16 | 16 | 0 | 16 | | 100% |
| *Northview | 16 | 15 | 0 | 15 | | 94% |
| *Phoenix Park | 8 | 8 | 1 | 9 | | 113% |
| *Sharon Neese Center | 25 | 23 | 3 | 26 | | 104% |
| EHS Home Base | 200 | 190 | 9 | 199 | | 100% |
| Galt | 16 | 16 | 1 | 17 | | 106% |
| Grizzly Hollow | 9 | 9 | 1 | 10 | | 111% |
| River Oak - Home Base | 72 | 61 | 0 | 61 | | 85% |
| SCOE - Home Base | 77 | 66 | 3 | 69 | | 90% |
| Walnut Grove | 9 | 4 | 0 | 4 | | 44% |
| Total | 699 | 626 | 34 | 660 | 0% | 94% |

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

Vacancies in the following positions that support classroom ratio or enrollment: 16 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 4 Associate Teachers and 1 Lead Teacher/Infant Toddler onboarded in February. There are 4 employment offers pending for the following positions: 1-Associate Teachers, 2-HS Teacher, 1 Associate Teacher/Infant Toddler.

Recruitment and networking opportunities to increase awareness of Head Start services and community visibility: Presentation on Head Start services at Network Cafe and Connection Cafe.

(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

CENTER UPDATES ITEM VI

BACKGROUND:

This agenda item allows PAC the opportunity to discuss events going on at their center.

NOTES:

DISCUSSION ITEM VII

BACKGROUND:

This agenda item allows PAC the opportunity to discuss items not on the agenda.

NOTES:

PUBLIC PARTICIPATION ITEM VIII

BACKGROUND:

The general public is encouraged to participate in PAC meetings. If members of the audience wish to speak, they should address their requests to the Chair.

NOTES: