

Thought of the Day:

“A great future doesn’t require a great past.”

Author: Unknown

AGENDA

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

Tuesday April 23, 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.

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BOARD OF SUPERVISORS
County of Sacramento

Eric Guerra
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Patrick Kennedy
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PUBLIC REPRESENTATIVE

Mai Vang
COUNCILMEMBER
City of Sacramento

Anita Maldonado
EXECUTIVE DIRECTOR

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

➤ Parent Advisory Committee (PAC) Meeting Attendance Update

I.	CONSENT ITEMS:	
	A. Approval of Minutes of the March 19, 2024 Regular Board Meeting	6-12
II.	ACTION ITEMS:	
	A. Approval of Annual Self-Assessment for 2023-2024 and Resulting Program Improvement Plan for the SETA-Operated Program (Karen Griffith)	13-36
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	C. Approval of the SETA Head Start and Early Head Start Budgets for Program Year 2024-2025 (Karen Griffith)	39
	D. Approval of the 2024-2025 Head Start and Early Head Start Program Options and Center Locations for Sacramento County (Karen Griffith)	40-44
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III.	INFORMATION ITEMS:	
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	➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han	
	➤ Health Service Advisory Committee (HSAC) Report: Ms. Fienishia Wash	
	B. Head Start Policy Council Minutes for February 23, 2024	74-81
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V.	OTHER REPORTS:	83-89
	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

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DISTRIBUTION DATE: Tuesday, April 16, 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, Bannon 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
- Vacant, 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**
- Dennesha Callhoum, Foster Parent Representative**
- Debra Cummings, Parent Ambassador Representative**

ROLL CALL
(Continued)

Program Year 2023-2024 - New Representatives to be seated

Vacant, 16 th Avenue Head Start	Vacant, Kennedy Estates Head Start
Vacant, Alder Grove ELC	Vacant, LaVerne Stewart Head Start
Vacant, Alder Grove I/T Head Start	Vacant, Mather Head Start
Vacant, Bannon Creek Head Start	Vacant, Marina Vista Head Start
Vacant, Bright Beginnings Head Start	Vacant, Nedra Court Head Start
Vacant, Capital City Head Start	Vacant, Norma Johnson Head Start
Vacant, CP Huntington Head Start	Vacant, Northview Head Start
Vacant, Crossroad Gardens Head Start	Vacant, Parker Head Start
Vacant, Dudley Head Start	Vacant, Phoenix Park Head Start
Vacant, Elkhorn Head Start	Vacant, Parker Head Start
Vacant, Florin Head Start	Vacant, Phoenix Park Head Start
Vacant, Franklin Head Start	Vacant, River Oak Center for Children
Vacant, Freedom Park Head Start	Vacant, SCOE
Vacant, Fruitridge Head Start	Vacant, Solid Foundation
Vacant, Grizzly Hollow Head Start	Vacant, Strizek Park Head Start
Vacant, Hillsdale Head Start	Vacant, Walnut Grove Head Start
Vacant, Hiram Johnson Head Start	Vacant, Outgoing Chair
Vacant, Hopkins Park Head Start	
Vacant, Illa Collin Head Start	

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

**The PAC was seated on November 21, December 19, 2023, and
January 16, March 19, 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	X							
Vacant Seated	BB												
Vacant Seated	CC												
Vacant Seated	CPH												
Vacant Seated	CR												
Janet Angeles R 3/26	D	X	X	U	U	U							
Jessica Mitchell Seated 11/21	EHS/HB	X	X	X	E	X							
Royal Jones Seated 11/21	EHS/HB	X	X	X	X	X							
Vacant Seated	EL												
Vacant Seated	EL												
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	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	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 R 3/26	M			U	U	U							
Vacant Seated	NC												
Vacant Seated	NJ												
Maya Fitzwater-Williams Seated 12/19	NA		X	E	X	E							
Vacant Seated	NV												
Vacant Seated	NV												
Vacant Seated	PA												
Vacant Seated	PP												
Kryssalynn Mangonon Seated 11/21	PS/HB	X	X	E	U	E							
Vacant Seated	PS/HB												
Vacant Seated	RO												
Vacant Seated	SCOE												
Inthia White Seated 11/21	SN	X	X	X	X	X							
Vacant Seated	SN												
Vacant Seated	SF												
Vacant Seated	S												
Vacant Seated	SP												
Vacant Seated	WG												
Debra Cummings Seated 3/19	PAR					X							
Vacant Seated	PAR												
Dennesha Callhoum Seated 3/19	FPR					X							
Kahmaria Holleman Seated 11/21	PPR	X	X	X	X	E							
Le Andra Jones-Villalta Seated 11/21	PPR	X	X	X	PC	X							
Fienishia Wash Seated 11/21	GPR	X	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 March 19, 2024 Regular Meeting

RECOMMENDATION:

Approve the minutes of the March 19, 2024 meeting.

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the March 19, 2024 meeting.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

MINUTES/SYNOPSIS

Sacramento Employment and Training Agency HEAD START POLICY COUNCIL Regular Meeting

Tuesday March 26, 2024 9:00 a.m.

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Ms. Wash called the meeting to order at 9:01 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, Vice Chair, EHS San Juan Unified School District

Le Andra Jones-Villalta, SETA-Operated Program

Maryum Sami, SETA-Operated Program

Laura Quinones-Neri, Community Agency Representative

Angelina Mejia, Sac City Unified School District (*arrived and seated at 9:07 a.m.*)

New Members Seated Present:

New Members to be Seated but Absent:

Destiney Abila, WCIC/Playmate Child Development Center (*unexcused*)

Veronica Moreno, WCIC/Playmate Child Development Center (*unexcused*)

Members Absent:

Aterious Cuffee, SETA-Operated Program (*excused*)

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

I. CONSENT ITEM:

A. Approval of the Minutes of the February 23, 2024 Special Meeting

The minutes were reviewed; no questions or corrections.

Moved/Garduno, second/Sami, to approve the February 23, 2024, minutes as distributed.

Roll call vote:

Aye: 5 (Cummings, Sami, Garduno, Jones-Villalta, Quinones-Neri)

Nay: 0

Abstention: 1 (Wash)

Absent: 3 (Cuffee, Jamili, Mejia)

II. ACTION ITEMS:

A. Timed Item 9:00 a.m. and Public Hearing

Approval of Changes to SETA Personnel Policies and Procedures Section 11.05 Vehicle and Driving Policy

Mr. Richardson introduced himself and reviewed the item. He advised that the current policy addresses SETA staff members whose classifications require driving either an Agency or private vehicle for work. The policy states that these staff members must maintain a "good" driving record, as required by the Agency's insurance broker, Gallaher. To ensure that the "good" driver status is maintained, Gallagher obtains a Motor Vehicle Report (MVR) on an annual basis. The Department of Motor Vehicles has recently implemented a new program that automatically sends MVRs to the insurer in the event of an incident that affects an employee's driving record. Therefore, SETA needs to update its policy and have current and future staff sign a new acknowledgment for the automatic reporting of their MVR.

Ms. Wash opened the public hearing at 9:05 a.m.

There were no public comments.

Ms. Wash closed the public hearing at 9:08 a.m.

Moved/ Quinones-Neri, second/Jones-V, to approve the updated Personal Policies and Procedures Section 11.05 Vehicle and Driving Policy.

Roll call vote:

Aye: 5 (Cummings, Sami, Garduno, Jones-Villalta, Quinones-Neri)

Nay: 0

Abstention: 1 (Wash)

Absent: 3 (Cuffee, Jamili, Mejia)

Ms. Mejia arrived and was seated at 9:07 a.m.

B. 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 (1) voting Foster Parent, two (2) voting Parent Ambassadors, and two (2) Past Parents representatives and their alternates. There were no applicants to be considered at this time.

Moved/Jones-Villalta, second/Quinones-Neri, to table the election of the one (1) Foster Parent, two (2) Past Parent and two (2) Parent Ambassador Representatives to the next meeting.

Roll call vote:

Aye: 6 (Cummings, Sami, Mejia, Garduno, Jones-Villalta, Quinones-Neri)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Cuffee, Jamili)

C. Election of Policy Council Parliamentarian for Program Year 2023-2024

Ms. Wash reviewed the bylaws and officer position.

There were no nominations for Parliamentarian.

Moved/Sami, second/Jones-Villalta, to table the election of Parliamentarian to the next meeting.

Roll call vote:

Aye: 6 (Cummings, Sami, Mejia, Garduno, Jones-Villalta, Quinones-Neri)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Cuffee, Jamili)

C. Election of Community Action Board Alternate

Ms. Wash reviewed the item. The PC needs to elect one (1) Alternate to serve as Low-Income Sector Representatives to the Community Action Board.

There were no nominations for the Alternate position.

Moved/Sami, second/Mejia, to table the election of one (1) Alternate for the next meeting.

Roll call vote:

Aye: 6 (Cummings, Sami, Mejia, Garduno, Jones-Villalta, Quinones-Neri)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Cuffee, Jamili)

III. INFORMATION ITEMS:

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account
Mr. Han reviewed the fiscal report for the seventh month of the 2023-2024 program year ended on February 29, 2024. SETA is working with the Delegate Agencies to modify the budget as Countywide Year-to-Date expenditures are at 48%, whereas it should be around 58% to be on track. Details will be provided in future meetings. It may be necessary to request a twelve (12) month No-Cost Extension as Delegate Agencies work on projects that may not be completed by the end of the program year. The Non-Federal Share Year-to-Date expenditures are at 29.6%, above the required 25.0%. Administrative expenditures are at 9.7%, 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. However, the Delegate Agencies will still have a liquidation period until the end of June as long those funds are obligated to different projects to be completed. The SETA Operated Programs Expenditures report was reviewed. Most line items are on pace. Listed in the 'various' category are charges related to the Workforce Development Department; therefore, they are not itemized further. The Travel (Out-of-State) and Substitutes categories continue to be high. SETA will be looking into possible budget modifications to reallocate funds as needed. The American Express and CitiBank credit card statements were reviewed, without concerns and no atypical activity noted.
- Health Service Advisory Committee (HSAC) Report
Ms. Wash advised that the next meeting will be held on April 18, 2024, at the SETA

Administrative building.

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

B. SETA's Recruitment Update
Ms. Green-Johnson reviewed the recruitment data from February 9, 2024, through March 14, 2024 provided as backup information to the agenda packet. Head Start Teacher's ongoing hiring position was paused as SETA now has all the teachers needed. For Personnel Analyst, people who passed the exam but were not invited to the interview stay on the waiting list for one year.

C. Governing Board Minutes for February 1, 2024: No questions.

IV. COMMITTEE REPORTS:

- Executive Committee
The next meeting will be held on Tuesday, April 2, 2024 at 10 a.m., at the SETA Administrative building.
- Budget/Planning Committee
The next meetings will be held on Tuesday, April 9, 2024, at 1:00 p.m., at the SETA Administrative building.
- Parent Ambassador Committee
The next meeting will be held on Tuesday, April 9, 2024, at 10 a.m., at the SETA Administrative building.

V. OTHER REPORTS:

A. Interim Executive Director
Ms. Saurbourne provided an update on hiring the SETA's Executive Director. She advised that the City and the County of Sacramento completed the hiring process and selected an external candidate, Ms. Anita Maldonado. Currently, the appointment of the new Executive Director is undergoing the proper approval process. The start date for Ms. Maldonado is expected to be in April.

B. Head Start Deputy Director:
Ms. Griffith informed that SETA has received all the grant submissions from SETA Delegates and Partners. The submissions are now being consolidated with the SETA-Operated Program into a single grant proposal. This proposal will be presented to the Board at their upcoming April meeting.

Furthermore, Ms. Griffith reported that the Office of Head Start notified SETA about a Risk Assessment Notification (RAN) review in light of some recent safety, supervisor, and personal rights incidents. The Office of Head Start wants to examine three incidents that occurred at the locations of the Delegate Agencies in the next few weeks. SETA has already taken corrective measures, such as implementing action plans and increasing training, monitoring, and coaching. The Office of Head Start would like to review these actions.

C. Chair: No report

D. Head Start Managers

- ✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services:
Ms. Carr introduced herself and provided an update. SETA is on the full enrollment plan with the Office of Head Start. As of February 2024, Sacramento County Head Start and Early Head Start enrollment is at 90%. By October 2024, Sacramento County needs to be at 97% to fulfill the corrective action requirement.

- ✓ Megan Lamb - School Readiness, Special Education, and Mental Health Services:
Ms. Lamb introduced herself and provided the following updates:
 - The phrase "Coffee break" is designed to give teaching staff an unscheduled break to restore a healthy and safe learning environment in the classroom. Next week, the staff will be surveyed to determine their understanding of the purpose and use of the safety phrase. The online survey tool Sogolytics will provide both quantitative and qualitative data. The staff have been advised that the survey is anonymous. The survey results will be presented to the Board at the next meeting.
 - As the Sacramento City Unified School District is opening two (2) EHS classes for infants and toddlers and with two new Teachers on Special Assignments, SETA is able to provide the additional intensive coaching and support needed for a successful school year.
 - Ms. Kelly Sparke, Children and Family Services Program Officer, is working with the Women's Civic Improvement Club to provide coaching and feedback and help them identify how they can grow their program. Ms. Sprake has years of experience in providing coaching with a strength-based mindset.

- ✓ Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance, and On-going Monitoring:
Ms. Ocegueda provided an update on the Health Service Advisory Committee (HSAC) and their ongoing work. The HSAC has formed five subcommittees, including one working to improve blood lead and hemoglobin testing as part of annual screenings following the Early and Periodic Screening, Diagnostic and Treatment (EPSDT) schedule. Another subcommittee is focused on increasing awareness of the importance of these screenings. A mental health wellness subcommittee has also been formed, along with a subcommittee planning the annual HSAC meeting called "Families and Friends" and a continuing effort in communicable disease mitigation, including COVID-19.

Ms. Ocegueda also introduced the new Head Start Coordinator for Quality Assurance, Ms. Jessica Roenfeldt. The Quality Assurance (QA) team is finishing up a countywide safety and supervision review and preparing to begin a comprehensive review of home-based services.

In recent Delegates' Health Content meetings, it was decided to prioritize equity and inclusion as the need for services for children with behavioral and developmental delays continues to increase.

- ✓ Betsy Uda – Safe Environments, Facilities, and Licensing:
Ms. Griffith provided an update on behalf of Ms. Uda. Ms. Uda and SETA's consultant, Kristen Smith, are visiting various sites to monitor the improvements made since the last review. Based on these visits, they produce reports and share them with the delegate agencies. The review of the San Juan Unified School District will take place in April. Once the visits are completed, the report will be provided to the Policy Council.

A Playground Safety Tool is being developed for the SETA Facilities team. This tool will document inspections and repairs made to playground areas. Once completed, it will be shared with the Delegates, Partners, and Boards.

E. Open Discussion and Comments: None

F. Public Participation: None

VI. **ADJOURNMENT:** The meeting adjourned at 9:56 a.m.

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

ACTION ITEM II-A

Approval of Annual Self-Assessment for 2023-2024 and Resulting Program Improvement Plan for the SETA-Operated Program

Presenter: Karen Griffith

RECOMMENDATION:

Approve Program Year 2023-2024 Self-Assessment and resulting Program Improvement Plan for the Head Start/Early Head Start/EHS programs.

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the results of the Head Start, Early Head Start and Early Head Start Child Care Partnership Annual Self-Assessments and Program Improvement Plans (PIP).

In January-February 2024, seven committees led by team leaders in the Child and Family Services department, SETA Fiscal and Human Resource departments conducted self-assessment activities within their service areas. Focus Area Protocol Questions were used as a general framework to assess effectiveness of internal policies and procedures and agency communication and delivery systems. Each committee designed its specific approach that included a diverse team membership and a process for identifying, collecting and analyzing data. A summary report of program strengths, areas of improvement and a resulting program improvement plan are attached.

Staff will be available to answer questions.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

Sacramento Employment and Training Agency (SETA)
Children and Family Services Department (CFS)

Head Start and Early Head Start
Self-Assessment Summary of Results
2023-2024

Background

In January-February 2024, seven committees led by team leaders in the Child and Family Services department, and SETA Fiscal and Human Resource departments conducted self-assessment activities within their service areas. Each committee designed its specific approach that included a diverse team membership and a process for identifying, collecting, and analyzing data. Each committee submitted a report highlighting strengths and areas of improvement which are summarized in this report.

Data Collection and Analysis

The committees utilized data from personnel files, written policies and procedures, parent and staff surveys and interviews, child files, *ChildPlus*, *CLASS*, *DRDP*, *Learning Genie*, *ASQ Online*, classroom observations, health reports, internal monitoring results, safety and supervision monitoring, *ReadyRosie*, *ADP* and fiscal reports. Committees used a SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis as an approach to discuss and understand the relationships between the various data points and qualitative information collected.

Summary of Program Strengths

The SETA Children and Family Services programs have many notable strengths as described in the following sections

Education, Mental Health, and Disabilities

Education

Head Start and Early Head Start Center-Based Program

Curriculum Fidelity and Child Assessment and Quality Teacher-Child Interaction

- In addition to actively implementing Creative Curriculum (CC), a researched-based curriculum that meets the Head Start Early Learning Outcomes Framework: Ages Birth to Five (ELOF), the program is also currently piloting the newest edition of CC across six classrooms in preparation of rolling out to additional groups in the coming year. Participants in the pilot program are working closely with the School Readiness Program Officer and team to identify challenges with the new curriculum before expanding across all classrooms. With the currently used CC, all classrooms have CC volumes and resources. Teaching staff receive additional materials to support its implementation including activities, interest areas, lesson plans, read-alouds, STEM, etc. Strengths

Sacramento Employment and Training Agency (SETA)
Children and Family Services Department (CFS)

Head Start and Early Head Start
Self-Assessment Summary of Results
2023-2024

identified through CC fidelity are in the areas of Planning, Positive Climate, and Positive Behavior Management.

- CLASS observation data is collected annually and results are used to plan relevant training and onsite coaching support to build teaching skills and to continue to raise CLASS scores and quality teaching. CLASS scores across thirty classrooms show high scores in Emotional Support (6.6) and Classroom Organization (6.38) domains.
- Working closely with a Specialist from the Office of Head Start, a CLASS Implementation Plan has been developed to establish best practices from the site to the administrative level to ensure CLASS scores stay at or above the Quality Threshold.
- All Education Program Officers, as well as several Quality Assurance staff, are or are in the process of becoming certified CLASS Observers to allow for increased internal capacity for self-assessment.
- DRDP is used to assess all HS and EHS children in the program. Teachers use the Learning Genie computer program to collect and record observations, photos, and work samples to determine the final score.
- DRDP data from Preschool in Winter 2023 revealed that strengths are in the domains of Physical Development Health with 92% of children at or above age level, Social Emotional Development with 89% of children at or above, and Language and Literacy development with 87% children at or above age level. The lowest numbers of children functioning at or above age level are in the domains of English Language development, 66%; Cognition including Math and Science, 84%; and Approaches to Self-Regulation, 82% of children at or above age level.
- Lesson plans and detailed daily schedules were displayed for families and adult use in 90% of preschool classrooms in the sample. In EHS classrooms observed, 100% them of had lesson plans posted.
- With reduced COVID-19 health and safety restrictions in the classroom, more materials have been restored to Dramatic Play areas to promote creativity and self-expression of children.
- Teachers focused on providing individualized educational opportunities for children. In 100% of classes observed, teachers were proactive in providing accommodations for children who did not want to participate in structured activities and instead were able to meet the individual strengths of the children. The teachers also guided children through transitions with care and support, providing encouragement and positive feedback.

Transitions

- 98% of parent survey respondents stated that teachers and Family Services Workers (FSW) help them prepare their children and their families for transition into Kindergarten or another Pre-K program if moving out of the area.
- 99% of parent survey respondents felt that their children are being prepared for a successful Kindergarten throughout the school year.

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- Transition plans are completed for 100% of EHS children transitioning into Preschool. 98% of the transitions start at age 2 years and 6 months. 100% of parents who met with their FSW to complete the Head Start enrollment application reported that their child is ready for preschool by attending EHS. 100% of parents agreed that the transition plan developed for their child is individualized and meets their needs and goals. 99% of parents felt the overall transition experience from EHS to Pre-K went well.

Professional Development, Training, Coaching and Education Support

- Professional Development offerings for staff are increasingly structured in smaller groups more frequently to allow for a greater depth of experience and maximize learning from both facilitators and peers.
- Relevant Professional Development Plans are based on data from DRDP, CLASS observations, Self-Assessment results, and teacher input from the self-reflection portion of their Annual Evaluations. Findings from these sources are analyzed to determine the professional development content and training approach needed.
- Members of the Education team are also authorized Teaching Pyramid Coaches/Trainers, Trauma Informed Care, Infant/Toddler and Preschool CLASS and Creative Curriculum trainers.
- Teachers on Special Assignment (TOSA) capacity has doubled by adding two additional TOSA positions (one for EHS, one for Pre-K). They provide highly individualized coaching for new Teachers, as well as stepping in to coach Teachers as part of overall performance support strategies.
- Site Supervisor Quarterly meetings have shifted to bi-monthly, and have been reformatted to provide an additional two hours of Professional Development in staff-identified areas of growth.
- Education staff, including Coordinators, Program Officers, Site Supervisors, and Teachers have attended conferences and presented at in-house staff training events to share the information gained with peers.
- The code phrase “*I need a coffee break*” launched at sites for staff to discreetly share or with the supervisor the need to take a quick break and step off the floor.

Head Start and Early Head Start Home-Based Program

- In 2023, the SETA Head Start/Early Head Start home base was trained in the home visitor observation rating scales (HOVRS). The HOVRS is used to guide the quality of a home visit. This tool was designed to better engage parents as well as improve the quality of the home visit.
- In 2024 SETA Head Start/Early Head Start Homebase program was trained in PICCOLO. PICCOLO is a checklist of twenty-nine observable, developmentally supportive parenting behaviors in four domains (affection, responsiveness,

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encouragement, and teaching). The PICCOLO is a great way to monitor parent/child outcomes and program effectiveness. The benefits of PICCOLO are assessing positive parenting behaviors that individualize positive parenting outcomes and guide individualized positive parenting interventions with families while also being culturally sensitive and relevant.

- In program year 2023/2024 the SETA Head Start/Early Head Start Home Base units have conducted joint team building training between Home Base and Family Service Workers as well as between Home Base and Health Nutrition Service unit. These meetings have created opportunities to communicate unit needs, expectations, and new policies and procedures. It has also helped enhance support services provided to families. Transitions from different program options (home-based to center-based and vice versa) have also been enhanced and much smoother as a result of these meetings and staff getting to know each other in person and building relationships.

Mental Health and Disabilities Services

- In 80% of classrooms observed the Teacher had documented evidence of individualization for children on the IFSP/IEP/IDP Goal Tracking Sheet
- An Additional Intervention Specialist was hired to support EHS and Home Base, given the increase in EHS students across both center-based and home-based options.
- Ages and Stages Questionnaires (developmental screening) are completed, printed, and maintained in the child's file within 45 days (100% of 16 observed).
- A new cohort of teachers is going through training in Teaching Pyramid and will complete the series by May 2024, equipping them with skills to support the increased need in children showing heightened behavioral concerns.
- The referral process for disabilities and mental health is timely and parents are satisfied, 94% in the center-base option, and 100% in the home-base option.
- 92% of parents surveyed are aware that SETA Head Start has an Intervention Specialist team who can assist them in navigating the early intervention referral process. 100% of parents surveyed stated their family and child feel welcomed by Head Start staff, and 99% of parents surveyed feel that their Teacher helped them understand their child's social/emotional development.
- *Teaching Pyramid* strategies are being implemented in 95% of classes observed: Building relationships (100%), visual schedules posted (76%), classroom expectation posted (71%)
- The agency provides services of early childhood infant mental health professional consultants for social-emotional/mental health referrals to support the Intervention Specialists.

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Parent and Family and Community Engagement

- 100% of the files checked had the strengths and needs assessment section of the FPA completed.
- The required minimum of one individualized parent contact per month by Family Service Workers was well exceeded (report 2130 in Child Plus – 1,306 pages of contacts for Preschool; 325 pages of contacts for EHS – does not include health contacts, just family services).
- At all sites, regular sharing of community resources and important information about opportunities for parents, such as jobs, free food, free diapers, car seat information, WIC, etc is occurring. Parents receive flyers, text messages, and emails to inform them about these.
- 80% (31 out of 39) of sites have had at least one in-person parent meeting. 85% (33 out of 39) have had some form of parent meeting.

Health and Nutrition Services

- Majority of Head Start/Early Head Start children have access to health care and receive their age-appropriate health screenings, At the time of self-assessment, agency data shows 85 % of enrolled children have access to health insurance and health care services. This includes immunizations (79%), dental care (82%), and follow-up treatment (68%).
- Over the last few years, the program has been responsive to areas that required change. In 2022-23, the agency provided updated technology devices such as tablets, laptops, email and fax capabilities, mobile wifi, units, and phones to site staff to keep up with modern business practices of using text messaging, uploading documents from mobile devices and accessing health information in *ChildPlus* database. This increased the staff's flexibility in health data collection. Over this past year, the agency transitioned to online/cloud to access and store health data with the conversion of *ChildPlus* Desktop to Online version. The health unit was responsive to this change and provided staff training to be proficient in this new version and optimize the use of virtual access Some improvements include:
 - Staff can now use their tablet or mobile phone to take pictures of required enrollment documents and directly upload them to the participant's electronic record without having to scan documents or make photocopies.
 - Texts of reminders to parents/guardians for upcoming medical appointments or documents that are due. Staff can send links to documents that participants can open from their mobile phones, electronically sign, and upload directly to their electronic records.
 - Staff can create digital resources, and download interactive mobile apps, or websites to provide education, telehealth/dentistry consultations, over the phone,

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or through virtual connections like FaceTime to connect via mobile phones for assessments or consultation appointments.

- Community partners have also brought services directly to participants via mobile setups for immunizations, vaccinations, health and oral screenings, enrollment access to other non-Head Start programs and/or services, and dental treatment.
- SETA has expanded the school menus to incorporate more cultural foods and other preference diets. Vegetarian meals are now served weekly to children. The program has also increased the quantity and types of items sourced locally from area farm vendors allowing for more fresh produce to be served at meals.
- CACFP reviews also indicate that the conduct of meal times is one of the strengths of nutrition services. Wonderful conversations and teacher-child interactions consistently take place, making meal times not only a pleasant experience for children but also a learning activity. Teachers encourage children to help set tables for meals, promoting independence and cooperation.

Safe Environments

- SETA has a strong system for centers requesting supplies, basic repairs, and more in-depth/emergency facility issues.
- The facilities department has a team with a variety of skill sets that allows us to maintain HS centers using our in-house team whenever possible
- The department recently updated its Preventative Maintenance expectations, schedules, and systems. The manager and coordinator provided training to all facilities staff
- There is a process in place for the facility's supervisory staff to visit centers regularly to observe if recommendations from the Safe Environments Consultant are being implemented. These visits are also a time to provide technical assistance to teaching staff in Safe Environments.

ERSEA

Recruitment:

- SETA is partnering with Code for America, a 501(c)(3) organization that creates pathways for families receiving government assistance. Code for America is supporting countywide recruitment efforts to reach out to families receiving SNAP who can potentially enroll in HS/EHS. In January 2024, it launched the send-out of Head Start service information to families residing in 3-4 targeted zip codes of areas with low HS enrollment.

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Eligibility:

- Policy and procedures are in place for the ongoing monitoring review of eligibility records. The program also has procedures in place for the child/family application process. The verification process is twofold as once it is completed at the center level or in-home base option, by Family Services Workers (FSW) or Home Base Visitor, all applications are again reviewed by the ERSEA Program Analyst.
- Mandatory annual ERSEA training was completed on 8/18/23 and 8/28/23. Staff responsible for eligibility determination is trained within 90 days of starting the position and throughout the program year to ensure consistent and appropriate ERSEA practices.
- Head Start and State enrollment applications are reviewed annually through the Quality Assurance unit. The average error rate continues to decrease.

Attendance:

- The program has an attendance policy to support child attendance and to ensure an absent child's health and safety on time.
- Daily Attendance and CACFP totals are captured daily per classroom with the use of the *ChildPlus* Attendance app.
- Information regarding the benefits of attendance is provided in multiple places including Parent Handbook, and Admissions Policies, during enrollment interviews and parent meetings.
- Staff use *ChildPlus* monthly reports to identify children whose attendance is 85% or lower.
- ERSEA and Education units completed revisions to the Classroom Attendance Improvement Plan. Site Supervisors are using the form monthly to document reasons for classrooms that have total attendance below 85%. Site staff contact families with children who are chronically absent and schedule a conference to develop an Attendance Action Plan.

Enrollment:

- Although SETA is currently on an OHS Full Enrollment Initiative, as of January 2024 the enrollment for Head Start is at 93% and 90% for EHS.
- Monthly data analysis of *ChildPlus* report #2025 is used to track the number of families in automatically eligible categories to evaluate the ongoing recruitment plan.
- *ChildPlus* report #2004 Management of Eligibility Income is used to track families meeting categorical eligibility.
- Families have access through the SETA website to complete Family Pre-Application. When families complete this process online, they receive a link to upload supporting documents for eligibility into *ChildPlus*.

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- Families contacting SETA via the Enrollment Line are assisted with location preference, eligibility documents upload, and contact information for site location. From January to March 2024, more than 720 families were assisted through this process.
- The program waitlist has more than 600 families with verified eligibility documents uploaded into the system.

Human Resources

- Successful ratification of new labor agreements with AFSCME & SETA
- Updated recruiting procedures by **1302.91** including:
 - Implementation of ADP Recruitment Module producing an increase in applications
 - Updating Position and Program Summary information in Job Announcements when advertising vacancies
 - New website and logo designs are ongoing letterhead has been updated.
 - Job Fair hosted at the main office on 7/ 29/23 resulting in 35 new hires.
 - Flexibility to continue virtual and online options for screening, testing, and interviewing when feasible
 - Continue meetings between HR and Program Management for hard-to-fill vacancies and other recruitment strategies like providing education plans
 - Hired 17 Child Care Teacher Assistants from the Job Fair who will transition to Associate Teacher positions. Two successful Hub Sub program recruitment events for substitute teacher recruitment at CSUS resulted in 19 hires in Fall 2023 and 34 hires in Spring 2024
- Implementation of the New Hire Orientation Survey –distributed to new hires within 30 days of attending orientation to assist with improving the new hire and onboarding experience
- Increased flexibility with management in scheduling screenings/interviews
- Recruiting staff were excellent at catching application inconsistencies concerning background checks and health screening procedures (**1302.90(b)**)
- PC & PAC members are involved in the hiring process understanding the role – recently seated member training to review PC role and expectations
- Ensured New Hire success with Onboarding Best Practices Policy (**1302.90((a)**)
 - Improving New Hire Orientation experience from 2 days to 5 days once a month beginning in April 2024 working with Admin/IT and Program Management Staff
 - a) Day 1 HR and Admin/Union/Licensing and Admin Mandated Training and IT access
 - b) Day 2 CFS and Health and Nutrition
 - c) Day 3 ERSEA and Family Engagement
 - d) Day 4 Education
 - e) Day 5 –Half Day to make sure Admin and Program have

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everything and the second half will be spent at the sites.

- Personal introduction to SETA by the Executive Director at new employee orientation or via video during new employee orientation week
- Continued updates regarding COVID-19 response including:
 - Updated vaccination requirements including documentation on file or medical/religious exemption on file **(1302.93(a)(1))**
 - Mandatory testing is no longer required as of January 1, 2024
 - Dedicated COVID-19 reporting system (email, respondent, process)
 - Tracking systems to facilitate contact tracing
 - Updated Policies and Procedures for COVID-specific issues
- Open Enrollment rollout plan successful – Coordinated a team to visit sites and provided weekly Zoom Meetings to discuss plan changes and plan highlights

Governance

- Documentation of agenda, minutes, and supporting documents
- Training opportunities for PC and PAC members.
- Timely and useful monthly reports that contribute to and support PAC/PC decision-making.
- Provide year-round child-care services for low-income families
- Partnering with community organizations
- PAC/PC being part of the decision-making
- Parents participating in the HR hiring process
- Parents are passionate about the program
- The agency provides excellent communication with board members
- Parents on Standing committees/ Sub Committees
- Parent being able to attend conferences
- Parents' engagement in the board meetings
- Public participation
- Board Packet review
- Knowledge of how to run a board meeting

Fiscal

- Training provided to delegates and partners throughout the year.
- Oversight over budget areas and budget preparations.
- Fiscal and program teams working well together.
- Strengths over internal controls. Continue to have no findings over IC during audits/reviews.
- Good communications with staff regarding new changes and implementation.

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- Quick to come up with new and helpful ideas to streamline processes.

Summary of Program Growth Opportunities

During the Self-Assessment process, teams identified areas for improvement and opportunities for growth. Areas of improvement do not necessarily indicate systemic issues and/or areas of non-compliance, but opportunities to improve program quality. Below is a summary of some of the highlighted areas. A complete Program Improvement Plan (PIP) with action steps, timelines, and staff responsibilities is attached.

Education, Mental Health, and Disabilities

Education

Head Start/Early Head Start Center-Based

- There are time constraints in providing the necessary education training (CLASS, Creative Curriculum, Teaching Pyramid, Second Step, etc.) and for teaching staff to be able to attend all professional development sessions.
- While there are now four Teachers on Special Assignment (TOSA), the need for coaching continues to grow, and as there are many new Teachers the demand for TOSA support continues to be greater than the agency's capacity.
- Burnout among teaching staff continues to be an area of concern, and while ideas to address and minimize stressors are developed (e.g. "coffee break" code to indicate a quick break is needed, providing additional staff to provide increased classroom support, more individualized training and development plans) they are not necessarily a long-term solution given budgetary and capacity constraints.
- The CLASS domain of Instructional Support is scoring lower than the quality threshold in thirty observed classrooms.
- Preschool and new teachers in EHS need training on developmentally appropriate practices in the areas of Literacy, Reading, and Math. More training is needed on strategies in Science, Social Studies, the Arts, and Technology.
- In the past year there have been multiple changes of leadership at the site level, which has had an impact on the site team as the dynamic and site culture shifts and changes with that leadership.
- Teachers are working with children at varying developmental levels and behaviors, and having to balance more heightened behavioral needs in their classroom.
- The expectations of different Kindergarten teachers vary in different classrooms, schools, and districts. Teacher's awareness of families' home schools in districts needs to improve. Kindergarten classroom visits have decreased since the COVID-19 pandemic.

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- Field trips have started taking place again, but not consistently across all sites/classrooms. More intentionality in planning community-based field trips and field trips that are easily accessible for families to participate as well is needed in the coming year.
- Site Supervisors without EHS backgrounds now supervise EHS classrooms. More training is needed for supervisors to learn appropriate expectations to support Lead Teacher Infant-Toddler (LTITs) in the classrooms.

Head Start/Early Head Start Home-Based Program

- Growth opportunities include the need for increased collaboration between Program Officers, Family Service Workers, and Home Base Education Coordinators to create a training/meeting between two groups for the staff to connect and streamline the process of transferring children from the Home Base to the Center base and vice versa.
- With a newly assigned intervention specialist dedicated to the Home Base program, program staff will be supported to better navigate disability services

Mental Health and Disabilities Services

- Teachers did not always share the results of the Ages and Stages Questionnaire (ASQ) developmental screening with parents (11% of 168 parent surveys).
- Implementation of IFSP, IEP, and IDP goals from lesson plans into actual classroom activities and interactions with children.
- There has been an increase in children with IEPs/IFSPs/referrals in process in the classroom, but staff capacity to support these children has not scaled to the need.
- Many School Districts have changed their internal referral process, and have had leadership changes, making it challenging to follow up on referrals and providing timely information to Head Start families.
- The implementation of the Second Step, a curriculum to support social-emotional development of children is not observed in all classes. More training and support are needed for teaching staff to use the resources and incorporate the activities in the lesson plans and daily schedule.

Family and Community Engagement

- It is time to revamp the Family Partnership Agreement (FPA) process to make it compatible with Child Plus where information can be documented, monitored, and tracked online in a single platform.

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- When ChildPlus is used, the program can evaluate FPA progress more efficiently by standardizing the documentation of family contacts to tell the story of the family and coordinate with the PFCE Framework.
- While there is clear evidence that parent meetings are being held, the program can improve by holding monthly in-person parent meetings as well as incorporating the parent curriculum activities into the meetings.

Health and Nutrition

- Although the program has been successful in expanding access to services, data shows that there is a need to improve the agency’s communication systems and staff education related to Head Start Performance Standards and service delivery. There is a need to be more proactive in finding innovative ways to deliver services and in educating parents and staff about the “why” or rationale for preventive health screenings.
 - Improvement in communication between units can be facilitated by developing a system for shared information and cross-training of areas that overlap. Lack of collaboration when working on projects that cross over service areas and overall team building are missed opportunities in our program.
 - While there are many training opportunities available to staff and parents, they are not being utilized to capacity. In program operations, there is a lack of participation in non-mandatory training or refreshers, mainly from seasoned staff. Parent participation/attendance to events is only high when there are incentives for participation.
- Supporting bilingual children enrolled in the program is an area of improvement. Results of empathy interviews and SWOT analysis showed that there are language barriers in providing information and resources in other predominant languages aside from Spanish and English. Programs reported that the low numbers in certain health screenings were partly due to pushback from parents in wanting or allowing the program staff to conduct certain health screenings. This was most common among parents whose English was their second language. Therefore, programs must work on increasing translated educational materials and resources in other languages, other than Spanish, and specifically target bilingual children who are not up-to-date with particular screenings.
- Unannounced Safety and Supervision Review data shows a decrease of 10% in overall compliance. Most issues were found in conducting sweeps during transitions.
- Safe Environments and COVID-19 Mitigation Monitoring Compliance Quality Improvement review (SETA and Delegates) in November 2023 (Fall) showed that many of the previous site or facility issues were yet to be resolved.

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Safe Environments

- More training for facilities staff in recognizing and addressing potential safety issues at their assigned centers.
- Additional oversight from the supervisory team regarding documentation of the reason for the center visit and time management of the facilities team at centers.
- Providing opportunities for the facilities team to be empowered to seek out projects that would benefit the safe environments at centers.
- More opportunities for the Facilities Coordinator to take the lead in training staff and building a stronger facilities team independent of the monthly manager-led meetings.

ERSEA

- Partnership with Code for America to increase the waitlist by 5% in all program options annually with families categorically eligible for Head Start services.
- Continued training for Family Services Workers, who are providing direct services, and for the Program Analyst of current Head Start and State eligibility, enrollment requirements, and income calculations.
- ChildPlus transition from Desktop to Online entry versions created a need to implement staff training to increase proficiency in data entry and to expand the use of ChildPlus Online.
- The current focus on Attendance within the Quality Improvement Network (QIN) committee will provide data to support the program with implementing a clear attendance policy to address chronic absenteeism with goals of increasing the overall rate to 85% in 50 % of the classrooms in each program option.
- Adapt and update the Attendance Tool Kit to assist site staff with resources for communicating the importance of attendance with families and in the classroom.
- Development of training on Waitlist Procedures and Building Relationships with Families.

Human Resources

- Limited consistent pool of parent volunteers to participate in the hiring process. Parent participation is not consistent with the 51% participation requirement guideline
- Implementation of ADP had challenges and delays:
 - Still need to roll out On-Boarding and Performance modules
 - Difficulty staying in contact with customer support regarding closing dates change from PST to EST zone without notice
 - Working with ADP to establish monthly meetings
- Recruitment in ADP has been going since July 2023 –Improvement with applicants uploading the needed documents

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- Opportunity for improvement regarding disciplinary action procedures
- Large-scale supervisory training development in progress addressing **(1302.92)**
- Implementation of ADP On-Boarding and Performance Module
 - Program and support with the required documents to implement the modules

Governance

- Recruitment and more parent outreach (PAC/PC Board)
- CFS Department's knowledge of PAC/PC
- Brainstorming on Male Involvement Program and how to make child care centers more inviting to fathers/male family figures
- More department staff reporting out at PC and other meetings
- Follow-up data on questions asked at board meetings
- Staff report on conferences and selection of staff who participate in conferences
- Brainstorming new strategies on how to increase HS enrollment
- Brainstorming new ideas on how to increase parent participation
- Pathways for parents who are transitioning out of the program

Fiscal

- Improving policies and procedures to help benefit the entire agency
- ADP – continuing to make the ADP payroll system easy to use for staff.
- Inventory count – work on ensuring tighter controls over equipment inventory.
- Continue to seek training for fiscal staff and provide training to all parties.
- Continue to seek ways to improve the policies and procedures and make sure staff understand the processes.

**SETA Head Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2023-2024**

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INSTRUCTIONS: Based on your agency’s Self-Assessment results, please develop an action plan to address the findings described in the “Program Growth Opportunities” section of the Self-Assessment report.

<i>Action Steps:</i>	<i>Responsible Person(s)/Unit</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
<i>I. EDUCATION, MENTAL HEALTH AND DISABILITIES</i>				
Provide ongoing support to Apprentices and CCTAs in the program, and provide additional training to teachers who mentor the participants, as well as review requirements related to Education Plans	Lynda de la Mora Ashlee Russell Cameo Calhoun	July 2024		Ongoing
<p>CLASS Implementation Plan: Integrating the use of CLASS as part of the program quality improvement, evaluation, and monitoring systems.</p> <ul style="list-style-type: none"> ○ CLASS for Coaches workshops ○ CLASS workshops for Teachers and ATs including Domain Series, ○ PBC/ TLC coaching approach ○ Informal CLASS Observations & Feedback ○ CLASS Observer training 	Cher Her Kazoua Yang Kelly Sprake Cameo Calhoun	February 2024		Ongoing
<p>Continue to provide support to implement Creative Curriculum fidelity.</p> <ul style="list-style-type: none"> ○ Roll out the sixth edition of the Creative Curriculum, and introduce Studies and Project work as a pilot. Work with teachers in the pilot to determine what works and what modifications need to be made before sending it to all. 	Susan Garland Ed. PO for each region Cameo Calhoun	April 2023		Ongoing Additional pilot groups to begin in winter 2024

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<ul style="list-style-type: none"> ○ Debrief the current Pilot group in anticipation of expansion across 5-6 additional sites. 				
<p>Continue with Math and STEM curriculum enhancement.</p> <ul style="list-style-type: none"> ○ Send additional SETA teachers to Region 9 STEM Institute. Follow up with a teachers’ training teachers’ event. ○ Develop special math areas. ○ Continue Math project with West Ed <p>Host SETA STEMfest during Summer Series Training</p>	<p>Susan Garland POs/Ed. Coordinators Cher Her</p>	<p>March 2024</p>		<p>Ongoing</p>
<p>Extend cultural sensitivity training to increase knowledge of teaching strategies to serve diverse populations through representation in classroom areas including but not limited to Art, Dramatic Play, Music, Blocks, Toys and Games, Discovery, Library, and outdoor settings.</p>	<p>Cameo Calhoun Kazoua Yang Laura Moore Lynda de la Mora</p>	<p>July 2024</p>		<p>Ongoing</p>
<p>Increase resources for teachers to combat stress and burnout.</p> <ul style="list-style-type: none"> ○ Promote the use of “I need a coffee break”-unscheduled breaks to allow self-regulation ○ Offer workshops on Self-Care and Regulation as part of the Summer Series ○ Attendance at Conferences as Professional Development Opportunities 	<p>Megan Lamb Ed. PO for each region Cameo Calhoun</p>	<p>June 2024</p>		<p>Ongoing</p>
<p>Provide more transition resources by sending new Kindergarten library and resources to sites, and coordinate Kindergarten site visits for Pre-K students exiting Head Start.</p>	<p>Cameo Calhoun Patricia Marshall Lopez Amanda Moore</p>	<p>July 2024</p>		<p>June 2025</p>

**SETA Head Start/Early Head Start
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Joint Back-Pack Project with Family Engagement	Laura Correa-DeAlmeida Coordinators			
EHS and Preschool teachers and Site Supervisors to attend joint trainings with a focus on “Young Children” using a developmental approach instead of separate sessions by age group. Continue to develop and provide additional training geared towards EHS.	Ed. Coordinators	August 2024		Ongoing
Use procedure on ASQ Developmental Screenings and review with staff: <ul style="list-style-type: none"> ○ During the initial home visit, after the ASQ results are shared, have parents sign that they received the results. Site Supervisors will review and collect completed paperwork from Teachers, and ensure documents are completed in a timely and accurate fashion. ○ Follow-up is documented on the ASQ results page. Staple a copy of any resources provided to parents behind the ASQ packet. Document in the family contact. ○ Provide topic-of-the-month training throughout the school year to be reviewed during the monthly site meetings. Topics will include an ASQ refresher training on when to refer a child. 	Ashlee Russell Patricia Marshall Lopez Elizabeth Tiffer Kazoua Yang	August 2024		Ongoing
Promote parent awareness of services provided by Intervention Specialists. During the initial home visit provide the name and number of the Intervention Specialist and an overview of what services they offer to parents.	Cameo Calhoun Intervention Specialists	Aug 2024		Ongoing
Provide Toddler Teaching Pyramid cohort to meet the increased need for EHS support	Cher Her Laura Moore Kelly Sprake Kazoua Yang	September 2024		June 2025

**SETA Head Start/Early Head Start
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Provide Second Step curriculum training.	Cameo Calhoun	April 2024		Ongoing
Hold Trauma Informed Care Community of Practice to promote Trauma-Informed Approach to working with children	Cameo Calhoun Cher Her Elizabeth Tiffer	September 2024		Ongoing
Homebase- train home visitors on the Parent Interactions with Children Checklist of Observations Linked to Outcomes (PICCOLO)	Education Coordinators- Home Base	March 24		
Education Coordinator to use the PICCOLO instrument to strengthen the home visitors' practice through self-reflection and to improve parent-child interactions.	Education Coordinators- Home Base	June 24-March 25		

II. PARENT AND FAMILY AND COMMUNITY ENGAGEMENT

By the end of PY 2025 move the Family Partnership process to the Family Partnership module in ChildPlus.	Manager Program Support, Family Engagement Program Officers	August 24-July 25		
Develop training on how to use the module on Family Partnerships and determine the frequency of updates to the module.	Manager Program Support, Family Engagement Program Officers	June-August 24		
Develop a monitoring system for supervisors to ensure that partnerships are being created updates are entered, resources are provided and follow-up is occurring.	Manager Program Support, Family Engagement Program Officers	June-August 24		
Develop a system to run routine management reports to ensure the system of engaging and creating partnerships with families is happening.	Manager Program Support, Family Engagement Program Officers	May-August 24		

**SETA Head Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2023-2024**

Use the SNIPS survey and the Parent Outcome survey to identify the needs, strengths, and interests of parents at the site level, and on a program level.	Manager Program Support, Family Engagement Program Officers	SNIPS survey August 24-Nov 24. Parent Outcomes Survey May 5-June 25		
Using the SNIPS Survey meet with FSWS and present their survey results to use the information to plan out site-level parent meetings and parent workshops	Manager Program Support, Family Engagement Program Officers Education Coordinator	Nov-Dec 24		
Use the SNIPS survey to create regional parent workshops based on survey results.	Manager Program Support, Family Engagement Program Officers Education Coordinator	Jan-Feb 25		
<i>III. HEALTH AND NUTRITION AND SAFE ENVIRONMENTS</i>				
Create health training for both parents and staff that provides information on Head Start Program Performance Standards and the importance of preventive health care in partnership with consultants and community partners, as needed.	Health Coordinators	March 2024	Currently in development. The agency kicked off training at the Site Supervisor meeting on 3/15/24. Staff trained them on the importance of the prevention of communicable diseases by using daily health checks and reporting exposures.	

**SETA Head Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2023-2024**

<p>Increase understanding of systems and the importance of health requirements for parents and staff by incorporating information on policy and procedure, funding, and regulations.</p>	<p>Health Coordinators, QA Coordinator</p>	<p>February 2024</p>	<p>Currently in development. Unit completed the first quality assurance monitoring technical assistance and training project in February 2024 and plans to incorporate a similar process after MCQI reviews. Currently, the unit provides TA&T during CACFP and USS reviews.</p>	
<p>Create equitable access to health services and resources to support the well-being of children by increasing translated materials and resources specific to supporting bilingual children that are not up-to-date.</p>	<p>Health Coordinator, Health Manager</p>	<p>June 2024</p>	<p>Planning to start in June.</p>	
<p>Teach the importance of monitoring health data, and programs and services in the areas of safe environments, mental health, general health, and nutrition.</p>	<p>Health Coordinator, Health/QA Manager and QA Coordinator</p>	<p>August 2024</p>	<p>The unit is currently doing monthly training on how to monitor health data but for the new program year, the unit plans to include information on how it relates to HS Performance Standards. Also, the unit did the first quality assurance monitoring technical assistance and training project in February 2024 and plans to incorporate a similar process after MCQI reviews. Currently, the unit provides TA&T during CACFP and USS reviews.</p>	

**SETA Head Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2023-2024**

Develop and implement a more impactful/intentional monitoring, with fidelity and follow-up system for all MCQI reviews.	Quality Assurance (QA) Manager and QA Coordinator	August 2023	Currently in development. Unit is brainstorming ideas on how to incorporate fidelity into reviews. In June the unit plans to strengthen and/or create a follow-up/CAP system for all reviews conducted by the monitoring unit. The unit has developed an onboarding training schedule for new QA hires and will develop monitoring training before commencing review to establish fidelity amongst monitors.	
Center inspections/training for the facility team members on how to identify urgent and non-urgent but important Safe Environment issues	HS Manager Facilities Coordinator	March 2024	May 2024	
Unannounced center visits and time management follow-up of the facilities team	HS Manager Facilities Coordinator Program Specialist	March 2024	On-going	
During monthly facilities team meetings have staff bring forward ideas for center or warehouse processes that could be updated/ more efficient that they would like to take the lead on.	HS Manager	March 2024	Monthly	
Update/recreate the Disaster Preparedness Plan for SETA	HS Manager Program Specialist	April 2024	Weekly	

**SETA Head Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2023-2024**

IV. ERSEA

NOTE: This section must also address agency's **Enrollment Action Plan**

Using the QIN process, focus on attendance to implement a clear attendance policy to address chronic absenteeism.	QIN Committee	March - October 2024		
Adapt and update the Attendance Tool Kit to assist staff with resources for communicating the importance of attendance with families in the classroom and the home-based option.	Attendance Committee	July September 2024		
Partner with Code of America to increase the waitlist by 5% in all program options annually with families that are categorically eligible for Head Start services.	Program Support Manager ERSEA Program Officers	January 2024- July 2025		
Continue to develop training for Family Service Workers and Program Analysts on Head Start eligibility, enrollment requirements, and income calculations to increase accuracy in the application	ERSEA Program Officer Program Support Coordinator	July -August 2024		

V. GOVERNANCE

Recruitment and more parent outreach (PAC/PC Board)	Governance Coordinator, PAC, and PC Boards	Ongoing		
Increase communication and collaboration with other CFS units for continued engagement in PAC/PC activities and meetings	Governance Coordinator	Ongoing		
PAC/PC engagement in the overall SETA Male Involvement Program	Governance Coordinator, PAC, and PC Boards	Ongoing		

**SETA Head Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2023-2024**

<i>VI. FISCAL</i>				
Improving Policies and Procedures	Fiscal unit	Ongoing		
Improving inventory count procedures	Fiscal manager/Fiscal	March-April 2024		
ADP implementation (making it easier for staff to use)	Fiscal manager/Fiscal	Ongoing		
Delegate/Partner Training	Fiscal manager	Ongoing		
<i>VII. HUMAN RESOURCES</i>				
Large-scale supervisory training o Create a video version for new supervisory staff	HR Chief/HR Manager	Late April 2024	Scheduling training sessions for approximately 90 supervisory staff June 2024 -Initial completion and ongoing afterward	
Implementation of ADP On-Boarding and Performance Module o Currently in the testing stage with both modules Create workgroup	HR manager/HR Chief	April -May 2024	Testing in July 2024 Rollout by August 2024	

ACTION ITEM II-B

Approval of Program Year 2024-2025 Head Start and Early Head Start Refunding Application

Presenter: Karen Griffith

RECOMMENDATION:

Approve the Program Year 2024-2025 Head Start and Early Head Start Refunding Applications.

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the Program Year 2024-2025 Head Start/Early Head Start Refunding Application. The refunding application is for Year 1 of a 5-year funding cycle.

A detailed Program Narrative is attached under separate cover. A few highlights for 2024-2025 include:

Reduce the number of enrollment slots in Head Start and increase hours of service

- Delegate Agencies San Juan Unified USD Head Start (176), Elk Grove USD (40), TRUSD (4) and the SETA Operated Program (180) will reduce a total of 400 Head Start enrollment slots. The reduction in enrollment slots in these three agencies will support program quality changes in the 2024-2025 program year.
- Expansion of Head Start full-day classes countywide from 85% to 90% (offering 6 to 9 hours/day)
- Increase of 40 enrollment slots from a traditional to a year-round calendar in the SETA-Operated Program

Increase in center-based Early Head Start services with an HS-EHS Conversion request

- Proposed conversion of 74 Head Start enrollment slots to 42 Early Head Start enrollment slots
- Proposed transition of 14 slots of Home Base EHS to Center Based EHS
- Expansion of center-based care in Early Head Start classes from 63 to 70 classes

Support program quality improvements with additional health, mental health, and safety support that benefit staff, children, and families

- Increased professional development and coaching opportunities for staff
- Reduced class sizes to increase individual attention and instruction, build stronger relationships and decrease staff burnout
- Additional positions that support Mental Health and Intervention
- Enhanced delegate support staff team that will have a more hands-on role in the day-to-day operations as well as overall compliance and service approaches at the delegates

ACTION ITEM II-B (continued)

Page 2

Total Funded Enrollment for 2024-2025

Agency	Funded Enrollment 2024-2025	
	Head Start	Early Head Start
SETA Operated Program	1364	739
Elk Grove USD	440	-
Sacramento City USD	676	16
San Juan USD	712	166
Twin Rivers USD	156	56
WCIC	100	-
Total	3448	977

* Includes a pending HS-EHS conversion of 74 Head Start enrollment slots to 42 EHS enrollment slots

Services for the 2024-2025 program year will commence on August 1, 2024. A detailed program narrative will be sent under separate cover. Budget details can be found in the Budget and Budget Justification narrative.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

ACTION ITEM II-C

Approval of the SETA Head Start and Early Head Start Budgets for Program Year 2024-2025

Presenter: Karen Griffith

RECOMMENDATION:

Approve the Program Year 2024-2025 Head Start and Early Head Start Budgets for Basic and Training/Technical Assistance (TTA) in the amount of \$70,851,048.

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the 2024-2025 Head Start and Early Head Start budgets. The budgets include Basic and Training and Technical Assistance (TTA) funding for the SETA Operated Program, its five delegate agencies, and two partners. The proposed budgets for 2024-2025, including a conversion from Head Start to Early Head Start, are as follows:

Head Start Basic (3,448 children/families w/conversion)	\$ 51,092,452
Head Start Training and Technical Assistance	<u>\$ 527,209</u>
Sub-Total	\$ 51,619,661
Early Head Start Basic (977 children/families w/conversion)	\$ 18,951,324
Early Head Start Training and Technical Assistance	<u>\$ 280,063</u>
Sub-Total	\$ 19,231,387
TOTAL	<u>\$ 70,851,048</u>

A copy of the 2024-2025 Head Start and Early Head Start budgets for Basic and Training/Technical Assistance will be sent under separate cover.

Staff will be available to answer questions.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

ACTION ITEM II-D

Approval of the 2024-2025 Head Start and Early Head Start Program Options and Center Locations for Sacramento County

Presenter: Karen Griffith

RECOMMENDATION:

Approve the Head Start/Early Head Start countywide program options and center locations for the 2024-2025 program year.

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the program options and center locations for the SETA Operated Program and its delegate agencies for the 2024-2025 Program Year.

A detailed list of the program options and center locations is attached.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

Program Options – Countywide 2024-2025

Head Start

(Children age 3-5)

Agency	Programs with 5 Days/Week								Programs with 4 Days/Week				Home-base	TOTAL
	Year Round					Traditional School Year			Year Round	Traditional School Year				
	4 hrs/day	6.5 hrs/day	7 hrs/day	8 hrs/day	9 hrs/day	6 hrs/day	6.5 hrs/day	8 hrs/day	6.5 hrs/day	3.5 hrs/day	6.5 hrs/day	7.5 hrs/day		
SETA	80	220		340	220		20	24	120	40	180		120	1,364
Elk Grove USD						100				340				440
Sac. City USD			48				628							676
San Juan USD							712							712
Twin Rivers USD										156				156
WCIC												100		100
TOTAL	80	220	48	340	220	100	2,008	24	120	380	336	100	120	3,448¹

¹ Includes HS-EHS enrollment slot conversion (pending ACF approval)

Early Head Start

(Children age birth - 3 and pregnant women)

Agency	Programs with 5 Days/Week						Home-base	TOTAL
	Traditional School Year			Year Round				
	6.5 hrs/day	7 hrs/day	8 hrs/day	7 hrs/day	8 hrs/day	9 hrs/day		
SETA			18		246	126	200	590
San Juan USD		32		64			70	166
Twin Rivers USD	56							56
Sac City USD					16			16
SCOE							77	77
ROCC							72	72
TOTAL	56	32	18	64	262	126	419	977¹

¹ Includes pending HS-EHS conversion (pending ACF approval)

SACRAMENTO COUNTY HEAD START AND EARLY HEAD START SITE LOCATIONS 2024-2025

**SETA OPERATED
HEAD START PROGRAM
Funded Enrollment:
1544**

Administrative Office:

925 Del Paso Blvd.,
Suite 100
Sacramento, CA 95815
(916) 263-3804

16th Avenue

4104 Martin Luther King Jr.
Blvd.
Sacramento, CA 95820

Alder Grove ELC

816 Revere Street
Sacramento, CA 95818

Bannon Creek

2775 Millcreek Drive
Sacramento, CA 95833

Bret Harte

2761 9th Avenue
Sacramento, CA 95818

Bright Beginnings

10487 White Rock Road, P52
Rancho Cordova, CA 95670

Capital City

7220 24th Street
Sacramento, CA 95822

Collis P Huntington

5917 26th Street
Sacramento, CA 95822

Crossroad Gardens

7322 Florinwood Drive
Sacramento, CA 95823

Dudley

8000 Aztec Way
Antelope, CA 95843

Elkhorn

5249 Elkhorn Blvd.
Sacramento, CA 95660

Florin Grammar

8383 Florin Road
Sacramento, CA 95828

Franklin

6929 Franklin Blvd.
Sacramento, CA 95823

Freedom Park

6015 Watt Avenue, Suite 5
North Highlands, CA 95660

Freepoint

2118 Meadowview Drive
Sacramento, CA 95832

Fruitridge

5746 40th Street
Sacramento, CA 95824

Galt

615 2nd Street
Galt, CA 95632

Head Start Parent Advisory Committee

Grizzly Hollow

805 Elk Hills Drive
Galt, CA 95632

Hillsdale

5665 Hillsdale Ave., Bldg. 4
Sacramento, CA 95842

Hopkins Park

2317 Matson Drive
Sacramento, CA 95822

Job Corps

3100 Meadowview Road
Sacramento, CA 95832

LaVerne Stewart

5545 Sky Parkway
Sacramento, CA 95823

Marina Vista

263 Seavey Circle
Sacramento, CA 95818

Mather

10546 Peter A. McCuen Road
Mather, CA 95655

Nedra Court

60 Nedra Court
Sacramento, CA 95822

Norma Johnson

3265 Norwood Avenue
Sacramento, CA 95838

North Avenue

1281 North Avenue
Sacramento, CA 95838

Northview

2401 Northview Drive
Sacramento, CA 95833

Parker Avenue

4516 Parker Avenue
Sacramento, CA 95820

Phoenix Park

4400 Shining Star Drive
Sacramento, CA 95823

Sharon Neese

925 Del Paso Blvd., Suite 300
Sacramento, CA 95815

Solid Foundation

7505 Franklin Blvd.
Sacramento, CA 95823

Spinelli

3401 Scotland Drive
Antelope, CA 95843

Strizek Park

3829 Stephen Drive
North Highlands, CA 95660

Walnut Grove

14273 River Road
Walnut Grove, CA 95690

SETA Home Base Program

**ELK GROVE USD
HEAD START
Funded Enrollment:
480**

Administrative Office:

9510 Elk Grove-Florin Rd.,
Room 214
Elk Grove, CA 95624
(916) 686-7595

Charles E. Mack Elementary

4701 Brookfield Drive
Sacramento, CA 95823

David Reese Elementary

7600 Lindale Drive
Sacramento, CA 95828

Foulks Ranch Elementary

6211 Laguna Park Drive
Elk Grove, CA 95758

**Florence Markofer
Elementary**

9759 Tralee Way
Elk Grove, CA 95624

Florin Elementary

7300 Kara Drive
Sacramento, CA 95828

**Herman Leimbach
Elementary**

8010 Grandstaff Drive
Room B2
Sacramento, CA 95823

Irene B. West Elementary

8625 Serio Way
Elk Grove, CA 95758

**Isabelle Jackson
Elementary**

8351 Cutler Way
Sacramento, CA 95828

James McKee Elementary

8701 Halverson Drive
Elk Grove, CA 95624

John Reith

8401 Valley Lark Drive
Sacramento CA 95823

Maeola Beitzel Elementary

8140 Caymus Drive
Sacramento CA 95829

Miwok Village Elementary

10070 Lousada Drive
Elk Grove, CA 95757

Pleasant Grove Elementary

10160 Pleasant Grove School
Road
Elk Grove, CA 95624

Prairie Elementary

5251 Valley Hi Drive
Sacramento, CA 95823

**Samuel Kennedy
Elementary**

7037 Briggs Drive
Sacramento, CA 95828

**Sierra Enterprise
Elementary**

9115 Fruitridge Road
Sacramento, CA 95826

Stone Lake Elementary

9673 Lakepoint Dr.
Elk Grove, CA 95758

Union House Elementary

7850 Deer Creek Dr.
Sacramento, CA 95823

**SACRAMENTO CITY USD
HEAD START
Funded Enrollment:
676**

Administrative Office:

Serna Center
5735 47th Avenue
Sacramento, CA 95824
(916) 395-5500

Abraham Lincoln

3324 Glenmoor Drive
Sacramento, CA 95827

Bear Flag

6620 Gloria Drive
Sacramento, CA 95831

Bowling Green - Chacon

6807 Franklin Blvd.
Sacramento, CA 95823

Bowling Green - McCoy

4211 Turnbridge Drive
Sacramento, CA 95823

Camelia

6600 Cougar Drive
Sacramento, CA 95828

Earl Warren

5420 Lowell Street
Sacramento, CA 95820

Edward Kemble

7495 29th Street
Sacramento, CA 95822

Elder Creek

7800 Lemon Hill Avenue
Sacramento, CA 95824

Ethel I. Baker

5717 Laurine Way
Sacramento, CA 95824

Ethel Phillips

2930 21st Avenue
Sacramento, CA 95820

Fr. Keith B. Kenny

3525 Martin Luther King Jr.
Blvd.
Sacramento, CA 95817

Golden Empire

9045 Canberra Drive
Sacramento, CA 95826

**H. W. Harkness
Elementary**

2147 54th Avenue

SACRAMENTO COUNTY HEAD START AND EARLY HEAD START SITE LOCATIONS 2024-2025

Sacramento, CA 95822

Hiram Johnson
3535 65th Avenue
Sacramento, CA 95820

Isador Cohen Elementary
9025 Salmon Falls Drive
Sacramento, CA 95826

James W. Marshall
9525 Goethe Road
Sacramento, CA 95827

John Bidwell
1730 65th Avenue
Sacramento, CA 95822

John Cabrillo
1141 Seamas Avenue
Sacramento, CA 95822

John Sloat
7525 Candlewood Way
Sacramento, CA 95822

John Still
2200 John Still Drive
Sacramento, CA 95832

Leataata Floyd
401 McClatchy Way
Sacramento, CA 95818

Lisbon
7555 S. Land Park Drive
Sacramento, CA 95831

Mark Twain Elementary
4914 58th Street
Sacramento, CA 95820

Martin Luther King Jr.
480 Little River Way
Sacramento, CA 95831

Nicholas
6601 Steiner Drive
Sacramento, CA 95823

Oak Ridge Elementary
4501 Martin Luther King Jr.
Blvd.
Sacramento, CA 95820

Pacific
6201 41st Street
Sacramento, CA 95824

Parkway
4720 Forest Parkway
Sacramento, CA 95823

Peter Burnett
6032 36th Avenue
Sacramento, CA 95824

Susan B. Anthony
7864 Detroit Blvd.
Sacramento, CA 95832

Washington
530 18th Street
Sacramento, CA 95814

Woodbine
2500 52nd Ave.

Sacramento, CA 95822

**SAN JUAN USD
HEAD START
Funded Enrollment:
888**

Administrative Office:
5309 Kenneth Avenue
Carmichael, CA 95608
(916) 971-7375

Arlington Heights
6401 Trenton Way
Citrus Heights, CA 95621

Choices Charter School
4425 Laurelwood Way
Sacramento, CA 95864

Cottage Elementary
2221 Morse Avenue
Sacramento, CA 95825

Coyle
6330 Coyle Avenue
Carmichael, CA 95608

Dyer Kelly
2236 Edison Avenue
Sacramento, CA 95821

Encina
1400 Bell Street
Sacramento, CA 95825

Garfield
3700 Garfield Avenue
Carmichael, CA 95608

General Davie Jr. Center
1500 Dom Way
Sacramento, CA 95864

Grand Oaks
7901 Rosswood Dr.
Citrus Heights, CA 95621

Howe Elementary
2404 Howe Avenue
Sacramento, CA 95825

Kingswood Elementary
5700 Primrose Drive
Citrus Heights, CA 95610

Lichen Elementary
8319 Lichen Drive
Citrus Heights, CA 95621

Marvin Marshall
5309 Kenneth Avenue
Carmichael, CA 95608

Pasadena Elementary
4330 Pasadena Avenue
Sacramento, CA 95821

**Ralph Richardson
Elementary**
4848 Cottage Way
Carmichael, CA 95608

Skycrest Elementary
5641 Mariposa Ave.
Citrus Heights, CA 95610

Sunrise Elementary
7322 Sunrise Blvd.
Citrus Heights, CA 95610

**TWIN RIVERS USD
HEAD START
Funded Enrollment:
160**

Administrative Office:
155 Morey Avenue
Sacramento, CA 95838
(916) 566-3485

Morey Avenue School
155 Morey Avenue
Sacramento, CA 95838

Oakdale Preschool Center
3708 Myrtle Avenue
North Highlands, CA 95660

Rio Linda Preschool Center
631 L Street
Rio Linda, CA 95673

Village Preschool Center
6845 Larchmont Drive
North Highlands, CA 95660

**WOMEN'S CIVIC
IMPROVEMENT CLUB
HEAD START
Funded Enrollment:
100**

Administrative Office:
W.C.I.C./
3555 3rd Avenue
Sacramento, CA 95817
(916) 457-8661

Playmate #1
3930 8th Avenue
Sacramento, CA 95817

Playmate #2
3555 3rd Avenue
Sacramento, CA 95817

SACRAMENTO COUNTY HEAD START AND EARLY HEAD START SITE LOCATIONS 2024-2025

**SETA OPERATED
EARLY HEAD START
Funded enrollment:
699**

**SETA Early Head Start
Administrative Office:**
925 Del Paso Blvd.,
Suite 100
Sacramento, CA 95815
(916) 263-3804

16th Avenue
4104 Martin Luther King Jr
Blvd.
Sacramento, CA 95820

Alder Grove I/T
2640 A/B Muir Way
Sacramento, CA 95818

Bret Harte
2761 9th Avenue
Sacramento, CA 95818

Capital City
7220 24th Street
Sacramento, CA 95822

Collis P Huntington
5917 26th Street
Sacramento, CA 95822

Crossroad Gardens
7322 Florinwood Drive
Sacramento, CA 95823

Elkhorn
5249 Elkhorn Blvd.
Sacramento, CA 95660

Florin Grammar
8383 Florin Road
Sacramento, CA 95828

Freedom Park
6015 Watt Avenue, Suite 5
North Highlands, CA 95660

Galt
615 2nd Street
Galt, CA 95632

Grizzly Hollow
805 Elk Hills Drive
Galt, CA 95632

Hillsdale
5665 Hillsdale Ave., Bldg. 4
Sacramento, CA 95842

Hiram Johnson
3535 65th Street
Sacramento, CA 95820

Hopkins Park
2317 Matson Drive
Sacramento, CA 95822

Job Corps
3100 Meadowview Road
Sacramento, CA 95832

Marina Vista
263 Seavey Circle
Sacramento, CA 95818

Mather
10546 Peter A. McCuen Road
Mather, CA 95655
Norma Johnson
3265 Norwood Avenue
Sacramento, CA 95838

North Avenue
1281 North Avenue
Sacramento, CA 95838

Northview
2401 Northview Drive
Sacramento, CA 95833

Phoenix Park
4400 Shining Star Drive
Sacramento, CA 95823

Sharon Neese
925 Del Paso Blvd., Suite 300
Sacramento, CA 95815

Walnut Grove
14273 River Road
Walnut Grove, CA 95690

**SETA/SCOE/ROCC EHS
Home Base**

**SAN JUAN USD
EARLY HEAD START
Funded Enrollment:
164**

**San Juan USD
Administrative Office:**
5309 Kenneth Avenue
Carmichael, CA 95608
(916) 971-7375

**Encina Infant/Toddler
Center**
1400 Bell Street
Sacramento, CA 95825

**Fair Oaks Infant/Toddler
Center**
10700 Fair Oaks Blvd.
Fair Oaks, CA 95628

General Davie Jr. Center
1500 Dom Way
Sacramento, CA 95864

**Marvin Marshall Toddler
Center**
5309 Kenneth Avenue
Carmichael, CA 95608

SJUSD EHS Home Base

**TWIN RIVERS USD
EARLY HEAD START
Funded Enrollment:
56**

Administrative Office:
155 Morey Avenue
Sacramento, CA 95838
(916) 566-3485

Morey Avenue School
155 Morey Avenue
Sacramento, CA 95838

**Oakdale Early Learning
Center**
3708 Myrtle Avenue
North Highlands, CA 95660

**Rio Linda Early Learning
Center**
631 I Street
Rio Linda, CA 95673

**Village Early Learning
Center**
6845 Larchmont Drive
North Highlands, CA 95660

**SACRAMENTO CITY USD
HEAD START
Funded Enrollment:
16**

American Legion
3801 Broadway
Sacramento, CA 95817

Elder Creek
7800 Lemon Hill Avenue
Sacramento, CA 95824

ACTION ITEM II-E

Approval of 2024-2025 Training/Technical Assistance Plan for the SETA Head Start and Early Head Start Program, as Aligned with Established Five-Year Goals and Objectives

Presenter: Karen Griffith

RECOMMENDATION:

Approve the Program Year 2024-2025 SETA Head Start and Early Head Start Training/Technical Plan as aligned with established five-year goals and objectives.

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the Program Year 2024-2025 Head Start/Early Head Start Training/Technical Assistance Plan (TTA) in the amount of \$527,209 for Head Start and \$280,063 for Early Head Start.

The TTA Plan was developed to ensure continued quality and improvement and to support training activities for staff and parent development. The Budget/Planning Committee met several times, including Head Start parents, Deputy Director/Children and Family Services, Head Start Managers, and the Governance/ Family Engagement Coordinator to provide input on the plan and correlating budget.

The Training and Technical Assistance Plan is attached.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

TRAINING AND TECHNICAL ASSISTANCE PLAN 2024-2025

PHILOSOPHY

SETA Head Start's program philosophy is based on the premise that all families share certain basic needs and that the Head Start population, in particular, can reap even greater benefits from a comprehensive service delivery system that ensures their needs are met. Our program mission is to improve the lives of low-income children by providing comprehensive child development services that are family focused, including education, health, nutrition, mental health and social services. SETA Head Start's goals are accomplished by involving parents in the complete operation and administration of the program and by supporting the growth of families and staff through the development of advocacy skills, enhanced self-esteem and empowerment. The overall goal is to develop a greater degree of independence among families and the decisions which impact their lives. Finally, SETA Head Start has established as its vision, "Touching Families, Making A Difference."

SETA continually strives to recruit, train and retain the highest quality staff. Ongoing training and technical assistance ensure that all staff are knowledgeable about the Head Start philosophy, goals and objectives, mission, values and Performance Standards of the Head Start and Early Head Start programs.

PLANNING PROCESS

SETA employs a planning process to identify and accomplish the training and professional development needs of Head Start staff, parents, and delegate agencies. This process results in a T/TA Plan which carefully incorporates needs identified through PIR, OHS Monitoring Protocol, Self Assessment, Community Assessment, on-going monitoring results, Desired Results and Child Outcomes, as well as analysis of embedded program and operational reporting systems such as ERSEA reports, ADA reports, etc., and established countywide goals. Ultimately, under the direction of SETA's strong parent organizations (PC/PAC), specific dollars are allocated to these prioritized needs (see attached budget) to ensure staff, parents and delegate agencies receive the necessary training and professional development to move SETA's organization forward.

Several T/TA planning sessions take place in late winter. Participants in the T/TA planning include the SETA Leadership team, Policy Council and Parent Advisory Committee members and delegate agency directors. Participants share information about their community assessment results, Program Self Assessment, most recent ERSEA and health and child outcomes reports, i.e., DRDP-r. Participants identify program strengths and service gaps. A number of areas are identified through these meetings as priorities for T/TA and countywide goal statements are formulated.

Sub-committees, which include staff, parents and countywide content coordinators, update written program area plans and modify or develop policies and procedures for key management systems.

The Training and Technical Assistance Plan was the direct result of an exhaustive and highly collaborative partnership between Head Start Grantee staff, parents, and delegate agencies.

APPROACH TO TRAINING, TECHNICAL ASSISTANCE AND PROGRAM IMPROVEMENT

Adjustments to the Training and Technical Assistance Plan (T/TA) proposed for PY 2024-2025 reflect the combined needs identified and prioritized by parents on the Refunding Grant Application Planning Committee and parents on the Budget/Planning Review Committee. The resulting goals established in the 2024-2025 Self-Assessment Action Plan through careful analysis of results from: PIR, Community Assessment, countywide goals, on-going monitoring, DRDP and ERSEA reports.

TRAINING AND TECHNICAL ASSISTANCE PLAN 2024-2025

A systematic approach was taken to ensure that our 2024-2025 Self-Assessment Action Plan, and associated budget, would reflect current needs identified through a) on-going monitoring, b) PIR results, c) committee reviews of the existing T/TA Plan, as well as the continuing Five-Year Goals and Objectives.

The T/TA Plan was adjusted to align with The Five-Year Goals and Objectives, and the Self-Assessment Action Plan. Items, which were modified on the current T/TA to support specific PIP goals, are denoted with an asterisk *.

OUTCOMES AND TIMETABLES

Outcomes and timetable attainment of the Program Improvement Plan will be tracked and measured on a monthly basis. Leadership Team and Management meetings are conducted weekly with specific agenda content. Agendas will include status reports and check-ins on a bi-weekly basis. This process will allow for careful tracking of progress as it relates to timetables and outcomes attainment in the defined priorities and sub-groups: Early Intervention and Prevention; Record Keeping and Reporting; Planning; Communication; Human Resources/Staff Development/Training; and Health and Nutrition Services.

TRAINING AND TECHNICAL ASSISTANCE PLAN 2024-2025

[NOTES LEGEND: M=Mandated; GNO= Goals and Objectives; SA= Self-Assessment Program Improvement Plan; BP=Best Practice,

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source		Notes
					HS	EHS	
Child Services and Consultants							
A. Consultants							
The program will use consultants as subject-area experts to ensure that HS/EHS services are aligned with Performance Standards.	HS/EHS Staff	Consultants	Depending on the consultants used, staff will utilize the services of consultants to ensure best practices and adherence to Performance Standards are met. Consultants may also be used as a training resource for staff, and provide coaching when necessary.	Consultants will be scheduled as needed in the program year 24/25	\$8,000	\$2,500	BP
Parent Services							
A. Parent Opportunities							
Parents will be recruited to train for a variety of apprentice type jobs, including working with facilities, office work, working in the kitchen.	HS/EHS parents	Head Start staff	HS/EHS parents will be offered the opportunity to learn skills, including soft skills that potentially may lead to permanent employment opportunities in the community.	October 2024-July 2025	\$6,000		BP
Parent Workshops and Training	HS/EHS parents	Content area experts	. Parents will be offered a variety of workshops on topics they have requested including: Accessing Services for Children with Exceptional Needs, Financial Literacy and rent law, Toastmasters, and Mental Health/Trauma workshops	August 2024-ongoing	\$4,000	\$1,000	G/O

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2024-2025**

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source		Notes
					HS	EHS	
Parent Training on Disaster Preparedness	PAC/PC Members	Content Area Experts from the Community	Parents will be given an opportunity to attend a workshop with content area experts such as representatives from Fire Department, County Health, Disaster Preparedness Division to work with parents to develop safety plans for their families and prepare for potential emergencies		\$500		BP
Ready Rosie Family Literacy Events	HS/EHS Parents	Education Coordinator and HS staff	4- parent events will be offered around the ReadyRosie parenting curriculum and opportunities to engage in projects that reinforce literacy development in children birth-5 years old	October 2024 February 2024 April 2025 July 2025	\$5,000	\$1,000	G/O
Male Involvement Program	HS/EHS parents	Education Coordinator and Experts from the Community	Bi-monthly male involvement events will be planned to encourage participation of male/male identified family members and their children.	August 2024- July 2025	\$6,000	\$1,000	G/O
PAC/PC Council	PAC and PC Members	Various Representatives from the Community	PAC/PC members will have the opportunity to enhance and broaden their leadership skills.	October 2024-July 2025	\$3,000	\$1,000	BP
Family Literacy Project	HS/EHS Staff	Book Companies and HS Staff	Parents will be given a book monthly along with activity sheets to do monthly with their child. Activity sheets will focus on literacy and	August 2024- Julu 2025	\$33,000	\$8,000	BP

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2024-2025**

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source		Notes
					HS	EHS	
			math skills that parents can easily do at home with their child. The expected outcome will be increased literacy scores in children's assessment data, and increased knowledge about the importance of parent participation				
Improve Management Systems and compliance with Head Start Performance Standards							
Staff Support and Professional Development							
Mentor/Coach Training	Mentor Coaches	HS Program Officers Consultants	Mentor/Coaches will learn Continuous Improvement Cycle of, Inquiry, Growth Mindset and strength-based coaching to support all programs and staff.	August 2024- July 2025	\$4,000	\$1,000	SA- G/O
Coaching Companion	Education Coordinators and Mentor Coaches	SETA Staff	SETA staff will coach teachers across multiple topics using the online coaching platform. Funds will be used for training materials and consultants	August 2024- July 2024	\$3,000		BP
CCEI Online Professional Development	HS/EHS Staff	CCEI	This is a subscription service that allows teaching staff to engage in on-line professional growth opportunities.	August 2024- July 2025	\$3,000	\$1,000	BP
Countywide Home Visiting Conference	HS/EHS Staff	Home Base Education Coordinators	Countywide training Opportunity for best Home Visiting Practices	October 2024	\$3000	\$1000	BP
Motivational Interviewing	Family Service	Consultant	Staff will learn the	August 2024-	\$6,000	\$1,000	SA

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2024-2025**

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source		Notes
					HS	EHS	
	Workers and Delegate Home based staff		fundamentals of motivational interviewing. Motivational interviewing techniques will give the staff the skills to form relationship-based partnerships in order to facilitate the empowerment of families to make changes	July 2025			
Coaching for Coaches	Delegate and Grantee Coaches	Grantee Education Coordinators, T/TA Coaching Network	Bi-monthly meetings for coaches to stay current on best practices of coaching, and share resources.	August 2024- July 2025	\$1,000		SA and G/O
Improve Family and Community Partnership Relationships	Program Officers, FSWS	Program Officers and Coordinators	Staff will improve their documentation skills and obtain a clearer understanding of the FPS process and the alignment to the PFCE Framework.	August 2024- July 2025	\$1,000	\$500	G/O SA
Training and Staff Development							
On-going training and conference opportunities and other resources	EHS and HS staff	Trainers, conferences, and resources to be determined.	Staff will be offered the opportunity to engage in a variety of staff development activities with the expected outcome to include increased knowledge in the areas of school readiness, curriculum implementation, and improved CLASS scores.	August 2024- July 2025	\$28,500		M
Teaching Pyramid	HS Staff	Sacramento County Office of Education	Teaching Pyramid training will continue for HS staff in order to ensure best practices	To be determined	\$9,000		BP & G/O

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2024-2025**

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source		Notes
					HS	EHS	
			continue in the area of social/emotional support for HS children.				
CLASS Observer Training/Coaching and CLASS certificates	Grantee and Delegate staff	TeachStone	Teach Stone will be contracted to provide refresher training for HS staff on the use of the CLASS tool. The expected outcome includes increased confidence and knowledge in the areas that CLASS assess. Expected outcomes also include increased scores on classroom assessment evaluations and CLASS scores.	To be determined	\$15,000	\$1,000	BP & SA
Trauma Responsive Training and Self-Care	HS Staff	Trainers, resources and coaching	To improve knowledge about trauma and its impact on young children’s learning and development Understand how to use strategies that are sensitive to children who may have experienced trauma and that support the health, healing, resilience, and well-being of these children. Improve knowledge of how self-care strategies for staff will improve the incidents of challenging behavior in the classroom.	August, 2024-July 2025	\$6,000	\$1,000	SA
Curriculum Focus on	HS Staff	SETA Staff	Staff will be given an	August 2024-	\$4,000	\$1,000	SA

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2024-2025**

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source		Notes
					HS	EHS	
STEM			opportunity to participate in on-going training in the area of STEM practices. Money will be used to provide materials for make and take and to enhance curriculum activities in the classroom.	July 2025			
Socialization Training	HS/EHS home based staff and delegate staff	Gina Cook-Consultant	Staff will deepen their understanding of the importance of socializations in the homebased program and learn ways to increase attendance and participation.	October 2024	\$9,000	\$1,000	GO
ECERS/ITERS Observers	HS/EHS Staff	Consultants	Consultants will be used to independently assess HS/EHS classrooms using the ECERS and ITERS tool. Consultants will also provide reports to staff for continuous improvement and feedback.	March 2023	\$6,000	\$1,000	SA
Family Development Credential	FSW and Home Visitors	Consultants	Countywide staff will be given the opportunity to participate in this monthly training. The expected outcomes include increased quality services to parents, looking at strength-based approaches to family engagement, and an opportunity to network and collaborate across agencies.	October 2024- July 2025	\$8,000		BP
Early Childhood Education Class	HS/EHS Staff	Los Rios Instructor	Countywide staff and parents will be offered an on-site early childhood education	August 2024	\$6,000	\$2,000	BP & SA

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2024-2025**

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source		Notes
					HS	EHS	
			class focusing on infants and toddlers. The expected outcome is a better prepared workforce and continuing professional growth opportunities. Parents who are interested in the field of ECE are encouraged to enroll in order to obtain ECE units and an opportunity to apply for AT vacancies.				
Career Incentive Plan	HS/EHS Staff	Community College and Universities and Teacher Credentialing	Staff will have the opportunity to be reimbursed a set amount of money annually to continue their education and to keep up required teaching credentials.	August 2024- July 2025	\$18,000	\$4,000	BP /SA
Nutrition Activities	HS/EHS Staff and children	Coordinator and Local Nutrition Agency	Staff will have opportunities to incorporate cooking activities and nutrition activities into monthly curriculum projects. Gives children the opportunity to prepare and eat healthy snacks and learn about the benefits of eating from the rainbow,	August 2024- July 2025	\$3,000	\$1,000	BP
Safety and Supervision Training	HS/EHS Staff	HS Program Officers Consultants	Consultants and HS staff will be used to implement enhanced safety and supervision training for SETA staff and Delegate agency staff. This will be used to also include	August 2024- July 2025	\$10,000	\$2,500	SA

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2024-2025**

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source		Notes
					HS	EHS	
			classroom materials.				
Delegate Support Services							
Delegate/Partner Support Services	Delegate Staff	Delegate Support Staff	The expected outcomes include continued support on policies and procedures and monitoring processes between the grantee and delegate and partner agencies. The grantee may also host its annual Delegate Kick-off meeting.	November 2024	\$7,000		BP
Delegate Support for Conferences	Delegate Staff	Regional Workshops	Delegate and partners will be supported in sending staff to identified conferences including: PAT, NHSA Family Engagement, Region 9 Family Engagement	August 2024- July 2025	\$9,000	\$3,000	BP
Delegate T/TA and Enhanced Monitoring	Delegate Staff	HS Managers, Coordinators and QA Staff	Identified SETA will work with delegate staff to ensure that systems are up-to-date and policies and procedures are being monitored	August 2024- July 2025	No Cost		BP
Subtotal					\$225,000	\$36,500	
Personnel Fringe Benefits	Countywide Training and Technical	Content Coordinators and Specialists	Grantee staff provides ongoing training and technical assistance to SETA	August 2024- July 2025	\$124,056 \$70,238	\$119,820 \$71,619	

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2024-2025**

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source		Notes	
					HS	EHS		
	Assistance Support		Operated and/or delegate agency/partner staff. Training/Technical Assistance is provided upon request, as a result of monitoring outcomes and/or corrective action/program improvement opportunities.					
TOTAL for SETA Operated Program						\$419,294	\$227,939	



Sacramento County Head Start & Early Head Start 5 Year Goals and Objectives 2025-2029

Goal #1- School Readiness

Increase child outcomes by developing and strengthening social emotional competencies, family partnerships, and staff development.

- Increase quality and child outcomes through high fidelity in Creative Curriculum
- Develop systems to implement effective Trauma Informed Care strategies for children and families.
- Adapt systems that support best inclusion practices for children with IEPs, IFSPs, and those needing additional intervention response.
- Increase the understanding and implementation of CLASS strategies through small group training and individualized coaching.

Goal #2- Health and Safety

Increase the health, safety and wellbeing of children birth to age 5 by expanding communication systems and education that will include parent/guardian, staff and community partners.

- Create equitable access to health services and resources to support the well-being of children by increasing translated materials specific to supporting bilingual children who are not up-to-date.
- Increase access to preventative health care services through expanded community partnerships.
- Develop and implement a more impactful/intentional monitoring and follow-up system to address health inequities.
- Develop and implement training and technical assistance to support staff knowledge and skill in writing Unusual Incident and Child Abuse reports.

Goal #3- Family and Community Engagement

Support relationship-based family engagement that is culturally responsive, reflective and goal-oriented that helps build partnerships with families and provide increased opportunities for community building and participation within the program.

- Increase parent engagement activities/workshops around Literacy and STEAM (Science, Technology, Engineering, Arts and Math) Knowledge
- Develop and implement a robust male Involvement program in HS/EHS.
- Use the SNIPS Survey and the Parent Outcome Survey to develop and target site/region specific requests from parents around needs/strengths/interests

Goal #4- Enrollment

Increase and maintain enrollment at 100% throughout the program year by engaging stakeholders, designing responsive program models and utilizing effective recruitment strategies.

- Develop systems to ensure full enrollment by engaging stakeholders and utilizing effective recruitment strategies to increase Head Start visibility.
- Monitor weekly enrollment in the SETA Operated program, achieving 97% or higher of enrollment within 30 days of the program year.
- Monitor Delegate monthly enrollment

ACTION ITEM II-F

Approval of Selection Criteria for Enrollment in Head Start or Early Head Start Programs

Presenter: Karen Griffith

RECOMMENDATION:

Approve the Head Start Enrollment Selection Criteria and the Early Head Start Enrollment Selection Criteria for Sacramento County as attached.

BACKGROUND:

On an annual basis the Parent Advisory Committee is required to review and approve the Countywide Enrollment Selection Criteria for the Head Start and Early Head Start programs. In February 2024, a team of countywide Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) stakeholders and parents met to review and update the Head Start (preschool) Selection Criteria and the Early Head Start (infants/toddlers/pregnant women) Selection Criteria. As a result, the following changes are recommended:

For the **Head Start** Selection Criteria, "*Transitioning Early Head Start child who meets the federal income guidelines*" was moved from priority ranking #2 to priority ranking #3. Also, "*3rd year enrollment within Sacramento County*" was added as priority ranking #2 for continuity of care. This resulted in re-numbering the remainder of priority categories. There were font and formatting changes.

For the **Early Head Start** Selection Criteria, there are no changes to the Priority rankings. There were font and formatting changes.

A redline and clean copy of each Selection Criteria are attached for review.

Staff will be available to answer questions.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

EARLY HEAD START SELECTION CRITERIA SACRAMENTO COUNTY

**EARLY HEAD START SELECTION CRITERIA:
SACRAMENTO COUNTY**

INSTRUCTIONS Place an "X" by the highest applicable category on the scale (#1 being the highest).

The following criteria is to be used when prioritizing Waiting Lists for enrollment:

- For #1-8, within the same priority ranking, selection is based on age, with the youngest child receiving priority.
- For #9-12, within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, selection for enrollment will be based on individual family needs. Center based availability to be determined by individual child's age and family need.
- For State Collaboratives, families must meet Early Head Start income and age requirements (unless waived) and State admissions priorities.

The Early Head Start program can consider individual child and family needs

- Transfer Early Head Start child within Sacramento County with documentation.
(copy of Application and Eligibility Verification Form must be attached to wait list)
- Transfer homeless child or child in foster care from outside of Sacramento County*
*(Now living in Sacramento County)
- Family with a child birth to 36 months of age with a current IFSP.
(up to 10% may exceed Federal Income Guidelines) (waiver necessary)
- A previously enrolled child (who dropped on good standing) ~~was~~ who requests to return to original agency within 60 days.
- Pregnant woman/parent/guardian with a child birth to 12 months of age having one or more documented family situations within the past year such as:
 - Abuse (physical, substance, sexual & emotional)
 - High Risk Pregnancy (includes moms >35 or <18)
 - Death of a parent/guardian, sibling
 - Parent with developmental delay or other disabling condition
 - Teen Parent
 - Homelessness
 - Foster care
 - CPS
- Pregnant woman/parent/guardian with a child 13 to 36 months of age having one or more documented family situations within the past year such as:
 - Abuse (physical, substance, sexual & emotional)
 - High Risk Pregnancy (includes moms >35 or <18)
 - Death of a parent/guardian, sibling
 - Parent with developmental delay or other disabling condition
 - Teen Parent
 - Homelessness
 - Foster care
 - CPS
- Pregnant woman/parent/guardian with a child birth to 12 months of age.
- Pregnant woman/parent/guardian with a child 13 to 36 months of age.
- Pregnant woman/parent/guardian with a child birth to 12 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary).
- Pregnant woman/parent/guardian with a child 13 to 36 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary).
- Pregnant woman/parent/guardian with a child birth to 12 months of age who exceeds Federal Income Guidelines with no cap (waiver necessary).
- Pregnant woman/parent/guardian with a child 13 to 36 months of age who exceeds Federal Income Guidelines with no cap (waiver necessary).

Revised April 2020/19

Child's Name: _____

Revised April 2019

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EARLY HEAD START SELECTION CRITERIA SACRAMENTO COUNTY

Unless otherwise indicated, all applicants must meet Head Start Family Income Guidelines

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Revised April 2019

EARLY HEAD START SELECTION CRITERIA SACRAMENTO COUNTY

Instructions: Place an “X” by the highest applicable category on the scale (#1 being the highest).

The following criteria is to be used when prioritizing Waiting Lists for enrollment:

- For #1-8, within the same priority ranking, selection is based on age, with the youngest child receiving priority.
- For #9-12, within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, selection for enrollment will be based on individual family needs. Center based availability to be determined by individual child’s age and family need.
- For State Collaboratives, families must meet Early Head Start income and age requirements (unless waived) and State admissions priorities.

The Early Head Start program can consider individual child and family needs

- _____ 1. Transfer Early Head Start child within Sacramento County with documentation.
(copy of Application and Eligibility Verification Form must be attached to wait list)
- _____ 2. Transfer homeless child or child in foster care from outside of Sacramento County*
*(Now living in Sacramento County)
- _____ 3. Family with a child birth to 36 months of age with a current IFSP.
(up to 10% may exceed Federal Income Guidelines) (waiver necessary)
- _____ 4. A previously enrolled child (who dropped on good standing) who requests to return to original agency within 60 days.
- _____ 5. Pregnant woman/parent/guardian with a child birth to 12 months of age having one or more documented family situations within the past year such as:
 - Abuse (physical, substance, sexual & emotional)
 - High Risk Pregnancy (includes moms >35 or <18)
 - Death of a parent/guardian, sibling
 - Parent with developmental delay or other disabling condition
 - Teen Parent
 - Homelessness
 - Foster care
 - CPS
- _____ 6. Pregnant woman/parent/guardian with a child 13 to 36 months of age having one or more documented family situations within the past year such as:
 - Abuse (physical, substance, sexual & emotional)
 - High Risk Pregnancy (includes moms >35 or <18)
 - Death of a parent/guardian, sibling
 - Parent with developmental delay or other disabling condition
 - Teen Parent
 - Homelessness
 - Foster care
 - CPS
- _____ 7. Pregnant woman/parent/guardian with a child birth to 12 months of age.
- _____ 8. Pregnant woman/parent/guardian with a child 13 to 36 months of age.
- _____ 9. Pregnant woman/parent/guardian with a child birth to 12 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary).
- _____ 10. Pregnant woman/parent/guardian with a child 13 to 36 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary).
- _____ 11. Pregnant woman/parent/guardian with a child birth to 12 months of age who exceeds Federal Income Guidelines with no cap (waiver necessary).
- _____ 12. Pregnant woman/parent/guardian with a child 13 to 36 months of age who exceeds Federal Income Guidelines with no cap (waiver necessary).

Child’s Name: _____

Unless otherwise indicated, all applicants must meet Head Start Family Income Guidelines

HEAD START SELECTION CRITERIA SACRAMENTO COUNTY

Instruction: ~~6:~~ ~~Place an "X" by the category that is applicable to applicant. Selection is based on the "X" that is the highest on the scale.~~

- ~~Within the same priority ranking, selection is based on the application received first.~~
- ~~▪ If applications are received on the same date, the oldest child will be selected.~~
- ~~▪ Each delegate/grantee agency has the option to determine transfer criteria within its own program.~~
- ~~▪ All efforts will be made to enroll children with certified Special Education needs to meet the mandated minimum service level of 10% per program.~~
- ~~▪ For State Collaborative, families must meet Head Start income and age requirements (unless waived) and State admissions priorities.~~

- ~~_____ 1. 2nd year enrollment within Sacramento County.~~
- ~~_____ 2. 3rd year enrollment within Sacramento County.~~
- ~~_____ ~~23.~~ Transition from Early Head Start whose family meets Federal Income Guidelines.~~
- ~~_____ 4. Transition from Early Head Start whose family exceeds Federal Income Guidelines (waiver necessary).~~
- ~~_____ ~~35.~~ Transfer Head Start child to the same or another Sacramento Head Start agency.~~
- ~~_____ 46. Transfer Homeless child or child in foster care from outside of Sacramento County.*County.*
* (Now living in Sacramento County)~~
- ~~_____ ~~57.~~ Documented High Risk Families (with child 4-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency:

 - abuse (physical, substance, sexual & emotional abuse)
 - homeless
 - foster child (age 5 or under)
 - death of a parent/guardian, sibling
 - other special circumstances (which shall include a child with diagnosed disability (s)).
 - Foster youth with a child (AB 12)~~
- ~~_____ ~~68.~~ A previously enrolled child (who dropped on good standing) who requests to return within 60 days whose family meets Federal Income Guidelines.~~
- ~~_____ ~~79.~~ 4-year-old child whose family meets Federal Income Guidelines.~~
- ~~_____ ~~810.~~ Documented High Risk families (with child 3-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency:

 - abuse (physical, substance, sexual & emotional abuse)
 - homeless
 - foster child (age 5 or under)
 - death of a parent/guardian, sibling
 - other special circumstances (which shall include a child with diagnosed disability (s)).
 - Foster youth with a child (AB 12)~~
- ~~_____ ~~911.~~ 3-year-old child whose family meets Federal Income Guidelines.~~
- ~~_____ ~~1012.~~ 4-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary).~~
- ~~_____ ~~1113.~~ 3-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary).~~
- ~~_____ ~~1214.~~ 4-year-old child whose family exceeds Federal Income Guidelines with no cap (waiver necessary).~~
- ~~_____ ~~1315.~~ 3-year-old child whose family exceeds Federal Income Guidelines with no cap (waiver necessary).~~

~~Unless otherwise indicated, all applicants must meet Head Start Family Income Guidelines~~

~~Revised: 4/19; 4/24~~

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HEAD START SELECTION CRITERIA SACRAMENTO COUNTY

~~Revised April 2019~~ Child Name: _____

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Unless otherwise indicated, all applicants must meet Head Start Family Income Guidelines

~~Revised: 4/19; 4/24~~

HEAD START SELECTION CRITERIA SACRAMENTO COUNTY

Instructions: Place an “X” by the category that is applicable to applicant. Selection is based on the “X” that is the highest on the scale.

The following criteria is to be used when prioritizing Waiting Lists for enrollment:

- Within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, the oldest child will be selected.
- Each delegate/grantee agency has the option to determine transfer criteria within its own program.
- All efforts will be made to enroll children with certified Special Education needs to meet the mandated minimum service level of 10% per program.
- For State Collaborative, families must meet Head Start income and age requirements (unless waived) and State admissions priorities.

- _____ 1. 2nd year enrollment within Sacramento County.
- _____ 2. 3rd year enrollment within Sacramento County.
- _____ 3. Transition from Early Head Start whose family meets Federal Income Guidelines.
- _____ 4. Transition from Early Head Start whose family exceeds Federal Income Guidelines (waiver necessary).
- _____ 5. Transfer Head Start child to the same or another Sacramento Head Start agency.
- _____ 6. Transfer Homeless child or child in foster care from outside of Sacramento County. *
* (Now living in Sacramento County)
- _____ 7. Documented High Risk Families (with child 4-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency:
- abuse (physical, substance, sexual & emotional abuse)
 - homeless
 - foster child (age 5 or under)
 - death of a parent/guardian, sibling
 - other special circumstances (which shall include a child with diagnosed disability (s)).
 - Foster youth with a child (AB 12)
- _____ 8. A previously enrolled child (who dropped on good standing) who requests to return within 60 days whose family meets Federal Income Guidelines.
- _____ 9. 4-year-old child whose family meets Federal Income Guidelines.
- _____ 10. Documented High Risk families (with child 3-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency:
- abuse (physical, substance, sexual & emotional abuse)
 - homeless
 - foster child (age 5 or under)
 - death of a parent/guardian, sibling
 - other special circumstances (which shall include a child with diagnosed disability (s)).
 - Foster youth with a child (AB 12)
- _____ 11. 3-year-old child whose family meets Federal Income Guidelines.
- _____ 12. 4-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary).
- _____ 13. 3-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary).
- _____ 14. 4-year-old child whose family exceeds Federal Income Guidelines with no cap (waiver necessary).
- _____ 15. 3-year-old child whose family exceeds Federal Income Guidelines with no cap (waiver necessary).

Child Name: _____

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

NOTES:

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 February 23, 2024 minutes.

NOTES:

MINUTES/SYNOPSIS

**Sacramento Employment and Training Agency
HEAD START POLICY COUNCIL
Special Meeting**

Friday February 23, 2024 11:00 a.m.
925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Ms. Wash called the meeting to order at 11:02 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, Vice Chair, EHS San Juan Unified School District
Le Andra Jones-Villalta, SETA-Operated Program

New Members Seated Present:

Maryum Sami, SETA-Operated Program
Aterious Cuffee, SETA-Operated Program

New Members to be Seated but Absent:

Kizzie Robertson, Elk Grove Unified School District (*excused*)

Members Absent:

Laura Quinones-Neri, Community Agency Representative (*excused*)
Angelina Mejia, Sac City Unified School District (*excused*)
Nadera Jamili, San Juan Unified School District (*unexcused*)

I. CONSENT ITEM:

A. Approval of the Minutes of the January 23, 2024 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Cuffee, second/Sami, to approve the January 23, 2024, minutes as distributed.

Roll call vote:

Aye: 5 (Cummings, Sami, Cuffee, Garduno, Jones-Villalta)

Nay: 0

Abstention: 1 (Wash)

Absent: 3 (Quinones-Neri, Jamili, Mejia)

II. ACTION ITEMS:

A. Election of Policy Council Committee 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/Jones-Villalta, second/Cuffee, to table the election of the Foster Parent, Past Parent and Parent Ambassador Representatives to the next meeting.

Roll call vote:

Aye: 5 (Cummings, Sami, Cuffee, Garduno, Jones-Villalta)

Nay: 0

Abstention: 1 (Wash)

Absent: 3 (Quinones-Neri, Jamili, Mejia)

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

Ms. Wash reviewed the bylaws and officer positions.

Ms. Cuffee nominated Ms. Sami for Secretary. A vote was taken. Ms. Sami was unanimously approved.

Ms. Wash nominated Ms. Cuffee for Treasurer. A vote was taken. Ms. Cuffee was unanimously approved.

There were no nominations for Parliamentarian.

Moved/Jones-Villalta, second/Cummings, to approve Ms. Sami as Secretary and Ms. Cuffee as Treasurer, and table the election of Parliamentarian to the next meeting.

Roll call vote:

Aye: 5 (Cummings, Sami, Cuffee, Garduno, Jones-Villalta)

Nay: 0

Abstention: 1 (Wash)

Absent: 3 (Quinones-Neri, Jamili, Mejia)

C. Election of Community Action Board Representative and Alternates

Ms. Wash reviewed the item. The PC needs to elect one (1) Representative and two Alternates to serve as Low-Income Sector Representatives to the Community Action Board.

Ms. Garduno nominated herself for Community Action Board Representative. A vote was taken, and she was unanimously approved.

Ms. Cuffee nominated herself as an Alternate. A vote was taken. Ms. Cuffee was unanimously approved.

There were no nominations for the second Alternate position.

Moved/Jones-Villalta, second/Cuffee, to approve Ms. Garduno as Community Action Board Representative and Ms. Cuffee as an Alternate and table the election of the second Alternate for the next meeting.

Roll call vote:

Aye: 5 (Cummings, Sami, Cuffee, Garduno, Jones-Villalta)

Nay: 0

Abstention: 1 (Wash)

Absent: 3 (Quinones-Neri, Jamili, Mejia)

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

Ms. Uda, on behalf of Ms. Griffith, reviewed the item and welcomed new members. She advised that SETA would like to send six (6) staff members and two (2) parents from the Policy Council (PC)/Parent Advisory Committee (PAC). Those two parents would be the current Chairs or their designees.

The 2024 NHSA will take place at the Oregon Convention Center in Portland, Oregon. The Conference brings the Head Start community together for a week of sharing knowledge, networking with peers, and celebrating achievements.

Ms. Wash advised that Mr. Jones (PAC Chair) designated Ms. Jones-Villalta to attend in his place.

Moved/Sami, second/Cummings, to approve out-of-state travel to the 2024 National Head Start Association (NHSA) Annual Conference.

Roll call vote:

Aye: 5 (Cummings, Sami, Cuffee, Garduno, Jones-Villalta)

Nay: 0

Abstention: 1 (Wash)

Absent: 3 (Quinones-Neri, Jamili, Mejia)

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 of the 2023-2024 program year ended on January 31, 2024. He advised that total Countywide Year-to-Date expenditures are at 45.5%. The Non-Federal Share Year-to-Date expenditures are at 32.8%, above the required 25%. Administrative expenditures are at 9.9%, 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 at the Policy Council meeting on January 23, 2024, SETA will be able to exhaust the funds entirely by the due date. SETA ensures that the delegate agencies will 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 Parent Services category includes funds for Parent Aids and Parent Interns, mileage reimbursement, and parent activities. The American Express and CitiBank credit card statements were reviewed, and nothing was out of the ordinary.

- 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 and time will be provided at the next meeting.
- 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 January 12, 2024, through February 8, 2024 provided as backup information to the agenda packet. She clarified that the eligibility list is good for one year or until another list opens up and gets combined with the previous one.

C. Governing Board Minutes for December 7, 2023

Ms. Jones-Villalta asked to get clarification on the Action Item III-B-3: Approval of Community Services Block Grant (CSBG) Funding Recommendations for Program Year 2024.

IV. COMMITTEE REPORTS:

- Executive Committee
The next meeting will be held on Monday, March 6, 2024 at 10 a.m., at the SETA Administrative building.
- Budget/Planning Committee
The next meetings will be held on Fridays, March 1, 8, and 15, 2024, at 10:00 a.m., at the SETA Administrative building.
- 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. Interim Executive Director**
Ms. Lamb, on behalf of Ms. Saurbourne, provided an update on the hiring of the SETA’s Executive Director. No announcements were to be made at this time.
- B. Head Start Deputy Director: No report**
- C. Chair:**
Ms. Wash advised PC members to wear their badges when they enter the SETA Administrative building so that the receptionist can easily identify them. Those who haven’t received the badges yet were advised to contact Ms. Ndiaye.

Ms. Wash read a poem on Black History month. The poem is attached to these minutes.

- D. Head Start Managers**
 - ✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services:

Ms. Keirse reported on behalf of Ms. Carr. She advised that enrollment has now reached 89% for Head Start and Early Head Start countywide, and SETA continues to recruit new families.

Ms. Keirsy also advised that a large group of SETA staff and parents will attend the Head Start California Annual Conference in Long Beach, California, from February 26 to March 1, 2024.

Ms. Jones-Villalta requested information on the recruitment tracking system used and its outcomes.

- ✓ Megan Lamb - School Readiness, Special Education, and Mental Health Services: Ms. Lamb advised that some classrooms require additional staff to keep the children safe and engaged in the lessons. SETA is working diligently to ensure teachers' well-being while reviewing internal practices to maintain functionality, safety, and supervision during staff absences. When sites are closed for renovation or repair, staff are moved to other open sites to lower the need for substitutes and the expense associated with them. She will look into including substitutes in the same training that is provided to regular teaching staff.
- ✓ Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance, and On-going Monitoring: No report
- ✓ Betsy Uda – Safe Environments, Facilities, and Licensing: Ms. Uda informed that she visited Twin Rivers Unified School District (TRUSD) and Women's Civic Improvement Club (WCIC) sites to see the improvements made since the last review by SETA's consultant Kristen Smith, produced the reports and provided them back to the delegate agencies. She advised that visits to Elk Grove Unified School District are planned for March. When the review is completed, the Policy Council will be provided with a report.

Ms. Uda reported that the Facilities team will be down two (2) maintenance/curriers, and SETA is now recruiting to fill those positions.

E. Open Discussion and Comments

Ms. Davis-Jaffe, Workforce Development Manager, and Ms. Moore, Workforce Development Program Officer, provided the following clarifications on Action Item III-B-3: Approval of Community Services Block Grant (CSBG) Funding Recommendations for Program Year 2024:

- The Request for Proposals (RFP) was based on the Community Needs Assessment;
- The RFP was distributed to a variety of current and former delegate agencies, as well as to multiple other agencies;
- Applicants are expected to come to the Offeror's Conference to learn about the Agency's expectations and ask questions;
- Applicants are expected to meet SETA's insurance requirements;
- The readers' team is comprised of staff, county representatives, and members of the Community Action Board;
- Based on readers' team scores, the funding recommendations are made;
- The agencies' proposals resulted in first, second, and third rankings are fundable;
- This year, all twenty-two (22) agencies applied ranked as fundable;

- The funding is distributed from the first ranked agencies to the third until funds get exhausted;
- If additional funding becomes available, the initial funding recommendations get augmented to fund more agencies;
- SETA will be following up with the agencies that ranked lower to help them improve future RFP responses;
- The complete funding recommendation and RFP were posted on the SETA's website: www.seta.net.

F. Public Participation: None

VI. **ADJOURNMENT:** The meeting adjourned at 12:00 p.m.

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

Black History

In 1976, the nation began to use this month to celebrate

The history of a culture that when they show up, they really participate

They stand STRONG when they are UNITED and don't stay down long when they fall

People that are INTELLIGENT, CONFIDENT, RESILIENT and CREATIVE most of all

A once hidden history, BURIED deep in the past

If it is not dug up and RETAINED, the ROAD paved for the FUTURE will not last

So let's CELEBRATE BLACK CULTURE and UPLIFT a once degraded population

To STAND tall in the POWER that will help RECONSTRUCT our nation

Spreading PEACE and LOVE, while each one TEACH one as it should be

Continue to look deeper into the beautiful horizons of a YOUNG and GIFTED BLACK

HISTORY!

Fienishia Wash
PC Chair

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:

Recruitment Events Attended/Networking Opportunities by SETA Head Start 2024-2025

Upcoming events

Event Name	Event Date	Event Location	Approved and Confirmed	Attended before
Healthy Kids Day	4/13/24 10 am-1 pm	2021 W Street, 95818	No	No
Resource Fair at Pivot Sacramento	4/13/24 9 am-2 pm	4625 44 th Street, 95820	No	No
Kids Day Rancho Cordova	4/24/24 11 am-3 pm	2197 Chase Drive, Rancho Cordova (Hagan community park)	yes	yes
Rio Linda Craft Faire	4/27/24	6309 Dry creek Road, Rio Linda Rio Linda High School	yes	no
Women's Empowerment Presentation	4/30/24 9:10-10:15 am	1590 N A Street, 95811	Yes	yes
2024 WIC Breastfeeding Celebration	5/3/24 10 am-1 pm	McKinley Park	No	yes
Community Baby shower	5/11/24 11 am-4 pm	2450 Meadowview Road, 95823	No	No
Connecting or Communities resource fair SMUD	9/6/24 9 am-12 pm	SMUD	No	Yes

March events

Event Name	Event Date	Event Location	Interest forms received
1 st Annual Sacramento County Woman's and Girl Festival	3/9/24	3835 Freeport Blvd., Sacramento City Collage	5
Spanish Speaking and Immigrant Family Day	3/16/24 10 am-1 pm	5132 Elkhorn Blvd., 95842	Did not attend but they handed out our flyers
Super Saturday Tax Prep and Resource Fair	3/16/24 9 am-2 pm	1400 Gran Ave.	Did not attend but they handed out our flyers
Care Fest	3/18/24 11 am-2 pm	8407 Center Parkway Drive	2
Hoppin and Huntin at Hagan	3/23/24 11 am-3 pm	2197 Chase Drive, Rancho Cordova (Hagan Community Park)	3
Eggcelent Easter Fest	3/30/24 10 am-1 pm	7650 Amherst St., 95832 (Antioch Progressive Baptist Church)	0

Event Name	Event Date	Event Location	Interest forms received
Spring Extravaganza and Egg Hunt	3/30/24 10 am-12 pm	Freedom Park	14

February events

Event Name	Event Date	Event Location	Interest forms received
Network Café	2/15/24 11:30-1pm	Zoom	Gave updates about services
Connection Café	2/22/24	Zoom	Presented about services

January events

Event Name	Event Date	Event Location	Interest forms received
Respect for Life Annual Gathering Resource Fair	1/13/24	4325 Don Julio Blvd., North Highlands	0
Black Mothers United Presentation		4625 44 th Street #13	4
Life Center Sacramento	1/10/24	2136 Bell Executive Lane	0
Women's Empowerment Presentation	1/17/24	1590 N A Street, 95811	0



Seta Head Start

Food Service Operations Monthly Report

*March, 2024

2/22/24-3/1/24 - Phoenix Park closed due to painting.
 3/12/24 - Nedra had a field trip to Martin Luther King Library we prepared 40 sack lunches.
 3/15/24 - Mather had a field trip to the Folsom Zoo we prepared 40 sack lunches.
 3/19/24 - Homebase Preschool had a field trip to the Sacramento Zoo we prepared 80 sack lunches.
 3/21/24 - Homebase EHS had a field trip to Fairytale Town we prepared 135 sack lunches.
 3/27/24 - Grizzly Hollow had a field trip to Waste Recycling Center we prepared 40 sack lunches.
 3/28/24 - Grizzly Hollow had a field trip to Galt Community Park we prepared 40 sack lunches.

	Lunch	PM Snack	Breakfast	Field Trips
	29,824	26,930	27,866	6
Total Amount of Meals and Snacks Prepared				84,995

Purchases:

Food	\$96,907.48
Non-Food	\$16,970.76

Building Maintenance and Repair:	\$575.00
Janitorial & Restroom Supplies:	\$0.00
Kitchen Small Wares and Equipment:	\$0.00
Vehicle Maintenance and Repair:	\$1,627.74
Vehicle Gas / Fuel:	\$1,832.39
Normal Delivery Days	21

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

March 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	214	14%	699	157	22%
Twin Rivers USD	160	43	27%	56	4	7 %
Elk Grove USD	480	85	18%	NA		
Sac City USD	676	**104	15%	16	0	0%
San Juan USD	888	83	9%	164	6	4%
WCIC	100	5	5%	NA		
COUNTY TOTAL	3848	534	14%	935	167	18%

**Corrections made

AFE: Annual Funded Enrollment

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

HS Center Name (*) CCTR/CSPP Funded	Funded Enrollment	Actual Enrollment	Drop within last 30 days	Total Reported	(c) Closed/Capped %	(a) Actual to Funded Enrollment %
*16th Avenue	40	39	0	39		98%
*Bret Harte	20	20	0	20		100%
*Capital City	20	20	0	20		100%
*CP Huntington	20	20	0	20		100%
*Crossroad Garden	60	60	0	60		100%
*Elkhorn	80	78	1	79		99%
*Freedom Park	60	59	3	62		103%
*Freeport	20	20	0	20		100%
*Hillsdale	80	78	2	80		100%
*Job Corps	20	21	0	21		105%
*Marina Vista	60	25	0	25		42%
*Mather	80	69	3	72		90%
*Norma Johnson	40	40	0	40		100%
*North Avenue	60	59	1	60		100%
*Northview	80	73	3	76		95%
*Phoenix Park	60	49	0	49		82%
*Sharon Neese	60	57	2	59		98%
Alder Grove ELC	20	12	0	12		60%
Bannon Creek	40	38	0	38		95%
Bright Beginnings	40	37	3	40		100%
Dudley	20	19	1	20		100%
Florin	20	19	0	19		95%
Franklin	20	20	0	20		100%
Fruitridge	40	37	3	40		100%
Galt	80	80	0	80		100%
Grizzly Hollow	40	40	2	42		105%
Home Base	120	106	4	110		92%
Hopkins Park	40	40	0	40		100%
Kennedy Estates	20	19	0	19		95%
LaVerne Stewart	20	17	1	18		90%
Nedra Court	40	30	2	32		80%
Parker	20	13	1	14		70%
Solid Foundation	40	39	0	39		98%
Spinelli	20	20	0	20		100%
Strizek Park	20	20	1	21		105%
Walnut Grove	24	22	0	22		92%
Total	1544	1415	33	1448	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

March 2024

EHS Center Name (* CCTR/CSPP Funded)	Funded Enrollment	Actual Enrollment	Drop within last 30 days	Total Reported	(c) Closed/Capped %	(a) Actual to Funded Enrollment %
*16th Avenue	18	17	2	19		106%
*Alder Grove I/T	16	9	0	9		56%
*Bret Harte	9	9	0	9		100%
*Captial City	16	13	1	14		88%
*CP Huntington	16	15	1	16		100%
*Crossroad Garden	15	14	2	16		107%
*Elkhorn	16	15	3	18		113%
*Florin (d)	0	0	0	0		0%
*Freedom Park	16	17	0	17		106%
*Hillsdale	17	12	4	16		94%
*Hiram Johnson	32	26	2	28		88%
*Hopkins	6	6	0	6		100%
*Illa Collins	16	6	2	8		50%
*Job Corps	25	24	2	26		104%
*Marina Vista	9	7	1	8		89%
*Mather	15	15	1	16		107%
*Norma Johnson	9	8	2	10		111%
*North Avenue	16	14	2	16		100%
*Northview	16	15	1	16		100%
*Phoenix Park	8	6	2	8		100%
*Sharon Neese Center	25	23	2	25		100%
EHS Home Base	200	197	11	208		104%
Galt	16	15	2	17		106%
Grizzly Hollow	9	9	1	10		111%
River Oak - Home Base	72	56	6	62		86%
SCOE - Home Base	77	62	7	69		90%
Walnut Grove	9	5	0	5		56%
Total	699	615	57	672	0%	96%

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

Vacancies in the following positions that support classroom ratio or enrollment: 18 Education positions (HS Teacher, Associate Teacher, Lead Teacher/Infant Toddler) and 1 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 are 7 employment offers pending for the following positions: 3-Associate Teachers, 2-HS Teacher, 1 Associate Teacher/Infant Toddler, and 1 Lead Teacher/Infant Toddler.

Recruitment and networking opportunities to increases awareness of Head Start services and community visibility: 1st Annual Sacramento County Woman's and Girl Festival; Spanish Speaking and Immigrant Family Day; Super Saturday Tax Prep & Resource Fair; Care Fest; Hopping & Hunting at Hagan Community Center; Eggcellent Easter Fest; Spring Extravaganza & Egg Hunt. From these recruitment events, 24 Interest Forms were completed with families inquiring of Head Start services.

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

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: