

GOVERNING BOARD

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***THOUGHT OF THE DAY:** "The desire to reach for the stars is ambitious. The desire to reach hearts is wise."*

~ Maya Angelou

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

DATE: Tuesday, January 18, 2022

TIME: 9:00 a.m.

LOCATION:

<https://us02web.zoom.us/j/81060385433?pwd=SnlraXFPS0UzVVIQWk1vWHRPaUYrUT09>

In response to the AB361 (Brown Act Section 54953) relating to the COVID-19 Pandemic, the Head Start Parent Advisory Committee (PAC) is conducting this meeting on Zoom at <https://us02web.zoom.us/j/81060385433?pwd=SnlraXFPS0UzVVIQWk1vWHRPaUYrUT09>. Meeting ID: 810 6038 5433. Passcode: 953230. Members of the public may join the meeting by clicking the link above or typing the meeting address above into their web browser, or listen to the meeting by telephone: One tap mobile: +16699006833,,81060385433# US (San Jose). Dial by your location +1 669 900 6833 US (San Jose). Find your local number: <https://us02web.zoom.us/j/81060385433?pwd=SnlraXFPS0UzVVIQWk1vWHRPaUYrUT09>. Members of the public are encouraged to participate in the meeting by submitting written comments by email to: Monica.Newton@seta.net. Any member of the public who wishes to speak directly to the board regarding any item on the agenda may contact Monica Newton at (916) 263-3753, or Monica.Newton@seta.net. Please include in your request which item you would like to participate on. Additionally, during the meeting any questions or comments may be submitted via the Q&A or chat features on Zoom. Public comments will be accepted until the adjournment of the meeting, distributed to the Parent Advisory Committee and included in the record.

In the event of disruption which prevents broadcasting of the meeting to members of the public using the call-in or internet-based service options, or in the event of a disruption which prevents members of the public from offering public comments, the Board shall take no further action on items appearing on the meeting agenda until public access to the meeting is restored.

Closed captioning will be available. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

AGENDA

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	➤ Head Start Managers' Reports	
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	• <u>Karen Griffith</u> - School Readiness, Special Education, Mental Health Services, and Facilities/Safe Environments	
	• <u>Gricelda Ocegueda</u> – Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring	

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DISTRIBUTION DATE: Tuesday, January 11, 2022

Parent Advisory Committee meeting hosted by:
Donna Bonner (Chair), Fienishia Wash (Vice Chair), Lelsly Lainez Carballo (Secretary)

ITEM I - A – ROLL CALL

The Parent Advisory Committee Secretary will call the roll for the following members:

____ Vacant, Alder Grove I Head Start
____ Vacant, Alder Grove II Head Start
____ Vacant, American Legion Head Start
____ **Kahmaria Holleman, Bannan Creek Head Start**
____ Vacant, Bret Harte Head Start
____ Vacant, Capital City Head Start
____ Vacant, CP Huntington Head Start
____ Vacant, Crossroad Gardens Head Start
____ **Lesly Lainez Carballo, Early Head Start (Home Base)**
____ **Savita Taneja, Early Head Start (Home Base)**
____ Vacant, Elkhorn Head Start
____ Vacant, Franklin Head Start
____ Vacant, Freedom Park Head Start
____ Vacant, Freeport Head Start
____ Vacant, Fruitridge Head Start
____ Vacant, Galt Head Start
____ Vacant, Grizzly Hollow
____ Vacant, Hillsdale Head Start
____ Vacant, Hiram Johnson Head Start
____ Vacant, Pre-school Home Based Head Start
____ Vacant, Pre-School (Home Base)
____ Vacant, Home Base Early Head Start
____ Vacant, Hopkins Park Head Start
____ Vacant, Illa Collin Head Start
____ Vacant, Job Corps Head Start
____ Vacant, Kennedy Estates Head Start
____ Vacant, LaVerne Stewart Head Start
____ Vacant, (Marie Cleveland's) Bright Beginning Head Start
____ Vacant, Marina Vista Early Learning Center
____ Vacant, Mather Head Start
____ Vacant, Nedra Court Head Start
____ Vacant, Norma Johnson Head Start
____ Vacant, North Avenue Head Start
____ Vacant, Northview Head Start
____ Vacant, Parker Head Start
____ Vacant, Phoenix Park Head Start
____ Vacant, Pre-School (Home Base)
____ Vacant, River Oak Center for Children
____ Vacant, Sacramento County Office of Education
____ Vacant, Sharon Neese Early Learning Center
____ Vacant, Solid Foundation Head Start
____ Vacant, Strizek Park Head Start
____ **Brenda Casillas, Walnut Grove Head Start**
____ Vacant, 16th Avenue Head Start
____ **Shannon Pierce, Past Parent Representative**
____ **Donna Bonner, Past Parent Representative**
____ Vacant, Grandparent Representative
____ Vacant, Foster Parent Representative
____ **Fienishia Wash, Outgoing Chair**

ITEM I-A – ROLL CALL

(Continued)

Program Year 2021-2022 - New Representatives to be seated

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Vacant, Alder Grove I Head Start	<input type="checkbox"/> Vacant, Marina Vista Head Start
<input type="checkbox"/> Vacant, Alder Grove II Head Start	<input type="checkbox"/> Vacant, Mather Head Start
<input type="checkbox"/> Vacant, American Legion Head Start	<input type="checkbox"/> Vacant, Nedra Court Head Start
<input type="checkbox"/> Vacant, Bret Harte Head Start	<input type="checkbox"/> Vacant, Norma Johnson Head Start
<input type="checkbox"/> Vacant, Capital City Head Start	<input type="checkbox"/> Vacant, North Avenue Head Start
<input type="checkbox"/> Vacant, CP Huntington Head Start	<input type="checkbox"/> Vacant, Northview Head Start
<input type="checkbox"/> Vacant, Crossroad Gardens Head Start	<input type="checkbox"/> Vacant, Parker Head Start
<input type="checkbox"/> Vacant, Elkhorn Head Start	<input type="checkbox"/> Vacant, Phoenix Park Head Start
<input type="checkbox"/> Vacant, Franklin Head Start	<input type="checkbox"/> Vacant, Pre-School (Home Base)
<input type="checkbox"/> Vacant, Freedom Park Head Start	<input type="checkbox"/> Vacant, River Oak Center for Children
<input type="checkbox"/> Vacant, Freeport Head Start	<input type="checkbox"/> Vacant, SCOE
<input type="checkbox"/> Vacant, Galt Head Start	<input type="checkbox"/> Vacant, Sharon Neese Head Start
<input type="checkbox"/> Vacant, Grizzly Hollow Head Start	<input type="checkbox"/> Vacant, Strizek Park Head Start
<input type="checkbox"/> Vacant, Hillsdale Head Start	<input type="checkbox"/> Vacant, Solid Foundation Head Start
<input type="checkbox"/> Vacant, Hiram Johnson Head Start	<input type="checkbox"/> Vacant, Early Head Start (Home Base)
<input type="checkbox"/> Vacant, Home Base Head Start	<input type="checkbox"/> Vacant, Grandparent Representative
<input type="checkbox"/> Vacant, Hopkins Park Head Start	<input type="checkbox"/> Vacant, Parent Ambassador
<input type="checkbox"/> Vacant, Illa Collin Head Start	<input type="checkbox"/> Vacant, Parent Ambassador
<input type="checkbox"/> Vacant, Job Corps Head Start	<input type="checkbox"/> Vacant, 16 th Avenue Head Start
<input type="checkbox"/> Vacant, Kennedy Estates Head Start	<input type="checkbox"/> Vacant, Past Parent Representative
<input type="checkbox"/> Vacant, LaVerne Stewart Head Start	<input type="checkbox"/> Vacant, Pre-School Home Base Head Start
<input type="checkbox"/> Vacant, (Marie Cleveland's) Bright Beginning Head Start	

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE DECEMBER 16, 2021 SPECIAL MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the December 16, 2021.

RECOMMENDATION:

Approve the minutes of the December 16, 2021 meeting.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

SPECIAL MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE

(Minutes reflect the actual progress of the meeting.)

LOCATION: meeting held electronically

Tuesday, December 16, 2021
9:00 a.m.

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

Ms. Fienishia Wash called the meeting to order at 9:05 a.m. Ms. Shannon Pierce read the thought of the day. Ms. Wash called the roll; a quorum was achieved.

Members Present:

Savita Taneja, Home Base-Early Head Start *(joined at 9:34 a.m.)*
Kahmaria Holleman, Bannon Creek *(joined at 9:53 a.m.)*
Jennifer Mohammed, Bannon Creek - Alternate

New Members Present and Seated:

Lesly Lainez Carballo, Home Base - Early Head Start
Shannon Pierce, Past Parent Representative
Donna Bonner, Past Parent Representative
Fienishia Wash, Outgoing Chair

Members to be Seated but Absent:

Dariana Cruz, Pre-School Home Base *(unexcused)*

Members Absent:

Brenda Casillas, Walnut Grove *(unexcused)*
Alisha Givehchi, HS/Home Base *(unexcused)*

II. Consent Item

A. Approval of the Minutes of the November 16, 2021 Special Meeting

Minutes were reviewed; there were no questions or comments.

Moved/ Bonner, second/Pierce, to approve the November 16, 2021 minutes.

Roll call vote:

Aye: 4 (Lainez Carballo, Pierce, Bonner, Mohammed)

Nay: 0

Abstention: 1 (Wash)

Absent: 4 (Cruz, Casillas, Givehchi, Taneja)

III. **Action Item**

- A. Approval of Findings and Authorization to Extend Use of Teleconferencing Procedures for Committee Meetings During Declared State of Emergency and/or While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing

Ms. Lee reviewed this item. The Governor has extended the executive order, as long as the item has been reviewed and approved every 30 days. The current end date is March 31, 2022 unless extended by the Governor.

Moved/Bonner, second/Pierce, to approve the Findings and Authorization to Extend Use of Teleconferencing Procedures for Committee Meetings During Declared State of Emergency and/or While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing

Roll call vote:

Aye: 4 (Lainez Carballo, Pierce, Bonner, Mohammed)

Nay: 0

Abstention: 1 (Wash)

Absent: 4 (Cruz, Casillas, Givehchi, Taneja)

Ms. Wash introduced Ms. Anel Santiago with the interpretation company.

- B. Election of SETA-Operated Representatives and Alternates to the Policy Council for Program Year 2021-2022

Ms. Wash reviewed this item and read the accompanying bylaws.

Ms. Lesly Lainez Carballo nominated herself to be a SETA-Operated PC representative.

Moved/Bonner, second/Pierce, to approve Ms. Lesly Lainez Carballo as a SETA-Operated representative to the Policy Council.

Roll call vote:

Aye: 4 (Lainez Carballo, Pierce, Bonner, Mohammed)

Nay: 0

Abstention: 1 (Wash)

Absent: 4 (Cruz, Casillas, Givehchi, Taneja)

- C. Election of Parent Advisory Committee Officers 2021-2022

Ms. Wash reviewed this item and read the accompanying bylaws.

Ms. Pierce nominated Ms. Bonner for Chair.

Ms. Bonner nominated Ms. Wash for Vice Chair.

Ms. Pierce nominated herself for Secretary.

Ms. Desha clarified per the bylaws Article V, Section 2.B. "The Executive Committee must have at least three members who are parents of child/children currently enrolled in the HS/EHS Homes Base Option."

Ms. Lesly Lainez Carballo nominated herself for Secretary.

Ms. Bonner said she would like to continue to serve SETA, the children and community.

In accordance with the bylaws Ms. Pierce was no longer eligible for the position of Secretary, since Community Representatives were elected to the positions of Chair and Vice Chair.

Moved/ Bonner, second/Mohammed, to approve Ms. Donna Bonner as Chair, Ms. Fienishia Wash as Vice Chair, Ms. Lesly Lainez Carballo as Secretary for the Parent Advisory Committee.

Roll call vote:

Aye: 5 (Taneja, Lainez Carballo, Bonner, Pierce, Mohammed)

Nay: 0

Abstention: 1 (Wash)

Absent: 3 (Cruz, Casillas, Givehchi)

Ms. Savita Taneja joined the meeting at 9:34 a.m.

IV. **Information Items**

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han

Mr. Han reviewed the expenditure reports. There was a notice that we included the PC reports instead of PAC reports. The only difference is the PC reports include more detail about the delegate agencies but are missing the bar graphs, which represent expenditures to budget. We are on budget at 30 percent spent. The SETA-Operated Program is at 10 percent administrative costs, which is below the 15 percent threshold for this point of the year. CARES Act is 44.6 percent spent; the deadline to spend these funds is July 30, 2022. A majority of the funding will be spent for the Northview project. American Rescue Plan Act funds (ARP) and the Corona Virus Response and Relief Supplemental Appropriation Act (CRRSA) funds were reviewed. The Agency is waiting on more

reimbursements for Nutrition services that is why expenditures show high compared to the budget. The Child Care Partnership, American Express and Citi credit card statements were reviewed, nothing was out of the ordinary.

Ms. Bonner asked about the two charges for Inland Business System on the American Express credit card statement that have the same amount.

Mr. Han shared they are two separate charges, not a duplicate charge.

Ms. Lesly Lainez Carballo asked what HS stands for.

Mr. Han answered HS, ADMIN, and WD represent different departments. HS stands for Head Start, ADMIN represents the whole Agency (Head Start, Workforce and support departments), WD stands for Workforce Development Department.

Ms. Kahmaria Holleman joined at 9:53 a.m.

Ms. Lesly Lainez Carballo commented on the quickness of the review.

Mr. Han replied the budget planning committee meeting on the second Tuesday of each month is a great opportunity to get a more in depth look at the fiscal reports. If members are unable to attend the meeting we can set up another opportunity for new board members to understand the budget process.

Ms. Wash ask Ms. Bonner if she would prefer to step forward and continue the meeting as Chair, or if Ms. Wash should continue to facilitate

Ms. Bonner replied she would like to proceed as Chair.

Ms. Kahmaria Holleman joined the meeting at 9:53 a.m.

- Community Resources – Parents/Staff: Ms. Marie Desha

Ms. Desha reviewed the community resources. A link was share for the North Sacramento Resource Center, www.northsacfrc.org.

- Parent/Staff Recognition:

- PC/PAC Orientation and Officer Training:

Ms. Wash said training will continue on a one on one basis until we have a full board.

D. Head Start Policy Council Minutes for October 26, 2021. No Questions

V. **Committee Reports**

➤ Executive Committee Meeting:

Ms. Wash stated Ms. Desha will connect with the new executive committee for a meeting date.

➤ Budget/Planning Committee Meeting:

Ms. Bonner reported the next meeting will be held on Tuesday, January 11, 2022 at 1:00 p.m.

VI. **Other Reports**

➤ Chair's Report:

Ms. Wash asked the board who is willing to return to in-person meetings starting January 2022, CDC guidelines would be followed.

Vote:

Aye: Wash, Bonner, Lainez Carballo

Nay: Taneja, Mohammed, Pierce

Meetings will continue to be held on a virtual platform.

➤ Policy Council Report(s): No Report

➤ Head Start Deputy Director's Report –
✓ Monthly Head Start Report

Ms. Denise Lee welcomed the new board members.

➤ Head Start Managers' Reports

- Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: No Report
- Karen Griffith - School Readiness, Special Education and Mental Health Services: No Report
- Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring: No Report

In consideration of time, the Chair moved off agenda to public participation.

- VII. **Center Updates**: None.
- VIII. **Discussion**: None
- IX. **Public Participation**: None.
- X. **Adjournment**: The meeting was adjourned at 10:07 a.m.

ITEM III-A- ACTION

APPROVAL OF FINDINGS AND AUTHORIZATION TO EXTEND USE OF TELECONFERENCING PROCEDURES FOR COMMITTEE MEETINGS DURING DECLARED STATE OF EMERGENCY AND/OR WHILE STATE OR LOCAL OFFICIALS CONTINUE TO IMPOSE OR RECOMMEND MEASURES TO PROMOTE SOCIAL DISTANCING

BACKGROUND:

California Governor Gavin Newsom has recently extended until March 31, 2022 the long-existing state of emergency related to COVID-19. Governor Newsom had previously authorized local agencies, by Executive Order, to conduct meetings under the Brown Act utilizing Zoom or other remote procedures to conduct meeting by modified teleconference procedures. Recently the legislature signed and passed into law AB 361, which amended Section 54953 of the Brown Act to similarly authorize teleconferencing of Committee Meetings, provided necessary procedures are followed. The Parent Advisory Committee on January 18, 2022 will be the first committee meeting conducted utilizing the AB 361 Procedures, which are reflected in the Notice for the Committee Agenda.

Under AB 361, in the event of disruption which prevents broadcasting of the meeting to members of the public using the call-in or internet-based service options, or in the event of a disruption which prevents members of the public from offering public comments, the legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting is restored.

AB 361 also authorizes public agencies to continue to hold subsequent meetings via teleconference procedures during any state of emergency that directly impacts the ability of the members to meet safely in person or while State or local officials continue to impose or recommend measures to promote social distancing. The Governor's declared continuing state of emergency remains active and continues to serve to protect members of the public from unnecessary risk and exposure to COVID-19. In addition, Sacramento County continues to follow recommendations of the federal CDC promoting social distancing outside of the home and especially indoors. Given these circumstances, in order to allow for the next Committee meeting to be held by teleconference procedures consistent with AB 361, the Committee must make the following findings no later than 30 days after the first teleconferencing meeting and every 30 days thereafter by majority vote:

- a. The legislative body has reconsidered the circumstances of the state of emergency.
- b. Any of the following circumstances exists:

ITEM III-A-ACTION (continued)
Page 2

- i. The state of emergency continues to directly impact the ability of the members to meet safely in person.
- ii. State or local officials continue to impose or recommend measures to promote social distancing.

RECOMMENDATION:

Authorize the continued use of teleconferencing for Parent Advisory Committee meetings under AB 361, occasioned by the continuing state of emergency issued by Governor Newsom and the continuation of local and federal recommendations promoting social distancing outside of the home and especially indoors and, based thereon, make the following findings in support of this action:

- a. The Committee has reconsidered the circumstances of the state of emergency.
- b. The following circumstances exist:
 - i. The state of emergency continues to directly impact the ability of the members to meet safely in person.
 - ii. State or local officials continue to impose or recommend measures to promote social distancing.

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM III-B-ACTION

ELECTION OF PARENT ADVISORY COMMITTEE OFFICERS 2021-2022

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect officers for Program Year 2021-2022. The duties of PAC officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PAC that are not in conflict with these Bylaws, Article V – Officers, Section 2B: All PAC members are eligible to run for an Office/Officer position except members holding a seat. The Executive Committee must have at least three members who are parents of child/children currently enrolled in the HS/EHS Center-Based or Home-Based Option.

SECTION 3: Duties of Officers

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

- A. The Chair of the PAC shall preside over all meetings of the PAC and implement all policies and programs of the PAC. The Chair shall act as the official agent of the PAC in all matters relating to the PAC, and shall be the chief spokesperson and public relations officer for the PAC. The Chair shall have the power to appoint, both in and out of the PAC, any additional positions as needed with ratification of the PAC. The Chair shall represent the PAC at the National Head Start Parent Association Conference. The Chair shall be an ex-officio member of all committees and shall represent the PAC at all Governing Board meetings, but shall adhere to the provisions of Article IV, Meetings; Section 3, as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PAC in the absence of the Chair, and shall have all delegated powers. The Vice Chair will assume position of Chair if seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.
- C. The Secretary shall call the roll, keep a record of the current and preceding minutes at each meeting, and record resolutions or motions adopted, as may be necessary to expedite the PAC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.

ITEM III-B – ACTION (continued)

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- D. The Treasurer shall work with staff and the PAC Secretary and keep such records, files and accounts as may be necessary to expedite PAC's business. The Treasurer shall be a member of the Social/Hospitality Committee, and the Parent Ambassador Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to Parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

RECOMMENDATION:

That the Parent Advisory Committee elect a Treasurer and Parliamentarian.

Treasurer:

Parliamentarian:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM III-C– ACTION

ELECTION OF SETA-OPERATED REPRESENTATIVES AND ALTERNATES TO THE POLICY COUNCIL FOR PROGRAM YEAR 2021-2022

BACKGROUND:

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

The duties of Representatives include:

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

PAC Bylaws referenced:

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

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

In addition, refer to:

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

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

ITEM III-C – ACTION (continued)

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RECOMMENDATION:

That the Parent Advisory Committee elect three Representatives and five Alternates.

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

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information Items
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han
 - Community Resources – Parents/Staff: Ms. Marie Desha

NOTES:

New and Improved Website!
North Sacramento Family Resource Center (FRC)



Our new and improved website has a calendar of all of our upcoming Family Resource Center activities and workshops with links to register. You can also learn more about our all of the free services, such as car seat education, safe sleep baby, crisis intervention, and more. We also keep the website updated with community resources.

Visit us at www.NorthSacFRC.org

Make Parenting A Pleasure Workshop

Tuesday/Thursday series: 5pm to 7pm, starting on Thursday, January 13th
Monday/Wednesday series: 10am to 12pm, starting on Wednesday, January 19th



THE NORTH SACRAMENTO FAMILY
RESOURCE CENTER PRESENTS

MAKE PARENTING A PLEASURE!

A Free Court-Approved Parenting
Education Workshop that focuses
on Self-Care, Anger & Stress
Management, Positive Discipline
Tools, and More!

[CLICK HERE TO REGISTER](#)

Bilingual Story Time

Tuesdays at 1pm



SACRAMENTO CHILDREN'S HOME
Empowering & growing tomorrow's leaders

Birth & Beyond
Family Resource Centers

Funding provided by:

FIRST 5 SACRAMENTO

SACRAMENTO COUNTY

AMERICORPS

Bilingual Story Time

**Please join us for a bilingual (English/Spanish)
Story Time on Zoom
Every Tuesday
1pm-2pm
Participants will receive a FREE copy of the
story for that week.**

SACRAMENTO CHILDREN'S HOME
Family Resource Center
North Sacramento



[CLICK HERE TO REGISTER FOR BILINGUAL STORY TIME](#)

If you are experiencing homelessness, including:

- ♦ living with family
- ♦ living in a motel
- ♦ living outside or in a car
- ♦ staying in a shelter
- ♦ couch-surfing
- ♦ transitioning out of prison
- ♦ facing eviction

...or if you are at risk of any of these, please come to an orientation!

We Can Do It!



Women's Empowerment offers an **eight-week** job-readiness program that **educates** and **empowers** women who are homeless with the skills and confidence necessary to secure a job, create a healthy lifestyle, and regain a home for themselves and their children.

SESSION 86

**Our next session begins
Monday, January 24, 2022**

ORIENTATION INFORMATION:

For more information, come to one of the following orientations at 1590 North A Street in Sacramento:

Wednesday, January 5 from 10 a.m. to 12:30 p.m.

Friday, January 7 from 10 a.m. to 12:30 p.m.

Monday, January 10 from 10 a.m. to 12:30 p.m.

Wednesday, January 12 from 10:00 to 12:30 p.m.

****Call 916-669-2307 to reserve on-site childcare for infants and children 5 and under!**

Orientation is a **requirement** for acceptance to the program.



CHILD CARE APPRENTICESHIPS OPPORTUNITY

LEARN, EARN, EXPLORE & GROW.

SETA Head Start is looking for people who want to work with children - ages 18 months up to age 5.

Requirements: Age 18 or older, ability to pass criminal background check.

Must be fully vaccinated against COVID-19, or have an approved exemption and be able to work 30 hours per week.

Salary: Starting at \$15.00 per hour with additional pay increases as you earn your college units.

Benefits:

SETA offers a comprehensive benefit package which includes health, dental, vision, life and AD&D Insurance.

Additional benefits: company paid SCERS; voluntary deferred compensation program; education incentive; and a generous paid time off and sick leave program.

Contact:

Please call or email Lisa Carr .

Email:

Lisa.Carr@seta.net

Phone #:

(916) 263-8123

About the Program:

This is an apprenticeship program which means SETA will offer and pay for all required classes to earn 12 units in Early Childhood Education. You will attend a combination of online and in-person classes, at SETA's main office.



ITEM IV-B – INFORMATION

POLICY COUNCIL MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the Policy Council minutes of the November 23, 2021 meeting.

NOTES:

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

Meeting Held Electronically

Tuesday, November 23, 2021

9:00 a.m.

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

Ms. Henrietta Gutierrez called the meeting to order at 9:02 a.m. Ms. Gutierrez read the thought of the day.

Ms. Wash called the roll; a quorum was met.

Members Present:

Elizabeth Gutierrez, San Juan Unified School District *(joined at 9:10)*
Arianna Torres, SETA-Operated Program
Brenda Casillas, SETA-Operated Program *(joined at 9:45)*
Shannon Pierce, SETA-Operated Program
Donna Bonner, SETA-Operated Program
Charles Taylor, Past Parent/Community Representative
Fienishia Wash, Home Base Option
Henrietta Gutierrez, Outgoing Chair
Junior Goris, Elk Grove Unified School District
Stephen Key, Past Parent/Community Representative
Kara Otter, San Juan Unified School District
Rosemary Schapira, Community Agency Representative
Jessica Coultrup, Early Head Start, San Juan Unified School District

II. Consent Item

Approval of the Minutes of the October 26, 2021 Meeting

Minutes were reviewed; there were no corrections.

Moved/Goris, second/Otter, to approve the October 26, 2021 minutes as distributed.

Roll call vote:

Aye: 10 (Torres, Pierce, Bonner, Taylor, Wash, Goris, Key, Otter, Schapira, Coultrup)

Nay: 0

Abstentions: 1 (H. Gutierrez)

Absent: 2 (Casillas, E. Gutierrez)

III. **Action Items**

- A. Approval of Findings and Authorization to Extend Use of Teleconferencing Procedures for Council Meetings During Declared State of Emergency and/or While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing

Ms. Lee reviewed this item. Action must be taken every 30 days to continue holding meetings in a virtual platform.

Moved/Goris, second/Bonner, to approve the Findings and Authorization to Extend Use of Teleconferencing Procedures for Council Meetings During Declared State of Emergency and/or While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing

Roll call vote:

Aye: 10 (Torres, Pierce, Bonner, Taylor, Wash, Goris, Key, Otter, Schapira, Coultrup)

Nay: 0

Abstention: 1 (H. Gutierrez)

Absent: 2 (Casillas, E. Gutierrez)

Ms. Elizabeth Gutierrez joined the meeting at 9:10 a.m.

- B. **CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957**

The board went into closed session at 9:12 a.m. At 9:26 a.m., Ms. Henrietta Gutierrez called the meeting back into open session and reported that the following eligible lists were approved in closed session: Associate Teacher/Associate Teacher Infant Toddler, Head Start Teacher, Site Supervisor, Accountant I. There was no eligible list to review/approve for the CFS Maintenance/Courier position.

- C. Ratify the No-Cost Extension Request for Early Head Start-Child Care Partnership Grant for Fiscal Year 2021-2022 (Deputy Director)

Items III-C and D were reviewed together.

Ms. Lee presented Item C and D together but action will be taken separately. Ms. Lee reviewed that in late June of 2020 CARES Act funds to address COVID-19 needs were approved. The Agency received the funds shortly before the end of the 2019-2020 Program Year (PY), and was able to roll the funds over to PY 2020-2021 due to limited time to spend before the end of the fiscal year. We were also unable to spend down all of the CARES Act funds in 2020-2021. Funds are allowed to be carried over one more year, to PY 2021- 2022. Action taken today is for the Early Head Start - Child Care Partnership Grant (CCP), and the Head Start/Early Head Start Grant. The Early Head Start CCP is just over \$45,000, and the Head Start/EHS CCP grant is just

over \$2.5 million. This will be the last year the Agency will be allowed to extend this funding. If all the funds are not spent, then the funds will be returned to the Federal Government. Ms. Lee reminded board members who represent a delegate agency to make sure to track and monitor this funding closely in their respective agencies. This item is ratified because the Agency had to submit the carryover to the Federal Government already, and now requires the board to recognize the action of the submission. The Federal Government has already approved the carryover submission, we have through July 31, 2022 to spend down the funds.

H. Gutierrez commented the board had previously reviewed this item as an informational item; the board is now taking action on the item.

Mr. Goris asked if there is a plan in place to spend the money to keep it in the County.

Ms. Lee answered yes, each delegate agency plan was sent to Mr. Han for final review and approval.

Moved/Bonner, second/Goris, to approve the Ratify the No-Cost Extension Request for Early Head Start-Child Care Partnership Grant for Fiscal Year 2021-2022

Roll call vote:

Aye: 10 (Torres, Bonner, Taylor, Wash, Goris, Key, Otter, Schapira, Coultrup, E. Gutierrez)

Nay: 0

Abstention: 1 (H. Gutierrez)

Absent: 2 (Casillas, Pierce)

- D. Ratify the No-Cost Extension Request for Head Start and Early Head Start Grant for Fiscal Year 2021-2022 (Deputy Director)

Moved/Wash, second/Bonner, to approve the Ratify the No-Cost Extension Request for Head Start and Early Head Start Grant for Fiscal Year 2021-2022

Roll call vote:

Aye: 10 (Torres, Bonner, Taylor, Wash, Goris, Key, Otter, Schapira, Coultrup, E. Gutierrez)

Nay: 0

Abstention: 1 (H. Gutierrez)

Absent: 2 (Casillas, Pierce)

- E. Approval of Budget Modification, Carryover Request and Submission of a Revised 1303 Facilities Renovation and Repair Application for Head Start and Early Head Start

Ms. Lee stated that Head Start has underspent funds from the 2021 program year. We are allowed to reprogram and carryover funds. SETA is working on the Northview Early Learning Center tenant improvement project, which was reviewed in January 2021 with an, estimated cost of \$1.3 million. The cost of the project has

increased to an estimated \$2.3 million. This increase is due to inflation, cost of supplies/materials, increased wages and high demand for contractors. Carryover funds cannot be used for personnel or fringe in the new program year, they must be reprogrammed. Some of the funds will be used for the Northview project. This is a budget modification of funds that were underspent in the Head Start and Early Head Start grants, as well as CARES Act funds which were carried over and now need to be reprogrammed from supplies and construction. The second part of this funding is sitting in last year's allocation, and needs to be carried forward to the PY 2021-2022. We made minor updates to the 1303 facilities renovation application, which was submitted in July 2021. Some updates include changes in some of the floor plans, costs, and valuation. The budget modification is \$150,000 less than the carryover due to CARES Act funding, which is already in the correct cost category and was carried over to the new program year. We have released an Invitation for Sealed Bids for general contractor services. The proposals are due December 16, 2021. Once we have the proposals we will have a better sense of the actual cost of the Northview project. Construction could start as early as February 2022, and by September 1, 2022 the center should be ready for children.

Moved/Goris, second/Bonner, to approve the budget modification, in the amount of \$1,471,333, for Head Start and Early Head Start and carryover request, in the amount of \$1,621,333, and to submit a revised 1303 Facilities Renovation and Repair Application to the Office of Head Start/Administration for Children and Families.

Roll call vote:

Aye: 10 (Torres, E. Gutierrez, Bonner, Taylor, Wash, Goris, Key, Otter, Schapira, Coultrup)

Nay: 0

Abstention: 1 (H. Gutierrez)

Absent: 2 (Casillas, Pierce)

IV. Information Items

A. Standing Information Items

➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account:

Mr. Han reviewed the fiscal reports. We are on budget at 22.6 percent for expenses. Nutrition Services will catch up once we receive reimbursements. It takes approximately two months to receive the reimbursements.

Mr. Goris asked about the two-month reimbursement delay.

Mr. Han replied the process takes that long from start to finish. We have to wait for program numbers to come in, which arrive in batches, once the numbers are submitted we have to wait for the State to cut and send a check.

Mr. Goris asked for clarification that they are program reimbursements, not personal reimbursements.

Mr. Han answer correct, they are for the programs.

Mr. Han reviewed CARES Act funds. Some agencies have spent down their funds, while other agencies have not. This does skew the budget numbers slightly. A lot of delays have held some of the agencies from spending down the funds. The American Rescue Plan Act (ARP) funds were reviewed.

Mr. Goris asked if it is a one-time fund or recurring funds.

Mr. Han answered it is a one-time fund, we have until March 2023 to spend down the CRRSA and ARP funds.

Ms. Lee commented the management team met with the labor union and reached an agreement, the Agency will use a portion of the ARP funding to pay employees the week of closure between Christmas Eve and New Year's. Normally during this closure time, staff use their accrual time. For this, SETA will use approximately \$500,000 of the ARPA funding.

Mr. Han reviewed the Corona Virus Response and Relief Supplemental Appropriation Act (CRRSA) funds. Child Care Partnership grant was reviewed, it has been consolidated with the Head Start & Early Head Start grant. All funds are being allocated properly. We do not expect the need to apply for a non-federal share waiver. The American Express and Citi credit card statements were reviewed, nothing was out of the ordinary.

H. Gutierrez commented it is good to see charges, showing services are returning to normal.

➤ Parents/Staff Recognition-Perfect Attendance

H. Gutierrez thanked the board and recognized Ms. Bonner, Ms. Casillas, Ms. Torres, Mr. Key, Mr. Taylor, and her herself for perfect attendance. A certificate will be mailed.

➤ Regional Head Start Association Family Engagement Conference Report:

Ms. Wash shared her experience attending the conference. There were a lot of different topics covered and the workshops were interactive. There were experience base stories shared. She enjoyed interacting with others and hearing their stories.

Mr. Goris shared is experience attending the conference. He found the educational portion of the conference was the most interesting, especially the focus on dental health.

Ms. Brenda Casillas joined the meeting at 9:54 a.m.

H. Gutierrez shared her experience attending the conference. One aspect of the conference that stood out was learning about the push for support for our families and children in trauma informed care. A story was shared about a man whose teacher continually encouraged him to achieve his potential; the man is now a doctor after turning his life around after incarceration.

➤ Community Resources – Parents/Staff

Ms. Desha reviewed the community resources. Head Start and the SETA Workforce Development Department have a joint program to provide employment and training services to help Head Start and Early Head Start families to find a job. Ms. Wanda Thomas Johnson, Professional III, (916) 263-7892, Workforce Development Department is the point of contact. The North Sacramento Family Resource Center is having a virtual child development session on Thursday, December 2nd. Fourth & Hope is seeking Client Care Coordinators, this is a great opportunity to work with the homeless community.

H. Gutierrez commented the homeless population has risen in Sacramento, and asked board members to share this information with anyone in the community with interest in helping.

➤ Seating of New Policy Council Members (2021-2022)

H. Gutierrez reviewed the members stepping down, which are: Ms. Casillas, Ms. Pierce, Ms. Torres, Ms. Bonner, Ms. Wash, Mr. Key, Mr. Goris, Mr. Taylor, and Ms. Elizabeth Gutierrez. She thanked them all for their dedication to the board.

Ms. Savita Taneja, elected to represent the SETA-Operated PAC, was not present to be seated.

➤ Introduction of Policy Council Members:

New members will be introduced at the next meeting.

➤ Officer Elections will be held on Thursday, December 16, 2021

H. Gutierrez reviewed this item, and read the bylaws to understand each position's role and responsibilities.

Ms. Bonner asked what time the meeting will be held.

H. Gutierrez answered the meeting will be held at 9:00 a.m.

Ms. Desha stated the next PAC meeting will be at 9:00 a.m. on December 16th, the PC meeting will start after the PAC meeting.

B. Governing Board Minutes for October 7, 2021: No Questions

III. **Action Items** (2021-2022 Policy Council)

H. Gutierrez established the quorum was lost. The below items will be tabled to next meeting:

- F. Election of Policy Council Community Representatives Past Parents and Alternates
- G. Election of Policy Council Community Agency Representatives

IV. **Committee Reports**

➤ Executive Committee Meeting

The next meeting will be held today after the PAC meeting. The December meeting date and time is to be determined.

➤ Budget/Planning Committee:

The next meeting will be held on Tuesday December 14, at 1 p.m.

➤ Community Action Board (CAB): No Report

VI. **Other Reports**

A. Executive Director's Report:

Ms. Kossick thanked the board for their dedication. She encouraged them to continue to share their passion for helping our families. Ms. Kossick will be retiring on Friday, December 3, 2021. Ms. Lee has been named interim executive director.

H. Gutierrez thanked Ms. Kossick for guidance over the years.

B. Head Start Deputy Director's Report

- Monthly Program Information Report

Ms. Lee thanked Ms. Kossick for her years of support and dedication. Ms. Lee updated board on the vaccine mandate for staff and some consultants, which deadline is January 31, 2022. The Agency continues to wait for full clarity and formal language from the Federal Government. Currently our compliance is approximately 62 percent vaccinated. Staff who have not given vaccination documentation were sent a letter requesting their updated information. The Agency will be reaching out to parents to let them know there could be impacts due to vaccine mandates and staffing shortages. Regular COVID-19 testing is not an available alternate option, unless the staff member has an exemption.

H. Gutierrez asked about staff shifts, does that mean staff will be moving in order to keep sites open?

Ms. Lee answered that is correct, we will try to maximize the staff we have and minimize the movements.

H. Gutierrez inquired if some are shifted from one location to another; what will happen to those staff members?

Ms. Lee said staff shifts could lead to a domino effect, but we hope to have minimal moves.

Ms. Griffith said we will work with staff to keep them in the same or close geographic area.

Ms. Lee said staff received a January 14, 2022 deadline date which was prior to receiving the January 31 date from the Office of Head Start. The Agency will move forward in accordance with the Federal mandate. She wished everyone a happy Thanksgiving.

C. Chair's Report

H. Gutierrez spoke on recruitment. The PC needs more members for the new program year.

D. Head Start Managers' Reports

✓ Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: None

✓ Karen Griffith - School Readiness, Special Education and Mental Health Services

Ms. Griffith said we are working with staff in anticipation of what closures may come and how we can serve as many children as possible. The first Desired Results Development Profile (DRDP) of the year has finished, parents should be receiving individual child information. We are starting Class Observation Scoring System (CLASS), which looks at teacher-child interactions, measuring emotional support, classroom organization, and instructional support. These observations are completed by certified observers.

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

Ms. Ocegueda reviewed the vaccine clinic that was held at the SETA Administrative building. The clinic was open to public and staff for initial doses, boosters, child vaccines, and COVID-19 tests. Another clinic is in the works for December 3rd or 22nd. Weekly COVID-19 vaccine and information updates are sent to delegates and parents. We partner with the school districts updating on CDC guidance's provided by nurses. The board was updated on the October Lead Awareness Week. We received informational brochures to distribute to parents, on testing, 2,600 brochures were distributed. Information was

distributed electronically as well. Head Start is partnering with the Department of Oral Health to plan the next five-year cycle on how we can provide better services.

E. Open Discussion and Comments: None

F. Public Participation: None

H. Gutierrez wished everyone a happy Thanksgiving.

VII. Adjournment: The meeting was adjourned at 10:36 p.m.

ITEM V
COMMITTEE REPORTS

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Donna Bonner

- Budget/Planning Committee Meeting: Ms. Donna Bonner

NOTES:

ITEM VI

OTHER REPORTS

BACKGROUND:

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

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

NOTES:



ANNUAL REPORT



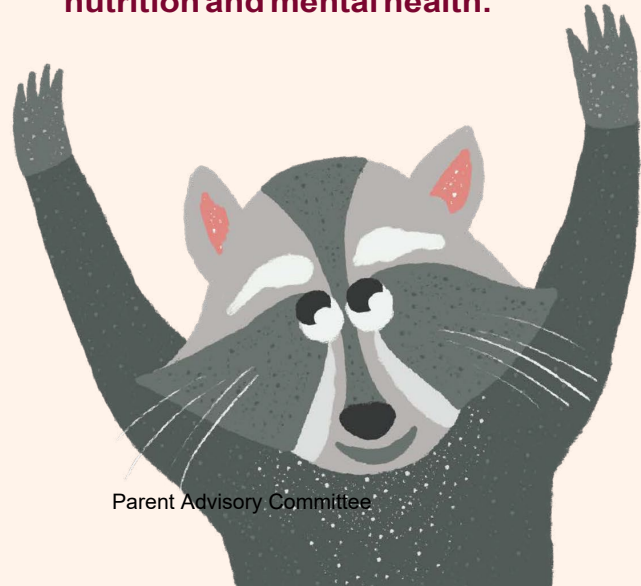
2020-2021

Preface to the 2020-21 Annual Report

Throughout the year, our nation heard and mimicked “these are unprecedented times!” Fast forward 18 months after the first Shelter-in-Place order and these are anything but unprecedented times. They are simply...THE TIMES.

SETA Head Start Mission:

To improve the lives of low income children by providing quality comprehensive child development services that are family focused, including education, health, nutrition and mental health.



Over this past year and half, families have become full-time teachers at home; teachers have become education lifelines via technology; employers have become outsourced employment for employees working from home; and essential workers have become the nucleus of a global market unhalting. These are simply...THE TIMES.

Sacramento County Head Start/Early Head Start programs are no exception. Staff have turned ordinary comprehensive services into extra-ordinary ways of doing business in these times.

This report reflects the pivotal work performed prior to, during and after the pandemic. Since SETA, its delegate agencies and partners remained in distance-learning and support services for a majority of the 2020-21 program year, the information contained in this report largely represents anecdotal information with a sprinkle of outcomes data. In some sections of the report, we have provided multi-year data as a comparison of normal scores/outcomes to pandemic scores/outcomes. In other sections, we have provided raw numbers, which may demonstrate the challenges of doing business in remote settings with many partners and providers closed for routine business.

A gigantic thanks to all of the Head Start/Early Head Start leadership, staff, parents, board members, partners and delegate agencies for ensuring the Head Start mission is accomplished through commitment, passion and dedication, despite the pandemic.

For more information about Head Start and Early Head Start services, please visit our website at: www.headstart.seta.net

Budget Report

Head Start (Preschool)	2020-2021			Next Year 2021-2022
	Budget ¹	Expenditures ¹	In-Kind	Budget 3
SETA Operated Program	\$29,149,773	\$25,986,673	\$3,965,226	\$27,940,406
Elk Grove USD	3,940,151	3,417,770	938,398	3,596,657
Sac City USD	6,831,278	6,049,261	2,147,094	6,259,546
San Juan USD	9,812,918	8,841,462	2,465,658	8,996,443
Twin Rivers USD	2,287,614	1,707,582	667,732	2,271,191
Women’s Civic Improvement Club	1,521,621	1,519,607	340,161	1,433,298
Total	\$53,543,355	\$47,522,355	\$10,524,269	\$50,497,541

Under-spent HS/EHS funds will be carried over for unfinished projects.
Other Funding includes \$8,049,590 in CDE and CACFP funding.

Early Head Start ² (Infant/Toddlers)	2020-2021			Next Year 2021-2022
	Budget ¹	Expenditures ¹	In-Kind	Budget 3
SETA Operated Program	\$10,899,878	\$9,995,835	\$3,380,605	\$10,365,086
San Juan USD	2,171,376	2,020,685	872,918	2,055,507
Twin Rivers USD	1,006,980	935,658	3,485	1,018,723
Total	\$14,078,234	\$12,952,178	\$4,257,008	\$13,439,316

(1) Includes CARES Act funding carried over from 2019-2020
(2) Includes Early Head Start-Child Care Partnership funding for SETA
(3) Includes HS/EHS Basic funding only

Delegates and Partners Program Accomplishments



Countywide Approaches to Distance Learning and Support Services During COVID-19

- From Fall 2020 to Spring 2021, high quality learning experiences were provided through distance-learning models that included synchronous learning via Zoom or Google Classroom meetings and asynchronous learning with Agency-provided learning plans for in-home lessons.
- Teachers and support staff provided school supplies and educational learning kits to families at contactless pick-ups and drive-through events throughout the school year.
- In March/April 2021, SETA and Delegate Agency programs (except for WCIC) reopened classrooms for in-person learning. A hybrid model of in-person and distance-learning was offered where cohorts of children attended in-person instruction on designated days of the week and participated in distance-learning on alternate days.
- Parent trainings were provided virtually and topics included gardening, family literacy, nutrition activities, physical fitness, promoting positive behavior, art experiences and pre-reading skills.
- Monthly Policy Committee meetings were conducted via Zoom. This virtual format was met with positive parent feedback because of its convenience.
- Home visits and parent conferences were conducted virtually that made it more accessible to parents who previously were unable to participate due to transportation and work schedules.
- All Sacramento County HS/EHS programs continue to be staffed by a culturally and linguistically diverse workforce reflective of our community. This was hugely critical during distance-learning.

Sacramento City Unified School District

- Chromebooks were distributed to families who needed computers making distance learning accessible.
- Program used Learning Genie, which became a portal for teachers to engage with their families. Teachers pushed out daily schedules for parents to use at home and provided lesson/activity plans for the week.
- Parent and teacher relationships were strengthened as teaching, learning and the completion of the required screeners (ASQ's) and assessments (DRDP) required parents to be well-informed and fully engaged.
- New laptop computers were provided to all teachers that allowed them to be more efficient with distance-learning.
- Families received free library-quality hardbound children's books.
- Due to the pandemic, Professional Learning focused on use of technology for virtual distance learning, and self-care topics to support the social emotional well-being of staff, student and families. Numerous Social Emotional Learning-related workshops were offered to staff.
- Nurses developed a library of virtual trainings for parents. Topics consisted of nutrition education, dental hygiene, hand washing and safety procedures during COVID-19.
- SCUSD provided free meals for all our students in distance learning. The district's Central Kitchen project is complete and students will soon be receiving healthy fresh meals using local produce. This Farm to School program will use locally sourced ingredients to offer nutritious and sustainable food offerings, all while supporting our local growers.

Elk Grove Unified School District

- Chromebooks were given out with information on free wi-fi access and low-cost internet service.
- Elk Grove USD partnered with Early Smiles Sacramento Program/Center for Oral Health that provided oral health information at four virtual parent education events and six dental screenings at drive-through events. Hygienists provided oral health recommendations and referrals. Families received dental kits and other school supplies.
- Partnership with Sacramento County Mental Health Program Coordinators provided five virtual meetings on self-care for adults, co-regulation between caretakers, family members and children, and mental health in-person and online resources.
- Youth librarians from the Sacramento Public Library met families at 12 virtual events to share songs, books, their website, and services.
- Sacramento Food Bank Outreach Manager presented a video on applying online for CALFresh and how to access their family services at 5 virtual events.
- The Sacramento County Office of Education and the Sacramento Food Bank provided diapers, bottles, formula and wipes to EGUSD families.
- Sacramento Zoo animal care specialists shared various animals with families through 12 virtual events for children and adults to learn about habitats, mobility, appendages, and diets. Virtual in-class field trips were also presented to every class.
- 273 families participated in ReadyRosie parenting curriculum that provided parenting videos modeling positive parenting strategies



Sacramento Zoo animal care specialist presenting at a virtual parent education event

2020-2021

Twin Rivers Unified School District

- Virtual parent engagement activities were offered via Zoom with high parent participation. Offerings included monthly dance parties, Multicultural Faire, Back to School Night, Open House and Read Aloud with the Early Head Start/Head Start Director.
- TRUSD collaborated with California State University, Sacramento (CSUS) Social Work Department to support a MSW intern that provided classroom support to all Early Head Start and Head Start sites.
- Collaboration with TRUSD Facilities and Maintenance Department to complete playground improvement projects at the Morey Avenue location.
- Program facilitated 18-day summer camp program at all four sites for toddler and preschool students.
- Implemented and utilized the Learning Genie app for contactless sign in and out process and Daily Health Card completion with parents.
- Created and implemented an online enrollment process for all TRUSD ECE programs.
- Focused on social emotional learning with daily Social-Emotional Learning book readings and monthly virtual activities with the Social Work team.
- TRUSD onboarded over 70% of parents to Ready Rosie, the online parenting curriculum that provides parenting strategies and behavior techniques for better parent-child interactions and family communication.



“The Head Start program has been a great relief in my childcare needs. My son has greatly furthered his development and it gives me peace of mind that he is safe and being taken care of.”



San Juan Unified School District

- SJUSD continued the use of Teaching Pyramid piloting at Marvin Marshall school site.
- All EHS and HS programs received new outdoor classroom furniture.
- SJUSD has established a new ECE website to house all department resources for staff, forms, documents, online trainings, and program content areas.
- SJUSD ECE purchased and implemented the use of Creative Curriculum Cloud.
- Program implemented “Calm Classroom” to teach and support mindfulness practices in classes, 5 SJUSD staff have been trained as coaches and this was a focus in Professional Development.

River Oak Center for Children

- Program provided ongoing virtual socializations with monthly pick-up days for families to get supplies to use during socializations. Families were provided \$10 gas cards when they attended pick-up day and Socialization.
- Program continued to provide newly enrolled families with developmental learning packages and tablets to support virtual learning.
- ROCC EHS program has gone almost paperless in its recordkeeping system with the exception of ongoing assessment tool. Program is now able to upload documents into its ChildPlus database in a timely manner.
- The program continued to offer various support services to the families by connecting them to community resources such as financial support, mental health referrals, food, housing, and simply connecting them to other community resources.

Women’s Civic Improvement Center

- WCIC/Playmate Head Start Program received an Unqualified June 30, 2020 Audit.
- Professional Development: Program staff accomplished over 21 professional growth hours from the Sacramento County Office of Education including courses on Trauma-Responsive Practices for Early Childhood Providers, Strengthening Self Awareness to Reduce Burnout in Times of Stress (Self-Care), Supporting Children and Families When Programs Are Virtual, Looking at Trauma Through the Lens of an Individual Child and Trauma-Responsive Family Engagement in Early Childhood: Practices for Equity and Resilience.
- Teacher and Associate Teachers continued to advance in their degree attainment and one Associate Teacher has just completed her Associate of Arts Degree in Early Childhood Education from Cosumnes River College in the of Spring 2021. One Associate Teacher obtained an Associate Teacher Permit in Spring 2021. All Associate Teachers continued to attend community College and complete ECE courses.
- Non-teaching support staff Program Specialist and Program Assistants continued to take ECE classes to further their education in ECE.

Sacramento County Office of Education

- Successful implementation of ASQ online as a means to complete screenings with families.
- Distributed learning materials to families to support continued learning at home.
- Hosted virtual socializations which included popular topics like gardening and Zumba.

SETA Community Partnerships:

SETA celebrates important partners during 2020-21

- Public Health Division Obesity Prevention Program
- UC Davis Betty Irene Moore School of Nursing
- Sacramento County Department of Health Services

TB Testing for SETA Staff

TB testing is required for staff on an annual basis to keep enrolled children and staff safe from infectious diseases. Due to the pandemic, many routine medical services were paused, and many staff fell behind on TB testing. In July 2021, UC Davis student nurses administered 122 TB PPD skin tests to SETA Head Start staff in a two-day period as well as education about the disease, management and its prevention.



Oral Health Care

Oral Health information, resources and promotional items were offered to 143 families. Enrolled children and their families received information on oral health and Medi-Cal/Denti-Cal resources. Goodie bags with toothbrush, tooth paste, floss, timer and “Potter the Otter Visits the Dentist” book (available in 3 languages: English, Spanish and Vietnamese) were given to children to promote preventive oral care practices. For children 18 months and younger, they received bibs, finger brushes and washcloths. Additionally, for families who did not return to in-person classes, UC Davis student nurses hosted an Oral Care Webinar that talked about risk factors that lead to poor oral health, how cavities and poor oral health can lead to systemic problems, stages of tooth decay, indicators of poor oral hygiene, correct teeth brushing techniques, fluoride varnish treatment and local resources.



Medication & Special Diet Checks

Every summer UC Davis student nurse interns help check to ensure care plans, special diet cards, feeding plans and medication boxes are complete, updated and properly labeled. This safety protocol is done quarterly to ensure safety and in compliance with child care licensing regulations. Student nurses learn about child care health and safety regulations as they assist in our program.

This year, student nurse interns checked if First Aid and Blood Borne Pathogen kits are stocked in each SETA-Operated classroom. They also inspected if red cross signs were visible to easily access child medications and/or care plans. They verified that the medication boxes contained the correct medications for children and are properly labeled. Additionally, they checked the class health binders to ensure it contained correct care plans and appropriate medication logs.



COVID-19 Vaccination Education

UC Davis student nurses hosted education events by having resource tables and answering questions on COVID-19 vaccines. They were stationed at 4 Head Start centers and at the TB clinic. They disseminated a little over 200 informational brochures that included information on how to access free COVID-19 vaccination, and disease awareness and prevention. SETA registered nurse consultants were also part of these education efforts by providing COVID-19 informational webinars to our Home Base program. The webinars provided information on free COVID-19 vaccination access, and disease awareness, prevention and management.

Childhood Obesity Prevention using Coordinated Approach to Child Health (CATCH) Partnership with UC Davis Betty Irene Moore School of Nursing and Sacramento County Department of Health Services, Public Health Division Obesity Prevention Program

This project’s aim is to encourage movement/exercise among children. The CATCH activity promotes growth development and increase overall health through increased movement. Exercise also encourages play and is one way of reducing childhood obesity. The activity was done with 443 enrolled children in both center and home-based programs. An education webinar provided resources and information on how to develop health eating habits, engage in more physical activity, reduce sedentary time and getting adequate sleep.



Family Engagement

The challenges brought by the COVID19 pandemic required the program to evaluate how to best meet the needs of the families and resulted in many new practices.

- All Family Services Workers (FSW) received mobile phones and made at least weekly contacts with their families, sharing resources and information. This allowed FSWs to contact and connect with parents via email and more importantly with text messages which have been extremely effective.
- Parent meetings were hosted on Zoom which included guest speakers, and many FSW’s joined their teacher Zooms to connect with their families.
- During the pandemic, families participated in the “to-go” food programs, picking up weekly meal boxes. This was another opportunity for FSWs to make in-person contact with families.
- In Spring 2021, SETA Head Start worked with CCR Analytics, a data collection/analysis company, to conduct an online parent survey. Nearly 60% (567) responded, resulting in parent feedback in seven family outcomes measures.
- SETA Head Start has developed a partnership with the SETA Workforce Development Department to provide a job coach and resource staff specifically assigned to enrolled Head Start/ Early Head Start families to support them in their needs to successfully return to the workforce. This partnership will continue in coming program year.

of SETA Head Start respondents find the Agency “Very Helpful” in the overall area of “Families as Lifelong Educators.”

In the area of “Family Connection to Peers and Community”

of SETA Head Start respondents marked “Very Helpful” in the survey question “You connect with a staff member that you trust.”



Ready Rosie Parenting Curriculum

Since 2018-2019, SETA has implemented Ready Rosie as its research-based parenting curriculum to support family engagement. Once parents accept the invitation to join, they have access to online learning games and expert videos guiding their interactions with their children. All videos are short, easy to use and are available in English and Spanish. Ready Rosie is free to use by enrolled Head Start and Early Head Start families. SETA Head Start has also taken the extra step of aligning the video resource library with the DRDP and HELP assessment tools to assist teaching staff in selecting videos that support current lesson plans and individualized learning. Curated playlists are shared by teachers and program staff with parents.

Utilization of Ready Rosie continued to increase throughout 2020-2021 since Shelter-in-Place took effect in March 2020. Access to these early learning resources provided additional materials to families to engage with their children in order to support their development.

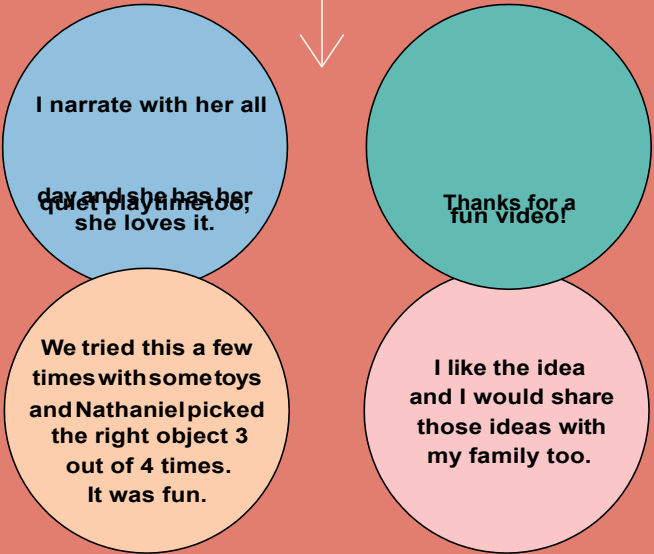
March 2020

63.40 % of families accepted the Ready Rosie invitation and 9,761 videos viewed by the families.

July 2021

70% of families accepted the Ready Rosie program and had 15,968 videos viewed by the families. 1,298 playlists were shared with our families that were connected with Ready Rosie.

Some positive comments from parent users:



Education School Readiness Accomplishments

(SETA-Operated Program)

Virtual Classroom Assessment and Scoring System (CLASS) Observations

- 35 virtual CLASS observations were completed and showed Positive Climate as a strength across Remote Learning sessions

Professional Development for Staff

Staff development during the pandemic was of the utmost importance. A few highlights include:

- Summer series: 2,500 hours of professional development were offered this summer (200 staff per night, 2 hours per night, 6 nights)
- Coaching/Mentoring: Over 80 preschool and infant/toddler teachers received on-going coaching support from Teachers On Special Assignment (TOSAs)
- 166 preschool and infant/toddler teachers received online training for the Teaching Pyramid Jumpstart training
- Integrated new approaches with YouTube and virtual training

Virtual Teaching and Learning

- Parents were surveyed on their satisfaction with virtual/remote Head Start services during the pandemic:
 - 90% of families indicated their child's learning goals are included in weekly activities
 - 96% of families indicated their child's teacher is consistent, well prepared and ready to Zoom
 - 89% of families indicated that the Zoom sessions were fun, educational and appropriate for their child
 - 93% of families indicated their child has plenty of activities and materials throughout the week
 - 94% of families indicated the Measure Me bags had enough supplies and materials
- Home/School Packets were aligned to state and federal developmental goals and reflected the essential domains of learning in an interactive, hands-on approach. These packets were designed to increase parent engagement in the curriculum process.
- Innovative Measure Me kits were developed and aligned to the Desired Results Developmental Profile (DRDP) both infants, toddlers and preschoolers.

Desired Results Developmental Profile Data (DRDP) (SETA-Operated Program Only)

2020-2021 Program Year
(In-person class and Remote learning)

Central Domains	Percentage of children scoring in top 2 developmental levels of the DRDP Building Later/Integrating Earlier		
	Fall 2020	Spring 2021	% of Change
Approaches to Learning	18	44	144%
Social/Emotional Development	19	45	136%
Language and Literacy	16	48	200%
Cognitive Development	14	39	178%
Perceptual, Motor and Physical Development	38	56	48%

Desired Results Developmental Profile Data (DRDP) (SETA-Operated Program Only)

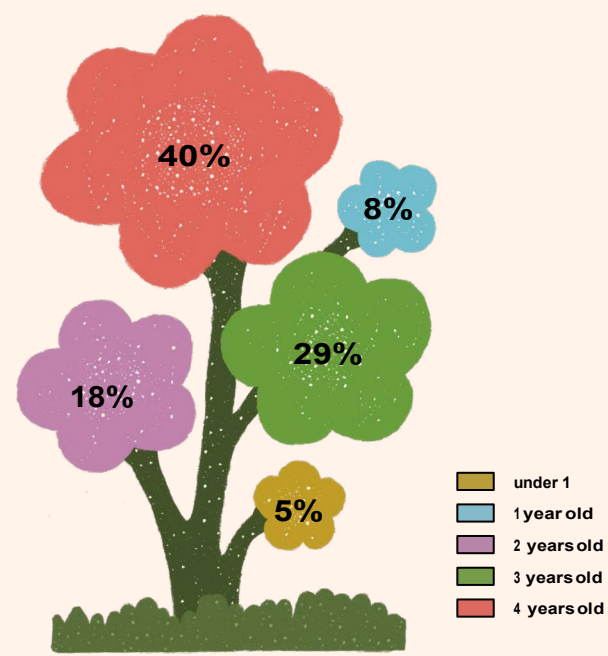
2018-2019 Program Year
(In-person class learning)

Central Domains	Percentage of children scoring in top 2 developmental levels of the DRDP Building Later/Integrating Earlier		
	Fall 2018	Spring 2019	% of Change
Approaches to Learning	23	48	108%
Social/Emotional Development	24	57	137%
Language and Literacy	20	45	125%
Cognitive Development	18	41	127%
Perceptual, Motor and Physical Development	18	65	21%

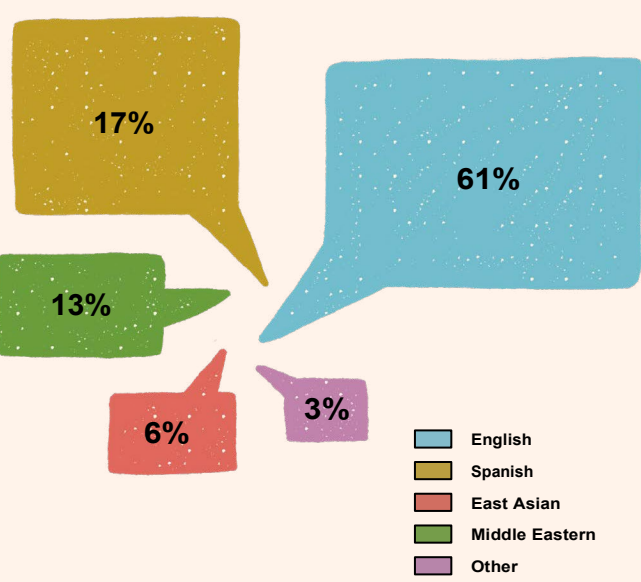
- Compared to the last full year of in-person class learning (2018-2019), the overall number of children scoring in the top 2 levels of the DRDP in 2020-2021 were lower in remote learning across most domains.
- The Social Emotional domain had the most dramatic decrease of scores during the pandemic. This was not surprising due to the number of families that were isolated during this time and many children lacking peer interactions.
- The Cognition data emphasize the need for increased efforts to support math concepts.
- Language and Literacy actually showed higher gains in remote learning. This is contributed to the activities of remote learning. The online platform was conducive to many reading, singing and rhyming opportunities.
- The SETA Operated Program will collaborate with WestEd to participate in a project funded by the U.S. Department of Education. The project is designed to support four-year-olds in preschool who are behind in their early math development at the beginning of the pre-K year through an effective Tier-2 curriculum intervention. This is quite timely given that tutoring will likely be instrumental in helping to reverse the pandemic learning loss. The curriculum will be taught by WestEd tutors in some classes and by classroom teachers in other classes with ongoing coaching and material support.

Child Demographics

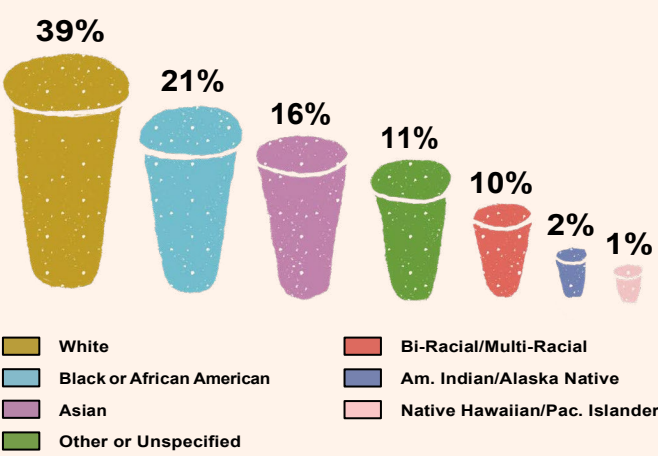
Age



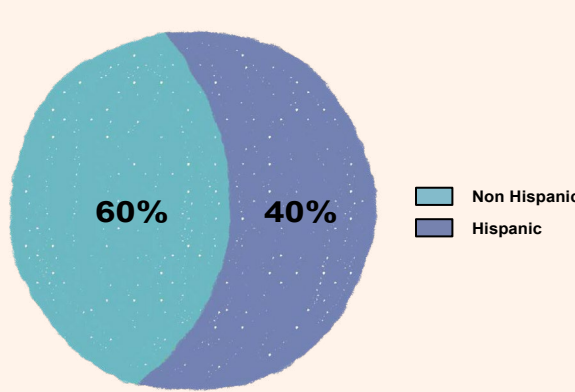
Primary Language



Race

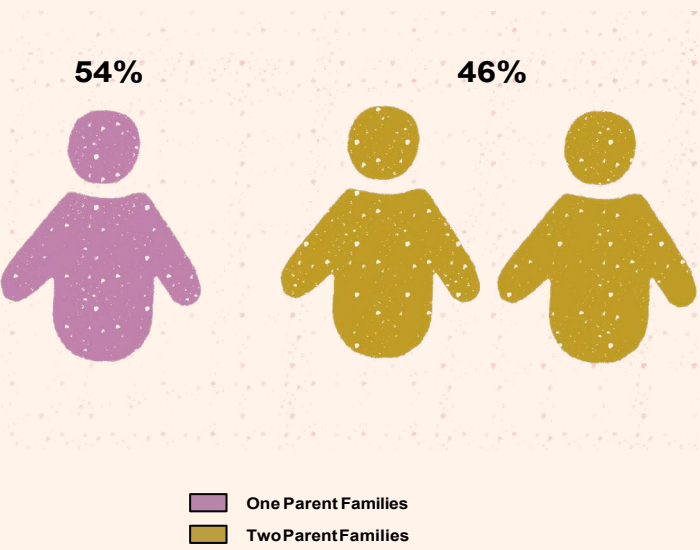


Ethnicity



Family Demographics

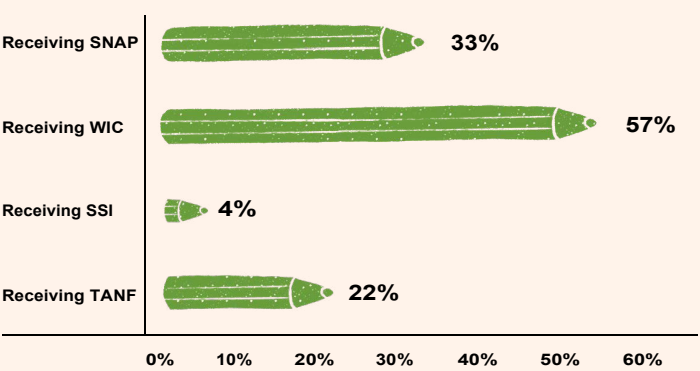
Single Vs. Two Family Households



Highest Household Education



Government Assistance



1%

Percentage of Children in Foster Care

73%

Percentage of Children Experiencing Homelessness

Average Monthly Enrollment

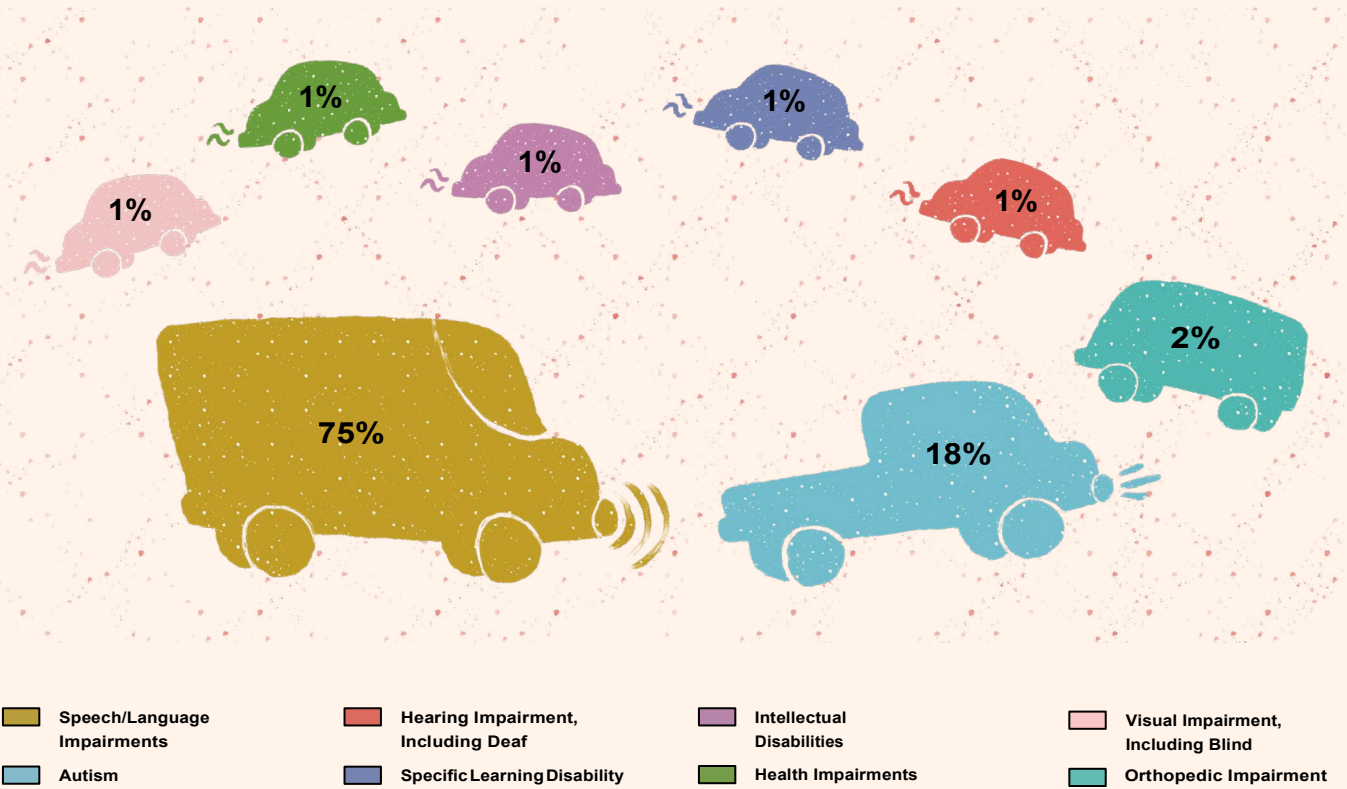
5,305

Total Number of Children Served

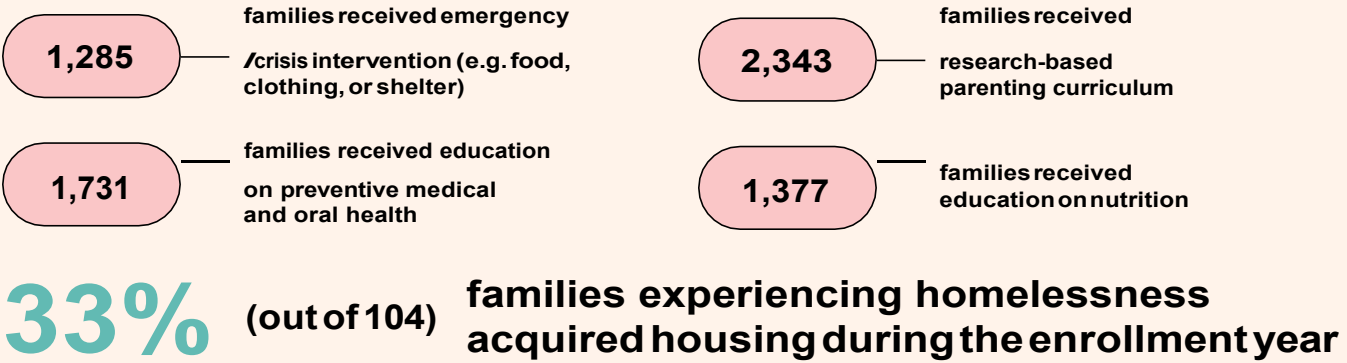
63% of families received at least one family service during the program year

Child Disabilities & Family Services

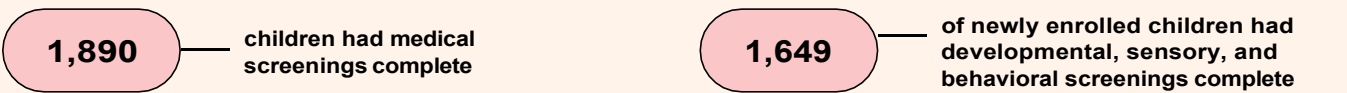
Types of Disabilities



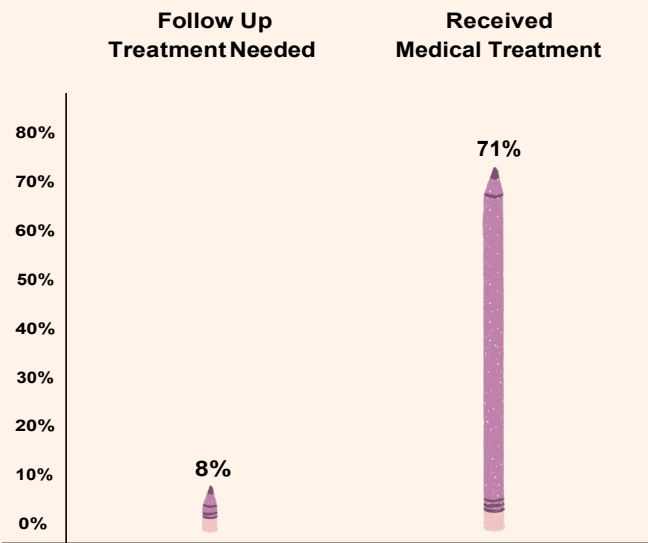
Family Services



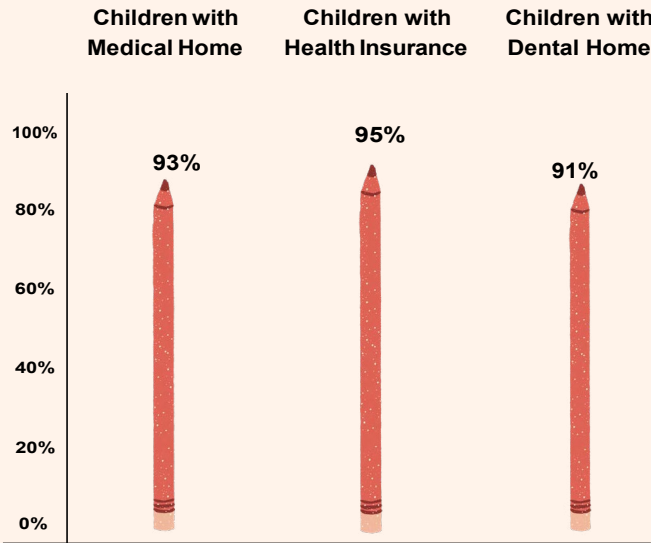
Child Health & Development Services



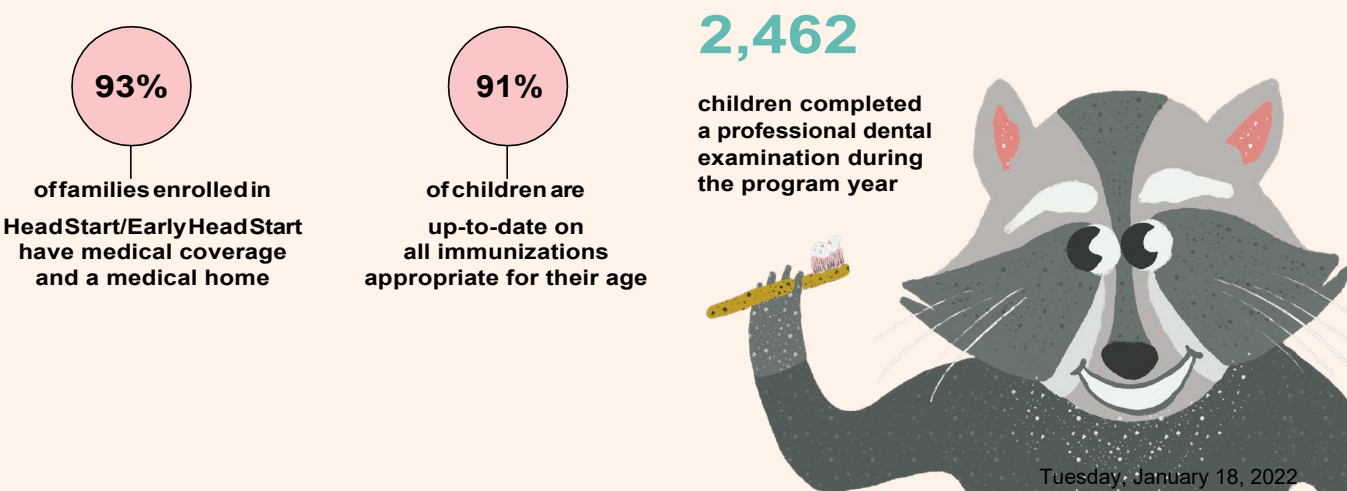
Medical Treatment /Follow-up Services



Access to Medical /Dental Services

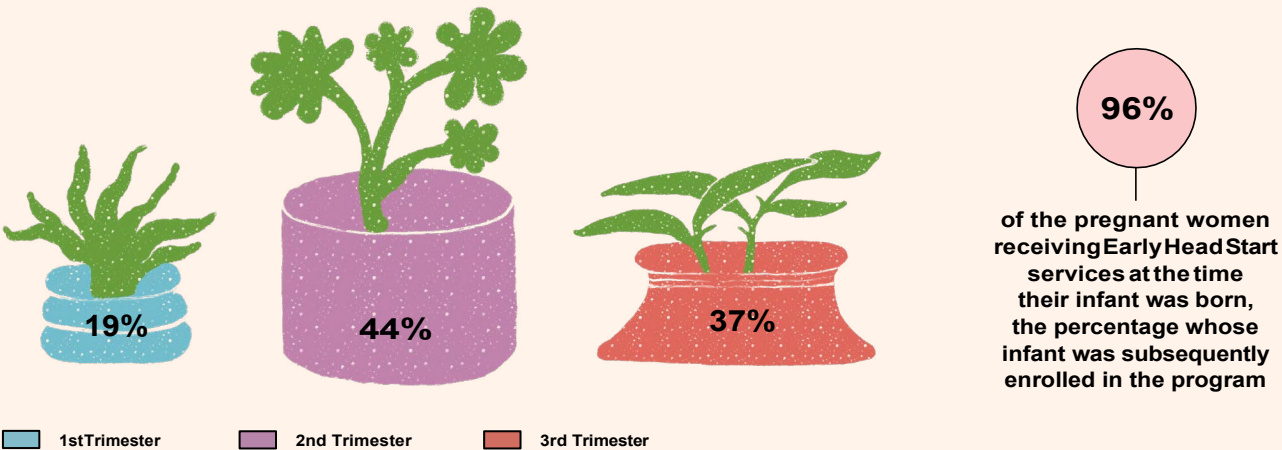


Health Information

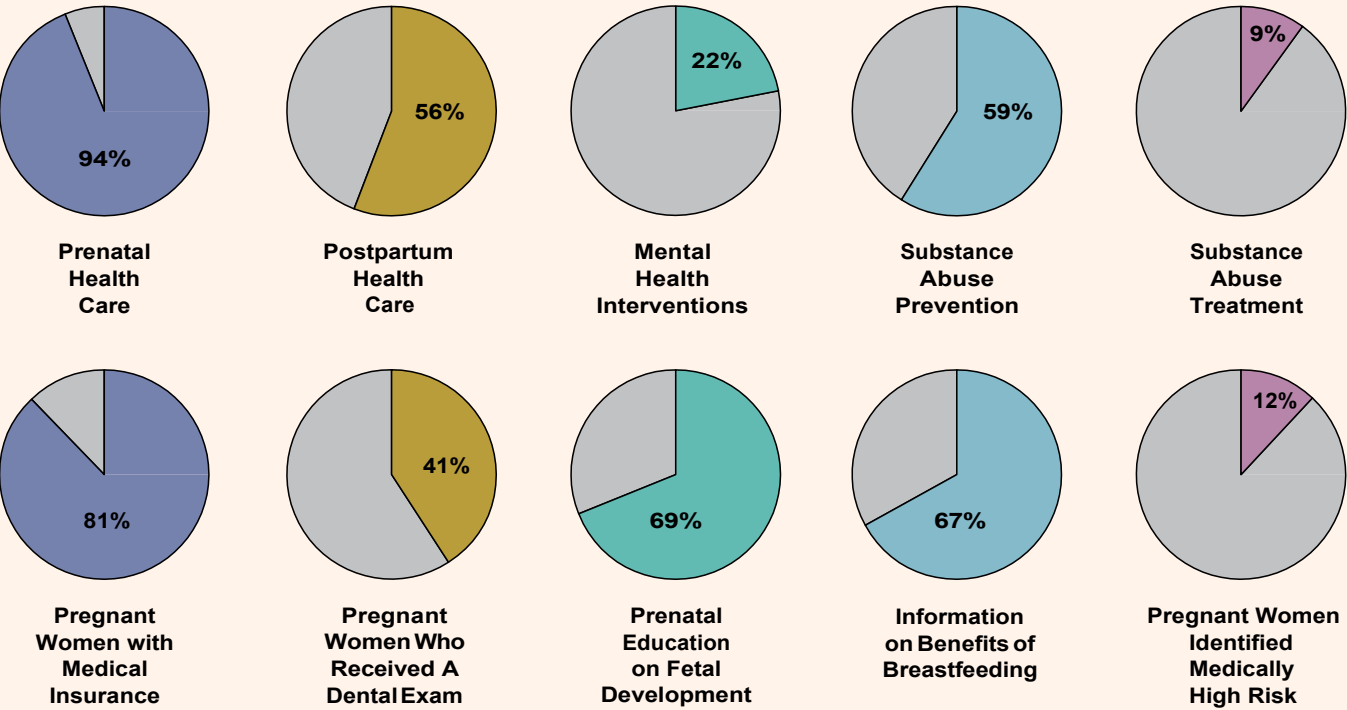


Services to Pregnant Women

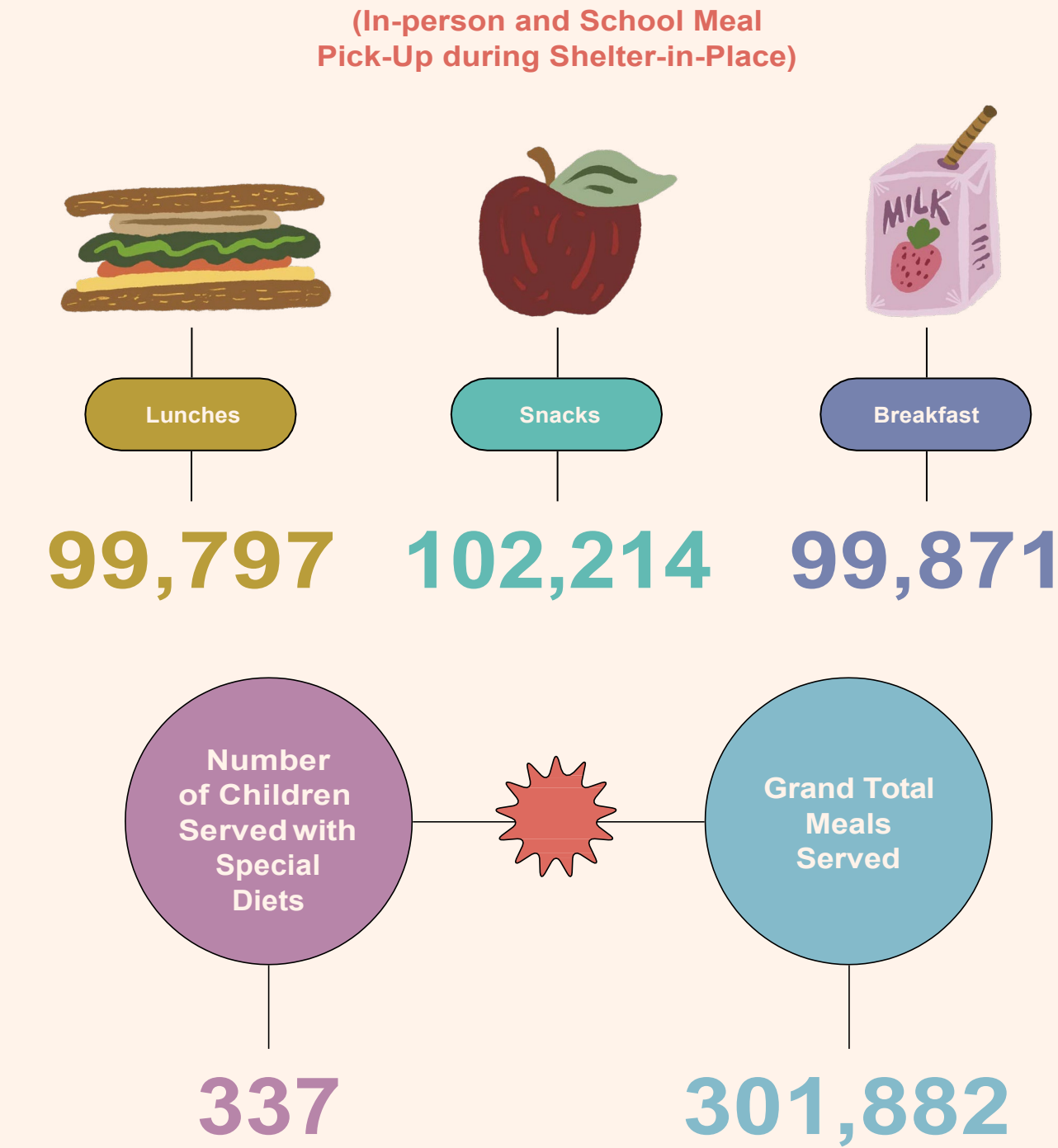
Which Trimester the Pregnant Women Was Enrolled



of Pregnant Women 32

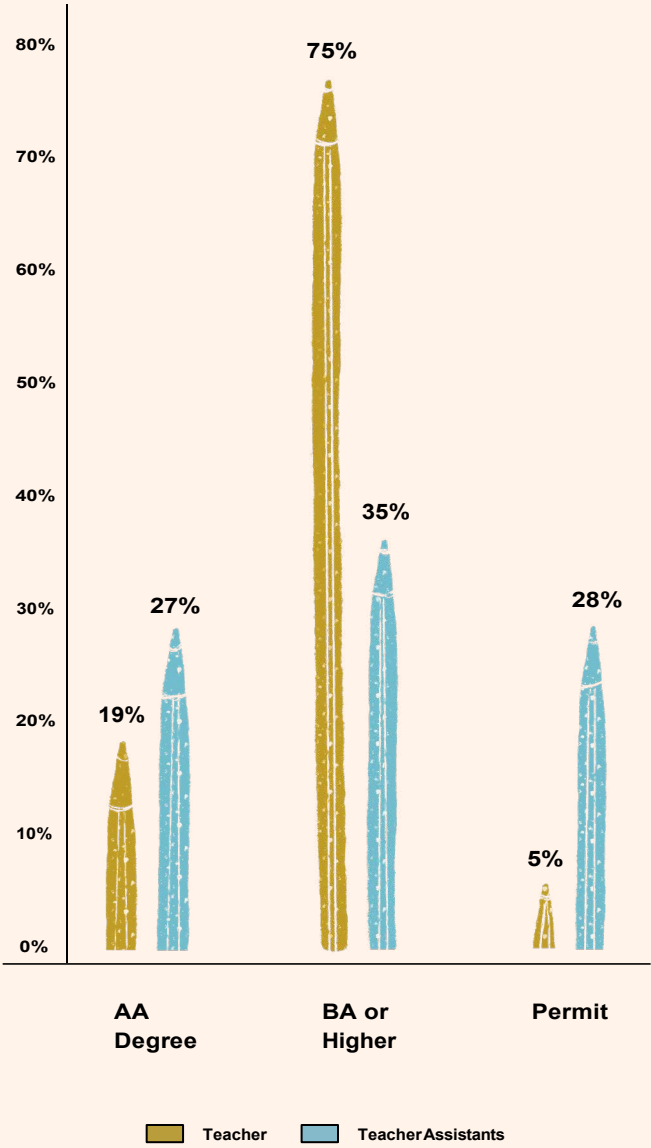


Total Number of Meals Served at SETA Operated Program

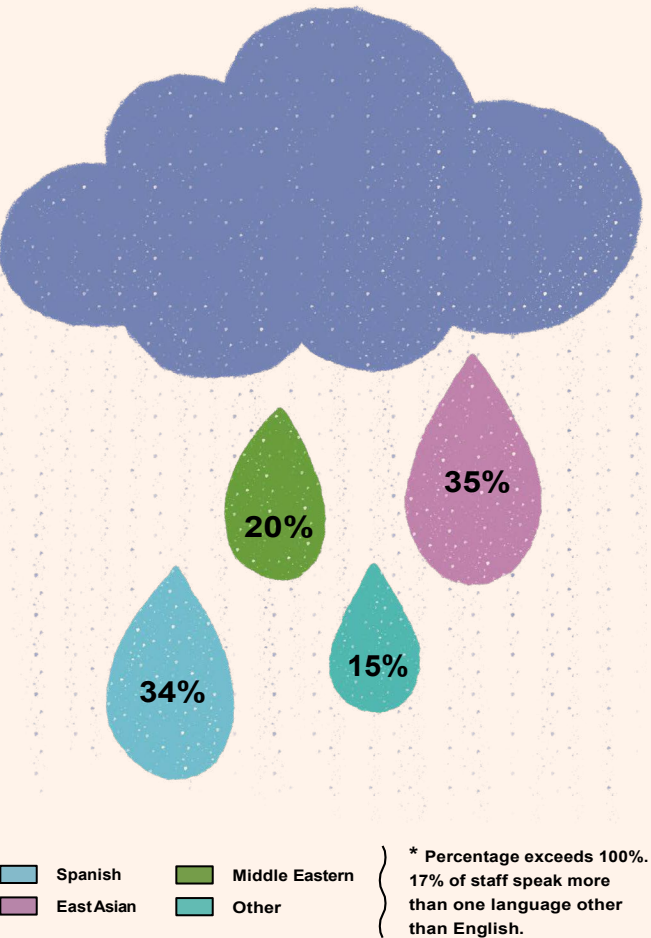


Staff Demographics

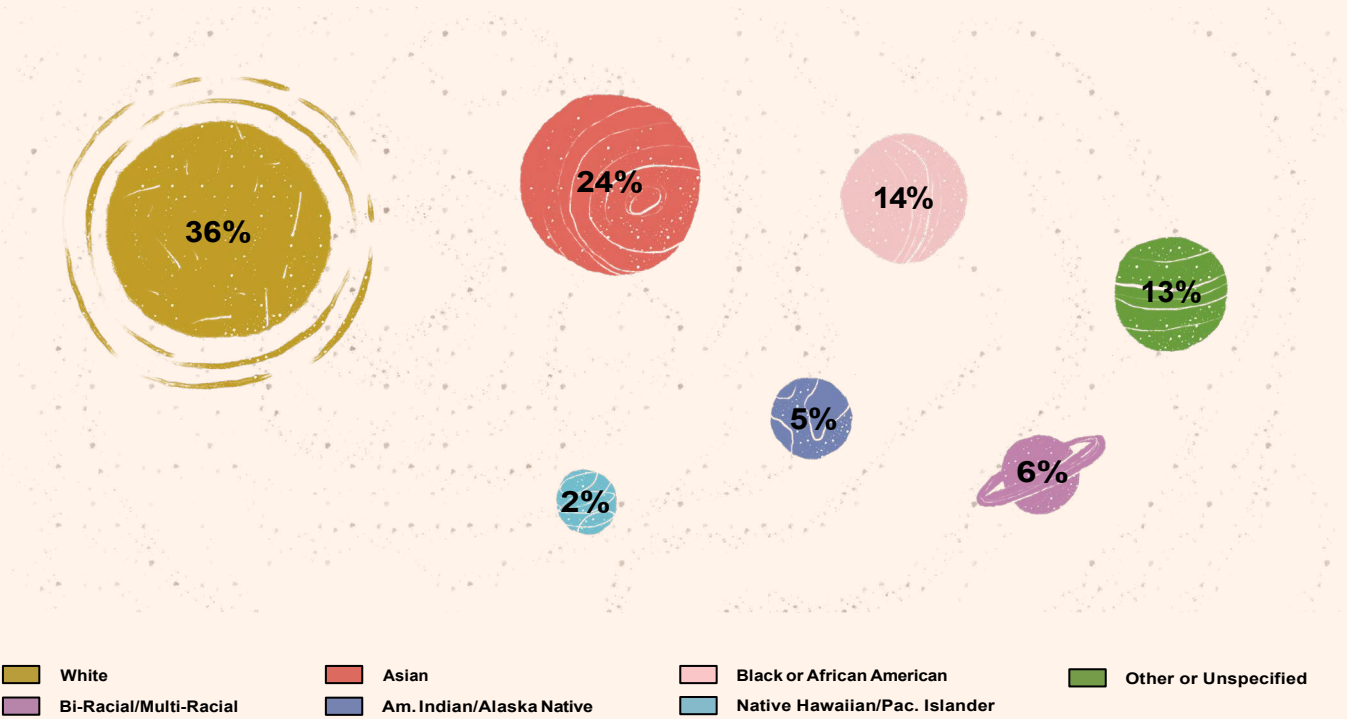
Head Start Teaching Staff Education



Teaching Staff Who Speak A Language Other Than English



Race (out of 605 teaching staff)



84%

of SETA Family Service Workers have a credential, certification, associate, baccalaureate, or advanced degree in social work, human services, family services, counseling, or advanced degree in social work, human services, family services, counseling, or a related field

94%

of Head Start/Early Head Start home visitors have a home-based CDA credential or comparable credential, or equivalent coursework as part of an associate's, baccalaureate, or advance degree

Policy Council & Parent Advisory Chairs

FIENISHIA WASH

Parent Advisory Committee (PAC) Chair

HENRIETTA GUTIERREZ

Policy Council (PC) Chair

**KATHY
KOSSICK**

**DENISE
T. LEE**

Delegate Agencies/Partners

Elk Grove Unified School District

Sacramento City Unified School District

San Juan Unified School District

Twin Rivers Unified School District

Women's Civic Improvement Club

Sacramento County Office of Education

River Oak Center for Children

CONTACT

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SACRAMENTO, CA 95815**

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DESIGN + ILLUSTRATION BY:
ANGELINASOROKIN.DESIGN



SETA Head Start

Food Service Operations Monthly Report

*December 2021

Freedom Park – Freedom Park AM and PM closed on 12/6/2021 due to staffing issues.

Freedom Park PM class will be closed from 12/7/2021-12/10/2021 and reopen on 12/13/2021, closing due to COVID safety protocols.

Phoenix Park - PM Class will be closed from 12/13/2021 until January 3, 2022 due to COVID safety protocols.

Lunch	PM Snack	Breakfast	Field Trips
22,282	17,592	19,096	0

Total Amount of Meals and Snacks Prepared

Purchases:

Food	\$86,656.25
Non - Food	\$14,672.01

Building Maintenance and Repair:	\$0.00
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Janitorial & Restroom Supplies:	\$0.00
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Kitchen Small Wares and Equipment:	\$300.00
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Vehicle Maintenance and Repair :	\$16.00
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Vehicle Gas / Fuel:	\$1,701.16
Normal Delivery Days	13

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

December 2021

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	1756	114	6%	589	98	17%
Twin Rivers USD	140	36	26%	40	7	18%
Elk Grove USD	440	38	9%			
Sac City USD	736	32	4%			
San Juan USD	1052	118	11%	160	20	13%
WCIC	120	2	2%			
EHS CCP				80	10	13%
COUNTY TOTAL	4244	340	8%	869	135	16%

AFE: Annual Funded Enrollment

SETA HEAD START/EARLY HEAD START

End of Month Enrollment Report

December 2021

HS Center Name (*) CCTR/CSPP Funded	Funded Enrollment	Actual Enrollment	Drop within last 30 days	Total Reported	(a) % Actual to Funded Enrollment
*16th Avenue	40	40	0	40	100%
*Bret Harte	20	20	0	20	100%
*Capital City	20	19	0	19	95%
*CP Huntington	20	20	0	20	100%
*Crossroads Garden	80	61	0	61	76%
*Elkhorn	100	89	2	91	91%
*Freedom Park	80	66	0	66	83%
*Freeport	20	19	0	19	95%
*Hillsdale	80	70	1	71	89%
*Hopkins Park	40	36	0	36	90%
*Job Corps	20	20	0	20	100%
*Marina Vista	60	54	1	55	92%
*Mather	100	82	3	85	85%
*Norma Johnson	60	60	1	61	102%
*North Avenue (b)	80	58	1	59	74%
*Northview (closed)	0	N/A	N/A	N/A	0%
*Phoenix Park	60	59	1	60	100%
*Sharon Neese Center	60	59	1	60	100%
Alder Grove	20	19	0	19	95%
Bannon Creek	80	66	2	68	85%
Bright Beginnings (b)	40	17	1	18	45%
Dudley	20	16	1	17	85%
Florin (c)	60	N/A	N/A	N/A	N/A
Franklin	20	11	0	11	55%
Fruitridge (b)	40	26	1	27	68%
Galt	80	79	2	81	101%
Grizzly Hollow	40	40	0	40	100%
Home Base (d)	143	94	0	94	66%
Illa Collin	20	11	0	11	55%
Kennedy Estates	20	10	0	10	50%
LaVerne Stewart	20	20	0	20	100%
Nedra Court (b)	40	20	0	20	50%
Parker	13	12	1	13	100%
Solid Foundation (b)	40	19	1	20	50%
Strizek Park (b)	40	17	0	17	43%
Spinelli (c)	20	N/A	N/A	N/A	N/A
Walnut Grove (b)	40	25	1	26	65%
Total	1736	1334	21	1355	78%

SETA HEAD START/EARLY HEAD START
End of Month Enrollment Report
December 2021

EHS Center Name (*) CCTR/CSPP Funded	Funded Enrollment		Actual Enrollment		Drop within last 30 days		Total Reported		(a) % Actual to Funded Enrollment
*16th Avenue	26		15		2		17		65%
*Alder Grove I/T	16		11		0		11		69%
*American Legion	16		9		5		14		88%
*Bret Harte	8		8		0		8		100%
*Capitol City	16		16		0		16		100%
*CP Huntington	8		8		0		8		100%
*Crossroads Garden	15		13		1		14		93%
*Elkhorn	16		14		2		16		100%
*Freedom Park	16		14		1		15		94%
*Hillsdale	8		8		0		8		100%
*Hiram Johnson	32		24		3		27		84%
*Hopkins Park	6		3		1		4		67%
*Job Corps	24		20		1		21		88%
*Marina Vista	8		7		1		8		100%
*Mather	15		13		2		15		100%
*Norma Johnson	8		8		0		8		100%
*North Avenue	8		8		0		8		100%
*Phoenix Park	8		7		2		9		113%
*Sharon Neese Center	24		23		2		25		104%
EHS Home Base (d)	202		160		2		162		80%
Galt	16		16		0		16		100%
Grizzly Hollow	8		8		0		8		100%
River Oak - Home Base	72		54		8		62		86%
SCOE - Home Base	77		50		0		50		65%
Total	653		517		33		550		84%

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

Families continue to be hesitant with enrolling children due to changing variants of Covid-19 exposure.

Nine sites reporting waitlist with 0 or < 10 families. Family Services Workers reporting families contacted for Part Day enrollment are expressing need for longer services hours.

Waivers allocated for enrollment of 10% over income families has been met at this time, over income waivers capped. With the exception of currently enrolled children transitioning into Head Start.

Classes capped due to limited staffing at the following sites: Bright Beginning; Franklin; Fruitridge; Nedra; North Ave; Solid Foundation; Strizek Park- totaling 110 vacant enrollment slots. Spinelli and Florin pending license- 80 enrollment slots vacant. Combined 210 enrollment slots account for 11% of the total enrollment.

**SETA HEAD START/EARLY HEAD START
End of Month Enrollment Report
December 2021**

Strategies/Action Plan:

Continue to monitor health and safety practices to prevent spread of illness within sites. Following CDC and SETA protocols during staff and child exposures.

Engage in outreach for recruitment of eligible families with the following community partners: Diaper Drive at Robinson Community Center hosted by Mutual Assistance.

Onboarding of 3 Head Start Teachers , 1 Associate Teacher III and 1 Associate Teacher Infant Toddler, which resulted from employment postings/virtual recruitment, job announcements on SETA career web page of varies continues filing vacant positons.

Provide staffff and families with Covid-19 resources and information on mobile vaccination clinic and rapid response testing. SETA hosted a vaccination clinic and testing in colloaberated with Sacramento Department of Public Health and SnapNurse on December 3rd.

ITEM VII – CENTER UPDATES

BACKGROUND:

This agenda item allows Parent Advisory Committee Representatives the opportunity to discuss events going on at their center.

NOTES:

ITEM VIII – DISCUSSION

BACKGROUND:

This agenda item allows Parent Advisory Committee Representatives the opportunity to discuss items not on the agenda.

NOTES:

ITEM IX – PUBLIC PARTICIPATION

BACKGROUND:

Participation of the general public at the SETA-Operated Program Parent Advisory Committee meeting is encouraged. Members of the audience are asked to address their request to the Chair if they wish to speak.

NOTES: