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THOUGHT OF THE DAY: "There are two ways of spreading light: to be the candle or mirror that reflects it."

~Edith Wharton

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

DATE: Tuesday, March 15, 2022

TIME: 9:00 a.m.

LOCATION:

<https://us02web.zoom.us/j/86780020701?pwd=eTFRZGw4NVpWajhOa1Jsc0NyOVhrUT09>

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/86780020701?pwd=eTFRZGw4NVpWajhOa1Jsc0NyOVhrUT09>. Meeting ID: 867 8002 0701. Passcode: 940855. 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,,86780020701# US (San Jose). Dial by your location +1 669 900 6833 US (San Jose). Find your local number: <https://us02web.zoom.us/j/kc9vE14nWt>. 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 Committee meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

AGENDA

PAGE NUMBER

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

➤ PAC Meeting Attendance Update

1-5

II.	<u>Consent Item</u>	
A.	Approval of the Minutes of the January 18, 2022 Regular Meeting	6-12
III.	<u>Action Items</u>	
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	13-14
B.	Election of Parent Advisory Committee Officers for Program Year 2021-2022	15
C.	Approval of Parent Advisory Committee and Policy Council Joint Parent Activity	16-17
IV.	<u>Information Items</u>	
A.	Standing Information Items	18-27
	➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han	
	➤ Community Resources – Parents/Staff: Ms. Marie Desha	
B.	Head Start Policy Council Minutes: January 25, 2022	28-33
V.	<u>Committee Reports</u>	34
	➤ Executive Committee Meeting Critique: Ms. Donna Bonner	
	➤ Budget/Planning Committee Meeting: Ms. Donna Bonner	
VI.	<u>Other Reports</u>	35-41
	➤ Chair's Report	
	✓ PAC Recruitment	
	➤ Policy Council Report(s):	
	➤ Head Start Deputy Director's Report – Ms. Denise Lee	
	✓ Monthly Head Start Report	
	➤ Head Start Managers' Reports	
	• <u>Lisa Carr</u> - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services	
	• <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	

VII.	<u>Center Updates</u>	42
VIII.	<u>Discussion</u>	42
IX.	<u>Public Participation</u>	42
X.	<u>Adjournment</u>	

DISTRIBUTION DATE: Tuesday, March 8, 2022

Parent Advisory Committee meeting hosted by:
Donna Bonner (Chair), Fienishia Wash (Vice Chair), Lesly 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)**
____ Vacant, 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"/> Maria Ambriz, (Marie Cleveland's) Bright Beginning Head Start	<input type="checkbox"/> Katti Majewski, Grizzly Hollow Head Start
<input type="checkbox"/> Empress Elliot-Harris, Phoenix Park	<input type="checkbox"/> Lissette Casillas, Walnut Grove Head
<input type="checkbox"/> Adilene Martinez, Capital City Head Start	<input type="checkbox"/> Le Andra Jones Villalta, 16 th Avenue
<input type="checkbox"/> Jaunell Merritt, Elkhorn Head Start	
<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, CP Huntington Head Start	<input type="checkbox"/> Vacant, North Avenue Head Start
<input type="checkbox"/> Vacant, Crossroad Gardens Head Start	<input type="checkbox"/> Vacant, Northview Head Start
<input type="checkbox"/> Vacant, Franklin Head Start	<input type="checkbox"/> Vacant, Parker Head Start
<input type="checkbox"/> Vacant, Freedom Park Head Start	<input type="checkbox"/> Vacant, Phoenix Park Head Start
<input type="checkbox"/> Vacant, Freeport Head Start	<input type="checkbox"/> Vacant, Pre-School (Home Base)
<input type="checkbox"/> Vacant, Galt Head Start	<input type="checkbox"/> Vacant, River Oak Center for Children
<input type="checkbox"/> Vacant, Hillsdale Head Start	<input type="checkbox"/> Vacant, SCOE
<input type="checkbox"/> Vacant, Hiram Johnson Head Start	<input type="checkbox"/> Vacant, Sharon Neese Head Start
<input type="checkbox"/> Vacant, Home Base Head Start	<input type="checkbox"/> Vacant, Strizek Park Head Start
<input type="checkbox"/> Vacant, Hopkins Park Head Start	<input type="checkbox"/> Vacant, Solid Foundation Head Start
<input type="checkbox"/> Vacant, Illa Collin Head Start	<input type="checkbox"/> Vacant, Early Head Start (Home Base)
<input type="checkbox"/> Vacant, Job Corps Head Start	<input type="checkbox"/> Vacant, Grandparent Representative
<input type="checkbox"/> Vacant, Kennedy Estates Head Start	<input type="checkbox"/> Vacant, Parent Ambassador
<input type="checkbox"/> Vacant, LaVerne Stewart Head Start	<input type="checkbox"/> Vacant, Parent Ambassador
	<input type="checkbox"/> Vacant, Past Parent Representative
	<input type="checkbox"/> Vacant, Pre-School Home Base Head Start

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

The PAC was seated on November 16 & December 16, 2021 PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM YEAR 2021-2022

COMMITTEE MEMBER	CENTER	11/16	12/16		1/18	2/22*	3/15	4/26 *	5/17	6/21	7/19	8/16	9/20	10/18	11/15
Vacant Seated	AG I														
Vacant Seated	AG II														
Vacant Seated	AL														
Vacant Seated	BC														
Kahmaria Holleman Seated 11/16	BC	x	AP		x										
Vacant Seated	BH														
Vacant Seated	CP														
Vacant Seated	CPH														
Vacant Seated	CR														
Savita Taneja Seated 11/16	EHS/HB	x	X		U										
Lesly Lainez Carballo Seated 12/16	EHS/HB		X		x										
Vacant Seated	EL														
Vacant Seated	FA														
Vacant Seated	FP														
Vacant Seated	FPT														
Vacant Seated	FT														
Vacant Seated	G														
Vacant Seated	GH														
Vacant Seated	H														
Vacant Seated	HB														
Vacant Seated	HBP														
Vacant Seated	HI														
Vacant Seated	HP														
Vacant Seated	IC														
Vacant Seated	HP														
Vacant Seated	JC														
Vacant Seated	K														

COMMITTEE MEMBER	CENTER	11/16	12/16		1/18	2/22*	3/15	4/26 *	5/17	6/21	7/19	8/16	9/20	10/18	11/15
Vacant Seated	LVS														
Vacant Seated	MCBB														
Vacant Seated	MV														
Vacant Seated	M														
Vacant Seated	NA														
Vacant Seated	NC														
Vacant Seated	NJ														
Vacant Seated	NV														
Vacant Seated	NV														
Vacant Seated	PA														
Vacant Seated	PP														
Vacant Seated	RO														
Vacant Seated	SCOE														
Vacant Seated	SF														
Vacant Seated	SN														
Vacant Seated-	SP														
Brenda Casillas Seated 11/19 HOLDING	WG	x	U		X										
Vacant Seated	16A														
Vacant Seated	FPR														
Vacant Seated	AMB														
Vacant Seated	AMB														
Donna Bonner Seated 12/16	PPR	x	X		x										
Shannon Pierce Seated 12/16	PPR	x	X		AP										
Vacant Seated	CR/GP														
Fienishia Wash Seated 12/16	OGC	X	X		x										

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 Social Services/Parent Involvement Coordinator, Ms. Marie Desha, at (916) 263-4082; and**
- 3. Third, please call the PAC Chair, Ms. Donna Bonner, at (916) 849-7239, or the Clerk of the Boards, Ms. Monica Newton, at (916) 263-3753.**

**** Ethics training with Policy Council**

Special meeting

NM: No meeting

PARENT ADVISORY COMMITTEE - MEETING
ATTENDANCE UPDATE PROGRAM YEAR 2020-2021
(Continued)

Head Start Center Abbreviations

AG I	Alder Grove Early Learning Ctr.	HP:	Hopkins Park
AG II:	Alder Grove Infant/Toddler	IC:	Illa Collin
AL:	American Legion	JC:	Job Corps
BC:	Bannon Creek	K:	Kennedy Estates
BB:	Bright Beginnings	LVS:	LaVerne Stewart
BH:	Bret Harte	MV M:	Marina Vista Early Learning Center
CP:	Capital City	MCBB	Mather
CPH:	CP Huntington	NJ:	Marie Cleveland's Bright Beginnings
CR:	Crossroad Gardens	NA:	Norma Johnson
EHS:	Early Head Start	NC:	North Avenue
EL:	Elkhorn	NA	Nedra Court
FA:	Franklin	NV:	North Avenue
FP:	Freedom Park	PA:	Northview
FPT:	Freeport	PP:	Parker Avenue
FT:	Fruitridge	RO:	Phoenix Park
G:	Galt	SCOE:	River Oak
GH:	Grizzly Hollow	SF:	Sacramento County Office of Education
H:	Hillsdale	SN:	Solid Foundation
HB:	Home Based	SP:	Sharon Neese
HBP:	Home Based Pre-School	WG:	Strizek Park Walnut Grove
HI:	Hiram Johnson		

Representative Abbreviations

OGC:	Out Going Chair
PPR:	Past Parent Representative
GPR:	Grandparent Representative
AMB:	Parent Ambassador

Attendance Record Abbreviations

X:	Present
E:	Excused
AP:	Alternate Present
AE:	Alternate Excused
U:	Unexcused
PAC:	Parent Advisory Committee
PC:	PAC Board Business
R:	Resigned
S/B:	Should be, or should have been (seated)
CD:	Child Dropped.
RS:	Reseat

current a/o 3/8/2022 11:42 AM

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE JANUARY 18, 2022 REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the January 18, 2022

RECOMMENDATION:

Approve the minutes of the January 18, 2022 meeting.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

REGULAR MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE

(Minutes reflect the actual progress of the meeting.)

LOCATION: meeting held electronically

Tuesday, January 18, 2022
9:00 a.m.

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

Ms. Donna Bonner called the meeting to order at 9:03 a.m. and read the thought of the day. Ms. Fienishia Wash called the roll; a quorum was achieved.

Members Present:

Fienishia Wash, Outgoing Chair
Kahmaria Holleman, Bannon Creek *(joined at 9:05 a.m.)*
Donna Bonner, Past Parent Representative
Brenda Casillas, Walnut Grove
Stephen Key, Past Parent Alternate *(joined at 9:13 a.m.)*
Lesly Lainez Carballo, Home Base - Early Head Start *(joined at 9:14 a.m.)*

Members Absent:

Shannon Pierce, Past Parent Representative – *Unexcused*
Savita Taneja, Home Base-Early Head Start - *Unexcused*

II. Consent Item

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

Minutes were reviewed; there were no questions or comments.

Mr. Stephen Key joined the meeting, as Past Parent alternate for Ms. Shannon Pierce at 9:13 a.m.

Ms. Lesly Lainez Carballo joined the meeting at 9:14 a.m.

Moved/Wash, second/Casillas, to approve the December 16, 2021 minutes.

Roll call vote:

Aye: 5 (Lainez Carballo, Casillas, Wash, Key, Holleman)

Nay: 0

Abstention: 1 (Bonner)

Absent: 2 (Pierce, 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, the committee must review and approve every 30 days to continue holding meetings virtually. The current end date for the Executive Order is March 31, 2022.

Moved/Wash, second/Key, 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: 5 (Lainez Carballo, Casillas, Wash, Key, Holleman)

Nay: 0

Abstention: 1 (Bonner)

Absent: 2 (Pierce, Taneja)

B. Election of Parent Advisory Committee Officers 2021-2022

Ms. Bonner reviewed this item. The available positions are Treasurer and Parliamentarian. It was recommended to table this item to the next meeting due to no nominations.

Moved/Wash, second/Casillas, to table the election of Treasurer and Parliamentarian until the February meeting.

Roll call vote:

Aye: 5 (Lainez Carballo, Casillas, Wash, Key, Holleman)

Nay: 0

Abstention: 1 (Bonner)

Absent: 2 (Pierce, Taneja)

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

Ms. Bonner reviewed this item and read the accompanying bylaws. Ms. Bonner nominated Ms. Kahmaria Holleman.

Ms. Holleman shared why she is interested in being a SETA-Operated representative to the Policy Council.

Moved/Wash, second/Key, to approve to elect Ms. Kahmaria Holleman as a SETA-Operated representative to the Policy Council.

Roll call vote:

Aye: 5 (Lainez Carballo, Casillas, Wash, Key, Holleman)

Nay: 0

Abstention: 1 (Bonner)

Absent: 2 (Pierce, Taneja)

Ms. Lainez Carballo asked if she has to be present for both the Budget/Planning and PAC meetings.

Ms. Desha replied it is the choice of the representative to attend Budget/Planning meetings. PAC meeting attendance is required.

Ms. Lee clarified that Board members are welcome to attend the Budget/Planning meetings. Board members elected to PC must attend both PAC and PC meetings.

IV. Information Items

A. Standing Information Items

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

Mr. Han reviewed the Head Start expenditure reports. We are five months in the program year. We are on pace at 40.2 percent spent. We are a little low for the non-federal share at 19.2 percent, we should be closer to 25 percent. We still have options to request a non-federal share waiver if needed.

Ms. Lainez Carballo asked about food reimbursements.

Mr. Han clarified that Head Start receives a reimbursement for every meal served. We count each meal for the month and then submitted for reimbursement. The whole process takes about two months. Hence, why the budget line item looks over-spent.

The American Express and Citi credit card statements were reviewed, nothing was out of the ordinary.

➤ Community Resources – Parents/Staff: Ms. Marie Desha Ms. Desha reviewed the community resources.

Ms. Bonner asked if we have information on home assistance application.

Ms. Lee will share the information.

B. Head Start Policy Council Minutes for November 23, 2021. No Questions

V. Committee Reports

- Executive Committee Meeting:
Ms. Bonner reported the next meeting will be held on Friday, January 21, 2022 at 9:00 a.m.
- Budget/Planning Committee Meeting:
Mr. Bonner reported the next meeting will be held on Tuesday, February 8, 2022 at 1:00 p.m.

VI. Other Reports

- Chair's Report:

Ms. Bonner thanked the Board members for their participation, and encouraged all parents and Board members to recruit for PAC. The more parents we have, the bigger the impact PAC can make.

- Policy Council Report(s): No Report
- Head Start Deputy Director's Report –
✓ Monthly Head Start Report

Ms. Lee reviewed the annual report attached in the packet. The reports are required by the Federal Government, but are fun and informative way to communicate year-of-year data. It is also accessible on the Head Start website. COVID-19 impact has been high since the beginning of the year. She thanked the Board and parents for their patience with class closures due to the surge in positive cases. She recognized the management team, Ms. Karen Griffith, Ms. Lisa Carr, Ms. Gricelda Ocegueda, and the Human Resources department for their continued efforts to manage the day to day. Head Start is 84 percent compliant (countywide) for meeting the vaccine mandate. It is anticipated by January 31, 2022 there will be 10-40 employees that will retire, or move to other departments. There are 25 states that have submitted an injunction/law suit against the Federal mandate. California was not one of those states. If staff does not meet the mandate deadline, they will not be able to work in Head Start or Early Head Start program. We will be working with PNP Construction and should be starting construction on the Northview project in early February. The goal is to be completed by July 31, 2022 to welcome children/families back to the center in September.

- Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services:

Ms. Carr stated since we have returned from winter break Head Start has closed approximately 44 classrooms due to positive exposures. Today we have 21 set

to reopen. A couple of classrooms had to close due to staff shortages. For preschool, we are 78 percent enrolled, with 11 percent of the enrollment slots unable to be opened due to staffing shortages. Attendance is down due to children needing to stay home with COVID-19 symptoms. We continue to enroll and recruitment for vacancies. In partnership with our marketing company, EMRL, a social media campaign for enrollment rolled out on January 1st via Facebook and Google. As of January 13th, the advertisement showed up 141,165 times. There were 1,441 clicks for more information, which is a 3.58 percent click on rate. The number of families on the inquiry list has gone up. Starting in March, a TV commercial will launch on the cable stations. We are looking for 30 people for the Childcare Apprenticeship Program, where the apprentices will gain experience working with children. The agency will pay and train, along with 12 units of childhood education. At the end, the apprentices will receive their Associate Teacher permit. As of today, we have 24 people interested.

Ms. Holleman asked if the classes are required for the apprenticeship program.

Ms. Carr replied the classes are required. SETA will pay for the classes and books. Apprentices must maintain a C grade average. E-mail Ms. Lisa Carr if interested, lisa.carr@seta.net. Apprentices will not be assigned to the same center where their child is enrolled.

- 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:

Ms. Ocegueda gave an update on COVID-19 vaccine clinics, SETA held two clinics for vaccinations and tests. At the December clinic, there were 107 participant and 30 tests provided. An update on kitchen operations was given. Head Start/Early Head Start had 178 special diet, 118 medical diets, of which 27 require medications (severe allergies requiring an EpiPen or Benadryl). Center for Oral Health through the Early Smiles program has committed to do oral screens for children to check for decay. Additionally, the oral assessment form will be provided. This will happen January 24th through early March. Children seen for oral decay, receive a tooth-brushing kit, information to take home, and on-site fluoride varnish with parental consent.

Ms. Holleman asked if it possible to join the meetings for Nutrition.

Ms. Ocegueda will reach out offline.

Ms. Lee stated we are working with the health office to receive testing kits. Wednesday is the first distribution date. Health and nutrition topics will also be

covered in the Budget/Planning meeting. Board members are welcome to bring any questions to those meetings as well.

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 March 15, 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 FOR PROGRAM YEAR 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 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.
- B. 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

APPROVAL OF PARENT ADVISORY COMMITTEE AND POLICY COUNCIL
JOINT PARENT ACTIVITY

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to discuss and approve a joint parent activity with the Policy Council. See attached information on the Parent Activity Fund.

RECOMMENDATION:

That the Parent Advisory Committee approve a joint parent activity with the Policy Council.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

PARENT ACTIVITY FUND

How can the parent activity fund be used?

Interpretation: Programs must be cautioned that according to federal regulations, the expenditure of grant funds solely for entertainment purposes is prohibited. Entertainment expenditures are defined as the cost of amusement, diversion, social activities, ceremonials, and incidental cost relating thereto, such as meals, lodging, transportation, and gratuities. It should be noted that the restriction on expenditures applies to activities which are solely for entertainment. Expenditures for project related purposes are allowable even though entertainment may play an incidental part in the activities. Therefore, programs are required to justify the expenditure of parent activity funds on the basis of project relatedness. For example, a visit by a parent group to a museum can be justified if parents utilize the experience to train parents in ways of providing educational activities for their children in the community. Banquets given in conjunction with parent training and seminars can be justified based on the performance standards. Once the program justifies the activity as primarily project related, with entertainment being incidental, then the related costs of lodging, transportation, refreshments, meals, etc., are also allowable.

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:

Sacramento Adventure Playground

[ABOUT](#) • [VISIT & RENTALS](#) • [CALENDAR & PROGRAMS](#) • [DONATE](#) • [VOLUNTEER](#) • [EMPLOYMENT](#)

TODDLER PLAY



Fridays, March 25, May 20 and October 7, 2022

11 AM – 2 PM

\$5 per child

Younger children (toddlers and preschoolers) are invited to a special time just for them! Enjoy painting and mud fun as well as special age-appropriate activities. This is a great opportunity to let your little ones experience creative play in a positive and healthy environment. Advance registration is not required. Siblings 2yrs and Under – Free.

Pandemic Tentative

DONATE

- LOCATION -

3301 37th Avenue
Sacramento, CA 95824

(916) 222-3831

HOURS

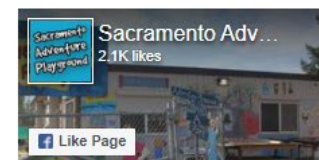
Wednesday 2:15 – 6:30 PM

Thursday 2:15 – 6:30 PM

Friday 2:15 – 6:30 PM

Saturday 11 AM – 4 PM

- FACEBOOK -



Sacramento Adventure Playground

FAMILY BUILD DAYS



Saturdays, March 26 & May 28, 2022

11 AM – 4 PM

Free Admission

Working as a family unit, build a fort, play in the mud, make a craft, and more!
Parents and children of all ages are welcome. Advance registration is not required.

SHARE THIS:



Be the first to like this.

DONATE

- LOCATION -

3301 37th Avenue
Sacramento, CA 95824

(916) 222-3831

HOURS

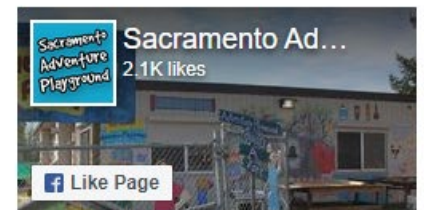
Wednesday 2:15 – 6:30 PM

Thursday 2:15 – 6:30 PM

Friday 2:15 – 6:30 PM

Saturday 11 AM – 4 PM

- FACEBOOK -



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 January 25, 2022 meeting.

NOTES:

MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

Meeting Held Electronically

Tuesday, January 25, 2022
9:00 a.m.

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

Mr. Charles Taylor called the meeting to order at 9:00 a.m. and read the thought of the day. Mr. Taylor called the roll; a quorum was met.

Members Present:

Donna Bonner, Foster Parent/Community Representative
Charles Taylor, Past Parent/Community Representative
Fienishia Wash, Grandparent/Community Representative
Stephen Key, Past Parent/Community Representative
Jessica Coultrup, Early Head Start, San Juan Unified School District
Kara Long, San Juan Unified School District
Rosemary Schapira, Community Agency Representative

Members to be Seated Present:

Diana Ferreyra, WCIC/Playmate Child Development Center
Carissa Salee, Early Head Start, San Juan Unified School District
Lesly Lainez Carballo, SETA-Operated Program
Kahmaria Holleman, SETA-Operated Program

Members Not Present:

Savita Taneja, SETA-Operated Program (*unexcused*)

II. Consent Item

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

The minutes were reviewed; no questions or corrections.

Moved/Bonner, second/Long, to approve the December 16, 2021 minutes as distributed.

Roll call vote:

Aye: 9 (Bonner, Wash, Key, Coultrup, Long, Ferreyra, Salee, Lainez Carballo, Holleman)

Nay: 0

Abstention: 2 (Taylor, Schapira)

Absent: 1 (Taneja)

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. The Governor extended the executive order to operate in a virtual platform during a declared state of emergency. The board must approve this item every 30 days if emergency conditions still exist.

Moved/Bonner, second/Key, 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 (Bonner, Wash, Key, Coultrup, Long, Ferreyra, Salee, Lainez Carballo, Holleman, Schapira)

Nay: 0

Abstention: 1 (Taylor)

Absent: 1 (Taneja)

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

The board went into closed session at 9:16 a.m. At 10:06 a.m., Mr. Taylor called the meeting back into open session and reported that the following eligible lists were approved in closed session: Approval of Eligible List for: Associate Teacher/Associate Teacher Infant Toddler, Head Start Teacher, Family Services Worker II, Family Services Worker III, Administrative Assistant, Children and Family Services Maintenance/Courier, Head Start Cook, Human Resources Manager, Information Technology Services Facilitator

Ms. Lesly Lainez Carballo left the meeting at 10:11 a.m.

- C. Election of Community Agency Representatives and Alternates

Mr. Taylor reviewed this item and nomination information.

Ms. Shapira shared what North Sacramento Family Resource Center (NSFRC) does and its impacts of the community.

Moved/Bonner, second/Key, to approve Ms. Rosemary Schapira as a Community Agency Representative.

Roll call vote:

Aye: 9 (Bonner, Wash, Key, Coultrup, Long, Ferreyra, Salee, Holleman, Schapira)

Nay: 0
Abstention: 1 (Taylor)
Absent: 2 (Taneja, Lainez Carballo)

D. Election of Policy Council Officers for 2021-2022

Mr. Taylor reviewed this item and the accompanying bylaws. He asked for a motion to table this item, as there were no nominations.

Moved/Bonner, second/Key, to table the election of Policy Council officers:
Secretary, Treasurer, Parliamentarian

Roll call vote:

Aye: 9 (Bonner, Wash, Key, Coultrup, Long, Ferreyra, Salee, Holleman, Schapira)
Nay: 0
Abstention: 1 (Taylor)
Absent: 2 (Taneja, Lainez Carballo)

IV. **Information Items**

A. Standing Information Items

➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account

Mr. Han reviewed the Head Start/Early Head Start expenditure reports. The CARES Act funds were reviewed, the majority of the remaining funds will go towards the Northview Project. The American Rescue Plan (ARP) Act and Corona Virus Response and Relief Supplemental Appropriation (CRRSA) Act funds were reviewed.

Mr. Taylor asked if the attendance rate for Sacramento City would affect how they spend their funds.

Ms. Lee replied attendance does not affect funding. The majority of the expenses are still happening, such as personnel, utilities, etc. Some of the supplies and materials are last longer, they may have some underspent funds at the end of the year. They could request to reprogram those funds toward other project at the end of the year.

Mr. Han reviewed the SETA-Operated Program expenditure report for Head Start and Early Head Start. Advertising costs are over budget due to a new marketing/awareness campaign to boost enrollment. The Child Care Partnership grant was reviewed. The American Express and Citi credit card statements were reviewed, nothing was out of the ordinary.

➤ Community Resources – Parents/Staff

Ms. Shapira stated there will be monthly sessions on COVID-19 vaccine information hosted in English and Spanish. More information can be found on the North Sacramento Family Resource Center (NSFRC) website and Facebook pages where workshops and activities are shared. Participants can sign up on the website, <http://www.northsacfrfc.org/>, to receive monthly e-mail updates about free workshops and resources at NSFRC. More information will be sent out on the COVID-19 Vaccine, along with a Question and Answer session that will be held, with a \$25 Walmart gift card incentive to attend.

B. Governing Board Minutes for December 2, 2021 – No Questions

V. Committee Reports

➤ Executive Committee Meeting:

The next meeting will be held on Monday January 31, 2022, at 9:00 a.m., via Zoom.

➤ Budget/Planning Committee:

The next meeting will be held on Tuesday, February 8, 2022 at 1:00 p.m., via Zoom.

VI. Other Reports

A/B. Interim Executive Director's Report/HS Deputy Directors Report

Ms. Lee shared latest COVID-19 surge has highly impacted Head Start and services to parents/children. For the vaccine mandate, Head Start is at 91 percent compliant for SETA-Operated Programs, 80 percent compliant for the County. It is estimated about 10 individuals may move departments or leave Head Start due to the vaccine mandate. Ms. Lee welcomed the new board members.

C. Chair's Report

Mr. Taylor encouraged recruitment. There will be a Joint PC/PAC meeting Tuesday, February 22, 2022 from 9:00 – 11:00 a.m. for ethics training. He welcomed the new board members.

Ms. Ferreyra, Ms. Salee, and Ms. Holleman gave brief self-introductions.

D. 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:

Ms. Griffith stated COVID-19 has impacted the first couple weeks coming back from winter break. She addressed why there is a difference of when elementary schools and pre-schools are able to return to class after COVID-19 exposures. They are under two different regulatory agencies, quarantines look different due to availability of the vaccine to those age groups. There have been 57 closures since the new year. We are finishing the second assessment for California Desired Results Developmental Profile (DRDP). Teachers assess the children on different measures of growth from fall to winter to show progress of learning. Meetings with parents will be scheduled in February to discuss their child's academic growth. She welcomed the new board members.

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

Ms. Ocegueda welcomed the new board members. The focus has been on working with families to help them understand the process and procedures for COVID-19 prevention. The County has provided testing kits for Head Start to distribute among the program. Staff are working on an initiative with the Center for Health and Sacramento County to promote oral health services, targeting children four-year olds and younger.

Ms. Long thanked the SETA Head Start/Early Head Start management team for COVID-19 kits.

E. Open Discussion and Comments: None

F. Public Participation: None

VII. Adjournment: The meeting was adjourned at 10:53 a.m.

ITEM V
COMMITTEE REPORTS

V. Committee Reports

- Executive Committee Meeting: 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): Lesly Lainez Carballo, Kahmaria Holleman
- 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 Environments
 - Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring

NOTES:

Monthly Program Information Report

February 2022



Updates from the Office of Head Start

Documenting Services to Enrolled Pregnant Women

ACF-IM-HS-22-02

Issued: February 24, 2022

The Office of Head Start released an Information Memorandum (IM) offering best practices for Early Head Start (EHS) programs to track services delivered to enrolled pregnant women, both directly and from community partners. The information is supported by a toolkit that EHS programs can use to identify ways to better engage expectant families.

For more information go to <https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-22-02>



Our hearts and thoughts are with all who are directly in harm's way as a result of the conflict involving Russia and Ukraine. Please continue to offer compassion and support to your family, friends, community and co-workers during these difficult times.

Parent Advisory Committee

COVID-19 Recovery Update

Vaccine and Masking Mandates

- ⇒ The Office of Head Start has not yet released its Final Rule on masking and vaccine mandates, which means the Interim Final Rule is still in effect.
- ⇒ SETA and delegate agency staff have met the vaccine mandate. Staff with exemptions are testing weekly as federally required.
- ⇒ Due to federal mandates, masks are still required in the Head Start/Early Head Start centers for anyone over the age of 2, despite the recent CDC guideline changes.

Restoring Classroom Routines

SETA is in the process of developing procedures and timelines to restore some normal routines in the classroom. Specifically, family-style meal service will resume instead of pre-plated meals; sign-in/out procedures will take place in the classroom instead of at the center's entrance; and the curriculum will re-introduce soft materials in the classroom, sensory, large and small group play/interactions.

Closures Due to Positive Cases/Exposures

January marked a significant spike in COVID-19 cases resulting in more than 67 class closures and four center closures in a 20-day period (grantee only). More than 1,250 children were affected by these closures due to exposures/potential exposures. In February, the program saw a drastic decline in positive cases and had no loss of class time for children as the CDC guidelines changed on quarantine expectations.



SETA Head Start Food Service Operations Monthly Report *February 2022

No school closures or special activities to report for February.

Lunch	PM Snack	Breakfast	Field Trips
32,836	26,686	27,916	0

Total Amount of Meals and Snacks Prepared

Purchases:

Food	\$91,529.15
Non - Food	\$24,936.51

Building Maintenance and Repair:	\$0.00
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Janitorial & Restroom Supplies:	\$0.00
---------------------------------	--------

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

Vehicle Maintenance and Repair :	\$94.80
----------------------------------	---------

Vehicle Gas / Fuel:	\$1,844.46
Normal Delivery Days	19

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

February 2022

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	132	8%	589	116	20%
Twin Rivers USD	140	41	29%	40	9	23%
Elk Grove USD	440	46	10%			
Sac City USD	736	45	6%			
San Juan USD	1052	121	12%	160	21	13%
WCIC	120	5	4%			
EHS CCP				80	10	13%
COUNTY TOTAL	4244	390	9%	869	156	18%

AFE: Annual Funded Enrollment

SETA HEAD START/EARLY HEAD START
End of Month Enrollment Report
February 2022

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	67	0	67	84%
*Elkhorn	100	90	6	96	96%
*Freedom Park	80	69	3	72	90%
*Freeport	20	19	0	19	95%
*Hillsdale	80	79	1	80	100%
*Hopkins Park	40	39	0	39	98%
*Job Corps	20	19	1	20	100%
*Marina Vista	60	56	2	58	97%
*Mather	100	89	3	92	92%
*Norma Johnson	60	60	0	60	100%
*North Avenue (b)	80	59	0	59	74%
*Northview (closed)	0	N/A	N/A	N/A	0%
*Phoenix Park	60	59	0	59	98%
*Sharon Neese Center	60	60	1	61	102%
Alder Grove	20	19	1	20	100%
Bannon Creek	80	74	3	77	96%
Bright Beginnings	40	21	0	21	53%
Dudley	20	20	1	21	105%
Florin (c)	60	N/A	N/A	N/A	N/A
Franklin	20	17	0	17	85%
Fruitridge	40	28	1	29	73%
Galt	80	78	3	81	101%
Grizzly Hollow	40	40	0	40	100%
Home Base (d)	143	101	2	103	72%
Illa Collin	20	14	1	15	75%
Kennedy Estates	20	13	0	13	65%
LaVerne Stewart	20	20	1	21	105%
Nedra Court	40	19	1	20	50%
Parker	13	15	0	15	115%
Solid Foundation	40	25	1	26	65%
Strizek Park	40	17	0	17	43%
Spinelli (c)	20	N/A	N/A	N/A	N/A
Walnut Grove (b)	40	25	2	27	68%
Total	1736	1410	34	1444	83%

(a) Reason and action plan provide when enrollment below 85%

(b) Site with capped classrooms due to staffing- 42 enrollment slots unfilled

(c) Site licensed, pending staff- total of 80 enrollment slots

(d) Funded enrollment total may contain overage

SETA HEAD START/EARLY HEAD START
End of Month Enrollment Report
February 2022

EHS Center Name (*) CCTR/CSPP Funded	Funded Enrollment	Actual Enrollment	Drop within last 30 days	Total Reported	(a) % Actual to Funded Enrollment
*16th Avenue (b)	26	16	3	19	73%
*Alder Grove I/T	16	14	2	16	100%
*American Legion	16	9	1	10	63%
*Bret Harte	8	8	0	8	100%
*Captial City	16	14	1	15	94%
*CP Huntington	8	8	0	8	100%
*Crossroads Garden	15	14	0	14	93%
*Elkhorn	16	14	1	15	94%
*Freedom Park	16	15	1	16	100%
*Hillsdale	8	8	0	8	100%
*Hiram Johnson (b)	32	28	2	30	94%
*Hopkins Park	6	5	1	6	100%
*Job Corps	24	20	2	22	92%
*Marina Vista	8	8	0	8	100%
*Mather	15	15	1	16	107%
*Norma Johnson	8	8	0	8	100%
*North Avenue	8	8	0	8	100%
*Phoenix Park	8	8	0	8	100%
*Sharon Neese Center	24	24	3	27	113%
EHS Home Base (d)	202	159	14	173	86%
Galt	16	16	2	18	113%
Grizzly Hollow	8	8	0	8	100%
River Oak - Home Base	72	64	1	65	90%
SCOE - Home Base	77	44	3	47	61%
Total	653	535	38	573	88%

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

Small percentage of families contacted for enrollment requesting to wait until the 2022-2023 program year due to uncertainty of Covid-19 exposure. However, there has been and steady increase in enrollment monthly by 2-3%.

Sites in area code of 95824, 95820 and 95690 continue to report waitlist with 0 or < 10 families. Family Service Workers have reported 2 out of 10 families contacted weekly on waitlist have relocated away from Sacramento.

Classrooms capped due to limited staffing at the following sites: 16th Ave; Hiram; North Ave; Walnut Grove - totaling 42 enrollment slots. Spinelli and Florin pending license- 80 enrollment slots.

Waivers allocated for enrollment of 10% over income families has been met at this time, over income waivers capped with the exception of families transitioning from Early Head Start to Head Start.

(a) Reason and action plan provide when enrollment below 85%

(b) Site with capped classrooms due to staffing- 42 enrollment slots unfilled

(c) Site licensed, pending staff- total of 80 enrollment slots

(d) Funded enrollment total may contain overage

**SETA HEAD START/EARLY HEAD START
End of Month Enrollment Report
February 2022**

Strategies/Action Plan:

Engage in outreach for recruitment of eligible families, advertise and present in various media outlets on services Head Start provides with the following community partners: Crisis Nursery, I-Can (Crimes Against Victims Assistance Network) and My Sister House.

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

SETA conducted Empathy Interviews with the following Community Partners in efforts to identify quality of collaboration when referring eligible families to Head Start services: Mustard Seed, Urban Strategies, Sacramento Food Bank and Crisis Nursery.

SETA has provided staff and enrolled families with local locations of Covid-19 vaccination clinics and Mental Health resources through Modern Health.

- (a) Reason and action plan provide when enrollment below 85%
- (b) Site with capped classrooms due to staffing- 42 enrollment slots unfilled
- (c) Site licensed, pending staff- total of 80 enrollment slots
- (d) Funded enrollment total may contain overage

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: