

GOVERNING BOARD

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THOUGHT OF THE DAY: "If something is wrong, fix it now. But train yourself not to worry, worry fixes nothing."

~ Ernest Hemingway

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

DATE: Tuesday, April 26, 2022

TIME: 9:00 a.m.

LOCATION:

<https://us02web.zoom.us/j/81437982675?pwd=Y2M5QUFtVjNnbFILV3RvMUlibyZFZz09>

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/81437982675?pwd=Y2M5QUFtVjNnbFILV3RvMUlibyZFZz09>. Meeting ID: 814 3798 2675. Passcode: 521899. 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, 81437982675# US (San Jose). Dial by your location + 1 669 900 6833US (San Jose). Find your local number: <https://us02web.zoom.us/u/kzYoagIL9>. 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.

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DISTRIBUTION DATE: Wednesday, April 20, 2022

Parent Advisory Committee meeting hosted by:
Donna Bonner (Chair), Fienishia Wash (Vice Chair), Lesly Lainez Carballo (Secretary),
LeAndra Jones Villalta (Treasurer)

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, Bannon 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)
____ **Jaunell Merritt, 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
____ **Empress Elliot-Harris, 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
____ **Lissette Casillas, Walnut Grove Head Start**
____ **Le Andra Jones Villalta, 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"/> Adilene Martinez, Capital City Head Start	<input type="checkbox"/> Pattoua Moua, Sharon Neese Head
<input type="checkbox"/> Maritza Alcantara, Home Base Head Start	<input type="checkbox"/> Tahkmina Beridaeva, Home Base Head Start Pre-School
<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, 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

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

The PAC was seated on November 16 & December 16, 2021,
March 15, 2022
**PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM
YEAR 2021-2022**

COMMITTEE MEMBER	CENTER	11/16	12/16		1/18	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	X									
Vacant Seated	BH														
Adilene Martinez S/B Seated 3/15	CP					U									
Vacant Seated	CPH														
Vacant Seated	CR														
Vacant Seated	EHS/HB														
Lesly Lainez Carballo Seated 12/16	EHS/HB		X		x	E									
Jaunell Merritt Seated 3/15	EL					X									
Vacant Seated	FA														
Vacant Seated	FP														
Vacant Seated	FPT														
Vacant Seated	FT														
Vacant Seated	G														
Katti Majewski S/B Seated 3/15	GH					E									
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	3/15	4/26 *	5/17	6/21	7/19	8/16	9/20	10/18	11/15	
Vacant Seated	LVS														
Maria Ambriz S/B Seated 3/15	MCBB					U									
Vacant Seated	MV														
Vacant Seated	M														
Vacant Seated	NA														
Vacant Seated	NC														
Vacant Seated	NJ														
Vacant Seated	NV														
Vacant Seated	NV														
Vacant Seated	PA														
Empress Elliot-Harris Seated 3/15	PP					X									
Vacant Seated	RO														
Vacant Seated	SCOE														
Vacant Seated	SF														
Vacant Seated	SN														
Vacant Seated-	SP														
Lissette Casillas Seated 3/15	WG					X									
Le Andra Jones Villalta Seated 3/15	16A					X									
Vacant Seated	FPR														
Vacant Seated	AMB														
Vacant Seated	AMB														
Donna Bonner Seated 12/16	PPR	x	X		x	X									
Shannon Pierce Seated 12/16	PPR	x	X		AP	X									
Vacant Seated	CR/GP														
Fienishia Wash Seated 12/16	OGC	X	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		Mather
CPH:	CP Huntington	MCBB	Marie Cleveland's Bright Beginnings
CR:	Crossroad Gardens	NJ:	Norma Johnson
EHS:	Early Head Start	NA:	North Avenue
EL:	Elkhorn	NC:	Nedra Court
FA:	Franklin	NA	North Avenue
FP:	Freedom Park	NV:	Northview
FPT:	Freeport	PA:	Parker Avenue
FT:	Fruitridge	PP:	Phoenix Park
G:	Galt	RO:	River Oak
GH:	Grizzly Hollow	SCOE:	Sacramento County Office of Education
H:	Hillsdale	SF:	Solid Foundation
HB:	Home Based	SN:	Sharon Neese
HBP:	Home Based	SP:	Strizek Park
	Pre-School	WG:	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 4/20/2022 3:12 PM

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE MARCH 15, 2022 REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the March 15, 2022

RECOMMENDATION:

Approve the minutes of the March 15, 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, March 15, 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
Donna Bonner, Past Parent Representative
Shannon Pierce, Past Parent Representative

New Members Seated Present:

Empress Elliot-Harris, Phoenix Park
Lissette Casillas, Walnut Grove
Le Andra Jones Villalta, 16th Avenue
Jaunell Merritt, Elkhorn (*joined at 9:17 a.m.*)

New Members to Be Seated Absent:

Adilene Martinez, Capital City (*unexcused*)
Katti Majewski, Grizzly Hollow (*excused*)
Maria Ambriz, Marie Cleveland's Bright Beginning (*unexcused*)

Members Absent:

Lesly Lainez Carballo, Home Base - Early Head Start (*excused*)

The new members seated, Ms. Empress Elliot-Harris, Ms. Lissette Casillas, and Ms. LeAndra Jones Villalta gave brief self-introductions.

II. Consent Item

A. Approval of the Minutes of the January 18, 2021 Regular Meeting

Minutes were reviewed; there were no questions or comments.

Moved/Wash, second/Pierce, to approve the January 18, 2021 minutes.

Roll call vote:

Aye: 4 (Jones Villalta, Wash, Holleman, Pierce)

Nay: 0

Abstentions: 3 (Bonner, Elliot-Harris, Casillas)

Absent: 2 (Lainez Carballo, Merritt)

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. Carr reviewed this item. Governor Newsom extended the State of Emergency through March 31, 2022 to allow for virtual teleconference meetings.

Moved/Wash, second/Holleman, 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: 6 (Jones Villalta, Wash, Holleman, Pierce, Casillas, Elliot-Harris)

Nay: 0

Abstention: 1 (Bonner)

Absent: 2 (Lainez Carballo, Merritt)

Ms. Jaunell Merritt joined the meeting 9:17 a.m. She gave a brief self-introduction.

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

Ms. Bonner reviewed this item and accompanying bylaws. The available officer positions are Treasurer and Parliamentarian.

Ms. Jones Villalta nominated herself for Treasurer.

Moved/Wash, second/Merritt, to approve the election of Ms. LeAndra Jones Villalta as Treasurer for the Parent Advisory Committee.

Roll call vote:

Aye: 7 (Jones Villalta, Wash, Holleman, Pierce, Casillas, Elliot-Harris, Merritt)

Nay: 0

Abstention: 1 (Bonner)

Absent: 1 (Lainez Carballo)

The officer position of Parliamentarian was tabled to the next meeting.

- C. Approval of Parent Advisory Committee and Policy Council Joint Parent Activity

Ms. Wash reviewed this item. There are two Parent Advisory Committee and Policy Council parent activities for the program year, all activities must be educational. The first activity is a bonding activity for parents of the Policy Council and Parent Advisory Committee. In the past, the activities have been the Underground Railroad, Aerospace Museum, Discovery Museum, and Crocker Art Museum. The second activity is the End of the Year Appreciation to recognize parents for their participation and to recognize staff. The Social Hospitality Committee plans these activities; the parents of the committee do all the planning with staff assistance.

Ms. Merritt asked if it is just the PAC parents.

Ms. Bonner clarified it is both PC and PAC members, in efforts to unite both Boards.

Ms. Desha stated in the past the PC and PAC have taken action to do the parent activities jointly. This opportunity allows for funds to be used in a bigger way.

Moved/Holleman, second/Merritt, to approve to the joint parent activity with the Policy Council

Roll call vote:

Aye: 7 (Jones Villalta, Wash, Holleman, Pierce, Casillas, Elliot-Harris, Merritt)

Nay: 0

Abstention: 1 (Bonner)

Absent: 1 (Lainez Carballo)

IV. Information Items

A. Standing Information Items

➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account

Mr. Han welcomed the new Board members and reviewed the Head Start and Early Head Start expenditure reports. It was noted Administrative costs are not directly related to the program and do not go directly to the classrooms. The Program costs go directly to the program/classrooms.

Ms. Jones Villalta asked about staff costs, is it combined with the administrative cost?

Mr. Han replied there are two categories. Some staff will fall under administrative staff and most of the teaching staff will fall under program staff.

Ms. Merritt asked how can we tell what funds are left.

Mr. Han replied there is another sheet that lists the cost categories. This is a summary. Detailed budget information is also available at the monthly Budget/Planning Committee meetings. The remaining CARES Act funds are allocated to the Northview project. We are on budget.

Ms. Jones Villalta asked if we are at 22.8 percent are there enough funds for the rest of the year.

Mr. Han replied we are required to go over 25 percent for Non-Federal Share funds and need to stay under 15 percent for administrative costs. The SOP cost breakdown was reviewed. Advertisement is a little high due to marketing campaigns to get the SETA name out to increase enrollment. Nutrition services for the upcoming year will be increasing. There are delays in reimbursements.

Ms. Jones Villalta asked about occupancy and parent services.

Mr. Han replied occupancy consists of utilities and rent costs. They are usually fixed costs. Parent services are funds for parent and center meetings.

Ms. Jones Villalta asked how many centers were closed and if that effected the budget.

Mr. Han answered it did affect the budget.

Ms. Griffith replied this program year in August 1, 2021 there were 36 centers opened and then three more opened. Northview is still under construction.

Ms. Jones Villalta asked if we are meeting the need in the whole of Sacramento.

Ms. Carr replied that we are meeting approximately 50 percent of the families who qualify for Head Start. We could expand services in the North and Rancho Cordova area, but unless we get more funds we cannot open a site somewhere else. Or we would have to close a site to open another site. There are specific criteria we look for in a new site. Spinelli and Florin Grammar opened.

Mr. Han reviewed the AMEX and Citi credit card statements, nothing was out of the ordinary.

Ms. Merritt asked what 3Player Media is.

Mr. Han replied it is the closed captioning for the Zoom meetings.

Ms. Jones Villalta asked would occupancy cost decrease if we lease directly out of schools.

Ms. Griffith replied we are in schools, homeless shelters, malls, etc. We are diversified in where we rent. There is no significant decrease in costs by being on a school campus.

Ms. Casillas asked with COVID-19 where are the costs for face masks and hand sanitizer.

Mr. Han answered the CARES Act and other COVID-19 funding have covered the costs for PPE. It can also show in the credit card statements as cleaning supplies.

Ms. Griffith commented the facilities unit does track center to center the amount ordered of different PPE items.

Ms. Elliot-Harris asked if donations are accepted.

Mr. Han answered yes, donations are accepted. There are forms to donate. Those donations would be considered in-kind donations.

Ms. Griffith suggested to ask the center specific to the Board member. There are regulations for donations, there are certain items that are not allowed from home. If you see something is missing, let the site supervisor know. Head Start is well funded to provide needed classroom items.

Mr. Han reviewed the CDE funding report, we are on track to earn the full grant.

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

Ms. Bonner reviewed the community resources.

B. Head Start Policy Council Minutes for January 25, 2022. No Questions

V. Committee Reports

- Executive Committee Meeting:
The next meeting will be held on Thursday March 17, 2022 at 11:30 a.m.
- Budget/Planning Committee Meeting:
The next meeting will be held on Friday, March 18, 2022 at 9:00 a.m.

VI. Other Reports

- Chair's Report:
 - ✓ PAC Recruitment

Ms. Bonner encouraged the Board members to talk to other parents in recruitment efforts. Ms. Bonner asked for a report on attending orientation and officer training.

Ms. Elliott-Harris spoke on her experience attending the PC/PAC orientation. A lot of information was shared and the materials were helpful. There was a lot of encouragement for Board participation and community involvement.

Ms. Merritt said the orientation and resources gained were very helpful.

Ms. Jones Villalta found the orientation insightful. She thought it gave a great overview for PAC and PC.

Ms. Wash attended both. She encouraged members know to participate in both PAC and PC. The in-person aspect of the orientation was so important. She attended the Officers training; the role-playing segment was very informative.

- Policy Council Report(s):

Ms. Wash reviewed at the February 22nd meeting the HR eligibility list was approved in closed session.

- Head Start Deputy Director's Report – No Report
 - ✓ Monthly Head Start Report

- Head Start Managers' Reports

- Lisa Carr - Family Engagement, Home Base, and ERSEA Services:

Ms. Carr stated all sites are listed in the packet enrollment report. The report shows the enrollment percentage for each site and which sites are closed. Board members should have received a family engagement survey. The survey helps to plan for the next program year.

Ms. Elliot-Harris, Ms. Holleman and Ms. Merritt all saw the Head Start advertisement on social media applications.

Ms. Carr stated the advertisements are to encourage enrollment. A TV commercial will start airing at the end of the month.

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

Ms. Griffith stated we are getting back to some pre-COVID 19 practices. Family style meal services are starting again to introduce children to serving themselves. All teachers have gone through refresher training on family-style meal service. We are looking to bring parents back into the classroom for sign-in/out. We are making sure everyone is retrained and technology is up-to-dated. For projects, we are partnering again with California State University, Sacramento to bring students in as help in classrooms. We are also bringing back substitute teachers. Also, partnering with Los Rios Community College District to bring on apprentices, we have 30 in the process of going through exams to be interviewed. They will be going to school during their apprenticeship as well. To combat our need for teachers we will grow our own, if we are unable to find the needed staff due to high demand for teaching staff.

Ms. Elliot-Harris asked if we were able to make sure everyone was accounted for.

Ms. Carr replied we had the wrong email address for Ms. Merritt, we had followed up with everyone through e-mail. Those who did not receive the e-mail reached back out to Ms. Carr and worked with HR to get their exam.

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

Ms. Ocegueda reviewed the Center for Health will be finishing screenings for oral health cavities and providing fluoride varnishes. There were 253 children with special diets, 112 of those are medical diets. Current health care plans, there are 308 children served, 153 have medications with a combination of 255 medications. Some children have multiple medications. COVID-19 has slowed down, it has not been as impactful as back in January. Head Start is following current mandates. Compared to February we had 27 confirmed positive cases in children, which caused 271 exposures, as in January we had 97 cases. As of March 12, 2022, the CDC strongly recommends masks for K-12 elementary settings. It has not changed for child care, we are still masking for staff and children per Office of Head Start. We are returning to family style meal service. Collaborations, every summer Head Start houses 16 UC Davis nurses, providing services to staff and children. We are currently working with Sacramento County Obesity Prevention Program, targeting children with high obesity rates. More outdoor play to stimulate active is being coordinated at the sites. Prior to COVID-19, we had a three percent of students failing the growth assessment. This year there has been an increase to 10.3 percent. There is a concern as children who are in the 95-100 percentile are considered extremely obese. A quarterly newsletter will be sent to parents through Learning Genie to provide parents with information on how to keep families active at home. Twenty-three centers are affected by this increase.

Ms. Elliot-Harris asked why are we only targeting obesity. Why are we not providing for all students?

Ms. Ocegueda said we are doing this program wide, with additional services targeted for those centers impacted by the increase in obesity. We work with a registered dietician for the Head Start nutrition services to create a balanced meal plan across all programs. The quarterly newsletter gives information for all families.

Ms. Griffith added all classrooms do a program called I am Moving, I am Learning. All children get health education, this program is on top of our normal programming.

Ms. Elliot-Harris asked if CPR/ first aid can be offered for parents. Is it possible to hold slots for Board members?

Ms. Ocegueda said she will coordinate through Ms. Desha. The classes are eight hours on Fridays. Anyone who wants to participate needs to reach out to Ms. Marie Desha.

Ms. Bonner asked if spouses are allowed to attend.

Ms. Carr said before we make commitments we will come back to the Board with a plan.

VII. Center Updates: None.

VIII. Discussion:

Ms. Desha said we have not yet received the Governance Self-Assessment survey from PAC or PC. She shared more information about the Self-Assessment survey. The deadline has been extended March 17, 2022 at 5:00 p.m. It was noted several Board members did complete the survey.

IX. Public Participation: None.

X. Adjournment: The meeting was adjourned at 10:34 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 issued the long-existing state of emergency related to COVID-19, which remains in effect. 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. In September 2021, 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.

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

APPROVAL OF ANNUAL SELF-ASSESSMENT FOR 2021-2022
AND RESULTING PROGRAM IMPROVEMENT PLAN
SETA OPERATED PROGRAM

BACKGROUND:

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

In February/March 2022, a team of staff was assembled for a Head Start/Early Head Start self-assessment. Teams reviewed and analyzed service areas including Program Governance, Education/School Readiness, Disabilities, Mental Health, Health, Nutrition, Safe Environments, Family and Community Engagement, Eligibility/ Recruitment/ Selection/ Enrollment/Attendance, and Human Resources. A summary report of program strengths, areas of improvement and a resulting Program Improvement Plan are attached.

Staff will be available to answer questions.

RECOMMENDATION:

Approve Program Year 2021-2022 Self-Assessment and resulting Program Improvement Plan for the Head Start/Early Head Start program.

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

Sacramento Employment and Training Agency (SETA)
Children and Family Services Department (CFS)
Includes: Head Start, Early Head Start and CDE CSPP/CCTR Programs

Self-Assessment Summary of Results
2021-2022

Background

Different units in the Child and Family Services Department conducted self-assessment activities in November-December 2021 and in January-February 2022. Overall, there were four committees and each was comprised of various staff members who have different responsibilities in the service areas that were assessed. Parents' voice was represented through the use of the Family Outcome survey results and interviews with parents. The committees utilized data from staff surveys, ChildPlus, CLASS, DRDP, Learning Genie, ASQ Online, classroom observations, internal monitoring checklists and ReadyRosie. Additionally, each committee used a SWOT (Strengths, Weaknesses, Opportunities and Threats) Analysis as an approach to discuss and understand the relationships between the various data points and qualitative information collected.

Quality Improvement Project

For the second year, SETA is participating in the Quality Improvement Network (QIN), a cohort of Head Start and Early Head Start programs nationwide where teams come together for online seminars to learn various tools used in quality improvement process. Agencies submit data on child assessment, family outcomes survey, enrollment, attendance and health to be aggregated and organized on the agency's dashboard three times in the program year. Analysis between data sets provides insights for future projects. In early March 2022, the team analyzed rates of absenteeism and school readiness skills using DRDP scores from Fall 2021 and Winter 2022 assessment. The team studied the classes with high number of children that are chronically absent (children's individual attendance at 85% or less), the reasons for the absences, and how it might be affecting children's school readiness skills (based on the child's DRDP assessment, if performing at or above age expectations). SETA is using the data to set goals and develop specific strategies for classes and for families who are missing many school days.

As participating member of the cohort, each QIN team embarks on a quality improvement project guided by a QIN Coach. For 2021-2022, the SETA team has identified enrollment as its "Problem of Practice" due to the decrease in enrollment by 11% in HS and 12% in EHS since 2016. The team's objective or AIM statement is *To increase enrollment from 83% to 97% by November 30, 2022 in Head Start and Early Head Start eligible students and families*. The team has gathered data through empathy interviews with parents, staff and community members and currently reviewing the current processes through a process map and a journey mapping exercise. With this QIN project, SETA CFS aims to develop and test a change in enrollment procedures resulting in an increase enrollment number.

Summary of Program Strengths

The SETA's Children and Family Services programs have many notable strengths, including some of the following:

Education, Mental Health and Disabilities

- There was an overall alignment of responses between leadership and field staff on Strengths, Weaknesses, Opportunities and Threat SWOT Analysis and the staff survey results. This reflects that the leadership team's assessment of program operations agrees with teaching staff's preferences and opinions.
- From the survey, 81% of field staff responses and 60% of leadership responses cited resources, support and ongoing training as top important topics for both leadership and field staff. TOSA's and Intervention Specialist support were specifically noted as valued resources and highly regarded by staff.
- *STEMFest* and the *Summer Series* are mentioned by field staff as offering more content retention than traditional trainings
- SETA practices for CLASS implementation were compared with the OHS report on Summary of CLASS Practices of High Performing Grantees. SETA is implementing 90% of the same strategies. This includes CLASS component mini-trainings, observations feedback within a 24-48-hour turn-around time period and regular dual coding.
- At time of Self-Assessment, 30% of classrooms have received a CLASS observation. The first scores post pandemic closure are showing an increased understanding and implementation by teachers.
 - Emotional Support 6.3
 - Classroom Organization 5.84
 - Instructional Support 3.53
- Strong partnerships with CSU Sacramento and Los Rios for Substitute and Apprentice projects
- WestEd Math Project identified most at-risk children for COVID-19 learning loss and is providing weekly intervention.
- Learning Genie data shows that most teaching staff are meeting anecdotal monitoring percentage timelines.
- Associate Teachers are more involved in the DRDP evidence gathering process.
- Monthly Coaching with the UC Davis Mind Institute has provided support to Intervention Specialists.

Parent and Family Engagement

- Expanded use of technology tools to engage with parents, including cell phones, tablets, and iPads for Zoom meetings. Staff used ChildPlus Messenger and Learning Genie to stay in contact with enrolled families. Virtual parent meetings were offered with varying success rates.
- 69% of families accepted the parenting curriculum ReadyRosie invitation, a steady number since August 2020 at 68.61%, and a remarkable increase since 2019 at 33% (pre-COVID-19 pandemic). A total of 6,205 videos were viewed in the program year, averaging 517 videos viewed per month. Playlists are curated by program's Education

Coordinator to support development of parenting skills related to meeting school readiness goals.

- Program uses data from PIR and Family Outcomes survey to guide topics for workshops and parent meetings. Program uses insights from data analysis between Family Outcomes Survey, Child Assessment data (DRDP) and Attendance for program planning and quality improvement projects.
- Staff continues to demonstrate flexibility to engage parents in different ways as program moved from distance learning to in-person services.

Health and Nutrition

- Program has the personnel capacity, policies and procedures, and resources such as screening instruments (OAE/Puretone for Hearing Screenings, LEA charts for vision screenings, growth charts, etc.) to deliver health and nutrition services that impact children's health and physical development critical to their school readiness.
- As of February 2022, 19% of children enrolled have a health care plan and 50% of them have medications. SETA centers have housed 225 medications for 153 children.
- Balanced and nutritious meals meeting California's standard requirements of CACFP meal pattern are being provided. Program accommodates medical, religious, and cultural diets. At time of Self-Assessment, the program has accommodated 262 special diets or 15% of children enrolled in the HS/EHS programs. Of these special diets, 69% are medically prescribed and 31% are preference diets (religious or cultural). SETA has also introduced few new foods such as hummus, refried beans, enchiladas, pozole, teriyaki chicken, and sunomono cucumber salad to expose enrolled children to foods from different cultures.
- Improved accessibility to health and oral health services through community partnerships and program consultants that provide assistance in navigating children through the medical insurance process and provide a health/oral health screening, service, resource, and/or referral.
- Digital capability improves communication within SETA CFS units and with medical and dental offices. Staff use E-Fax allowing efficient communication with medical and dental offices to obtain children's digital health records. Virtual meetings and teleconference calls are used reducing time needed to meet in-person and leaving more time for other tasks. This option has also helped with transportation barriers experienced by some families.

ERSEA

- System of electronic filing and uploading of documents to ChildPlus is consistently followed by enrollment staff allowing for efficient monitoring of family applications.
- Creativity in strategies used and flexibility by staff in obtaining needed documents from families amidst COVID-19 pandemic challenges.
- Active and engaging outreach efforts with many community partners and families. Virtual presentations about the program were provided to Network Café, Family Resource Center, Sacramento Food bank, and Birth and Beyond, WIC offices, and Urban League. SETA staff were able to attend in-person, drive-by events that allowed parents to have recruitment flyers and giveaways were handed to them.

- SETA established an ongoing marketing plan with EMRL to publicize Head Start. This includes use of social media, direct mailing, and TV advertisements.
- Staff were trained on the Attendance Module in ChildPlus, which allowed parents to sign in at the entrance of the childcare center. Use of the Attendance Module has allowed SETA to monitor attendance more efficiently.
- Systematic training on ERSEA occurred for returning staff, and a robust training plan has been instituted for all new staff.

Governance

- Parent Advisory Council (PAC) and Policy Council (PC) parents demonstrate and encourage positive teamwork. Seasoned PC/PAC Representatives mentor new parent representatives and this helps in developing a strong bond among members and it demonstrates exemplary leadership to new members.
- Policy Council and Governing Board meeting minutes and the required monthly program reports were provided according to the PC/PAC Bylaws, Brown Act and HS Performance Standards. Program information provided to the boards are adequate to assist members in making sound decisions at committee and board meetings. There is consistent and regular communication between the program and the Board and Policy Council.
- Program provides adequate training to board members pertaining to board training, leadership training, officer training and ethics training.
- Parents are passionate about Head Start and Early Head Start and eager to learn about program operations. They are actively engaged by providing input on curriculum planning, participating in Human Resource recruitment of staff, and in decision-making related to use of funds for program improvement.
- Program provides PAC/PC parents who are transitioning out of the program the training and pathways to school district and other community leadership opportunities, assisting them with self-sufficiency skills and competencies to succeed outside of Head Start.

Summary of Program Growth Opportunities

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

Education, Mental Health and Disabilities

- Re-write Curriculum and environment guidance to reflect removal of COVID-19 protocols as pandemic restrictions eased
- Use the Creative Curriculum Fidelity Checklist- Environments to assess classrooms as programs return to standard expectations
- Schedule authorized observer ECERS/ITERS with individual teacher feedback sessions
- Develop and schedule a DRDP refresher training for both Teachers and Associate Teachers
- Implement a Quality Portfolio pilot group to participate in guided collection process
- Refresh and reinstitute Teacher/ Associate Teacher passport system for new staff

- Implement the Quality Observations Monitoring Checklist with training for Site Supervisors
- Continue 3-part CLASS series training to include Associate Teachers
- Conduct multi-department refresher training on program's Case Management process

Parent and Family Engagement

- Train key staff in offering Parent Cafes, a strength-based program focused on families' protective factors. This model will allow families to feel validated and feel connected to other parents in the program.
- Conduct two surveys during the program year, a family engagement needs survey in the fall and a family engagement outcomes survey in the spring to determine families' growth in the areas that Head Start intends to help them with, and to assess if families felt that their needs were met by the program.
- Focus on a new emphasis on family engagement and family partnership process using strategies involving technology and in-person meetings
- Use ChildPlus Family Engagement Module to track staff-family contacts and to enter FPA goals and outcomes.
- Re-establish an ongoing monitoring schedule to ensure parent meetings, and family partnerships are being completed

Health and Nutrition

- Communication and collaboration between Health and Nutrition Services Unit and other Child and Family Services (CFS) units can be improved by introducing the role and responsibility of HNS within SETA Head Start, participating in other team meetings to understand how teams impact each other's work, and implementing pre-and post customer service surveys on services provided by HNS to staff, partners and parents.
- COVID-19 has impacted operations of community agencies and collaboration with other community agencies can be improved by re-introducing SETA to community partners, update contact list and inquire about agency services and processes.
- Invest in CFS employee training in the use of ChildPlus by appointing a ChildPlus expert in charge of coordinated training. As the department increased its use of ChildPlus during and post COVID-19 pandemic, staff need to increase their proficiency in the use of computers, technology tools and office equipment, and learn how to troubleshoot issues that affect productivity.
- Increase internal monitoring activities or create internal department check systems that may crossover to other units to promote accountability and team work

ERSEA

- Review all enrollment documents with a goal of reducing paperwork for families and to ensure there is no duplicative documents.
- ERSEA unit and Family Service Workers to create a streamlined system of reaching out to families on the Inquiry List, documenting where families heard of SETA for marketing purposes, and getting families' eligibility documents uploaded in ChildPlus in order to move families from Inquiry to the Wait list.

- Work with Program Analysts to review and submit ERSEA checklist in a timely manner to ensure that enrollment documents are correct on the front end of the process. Re-establish an ongoing monitoring system to ensure applications are completed correctly.
- Engage and encourage families to bring children to school regularly and focus on regular attendance. Attendance was affected by disruption from closing and opening of centers due to COVID-19 safety protocols.

Governance

- Engage and brainstorm with parents and staff to generate new ideas and strategies on how to recruit parents to PAC/PC and increase overall enrollment in HS/EHS.
- Provide parents more opportunities to learn about how they can continue their leadership and advocacy role after they leave the program. This includes introducing them to parent organizations in schools such as PTAs, PTO, School Site Councils.
- Provide more opportunities for parents to increase awareness of the workforce and build their employment skills by participating in SETA activities like screening applicants and interviewing. Educate PAC/PC parents on the Sacramento Works Career Center which offers parent job training skills, job search and employment opportunities. Invite community agencies to program centers to share community resources and information with parents. Create internship programs for community (college students) who are ready to graduate.
- Provide more workshops on effective parenting skills.

<i>Action Steps:</i>	<i>Responsible Person(s)/Unit</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
<i>EDUCATION, DISABILITIES AND MENTAL HEALTH - SYSTEMS, SERVICES AND STAFF DEVELOPMENT</i>				
Re-write guidance aligned with the Creative Curriculum Fidelity Checklist- Environments to assess classrooms as program returns to standard expectations	Karen Griffith Susan Garland Betsy Uda	March 2022		
Schedule authorized observer ECERS/ITERS with individual teacher feedback sessions	Karen Griffith Ashlee Russell	May 2022		
Develop and schedule a DRDP refresher training for both Teachers and Associate Teachers	Patricia Marshall Kelly Sprake Nikki Hill	August 2022		
Implement a Quality Portfolio pilot group to participate in guided collection process	Karen Griffith Susan Garland	March 2022		
Continue 3-part CLASS series training to include Associate Teachers	Susan Garland Cher Her Kelly Sprake Laura Moore	June 2022		
Refresh and reinstitute Teacher/ Associate Teacher passport system for new staff	Karen Griffith Nikki Hill	May 2022		
Conduct multi-department refresher training on program's Case Management process	Karen Griffith Kelly Sprake Lynda de la Mora	April 2022		
Implement the Quality Observations Monitoring Checklist with training for Site Supervisors	Nikki Hill Patricia Marshall	March 2022		

PARENT AND FAMILY ENGAGEMENT – SYSTEMS, SERVICES AND STAFF DEVELOPMENT

Train key staff in offering Parent Cafes, a strength-based program focused on family's protective factors. The goal is to offer at least four Parent Cafes, in the 2022-2023 school year.	Lisa Carr, Manger Program Support	March 2022 for the training and begin offering the program in the summer of 2022		
Use the <i>Strengths, Needs and Interests Parent Survey</i> (SNIPS) Needs Assessment in the Fall for all enrolled parents, and use the Parent Outcomes Survey in the Spring to determine if the program is meeting the needs of parents.	Lisa Carr, Manager Rebel Rickansrud- Young, Program Officer FSW and Home- Based staff	October 2022 March 2023		
Move toward using the Family Engagement module in ChildPlus in order to track goals and outcomes, and to integrate with program's <i>Quality Improvement Network</i> (QIN) data dashboard.	Rebel Rickansrud- Young Program Officer Reta Keirse- y-Program Officer Monica Avila- Program Officer	September 2022		
Reinstitute and train on the Family Alignment Curriculum for parent meetings as a way of connecting parents to school readiness activities in the classroom. The goal is to increase attendance and participation in parent meetings and educate parents on school readiness goals.	Rebel Rickansrud- Young-Program Officer Reta Keirse- y - Program Officer Monica Avila - Program Officer Laura Correa- DeAlmeida- Education Coordinator	August 2022 and on-going		

HEALTH AND NUTRITION – SYSTEMS, SERVICES AND STAFF DEVELOPMENT

Strengthen system of data collection, documentation and input for health records into ChildPlus. This includes setting up an internal monitoring system with the intention of increasing data entry and tracking of follow-up, reducing errors in data entry, and identifying staff who need additional training.	Judy Lema- HNS Coordinator Rebel Rickansrud- Young-Program Officer Reta Keirse - Program Officer Monica Avila - Program Officer	March 2022 and on-going	Currently in development.	
Conduct training on updated health and nutrition policy and procedure, case management, and data collection and tracking to improve coordination of services.	Judy Lema- HNS Coordinator HNS Unit	August 2022 and on-going	Currently working on health and nutrition policy updates. HNS Unit is working on updating health and nutrition training binder. This includes creating training presentations.	
Create a training plan to educate parents and program staff on the importance of following up on health and dental concerns, and to inform all stakeholders on the agency's role so that parents, staff and community partners can collaborate in meeting children's health outcomes that are critical in school readiness.	Judy Lema- HNS Coordinator HNS Unit	August 2022 and on-going		
Strengthen community partnerships by re-engaging with past and current partners and create new collaborations with agencies that provide health and oral health services, health education, and resources.	Gricelda Ocegueda- Manager Judy Lema- HNS Coordinator	March 2022 and on-going	Currently working on new partnership with Sacramento Department of Public Health, Dental Program and Oral Health Solutions to begin use of a pilot dental service navigation program	

			to help parents obtain services. Also working with Sacramento Department of Public Health, Obesity Prevention Program to target centers with high childhood obesity rates.	
Conduct monitoring for the assessment of follow-up services and data collection for health and nutrition content by an external unit (CFS Quality Assurance Unit) to identify gaps in service and staff who need additional training.	Gricelda Ocegueda-Manager Quality Assurance Unit	December 2022-February 2023		
<i>ERSEA – SYSTEMS, SERVICES AND STAFF DEVELOPMENT</i>				
Develop a system for review of all Head Start and Early Head Start applications with the intention of reducing errors, tracking completion rates, and to alert Program Officers to staff who need additional training.	Veronica Jones-Program Officer Program Analysts-ERSEA	April/May 2022		
Review all enrollment documents with a goal of reducing paperwork for families and to ensure there is no duplicative documents. This will be done for both home-base and center-based enrollment documents.	ERSEA team to lead, with support from staff in H/N and Education	June/July 2022		
Create a more streamlined system of reaching out to families on the Inquiry list. The goal being to ensure all families are contacted, and encourage them to upload the necessary eligibility documents and to track where they learned about the program.	Lisa Carr, Manager Veronica Jones-Program Officer ERSEA Program Analyst	August 2022		

Engage and encourage families to bring children to school regularly and focus on regular attendance and to be educated on the effect of chronic absence on learning loss.	Lisa Carr-Manager Laura Correa-DeAlmeida-Education Coordinator Family Service Workers	September 2022 and on-going		
<i>GOVERNANCE – SYSTEMS, SERVICES AND STAFF DEVELOPMENT</i>				
Engage and brainstorm with parents and staff to generate new ideas and strategies on how to recruit parents to PAC/PC and increase overall enrollment in HS/EHS.	Marie Desha – SS/PI Coordinator Lisa Carr- Manager (ERSEA and FE) Family Services Workers	May 2022 and July 2022		
Provide parents more opportunities to learn about how they can continue their leadership and advocacy role after the leave the program.	Marie Desha – SS/PI Coordinator Laura DeAlmeida – Education Coordinator	June 2022 and November 2022		
Provide more opportunities for parents to increase awareness of the workforce and build their employment skills by participating in SETA activities like screening applicants and interviewing.	Marie Desha – SS/PI Coordinator Lisa Savori, HR Manager	Monthly		
Provide more workshops on effective parenting skills	Lisa Carr – Manager FE Family Services Workers	At least quarterly at center parent meetings		

ITEM III-C – ACTION

APPROVAL OF PROGRAM YEAR 2022-2023 HEAD START AND EARLY HEAD START REFUNDING APPLICATION

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the Program Year 2022-2023 Head Start/Early Head Start Refunding Application. The refunding application is for Year 3 of a 4-year funding cycle. Normally, Head Start grants are a 5-year funding cycle. However, due to a consolidation of the Head Start, Early Head Start and Child Care Partnership grants in 2021-2022, the funding cycle was shortened by one fiscal year, utilizing the funding cycle that would expire first. Should SETA require additional time to complete unfinished projects after the funding cycle ends on July 31, 2024, it may request a no-cost extension for up to 12 months to complete those projects.

A detailed Program Narrative is attached under separate cover. A few highlights for 2022-23 include:

Relinquished Enrollment Slots/Funding - Sacramento City USD requested to voluntarily relinquish 60 enrollment slots to SETA due to Transitional Kindergarten/Universal Pre-Kindergarten (TK/UPK) expansion and historic declining enrollment in Head Start classrooms. Enrollment slots and funding will be redistributed as follows:

- The Elk Grove USD will serve an additional forty (40) children with disabilities in inclusion classrooms.
 - This model will ensure that four (4) enrollment slots are reserved for children with special needs in 10 additional classrooms within District boundaries.
 - The inclusion classroom will be supported by three staff with an 8:1 child-teacher ratio including a Head Start qualified teacher, two Head Start qualified teacher assistants and a roaming special education teacher
- The SETA Operated Program will serve twenty (20) children at Spinelli Elementary, which opened as a temporary location during the 2021-22 program year to cover the Northview closure during construction. The 20 additional slots will keep the center open in this service area.
- This relinquishment will be effective August 1, 2022.

New Head Start Locations – There are five (5) new Head Start locations proposed for the 2022-23 program year, including:

ITEM III-C-ACTION (continued)

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Site Name Zip Code	Agency	Funded Enrollment	Service Options
Spinelli (from temporary to permanent) 95843	SETA	20 preschool	6.5 hours/day 5 days/week Traditional school year
Florin East Grammar School (from temporary to permanent) 95828	SETA	40 preschool	6.5 hours/day 5 days/week Traditional school year
Foulks Ranch Elementary 95758	Elk Grove USD	24 preschool	3.5 hours/day 4 days/week Traditional school year
Miwok Village Elementary 95757	Elk Grove USD	24 preschool	3.5 hours/day 4 days/week Traditional school year
Pleasant Grove Elementary 95624	Elk Grove USD	24 preschool	3.5 hours/day 4 days/week Traditional school year

Proposed Center Changes

Center Name Agency	Current Funded Enrollment	Rationale for Change
American Legion SETA	16	SCUSD will offer its own infant/toddler program on this campus.
Florence Markofer Elk Grove USD	40	Enrollment slots moved to new center within District boundaries
Sierra Enterprise Elk Grove USD	20	Enrollment slots moved to new center within District boundaries
AM Winn Sacramento City USD	16	Head Start class will be replaced with alternate preschool services
Isador Cohen Sacramento City USD	16	Head Start class will be replaced with alternate preschool services
Mark Twain Sacramento City USD	16	Head Start class will be replaced with alternate preschool services

Head Start–Early Head Start Enrollment Conversion - The SETA Operated Program will be requesting a Head Start–Early Head Start conversion, converting 60 Head Start (preschool) enrollment slots to 8 Early Head Start (infant/toddler) slots. This conversion will help expand part-day services to full-day services in three (3) Early Learning Centers (Strizek Park, Elkhorn and Crossroad Gardens) and offer additional infant/toddler enrollment slots in high need, under-served communities. With the conversion,

- Three AM Head Start classes will extend operational hours from 4 hours/day to 6.5 hours/ day, displacing 60 PM enrollment slots.

ITEM III-C-ACTION (continued)

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- With the high demand for longer hours and the low enrollment in afternoon (PM) sessions, increased operational hours will better meet family's needs and better align with elementary school schedules.
- No current families will be displaced as a result of this change. Current children not transitioning to Kindergarten will remain at the center with longer hours. Enrollment will be reduced through attrition.
- For families who chose to remain in part-day classes, a transfer to an alternate center in close proximity with part-day hours will be offered.
- The 60 displaced enrollment slots will be converted to 8 new infant/toddler slots, adding one additional enrollment slot at 8 existing EHS centers (Bret Harte, Grizzly Hollow, Hillsdale, Job Corps, Marina Vista, Norma Johnson, North Avenue, Sharon Neese).
- Changes will be effective in August 1, 2022.
- Some of the Head Start cost savings will be used to add an additional Head Start associate teacher to the full-day class to maintain ratios during breaks, lunch periods and off-the-floor time for planning. The remaining funds will be transferred to Early Head Start to support the 8 added enrollment slots. Budget details can be found in the Budget and Budget Justification narrative.

Total Funded Enrollment for 2022-23

Agency	Funded Enrollment 2022-2023	
	Head Start	Early Head Start
SETA Operated Program	1,696	660
Elk Grove USD	480	
Sacramento City USD	676	
San Juan USD	1,044	164
Twin Rivers USD	160	56
WCIC	120	
Total	4,176¹	880¹

¹ Includes a pending HS-EHS conversion of 60 Head Start enrollment slots to 8 EHS enrollment slots

Services for the 2022-2023 program year will commence on August 1, 2022.

A detailed program narrative will be sent under separate cover.

RECOMMENDATION:

Approve the Program Year 2022-2023 Head Start and Early Head Start Refunding Applications.

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM III-D– ACTION

APPROVAL OF THE SETA HEAD START AND EARLY HEAD START
BUDGETS FOR PROGRAM YEAR 2022-2023

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the 2022-2023 Head Start and Early Head Start budgets. The budgets include Basic and Training and Technical Assistance (TTA) funding for the SETA Operated Program, its five delegate agencies, and two partners. The proposed budgets for 2022-2023, including a conversion of \$298,564 from Head Start to Early Head Start, are as follows:

Head Start Basic (4,176 children/families w/conversion)	\$49,671,768
Head Start Training and Technical Assistance	<u>\$ 527,209</u>
Sub-Total	\$50,198,977

Early Head Start Basic (880 children/families w/conversion)	\$13,457,817
Early Head Start Training and Technical Assistance	<u>\$ 280,062</u>
Sub-Total	\$13,737,880

TOTAL	<u>\$63,936,857</u>
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In accordance with the Program Instruction, ACF-PI-HS-22-02, issued on April 14th, a Cost of Living Adjustment (COLA) increase of 2.28% and an allocation for Quality Improvement (QI) funding will be forthcoming to address wages, fringe benefits and increased operating costs. In anticipation of the funding guidance letter, SETA is meeting with labor union representatives to negotiate use of the funds in the SETA Operated Program. Funds will also be allocated to delegate agencies and partners. The COLA/QI application will be included on the next meeting agenda.

A copy of the 2022-2023 Head Start and Early Head Start budgets for Basic and Training/Technical Assistance will be sent under separate cover.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the Program Year 2022-2023 Head Start and Early Head Start Budgets for Basic and Training/Technical Assistance (TTA) in the amount of \$63,936,857.

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM III -E – ACTION

APPROVAL OF THE 2022-2023 HEAD START AND EARLY HEAD START PROGRAM OPTIONS AND CENTER LOCATIONS FOR SACRAMENTO COUNTY

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the program options and center locations for the SETA Operated Program and its delegate agencies and partner for the 2022-2023 Program Year. Proposed changes include:

New Head Start locations proposed for 2022-2023 include:

Site Name Zip Code	Agency	Funded Enrollment	Service Options
Spinelli (from temporary to permanent) 95843	SETA	20 preschool	6.5 hours/day 5 days/week Traditional school year
Florin East Grammar School (from temporary to permanent) 95828	SETA	40 preschool	6.5 hours/day 5 days/week Traditional school year
Foulks Ranch Elementary 95758	Elk Grove USD	24 preschool	3.5 hours/day 4 days/week Traditional school year
Miwok Village Elementary 95757	Elk Grove USD	24 preschool	3.5 hours/day 4 days/week Traditional school year
Pleasant Grove Elementary 95624	Elk Grove USD	24 preschool	3.5 hours/day 4 days/week Traditional school year

Proposed center changes for 2022-2023:

Center Name Agency	Current Funded Enrollment	Rationale for Change
American Legion <i>SETA</i>	16	SCUSD will offer its own infant/toddler program on this campus.
Florence Markofer <i>Elk Grove USD</i>	40	Enrollment slots moved to new center within District boundaries
Sierra Enterprise <i>Elk Grove USD</i>	20	Enrollment slots moved to new center within District boundaries
AM Winn <i>Sacramento City USD</i>	16	Head Start class will be replaced with alternate preschool services
Isador Cohen <i>Sacramento City USD</i>	16	Head Start class will be replaced with alternate preschool services
Mark Twain <i>Sacramento City USD</i>	16	Head Start class will be replaced with alternate preschool services

ITEM III-E-ACTION (continued)
Page 2

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

RECOMMENDATION:

Approve the Head Start and Early Head Start countywide program options and center locations for the 2022-2023 program year.

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

Program Options – Countywide 2022-2023

Head Start

(Children age 3-5)

Agency	Programs with 5 Days/Week							Programs with 4 Days/Week				Home-base	TOTAL
	Year Round					Traditional School Year		Year Round	Traditional School Year				
	4 hrs/day	6.5 hrs/day	7 hrs/day	8 hrs/day	9 hrs/day	6 hrs/day	6.5 hrs/day	6.5 hrs/day	3.5 hrs/day	6.5 hrs/day	7.5 hrs/day		
SETA	480	80		260	220		80	113	40	300		123	1,696
Elk Grove USD						60			420				480
Sac. City USD			48				628						676
San Juan USD							1,044						1,044
Twin Rivers USD										160			160
WCIC											120		120
TOTAL	480	80	48	260	220	60	1,752	113	460	460	120	123	4,176 ¹

¹ Includes 60 less Head Start enrollment slots due to a pending HS-EHS enrollment slot conversion (pending ACF approval)

Early Head Start

(Children age birth - 3 and pregnant women)

Agency	Programs with 5 Days/Week						Home-base	TOTAL
	Traditional School Year			Year Round				
	6.5 hrs/day	7 hrs/day	8 hrs/day	7 hrs/day	8 hrs/day	9 hrs/day		
SETA			9		177	124	350	660
San Juan USD		32		48			84	164
Twin Rivers USD	56							56
TOTAL	56	32	9	48	177	124	434	880 ¹

¹ Includes 8 additional enrollment slots due to a pending HS-EHS conversion (pending ACF approval)

**SETA OPERATED
HEAD START PROGRAM
Funded Enrollment:
1,696**

Administrative Office:

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

16th Avenue

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

Alder Grove ELC

816 Revere Street
Sacramento, CA 95818

Bannon Creek

2775 Millcreek Drive
Sacramento, CA 95833

Bret Harte

2761 9th Avenue
Sacramento, CA 95818

Bright Beginnings

10487 White Rock Road, P52
Rancho Cordova, CA 95670

Capital City

7220 24th Street
Sacramento, CA 95822

Collis P Huntington

5917 26th Street
Sacramento, CA 95822

Crossroad Gardens

7322 Florinwood Drive
Sacramento, CA 95823

Dudley

8000 Aztec Way
Antelope, CA 95843

Elkhorn

5249 Elkhorn Blvd.
Sacramento, CA 95660

Florin Grammar

8383 Florin Road
Sacramento, CA 95828

Franklin

6929 Franklin Blvd.
Sacramento, CA 95823

Freedom Park

6015 Watt Avenue, Suite 5
North Highlands, CA 95660

Freeport

2118 Meadowview Drive
Sacramento, CA 95832

Fruitridge

5746 40th Street
Sacramento, CA 95824

Galt

615 2nd Street
Galt, CA 95632

Grizzly Hollow

805 Elk Hills Drive
Galt, CA 95632

Hillsdale

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

Hopkins Park

2317 Matson Drive
Sacramento, CA 95822

Illa Collins

3530 41st Avenue
Sacramento, CA 95824

Job Corps

3100 Meadowview Road
Sacramento, CA 95832

Kennedy Estates

6501 Elder Creek Road
Sacramento, CA 95824

LaVerne Stewart

5545 Sky Parkway
Sacramento, CA 95823

Marina Vista

263 Seavey Circle
Sacramento, CA 95818

Mather

10546 Peter A. McCuen Road
Mather, CA 95655

Nedra Court

60 Nedra Court
Sacramento, CA 95822

Norma Johnson

3265 Norwood Avenue
Sacramento, CA 95838

North Avenue

1281 North Avenue
Sacramento, CA 95838

Northview

2401 Northview Drive
Sacramento, CA 95833

Parker Avenue

4516 Parker Avenue
Sacramento, CA 95820

Phoenix Park

4400 Shining Star Drive
Sacramento, CA 95823

Sharon Neese

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

Solid Foundation

7505 Franklin Blvd.
Sacramento, CA 95823

Spinelli

3401 Scotland Drive
Antelope, CA 95843

Strizek Park

3829 Stephen Drive
North Highlands, CA 95660

Walnut Grove

14273 River Road
Walnut Grove, CA 95690

SETA Home Base Program

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

Administrative Office:

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

Charles E. Mack Elementary

4701 Brookfield Drive
Sacramento, CA 95823

David Reese Elementary

7600 Lindale Drive
Sacramento, CA 95828

Foulks Ranch Elementary

6211 Laguna Park Drive
Elk Grove, CA 95758

Franklin Elementary

5401 Dorsey Drive
Elk Grove, CA 95757

Florin Elementary

7300 Kara Drive
Sacramento, CA 95828

**Herman Leimbach
Elementary**

8010 Grandstaff Drive
Room B2
Sacramento, CA 95823

Irene B. West Elementary

8625 Serio Way
Elk Grove, CA 95758

**Isabelle Jackson
Elementary**

8351 Cutler Way
Sacramento, CA 95828

James McKee Elementary

8701 Halverson Drive
Elk Grove, CA 95624

John Reith

8401 Valley Lark Drive
Sacramento CA 95823

Maeola Beitzel Elementary

8140 Caymus Drive
Sacramento CA 95829

Miwok Village Elementary

10070 Lousada Drive
Elk Grove, CA 95757

Pleasant Grove Elementary

10160 Pleasant Grove School
Road
Elk Grove, CA 95624

Prairie Elementary

5251 Valley Hi Drive
Sacramento, CA 95823

**Samuel Kennedy
Elementary**

7037 Briggs Drive
Sacramento, CA 95828

Union House Elementary

7850 Deer Creek Dr.
Sacramento, CA 95823

William Daylor High School

6131 Orange Ave.
Sacramento, CA 95823

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

Administrative Office:

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

Abraham Lincoln

3324 Glenmoor Drive
Sacramento, CA 95827

Bear Flag

6620 Gloria Drive
Sacramento, CA 95831

Bowling Green - Chacon

6807 Franklin Blvd.
Sacramento, CA 95823

Bowling Green - McCoy

4211 Turnbridge Drive
Sacramento, CA 95823

Camelia

6600 Cougar Drive
Sacramento, CA 95828

Earl Warren

5420 Lowell Street
Sacramento, CA 95820

Edward Kemble

7495 29th Street
Sacramento, CA 95822

Elder Creek

7800 Lemon Hill Avenue
Sacramento, CA 95824

Ethel I. Baker

5717 Laurine Way
Sacramento, CA 95824

Ethel Phillips

2930 21st Avenue
Sacramento, CA 95820

Fr. Keith B. Kenny

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

Golden Empire

9045 Canberra Drive
Sacramento, CA 95826

H. W. Harkness Elementary
2147 54th Avenue
Sacramento, CA 95822

Hiram Johnson
3535 65th Avenue
Sacramento, CA 95820

James W. Marshall
9525 Goethe Road
Sacramento, CA 95827

John Bidwell
1730 65th Avenue
Sacramento, CA 95822

John Cabrillo
1141 Seamas Avenue
Sacramento, CA 95822

John Sloat
7525 Candlewood Way
Sacramento, CA 95822

John Still
2200 John Still Drive
Sacramento, CA 95832

Leataata Floyd
401 McClatchy Way
Sacramento, CA 95818

Lisbon
7555 S. Land Park Drive
Sacramento, CA 95831

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

Nicholas
6601 Steiner Drive
Sacramento, CA 95823

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

Pacific
6201 41st Street
Sacramento, CA 95824

Parkway
4720 Forest Parkway
Sacramento, CA 95823

Peter Burnett
6032 36th Avenue
Sacramento, CA 95824

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

Washington
520 18th Street
Sacramento, CA 95814

Woodbine
2500 52nd Ave.
Sacramento, CA 95822

**SAN JUAN USD
HEAD START
Funded Enrollment:
1,044**

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

Arlington Heights
6401 Trenton Way
Citrus Heights, CA 95621

Choices Charter School
4425 Laurelwood Way
Sacramento, CA 95864

Coleman Elementary
6504 Beech Avenue
Orangevale, CA 95662

Cottage Elementary
2221 Morse Avenue
Sacramento, CA 95825

Coyle
6330 Coyle Avenue
Carmichael, CA 95608

Dyer Kelly
2236 Edison Avenue
Sacramento, CA 95821

Encina
1400 Bell Street
Sacramento, CA 95825

Garfield
3700 Garfield Avenue
Carmichael, CA 95608

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

Grand Oaks
7901 Rosswood Dr.
Citrus Heights, CA 95621

Howe Elementary
2404 Howe Avenue
Sacramento, CA 95825

Kingswood Elementary
5700 Primrose Drive
Citrus Heights, CA 95610

Lichen Elementary
8319 Lichen Drive
Citrus Heights, CA 95621

Mariposa
7940 Mariposa Avenue
Citrus Heights, CA 95610

Marvin Marshall
5309 Kenneth Avenue
Carmichael, CA 95608

Pasadena Elementary
4330 Pasadena Avenue
Sacramento, CA 95821

Ralph Richardson Elementary
4848 Cottage Way
Carmichael, CA 95608

Skycrest Elementary
5641 Mariposa Ave.
Citrus Heights, CA 95610

Sunrise Elementary
7322 Sunrise Blvd.
Citrus Heights, CA 95610

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

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

Morey Avenue School
155 Morey Avenue
Sacramento, CA 95838

Oakdale Preschool Center
3708 Myrtle Avenue
North Highlands, CA 95660

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

Village Preschool Center
6845 Larchmont Drive
North Highlands, CA 95660

**WOMEN'S CIVIC
IMPROVEMENT CLUB
HEAD START
Funded Enrollment:
120**

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

Playmate #1
3930 8th Avenue
Sacramento, CA 95817

Playmate #2
3555 3rd Avenue
Sacramento, CA 95817

**SETA OPERATED
EARLY HEAD START
Funded enrollment:
660**

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

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

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

Bret Harte
2761 9th Avenue
Sacramento, CA 95818

Capital City
7220 24th Street
Sacramento, CA 95822

Collis P Huntington
5917 26th Street
Sacramento, CA 95822

Crossroad Gardens
7322 Florinwood Drive
Sacramento, CA 95823

Elkhorn
5249 Elkhorn Blvd.
Sacramento, CA 95660

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

Galt
615 2nd Street
Galt, CA 95632

Grizzly Hollow
805 Elk Hills Drive
Galt, CA 95632

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

Hiram Johnson
3535 65th Street
Sacramento, CA 95820

Hopkins Park
2317 Matson Drive
Sacramento, CA 95822

Job Corps
3100 Meadowview Road
Sacramento, CA 95832

Marina Vista
263 Seavey Circle
Sacramento, CA 95818

Mather
10546 Peterborough Road
Mather, CA 95655

Norma Johnson
3265 Norwood Avenue
Sacramento, CA 95838

North Avenue
1281 North Avenue
Sacramento, CA 95838

Northview
2401 Northview Drive
Sacramento, CA 95833

Phoenix Park
4400 Shining Star Drive
Sacramento, CA 95823

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

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

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

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

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

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

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

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

**San Juan Infant/Toddler
Center**
7551 Greenback Lane
Citrus Heights, CA 95610

SJUSD EHS Home Base

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

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

Morey Avenue School
155 Morey Avenue
Sacramento, CA 95838

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

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

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

ITEM III – F – ACTION

APPROVAL OF 2022-2023 TRAINING/TECHNICAL ASSISTANCE PLAN FOR
THE SETA HEAD START AND EARLY HEAD START PROGRAM, AS ALIGNED
WITH ESTABLISHED FIVE-YEAR GOALS AND OBJECTIVES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the Program Year 2022-2023 Head Start and Early Head Start Training/Technical Assistance Plan (TTA).

The TTA Plans were developed to ensure continued quality and improvement and to support training activities for staff and parent development.

The Training and Technical Assistance Plan and Countywide 5-year goals are attached.

RECOMMENDATION:

Approve the Program Year 2022-2023 SETA Head Start and Early Head Start Training/Technical Plan as aligned with established 5-year goals and objectives.

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

PHILOSOPHY

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

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

PLANNING PROCESS

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

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

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

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

APPROACH TO TRAINING, TECHNICAL ASSISTANCE AND PROGRAM IMPROVEMENT

Adjustments to the Training and Technical Assistance Plan (T/TA) proposed for PY 2022-2023 reflect the combined needs identified and prioritized by parents on the Refunding Grant Application Planning Committee and parents on the Budget/Planning Review Committee. The resulting goals established in the 2022-2023 Self-Assessment Action Plan through careful analysis of results from: PIR, Community Assessment, countywide goals, on-going monitoring, DRDP and ERSEA reports.

A systematic approach was taken to ensure that our 2022-2023 Self-Assessment Action Plan, and associated budget, would reflect current needs identified through a) on-going monitoring, b) PIR results, c) committee reviews of the existing T/TA Plan, as well as the continuing Five-Year Goals and Objectives.

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

OUTCOMES AND TIMETABLES

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

[NOTES LEGEND: M=Mandated; GNO= Goals and Objectives; PIP= Program Improvement Plan BP=Best Practice,

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source HS EHS		Notes
Child Services and Consultants							
A. Consultants							
The program will use consultants as subject-area experts to ensure that HS/EHS services are aligned with Performance Standards.	HS/EHS Staff	Consultants	Depending on the consultants used, staff will utilize the services of consultants to ensure best practices and adherence to Performance Standards are met. Consultants may also be used as a training resource for staff, and provide coaching when necessary.	Consultants will be scheduled as needed in the program year 22/23	\$3,000	\$1,500	BP
Parent Services							
A. Parent Opportunities							
Parents will be recruited to train for a variety of apprentice type jobs, including working with facilities, office work, working in the kitchen.	HS/EHS parents	Head Start staff	HS/EHS parents will be offered the opportunity to learn skills, including soft skills that potentially may lead to permanent employment opportunities in the community.	October 2022 July 2023	ARP		BP
Parents will have the opportunity to attend Head Start California Parent and Family Engagement Conference, and other conferences in the state.	HS/EHS parents	Conference	Staff and parents will have the opportunity to attend a national Head Start conference. Both parents and staff will be expected to report out to their boards or their peers, on the information they learned and felt was the most impactful.	August 2022-ongoing	\$4,000	\$1,000	GNO

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source HS EHS		Notes
B. Family Literacy Project							
Workforce/Head Start Parent Tuition Reimbursement	HS/EHS parents	Approved vendors from Sacramento County	This reimbursement will be used for parents who request to attend a job training program and the cost is not fully covered by other providers. The expected outcome includes providing opportunities to enrolled HS/EHS parents to become job ready and to provide opportunities for increased economic mobility.	2022-2023	\$3,000	\$1,500	GNO
Parents will be provided books and activities to take home monthly.	HS/EHS parents	SS/PI Coordinator	Parents will be given a book bi-monthly, and activity sheets monthly to do with their child. Activity sheets will focus on literacy and math skills that parents can easily do at home with their child. The expected outcome will be increased literacy scores in children’s assessment data, and increased knowledge about the importance of parent participation in school readiness activities	August 2022- July 2023	\$33,000	\$6,000	BP
Parent Safety Training	HS/EHS Parents	Consultants	Home safety workshops will be offered to parents. These workshops will focus on home safety tips including smoke detector maintenance, disaster preparedness and other personal safety topics.	March 2023	HS Basic	EHS Basic	BP

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source		Notes
					HS	EHS	
Parent CPR	PAC/PC parents	HS staff	Spaces will be set aside for PAC and PC parents to attend CPR classes held at SETA Head Start. The goal of the training is to offer parents' the opportunity to be trained both in CPR and first aid.	August 2022-July 2023	No Cost	No Cost	BP
Training and Staff Development							
On-going training and conference opportunities and other resources	EHS and HS staff	Trainers, conferences, and resources to be determined.	Staff will be offered the opportunity to engage in a variety of staff development activities with the expected outcome to include increased knowledge in the areas of school readiness, curriculum implementation, and improved CLASS scores.	August 2022-July 2023	\$9,600	\$3,688	M
Out of State Conferences	HS/EHS Staff	ChildPlus, WIPFLI, NHSA Leadership Conference, Parent's as Teachers National	Staff will be offered the opportunity to travel to identified out-of-state conferences to enhance job related competencies.	August 2022-July 2023	\$24,000		BP
Teaching Pyramid	HS Staff	Sacramento County Office of Education	Teaching Pyramid training will continue for HS staff in order to ensure best practices continue in the area of social/emotional support for HS children.	To be determined	\$9,000		BP
CLASS Observer Training/Coaching and CLASS certificates	Grantee and Delegate staff	TeachStone	Teach Stone will be contracted to provide refresher training for HS staff on the use of the CLASS tool. The expected outcome	To be determined	\$15,000	\$2,000	BP

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source		Notes
					HS	EHS	
			includes increased confidence and knowledge in the areas that CLASS assess. Expected outcomes also include increased scores on classroom assessment evaluations and CLASS scores.				
Learning Genie	SCUSD	SETA Staff	SETA staff will provide T/TA services to teachers in SCUSD. Allocated money will be used to buy licenses for the program. The expected outcome is a better alignment with countywide practice and more effective implementation of the DRDP for children's assessment.	August, 2022	HS Basic		SA
ReadyRosie Parenting Curriculum	Grantee	SETA Staff	ReadyRosie is the on-line parenting program used with parents to provide video support on topics aligned with the PFCE Framework	August 2022-2023	HS Basic		GO
Parents as Teachers Home-based curriculum training	Home Based Staff	Parents as Teachers	Home visitors will be given an opportunity to participate in on-going training in the PAT curriculum. Funds will also be allocated for annual subscription costs.	To be determined.		\$15,000	GO
ECERS/ITERS Observers	HS/EHS Staff	Consultants	Consultants will be used to independently assess HS/EHS classrooms using the ECERS and ITERS tool. Consultants will also provide reports to staff for continuous improvement and feedback.	March 2023	\$6,000	\$1,000	SA

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source		Notes
					HS	EHS	
Family Development Credential	FSW and Home Visitors		Countywide staff will be given the opportunity to participate in this monthly training. The expected outcomes include increased quality services to parents, looking at strength-based approaches to family engagement, and an opportunity to network and collaborate across agencies.	October 2022- July 2023	\$8,000		BP
Trauma-Informed Care Training	HS/EHS Staff	Trainers, resources and coaching	To improve knowledge about trauma and its impact on young children's learning and development Understand how to use strategies that are sensitive to children who may have experienced trauma and that support the health, healing, resilience, and well-being of these children.	March 2023	\$6,000	\$2,000	SA
Curriculum Focus- STEM	HS Staff	SETA Staff	Staff will be given an opportunity to participate in on-going training in the area of STEM practices. Money will be used to provide materials for make and take and to enhance curriculum activities in the classroom.	To be determined	QRIS	QRIS	BP
CCEI Online Professional Development	HS/EHS Staff	CCEI	This is a subscription service that allows teaching staff to engage in on-line professional growth opportunities.	August 2022- July 2023	\$2,000	\$1,000	SA

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source		Notes
					HS	EHS	
Quality Improvement Network (QIN)	HS/EHS Staff – with SJUSD and EGUSD	Early Intel/ CCR Analytics	The cost of this year long training gives staff the opportunity to take a deep dive into a problem statement and be guided through the process using data to make decisions and improve practices.	August 2022- July 2023	HS Basic		BP
Career Incentive Plan Funds	HS/EHS Staff	Community College and Universities and Teacher Credentialing	Staff will have the opportunity to be reimbursed a set amount of money annually to continue their education and to keep up required teaching credentials.	August 2022 July 2023	\$15,000	\$1,000	BP
Delegate Support Services							
Delegate/Partner Support Services	Delegate Staff	Delegate Support Staff	The expected outcomes include continued support on policies and procedures and monitoring processes between the grantee and delegate and partner agencies. The grantee may also host its annual Delegate Kick-off meeting.	November 2022	\$4,000		BP
CLASS Reliability Training	EGUSD/SCUSD /TWUSD	TeachStone	<i>TeachStone</i> will be contracted to provide training on reliability training in order to monitor their programs' CLASS scores and act as a CLASS Reliable Observer.	October 2022	\$5,000		BP
Creative Curriculum	Delegate staff	SETA Education Coordinators	SETA Education Coordinators will work with delegate education staff to ensure that delegates are up-	August 2022- July 2023	No cost		BP

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source		Notes
					HS	EHS	
			to-date on best practices in using the classroom curriculum.				
Personnel Fringe Benefits	Countywide Training and Technical Assistance Support	Content Coordinators and Specialists	Grantee staff provides ongoing training and technical assistance to SETA Operated and/or delegate agency/partner staff. Training/Technical Assistance is provided upon request, as a result of monitoring outcomes and/or corrective action/program improvement opportunities.	August 2022-July 2023	\$172,210 \$100,484	\$126,145 \$ 73,606	BP
TOTAL					\$419,294	\$235,439	

Sacramento County Head Start and Early Head Start

5-Year Goals

2020-2025

Goal #1 – School Readiness

Increase child outcomes by developing and strengthening Social/Emotional competencies, family partnerships and staff development.

Goal #2 – Health and Wellness

Increase the health and well-being of children birth to age 5 by improving the number of children who are up-to-date on a schedule of age-appropriate preventive and primary health care.

Goal #3 – Attendance

Improve the rate of attendance for children in the Head Start and Early Head Start program.

Goal #4 – Family Engagement

Increase and promote parent and family engagement that is culturally responsive, reflective, and goal oriented in order to support families.

ITEM III-G – ACTION

APPROVAL OF SELECTION CRITERIA FOR ENROLLMENT IN
HEAD START OR EARLY HEAD START PROGRAMS

BACKGROUND:

In accordance with Head Start Program Performance Standards (HSPPS), the Parent Advisory Committee is required, on an annual basis, to review and approve the Countywide Enrollment Selection Criteria for prioritizing enrollment into the Head Start and Early Head Start programs. In March 2022, a team of countywide Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) stakeholders met to review and update the Head Start (preschool) Selection Criteria and the Early Head Start (infants/toddlers/pregnant women) Selection Criteria. As a result of the meeting, there were no recommended changes to either Criteria for the upcoming year.

A copy of each Selection Criteria is attached for review.

Staff will be available to answer questions.

RECOMMENDATION:

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

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

EARLY HEAD START SELECTION CRITERIA: SACRAMENTO COUNTY

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

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

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

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

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

- _____ 1. Transfer Early Head Start child within Sacramento County with documentation.
(copy of Application and Eligibility Verification Form must be attached to wait list)

- _____ 2. Transfer homeless child or child in foster care from outside of Sacramento County*
*(Now living in Sacramento County)

- _____ 3. Family with a child birth to 36 months of age with a current IFSP.
(up to 10% may exceed Federal Income Guidelines) (waiver necessary)

- _____ 4. A previously enrolled child (who dropped on good standing)
who requests to return to original agency within 60 days.

- _____ 5. Pregnant woman/parent/guardian with a child birth to 12 months of age having
one or more documented family situations within the past year such as:

•Abuse (physical, substance, sexual & emotional)	•Teen Parent
•High Risk Pregnancy (includes moms >35 or <18)	•Homelessness
•Death of a parent/guardian, sibling	•Foster care
•Parent with developmental delay or other disabling condition	•CPS

- _____ 6. Pregnant woman/parent/guardian with a child 13 to 36 months of age having
one or more documented family situations within the past year such as:

•Abuse (physical, substance, sexual & emotional)	•Teen Parent
•High Risk Pregnancy (includes moms >35 or <18)	•Homelessness
•Death of a parent/guardian, sibling	•Foster care
•Parent with developmental delay or other disabling condition	•CPS

- _____ 7. Pregnant woman/parent/guardian with a child birth to 12 months of age.

- _____ 8. Pregnant woman/parent/guardian with a child 13 to 36 months of age.

- _____ 9. Pregnant woman/parent/guardian with a child birth to 12 months of age
who exceeds Federal Income Guidelines 101 to 130% (waiver necessary).

- _____ 10. Pregnant woman/parent/guardian with a child 13 to 36 months of age
who exceeds Federal Income Guidelines 101 to 130% (waiver
necessary).

- _____ 11. Pregnant woman/parent/guardian with a child birth to 12 months of age
who exceeds Federal Income Guidelines with no cap (waiver necessary).

- _____ 12. Pregnant woman/parent/guardian with a child 13 to 36 months of age who
exceeds Federal Income Guidelines with no cap (waiver necessary).

HEAD START SELECTION CRITERIA SACRAMENTO COUNTY

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

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

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

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

ITEM III-H – ACTION

APPROVAL OF BUDGET MODIFICATION REQUEST FOR HEAD START AND EARLY HEAD START IN PROGRAM YEAR 2021-2022

BACKGROUND:

This agenda item provides the opportunity for the Policy Council to approve a Head Start and Early Head Start Budget Modification, in the amount of \$1,150,000 for program year 2021-22 for the Northview Early Learning Center tenant improvement project. Specifically, \$875,523 will be reprogrammed from Head Start Basic and \$274,477 will be reprogrammed from Early Head Start CARES Act funding. Both funding sources are on a No Cost Extension, which will expire on July 31, 2022.

On November 23, 2021, the Policy Council approved a Budget Modification and No Cost Extension request to utilize CARES Act funding for the Northview tenant improvement project. During the planning phase for Northview construction, staff proposed using 50% Head Start/Early Head Start Basic funds and 50% CARES Act funds. While the entire project qualified for CARES Act funding, management decided to reserve a portion of the one-time CARES Act funding to cover increased costs to respond to and recover from COVID-19. This included the purchase of COVID-19 related health and safety supplies including personal protection equipment (PPE). With the pandemic subsiding and expenditures slowing down, staff recommends using the remaining under-spent CARES Act funds, estimated to be \$274,477, to complete the Northview project. As a result, the program will have a cost savings in the current Basic grant for Head Start and Early Head Start that can be used toward future construction/deferred maintenance projects. The remaining \$875,523 will be reprogrammed from under-spent funds in Head Start Basic.

The Budget Modification will utilize under-spent funds in the Fringe Benefits, Supplies, Contractual and Other cost categories and reprogram to the Construction cost category to complete the Northview project. Specifically, the funding will be reprogrammed from Head Start and Early Head Start as follows:

Head Start Basic Budget (\$875,523)

Grant # 09CH010182 – 05			
Cost Category	Budget	Budget Modification	Updated Budget
Personnel	12,858,611	-	12,858,611
Fringe Benefits	7,479,258	(33,899)	7,445,359
Travel	-	-	-
Equipment	492,989	-	492,989
Supplies	919,572	(220,816)	698,756
Contractual	20,767,257	(306,932)	20,460,325

ITEM III-H-ACTION (continued)
Page 2

Contractual (Duration Start-Up)	1,206,091	-	1,206,091
Construction	-	875,523	875,523
Other	4,925,573	(313,876)	4,611,697
Total	48,649,351	-	48,649,351

Early Head Start CARES Act Budget (\$274,477)

Grant #09CH010182 - 05			
Cost Category	Budget	Budget Modification	Updated Budget
Personnel	-	-	-
Fringe Benefits	-	-	-
Travel	-	-	-
Equipment	-	-	-
Supplies	169,535	(121,915)	47,620
Contractual	264,309	-	264,309
Construction	90,000	274,477	364,477
Other	169,535	(152,562)	16,973
Total	693,379	-	693,379

Northview is anticipated to be completed by July 1, 2022.

Staff will present information and be available to answer questions.

RECOMMENDATION:

Approve a budget modification request for Head Start Basic and Early Head Start CARES Act, in the amount of \$1,150,000, to complete the Northview Early Learning Center tenant improvements.

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account
–Mr. Victor Han
- Community Resources – Parents/Staff: Ms. Marie Desha
 - Bright by Text - Head Start CA
 - Summer Internship for High School Students - SMUD

NOTES:

Bright
by

Text



**Because kids
don't come with
instructions**

**Porque los niños
no vienen con
instrucciones**

We know parenting can be overwhelming.
We're here to help, one text message at a time.

Sabemos que la crianza de los hijos puede ser abrumadora.
Estamos aquí para ayudar, un mensaje de texto a la vez.



Text **HEADSTARTCA** to **274 448**
for **FREE** parenting tips

Envía **HEADSTARTCA** al **274 448**
para recibir consejos gratuitos
sobre la crianza de los hijos



English

@BrightbyText
BrightbyText.org
HeadstartCA.org



Español

Connecting Families Throughout The State of California

Bright by Text is a nationwide, bilingual text messaging service. We empower parents/caregivers with information to build nurturing caregiver-child relationships, promote a child's healthy development, and improve school readiness.

TECHNOLOGY

Bright by Text uses a proprietary customized platform to send timely information that parents/caregivers need.

COMMUNICATION

Bright by Text offers organizations frictionless communication through a parent/caregiver's mobile device in English or Spanish.

TARGETED MESSAGES

Bright by Text partners have the ability to connect with families to drive community impact based on a subscriber's zip code.

TRUSTED CONTENT

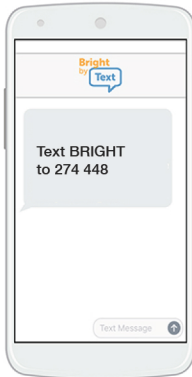
Families receive expertly-curated content and resources from today's most trusted sources like Sesame Street, Vroom, CDC, Zero to Three, and PBS.

DATA & ANALYTICS

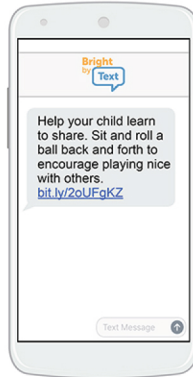
Our partners can leverage backend user data with demographic overlays to analyze reach and impact.

USER EXPERIENCE

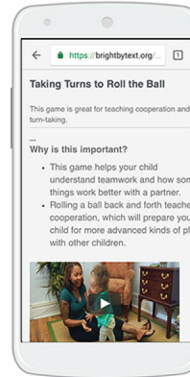
ENROLL



TEXT MESSAGE



LANDING PAGE



LINKED CONTENT



IMPACT

COMPETENCE



GAIN IN COGNITIVE
DEVELOPMENT AMONG
LOW-INCOME FAMILIES

CONFIDENCE



REPORT BEING MORE
CONFIDENT AND
INFORMED IN THEIR
ROLE AS A CAREGIVER

CONNECTION



INCREASED AWARENESS
OF LOCAL RESOURCES
FROM A BRIGHT BY TEXT
COMMUNITY MESSAGE

Head Start CA

We are partnering with Bright by Text to provide member agencies' Head Start parents with age-appropriate content and bilingual messaging.

CONTACT US DIRECTLY FOR FURTHER INFORMATION

Christopher Maricle
Executive Director
916.444.7760 x5
chris@headstartca.org

Elizabeth Holloway
Development and Engagement Coordinator
(916) 813 7312
elizabeth@headstartca.org



Paid summer internship for high school students

Get your first job or add to your resumé.

Here’s a unique, 6-week paid summer internship program for high school students. Interns will get an inside look into professions that could inspire career choices through a virtual internship in 2022.

For a complete list of participating schools and to apply, visit sacramentoworks.org/youth/SMUD.



Applications must be received by 11:59 p.m. on Friday, May 6, 2022.

Contact:

Jessica Medina
Sacramento Employment & Training Agency
916-263-3764
SacramentoWorksFor.Youth@seta.net

Minimum requirements:

- Be 16 years of age or older by June 2022
- Be a current Junior or Senior in high school
- Have a 2.5 or better GPA
- Attend mandatory (unpaid) program orientation Thursday, May 19 (5:30 – 6:30 p.m.)
- Attend mandatory (unpaid) work readiness workshops and video interviews June 13 and June 14 (4 – 8 p.m.)
- Attend mandatory (paid) 3-day internship preparation workshops June 22 – 24 (8 a.m. – 4 p.m.)
- Be able to work 36 hours per week from Monday, June 27 – Friday, August 5
- Have no relatives working at SMUD

Candidate selection process

- Step 1.** All applications received by 11:59 p.m., Friday, May 6, 2022 will be accepted and reviewed for minimum qualifications, and then entered into a computerized random drawing.
- Step 2.** Eligible applicants will be invited by email to attend an unpaid mandatory program orientation.
- Step 3.** Students that attend the mandatory program orientation will be entered into a second computerized random drawing. 55 students will be randomly selected to attend a 3-day unpaid work readiness workshop.
- Step 4.** Students attending the work readiness workshop will be invited to interview with SMUD for selection and placement within the organization.



Apply today at sacramentoworks.org/youth/SMUD

Please note: An application does not automatically guarantee an interview or an internship position.



Parent Advisory Committee

If you have any questions, please contact:
Jessica Medina, Workforce Development Supervisor
Sacramento Employment & Training Agency
916-263-3764 | SacramentoWorksForYouth@seta.net

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 **SMUD**[®]
Tuesday, April 26, 2022

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 February 22, 2022 meeting.

NOTES:

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

Meeting Held Electronically

Tuesday, February 22, 2022
11:00 a.m.

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

Mr. Charles Taylor called the meeting to order at 11:01 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
Kara Long, San Juan Unified School District
Rosemary Schapira, Community Agency Representative *(joined at 11:05 a.m.)*
Carissa Salee, Early Head Start, San Juan Unified School District
Lesly Lainez Carballo, SETA-Operated Program
Kahmaria Holleman, SETA-Operated Program

Members Not Present:

Jessica Coultrup, Early Head Start, San Juan Unified School District *(Unexcused)*
Savita Taneja, SETA-Operated Program *(Resigned)*
Diana Ferreyra, SETA-Operated Program *(Unexcused)*

II. Consent Item

A. Approval of the Minutes of the January 25, 2022 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Key, second/Bonner, to approve the January 25, 2022 minutes as distributed.

Roll call vote:

Aye: 8 (Bonner, Wash, Key, Long, Salee, Lainez Carballo, Shapira, Holleman)

Nay: 0

Abstention: 1 (Taylor)

Absent: 2 (Coultrup, Ferreyra)

Ms. Rosemary Shapira joined the meeting at 11:05 a.m.

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. D'et Saurbourne reviewed this item. In order to continue with meetings held in a teleconference format this item must be reviewed and approved every 30 days until the expiration of the Executive Order, March 31, 2022.

Ms. Holleman asked if the Executive Order is for Board meetings or all of SETA-Operated programs.

Ms. Saurbourne clarified this is specific to Board meetings.

Ms. Griffith said for SETA-Operated Programs we are not bringing in volunteers into the classroom yet.

Moved/Salee, 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: 8 (Bonner, Wash, Key, Long, Salee, Lainez Carballo, Shapira, Holleman)

Nay: 0

Abstention: 1 (Taylor)

Absent: 2 (Coultrup, Ferreyra)

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

The board went into closed session at 11:17 a.m. At 11:39 a.m., Mr. Taylor 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, Family Services Worker II, Family Services Worker III, Head Start Cook, Typist Clerk III (Front Desk Receptionist), Accountant I

- C. Approval of the Head Start COVID-19 Vaccine Mandate Policy

Ms. Saurbourne reviewed the new policy. This policy is in response to the Interim Final Rule that came down from the Office of Head Start in November 2021. Anyone paid with Head Start dollars has to be vaccinated against COVID-19 or have an exemption. This was approved by the Governing Board at the February 6, 2022 meeting. The mandate was met by the January 31, 2022 deadline, no staff was reassigned or released from employment as a result of this mandate.

Moved/Key, second/Bonner, to approve the Head Start COVID-19 Vaccine Mandate Policy and Procedure

Roll call vote:

Aye: 8 (Bonner, Wash, Key, Long, Salee, Lainez Carballo, Shapira, Holleman)

Nay: 0

Abstention: 1 (Taylor)

Absent: 2 (Coultrup, Ferreyra)

IV. Information Items

- A. Governing Board Minutes for January 6, 2022 – No Questions

V. Other Reports

- A. Chair's Report: No Report
- B. Open Discussion and Comments: None
- C. Public Participation: None

VII. Adjournment: The meeting was adjourned at 11:46 a.m.

ITEM V
COMMITTEE REPORTS

V. Committee Reports

- Executive Committee Meeting: Ms. Donna Bonner

- Budget/Planning Committee Meeting: Ms. Donna Bonner

- Social/Hospitality 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
- Policy Council Report(s): Lesly Lainez Carballo, Kahmaria Holleman
- Head Start Deputy Director's Report – Ms. Denise Lee
 - ✓ Monthly Head Start Report (attached)

NOTES:



**2021-22 Head Start/California Department of Education (CDE) Review
Monitoring Review Executive Summary Report**
Report Date: February 25, 2022

Program Option: Center-Based Program	Monitoring Type: File review on ChildPlus	Review Period: January 6-31, 2022
Program Year: 2021-22	Number of Child Files: 85 Number of centers: 16 <i>16th Avenue, Alder Grove I/T, American Legion, CP Huntington, Crossroads, Elkhorn, Freedom Park, Freeport, Hillsdale, Job Corps, Marina Vista, Mather, Norma Johnson, North Avenue, Phoenix Park, and Sharon Neese</i> Number of classrooms: 39 <i>16th Avenue (2), Alder Grove I/T (2), American Legion (2), CP Huntington (2), Crossroads (4), Elkhorn (3), Freedom Park (4), Freeport (1), Hillsdale (2), Job Corps (3), Marina Vista (4), Mather (3), Norma Johnson (2), North Avenue (1), Phoenix Park (2), and Sharon Neese (2)</i>	Monitors: Jessica Roenfeldt Rosalind Barajas Sherri Arfsten

Strengths:

Overall improvement in majority of indicators. Please see those indicators highlighted in yellow. They have improved from last review of September of 2021. The error rate was greatly reduced for some indicators.

Organization:

There is a structure in place for the organization of documents uploaded into the digital file recordkeeping system. Some files even had a checklist for the files that were uploaded. Documents on record were labeled and provided an easy flow to follow.

Improvements on:

- Collection of required documents for enrollment eligibility, especially for self-employment proof documents.
- Documentation of information on application and/or eligibility, especially for single parent certification.
- Completion of the Notice of Action.

Overall Compliance

Percentage reflects number of performance indicators marked Compliant over the total number of performance indicators monitored in a program service area.

Indicator	Percentage of Compliance
1 - Completed, accurate and signed application for services in the file.	54%
2 - The recertification occurred no later than 50 days following the last day of the twelve (12) month certification period. <i>There were no children that recertified in this review sample.</i>	N/A
3 - The file contains all child health and current emergency information.	68%
4 - The file contains residency requirements.	92%
5 - The at-risk child has a written referral from a legal, medical, social service agency or emergency shelter, dated within six (6) months immediately preceding the date of the application for service.	100%
6 - There is a release authorizing the contractor to contact the employer(s). (If applicable)	81%
7 - There are payroll check stubs, a letter from the employer, or other record of wages issued by the employer for the month of the two-month (8 weeks) window immediately preceding the initial certification or recertification.	99%
8 - Income documentation (if applicable) is verified.	93%
9 - For self-employed, there is a combination of documentation such as a letter from the source of income or most recently signed and completed tax returns with a statement of current estimated income for tax purposes or other business records, such as ledgers, receipts, or business logs.	100%
10 - The parent provided a combination of documentation necessary to establish current eligibility from either month of the two-month window immediately preceding the initial certification or recertification.	100%
11 - Self-employment income documentation is verified. (If applicable)	100%
12 - File contains the parent self-certified income signed under penalty of perjury.	93%
13 - If current Aid Recipient, documentation of public cash-aid assistance is provided.	100%
14 - There is a written parental declaration, signed under penalty of perjury, that the family is experiencing homelessness or a written referral which identifies the child as experience homelessness from one of the following entities: legal, medical or social service agency, local educational agency liaison for homeless children and youth, a Head Start Program, or an emergency or transitional shelter.	99%
15 - There is documentation for all the children reported in the family size that indicates the relationship of the child to the parent.	82%
16 - The parent who signed the application for services appropriately self-certified their single-parent status under penalty of perjury (if applicable).	91%
17 - The family size is documented correctly on the application for services.	89%
18 - There is an income calculation worksheet in the file.	100%

19 - The income has been correctly calculated and documented to include all individuals counted in the family size.	78%
20 - The documentation of need indicates the days and hours of employment.	95%
21 – For self-employed parent(s), there is a declaration of the employment, estimated days and hours worked per week.	100%
22 – There is a written parental deceleration for seeking employment, signed under penalty of perjury, in the file that includes all the plan and general description of when services will be needed. (If applicable).	89%
23 – Contractor-determined services for no more than 5 days per week and for less than 30 hours per week are in the file.	89%
24 - Vocational training: documentation includes a current class schedule that is either an electronic printout OR a document that includes the classes in which the parent is currently enrolled, the days of the week and times of day of the classes, and the signature or stamp of the training institution's registrar.	99%
25 - Parental Incapacitation: there is documentation provided by a legally qualified health professional.	100%
26 – If homeless, There is a written parental declaration, signed under penalty of perjury, that the family is experiencing homelessness, which includes the parents general search plan to secure a fixed, regular, and adequate residence.	100%
27- If seeking housing, services shall be as requested by the parent and shall occur one more than five (5) days per week and for less than 30 hours	99%
28 – There is a statement from the local County Welfare Department Child Protective Services Unit certifying that the child is receiving child protective services and that child care and development services are a necessary component of the child protective services plan.	100%
29 - There is a statement by a legally qualified professional that the child is at risk of abuse or neglect and childcare and development services are needed to reduce or eliminate that risk.	100%
30 - The days and hours of child care and development services approved and documented by the contractor meet the family's need for child care.	80%
31 - The contractor mailed or delivered a completed Notice of Action to the parents within thirty (30) calendar days from the date the parent signed the application for services for approval or denial of childcare and development services.	71%
32 - The Notice of Action is complete and accurate.	63%
Grand Total	90%

Areas of Non-Compliance: Any indicator with a compliance rate below 90% are considered areas of concern.

Follow Up and Corrective Action Plan: Follow-up on missing information and/or items needing correction are due within 30 days of receipt of this report.



SETA Head Start Food Service Operations Monthly Report March, 2022

3/11/2022 – Crossroads Class M was closed due to staffing shortage.

3/14/2022 – Crossroads Class U was closed due to staffing shortage.

3/14/2022 – Freeport was closed due to staffing shortage.

3/21/2022 – Norma Johnson PM Class was closed due to staffing shortage.

3/25/2022 – Homebase had a field trip to Safetyville USA, we made meals for 75.

	Lunch	PM Snack	Breakfast	Field Trips
	38,742	31,452	32,652	1
Total Amount of Meals and Snacks Prepared				102,921

Purchases:

Food \$127,969.71

Non - Food \$33,719.76

Building Maintenance and Repair: \$0.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$3,633.17

Vehicle Gas / Fuel: \$2,614.88
Normal Delivery Days 21

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

March 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	148	8%	589	122	21%
Twin Rivers USD	140	45	32%	40	9	23%
Elk Grove USD	440	48	11%			
Sac City USD	736	50	7%			
San Juan USD	1052	125	12%	160	21	13%
WCIC	120	6	5%			
EHS CCP				80	11	14%
COUNTY TOTAL	4244	422	10%	869	163	19%

AFE: Annual Funded Enrollment

SETA HEAD START/EARLY HEAD START

End of Month Enrollment Report

March 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	41	1	42	105%
*Bret Harte	20	21	0	21	105%
*Capital City	20	22	1	23	115%
*CP Huntington	20	19	2	21	105%
*Crossroads Garden	80	75	2	77	96%
*Elkhorn	100	95	0	95	95%
*Freedom Park	80	75	0	75	94%
*Freeport	20	20	2	19	95%
*Hillsdale	80	80	0	80	100%
*Hopkins Park	40	42	3	45	113%
*Job Corps	20	19	0	19	95%
*Marina Vista	60	51	4	55	92%
*Mather	100	90	2	92	92%
*Norma Johnson	60	60	0	60	100%
*North Avenue	80	75	0	75	94%
*Northview (closed)	0	N/A	N/A	N/A	0%
*Phoenix Park	60	60	3	63	105%
*Sharon Neese Center	60	59	1	60	100%
Alder Grove	20	18	1	19	95%
Bannon Creek	80	71	9	80	100%
Bright Beginnings (b)	40	25	1	26	65%
Dudley	20	20	0	20	100%
Florin (b)	60	9	0	9	N/A
Franklin	20	18	0	18	90%
Fruitridge	40	28	0	28	70%
Galt	80	80	2	82	103%
Grizzly Hollow	40	41	0	41	103%
Home Base (c)	143	98	4	102	71%
Illa Collin	20	13	1	14	70%
Kennedy Estates	20	20	0	20	100%
LaVerne Stewart	20	18	0	18	90%
Nedra Court	40	25	0	25	63%
Parker	13	15	0	15	115%
Solid Foundation	40	25	0	25	63%
Strizek Park (b)	40	17	1	18	45%
Spinelli (b)	20	N/A	N/A	N/A	N/A
Walnut Grove	40	30	0	30	75%
Total	1736	1475	40	1515	87%

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

(b) Site with capped classrooms due to staffing- totaling 98 enrollment slots

(c) Funded enrollment total may contain overage

SETA HEAD START/EARLY HEAD START

End of Month Enrollment Report

March 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	14	2	16	62%
*Alder Grove I/T	16	12	2	14	88%
*American Legion	16	9	0	9	56%
*Bret Harte	8	5	3	8	100%
*Captial City	16	16	0	16	100%
*CP Huntington	8	7	2	9	113%
*Crossroads Garden	15	10	4	14	93%
*Elkhorn	16	14	3	17	106%
*Freedom Park	16	13	2	15	94%
*Hillsdale	8	8	1	9	113%
*Hiram Johnson	32	27	3	30	94%
*Hopkins Park	6	5	1	6	100%
*Job Corps	24	22	2	24	100%
*Marina Vista	8	8	0	8	100%
*Mather	15	15	1	16	107%
*Norma Johnson	8	7	1	8	100%
*North Avenue	8	8	1	9	113%
*Phoenix Park	8	8	1	9	113%
*Sharon Neese Center	24	24	2	26	108%
EHS Home Base (c)	202	153	15	168	83%
Galt	16	16	2	18	113%
Grizzly Hollow	8	8	1	9	113%
River Oak - Home Base	72	54	11	65	90%
SCOE - Home Base	77	45	4	49	64%
Total	653	508	64	572	88%

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

Waiting list exhausted at the following sites: American Legion, Bright Beginnings, Fruitridge, Nedra Court, Strizek Park, and Walnut Grove.

Classroom(s) capped due to limited staffing at the following sites: 16th Ave; Bright Beginnings; Florin; Spinelli; Strizek - totaling 98 enrollment slots.

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: I-Can (Crimes Against Victims Assistance Network) and Network Cafe.

Reviewing On-line Inquiry/Waiting List process to ensure families are able to access recruitment website and upload documents for enrollment.

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

(b) Site with capped classrooms due to staffing- totaling 98 enrollment slots

(c) 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.

- Parent Engagement Survey - LeAndra Jones Villalta

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:

Parent Engagement Survey-Encuesta de participación de los padres

Please candidly complete this survey so that we can begin making changes and providing services and or information tailored to you and your child(s) needs. This survey should only take up to five minutes of your time.

Por Favor complete esta encuesta con franqueza para que podamos comenzar a hacer cambios servicios o informacion adapta a sus necesidades y las de su(s) hijo(s). Esta encuesta solo deberia tomar hasta cinco minutos de su tiempo

1. In what ways does 16th Ave Head Start center meet your child(rens) need for school readiness? De que manera el centro Head Start de 16th Ave satisface la necesidad de preparacion escolar de su(s) hijo(s)?

2. In what ways has the center assisted your family with helpful information related to career development, nutrition, and or educational advancement? De que manera ha ayudado el centro a su familia con informacion util relacionada con el desarrollo profesional, la nutricion o el avance educativo?

According to the SETA parent handbook "When you enroll in SETA Head Start, you are not just enrolling your child into a child development program; we also offer services to parents. Our program philosophy for parent involvement states: Parents are the foundation and cornerstone for the growth and success of themselves and their children. Parents shape and influence the design, implementation and direction of the program. Parents are people with individual strengths, abilities and knowledge, all of which must be respected and accepted". Please keep this in mind as you answer the following questions:

De acuerdo con el manual para padres de seta, "cuando se inscribe en SETA Head Start no solo esta inscribiendo a su hijo en un programa de desarrollo infantil; tambien ofrecemos servicios a los padres. La filosofia de nuestro programa para la participacion de los padres establece: Los padres son la base y la piedra angular para crecimiento y el exito de ellos mismos y de sus hijo. Los padres moldean e influyen en el diseno, la imprementacion y la direccion del programa. Los padres son personas con fortalezas, habilidades y conocimientos individuales, todos los cuales deben ser respetados y aceptados". Tenga esta cuenta al responder las siguientes preguntas:

3. Our center is going to have monthly parent meetings, what information would you like to see presented at the meetings? What time would work best for you and your family to attend a parent meeting hosted over Zoom? Nuestro centro tendra reuniones mensuales para padres, que infomacion le gustaria ver presentada en las reuniones? A que hora seria mejor para usted y su familia asistir a una reunion de padres organizada por Zoom?

4. What services and or programs would benefit you and your child? Que servicios o programas los beneficiaria a usted ya su hijo?
