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THOUGHT OF THE DAY:

"Be a light, not a judge. Be a model, not a critic."

~ Stephen Covey

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

DATE: Tuesday, June 21, 2022

TIME: 9:00 a.m.

LOCATION:

<https://us02web.zoom.us/j/81671091742?pwd=UHdacFpYQjE0MnUyNVJ4SnNXek5lUT09>

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/81671091742?pwd=UHdacFpYQjE0MnUyNVJ4SnNXek5lUT09> Meeting ID: 816 7109 1742. Passcode: 438977. 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, 81671091742# US (San Jose). Dial by your location +1 669 900 6833 US (San Jose). Find your local number: <https://us02web.zoom.us/u/kcdCi0SdXk>. Members of the public are encouraged to participate in the meeting by submitting written comments by email to: Anzhelika.Simonenkova@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 Anzhelika.Simonenkova@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, June 15, 2022

Parent Advisory Committee meeting hosted by:
 Donna Bonner (Chair), Fienishia Wash (Vice Chair), Lesly Lainez Carballo (Secretary),
 Le Andra Jones-Villalta (Treasurer), Pa Houa Moua (Parliamentarian)

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)
____ **Donna Lambert, Elkhorn Head Start**
____ Vacant, Franklin Head Start
____ **Armonie Martin, Freedom Park Head Start**
____ Vacant, Freeport Head Start
____ Vacant, Fruitridge Head Start
____ Vacant, Galt Head Start
____ Vacant, Grizzly Hollow
____ Vacant, Hillsdale Head Start
____ Vacant, Hiram Johnson Head Start
____ Vacant, Pre-school Home Based Head Start
____ Vacant, Pre-School (Home Base)
____ Vacant, Home Base Early Head Start
____ Vacant, Hopkins Park Head Start
____ Vacant, Illa Collin Head Start
____ Vacant, Job Corps Head Start
____ Vacant, Kennedy Estates Head Start
____ Vacant, LaVerne Stewart Head Start
____ Vacant, (Marie Cleveland's) Bright Beginning Head Start
____ Vacant, Marina Vista Early Learning Center
____ Vacant, Mather Head Start
____ Vacant, Nedra Court Head Start
____ Vacant, Norma Johnson Head Start
____ Vacant, North Avenue Head Start
____ Vacant, Northview Head Start
____ Vacant, Parker Head Start
____ Vacant, Phoenix Park Head Start
____ Vacant, Pre-School (Home Base)
____ Vacant, River Oak Center for Children
____ Vacant, Sacramento County Office of Education
____ **Pa Houa Moua, Sharon Neese Early Learning Center**
____ **Mary Calhoun-Balwin, Solid Foundation Head Start**
____ Vacant, Strizek Park Head Start
____ **Lisette Casillas-Amaya, Walnut Grove Head Start**
____ **Le Andra Jones-Villalta, 16th Avenue Head Start**
____ Vacant, 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"/> Martha Aguilar, Capital City Head Start	<input type="checkbox"/> Stephen Key, Past Parent
<input type="checkbox"/> Maritza Alcantara, Home Base Head Start	
<input type="checkbox"/> Vacant, Alder Grove I Head Start	<input type="checkbox"/> Vacant, Marina Vista Head Start
<input type="checkbox"/> Vacant, Alder Grove II Head Start	<input type="checkbox"/> Vacant, Mather Head Start
<input type="checkbox"/> Vacant, American Legion Head Start	<input type="checkbox"/> Vacant, Nedra Court Head Start
<input type="checkbox"/> Vacant, Bret Harte Head Start	<input type="checkbox"/> Vacant, Norma Johnson Head Start
<input type="checkbox"/> Vacant, CP Huntington Head Start	<input type="checkbox"/> Vacant, North Avenue Head Start
<input type="checkbox"/> Vacant, Crossroad Gardens Head Start	<input type="checkbox"/> Vacant, Northview Head Start
<input type="checkbox"/> Vacant, Franklin Head Start	<input type="checkbox"/> Vacant, Parker Head Start
<input type="checkbox"/> Vacant, Freeport Head Start	<input type="checkbox"/> Vacant, Phoenix Park Head Start
<input type="checkbox"/> Vacant, Galt Head Start	<input type="checkbox"/> Vacant, Pre-School (Home Base)
<input type="checkbox"/> Vacant, Grizzly Hollow 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, Early Head Start (Home Base)
<input type="checkbox"/> Vacant, Illa Collin Head Start	<input type="checkbox"/> Vacant, Grandparent Representative
<input type="checkbox"/> Vacant, Job Corps Head Start	<input type="checkbox"/> Vacant, Parent Ambassador
<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, Past Parent Representative
<input type="checkbox"/> Vacant, (Marie Cleveland's) Bright Beginning Head Start	

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

**The PAC was seated on November 16 & December 16, 2021,
March 15, May 17 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	X	X							
Vacant Seated	BH														
Martha Aguilar S/B Seated 5/17	CP							U							
Vacant Seated	CPH														
Vacant Seated	CR														
Vacant Seated	EHS/HB														
Lesly Lainez Carballo Seated 12/16	EHS/HB		X		x	E	X	U							
Donna Lambert Seated 5/17	EL							X							
Vacant Seated	FA														
Armonie Martin Seated 5/17	FP							X							
Vacant Seated	FPT														
Vacant Seated	FT														
Vacant Seated	G														
Vacant Seated	GH														
Vacant Seated	H														
Maritza Alcantara S/B Seated 4/25	HB						U	U							
Tahkmina Berdibaeva S/B Seated 4/25	HBP						U	U							
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														
Vacant Seated	MCBB														
Vacant Seated	MV														
Vacant Seated	M														
Vacant Seated	NA														
Vacant Seated	NC														
Vacant Seated	NJ														
Vacant Seated	NV														
Vacant Seated	NV														
Vacant Seated	PA														
Empress Elliot-Harris Seated 3/15	PP					X	U	U							
Vacant Seated	RO														
Vacant Seated	SCOE														
Mary Calhoun-Balwin Seated 5/17	SF							X							
PaHoua Moua Seated 4/25	SN						X	X							
Vacant Seated-	SP														
Lissette Casillas Seated 3/15	WG					X	X	X							
Le Andra Jones Villalta Seated 3/15	16A					X	X	X							
Vacant Seated	FPR														
Vacant Seated	AMB														
Vacant Seated	AMB														
Donna Bonner Seated 12/16	PPR	x	X		x	X	X	X							
Shannon Pierce Seated 12/16	PPR	x	X		U/AP	X	U/AP	U/AP							
Vacant Seated	CR/GP														
Fienishia Wash Seated 12/16	OGC	X	X		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 6/14/2022 11:34 AM

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE May 17, 2022 REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the May 17, 2022

RECOMMENDATION:

Approve the minutes of the May 17, 2022 meeting.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

SPECIAL MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE

(Minutes reflect the actual progress of the meeting.)

LOCATION: meeting held electronically

Tuesday, May 17, 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 9:00 a.m., read the thought of the day and called the roll; a quorum was achieved.

Members Present:

Fienishia Wash, Outgoing Chair
Kahmaria Holleman, Bannon Creek
Donna Bonner, Past Parent Representative
Lissette Casillas, Walnut Grove
Le Andra Jones Villalta, 16th Avenue
Pa Houa Moua, Sharon Neese

New Members Seated:

Armonie Martin, Freedom Park
Donna Lambert, Elkhorn
Mary Calhoun-Balwin, Solid Foundation

New Members to Be Seated Absent:

Maritza Alcantara, Homes Base Head Start (*unexcused*)
Tahkmina Beridaeva, Pre-School Home Base (*unexcused*)
Martha Aguilar, Capital City (*unexcused*)

Members Absent:

Shannon Pierce, Past Parent Representative (*unexcused*)
Empress Elliot-Harris, Phoenix Park (*unexcused*)
Lesly Lainez Carballo, Home Base - Early Head Start (*unexcused*)

Ms. Moua, Ms. Martin, Ms. Lambert, and Ms. Calhoun-Balwin gave brief self-introductions.

II. Consent Item

A. Approval of the Minutes of the April 26, 2021 Special Meeting

Minutes were reviewed; there were no questions or comments.

Moved/Calhoun-Balwin, second/Jones-Villalta, to approve the April 26, 2021 Special Meeting minutes.

Roll call vote:

Aye: 8 (Wash, Holleman, Bonner, Casillas, Jones-Villalta, Moua, Martin, Lambert, Calhoun-Balwin)

Nay: 0

Abstentions: 1 (Bonner)

Absent: 3 (Pierce, Elliot-Harris, Lainez Carballo)

III. Action Item

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

Ms. Lee reviewed this item. Teleconference style meeting will continue through June 30, 2022. There is legislation in process regarding teleconference meeting continuation. This item has to be reviewed every 30 days, and action must be taken to stay in compliance.

Moved/Casillas, second/Jones-Villalta, 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: 8 (Wash, Holleman, Casillas, Jones-Villalta, Moua, Martin, Lambert, Calhoun-Balwin)

Nay: 0

Abstentions: 1 (Bonner)

Absent: 3 (Pierce, Elliot-Harris, Lainez Carballo)

- B. Election of Parent Advisory Committee Officers for Program Year 2021-2022

Ms. Bonner reviewed this item, the currently filled PAC officer positions and the available officer positions.

Ms. Moua nominated herself for Parliamentarian.

Moved/Calhoun-Balwin, second/Holleman, to approve Ms. Pa Houa Moua as the Parent Advisory Committee Parliamentarian.

Roll call vote:

Aye: 8 (Wash, Holleman, Casillas, Jones-Villalta, Moua, Martin, Lambert, Calhoun-Balwin)

Nay: 0

Abstentions: 1 (Bonner)

Absent: 3 (Pierce, Elliot-Harris, Lainez Carballo)

C. Approval of Budget Modification Request for Head Start and Early Head Start in Program Year 2021-2022

Ms. Lee reviewed this item. We were notified of underspent funds from previous grants that can be used for the Northview Early Learning Center project. Last month the Board approved the budget modification. The identified underspent funds will be earmarked for the Northview project, which frees up funds for this year's grant funds. Those funds would be moved from construction to other supplies and equipment cost categories, to do other deferred maintenance project such as HVAC systems, shade structures, rubber surfaces for playgrounds, etc. These projects will likely not be finished by July 31, at which point we will ask the Administration for Children and Families (ACF) for a twelve-month extension.

Ms. Calhoun-Balwin asked where did the underspent funds come from originally.

Ms. Lee replied there were two funding sources for Northview, one was underspent funds from current grant, the other half came from COVID-19 relief money that the Federal Government gave as a one-time relief fund.

Ms. Calhoun-Balwin asked if personnel will be replaced.

Ms. Lee replied we are trying to fill personnel vacancies. It has been difficult to fill positions. Every time we do not fill a position there are cost savings. Next year we hope to not have the same situation, as the positions should be filled.

Moved/Jones-Villalta, second/Lambert, to approve the budget modification request for Head Start Basic and Early Head Start, in the amount of \$2,100,800, for deferred maintenance projects and increased operating costs

Roll call vote:

Aye: 8 (Wash, Holleman, Casillas, Jones-Villalta, Moua, Martin, Lambert, Calhoun-Balwin)

Nay: 0

Abstentions: 1 (Bonner)

Absent: 3 (Pierce, Elliot-Harris, Lainez Carballo)

D. Approval of the Submission of the Head Start/Early Head Start Cost of Living Adjustment (COLA) and Quality Improvement Application for Program Year 2022-2023

Ms. Lee reviewed historically on an annual basis there is a cost of living adjustment. It is preferred we pass this on to our employee. Also, funds can be

used to increase operation costs. This is usually in negotiations with our union. The Quality Improvement (QI) funding does not happen every year, it is usually a specific pot of money that is earmarked to be given to programs. This year it is specified for cost per enrollment slot. We receive \$52 for every Head Start enrollment slot, and \$79 for every Early Head Start enrollment slot. We did meet with union and agreed to pass on those increases to employees. This year we are struggling with retention and recruitment for a variety of positions, we wanted to make sure we moved away from minimum wage jobs; adjustments were made to salary schedules. They range from one to twelve percent, the average is eight percent. Members of the union have not ratified yet; the schedule will be shared with the Board once received. We pay a portion of medical benefits, and have increased benefits covered by the Agency. We will use these funds to pay wage increases. It was noted there was not enough funds to cover all increases, the remaining funds came out of budget changes or adjustments in the annual grant application. The budget changes were approved in April by the Board.

This application is due June 1, 2022 to the Office of Head Start (OHS). If Federal Government does not agree, the item will be brought back to the Board for adjustments.

Ms. Calhoun-Balwin asked is it normal to approve funding before it has been allocated.

Ms. Lee replied we put the funding into personnel and fringe where we think those costs will land if the negotiators approve. If the membership does not approve we would come back to the Board to move the money someplace else.

Ms. Calhoun-Balwin asked for clarification if this item is being brought forward now because it is the end of the fiscal year.

Ms. Lee replied this is happening now based on the timeline set the by the Federal Government. The timeline did not align with the budget approval.

Moved/Calhoun-Balwin, second/Jones-Villalta, to approve the submission of the Cost of Living Adjustment (COLA) and Quality Improvement (QI) application for the Head Start and Early Head Start base grant in the amount of \$1,729,147 for Program year 2022-2023

Roll call vote:

Aye: 8 (Wash, Holleman, Casillas, Jones-Villalta, Moua, Martin, Lambert, Calhoun-Balwin)

Nay: 0

Abstentions: 1 (Bonner)

Absent: 3 (Pierce, Elliot-Harris, Lainez Carballo)

IV. Information Items

A. Standing Information Items

➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account

Mr. Han reviewed the Head Start/Early Head Start fiscal expenditure reports for fiscal year 2021-2022. Approximately 70 percent of funds have been spent. We are on pace with our Non-Federal Share (NFS) at 27 percent. We may not need to request an NFS waiver, it has been suggested to request to be safe. The cost breakdown of BASIC and Training/Technical Assistance (T&TA) for Head Start were reviewed, nothing was out of the ordinary. Publications increased due to the DMV ad, commercial and new SETA website which is in production. The budget was initially low. The cost breakdown of BASIC and T&TA for Early Head Start was reviewed, nothing was out of the ordinary.

Ms. Calhoun-Balwin asked why did the second Head Start program start so late in the year?

Ms. Griffith replied multiple locations and classrooms started later because we were just coming back from being remote. There may not have been enough children to start a classroom, or there may not have been enough staff. Once we had both we opened the second classrooms.

Mr. Han reviewed the credit card statements, there was nothing out of the ordinary. The California Department of Education (CDE) and California Department of Social Services (CDSS) report was reviewed, we expect to receive the maximum amount. The remaining \$800 for California Start Preschool Program (CSPP) will be covered by supplemental funding. For General Childcare and Development (CCTR) we expect to earn the full amount, the remaining \$300,000 will be charged to the Head Start grant. CDE & CDSS starts one month before Head Start on July 1.

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

Ms. Bonner reviewed the community resources.

B. Head Start Policy Council Minutes for March 22, 2022. No Questions

V. **Committee Reports**

➤ Executive Committee Meeting:

The next Executive Committee meeting will be, Friday, May 20, 2022 at 10:00 a.m., via Zoom.

➤ Budget/Planning Committee Meeting:

The next Budget Committee meeting will be Tuesday, June 14, 2022 at 1:00 p.m., via Zoom.

- Social/Hospitality Committee Meeting:
The next Social/Hospitality Committee meeting will be Wednesday, May 18, 2022 at 12:00 p.m., in-person. At the May 4th committee meeting Alpha Fired Arts was approved for the Parent Bonding Activity.

VI. Other Reports

- Chair's Report

Ms. Bonner announced there will be a PC/PAC Orientation, Friday, June 3, 2022 at 9:00 a.m., in-person. She congratulated Ms. Casillas on her marriage.

- Policy Council Report(s):

Ms. Bonner reviewed the eligibility list that was approved by the Policy Council.

- Head Start Deputy Director's Report – Ms. Denise Lee

Ms. Lee introduced herself to new Board members. If the legislation does pass for meeting to be held on teleconferencing formats, PAC meetings would be held in a combination of in-person and virtual format. Participation would not be allowed from home, as we are a public board the addresses need to be posted publicly of where members are participating from. The virtual options would be held at our school sites.

- Head Start Managers' Reports

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

Ms. Carr presented the new Head Start/Early Head Start commercial that will be released soon. We are 89 percent fully enrolled for Head Start programs. There is a combination of reasons why we are not 100 percent, there are staffing shortages for teachers and Family Service Workers, and some parents are still keeping their children home. We are 87 percent enrolled for Early Head Start. American Legion has 16 Early Head Start slots, we will be closing that site. Sacramento City Unified School District (SCUSD) will be running their own program there. The eight slots filled will be moved to the CP Huntington site, the remainder of unfilled slots will be distributed through the Early Head Start program. The Governor will be waiving fees again for the 2022-2023 program year. We will be opening the apprenticeship program soon. Apprentices will have to agree to go to school, SETA will pay for classes and books. This will allow those to work in

the Head Start/Early Head Start classrooms. In addition, Family Service Workers will be hiring for positions, that are seven to eight hours a day. The commercial was shared with the Board.

Ms. Jones-Villalta asked if the commercial will be on YouTube.

Ms. Carr answered yes, it will be shared on our Facebook page as well. We can share the links and PAC can share it. Head Start just expanded eligibility for the program, families that receive CalFresh are now eligible.

Ms. Jones-Villalta asked what about MediCal.

Ms. Carr replied MediCal does not make families eligible. She thanked Ms. Jones-Villalta for helping with the backpacks, 662 backpacks were put together for children transitioning out of Head Start.

- Karen Griffith - School Readiness, Special Education, Mental Health Services, and Facilities/Safe Environments

Ms. Griffith shared that all of our centers are starting Early Childhood Environmental Rating Scales (ECERS) and Infant/Toddler Environmental Rating Scales (ITERS). Observers are going into classrooms rating on spacing and furnishing, personal care routines, language use, activities, and outdoor gross motor play. This is starting in May and continuing through summer. Moving forward, the high bushes will be cut down to one foot, a painted crosswalk and curb striping will be done at Bannon Creek, as well as additional signage. The safety racoon PAWS will be on site in the morning to bring safety awareness. We are getting ready for Summer Series, teachers go through four nights of training. Its an opportunity for teachers to recharge batteries, and participate in wellness workshops. The training helps the teachers gain new ideas for the classrooms. Today we started Lead water testing, this is in conjunction with licensing for California.

Ms. Jones-Villalta asked about the teacher training, do they have to sign up for it?

Ms. Griffith replied the training is voluntary, we usually have 200 staff members participate. Dinner is provided during training. Two nights will be on zoom, two nights on site at SETA Administrative building.

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

Ms. Ocegueda welcomed the new Board members. We are part of MediCal Dental Referral Navigation System (MDRN) brand, which is a

pilot program through the Sacramento County Department of Public Health. This program allows select groups to use the data base, as a user we can connect with those families with dental providers. It helps us facilitate transportation and translation services. We can also access history and dental services the child in our program has used. This is strictly for MediCal users at this time. The Early Smiles Sacramento program finished in early April, 941 children were screened. There were 768 varnishes and 195 children had dental needs. We are catching those children transitioning to kindergarten to make sure they have hearing and vision screenings. COVID-19 has been on an uptick, however classes have not been closed. We are still providing parents with weekly information. We are preparing to distribute testing kits and hand sanitizer. We are making sure families have access to mental health services through the Sacramento County Department of Public Health, including information on access to food, and how to apply to CalFresh. We had eight cases of COVID-19 exposure in April. There were 113 people exposed, one at Home Base and eight classrooms effected. We provide testing materials and resources to families during these exposures. 9.7 percent of our children receive a customized diet. 66 percent are medical, of those 31 require an EpiPen. We have housed 258 medications program wide. Currently we have 135 children that bring 199 medications into our program. We just finished monitoring at Sacramento City Unified School District (SCUSD), and San Juan Unified School District (SJUSD) should be finishing by next week.

Ms. Lambert asked with COVID-19 cases increasing, are we still on mask restrictions?

Ms. Ocegueda replied that masking is part of our standard mandate. The uptick in the County can change it. At this point Sacramento County has not changed the masking policy.

Ms. Lambert asked if students and teachers have to wear masks.

Ms. Ocegueda answered yes the students and teachers do wear masks. The County in general does not require them.

Ms. Calhoun-Balwin asked if students are in school taking medication.

Ms. Ocegueda answered yes we do. We provide a safe environment for the children in our care.

Ms. Calhoun-Balwin asked if the medication is prescribed by a doctor.

Ms. Ocegueda replied yes, we do provide accommodations for over the counter as well. Those are usually still instructed by a doctor. If you have a child that needs medications, please inform staff.

VII. **Center Updates:** None

VIII. **Discussion:** None

IX. **Public Participation:** None.

X. **Adjournment:** The meeting was adjourned at 10:48 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 IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han
- Orientation Report(s): Ms. Donna Bonner
- Meet & Greet and Parent Bonding Activity Report(s): Ms. Donna Bonner
- Leadership Training: Ms. Donna Bonner
- Community Resources – Parents/Staff: Ms. Marie Desha
 - Bilingual Story Time - North Sacramento Family Resource Center
 - Celebrating Fatherhood - North Sacramento Family Resource Center

NOTES:

Bilingual Story Time

**Please join us for a bilingual (English/Spanish)
Story Time on Zoom**

**Every Tuesday
1pm-2pm**

**Participants will receive a FREE copy of the
story for that week.**



Sacramento Children's Home
North Sacramento Family Resource Center

CELEBRATING FATHERHOOD

JUNE 25

9am - 12pm

Free Event!!

2469 Rio Linda Blvd, Ste. B (916) 261-3042
Sacramento, CA 95815 *Se habla español



SCAN ME

ITEM IV-B – INFORMATION

PRESENTATION BY THE SACRAMENTO PUBLIC LIBRARY

BACKGROUND:

Mr. Peter Coyl, Library Director and CEO, and Mr. Nate Halsan, Early Learning Specialist, Sacramento Public Library, will speak on library programs (Storytime and Explore and Learn), other services for young families, and the summer reading program

NOTES:

ITEM IV-C – INFORMATION

POLICY COUNCIL MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the Policy Council minutes of the May 24, 2022 meeting.

NOTES:

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

Meeting Held Electronically

Tuesday, April 26, 2022
9:00 a.m.

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

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

Members Present:

Donna Bonner, Foster Parent/Community Representative
Charles Taylor, Past Parent/Community Representative
Fienishia Wash, Grandparent/Community Representative
Kara Long, San Juan Unified School District
Rosemary Schapira, Community Agency Representative
Carissa Salee, Early Head Start, San Juan Unified School District
Lesly Lainez Carballo, SETA-Operated Program
Kahmaria Holleman, SETA-Operated Program
Stephen Key, Past Parent/Community Representative

New Member to be Seated Present:

Crisanta Martin, WCIC/Playmate Child Development Center
Tonya Shead, Twin Rivers Unified School District

Members Not Present:

Diana Ferreyra, SETA-Operated Program (*Unexcused*)

II. Consent Item

A. Approval of the Minutes of the March 22, 2022 Special Meeting

The minutes were reviewed; no questions or corrections.

Moved/Shead, second/Bonner, to approve the March 22, 2022 minutes as distributed.

Roll call vote:

Aye: 10 (Bonner, Wash, Long, Schapira, Salee, Lainez Carballo, Holleman, Key, Martin, Shead)

Nay: 0

Abstention: 1 (Taylor)

Absent: 1 (Ferreyra)

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

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

Roll call vote:

Aye: 10 (Bonner, Wash, Long, Schapira, Salee, Lainez Carballo, Holleman, Key, Martin, Shead)

Nay: 0

Abstention: 1 (Taylor)

Absent: 1 (Ferreira)

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

The Board went into closed session at 9:23 a.m. At 9:52 a.m., Mr. Taylor called the meeting back into open session and reported that the following eligible lists were approved in closed session: Approval of Eligible List for: Associate Teacher, Health Nutrition Specialist, Home Visitor, Human Resources Manager, Personnel Clerk, Site Supervisor

There was no list for Cook Driver.

- C. Approval of Annual Self-Assessment for 2020-2021 and Resulting Program Improvement Plan SETA-Operated Program
- D. Approval of Program Year 2022-2023 Head Start and Early Head Start Refunding Application
- E. Approval of the SETA Head Start and Early Head Start Budgets for Program Year 2022-2023
- F. Approval of the 2022-2023 Head Start and Early Head Start Program Options and Center Locations for Sacramento County
- G. Approval of 2022-2023 Training/Technical Assistance Plan for the SETA Head Start and Early Head Start as Aligned with Established Five-Year Goals and Objectives

Ms. Denise Lee gave a combined presented for action items III-C-G. Ms. Lee welcomed the new Committee members. We are on a five-year funding cycle. This refunding application is for Year 3 of 4. The new school year will operate August 1, 2022 through July 31, 2023. The refunding application must be submitted by May 1, 2022. The funding cycle was shortened to a four-year cycle due to a grant consolidation done in 2021 to combine the EHS-Child Care Partnership grant to the Head Start grant. There will be an opportunity to apply for a twelve-month extension if there are remaining funds and/or unfinished projects at the end of the Year 4. The Self-Assessment is a one-time snap shot monitoring review where a team of staff look closely at a variety of documents, interview staff, look at data, and look at previous monitoring results. The Self-Assessment takes approximately 2-3 weeks, usually in January and February of each year to see how we are performing. We do the assessment mid-way through the year so we know what program improvement needs to be addressed and what should be included in the refunding application. We have strong Classroom Assessment Scoring System (CLASS) scores. The current scores are higher than pre-pandemic scores and on-par with National averages. SETA has strong partnerships to help carry out its mission and services. A new marketing campaign was launched to build program awareness and encourage enrollment. The flexibility of staff has made it possible for services to continue during this time of the COVID-19 pandemic. Our commitment to personal care for children overseeing a variety of special diets, medications, administration and special education for children with disabilities continues to be a strength of the program. Areas we continue to improve on are routine monitoring protocols and re-engagement of staff and training activities. We need to re-establish attendance practices and continue to recruit more parents to sit on the boards. We need to continue to expand use of technology to meet and maintain full enrollment. Another area of improvement is to increase staff recruitment and retention. All of these points guide us toward the short and long-term goals. The five-year goals continue around school readiness, health and wellness, attendance and family engagement. Funded enrollment will be 4,176 for Head Start children and 880 Early Head Start children. This is 60 less enrollment slots for Head Start and 8 more enrollment slots for Early Head Start than 2021-2022. There will be 112 school sites in Sacramento County and 247 classrooms. We continue to provide services with two EHS partners, four school districts and one community-based organization (WCIC).

The budget is \$63,936,857 for Basic and Training/Technical Assistance. The funding for Training/Technical Assistance is specifically earmarked for staff and parent training. There are a few program changes including, a voluntary relinquishment of enrollment slots/funding. Sacramento City Unified School District took on more transitional kindergarten and universal pre-k, which resulted in a lack of spare classrooms. They are doing a large district movement with preschool enrollment, which resulted in displacement of 60 Head Start enrollment slots, that were requested to give back to the grantee along with the funding. Those slots were re-distributed within Sacramento County with Elk Grove Unified School District (EGUSD) and SETA-Operated program. EGUSD will serve 40 of

the 60 slots by strengthening and advancing their services to children with disabilities. Ten classrooms will have 4 reserved slots for children with disabilities. Twenty slots will remain with SETA and operate out of Spinelli. Hours have been extended at three school sites from 4 hours per day to 6.5 hours per day. Four-hour models are not as popular for parents as six-hour models. SETA will take the 60 enrollment slots that are being displaced with the extended hours and convert them to eight new infant and toddler slots. The Office of Head Start allows programs to move between Head Start and Early Head Start; this is called a conversion. There will be new locations in 2022-2023: Spinelli, Florin East Grammar School, Pleasant Grove Elementary, Foulks Ranch Elementary, and Miwok Village Elementary. There will be six centers closing/replacing alternate preschool services: American Legion, Florence Markofer, Sierra Enterprise, AM Winn, Isador Cohen, and Mark Twain. Closure does not mean services are not available, but more likely replaced with alternate preschool services. Countywide program options include full day, part day, year-round, traditional school year and home-based. Early Head Start does not have part day options, as they were designed to operate year-round. Training/Technical Assistance (TTA) funds will be spent on training and support to teachers and parents. Some sample TTA activities include tuition reimbursement, family literacy project where books are sent home and to promote in-home reading and to build in-home libraries, parent and staff conferences, parent and child consultant services for health or nutrition, disaster preparedness training, CPR/first aid training, ECE apprenticeship program, staff coaching and training and trauma informed training.

Moved/Wash, second/Key, to approve the following action items:

- C. Approval of Annual Self-Assessment for 2020-2021 and Resulting Program Improvement Plan SETA-Operated Program
- D. Approval of Program Year 2022-2023 Head Start and Early Head Start Refunding Application
- E. Approval of the SETA Head Start and Early Head Start Budgets for Program Year 2022-2023
- F. Approval of the 2022-2023 Head Start and Early Head Start Program Options and Center Locations for Sacramento County
- G. Approval of 2022-2023 Training/Technical Assistance Plan for the SETA Head Start and Early Head Start as Aligned with Established Five-Year Goals and Objectives

Roll call vote:

Aye: 10 (Bonner, Wash, Long, Schapira, Salee, Lainez Carballo, Holleman, Key, Martin, Shead)

Nay: 0

Abstention: 1 (Taylor)

Absent: 1 (Ferreira)

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

Ms. Lee reviewed that this is annual action item for the Committee to review and approve the Selection Criteria for entering a Head Start and Early Head Start program. This Selection Criteria is priority ranking to ensure if the program has a waiting list for services, families the determination on who takes priority to enter the program is managed fairly and equitably. There are no recommended changes for this year.

Moved/Key, second/Bonner, to approve the Head Start Enrollment Selection Criteria and the Early Head Start Enrollment Selection Criteria for Sacramento County

Roll call vote:

Aye: 10 (Bonner, Wash, Long, Schapira, Salee, Lainez Carballo, Holleman, Key, Martin, Shead)

Nay: 0

Abstention: 1 (Taylor)

Absent: 1 (Ferreira)

I. Approval of Budget Modification Request for Head Start and Early Head Start in Program Year 2021-2022

Ms. Lee stated programs are in the process of assessing how COVID-19 CARES Act funds are being used. No funds should be returned. The program has also identified under-spent Basic funds that were extended due to the COVID-19 pandemic. The program will put those funds towards the Northview project, instead of using 2021-2022 Basic grant funds. The budget modification will reprogram Basic funds for Northview, leaving under-spent funds in construction that can be reprogrammed for other deferred maintenance projects.

Moved/Key, second/Wash, to approve the 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

Roll call vote:

Aye: 9 (Bonner, Wash, Long, Schapira, Salee, Lainez Carballo, Holleman, Key, Martin)

Nay: 0

Abstention: 1 (Taylor)

Absent: 2 (Ferreira, Shead)

Ms. Tonya Shead left the meeting at 10:35 a.m.

IV. Information Items

A. Standing Information Items

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

Mr. Han reviewed the Head Start/Early Head Start fiscal expenditure reports for fiscal year 2021-2022. We are 62 percent spent for base grant. Nothing was out of the ordinary for the credit card statements

➤ **Community Resources – Parents/Staff:**
Ms. Bonner reviewed the community resources.

B. Governing Board Minutes for March 3, 2022: No Questions

V. Committee Reports

➤ **Executive Committee Meeting:**

The next Executive Committee meeting will be Tuesday, May 3, 2022 at 10:00 a.m., via zoom and will be a joint PC & PAC meeting

➤ **Budget/Planning Committee Meeting:**

The next Budget Committee meeting will be Tuesday, May10, 2022 at 1:00 p.m., via Zoom.

➤ **Social/Hospitality Committee Meeting:**

The next Social/Hospitality Committee meeting will be Wednesday, May 4, 2022 at 12:00 p.m., in-person in the Shasta room.

VI. Other Reports

A. Head Start Deputy Director's Report: No Report

B. Chair's Report

Mr. Taylor introduced Ms. Crisanta Martin as a new member of PC.

C. Open Discussion and Comments:

Ms. Jones Villalta presented on the Parent Engagement Survey. It was created to help parents more actively participate. The survey is provided in Spanish and English. A digital copy will be forwarded to PC/PAC and to Ms. Lisa Carr. Ms. Griffith suggested to integrate the Parent Engagement Survey with the Family Engagement Survey so families are not getting multiple surveys

D. Public Participation: None

VII. Adjournment: The meeting was adjourned at 11:06 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
- Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, and ERSEA Services
 - Karen Griffith - School Readiness, Special Education, Mental Health Services, and Facilities/Safe Environments
 - Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring

NOTES:



Seta Head Start

Food Service Operations Monthly Report

May, 2022

5/12/22 - Crossroads Class M closed due to staffing issues.
 Nedra Class W closed due to staffing issues.
 LaVerne closed due to staffing issues.

5/13/22 - Home Base had a field trip 150 meals were prepared.

5/16/22 - Bright Beginnings Class W closed due to staffing issues.
 LaVerne closed due to staffing issues.

5/17/22 - Kennedy closed due to staffing issues.
 North Ave Class B closed due to staffing issues.
 Elkhorn Class B closed due to staffing issues.

5/18/22 - Grizzly Hollow EHS Class closed due to staffing issues.

5/19/22 - Bannon Creek Class B closed due to staffing issues.
 LaVerne closed due to staffing issues.
 Elkhorn Classes C & D closed due to staffing issues.

5/23/22 - Sharon Neese Class V closed due to staffing issues.

Meetings:

5/20/22 - Food Service Department had a All Staff Meeting.

Lunch	PM Snack	Breakfast	Field Trips
37,916	31,358	32,166	1

Total Amount of Meals and Snacks Prepared	101,440
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Purchases:

Food	\$124,831.51
Non - Food	\$31,523.21

Building Maintenance and Repair:	\$0.00
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Janitorial & Restroom Supplies:	\$0.00
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Kitchen Small Wares and Equipment:	\$0.00
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Vehicle Maintenance and Repair :	\$1,020.08
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Vehicle Gas / Fuel:	\$2,867.95
Normal Delivery Days	20

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

May 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	181	10%	589	138	23%
Twin Rivers USD	140	47	34%	40	9	23%
Elk Grove USD	440	57	13%			
Sac City USD	736	51	7%			
San Juan USD	1052	126	12%	160	21	13%
WCIC	120	9	8%			
EHS CCP				80	14	18%
COUNTY TOTAL	4244	471	11%	869	182	21%

AFE: Annual Funded Enrollment

SETA HEAD START/EARLY HEAD START
End of Month Enrollment Report
May 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	0	41	103%
*Bret Harte	20	20	0	20	100%
*Capital City	20	20	0	20	100%
*CP Huntington	20	20	0	20	100%
*Crossroads Garden	80	76	0	76	95%
*Elkhorn	100	99	0	99	99%
*Freedom Park	80	80	1	81	101%
*Freeport	20	20	0	20	100%
*Hillsdale	80	81	0	81	101%
*Hopkins Park	40	40	0	40	100%
*Job Corps	20	19	1	20	100%
*Marina Vista	60	58	1	59	98%
*Mather	100	93	5	98	98%
*Norma Johnson	60	59	2	61	102%
*North Avenue	80	78	2	80	100%
*Northview (closed)	0	N/A	N/A	N/A	0%
*Phoenix Park	60	59	1	60	100%
*Sharon Neese Center	60	58	1	59	98%
Alder Grove	20	17	0	17	85%
Bannon Creek	80	77	0	77	96%
Bright Beginnings	40	28	2	30	75%
Dudley	20	20	0	20	100%
Florin (b)	60	19	0	19	N/A
Franklin	20	19	0	19	95%
Fruitridge	40	32	1	33	83%
Galt	80	80	1	81	101%
Grizzly Hollow	40	41	0	41	103%
Home Base (c)	143	110	2	112	78%
Illa Collin	20	12	0	12	60%
Kennedy Estates	20	20	0	20	100%
LaVerne Stewart	20	20	0	20	100%
Nedra Court	40	33	0	33	83%
Parker	13	16	0	16	123%
Solid Foundation	40	27	1	28	70%
Strizek Park (b)	40	18	1	19	48%
Spinelli (b)	20	N/A	N/A	N/A	N/A
Walnut Grove	40	17	15	32	80%
Total	1736	1527	37	1564	90%

(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
May 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	15	0	15	58%
*Alder Grove I/T	16	12	3	15	94%
*American Legion	16	9	1	10	63%
*Bret Harte	8	8	0	8	100%
*Captial City	16	14	1	15	94%
*CP Huntington	8	8	0	8	100%
*Crossroads Garden	15	14	1	15	100%
*Elkhorn	16	16	1	17	106%
*Freedom Park	16	15	1	16	100%
*Hillsdale	8	8	0	8	100%
*Hiram Johnson	32	28	1	29	91%
*Hopkins Park	6	6	0	6	100%
*Job Corps	24	23	1	24	100%
*Marina Vista	8	5	3	8	100%
*Mather	15	15	0	15	100%
*Norma Johnson	8	8	0	8	100%
*North Avenue	8	8	0	8	100%
*Phoenix Park	8	7	1	8	100%
*Sharon Neese Center	24	23	2	25	104%
EHS Home Base (c)	202	169	8	177	88%
Galt	16	16	0	16	100%
Grizzly Hollow	8	8	0	8	100%
River Oak - Home Base	72	51	2	53	74%
SCOE - Home Base	77	45	2	47	61%
Total	653	531	28	559	86%

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

Classroom(s) capped due to limited staffing at the following sites: 16th Ave; Florin; Spinelli; Strizek - totaling 88 enrollment slots.

Resignation(s) in the following positions that support classroom ratio and/or enrollment: Family Services Worker (1); Teacher (1); LT/IT (1); Home Visitors (4).

Waiting list exhausted or remaining families on waitlist do not meet income eligibility at the following sites: American Legion, Bright Beginnings, Illa Collin, Nedra Court, Solid Foundation, and Walnut Grove.

Home Base option has experienced waitlisted families preferring to remain on waitlist for center-based option, when those selected sites are fully enrolled.

Strategies/Action Plan:

Marketing campaign of aired Head Start commercial circulating on Comcast cable channels, garnered 987 views and has led 1,558 visits to the SETA Head Start enrollment web page.

(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
May 2022

Presentation on Head Start eligibility and services to the following community partners: International Kids Day Festival: Independent Living Program Community Meeting.

Website for On-line Inquiry added a dedicated enrollment phone line to ensure families receive consistent return calls when there are questions on next steps after submitting pre-application.

Community Partners referring families for enrollment are now assigned to a signal point of contact to ensure families are able to access recruitment website and upload documents for enrollment.

Onboarding of (3) Teacher Assistant; (1) Associate Teacher, and (1) Family Services Worker, which resulted from recruitment through employment postings/virtual recruitment, job announcements on SETA Career webpage of vacant positions.

(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.

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: