

GOVERNING BOARD

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Thought of the Day:
"Those who bring sunshine to the lives of others cannot keep it from themselves."

~ James Barrie

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

DATE: Tuesday, July 26, 2022

TIME: 9:00 a.m.

LOCATION:

<https://us02web.zoom.us/j/83492666496?pwd=Y0FkZklUREtDZlUwMmU5cWkwRzNOdz09>

In response to the AB361 (Brown Act Section 54953) relating to the COVID-19 Pandemic, the Head Start Policy Council (PC) is conducting this meeting on Zoom at <https://us02web.zoom.us/j/83492666496?pwd=Y0FkZklUREtDZlUwMmU5cWkwRzNOdz09>. Meeting ID: 834 9266 6496. Passcode: 293711. 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,,83492666496# US (San Jose). Dial by your location + 669 900 6833 US (San Jose). Find your local number: <https://us02web.zoom.us/j/83492666496?pwd=Y0FkZklUREtDZlUwMmU5cWkwRzNOdz09>. 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 Policy Council 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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D. 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

E. Open Discussion and Comments

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F. Public Participation

VII. Adjournment

DISTRIBUTION DATE: Wednesday, July 20, 2022

Head Start Policy Council meeting hosted by:
Charles Taylor (Chair) & Kara Long (Vice Chair)

ITEM I - CALL TO ORDER/ROLL CALL

A member of the Policy Council will call the roll for the following members:

_____	Charles Taylor, Chair, Past Parent/Community Representative
_____	Crisanta Martin, WCIC/Playmate Child Development Center
_____	Donna Bonner, Foster Parent Representative/Community Representative
_____	Lesly Lainez Carballo, SETA-Operated Program
_____	Kahmaria Holleman, SETA-Operated Program
_____	Stephen Key, Past Parent/Community Representative
_____	Kara Long, San Juan Unified School District
_____	Rosemary Schapira, Community Agency Representative
_____	Fienishia Wash, Grandparent Representative/Community Representative

Seats Vacant:

_____	Vacant, San Juan Unified School District
_____	Vacant (Salee), San Juan Unified School District
_____	Vacant (Coultrup), Early Head Start, San Juan Unified School Dist.
_____	Vacant (E. Gutierrez) San Juan Unified School District
_____	Vacant, Sacramento City Unified School District
_____	Vacant, Sacramento City Unified School District
_____	Vacant, Twin Rivers Unified School District
_____	Vacant (Shead), Twin Rivers Unified School District
_____	Vacant (Land), WCIC/Playmate Child Development Center
_____	Vacant, Home Base Option
_____	Vacant (Wash) Home Base Option
_____	Vacant (Sanders), SETA-Operated Program
_____	Vacant (Torres), SETA-Operated Program
_____	Vacant (Pierce) SETA-Operated Program
_____	Vacant (Torres) SETA-Operated Program
_____	Vacant (Taneja), SETA-Operated Program
_____	Vacant (Jetton), Early Head Start/Home Base (SOP)
_____	Vacant (Olguin), Early Head Start, Sac. City Unified School Dist.
_____	Vacant (Self), Early Head Start (SETA)
_____	Vacant, Community Agency Representative
_____	Vacant (Stone Smith) Community Agency Rep.
_____	Vacant, (Goris) Elk Grove Unified School District
_____	Vacant (Wash) Outgoing Chair

**** Please call your alternate, Policy Council Chair (Charles Taylor: [916] 870-9167), or Head Start staff (Marie Desha: [916] 263-4082 or Anzhelika Simonenkova: [916] 263-1887) if you will not be in attendance. ****

POLICY COUNCIL BOARD MEETING ATTENDANCE

PROGRAM YEAR 2021-2022

The **2021-2022** Board was seated on
November 23 & December 16, 2021,
January 25 & April 25, 2022

BOARD MEMBER	SITE	11/23	12/16		1/25	2/22	3/22	4/26	5/24	6/28	7/26	8/23	9/27	10/25	11/22
D. Bonner Seated 12/16	PP-FP	X	X		X	X	X	X	X	X					
Vacant Seated	SJ/EHS														
Vacant Seated	WCIC														
C. Martin Seated 4/25	WCIC	-	-		-	-	U	X	X	X					
K. Holleman Seated 1/25	SOP	-	-		X	X	X	X	X	X					
S. Key Seated 12/16	PP	X	X		X	X	X	X	X	X					
L. Lainez Carballo Seated 1/25	SOP	-	-		X	X	X	X	X	X					
K. Long Seated 12/16	SJ	X	X		X	X	X	X	E	X					
C. Salee R 6/7	SJ	-	-		X	X	X	X	X	-					
R. Schapira Seated 1/25	CAR	X	U		X	X	X	X	X	X					
Vacant Seated	TR														
C. Taylor Seated 12/16	PP	X	X		X	X	X	X	X	X					
Vacant Seated	SOP														
F. Wash Seated 12/16	PP-GP	X	X		X	X	X	X	X	X					

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CAR	Community Agency Representative
CR	Community Representative
EHS	Early Head Start
ELK	Elk Grove Unified School District
HB	Home based Option
SAC	Sacramento City Unified School District
SJ	San Juan Unified School District
SOP	SETA-Operated Program
TR	Twin Rivers School District
WCIC	Women's Civic Improvement Club/Playmate Child Care Center

X: Present

E: Excused

R: Resigned

U: Unexcused Absence

S/B/S: Should be Seated

H: Holiday

HS: Holding Seat

AP: Alternate Present

E/PCB: Excused, Policy Council Business

E/PCB: Excused, Policy Committee Business

OGC: Outgoing Chair

RS: Reseat

***:** Special Meeting

Current a/o 7/18/2022

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JUNE 28, 2022
REGULAR POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the June 28, 2022 regular meeting.

RECOMMENDATION:

That the Policy Council approve the June 28, 2022 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

Meeting Held Electronically

Tuesday, June 28, 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
Rosemary Schapira, Community Agency Representative
Lesly Lainez Carballo, SETA-Operated Program
Kahmaria Holleman, SETA-Operated Program
Stephen Key, Past Parent/Community Representative
Crisanta Martin, WCIC/Playmate Child Development Center
Kara Long, San Juan Unified School District
Fienishia Wash, Grandparent/Community Representative *(joined at 9:19 a.m.)*

Members Not Present:

Tonya Shead, Twin Rivers Unified School District *(unexcused)*

II. Consent Item

A. Approval of the Minutes of the May 24, 2022 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Bonner, second/Key, to approve the May 24, 2022 minutes as distributed.

Roll call vote:

Aye: 7 (Holleman, Bonner, Martin, Carballo, Key, Long, Schapira)

Nay: 0

Abstention: 1 (Taylor)

Absent: 2 (Shead, Wash)

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

Mr. Lee reviewed this item.

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

Roll call vote:

Aye: 7 (Holleman, Bonner, Martin, Carballo, Key, Long, Schapira)

Nay: 0

Abstention: 1 (Taylor)

Absent: 2 (Shead, Wash)

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

Ms. Saurbourne recommended the Policy Council does not need to go into closed session per the change in policy last month and no action is required.

Ms. Lee clarified the eligible lists will no longer be shared in closed session. Instead recruitment information will be shared under information items.

Ms. Lisa Sorvari shared the Human Resources recruitment information. The Workforce Development Manager position was included in the agenda in error. The positions, number of applications, screening and exam information is below:

- Accountant I - 26 applications received, 17 were screened in, 11 passed the online exam
- Associate Teacher/Infant Toddler - 6 applications received, 4 were screened in
- Child Care Teacher Assistant/Apprenticeship – 43 applications received, 30 passed the online exam
- Family Services Worker II & III – 13 applications received, 12 invited, 5 passed the exam
- Lead Teacher - Infant Toddler - 9 applications received, 7 were screened in, 7 passed the online exam
- Maintenance/Courier - 8 applications received, 2 passed oral exam
- Site Supervisor - 11 applications received, 7 passed the online exam

Ms. Lee suggested the information provided to be added in written form in the agenda/packet for future meetings.

C. Election of Policy Council Officers for Program Year 2021-2022

Mr. Taylor reviewed this item. There were no nominations.

Ms. Fienishia Wash joined the meeting at 9:19 a.m.

Moved/Key, second/Bonner, to move table the Election of Policy Council Officers 2021-2022.

Roll call vote:

Aye: 8 (Holleman, Bonner, Martin, Carballo, Key, Long, Schapira, Wash)

Nay: 0

Abstention: 1 (Taylor)

Absent: 1 (Shead)

D. Approval of Labor Agreements and Revised Salary Schedule

Ms. Saurbourne reviewed the newly negotiated labor agreements and revised salary schedule. All three contracts will be extended for an additional three years July 1, 2022 through June 30, 2025. Salaries were negotiated with a focus on recruitment and retention in a highly competitive hiring market. In assessing the Agency needs, it was determined a strong focus was needed on positions where there has been trouble recruiting new talent and retaining existing talent. There will also be an increase in employer-paid medical premiums. Modified changes to the contracts include temporary assignment to a higher classification to six months and extend to temporary reclassification up to one year. The total fiscal impact for increased wages and medical coverage is approximately \$3,212,000 for Children and Family Service, and \$500,000 for Workforce Development.

Mr. Key asked about retroactive pay.

Ms. Saurbourne said it would be effective July 1st of this year and going forward, upon final approval by the SETA Governing Board on July 7th.

Moved/Long, second/Bonner, to approve the Labor Agreements July 1, 2022 – June 30, 2025 and revised salary schedule.

Roll call vote:

Aye: 8 (Holleman, Bonner, Martin, Carballo, Key, Long, Schapira, Wash)

Nay: 0

Abstention: 1 (Taylor)

Absent: 1 (Shead)

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. Program Managers are also working to identify

deferred maintenance projects to utilize underspent funds due to vacancies and other cost savings. While it may not be needed, Head Start will request a non-federal share waiver to cover projected under-earned in-kind due to the pandemic. The American Express and Citi credit card statements were reviewed, there was nothing out of the ordinary.

➤ Orientation Report(s):

Mr. Taylor and Ms. Bonner attended the orientation. Ms. Bonner shared five to six people attended. The Head Start History video was shown, Policies and Procedures were reviewed. Comments by attendees included there was a lot of helpful information that clarified areas of confusion. Other feedback included that the orientation is a necessity.

➤ Meet & Greet and Parent Activity Report(s):

Ms. Wash shared that she had a great time and enjoyed each other's company. She felt connected with participants. Mr. Taylor also shared that a lot of beautiful pieces were made at the Fired Arts.

➤ Leadership Training:

Mr. Taylor said the tentative date of the training is Thursday, August 4, 2022.

- Community Resources – Parents/Staff: Ms. Marie Desha
Ms. Schapira shared that the North Sacramento Family Resource Center still has space for the home visitation program, which is a one-on-one parenting program. There is hybrid and in-person visitations for the program. She encouraged families to sign up for the North Sacramento Family Resource Center e-mail notifications and shared <https://northsacfrc.org/> link to sign up. Upcoming events include an anti-bullying event and backpack drive.

Mr. Taylor reviewed the Storytime, Car Seat Safety Workshop, and Craft Club flyers.

B. Governing Board Minutes for April 7, 2022: No Questions

V. **Committee Reports**

- Executive Committee:
The next meeting will be held Thursday, June 30, 2022 at 10:00 a.m., via Zoom.
- Budget/Planning Committee Meeting:
The next meeting will be held Tuesday, July 12, 2022 at 1:00 p.m., via Zoom.
- Social/Hospitality Committee Meeting:

The next meeting will be held Wednesday, July 6, 2022 at 12:00 p.m., in-person at the SETA Administrative Building, in the Shasta Room.

➤ **Personnel/Bylaws Committee Meeting**

The next meeting will be held Friday, July 15, 2022 at 9:00 a.m., in-person at the SETA Administrative Building, in the Jupiter Room.

VI. Other Reports

A/B. Interim Executive Director's/Head Start Deputy Director's Report

Ms. Lee reported the City and County are still working on filling the Executive Director vacancy. SETA's ACF Program Specialist and TTA Specialist will be visiting Sacramento Head Start on July 12-13, 2022. The team will visit centers and meet with leadership and delegate agency staff.

C. Chair's Report

Mr. Taylor commented on the "Joyful for July with Sacramento Regional Park District" Ms. Simonenkova sent an e-mail to the Board on June 22. It is a great opportunity for families to enjoy the aquatic center, family movie nights, etc. He thanked the Board for participation and encouraged members to continue their participation.

D. Head Start Managers' Reports

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

Ms. Carr reviewed the enrollment report: Head Start is 82 percent enrolled and Early Head Start is 87 percent enrolled. Full enrollment is required by September 2022. The Federal Government has deemed if families qualify for CalFresh/SNAP are now automatically eligible to enroll with Head Start. Starting in September, the Parent Cafés will be available via Zoom (cameras are required to be on to participate). Parent fees will be waived for State funded full-day services for the 2022-2023 program year.

Ms. Martin asked about enrolling her children to the program. Ms. Carr will connect with her after the meeting to explore options.

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

Ms. Griffith shared that safety and supervision monitoring is in progress for all centers countywide. Curriculum is being assessed with delegate agencies in preparation for the new school year. We are looking how to best support staff in their wellness and job satisfaction. A staff survey has been distributed regarding satisfaction in the workplace and are due back July 6, 2022. Workshops are also being developed and offered to support staff wellness.

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

Ms. Ocegueda shared that COVID-19 cases are still on the rise. Starting countywide Safe Environments monitoring. Emergency Disaster Training information for parents will be shared by Ms. Desha via e-mail. An Oral Health Committee is looking for focus groups of 10 people or more to provide feedback on dental needs and experiences. Information will be forth-coming on how to participate.

E. Open Discussion and Comments:

Ms. Bonner shared the Sacramento Public Library gave a presentation during the June PAC meeting. The presentation highlighted the Summer Reading Program, Art in the Park and other programs that can be found on the Sacramento Public Library website, www.saclibrary.org.

F. Public Participation: None

VII. Adjournment: The meeting was adjourned at 10:03 a.m.

ITEM III-A - ACTION

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

BACKGROUND:

California Governor Gavin Newsom has issued 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 Board 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, Cal OSHA continues to recommend physical distancing in places of employment as a measure to protect employees against the spread of COVID-19. Given these circumstances, in order to allow for the next Council meeting to be held by teleconference procedures consistent with AB 361, the Council 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:
 - 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 Head Start Policy Council meetings under AB 361, occasioned by the continuing state of emergency issued by Governor Newsom that directly impacts the ability of the members to meet safely in person and the continuation of Cal OSHA recommendations promoting physical distancing in places of employment and, based thereon, make the following findings in support of this action:

- a. The Council 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.
- c. State officials continue to recommend measures to promote social distancing.

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
- Leadership Training: Mr. Charles Taylor
- Officer Training – Mr. Charles Taylor
- Disaster Preparedness Training: Mr. Charles Taylor
- Community Resources – Parents/Staff: Ms. Marie Desha
 - Read to Ride – CA State Fair (English & Spanish Forms)
 - St. Hope Family Movie Matinee at the Guild Theatre

NOTES:



CAL STATE FAIR & FOOD FESTIVAL JULY 15-31, 2022



READ BOOKS! RIDE RIDES!

Kids Get
FREE
ADMISSION

on Tuesdays*!

*Kids 12 and under.

**FOR EVERY 2 BOOKS YOU READ, GET 2 RIDES
AND 1 MONORAIL TICKET FOR FREE* A \$15 VALUE**

K-8TH Grade Only • Butler Amusements, Inc. is the proud title partner of this program.

***Rules and Regulations:** Read to Ride redemption valid any day of the 2022 Fair. Any child in 8th grade or below may participate. One ticket=one free ride (some rides subject to exclusion). Books must be approved by student's teacher or parent/guardian. Forms must be completely filled out with parent/guardian/teacher signature. Additional forms can be found online. No books may be repeated for redemption. Student must be present to redeem the ride tickets. Only one (1) report form per child per day will be accepted. Original book report forms only, no photocopies of summaries will be accepted. Report forms are only valid in increments of two (2) books. While supplies last. All ride height and safety requirements will apply. **Disclaimer:** The Read to Ride Program is not a school district sponsored program. School districts accept no responsibility or liability for this activity or group.

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-

Head Start Policy Council

Tuesday, July 26, 2022



CASTATE FAIR & FOOD FESTIVAL JULY 15-31, 2022



¡LEE LIBROS, SÚBETE A LOS JUEGOS!

NIÑOS GRATIS*

LOS MARTES
NIÑOS DE 12 AÑOS O MENOS

**¡POR CADA 2 LIBROS QUE LEES, RECIBE 2 BOLETOS PARA LOS JUEGOS
MECÁNICOS Y 1 BOLETO PARA EL MONORAIL GRATIS! VALOR DE \$15**

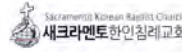
Solamente estudiantes de K-8^o • Butler Amusements, Inc. es el orgulloso compañero principal de este programa.

*Normas y reglamentos: Read to Ride oferta válida durante los días de la feria del 2022. Cualquier niño en 8^o grado o menos puede participar. Un boleto = un paseo gratis (algunos juegos mecánicos están sujetos a exclusión). Los libros deben ser aprobados por el maestro del estudiante o el padre/tutor. Los formularios deben ser llenados completamente con la firma del padre/tutor/maestro. No se pueden repetir libros para la redención. El estudiante debe estar presente para canjear los boletos de juegos. Sólo un (1) formulario por niño por día será aceptado. Formularios de libros originales solamente, no se aceptarán fotocopias de los formularios. Los formularios sólo son válidos en incrementos de dos (2) libros. Mientras duran las existencias. Todos los requisitos de altura y seguridad del juego mecánico se aplicarán. Descargo de responsabilidad: El programa de lectura no es un programa patrocinado por ningún distrito escolar. Los distritos escolares no aceptan ninguna responsabilidad u obligación por esta actividad a grupo.

CalExpoStateFair.com



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Tuesday, July 26, 2022

Lee Libros
Súbete a las
Atracciones

1. Lee dos (2) libros aprobados por tu padre, tutor o maestro.
2. Escribe un resumen breve de los libros para ganar 2 boletos para los juegos mecánicos y un boleto para el Monorail gratis!
3. Los niños de 6 años o menores pueden hacer un dibujo que describa el libro.
4. Utiliza otra hoja de papel si necesitas más espacio para escribir. ¡No te olvides de graparla al formulario!
5. El programa es válido sólo para estudiantes de kínder a octavo grado.
6. Para recibir tus pases de juegos mecánicos, lleva este formulario a la oficina de Servicios al Cliente de la Feria Estatal de California (ubicada dentro de la entrada principal). Los pases se ofrecen en incrementos de 2. Sólo un (1) formulario por niño por día.



La Feria Estatal de California
reconoce con gratitud a Butler
Amusements Inc. por su
patrocinio y apoyo a nuestro
programa de alfabetización
Head Start Policy Council

Formulario de Reporte

Título de libro _____

Autor _____

Resumen

Título de libro

Autor _____

Resumen

Nombre de Estudiante

Edad

Escuela

Grado

Firma de Padre/Tutor o Maestro

Fecha

ST+HOPE

PRESENTS

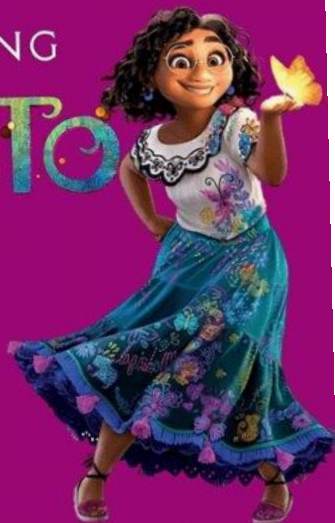
FAMILY MOVIE
MATINEE

AT THE GUILD THEATER

NOW SHOWING

ENCANTO

FREE
ADMISSION



SUNDAY
AUGUST 7
2 PM

SHOWTIME



ITEM IV-B - INFORMATION

SETA'S RECRUITMENT UPDATE

BACKGROUND:

SETA continues to actively recruit, screen, interview and on-board new staff to support the Children and Family Services Department. A summary report of activities will be sent under separate cover.

NOTES:

ITEM IV-C – INFORMATION

SETA GOVERNING BOARD MINUTES

BACKGROUND:

Attached for your information is a copy of the most recent minutes of the SETA Governing Board.

Staff will be available to answer questions.

NOTES:

**REGULAR MEETING OF THE SACRAMENTO EMPLOYMENT AND
TRAINING AGENCY GOVERNING BOARD**

Minutes/Synopsis

(The minutes reflect the actual progression of the meeting.)

Meeting Held Electronically

Thursday, June 2, 2022
10:00 a.m.

I. Call to Order/Roll Call/Pledge of Allegiance

Mr. Guerra called the meeting to order at 10:03 a.m. The roll was called and a quorum confirmed.

Members Present:

Don Nottoli, Member, Board of Supervisors (*joined at 10:17 a.m.*)
Mai Vang, Councilmember, City of Sacramento
Eric Guerra, Chair; Councilmember, City of Sacramento
Patrick Kennedy, Vice Chair, Board of Supervisors
Sophia Scherman, Member, Public Representative

II. Consent Items

- A. Approval of Minutes of the April 27, 2022 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Add Anita R. Johnson & Associates, Inc. to SETA's Vendor Services List
- D. Approval to Extend the Agreement with Community Link Capital Region for the 2-1-1 Sacramento Human Services Database

Moved/Vang, second/Kennedy, to approve the following consent items:

- A. Approval of Minutes of the April 27, 2022 Regular Board Meeting
- B. Approval of Claims and Warrants for 4/20/22 through 5/25/22
- C. Approval to Add Anita R. Johnson & Associates, Inc. to SETA's Vendor Services List
- D. Approval to Extend the Agreement with Community Link Capital Region for the 2-1-1 Sacramento Human Services Database

Roll call vote:

Aye:4 (Guerra, Scherman, Kennedy, Vang)

Nay: 0

Abstention: 0

Absent: 1 (Nottoli)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

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

Mr. Thatch reviewed this item. There were no changes to report.

Mr. Kennedy asked about the pending legislation.

Mr. Thatch said there were bills that did not go anywhere. There is nothing we know of regarding an end date.

Moved/Kennedy, second/Vang, to approve the Findings and Authorization to Extend Use of Teleconferencing Procedures for Board 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: 3 (Guerra, Vang, Kennedy)

Nay: 0

Abstention: 0

Absent: 2 (Nottoli, Scherman)

2. TIMED ITEM 10:00 A.M. AND PUBLIC HEARING

Approval of Changes to the SETA Personnel Policies and Procedures Regarding Hiring of Head Start Grantee Operated Program Staff

Ms. Saurbourne reviewed the item and shared that we are in a tough hiring market. Currently the eligibility list must be approved by the Policy Council before making a job offer. The Policy Council meets once a month. This is a hold over performance standard that no longer applies to current Head Start standards. The requested changes will allow for offers to be made timelier, instead of waiting for approval once a month.

Mr. Guerra opened the public hearing.

Moved/Guerra, second/Scherman, to close the public hearing and approve the updated policies regarding the hiring of Head Start grantee operated program staff

Roll call vote:

Aye:4 (Guerra, Scherman, Kennedy, Vang)

Nay: 0

Abstention: 0

Absent: 1 (Nottoli)

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING**

Approval of Revision to the Job Specification for Workforce Development Manager (Exempt)

Ms. Saurbourne reviewed this job specification which was last updated in 2002. Minor verbiage changes were made to reflect the current program terminology and a couple of duties, and added the required essential physical attributes to the position.

Mr. Guerra opened the public hearing.

Moved/Kennedy, second/Scherman, to close the public hearing and approve the revised job specification for the Workforce Development Manager (Exempt)

Roll call vote:

Aye:4 (Guerra, Scherman, Kennedy, Vang)

Nay: 0

Abstention: 0

Absent: 1 (Nottoli)

4. Approval of Appointment to the Sacramento Works Board

Mr. Kim reviewed the appointment of Ms. Denise Tugade to replace the labor seat vacated by Mr. Matt Lege.

Moved/Kennedy, second/Vang, to approve the appointment of Ms. Denise Tugade to the Sacramento Works Inc. Board

Roll call vote:

Aye:4 (Guerra, Scherman, Kennedy, Vang)

Nay: 0

Abstention: 0

Absent: 1 (Nottoli)

5. Approval of Sacramento Employment and Training Agency Recommended Budget for Fiscal Year 2022-2023 (D'et Saurbourne)

Ms. Saurbourne reviewed the recommended budget which includes an increase of \$1.8 million from last year. Changes are anticipated between now and the final budget that will be brought to the Board in August. We received notice from the

Employment Development Department (EDD) that the Workforce Innovation and Opportunity Act (WIOA) funding has been increased by \$1.2 million for next year. A new grant from DOL was received for \$2.4 million. The large negatives such as CSBG and CARES Act were one-time funding. The Child and Family Services budget is steady, there were negatives due to one-time carryover from last year that we do not have this year. We received one-time funding for Cost of Living Adjustment and Quality Improvement in the amount of \$1.7 million from California Department of Education (CDE).

Mr. Don Nottoli joined the meeting at 10:17a.m.

Mr. Guerra commented he would like to review with staff how the one-time funds are closing out and the changes with WIOA funding.

Moved/Vang, second/Kennedy, to approve the recommended SETA budget for fiscal year 2022-2023

Roll call vote:

Aye: 5 (Guerra, Kennedy, Nottoli, Scherman, Vang)

Nay: 0

Abstention: 0

6. Approval of Sublease Agreement with the California Workforce Association, and Authorize the Executive Director to Execute the Agreement

Mr. Kim reviewed the California Workforce Association represents all workforce boards across California. They have requested to sublease space at the Del Paso Blvd., SETA Administrative building. There is space in the Workforce Development Department area. The landlord has indicated their approval.

Moved/Vang, second/Kennedy, to approve the sublease agreement with the California Workforce Association, subject to final approval by legal counsel, and authorize the Executive Director to execute the agreement

Roll call vote:

Aye: 5 (Guerra, Kennedy, Nottoli, Scherman, Vang)

Nay: 0

Abstention: 0

B. WORKFORCE DEVELOPMENT DEPARTMENT

One Stop Services:

1. Approval of Funding Extension Recommendations for the Workforce Innovation and Opportunity Act (WIOA), Title I, Youth Program, Program Year 2022-2023

Ms. Carpenter reviewed the WIOA Youth Program is a year-round program for in school youth ages sixteen to eighteen and out of school youth ages eighteen to twenty-four. The purpose of the year-round program is to offer intensive services through training, enrollment in post-secondary education or completion of their high school diploma or General Educational Development (GED). This year's funding recommendation is an extension of the procurement done in 2019; this is the last extension year. Providers have six months to reach enrollment goals. The second criteria the providers must meet is the state negotiated placement rate of 60 percent or higher. We do not receive outcomes until year end. Those who met or exceeded enrollment rates and performance were given plus two slots. Those who met enrollment but did not meet performance were given plus one slot. At the time recommendations were developed, we did not have WIOA allocations; those were received this week with a thirteen percent increase. The recommendation has been approved by the Youth Committee and Sacramento Works Board. Its crucial providers meet the required 20 percent expenditure for work experience. Based on program performance, we are not recommending Folsom Cordova Community Partnership (FCCP). All other providers are recommended for funding. The Youth Committee has been working on implementing youth voice over the last year.

Ms. Gill with FCCP requested for continued funding. She submitted a letter to Board. FCCP is working with Head Start, training, and reengaging the community and has established youth camps. She acknowledged the impact the resignations had on enrollment for FCCP. The provider is looking for partial funding.

Mr. Nottoli asked if the preliminary numbers show an increase for year over year.

Ms. Carpenter replied that it is a 13 percent increase from the current year.

Mr. Nottoli asked if FCCP received full funding even though they had vacancies.

Ms. Carpenter said usually they bill for just the youth they serve.

Mr. Nottoli asked if the money was not distributed to them, what would have been the number with only 12 enrollments.

Ms. Carpenter said it would be about \$71,000 for 12 enrollments.

Mr. Nottoli asked if there is a way to adjust the number.

Ms. Carpenter said yes, we did reallocate the funding in the difference with the other providers.

Mr. Nottoli asked how long has FCCP contracted with SETA.

Ms. Carpenter said since 2019, for this funding.

Mr. Nottoli asked if we have the ability for the fourth year to adjust for partial funding. Can we adjust it for the remaining funding cycle?

Ms. Carpenter said the Board has the authority to make changes to the funding recommendations. The Board can choose to fund FCCP for the 12 slots.

Mr. Nottoli asked how did FCCP perform in the previous years.

Ms. Carpenter said they met enrollment numbers; there were no issues.

Mr. Nottoli said he would like to see FCCP funded for the 12 slots.

Mr. Thatch recommended the Board specify where the money is coming from if recommending a change.

Mr. Guerra asked if there was any concern in the last four years in FCCP not meeting their numbers.

Ms. Carpenter said FCCP met numbers and there were no issues in prior years.

Mr. Guerra expressed concern in the void of service. Is there a service gap, and what is the challenge if there were not opportunities?

Ms. Carpenter said one recommendation is for the three other providers who are funded that provide the services in the Rancho Cordova area: Asian Resources, North State Building Industry is mobile, and Sacramento City Unified School District (SCUSD). A report from last year shows the three listed providers served an additional seven youth from the Rancho Cordova area.

Mr. Guerra stated those providers are in the Stockton and Fruitridge area. In this last cycle, the concern is everyone faced the workforce challenge; the other providers were able to meet the goals despite those challenges. Did FCCP communicate with SETA regarding their challenges?

Ms. Carpenter said yes, in early January Ms. Gill reached out. There were strategy meetings; through those meetings an additional six youth were enrolled. We have continued to support FCCP with training and other support.

Ms. Scherman supports the recommendation to fund FCCP.

Mr. Kim stated with the preliminary allocations there should be funds available if the Board chooses to fund FCCP. If the Board changes the recommendation then this item will have to go back to the Sacramento Works Board for agreement.

Mr. Guerra asked how would an August meeting impact the program. Ms. Carpenter stated the program year starts July 1, 2022; waiting until August could impact the enrollment period. Mr. Guerra asked when does the Sacramento Works Board meet next. Ms. Carpenter said in July. Mr. Guerra asked if a special meeting could be called. Ms. Lee said yes, if we could get their schedules.

Mr. Nottoli recommended the funding for the 12 slots would come out of the additional allocation.

Mr. Guerra recommended we say up to 12 slots.

Mr. Kim suggested the recommendation be contingent on the receipt of the final WIOA youth allocation. The item could then go back to Sacramento Works Board without further Governing Board action.

Moved/Nottoli, second/Scherman, to approve the staff funding extension recommendations for the WIOA Title I, Youth Program, PY 2022-2023 with the stipulation that Folsom Cordova Community Partnership funding is extended for up to 12 slots, contingent upon the receipt of the final WIOA youth allocation.

Roll call vote:

Aye: 5 (Guerra, Kennedy, Nottoli, Scherman, Vang)

Nay: 0

Abstention: 0

2. Agree with the Sacramento Works, Inc. Board to Approve the Workforce Innovation and Opportunity Act (WIOA) Resource Allocation Plan for 2022-2023

Mr. Kim reviewed this item which has been approved by the Sacramento Works Board.

Moved/Guerra, second/Vang, to agree with the Sacramento Works, Inc. Board to approve the WIOA Resource Allocation Plan for 2022-2023

Roll call vote:

Aye: 5 (Guerra, Kennedy, Nottoli, Scherman, Vang)

Nay: 0

Abstention: 0

3. Approval of Funding Extension Recommendations for the Workforce Innovation and Opportunity Act (WIOA), Title I, Adult and Dislocated Worker Programs, Program Year (PY) 2022-2023

Mr. Kim reviewed this item extends the subgrant agreements for the job center system; this is the third year of a four-year cycle. The recommendation would increase job center contracts for approximately \$92,000 and increase

scholarships and support/training services by approximately \$100,000. After WIOA allocations are final, staff plan to return with an augmentation recommendation.

Moved/Kennedy, second/Vang, to approve the staff funding extension recommendations for the WIOA Title I, Adult/Dislocated Worker Programs as listed on the attached chart, and approve the stipulation that all Job Center contracts will include the requirement that a minimum of 20 percent of the funds be expended on training services

Roll call vote:

Aye: 5 (Guerra, Kennedy, Nottoli, Scherman, Vang)

Nay: 0

Abstention: 0

Community Services Block Grant: No Items

Refugee Services:

4. Non-Competitive Procurement Finding and Approval of Funding Augmentation Recommendations for Refugee Support Services (RSS) Program Providers, Program Year 2021-2022

Ms. O'Camb reviewed this augmentation is for five of the refugee support service providers, to increase the number of refugees served. The non-competitive procurement is appropriate due to the existing emergency. The total amount for additional funding recommended is approximately \$5 million. The augmentation recommendation is for providers that reached 80-100 percent of year-end goals. All additional enrollments must happen by September 30, 2022.

Moved/Scherman, second/Nottoli, to approve the Non-Competitive Procurement Finding and Funding Augmentation Recommendations for Refugee Support Services (RSS) Program Providers, Program Year 2021-22

Roll call vote:

Aye: 5 (Guerra, Kennedy, Nottoli, Scherman, Vang)

Nay: 0

Abstention: 0

C. CHILDREN AND FAMILY SERVICES:

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

Ms. Lee reviewed we had underspent funds from the previous years. Those funds could be used for other deferred maintain projects such as HVAC,

replacement vehicles, replacement rubber for play structures, etc. The funds would be reprogrammed to supplies, gas, and food, the areas where costs have increased.

Ms. Scherman asked if there is a wish list for each site.

Ms. Lee replied monitoring is ongoing, including safety checklists. The Federal Government does have one-time funds available for immediate needs for health and safety if SETA did not have funds available.

Moved/Scherman, second/Kennedy, 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: 5 (Guerra, Kennedy, Nottoli, Scherman, Vang)

Nay: 0

Abstention: 0

2. 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 stated the title of this item should read Ratification of the Submission of the Head Start/Early Head Start Cost of Living Adjustment (COLA) and Quality Improvement (QI) Application for Program Year 2022-2023, as the applications were due on June 1, 2022. The COLA is 2.28 percent this year. A small allocation is for QI programs to increase through staff or improvements. These are not one-time funds, as they build the base of our grant.

Moved/Kennedy, second/Nottoli, to approve to ratify 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: 5 (Guerra, Kennedy, Nottoli, Scherman, Vang)

Nay: 0

Abstention: 0

Absent: 0

IV. Information Items

A. California Workforce Association Article on the Homeless Transition Employment Program

Ms. Davis-Jaffe reviewed the article. There were no questions.

- B. Fiscal Monitoring Reports: No Questions
- C. Employer Success Stories and Activity Report: No Questions
- D. Dislocated Worker Update: No Questions
- E. Unemployment Update/Press Release from the Employment Development Department: No Questions
- F. Head Start Reports:

Ms. Lee stated COVID-19 is still going. Classrooms are not closing for student exposures; however, we are closing for staff exposures due to staffing issues. Head Start is the only child care provider where children and staff wear masks. The Federal Government announced their full enrollment initiative; as of September 2022, there will no longer be a reprieve. It is anticipated that enrollment will be most impacted by staffing. Corrective action could last up to 12 months, if implemented. An enrollment campaign is underway for social media, signage/window wraps, and a commercial. Regarding the Quality Assurance report for Sacramento City Unified School District, we are working with them and will have updates.

V. Reports to the Board

- A. Chair: No Report
- B. Interim Executive Director: No Report
- C. Deputy Directors:
Mr. Kim stated the Workforce Development Manager job specification item was due to Ms. Carpenter's anticipated departure from SETA. The Florin Road job center staff is moving this week. The job center should be operational in the middle of June 2022.
- D. Counsel: No Report
- E. Members of the Board
Mr. Nottoli and Ms. Scherman congratulated Ms. Carpenter.
- F. Public: None

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

Closed Session was entered at 11:28 a.m. Returned from Closed Session at 11:35 a.m. There was nothing to report out.

VII. Adjournment: The meeting adjourned at 11:35 a.m.

ITEM V
COMMITTEE REPORTS

V. Committee Reports

- Executive Committee Meeting: Mr. Charles Taylor

- Budget/Planning Committee Meeting: Mr. Charles Taylor

- Social/Hospitality Committee Meeting: Mr. Charles Taylor

- Personnel/Bylaws Committee Meeting: Mr. Charles Taylor

NOTES:

ITEM VI

OTHER REPORTS

BACKGROUND:

- A. INTERIM EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Interim Executive Director (Ms. Denise Lee) an opportunity to report to the Policy Council on any items of important information or training opportunities available through the Workforce Development Department.

- B. SETA Head Start DEPUTY DIRECTOR'S MONTHLY REPORT: This item is set aside to allow the Head Start Deputy Director (Ms. Denise Lee) to report to the Council on any items of important information or to deal with special requests which need to be addressed.

✓ Monthly Head Start Report

- C. CHAIR'S REPORT: The Chair of the Head Start Policy Council, on a regular basis, receives numerous items of information concerning legislation, current programs and agency activities.

The important information from the material received and meetings attended will be shared with the entire Council, and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Council to provide input on items that may require future action.

MONTHLY PROGRAM INFORMATION REPORT

JUNE 2022

Children Growing, Learning and Sampling

One of many wonderful learning activities that children experience in Head Start is healthy eating, food choices and gardening. As such, many teachers host small gardens cultivated and nurtured by children and staff in the center. Gardens come in a variety of shapes, sizes and materials including platter boxes, wheelbarrows, pots/containers and the good old-fashioned ground. Children will often start their garden by growing seeds in a Dixie cup; others will start them with small plants. Children help chose the types of fruits/vegetables they want to grow. Some examples have included tomatoes, kale, cucumbers, carrots, garlic, peppers, chilis, onions, pumpkins, strawberries, and melons. Teachers then use the “fruits/veggies” of their labor in cooking activities such as making salsa and smoothies. They may also just have a tasting day so children can describe the textures, smells, colors, and tastes. Check out the most recent tasting of zucchini by the children at the Mather Early Learning Center. Pictures are worth a thousand words.

Thank you Mather staff and
Program Officer, Lynda, for sharing.



Children Growing, Learning and Sampling

ACF-IM-HS-22-04

Issued: June 21, 2022

Competitive Bonuses for the Head Start Workforce

The Office of Head Start recently released Information Memorandum IM-HS-22-04, which offers guidelines and encouragement to programs to use American Rescue Plan (ARPA) funds, base grant operations funds, and other COVID-19 relief funds to offer competitive financial incentives to staff. OHS recognizes that the value of incentives may need to increase from what was previously offered and recommends that programs offer incentives to meet or reasonably exceed incentives offered by competitors, including local elementary schools.

For more information and guidance, please visit the OHS/ACF website at: <https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-22-04>.

Head Start Enrollment Campaign

As shared in previous meetings, the Children and Family Services Department embarked on a new marketing campaign designed to increase enrollment and public awareness of services. The campaign kicked off with the social media blast on *Facebook, Instagram and Google*. Then it moved to a 30-second Comcast commercial, which ran in June and will re-run in August. The campaign also focuses on rebranding the SETA Head Start logo to reflect a countywide approach moving away from "SETA Head Start" and moving to "Head Start Sacramento". The campaign also included new center signage, window-wraps to more clearly identify the center from the street, and re-designed recruitment flyers. Staff have added a question to the in-take paperwork to inquiry how families heard about Head Start. The data of each campaign will be shared in a future meeting.

PARENTS – CALL TO ACTION

Please refer friends and family with children ages birth to 5 years old to Head Start today:

- ⇒ Call 916.263.6113
- ⇒ Visit the Website at www.headstart.seta.net or www.headstartsacramento.org and click the "Enroll Now" button
- ⇒ Stop by any one of our center locations. Addresses can be found at online at: www.headstartsacramento.org.

COVID Update

While data shows a consistent pattern since February, COVID-19 continues to impact children/staff exposures and program operations in Head Start.

**Remember: The goal is have
100%
enrollment by September
2022.**

SETA Head Start – 2022 COVID-19 Summary by Month						
DATA	January	February	March	April	May	June
Number of school days	20	19	23	16	20	22
Site Staff confirmed positive	59	12	2	3	18	24
Site Staff exposed in class	132	41	10	17	54	66
Children confirmed positive	94	27	9	4	10	25
Children exposed in class	565	271	78	96	391	383
Children exposed at home (reported)	420	11	1	5	17	27
Children not exposed, but whose services were delayed	283	0	0	0	0	0
Total children quarantining	1,268	11	1	5	17	27
Classroom days closed (total, all sites)	287	0	0	0	0	0
Number of distinct classrooms affected	67	30	8	7	38	44
Number of sites closed	4	0	0	0	0	0
Number of outbreaks	0	0	0	0	0	1

GOAL

Vaccines Available for Children as Young as 6 Months

Great news: Kids as young as 6 months can now get the protection of a COVID vaccine! Below are some frequently asked questions (source: *We Can Do This* by the Dept. of Health and Human Services).

VACCINE AVAILABILITY

Who can get a COVID-19 vaccine?

Everyone ages 6 months and older in the United States can get a COVID-19 vaccine. The vaccines are [free for everyone](#), regardless of your immigration status. You also don't need health insurance.

Where can I or my child get vaccinated?

COVID-19 vaccines are available from many pharmacies and health care providers. You have three ways to find vaccines near you:

Go to [vaccines.gov](https://www.vaccines.gov)

Text your ZIP code to 438829

Call 1-800-232-0233

Also check with your child's health care provider or their school. Many schools are providing vaccines to make it easier for students to get vaccinated.

Do I need to give consent before my child can get vaccinated?

Consent laws vary across states and territories. For example, most—but not all—states require vaccine providers to get a parent's or guardian's permission to give a vaccine to a child under age 18.

Check with your [state/territory health department](#) to find out about local parental/guardian consent requirements.

VACCINE SAFETY AND EFFECTIVENESS

Why should my child get vaccinated?

COVID-19 can sicken people of all ages. There's no way to predict how your child might be affected by COVID.

Among children under age 18 in the United States who've gotten COVID-19:

Tens of thousands have been hospitalized

Hundreds have died

Even if your child doesn't get very sick, a COVID-19 infection could still cause health problems down the road.

Your child can also spread the virus to someone who is at risk for severe illness—like a grandparent, someone at church, a teacher at school, or anyone in your community.

The vaccines are highly effective at preventing severe illness, hospitalization, and death due to COVID-19.

How do we know the vaccines are safe for kids?

The COVID-19 vaccine for children has been through rigorous testing and thorough review by the FDA and CDC.

Thousands of children participated in the clinical trials. Among those who received the vaccine, it was shown to be safe and effective at preventing COVID-19.

COVID-19 vaccines are the most closely monitored vaccines in U.S. history. And the FDA and CDC will continue to monitor the safety of COVID-19 vaccines, including among children.



VACCINE SAFETY AND EFFECTIVENESS

(continued)

How do we know the vaccines are safe for kids?

The COVID-19 vaccine for children has been through rigorous testing and thorough review by the FDA and CDC. Thousands of children participated in the clinical trials. Among those who received the vaccine, it was shown to be safe and effective at preventing COVID-19.

COVID-19 vaccines are the most closely monitored vaccines in U.S. history. And the FDA and CDC will continue to monitor the safety of COVID-19 vaccines, including among children.

How do the vaccines work?

The active ingredient is a molecule that leads your body to briefly make a protein (called the spike protein) normally found on the surface of the virus that causes COVID-19. The vaccine helps your body recognize that protein and creates a strong immune response against the spike protein.

After vaccination, your body breaks down the vaccine components and gets rid of them within about 36 hours.

After vaccination, because the immune system has protection built up against the spike protein, the body is ready to fight off the virus that causes COVID-19.

Will I or my child get myocarditis or pericarditis from receiving an mRNA COVID-19 vaccine?

Myocarditis and pericarditis are two kinds of heart inflammation that can cause symptoms like chest pain, a fast or hard heart-beat, and shortness of breath.

These kinds of [heart inflammation after vaccination are extremely rare](#).

When they happen, they mostly happen in male adolescents and young adults, typically within several days after mRNA COVID-19 vaccination.

Patients usually recover quickly and respond well to medications and rest.

You're actually more likely to get heart inflammation if you're unvaccinated and get sick with COVID-19.

And heart inflammation from COVID-19 tends to be worse than the heart inflammation people have had after vaccination.

Are the COVID-19 vaccines safe for people who want to become pregnant, are pregnant, or are breastfeeding?

Yes. Growing evidence confirms that people who are pregnant or were recently pregnant are at higher risk for severe illness if they get COVID-19. There is no evidence that vaccination against COVID-19 leads to complications during [pregnancy](#).

And, there is no evidence that any vaccines, including COVID-19 vaccines, cause [fertility](#) problems in women or men.

CDC recommends COVID-19 vaccination as soon as possible for all people who are pregnant, want to become pregnant, or are breastfeeding.

COVID-19 can be a dangerous disease during pregnancy and increases the risk of severe illness in pregnant moms and preterm birth for the baby. It might increase risks for other problems during pregnancy.

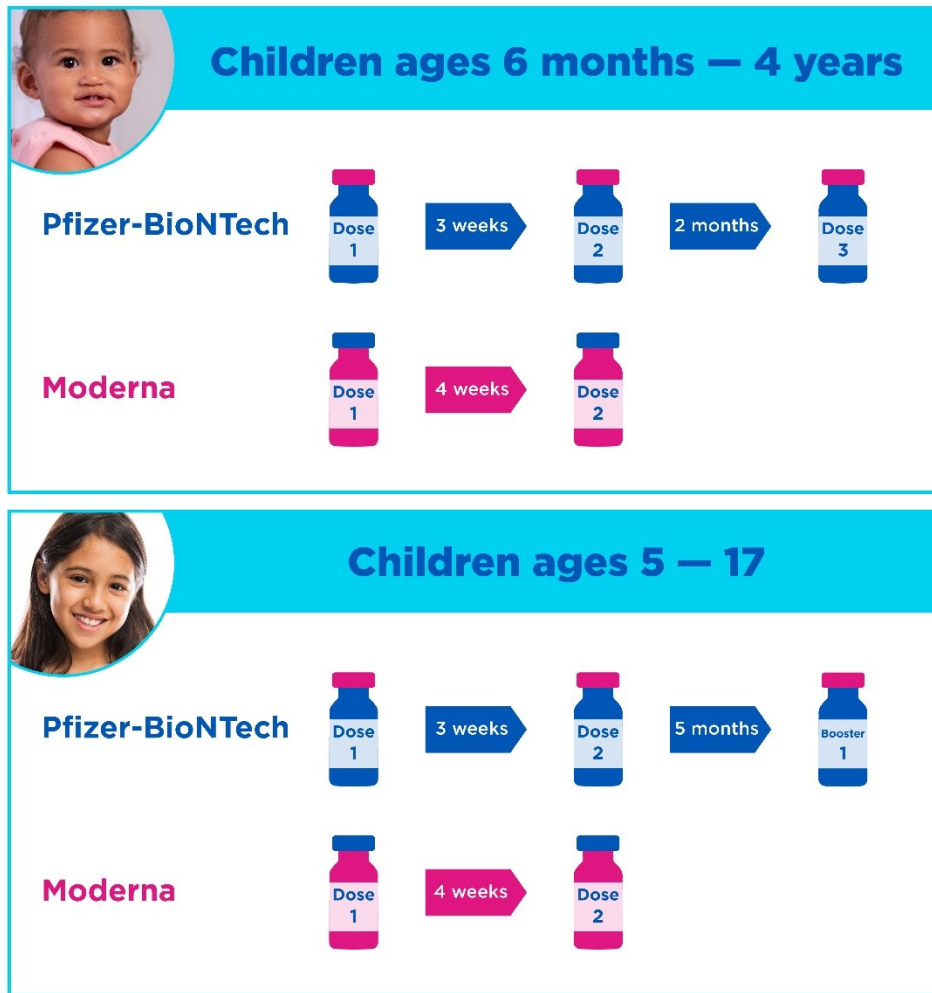
Getting a COVID-19 vaccine can protect you against severe illness from COVID-19 and help keep your baby safe.

PREPARING FOR VACCINATION

How many vaccine doses does my child need?

The number of doses your child needs to stay up to date with their vaccines and get the best protection against COVID depends on their age and which vaccine they get.

Image



Males ages 12–39 may benefit from waiting longer between the 1st and 2nd vaccine doses. Talk to your health care or vaccine provider.

People, including children, with [compromised immune systems](#) are less able to fight infections and may need more than these recommended doses.

PREPARING FOR VACCINATION (continued)

What are common side effects from COVID-19 vaccines?

Children who've gotten a COVID-19 vaccine have the same common side effects as adults.

Common side effects include:

- Pain, redness, or swelling where you got your shot
- Headache
- Chills
- Nausea
- Tiredness
- Muscle pain
- Fever

These side effects are normal and typically last for a couple days after vaccination.

They are signs that the vaccine is working and that your child's body is building protection against the virus.

If my child has had COVID, do they need to get vaccinated?

Yes. You should get your child vaccinated against COVID-19 even if they've already had COVID-19.

Having had COVID-19 doesn't necessarily protect someone against getting infected again.

In fact, a recent [study](#) found that unvaccinated individuals are more than twice as likely to be reinfected with COVID-19 than those who had COVID-19 and then got vaccinated.

How can I prepare my child for their COVID-19 vaccine shots?

Getting a shot can be scary for kids. Here are some [tips to comfort your child](#) before, during, and after their shot.

Before:

- Talk to them honestly about what to expect:
- Shots sometimes pinch or sting a little bit, but only for a short time.
- If you take a deep breath, you can blow out the sting before you can count to five.
- We all need vaccines to keep us safe from germs that might make us sick.
- DON'T give your child pain relievers before vaccination.

During:

- Comfort—don't scold—your child if they cry and avoid using shots as a threat.
- Let your child bring a favorite toy or blanket to hug during the injection.
- You can distract them with a story, video, or conversation.
- Ask the vaccine provider if they have a numbing ointment or spray to apply before the shot.
- Use comforting positions, such as holding your child on your lap. Avoid laying your child down flat. And never pin down your child for medical procedures.

After:

- Hug and praise your child.
- Tell them their body is already making germ fighters to keep them safe and healthy.
- A reward like a sweet treat or sticker can be motivating.
- To help reduce pain and swelling, you can apply a cool, damp cloth on the arm where your child got their shot.
- Ask your child's health care provider if it's OK for them to take their normal pain reliever if they have side effects, such as headache or fever. Most side effects go away on their own within a few days.
- Sign your child up for [v-safe](#), a free and confidential smartphone-based tool you can use to report any side effects your child may have after getting a COVID-19 vaccine.



Quality Assurance Summary Report

TO: Policy Council and SETA Governing Board members
 RE: SETA Quality Assurance/Monitoring Results – February 2022

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
Elk Grove Unified School District	Head Start Center-based <i>Prairie (2)</i> <i>Irene.B. West (2)</i> <i>Leimbach (2)</i> <i>Markofer (2)</i>	4 centers 8 classes 18 files	Feb 1-25, 2022	Comprehensive Review <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

This monitoring review was performed using the 2019 Monitoring for Compliance and Quality Improvement tool (MCQI). MCQI is comprised of 21 monitoring checklists representing performance indicators aligned with the Head Start Program Performance Standards (HSPPS), the Head Start Act, Community Care Licensing, and other local, state and federal regulations.

Highlighted Program Strengths and Positive Observations:

- Monitors observed classroom inclusion where children with disabilities and typically developing children participated equally and are engaged with others in the various classroom activities.
- Classes have very well-organized learning activities and lessons.
- Review of child assessment data reflects that goals and activities are supporting the continued development of the child. In the Desired Results Developmental Profile (DRDP), there are videos, photos, writing, and art that demonstrate teachers consistently and closely work with children and parents.
- Program has systems in place for enrollment with strong program operation procedures. It is evident that there is tracking, reporting and engagement in meeting funded enrollment.
- Family Partnership Agreements (FPA) were detailed and showed a system in place that was easy to follow. It was evident that the program was setting goals with individual families, conducting quarterly follow-ups, and providing resources to families.
- Wonderful conversations between children and staff were observed during meal times.

Areas Reviewed	Non-compliance / Areas Needing Improvement
Enrollment and Eligibility File Review <i>(Eligibility, Recruitment, Selection, Enrollment and Attendance)</i>	- Data in ChildPlus did not match the contents of the file - Some forms in the file were incomplete, left blank and/or missing signatures
Education File Review and Classroom Observation <i>(Screenings, Referrals, Follow-up, Individual Education Plans, and Classroom Observation)</i>	- Not all home visits/parent conferences were up to date - Education documentation was not well organized and/or timely/current - Safety/supervision practices are not consistent and/or well implemented

Areas Reviewed	Non-compliance / Areas Needing Improvement
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	<ul style="list-style-type: none"> - Some required postings are outdated (Meal patterns and proper hand-washing routines) - Diapering procedures are not consistently followed - Indoor premises need improvement (excessive dust/cob webs), electrical outlets not covered, exits doors contain paper postings, etc. - Fire extinguishers tags show outdated inspections - Drinking water was not always available during outdoor time
Disabilities Services <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>	No significant noted findings/concerns
Family and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	No significant noted findings/concerns
Mental Health Services <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>	No significant noted findings/concerns
Nutrition Services <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	<ul style="list-style-type: none"> - Special dietary needs and food substitutions due to unavailable food supply were confusing and hard to track - Meal service and food safety procedures were not consistently followed (time of service, temperatures taken, amount of time food was left out)
Health Services <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	<ul style="list-style-type: none"> - Health screenings were expired and/or not up to date - Physical exams were not completed within 30 days of enrollment
Program Design, Management and Human Resources <i>(Pre-employment Requirements, Staff Qualifications, Staff Development, and Safety Training)</i>	No significant noted findings/concerns

Note: Individual indicators in each area reviewed are scored on a 1-100% scale. Scores between 90-99% will be addressed by the program but do not require a formal Corrective Action Plan. Scores less than 90% require a program-level Corrective Action Plan. Determination of a Comprehensive Review and/or Differentiated Review will be based on historic data.

Follow-up and Corrective Action Plans:

A program-level Corrective Action Plan (CAP) to address above areas of non-compliance is due to SETA within 45 days of receipt of this report. Governing Board/School Board notification of monitoring results is within 60 days.

Programs complete the program-level CAP using the ChildPlus Internal Monitoring Module to resolve systems-level areas of non-compliance identified during the MCQI review. Each agency remains responsible to correct Non-Compliant indicators at the classroom/center level.



Quality Assurance Summary Report

TO: Policy Council and SETA Governing Board members
 RE: SETA Quality Assurance/Monitoring Results – April/May 2022

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
San Juan Unified School District	Head Start and Early Head Start Center-based	6 centers <ul style="list-style-type: none"> • Coleman • Gen. Davie • Encina • Garfield • Howe • M. Marshall 15 classes 52 children's files <ul style="list-style-type: none"> • 46 Head Start • 6 Early Head Start 	April 18-May 18, 2022	Comprehensive Review <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

This monitoring review was performed using the 2019 Monitoring for Compliance and Quality Improvement tool (MCQI). MCQI is comprised of 21 monitoring checklists representing performance indicators aligned with the Head Start Program Performance Standards (HSPPS), the Head Start Act, Community Care Licensing, and other local, state and federal regulations.

Highlighted Program Strengths and Positive Observations:

- There is evidence that the program ensures children are up-to-date on screenings and staff collaborate with parents. There is documentation and case management to demonstrate that services are provided to children with disabilities.
- Enrollment documents are accurately completed and the contents of the file matches data in Childplus.
- Family Partnership Agreements were detailed and showed on-going communication with families, including participation in the goal setting process, follow-up and resources provided.
- Children are up-to-date on health screenings and staff collaborates with parents. Files were well-organized and data showed completed health records for Year 1 and Year 2 services. For children missing health events, there was evidence in the files of on-going follow-up.
- During meal times, teachers were encouraging children to try new foods and promote healthy eating practices.
- The program has comprehensive systems in place that accommodates medical and preference diets for children. The system includes comprehensive screenings and collaboration with the parents and staff to create a customized diet.
- The program has comprehensive systems in place that accommodates care for children with chronic health conditions, with or without medication needs. The system includes comprehensive screenings and collaboration with the parents to create a Health Care Plan (HCP).

Areas Reviewed	Individual Indicators Needing Attention
Enrollment and Eligibility File Review (Eligibility, Enrollment and Attendance)	No significant noted findings.
Education File Review and Classroom Observation (Screenings, Referrals, Follow-up, Individual Education Plans, Classroom Observation)	<ul style="list-style-type: none"> - Some developmental and social/emotional screenings were not completed within 45 days - Not all files contained Individual Development Plans (IDPs) and/or documentation that parents participated in the planning process - Contents of file did not match Childplus data entry - Safety/supervision protocols were not followed at all times
Safe Environments (Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)	<ul style="list-style-type: none"> - Limited documentation that monthly fire and earthquake drills were performed - Not all classrooms and outdoors space were free from undesirable or hazardous materials and conditions - Not all chemicals were out of reach from children - Not all exit doors are free from paper postings and/or have slow closing gaskets - Not all indoor climbing equipment has approved mats that extend at least 3 feet from the structure - Not all smoke and CO2 detectors are working properly and/or tested regularly - Cabinets/bookshelves are not free from potential falling objects in case of an earthquake or explosion
Disabilities Services (Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)	No significant noted findings.
Family and Community Engagement (Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)	No significant noted findings.
Nutrition (Nutrition Tracking and Follow-up)	No significant noted findings.
Meal Service (Menus, Meals and Special Diets)	<ul style="list-style-type: none"> - Some classes had snacks combined with lunch or did not provide snack even though it was posted on the menu
Health (Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)	No significant noted findings.
Program Design and Management Human Resources (Pre-employment Requirements, Staff Qualifications, Staff Development, and Safety Training)	No significant noted findings.

* Scores between 90-99% per section will be addressed by the program but do not require a formal Corrective Action Plan Monitoring. Scores less than 90% require a program-level Corrective Action Plan. Determination of a Comprehensive Review and/or Differentiated Review will be based on historic data.

Follow-up and Corrective Action Plans:

A program-level Corrective Action Plan (CAP) to address above areas of non-compliance is due to SETA within 45 days of receipt of this report. Governing Board/School Board notification of monitoring results is within 60 days.

Programs complete the program-level CAP using the ChildPlus Internal Monitoring Module to resolve systems-level areas of non-compliance identified during the MCQI review. Each agency remains responsible to correct Non-Compliant indicators at the classroom/center level.



Quality Assurance Summary Report

TO: Policy Council and SETA Governing Board members
 RE: SETA Quality Assurance/Monitoring Results – April 2022

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
Twin Rivers Unified School District	Head Start and Early Head Start Center-based	3 centers <ul style="list-style-type: none"> • Morey Avenue • Oakdale • Village 4 classes 18 children's files <ul style="list-style-type: none"> • 10 Head Start • 8 Early Head Start 	April 1-29, 2022	Comprehensive Review <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

This monitoring review was performed using the 2019 Monitoring for Compliance and Quality Improvement tool (MCQI). MCQI is comprised of 21 monitoring checklists representing performance indicators aligned with the Head Start Program Performance Standards (HSPPS), the Head Start Act, Community Care Licensing, and other local, state and federal regulations.

Highlighted Program Strengths and Positive Observations:

- There is documentation and case management to demonstrate that services are being provided to children with disabilities.
- There is evidence that children are screened/rescreened when failed (within 30 days) for Ages and Stages Questionnaire and/or Social-Emotional screenings. There is strong follow-up and it is evident that intervention services are being provided for children who fail the screenings.
- IEP/IFSP's are integrated into the classroom lesson plans. Documentation demonstrates involvement of teachers and Special Education staff with parents.
- Classes are fully enrolled and attendance is high. Children seem very comfortable in their classroom and materials are readily accessible to them. Drop off/pickups are very warm, welcoming, and organized.
- There is evidence in the files that incorporate parent/guardian's information with the child's typical behavior to support individualized learning in the classroom.
- Family Partnership Agreements (FPA) are complete, detailed and show ongoing communication with families. It was evident that the program was setting goals with individual families, conducting quarterly follow-ups, and providing resources to families. The case management was exceptional and noted on FPA/Family contact notes.
- Determination dates for health and dental were persistently marked (stamped) on collected health records, that also matched dates entered into ChildPlus. There was evidence of ongoing reminders sent to parent/guardian(s) for missing health records.
- Program has a comprehensive system in place that accommodates medical and preference diets for children enrolled in the program. The system includes comprehensive screening and collaboration with the parent and staff to create a customized diet.

Areas Reviewed	Individual Indicators Needing Attention
Enrollment and Eligibility File Review <i>(Eligibility, Enrollment and Attendance)</i>	No significant noted findings.
Education File Review and Classroom Observation <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Classroom Observation)</i>	<ul style="list-style-type: none"> - Some developmental and social/emotional screenings were not completed within 45 days - Several Early Head Start children were not transitioned to Head Start on/round their 3rd birthday - Not all files were clean, well-organized - Contents of file did not match Childplus data entry - Safety/supervision protocols were not followed at all times
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	No significant noted findings.
Disabilities Services <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>	No significant noted findings.
Family and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	No significant noted findings.
Nutrition <i>(Nutrition Tracking and Follow-up)</i>	<ul style="list-style-type: none"> - Some files did not contain signed authorization forms to screen children - Not all screenings and immunizations were up to date for child's age - Contents of file did not match Childplus
Meal Service <i>(Menus, Meals and Special Diets)</i>	No significant noted findings.
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	No significant noted findings.
Program Design and Management Human Resources <i>(Pre-employment Requirements, Staff Qualifications, Staff Development, and Safety Training)</i>	No significant noted findings.

* Scores between 90-99% per section will be addressed by the program but do not require a formal Corrective Action Plan Monitoring. Scores less than 90% require a program-level Corrective Action Plan. Determination of a Comprehensive Review and/or Differentiated Review will be based on historic data.

Follow-up and Corrective Action Plans:

A program-level Corrective Action Plan (CAP) to address above areas of non-compliance is due to SETA within 45 days of receipt of this report. Governing Board/School Board notification of monitoring results is within 60 days.

Programs complete the program-level CAP using the ChildPlus Internal Monitoring Module to resolve systems-level areas of non-compliance identified during the MCQI review. Each agency remains responsible to correct Non-Compliant indicators at the classroom/center level.



Quality Assurance Summary Report

TO: Policy Council and SETA Governing Board members
 RE: SETA Quality Assurance/Monitoring Results – June 2022

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
Women's Civic Improvement Club (WCIC)	Head Start	2 centers 3 classes 9 children's files	June 1-8, 2022	Comprehensive Review <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

This monitoring review was performed using the 2019 Monitoring for Compliance and Quality Improvement tool (MCQI). MCQI is comprised of 21 monitoring checklists representing performance indicators aligned with the Head Start Program Performance Standards (HSPPS), the Head Start Act, Community Care Licensing, and other local, state and federal regulations.

Highlighted Program Strengths and Positive Observations:

- There is documentation and case management to demonstrate that services are provided to children with disabilities.
- Children are comfortable in their classroom and there is warm, quality engagement observed between teachers and children. Drop-off/pick-ups are warm, welcoming and organized.
- Lesson plans incorporated all learning measures that were carried-out throughout the day.
- Family Partnership Agreements showed on-going communication with families. It was evident that the program was setting goals with individual families, conducting follow-up and providing resources.
- Program has a comprehensive system in place that accommodates medical and preference diets for children. The system includes comprehensive screening and collaboration with parents and staff to create a customized diet.
- Program has a comprehensive system in place that accommodated caring for children with chronic health conditions, with or without a medication needs. The system includes comprehensive screening and collaboration with parents and staff to create a Health Care Plan.
- Observed staff cleaning the playgrounds before outdoor playtime. Classrooms are neat, clean and organized. Not much clutter or excessive wall decoration.
- Staff focused on children's transitions and movement throughout the day. Staff followed SUPERvision and SWEEP protocols when transitioning outdoors.

Areas Reviewed	Individual Indicators Needing Attention
Enrollment and Eligibility File Review <i>(Eligibility, Enrollment and Attendance)</i>	<ul style="list-style-type: none"> - Program has been under-enrolled throughout the program year - Not all vacancies were filled within 30 days - Not all applications were signed by parents

Areas Reviewed	Individual Indicators Needing Attention
Education File Review and Classroom Observation <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Classroom Observation)</i>	<ul style="list-style-type: none"> - Teachers did not utilize Teaching Strategies with children, not used Teaching Pyramid, PDA or Solution Kits for undesired children's behaviors or supporting children's development in a positive manner. - Lack of materials available for children during extended play. Interest areas not well defined, attractive or well supplied with developmentally appropriate materials.
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	No significant noted findings.
Disabilities Services <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>	<ul style="list-style-type: none"> - The program did not meet the minimum 10% enrollment threshold for children with disabilities
Family and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	No significant noted findings.
Nutrition <i>(Nutrition Tracking and Follow-up)</i>	No significant noted findings.
Meal Service <i>(Menus, Meals and Special Diets)</i>	No significant noted findings.
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	<ul style="list-style-type: none"> - Not all children were up-to-date on preventative health screenings
Program Design and Management Human Resources <i>(Pre-employment Requirements, Staff Qualifications, Staff Development, and Safety Training)</i>	No significant noted findings.

* Scores between 90-99% per section will be addressed by the program but do not require a formal Corrective Action Plan Monitoring. Scores less than 90% require a program-level Corrective Action Plan. Determination of a Comprehensive Review and/or Differentiated Review will be based on historic data.

Follow-up and Corrective Action Plans:

A program-level Corrective Action Plan (CAP) to address above areas of non-compliance is due to SETA within 45 days of receipt of this report. Governing Board/School Board notification of monitoring results is within 60 days.

Programs complete the program-level CAP using the ChildPlus Internal Monitoring Module to resolve systems-level areas of non-compliance identified during the MCQI review. Each agency remains responsible to correct Non-Compliant indicators at the classroom/center level.



SETA Head Start

Food Service Operations Monthly Report

June, 2022

6/2/22 - Nedra closed due to staffing issues.
 Florin closed due to staffing issues.
 Capital City EHS closed due to staffing issues.

6/3/22 - Hillsdale EHS closed due to staffing issues.

6/6/22 - American Legion closed due to staffing issues.
 CP Huntington Preschool closed due to staffing issues.

6/9/22 - Grizzly Hollow had a field trip to Galt Community Park. Meals were provided for 2 classes. (40 count)
 Last day of school for traditional classes.

6/10/22 - American Legion closed due to staffing issues.

6/13/22 - Hopkins Park EHS class closed due to staffing issues.
 Bret Harte closed due to staffing issues.

6/15/22 - Last day of school for WCIC's classes.

6/16/22 - Norma Johnson AM class closed due to staffing issues.
 Bannon Creek PM class closed due to staffing issues.

6/22/22 - CP Huntington EHS class closed due to ant invasion.

6/24/22 - Norma Johnson PM class closed due to staffing issues.
 Home Base had an event Family Day, meals were provided for 100 count.

6/30/22 - Job Corps closed due to plumbing issues.
 North Ave PM class closed due to staffing issues.

	Lunch	PM Snack	Breakfast	Field Trips
	34,855	27,901	27,901	2
Total Amount of Meals and Snacks Prepared				90,797

Purchases:

Food	\$122,558.60
Non - Food	\$22,076.37

Building Maintenance and Repair:	\$0.00
Janitorial & Restroom Supplies:	\$0.00
Kitchen Small Wares and Equipment:	\$0.00
Vehicle Maintenance and Repair :	\$744.69
Vehicle Gas / Fuel:	\$2,268.82
Normal Delivery Days	22

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

June 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	192	11%	589	146	25%
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	130	12%	160	22	14%
WCIC	120	9	8%			
EHS CCP				80	17	21%
COUNTY TOTAL	4244	486	11%	869	194	22%

AFE: Annual Funded Enrollment

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
June 2022**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (6/30/22)	(b) % Actual to Funded
Elk Grove USD	440 (120) ²	115	95%
Sacramento City USD	736	472	64%
SETA	1,736 (1,676) ²	1,527	91%
San Juan USD	1,044	766	73%
Twin Rivers USD	160	155	96%
WCIC/Playmate	120	95	79%
Total	4,236 (3,856)³	3,130	81%

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (6/30/22)	(b) % Actual to Funded
SETA	652	578	87%
San Juan USD	164	132	80%
TRUSD	56	52	93%
Total	872	762	87%

¹ Closed during summer

² Some classes/centers closed during the summer. Reduced funded enrollment.

³ Total funded enrollment in the summer months.

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30-day allowable period.
 (b) If enrollment is less than 100%, agency includes corrective plan of action.

Reasons for Program Under Enrollment

SETA

- Classroom(s) capped due to limited staffing at the following sites: 16th Ave; Florin; Hiram Johnson; Spinelli; Strizek - totaling 92 enrollment slots.
- In addition to the current staff shortage, there has been resignation(s) in the following positions that support classroom ratio and/or enrollment: HS Teacher (2); Assistant Teacher II (1); Associate Teacher IT (1); Child Care Teacher Assistant (1); Family Services Worker (1); Home Visitor (1).

Elk Grove USD

- Experiencing under enrollment mostly in the 95823 area. Families in this area have transitioned children into TK programs within 95757 or 95758 area.

Sacramento City USD

- All classes were capped 2 weeks prior due to end of school year approaching. Sacramento City Unified School District school year ended on June 16, 2022.
- AM Winn was under enrolled because of site location, with having 4 other preschools nearby, parents chose those sites and that site suffered with enrollment, therefore as of the close of 2021-2022 school year we have permanently closed that site.

San Juan USD

- Enrollment and screening office experienced a week-long closure at Marvin Marshal due to vandalism of AC/electrical system, which happened during a period when outside temperatures exceeded 90+ degrees. In addition, enrollment appointments were rescheduled for one day when facility encountered a lock down due to criminal activity in the neighborhood.
- The majority of families that submit PEL's (Preschool Eligibility List) are over income and ineligible for our programs. With the recent addition of SNAP benefits as a qualifier for eligibility, we are seeing a very small increase in the number of eligible families.
- Continue to have a large number of staff absences due to Covid. TOSAs, Content Specialist and Administration are subbing to keep in ratio for licensing.
- School Community Workers are assisting with screenings, which reduces the capacity for recruitment in our community.

Twin Rivers USD

- Families contacted from waiting list expressed interest in waiting to enroll in 2022-2023 program year.

WCIC/Playmate

- Waiting list is currently exhausted, closed for summer June 14, 2022.
- Families are relocating outside of service area.

Strategies/Action Step(s) for Under Enrollment

SETA

- Attended the following community events to increase awareness and recruitment of Head Start services: Tahoe Park Annual Food Truck Event, Juneteenth Festival and Salvation Army.

- In process of revising verbiage to On-Line Inquiry to simplify steps of enrollment process for families, and updating eligibility to include families receiving SNAP/CalFresh as another form of categorically eligibility for Head Start services.
- From recruitment efforts through employment postings/virtual recruitment, job announcements on SETA Career webpage, SCOE Career webpage, the following positions onboarded: Home Visitor (2); Associate Teacher (2).

Elk Grove USD

- Ongoing recruitment efforts to fill Paraeducators and Enrollment Technician positions.
- Continuing to advertise our programs through the district website.
- Enrollment packet placed online for easy access for potential new families.

Sacramento City USD

- For recruitment, register with local Childcare Resource and Referral Agencies, Network with other Child Care Programs, Foster care/Social Work agencies and post flyer, have a presence at community events.
- Contact Realtors in the neighborhoods and provide flyers for potential clients.
- Update website to ensure it is of high quality and be active on social media.
- Engage in Strengths, Weaknesses, Opportunities and Threats (SWOT)
- Contact current or former parents to promote the preschool services.

San Juan USD

- Registration team partners with San Juan's Family and Community Engagement (FACE) department at various family engagement and enrollment events. At these events, we greet families, share information about our programs and assist them with completing PEL's.
- Partnering with our HR department in holding hiring events to fill our vacancies. In our front offices, we post informational flyers about these hiring opportunities as well as the recruitment bonus offered by the district. We have weekly meetings with our HR department to discuss vacancies, interviews, onboarding, and orientations.
- AFST's are traveling to schools in other regions of our district to enroll families who have transportation issues and to meet with new families.
- Updated enrollment flyers, translated in different languages in district wide staff and family newsletters.
- Met with the San Juan communications team in mid-June to work on a plan for increasing our presence through banners and advertisements across the district.

Twin Rivers USD

- Mail recruitment flyer, post on various social media platforms, connect with past families to build onto current waiting list.

WCIC/Playmate

- Staff contacting previous enrolled families for recruitment for age eligible children.
- Continuing community outreach on Fridays to recruit with local family community resource agencies: Wellspring Women's Center and Sacramento Food Bank and Family Services.

ITEM VI – OTHER REPORTS (continued)

Page 2

- D. HEAD START MANAGERS' REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:

- Lisa Carr - Family Engagement, Home Base, and ERSEA Services
- Karen Griffith - School Readiness, Special Education, Mental Health Services and Facilities/Safe Environment
- Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring

- E. OPEN DISCUSSION AND COMMENTS: This item provides an opportunity for Head Start Policy Council members to bring up topics for discussion. Members are asked to address their requests to the Chair if they wish to speak. No action is to be taken on any item that is discussed during this meeting; the board may direct staff to place agenda items on upcoming agendas for action.

- F. PUBLIC PARTICIPATION: Participation of the general public at Head Start Policy Council meetings is encouraged. Members of the audience are asked to address their requests to the Chair if they wish to speak.
