

GOVERNING BOARD

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City of Sacramento

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County of Sacramento

SOPHIA SCHERMAN
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Councilmember
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Executive Director

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Thought of the Day:
"Success comes from knowing that you did your best to become the best that you are capable of becoming."

~John Wooden

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

DATE: Tuesday, December 20, 2022

TIME: 9:00 a.m.

LOCATION:

<https://us02web.zoom.us/j/81641153466?pwd=Um5NOEVlWFZlUHBhb3NTRUdUMlOWZz09>

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/81641153466?pwd=Um5NOEVlWFZlUHBhb3NTRUdUMlOWZz09>. Meeting ID: 816 4115 3466. Passcode: 076054. 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,,81641153466US (San Jose). Dial by your location + 1 669 900 6833 US (San Jose). Find your local number: <https://us02web.zoom.us/j/81641153466?pwd=Um5NOEVlWFZlUHBhb3NTRUdUMlOWZz09>. 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 Council 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 Council meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

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- A. Executive Director's Report
- B. Head Start Deputy Director's Report – Ms. Karen Griffith
 - ✓ Monthly Head Start Report
 - ✓ Child and Adult Food Care Program Internal Monitoring Results
- C. Chair's Report
 - ✓ PC Recruitment
- D. Head Start Managers' Reports
 - ✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services
 - ✓ Kelly Sprake – (Interim) School Readiness, Special Education, and Mental Health Services
 - ✓ Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring
- E. Open Discussion and Comments
- F. Public Participation

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VII. Adjournment

DISTRIBUTION DATE: Thursday, December 15, 2022

Head Start Policy Council meeting hosted by:
Charles Taylor (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, Outgoing Chair |
| _____ | Donna Bonner, Foster Parent Representative/Community Representative |
| _____ | Kahmaria Holleman, SETA-Operated Program |
| _____ | Stephen Key, Past Parent/Community Representative |
| _____ | Jessica Mitchell, Elk Grove Unified School District |
| _____ | Jennifer Mohammed, Home Base Pre-School |
| _____ | Rosemary Schapira, Community Agency Representative |
| _____ | Fienishia Wash, Grandparent Representative/Community Representative |

Members to be Seated:

| | |
|-------|---|
| _____ | Kara Long, Early Head Start, San Juan Unified School District |
| _____ | Danelle Pecot, San Juan Unified School District |

Seats Vacant:

| | |
|-------|---|
| _____ | Vacant, San Juan Unified School District |
| _____ | 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, WCIC/Playmate Child Development Center |
| _____ | 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, 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 (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 Monica Newton: [916] 263-3753) if you will not be in attendance. ****

POLICY COUNCIL BOARD MEETING ATTENDANCE

PROGRAM YEAR 2022-2023

The **2022-2023** Board was seated on
November 22, 2022

| BOARD MEMBER | SITE | 11/22 | 12/20 | | 1/24 | 2/28 | 3/28 | 4/25 | 5/23 | 6/27 | 7/25 | 8/29 | 9/26 | 10/24 | 11/21 |
|--------------------------------------|--------|-------|-------|--|------|------|------|------|------|------|------|------|------|-------|-------|
| D. Bonner Seated 11/22 | PP-FP | X | | | | | | | | | | | | | |
| Vacant Seated | SJ/EHS | | | | | | | | | | | | | | |
| Vacant Seated | WCIC | | | | | | | | | | | | | | |
| Vacant Seated | WCIC | | | | | | | | | | | | | | |
| K. Holleman - Holding Seated 1/25 | SOP | X | | | | | | | | | | | | | |
| S. Key Seated 11/22 | PP | X | | | | | | | | | | | | | |
| Vacant Seated | SOP | | | | | | | | | | | | | | |
| K. Long - Holding Seated 12/16 | SJ | U | | | | | | | | | | | | | |
| J. Mitchell Seated 11/22 | ELK | X | | | | | | | | | | | | | |
| J. Mohammed Seated 11/22 | HB | X | | | | | | | | | | | | | |
| R. Schapira - Holding Seated 1/25 | CAR | E | | | | | | | | | | | | | |
| Vacant Seated | TR | | | | | | | | | | | | | | |
| C. Taylor Seated 12/16 | OC | X | | | | | | | | | | | | | |
| Vacant Seated | SOP | | | | | | | | | | | | | | |
| F. Wash Seated 11/22 | PP-GP | 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 12/14/2022

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE NOVEMBER 22, 2022
REGULAR POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the November 22, 2022 regular meeting.

RECOMMENDATION:

That the Policy Council approve the November 22, 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, November 22, 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
Kahmaria Holleman, SETA-Operated Program
Stephen Key, Past Parent/Community Representative
Fienishia Wash, Grandparent/Community Representative

New Members Present and Seated:

Jessica Mitchell, Elk Grove Unified School District
Jennifer Mohammed, Home Base Pre-School

Members Absent:

Rosemary Schapira, Community Agency Representative (*excused*)
Kara Long, San Juan Unified School District (*unexcused*)

II. Consent Item

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

The minutes were reviewed; no questions or corrections.

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

Roll call vote:

Aye: 4 (Wash, Bonner, Key, Holleman)

Nay: 0

Abstention: 1 (Taylor)

Absent: 2 (Long, Schapira)

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

Ms. Griffith reviewed the item.

Moved/Wash, 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 and move this item to the consent calendar

Roll call vote:

Aye: 4 (Wash, Bonner, Key, Holleman)

Nay: 0

Abstention: 1 (Taylor)

Absent: 2 (Long, Schapira)

III. **Action Items**

A. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:**

Final Reading of Modifications to the Bylaws of the SETA-Operated Head Start/Early Head Start Policy Council

Mr. Taylor opened the public hearing at 9:07 a.m. He reviewed the proposed modifications to the PC Bylaws. There were no questions from the public.

Moved/Bonner, second/Key, to close the public hearing and approve the amendments to the Policy Council Bylaws

Roll call vote:

Aye: 4 (Wash, Bonner, Key, Holleman)

Nay: 0

Abstention: 1 (Taylor)

Absent: 2 (Long, Schapira)

B. **TIMED ITEM 9:00 AND PUBLIC HEARING:**

Approval of Revised Job Specification for the Head Start Coordinator (Social Services/Parent Involvement) (Supervisory)

Mr. Taylor opened the public hearing at 9:14 a.m.

Ms. Saurbourne reviewed the item. The last revision of the Head Start Coordinator (Social Services/Parent Involvement) (Supervisory) position was in 1994. The focus of the position has transformed from social services to more parent involvement. The revisions are needed to accurately recruit for the position.

There were no questions from the public.

Moved/Bonner, second/Key, to close the public hearing and approve the revised job specification for the Head Start Coordinator (Social Services/Parent Involvement) (Supervisory)

Roll call vote:

Aye: 4 (Wash, Bonner, Key, Holleman)

Nay: 0

Abstention: 1 (Taylor)

Absent: 2 (Long, Schapira)

IV. Information Items

A. Standing Information Items

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

Mr. Han reviewed the fiscal monthly report. We are in good standing with our Non-Federal Share (NFS). The American Rescue Plan (ARP) and Corona Virus Response and Relief Supplemental Appropriation Act (CRRSA) funds were reviewed. These funds need to be spent by March 31, 2023. The Supplies cost category for Head Start is a little high largely due to classroom supplies being replaced. Costs will be offset with carryover from Year 1 and Year 2 as approved by ACF. Substitute cost are higher than normal due to the increased to cover staff vacancies. The American Express and Citi credit card statements were reviewed, there was nothing out of the ordinary.

➤ **Parent/Staff Recognition – Perfect Attendance:**

Mr. Taylor recognized Ms. Bonner, Ms. Wash, Mr. Key, Ms. Holleman and himself for perfect attendance during the 2021-2022 program year.

➤ **Health Services Advisory Committee:**

Ms. Bonner shared Ms. Cindy Maroquin was the trainer. She spoke on child abuse and how to identify child abuse. Ms. Maroquin also spoke on how adults can burn themselves out looking after everyone else. There was talk of starting a committee in the new year.

Ms. Desha clarified PC and PAC members will have an opportunity at orientation to select Program Area committees they would like to participate on.

Ms. Wash shared her experience. There was a lot of different information and it was good to see so many different agencies coming together to put the committee together.

➤ **Seating of New Policy Council Representatives (2022-2023)**

Mr. Taylor seated new members, Ms. Jessica Mitchell for Elk Grove Unified School District and Ms. Jennifer Mohammed for Pre-School Home Base

- Introduction of PC Representatives (2022-2023)
Mr. Taylor introduced the new members; each representative gave a brief self-introduction.
- Officers Election will be held on Tuesday, December 20, 2022
- Community Resources – Parents/Staff:
Mr. Taylor reviewed the community resources.

B. SETA's Recruitment Update

Ms. Sorvari reviewed the recruitment data from October 18 through November 16, 2022.

C. Governing Board Minutes for October 6, 2022: No Questions

III. **Action Items – Continued**

C. Election of Community Representatives and Alternates

Mr. Taylor reviewed the item and positions available. Mr. Key, Ms. Wash and Ms. Bonner applied for Community Representative positions: Past Parent Representative, Grandparent Representative and Foster Parent Representative. Each shared their experience with Head Start and why they are interested in participating in Policy Council.

Moved/Bonner, second/Wash, to approve Mr. Stephen Key as Past Parent Representative, Ms. Fienishia Wash as Grandparent Representative, and Ms. Donna Bonner as Foster Parent Representative

Aye: 6 (Wash, Bonner, Key, Holleman, Mitchell, Mohammed)

Nay: 0

Abstention: 1 (Taylor)

Absent: 2 (Long, Schapira)

V. **Committee Reports**

- Executive Committee:
The next meeting will be held Monday, December 5, 2022 at 10:00 a.m., via Zoom.
- Budget/Planning Committee Meeting:
The next meeting will be held Tuesday, December 13, 2022 at 1:00 p.m., via Zoom.

- Parent Ambassador Committee Meeting:
Meeting is forthcoming.

VI. Other Reports

A. Interim Executive Director's Report

Ms. Lee shared SETA's new Executive Director, Jennifer Hernandez, will start on Monday, November 28, 2022. She wished everyone a happy holiday weekend.

B. Head Start Deputy Director's Report:

Ms. Griffith welcomed the new members. She shared we are starting grant planning for the next program year. It is the first period of the Desired Results Development Program (DRDP), where an assessment of the children's development is done. For this assessment we rate and create goals with parents. Teachers use the data gathered from the assessment for their classrooms to see which areas can be improved or focused on.

C. Chair's Report

Mr. Taylor welcomed the new members and encouraged them to find their voice, be involved and engaged in the Council.

D. Head Start Managers' Reports

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

Ms. Ocegueda welcomed the new members. She gave an update on the immunization and COVID-19 clinics. Clinics are hosted throughout the county. Head Start is working in partnership with Sacramento Department of Public Health for childhood immunizations and flu shots at the clinics which are held at Elk Grove Unified School District, San Juan Unified School District, Twin Rivers Unified School District, and SETA-Operated Programs. There will be two more clinics, one at Hillsdale and one at Elk Grove. Quality Assurance is preparing for the December review of State files. They are finishing countywide safety and supervision monitoring in all classrooms. In the new year, monitors will be out countywide to follow-up on previously identified concerns/findings.

Ms. Lee reviewed the PIR charts.

- E. Open Discussion and Comments: None
- F. Public Participation: None
- VII. **Adjournment:** The meeting was adjourned at 10:15 a.m.

ITEM II-B - CONSENT

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 Council 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.
 - ii. State officials continue to recommend measures to promote social distancing.

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-A – ACTION

ELECTION OF POLICY COUNCIL OFFICERS FOR 2022-2023

BACKGROUND:

This agenda item provides an opportunity for the Policy Council (PC) to elect officers for Program Year 2022-2023. The duties of PC officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PC that are not in conflict with these Bylaws, Article V – Officers, Section 2B and 2C:

Section 2, B of the Bylaws states: No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office. No more than one (1) representative per each of the SOP, Delegate Agencies, or Community Representatives shall serve as an officer.

Section 2, C of the Bylaws States: A SOP Parent Advisory Committee (PAC) member who has not been re-elected/replaced (called a holding member) shall not be eligible for election to represent PAC on PC or hold an officer position.

SECTION 3: Duties of Officers

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

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

- A. The Chair of the PC shall preside over all meetings of the PC and implement all policies and programs of the PC. The Chair shall act as the official agent of the PC in all matters relating to the PC, and shall be the chief spokesperson and public relations officer for the PC. The Chair shall have the power to appoint, both in and out of the PC, any additional positions as needed with ratification of the PC. The Chair shall represent the PC at the National Head Start Association Parent Conference. The Chair shall be an ex-officio member of all committees and shall represent the PC at all Governing Board meetings, but shall adhere to Article IV, Section 8 as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary

ITEM III-A-ACTION (continued)

Page 2

shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.

- C. The Secretary shall call the roll, keep records of the current and preceding minutes at each meeting, and record resolutions or motions adopted, as may be necessary to expedite the PC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.
- D. The Treasurer shall work with staff and Council Secretary and keep such records, files and accounts as may be necessary to expedite the PC's business, work with the Staff and Council Secretary. The Treasurer shall be a member of the Social/Hospitality Committee and the Parent Ambassador Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

RECOMMENDATION:

That the Policy Council elect a Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

Chair:

Parliamentarian:

Secretary:

Vice Chair:

Treasurer:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-B – ACTION

ELECTION OF COMMUNITY REPRESENTATIVES AND ALTERNATES

BACKGROUND:

This agenda item provides an opportunity for the Policy Council (PC) to elect Community Representatives for Program Year 2022-2023. The duties of PC Community Representatives are prescribed in the Bylaws in Article III – Membership, Section 2B.

SECTION 2: B. Community Representatives

Additional PC members shall include:

Two (2) Community Agency Representatives elected by the PC.

An application will be distributed at the board meeting, as only one application was received. Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council elect a Community Representative and a Alternate.

Community Agency Representatives:

Alternates:

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
- Orientation – January 2023 – Date and Time to be Announced
- Community Resources – Parents/Staff: Ms. Marie Desha
 - North Sacramento Family Resource Center – Ms. Rosemary Schapira
 - Community Baby Shower - Mutual Assistance Network
 - Sacramento Food Bank

NOTES:



Jan 14



Mutual Assistance Network's Community Baby Shower 1/14/2023

You're Invited to join us at M.A.N.'s Community Baby Shower 2023 for tons of fun, food, information, and PRIZES!!! This is a FREE event.

By [Mutual Assistance Network](#)

[Follow](#)

When and where



Date and time

Sat, January 14, 2023, 11:00 AM – 2:00 PM PST



Location

Robertson Community Center 3525 Norwood Ave Sacramento, CA 95838

[Hide map](#) ^

About this event



3 hours



Mobile eTicket

*Children do not need a ticket but must be accompanied by an adult. Please list children's names and ages when you reach that question.

Free

[Reserve a spot](#)

Find Food

You are welcome here.

Whether you visit one of our campuses—or one of the many partner agencies who have gone all-in to feed you and get you on the path toward financial independence and self-sufficiency—expect to be welcomed with open arms and a smile.

If you're looking for food in your neighborhood, find it using the map below. Simply put in your address or zip code **and select which (only select one) day of the week you would like to go**. Click on any dot for the partner agency's location, hours and any special instructions regarding the distribution. As we rely on partner agencies to update distribution and meal schedules, we recommend that clients call ahead before making plans to attend a distribution.

We have also included a list of Emergency Response Agencies. [Click here to download a PDF](#). Or, for more information call 211.

Please call 2-1-1 Sacramento for information about holiday assistance

Dial 2-1-1 or (916) 498-1000



Holiday meals and food assistance come at a first come - first served basis.

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, November 3, 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 was confirmed.

Members Present:

Sophia Scherman, Member, Public Representative
Mai Vang, Councilmember, City of Sacramento
Eric Guerra, Chair; Councilmember, City of Sacramento

Members Absent:

Don Nottoli, Member, Board of Supervisors
Patrick Kennedy, Vice Chair, Board of Supervisors

II. Consent Items

- A. Approval of Minutes of the October 6, 2022 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. 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 stated Governor Newsom has announced the state of emergency will end on February 28, 2023.

Mr. Guerra commented hybrid models have been approved.

- D. Approval to Add RH Squared Consultant, LLC to SETA's Vendor Services List

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

- A. Approval of Minutes of the October 6, 2022 Regular Board Meeting
- B. Approval of Claims and Warrants for 9/30/2022 to 10/27/2022
- C. 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

- D. Approval to Add RH Squared Consultant, LLC to SETA's Vendor Services List

Roll call vote:

Aye: 3 (Guerra, Scherman, Vang)

Nay: 0

Abstention: 0

Absent: 2 (Kennedy, Nottoli)

III. Action Items

A. GENERAL ADMINISTRATION/SETA:

1. Reappointment of the Public Representative Member to the SETA Governing Board

Mr. Guerra reviewed this item. There were no objections.

Moved/Vang, second/Guerra, to approve the reappointment of Ms. Sophia Scherman as a public representative to the SETA Governing Board for the current term ending in November 2024 and forward this nomination for approval to the City Council and Board of Supervisors

Roll call vote:

Aye: 3 (Guerra, Scherman, Vang)

Nay: 0

Abstention: 0

Absent: 2 (Kennedy, Nottoli)

2. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING**

Approval of Revisions to the Hourly Rate of Pay for the Head Start Substitute Teacher Assistant and On-Call Cook/Driver Classifications

Ms. Saurbourne reviewed this item. The two classifications are currently set at minimum wage. It is recommended to increase the Substitute Teacher Assistant hourly rate of pay to the Associate Teacher Tier I classification and increase the On-Call Cook/Driver to the Head Start Tier II. The goal of these changes is to increase interest in the positions.

Moved/Scherman, second/Vang, to close the public hearing and approve the revised hourly rate of \$17.40 per hour for the Head Start Substitute Teacher Assistant and \$16.92 per hour for the On-Call Cook/Driver classifications

Roll call vote:

Aye: 3 (Guerra, Scherman, Vang)

Nay: 0

Abstention: 0

Absent: 2 (Kennedy, Nottoli)

3. Election of Officers of the Sacramento Employment and Training Agency Governing Board

Mr. Guerra reviewed this item. He requested to postpone this item to the January 2023 meeting.

Mr. Thatch confirmed the item can be moved to the January 2023 meeting.

Moved/Scherman, second/Vang, to approve to move the Election of Officers to the January 2023 meeting

Roll call vote:

Aye: 3 (Guerra, Scherman, Vang)

Nay: 0

Abstention: 0

Absent: 2 (Kennedy, Nottoli)

4. Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella Liability, Property, Crime, Inland Marine, Professional Liability, Employee Benefits, Sexual/Physical Abuse, Directors and Officer's Liability, Employment Practices Liability, Participant Accident, Flood, and Cyber

Ms. Saurbourne reviewed the item and introduced Mr. Kenneth Johnson with Arthur J. Gallagher & Co.

Mr. Guerra asked if this is a timeline issue.

Ms. Saurbourne replied it is a timeline issue. The insurance policies expire on December 1st. Final numbers are not presented to SETA until 30 days prior. She reviewed the estimated premiums. The Directors and Officer's liability coverages will not be extended by Philadelphia. Great American has come forward with better coverage for a better price on those two coverages.

Mr. Guerra asked if we know of similar JPAs that use Great American?

Mr. Johnson replied Great American is one of the largest in the country for human services, and is a long-time partner of Gallagher.

Moved/Scherman, second/Vang, to approve the purchase agency insurance for general liability, vehicle liability, umbrella liability, property, crime, inland marine, professional liability, employee benefits, sexual/physical abuse, directors and officer's liability, employment practices liability, participant accident, flood, and cyber

Roll call vote:

Aye: 3 (Guerra, Scherman, Vang)

Nay: 0

Abstention: 0

Absent: 2 (Kennedy, Nottoli)

5. Approval to Release a Request for Proposals (RFP) for Building Maintenance, Repair and Construction Projects

Ms. Lee reviewed the approach to release an RFP for multiple current and future maintenance projects is new and hopes it will generate enough interest to create a list of qualified licensed vendors. The intent is to use the list for current and future projects. The Children and Family Services department has a long list of current projects that need to be completed by July 31, 2025. In hopes of attracting more proposers we are posting the RFP on the Sacramento Regional Builders Exchange as well soliciting current vendors who provide services to SETA.

Mr. Guerra commented he wants to make sure we contract with vendors who have good labor compliance.

Moved/Vang, second/Scherman, to approve the release of a request for proposals for building maintenance, repair and construction projects for the Head Start program

Roll call vote:

Aye: 3 (Guerra, Scherman, Vang)

Nay: 0

Abstention: 0

Absent: 2 (Kennedy, Nottoli)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Community Services Block Grant: No Items

One Stop Services: No Items

Refugee Services: No Items

C. CHILDREN AND FAMILY SERVICES: No Items

IV. Information Items

A. Fiscal Monitoring Reports: No Questions

B. Employer Success Stories and Activity Report: No Questions

- C. Dislocated Worker Update: No Questions
- D. Unemployment Update/Press Release from the Employment Development Department:

Mr. Guerra asked if we have an update for the warehouse company on Power Inn, looking to connect displaced workers. Staff will follow up with Mr. Guerra.

- E. Head Start Reports:

Ms. Lee shared she will be retiring in January 2023. Ms. Karen Griffith will be the Interim Head Start Deputy Director. The construction at Northview Early Learning Center has been completed. There will be an open house on December 2, 2022 at 11:30 a.m. Services for children begin on November 7, 2022. She thanked Mr. Guerra for his support on the labor market study. The new Executive Director will start on Monday, November 28, 2022.

V. Reports to the Board

- A. Chair: Mr. Guerra thanked Valley Vision and Los Rios Community College/Center for Excellence for their work on the labor market study. He welcomed Ms. Griffith as the Interim Deputy Director.
- B. Interim Executive Director: No Report
- C. Deputy Directors: No Report
- D. Counsel: No Report
- E. Members of the Board:

Mr. Guerra recognized Ms. Vang's efforts with the Florin Road job fair.

- F. Public: None

VI. Adjournment: The meeting adjourned at 10:40 a.m.

ITEM V
COMMITTEE REPORTS

V. Committee Reports

- Executive Committee Meeting:

- Budget/Planning Committee Meeting:

NOTES:

ITEM VI

OTHER REPORTS

BACKGROUND:

- A. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Interim Executive Director (Ms. Jennifer Hernandez) 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. Karen Griffith) 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
- ✓ Child and Adult Food Care Program Internal Monitoring Results

- 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

December 2022



Updates from the Office of Head Start

Reporting Child Health and Safety Incidents

ACF-IM-HS-22-07

Issued on September 27, 2022

This Information Memorandum (IM) clarifies reporting requirements of 45 CFR §1302.102(d)(1)(ii), including the responsible HHS official to whom programs must report and the reporting timeframe. It also outlines the consequences for failure to report during the given timeframe, explains the obligation to report child incidents in blended classrooms, and offers examples of incident types that must be reported.

- ◆ OHS considers a “significant incident” to be any incident that results in serious injury or harm to a child, violates Head Start standards of conduct at 45 CFR §1302.90(c), or results in a child. Examples include, but are not limited to:
 - Child injuries that require either hospitalization or emergency room medical treatment
 - Inappropriate discipline
 - Potential child abuse and maltreatment
 - Lack of supervision
 - Unauthorized release
- ◆ OHS interprets “immediately or as soon as practicable” to mean without delay, but no later than seven calendar days following an incident.
- ◆ If OHS discovers a program failed to report a significant incident within seven calendar days from the time of the incident, the program will receive a monitoring finding, which may include a deficiency determination.
- ◆ It is important to report all incidents involving Head Start staff that affect the health and safety of young children in early childhood settings, including those not funded by Head Start dollars.



For more information, visit: <https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-22-07>

What this means for SETA: SETA will continue to report concerns of child health and safety should they arise in the grantee-operated program, delegate agencies and/or partners.



Updates from the

Office of Head Start (continued)



Fiscal Year 2023 Monitoring Process for Head Start and Early Head Start Recipients

ACF-IM-HS-22-08

Issued on October 21, 2022

Section 641A of the Improving Head Start for School Readiness Act of 2007 requires the Office of Head Start (OHS) to implement ongoing monitoring of all programs receiving federal funds. OHS recognizes that grant recipients are recovering from and continue to face multiple challenges as a result of the COVID-19 pandemic. In FY 2023, OHS will conduct Focus Area 1 (FA1) and Focus Area 2 (FA2) reviews and Classroom Assessment Scoring System (CLASS®) video pilot and CLASS tribal pilot.

This Information Memorandum outlines the OHS monitoring process for FY 2023 and introduces the CLASS pilots to be conducted. For the FY 2023 review only, OHS is suspending the use of CLASS scores for Designation Renewal System (DRS) determinations.

For more information, visit: <https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-22-08>

What this means for SETA: SETA will receive a Focus Area II federal review sometime during the 2022-2023 program year. A formal notice will be sent to SETA within 45 days of the review date. Staff will keep the boards informed as notified by the Office of Head Start.

Enrollment Reductions and Conversion of Head Start Slots to Early Head Start Slots

ACF-IM-HS-22-09

Issued on November 7, 2022



The Office of Head Start (OHS) recognizes that community needs shift over time for various reasons. These reasons may include changes during and after disasters and public health crises, changes in the availability of community resources relied upon to provide program services, and shifts in geographical location of eligible children and families. Section 640(g)(3) of the Head Start Act (the Act) allows programs to propose a reduction to their funded enrollment to maintain quality of program services. Additionally, Section 645(a)(5) permits a program to convert Head Start slots to Early Head Start slots to better meet community needs. Similarly, Section 640(f)(2) of the Act allows programs to convert part-day slots to full-working day slots to meet community needs.

A request to reduce funded enrollment or convert Head Start slots to Early Head Start slots is considered a change in scope request and requires OHS prior approval. Change in scope requests must be submitted a minimum of 90 days prior to the planned implementation date. This Information Memorandum (IM) provides additional guidance for the development and submission of these requests.

Enrollment reductions and conversions are permanent adjustments to funded enrollment. Therefore, the decision to request a reduction or conversion should be based on actual changes in the community and program adjustments necessary to maintain a high-quality program with qualified staff, supported by data and documented need, and not based on anticipated changes. Programs must demonstrate that a change in scope request is data-informed and explain how the requested changes will improve quality of services for children and families, better meet community needs, support staff, and promote a sustainable program.

For more information, visit: <https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-22-09>

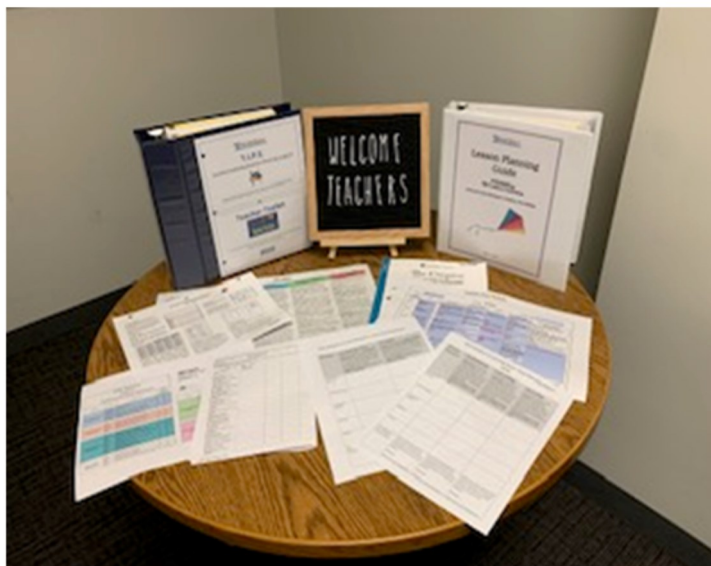
What this means for SETA: SETA is familiar with reductions and/or conversion as a way of addressing shifts in service needs and/or addressing quality programming. As SETA and its delegates/partners plan for the new 2023-2024 program year, this guidance will serve as a reminder of what programs need to support a reduction and/or conversion request.

Using the Data for Quality Improvement



All SETA teachers attended a data analysis session to look at how they can use their own classroom data to guide their teaching and lesson planning. The first step was to look at how children were developing across the 5 essential learning domains: Approaches to Learning, Social & Emotional, Language & Learning, Cognition and Physical & Perceptual.

This information was used to identify strengths and opportunities for growth and to create action plans to support these areas through purposeful lesson planning. Teachers also received reports for each child in their class and will be meeting with parents to develop individual development plans including school and home activities.



Staff attended the following community events to promote Head Start and increase enrollment:

October 2022

- Mutual Assistance Network Harvest Festival (Norwood Avenue/95823)
- North Highlands Halloween Extravaganza (Watt Avenue/95660)
- Celebrando Nuestra Salud (6th Street/95818)
- Trunk or Treat (Rio Linda Blvd./95815)
- The Pumpkin Patch (Railroad Street/Elk Grove)

November 2022

- Healthy Day Sacramento (Cal Expo)
- Bridge Network Thanksgiving Distribution (35th Avenue)

Fall Fun at the Centers



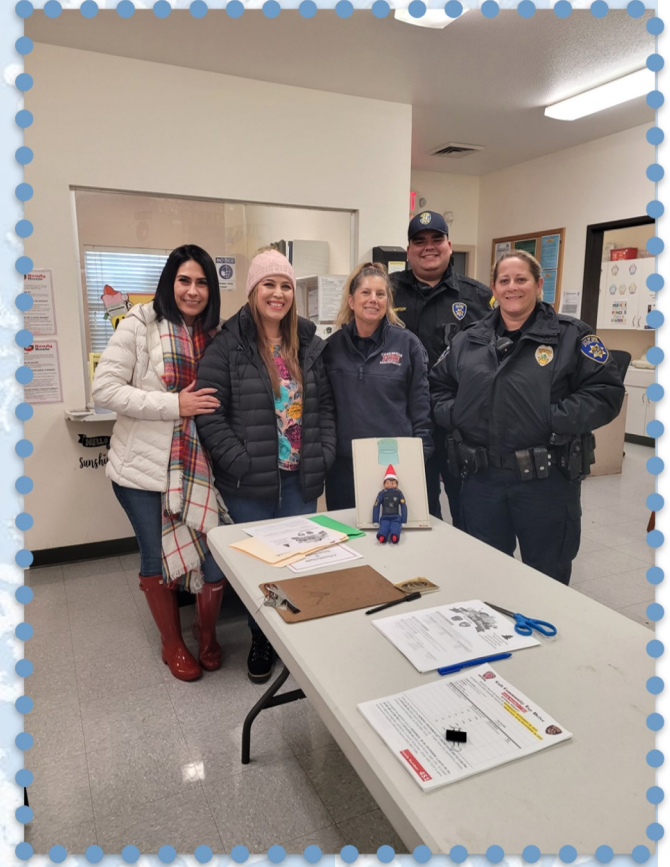
November was a time of fun and learning at the centers. STEM is a big focus with new books, materials and teachers implementing training ideas. STEM (Science, Technology, Engineering and Math) gives children opportunities for measuring, experimenting, making predications and so many other critical thinking activities.

The centers have also had some great events such as a fire department visit at CP Huntington, fun dress up days at Nedra Court and partnering with the Galt Police Department for a toy drive.



Fall Fun at the Centers

(continued)



Child and Adult Food Care Program Internal Monitoring Results

| | | | | | |
|---|---|------------------------------|---|---------------------------|----------|
| Agency Name: | Sacramento Employment & Training Agency (SETA) | Monitoring Timeframe: | October 24 – November 4 | Report Date: | 11/15/22 |
| Program Year: | 2022-23 | Monitoring Quarter: | <input checked="" type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Three | Centers Monitored: | 39 |
| Notes: | <ul style="list-style-type: none"> Northview currently closed, to be scheduled in next quarter review. Includes WCIC centers in which SETA provides meal service. | | | | |
| 1. Names of the Quality Assurance Monitors: | | | | | |
| Jessica Roenfeldt and Rosalind Barajas | | | | | |
| 2. Monitoring Tool: | | | | | |
| Child and Adult Care Food Program (CACFP) form 16 (Revision 10/2019) | | | | | |
| 3. Program Strengths: | | | | | |
| <ul style="list-style-type: none"> Spills are being cleaned up promptly by staff. Rich conversations happening between staff and children that covered family life, culture and nutrition. All meal components are available on the table at the time of meal service. Food disposed properly at the end of meal service. Tables are sanitized, following cleaning protocol. | | | | | |
| 4. Areas of Non-Compliance and/or Concerns: | | | | | |
| <p>#3- Family style service encouraged. 5% of centers and classrooms out of compliance:</p> <ul style="list-style-type: none"> In two classes, the family style meal service was not followed. It was observed that children did not serve themselves. <p>#4- The menu matched what is served. 5% of centers and classrooms out of compliance:</p> <ul style="list-style-type: none"> In one class, no monthly menu posted or meal pattern in the classroom. In one class, no substitution documentation was available for substitute food item served. <p>#7- Dietary accommodations for children were followed as prescribed in medical statement. 5% of centers and classrooms out of compliance:</p> <ul style="list-style-type: none"> In one class, <i>Pediasure</i> was served in paper cup instead in sippy cup. This did not follow the food modification plan for the child. In one class, child with noted egg allergy was served a muffin that contained egg. Pending updates to Special Diet plan, as child no longer has allergies. <p>#8- Water was offered to children? 3% of centers and classrooms out of compliance:</p> <ul style="list-style-type: none"> In one class, no water accessible or offered. <p>#16- Meal counts were taken and recorded at the time of meal service. 8% of centers and classrooms out of compliance:</p> | | | | | |

- In one class, five children served but only 3 claimed.
- In one class, meal count was not completed or recorded at point meal of service.
- In one class, twelve children were served but only 8 claimed.

#18- Meal counts for previous five days did not appear reasonable when compared to meal count during review.

3% of centers and classrooms out of compliance:

- In one class, the average claim for PM snack was 3 and 12 children were served during the review.

#19- A civil rights poster placed in a prominent location at facility.

5% of centers and classrooms out of compliance:

- In two classes, poster was not placed predominately in the center.

#20- Safe and sanitary practices were followed.

5% of centers and classrooms out of compliance:

- In one class, 1. Handwashing protocol was not followed. Children washed hands, went to play, then went to sit down to eat. 2. Chicken drumsticks were not reheated and served at the correct temperature.
- In one class, milk did not have expiration date (per vendor product).

#21- Staff attended the training sessions on the CACFP for the current program year.

13% of centers and classrooms out of compliance:

- Five classes had no proof of staff training submitted at time of review.

5. Additional Comments:

There were disallowed costs for 15 meals as a result of this review. Claims were adjusted.

6. Training and Technical Assistance Provided:

All associated parties were notified of the findings. Corrective Actions Plans were submitted and Quality Assurance staff followed-up to observe implementation of plans.

Plans consisted of the following corrective actions:

- To correct and/or follow dietary accommodations for children as prescribed in medical statement.
- For water accessibility and offered throughout the day.
- To follow current handwashing protocols.
- To train staff on the CACFP for the current program year and submit proof.

This included:

Center staff training for:

- Family meal style practices.
- Posting of menu, meal patterns and menu substitutions.
- Meal counts and how to record.
- Food safety practices for food temperature.

Kitchen Operations addressing the findings for corrections:

- Menu changes for food item substitutions to be delivered.
- Creation of a process to insure milk expiration dates are marked on milk gallons before distribution to centers.

Health and Nutrition Services addressing the findings for corrections:

- Updates to special diets with findings.

Correction onsite, day of review:

- Posting of civil rights poster.
- Posting of menu and meal pattern.



SETA Head Start

Food Service Operations Monthly Report

*November, 2022

11/3/2022 - Alder Grove ELC/IT closed due to water being turned off.

Homebase had a field trip to Natomas Fish Hatchery and we prepared 40 meals.

11/7/2022 - Dudley and Spinelli closed due to no heat.

11/8/2022 - Dudley and Spinelli closed due to no heat.

11/9/2022 - Dudley closed due to no heat.

11/14/2022 - North Ave AM closed due to staffing issues.

11/15/2022 - Kennedy closed due to staffing issues.

11/16/2022 - Franklin closed due to staffing issues.

11/17/2022 - Grizzly Hollow closed due to no heat.

| Lunch | PM Snack | Breakfast | Field Trips |
|--------|----------|-----------|-------------|
| 31,198 | 27,246 | 27,296 | 40 |

Total Amount of Meals and Snacks Prepared 85,780

Purchases:

Food \$102,137.31

Non - Food \$15,360.78

Building Maintenance and Repair: \$0.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair: \$8.00

Vehicle Gas / Fuel: \$2,213.35
Normal Delivery Days 20

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

November 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 | 1696 | 160 | 9% | 660 | 96* | 15% |
| Twin Rivers USD | 160 | 33 | 21% | 56 | 2 | 4 % |
| Elk Grove USD | 480 | 112 | 23% | | | |
| Sac City USD | 676 | 52 | 8% | | | |
| San Juan USD | 1044 | 68 | 7% | 164 | 9 | 5% |
| WCIC | 120 | 4 | 3% | | | |
| COUNTY TOTAL | 4176 | 429 | 10% | 880 | 107* | 12% |

*Reflects Corrections made

AFE: Annual Funded Enrollment

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

Head Start

| Agency | Funded Enrollment | (a) Last Day of Month Enrollment (11/30/22) | (b) % of capped/closed | (c) % Actual to Funded |
|---------------------|--------------------------|--|---------------------------------------|---------------------------------------|
| Elk Grove USD | 480 | 443 | 49 (103%) | 92% |
| Sacramento City USD | 676 | 649 | 0 | 96% |
| SETA | 1,696 | 1422 | 113 (90%) | 84% |
| San Juan USD | 1,044 | 681 | 200 (81%) | 65% |
| Twin Rivers USD | 160 | 141 | 4 (90%) | 85% |
| WCIC/Playmate | 120 | 85 | 40 (106%) | 70% |
| Total | 4,176 | 3,421 | 406 (91%) | 82% |

Early Head Start

| Agency | Funded Enrollment | (a) Last Day of Month Enrollment (11/30/22) | (b) % of capped/closed | (c) % Actual to Funded |
|-----------------|--------------------------|--|---------------------------------------|---------------------------------------|
| SETA | 660 | 592 | 12 (91%) | 90% |
| San Juan USD | 164 | 155 | 0 | 95% |
| Twin Rivers USD | 56 | 38 | 12 (86%) | 68% |
| Total | 880 | 785 | 24 (92%) | 89% |

- (a) Includes children who have dropped during the moth and whose slot will be filled within 30-day allowable period.
 (b) Demonstrates enrollment percentages if classes were not capped/closed due to staffing shortage and or other programmatic challenges.
 (c) If enrollment is less than 100%, agency includes corrective plan of action.

Reasons for Program Under Enrollment

SETA

- The following sites have classroom(s) capped due to limited staff: Bright Beginnings; Florin Grammar; Hiram Johnson; Illa Collins; Marina Vista; Northview; Spinelli - totaling 125 enrollment slots.
- Vacancies in the following positions that support classroom ratio and/or enrollment: 2 Family Services Worker II & III; 31 HS Associate Teacher/Teacher; 1 Lead Teacher/Infant Toddler; 1 Site Supervisor; 3 Home Visitors combined for SCOE and River Oak.

Elk Grove USD

- Continued staffing shortages in the following positions that support direct classroom functions, enrollment of families, review of eligibility documents and data entry: 2 Special Ed Teacher; 5 Para Educators.
- EGUSD PreK has 49 enrollment slots capped across the following sites due to limited staffing: Charles Mack; Leimbach; McKee; Reith; Pleasant Grove; Prairie; Samuel Kennedy; Union House; Miwok Village.

Sacramento City USD

- Community awareness of Head Start services declined based on the lower inquiry and enrollment within 95895, 95820 and 95822 zip codes.
- Communication is still ongoing with upper management regarding TK/Collaboration sites having a more integrated approach to the preschool portion, which has caused some delay in enrollment at those locations.

San Juan USD

- Classroom(s) continue to be capped at the following locations due to limited staffing: Coleman; Davie; Howe; Ralph Richardson; Skycrest; Sunrise- totaling 200 enrollment slots.
- Limited staffing and teachers out on medical leave have contributed to reduced class size. There are currently 10 employment vacancies for Teacher position.

Twin Rivers USD

- Limited staffing in the following: 3 Teacher, 3 Para Educator and ERSEA position.
- Classroom(s) capped at the following locations due to limited staffing: Morey; Oakdale; Rio Linda totaling 16 enrollment slots.

WCIC/Playmate

- Experiencing families disenrolling to place children in school district TK programs. Families have stated it is more convenient with siblings already in attendance.
- Continued shortage in the following positions that support education and enrollment: 3 Teachers, 2 Associated Teachers, and 1 Program Assistance.
- The following classroom(s) are closed at the following location due to limited staffing: 1601V; 1601W; 1601Y- totaling 60 enrollment slots.

Strategies/Action Step(s) for Under Enrollment

SETA

- Human Resources listed job openings within employment search websites and partnered with the following agencies to fill vacancies: CA Head Start Assoc., Ed Join, Indeed, CalJOBS, ZipRecruiter,

Community Colleges, CSUS, and PC/PAC, Government Finance Officers Assoc., Ca Society of Municipal Finance Officers. Employment offers were accepted during the month for 5 Associate Teachers; 2 Family Services Workers; 2 Head Start Teachers.

- Recruitment and networking opportunities to increase awareness of Head Start services and community visibility: Health Day Sacramento and Bridge Network Thanksgiving Distribution. From these events 12 families completed interest forms and 100 flyers were distributed for Head Start and Home Base services.

Elk Grove USD

- To address this issue of families submitting incomplete enrollment packets, our Program Educators and Office Assistants are making daily phone calls to families with missing information. We are requesting missing documents to be scanned and sent to our PreK email. Once received, our Program Educators and Office Assistants can work on processing the applications.
- To fill vacancies, the PreK Program Specialist has come up with an informational business card with our PreK information on it, as well as, a QR code with quick access to our applications. This business card will be handed out to anyone interested in applying for our PreK program. We are also advertising at hiring fairs and on EDjoin.
- Two Special Education Paras were onboarded to support the inclusion classrooms. All waitlist families are being contacted via email about where they are in the process and of next steps.

Sacramento City USD

- Contacting families on wait list and continue efforts to recruit by participating in community events.
- Creating a strategic plan with enrollment team to build a rapport with families in the community to increase awareness of preschool program.

San Juan USD

- AFSTs are moving our submission of enrollment documents from combo paper and online to fully online to track enrollment and monitor percentages of over income family's data.
- The registration team has partnered with San Juan's Family and Community Engagement (FACE) department at various family engagement and enrollment events. During these events, families or provided information about SJUSD Head Start programs and assist them with completing pre-enrollment documents.
- HR department continue to hold hiring events to fill vacancies. Use of social media platforms, to post informational flyers about these hiring opportunities as well as the recruitment bonus offered by the district.

Twin Rivers USD

- Recruitment efforts include posting on various social media platforms and flyers mailed out to targeted zip codes with low enrollment.
- Enrollment team is following up with families completing inquiries through school website on eligibility requirements and next step for enrollment.

WCIC/Playmate

- Teachers are taking the opportunity to recruit for current openings at WCIC by speaking with parents during pick up.
- Staff are continually following up on the waiting list and reaching out to past parents with younger children who are now age eligible or know someone in their family or community in need of Head Start 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
- Kelly Sprake - 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.
