

Thought of the Day:

*“Never be limited by other people’s limited
imagination.”*

Author: Dr. Mae Jemison

AGENDA

**Sacramento Employment and Training Agency
HEAD START POLICY COUNCIL
Regular Meeting**

Tuesday May 28, 2024 9:00 a.m.

925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

PUBLIC COMMENT PROCEDURES

Public comments will be accepted until the adjournment of the meeting, distributed to the members of the Council and included in the record.

In-Person Public Comment

While the SETA Head Start Policy Council welcomes and encourages participation in the Council meetings, it would be appreciated if you would limit your comments to three minutes so that everyone may be heard. Matters under jurisdiction of the SETA Head Start Policy Council and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA Head Start Policy Council limits testimony on matters not on the agenda to three minutes per person and not more than ten minutes for a particular subject. To submit the request for public comment, please fill out a speaker card and give it to the Clerk of the Boards or send an email at Anzhelika.Simonenkova@seta.net. Please include in your request the item(s) on which you would like to participate.

Accommodations

Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk’s office at (916) 263-3753.

This meeting is digitally recorded and available to members of the public upon request.

This document and other Council meeting information may be accessed through the Internet by visiting the SETA webpage: www.seta.net/board/board-agendas.

GOVERNING BOARD

Rich Desmond

BOARD OF SUPERVISORS
County of Sacramento

Eric Guerra

COUNCILMEMBER
City of Sacramento

Patrick Kennedy

BOARD OF SUPERVISORS
County of Sacramento

Sophia Scherman

PUBLIC R
EPRESENTATIVE

Mai Vang

COUNCILMEMBER
City of Sacramento

Anita Maldonado

EXECUTIVE DIRECTOR

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

- PC Meeting Attendance Update
- Introduction of Newly Seated Representatives

I. CONSENT ITEMS:

- A.** Approval of Minutes of the April 23, 2024 Regular Meeting 4-22

II. ACTION ITEMS:

A. Time Item 9:00 a.m. and Public Hearing

- Approval of Revisions to the Public Information Officer Job Specification
 (Bevan Richardson) 23-31

- B.** Approval of Budget Modification and No-Cost Extension Request
 for the American Rescue Plan Act Funds and the Coronavirus
 Response and Relief Supplemental Appropriation Act Funds
 (Karen Griffith) 32-35

- C.** Approval of Budget Modification, No-Cost Extension Request and
 1303 Facilities Renovation and Repair Applications for the Program
 Year 2023-2024 Head Start and Early Head Start Basic and Training
 and Technical Assistance (T&TA) Funds (Karen Griffith) 36-41

- D.** Election of Policy Council Community Representatives and Alternates
 for Program Year 2023-2024 42

- E.** Election of Policy Council Parliamentarian for Program Year 2023-2024 43

- F.** Election of Community Action Board Alternate 44

III. INFORMATION ITEMS:

- A.** Workplace Violence Prevention Plan (SB 553) – Mr. Bevan Richardson 45

- B.** Standing Information Items 46-60

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account:
 Mr. Victor Han
- Health Service Advisory Committee (HSAC) Report: Ms. Fienishia Wash
- Community Resources – Parents/Staff: Ms. Maryum Sami
 - Careers with Children with Childcare based ESL Instruction
 - Our Special Time (River Oak Family Resource Center)
 - Sundae Fun Day/ TGI Fridays in the Grove

- C.** SETA's Recruitment Update – Ms. Sheri Green-Johnson 61

- D.** Governing Board Minutes for April 4, 2024 62-66

IV. COMMITTEE REPORTS:

67

- Executive Committee Meeting: Ms. Fienishia Wash
- Budget/Planning Committee Meeting: Ms. Fienishia Wash

- Parent Ambassador Committee Meeting: Ms. Fienishia Wash
- Social/Hospitality Committee Meeting: Ms. Fienishia Wash

V. OTHER REPORTS:

68-74

- A. Executive Director – Ms. Anita Maldonado
- B. Head Start Deputy Director – Ms. Karen Griffith
 - ✓ Monthly Head Start Report
- C. Chair
 - ✓ PC Recruitment
- D. Head Start Managers
 - ✓ Lisa Carr – Family Engagement, Home Base, and ERSEA Services
 - ✓ Megan Lamb – School Readiness, Special Education, and Mental Health Services
 - ✓ Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurances and On-going Monitoring
 - ✓ Betsy Uda – Safe Environments, Facilities, and Licensing
- E. Open Discussion and Comments
- F. Public Participation

VI. ADJOURNMENT

DISTRIBUTION DATE: Wednesday, May 22, 2024

Policy Council meeting hosted by:
 Fienishia Wash (Chair), Graciela Garduno (Vice Chair),
 Maryum Sami (Secretary), and Aterious Cuffee (Treasurer)

ROLL CALL

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

- ☐ Fienishia Wash, Chair, Outgoing Chair
- ☐ Laura Quinones-Neri, Community Agency Representative
- ☐ Debra Cummings, Community Agency Representative
- ☐ Graciela Garduno, Vice Chair, EHS San Juan Unified School District
- ☐ Le Andra Jones-Villalta, SETA-Operated Program
- ☐ Nadera Jamili, San Juan Unified School District
- ☐ Angelina, Mejia, Sacramento City Unified School District
- ☐ Aterious Cuffee, Treasurer, SETA-Operated Program
- ☐ Maryum Sami, Secretary, SETA-Operated Program

Members to be Seated:

- ☐ Destiney Abila, WCIC/Playmate Child Development Center
- ☐ Veronica Moreno, WCIC/Playmate Child Development Center
- ☐ Khalid Oudrhiri, San Juan Unified School District

Seats Vacant:

- ☐ Vacant, Elk Grove Unified School District
- ☐ Vacant (Long), San Juan Unified School District
- ☐ Vacant, Sacramento City Unified School District
- ☐ Vacant, EHS Twin Rivers Unified School District
- ☐ Vacant, Twin Rivers Unified School District
- ☐ Vacant (Shead), Twin Rivers Unified School District
- ☐ Vacant, WCIC/Playmate Child Development Center
- ☐ Vacant (Wash) Home Base Option
- ☐ Vacant (Mohammed), Home Base Option
- ☐ Vacant, EHS SETA-Operated Program
- ☐ Vacant, EHS SETA-Operated Program
- ☐ Vacant (Pierce), SETA-Operated Program
- ☐ Vacant (Torres), SETA-Operated Program
- ☐ Vacant (Taneja), SETA-Operated Program
- ☐ Vacant, Foster Parent Representative
- ☐ Vacant, Grandparent Representative
- ☐ Vacant, Past Parent Representative
- ☐ Vacant, Past Parent Representative

**** Please call your alternate, Policy Council Chair (Fienishia Wash: [510] 228- 5499), or Head Start staff (Gaylon Ndiaye: [916] 263-5662 or Anzhelika Simonenkova: [916] 263-3753) if you will not be in attendance**

**POLICY COUNCIL
BOARD MEETING ATTENDANCE
PROGRAM YEAR 2023-2024**

The **2023-2024** Board was seated on
November 28, 2023, January 23, February 23, 2024

BOARD MEMBER	SITE	11/28	12/19*		1/23	2/23*	3/26	4/23	5/28	6/25	7/23	8/27	9/24	10/22	11/26
Vacant Seated	PP-FP														
D. Abila S/B/S: 5/28	WCIC						U	U							
V. Moreno S/B/S: 5/28	WCIC						U	U							
A. Cuffee Seated: 2/23	SOP				E	X	E	X							
Vacant Seated	PP														
M. Sami Seated: 2/23	SOP				E	X	X	X							
A. Mejia Seated 1/23	SAC				X	E	X	X							
G. Garduno Seated 11/28	SJ/EHS	X	X		X	X	X	X							
Vacant Seated	ELK														
Vacant Seated	ELK														
Vacant Seated	HB														
N. Jamili Seated: 1/23	SJ	E	U		X	U	U	U							
K. Ouadrhiri S/B/S: 5/28	SJ	E	U		X	U	U	U							
L. Quinones-Neri Seated 11/28	CAR	X	X		X	E	X	X							
D. Cummings Seated 11/28	CAR	X	X		X	X	X	X							
Vacant Seated	TR														
F. Wash Seated 11/28	OC	X	X		X	X	X	X							
L. Jones-Villalta Seated: 1/23	SOP				X	X	X	X							
Vacant Seated	PAR														
Vacant Seated	PP-GP														

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CAR	Community Agency Representative
CR	Community Representative
EHS	Early Head Start
ELK	Elk Grove Unified School District
FPR	Foster Parent Representative
GPR	Grandparent Representative
HB	Home based Option
OGC	Outgoing Chair
PAR	Parent Ambassador Representative
PPR	Past Parent Representative
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

RS: Reseat

***** Special Meeting

Current a/o 5/21/2024

CONSENT ITEM I-A

Approval of the Minutes of the April 23, 2024 Regular Meeting

RECOMMENDATION:

Approve the minutes of the April 23, 2024 meeting.

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review and approve the minutes of the April 23, 2024 regular meeting.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

MINUTES/SYNOPSIS

Sacramento Employment and Training Agency HEAD START POLICY COUNCIL Regular Meeting

Tuesday April 23, 2024 9:00 a.m.
925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Ms. Wash called the meeting to order at 9:03 a.m., read the thought of the day, and called the roll; a quorum was met.

Members Present:

Fienishia Wash, Outgoing Chair
Debra Cummings, Community Agency Representative
Graciela Garduno, Vice Chair, EHS San Juan Unified School District
Le Andra Jones-Villalta, SETA-Operated Program
Maryum Sami, SETA-Operated Program
Laura Quinones-Neri, Community Agency Representative
Angelina Mejia, Sac City Unified School District
Aterious Cuffee, SETA-Operated Program

New Members Seated Present:

New Members to be Seated but Absent:

Destiney Abila, WCIC/Playmate Child Development Center (*unexcused*)
Veronica Moreno, WCIC/Playmate Child Development Center (*unexcused*)

Members Absent:

Nadera Jamili, San Juan Unified School District (*unexcused*)

I. **CONSENT ITEM:**

A. Approval of the Minutes of the March 26, 2024 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Sami, second/Jones-Villalta, to approve the March 26, 2024, minutes as distributed.

Roll call vote:

Aye: 7 (Cummings, Sami, Garduno, Cuffee, Mejia, Jones-Villalta, Quinones-Neri)

Nay: 0

Abstention: 1 (Wash)

Absent: 1 (Jamili)

II. ACTION ITEMS:

Ms. Griffith provided a combined presentation for Items II-A-F. The presentation is attached to these minutes. She clarified the following in response to Board Members questions:

- For the Parent Intern position, Parent Advisory Committee (PAC) members are included in the recruitment process; however, the selected candidate cannot serve on the PAC or Policy Council (PC).
- The Training and Technical Assistance Plan 2024-2025 PAC/PC Council budget allowance of \$3,000 only includes PAC/PC-specific expenses; other expenses, such as conferences, disaster training, etc., are included under categories that cover all Head Start/Early Head Start parents in Home Base and the 36 centers.
- To comply with SWEEP, teachers are kept accountable by continuous monitoring, re-training, Safety and Supervision Plan review, counseling memos, etc.
- Sacramento City Unified School District (SCUSD) and Women's Civic Improvement Club (WCIC) had no program changes, so there were no reductions/changes in their staffing.
- SETA will continue to work on including more diverse meal options like halal and kosher.
- Under the Annual Self-Assessment, children's files were reviewed and cross-checked, including income verification, physical exam, Ages and Stages, special diets, etc.
- Various initiatives were implemented in SETA's ongoing efforts to prioritize staff well-being. These include coaching and training, the elimination of Calendar D for Preschool, the establishment of a wellness committee, the provision of Modern Health services, the availability of an Employee Assistance Plan, and the creation of more professional development opportunities. It's important to note that all of these initiatives are designed for both field and office staff.
- The program staffing reductions will not result in any staff layoffs for SETA or Delegate Agencies.
- For the Head Start Selection Criteria, "3rd-year enrollment within Sacramento County" was added as a priority ranking #2 for continuity of care.

Moved/Sami, second/Quinones-Neri, to approve the following items:

- A. Approval of Annual Self-Assessment for 2023-2024 and Resulting Program Improvement Plan for the SETA-Operated Program
- B. Approval of Program Year 2024-2025 Head Start and Early Head Start Refunding Applications
- C. Approval of the SETA Head Start and Early Head Start Budgets for Program Year 2024-2025
- D. Approval of the 2024-2025 Head Start and Early Head Start Program Options and Center Locations for Sacramento County
- E. Approval of 2024-2025 Training/Technical Assistance Plan for the SETA Head Start and Early Head Start Program, as Aligned with Established Five-Year Goals and Objectives
- F. Approval of Selection Criteria for Enrollment in Head Start or Early Head Start Programs

Roll call vote:

Aye: 7 (Cummings, Sami, Garduno, Cuffee, Mejia, Jones-Villalta, Quinones-Neri)

Nay: 0

Abstention: 1 (Wash)

Absent: 1 (Jamili)

III. INFORMATION ITEMS:

- A. Standing Information Items
 - Fiscal Monthly Report/Corporate Card Monthly Statement of AccountMr. Han reviewed the combined PC/PAC fiscal report for the eighth month, which

ended March 31, in the 2023-2024 program year. He advised that most Delegate agencies had just received their carryover funds, lowering the percentage of their Year-to-Date expenditures. The total year-to-date countywide expenses are at 54.7%, below the 66.67% needed to be on track. The Non-Federal Share Year-to-Date expenditures are at 27.0%, above the required 25.0%. Administrative expenditures are at 9.9%, below the 15.0% maximum. Additionally, SETA is working with the Delegate Agencies on budget modification to extend the carryover funds to another twelve (12) months. More information will be provided at the upcoming meetings. The funds of the American Rescue Plan Act (ARP) and the Corona Virus Response and Relief Supplemental Appropriation Act (CRRSA) were reviewed. These funds expired on March 31, 2024. Currently, SETA and the Delegate Agencies are in a liquidation period until June 30, 2024. If needed, more time can be requested for ARP funds through a no-cost extension. The SETA Operated Programs Expenditures report was reviewed. Most line items are on pace. For those categories over the budget, SETA is working on budget modifications for upcoming meetings. The American Express and CitiBank credit card statements were reviewed without concerns, and no atypical activity was noted.

- Health Service Advisory Committee (HSAC) Report
Ms. Wash advised that the HSAC had a productive meeting in March to work on the plan of action for stress reduction and blood lead poisoning. The date and time of the next meeting will be determined and provided at the next meeting.

B. SETA's Recruitment Update

Mr. Pouncey has reviewed the recruitment data provided in the agenda packet as backup information. The data pertains to the period from March 15, 2024, through April 11, 2024. He has confirmed that SETA will follow up on the reasons for denied job offers and missed interviews. Further, Mr. Pouncey has explained that for the Personnel Clerk recruitment, the first two job offers were denied due to competitive employers' compensation and salary negotiation advantages.

C. Governing Board Minutes for March 7, 2024: No questions.

IV. COMMITTEE REPORTS:

- Executive Committee
The next meeting will be held on Monday, April 29, 2024 at 10:00 a.m., at the SETA Administrative building.
- Budget/Planning Committee
The next meeting will be held on Tuesday, May 14, 2024, at 1:00 p.m. at the SETA Administrative building.
- Parent Ambassador Committee
The next meeting will be held on Monday, May 6, 2024, at 11:00 a.m., at the SETA Administrative building.

V. OTHER REPORTS:

A. Executive Director

Ms. Maldonado introduced herself, provided background highlights, and expressed her excitement to work with the Board in the future.

B. Head Start Deputy Director: No report

C. Chair: No report

D. Head Start Managers

✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services: No report

✓ Megan Lamb - School Readiness, Special Education, and Mental Health Services:
No report

✓ Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality
Assurance, and On-going Monitoring: No report

✓ Betsy Uda – Safe Environments, Facilities, and Licensing:
Ms. Uda Introduced Ms. Nue Thao, the new Facilities Specialist. She will be working
on managing contacts and safe environments.

E. Open Discussion and Comments: None

F. Public Participation: None

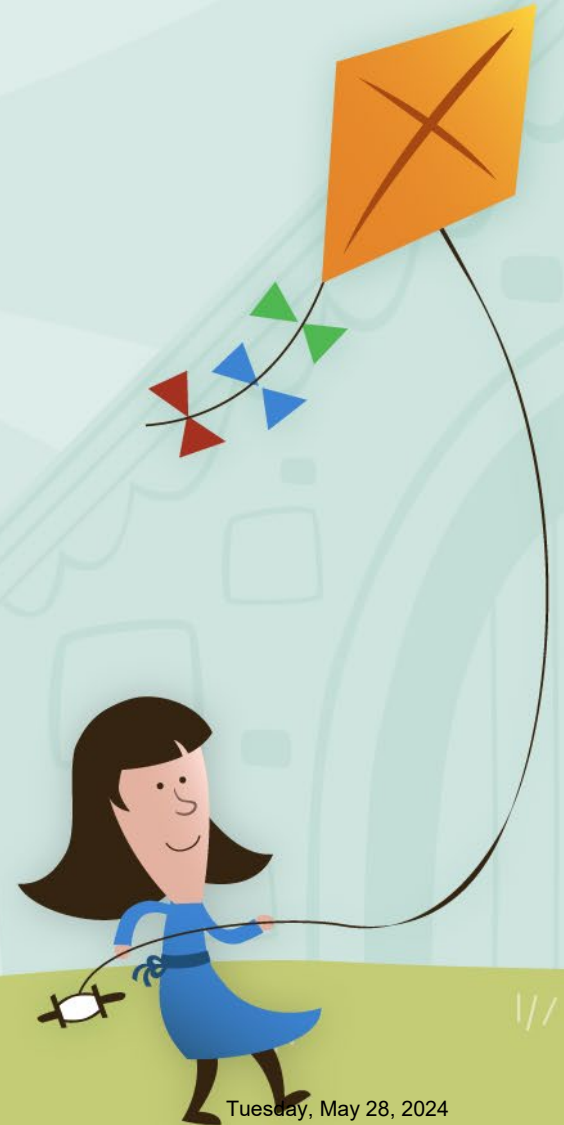
VI. ADJOURNMENT: The meeting adjourned at 10:17 a.m.

Note: The minutes reflect the actual progression of the meeting.

Refunding Application 2024-2025

Baseline- Year 1

Sacramento Head Start & Early Head Start





Self Assessment Summary



In January-February 2024, seven committees led by team leaders in the Child and Family Services department, and SETA Fiscal and Human Resource departments conducted self-assessment activities within their service areas.

- Ensured diverse team membership
- Collected and analyzed data from many sources
- Identified strengths and areas of improvement



Self-Assessment Highlights

Program Strengths:

- Internal CLASS scoring above national averages
- Curriculum Fidelity strengths in the areas of Planning, Positive Climate, and Positive Behavior Management
- Completion of numerous deferred maintenance projects to support safe and quality environments
- Implementation of home visitor observation rating scales (HOVRS)
- 98% of parents indicate program helps prepare their children and families for transition to Kindergarten
- Engaged PAC/PC members
- Partnership with Code for America to recruit families who are eligible for publicly-funded services such as SNAP
- 85 % of enrolled children have access to health insurance and health care services
- Many Professional Development opportunities for staff participation



Growth Opportunities:

- Increase resources and improve systems for teachers to combat stress and burnout.
- Address chronic absenteeism with goals of increasing the overall rate to 85% in a majority of classes
- Advance consistent, accurate and up-to-date data in Childplus
- Improve compliance in Unannounced Safety and Supervision Review data (specifically environmental sweeps)
- Consistently meet full enrollment across different program options
- Recruit for vacant PAC/PC positions
- Ensure effective and plentiful access to mental health services for children and families



5 Year Goals 2025-2029

School Readiness: Increase child outcomes by developing and strengthening social emotional competencies, family partnerships, and staff development.

Enrollment: Increase and maintain enrollment at 100% throughout the program year by engaging stakeholders, designing responsive program models and utilizing effective recruitment strategies.

Health and Safety: Increase the health, safety and wellbeing of children birth to age 5 by expanding communication systems and education that will include parent/guardian, staff and community partners.

Family and Community Engagement:

Support relationship-based family engagement that is culturally responsive, reflective and goal-oriented that helps build partnerships with families and provide increased opportunities for community building and participation within the program.



FUNDED ENROLLMENT with Proposed Changes

	SETA Operated Program	Elk Grove USD	Sacramento City USD	San Juan USD	Twin Rivers USD	WCIC
Head Start (ages 3-5) TOTAL:3448	1364	440	676	712	156	100
Early Head Start (ages birth to 3) TOTAL: 977	739	--	16	166	56	--



Number of HS Centers: 106
Number of HS Classes: 164

Number of EHS Centers: 35
Number of EHS Classes: 70





Program Options

Program Options – Countywide 2024-2025

Head Start (Children age 3-5)

Agency	Programs with 5 Days/Week								Programs with 4 Days/Week				Home- base	TOTAL
	Year Round					Traditional School Year			Year Round	Traditional School Year				
	4 hrs/day	6.5 hrs/day	7 hrs/day	8 hrs/day	9 hrs/day	6 hrs/day	6.5 hrs/day	8 hrs/day	6.5 hrs/day	3.5 hrs/day	6.5 hrs/day	7.5 hrs/day		
SETA	80	220		340	220		20	24	120	40	180		120	1,364
Elk Grove USD						100				340				440
Sac. City USD			48				628							676
San Juan USD							712							712
Twin Rivers USD											156			156
WCIC												100		100
TOTAL	80	220	48	340	220	100	2,008	24	120	380	336	100	120	3,448 ¹

Early Head Start (Children age birth - 3 and pregnant women)

Agency	Programs with 5 Days/Week						Home-base	TOTAL
	Traditional School Year			Year Round				
	6.5 hrs/day	7 hrs/day	8 hrs/day	7 hrs/day	8 hrs/day	9 hrs/day		
SETA			18		246	126	200	590
San Juan USD		32		64			70	166
Twin Rivers USD	56							56
Sac City USD					16			16
SCOE							77	77
ROCC							72	72
TOTAL	56	32	18	64	262	126	419	977 ¹



Proposed Changes

“OHS strongly encourages grant recipients to consider submitting a change-in-scope application to request an enrollment reduction or slot conversion based on community needs, with the goal of increasing program quality “ Khari Garvin, OHS Director

Section 645(a)(5) permits a program to convert Head Start slots to Early Head Start slots to better meet community needs.

Section 640(f)(2) of the Act allows programs to convert part-day slots to full-working day slots to meet community needs.

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.



SETA Children & Family Services (180), San Juan Unified USD Head Start (176), Elk Grove USD (40), and TRUSD (4) will reduce Head Start enrollment slots to support program quality changes in the 2024-25 program year.

Proposed Changes (continued)

Increase in center-based Early Head Start services with an HS-EHS Conversion request

- Proposed conversion of 74 Head Start enrollment slots to 42 Early Head Start enrollment
- Transitioning 14 slots from Home Base to Center base (SJUSD)
- Expansion of Early Head Start classes from 63 to 70 classes increasing the number of enrollment slots in center-based care

Support increased hours of service by transitioning part day classes to more full day/ year round

- Expansion of Head Start full-day classes countywide from 85% to 90%
- Increase of 40 enrollment slots from a traditional to a year-round calendar in the SETA-Operated Program



Proposed Changes (continued)

Update organizational structure and staffing to increase program oversight

- SCUSD- Coordinator has been added and assigned to support the implementation of the Early Head Start Program.
- SETA- Coordinator (Intervention) to have dedicated oversight of Mental Health and Disability Services
- SETA- Development of an enhanced delegate support team that will have a more hands-on role in the daily operations as well as overall compliance and service approaches at the delegates.

Support program quality improvements with additional health, mental health, education and safety approaches

- SJUSD- Reduced class size from 20 to 16 in Duration classes to address younger age students
- SJUSD-Reduced caseload of EHS Home Educators from 12 to 10 families per home visitor
- EGUSD- Reduced class size from 24 to 20 in 10 classes
- TRUSD- Full Time School Social Worker in the Early Childhood Education Program.
- Increase in teacher preparation and professional development days
- Implement Peer Coaching program for Family Engagement Staff
- SETA- Continuation of Apprentice Program to grow workforce



Head Start

Basic
\$51,092,452

Training/ Tech.
Assistance
\$527,209

Total
\$51,619,661

Early Head Start

Basic
\$18,951,324

Training/ Tech.
Assistance
\$280,063

Total
\$19,231,387



The proposed budget includes a conversion which transfers \$1,924,690 from the Head Start budget to the Early Head Start budget (basic funds).

Total Head Start / Early Head Start Funding

\$70,851,048



Training and Technical Assistance (TTA)

Highlighted TTA Projects

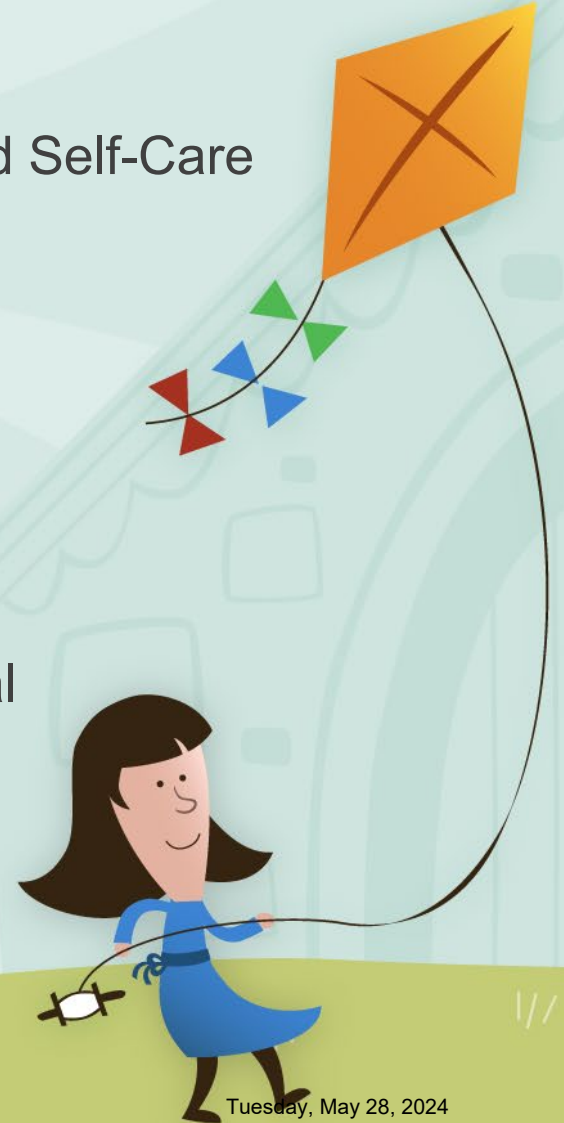
Parent Services

- Ready Rosie Literacy Events
- Parent Intern Positions
- Family Literacy Project (FLIP)
- Conferences
- Male/ Fatherhood Engagement



Staff Development

- Trauma Responsive Training and Self-Care
- ECE On-site College Class
- Staff Coaching
- Home Base Training
- Conferences
- Family Developmental Credential
- STEM



Questions



ACTION ITEM II-A

Timed Item 9:00 a.m. and Public Hearing

Approval of Revisions to the Public Information Officer Job Specification

Presenter: Bevan Richardson

RECOMMENDATION:

Open a public hearing, take public testimony, and take action to close the public hearing and approve the revised job specification for the Public Information Officer classification.

BACKGROUND:

The Public Information Officer job specification was last updated in July 1992. In an effort to recruit to fill this position, it is necessary to update the job specification to ensure it complies with federal and state regulations, clarifies employment standards and required qualifications, and accounts for advances in technology/media.

Attached is a red-lined version and a clean version of the job specification.

The Governing Board is scheduled to take action on the revisions on June 6, 2024.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

PUBLIC INFORMATION OFFICER

ORGANIZATIONAL RESPONSIBILITY

A Public Information Officer is responsible to the SETA [Executive](#) Director.

DEFINITION

Under general direction, to plan, develop, and implement a comprehensive program of public information concerning Sacramento Employment and Training Agency programs and functions; to write, prepare, and distribute newsletters, brochures, and other informational material; to plan and coordinate advertising, both paid and public service, in cooperation with stated programs and objectives; to act as media contact and supply necessary information in response to normal and abnormal events relative to the organization; to develop public relations programs and positive community relationships; to assist SETA with special projects and assignments; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for the position which performs a variety of public information, advertising, and public relations functions for the Sacramento Employment and Training Agency.

INTERPERSONAL SKILLS EXPECTATIONS

It is a requirement for this position that the employee exhibits the following appropriate interpersonal skills:

- Must be able to listen and get along with a diverse group of people.
- Must be able to establish and maintain cooperative working relationships with the majority of the staff that you encounter.
- Must be able to share, discuss, and work through ideas with others in order to arrive at solutions, conclusions, and/or agreements.
- Must be able to interact diplomatically with the public, staff, children, and vendors.
- Must maintain composure when dealing with resistance or contrary opinions.
- Must be able to interact with persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Must be ready and willing to assist the site staff with fostering a stimulating and accepting learning environment.
- Must be able to work as a team and collaborate with colleagues.

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EXAMPLE OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned :

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1. Plans, organizes, develops, and implements a comprehensive public information program for the Sacramento Employment and Training Agency;
2. Prepares, writes, and distributes in social media, newsletters, brochures and other informational material about SETA programs and activities to internal and external stakeholders;
3. Promotes community and media awareness of SETA functions and programs through promoting and publicizing SETA's work using all media avenues of publication and promotion within our community;
4. Arranges interviews between SETA staff and other stakeholder groups and develops content strategies for releasing updates;
5. ~~Prepares~~ photographs important events and ; prepares graphic art work for publications;
6. Maintains SETA's website with updates and accurate information;
7. Coordinates press conferences and special events;
8. Provides assistance on public relations programs to SETA programs, subgrantees and delegates;
9. Counsels potential SETA participants about programs and policies;
~~works with the Private Industry Council's marketing committee and the Program Operators Association to develop and maintain an on-going paid and public service advertising campaign, presently called "Sacramento Works!"~~
10. Prepares media budgets and conducts necessary procurement procedures to activate approved campaigns;
11. Prepares speeches and other materials for the Executive Director and Board Members;
12. Represents SETA and the Director at public functions and conferences on a variety of issues that impact awareness programs;
13. ~~Supervises staff~~;
13. Makes presentations to boards and agencies;
14. ~~Assists~~ Assists the SETA Executive Director with a variety of projects and ; represents the SETA Executive Director as delegated;
15. Develops and conducts a comprehensive program for positive relationships with the local community;
16. Analyzes communication effectiveness to help adjust SETA's messaging to ensure better engagement and maximum impact;

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MINIMUM QUALIFICATIONS

Knowledge of:

Laws and regulations affecting the operations of employment and training programs.
Public information and communication principles and techniques.
Preparation and distribution of publications.
Media relations.
Media rating and procurement procedures, production and copywriting for radio and television.
~~Desktop Publishing programs.~~
~~Principles of supervision.~~

AND

Ability to:

~~Navigate and maintain a social media presence for all SETA programs~~
Develop and implement a comprehensive program of public information and public relations.
Interpret and apply rules, policies, and regulations with good judgement in a variety of situations.
Work effectively with the local media.
Prepare a variety of brochures, newsletters and other informational material.
Maintain and prepare reports.
Communicate clearly and concisely, both orally and in writing.
Develop effective community relations with community organizations and groups.
~~Supervise staff and administer the "Sacramento Works!" advertising campaign in cooperation with other participating agencies and organizations.~~
Deal tactfully and courteously with persons seeking information and—expressing concerns about program policies and functions.
Establish and maintain cooperative working relationships.

AND

Training and Experience: Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

Two years of responsible work experience in public information and public relations work. Considerable advanced educational training in journalism, advertising, public relations, or a related field is highly desirable.

PHYSICAL DEMANDS/QUALIFICATIONS

<u>Required Activity</u>	<u>Description</u>
<u>Dexterity</u>	<u>Frequently picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in handling</u>
<u>Talking</u>	<u>Regularly expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</u>
<u>Hearing</u>	<u>Regularly perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</u>
<u>Repetitive Motion</u>	<u>Frequently making substantial movements (motions) of the wrists, hands, and/or fingers.</u>
<u>Sedentary Work</u>	<u>Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</u>
<u>Visual Acuity</u>	<u>The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.</u>
<u>Environment</u>	<u>The worker is not substantially exposed to adverse environmental conditions.</u>
<u>Relational</u>	<u>The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.</u>

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PUBLIC INFORMATION OFFICER

ORGANIZATIONAL RESPONSIBILITY

A Public Information Officer is responsible to the SETA Executive Director.

DEFINITION

Under general direction, to plan, develop, and implement a comprehensive program of public information concerning Sacramento Employment and Training Agency programs and functions; to write, prepare, and distribute newsletters, brochures, and other informational material; to plan and coordinate advertising, both paid and public service, in cooperation with stated programs and objectives; to act as media contact and supply necessary information in response to normal and abnormal events relative to the organization; to develop public relations programs and positive community relationships; to assist SETA with special projects and assignments; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for the position which performs a variety of public information, advertising, and public relations functions for the Sacramento Employment and Training Agency.

INTERPERSONAL SKILLS EXPECTATIONS

It is a requirement for this position that the employee exhibits the following appropriate interpersonal skills:

- Must be able to listen and get along with a diverse group of people.
- Must be able to establish and maintain cooperative working relationships with the majority of the staff that you encounter.
- Must be able to share, discuss, and work through ideas with others in order to arrive at solutions, conclusions, and/or agreements.
- Must be able to interact diplomatically with the public, staff, children, and vendors.
- Must maintain composure when dealing with resistance or contrary opinions.
- Must be able to interact with persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Must be ready and willing to assist the site staff with fostering a stimulating and accepting learning environment.
- Must be able to work as a team and collaborate with colleagues.

EXAMPLE OF ESSENTIAL DUTIES

1. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned: Plans, organizes, develops, and implements a comprehensive public information program for the Sacramento Employment and Training Agency
2. Prepares, writes, and distributes in social media, newsletters, brochures and other informational material about SETA programs and activities to internal and external stakeholders;
3. Promotes community and media awareness of SETA functions and programs through promoting and publicizing SETA's work using all media avenues of publication and promotion within our community
4. Arranges interviews between SETA staff and other stakeholder groups and develops content strategies for releasing updates;
5. Photographs important events and prepares graphic art work for publications;
6. Maintains SETA's website with updates and accurate information;
7. Coordinates press conferences and special events;
8. Provides assistance on public relations programs to SETA programs, subgrantees and delegates;
9. Counsels potential SETA participants about programs and policies;
10. Prepares media budgets and conducts necessary procurement procedures to activate approved campaigns;
11. Prepares speeches and other materials for the Executive Director and Board Members;
12. Represents SETA and the Director at public functions and conferences on a variety of issues that impact awareness programs
13. Makes presentations to boards and agencies;
14. Assists the SETA Executive Director with a variety of projects and represents the SETA Executive Director as delegated;
15. Develops and conducts a comprehensive program for positive relationships with the local community;
16. Analyzes communication effectiveness to help adjust SETA's messaging to ensure better engagement and maximum impact

MINIMUM QUALIFICATIONS

Knowledge of:

Laws and regulations affecting the operations of employment and training programs.
Public information and communication principles and techniques.
Preparation and distribution of publications.
Media relations.
Media rating and procurement procedures, production and copywriting for radio and television.
Publishing programs.

AND

Ability to:

Navigate and maintain a social media presence for all SETA programs
Develop and implement a comprehensive program of public information and public relations.
Interpret and apply rules, policies, and regulations with good judgement in a variety of situations.
Work effectively with the local media.
Prepare a variety of brochures, newsletters and other informational material.
Maintain and prepare reports.
Communicate clearly and concisely, both orally and in writing.
Develop effective community relations with community organizations and groups.
Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions.
Establish and maintain cooperative working relationships.

AND

Training and Experience: Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

Two years of responsible work experience in public information and public relations work.
Considerable advanced educational training in journalism, advertising, public relations, or a related field is highly desirable.

PHYSICAL DEMANDS/QUALIFICATIONS

<i>Required Activity</i>	<i>Description</i>
<i>Dexterity</i>	<i>Frequently picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in handling</i>
<i>Talking</i>	<i>Regularly expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</i>
<i>Hearing</i>	<i>Regularly perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</i>
<i>Repetitive Motion</i>	<i>Frequently making substantial movements (motions) of the wrists, hands, and/or fingers.</i>
<i>Sedentary Work</i>	<i>Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</i>
<i>Visual Acuity</i>	<i>The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.</i>
<i>Environment</i>	<i>The worker is not substantially exposed to adverse environmental conditions.</i>
<i>Relational</i>	<i>The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.</i>

ACTION ITEM II-B

Approval of Budget Modification No-Cost Extension for the American Rescue Plan Funds and the Coronavirus Response and Relief Supplemental Appropriation Act Funds

Presenter: Karen Griffith

RECOMMENDATION:

Approve a Head Start/Early Head Start American Rescue Plan Act and Coronavirus Response and Relief Supplemental Appropriation Act grants 12 month no-cost extension request in the amount of \$1,945,312 and a budget modification in the amount of \$543,249 from Equipment, Supplies (EHS), Construction and Contractual to Personnel, Fringe, Supplies (HS) and Other cost categories.

BACKGROUND:

This agenda item provides the opportunity for the Governing Board to approve a budget modification and 12 month no-cost extension request for the American Rescue Plan Act (ARPA) funds and the Coronavirus Response and Relief Supplemental Appropriation Act (CRRSA) funds in the amount of \$543,249 and \$1,945,312, respectively.

The funds are being repurposed from underspent funds from Equipment, Supplies (EHS), Construction and Contractual to Personnel, Fringe, Supplies (HS) and Other (deferred maintenance) to help fund the agency's winter closure (staff wellness), longevity pay program, various classroom supplies, the Teaching Strategies curriculum and additional substitute teacher costs to ensure quality programming and a safe and healthy learning environment.

The no-cost extension request will allow SETA and its delegate agencies an additional 12 months (8/1/24-7/31/25) to complete previously approved projects and deferred maintenance projects.

1. Head Start/Early Head Start Coronavirus Response and Relief Supplemental Appropriation Act Grant (CRRSA) #09HE000671-01
2. Head Start/Early Head Start American Rescue Plan Act Grant (ARPA) #09HE000671-01

A detailed budget justification is attached.

SETA staff will be available to answer questions.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____



**Budget Justification for
No-Cost Extension Request 2023-2024
American Rescue Plan Act (ARPA) and Coronavirus Response and Relief
Supplemental Appropriation Act (CRRSA) Funds
09HE000671**

The Budget Justification addresses the following two requests:

- 1.) A Budget Modification for American Rescue Plan Act (ARPA) and Coronavirus Response and Relief Supplemental Appropriation Act (CRRSA) funding.
- 2.) A Low-Cost Extension for an additional 12 months (4/1/24-3/30/25).

Background

Budget Modification – The Sacramento Employment and Training Agency (SETA) is submitting a request for a budget modification of funds from the Coronavirus Response and Relief Supplemental Appropriation Act (CRRSA) Funds (\$173,980) and from the American Rescue Plan Act Funds (\$369,269) totaling **\$543,249**. The funds are being repurposed from underspent funds from Equipment, Construction, Other and Contractual (delegate relinquished funds) and being moved to Personnel, Fringe and Supplies to support classroom health and safety. Sacramento City USD and River Oaks Center for Children are relinquishing \$4,886 and \$10,499 respectively to SETA.

No-Cost Extension – Along with the budget modification, SETA is also requesting a twelve month no-cost extension for the amount up to **\$1,945,312** to complete the projects noted above and an extension for delegate and partners to complete their projects and purchases.

Details of the Budget Modification and No-Cost Extension are provided below.

American Rescue Plan Act Fund Budget Modification

Personnel - (\$222,947) and Fringe - (\$81,489)

SETA will reprogram funds to cover the winter closure wellness initiative and the longevity pay as part of SETA's incentive pay program. As SETA paid for the 4 days of the agency's annual winter closure, the staff were allowed to retain the leave accruals. The winter closure accounted for around \$490,000.

Supplies – (\$4,290)

SETA will utilize funds for supplemental classroom supplies added to ensure quality programming, including safe and healthy environments.

Other - (\$60,543)

SETA will utilize the reprogrammed funds for substitute teachers that were brought in to help support safety and supervision, as well as ensure that classrooms were meeting child to teacher ratios during times of high staffing vacancies.

Cost Category	Budget	Budget Modification	Updated Budget
Personnel	\$1,269,513	\$222,947	\$1,492,460
Fringe Benefits	654,062	81,489	735,551
Travel	-	-	-
Equipment	246,717	(\$246,717)	-
Supplies	141,471	4,290	145,761
Contractual	3,351,611	(266)	3,351,345
Construction	58,581	(57,453)	1,128
Other	389,767	(4,290)	385,477
Total	6,111,722	-	6,111,722

Coronavirus Response and Relief Supplemental Appropriation Act Fund Budget Modification

Other - (\$173,980)

SETA will utilize the reprogrammed funds to go towards updating the Creative Curriculum to the most current version for quality and fidelity.

Cost Category	Budget	Budget Modification	Updated Budget
Personnel	-	-	-
Fringe Benefits	-	-	-
Travel	-	-	-
Equipment	-	-	-
Supplies	\$645,113	(\$158,862)	\$486,251
Contractual	876,891	(15,118)	861,773
Construction	15,347	-	15,347
Other	-	173,980	173,980
Total	1,537,351	-	1,537,351

No-Cost Extension Request

A No-Cost Extension in the amount not to exceed **\$1,945,312** is being requested to address:

- 1.) Incomplete pre-approved projects;
- 2.) Delegates have submitted plans and projects to SETA for the use of the no-cost extension funds.

Agency/Delegates/Partners	No-Cost Extension Amount CRRSA (not to exceed)	No-Cost Extension Amount ARPA (not to exceed)	Total No-Cost Extension Amount
Twin Rivers Unified School District	\$36,889	\$141,836	\$178,725
Elk Grove Unified School District	109,030	284,974	394,004

Agency/Delegates/Partners	No-Cost Extension Amount CRRSA (not to exceed)	No-Cost Extension Amount ARPA (not to exceed)	Total No-Cost Extension Amount
Sacramento City Unified School District	4,886*	-	4,886
San Juan Unified School District	30,740	1,143,835	1,174,575
W.C.I.C.	-	99,949	99,949
Sacramento County Office of Education	-	-	-
River Oak Center for Children	10,233*	266*	10,499
SETA	-	82,674	82,674
Total	191,778	1,753,534	1,945,312
*Funds are being relinquished by Delegate Agency and will be absorbed into the SOP grant, as mentioned in the budget modification above.			

ACTION ITEM II-C

Approval of Budget Modification No-Cost Extension and 1303 Facilities Renovation and Repair Applications for the Program Year 2023-2024 Head Start and Early Head Start Basic and Training and Technical Assistance (T&TA) Funds

Presenter: Karen Griffith

RECOMMENDATION:

Approve a Head Start/Early Head Start Basic and T&TA grants 12 month no-cost extension request in the amount of \$9,951,947, 1303 Facilities Applications in the amount of \$1,058,453 for San Juan USD sites and a budget modification in the amount of \$3,044,382 from Fringe Benefits, Equipment, Contractual and Other to Personnel, Travel and Construction.

BACKGROUND:

This agenda item provides the opportunity for the Governing Board to approve a budget modification (\$3,044,382), three (3) 1303 facilities applications (\$1,058,453) and a 12 month no-cost extension request (\$9,951,947) for the Head Start and Early Head Start Basic and T&TA funds for program year 2023-2024.

The funds are being repurposed from underspent funds from Fringe Benefits, Equipment (cost savings/projects no longer needed), Contractual (delegate relinquished funds) and Other and being moved to Personnel, Travel (out-of-state) and Construction (Northview Outdoor Major Renovation Project). The reprogrammed funds will be used towards various items including SETA longevity pay program, outdoor major renovation (1303) projects at Northview ELC (SETA), Kingswood Elementary (SJUSD), Billy Mitchell Elementary (SJUSD) and Sunrise Elementary (SJUSD), as well as ensuring that SETA continues to operate a quality and safe program.

1. Head Start/Early Head Start Basic and T&TA Grant #09CH011763-04

A detailed budget justification, 1303 information, and no-cost extension are attached.

SETA staff will be available to answer questions.



**Budget Justification for Budget Modification Request,
No-Cost Extension Request and 1303 Facilities Renovation and Repair Applications for
Program Year 2023-2024
Head Start and Early Head Start Basic and Training and Technical Assistance (T&TA)
09CH011763**

The Budget Justification addresses the following three requests:

- 1.) A Budget Modification for PY 2023-2024 Head Start and Early Head Start Basic and T&TA funding.
- 2.) 1303 Facilities Renovation and Repair Applications for San Juan USD
- 3.) A No-Cost Extension for an additional 12 months (8/1/24-7/31/25).

Background

Budget Modification – The Sacramento Employment and Training Agency (SETA) is submitting a request for a budget modification of funds from the PY 2023-2024 Head Start Basic (\$1,879,987) and Early Head Start Basic (\$1,164,395) totaling **\$3,044,382**. The funds are being repurposed from underspent funds from Fringe Benefits, Equipment (cost savings/projects no longer needed), Contractual (delegate relinquished funds) and Other and being moved to Personnel, Travel (out-of-state) and Construction (Northview Outdoor Major Renovation Project). Sacramento City USD's EHS grant is relinquishing \$154,395 to SETA.

1303 Facilities - Of the Head Start Basic budget modification funds, **\$1,058,453** of those funds will be used towards three (3) 1303 Facilities Outdoor Major Renovation projects at San Juan Unified School District's Billy Mitchell, Sunrise and Kingswood sites. SETA will also be requesting a budget modification of funds for the previously approved Northview outdoor major renovation project. Originally the project was to be spent using ARPA funds.

No-Cost Extension – Along with the budget modification, SETA is also requesting a twelve month no-cost extension for the amount not to exceed **\$9,951,947** to complete the projects noted above and an extension for delegate and partners to complete their projects and purchases.

Details of the Budget Modification, 1303 Applications and No-Cost Extension are provided below.

Head Start Basic Budget Modification

Personnel – (\$440,000)

SETA will be utilizing reprogrammed funds to go towards the personnel category due to the newly implemented staff incentive longevity pay program that is to help the agency with its workforce issues helping to retain and recruit staff. In total, Head Start's portion of the longevity pay was roughly \$330,000.

Equipment

SETA previously had play structures approved for other sites. However, due to a change in the needs for the program, SETA is requesting to move one of the approved play structures to Northview ELC as part of the outdoor major renovation project at the site. SETA will be requesting additional funds to be moved from other project cost savings to cover additional costs to install the office pod units as part of the Northview ELC outdoor major renovation project. No additional funds are being requested for the category.

SETA will also be reprogramming funds from the Equipment category as a result of cost savings and a shift in project priorities:

Projects	Budget	Actual Cost	Remaining	Budget Mod Rationale
HVACS (Mather, Freedom, Hillsdale, Norma Johnson)	\$374,000	\$246,717	\$127,283	Cost Savings
Walnut Grove - Shade	55,000	-	55,000	Completed under Equipment Threshold
Play Structure (Elkhorn, Marina, Cap City, Hopkins)	600,000	150,000	450,000	Sites play structures not deemed a priority and will repurpose funds to complete the Northview Play Structure
Office Pod (Northview)	60,000	110,444	(50,444)	Additional funds (\$50,444) needed to complete Northview's Office Pod Unit. Funds will come from savings noted in this chart.
Total	1,089,000	507,161	581,839	Remaining funds of \$581,839 is to be repurposed to other cost categories (Supplies and Construction)

Travel - (\$60,000)

SETA is using reprogrammed funds to cover the costs for some of the additional out-of-state conferences that staff attended, which includes: R9HSA Family Engagement Conference, STEM Conference and the Region 9 HSA Conference. Along with the additional conferences, increased costs of conferences and travel accommodation will also be covered with the funds.

Supplies – (\$125,000)

SETA will also be using funds to continue to purchase various classroom supplies, furniture as needed to ensure a quality program, including safe and healthy environments. SETA has also noticed an increase in price for all supplies (classroom, office and technology) across the board.

Construction – (\$196,534)

SETA will repurpose funds to also go towards the outdoor major renovation project at Northview ELC. The project was previously approved using ARPA funds, however, due to various delays during the planning stages, more time is required. As a result, SETA will be utilizing Head Start and Early Head Start Basic funds to complete the project. The project completion date is anticipated to go beyond the project period for the ARPA grant. Projected completion date of the Northview ELC project is Summer 2025.

Cost Category	Budget	Budget Modification	Updated Budget
Personnel	\$14,790,106	\$440,000	\$15,230,106
Fringe Benefits	8,825,027	(239,695)	8,585,332
Travel	54,000	60,000	114,000
Equipment	1,089,000	(581,839)	507,161
Supplies	415,000	125,000	540,000
Contractual	29,407,291	-*	29,407,291
Construction	129,200	196,534	325,734
Other	6,075,380	-	6,075,380
Total	60,785,004	-	60,785,004
*SJUSD is requesting three (3) 1303 outdoor major renovation projects (\$1,058,453)			

1303 Facilities Request (San Juan Unified School District – Head Start Basic)

Construction – (\$1,058,453)

San Juan USD is requesting three (3) Facilities 1303 application approvals to complete outdoor major renovation projects. Each of the projects is to ensure a healthy and safe outdoor environment for the children. Projects are anticipated to start in late 2024 to early 2025 with an estimated completion date of July 2025. Below is a listing of the sites, projected costs and projects for each site:

SJUSD Site	Budget	Projects
Billy Mitchell	\$297,196	<ul style="list-style-type: none">- Play Structure- Play Surface- Asphalt- Demolition and Removal of Old Gazebo and Sandbox
Kingswood	\$349,062	<ul style="list-style-type: none">- Play Structure- Play Surface- Asphalt
Sunrise	\$412,195	<ul style="list-style-type: none">- Play Structure- Play Surface- Asphalt- Relocate Sandbox- Bark for Play Area

Early Head Start Basic Budget Modification

Supplies – (\$154,395)

SETA will be utilizing the relinquished funds from Sacramento City USD to help offset the various supply costs for the expansion of EHS classrooms throughout the county. The supplies purchased will help to continue to ensure a high-quality program.

Construction – (\$1,010,000)

SETA will repurpose funds to also go towards the outdoor major renovation project at Northview ELC. The project was previously approved using ARPA funds, however, due to various delays during the planning stages, more time is required. As a result, SETA will be utilizing Head Start and Early Head Start Basic funds to complete the project.

Cost Category	Budget	Budget Modification	Updated Budget
Personnel	\$6,401,705	\$-	\$6,401,705
Fringe Benefits	3,800,395	(270,000)	3,530,395
Travel	-	-	-
Equipment	500,000	(200,000)	300,000
Supplies	460,358	154,395	614,753
Contractual	5,759,285*	(154,395)**	5,604,890
Construction	-	1,010,000	1,010,000
Other	2,213,395	(540,000)	1,673,395
Total	19,135,138	-	19,135,138
**SCUSD is relinquishing funds back to SETA			

No-Cost Extension Request

A 12-month No-Cost Extension in the amount not to exceed **\$9,951,947** is being requested to address:

- 1.) Incomplete pre-approved projects.
- 2.) Projects included in the Budget Modification Request above.

Agency	Head Start Basic	Head Start T&TA	Early Head Start Basic	Early Head Start T&TA	Total No-Cost Extension Amount
Twin Rivers Unified School District	\$876,653	\$3,435	\$87,762	\$8,741	\$976,591
Elk Grove Unified School District	1,182,060	13,376	-	-	1,195,436
Sacramento City Unified School District	595,263	23,123	154,395	7,500	780,281
San Juan Unified School	2,638,195	62,690	296,700	18,505	3,016,090

Agency	Head Start Basic	Head Start T&TA	Early Head Start Basic	Early Head Start T&TA	Total No-Cost Extension Amount
District					
W.C.I.C.	166,027	3,112	-	-	169,139
Sacramento County Office of Education	-	-	65,333	-	65,333
River Oak Center for Children	-	-	49,077	-	49,077
SETA	1,000,000	60,000	2,500,000	140,000	3,700,000
Total	6,458,198	165,736	3,153,267	174,746	9,951,947

Project List for No-Cost Extension Funds:

- Northview ELC (\$1,335,734) major outdoor renovation project (1303 Project)
- Northview Office Pod (\$110,444) (1303 Project)
- Northview Play Structure (\$150,000) (1303 Project)
- Various Deferred Maintenance Projects (Flooring, Countertops, Turf, Painting, Roofing, etc.) (\$800,000)
- Two (2) EHS Play Structures (\$300,000) (Sites TBD)
- Supplies purchase for both Head Start and Early Head Start classrooms (\$480,000)
- Delegate Agencies have submitted their individual plans and projects for their no-cost extension funds

Non-Federal Share

SETA and delegates will match any of the no cost extension funds with non-federal share not to exceed \$2,487,987. Non- federal share will come from various sources including state funds, volunteer hours, and other in-kind activities (FLIP, Interns, etc.).

ACTION ITEM II-D

Election of Policy Council Community Representatives and Alternates for Program Year 2023-2024

RECOMMENDATION:

That the Policy Council elect two (2) Parent Ambassador Representatives, two (2) Past Parent Representatives, and one (1) Foster Parent Representative and Alternates.

BACKGROUND:

This agenda item provides an opportunity for the Policy Council (PC) to elect Community Representatives for Program Year 2023-2024. 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) Parent Ambassador Representatives shall be elected by the Parent Ambassador Committee. These representatives may or may not be a current parent. There will be two (2) alternate positions.
- Two (2) Past Parent Representatives shall be elected by the current PC if the outgoing PC has been dissolved. The Past Parent elected to the PC may not have a child/children currently enrolled in the HS/EHS program. There will be two (2) Past Parent alternate positions.
- One (1) Foster Parent shall be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of the SOP or a Delegate Agency. There shall be one (1) Foster Parent alternate position.

Available applications will be distributed at the board meeting.

Staff will be available to answer questions.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

ACTION ITEM II-E

Election of Policy Council Parliamentarian for Program Year 2023-2024

RECOMMENDATION:

That the Policy Council elect a Parliamentarian.

BACKGROUND:

This agenda item provides an opportunity for the Policy Council (PC) to elect officers for Program Year 2023-2024. 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.

- C. 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.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

ACTION ITEM II-F

Election of Community Action Board Alternate

RECOMMENDATION:

That the Policy Council elect one (1) Alternate to serve as Low-Income Sector representative to the Community Action Board (CAB).

BACKGROUND:

The SETA Community Action Board is comprised of representatives from the Private, Public and Low-Income Sectors. The duties of the Board include recommending allocations of Community Services Block Grant (CSBG) funds to community services agencies throughout Sacramento County.

Policy Council representatives to the Community Action Board receive a meeting reimbursement.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

INFORMATION ITEM III-A

Workplace Violence Prevention Plan (SB 553)

Presenter: Bevan Richardson

BACKGROUND:

The state of California has recently passed Senate Bill 553 (Cortese) requiring the development of a Workplace Violence Prevention Plan (WVPP) to be incorporated into the existing Injury and Illness Prevention Program (IIPP), which will be monitored by CalOSHA. The WVPP will take effect on July 1, 2024 and will include:

- Detailed plans that address potential risks specific to each work area.
- Regular training for employees on how to handle and report incidents of workplace violence.
- Thorough record keeping of any incidents and the training provided.

SETA has been working with our insurance broker, Gallagher, on the creation of this plan and are on track to have the completed plan by the required start date. Training on the WVPP will begin in June and will be conducted annually as required.

Staff will be available to answer any questions.

NOTES:

INFORMATION ITEM III-B

Standing Information

BACKGROUND:

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
- Health Service Advisory Committee (HSAC) Report: Ms. Fienishia Wash
- Community Resources – Parent/Staff: Ms. Maryam Sami
 - Careers with Children with Childcare based ESL Instruction
 - Our Special Time (River Oak Family Resource Center)
 - Sundae Fun Day/ TGI Fridays in the Grove

NOTES:

Careers with Children with Childcare based ESL Instruction
Career Technical Education (CTE) / Early Childhood Education (ECE)
Encina Adult Center, 1400 Bell Street, Sacramento, CA 95825

Monday through Thursday, 9am-12pm

Earn 6 ECE college credits
(In collaboration with Sierra College)

For:

- Beginning High to Low Intermediate level ESL students
- students 18 years old and over
- interested in a career working with children while improving English skills

Focus:

- Child Development
- Practices and Principles of ECE
- English language skills
- While building a strong foundation for careers with children



If interested, access the interest/registration page directly by scanning the QR code on the right with your phone. Or visit

[Bit.ly/ChildcareInterestForm](https://bit.ly/ChildcareInterestForm) (Case sensitive)



Registration

Opens

AUGUST 5, 2024

Careers With Children Class Questionnaire

**ARE YOU INTERESTED IN CAREERS WITH CHILDREN
WITH ESL INSTRUCTION(2024-2025 SCHOOL YEAR)?**

ARE YOU 18 OR OLDER?

**ARE YOU INTERESTED IN EARNING 6 ECE COLLEGE
UNITS?**

**IS YOUR ESL LEVEL BEGINNING HIGH OR LOW
INTERMEDIATE?**

**CAN YOU COMMIT TO A FULL SCHOOL YEAR (9
MONTHS) FROM SEPTEMBER 2024 THROUGH MAY 2025
WITH 80% ATTENDANCE RATE?**

**CAN YOU COMMIT TO CLASSES MONDAY - THURSDAY
FROM 9:00 AM - 12:00 PM?**

**DO YOU HAVE CHILDREN AGES 2-5 WHO NEED
CHILDCARE WHILE YOU ATTEND CLASSES? (ENCINA
LOCATION ONLY) (FREE!)**

**If yes, please see Claire Avila or Teresa Heath to
complete the required assessments to register.
We look forward to meeting you!**



River Oak
Center for Children



*River Oak Family Resource
Center Presents*

OUR SPECIAL TIME

A grandparent support class for those who are trying to navigate the challenges of raising their grandchildren.

Hosted At:
Oak Park Community Center
3425 Martin Luther King Jr. Blvd
95817
Time: 10:30am-11:30am
Dates: Every Thursday for the months of May
and June 2024

The Sacramento City Unified District is not a sponsor, endorser, or otherwise associated with above.
Permit Number A-323





River Oak
Center for Children



- IEP
- Disabilities and Delayed
- Child Behavior Management
- Self-Care
- Health and Wellness(Child and Adult)
- Youth Development Characteristic
- Future Plan-Returning to Birth Parents
- Parenting Skills
- Attachment- and- Trauma- Informed
- Social Support Network

The Sacramento City Unified District is not a sponsor, endorser, or otherwise associated with above.
Permit Number A-323



River Oak
Center for Children



*River Oak Family Resource
Center Presenta*

NUESTRO TIEMPO ESPECIAL

Una clase de apoyo para abuelos para aquellos que intentan afrontar los desafíos de criar a sus nietos.

Alojado En:
Oak Park Community Center
3425 Martin Luther King Jr. Blvd
95817
Horario: 10:30am-11:30am
Fechas: Cada Jueves en los meses de Mayo Y
Junio 2024

The Sacramento City Unified District is not a sponsor, endorser, or otherwise associated with above.
Permit Number A-323





River Oak
Center for Children



- IEP
- Discapacidades y Retrasos
- Manejo del Comportamiento Infantil
- Cuidados Personales
- Salud y Bienestar (Nino y Adulto)
- Caracteristica del Desarrollo Juvenil
- Plan Futuro para Regresar con sus Padres Biologicos
- Habilidades de los Padres
- Apego- Y- Trauma- Informados
- Red de Apoyo Social

The Sacramento City Unified District is not a sponsor, endorser, or otherwise associated with above.
Permit Number A-323

City of Elk Grove
8401 Laguna Palms Way
Elk Grove, CA 95758



*****ECRWSSSEDDM****

ELK GROVE POSTAL CUSTOMER

PRESORT STD
ECRWSS
U.S. POSTAGE
PAID
ELK GROVE, CA
PERMIT # 173

8401 Laguna Palms Way
Elk Grove, CA 95758
(916) 478-2206
elkgrovecity.org
Kristyn Laurence
PublicAffairs Manager
klaurence@elkgrovecity.org
Lupe Murrietta
Graphics & Multimedia
Program Manager
lmurrietta@elkgrovecity.org



SCAN ME with
your smart
phone for
up-to-date
information
about the City
of Elk Grove.



The City does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. Questions, concerns, or complaints may be forwarded to the City's ADA Coordinator.



Sunday, June 9
11 a.m. – 2 p.m.
Old Town Plaza
Sundaes on Sunday! Join
your neighbors, the Mayor,
members of the City Council,
and city staff as you enjoy
complimentary sundaes while
getting to know your local
government.

While supplies last.







TGI Fridays in the Grove

It's the return of Fridays in the Grove! Come out with your family, friends, and neighbors to enjoy these free family events at two locations:








9615 Railroad Street

-  May 3 Country in the Plaza (5-8 pm)
-  June 7 Party on the Plaza (4-8 pm)
-  Aug. 2 Comedy Night (6 pm) \$10 tickets
-  Sept. 6 Silent Disco (6-8 pm)

DISTRICT



8230 Civic Center Drive

-  May 17 Wag n Walk (5-7 pm)
-  June 21 Paint at the Preserve (11 am-1 pm)
-  July 19 Silent Disco (6-8 pm)
-  Aug. 16 Comedy Night (6 pm) \$10 tickets
-  Sept. 20 Sugar Skull Workshop (11am-1 pm)

INFORMATION ITEM III-C
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:

INFORMATION ITEM III-D
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:

MINUTES/SYNOPSIS

Sacramento Employment and Training Agency GOVERNING BOARD Regular Meeting

Thursday **April 4, 2024** **10:00 a.m.**
925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

Ms. Vang called the meeting to order at 10:01 a.m. The roll was called and a quorum was established.

Members Present:

Mai Vang, Chair, City of Sacramento
Patrick Kennedy, Member, Board of Supervisors
Rich Desmond, Member, Board of Supervisors

Members Absent:

Eric Guerra, Member, City of Sacramento
Sophia Scherman, Vice Chair, Public Representative

Recognition of Long-term Employees:

Melanie Nicholas, CFS Administration Program Officer (30 years of service)
Ms. Griffith congratulated Ms. Nicholas on her 30 years at SETA and provided background highlights.

The Board congratulated Ms. Nicholas and expressed their gratitude for her service.

I. **CONSENT ITEMS:**

- A.** Approval of Minutes of the March 7, 2024 Regular Board Meeting
- B.** Approval of Claims and Warrants
- C.** Approval to Extend the Agreement with Community Link Capital Region for the 2-1-1 Sacramento Human Services Database

Moved/Desmond second/Kennedy to approve the following consent items:

- A.** Approval of Minutes of the February 1, 2024 Regular Board Meeting
- B.** Approval of Claims and Warrants
- C.** Approval to Extend the Agreement with Community Link Capital Region for the 2-1-1 Sacramento Human Services Database

Roll call vote:

Aye: 3 (Vang, Kennedy, Desmond)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Scherman)

II. ACTION ITEMS:

A. General Administration/SETA

1. Timed Item 10:00 a.m. and Public Hearing

Approval of Changes to SETA Personnel Policies and Procedures Section 11.05 Vehicle and Driving Policy

Mr. Richardson introduced himself and reviewed the item. He advised that the current policy addresses SETA staff members whose classifications require driving either an Agency or private vehicle for work. The policy states that these staff members must maintain a "good" driving record, as required by the Agency's insurance broker, Gallaher. To ensure that the "good" driver status is maintained, Gallagher obtains a Motor Vehicle Report (MVR) on an annual basis. The Department of Motor Vehicles has recently implemented a new program that automatically sends MVRs to the insurer in the event of an incident that affects an employee's driving record. Therefore, SETA needs to update its policy and have current and future staff sign a new acknowledgment for the automatic reporting of their MVR.

Ms. Vang opened the public hearing at 10:09 a.m.

There were no public comments on this item.

Ms. Vang closed the public hearing at 10:09 a.m.

Moved/Kennedy, second/Desmond, to approve the updated Personal Policies and Procedures Section 11.05 Vehicle and Driving Policy.

Roll call vote:

Aye: 3 (Vang, Kennedy, Desmond)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Scherman)

2. Approval of an Appointment to the Sacramento Works Board

Mr. Kim reviewed the item. He advised that this item seeks the Board's approval to appoint a new representative for the California Department of Rehabilitation on the Sacramento Workforce Board.

Moved/Kennedy, second/Desmond, to approve the appointment of Vivian Hernandez-Obaldia as the California Department of Rehabilitation representative on the Sacramento Works Board.

Roll call vote:

Aye: 3 (Vang, Kennedy, Desmond)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Scherman)

3. Approval of the Appointment Youth Committee Members

Ms. Mechals reviewed the item and advised that this item seeks the Board's approval to appoint the following applicants to the Youth Committee:

- Ivan Horta – Youth Voice Advocate with SETA Workforce Innovation and Opportunity Act (WIOA) Youth Program;
- Maura Perez-Lima – Youth Voice Advocate with SETA WIOA Youth Program;
- Jazlyn Mosley - Youth Voice Advocate with SETA WIOA Youth Program;
- Jennifer Christine-Madamba – Education Specialist, Regional Workforce Development with SMUD.

Moved/Kennedy, second/Desmond, to approve the appointment of Ivan Horta, Maura Perez-Lima, Jazlyn Mosley, and Jennifer Christine-Madamba to the Sacramento Works Youth Committee.

Roll call vote:

Aye: 3 (Vang, Kennedy, Desmond)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Scherman)

4. Approval to Extend Audit Services Agreement for Fiscal Year Ending June 30, 2024, and Authorize the Executive Director to Sign the Agreement

Mr. Maslac introduced himself and provided an overview of the item. He informed the Board members that the current audit firm, Badawi & Associates, has an agreement with SETA that allows for an extension of two additional one-year terms with a 5% increase or an increase based on the Consumer Price Index, whichever is lower. The Consumer Price Index increased by 3.2% in 2023. Based on this, staff recommends extending the agreement for audit services for \$51,528, which includes the 3.2% increase for the fiscal year ending on June 30, 2024.

Moved/Desmond, second/Kennedy, to approve the extension of the agreement with Badawi & Associates for audit services for the fiscal year ending June 30, 2024 for a total amount up to \$51,528 for two major federal programs, and authorize the Executive Director to sign the agreement.

Roll call vote:

Aye: 3 (Vang, Kennedy, Desmond)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Scherman)

B. Workforce Development Department

General/Discretionary: No Items

One Stop Services: No Items

Community Services Block Grant: No items

Refugee Services: No Items

C. Children And Family Services Department: No Items

III. INFORMATION ITEMS:

- A. Fiscal Monitoring Reports: No questions
- B. Employer Success Stories and Activity Report: No questions
- C. Dislocated Worker Update:
Mr. Walker reported that Delta Dental has issued a WARN notice for 137 employees. Of these, 95 employees will be affected on May 17, 2024. The SETA team has been working with Delta Dental over the past few months and has scheduled a rapid response virtually on April 19, 2024. Since most of these employees work remotely, a virtual job fair is scheduled on May 3, 2024. The reason behind the layoffs is the loss of state contracts.
- D. Unemployment Update/Press Release from the Employment Development Department:
No questions
- E. Head Start Reports:
Ms. Griffith advised that the Head Start budget was passed by Congress and signed by the President. The approved budget includes a 2.3% Cost-of-Living Adjustment (COLA). SETA is presently waiting for a funding guidance letter from the Office of Head Start. Additional information will be available shortly.

IV. REPORTS TO THE BOARD:

- A. Chair: No report
- C. Interim Executive Director:
During the February meeting, the SETA Governing Board approved the use of the fund balance to send a SETA representative to attend the Cap-to-Cap event scheduled for April 2024. However, Ms. Saurbourne informed the Board that SETA was unable to register for the event as it was already full. SETA did secure a spot on the waitlist and staff will continue to contact the event organizers for any availability updates.

Ms. Saurbourne also informed the Board that SETA has signed a contract with a strategic planning consultant. The kickoff meeting is scheduled for the next week. The Board members will be kept updated on the progress made and how they can be involved.
- D. Deputy Directors: No report
- E. Counsel: No report
- F. Members of the Board:
Mr. Kennedy informed that the staff of Sacramento County is developing new policy and procedures to reduce obstacles and simplify the application process for individuals with disabilities who wish to apply for employment. This will enhance the number of people with disabilities in the workforce. He asked SETA to share any resources that the County would benefit from.
- G. Public: None

V. ADJOURNMENT: The meeting adjourned at 10:16 a.m.

Note: The minutes reflect the actual progression of the meeting.

COMMITTEE REPORTS ITEM IV

- Executive Committee Meeting: Ms. Fienishia Wash

NOTES:

- Budget/Planning Committee Meeting: Ms. Fienishia Wash

NOTES:

- Parent Ambassador Committee Meeting: Ms. Fienishia Wash

NOTES:

- Social/Hospitality Committee Meeting: Ms. Fienishia Wash

NOTES:

OTHER REPORTS ITEM V

BACKGROUND:

A. Executive Director

This item is set aside to allow the SETA Executive Director (Ms. Anita Maldonado) an opportunity to report to the Policy Council on any items of important information or training opportunities available through the Workforce Development Department.

NOTES:

B. SETA Head Start Deputy Director

This item is set aside to allow the Head Start Deputy Director (Ms. Karen Griffith) to report to the Policy Council on any items of important information or to deal with special requests which need to be addressed.

✓ Monthly Head Start Report

NOTES:

C. Chair

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.

NOTES:

OTHER REPORTS ITEM V (continued)

Page 2

D. Head Start Managers

- ✓ Lisa Carr – Family Engagement, Home Base, and ERSEA Services
- ✓ Megan Lamb – School Readiness, Special Education, and Mental Health Services
- ✓ Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurances and On-going Monitoring
- ✓ Betsy Uda – Safe Environments, Facilities, and Licensing

NOTES:

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.

NOTES:

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.

NOTES:



Seta Head Start

Food Service Operations Monthly Report

*April, 2024

4/4/24 - Bannon Creek had a field trip to the Sacramento Zoo we prepared 40 sack lunches.
4/15/24 - EHS Homebase had a field trip to the Sacramento Zoo we prepared 170 sack lunches.
4/17/24 - Mather AM and PM classes had a field trip to the Growth Public School we prepared 30 sack lunches.
4/18/24 - Elkhorn site had a field trip to the Sacramento Zoo we prepared 96 sack lunches.
4/19/24-4/28/24 - North Ave closed de to replacing the HVAC.
4/22/24-4/26/24 - Alder Grove Preschool and EHS closed due to painting.
4/23/24 - Kennedy Estates had a field trip to the Southgate Library we prepared 24 sack lunches.
4/24/24 - Franklin had a field trip to the Sacramento Zoo we prepared 24 sack lunches.
4/26/24 - Preschool Homebase had a field trip to Fairytale Town we prepared 80 sack lunches.

Lunch	PM Snack	Breakfast	Field Trips
36,602	33,040	33,982	7

Total Amount of Meals and Snacks Prepared 104,088

Purchases:

Food	\$123,250.66
Non - Food	\$14,074.89

Building Maintenance and Repair:

Janitorial & Restroom Supplies:

Kitchen Small Wares and Equipment:

Vehicle Maintenance and Repair:	\$676.07
---------------------------------	----------

Vehicle Gas / Fuel:	\$3,144.50
Normal Delivery Days	22

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

April 2024

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	1544	227	15%	699	175	25%
Twin Rivers USD	160	48	30%	56	4	7 %
Elk Grove USD	480	88	18%	NA		
Sac City USD	676	108	16%	16	0	0%
San Juan USD	888	86	10%	164	7	4%
WCIC	100	6	6%	NA		
COUNTY TOTAL	3848	563	15%	935	186	20%

AFE: Annual Funded Enrollment

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
April 2024**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (04/30/24)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
Elk Grove USD	480	471	0	98%	0% +
Sacramento City USD	676	622	24 (95%)	92%	0% +
San Juan USD	888	717	119 (93%)	81%	0% +
SETA	1,544	1,473	0	95%	1% +
Twin Rivers USD	160	155	0	97%	2% +
WCIC/Playmate	100	84	0	84%	4% -
Total	3,848	3,522	143 (95%)	92%	1% +

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (04/30/24)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
San Juan USD	164	141	12 (93%)	86%	1% +
SETA	699	667	0	95%	1% -
Twin Rivers USD	56	38	8 (79%)	68%	2%
SCUSD	16	0	16 (100%)	0%	0%
Total	935	846	36 (94%)	90%	1% -

- (a) Includes children who have dropped during the month 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.
(d) Demonstrates difference in percentage of enrollment totals from previous month.

Reasons for Program Under Enrollment

Elk Grove USD

- As EGUSD approaches the end of the school year, many under-enrolled classrooms have seen drops from either relocation of families, change in family status, or children that have been identified and offered placement within Special Ed.
- Many identified families opt to remain on the waitlist until space is available at their preferred sites.

Sacramento City USD

- The following sites are on hold for EHS services, due to staffing shortage: American Legion and Elder Creek -totaling 16 enrollment slots. CB Wire is awaiting licensing for HS classroom- totaling 24 enrollment slots.

San Juan USD

- Limited staffing in positions that support classroom ratio and home base at the following locations: Choices; Davie; Encina; Howe; EHS Home Base - totaling 131 enrollment slots.
- San Juan Unified School District preschool sites have exhausted waitlists: Choices Charter; Cottage; Coyle; Encina; Garfield; Grand Oaks; Howe; Kingswood; Pasadena; Skycrest; Sunrise.
- San Juan Unified School District is increasing the number of Transitional Kindergarten sites throughout the district—10 TK classrooms will be on sites with ECE Preschool Classrooms.
- Most students on the waiting lists are 3 years old and due to Head Start requirements limiting the number of three-year old's that can be enrolled in a classroom, the spots remain unfilled.

SETA

- Vacancies in the following positions that support classroom ratio or enrollment: 10 Education positions (Associate Teacher, Associate Teacher/Infant Toddler).

Twin Rivers USD

- The following sites have classroom(s) capped due to limited staff: Rio Linda and Village- totaling 8 enrollment slots.
- Waiting list is exhausted at Village Early Head Start, program is actively recruiting in the following services areas: 95673, 95560, 95652.
- Staff vacancies in the following positions: Head Start Site Supervisor, ECE Para Educators (4), Teachers (3).

WCIC/Playmate

- WCIC/Playmate Head Start Programs are not currently operating at full capacity due to the presence of multiple childcare centers offering comparable services to families.
- Additionally, several families do not meet the age or income eligibility criteria for enrollment. Staff are continuing to recruit four-year-old children to meet 100% enrollment.

Strategies/Action Step(s) for Under Enrollment

Elk Grove USD

- Actively identifying eligible children who are turning 3yrs old in our Parent Child Playgroup program, in addition to searching Child Plus student profiles to identify siblings of students who will be turning 3yrs old soon.
- With the ERSEA team almost fully staffed, we can consistently monitor online interest forms for children who are age-eligible for the current school year and incoming registrations for our 24-25 PreK school year.

Sacramento City USD

- Open Enrollment began on Monday, April 15, 2024. For the upcoming 2024-2025 school year we are focused on having all of our sites at 100% by September 30, 2024.
- The Early Head Start Coordinator is connecting with the enrollment team to create a plan on recruiting for EHS and reaching out to families for this program.
- School Community Liaison (SCL) and Parent Advisor are building partnerships with community organizations to attend upcoming events and raise awareness on the importance of preschool, and provide a variety of strategies on why Early Learning is important and how early learning can have a positive effect on the children and families.

San Juan USD

- School Community Workers provided flyers in the 95864; 95608; 95825; 95821; and 95864 zip codes. Locations include: schools, local markets and restaurants, San Juan Food Closet, and Lao Family Community Development, Inc.
- School Community Workers, and Community Engagement Content Specialist attended and tabled at District's Families Matter Conference on April 17th—providing flyers and information regarding our ECE programs.

SETA

- Human Resources listed job openings within employment search websites and partnered with the following agencies to fill vacancies: CA Head Start Assoc., CalJOBS, ZipRecruiter, Indeed and ADP WFN Recruitment Portal, SETA Job Fair. There are 2 employment offers pending for the following positions: 2 Associate Teacher.
- Recruitment and networking opportunities to increase awareness of Head Start services and community visibility: Healthy Kids Day, Resource Fair at Pivot Sacramento, Hagan Community Kids Day, Rio Linda Craft Fair, Women's Empowerment Presentation. From these recruitment events, 20 Interest Forms were completed with families inquiring of Head Start services.

Twin Rivers USD

- All of the vacant staff positions are posted on TRUSD website, Edjoin, and Team Tailor. Contracted with Childcare Careers (CCC) substitute to temporally fill vacancies.
- The ERSEA team recruited in the following community events or locations: Robertson Community Center and Department of Human Assistance.

WCIC/Playmate

- WCIC staff distributed recruitment flyers to Fortune School, Wellspring Women's Center, La Familia Counseling Center, Oak Park Community Center, and Wellspace Health-Oak Park.
- WCIC's provided transportation services for one family, by purchasing a monthly bus pass to access the program.