

## *Thought of the Day:*

*“My humanity is bound up in yours, for we can  
only be human together.”*

*Author: Desmond Tutu*

### AGENDA

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

**Tuesday                      June 25, 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](mailto: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](http://www.seta.net/board/board-agendas).

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#### GOVERNING BOARD

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##### **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 REPRESENTATIVE

##### **Mai Vang**

COUNCILMEMBER  
City of Sacramento

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##### **Anita Maldonado**

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EXECUTIVE DIRECTOR

**CALL TO ORDER**  
**PLEDGE OF ALLEGIANCE**  
**ROLL CALL**

➤ PC Meeting Attendance Update

**I. CONSENT ITEMS:**

**A.** Approval of Minutes of the May 28, 2024 Regular Meeting 4-11

**II. ACTION ITEMS:**

**A.** Election of Policy Council Community Alternates for Program Year 2023-2024 12

**B.** Election of Policy Council Parliamentarian for Program Year 2023-2024 13

**C.** Election of Community Action Board Alternate 14

**III. INFORMATION ITEMS:**

**A.** Standing Information Items 15-26

➤ 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

- Free Summer Meals
- Oak Park Farmers Market
- Rose Family Food Giveaway
- WEAVE Support Group

**B.** SETA's Recruitment Update – Ms. Sheri Green-Johnson 27

**C.** Governing Board Minutes for April 25, 2024 28-46

**IV. COMMITTEE REPORTS:**

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➤ 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

➤ Personnel/Bylaws Committee Meeting: Ms. Fienishia Wash

**V. OTHER REPORTS:**

48-54

**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:** Tuesday, June 18, 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
- ☐ Khalid Oudrahiri, 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:

- ☐

### Seats Vacant:

Vacant, Elk Grove 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, May 28, 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														
Vacant Seated	WCIC														
Vacant Seated	WCIC														
<b>A. Cuffee</b> <b>Seated: 2/23</b>	SOP				E	X	E	X	U						
Vacant Seated	PP														
<b>M. Sami</b> <b>Seated: 2/23</b>	SOP				E	X	X	X	X						
<b>A. Mejia</b> <b>Seated 1/23</b>	SAC				X	E	X	X	X						
<b>G. Garduno</b> <b>Seated 11/28</b>	SJ/EHS	X	X		X	X	X	X	E						
Vacant Seated	ELK														
Vacant Seated	ELK														
Vacant Seated	HB														
<b>N. Jamili</b> <b>R: 6/3</b>	SJ	E	U		X	U	U	U	U						
<b>K. Ouadrhiri</b> <b>Seated: 5/28</b>	SJ								X						
<b>L. Quinones-Neri</b> <b>Seated 11/28</b>	CAR	X	X		X	E	X	X	X						
<b>D. Cummings</b> <b>Seated 11/28</b>	CAR	X	X		X	X	X	X	X						
Vacant Seated	TR														
<b>F. Wash</b> <b>Seated 11/28</b>	OC	X	X		X	X	X	X	X						
<b>L. Jones-Villalta</b> <b>Seated: 1/23</b>	SOP				X	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 6/18/2024*

**CONSENT ITEM I-A**

**Approval of the Minutes of the May 28, 2024 Regular Meeting**

**RECOMMENDATION:**

Approve the minutes of the May 28, 2024 meeting.

**BACKGROUND:**

This agenda item provides an opportunity for the Policy Council to review and approve the minutes of the May 28, 2024 regular meeting.

**ACTION**    Moved: \_\_\_\_\_ Second: \_\_\_\_\_

**VOTE**    Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

## MINUTES/SYNOPSIS

### 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

#### 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  
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 (*arrived and seated at 9:06 a.m.*)

#### New Members Seated Present:

Khaid Ouadrhiri, San Juan Unified School District

#### 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:

Aterious Cuffee, SETA-Operated Program (*unexcused*)  
Nadera Jamili, San Juan Unified School District (*unexcused*)  
Graciela Garduno, Vice Chair, EHS San Juan Unified School District (*excused*)

#### I. CONSENT ITEM:

##### A. Approval of the Minutes of the April 23, 2024 Regular Meeting

The minutes were reviewed; no questions or corrections.

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

#### Roll call vote:

Aye: 5 (Cummings, Sami, Jones-Villalta, Quinones-Neri, Ouadrhiri)

Nay: 0

Abstention: 1 (Wash)

Absent: 4 (Cuffee, Jamili, Garduno, Mejia)



## **II. ACTION ITEMS:**

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

Approval of Revisions to the Public Information Officer Job Specification

Ms. Wash opened the public hearing at 9:05 a.m.

Mr. Richardson has reviewed the item and advised that SETA considers hiring a Public Information Officer to enhance its publicity and strategic planning efforts. He noted that the job specification for the Public Information Officer position has not been updated since July 1992. The ideal candidate for this role would have expertise in social and digital media. The updates to the job specifications were based on state and federal job specifications for similar roles.

Ms. Angelina Mejia arrived and was seated at 9:06 a.m.

Ms. Wash closed the public hearing at 9:09 a.m.

Moved/Quinones-Neri, second/Sami, to approve the revised job specification for the Public Information Officer classification.

Roll call vote:

Aye: 6 (Cummings, Sami, Jones-Villalta, Quinones-Neri, Ouadrhiri, Mejia)

Nay: 0

Abstention: 1 (Wash)

Absent: 3 (Cuffee, Jamili, Garduno)

### **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**

Ms. Griffith has reviewed the item. The Office of Head Start has provided a 12-month no-cost extension opportunity for the American Rescue Plan and Coronavirus Response and Relief Supplemental Appropriation Act funds. This budget modification will allow SETA's Delegate Agencies to complete previously approved and deferred maintenance projects if approved by the Policy Council and the Governing Board.

Moved/Quinones-Neri, second/Cummings, to 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.

Roll call vote:

Aye: 6 (Cummings, Sami, Jones-Villalta, Quinones-Neri, Ouadrhiri, Mejia)

Nay: 0

Abstention: 1 (Wash)

Absent: 3 (Cuffee, Jamili, Garduno)

**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**

Ms. Griffith reviewed the item. She provided the following highlights about this budget modification:

- Due to Sacramento City Unified School District's inability to open pre-panned Early Head Start classrooms, \$154,395 is being relinquished to SETA;
- SETA is requesting to move a total of \$3,044,382 underspent funds from Fringe Benefits, Equipment, Contractual, and Other categories of Program Year (PY) 2023-2024 Head Start Basic and Early Head Start Basic grants to Personnel, Travel, and Construction categories.
- Of the Head Start Basic budget modification funds, \$1,058,453 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.
- A 12 month no-cost extension is requested to allow additional time for SETA and the Delegates to complete projects and purchases.

Moved/Mejia, second/Ouadrhiri, to 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.

Roll call vote:

Aye: 6 (Cummings, Sami, Jones-Villalta, Quinones-Neri, Ouadrhiri, Mejia)

Nay: 0

Abstention: 1 (Wash)

Absent: 3 (Cuffee, Jamili, Garduno)

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

There were no nominations at this time.

Moved/Sami, second/Jones-Villalta, to table the election of two (2) Parent Ambassador Representatives, two (2) past Parent Representatives, and one (1) Foster Parent Representatives and Alternates to the next meeting.

Roll call vote:

Aye: 6 (Cummings, Sami, Jones-Villalta, Quinones-Neri, Ouadrhiri, Mejia)

Nay: 0

Abstention: 1 (Wash)

Absent: 3 (Cuffee, Jamili, Garduno)

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

There were no nominations at this time.

Moved/Jones-Villalta, second/Quinones-Neri, to table the election of Parliamentarian to the next meeting.

Roll call vote:

Aye: 6 (Cummings, Sami, Jones-Villalta, Quinones-Neri, Ouadrhiri, Mejia)

Nay: 0

Abstention: 1 (Wash)

Absent: 3 (Cuffee, Jamili, Garduno)

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

There were no nominations at this time.

Moved/Sami, second/Cummings, to table the election of one (1) Alternate to serve as Low-Income Sector representative to the Community Action Board (CAB) to the next meeting.

Roll call vote:

Aye: 6 (Cummings, Sami, Jones-Villalta, Quinones-Neri, Ouadrhiri, Mejia)

Nay: 0

Abstention: 1 (Wash)

Absent: 3 (Cuffee, Jamili, Garduno)

**III. INFORMATION ITEMS:**

**A. Workplace Violence Prevention Plan (SB 553)**

Mr. Richardson provided an update on the Workplace Violence Prevention Plan that the State of California mandates to take effect on July 1, 2024. SETA works closely with the agency's liability insurance broker, who produces the plan. Once the plan is complete, SETA will issue periodic training to all staff as required by Senate Bill (SB) 553.

**B. Standing Information Items**

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

Mr. Han reviewed the combined PC/PAC fiscal report for the ninth month, which ended April 30, in the 2023-2024 program year. The total year-to-date countywide expenses are at 62.3%, below the 75.0% needed to be on track. The Non-Federal Share Year-to-Date expenditures are at 29.3%, above the required 25.0%. SETA is reaching out to those Delegate Agencies whose expenditures are below the required 25.0% to see if waivers need to be requested on behalf of those individual districts. Administrative expenditures are at 10.0%, below the 15.0% maximum. 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. The approved budget modifications for no-cost extensions at today's meeting will allow more time to complete the projects and purchases. The SETA Operated Programs Expenditures report was reviewed. Most line items are on pace. The budget overages for some of these categories will be covered with today's budget modifications as well. 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 subcommittee meeting will be held on May 30, 2024. She will provide the report at the next meeting.

➤ Community Resources

Ms. Sami reviewed the community resources provided in the packet.

**C. SETA's Recruitment Update**

Ms. Green-Johnson has reviewed the recruitment data provided in the agenda packet as backup information. The data pertains to the period from April 12, 2024, through May 9, 2024.

**D. Governing Board Minutes for April 4, 2024: No questions.**

**IV. COMMITTEE REPORTS:**

➤ Executive Committee

The next meeting will be held on Monday, June 3, 2024 at 10:00 a.m., at the SETA Administrative building.

➤ Budget/Planning Committee

The next meeting will be held on Tuesday, June 11, 2024, at 1:00 p.m. at the SETA Administrative building.

➤ Parent Ambassador Committee

The next meeting will be held on Tuesday, June 4, 2024, at 10:00 a.m., at the SETA Administrative building.

➤ Social/Hospitality Committee

The next meeting will be held on Tuesday, May 28, 2024, at 11:00 a.m., at the SETA Administrative building.

**V. OTHER REPORTS:**

**A. Executive Director**

Ms. Griffith, on behalf of Ms. Maldonado, provided an update on the Agency's Strategic Planning efforts and plans, which include staff surveys, focus groups of staff and Board members, and interviews with delegates and partners.

**B. Head Start Deputy Director:**

Ms. Griffith advised that with the end of the Program Year, SETA is working on a mandatory county-wide Program Information Report (PIR) to be submitted to the Office of Head Start.

Ms. Griffith provided an update on budget cuts. The 1.3M of General Child Care and Development (CCTR) funds planned for additional full-day Early Head Start services needed in Sacramento County were being rescinded. If implemented, it will result in significant programmatic changes.

**C. Chair: No report**

**D. Head Start Managers**

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

Ms. Jones, on behalf of Ms. Carr, reviewed April's Sacramento County Head Start/Early Head Start Monthly Enrollment Report provided in the packet. Head Start

enrollment increased by one and is currently at 95%. Early Head Start countywide enrollment decreased by one and is currently at 94%.

Countywide efforts continue to meet the required 97% of the Full Enrollment Plan.

Ms. Jones advised that SETA continues the partnership with government assistance programs like SNAP to qualify more children for the Head Start/Early Head Start program.

The recently hired parent intern supports the unit with the enrollment line, easing families through the enrollment process.

Ms. Jones-Villalta mentioned that members of the Parent Ambassador Committee also work to improve enrollment and raise public awareness about Head Start/Early Head Start services, eligibility, and enrollment.

- ✓ Megan Lamb - School Readiness, Special Education, and Mental Health Services: Ms. Lamb, along with Ms. Jones, provided an update on the Community of Practice initiated by the Office of Head Start, which focuses on supporting school readiness and the success of young African-American boys. SETA is a part of this initiative. Based on the data, the Community of Practice Committee at SETA examined the agency's practices and identified tangible steps for equitable service supporting young African-American boys in education and contributing to their success. The Community of Practice Committee, committed to the long-term success of these efforts, is working on developing strategies and systems to ensure their sustainability.

Ms. Cummings inquired about collaboration with Black Child Legacy and the "My Brother's Keeper" program they administer.

Ms. Lamb advised that at the start of the new program year, SETA will contact Delegate Agencies to identify classrooms that would benefit from five sessions of strength-based training with SETA's Teachers on Special Assignments (TOSAs).

Ms. Sami has requested that SETA looks into the transition process to ensure children are not left without care between preschool and kindergarten. Gaps in care can negatively impact a child's ability to adapt to the new classroom and create difficulties for working parents.

- ✓ Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance, and On-going Monitoring:  
Ms. Ocegueda provided the following updates:
  - SETA is working with registered nurse consultants to create classes for staff. These classes will teach them tools to connect with families equitably and explain health screenings that are not only required for the program but also beneficial for children's development and well-being.
  - As a direct outcome of collaboration with the San Diego State University Dietetic Program, SETA will be enriched with an intern. This intern, in a rotation with a Women, Infants, and Children Program (WIC) intern, will be instrumental in working on referrals across the programs. They will also play

a key role in sharing clients' blood screening records and preparing and sharing tools in different major languages to foster cultural awareness.

- Ms. Blaney, Health and Nutrition Coordinator, holds monthly meetings to assist Delegate Agencies with analyzing, reviewing, entering, and improving health data and PIR reports.
- Ms. Ocegueda exploring opportunities to add a representative from WIC to HSAC.

✓ Betsy Uda – Safe Environments, Facilities, and Licensing:

Ms. Uda has informed the Board that she intends to schedule a meeting with her counterparts at the Delegate Agencies and Kristen Smith, SETA's Consultant. The purpose of the meeting is to follow up on onsite visits and provide guidance on common issues observed during those visits.

In response to a question, Ms. Uda clarified that the licensing does not mandate or prohibit hot water. However, if present, the hot water should be within the temperature range specified in the statute.

E. Open Discussion and Comments: None

F. Public Participation: None

**VI. ADJOURNMENT:** The meeting adjourned at 10:23 a.m.

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

## **ACTION ITEM II-A**

### **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-B**

### **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-C**

**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**

### **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
  - Free Summer Meals
  - Oak Park Farmers Market
  - Rose Family Food Giveaway
  - WEAVE Support Group

#### **NOTES:**

# **FREE SUMMER MEALS**

***for all Children ages 18 & younger***

**Monday - Friday**

**Breakfast - 8:00am - 8:30am**

**Lunch - 11:30am - 12:00pm**

NO Summer Meal Service on June 19<sup>th</sup>  
NO paperwork or application needed to receive free meals

## **Skvarla**

5800 Skvarla Ave, McClellan Park, CA 95652  
**June 10<sup>th</sup> - June 28<sup>th</sup> and July 8<sup>th</sup> - July 24<sup>th</sup>**

## **Rafferty**

5637 Skvarla Ave, McClellan Park, CA 95652  
**June 10<sup>th</sup> - June 28<sup>th</sup> and July 8<sup>th</sup> - July 24<sup>th</sup>**

## **Gateway**

900 Morse Ave, Sacramento, CA 95864  
**June 10<sup>th</sup> - June 28<sup>th</sup> and July 8<sup>th</sup> - July 24<sup>th</sup>**

## **COA Middle**

3800 Bolivar Ave, North Highlands, CA 95660  
**June 5<sup>th</sup> - June 30<sup>th</sup>**

## **Rancho Del Paso**

900 Grace Ave, Sacramento, CA 95838  
**June 3<sup>th</sup> - June 27<sup>th</sup>**





Hours & Dates: Saturday, April 6 – Saturday, November 16, 2024 from 9am – 1pm

The Oak Park Farmers Market was formed in 2010 to fill a need in one of Sacramento's food deserts. One third of sales at the market come from EBT (food stamps), while donations allow the market to match EBT sales dollar-for-dollar up to \$20 per customer. We're improving access to healthy, affordable food in this low-income food desert. Oak Park Farmers Market is a California Certified Farmers Market.



# FOOD GIVEAWAY



**Monday-Thursday**  
**1:00 pm - 3:30 pm**

Dairy Products  
Canned Foods  
Bottled Beverages  
Dessert Options  
Whole Pizzas (Thursdays)



## LOCATION

**Rose Family Creative Empowerment  
Center - Wellness Center**  
**7000 Franklin Blvd STE 1000,**  
**Sacramento, CA 95823**

Head Start Policy Council

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**For More Information:**

**(916) 376-7916**

Tuesday, June 25, 2024

## **WEAVE Support Group**

Mondays 11am-12:15pm

**In partnership with WEAVE**

**EXPLORING  
HEALTHY  
VS.  
UNHEALTHY  
RELATIONSHIPS**

**Intimate Partner Violence Support Group**  
**Mondays (virtually on Zoom)**  
**11am-12:15pm**

Topics Include:  
Parenting, Healthy Boundaries, Breaking the Cycle,  
Grief and Healing, Forms of Relationship Abuse, Red Flags, Feelings, Valuing Yourself

*Trigger warning: Intimate Partner Violence will be discussed in this group*

**INFORMATION ITEM III-B**  
**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-C**  
**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 Special Meeting**

**Thursday                      April 25, 2024                      1:30 p.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 1:31 p.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  
Sophia Scherman, Vice Chair, Public Representative  
Eric Guerra, Member, City of Sacramento

Members Absent: None

#### **I. CONSENT ITEMS:**

- A.** Approval of Minutes of the April 4, 2024 Regular Board Meeting
- B.** Approval of Claims and Warrants

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

- A.** Approval of Minutes of the April 4, 2024 Regular Board Meeting
- B.** Approval of Claims and Warrants

#### **Roll call vote:**

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

Nay: 0

Abstention: 0

Absent: 0

#### **II. ACTION ITEMS:**

##### **A. General Administration/SETA**

- 1. Approval of an Appointment to the Sacramento Works Board

Mr. Kim advised that this item seeks the Board's approval to appoint Ms. Anita Maldonado, the recently appointed Executive Director of SETA, to the Sacramento Works Board.

Moved/Guerra, second/Desmond, to approve the appointment of Ms. Maldonado to be an "Other" representative on the Sacramento Works Board.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 0

## **B. Workforce Development Department**

General/Discretionary:

1. Approval to Accept California Workforce Development Board, High Road Training Partnership Funds from the Sacramento County Office of Education, and Authorize the Executive Director to Execute the Agreement, Modification and Any Other Documents Required to Implement a Successful Program

Ms. Mechals introduced herself and reviewed the item. She advised that the Sacramento County Office of Education (SCOE) works closely with SETA to deliver workforce development training for youth and mental behavioral health. The application submitted by SCOE to the California Workforce Development Board for High Road Training Partnerships included \$65,598 for SETA to serve as the employment connection and recruitment partner for participants who are enrolled as interns in the School-Based Mental Health and Wellness Career Pipeline program. With the acceptance of these funds, 150 youth participants will go through the training and get assistance with future work placement in the mental and behavioral health field or other areas of their interest this summer.

Mr. Guerra requested a follow-up on Aggie Square High Road Training Partnerships funds in the job training center aspect of it.

Moved/Guerra, second/Scherman, to approve the acceptance of \$65,598 of CWDB-HRTP funds, and authorize the Executive Director to execute the agreement, modifications, and any other documents required to implement a successful program.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 0

One Stop Services: No Items

Community Services Block Grant: No items

Refugee Services: No Items

## **C. Children And Family Services Department:**

Ms. Griffith provided combined presentation for Items II-C-1-6. The presentation is attached to these minutes. She clarified the following in response to Board Members questions:

- All children in the program receive a social-emotional screening, which, in collaboration with parents, provides information if a follow-up service is needed.
- The reduction of class slots is based on an analysis of availability at nearby centers.

- The proposed changes do not incur any layoffs due to current vacancies and staff redistribution.

Mr. Desmond noted that SETA is able to release unfilled vacant position slots by making presented programmatic changes while continuing to provide service for families in need.

Moved/Desmond, second/Scherman, to approve the following action items:

1. Approval of Annual Self-Assessment for 2023-2024 and Resulting Program Improvement Plan for the SETA-Operated Program
2. Approval of Program Year 2024-2025 Head Start and Early Head Start Refunding Applications
3. Approval of the SETA Head Start and Early Head Start Budgets for Program Year 2024-2025
4. Approval of the 2024-2025 Head Start and Early Head Start Program Options and Center Locations for Sacramento County
5. 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
6. Approval of Selection Criteria for Enrollment in Head Start or Early Head Start Programs

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 0

### **III. INFORMATION ITEMS:**

**A.** Employer Success Stories and Activity Report: No questions

**B.** Dislocated Worker Update:

In response to Mr. Guerra's question, Mr. Walker clarified that SETA has not received a WARN notice regarding the layoff of 35 employees at Blue Diamond Growers company. His department will contact Blue Diamond Growers company to see if employment assistance can be provided to those who are laid off.

The 99 Cents Only Store closed all but one of its locations. The WARN notice was issued on the day of the stores' closure. SETA was unable to contact laid-off individuals.

Mr. Walker provided an update on the Delta Dental layoffs. Since most of these employees work remotely, a virtual job fair is scheduled for May 3, 2024. SETA's rapid response was very successful, as 80% of affected employees were contacted. SETA will continue its efforts to provide job placement assistance to those individuals.

Mr. Walker additionally advised that Cracker Barrel shifted 20-70 employees to its Rocklin location. No additional information is available at this time.

**C.** Unemployment Update/Press Release from the Employment Development Department: No questions

**D.** Head Start Reports: No questions

### **IV. REPORTS TO THE BOARD:**

**A.** Chair: No report

- B.** Executive Director:  
Ms. Anita Maldonado, the new Executive Director of SETA, provided her travel summary for the Cap-to-Cap event in Washington, DC.
- C.** Deputy Directors: No report
- D.** Counsel: No report
- E.** Members of the Board:
- F.** Public: None

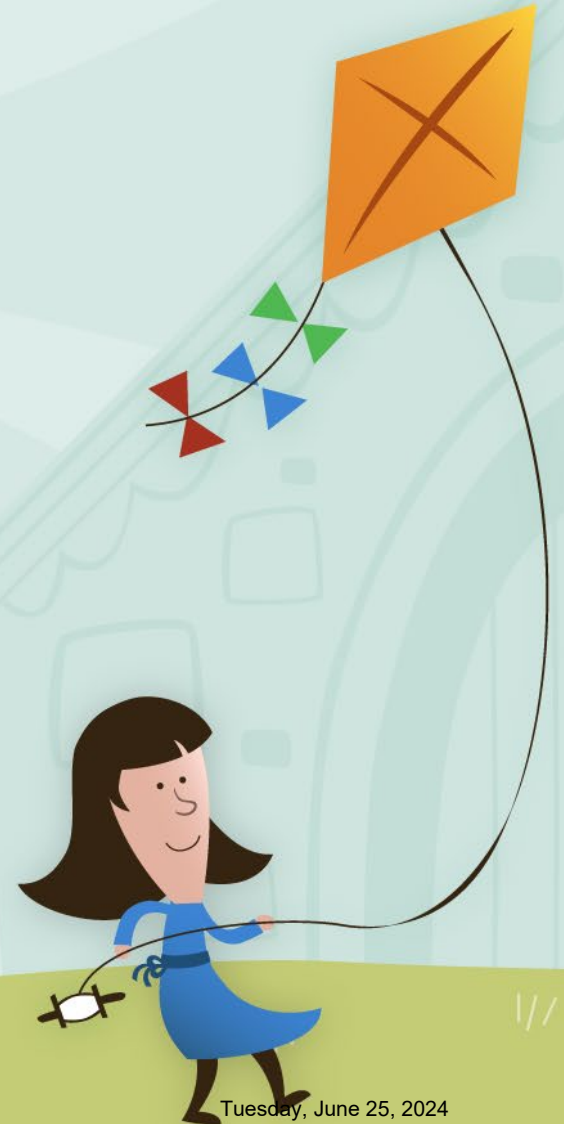
**V. ADJOURNMENT:** The meeting adjourned at 2:30 p.m.

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 <sup>1</sup>

### 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 <sup>1</sup>





# 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



## **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:

- Personnel/Bylaws 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

### \*May, 2024

5/1/24 - Nedra Court had a field trip to the Fire Station 16.

5/2/24 - Bannon Creek had a field trip to Fairy Tale Town we prepared 40 sack lunches.

5/7/24 - Fruitridge had a field trip to the Sacramento Zoo we prepared 40 sack lunches.

5/9/24 - Sharon Neese had a field trip on site.

5/10/24 - Phoenix Park closed due to Pest Control spray.

- Galt had a field trip to the Sacramento Zoo we prepared 100 sack lunches.

5/16/24 - Grizzly Hollow had a field trip to Lake Canyon Elementary we prepared 20 sack lunches.

5/24/24 - EHS Homebase had a field trip to Cal Expo County Fair we prepared 200 sack lunches.

- PS Homebase had a field trip to Cal Expo County Fair we prepared 100 sack lunches.

5/29/24 - Mather had a field trip on site with Pupper Art.

5/30/24 - Northview had a field trip to the Sacramento Zoo we prepared 90 sack lunches.

- Grizzly Hollow had a field trip to Derr Okamoto park we prepared 40 sack lunches.

- Alder Grove ELC had a field trip to Fairy Tale Town we prepared 20 sack lunches.

- Franklin had a field trip to Funderland we prepared 20 sack lunches.

Lunch	PM Snack	Breakfast	Field Trips
38,612	34,850	35,478	11

Total Amount of Meals and Snacks Prepared	109,570
---	---------

**Purchases:**

Food	\$134,033.69
Non - Food	\$14,404.45

**Building Maintenance and Repair:**

**Janitorial & Restroom Supplies:**

**Kitchen Small Wares and Equipment:**

**Vehicle Maintenance and Repair:**

Vehicle Gas / Fuel:	\$2,596.29
Normal Delivery Days	20

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**MAY 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
<b>SETA operated</b>	1544	255	<b>17%</b>	699	185	<b>26%</b>
<b>Twin Rivers USD</b>	160	49	<b>31%</b>	56	4	<b>7 %</b>
<b>Elk Grove USD</b>	480	96	<b>20%</b>	NA		
<b>Sac City USD</b>	676	112	<b>17%</b>	16	1	<b>6%</b>
<b>San Juan USD</b>	888	93	<b>10%</b>	164	7	<b>4%</b>
<b>WCIC</b>	100	10	<b>10%</b>	NA		
<b>COUNTY TOTAL</b>	<b>3848</b>	<b>615</b>	<b>16%</b>	<b>935</b>	<b>197</b>	<b>21%</b>

*AFE: Annual Funded Enrollment*

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

**Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment (05/31/24)</b>	<b>(b) % Of capped/closed</b>	<b>(c) % Actual to Funded</b>	<b>(d) (±) Difference in % from last month</b>
Elk Grove USD	480	468	0	98%	0%
Sacramento City USD	676	615	24 (94%)	91%	1% -
San Juan USD	888	723	119 (94%)	81%	0%
SETA	1,544	1,490	0	97%	2% +
Twin Rivers USD	160	157	0	98%	1% +
WCIC/Playmate	100	83	0	83%	1% -
<b>Total</b>	<b>3,848</b>	<b>3,536</b>	<b>143 (95%)</b>	<b>92%</b>	<b>0%</b>

**Early Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment (05/31/24)</b>	<b>(b) % Of capped/closed</b>	<b>(c) % Actual to Funded</b>	<b>(d) (±) Difference in % from last month</b>
San Juan USD	164	137	12 (90%)	84%	2% -
SETA	699	663	0	95%	0%
Twin Rivers USD	56	38	8 (79%)	68%	0%
SCUSD	16	0	16 (100%)	0%	0%
<b>Total</b>	<b>935</b>	<b>838</b>	<b>36 (93%)</b>	<b>90%</b>	<b>0%</b>

- (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***

- EGUSD enrollment team has been working diligently to fill open spots. This month we fully enrolled 17 out of 22 classrooms, with many remaining classrooms falling short of one student to be fully enrolled.
- Many identified families opt to remain on the waitlist until space is available at their preferred sites for 24-25 school year.

### ***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.
- Though the posting has been put online, Homebase Teacher vacancy can only be filled by external applicants even though there may be internal candidates interested in the position, and HR has not provided any external candidates for this school year.
- There has been an influx of interest forms submitted, but a majority are filling out interest forms for the 24-25 school year due to the school district currently doing their TK enrollment.

### ***SETA***

- Vacancies in the following positions that support classroom ratio or enrollment: 8 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.
- SETA will provide contact information of families located in the zip code (95673, 95560, 95652) in efforts to support recruitment and enrollment.
- Staff vacancies in the following positions: ECE Para Educators (6), Teachers (1).

### ***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.
- Families are choosing alternative services, attracted by extended hours in transitional Kindergarten offerings. In response, program staff are actively engaged in recruitment efforts to achieve maximum enrollment.

## **Strategies/Action Step(s) for Under Enrollment**

### ***Elk Grove USD***

- With the ERSEA team fully staffed, we are actively registering students for the 24-25 school year. Our PreK screener form has allowed us to identify IEP students sooner.

- Instructors and ECE Paras continue to be assigned to classrooms for the upcoming school year to ensure a smooth transition.

### ***Sacramento City USD***

- Two Early Head Start teachers were hired and onboarded our program at American Legion, and this program has official start date, and should be open on Monday, June 24, 2024.
- Open Enrollment began on Monday, April 15, 2024. For the upcoming 2024-2025 school year we are focused on having all our sites at 100% by September 30, 2024.

### ***San Juan USD***

- School Community Workers have increased recruitment efforts and provided flyers in the 95864; 95608; 95825; 95821; 95628; and 95610 zip codes. Physical Locations include district schools; local markets and restaurants; local libraries (Arden-Dimick and Arcade); and apartment complexes.
- Social media is also being used to spread awareness regarding district EHS & HS 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. The following positions were onboarded this month: Family Service Worker, Head Start Teacher, Associate Teacher, and Lead Teacher Infant Toddler.
- Recruitment and networking opportunities to increase awareness of Head Start services and community visibility: WIC Breastfeeding Celebration, Galt Resource Fair, Meadowview Community Baby Shower, Dudley Resource Fair, Walnut Grove Community Event, International Kids Day Festival. From these recruitment events, 43 Interest Forms were completed with families inquiring about Head Start services.

### ***Twin Rivers USD***

- All 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: The Super Safety Event at Old Navy, Food Distribution at H.H. High School, May Day Community Event with Del Paso Heights Community Association, and Multicultural Fair at Morey.

### ***WCIC/Playmate***

- WCIC staff distributed recruitment flyers to La Esperanza Mexican Food Products, La Esperanza Bakery, La Superior Mercados, Sacramento City College, and California State University, Sacramento.
- SETA will provide contact information of families located in the zip code surrounding WCIC in efforts to support recruitment and enrollment.