

## *Thought of the Day:*

*“You have to believe in yourself when no one else does”*

*Author: Serena Williams*

### **AGENDA**

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

**Tuesday                      July 23, 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).

---

#### **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 REPRESENTATIVE

##### **Mai Vang**

COUNCILMEMBER  
City of Sacramento

---

##### **Anita Maldonado**

EXECUTIVE DIRECTOR

---

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

➤ PC Meeting Attendance Update

**I. CONSENT ITEMS:**

**A.** Approval of Minutes of the June 25, 2024 Regular Meeting 4-10

**II. ACTION ITEMS:**

**A.** Approval to Accept Head Start/Early Head Start Cost-of-Living Adjustment (COLA) Funding for Program Year 2024-2025 (Ms. Karen Griffith) 11-17

**B.** A Resolution for the 2022-2025 Labor Agreements Covering the Head Start Unit, the Clerical, Technical and Analytical Unit, and the Supervisory Unit (Ms. D'et Saurbourne) 18-19

**C.** Approval of the Personnel Resolution Covering Unrepresented Confidential and Management (Ms. D'et Saurbourne) 20-21

**D.** Election of Policy Council Community Representatives and Alternates for Program Year 2023-2024 22

**E.** Election of Policy Council Parliamentarian for Program Year 2023-2024 23

**III. INFORMATION ITEMS:**

**A.** Standing Information Items 24-33

- 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
  - Rose Family Food Giveaway
  - The Black Cowboys Community Parade and Down Home Blues Music Fest, McClatchy Park

**B.** SETA's Recruitment Update – Ms. Sheri Green-Johnson 34

**IV. COMMITTEE REPORTS:**

- 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

35

**V. OTHER REPORTS:**

**A.** Executive Director – Ms. Anita Maldonado

**B.** Head Start Deputy Director – Ms. Karen Griffith  
 ✓ Monthly Head Start Report

**C.** Chair

36-42

- ✓ 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, July 17, 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	X					
Vacant Seated	PP														
<b>M. Sami</b> <b>Seated: 2/23</b>	SOP				E	X	X	X	X	E					
<b>A. Mejia</b> <b>Seated 1/23</b>	SAC				X	E	X	X	X	U					
<b>G. Garduno</b> <b>Seated 11/28</b>	SJ/EHS	X	X		X	X	X	X	E	U					
Vacant Seated	ELK														
Vacant Seated	ELK														
Vacant Seated	HB														
Vacant Seated	SJ														
<b>K. Ouadrhiri</b> <b>Seated: 5/28</b>	SJ								X	X					
<b>L. Quinones-Neri</b> <b>Seated 11/28</b>	CAR	X	X		X	E	X	X	X	U					
<b>D. Cummings</b> <b>Seated 11/28</b>	CAR	X	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	X					
<b>L. Jones-Villalta</b> <b>Seated: 1/23</b>	SOP				X	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 7/16/2024*

**CONSENT ITEM I-A**

**Approval of the Minutes of the June 25, 2024 Regular Meeting**

**RECOMMENDATION:**

Approve the minutes of the June 25, 2024 meeting.

**BACKGROUND:**

This agenda item provides an opportunity for the Policy Council to review and approve the minutes of the June 25, 2024 regular meeting.

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

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

## MINUTES/SYNOPSIS

### 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

#### CALL TO ORDER

#### PLEDGE OF ALLEGIANCE

#### ROLL CALL

Ms. Wash called the meeting to order at 9:06 a.m., read the thought of the day, and called the roll; a quorum was not met. The Policy Council met the quorum at 9:10 a.m. with arrival of Ms. Cuffee.

#### Members Present:

Fienishia Wash, Outgoing Chair

Debra Cummings, Community Agency Representative

Le Andra Jones-Villalta, SETA-Operated Program

Khalid Ouadrhiri, San Juan Unified School District

Aterious Cuffee, SETA-Operated Program (*arrived and seated at 9:10 a.m.*)

New Members Seated Present: None

New Members to be Seated but Absent: None

#### Members Absent:

Maryum Sami, SETA-Operated Program (*excused*)

Laura Quinones-Neri, Community Agency Representative (*unexcused*)

Graciela Garduno, Vice Chair, EHS San Juan Unified School District (*unexcused*)

Angelina Mejia, Sac City Unified School District (*unexcused*)

#### I. CONSENT ITEM:

##### A. Approval of the Minutes of the May 28, 2024 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Cummings, second/Ouadrhiri, to approve the May 28, 2024, minutes as distributed.

Roll call vote:

Aye: 4 (Cuffee, Cummings, Jones-Villalta, Ouadrhiri)

Nay: 0

Abstention: 1 (Wash)

Absent: 4 (Mejia, Garduno, Sami, Quinones-Neri)

#### II. ACTION ITEMS:

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



There were no nominations at this time.

Moved/Jones-Villalta, second/Cummings, 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: 4 (Cuffee, Cummings, Jones-Villalta, Ouadrhiri)

Nay: 0

Abstention: 1 (Wash)

Absent: 4 (Mejia, Garduno, Sami, Quinones-Neri)

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

There were no nominations at this time.

Moved/Cuffee, second/Ouadrhiri, to table the election of Parliamentarian to the next meeting.

Roll call vote:

Aye: 4 (Cuffee, Cummings, Jones-Villalta, Ouadrhiri)

Nay: 0

Abstention: 1 (Wash)

Absent: 4 (Mejia, Garduno, Sami, Quinones-Neri)

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

Mr. Ouadrhiri nominated himself as the alternate to the Community Action Board (CAB).

There were no other nominations.

Mr. Ouadrhiri was unanimously approved.

Moved/Jones-Villalta, second/Cuffee, to elect Mr. Ouadrhiri to serve as Low-Income Sector alternate to CAB.

Roll call vote:

Aye: 4 (Cuffee, Cummings, Jones-Villalta, Ouadrhiri)

Nay: 0

Abstention: 1 (Wash)

Absent: 4 (Mejia, Garduno, Sami, Quinones-Neri)

**III. INFORMATION ITEMS:**

**A. Standing Information Items**

➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account

Mr. Han reviewed the combined PC/PAC fiscal report for the tenth month, which ended May 31, in the 2023-2024 program year. The total year-to-date countywide expenses are at 70.1%, below the 83.33% needed to be on track. The Non-Federal Share Year-to-Date expenditures are at 27.3%, above the required 25.0%. SETA submitted a Non-Federal Share waiver request for agencies below the required percentage. Administrative expenditures are at 9.9%, 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. SETA expects to receive a twelve-month extension that 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 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 next HSAC meeting will be held on July 23, 2024, at 1:00 p.m., via Zoom.
- Community Resources  
Ms. Jones-Villalta reviewed the community resources provided in the packet.

**B. 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 May 10, 2024, through June 6, 2024.

**C. Governing Board Minutes for April 25, 2024: No questions.**

**IV. COMMITTEE REPORTS:**

- Executive Committee  
The next meeting will be held on Monday, July 1, 2024 at 10:00 a.m., at the SETA Administrative building.
- Budget/Planning Committee  
The next meeting will be held on Tuesday, July 9, 2024, at 1:00 p.m. at the SETA Administrative building.
- Parent Ambassador Committee  
The next meeting will be held on Thursday, June 27, 2024, at 1:00 p.m., at the SETA Administrative building.
- Social/Hospitality Committee  
This meeting's date and time are to be determined.
- Personnel/Bylaws Committee  
The next meeting will be held on Tuesday, July 16, 2024, at 11:00 a.m., at the SETA Administrative building.

**V. OTHER REPORTS:**

**A. Executive Director**

Ms. Maldonado advised that SETA has been engaging in strategic planning with Dalberg consultants, who have interviewed team members and stakeholders and surveyed SETA staff. The consulting company will provide further updates at the Board's August meeting.

Ms. Maldonado additionally reported that SETA is planning the All Staff meeting on August 9, 2024. More information will be provided at a later date.

**B. Head Start Deputy Director:**

Ms. Uda, on behalf of Ms. Griffith, advised that following the Risk Assessment Notification (RAN) received a couple of months ago, SETA has been collaborating closely with the Office of Head Start Training and Technical Assistance Office. The developed correction plan includes updating the Policies and Procedures, new items on Safety and Supervision and children's personal rights, and training on unusual incident report writing, all of which will be included in the mandatory all-staff training week. Additionally, SETA will look at the root causes of supervision lapses that occurred and increase internal monitoring.

Ms. Nicolas introduced herself and, on behalf of Ms. Griffith, provided additional updates regarding RAN. She stated that SETA is hiring three additional Program Specialists to support Delegates as part of RAN's corrective action plan.

Ms. Nicolas reported that the Program Information Report is due on August 31, 2024. SETA is reviewing and approving the reports submitted by the Delegate agencies.

**C. Chair: No report**

**D. Head Start Managers**

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

Ms. Atoyan introduced herself and, on behalf of Ms. Carr, provided an update on countywide training for Home Visitors, which included home visits observations, quality of service, skills building, a parent-child relationship tool, and socialization.

The Board members suggested creating a platform for Home Base families to connect and get to know each other, which would increase attendance at socialization events.

✓ Megan Lamb - School Readiness, Special Education, and Mental Health Services: Ms. Garland introduced herself, provided her professional highlights, and, on behalf of Ms. Lamb, provided information on the annual mandatory observation by the Office of Head Start, Classroom Assessment and Scoring System (CLASS), and on-site follow-up training. The two slides presented and discussed are attached to these minutes. She reported that this year, SETA is providing CLASS training for trainers. Site Supervisors were invited to in-depth CLASS training to better support teachers at their centers.

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

✓ Betsy Uda – Safe Environments, Facilities, and Licensing: No report

**E. Open Discussion and Comments: None**

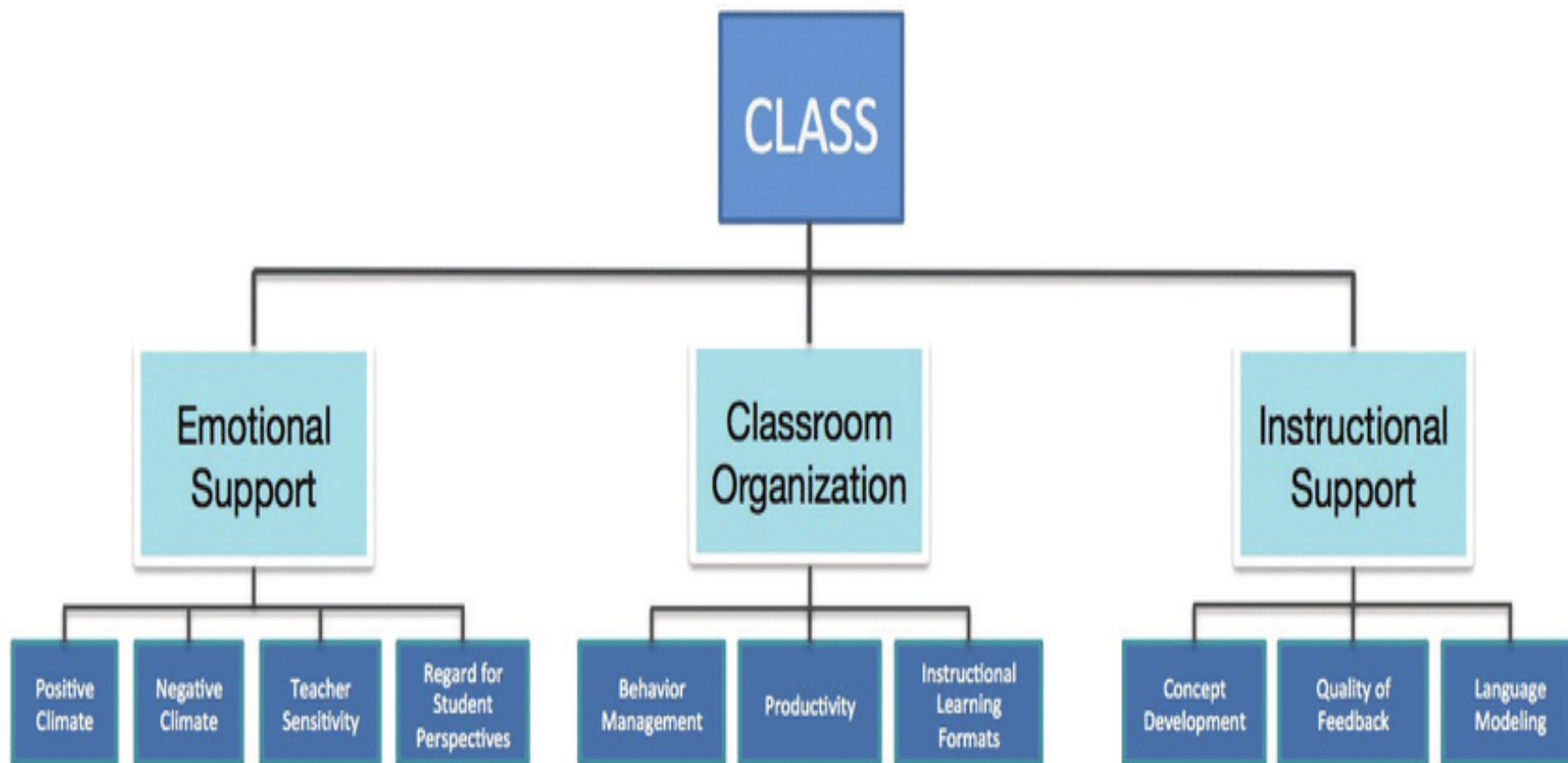
**F. Public Participation: None**

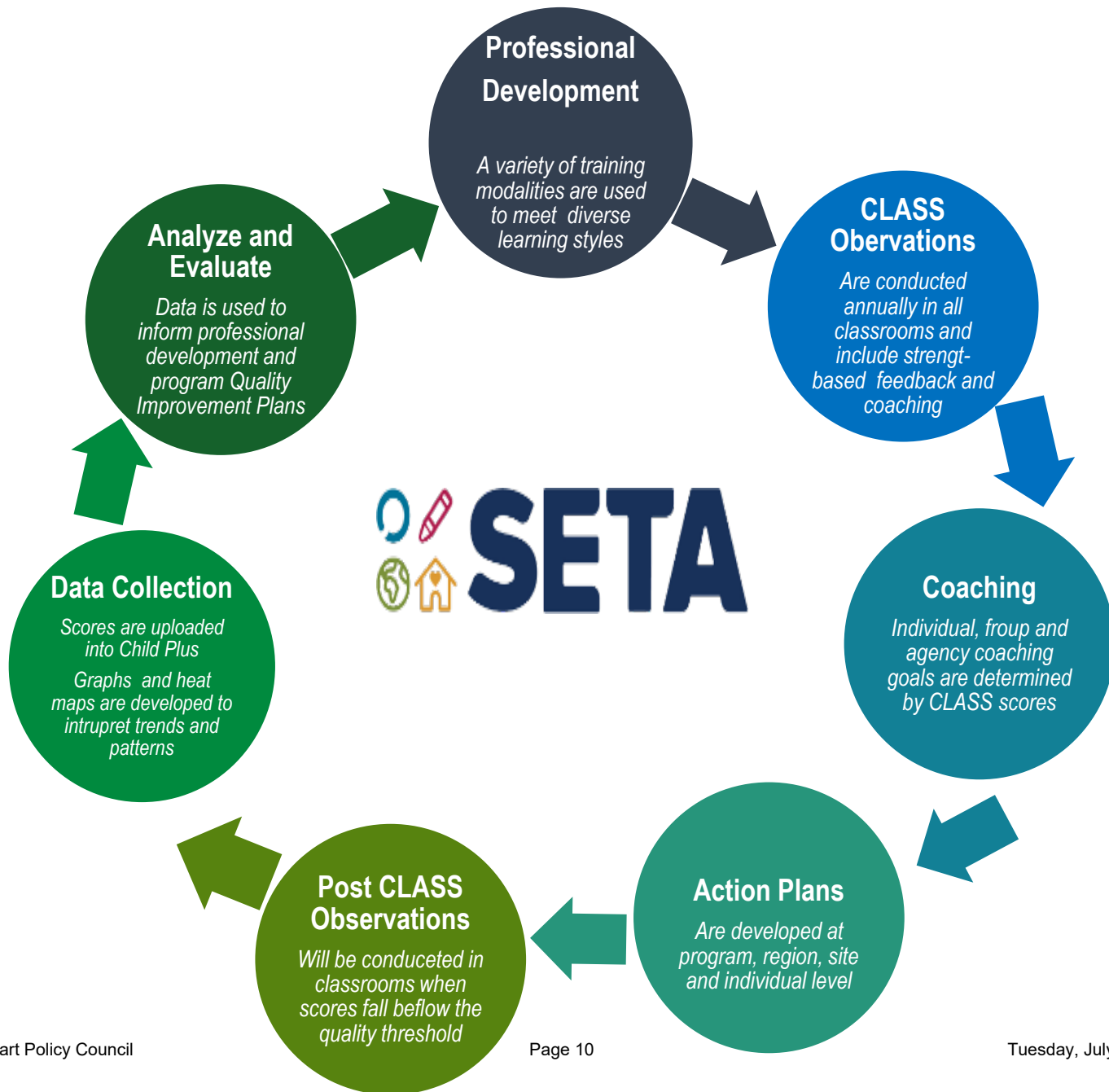
**VI. ADJOURNMENT:** The meeting adjourned at 9:59 a.m.

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

# **CLASS**

## **Classroom Assessment and Scoring System**





## **ACTION ITEM II-A**

### **Approval to Accept Head Start/Early Head Start Cost-of-Living Adjustment (COLA) Funding for Program Year 2024-2025**

Presenter: Karen Griffith

#### **RECOMMENDATION:**

Approve the acceptance of the Cost-of-Living Adjustment (COLA) in the amount of \$448,627 to Early Head Start and \$1,197,402 to Head Start to the base grant for Program Year 2024-2025.

#### **BACKGROUND:**

President Biden signed the Further Consolidated Appropriations Act, 2024 (P.L. 118-47), into law on March 23, 2024. The funding level for programs under the Head Start Act (the Act) provides all Head Start, Early Head Start, and Early Head Start-Child Care (EHS-CC) Partnership grant recipients a 2.35% cost-of-living adjustment (COLA).

On April 24, 2024, the Office of Head Start/Administration for Children and Families (OHS/ACF) released a Program Instruction regarding this funding increase. The COLA supports an increase to the pay scale of Head Start and Early Head Start staff, including vacant positions. These funds are permanent increases effective at the start of the FY 2024 budget period and are retroactive if this period has already commenced.

SETA management and the union met and negotiated the use of funds (subject to membership ratification). Details can be found in the Budget Narrative attached.

Deputy Director Karen Griffith is available to answer questions.

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

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



Sacramento Employment and Training Agency  
**Budget Narrative – Early Head Start**  
**Cost of Living Adjustment (COLA) – 09CH011763**  
 FY 2024-2025

<u><b>Grant</b></u>	<u><b>Funding Guidance</b></u>	<u><b>Conversion</b></u>	<u><b>Total</b></u>
Early Head Start COLA	\$403,397	\$45,230	\$448,627

**COST OF LIVING ADJUSTMENT (COLA) \$448,627**

**HS-EHS Conversion**

For Program Year 2024-25, SETA is requesting a HS-EHS conversion of seventy-four (74) Head Start enrollment slots to forty-two (42) Early Head Start enrollment slots to address two high priority needs in the community:

- 1) Expand infant/toddler services in Sacramento County

The conversion will expand Early Head Start services at the following existing centers: Spinelli (16 Slots), Bright Beginnings (16 Slots) and 16th Ave. (8 Slots). Also, San Juan Unified School District will also be operating 2 additional EHS Center based slots at Marvin Marshall.

The funding amount requesting to be converted is \$45,230 from the Head Start COLA budget to Early Head Start COLA. Funds will be used for Personnel and Fringe Benefits costs.

**Countywide**  
 (Grantee, Delegates, and Partners)

	<b>COLA</b>	<b>Conversion</b>	<b>Post Conversion</b>
<b><u>Head Start</u></b> Current: 3,848 New: 3,448	\$1,242,632	(\$45,230)	\$1,197,402
<b><u>Early Head Start</u></b> Current: 935 New: 977	\$403,397	\$45,230	\$448,627

### **Personnel (\$262,770)**

Cost-of-Living Adjustment (COLA) funds will be utilized to offset negotiated salary increases to all staff. The salary increases were negotiated by management and SETA's labor union (AFSCME). The rates will increase by 4%. Wage increases will be permanent and apply to all pay scale rates for current and future employees.

### **Fringe Benefits (\$50,000)**

A portion of the COLA will be used to pay the increased fringe benefits costs associated with the salary increases. All regular employees receive SETA's full benefits package including medical/dental, retirement, life insurance and disability plans. In addition to the increased salaries as negotiated, COLA funds will also be used to increase the employer's contribution to health benefits from \$725 to \$800 for single coverage and from \$1,520 to \$1,570 for family coverage, representing a \$75 and \$50 increase respectively.

### **Contractual (\$135,857)**

The 2.35 percent (2.35%) COLA will be applied to each EHS delegate agency's base grant, as follows:

River Oak Center for Children (ROCC)	\$16,696
Sacramento County Office of Education (SCOE)	\$19,019
Sacramento City Unified School District	\$7,256
San Juan Unified School District	\$66,745
Twin Rivers Unified School District	<u>\$26,141</u>
Total Delegate Agency/Partner COLA	\$135,857

Detailed budget and budget narratives for individual delegates are available upon request.

### **Non-Federal Share (\$112,159)**

Non-federal share (NFS) was calculated using the new funding amounts after the HS-EHS conversion, which is still pending ACF approval. SETA has identified two primary sources of non-federal share to meet the required match. Sources and estimated amounts include:

<u>Delegate Required Non-Federal Share</u>	\$33,966
--	----------

Delegate Agency NFS sources are outlined in individual budget and budget narratives.

<u>Family Literacy Involvement Program (FLIP)</u>	\$78,193
---	----------

Children are provided an age-appropriate book and literacy activity once every other month for parents/guardians to read to their children and enhance the school readiness of their child. SETA



anticipates an additional 2,013.2080329 hours per year. Volunteer hours are valued at the current associate teacher wage rate with fringe benefits (\$38.84/hour).



Sacramento Employment and Training Agency  
**Budget Narrative – Head Start**  
**Cost of Living Adjustment (COLA) – 09CH011763**  
 FY 2024-2025

<u><b>Grant</b></u>	<u><b>Funding Guidance</b></u>	<u><b>Conversion</b></u>	<u><b>Total</b></u>
Head Start COLA	\$1,242,632	(\$45,230)	\$1,197,402

**COST OF LIVING ADJUSTMENT (COLA) \$1,197,402**

**HS-EHS Conversion**

For Program Year 2024-25, SETA is requesting a HS-EHS conversion of seventy-four (74) Head Start enrollment slots to forty-two (42) Early Head Start enrollment slots to address two high priority needs in the community:

- 1) Expand infant/toddler services in Sacramento County

The conversion will expand Early Head Start services at the following existing centers: Spinelli (16 Slots), Bright Beginnings (16 Slots) and 16th Ave. (8 Slots). Also, San Juan Unified School District will also be operating 2 additional EHS Center based slots at Marvin Marshall.

The funding amount requesting to be converted is \$45,230 from the Head Start COLA budget to Early Head Start COLA. Funds will be used for Personnel and Fringe Benefits costs.

**Countywide**  
 (Grantee, Delegates, and Partners)

	<b>COLA</b>	<b>Conversion</b>	<b>Post Conversion</b>
<b><u>Head Start</u></b> Current: 3,848 New: 3,448	\$1,242,632	(\$45,230)	\$1,197,402
<b><u>Early Head Start</u></b> Current: 935 New: 977	\$403,397	\$45,230	\$448,627

### **Personnel (\$583,106)**

Cost-of-Living Adjustment (COLA) funds will be utilized to offset negotiated salary increases to all staff. The salary increases were negotiated by management and SETA's labor union (AFSCME). The rates will increase by 4%. Wage increases will be permanent and apply to all pay scale rates for current and future employees.

### **Fringe Benefits (\$100,000)**

A portion of the COLA will be used to pay the increased fringe benefits costs associated with the salary increases. All regular employees receive SETA's full benefits package including medical/dental, retirement, life insurance and disability plans. In addition to the increased salaries as negotiated, COLA funds will also be used to increase the employer's contribution to health benefits from \$725 to \$800 for single coverage and from \$1,520 to \$1,570 for family coverage, representing a \$75 and \$50 increase respectively.

### **Contractual (\$514,296)**

The 2.35 percent (2.35%) COLA will be applied to each delegate agency's base grant and is distributed as follows:

Elk Grove Unified School District	\$ 94,981
Sacramento City Unified School District	\$150,962
San Juan Unified School District	\$175,806
Twin Rivers Unified School District	\$ 58,606
Women's Civic Improvement Club	<u>\$ 33,941</u>
Total Delegate Agency COLA	\$514,296

Detailed budget and budget narratives for individual delegates are available upon request.

### **Non-Federal Share (\$299,354)**

Non-federal share (NFS) was calculated using the new funding amounts after the HS-EHS conversion, which is still pending ACF approval. SETA has identified several categories of non-federal share to meet the required match. Categories and estimated amounts include:

*Delegate Required Non-Federal Share* *\$128,577*

Delegate Agency NFS sources are outlined in individual budget and budget narratives.

*Family Literacy Involvement Program (FLIP)* *\$170,777*

Children are provided an age-appropriate book and literacy activity once every other month for parents/guardians to read to their children and enhance the school readiness of their child. SETA

anticipates an additional 4,396.936148 hours per year. Volunteer hours are valued at the current associate teacher wage rate with fringe benefits (\$38.84/hour).

## **ACTION ITEM II-B**

### **A Resolution for the 2022-2025 Labor Agreements Covering the Head Start Unit, the Clerical, Technical and Analytical Unit, and the Supervisory Unit**

Presenter: D'et Saurbourne

#### **RECOMMENDATION:**

Approve the Resolution and the negotiated salary increases effective August 1, 2024, and health insurance contribution increases effective Pay Period 19, 2024.

#### **BACKGROUND:**

The American Federation of State, County, and Municipal Employees (AFSCME) and the Sacramento Employment and Training Agency (SETA) met on May 10, May 16, May 30, and June 14, 2024 regarding the application of the Federal Cost Of Living Adjustment (COLA) for Head Start and the implementation of the same benefit to all represented employees. A tentative agreement was reached on June 14, 2024 with the three bargaining units represented by AFSCME, including the Head Start Unit, the Clerical, Technical and Analytical Unit and the Supervisory Unit.

The tentative agreement is pursuant to Section 6.1(b), Salary Adjustments, which reads that "The parties agree that the Union may request to reopen the Agreement to negotiate increases if the Agency receives increased or additional funding specifically to provide wage or benefit increases. The application of such funding shall include salary, health contribution and retirement contribution."

Specifically, consistent with the Memoranda of Understanding the parties have agreed that the Agency shall increase salary and benefits as follows:

- A. Effective August 1, 2024, the salary schedule for all represented classifications shall increase by four percent (4%); and
- B. Effective Pay Period 19 (8/18/24-8/31/24), the Agency health insurance contribution for employee only will increase by seventy-five dollars (\$75.00) per month from \$725.00 to \$800.00 and the family contribution will increase by fifty dollars (\$50.00) from \$1,520.00 to \$1,570.00.

The fiscal impact for represented staff is anticipated to be approximately \$1,724,000 for Children and Family Services and \$323,000 for Workforce Development for a total estimated annual agency cost of \$2,047,000. The increased costs will be paid for by utilizing funds received from ACF for COLA and identified cost savings across the agency.

This action is contingent on the ratification process which took place on July 15 and July 16, 2024, and Governing Board approval.

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

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

**RESOLUTION NO.: 2024-01**

Adopted by the Sacramento Employment and Training  
Agency Policy Council on the Date of

July 23, 2024

**A RESOLUTION ADOPTING THE TENTATIVE AGREEMENT FOR EMPLOYEES  
REPRESENTED BY THE AMERICAN FEDERATION OF STATE, COUNTY  
AND MUNICIPAL EMPLOYEES, LOCAL 146  
DATED JUNE 14, 2024**

WHEREAS, this Board pursuant to Government Code Section 3500, et seq., enacted by resolution an employer-employee relations policy; and,

WHEREAS, under the terms of that policy, the representatives of the Executive Director have met and conferred with the representatives of the United SETA Employees, American Federation of State, County, and Municipal Employees, Local 146, the recognized employee organization for the employees in the Head Start, Clerical, Technical and Analytical, and Supervisory Units as designated in said policy; and,

WHEREAS, these parties have reached agreement on salary increases of four percent (4%), effective August 1, 2024, as reflected by the written letter of understanding entered into by them on June 14, 2024; and,

WHEREAS, these parties have also reached agreement on an increase of seventy-five dollars (\$75.00) to the Agency health insurance contribution for employee only, and fifty (\$50.00) for family coverage, to be effective Pay Period 19, and;

WHEREAS, this Board finds that the provisions and agreements contained in the letter of understanding are fair and proper and in the best interests of the Sacramento Employment and Training Agency; as reflected by the written letter of understanding entered into by them,

NOW, THEREFORE, BE IT RESOLVED BY THE POLICY COUNCIL OF THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY, that it adopt in full the terms and conditions contained in the said tentative agreement as presented herein.

---

Fienishia Wash, Chair

ATTEST:

---

Anzhelika Simonenkova  
Clerk of the Boards

## **ACTION ITEM II-C**

### **Approval of the Personnel Resolution Covering Unrepresented Confidential and Management**

Presenter: D'et Saurbourne

#### **RECOMMENDATION:**

Approve the Personnel Resolution covering unrepresented employees providing for salary increases effective August 1, 2024, and health insurance contribution increases effective Pay Period 19, 2024.

#### **BACKGROUND:**

The Agency must intermittently update and amend the Personnel Resolution Covering Unrepresented Employees, which is typically done following the completion of negotiations for represented employees. Consistent with the Tentative Agreement (TA) for represented employees, the Executive Director is recommending the following provisions to the Unrepresented Resolution:

- A. Effective August 1, 2024, the salary schedule for all unrepresented classifications shall increase by four percent (4%); and
- B. Effective Pay Period 19 (8/18/24-8/31/24), the Agency health insurance contribution for employee only will increase by seventy-five dollars (\$75.00) per month from \$725.00 to \$800.00 and the family contribution will increase by fifty dollars (\$50.00) from \$1,520.00 to \$1,570.00.

The Broadbanding Pay for Performance Procedures will be utilized for exempt management in accordance with the Broadbanding Pay and Performance Management manual: Guidelines, Policies, and Procedures, as adopted by the SETA Governing Board in October 1998.

The fiscal impact for unrepresented staff is anticipated to be approximately \$186,000 for Children and Family Services and \$35,000 for Workforce Development for a total estimated annual agency cost of \$221,000. The increased costs will be paid for by utilizing funds received from ACF for COLA and identified cost savings across the agency.

This action is contingent on the ratification process which took place on July 15 and July 16, 2024, and Governing Board approval.

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

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

**RESOLUTION NO.: 2024-02**

Adopted by the Sacramento Employment and Training  
Agency Policy Council on the Date of

July 23, 2024

**A RESOLUTION ADOPTING THE PERSONNEL RESOLUTION COVERING  
UNREPRESENTED EMPLOYEES  
DATED JULY 23, 2024**

WHEREAS, this Board pursuant to Government Code Section 3500, et seq., enacted by resolution an employer-employee relations policy; and,

WHEREAS, unrepresented employees are identified within the Policy and the terms and conditions of employment of unrepresented employees are established by the Agency; and,

WHEREAS, the Executive Director has reviewed such terms and conditions and is making these recommendations to ensure equity and parity within the Agency; and,

WHEREAS, salary increases for unrepresented employees will increase four percent (4%), effective August 1, 2024; and,

WHEREAS, Agency medical contributions shall increase seventy-five dollars (\$75.00) for employee only coverage, and fifty dollars (\$50.00) for family coverage, to be effective Pay Period 19, and;

WHEREAS, this Board finds that the provisions and agreements contained in these Agreements are fair and proper and in the best interests of the Sacramento Employment and Training Agency;

NOW, THEREFORE, BE IT RESOLVED BY THE POLICY COUNCIL OF THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY, that it adopt in full the terms and conditions contained in the Personnel Resolution Covering Unrepresented Employees.

\_\_\_\_\_  
Fienishia Wash, Chair

ATTEST:

\_\_\_\_\_  
Anzhelika Simonenkova  
Clerk of the Boards



## **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: \_\_\_\_\_

## **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
  - Rose Family Food Giveaway
  - The Black Cowboys Community Parade and Down Home Blues Music Fest, McClatchy Park

#### **NOTES:**



# 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

Page 32

**For More Information:**

**(916) 376-7916**

Tuesday, July 23, 2024





**TODAY'S TIMES**  
Newspaper



Invites Everyone To Join Us For The Second Annual Sacramento Round-Up!

# THE BLACK COWBOYS

**PARADE AND COMMUNITY FESTIVAL**

**Sunday July 28, 2024 McClatchy Park 3500 5th Ave.**

Bring The Kids! The Parade Is Free And Open To The Public!

It Begins At Sac High On Y Street & 35th Street

To McClatchy Park "The Big Park" For The "Round Up"

And Down Home Blues Music Festival

Parade: 10:00 a.m. Festival 12 Noon-6:00 p.m.

**279-399-0842**

KIDS 9 & UNDER ENTER

THE FESTIVAL FOR FREE

ALSO FEATURING:  
"THE BIG BOSS"

BBQ COOK-OFF



**Reserve A VIP Table And Get Festival Tickets For The Family By  
Calling 279-399-0842 Or Visit [www.rwmedia.online](http://www.rwmedia.online)**

**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:**

## **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

### \*June, 2024

6/3/24-6/7/24 - Marina Vista was closed due to sewer line repairs.

6/4/24 - Grizzly Hollow had a field trip to Galt's Community Park we prepared 40 sack lunches.

6/4/24 - Nedra had a field trip to Shasta's Community Park we prepared 40 sack lunches.

6/7/24 - Hiram Johnson had a field trip to the Sacramento Zoo we prepared 32 sack lunches.

6/13/24 - Sharon Neese had a field trip on site Music Paul children ate the meal on the menu.

6/14/24 - Homebase EHS had a field trip at the Swanston Community Park we prepared 65 meals.

6/21/24 - Crossroad Gardens had a field trip to Fairytale Town we prepared 75 sack lunches.

6/21/24 - Homebase EHS had a field trip to Wacky Tacky we prepared 75 meals.

6/28/24 - Freeport had a field trip to the Sacramento Zoo we prepared 21 sack lunches.

6/28/24 - Homebase had a field trip to Oasis Park we prepared 100 meals.

6/28/24 - Job Corps had a field trip to the Sacramento Zoo we prepared 46 sack lunches.

Lunch	PM Snack	Breakfast	Field Trips
27,640	24,716	24,826	10

Total Amount of Meals and Snacks Prepared 77,751

#### Purchases:

Food \$93,920.98

Non - Food \$10,271.75

#### Building Maintenance and Repair:

#### Janitorial & Restroom Supplies:

#### Kitchen Small Wares and Equipment:

Vehicle Maintenance and Repair: \$944.57

Vehicle Gas / Fuel: \$1,860.26  
Normal Delivery Days 22

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**JUNE 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	265	<b>17%</b>	699	195	<b>28%</b>
<b>Twin Rivers USD</b>	160	49	<b>31%</b>	56	4	<b>7 %</b>
<b>Elk Grove USD</b>	480	97	<b>20%</b>	NA		
<b>Sac City USD</b>	676	119	<b>18%</b>	16	*	<b>0%</b>
<b>San Juan USD</b>	888	93	<b>10%</b>	164	9	<b>5%</b>
<b>WCIC</b>	100	10	<b>10%</b>	NA		
<b>COUNTY TOTAL</b>	<b>3848</b>	<b>633</b>	<b>16%</b>	<b>935</b>	<b>208</b>	<b>22%</b>

*AFE: Annual Funded Enrollment*

*\*Correction made*

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

**Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment (06/30/24)</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 (148) <sup>e</sup>	142	0	96%	2% -
Sacramento City USD	676	606	24 (93%)	90%	1% -
San Juan USD	888	713	119 (93%)	80%	1% -
SETA	1,544 (1,480) <sup>e</sup>	1,427	0	96%	1% -
Twin Rivers USD	160	156	0	98%	0%
WCIC/Playmate	100	83	0	83%	0%
<b>Total</b>	<b>3,848 (3,452)<sup>e</sup></b>	<b>3,127</b>	<b>143 (95%)</b>	<b>91%</b>	<b>1% -</b>

**Early Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment (06/30/24)</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	132	12 (87%)	80%	4% -
SETA	699 (681) <sup>e</sup>	633	0	93%	2% -
Twin Rivers USD	56	35	8 (73%)	63%	5% -
SCUSD	16	2	8 (25%)	13%	13% +
<b>Total</b>	<b>935 (917)<sup>e</sup></b>	<b>802</b>	<b>28 (90%)</b>	<b>87%</b>	<b>3% -</b>

- (a) Includes children who have dropped during the month and whose slot will be filled within the 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%, the agency includes a corrective plan of action.  
(d) Demonstrates difference in percentage of enrollment totals from previous month.  
(e) Funded enrollment totals decrease due to closure of Traditional sites during summer months.

## **Reasons for Program Under Enrollment**

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

- As EGUSD finishes out the program year, we will continue working on enrollments for eligible families. This included following up on missing paperwork and identifying IEP students.
- In May, Full Day classrooms closed for the End of Program Year.

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

- CB Wire is awaiting licensing for HS classroom- totaling 24 enrollment slots.
- The EHS program at Elder Creek officially opened on June 24, 2024, and currently has 2 children enrolled. We are working on the recruitment process to advertise and enroll more children into this program. Our goal is to have another 3 children enrolled in the infant program and 5 children in the toddler program by August 1, 2024.

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

- Classroom(s) continue to be capped at across 10 classrooms due to limited staffing: Coleman; Davie; Garfield; Howe; Mariposa; Ralph Richardson; Skycrest; Sunrise- totaling 236 enrollment slots.
- There has been an influx of interest forms submitted, but a majority are filling out interest forms for the 24-25 school year, with many families leaving the country for the summer.
- San Juan Unified School District is increasing the number of Transitional Kindergarten sites throughout the district for the next school year—10 TK classrooms will be on sites with ECE Preschool Classrooms.

### ***SETA***

- Vacancies in the following positions that support classroom ratio or enrollment: 18 Education positions (Teacher, Associate Teacher, Associate Teacher/Infant Toddler, Lead Teacher /Infant Toddler).
- Traditional sites closed for summer months: Dudley, Grizzley EHS, Spinelli, Walnut Grove.

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

- The following sites have classroom(s) capped due to limited staff: Rio Linda and Village- totaling 8 enrollment slots.
- Staff vacancies in the following positions: ECE Para Educators (6), Teachers (2).

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

- The WCIC/Playmate Head Start Programs are not operating at full capacity due to the presence of numerous competing childcare centers.
- 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***

- Enrollment team continued to identify eligible children who were turning 3yrs old in our Parent Child Playgroup program.
- ChildPlus student profiles were filtered to identify siblings of students who would be turning 3 years old.

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

- The Redesign Recruitment Team is working on recruit and advertise ideas for our summer programs. Since we are in summer and the other Wrap Programs are closed, we will discuss with the Recruitment Redesign

Team the dynamics on how we can best advertise for preschool and ensure that our website is updated with detailed information regarding our programs and have updated flyers and posters made.

- Following up with families who are on that site's wait list to inform them of classroom openings.

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

- School Community Workers have increased recruitment efforts and provided flyers in the 95825; 95821; 95608 zip codes. Physical locations include private schools adjacent to classrooms; local markets and restaurants; and apartment complexes. Social media is also being used to spread awareness regarding district EHS & HS programs.
- A new digital form has been created for SCWs regarding recruitment internal reporting for more efficient data gathering, reporting and analysis.

### ***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: 3 Associate Teacher, and 1 Lead Teacher Infant Toddler.
- Recruitment and networking opportunities to increase awareness of Head Start services and community visibility: Connecting our Communities SMUD Resource Fair, Mutual Assistance Network Juneteenth, Abundant Life Community Resource Fair, Network Café. From these recruitment events, 14 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: Robertson Juneteenth Event, Hagginwood Park Juneteenth Freedom Day Rejoice Event, Walmart on Watt Ave., TRUSD Food Distribution at High School.
- SETA provided contact information of families located in the zip code (95673, 95560, 95652) in efforts to support recruitment and enrollment.

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

- WCIC staff distributed recruitment flyers to Cosumnes River College, Vinai Wholesale, Wing Wa Supermarket, Long Chang Market and SF Supermarket.
- SETA provided contact information of families located in the zip code surrounding WCIC in efforts to support recruitment and enrollment.