

Thought of the Day:

“You are never too old to set another goal or to dream a new dream.”

Author: C.S. Lewis

AGENDA

Sacramento Employment and Training Agency HEAD START PARENT ADVISORY COMMITTEE Regular Meeting

Tuesday June 17, 2025, 10:00 a.m.

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

PUBLIC COMMENT PROCEDURES

In response to AB 2449, the Sacramento Employment and Training Agency (SETA) Head Start Parent Advisory Committee is conducting this meeting utilizing a hybrid approach, permitting members of the public to participate in person or via Zoom. Public comments will be accepted until the adjournment of the meeting, distributed to the members of the Committee and included in the record.

In the event of disruption that prevents broadcasting of the meeting to members of the public using the call-in or internet-based service options, or in the event of a disruption which prevents members of the public from offering public comments, the Committee shall take no further action on items appearing on the meeting agenda until public access to the meeting is restored.

In-Person Public Comment

Members of the public are encouraged to participate in the meeting by completing a speaker card or submitting written comments by email to SETA's Clerk of the Boards, ClerkoftheBoards@seta.net. Any member of the public who wishes to speak directly to the Committee regarding any item on the agenda may contact Anzhelika Simonenkova at (916) 263-3753, or ClerkoftheBoards@seta.net. Please include in your request the item(s) on which you would like to participate.

Zoom Public Comment

Members of the public may participate in the meeting via Zoom by clicking the [Zoom link](#), or listening to the meeting on one tap mobile +16699006833, 88140799721# US (San Jose).

Meeting ID: 881 4079 9721

Passcode: 841392

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During the meeting any questions or comments may be submitted via the chat features on Zoom.

Accommodations

Request for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3753. Closed captioning will be available.

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

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

GOVERNING BOARD

Rich Desmond

BOARD OF SUPERVISORS
County of Sacramento

Eric Guerra

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Vacant

PUBLIC REPRESENTATIVE

Mai Vang

COUNCILMEMBER
City of Sacramento

Anita Maldonado, Ph. D.

EXECUTIVE DIRECTOR

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

- Parent Advisory Committee (PAC) Meeting Attendance Update
- Introduction of Newly Seated Representatives

I. CONSENT ITEMS:

- A.** Approval of Minutes of May 20, 2025, Regular Board Meeting 6-10

II. ACTION ITEMS:

- A.** Election of Parent Advisory Committee Secretary and Treasurer for Program Year 2024-2025 12

- B.** Election of SETA-Operated Representatives and Alternates to the Policy Council for Program Year 2024-2025 13

III. INFORMATION ITEMS:

- A.** Standing Information Items 14-23

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
- Health Service Advisory Committee (HSAC) Report: Ms. Le Andra Jones-Villalta
- Community Resources – Parents/Staff: Ms. Lizeth Ortiz
 - Lunch at the Library
 - Summer Reading
 - Youth Poster Contest

- B.** Head Start Policy Council Minutes for April 21, 2025 24-50

IV. COMMITTEE REPORTS:

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- Executive Committee: Ms. Aterious Cuffee
- Budget/Planning Committee: Ms. Aterious Cuffee
- Parent Ambassador Committee: Ms. Aterious Cuffee

V. OTHER REPORTS:

52-56

- A.** Chair – Ms. Aterious Cuffee
 ✓ PAC Recruitment
- B.** Policy Council – Ms. Le Andra Jones-Villalta
- C.** Head Start Deputy Director – Ms. Karen Griffith
 ✓ Monthly Head Start Report
- D.** Head Start Managers
 ✓ Lisa Carr – Family Engagement, Home Base, and ERSEA Services
 ✓ Megan Lamb – School Readiness, Special Education, and Mental Health Services
 ✓ Veronica Jones – Health, Nutrition, Quality Assurance, and Data Systems
 ✓ Betsy Uda – Safe Environments, Facilities, Licensing, and Food Services

VI.	CENTER UPDATES	57
VII.	DISCUSSION	57
VIII.	PUBLIC PARTICIPATION	57
IX.	ADJOURNMENT	

DISTRIBUTION DATE: Tuesday, June 10, 2025

Parent Advisory Committee meeting hosted by:
Aterious Cuffee (Chair), Lizeth Ortiz (Vice Chair),
Omar Smith (Parliamentarian)

ROLL CALL

The Parent Advisory Committee Secretary will call the roll for the following members:

- ☐ Vacant, 16th Avenue Head Start
- ☐ Vacant, Alder Grove Early Learning Center
- ☐ Vacant, Alder Grove I/T Head Start
- ☐ Vacant, Bannon Creek Head Start
- ☐ Vacant, Bret Harte Head Start
- ☐ Vacant, Bright Beginnings Head Start
- ☐ Vacant, Capital City Head Start
- ☐ **Lizeth Ortiz, Vice Chair, CP Huntington Head Start**
- ☐ Vacant, Crossroad Gardens Head Start
- ☐ Vacant, Dudley Head Start
- ☐ Vacant, Early Head Start (Home Base)
- ☐ Vacant, Elkhorn Head Start
- ☐ **Yaneika James, Florin Grammar Head Start**
- ☐ Vacant, Franklin Head Start
- ☐ Vacant, Freedom Park Head Start
- ☐ Vacant, Freeport Head Start
- ☐ Vacant, Fruitridge Head Start
- ☐ Vacant, Galt Head Start
- ☐ Vacant, Grizzly Hollow
- ☐ **Ahmad Urfanzada, Hillsdale Head Start**
- ☐ Vacant, Hiram Johnson Head Start
- ☐ Vacant, Hopkins Park Head Start
- ☐ Vacant, Illa Collin Head Start
- ☐ Vacant, Job Corps Head Start
- ☐ Vacant, Kennedy Estates Head Start
- ☐ Vacant, LaVerne Stewart Head Start
- ☐ Vacant, Marina Vista Early Learning Center
- ☐ Vacant, Mather Head Start
- ☐ Vacant, Nedra Court Head Start
- ☐ **Brecia Garcia, Norma Johnson Early Learning Center**
- ☐ **Jasmine Nnachi, North Avenue Head Start**
- ☐ Vacant, Northview Head Start
- ☐ **Javana Abrussezze, Northview Early Head Start**
- ☐ Vacant, Parker Head Start
- ☐ Vacant, Phoenix Park Head Start
- ☐ **Rebekah Chester, Pre-School (Home Base)**
- ☐ Vacant, Pre-School (Home Base)
- ☐ Vacant, River Oak Center for Children
- ☐ Vacant, Sacramento County Office of Education
- ☐ **Masahi Jacobi, Sharon Neese Early Learning Center**
- ☐ Vacant, Solid Foundation Head Start
- ☐ Vacant, Spinelli Head Start
- ☐ Vacant, Strizek Park Head Start
- ☐ Vacant, Walnut Grove Head Start
- ☐ **Le Andra Jones-Villalta, Past Parent Representative**
- ☐ **Aterious Cuffee, Chair, Past Parent Representative**
- ☐ **Wanda Thomas-Johnson, Grandparent Representative**
- ☐ **Dennesha Calhoun, Foster Parent Representative**
- ☐ **Omar Smith, Parliamentarian, Parent Ambassador Representative**
- ☐ **Debra Gipson, Parent Ambassador Representative**
- ☐ **Akenese (Agnes) Luluga, Community Agency Representative**

ROLL CALL
(Continued)

Program Year 2023-2024 - New Representatives to be seated

- ☐
- ☐

Applications Received: None

Vacant, 16 th Avenue Head Start	Vacant, Kennedy Estates Head Start
Vacant, Alder Grove I/T Head Start	Vacant, LaVerne Stewart Head Start
Vacant, Bannon Creek Head Start	Vacant, Marina Vista Head Start
Vacant, Bret Harte Creek Head Start	Vacant, Mather Head Start
Vacant, Bright Beginnings Head Start	Vacant, Nedra Court Head Start
Vacant, Capital City Head Start	Vacant, North Avenue Head Start
Vacant, Crossroad Gardens Head Start	Vacant, Northview Head Start
Vacant, Dudley Gardens Head Start	Vacant, Parker Head Start
Vacant, Early Head Start (Home Base) (2)	Vacant, Phoenix Park Head Start
Vacant, Elkhorn Head Start	Vacant, Pre-school (Home Base)
Vacant, Franklin Head Start	Vacant, River Oak Center for Children
Vacant, Freedom Park Head Start	Vacant, SCOE
Vacant, Freeport Head Start	Vacant, Solid Foundation Head Start
Vacant, Fruitridge Head Start	Vacant, Spinelli Head Start
Vacant, Galt Head Start	Vacant, Walnut Grove Head Start
Vacant, Grizzly Hollow Head Start	Vacant, Strizek Park Head Start
Vacant, Hillsdale Head Start	Vacant, Outgoing Chair
Vacant, Hiram Johnson Head Start	
Vacant, Hopkins Park Head Start	
Vacant, Illa Collin Head Start	
Vacant, Job Corps Head Start	

PAC MEETING ATTENDANCE PROGRAM YEAR 2024-2025

The PAC was seated on November 19, 2024, January 21, February 18, and March 18, 2025.

COMMITTEE MEMBER	CENTER	11/19	12/17	1/21	2/18	3/18	4/21*	5/20	6/17	7/15	8/19	9/16	10/21
Vacant Seated	16A												
Vacant Seated	AG ELC												
Vacant Seated	AG I/T												
Vacant Seated	BC												
Vacant Seated	BH												
Vacant Seated	BB												
Vacant Seated	CC												
Lizeth Ortiz Seated 11/19	CPH	X		X	X	X	X	X					
Vacant Seated	D												
Vacant Seated	EHS/HB												
Vacant Seated	EL												
Vacant Seated	EL												
Yaneika James Seated 11/19	FG	X		X	X	PACB	E	X					
Vacant Seated	FA												
Vacant Seated	FP												
Vacant Seated	FPT												
Vacant Seated	FT												
Vacant Seated	G												
Vacant Seated	GH												
Vacant Seated	H/EHS												
Vacant Seated	H/PS												
Vacant Seated	HJ												
Ahmad Urfanzada Seated 5/20	HI							X					
Vacant Seated	HP												
Vacant Seated	JC												
Vacant Seated	K												
Vacant Seated	LVS												
Vacant Seated	MV												
Vacant Seated	M												
Vacant Seated	NC												

COMMITTEE MEMBER	CENTER	11/19	12/17	1/21	2/18	3/18	4/21*	5/20	6/17	7/15	8/19	9/16	10/21
Brecia Garcia Seated 3/18	NJ					X	E	U					
Jasmine Nnachi Seated 3/18	NA					X	X	E					
Javana Abrussezze Seated 11/19	NV/EHS	X		X	X	PACB	X	U					
Vacant Seated	NV/PS												
Vacant Seated	PA												
Vacant Seated	PP												
Rebekah Chester Seated 11/19	PS/HB	X		X	X	PACB	E	X					
Vacant Seated	PS/HB												
Vacant Seated	RO												
Vacant Seated	SCOE/EHS												
Masahi Jacobi Seated 2/18	SN				X	X	E	E					
Vacant Seated	SF												
Vacant Seated	S												
Vacant Seated	SP												
Cynthia Reynoso R 6/3	WG	X		X	X	X	E	X	R				
Akenese (Agnes) Luluqa Seated 1/21	CAR			X	E	X	X	X					
Debra Gipson Seated 1/21	CAR			X	X	X	X	X					
Omar Smith Seated 11/19	PAR	X		X	X	PACB	X	X					
Dennesha Calhoun Seated 1/21	FPR			X	E	X	X	X					
Le Andra Jones-Villalta Seated 11/19	PPR	X		X	X	PACB	E	E					
Aterious Cuffee Seated 11/19	PPR	X		X	X	X	E	U					
Wanda Thomas-Johnson Seated 11/19	GPR	X		X	E	X	X	E					
Vacant Seated	OGC												

Members: If you cannot attend a meeting and are going to be absent, you must:

- 1. First, call your Alternate(s) to see if they can attend in your place;**
- 2. Second, call Head Start Governance and Parent Engagement Coordinator, Ms. Gaylon Ndiaye, at (916) 591-2298; and**
- 3. Third, please call the PAC Chair, Ms. Aterious Cuffee, at (916) 893-9185, or the Clerk of the Boards, Ms. Anzhelika Simonenkova, at (916) 263-3753.**

PARENT ADVISORY COMMITTEE - MEETING
ATTENDANCE UPDATE PROGRAM YEAR 2023-2024
(Continued)

Head Start Center Abbreviations

16A - 16th Avenue
AG ELC - Alder Grove Early Learning Center
AG I/T - Alder Grove Infant/Toddler Center
BC - Bannan Creek
BB - Bright Beginnings
BH - Bret Harte
CC - Capital City
CPH - CP Huntington
CR - Crossroad Gardens
D - Dudley
EHS/HB - Early Head Start/Home Base
EL - Elkhorn
FG - Florin Grammar
FA - Franklin
FP - Freedom Park
FPT - Freeport
FT - Fruitridge
G - Galt
GH - Grizzly Hollow
H - Hillsdale
HI - Hiram Johnson

HP - Hopkins Park
JC - Job Corps
K - Kennedy Estates
LVS - LaVerne Stewart
MV - Marina Vista Early Learning Center
M - Mather
NC - Nedra Court
NJ - Norma Johnson
NA - North Avenue
NV - Northview
PA - Parker Avenue
PP - Phoenix Park
PS/HB - Pre-school/Home Base
RO - River Oak
SCOE - Sacramento County Office of Education
SN - Sharon Neese
SF - Solid Foundation
S - Spinelli
SP - Strizek Park
WG - Walnut Grove

Representative Abbreviations:

CAR - Community Agency Representative
FPR - Foster Parent Representative
GPR - Grandparent Representative

OGC - Out Going Chair
PAR - Parent Ambassador Representative
PPR - Past Parent Representative

Attendance Record and Meetings Abbreviations:

***** - Special Meeting
****** - Ethics Training with Policy Council
AE - Alternate Excused
AP - Alternate Present
CD - Child Dropped
E - Excused
NM - No Meeting
PAC - Parent Advisory Committee

PACB - PAC Board Business
R - Resigned
RS - Reseat
S/B - Should be, or should have been (seated)
U - Unexcused
X - Present

CONSENT ITEM I-A

Approval of Minutes of May 20, 2025, Regular Meeting

RECOMMENDATION:

Approve the minutes of May 20, 2025, meeting.

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of May 20, 2025, meeting.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

MINUTES/SYNOPSIS

Sacramento Employment and Training Agency HEAD START PARENT ADVISORY COMMITTEE Regular Meeting

Tuesday May 20, 2025, 10:00 a.m.
925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Ms. Ortiz called the meeting to order at 10:06 a.m., read the thought of the day, and called the roll; a quorum was met.

Members Present:

Lizeth Ortiz, CP Huntington Head Start
Debra Gipson, Parent Ambassador Representative
Akenese (Agnes) Luluga, Community Agency Representative
Dennesha Calhoun, Foster Parent Representative
Cynthia Reynoso, Walnut Grove Head Start
Yaneika James, Florin Grammar Head Start
Rebekah Chester, Pre-school/Home Base
Omar Smith, Parent Ambassador Representative (*arrived and seated at 11:14 a.m.*)

New Members to be Seated Present:

Ahmad Urfazada, Hillsdale Head Start

New Members to be Seated but Absent:

Sherrel Williams, Freedom Park Head Start (*unexcused*)
Tasia Lewis, Spinelli Head Start (*unexcused*)

Members Absent:

Aterious Cuffee, Past Parent Representative (*unexcused*)
Wanda Thomas-Johnson, Grandparent Representative (*excused*)
Masahi Jacobi, Sharon Neese Early Learning Center (*excused*)
Brecia Garcia, Norma Johnson Head Start (*unexcused*)
Le Andra Jones-Villalta, Past Parent Representative (*excused*)
Jasmine Nnachi, North Avenue Head Start (*excused*)
Javana Abrussezze, Northview Early Head Start (*unexcused*)

Mr. Smith arrived and was seated at 10:11 a.m.

I. CONSENT ITEM:

A. Approval of the Minutes of April 21, 2025, Special Board Meeting

The minutes were reviewed, no questions or corrections.

Moved/Luluga, second/Gipson, to approve April 21, 2025, minutes as distributed.

Roll call vote:

Aye: 7 (Luluga, Smith, Reynoso, Calhoun, James, Chester, Gipson)

Nay: 0

Abstention: 2 (Ortiz, Urfazada)

Absent: 6 (Nnachi, Garcia, Abrussezze, Thomas-Johnson, Jones-Villalta, Jacobi)

II. ACTION ITEMS:

A. Election of Parent Advisory Committee Treasurer for Program Year 2024-2025

Ms. Ortiz reviewed the item. There were no nominations at this time.

Moved/Luluga, second/James, to table the election of Parent Advisory Committee Treasurer for Program Year 2024-2025 to the next meeting.

Roll call vote:

Aye: 7 (Luluga, Smith, Reynoso, Calhoun, James, Chester, Gipson)

Nay: 0

Abstention: 2 (Ortiz, Urfazada)

Absent: 6 (Nnachi, Garcia, Abrussezze, Thomas-Johnson, Jones-Villalta, Jacobi)

B. Election of SETA-Operated Representatives and Alternates to the Policy Council for program year 2024-2025

Ms. Ortiz reviewed the item. There were no nominations at this time.

Moved/Chester, second/Luluga, to table the election of one (1) Representative and four (4) alternates to the next meeting.

Roll call vote:

Aye: 7 (Luluga, Smith, Reynoso, Calhoun, James, Chester, Gipson)

Nay: 0

Abstention: 2 (Ortiz, Urfazada)

Absent: 6 (Nnachi, Garcia, Abrussezze, Thomas-Johnson, Jones-Villalta, Jacobi)

III. INFORMATION ITEMS:

A. Standing Information Items

➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account

Mr. Han introduced himself and reviewed the fiscal report for the ninth month, which ended April 30, in the 2024-2025 program year. He advised that total Head Start Year-to-Date expenditures are at 69.7%. SETA has submitted a budget modification to the Office of Head Start in the last month and is awaiting approval. The Non-Federal Share Year-to-Date expenditures are at 30.7%, above the required 25%. SETA is at 11.5% for Administrative expenditure, below 15% maximum. The SETA Operated Programs Expenditures Head Start and Early Head Start reports were reviewed. The American Express and CitiBank credit card statements didn't reveal anything not ordinary.

Mr. Han reviewed the state funding report and advised that for both the California State Preschool Program (CSPP) and General Child Care and Development (CCTR), SETA is expecting to earn the Maximum Reimbursement Amount (MRA).

➤ Health Service Advisory Committee (HSAC) Report:

Ms. Veronica Jones mentioned that during the HSAC meeting, they adopted a multidisciplinary approach involving health professionals, site staff, and parents. The goal is to promote staff wellness and support their mental health. The next meeting is scheduled for May 28, 2025.

- Community Resources – Parents/Staff
Ms. Ortiz reviewed the community resources provided in the packet.

B. Head Start Policy Council Minutes for March 25, 2025: No questions

IV. COMMITTEE REPORTS:

- Executive Committee
The next meeting will be held on Tuesday, May 27, 2025, at 11:30 a.m., at the SETA Administrative building.
- Budget/Planning Committee
The next meeting will be held on Thursday, June 10, 2025, at 1:00 p.m., at the SETA Administrative building.
- Parent Ambassador Committee
The next meeting will be held on Thursday, June 10, 2025, at 11:00 a.m., at the SETA Administrative building.

V. OTHER REPORTS:

- A.** Chair: No report
- B.** Policy Council: No report
- C.** Head Start Deputy Director:
Ms. Griffith advised that due to a national restructuring and the closure of five regional Head Start offices, SETA is now part of OHS West, with the office located in Denver, Colorado.

SETA received a follow-up visit regarding the Risk Assessment Notification (RAN), which went very well. The official results are expected to be received in about 45 days.

Currently, SETA is in the process of finalizing self-assessment reports that need to be submitted to the State by June 2, 2025.

Ms. Griffith ensured that budget savings available were being utilized to improve classroom quality and support the staff.

D. Head Start Managers

- ✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services:
Ms. Carr reported that SETA is still participating in the Full Enrollment Initiative as a County. She reviewed the SETA Head Start/Early Head Start enrollment report included in the packet, noting that enrollment has reached 103% for Head Start and 99% for Early Head Start. The last day of service for Head Start Year-Round sites will be July 31 for children eligible for kindergarten.

Ms. Carr also mentioned that the 60th Anniversary of the Head Start Program will be celebrated at the Norma Johnson site, featuring games, face painting, snacks, and more.

Additionally, the End-of-the-Year Celebration for the SETA Home-Based Preschool program is scheduled for June 27, 2025, at Elk Grove Park.

SETA continues to participate in various recruitment events. Ms. Carr expressed her gratitude to all the Parent Ambassadors who continued to volunteer their time.

- ✓ Megan Lamb - School Readiness, Special Education, and Mental Health Services: Ms. Lamb provided additional details regarding the upcoming 60th Anniversary celebration of the Head Start Program.

She also confirmed that some budget savings will be allocated to provide virtual professional development workshops for the entire Children and Family Services staff.

Additionally, Ms. Lamb noted that the school readiness team has completed the mandatory Classroom Assessment Scoring System (CLASS) observations for the year. SETA is compliant with both state and federal requirements, and an overall growth in scores has been observed.

In response to Mr. Smith's question, Ms. Lamb shared details regarding the similarities and differences between CLASS 2008 and CLASS 2.0.

- ✓ Veronica Jones – Health, Nutrition, Quality Assurance, and Data Systems: Ms. Jones reported that the Quality Assurance unit is currently conducting final activities for monitoring the program year, with a closeout scheduled between now and June 27, 2025. Additionally, the team will conduct unannounced safety and supervision visits, as well as follow up on the implementation of assessment notification protocols at selected sites throughout the county to ensure program compliance.

Ms. Jones also mentioned that SETA has successfully completed another year of partnership with the Center of Oral Health (COH) in the first week of May 2025. COH provided oral health screenings, preventive care, and other services.

In July 2025, a new year of partnership with the Betsy Irene Moore School of Nursing will commence. Nursing students will be engaged in activities promoting healthy eating both at school and at home.

- ✓ Betsy Uda – Safe Environments, Facilities, Licensing, and Food Services: Ms. Uda mentioned that June will be a busy month for food services, as many end-of-year field trips are scheduled to take place. Additionally, a new snack option will be introduced at the sites, and further details will be shared in upcoming meetings. During the authorized voluntary Saturday workday, the facilities and kitchen staff collaborated to optimize central kitchen operations and create additional space for staff.

The Northview playground is expected to be completed in the first week of July. Ms. Uda will provide the Board with pictures.

Several projects are now scheduled to begin shortly, and the Board will be kept updated.

VI. CENTER UPDATES:

Ms. Reynoso shared the Cinco De Mayo celebration that Walnut Grove Preschool was a part of and plans for an end-of-the-year celebration.

Ms. Luluga provided some additional community resources offered by Asian Resources, Inc. and shared her new professional accomplishments.

Ms. Griffith added that SETA is hosting a job fair on May 22, 2025, from 9:00 a.m. to 2:00 p.m. for individuals interested in state jobs.

VII. DISCUSSION: None

VIII. PUBLIC PARTICIPATION: None

IX. ADJOURNMENT: The meeting adjourned at 11:12 a.m.

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

ACTION ITEM II-A

Election of Parent Advisory Committee Secretary and Treasurer for Program Year 2024-2025

RECOMMENDATION:

That the Parent Advisory Committee elect a Secretary and a Treasurer.

Secretary Nominations	Treasurer Nominations

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect an officer for the position of Secretary and Treasurer for Program Year 2024-2025. The duties of PAC Secretary and Treasurer shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PAC that are not in conflict with these Bylaws, Article V – Officers, Section 2B: All PAC members are eligible to run for an Office/Officer position except members holding a seat. The Executive Committee must have at least three members who are parents of child/children currently enrolled in the HS/EHS Center-Based or Home-Based Option.

SECTION 3: Duties of Officers

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

- C. The Secretary shall call the roll, keep a record of the current and preceding minutes at each meeting, and record resolutions or motions adapted, as may be necessary to expedite the PAC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.
- D. The Treasurer shall work with staff and the PAC Secretary and keep such records, files and accounts as may be necessary to expedite PAC's business. The Treasurer shall be a member of the Social/Hospitality Committee, and the Parent Ambassador Committee.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

ACTION ITEM II-B

Election of SETA-Operated Representatives and Alternates to the Policy Council for Program Year 2024-2025

RECOMMENDATION:

That the Parent Advisory Committee elects one (1) Representatives and four (4) Alternates.

Representatives Nominated	Alternates Nominated

BACKGROUND:

This agenda item provides an opportunity for the PAC to elect SETA-Operated Representatives and Alternates to the Sacramento County Head Start Policy Council (PC).

Policy Council meetings held at the SETA Board room on the fourth Tuesday of each month at 10:00 a.m.

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. Le Andra Jones-Villalta
- Community Resources – Parent/Staff: Ms. Lizeth Ortiz
 - Lunch at the Library
 - Summer Reading
 - Youth Poster Contest

NOTES:

Lunch at the Library

<https://www.saclibrary.org/Event/Special-Events/Meals-at-the-Library>

Fuel your summer



Lunch at the Library provides free meals to youth when school is out for the summer. **From June 17 through August 8, meals will be distributed at 13 library locations Tuesdays through Fridays from 12 p.m. – 1 p.m.**

Meal Locations

Meal sites are available at 13 library locations: [Arcade\(Opens in a new window\)](#), [Carmichael](#), [Del Paso Heights\(Opens in a new window\)](#), [Elk Grove\(Opens in a new window\)](#), [Fair Oaks\(Opens in a new window\)](#), [North Highlands - Antelope\(Opens in a new window\)](#), [North Sacramento - Hagginwood\(Opens in a new window\)](#), [Rancho Cordova](#), [Rio Linda,\(Opens in a new window\)](#) [South Natomas](#), [Southgate\(Opens in a new window\)](#), [Sylvan Oaks\(Opens in a new window\)](#), and [Valley Hi - North Laguna\(Opens in a new window\)](#).



This project was supported in whole or in part by funding provided by the State of California, administered by the California State Library.

Summer Reading



Join us for our Summer Reading Challenge, June 1 - August 15.

Read freely this summer! Join our Summer Reading Challenge and read anything you want – books, ebooks, graphic novels, magazines, audiobooks – it all counts. Log your reading and complete activities to earn badges and prizes.

How It Works

1. **Sign up** or **log into** Beanstack. *You can sign up multiple readers in your household.*
2. **Join** our Summer Reading challenge in Beanstack starting May 15.
3. Read what you love and **log your reading**.
4. **Complete activities** to earn badges.
5. **Earn prizes** for reading.



Download the [Beanstack app](#) ([Opens in a new window](#)) on your mobile device to track your Summer Reading activity. You can also complete the challenge offline, just stop by any of our [locations](#) and ask for a reading log.

Earn Prizes

Every book you read and every Summer Reading activity that you complete earns you 100 points for prizes and virtual badges. Starting June 1, you can start earning points by logging books and activities.

- **Youth who read 5 books or earn 500 points** will receive one free book of their choice (for the *first* 5 books or 500 points).
- **Adults who read 5 books or earn 500 points** will receive a coupon for one free book at the Book Den and either an enamel pin or a tote bag (for the *first* 5 books or 500 points).
- **Readers of all ages who read 25 books or earn 2,500 points** will receive a Summer Reading medal.



Youth Poster Contest

Submission due:

June 30th
4:30pm

Participating Age Groups:

- Pre-teen: 9 - 12 years old
- Teen: 13 - 16 years old

All posters will be evaluated based on
ORIGINALITY and **CREATIVITY**.
We do **NOT** accept digital artwork.

PRIZE

Pre-Teen

1st: \$500
2nd: \$250
3rd: \$125

Teen

1st: \$750
2nd: \$500
3rd: \$250

THEME

Stronger Together:
United Against Violence
How can we prevent
violence in our community?

Materials are provided! Attend our workshop and pick them up!

Workshop

Saturday, June 14th
10am-12pm
6270 Elder Creek Rd
Sacramento, CA 95824

Submit your work at

ARI Headquarters
6270 Elder Creek Rd
Sacramento, CA 95824

INFORMATION ITEM III-B
Head Start Policy Council Minutes

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the Policy Council Minutes of the April 21, 2025, meeting.

NOTES:

MINUTES/SYNOPSIS

Sacramento Employment and Training Agency HEAD START POLICY COUNCIL Special Meeting

Monday **April 21, 2025.** **11:00 a.m.**

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Ms. Garduno called the meeting to order at 11:09 a.m., read the thought of the day, and called the roll; a quorum was met.

Members Present:

Graciela Garduno, Treasurer, EHS San Juan Unified School District
Franschelle Brown, Foster Parent Representative
Debra Gipson, Community Agency Representative
Jasmine Nnachi, SETA-Operated Program
Javana Abrussezze, SETA-Operated Program

New Members Seated Present: None

New Members to be Seated/Reseated but Absent: None

Members Absent:

Rebekah Chester, SETA-Operated Program (*excused*)
Aterious Cuffee, Past Parent Representative (*excused*)
Yaneika James, Florin Grammar Head Start (*excused*)
Timothy M. Poole, Community Agency Representative (*unexcused*)
Sequoia Burse, Twin Rivers Unified School District (*unexcused*)
Le Andra Jones-Villalta, Chair, Past Parent Representative (*excused*)
Jovita Galvan, Elk Grove Unified School District (*unexcused*)

I. CONSENT ITEM:

A. Approval of the Minutes of March 25, 2025, Regular Meeting

The minutes were reviewed, no questions or corrections.

Moved/Gipson, second/Brown, to approve the March 25, 2025, minutes as distributed.

Roll call vote:

Aye: 4 (Nnachi, Brown, Gipson, Abrussezze)

Nay: 0

Abstention: 1 (Garduno)

Absent: 7 (Jones-Villalta, Cuffee, Chester, Poole, Galvan, James, Burse)

II. ACTION ITEMS:

Ms. Griffith provided a combined presentation for Items II A-E. The presentation is attached to these minutes.

In response to questions from Board members, she clarified the following points:

- The current Head Start/Early Head Start (HS/EHS) grant term is from August 1, 2024, to July 31, 2025. SETA is currently in the first year of a five-year funding cycle. The refunding application must be approved by the SETA Boards and submitted to the Office of Head Start before May 1, 2025, to apply for the grant funding covering August 1, 2025 - July 31, 2026.
- SETA plans to reallocate some funds from the Head Start budget to the Early Head Start program in order to serve more younger children and better meet community needs.
- Unlike in recent years, there is no assurance that carryovers will be viewed favorably in the future. SETA is not relying on being able to carry over funds but will seek clarification if necessary.
- The Community Care Licensing at California Department of Social Services requires that there is always at least one member of staff at any time at the center that is First Aid/CPR certified for adults and infants. Currently, 70% of teaching staff are certified.

Moved/Abrussezze, second/Brown, to approve the following items:

- A. Approval of Annual Self-Assessment for 2024-2025 and Resulting Program Improvement Plan for the SETA-Operated Program
- B. Approval of Program Year 2025-2026 Head Start and Early Head Start Refunding Applications
- C. Approval of the SETA Head Start and Early Head Start Budgets for Program Year 2025-2026
- D. Approval of the 2025-2026 Head Start and Early Head Start Program Options and Center Locations for Sacramento County
- E. Approval of 2025-2026 Training/Technical Assistance Plan for the SETA Head Start and Early Head Start Program, as Aligned with Established Five-Year Goals and Objectives

Roll call vote:

Aye: 4 (Nnachi, Brown, Gipson, Abrussezze)

Nay: 0

Abstention: 1 (Garduno)

Absent: 7 (Jones-Villalta, Cuffee, Chester, Poole, Galvan, James, Burse)

- F. Approval of the Budget Modification Request for Program Year 2024-2025 Head Start and Early Head Start Basic (09CH012795)

Ms. Griffith reviewed the item. The funding will mainly be utilized towards funding the CP Huntington HS/EHS Classrooms in Program Year (PY) 2025-2026. Additionally, funds will be added to the Travel (out-of-state) category to allow staff to attend WIPFLI (7 Staff) and the National Head Start Annual Conference (4 Staff/Parent Advisory Committee/Policy Council members).

Moved/Gipson, second/Abrussezze, to approve the budget modification request for the 2024-2025 Head Start Basic and Early Head Start Basic Funds (09CH012795)

Roll call vote:

Aye: 4 (Nnachi, Brown, Gipson, Abrussezze)

Nay: 0

Abstention: 1 (Garduno)

Absent: 7 (Jones-Villalta, Cuffee, Chester, Poole, Galvan, James, Burse)

G. Approval of Budget Modification Request for the Program 2023-2024 Head Start and Early Head Start Basic (09CH011763)

Ms. Griffith reviewed the item. SETA previously had equipment projects approved for this funding; however, due to a change in the program's needs, SETA requests to move the funds to the Supplies and Other (deferred maintenance projects) cost categories to ensure a safe, high-quality classroom environment. Additionally, Twin Rivers Unified School District (TRUSD) is requesting approval to purchase and install a Play Structure unit (Equipment) at their Morey Avenue Elementary site. The current play structure at the site is over two decades old and needs a replacement.

Moved/Abrussezze, second/Gipson, to approve the budget modification request for the 2023-2024 Head Start Basic and Early Head Start Basic Funds (09CH011763).

Roll call vote:

Aye: 4 (Nnachi, Brown, Gipson, Abrussezze)

Nay: 0

Abstention: 1 (Garduno)

Absent: 7 (Jones-Villalta, Cuffee, Chester, Poole, Galvan, James, Burse)

H. Election of Policy Council Community Representatives and Alternates for Program Year 2024-2025

Ms. Garduno reviewed the item. There were no applications received.

Moved/Gipson, second/Abrussezze, to table the election of two (2) Community Agency Representatives, one (1) Grandparent Representative and alternates to the next meeting.

Roll call vote:

Aye: 4 (Nnachi, Brown, Gipson, Abrussezze)

Nay: 0

Abstention: 1 (Garduno)

Absent: 7 (Jones-Villalta, Cuffee, Chester, Poole, Galvan, James, Burse)

I. Election of Policy Council Vice Chair and Parliamentarian for Program Year 2024-2025

Ms. Garduno reviewed the item. There were no eligible nominations at this time.

Moved/Abrussezze, second/Brown, to table the election of Policy Council Vice Chair and Parliamentarian to the next meeting.

Roll call vote:

Aye: 4 (Nnachi, Brown, Gipson, Abrussezze)

Nay: 0

Abstention: 1 (Garduno)

Absent: 7 (Jones-Villalta, Cuffee, Chester, Poole, Galvan, James, Burse)

J. Election of Community Action Board Alternate

Ms. Garduno reviewed the item. There were no nominations at this time.

Moved/Gipson, second/Brown, to table the election of low-income sector Alternate to the Community Action Board.

Roll call vote:

Aye: 4 (Nnachi, Brown, Gipson, Abrussezze)

Nay: 0

Abstention: 1 (Garduno)

Absent: 7 (Jones-Villalta, Cuffee, Chester, Poole, Galvan, James, Burse)

III. INFORMATION ITEMS:

A. 1st Quarter Strategic Plan Report

Ms. Maldonado presented the 1st Quarter Strategic Plan Report. The presentation is attached to these minutes. Ms. Griffith provided information on partnerships to get services to enrolled children.

B. Standing Information Items

➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account

Mr. Han introduced himself and reviewed the SETA-Operated and Delegate Agencies combined HS/EHS fiscal report for the eighth month, which ended March 31, 2025, in the 2024-2025 program year. He advised that total Head Start Year-to-Date expenditures are at 61.7%. The Non-Federal Share Year-to-Date expenditures are at 27.1%, above the required 25%. The Administrative cost is 10.6%, below the 15% maximum countywide. The review of the American Express and CitiBank credit card statements didn't reveal anything atypical.

Mr. Han reviewed the state funding report and advised that for both the California State Preschool Program (CSPP) and General Child Care and Development (CCTR), SETA is still in a hold harmless year and should expect to earn the Maximum Reimbursement Amount (MRA).

➤ Community Resources

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

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

Ms. Green-Johnson has reviewed the recruitment data provided in the agenda packet as backup information. The data pertains to the period from March 14 through April 10, 2025.

D. Governing Board Minutes for March 6, 2025: No questions

IV. COMMITTEE REPORTS:

➤ Executive Committee

The next meeting date and time are to be determined.

➤ Budget/Planning Committee

The next meeting date and time are to be determined.

➤ Parent/Ambassador Committee

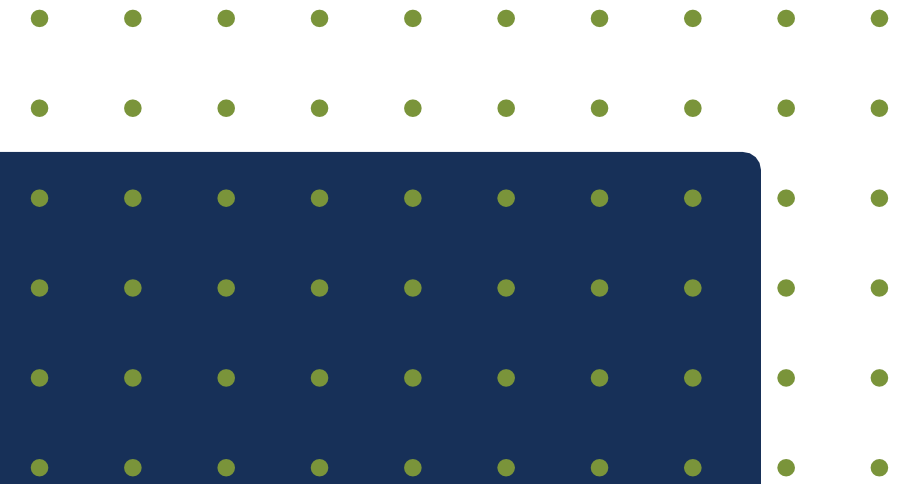
- The next meeting date and time are to be determined.

V. OTHER REPORTS:

- A.** Executive Director: No report
- B.** Head Start Deputy Director: No report
- C.** Chair: No report
- D.** Head Start Managers:
 - ✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services: No report
 - ✓ Megan Lamb - School Readiness, Special Education, and Mental Health Services: No report
 - ✓ Veronica Jones – Health, Nutrition, Quality Assurance, and Data Systems: No report
 - ✓ Betsy Uda – Safe Environments, Facilities, Licensing, and Food Services: No report
- E.** Open Discussion and Comments: None
- F.** Public Participation: None

VI. ADJOURNMENT: The meeting was adjourned at 12.37 p.m.

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

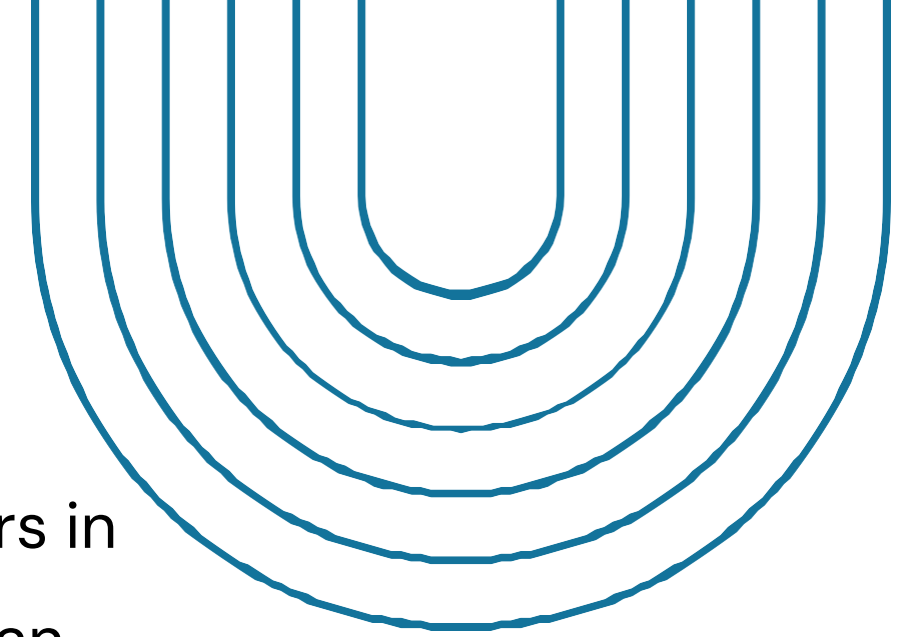


Refunding Application 2025-2026

Year 2 of 5 Year Cycle

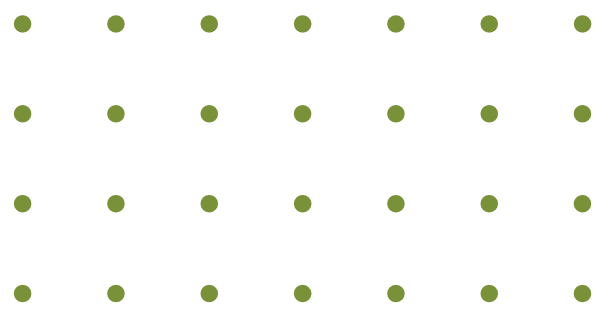
Sacramento Head Start & Early Head Start

Self-Assessment Summary



In January–February 2025, seven committees led by team leaders in Child and Family Services department, and SETA Fiscal and Human Resource departments conducted self-assessment activities within their service areas.

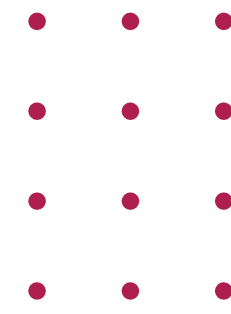
- Ensured diverse team membership
- Collected and analyzed data from many sources
- Identified strengths and areas of improvement



Head Start Parent Advisory Committee



Self-Assessment Highlights

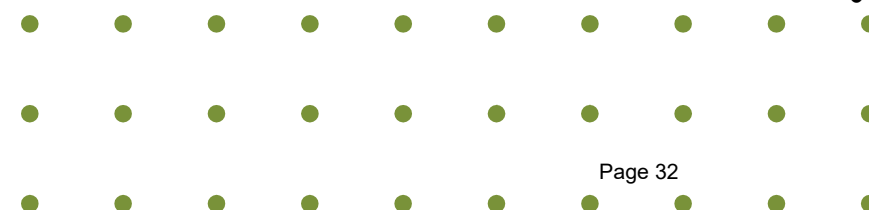


Program Strengths:

- In 100% of the EHS classrooms observed, Teachers have developed and implemented routines and experiences for children at an unhurried, child-directed pace.
- 95% of classrooms' physical environments include 7 clearly defined Interest Areas: Blocks, Art, Dramatic Play, Toys and Games, Discovery, Library, and Music, with an overall increase in Music environments compared to the previous year.
- Intervention Specialists attended multiple training opportunities focused on trauma-informed care, social-emotional competencies, and new research in mental health practices in early childhood practices.
- SETA successfully expanded its collaboration with community partners to deliver preventive health services to families and provide staff and parent education.
- SETA has increased access to internship opportunities through formal agreements with local colleges, universities, and other community partners: UC Davis, CSU Sacramento, Sierra College, Center for Oral Health, and Elica Health Centers.
- Parents in PAC/PC are involved in the decision-making process through participation in the agency's hiring procedures

Growth Opportunities:

- CLASS scores from 2024 indicate an overall need for further training in Concept Development. To help with this, SETA, as part of the Quality Improvement Network, is working on a CLASS project focusing on Concept Development.
- Invest in training more staff in-house on different trauma-based practices and SEL curriculum
- Develop a simple visual aid about the Family Partnership Agreement process for parents so parents fully understand the process, and it's easier for staff to explain
- Promote and market parents meeting in exciting ways
- Use the Parent Meeting Curriculum Alignment Guide to encourage active participation
- Increase percentage of participation of FSWs and Home Visitors at monthly workshops and refresher training
- Recruit and engage more parents for PAC/PC Membership through Parent Ambassadors and FSW connections
- Revise the Daily Health and Safety checklist to be more efficient and provide better data
- Strengthen system, to train FSW's and Home Visitors and monitor health data in ChildPlus





5 Year Goals 2025-2029

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/guardians, staff and community partners.

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

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

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



Proposed Changes 25-26

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

- 1 additional EHS class at Elder Creek in the Sacramento City USD program
- 3 additional EHS classes in the SETA Operated program at Fruitridge and Marisol Village



Support increased hours of service by extending hours, days or weeks

- 2 additional Full day classes in Elk Grove USD
- SETA will extend hours in 11 classes at 7 different locations to accommodate parent need (up to 9.5 hours)
- SETA will increase from 4 days per week to 5 days per week at 3 locations and move from traditional to Year-round services at 1 location

Support program quality improvements with additional health, mental health, staff wellness approaches while also support fiscal health due to flat funding

- Reduce class sizes to address the younger age enrollment cap and address developmental support and increased mental health needs
 - San Juan USD- 19 classes
 - Elk Grove USD- 15 classes
 - Sacramento City USD- 7 classes
 - WCIC- 5 classes
 - SETA operated- 10 classes
 - Twin Rivers USD- 1 class
- Reduce Caseloads of Home Base providers to better address high family needs
 - River Oak reduce to 10 families per Home Visitor
 - Sacramento County Office of Education reduce to 10 families per visitor



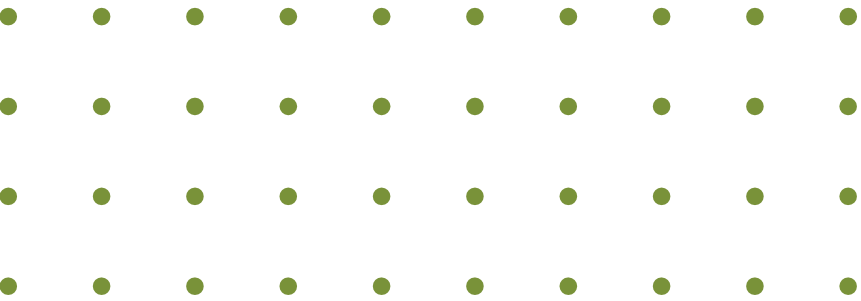
Funded Enrollment with Proposed Changes



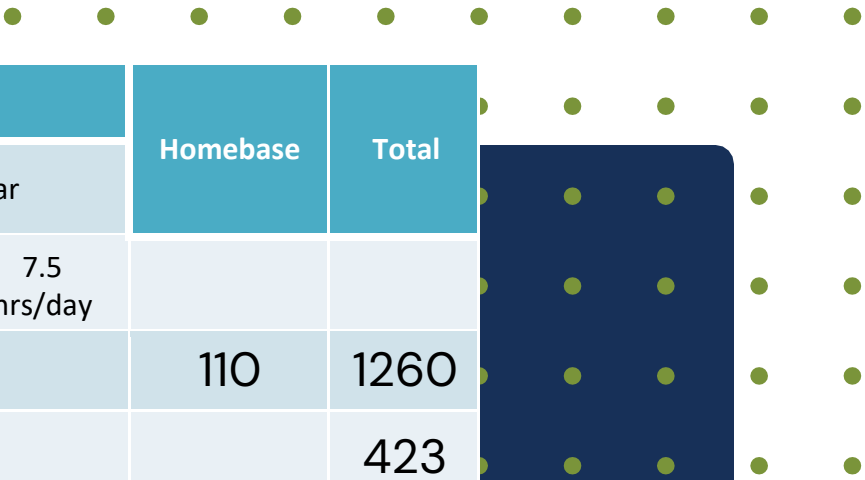
	SETA Operated Program	Elk Grove USD	Sacramento City USD	San Juan USD	Twin Rivers USD	WCIC
Head Start (ages 3–5) Total: 3148	1260	423	592	640	148	85
Early Head Start (ages birth to 3) Total: 988	746	--	24	166	52	--

Number of HS Centers: 32
 Number of HS Classes: 59

Number of EHS Centers: 27
 Number of EHS Classes: 51



Program Options - Countywide

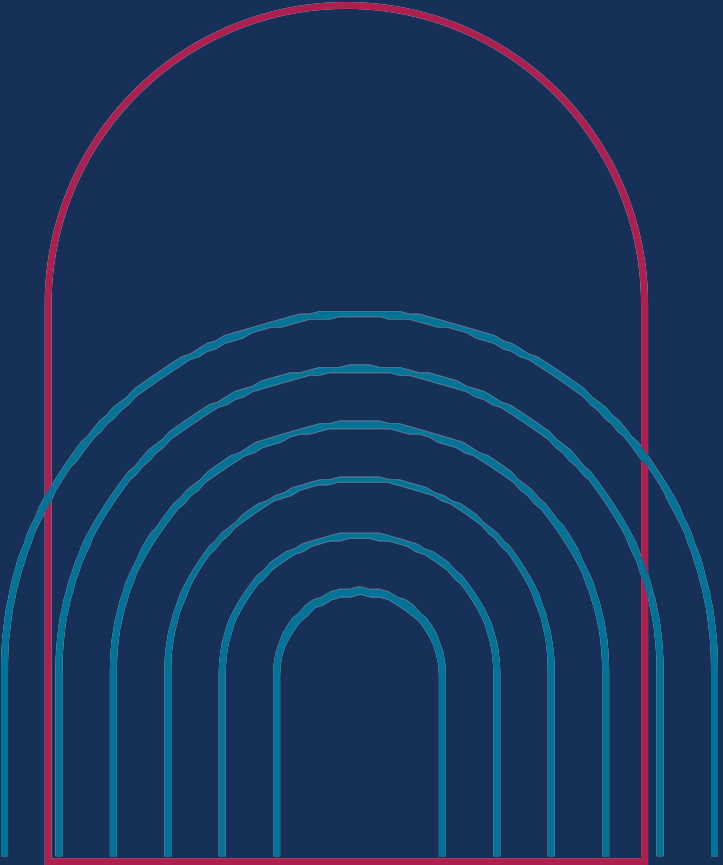


Head Start
(Children ages 3–5)

Agency	Programs with 5 Days/Week								Programs with 4 Days/Week				Homebase	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	9.5 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	214		420	180	60	34	37	85	40			110	1260
Elk Grove USD							168			255				423
Sac City USD			40				552							592
San Juan USD							640							640
Twin Rivers USD											148			148
WCIC												85		85
Total	80	214	40	420	180	60	1394	37					110	3148

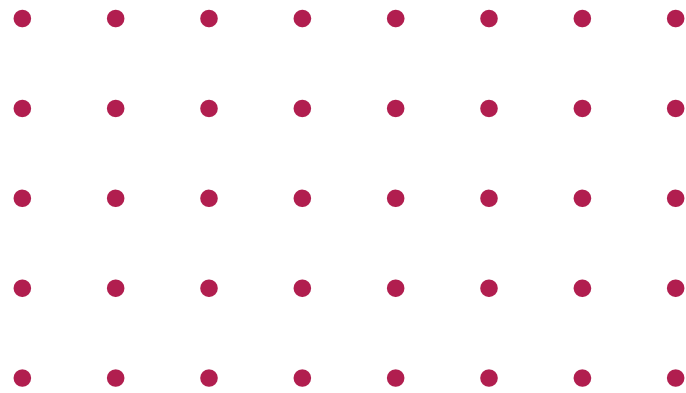
Early Head Start
(Children ages birth–3 and pregnant women)

Agency	Programs with 5 Days/Week							Homebase	Total
	Traditional Round			Year Round					
	6.5 hrs/day	7 hrs/day	8 hrs/day	7 hrs/day	8 hrs/day	9 hrs/day	9.5 hrs/day		
SETA			16		256	118	26	200	616
San Juan USD		32		64				70	166
Twin Rivers USD	52								52
Sac City USD			8		16				24
SCOE								70	70
ROCC								60	60
Total	52	32	24	64	272	118	26	400	988



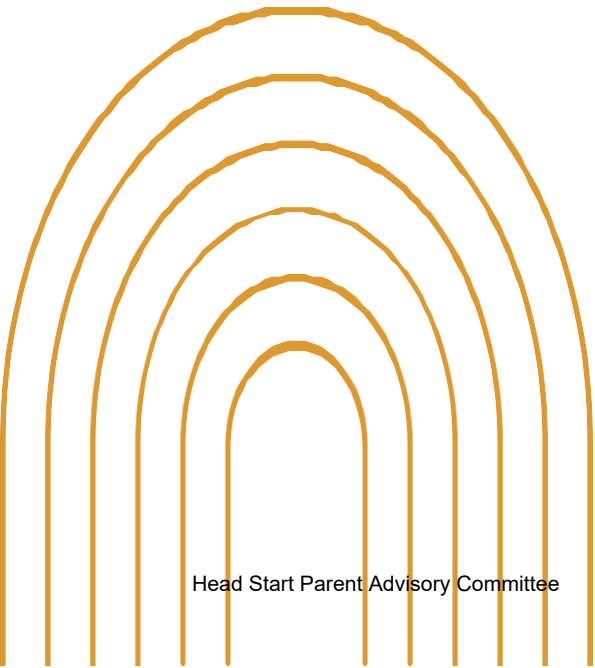
Total Head Start/Early Head Start Funding

\$72,497,077



Head Start	Early Head Start
Basic \$51,284,529	Basic \$20,405,276
Training/Tech Assistance \$527,209	Training/Tech Assistance \$280,063
Total \$51,811,738	Total \$20,685,339

The proposed budget includes a conversion which transfers \$866,131 from the Head Start budget to the Early Head Start budget (basic funds).



Highlighted TTA Projects

Parent Services

- Continued though abbreviated Apprentice program with a focus on parents
- Parent Workshops on healthy eating for children and families, accessing food services in the community, easy and healthy recipes to prepare at home.
- Family Literacy Events to reinforce learning connections between home and school

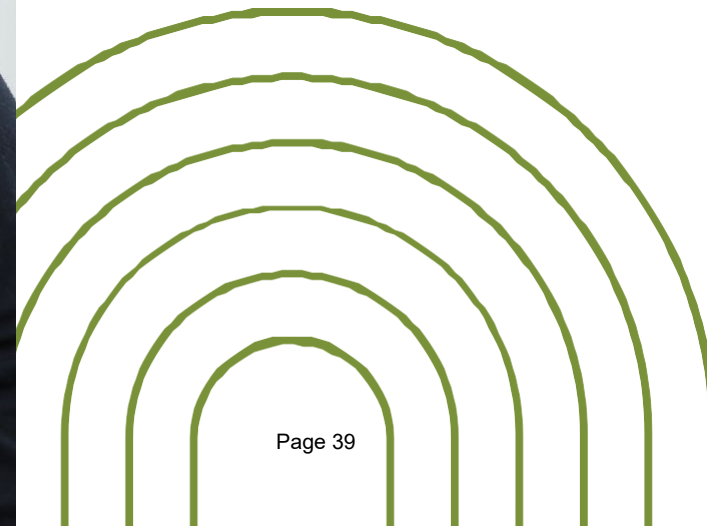
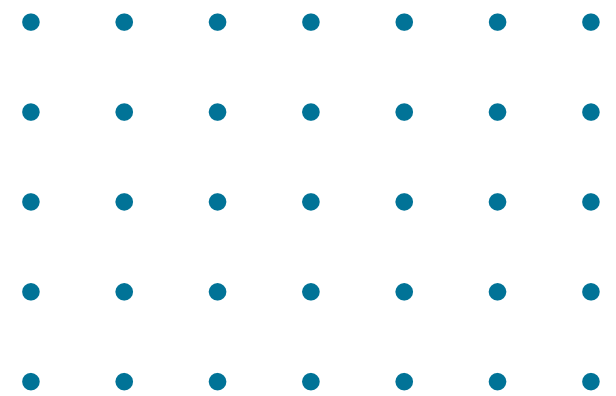


Staff Development

- Curriculum Focus on STEM and Nutrition education to children
- Early Childhood Education Class to provide onsite ECE coursework
- Safety & Supervision Training and coaching
- Increased delegate training and support
- Family Development Credential-looking at strength-based approaches to family engagement, and an opportunity to network and collaborate across agencies



Questions



1st Quarter Strategic Plan Report

April 21, 2025

Presented by:
Anita Maldonado, Ph.D., Executive Director



SETA STRATEGY AND DIRECTION



Vision

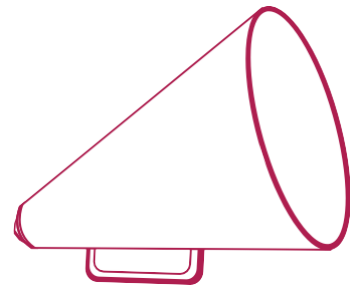
A Sacramento County where all communities facing barriers can achieve their fullest potential in school, work, and life.



Mission

SETA transforms lives by supporting programs and partners that meet people where they are and helping them thrive.

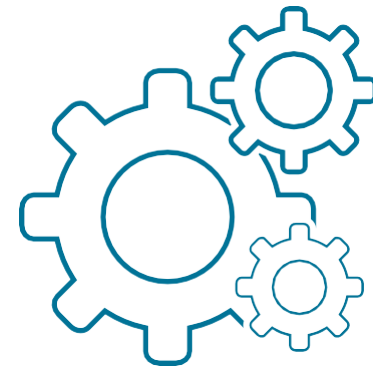
STRATEGIC INITIATIVE 1



Awareness

We will enhance the clarity of our messaging for external and internal audiences, ensuring that all stakeholders are well-informed about SETA's activities, purpose, and strategic direction.

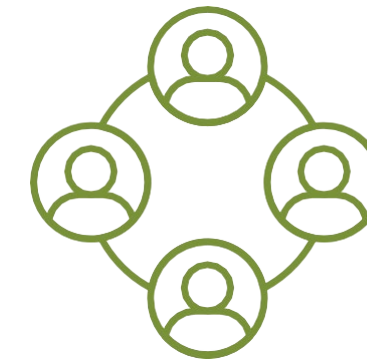
STRATEGIC INITIATIVE 2



Cohesion

We will invest in our people and processes to increase internal cohesion and culture, particularly by identifying synergies between teams, strengthening equity programs, and better supporting staff.

STRATEGIC INITIATIVE 3

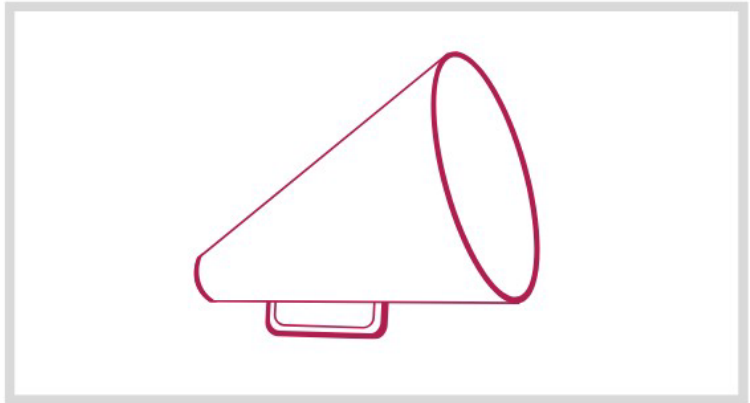


Partnerships

We will intentionally work to provide the necessary supports and resources for the hundreds of subrecipients and partners SETA works with.

STRATEGIC PLAN 2025- 2028

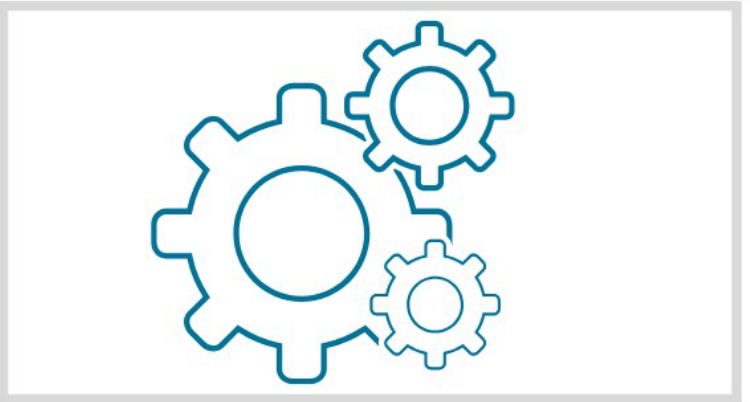
IMPROVE AWARENESS



ACTION STEPS

- ✓ Develop Messaging and Brand Identity
- ∞ Back it up with Metrics and Stories
- ∞ Invest in Outgoing Outreach
- ∞ Track Efforts and Measure Results

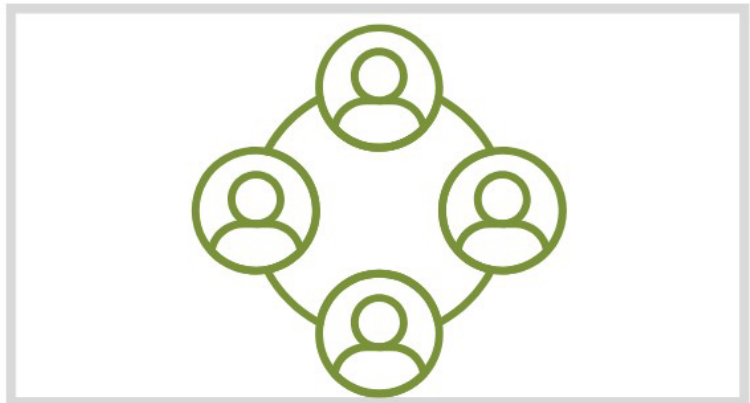
STRENGTHEN COHESION



ACTION STEPS

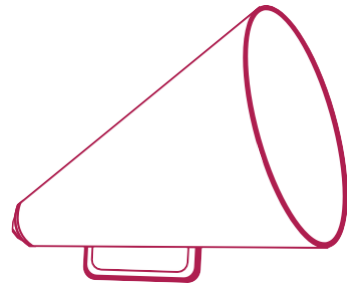
- ∞ Enhance Communication
- ∞ Promote Collaboration
- ∞ Improve Visibility
- ∞ Promote Welcoming Culture
- ∞ Strengthen Accountability
- ∞ Improve Accessibility of Senior Leadership
- ⚙ Develop Training Program
- ∞ Pursue Continuous Improvement

BUILD PARTNERSHIPS



ACTION STEPS

- ∞ Establish Clear Communication Channels
- ∞ Standardize Information and Processes
- ∞ Facilitate Partner Interactions



Awareness

- Collateral Materials
- Board Photos and Highlights
- Orientation/Recruitment
- Safety Initiatives
- Open and Transparent Communication
- External Newsletter
- Social Media
- Outreach



SETA Sacramento Employment & Training Agency 2025 Workers' Compensation Renewal

SETA Safety Committee Schedule for 2025		
SETA Safety Committee Meeting Date	Safety Meeting Monthly Topics	Location for Safety Committee Meeting
January 14, 2025 @ 2 PM	Slips, Trip and Falls	925 Del Paso
February 13, 2025 @ 2 PM	Defensive Driving – Safe Driving Practices	Zoom
March 11, 2025 @ 2 PM	Injury and Illness Prevention Program – OSHA Compliance	Zoom
April 10, 2025 @ 2 PM	Classroom Awareness – Trip and Fall/Child Interaction	7505 Franklin Blvd
May 13, 2025 @ 2 PM	Fire Safety	Zoom
June 12, 2025 @ 2 PM	Workplace Violence Prevention Program	Zoom
July 8, 2025 @ 2 PM	Threat Awareness Surrounding Children	8383 Florin Rd
August 14, 2025 @ 2 PM	Slips, Trip and Falls	Zoom
September 9, 2025 @ 2 PM	Workplace Violence Prevention	Zoom
October 9, 2025 @ 2 PM	Ergonomics – Proper Lifting	6015 Watt Ave #5
November 13, 2025 @ 2 PM	Emergency Action Plans	Zoom
December 11, 2025 @ 2 PM	Winter Safety & Awareness	Zoom

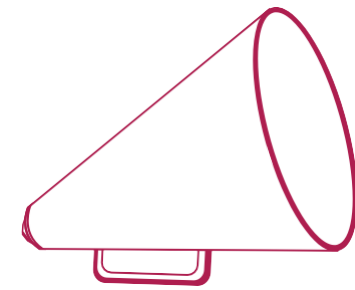
The locations other than 925 Del Paso represented 82 of the 151 Ex Mod points for the 2025 Experience Modification Factor, thus meeting will be held on premise



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Social Media

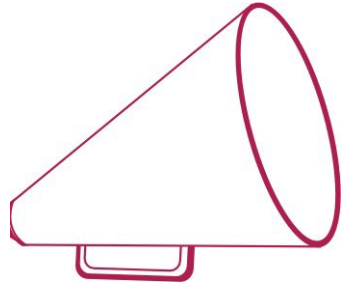


Gardenland Chicana

[Alan Marroquin](#) this event is at the SETA bldg @ 925 Del Paso Blvd right there in No Sac by the light rail...







just fyi SETA got my career kick start when I was about 17 with the CITY of Sacramento TREE Services Dept I'll be forever grateful to SETA [Sacramento Employment Training Act] back then they were incorporated @ the EDD office and very successful working with the people in placing you in the workforce FT they'll even provide training you if necessary

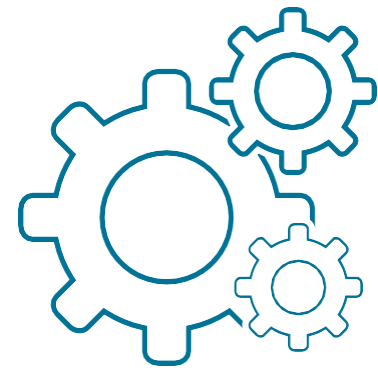
SETA Outreach



Essential Checklist for Staff Outreach Events

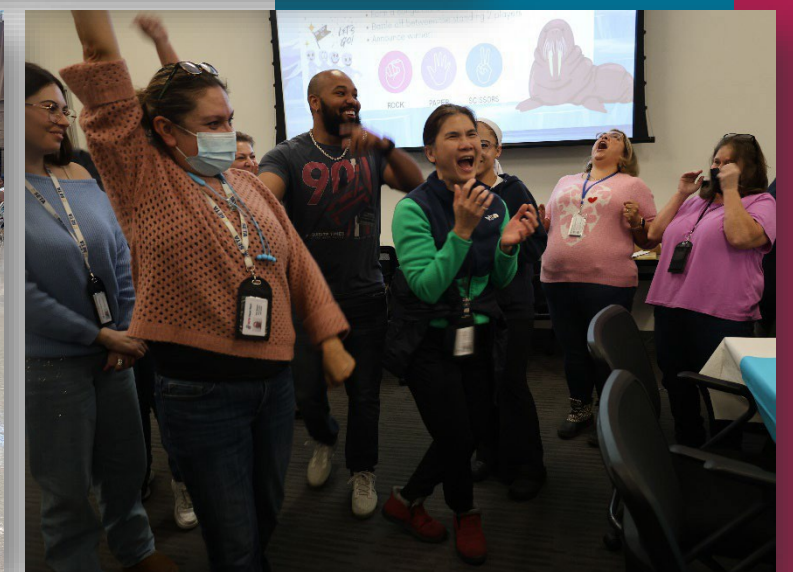
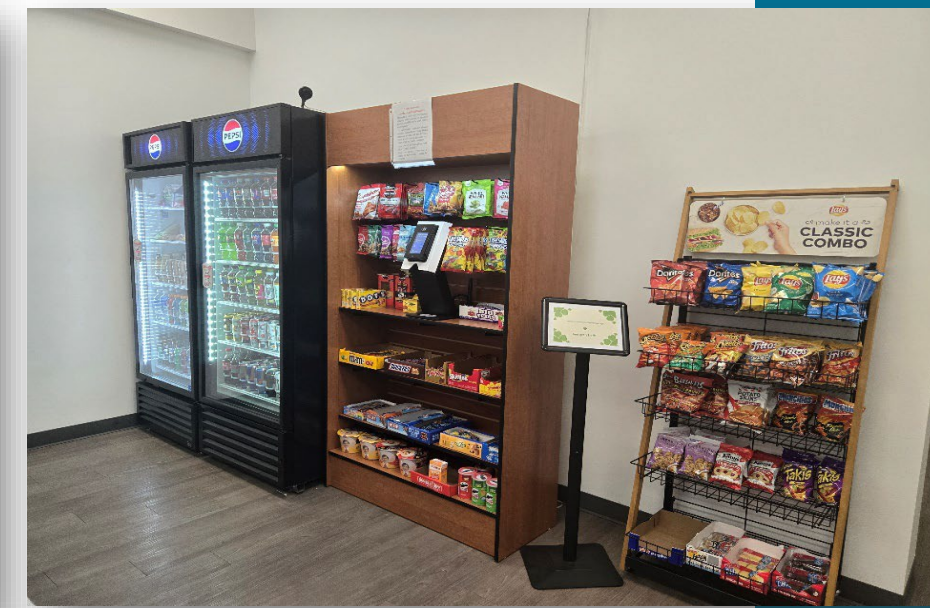
This checklist is designed to ensure staff members are fully prepared for outreach events, both internally and externally. It includes essential items and tasks to help streamline preparations and enhance the effectiveness of our outreach efforts.

Image	Item and Description	
	SETA Brochures <ul style="list-style-type: none"> Located in KDrive - > PIO 2024-> Outreach Checklist & Items Don't forget at least one brochure and multi-tier flyer stand if you have one 	
	3x6 Retractable Banner <ul style="list-style-type: none"> Take one or both; Display front, side, or behind table Request from Lisa C., Bevan R., Benjamin M., Lorna D., or PIO 	
	Community Newsletter Sign Up Sheet & QR Code <ul style="list-style-type: none"> "This is a quarterly newsletter; filled with impactful stories, program/service updates, upcoming events. People can either scan the code to fill out Google Form or write on the sheet." Take a clipboard. 	
	SETA Tablecloth <ul style="list-style-type: none"> Ensure tablecloth is always centered when displayed If the event includes multiple programs/services, take the black "SETA" one 	
	Handouts from agency programs/ upcoming events <ul style="list-style-type: none"> CFS Enroll Now Flyer, CSBG flyer, Job Center handout Business Cards from each program and services 	
	Giveaways (after we engage with them) <ul style="list-style-type: none"> Stickers, Lanyards, Pens Table game - Prize Wheel or Prize Drop: Request from PIO 	

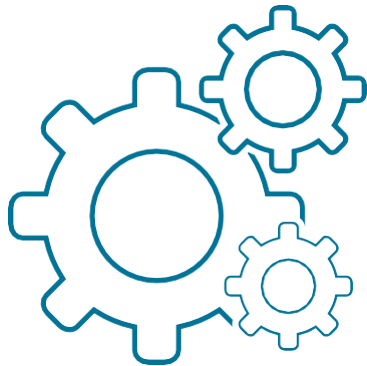


Cohesion

- Building Enhancements
- Vending Enhancements
- AAA Series
- Online Swag Store
- Executive Director Visits
- Morale Boosting Activities
- Foundation Funding
- Internal Newsletter



Newsletter

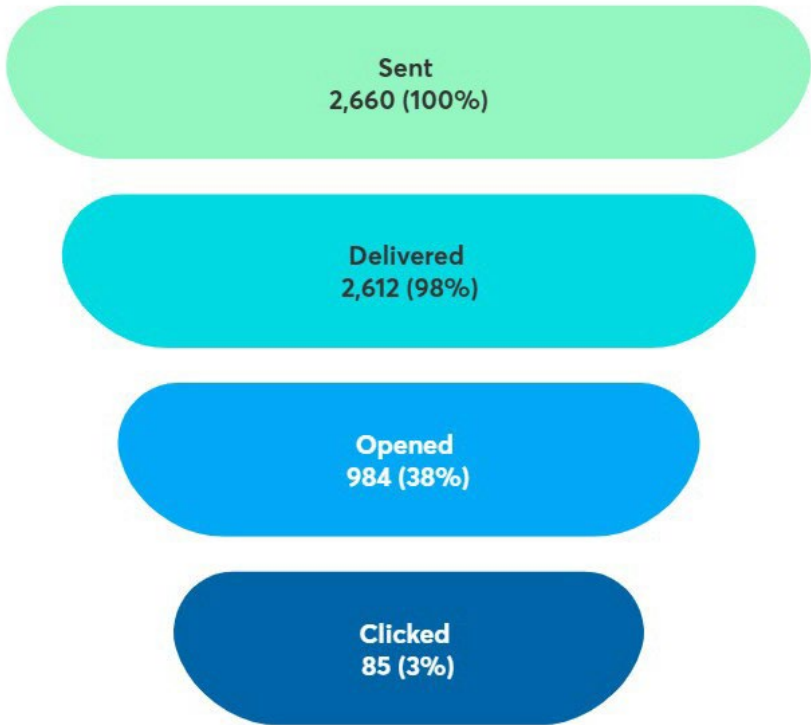


Email marketing funnel ⓘ

Opens by device ⓘ

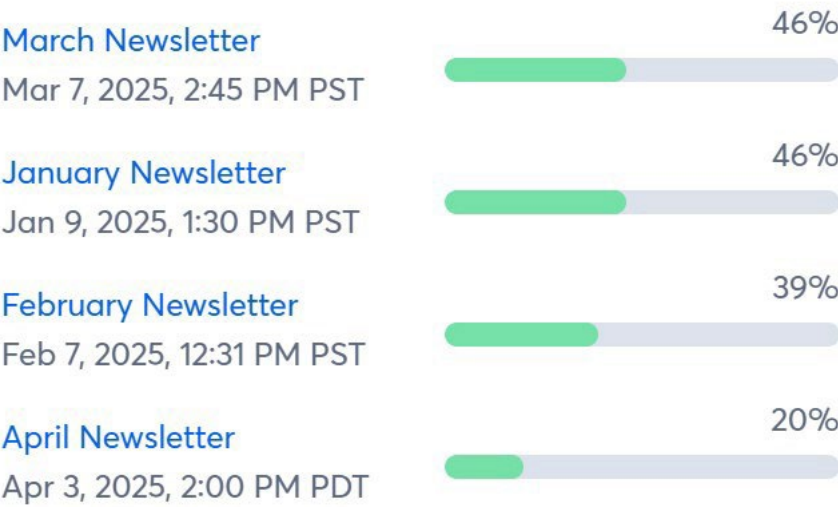


Clicks by device ⓘ



*Percentages are based on total emails sent

Open Rate



“I love that it brings out a little of everything that we do in this agency.”

“The mix of agency unit updates and personal news about staff and parents. The format is attractive, excellent job!!”

“The awesome photos are worth 1,000 words.”



April Newsletter

2025 | Issue #4

In This Issue

- Program & Unit Updates
- IT Updates
- Safety Committee Updates
- Additional News
- Honoring Our Longstanding Team Members
- Staff Spotlight: Life Beyond the Office
- Board Operations
- Upcoming Events

A Message From Our Executive Director: April Showers - Perseverance Through Every Storm



Dear Team,

As we welcome the month of April, we are reminded that, much like the unpredictable weather, challenges and obstacles are a part of our journey. April showers bring growth and renewal, and though they may sometimes feel overwhelming, we can trust that they are a necessary part of the process. Every storm eventually passes, and in its wake, we find the promise of brighter days ahead.

In our daily lives, we face moments of difficulty, uncertainty, and struggle, but it's important to remember that just like the flowers that bloom after the rain, we too are capable of growing and



Partnerships

- Executive Director Partner Visits and Feedback
 - 9/12 visits to Job Centers
 - 8/36 visits to Head Start & Early Head Start Centers
- New Partnerships
- New Funding
- Increased Support for Delegate Agencies
- Continuing Partnerships



THANK YOU!

**FOLLOW
US**



https://linktr.ee/sac_seta

COMMITTEE REPORTS ITEM IV

- Executive Committee: Ms. Aterious Cuffee

NOTES:

- Budget/Planning Committee: Ms. Aterious Cuffee

NOTES:

- Parent Ambassador Committee: Ms. Aterious Cuffee

NOTES:

OTHER REPORTS ITEM V

BACKGROUND:

This agenda item provides an opportunity for other reports to be shared with PAC.

- A.** Chair – Ms. Aterious Cuffee
 - ✓ PAC Recruitment
- B.** Policy Council – Ms. Le Andra Jones-Villalta
- C.** Head Start Deputy Director – Ms. Karen Griffith
 - ✓ Monthly Head Start Report
- D.** Head Start Managers
 - ✓ Lisa Carr – Family Engagement, Home Base, and ERSEA Services
 - ✓ Megan Lamb – School Readiness, Special Education, and Mental Health Services
 - ✓ Veronica Jones – Health, Nutrition, Quality Assurances, and Data Systems
 - ✓ Betsy Uda – Safe Environments, Facilities, Licensing, and Food Services

NOTES:



Seta Head Start

Food Service Operations Monthly Report

*May, 2025

5/15/25 - Sharon Neese had a field trip on site with Music Paul.

5/23/25 - Elkhorn had a field trip to Nimbus Fish Hatchery we prepped 79 sack lunches.

- Homebase had a field trip to the Sacramento County Fair we prepped 50 sack lunches.

- Homebase had a field trip to the Sacramento County Fair we prepped 200 sack lunches.

5/29/25 - Grizzly Hollow PM class was closed due to no staffing.

5/30/25 - Florin had a field trip to Fairytale Town we prepped 40 sack lunches.

- Grizzly Hollow had a field trip to Oasis Park we prepped 20 sack lunches.

- Galt had a field trip to the Community Park we prepped 63 sack lunches.

Lunch	PM Snack	Breakfast	Field Trips
36,091	34,609	34,868	7

Total Amount of Meals and Snacks Prepared 106,040

Purchases:

Food \$143,052.00

Non - Food \$14,318.44

Building Maintenance and Repair:

Janitorial & Restroom Supplies:

Kitchen Small Wares and Equipment:

Vehicle Maintenance and Repair: \$1,864.62

Vehicle Gas / Fuel: \$2,284.72

Normal Delivery Days 20

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

Breana.ware@seta.net

May 2025

The Special Education Report shows the percentage of enrolled preschool-aged children with a diagnosed disability receiving services through an Individualized Education Plan (IEP). For Early Head Start, the Special Education Report shows the number of children ages 0-3 who are receiving early intervention services through an Individualized Family Services Plan (IFSP).

Head Start Program Performance Standards Reference: 1302.14 (b)(1) states *a program must ensure at least 10 percent of its total funded enrollment is filled by children eligible for services under IDEA unless the responsible HHS official grants a waiver.*

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	1364	234	17%	739	195	26%
Twin Rivers USD	156	46	29%	56	8	14%
Elk Grove USD	440	95	22%	NA	NA	NA
Sac City USD	676	103	15%	16	1	6%
San Juan USD	712	94	13%	96	11	11%
WCIC	100	7	7%	NA	NA	NA
COUNTY TOTAL	3448	566	16%	907	204	22%

****NO REPORT RECEIVED** AFE: Annual Funded Enrollment

SETA HEAD START/EARLY HEAD START
End of Month Enrollment Report
May 2025

HS Center Name (*) CCTR/CSPP Funded	Funded Enrollment	Actual Enrollment	Drop within last 30 days	Total Reported	(c) Closed/Capped %	(a) Actual to Funded Enrollment %
*16th Avenue	40	39	1	40		100%
*Bret Harte	20	21	0	21		105%
*Bright Beginnings	20	21	0	21		105%
*Capital City	20	21	0	21		105%
*CP Huntington	20	21	0	21		105%
*Crossroad Garden	60	63	0	63		105%
*Elkhorn	60	63	1	64		107%
*Florin	20	21	0	21		105%
*Freedom Park	60	62	2	64		107%
*Freeport	20	21	1	22		110%
*Galt	60	63	1	64		107%
*Hillsdale	80	75	6	81		101%
*Hopkins	40	41	0	41		103%
*Job Corps	20	21	0	21		105%
*Marina Vista	40	40	3	43		108%
*Mather	60	61	0	61		102%
*Norma Johnson	40	41	0	41		103%
*North Avenue	60	59	1	60		100%
*Northview	60	62	1	63		105%
*Phoenix Park	40	40	2	42		105%
*Sharon Neese	60	62	0	62		103%
Alder Grove ELC	20	17	1	18		90%
Bannon Creek	40	40	1	41		103%
Dudley	20	21	0	21		105%
Franklin	20	21	0	21		105%
Fruitridge	40	39	0	39		98%
Grizzly Hollow	40	42	0	42		105%
Home Base	120	110	5	115		96%
LaVerne Stewart	20	21	0	21		105%
Nedra Court	40	42	0	42		105%
Parker	20	20	0	20		100%
Solid Foundation	40	39	0	39		98%
Strizek Park	20	21	0	21		105%
Walnut Grove	24	14	9	23		96%
Total	1364	1365	35	1400	0%	103%

(a) Reason and action plan provided when enrollment is below 100%

(b) Site(s) with capped classrooms due to staffing

(c) Percentage when capped/closed amount deducted from funded amount

(d) Pending License

SETA HEAD START/EARLY HEAD START
End of Month Enrollment Report
May 2025

EHS Center Name (*) CCTR/CSPP Funded	Funded Enrollment	Actual Enrollment	Drop within last 30 days	Total Reported	(c) Closed/Capped %	(a) Actual to Funded Enrollment %
*16th Avenue	27	26	3	29		107%
*Alder Grove I/T	16	12	2	14		88%
*Bret Harte	9	9	1	10		111%
*Bright Beginnings	16	16	0	16		100%
*Captial City	16	15	1	16		100%
*CP Huntington	16	16	1	17		106%
*Crossroad Garden	15	14	1	15		100%
*Elkhorn	16	14	3	17		106%
*Florin	16	16	1	17		106%
*Freedom Park	16	14	2	16		100%
*Galt	16	16	0	16		100%
*Hillsdale	16	16	0	16		100%
*Hiram Johnson	32	31	2	33		103%
*Hopkins	6	6	0	6		100%
*Job Corps	25	23	3	26		104%
*Marina Vista	9	9	2	11		122%
*Mather	15	15	0	15		100%
*Norma Johnson	9	9	0	9		100%
*North Avenue	16	14	3	17		106%
*Northview	16	15	3	18		113%
*Phoenix Park	8	8	1	9		113%
*Sharon Neese Center	25	24	2	26		104%
*Spinelli	16	15	2	17		106%
EHS Home Base	200	195	11	206		103%
Grizzly Hollow	9	8	0	8		89%
River Oak - Home Base	72	57	5	62		86%
SCOE - Home Base	77	71	5	76		99%
Walnut Grove	9	8	1	9		100%
Total	739	692	55	747	0%	101%

Head Start/Early Head Start Reasons/Observations for under enrollment:

SETA's enrollment has consistently remained above the Full Enrollment Initiative (FEI) minimum threshold of 97% over the past six months. This reflects our continued efforts to maintain full enrollment through active recruitment, timely eligibility determinations, and effective community partnerships.

Strategies/Action Plan:

Human Resources posted job openings within the following employment search websites: CA Head Start Assoc., CalJOBS, ZipRecruiter, Indeed and ADP WFN Recruitment Portal. The following positions were onboarded this month: 2 Associate Teacher's and 1 Family Services Workers. Recruitment and networking opportunities to increase awareness of Head Start services and Community Partnerships: God's Little Lambs Free Store, WIC Breast Feeding Celebration, Mercy Housing Health fair, Afghan Support Community Resource fair, Rose Family Community Baby Shower, Unity Fair, Mirasol Village Career Fair, Heartland Community Fair. From these events, 43 families completed Interest forms for services.

(a) Reason and action plan provided when enrollment is below 100%

(b) Site(s) with capped classrooms due to staffing

(c) Percentage when capped/closed amount deducted from funded amount

(d) Pending License

CENTER UPDATES ITEM VI

BACKGROUND:

This agenda item allows PAC the opportunity to discuss events going on at their center.

NOTES:

DISCUSSION ITEM VII

BACKGROUND:

This agenda item allows PAC the opportunity to discuss items not on the agenda.

NOTES:

PUBLIC PARTICIPATION ITEM VIII

BACKGROUND:

The general public is encouraged to participate in PAC meetings. If members of the audience wish to speak, they should address their requests to the Chair.

NOTES: