

## *Thought of the Day:*

*“Nothing is impossible. The word itself says,  
‘I’m possible!’”*

*Author: Audrey Hepburn*

## **AGENDA**

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

**Tuesday September 16, 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](mailto: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](mailto: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, 83050660243# US (San Jose).

Meeting ID: 830 5066 0243

Passcode: 317790

[Join Instructions](#)

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](http://www.seta.net/board/board-agendas).

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#### **GOVERNING BOARD**

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##### **Rich Desmond**

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County of Sacramento

##### **Eric Guerra**

MAYOR PRO TEM  
City of Sacramento

##### **Patrick Kennedy**

BOARD OF SUPERVISORS  
County of Sacramento

##### **Vacant**

PUBLIC REPRESENTATIVE

##### **Mai Vang**

COUNCILMEMBER  
City of Sacramento

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##### **Anita Maldonado, Ph. D.**

EXECUTIVE DIRECTOR

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**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 July 15, 2025, Regular Board Meeting 7-12

**II. ACTION ITEMS:**

- A.** Election of Parent Advisory Committee Secretary for Program Year 2024-2025 13

- B.** Election of SETA-Operated Representatives and Alternates to the Policy Council for Program Year 2024-2025 14

**III. INFORMATION ITEMS:**

- A.** 2<sup>nd</sup> Quarter Strategic Plan Report (Ms. Anita Maldonado) 15

- B.** One-time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families (Ms. Karen Griffith) 16-29

- C.** Standing Information Items 30-45

- 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 – Community Agency Representative
  - Asian Resources, Inc. – Advance Your Career with ARI!
  - Asian Resources, Inc. – Out-of-School Youth Paid Work Experience Program
  - North Sacramento Family Resource Center – Parent Café
  - North Sacramento Family Resource Center – Sensory Play
  - North Sacramento Family Resource Center – Women’s Wisdom Art
  - Southgate Fun Fair

- D.** Head Start Policy Council Minutes for June 24, 2025 46-50

**IV. COMMITTEE REPORTS:**

- Executive Committee: Ms. Aterious Cuffee
- Budget/Planning Committee: Ms. Aterious Cuffee
- Parent Ambassador Committee: Ms. Aterious Cuffee
- Social/Hospitality Committee: Ms. Aterious Cuffee
- Personnel/Bylaws Committee: Ms. Aterious Cuffee

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**V. OTHER REPORTS:**

- 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

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- ✓ 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

<b>VI.</b>	<b>CENTER UPDATES</b>	<b>57</b>
<b>VII.</b>	<b>DISCUSSION</b>	<b>57</b>
<b>VIII.</b>	<b>PUBLIC PARTICIPATION</b>	<b>57</b>
<b>IX.</b>	<b>ADJOURNMENT</b>	

**DISTRIBUTION DATE:** Tuesday, July 16, 2025

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

## ROLL CALL

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

- ☐ Vacant, 16<sup>th</sup> Avenue Head Start
- ☐ Vacant, Alder Grove Early Learning Center
- ☐ Vacant, Alder Grove I/T Head Start
- ☐ Vacant, Bannon Creek Head Start
- ☐ **Rashanetta Yates, 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, Job Corps 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 Head Start**
- ☐ 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**
- ☐ **MyLanie "May" Copeland, Community Agency Representative**

**ROLL CALL**  
(Continued)

**Program Year 2023-2024 - New Representatives to be seated**

- ☐ Shadae Suber, Sharon Neese Early Learning Center Early Head Start
- ☐

**Applications Received:** None

- ☐

Vacant, 16<sup>th</sup> Avenue Head Start

Vacant, Alder Grove I/T Head Start

Vacant, Bannon Creek Head Start

Vacant, Bright Beginnings Head Start

Vacant, Capital City Head Start

Vacant, Crossroad Gardens Head Start

Vacant, Dudley Gardens Head Start

Vacant, Early Head Start (Home Base) (2)

Vacant, Elkhorn 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 Head Start

Vacant, Hiram Johnson Head Start

Vacant, Hopkins Park Head Start

Vacant, Job Corps Head Start

Vacant, LaVerne Stewart Head Start

Vacant, Marina Vista Head Start

Vacant, Mather Head Start

Vacant, Nedra Court Head Start

Vacant, North Avenue Head Start

Vacant, Northview Head Start

Vacant, Parker Head Start

Vacant, Phoenix Park Head Start

Vacant, Pre-school (Home Base)

Vacant, River Oak Center for Children

Vacant, SCOE

Vacant, Solid Foundation Head Start

Vacant, Spinelli Head Start

Vacant, Walnut Grove Head Start

Vacant, Strizek Park Head Start

Vacant, Outgoing Chair

**PAC MEETING ATTENDANCE  
PROGRAM YEAR 2024-2025**

**The PAC was seated on November 19, 2024, January 21, February 18, March 18, and July 15, 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	<b>16A</b>												
Vacant Seated	<b>AG ELC</b>												
Vacant Seated	<b>AG I/T</b>												
Vacant Seated	<b>BC</b>												
<b>Rashanetta Yates Seated 7/15</b>	<b>BH</b>									X			
Vacant Seated	<b>BB</b>												
Vacant Seated	<b>CC</b>												
<b>Lizeth Ortiz Seated 11/19</b>	<b>CPH</b>	X		X	X	X	X	X	X	E			
Vacant Seated	<b>D</b>												
Vacant Seated	<b>EHS/HB</b>												
Vacant Seated	<b>EL</b>												
Vacant Seated	<b>EL</b>												
<b>Yaneika James Seated 11/19</b>	<b>FG</b>	X		X	X	PACB	E	X	X	X			
Vacant Seated	<b>FA</b>												
Vacant Seated	<b>FP</b>												
Vacant Seated	<b>FPT</b>												
Vacant Seated	<b>FT</b>												
Vacant Seated	<b>G</b>												
Vacant Seated	<b>GH</b>												
Vacant Seated	<b>H/EHS</b>												
Vacant Seated	<b>H/PS</b>												
Vacant Seated	<b>HJ</b>												
<b>Ahmad Urfanzada Seated 5/20</b>	<b>HI</b>							X	X	X			
Vacant Seated	<b>HP</b>												
Vacant Seated	<b>JC</b>												
Vacant Seated	<b>K</b>												
Vacant Seated	<b>LVS</b>												
Vacant Seated	<b>MV</b>												
Vacant Seated	<b>M</b>												
Vacant Seated	<b>NC</b>												

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
<b>Brecia Garcia</b> Seated 3/18	<b>NJ</b>					X	E	U	X	X			
<b>Jasmine Nnachi</b> Seated 3/18	<b>NA</b>					X	X	E	X	U			
<b>Javana Abrussezze</b> Seated 11/19	<b>NV/EHS</b>	X		X	X	PACB	X	U	X	U			
Vacant Seated	<b>NV/PS</b>												
Vacant Seated	<b>PA</b>												
Vacant Seated	<b>PP</b>												
<b>Rebekah Chester</b> Seated 11/19	<b>PS/HB</b>	X		X	X	PACB	E	X	X	X			
Vacant Seated	<b>PS/HB</b>												
Vacant Seated	<b>RO</b>												
Vacant Seated	<b>SCOE/EHS</b>												
<b>Masahi Jacobi</b> Seated 2/18	<b>SN/HS</b>				X	X	E	E	X	X			
<b>Shadae Suber</b> S/B 9/16	<b>SN/EHS</b>												
Vacant Seated	<b>SF</b>												
Vacant Seated	<b>S</b>												
Vacant Seated	<b>SP</b>												
Vacant Seated	<b>WG</b>												
<b>Akenese (Agnes)</b> Luluga Seated 1/21	<b>CAR</b>			X	E	X	X	X	E	X			
<b>Debra Gipson</b> Seated 1/21	<b>CAR</b>			X	X	X	X	X	X	X			
<b>Mylanie Copeland</b> Seated 7/15	<b>CAR</b>									X			
<b>Omar Smith</b> Seated 11/19	<b>PAR</b>	X		X	X	PACB	X	X	X	U			
<b>Dennesha Calhoun</b> Seated 1/21	<b>FPR</b>			X	E	X	X	X	X	U			
<b>Le Andra Jones-Villalta</b> Seated 11/19	<b>PPR</b>	X		X	X	PACB	E	E	E	X			
<b>Aterious Cuffee</b> Seated 11/19	<b>PPR</b>	X		X	X	X	E	E	X	X			
<b>Wanda Thomas-Johnson</b> Seated 11/19	<b>GPR</b>	X		X	E	X	X	E	X	U			
Vacant Seated	<b>OGC</b>												

**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** - 16<sup>th</sup> 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 June 17, 2025, Regular Meeting**

**RECOMMENDATION:**

Approve the minutes of June 17, 2025, meeting.

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of June 17, 2025, meeting.

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

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

## MINUTES/SYNOPSIS

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

Tuesday                      July 15, 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. Cuffee called the meeting to order at 10:05 a.m., read the thought of the day, and called the roll; a quorum was met.

#### Members Present:

Debra Gipson, Parent Ambassador Representative  
Rebekah Chester, Pre-school/Home Base  
Aterious Cuffee, Past Parent Representative  
Masahi Jacobi, Sharon Neese Early Learning Center  
Brecia Garcia, Norma Johnson Head Start  
Le Andra Jones-Villalta, Past Parent Representative  
Akenese (Agnes) Luluga, Community Agency Representative  
Ahmad Urfazada, Hillsdale Head Start (*arrived and seated at 10:08 a.m.*)  
Wanda Thomas-Johnson, Grandparent Representative (*arrived and seated at 10:12 a.m.*)  
Yaneika James, Florin Grammar Head Start (*arrived and seated at 10:51 a.m.*)

#### New Members to be Seated Present:

MyLanie "May" Copeland, Valley Hi Family Resource Center (*arrived and seated at 10:15 a.m.*)  
Rashanetta Yates, Bret Harte Head Start (*seated at 10:27 a.m.*)

New Members to be Seated but Absent: None

#### Members Absent:

Omar Smith, Parent Ambassador Representative (*unexcused*)  
Jasmine Nnachi, North Avenue Head Start (*unexcused*)  
Dennesha Calhoun, Foster Parent Representative (*unexcused*)  
Javana Abrussezze, Northview Early Head Start (*unexcused*)  
Lizeth Ortiz, CP Huntington Head Start (*excused*)

#### I. CONSENT ITEM:

##### A. Approval of the Minutes of June 17, 2025, Special Board Meeting

The minutes were reviewed, no questions or corrections.

Moved/Jones-Villalta, second/Gipson, to approve June 17, 2025, minutes as distributed.

Roll call vote:

Aye: 6 (Luluga, Chester, Garcia, Jacobi, Jones-Villalta, Gipson)

Nay: 0

Abstention: 1 (Cuffee)

Absent: 8 (Urfazada, Smith, Calhoun, Ortiz, Nnachi, Abrussezze, James, Thomas-Johnson)

Mr. Urfazada arrived and was seated at 10:08 a.m.

## **II. ACTION ITEMS:**

### **A. Election of Parent Advisory Committee Secretary for Program Year 2024-2025**

Ms. Cuffee nominated Ms. Chester but she declined. There were no other nominations for Secretary at this time.

Moved/Jones-Villalta, second/Gipson, to table the election of Parent Advisory Committee Secretary to the next meeting.

Roll call vote:

Aye: 7 (Urfazada, Luluga, Chester, Garcia, Jacobi, Jones-Villalta, Gipson)

Nay: 0

Abstention: 1 (Cuffee)

Absent: 7 (Smith, Calhoun, Ortiz, Nnachi, Abrussezze, James, Thomas-Johnson)

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

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

Ms. Thomas-Johnson arrived and was seated at 10:12 a.m.

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

Roll call vote:

Aye: 8 (Urfazada, Luluga, Chester, Garcia, Jacobi, Jones-Villalta, Gipson, Thomas-Johnson)

Nay: 0

Abstention: 1 (Cuffee)

Absent: 6 (Smith, Calhoun, Ortiz, Nnachi, Abrussezze, James)

### **C. Election of Parent Advisory Committee Community Representatives and Alternates for Program Year 2024-2025**

Ms. Cuffee reviewed the item. There were no applicants present 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: 8 (Urfazada, Luluga, Chester, Garcia, Jacobi, Jones-Villalta, Gipson, Thomas-Johnson)

Nay: 0

Abstention: 1 (Cuffee)

Absent: 6 (Smith, Calhoun, Ortiz, Nnachi, Abrussezze, James)

Ms. May Copeland arrived at 10:15 a.m.

Moved/Chester, second/Luluga, to reopen the Item II-B: Election of SETA-Operated Representatives and Alternates to the Policy Council for Program Year 2024-2025

Roll call vote:

Aye: 8 (Urfazada, Luluga, Chester, Garcia, Jacobi, Jones-Villalta, Gipson Thomas-Johnson)

Nay: 0

Abstention: 1 (Cuffee)

Absent: 6 (Smith, Calhoun, Ortiz, Nnachi, Abrussezze, James)

Ms. Copeland introduced herself, provided her background highlights, and stated her reasoning for submitting her application to become a member of the Parent Advisory Committee.

Moved/Chester, second/Jones-Villalta, to approve the election of Ms. May Copeland as Parent Advisory Committee Community Agency Representative for Program Year 2024-2025 and table the election of four (4) alternates.

Aye: 8 (Urfazada, Luluga, Chester, Garcia, Jacobi, Jones-Villalta, Gipson Thomas-Johnson)

Nay: 0

Abstention: 1 (Cuffee)

Absent: 6 (Smith, Calhoun, Ortiz, Nnachi, Abrussezze, James)

Ms. Rashanetta Yates, Bret Harte Representative, was seated at 10:27 a.m.

### **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 eleventh month, which ended June 30, in the 2024-2025 program year. He advised that total Head Start Year-to-Date expenditures are at 85.0%. SETA continues to follow the spending plan discussed at the last Budget/Planning Committee meeting. The Non-Federal Share Year-to-Date expenditures are at 25.1%, above the required 25%. SETA is at 11.4% 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 anticipated to earn the Maximum Reimbursement Amount (MRA) and meet Minimum Days of Operations requirement.

- Health Service Advisory Committee (HSAC) Report:  
Ms. Jones-Villalta advised that the last HSAC meeting was held on May 28, and the upcoming End of the Year meeting is planned for October 1, 2025.
- Community Resources – Parents/Staff:  
Ms. Cuffee reviewed the community resources provided in the packet.

Ms. Thomas-Johnson advised on the additional resource (backpack giveaway at Phoenix Park) available in the community.

**B.** Head Start Policy Council Minutes for April 21, 2025: No questions

**IV. COMMITTEE REPORTS:**

- Executive Committee  
The next meeting will be held on Tuesday, July 22, 2025, at 11:30 a.m., at the SETA Administrative building.
- Budget/Planning Committee  
The next meeting will be held on Tuesday, August 12, 2025, at 1:00 p.m., at the SETA Administrative building.
- Parent Ambassador Committee  
The next meeting will be held today, July 15, 2025, at 11:30 a.m. following this meeting.
- Personnel/Bylaws Committee  
The next meeting time and date are to be determined.

**V. OTHER REPORTS:**

- A.** Chair:  
Ms. Cuffee encouraged the members of the Committee to participate in recruitment/hiring and provided dates for upcoming interviews.
- B.** Policy Council:  
Ms. Jones-Villalta advised that the next Policy Council meeting will be held on July 22, 2025, at 10:00 a.m., in the SETA Board room.
- C.** Head Start Deputy Director:  
Ms. Maldonado introduced the new Training and Staff Development Officer, Ms. Zakiya Khalfani. The decision to hire for this position was influenced by one of the SETA's strategic initiatives: cohesion. Ms. Khalfani also took the opportunity to introduce herself.

Ms. Yaneika James arrived and was seated at 10:51 a.m.

Ms. Griffith announced that SETA has been awarded \$875,000 from the Public Service Practice Change Funds provided by the James Irvine Foundation. One of the initiatives funded by this grant is the creation of a Cross-Advisory Board. This Board will include members from SETA Boards and Committees, as well as customers, program graduates, and staff. More information will be shared at the next meeting.

Ms. Griffith advised that new Program and Grantee Specialists had been assigned to SETA from the Office of Head Start West. Additionally, the meeting was held with a Change of Scope Specialist, who requested and was provided with some additional information during the process of finalizing the grant awarded ahead of the new program year, which begins on August 1, 2025.

Ms. Griffith discussed opportunities for overtime through the "Shine Squad" initiative, deferred maintenance projects, and other ways SETA is utilizing funds that are about to expire in a manner that benefits both the program and staff.

Ms. Griffith informed the Board that, despite the announcement from the National Health and Human Services Department regarding the verification of immigration status for Head Start participants, no guidance has been received so far. Until further notice, the policy remains unchanged.

Additionally, Ms. Griffith provided an update on behalf of Ms. Jones regarding the Farm to the Child and Adult Care Food Program (CACFP). She mentioned that the program aims to introduce more fruits, vegetables, and fresh items into classrooms. It will also focus on parent and child education, gardening, and other engaging activities to enhance nutrition awareness in SETA programs.

**D. Head Start Managers**

- ✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services:  
Ms. Carr introduced herself and reviewed the SETA Head Start/Early Head Start enrollment report included in the packet, noting that enrollment for June 2025 has reached 103% for Head Start and 100% for Early Head Start.

Ms. Carr recommended visiting the SETA Head Start website, which offers useful information on eligibility, finding locations, and getting on the inquiry list.

Ms. Carr stated that starting August 12, 2025, one of the Family Service Workers will be stationed at the Marisol Village site, which is soon to be opened, enrolling families for that location.

The last day of service for Head Start Year-Round sites will be July 31 for children eligible for kindergarten. The first day of the new program year is August 1 for returning families.

Additionally, the End-of-the-Year Celebration for the SETA Home-Based Preschool program was on June 27, 2025, at Elk Grove Park, and it was very successful.

SETA continues to participate in various recruitment events and partners with the Mayor's Office on childcare for homeless families.

She advised that on August 5-6, Family Service Workers will be participating in mandatory training at the Franklin site, called the 4R Retreat, focusing on reflection, reimagining, renovating, and recharging.

Ms. Carr stated that SETA is revamping its efforts to reduce chronic absenteeism, as the current rate shows that, except for Elk Grove Unified School District, 77% of enrolled families are chronically absent and miss more than 22 days of school per year.

- ✓ Megan Lamb - School Readiness, Special Education, and Mental Health Services:  
Ms. Lamb was thrilled to announce the launch of Dolly Parton's Imagination Library in Sacramento County. A press conference is scheduled for August 27, 2025, with the location to be determined. Parents can sign up any child under the age of five, and they will receive one free book each month in either English or Spanish until the child turns five.

Additionally, Ms. Lamb reported that a training session was held for off-the-floor Site Supervisors. This three-part training provided valuable information on how to support their teachers while using the 6.0 version of the Creative Curriculum.

- ✓ Veronica Jones – Health, Nutrition, Quality Assurance, and Data Systems:  
The report was provided by Ms. Karen Griffith.
- ✓ Betsy Uda – Safe Environments, Facilities, Licensing, and Food Services:  
Ms. Uda introduced herself and mentioned that she and fourteen Cook/Drivers are preparing to become ServSafe certified or re-certified. The Facilities are busy during the summer, as staff work on various projects. Currently, they are repairing storage sheds and playground surfaces at the centers that require attention. At the Fruitridge Center, a new toddler classroom is fully furnished and awaiting licensing. The Marisol Village Center is still undergoing finalization before it can be licensed to operate. Additionally, the Facilities are completing many deferred maintenance projects.

**VI. CENTER UPDATES:**

Ms. Luluga provided some additional community resources offered by Asian Resources, Inc.

**VII. DISCUSSION:** None

**VIII. PUBLIC PARTICIPATION:** None

**IX. ADJOURNMENT:** The meeting adjourned at 11:38 a.m.

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

## **ACTION ITEM II-A**

### **Election of Parent Advisory Committee Secretary for Program Year 2024-2025**

#### **RECOMMENDATION:**

That the Parent Advisory Committee elect a Secretary.

<b>Secretary Nominations</b>

#### **BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect an officer for the position of Secretary for Program Year 2024-2025. The duties of PAC Secretary 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.

**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**  
**2<sup>nd</sup> Quarter Strategic Plan Report**

Presenter: Anita Maldonado

**BACKGROUND:**

This item allows the Executive Director to provide the 2<sup>nd</sup> Quarter Strategic Plan Report to the Board.

**NOTES:**

### **INFORMATION ITEM III-B**

#### **One-time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families**

Presenter: Karen Griffith

#### **BACKGROUND:**

SETA applied for One-time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families. Due to the quick turnaround based on OHS timelines, this item has already been submitted. Parent input was gathered at the Budget Planning meeting.

The Office of Head Start announced availability of funds to promote nutrition services and healthy eating for enrolled children and families. Funds are available in the following categories:

1. Food Service Upgrades
2. Materials, Supplies, and Equipment
3. Nutrition Education Resources
4. Non-recurring Personnel Fees

The attached Program and Budget Narratives provide the details regarding specific requests. More information will be provided if funds are approved.

#### **NOTES:**



**One-time Supplemental Funds for Nutrition and Healthy Eating for  
Head Start Children and Families (ACF-OHS-PI-25-02)**

**PROGRAM NARRATIVE**

Through their participation in Head Start/Early Head Start, enrolled children receive balanced, nutritious meals and engage in daily physical activities and learning experiences, nurturing their minds and bodies. Parent education on nutrition and healthy eating is integrated in all aspects of the program, starting with enrollment when parents complete their child's nutrition history form, through school-home partnership activities, home-based socialization events, and parent training opportunities. To expand current activities on nutrition education and increase capacity to provide more locally sourced, fresh, whole foods, **Sacramento Employment and Training Agency (SETA), Sacramento City USD Head Start, and San Juan USD Head Start** are applying for one-time supplemental funds to be used for non-recurring expenditures under the allowable categories described in this program narrative. All three agencies do not receive any additional federal funds outside of meal reimbursements claimed from the Child and Adult Care Food Program (CACFP).

**Sacramento Employment and Training Agency (SETA)**

**Food Service Upgrades**

**Background:** SETA Head Start operates a comprehensive meal program in compliance and in good standing with the Child and Adult Care Food Program (CACFP), serving children from birth to 5 years old through its home-based and center-based options. The food service program prepares approximately 100,000 meals per month, including special diets (breakfasts, lunches, snacks, and sack lunches for field trips and socialization events), for about 2,000 children. Food production takes place in a central kitchen and two satellite kitchens and is distributed to 108 early learning centers located in Sacramento County. The food service system utilized by the program is typical in the food service industry and school settings. The program follows a 7-week cycle of planned menus, and a combination of pre-packaged and fresh ingredients, primarily fruits and vegetables, is purchased.

<b>Project Title:</b> Kitchen facility improvements supporting safety, sanitation, and efficiency in food storage and distribution
<b>Description:</b> SETA will use funds for new paint and flooring at its central kitchen facility and perform minor repairs to improve staff safety and increase the food storage area and efficiency in preparation and distribution.
<b>Objective/Impact:</b>

With the repair and upgrades, food distribution efficiency and storage capacity for fresh, locally sourced produce will increase by at least 10-15%.	
Program Activities	Timeline
1. Replace all current flooring with vinyl flooring in the Head Start central kitchen located at 6043-Watt Avenue, North Highlands, CA 95660	January-July 2026
2. Repaint the entire central kitchen.	January-July 2026
3. Update/increase food storage areas to accommodate fresh and locally sourced items by removing old furniture and adding additional storage and shelving.	January-July 2026
4. Rent for a temporary commercial kitchen space while the renovation is taking place at the central kitchen (approximately 2-3 months)	January-July 2026

### Materials, Supplies, and Equipment

<b>Project Title:</b> Upgraded and modernized kitchen equipment and refrigeration storage capacity (in conjunction with the Food Service Upgrade proposal)	
<b>Description:</b> SETA will use funds to purchase and upgrade kitchen equipment and appliances in the central kitchen, two satellite kitchens, in the two food service vehicles used for food distribution, and 10 early learning centers.	
<b>Objective/Impact:</b> With the upgrades, food distribution efficiency and storage capacity for fresh, locally sourced produce will increase by at least 10-15%. Food sanitation practices will become more efficient with the upgraded commercial-grade dishwashers and installation of sensor-activated faucets.	
Program Activities	Timeline
1. Purchase and upgrade kitchen equipment: <ul style="list-style-type: none"> <li>a. Central Kitchen               <ul style="list-style-type: none"> <li>➤ 6 commercial ovens</li> <li>➤ Steam kettles</li> <li>➤ Commercial-grade dishwasher</li> </ul> </li> <li>b. Mather Satellite Kitchen               <ul style="list-style-type: none"> <li>➤ Commercial-grade dishwasher</li> </ul> </li> <li>c. WCIC Satellite Kitchen               <ul style="list-style-type: none"> <li>➤ Commercial-grade dishwasher</li> </ul> </li> <li>d. Two food service vehicles – install shelves and upgrade storage capacity to accommodate fresh, locally sourced produce,</li> </ul>	January-July 2026
2. Upgrade 10 Head Start center appliances to energy-efficient/energy-smart use.	January-July 2026

3. Enhance water efficiency by installing 10 low-flow spray valves, sensor-activated tap faucets.	January-July 2026
4. Adopt a reusable food packaging system to minimize food waste and promote sustainability.	January-July 2026

## Nutrition Education Resources

**Background:** SETA has a current community partnership with the University of California Cooperative Extension (UCCE) Sacramento County CalFresh Healthy Living program to provide staff training on the Go Grow Glow curriculum, an evidence-based nutrition education curriculum. In 2024-25, five Head Start centers participated in this partnership, which included gardening projects at the centers. In 2025-26, SETA is expanding the implementation of the curriculum to 100% of the HS/EHS centers; however, the current partnership has lost funding to support classrooms in the next program year. Home-based Early Head Start will launch a nutrition education program based on the Partners for a Healthy Baby curriculum for pregnant mothers. Nutrition education offerings at parent events will be enhanced with healthy cooking demonstration classes.

<b>Project Title:</b> Enhanced nutrition education in classrooms, home visits, and family engagement events		
<b>Description:</b> SETA will use funds to purchase cooking kits, materials, and supplies needed for staff training and Go Grow Glow curriculum implementation, enhancing nutrition education in the classrooms and home visits, and family engagement events. Increased budget for meals and refreshments at parent meetings, socializations, and workshops will pay for fresh produce, whole grains, and healthy sources of protein offered at these meetings.		
<b>Objective/Impact:</b> <ol style="list-style-type: none"> <li>100% classroom/center participation in the implementation of the Go, Grow, Glow curriculum to some capacity (gardening, tasting, and cooking demo, lesson plans)</li> <li>100 % parent participation in nutrition-focused Parent Advisory Committee/Policy Council activities</li> <li>Meal or snack offerings at socializations and parent events will comprise at least 30% fresh produce, whole grains, and lean sources of protein.</li> </ol>		
Program Activities	Timeline	Target Participants
1. Development and distribution of healthy cooking kits, supplies, and ingredients to be used: <ol style="list-style-type: none"> <li>With home-based families during home visits, including a reproducible cookbook and portable cooking equipment.</li> <li>In the classrooms, including juicers, blenders, and bakeware sets</li> <li>At monthly tasting experiences featuring locally sourced produce for children and families, integrated with lesson plans and nutrition workshops</li> </ol>	January -July 2026  March 2026	Parents/Families Children Staff

2. Increase the current budget for food and refreshments to pay for fresh produce and a healthy source of lean proteins at: <ul style="list-style-type: none"> <li>a. Homebase socialization events hosted by SETA and the EHS Partners, SCOE, and River Oak Center for Children.</li> <li>b. Parent meetings in 35 centers, with an increase of \$25-50</li> <li>c. Ready Rosie Parent Workshops</li> </ul>	September 2025-July 2026	Parents/Children
	March-June 2026	Parents
	September-December 2025	Parents
3. Purchase materials and supplies for nutrition-focused parent/child education activities: <ul style="list-style-type: none"> <li>a. Quarterly family-focused Farm to ECE events at the centers</li> <li>b. Family/class field trips to farmers' markets, community gardens/urban farms, Potter the Otter: A Healthy Adventure Exhibit in the Sacramento Children's Museum, and visiting experts in the classrooms</li> <li>c. Parent Advisory Committee (PAC) and Policy Council (PC) board activities, including urban farm tours, workshops, and trips to local farmers' markets.</li> <li>d. Safe food preparation demos and other nutrition topics, such as feeding infants/toddlers, lactation, and family-style meals, to be hosted and coordinated by the Health and Nutrition Services (HNS) Unit</li> <li>e. Health and Nutrition Fairs with Health Services Advisory Committee (HSAC) community partners and members</li> </ul>	October 2025-July 2026	Parents/Children
	December 2025-March 2026	
	October 2025-July 2026	
	October 2025-July 2026	
4. Expansion of gardening projects <ul style="list-style-type: none"> <li>a. Four family gardens (one per region)</li> <li>b. Raised bed, wheelbarrow, and other types of container gardening at remaining centers.</li> </ul>	January-July 2026	Families Children Staff
5. Development, printing, and distribution of curriculum activity sheets that provide teachers with weekly activities for children to engage including buttons, stickers, and posters on nutrition.	October - December 2025	Children Staff

### Non-recurring Personnel Fees

**Background:** SETA provides professional development on specialized topics through the services of consultants, independent contractors, and participation in online training courses and local/out-of-state conferences. Through collaboration with community partners and the members of the Health Services Advisory Committee (HSAC), the agency provides many of its parent education programs. The SNAP Program budget cuts will specifically affect the availability of the program staff from the University of California Cooperative Extension (UCCE)

Sacramento County CalFresh Healthy Living, providing the Go Grow Glow curriculum training. SETA will use funds to build staff capacity to implement this curriculum and other Farm to ECE program models.

<b>Project Title:</b> Consultation Services with Specialized Staff		
<b>Description:</b> Enhancing the program's nutrition education will include staff training, participation in conferences, and the services of health, nutrition, and food service professionals.		
<b>Impact/Outcome:</b> Program staff will learn and implement, including Go Grow Glow and other evidence-based nutrition education programs used in early learning and early childhood settings.		
Program Activities	Timeline	Target participants
1. EHS Home-based staff to participate in a training course based on Partners For A Healthy Baby for all EHS staff prenatal and breastfeeding parents.	January-March 2026	Staff
2. Secure services of a Registered Dietitian and nutrition professionals to provide consultations on meal planning and to provide demonstrations/workshops to health staff and parents.	September 2025-July 2026	Staff/Parents
3. Staff to participate in the Annual CACFP Roundtable Conference/Farm to CACFP Conference in Monterey, California (10 staff members)	October 2025	Staff
4. Staff to participate in "Growing Schools Garden Summit," out-of-state (Arizona) conference to bring back additional curriculum ideas to implement in 2025-26 (7 staff members)	February 2026	Staff
5. Head Start California Health Conference in San Jose, California (12 staff members)	November 2025	Staff

### **Sacramento City USD Head Start**

**Background:** Sacramento USD Head Start operates center-based Head Start in 30 school sites and Early Head Start in 2 school sites. It has a Family Education Center that serves as a parent education hub for Head Start staff and parent training events. The program is applying supplemental funds to upgrade kitchen appliances at 33 sites (refrigerators and dishwashers) for enhanced food safety and sanitation practices. The agency will also use the funds to purchase hands-on educational resources, such as classroom cooking demonstration supplies,



standards-aligned nutrition education kits, and durable gardening tools, and for training and other professional development opportunities.

### Materials, Supplies, and Equipment

<b>Project Title:</b> Investing in resources to increase access to healthy food, support integrated nutrition education, and enhance safe and sanitary practices.		
<b>Description:</b> Upgraded appliances will enhance the program's capacity for safe storage of fresh ingredients, significantly increasing the daily availability of nutritious, appealing meal options for students. Purchase of hands-on educational resources, such as classroom cooking demonstration supplies and standards-aligned nutrition education kits, will support the implementation of the Go, Grow, Glow curriculum in the classrooms, empowering educators to deliver tangible, engaging lessons on healthy eating.		
<b>Objective/Impact:</b> Collectively, these investments will establish a comprehensive and supportive environment where students, educators, and families are equipped with the tools and knowledge required to make lifelong healthy choices.		
Program Activities	Timeline	Target Participants
Purchase and install food service commercial-size refrigerators in HS/EHS classrooms in 33 sites to ensure food quality and safety.	September 2025-June 2026	Children Staff
Purchase and install commercial-grade stainless steel dishwashers to sanitize food service ware, toys, and lactation materials at 3 sites: Hiram Johnson, American Legion, and Elder Creek.	September 2025-June 2026	Children Staff
Purchase and install an upgraded microwave for the Hiram Family Education Center.	September 2025-June 2026	Parents Children Staff
Build garden beds to support healthy eating habits and nutrition education. Materials include raised garden beds, soil, seeds, flowerpots, hoses, and garden tools.	September 2025-June 2026	Parents Children Staff
Purchase classroom materials that include books, dramatic play materials, and gross motor equipment to support children's understanding of healthy eating and nutrition education.	September 2025-June 2026	Children
Install hydration stations at 16 preschool locations. Provide clean potable water accessibility to students and families.	September 2025-June 2026	Parents Children Staff

Equip 3 lactation rooms to provide enrolled parents with safe, hygienic, private breastfeeding support to benefit the child's health and their attachment to parents. Locations include Elder Creek Children's Center, American Legion, and the Hiram Johnson Family Education Center. Each of these sites serves children and families with infants/toddlers.	September 2025-June 2026	Parents Children
Purchase toy/materials sanitizers to enhance hygiene and safety in the classrooms (33 sites).	September 2025-June 2026	Children Staff
Purchase materials and supplies to enhance food experiences by tasting seasonal fruits and vegetables in the classrooms (5 sets to use in rotation at centers).	September 2025-June 2026	Children

### Nutrition Education Resources

<b>Project Title:</b> Enhanced parent nutrition education program		
<p><b>Description:</b> The program will implement the Go, Grow, Glow evidence-based nutrition education curriculum program-wide. The curriculum includes family-focused lessons with topics on nutritional label literacy, understanding portion sizes, and recognizing the benefits of whole foods.</p> <p><b>Objective/Impact:</b> The delivery of meaningful and engaging activities and family workshops will empower parents and caregivers to reinforce healthy eating habits and engage in their child's learning at home.</p>		
Program Activities	Timeline	Target Participants
Purchase cooking and baking materials for use at parent education workshops/cooking demonstrations.	September 2025-June 2026	Parents
Schedule family engagement activities, nutrition experiences to be held at the centers. Families are invited to attend classroom tastings once per month.	September 2025-June 2026	Families
In conjunction with family events and workshops, offer family resources related to nutritional education.	September 2025-June 2026	Parents Families

## Non-recurring Personnel Fees

<b>Project Title:</b> Professional Development and Staff Capacity-Building		
<b>Description:</b> Educators and program staff will receive specialized professional development focused on the effective integration of nutrition concepts into core academic subjects like math, science, and language arts. Staff will receive targeted training on the Go Glow Grow curriculum. <b>Objective/Impact:</b> All HS/EHS classrooms will implement the Go Grow Glow curriculum to some capacity. Educators will facilitate hands-on, evidence-based strategies in the classroom aligned with the curriculum and Early Learning Outcomes Framework (ELOF)		
Program Activities	Timeline	Target Participants
Procure the services of a Dietitian/Nutritionist Consultant to provide workshops and meet with families whose children exceed the BMI.	September 2025-June 2026	Children Parents
Provide opportunities for staff in cohorts to attend the Conference on Health and Nutrition.	September 2025-June 2026	Staff

## San Juan USD Head Start

**Background:** San Juan USD Head Start operates center-based Head Start in 17 school sites and Early Head Start in 4 school sites. It also provides a home-based EHS program option. The meals are provided through the school district's National School Lunch Program and Child and Adult Care Food Program, offering menus that are reflective of the students' cultural backgrounds. The program is applying supplemental funds to enhance its nutrition education activities with educational materials, including cookbooks for families with children from birth to 5 years old, food tasting, and cooking demonstrations at parent meetings. Activities and educational materials will be aligned with the Creative Curriculum.

## Nutrition Education Resources

<b>Project Title:</b> Enhanced nutrition education in parent meetings/workshops		
<b>Description:</b> The agency will use funds for materials and supplies, providing hands-on family activities with food tasting and cooking demos at parent meetings, and providing educational materials for families to take home. <b>Objective/Impact:</b> 100% (59 classes) of the HS/EHS center-based/socializations will participate and offer hands-on nutrition activity in their parent meetings.		
Program Activities	Timeline	Target Participants

1. Purchase and distribute cookbooks and educational materials to classrooms	December 2025	Families
2. Plan and implement nutrition activities during parent meetings in March -June 2026	March-June 2026	Parents and Children



Sacramento Employment and Training Agency

**BUDGET NARRATIVE**

**Head Start and Early Head Start (09CH012795) One-Time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families (ACF-OHS-PI-25-02) FY 2025-2026**

<u>Grant</u>	<u>Head Start</u>	<u>Early Head Start</u>	<u>Total</u>
One-Time Supplemental Funds	\$870,504	\$317,976	\$1,188,480

**Overview**

Through their participation in Head Start/Early Head Start, enrolled children receive balanced, nutritious meals and engage in daily physical activities and learning experiences, nurturing their minds and bodies. Parent education on nutrition and healthy eating is integrated in all aspects of the program, starting with enrollment when parents complete their child's nutrition history form, through school-home partnership activities, home-based socialization events, and parent training opportunities. To expand current activities on nutrition education and increase capacity to provide more locally sourced, fresh, whole foods, Sacramento Employment and Training Agency (SETA), Sacramento City USD Head Start, and San Juan USD Head Start are applying for one-time supplemental funds to be used for non-recurring expenditures under the allowable categories described in this program narrative. All three agencies do not receive any additional funds outside of meal reimbursements claimed from the Child and Adult Care Food Program (CACFP).

**Equipment - \$121,000 (Head Start – \$88,875 & Early Head Start \$32,125)**

To enhance the equipment to ensure proper food preparation, SETA will be requesting the following Equipment items for Central and Satellite Kitchen:

<u>Item</u>	<u>Unit Value</u>	<u>Units</u>	<u>Equipment Costs</u>
Industrial Steam Kettle (Central Kitchen)	\$25,000	1	\$25,000
Energy Efficient/Smart Ovens	\$16,000	6	\$96,000
Total			\$121,000

**Travel – \$25,000 (Head Start - \$18,363 & Early Head Start - \$6,637)**

SETA is planning on sending seven (7) staff to the Growing School Garden Summit in Arizona (March 2026). Education Staff will attend the Summit with the goal of bringing back additional curriculum ideas to enhance classroom around healthy/fresh food options and gardening activities for the children and families.

**Supplies - \$90,300 (Head Start - \$66,328 & Early Head Start - \$23,972)**

SETA is planning to purchase various supplies to improve the entire food preparation experience to ensure food is prepared properly in a sanitary environment. SETA will be investing in increased food storage areas to accommodate fresh and locally sourced items by adding additional storage and shelving and the various kitchen sites. Along with the kitchen sites, additional storage at the kitchens, vehicles will also see an increase in storage to help transport the fresh and locally sourced items. SETA also plans to upgrade to energy efficient/smart appliances and installing low-flow spray valves and sensor activated taps faucet at 10 of the SETA Head Start centers. To focus of food waste reduction, reusable food packaging will be adopted to minimize food waste and to promote sustainability. Also, to ensure food preparation is sanitary and safe, SETA plans on investing upgraded dishwashers for the Central kitchen and satellite kitchens (Mather and WCIC).

SETA will also be looking to add four family gardens (one for each of SETA's regional areas) to educate the children and families on the importance of freshly grown produce. Other sites will receive raised garden beds, wheelbarrow gardens and other types of gardening container, based on site limitations, to ensure all classrooms will be able to incorporate fresh produce gardening into the classroom environment.

**Contractual - \$732,655 (Head Start - \$552,983 & Early Head Start - \$179,672)**

Two (2) of SETA's five (5) delegate agencies are applying for the One-Time Supplement PI funds. The amounts are below. Refer to separate delegate narratives and budget documents for further details regarding their planned use of the one-time funds.

<u>Delegate</u>	<u>One-Time PI Funds – Head Start</u>	<u>One-Time PI Funds – Early Head Start</u>
Sacramento City Unified School District	\$520,017	\$166,852
San Juan Unified School District	\$32,966	\$12,820
<b>Total</b>	<b>\$552,983</b>	<b>\$179,672</b>

**Other - \$219,525 – (Head Start - \$143,955 & Early Head Start - \$75,570)**

*Rent* – SETA plans on leasing out temporary commercial kitchen space to ensure uninterrupted food services during the projected 3-month renovation period at the Central Kitchen.

*Building Maintenance, Repair, and Other Occupancy* – SETA plans to replace all current vinyl flooring and repaint at the Central Kitchen location to ensure a safe/clean working environment for kitchen staff.

*Child Services* – SETA will utilize funds to go towards various activities to encourage children to make healthy and nutritious food choices inside and outside of the classroom. SETA will prepare healthy cooking kits for home base families to be able to help families prepare healthy meal options. These food kits will include reproducible cookbooks, cookware and various utensils that home visitors will be able to carry to their visits. Home base socialization events will also use funds to incorporate healthy snacks which will include vegetables, fruits and lean proteins sources for the children and families to enjoy. SETA will also incorporate various field trips and socialization opportunities with field trips to the local farmers markets, cooking demos in the classrooms and the Potter the Otter Health exhibit.

*Parent Services* – SETA will also be encouraging not only the children in the classrooms to get involved, but the parents as well. Parent meetings will now be serving fresh snack options. And the Policy Council (PC) and Parent Advisory Committee (PAC) will be attending various farmers markets and local farm tours for them to be able to create ideas to bring back to the program and classrooms.

#### *Printing Services*

Funding will be used to create various graphics, brochures, flyers and buttons, just to name a few items, that engage and inform children and their families about a healthy and nutrition lifestyle. Also, the printouts will have community resources that would benefit families.

*Training or Staff Development* – SETA plan preparing and developing healthy cooking kits. With each kit, home base and center base staff will integrate into their lesson plans ways to provide monthly tasting experiences featuring locally sourced produce for children and their families to enjoy and lessons on how to safely prepare foods. For home base staff, they will be preparing reproducible cookbooks and purchasing portable cooking equipment for their demonstrations. They will also be launching a nutrition education program for pregnant mothers. And the center base staff will be provided with juicers, blenders and bakeware sets for their demonstrations. SETA's Health and Nutrition Services (HNS) Unit will be providing demos on safe food preparations for family style meals, as well as how to feed infants/toddlers, and lessons on lactation.

The Health Services Advisory Committee (HSAC) will also be working with various committee partners and members to conduct Health and Nutrition Fairs. The goals of the event are to educate families on making healthy choices and to also give them an opportunity to gain valuable community resources that will benefit their families beyond the classroom environment.

Staff will also be attending various in-state conferences. They include the Head Start California Health Conference (San Jose, CA) and the CACFP Roundtable Conference (Farm to CACFP) (Monterey, CA). The goal is for staff to obtain valuable knowledge and resources to incorporate into the classroom environments.

**Non-Federal Share - \$297,120 (Head Start - \$217,626 & Early Head Start - \$79,494)**

SETA has identified several categories of non-federal share to meet the required match. Categories and estimated amounts include:

*Contractual – Delegates* \$ 183,165

Each Delegate is responsible for meeting their portion of the non-federal share requirement.

Details are outlined in individual Budgets and Budget Narratives.

*Parent Volunteers and Other Volunteers in the Classrooms* \$ 113,955

Classroom volunteers include parent classroom volunteers, School Readiness Aides, and

Parent Food Aides. SETA anticipates approximately 2,772.63 hours of volunteer time.

Volunteer hours are valued at the current associate teacher wage rate with fringe benefits (\$41.10/hour).



**INFORMATION ITEM III-C**  
**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 – Community Agency Representative
  - Asian Resources, Inc. – Advance Your Career with ARI!
  - Asian Resources, Inc. – Out-of-School Youth Paid Work Experience Program
  - North Sacramento Family Resource Center – Parent Café
  - North Sacramento Family Resource Center – Sensory Play
  - North Sacramento Family Resource Center – Women’s Wisdom Art

**NOTES:**



Community  
Services



**SETA**

Sacramento Works

# ADVANCE YOUR CAREER WITH ARI!



**ARI is here to help advance your career!**

Through High Road Training Partnership (H RTP) & Regional Equity & Recovery Partnership (R ERP), we offer following services:

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Professional  
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**Resume &  
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Community  
Services



**SETA**  
Sacramento Works

# OUT-OF-SCHOOL YOUTH PAID WORK EXPERIENCE PROGRAM

**ARE YOU 18-24 YEARS OLD AND NEED A JOB?**

## About the Program

**ARI Youth Employment Program** is currently seeking out-of-school youths looking for opportunities to gain work experience or plan for higher education.

Participants will have access to one-on-one mentoring, employment training, and support services including funding assistance to attend training/post-secondary school.

This program requires a 2-year commitment.

**Apply Now**

## Eligibility Requirement

- Out of School Youths and Graduates
- Parent or Pregnant
- Foster Care or Unhoused
- Have a Disability
- Limited Work Experience
- Low Income
- Meet Eligibility Barriers
- Must reside in Sacramento County

## Program Benefits

- Paid Work Experience
- Employment Support Services
- GED Preparation
- Transportation Assistance
- Case Management
- Life Skills Development
- Academic and Career Exploration



For more information, Call (916) 324-6202 or  
Email [Lindsey.T@asianresources.org](mailto:Lindsey.T@asianresources.org) or  
[Khoa.p@asianresources.org](mailto:Khoa.p@asianresources.org)



Head Start Parent Advisory Committee



[Asianresources.org](http://Asianresources.org)

[@asianresourcesinc](https://www.instagram.com/asianresourcesinc)



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[Facebook.com/AsianResourcesInc](https://www.facebook.com/AsianResourcesInc)

Tuesday, September 16



[@AsianResources1](https://twitter.com/AsianResources1)

# Feedback wanted! ¡Se buscan comentarios!



We're planning a Parent Cafe at the North Sac Family Resource Center to provide a place and time for parents to gather, have a bite to eat, and talk about parenting and life. Please give us your feedback on how we can make this accessible and useful to our community!



# Sensory Play

September 24th, 3-4:30pm



SEPTEMBER 24, 3-4:30PM  
1565 RIVER PARK DR.

## SENSORY PLAY

Free sensory activities  
for you and your kids to  
explore, play, and learn!



**FIRST 5**  
CALIFORNIA

*Birth  
& Beyond*



SACRAMENTO  
CHILDREN'S HOME  
North Sacramento  
Family Resource Center

# Women's Wisdom Art



NORTH SACRAMENTO FAMILY RESOURCE CENTER

## WOMEN'S WISDOM ART WORKSHOP

FREE COMMUNITY ART OPPORTUNITY  
1565 RIVER PARK DR. SACRAMENTO, 95815

CURRENT  
WORKSHOPS

**VISUAL JOURNALING**  
**MONDAYS 10-11:30AM**

**KID FRIENDLY ARTS & CRAFTS**  
**EVERY FOURTH THURSDAY 1-2PM**

FREE PLAYCARE FOR KIDS DURING MONDAY WORKSHOP

REGISTER TODAY!

All Supplies will be provided by Women's Wisdom Art

   



Current Workshops:

Visual Journaling: **Mondays 10-11:30am**

Kid Friendly Arts & Crafts: **Every fourth Thursday 1-2pm**. Now offering activities for parents and kids!

PRESENTED BY

PATRICK  
**Kennedy**  
SUPERVISOR



**SOUTHGATE**

PLAZA  
FLORIN ROAD & FRANKLIN BOULEVARD

**FREE  
ADMISSION**

**7TH ANNUAL**

# FUN FAIR

**SATURDAY • SEPTEMBER 20 • 10AM-2PM**

**4242 FLORIN RD, SACRAMENTO, CA  
NEXT TO FOOT LOCKER**



**FREE HEALTH  
RESOURCES**



**FREE DENTAL  
SCREENINGS**



**FREE ANIMAL  
CARE**

**Enjoy a petting zoo, kids activities, music, games & raffle prizes!**



SCAN ME



For more info call 916-874-5481, email [supervisorkennedy@saccounty.gov](mailto:supervisorkennedy@saccounty.gov),  
or go to [Southgate-Plaza.com/Events](https://Southgate-Plaza.com/Events)

PRESENTADO POR

PATRICK  
**Kennedy**  
SUPERVISOR



SOUTHGATE

FLORIN ROAD & BRANKLIN BOULEVARD

ENTRADA  
GRATIS

# FERIA DE DIVERSIÓN

**SÁBADO • 20 DE SEPTIEMBRE • 10AM-2PM**

**4242 FLORIN RD, SACRMENTO, CA**

**AL LADO DE FOOT LOCKER**



**RECURSOS  
DE SALUD  
GRATUITOS**



**EXÁMENES  
DE SALUD  
GRATUITOS**



**VACUNAS Y EXÁMENES  
DE ANIMALES  
GRATUITOS**

**¡Disfruta de actividades para niños, música de DJ, juegos y premios de rifas!**



SCANEA ME





**INFORMATION ITEM III-D**  
**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 June 24, 2025, meeting.

**NOTES:**

## MINUTES/SYNOPSIS

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

**Tuesday**                      **June 24, 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. Le Andra Jones-Villalta called the meeting to order at 10:03 a.m., read the thought of the day, and called the roll; a quorum was met.

#### Members Present:

Le Andra Jones-Villalta, Chair, Past Parent Representative  
Aterious Cuffee, Past Parent Representative  
Yaneika James, Secretary, Florin Grammar Head Start  
Jasmine Nnachi, SETA-Operated Program  
Rebekah Chester, SETA-Operated Program  
Graciela Garduno, Treasurer, EHS San Juan Unified School District (*arrived and seated at 10:07 a.m.*)

New Members Seated Present: None

New Members to be Seated/Reseated but Absent: None

#### Members Absent:

Franschelle Brown, Foster Parent Representative (*excused*)  
Debra Gipson, Community Agency Representative (*excused*)  
Sequoia Burse, Twin Rivers Unified School District (*unexcused*)  
Jovita Galvan, Elk Grove Unified School District (*unexcused*)  
Javana Abrussezze, SETA-Operated Program (*excused*)

#### I. **CONSENT ITEM:**

##### **A.** Approval of the Minutes of May 27, 2025, Regular Meeting

The minutes were reviewed, no questions or corrections.

Moved/Cuffee, second/James, to approve May 27, 2025, minutes as distributed.

Roll call vote:

Aye: 5 (Garduno, Cuffee, Nnachi, James, Chester)

Nay: 0

Abstention: 1 (Jones-Villalta,)

Absent: 5 (Abrussezze, Brown, Gipson, Galvan, Burse)

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

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

Ms. Jones-Villalta reviewed the item. There were no eligible nominations at this time.

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

Roll call vote:

Aye: 5 (Garduno, Cuffee, Nnachi, James, Chester)

Nay: 0

Abstention: 1 (Jones-Villalta,)

Absent: 5 (Abrussezze, Brown, Gipson, Galvan, Burse)

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

Ms. Jones-Villalta reviewed the item. There were no nominations at this time.

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

Roll call vote:

Aye: 5 (Garduno, Cuffee, Nnachi, James, Chester)

Nay: 0

Abstention: 1 (Jones-Villalta,)

Absent: 5 (Abrussezze, Brown, Gipson, Galvan, Burse)

**III. INFORMATION ITEMS:**

**A. Standing Information Items**

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

Mr. Han introduced himself and reviewed the combined SETA-Operated and Delegate Agencies' HS/EHS fiscal report for the tenth month, which ended May 31, 2025, in the 2024-2025 program year. He advised that total Head Start Year-to-Date expenditures are at 75.7%. The Non-Federal Share Year-to-Date expenditures are at 29.3%, above the required 25%. The Administrative cost is 10.5%, below the 15% maximum countywide. The reasons for the high substitutes category and the ways to offset their costs were discussed. The funds from the American Rescue Plan Act (ARP) and the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) were reviewed. The liquidation period for these funds will end on September 30, 2025, allowing additional time to complete the projects. The review of the American Express and CitiBank credit card statements didn't reveal anything atypical.

Ms. Uda advised that California State University has decided to discontinue the course that allowed students to intern and work as substitute teachers at SETA sites. Although parent volunteers are a great help in the classroom and are always welcome, they are not counted in the teacher-to-child ratio for licensing purposes.

Mr. Han reviewed the countywide Head Start and Early Head Start expenditures for the Program Year 23-24 grant extended through July 31, 2025. The reports included various projects planned to spend down the remaining funds. The Delegate Agencies continue their efforts to complete projects on time before the expiration date.

- Health Service Advisory Committee (HSAC):  
Ms. Jones-Villalta informed the Board that the last meeting took place on May 28, 2025. During that meeting, the subcommittee developed resources to support teaching staff with their mental health and stress needs. Community partners are planning to share additional resources available in the community at the next meeting. All members were encouraged to recruit medical staff to join the HSAC, which will provide a broader perspective on upcoming needs.

The next meeting is scheduled for October 1, 2025, where we will also hold the End-of-Year Celebration. Ms. Jones-Villalta invited everyone to attend and join the HSAC.

- Community Resources  
Ms. Garduno reviewed the community resources provided in the packet.

- B. SETA's Recruitment Update – Ms. Sheri Green-Johnson:  
Ms. Green-Johnson reviewed the recruitment data provided in the agenda packet as backup information. The data pertains to the period from May 16 through June 12, 2025.
- C. Governing Board Minutes for April 21, 2025: No questions

#### **IV. COMMITTEE REPORTS:**

- Executive Committee  
The next meeting will be held on Tuesday, July 8, 2025, at 11:30 a.m. at the SETA Administrative building.

Ms. Jones-Villalta emphasized the importance of attending meetings regularly and provided relevant excerpts from the bylaws for reference.

- Budget/Planning Committee  
The next meeting will be held on Tuesday, July 8, 2025, at 1:00 p.m. at the SETA Administrative building.
- Parent/Ambassador Committee  
The next meeting will be held on Tuesday, July 15, 2025, at 11:30 a.m. at the SETA Administrative building.
- Social/Hospitality Committee  
The next meeting will be held on Monday, July 14, 2025, at 10:00 a.m. at the SETA Administrative building.

Ms. Jones-Villalta advised that the Committee is working on planning a Parent Bonding Activity and encouraged all members to attend the meetings and participate in the decision-making process regarding this event.

#### **V. OTHER REPORTS:**

- A. Executive Director: No report
- B. Head Start Deputy Director:  
Ms. Griffith informed the Board that SETA had successfully cleared the Risk Assessment Notification following the last Office of Head Start follow-up visit on May 7, 2025, after sixteen months of progressive efforts in strengthening the program.

Ms. Griffith shared that the new Office of Head Start in Denver, Colorado, has assigned a grant/fiscal specialist; however, a program specialist has not yet been assigned, and no information has been received regarding pending budget modifications and other submissions.

SETA continues to utilize fund savings for deferred maintenance projects, staff support, professional development, replenishing classroom materials, and overtime opportunities for allowable activities that support the program.

**C.** Chair: No report

**D.** Head Start Managers:

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

- ✓ Veronica Jones – Health, Nutrition, Quality Assurance, and Data Systems:

Ms. Jones reported that the Quality Assurance unit is wrapping up final activities for monitoring the program year, with a closeout scheduled before June 27, 2025.

Additionally, the Quality Assurance unit is currently reviewing existing policies and procedures, as well as manuals and schedules, to identify any past barriers that may have hindered support for teams in the field. They are exploring ways to enhance training for Delegates and SETA-operated sites.

Ms. Jones emphasized that SETA is looking forward to participating in the pilot CACFP program, recognizing that nutrition plays a vital role in children's development, impacting both their physical and cognitive growth. This pilot program is scheduled to run from July through October, and updates will be provided as they become available.

In July 2025, a new year of partnership with the Betty Irene Moore School of Nursing will commence. Nursing students will be engaged in activities promoting healthy eating both at school and at home. The Health and Nutrition team is currently developing the schedule and program.

- ✓ Megan Lamb - School Readiness, Special Education, and Mental Health Services: Ms. Lamb reported that she is meeting with the leadership of Delegate Agencies to ensure a successful preparation for the upcoming program year.

Additionally, Ms. Lamb noted that SETA continues to prepare for the Focus Area 1 review by the Office of Head Start, which is part of the five-year grant cycle. This review will be conducted virtually and will provide a comprehensive evaluation of both center-based and home-based programs, as well as governance, health, and other operational aspects.

- ✓ Betsy Uda – Safe Environments, Facilities, Licensing, and Food Services: Ms. Uda reported that the Facilities team continues to stock the warehouse with signs and better chimes for the gates, as well as providing necessary repairs and completing work orders at the centers.

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

**F.** Public Participation: None

**VI. ADJOURNMENT:** The meeting was adjourned at 10:59 a.m.

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

## **COMMITTEE REPORTS ITEM IV**

- Executive Committee: Ms. Aterious Cuffee

NOTES:

- Budget/Planning Committee: Ms. Aterious Cuffee

NOTES:

- Parent Ambassador Committee: Ms. Aterious Cuffee

NOTES:

- Social/Hospitality Committee: Ms. Aterious Cuffee

NOTES:

- Personnel/Bylaws 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

### \*August, 2025

8/21/25 - Sharon Neese had a field trip on site with Music Paul

	Lunch	PM Snack	Breakfast	Field Trips
	26,887	25,632	27,263	0
Total Amount of Meals and Snacks Prepared				79,782
Purchases:				
Food	\$96,767.33			
Non - Food	\$10,391.28			
Building Maintenance and Repair:			\$2,082.21	
Janitorial & Restroom Supplies:			\$0.00	
Kitchen Small Wares and Equipment:			\$614.99	
Vehicle Maintenance and Repair:			\$1,433.13	
Vehicle Gas / Fuel:			\$1,945.97	
Normal Delivery Days			22	



# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

Breana.ware@seta.net

**August 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
<b>SETA operated</b>	1364	213	16%	739	107	14%
<b>Twin Rivers USD</b>	156	5	3%	56	5	9%
<b>Elk Grove USD</b>	440	28	6%	NA	NA	NA
<b>Sac City USD</b>	676	47	7%	16	2	13%
<b>San Juan USD</b>	712	Report in September	%	96	Report in September	%
<b>WCIC</b>	100	7	7%	NA	NA	NA
<b>COUNTY TOTAL</b>	<b>3448</b>	<b>200</b>	<b>6%</b>	<b>907</b>	<b>137</b>	<b>15%</b>

**\*\*NO REPORT RECEIVED**

*AFE: Annual Funded Enrollment*

**SETA HEAD START/EARLY HEAD START**  
**End of Month Enrollment Report**  
**August 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	38	4	42		105%
*Bret Harte	20	12	2	14		70%
*Bright Beginnings	20	12	1	13		65%
*Capital City	20	19	0	19		95%
*CP Huntington	20	15	0	15		75%
*Crossroad Garden	60	53	1	54		90%
*Elkhorn	60	57	2	59		98%
*Florin	20	14	2	16		80%
*Freedom Park	60	52	8	60		100%
*Freeport	20	19	5	24		120%
*Galt	60	53	1	54		90%
*Hillsdale	80	49	8	57		71%
*Hopkins	40	35	1	36		90%
*Job Corps	20	20	1	21		105%
*Marina Vista	40	24	3	27		68%
*Mather	60	44	3	47		78%
*Norma Johnson	40	37	0	37		93%
*North Avenue	40	40	2	42		105%
*Northview	60	56	1	57		95%
*Phoenix Park	40	34	1	35		88%
*Sharon Neese	60	56	2	58		97%
Alder Grove ELC	17	17	0	17		100%
Bannon Creek	34	19	1	20		59%
Dudley	17	9	3	12		71%
Franklin	17	7	0	7		41%
Fruitridge	20	19	1	20		100%
Grizzly Hollow	40	38	4	42		105%
Home Base	110	73	6	79		72%
Mirasol Village*	20	0	0	0		0%
Nedra Court	34	23	3	26		76%
Solid Foundation	34	24	0	24		71%
Strizek Park	17	10	0	10		59%
Walnut Grove	20	15	1	16		80%
<b>Total</b>	<b>1260</b>	<b>993</b>	<b>67</b>	<b>1060</b>	<b>0%</b>	<b>84%</b>

(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

(e) Closed during summer months

**SETA HEAD START/EARLY HEAD START**  
**End of Month Enrollment Report**  
**August 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	25	25	1	26		104%
*Alder Grove I/T	16	14	0	14		88%
*Bret Harte	9	8	0	8		89%
*Bright Beginnings	17	13	4	17		100%
*Captial City	17	13	3	16		94%
*CP Huntington	16	13	3	16		100%
*Crossroad Garden	15	15	0	15		100%
*Elkhorn	16	15	1	16		100%
*Florin	16	16	0	16		100%
*Fruitridge	17	1	0	1		6%
*Freedom Park	16	14	3	17		106%
*Galt	16	16	0	16		100%
*Hillsdale	16	14	3	17		106%
*Hiram Johnson	33	33	2	35		106%
*Hopkins	6	6	0	6		100%
*Job Corps	25	21	3	24		96%
*Marina Vista	9	9	0	9		100%
*Mather	15	15	1	16		107%
* Mirasol Village	8	0	0	0		0%
*Norma Johnson	9	9	1	10		111%
*North Avenue	16	16	2	18		113%
*Northview	17	16	1	17		100%
*Phoenix Park	8	8	0	8		100%
*Sharon Neese Center	25	23	3	26		104%
*Spinelli	16	15	2	17		106%
EHS Home Base	200	187	20	207		104%
Grizzly Hollow	9	9	0	9		100%
River Oak - Home Base	60	51	12	63		105%
SCOE - Home Base	70	66	6	72		103%
Walnut Grove	8	8	0	8		100%
<b>Total</b>	<b>746</b>	<b>669</b>	<b>71</b>	<b>740</b>	<b>0%</b>	<b>99%</b>

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

The following site has a pending license for EHS and HS classroom(s)- totaling 28 enrollment slots: Mirasol Village. Additionally Sites within these zipcodes are experiencing low enrollment 95823, 95660, and 95833 due to the following barriers: income eligibility guidelines, families needing more days with longer program hours that meet work schedules.

**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. Recruitment and networking opportunities to increase awareness of Head Start services and Community Partnerships: Back to School Health and Resource Fair, Annual backpack Giveaway, Marisol Village National Night Out, Phoenix Park National night out, Antioch Progressive Church Community Outreach and Picnic, Celebrate Natomas, and Summer Carnival.

- (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
- (e) Closed during summer months

## **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:**