

## *Thought of the Day:*

*“Try to be a rainbow in someone’s cloud.”*

*Author: Maya Angelou*

### AGENDA

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

**Tuesday      January 20, 2026,      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, 86753041948# US (San Jose).

Meeting ID: 867 5304 1948

Passcode: 683281

[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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**Mai Vang**  
COUNCILMEMBER  
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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 November 18, 2025, Special Board Meeting 6-12

**II. ACTION ITEMS:**

- A.** Election of Parent Advisory Community Representatives and Alternates for Program Year 2025-2026 13

- B.** Election of Parent Advisory Committee Vice Chair and Secretary for Program Year 2025-2026 14

- C.** Election of SETA-Operated Representatives and Alternates to the Policy Council for Program Year 2025-2026 15-16

**III. INFORMATION ITEMS:**

- A.** Annual Strategic Plan Report: Ms. Anita Maldonado 17

- B.** Standing Information Items 18-31

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han

- Health Service Advisory Committee (HSAC) Report: Ms. Le Andra Jones-Villalta

- C.** Head Start Policy Council Minutes for September 23, October 28, and November 4, 2025 32-51

**IV. COMMITTEE REPORTS:** 52

- Executive Committee: Ms. Javana Abrussezze
- Budget/Planning Committee: Ms. Javana Abrussezze
- Parent Ambassador Committee: Ms. Javana Abrussezze
- Social/Hospitality Committee: Ms. Javana Abrussezze

**V. OTHER REPORTS:** 53-61

Chair – Ms. Javana Abrussezze

- ✓ PAC Recruitment

Policy Council – Ms. Le Andra Jones-Villalta

Head Start Deputy Director – Ms. Karen Griffith

- ✓ Monthly Head Start Report

Head Start Managers

- ✓ Betsy Uda – Safe Environments, Facilities, Licensing, and Food Services

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

- OHS Health and Safety Screener - Monitoring Summary Report

- ✓ Megan Lamb – School Readiness, Special Education, and Mental Health Services

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

<b>VI.</b>	<b>CENTER UPDATES</b>	<b>62</b>
<b>VII.</b>	<b>DISCUSSION</b>	<b>62</b>
<b>VIII.</b>	<b>PUBLIC PARTICIPATION</b>	<b>62</b>
<b>IX.</b>	<b>ADJOURNMENT</b>	

**DISTRIBUTION DATE:** Wednesday, January 14, 2026

Parent Advisory Committee meeting hosted by:  
Javana Abrussezze (Chair),  
Rebekah Chester (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
- Vacant, Bret Harte Head Start
- Vacant, Bright Beginnings Head Start
- Vacant, Capital City Head Start
- Vacant, CP Huntington Head Start
- Vacant, Crossroad Gardens Head Start
- Vacant, Dudley Head Start
- Vacant, Early Head Start (Home Base)
- Vacant, Elkhorn Head Start
- Vacant, Florin Grammar Head Start
- Vacant, Franklin Head Start
- Daniela Johnson, Freedom Park Head Start**
- Vacant, Freeport Head Start
- Vacant, Fruitridge Head Start
- Vacant, Galt Head Start
- Vacant, Grizzly Hollow
- Terrland Gurski, Hillsdale Head Start**
- Vacant, Hiram Johnson Head Start
- Vacant, Hopkins Park Head Start
- Destiny Rinkenberger, Job Corps Head Start**
- Vacant, LaVerne Stewart Head Start
- Vacant, Marina Vista Early Learning Center
- Vacant, Mather Head Start
- Vacant, Nedra Court Head Start
- Vacant, Norma Johnson Early Learning Center
- Vacant, North Avenue Head Start
- Javana Abrussezze, Chair, Northview Head Start**
- Vacant, Northview Early Head Start
- Vacant, Parker Head Start
- Vacant, Phoenix Park Head Start
- Rebekah Chester, Treasurer, Pre-School (Home Base)**
- Vacant, Pre-School (Home Base)
- Vacant, River Oak Center for Children
- Vacant, Sacramento County Office of Education
- Vacant, Sharon Neese Early Learning Center Head Start
- Vacant, Sharon Neese Early Learning Center Early Head Start
- Vacant, Solid Foundation Head Start
- Vacant, Spinelli Head Start
- Ahmad Urfanzada, Strizek Park Head Start**
- Vacant, Walnut Grove Head Start
- Le Andra Jones-Villalta, Past Parent Representative**
- Vacant, Past Parent Representative
- Vacant, Grandparent Representative
- Vacant, Foster Parent Representative
- Vacant, Parent Ambassador Representative
- Vacant, Community Agency Representative
- Vacant, Community Agency Representative
- Vacant, Community Agency Representative

**ROLL CALL**  
(Continued)

**Program Year 2025-2026 - New Representatives to be seated**

- Celena Jewel Ferguson, Elkhorn Head Start
- Dana Young, Spinelli Head Start

**Applications Received:**

- Mylanie Copeland, Community Agency Representative *(to be reseated)*
- Omar Smith, Parliamentarian, Parent Ambassador Representative *(to be reseated)*
- Dennesha Calhoun, Foster Parent Representative *(to be reseated)*

Vacant, 16 <sup>th</sup> Avenue Head Start	Vacant, LaVerne Stewart Head Start
Vacant, Alder Grove I/T Head Start	Vacant, Marina Vista Head Start
Vacant, Bannon Creek Head Start	Vacant, Mather Head Start
Vacant, Bright Beginnings Head Start	Vacant, Norma Johnson Head Start
Vacant, Capital City Head Start	Vacant, Nedra Court Head Start
Vacant, Crossroad Gardens Head Start	Vacant, Northview Early 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, Outgoing Chair
Vacant, Hiram Johnson Head Start	Vacant, Past Parent Representative

**PAC MEETING ATTENDANCE  
PROGRAM YEAR 2025-2026**

**The PAC was seated on November 18, 2025.**

COMMITTEE MEMBER	CENTER	11/18	12/16	1/20	2/17	3/17	4/21	5/19	6/16	7/21	8/18	9/15	10/20
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 7/15/25</b>	<b>BH</b>	☒											
Vacant Seated	<b>BB</b>												
Vacant Seated	<b>CC</b>												
<b>Lizeth Ortiz Seated 11/19/24</b>	<b>CPH</b>	☒											
Vacant Seated	<b>D</b>												
Vacant Seated	<b>EHS/HB</b>												
<b>Celena Jewel Ferguson S/B/S 1/20</b>	<b>EL</b>												
Vacant Seated	<b>EL</b>												
<b>Yanoika James Seated 11/19/24</b>	<b>FG</b>	✗											
Vacant Seated	<b>FA</b>												
<b>Daniela Johnson Seated 11/18/25</b>	<b>FP</b>	X											
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>Terrland Gurski Seated 11/18/25</b>	<b>HI</b>	X											
Vacant Seated	<b>HP</b>												
<b>Destiny Rinkenberger Seated 11/18/25</b>	<b>JC</b>	X											
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	11/18	12/16	1/20	2/17	3/17	4/21	5/19	6/16	7/21	8/18	9/15	10/20
Vacant Seated	<b>NJ</b>												
<b>Jasmine Nnachi Seated 3/18/25</b>	<b>NA</b>	U											
Vacant Seated	<b>NV/EHS</b>												
<b>Javana Abrussezze Seated 11/18/25</b>	<b>NV/PS</b>	X											
Vacant Seated	<b>PA</b>												
Vacant Seated	<b>PP</b>												
<b>Rebekah Chester Seated 11/18/25</b>	<b>PS/HB</b>	X											
Vacant Seated	<b>PS/HB</b>												
Vacant Seated	<b>RO</b>												
Vacant Seated	<b>SCOE/EHS</b>												
<b>Masahi Jacobi Seated 2/18/25</b>	<b>SN/HS</b>	E											
<b>Shadae Suber Seated 9/16/25</b>	<b>SN/EHS</b>	X											
Vacant Seated	<b>SF</b>												
<b>Dana Young S/B/S 12/16/25</b>	<b>S</b>												
<b>Ahmad Urfanzada Seated 11/18/25</b>	<b>SP</b>	X											
Vacant Seated	<b>WG</b>												
<b>Akenose (Agnos) Luluga Seated 1/21/25</b>	<b>CAR</b>	U											
<b>Debra Gipson Seated 1/21/25</b>	<b>CAR</b>	X											
<b>Mylanie Copeland RS 1/20</b>	<b>CAR</b>	E											
<b>Omar Smith RS 1/20</b>	<b>PAR</b>	X											
<b>Dennesha Calhoun RS 1/20</b>	<b>FPR</b>	X											
<b>Le Andra Jones-Villalta Seated 11/18/25</b>	<b>PPR</b>	X											
Vacant Seated	<b>PPR</b>												
<b>Wanda Thomas-Johnson Seated 11/19/24</b>	<b>GPR</b>	X											
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**

<b>16A</b> - 16 <sup>th</sup> Avenue	<b>HP</b> - Hopkins Park
<b>AG ELC</b> - Alder Grove Early Learning Center	<b>JC</b> - Job Corps
<b>AG I/T</b> - Alder Grove Infant/Toddler Center	<b>K</b> - Kennedy Estates
<b>BC</b> - Bannon Creek	<b>LVS</b> - LaVerne Stewart
<b>BB</b> - Bright Beginnings	<b>MV</b> - Marina Vista Early Learning Center
<b>BH</b> - Bret Harte	<b>M</b> - Mather
<b>CC</b> - Capital City	<b>NC</b> - Nedra Court
<b>CPH</b> - CP Huntington	<b>NJ</b> - Norma Johnson
<b>CR</b> - Crossroad Gardens	<b>NA</b> - North Avenue
<b>D</b> - Dudley	<b>NV</b> - Northview
<b>EHS/HB</b> - Early Head Start/Home Base	<b>PA</b> - Parker Avenue
<b>EL</b> - Elkhorn	<b>PP</b> - Phoenix Park
<b>FG</b> - Florin Grammar	<b>PS/HB</b> - Pre-school/Home Base
<b>FA</b> - Franklin	<b>RO</b> - River Oak
<b>FP</b> - Freedom Park	<b>SCOE</b> - Sacramento County Office of Education
<b>FPT</b> - Freeport	<b>SN</b> - Sharon Neese
<b>FT</b> - Fruitridge	<b>SF</b> - Solid Foundation
<b>G</b> - Galt	<b>S</b> - Spinelli
<b>GH</b> - Grizzly Hollow	<b>SP</b> - Strizek Park
<b>H</b> - Hillsdale	<b>WG</b> - Walnut Grove
<b>HI</b> - Hiram Johnson	

**Representative Abbreviations:**

<b>CAR</b> - Community Agency Representative	<b>OGC</b> - Out Going Chair
<b>FPR</b> - Foster Parent Representative	<b>PAR</b> - Parent Ambassador Representative
<b>GPR</b> - Grandparent Representative	<b>PPR</b> - Past Parent Representative

**Attendance Record and Meetings Abbreviations:**

<b>*</b> - Special Meeting	<b>PACB</b> - PAC Board Business
<b>**</b> - Ethics Training with Policy Council	<b>R</b> - Resigned
<b>AE</b> - Alternate Excused	<b>RS</b> - Reseat
<b>AP</b> - Alternate Present	<b>S/B/S</b> - Should be, or should have been seated
<b>CD</b> - Child Dropped	<b>U</b> - Unexcused
<b>E</b> - Excused	<b>X</b> - Present
<b>NM</b> - No Meeting	
<b>PAC</b> - Parent Advisory Committee	

**CONSENT ITEM I-A**  
**Approval of Minutes of November 18, 2025, Special Board Meeting**

**RECOMMENDATION:**

Approve the minutes of November 18, 2025, special meeting.

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of November 18, 2025, special meeting.

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

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

## MINUTES/SYNOPSIS

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

Tuesday                      November 18, 2025,                      1:00 p.m.  
925 Del Paso Boulevard, Suite 100, Board Room,  
Sacramento, CA 95815

#### CALL TO ORDER

#### PLEDGE OF ALLEGIANCE

#### ROLL CALL

Ms. Abrussezze called the meeting to order at 1:02 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  
Le Andra Jones-Villalta, Past Parent Representative  
Ahmad Urfazada, Hillsdale Head Start  
Dennesha Calhoun, Foster Parent Representative  
Omar Smith, Parent Ambassador Representative  
Shadae Suber, Sharon Neese Early Learning Center Early Head Start (*arrived and seated at 1:08 p.m.*)  
Javana Abrussezze, Northview Early Head Start  
Wanda Thomas-Johnson, Grandparent Representative  
Yaneika James, Florin Grammar Head Start (*arrived and seated at 1:14 p.m.*)

#### New Members to be Seated Present:

Terrland Gurski, Hillsdale Head Start  
Destiny Rinkenberger, Job Corps Head Start  
Daniela Johnson, Freedom Park Head Start  
Ahmad Urfanzada, Strizek Park Head Start (*to be reseated*)  
Rebekah Chester, Pre-School (Home Base) (*to be reseated*)  
Javana Abrussezze, Northview Head Start (*to be reseated*)

#### Applications Received:

Le Andra Jones-Villalta, Past Parent Representative (*to be reseated*)

#### Applications Received Not Present:

Mylanie Copeland, Community Agency Representative (*to be reseated*) (*excused*)

#### New Members to be Seated but Absent:

Celena Jewel Ferguson, Elkhorn Head Start

#### Members Absent:

Masahi Jacobi, Sharon Neese Early Learning Center (*excused*)  
Akenese (Agnes) Luluga, Community Agency Representative Start (*unexcused*)  
Rashanetta Yates, Bret Harte Head Start (*excused*)  
Jasmine Nnachi, North Avenue Head Start (*unexcused*)

MyLanie “May” Copeland, Valley Hi Family Resource Center (*excused*)  
Lizeth Ortiz, CP Huntington Head Start (*excused*)

Ms. Suber arrived and was seated at 1:08 a.m.

**I. CONSENT ITEM:**

**A. Approval of the Minutes of October 21, 2025, Regular Board Meeting**

The minutes were reviewed, no questions or corrections.

Moved/Chester, second/Smith, to approve October 21, 2025, minutes as distributed.

Roll call vote:

Aye: 8 (Chester, Jones-Villalta, Suber, Gipson, Urfazada, Calhoun, Smith, Thomas-Johnson)

Nay: 0

Abstention: 4 (Abrussezze, Johnson, Rinkenberger, Gurski)

Absent: 7 (Ortiz, Jacobi, Copeland, Luluga, Yates, James, Nnachi)

**II. ACTION ITEMS:**

**A. TIMED ITEM 1:00 P.M. AND PUBLIC HEARING:**

Final Reading of Modifications to the Bylaws of the SETA-Operated Head Start/Early Head Start Parent Advisory Committee

Ms. Abrussezze reviewed changes to the SETA-Operated Head Start/Early Head Start Parent Advisory Committee (PAC) Bylaws.

Ms. James arrived and was seated at 1:14 p.m.

Ms. Abrussezze opened the public hearing at 1:21 p.m.

There were no public comments.

Ms. Abrussezze closed the public hearing at 1:21 p.m.

Moved/Jones-Villalta, second/Smith, to approve the final reading amendments to the PAC Bylaws.

Roll call vote:

Aye: 10 (Calhoun, Suber, Jones-Villalta, Chester, Gipson, Urfazada, Smith, Thomas-Johnson, James, Johnson)

Nay: 0

Abstention: 3 (Abrussezze, Rinkenberger, Gyurski)

Absent: 6 (Copeland, Ortiz, Jacobi, Luluga, Yates, Nnachi)

**B. Election of Parent Advisory Committee Community Representatives and Alternates for Program Year 2025-2026**

Ms. MyLanie Copeland and Ms. Le Andra Jones-Villalta’s applications have been received.

Ms. Jones-Villalta shared her reasoning for continuing her involvement with the PAC, highlighting her commitment and dedication to the cause.

Moved/James, second/Thomas-Johnson, to approve Ms. Jones-Villalta as Past Parent Representative on PAC for Program Year 2025-2026.

Roll call vote:

Aye: 12 (Calhoun, Suber, Jones-Villalta, Chester, Gipson, Rinkenberger, Gyurski, Urfazada, Smith, Thomas-Johnson, James, Johnson)

Nay: 0

Abstention: 1 (Abrussezze)

Absent: 6 (Ortiz, Jacobi, Luluga, Yates, Copeland, Nnachi)

**C. Election of Parent Advisory Committee Officers for Program Year 2025-2026**

Ms. Abrussezze reviewed the item.

Ms. Abrussezze nominated herself for Chair. There were no other nominations for this office at this time.

There were no nominations for positions of Vice Chair or Secretary.

Ms. Chester nominated herself for Treasurer. There were no other nominations for this office at this time.

Mr. Smith nominated himself for Parliamentarian. There were no other nominations for this office at this time.

Moved/Jones-Villalta, second/Thomas-Johnson, to approve Ms. Abrussezze as PAC Chair, Mr. Smith as PAC Parliamentarian for Program Year 2025-2026, and table Vice Chair and Secretary positions to the next meeting.

Ms. Gipson left the meeting at 1:38 p.m.

Roll call vote:

Aye: 11 (Calhoun, Suber, Jones-Villalta, Chester, Gurski, Urfazada, Smith, Thomas-Johnson, James, Johnson, Rinkenberger)

Nay: 0

Abstention: 1 (Abrussezze)

Absent: 7 (Ortiz, Jacobi, Luluga, Yates, Copeland, Nnachi, Gipson)

**D. Election of SETA-Operated Representatives and Alternates to the Policy Council for Program Year 2025-2026**

Ms. Gipson returned to the meeting at 1:40 p.m.

Ms. Abrussezze reviewed the item.

Ms. Chester and Ms. Abrussezze nominated themselves to serve as SETA-Operated Representatives to the Policy Council for Program Year 2025-2026. There were no other nominations for this office at this time.

Ms. Rinkenberger left the meeting at 1:47 p.m.

Moved/Jones-Villalta, second/Thomas-Johnson, to approve Ms. Chester and Ms. Abrussezze to serve as SETA-Operated Representatives to the Policy Council for

Program Year 2025-2026, and table four (4) more Representative positions and six (6) Alternate positions to the next meeting.

Roll call vote:

Aye: 11 (Calhoun, Suber, Jones-Villalta, Chester, Gipson, Gurski, Urfazada, Smith, Thomas-Johnson, James, Johnson)

Nay: 0

Abstention: 1 (Abrussezze)

Absent: 7 (Ortiz, Jacobi, Luluga, Yates, Copeland, Nnachi, Rinkenberger)

### III. INFORMATION ITEMS:

#### A. 3<sup>rd</sup> Quarter Strategic Plan Report

This information item was postponed to the next meeting.

#### B. Standing Information Items

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

Mr. Han introduced himself and reviewed the third-month fiscal report, which ended October 31 in the 2025-2026 fiscal year. He advised that total Head Start Year-to-Date expenditures are at 22.2%. The Non-Federal Share Year-to-Date expenditures are at 27.1%, above the required 25%. SETA is at 11.5% for Administrative expenditure, below 15% maximum.

Mr. Han reviewed the SETA-Operated Programs Expenditures Head Start and Early Head Start reports. The American Express and Citibank credit card statements didn't reveal anything unusual. Mr. Han stated that the charges associated with Southwest Airlines and Caesar's Palace are related to the ChildPlus Scramble Conference, to which SETA sent multiple employees this year.

He reviewed the state funding report and advised that SETA is still in a hold-harmless year, so reimbursement is earned based on whether there are sufficient expenditures. Although fees for over-income families enrolled in the program were returned, there are currently no families that are required to pay a fee.

##### ➤ Health Service Advisory Committee (HSAC) Report:

Ms. Jones-Villalta shared the HSAC background and invited anyone interested to join. Preparations for next year's meetings and discussion topics are currently underway.

Ms. Rinkenberger returned to the meeting at 1:59 p.m.

#### C. Head Start Policy Council Minutes for August 26, 2025: No questions

### IV. COMMITTEE REPORTS:

#### ➤ Executive Committee

The next meeting time and date are to be determined.

#### ➤ Budget/Planning Committee

The next meeting will be held on Tuesday, December 9, 2025, at 1:00 p.m. at the SETA Administrative building.

#### ➤ Parent Ambassador Committee

The next meeting time and date are to be determined.

- Social/Hospitality Committee  
The next meeting time and date are to be determined.

**V. OTHER REPORTS:**

**A.** Chair: No report

**B.** Policy Council:

Ms. Le Andra Jones-Villalta advised that she is the Chair of the Policy Council. She shared some insights into different aspects of the Policy Council and what usually falls under its approval and invited interested Board members to nominate themselves at future meetings and join the Policy Council.

**C.** Head Start Deputy Director:

Ms. Karen Griffith introduced herself and noted that SETA is preparing for the Focus Area 1 (FA1) review, which is expected at any time but no later than July 31, 2026. A 45-day notice will be provided before the review takes place.

She reported that, since the Sacramento Head Start/Early Head Start program was placed on the Full Enrollment Plan, which was achieved in February, SETA must maintain a 97% enrollment rate to be released from corrective action maintenance monitoring in November. This 97% enrollment requirement will need to be met continuously going forward.

**D.** Head Start Managers

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

Ms. Jones introduced herself and reported that SETA is proposing a collaboration with the FNAP, a federal educational program that expands to food and nutrition education. This collaboration aligns with the new administration's initiative, "Making America Healthy Again," as well as with the Office of Head Start directives, and would promote healthy eating among enrolled families. Currently, SETA is reaching out to families in the Home Base program to gauge their interest in participating.

Additionally, Ms. Jones mentioned that the Center for Oral Health (COH), which provides dental screenings and fluoride varnish, recently completed visits to 22 sites and provided their services to children whose families chose to participate. They plan to return for more screenings in Spring 2026.

Mr. Jones also noted that SETA continues its partnership with Elica Mobile Dental Services, which offers complete dental exams and services. These services will be available January-February 2026 at 5 to 6 selected sites. These efforts help the Agency meet one of the 90-day dental requirements outlined in the Head Start Performance Standards.

In response to a question from Ms. Jones-Villalta, Ms. Jones advised that Board members interested in First Aid/CPR training will be scheduled to participate starting in January 2026.

Furthermore, Ms. Jones provided information and examples of the HSAC initiatives completed this year and shared ideas for the upcoming year.

- ✓ Betsy Uda – Safe Environments, Facilities, Licensing, and Food Services:

Ms. Uda introduced herself and reported that two new Cook/Drivers were brought on for Food Services. New dishwashers are being put in at the 16th Avenue and Job Corps centers. Additionally, the new alarm system is being installed at a new center

at Marisol Village. Also, Galt and Mather centers are getting upgraded alarm systems as well.

- ✓ Megan Lamb - School Readiness, Special Education, and Mental Health Services: Ms. Lamb announced that training for a new Creative Curriculum is currently being provided to a pilot group. She followed up on the press conference regarding Dolly Parton's Imagination Library, stating that information on online registration for the program will be shared shortly. She encouraged members to help spread the word, as this program is free for children aged 0 to 5 years.

Ms. Lamb explained that, according to Head Start Performance Standards, programs must ensure that 10% of the children served are eligible to receive services under an Individualized Education Plan (IEP) for those aged 3 to 5, and, for children under 3 years old, an Individualized Family Service Plan (IFSP). Currently, at SETA, 10% of Head Start children have IEPs, while 15% have IFSPs.

Additionally, the rollout of the Restorative Practices for Caregivers program will provide valuable support to teaching staff. This program is open to the first cohort of 18 teachers and is facilitated by a Licensed Marriage and Family Therapist, who will meet with them in small groups over the course of 8 weeks.

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

**VI. CENTER UPDATES:**

Ms. Chester shared some of the recent Home Base field trips. Ms. Jones-Villalta provided information for the Asian Resources, Inc. family dinner and movie night. The flyer will be emailed after the meeting.

**VII. DISCUSSION:** None

**VIII. PUBLIC PARTICIPATION:** None

**IX. ADJOURNMENT:** The meeting adjourned at 2:31 p.m.

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

**ACTION ITEM II-A**

**Election of Parent Advisory Committee Community Representatives and Alternates for Program Year 2025-2026**

**RECOMMENDATION:**

That the Parent Advisory Committee (PAC) elect Community Representative and Alternates.

**BACKGROUND:**

This agenda item provides an opportunity for PAC to elect Community Representatives for Program Year 2025-2026. The duties of PAC Community Representatives are prescribed in the Bylaws in Article III – Membership, Section 2C.

**SECTION 2: Members**

**C. Community Representatives**

Additional PAC members shall include:

1. Three (3) voting Community Agency Representatives shall be elected by the PAC. There shall be three (3) Alternates for Community Agency Representatives.
2. Two (2) voting Past Parents shall be elected by the current PAC if the outgoing PAC has been resolved. The Past Parent elected to the PAC may not have a child/children currently enrolled in the HS/EHS program. There shall be two Alternates for Past Parent Representatives.
3. One (1) voting Grandparent elected to the PAC must have a child/children currently enrolled or previously enrolled in the HS/EHS program. There shall be one Alternate for the Grandparent Representative position.
4. One (1) voting Foster Parent elected to the PAC must have child/children currently or previously enrolled in the HS/EHS program. There shall be one Alternate for the Foster Parent Representative position.
5. One (1) voting seat shall be specifically reserved for the Outgoing Chair, if not termed out. The Outgoing Chair reserves the right to relinquish this seat. The position may not be filled by any other party.
6. Two (2) voting Parent Ambassador Representatives shall be elected by the Parent Ambassador Committee. These Representatives may or may not be a current parent. There shall be two Alternates for the Parent Ambassador Representative position.

Community members desiring to be reappointed must apply for membership on a yearly basis.

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

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

**ACTION ITEM II-B**

**Election of Parent Advisory Committee Vice Chair and Secretary for Program Year 2025-2026**

RECOMMENDATION:

That the Parent Advisory Committee elect Vice Chair and Secretary.

Vice Chair:

Secretary:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect officers for Program Year 2025-2026. The duties of PAC officers 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.

- A. The Vice Chair shall serve as Chair of the PAC in the absence of the Chair, and shall have all delegated powers. The Vice Chair will assume position of Chair if seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.
- B. 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 ITEM II-C**  
**Election of SETA-Operated Representatives and Alternates to the Policy Council for**  
**Program Year 2025-2026**

RECOMMENDATION:

That the Parent Advisory Committee elect four (4) Representatives and six (6) 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).

The duties of Representatives include:

- ✓ Attend monthly Policy Council meetings held at the SETA Board room on the fourth Tuesday of each month at 10:00 a.m.
- ✓ Attend Committee meetings as needed
- ✓ Report to the PAC members information received and decisions made by the Policy Council
- ✓ Policy Council Representatives must be a parent of children currently enrolled in the Head Start/Early Head Start program

PAC Bylaws referenced:

**Article III – Membership, Section 3: Policy Council Members, B:**

*“Six (6) SOP PAC Representatives and six (6) Alternates shall be elected to the Policy Council. Representatives must be a parent of a child/children currently enrolled in the SOP Head Start program. Partner Representatives are not eligible to hold an SOP PAC Representative seat on the PC.”*

In addition, refer to:

**ACTION ITEM II-C** (continued)  
Page 2

**Article III – Membership, Section 5: Other Provisions, E:**

*“Members holding a seat (member who has not been re-elected/replaced) at the Annual PAC meeting shall not be elected to represent PAC on the PC.”*

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

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

**INFORMATION ITEM III-A**  
**Annual Strategic Plan Report**

Presenter: Anita Maldonado

**BACKGROUND:**

This item allows the Executive Director to provide the Annual Strategic Plan Report to the Board.

**NOTES:**

**INFORMATION ITEM III-B**  
**Standing Information**

BACKGROUND:

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
- Health Service Advisory Committee (HSAC) Report: Ms. Le Andra Jones-Villalta

NOTES:

**INFORMATION ITEM III-C**

**Head Start Policy Council Minutes for September 23, October 28, and November 4, 2025**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to review the Policy Council Minutes of the September 23, October 28, and November 4, 2025 meetings.

**NOTES:**

## MINUTES/SYNOPSIS

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

Tuesday                      September 23, 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 10:05 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  
Graciela Garduno, Treasurer, EHS San Juan Unified School District  
Debra Gipson, Community Agency Representative  
Yaneika James, Secretary, Florin Grammar Head Start  
Franschelle Brown, Foster Parent Representative  
Rebekah Chester, SETA-Operated Program (*arrived and seated at 10:16 a.m.*)  
Javana Abrussezze, SETA-Operated Program (*arrived and seated at 10:16 a.m.*)

#### New Members Seated Present:

Rashanetta Yates, SETA-Operated Program

New Members to be Seated/Reseated but Absent: None

#### Members Absent:

Jasmine Nnachi, SETA-Operated Program (*unexcused*)  
Aterious Cuffee, Past Parent Representative (*resigned 9/16/25*)

#### I. CONSENT ITEM:

##### A. Approval of the Minutes of August 26, 2025, Regular Meeting

The minutes were reviewed, no questions or corrections.

Moved/Gipson, second/Brown, to approve August 26, 2025, minutes as distributed.

#### Roll call vote:

Aye: 5 (Garduno, James, Brown, Yates, Gipson)

Nay: 0

Abstention: 1 (Jones-Villalta)

Absent: 3 (Nnachi, Abrussezze, Chester)

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

Roll call vote:

Aye: 5 (Garduno, James, Brown, Yates, Gipson)

Nay: 0

Abstention: 1 (Jones-Villalta)

Absent: 3 (Nnachi, Abrussezze, Chester)

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

Ms. Jones-Villalta reviewed the item. Ms. James nominated herself. There were no other nominations at this time.

Moved/Garduno, second/Gipson, to elect Ms. James to serve as low-income sector Alternate to the Community Action Board.

Roll call vote:

Aye: 5 (Garduno, James, Brown, Yates, Gipson)

Nay: 0

Abstention: 1 (Jones-Villalta)

Absent: 3 (Nnachi, Abrussezze, Chester)

**III. INFORMATION ITEMS:**

**A. Standing Information Items**

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account  
Mr. Han reviewed the combined SETA-Operated and Delegate Agencies' HS/EHS fiscal report for the first month in Program Year 2025-2026, ending August 31, 2025. He advised that total Head Start Year-to-Date expenditures are at 4.2%. The Non-Federal Share Year-to-Date expenditures are at 89.1%, above the required 25%. The Administrative cost is 11.8%, below 15% maximum countywide. 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.

Ms. Abrussezze and Ms. Chester arrived and were seated at 10:16 a.m.

- Health Service Advisory Committee (HSAC):  
Ms. Jones-Villalta advised that HSAC continue planning for the upcoming End of the Year meeting on October 1, 2025, and the chosen speaker will highlight the nutritional aspect during this event.
- Community Resources  
Ms. Gipson 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 August 11 through September 10, 2025.

Ms. Jones-Villalta encouraged Council members to engage in recruitment when requested by the Agency's Human Resources.

According to Ms. Griffith, there may be another job fair upcoming soon, specifically for substitute teacher positions.

C. Governing Board Minutes for August 7, 2025: No questions

#### IV. COMMITTEE REPORTS:

- Executive Committee  
Ms. Jones-Villalta stated that during the last Executive Committee meeting an Adult Code of Conduct was discussed.
- Budget/Planning Committee: No report
- Parent/Ambassador Committee  
Ms. Jones-Villalta stated that during the last Parent/Ambassador Committee meeting roles and responsibilities of the Parent Ambassadors were reviewed and discussed.
- Social/Hospitality Committee  
The next meeting date and time will be announced shortly.
- Personnel/Bylaws Committee  
The next meeting date and time will be announced shortly.

#### V. OTHER REPORTS:

A. Executive Director: No report

B. Head Start Deputy Director:

Ms. Griffith announced that, unfortunately, SETA was not awarded the One-time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families from the Office of Head Start (OHS). The specific reasons for this decision are unknown; however, SETA will continue to pursue the implementation of the initiatives outlined in the proposal.

Ms. Griffith announced that tomorrow will be the completion celebration for Marisol Village, hosted by SHRA, and invited Board members to attend.

In an effort to maintain full enrollment requirement each month, SETA held several enrollment events last week, which resulted in 80 new enrollments.

Ms. Griffith reviewed Head Start (HS) Performance Standard 1302.102(b)(1), which focuses on ongoing compliance oversight and correction, and stated that to ensure effective ongoing oversight and correction, a program must establish and implement a system that guarantees the effective application of performance standards. The primary goal of SETA is to ensure that both the Agency and its Delegates continue to meet all of the Head Start Performance Standards.

C. Chair:

Ms. Jones-Villalta reminded Board members about the Marisol Village event tomorrow and encouraged those planning to attend to wear polos with the SETA logo.

**D. Head Start Managers:**

- ✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services:  
Ms. Correa-DeAlmeida introduced herself and presented a report on behalf of Ms. Carr. She stated that to continue to comply with HS Performance Standard 1302.52, which focuses on family partnership services, SETA is implementing clustered site events this year. These events are being held in collaboration with SMUD and other partners, specifically targeting the highest needs identified through a family needs survey.
- ✓ Veronica Jones – Health, Nutrition, Quality Assurance, and Data Systems:  
Ms. Lema introduced herself and presented a report on behalf of Ms. Jones. She reiterated that the HSAC End-of-Year meeting will be held on October 1, 2025, and it will cover topics related to mental health and nutrition, as well as share projects that HSAC has been working on. She also mentioned that the students from the US Davis Betty Irene Moore School of Nursing recently completed their summer program with SETA, which they greatly enjoyed.

Additionally, Ms. Lema informed the group that SETA has a Health and Nutrition intern from Sacramento State University who is conducting research on nutrition topics. SETA would like him to analyze and present on the effects of meal timing and the comparison between breast milk and formula feeding for infants.

- ✓ Megan Lamb - School Readiness, Special Education, and Mental Health Services:  
Ms. Lamb reviewed HS Performance Standard 1302.33(a)(1), which focuses on child screening and assessment. She emphasized that, in collaboration with each child's parent and with parental consent, a program must either complete or obtain a current developmental screening within 45 calendar days of the child's first attendance. This screening aims to identify any concerns regarding the child's developmental, behavioral, motor, language, social, cognitive, and emotional skills. For the home-based program option, this screening is conducted during the first home visit. SETA is diligently working to comply with this and other standards while providing support to both SETA-Operated and Delegate programs.

Additionally, Ms. Lamb noted that there are currently 21 teaching vacancies, and it has become increasingly more challenging to fill substitute teacher positions. In an effort to address the issue, SETA plans to host another job fair soon.

- ✓ Betsy Uda – Safe Environments, Facilities, Licensing, and Food Services:  
Ms. Uda reviewed the HS Performance Standard 1302.47, which emphasizes the importance of safety practices in programs. According to this standard, a program must establish, train staff on, implement, and enforce a system of health and safety practices that ensure children's safety at all times. This includes having a system for preventative maintenance that is properly documented.

Additionally, Ms. Uda highlighted that nap time is not only a requirement of the HS Performance Standards but also a licensing requirement. She stressed that, although not all children may want to nap during the day, the program must provide a quiet time for any child in care for more than six hours a day.

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

**F. Public Participation: None**

**VI. ADJOURNMENT:** The meeting was adjourned at 10:55 a.m.

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

## MINUTES/SYNOPSIS

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

Tuesday                      October 28, 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 10:01 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  
Graciela Garduno, Treasurer, EHS San Juan Unified School District  
Debra Gipson, Community Agency Representative  
Franschelle Brown, Foster Parent Representative  
Rebekah Chester, SETA-Operated Program  
Javana Abrussezze, SETA-Operated Program (*arrived at 10:21 a.m., seated at 10:37 a.m.*)

New Members Seated Present: None

New Members to be Seated/Reseated but Absent: None

#### Members Absent:

Rashanetta Yates, SETA-Operated Program (*unexcused*)  
Jasmine Nnachi, SETA-Operated Program (*unexcused*)  
Yaneika James, Secretary, Florin Grammar Head Start (*excused*)

#### I. CONSENT ITEM:

##### A. Approval of the Minutes of September 23, 2025, Regular Meeting

The minutes were reviewed, no questions or corrections.

Moved/Garduno, second/Chester, to approve September 23, 2025, minutes as distributed.

#### Roll call vote:

Aye: 4 (Garduno, Chester, Brown, Gipson)

Nay: 0

Abstention: 1 (Jones-Villalta)

Absent: 4 (Nnachi, Abrussezze, James, Yates)

#### II. ACTION ITEMS:

##### A. Timed Item 10:00 AM. and Public Hearing:

First Reading of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council

Ms. Jones-Villalta reviewed modification to the Bylaws.

Ms. Jones-Villalta opened the public hearing at 10:08

There were no public comments.

Ms. Jones-Villalta closed the public hearing at 10:08 a.m.

Moved/Garduno, second/Jones-Villalta, to approve the first reading amendments to the PC Bylaws.

Roll call vote:

Aye: 1 (Garduno)

Nay: 2 (Brown, Gipson)

Abstention: 2 (Jones-Villalta, Chester)

Absent: 4 (Nnachi, Abrussezze, James, Yates)

Moved/Garduno, second/Chester, to refer this item back to the PC Bylaws/Personnel Committee for additional discussion.

Roll call vote:

Aye: 4 (Garduno, Chester, Brown, Gipson)

Nay: 0

Abstention: 1 (Jones-Villalta)

Absent: 4 (Nnachi, Abrussezze, James, Yates)

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

Ms. Jones-Villalta reviewed the item. Ms. Brown nominated herself. There were no other nominations at this time.

Moved/Chester, second/Gipson, to elect Ms. Brown to serve as low-income sector Representative to the Community Action Board.

Roll call vote:

Aye: 4 (Garduno, Chester, Brown, Gipson)

Nay: 0

Abstention: 1 (Jones-Villalta)

Absent: 4 (Nnachi, Abrussezze, James, Yates)

**C. Approval to Submit Annual Refunding Application for Fiscal Year 2026-2027 to the California Department of Education (CDE)**

Mr. Han reviewed the item. He advised that this agenda item provides an opportunity for the Head Start Policy Council to approve the submission of the annual refunding application to CDE with a maximum reimbursement amount of approximately \$7.3M for FY 2026-2027. These funds will provide services to 860 preschoolers in full-day, full-year child development programs at the centers listed in the agenda packet.

Moved/Chester, second/Gipson, to approve the submission of the application for continued funding for Fiscal Year (FY) 2026-2027 to CDE with a maximum reimbursement

amount of approximately \$7.3M and authorize SETA's Executive Director to sign the Continued Funding Application (CFA) and all related FY 2026-2027 contract documents.

Roll call vote:

Aye: 4 (Garduno, Chester, Brown, Gipson)

Nay: 0

Abstention: 1 (Jones-Villalta)

Absent: 4 (Nnachi, Abrussezze, James, Yates)

**D.** Approval to Submit Annual Refunding Application for Fiscal Year 2026-2027 to the California Department of Social Services (CDSS)

Mr. Han reviewed the item. He advised that this agenda item provides an opportunity for the Policy Council to approve the submission of the annual refunding application to CDSS with a maximum reimbursement amount of approximately \$6.36M for FY 2026-2027. These funds will provide services to 401 infants/toddlers in full-day, full-year child development programs at the centers listed in the agenda packet.

Moved/Chester, second/Brown, to approve the submission of the application for continued funding for Fiscal Year (FY) 2026-2027 to CDSS with a maximum reimbursement amount of approximately \$6.36M and authorize SETA's Executive Director to sign the Continued Funding Application (CFA) and all related FY 2026-2027 contract documents.

Roll call vote:

Aye: 4 (Garduno, Chester, Brown, Gipson)

Nay: 0

Abstention: 1 (Jones-Villalta)

Absent: 4 (Nnachi, Abrussezze, James, Yates)

**III. INFORMATION ITEMS:**

**A.** 2024-2025 Head Start/Early Head Start Program Information Report (PIR)

Ms. Nicolas presented 2024-2025 Head Start/Early Head Start PIR. Presentation is attached to these minutes.

Ms. Abrussezze arrived at 10:21 a.m. and was seated at 10:37 a.m.

**B.** Standing Information Items

➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account

Mr. Han reviewed the combined SETA-Operated and Delegate Agencies' HS/EHS fiscal report for the second month in Program Year 2025-2026, ending September 30, 2025. He advised that total Head Start Year-to-Date expenditures are at 16.67%. The Non-Federal Share Year-to-Date expenditure is 39.4%, above the required 25%. The Administrative cost is 10.9%, below 15% maximum countywide. 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.

➤ Health Service Advisory Committee (HSAC):

Ms. Jones-Villalta advised that the HSAC End-of-the-Year Event was held on October 1st and was a great success. The theme was "Bloom from Within" and was geared towards nutrition and mental health.

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

- C. 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 September 12 through October 9, 2025. Ms. Green-Johnson also noted that there are currently seventy SETA employees on leave.
- D. Governing Board Minutes for September 4, 2025: No questions

#### IV. COMMITTEE REPORTS:

- Executive Committee  
The next meeting will be held on Tuesday, November 19, 2025, at 11:30 a.m., at the SETA Administrative building.
- 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.
- Social/Hospitality Committee  
The next meeting will be held today, Tuesday, October 28, 2025, at 11:30 a.m., at the SETA Administrative building.
- Personnel/Bylaws 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:  
Ms. Jones-Villalta stated that the Policy Council members are continuing to work on recruitment.
- D. Head Start Managers:
  - ✓ Betsy Uda – Safe Environments, Facilities, Licensing, and Food Services:  
Ms. Uda reviewed the Head Start Performance Standard 1302.44 Child nutrition. (a) *Nutrition service requirements*. That states, a program must design and implement nutrition services that are culturally and developmentally appropriate, meet the nutritional needs of and accommodate the feeding requirements of each child, including children with special dietary needs and children with disabilities. SETA is meeting this requirement fully. Ms. Uda reviewed the food report, which contained details about the food services provided and was included in the agenda packet. SETA's Facilities team continues to assist the Delegates with the installation of chimes and bells.

To prepare for the upcoming federal review, Facilities are implementing a new inventory and tracking system. Additionally, preventative maintenance is being conducted.

- ✓ Megan Lamb - School Readiness, Special Education, and Mental Health Services: Ms. Lamb mentioned that there are currently twenty-one vacancies in the Children and Family Services Department. The hope is to reduce this number by hosting a job fair, likely after the Thanksgiving holidays.

Ms. Lamb stated that preparations for the federal review are ongoing, and assistance is being given to Delegates and partners.

- ✓ Veronica Jones – Health, Nutrition, Quality Assurance, and Data Systems: Ms. Jones provided a recap of the recent HSAC End-of-the-End event, highlighting topics that were presented, including ultra-processed foods. Additionally, the HSAC members are scheduled to have a recap meeting soon to discuss the past event and the continuation of their service on the Committee for the upcoming year.

Ms. Brown recommended partnering with the Food Literacy Center located at Leataata Floyd Elementary School. Ms. Jones thanked Ms. Brown for the information provided.

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

Ms. Jones-Villalta asked the Board to consider going to a short recess.

Moved/Garduno, second/Abrussezze, to recess for ten minutes.

Roll Call:

Aye: 2 (Garduno, Abrussezze)

Nay: 3 (Chester, Brown, Gipson)

Abstention: 1 (Jones-Villalta)

Absent: 3 (Nnachi, James, Yates)

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

**F.** Public Participation: None

**VI. ADJOURNMENT:** The meeting was adjourned at 11:18 a.m.

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

Program Information Report  
PIR  
2024-2025

# Countywide Enrollment

Program	Total Number of Classes
Head Start	165
Early Head Start	69

Funded Enrollment	Actual Enrollment
Head Start 3448	4108
Early Head Start 977	1658 (60 Pregnant Women enrolled)

# Countywide Program Information

## 2024 -25

### Family Services

#### Head Start

#### EHS

Families Experiencing Homelessness-4%

Families Experiencing Homelessness-8%

TANF- 23%

TANF- 24%

WIC- 58%

WIC- 72%

SNAP- 46%

SNAP- 54%

# Race & Ethnicity: HS/EHS

Ethnicity	
Hispanic	40%
Non-Hispanic	57.3%

Race	
Am. Indian /Alaska Native	1%
Asian	16.7%
Black/ African American	23.7%
Native Hawaiian/ Pacific Islander	1.1%
White	32.2%
Bi-Racial/ Multi Racial	11%
Other or Unspecified	15.2%

# Health Services: HS/EHS

## Head Start

- Medical Home- 96%
- Medical Insurance- 97%
- Complete Medical Screens- 72%
- Up to date Oral Exams- 79%
- Up to date Immunizations- 99%

## EHS

- Medical Home- 91%
- Medical Insurance- 92%
- Complete Medical Screens- 46%
- Up to date Oral Exams- 86%
- Up to date Immunizations- 89%
- Completed Education Screenings- 75%
- Pregnant Women- 60
- Prenatal Care- 100%
- Postpartum Care- 55%

# Disability Services

EHS

Percentage of Children with Individualized Family Services Plans (IFSP)

14%

HS Preschool

Percentage of Children with Individualized Education Plans (IEP)

14%



# Thank You



## MINUTES/SYNOPSIS

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

Tuesday                      November 4, 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. Le Andra Jones-Villalta called the meeting to order at 11:00 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  
Graciela Garduno, Treasurer, EHS San Juan Unified School District  
Debra Gipson, Community Agency Representative  
Franschelle Brown, Foster Parent Representative  
Rebekah Chester, SETA-Operated Program  
Javana Abrussezze, SETA-Operated Program

New Members Seated Present: None

New Members to be Seated/Reseated but Absent: None

#### Members Absent:

Yaneika James, Secretary, Florin Grammar Head Start (*excused*)  
Jasmine Nnachi, SETA-Operated Program (*excused*)  
Rashanetta Yates, SETA-Operated Program (*unexcused*)

#### I. ACTION ITEMS:

##### A. Timed Item 11:00 AM. and Public Hearing:

First Reading of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council

Ms. Jones-Villalta reviewed modification to the Bylaws.

Ms. Jones-Villalta opened the public hearing at 11:08 a.m.

There were no public comments.

Ms. Jones-Villalta closed the public hearing at 11:08 a.m.

Ms. Griffith clarified that the Board is voting on a modification of the Bylaws, not on the Code of Conduct mentioned in the Bylaws. The Code of Conduct will be presented for consideration separately once it is completed and will not take effect until approved by the Policy Council.

Moved/Abrussezze, second/Garduno, to approve the first reading amendments to the Sacramento County Head Start/Early Head Start Policy Council Bylaws.

Roll call vote:

Aye: 5 (Garduno, Chester, Brown, Gipson, Abrussezze)

Nay: 0

Abstention: 1 (Jones-Villalta)

Absent: 3 (James, Nnachi, Yates)

**II. ADJOURNMENT:** The meeting was adjourned at 11:12 a.m.

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

## **COMMITTEE REPORTS ITEM IV**

- Executive Committee: Ms. Javana Abrussezze

NOTES:

- Budget/Planning Committee: Ms. Javana Abrussezze

NOTES:

- Parent Ambassador Committee: Ms. Javana Abrussezze

NOTES:

- Social/Hospitality Committee: Ms. Javana Abrussezze

NOTES:

## OTHER REPORTS ITEM V

### BACKGROUND:

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

- A.** Chair – Ms. Javana Abrussezze
  - ✓ 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
  - ✓ Betsy Uda – Safe Environments, Facilities, Licensing, and Food Services
  - ✓ Veronica Jones – Health, Nutrition, Quality Assurances, and Data Systems
    - OHS Health and Safety Screener - Monitoring Summary Report
  - ✓ Megan Lamb – School Readiness, Special Education, and Mental Health Services
  - ✓ Lisa Carr – Family Engagement, Home Base, and ERSEA Services

### NOTES:



# Seta Head Start

## Food Service Operations Monthly Report

### \*November, 2025

11/7/25 - EHS Homebase had a field trip to the Enchanted Cosmos Playground we prepared 100 sack lunches.  
 11/14/25 - Preschool Homebase had a field trip to Nimbus Fish Hatchery we prepared 80 sack lunches.

	Lunch	PM Snack	Breakfast	Field Trips
	27,350	25,715	26,032	2
<b>Total Amount of Meals and Snacks Prepared</b>				<b>79,277</b>
<b>Purchases:</b>				
Food	\$96,656.05			
Non - Food	\$8,861.71			
<b>Building Maintenance and Repair:</b>			<b>\$2,610.15</b>	
<b>Janitorial &amp; Restroom Supplies:</b>			<b>\$0.00</b>	
<b>Kitchen Small Wares and Equipment:</b>			<b>\$0.00</b>	
<b>Vehicle Maintenance and Repair:</b>			<b>\$0.00</b>	
<b>Vehicle Gas / Fuel:</b>			<b>\$1,704.85</b>	
Normal Delivery Days			20	



# Seta Head Start Food Service Operations Monthly Report \*December, 2025

12/15/25 - Sharon Neese had a field trip on site with Music Paul they were served the meal on the menu for the day.

	Lunch	PM Snack	Breakfast	Field Trips
	26,172	24,998	25,418	0
<b>Total Amount of Meals and Snacks Prepared</b>				<b>76,588</b>
<b>Purchases:</b>				
Food	\$99,655.01			
Non - Food	\$15,463.25			
<b>Building Maintenance and Repair:</b>			\$2,295.92	
<b>Janitorial &amp; Restroom Supplies:</b>			\$0.00	
<b>Kitchen Small Wares and Equipment:</b>			\$0.00	
<b>Vehicle Maintenance and Repair:</b>			\$0.00	
<b>Vehicle Gas / Fuel:</b>			\$1,437.15	
Normal Delivery Days			13	

# OHS Health & Safety Screener- Monitoring Summary Report

<b>Agency Name:</b>	SETA	<b>Monitoring Timeframe:</b>	9/1/25-10/24/25
<b>Program Year:</b>	2025-2026	<b>Program Option:</b>	<input checked="" type="checkbox"/> Center Based <input type="checkbox"/> Home Based

## Section 1: Review Data Summary

The purpose of this summary is to consolidate health and safety monitoring results across program sites using the OHS Health & Safety Screener. This report identifies strengths, trends, and areas requiring corrective action to ensure environments consistently meet Head Start Program Performance Standards and state licensing requirements.

To ensure full monitoring coverage within the 5-year grant cycle, sites and classrooms not included in the initial OHS Health & Safety Monitoring were selected for review during this period. The results were concluded from the monitoring of 22 classrooms across 12 sites.

Review Areas: Facilities, Equipment and Materials, Policies and Procedures, Active Supervision, and Human Resources (Transportation section is not applicable/ not counted in number of indicators)

- Screener Used: 800\_2025 Health and Safety Screener CW PY 2025-2026 Checklist (53 Indicators per screener)

## Section 2: Cross Site Performance Summary Compliance by Category

**Purpose:** Identify combined compliance trends, category-level performance, and areas requiring corrective action across sites. *Compliant items / total rated (Compliant + Non-Compliant); N/A excluded*

Category	Combined	Trend Summary
Facilities	83%	Moderate — Needs Improvement
Equip & Materials	78%	Low to Moderate Compliance — Action Required
Policies & Procedures	87%	Moderately High Compliance
Active Supervision	94%	Strong Implementation — Isolated Gaps
Human Resources	93%	Strong Implementation — Isolated Gaps

### A. Program Areas Combined Strengths

#### Staff Screening, Training & Qualifications

- Background checks, health/safety training, and conduct consistently documented expectations.

#### Active Supervision & Ratios

- Classrooms maintained ratios and constant visual supervision across most sites.

#### Core Environmental & Emergency Readiness Systems

- Adequate space, lighting, sanitation processes, and emergency detection equipment in place.

### B. Primary Areas Needing Improvement

#### Facility Sanitation & Structural Repairs

- Examples: worn restroom fixtures, cracked flooring, moisture/water-damage areas.

#### Electrical / Equipment / Hazard-Exposure Risks

- Examples: accessible cords, unstable furniture, unsafe stacked items or devices.

#### Emergency Preparedness Documentation & First-Aid Readiness

- Examples: incomplete emergency cards or missing first-aid kit items.

## Section 3: System-Level Corrective Action Priorities

**Strengthening Preventive Maintenance & Environmental Safety**

- Monthly facility health/safety checklist and repair tracking
- Removal or mitigation of environmental and sanitation risks

Outcome: Safer, cleaner environments and reduced injury/illness risk.

**Improve Hazard-Prevention & Equipment Safety Controls**

- Regular safety sweeps for cords, unstable items, unsafe furnishings
- Standard “tag-and-remove until repaired” process

Outcome: Fewer preventable hazard exposures.

**Standardized Emergency Card & First-Aid Verification**

- Monthly first-aid kit audits; quarterly emergency card reviews
- Staff refreshers on documentation and emergency readiness

Outcome: Faster, more reliable response during health or safety incidents.

Monitoring results confirm strong workforce practices and classroom supervision, while identifying facility-related maintenance and emergency-readiness areas as priority improvement targets. Program leadership is implementing corrective actions and system-level monitoring to strengthen safety and consistency across sites.

**Next Steps:** A Corrective Action Plan (CAP) is due within 45 days of receipt of the OHS Health & Safety Screener Summary Report and must be submitted to the QA Manager for tracking and follow-up. Progress will be monitored through corrective action updates, and findings will be integrated into the annual self-assessment and staff training plans.

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

Breana.ware@seta.net

**November 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	158	<b>12%</b>	739	164	<b>22%</b>
<b>Twin Rivers USD</b>	156	32	<b>21%</b>	56	6	<b>11%</b>
<b>Elk Grove USD</b>	440	52	<b>12%</b>	NA	NA	<b>NA</b>
<b>Sac City USD</b>	676	83	<b>12%</b>	16	2	<b>13%</b>
<b>San Juan USD</b>	712	81	<b>11%</b>	96	7	<b>7%</b>
<b>WCIC</b>	100	1	<b>1%</b>	NA	NA	<b>NA</b>
<b>COUNTY TOTAL</b>	<b>3448</b>	<b>356</b>	<b>10%</b>	<b>907</b>	<b>179</b>	<b>20%</b>

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

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

Breana.ware@seta.net

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Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
<b>SETA operated</b>	1364	165	<b>12%</b>	739	168	<b>23%</b>
<b>Twin Rivers USD</b>	156	34	<b>22%</b>	56	6	<b>11%</b>
<b>Elk Grove USD</b>	440	58	<b>13%</b>	NA	NA	<b>NA</b>
<b>Sac City USD</b>	676	83	<b>12%</b>	16	2	<b>13%</b>
<b>San Juan USD</b>	712	83	<b>12%</b>	96	7	<b>7%</b>
<b>WCIC</b>	100	3	<b>3%</b>	NA	NA	<b>NA</b>
<b>COUNTY TOTAL</b>	<b>3448</b>	<b>426</b>	<b>12%</b>	<b>907</b>	<b>183</b>	<b>20%</b>

*\*NO REPORT RECEIVED*

*AFE: Annual Funded Enrollment*

**SETA HEAD START/EARLY HEAD START  
End of Month Enrollment Report  
December 2025**

<b>HS Center Name (* ) CCTR/CSPP Funded</b>	<b>Funded Enrollment</b>	<b>Actual Enrollment</b>	<b>Drop within last 30 days</b>	<b>Total Reported</b>	<b>(c) Closed/Capped %</b>	<b>(a) Actual to Funded Enrollment %</b>
*16th Avenue	40	40	0	40		100%
*Bret Harte	20	20	0	20		100%
*Bright Beginnings	20	20	0	20		100%
*Capital City	20	20	0	20		100%
*CP Huntington	20	20	0	20		100%
*Crossroad Garden	60	60	0	60		100%
*Elkhorn	60	60	0	60		100%
*Florin	20	20	0	20		100%
*Freedom Park	60	60	2	62		103%
*Freeport	20	20	0	20		100%
*Fruitridge	20	21	0	21		105%
*Galt	60	57	3	60		100%
*Hillsdale	80	75	0	75		94%
*Hopkins	40	40	0	40		100%
*Job Corps	20	21	0	21		105%
*Marina Vista	40	33	0	33		83%
*Mather	60	58	1	59		98%
*Mirasol Village	20	0	0	0		0%
*Norma Johnson	40	40	0	40		100%
*North Avenue	40	40	0	40		100%
*Northview	60	60	0	60		100%
*Phoenix Park	40	40	0	40		100%
*Sharon Neese	60	60	2	62		103%
Alder Grove ELC	17	19	0	19		112%
Bannon Creek	34	39	1	40		118%
Dudley	17	20	0	20		118%
Franklin	17	17	0	17		100%
Grizzly Hollow	40	40	0	40		100%
Home Base	110	98	0	98		89%
Nedra Court	34	33	0	33		97%
Solid Foundation	34	39	0	39		115%
Strizek Park	17	19	0	19		112%
Walnut Grove	20	20	1	21		105%
<b>Total</b>	<b>1260</b>	<b>1229</b>	<b>10</b>	<b>1239</b>	<b>0%</b>	<b>98%</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  
December 2025**

<b>EHS Center Name (* CCTR/CSPP Funded)</b>	<b>Funded Enrollment</b>	<b>Actual Enrollment</b>	<b>Drop within last 30 days</b>	<b>Total Reported</b>	<b>(c) Closed/Capped %</b>	<b>(a) Actual to Funded Enrollment %</b>
*16th Avenue	25	23	4	27		108%
*Alder Grove I/T	16	10	1	11		69%
*Bret Harte	9	5	2	7		78%
*Bright Beginnings	17	16	0	16		94%
*Captial City	17	15	2	17		100%
*CP Huntington	16	16	0	16		100%
*Crossroad Garden	15	14	2	16		107%
*Elkhorn	16	15	0	15		94%
*Florin	16	14	2	16		100%
*Freedom Park	16	14	2	16		100%
*Fruitridge	17	16	2	18		106%
*Galt	16	15	1	16		100%
*Hillsdale	16	15	1	16		100%
*Hiram Johnson	33	32	1	33		100%
*Hopkins	6	5	1	6		100%
*Job Corps	25	23	2	25		100%
*Marina Vista	9	8	0	8		89%
*Mather	15	13	3	16		107%
* Mirasol Village	8	0	0	0		0%
*Norma Johnson	9	9	0	9		100%
*North Avenue	16	15	1	16		100%
*Northview	17	16	2	18		106%
*Phoenix Park	8	8	1	9		113%
*Sharon Neese Center	25	25	3	28		112%
*Spinelli	16	16	0	16		100%
<b>EHS Home Base</b>	<b>200</b>	<b>194</b>	<b>8</b>	<b>202</b>		<b>101%</b>
Grizzly Hollow	9	8	1	9		100%
River Oak - Home Base	60	53	4	57		95%
SCOE - Home Base	70	60	9	69		99%
Walnut Grove	8	8	0	8		100%
<b>Total</b>	<b>746</b>	<b>681</b>	<b>55</b>	<b>736</b>	<b>0%</b>	<b>99%</b>

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

With the increased availability of Transitional Kindergarten (TK) families have service options for programs that provide longer hours and fewer income eligibility requirements. Vacancies in following positions that support enrollment: 5 Family Service Workers.

**Strategies/Action Plan:**

Human Resources posed job openings within the following employment sear websites: CA Head Start Assoc., Cal Jobs, Zip Recruiter, Indeed, and ADP WFN Recruitment Portal.

- (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:**