

Thought of the Day:

“If there is no struggle, there is no progress.”

Author: Frederick Douglass

AGENDA

Sacramento Employment and Training Agency HEAD START POLICY COUNCIL Regular Meeting

Tuesday March 25, 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 Policy Council 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 Council 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 Council 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, Anzhelika.Simonenkova@seta.net. Any member of the public who wishes to speak directly to the Council regarding any item on the agenda may contact Anzhelika Simonenkova at (916) 263-3753, or Anzhelika.Simonenkova@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, 87099765210# US (San Jose).

Meeting ID: 870 9976 5210

Passcode: 680018

[Find your local number](#)

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 Council meeting information may be accessed through the Internet by visiting the SETA webpage: www.seta.net/board/board-agendas.

GOVERNING BOARD

Rich Desmond

BOARD OF SUPERVISORS
County of Sacramento

Eric Guerra

MAYOR PRO TEM

Patrick Kennedy

BOARD OF SUPERVISORS
County of Sacramento

Vacant

PUBLIC REPRESENTATIVE

Mai Vang

COUNCILMEMBER
City of Sacramento

Anita Maldonado, Ph. D.

EXECUTIVE DIRECTOR

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

- PC Meeting Attendance Update
- Introduction of Newly Seated Representatives

I. CONSENT ITEMS:

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

II. ACTION ITEMS:

A. Timed Item 10:00 A.M. and Public Hearing

- Approval of Change to the SETA Personnel Policies and Procedures
Appendix A (Mr. Bevan Richardson) 11-17

- B.** Approval of Revised Supervision Policy and Procedures (Ms. Karen Griffith) 18-20

- C.** Approval of Incident Reporting Procedures (Ms. Karen Griffith) 21-27

- D.** Election of Policy Council Community Representatives and Alternates
for Program Year 2024-2025 28

- E.** Election of Policy Council Vice Chair and Parliamentarian for Program Year
2024-2025 29

- F.** Election of Community Action Board Alternate 30

III. INFORMATION ITEMS:

- A.** SETA Strategic Plan (Ms. Anita Maldonado) 31

- B.** Standing Information Items 32-46

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account:
Mr. Victor Han
- Community Resources – Parents/Staff: Ms. Le Andra Jones-Villalta
 - Dinosaur Day at the Koobs Nature Area
 - Men's Healing Circle (Hooked on Fishing Not on Violence)
 - Teen Success Program
 - The Wonder Grove Wiggle Worms
 - Trails in Bloom

- C.** SETA's Recruitment Update – Ms. Sheri Green-Johnson 47

- D.** Governing Board Minutes for February 6, 2025 48-58

IV. COMMITTEE REPORTS:

59

- Executive Committee: Ms. Le Andra Jones-Villalta
- Budget/Planning Committee: Ms. Le Andra Jones-Villalta
- Parent Ambassador Committee: Ms. Le Andra Jones-Villalta

V. OTHER REPORTS:

60-66

- A.** Executive Director – Ms. Anita Maldonado
B. Head Start Deputy Director – Ms. Karen Griffith

- ✓ Monthly Head Start Report
- C. Chair
 - ✓ PC Recruitment
- D. Head Start Managers
 - ✓ Lisa Carr – Family Engagement, Home Base, and ERSEA Services
 - ✓ Megan Lamb – School Readiness, Special Education, and Mental Health Services
 - ✓ Vacant – Health, Oral Health, Nutrition, Food Services, Quality Assurances and On-going Monitoring
 - ✓ Betsy Uda – Safe Environments, Facilities, and Licensing
- E. Open Discussion and Comments
- F. Public Participation

VI. ADJOURNMENT

DISTRIBUTION DATE: Monday, March 17, 2025

Policy Council meeting hosted by:
Le Andra Jones-Villalta (Chair), Yaneika James (Secretary)
Graciela Garduno (Treasurer)

ROLL CALL

A member of the Policy Council will call the roll for the following members:

- ☐ Debra Gipson, Community Agency Representative
- ☐ Franschelle Brown, Foster Parent Representative
- ☐ Graciela Garduno, Treasurer, EHS San Juan Unified School District
- ☐ Aterious Cuffee, Past Parent Representative
- ☐ Le Andra Jones-Villalta, Chair, Past Parent Representative
- ☐ Rebekah Chester, SETA-Operated Program
- ☐ Jovita Galvan, Elk Grove Unified School District
- ☐ Javana Abrussezze, SETA-Operated Program
- ☐ Naomi Watson, SETA-Operated Program
- ☐ Timothy M. Poole, Community Agency Representative
- ☐ Yaneika James, SETA-Operated Program

Members to be Seated: None

- ☐
- ☐

Applications Received: None

Seats Vacant:

Vacant, Sacramento City Unified School District
Vacant, EHS Twin Rivers Unified School District
Vacant, Twin Rivers Unified School District
Vacant, Twin Rivers Unified School District
Vacant, Home Base Option
Vacant, Home Base Option
Vacant, EHS SETA-Operated Program
Vacant, EHS SETA-Operated Program
Vacant, SETA-Operated Program
Vacant, SETA-Operated Program
Vacant, Community Agency Representative
Vacant, Community Agency Representative
Vacant, Grandparent Representative
Vacant, Parent Ambassador Representative
Vacant, Parent Ambassador Representative

**** Please call your alternate, Policy Council Chair (Le Andra Jones-Villalta: [916] 600-7228) or Head Start staff (Gaylon Ndiaye: [916] 591-2298 or Anzhelika Simonenkova: [916] 263-3753) if you will not be in attendance**

**POLICY COUNCIL
BOARD MEETING ATTENDANCE
PROGRAM YEAR 2024-2025**

The **2024-2025** Board was seated on
November 26, 2024, January 28, and February 25, 2025

BOARD MEMBER	SITE	11/26	12/19*		1/28	2/25*	3/25	4/22	5/27	6/24	7/22	8/26	9/23	10/28	11/25
Debra Gipson Seated 11/26	CAR	X			X	X									
Timothy Poole Seated 2/25	CAR	E			E	X									
Jovita Galvan Seated 1/28	EGUSD	E			X	X									
Mariah Medina S/B/S 2/25	EGUSD	U			U	U									
Franschelle Brown Seated 11/26	FPR	X			X	X									
Vacant Seated	GPR														
Vacant Seated	HB														
Vacant Seated	PAR														
Aterious Cuffee Seated 11/26	PPR	X			X	X									
Le Andra Jones-Villalta Seated 11/26	PPR	X			X	X									
Vacant Seated	SCUSD														
Vacant Seated	SJUSD														
Graciela Garduno Seated 11/26	SJUSD/ EHS	X			X	X									
Sherrel Williams R 2/24	SOP	X			X	R									
Javana Abrussezze Seated 1/28	SOP	E			X	E									
Naomi Watson Seated 1/28	SOP	U			X	U									
Rebekah Chester Seated 11/26	SOP	X			X	X									
Brenda Sevilla R 2/25	SOP				X	R									
Yaneika James Seated 2/25	SOP				U	X									
Vacant Seated	TRUSD														
Ingrid Diana Bejarano Izaguirre S/B/S 2/25	WCIC				U	U									
Damaris Bernal-Perez S/B/S 2/25	WCIC				U	U									

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CAR	Community Agency Representative
EHS	Early Head Start
EGUSD	Elk Grove Unified School District
FPR	Foster Parent Representative
GPR	Grandparent Representative
HB	Home based Option
OGC	Outgoing Chair
PAR	Parent Ambassador Representative
PPR	Past Parent Representative
SCUSD	Sacramento City Unified School District
SJUSD	San Juan Unified School District
SOP	SETA-Operated Program
TRUSD	Twin Rivers Unified School District
WCIC	Women's Civic Improvement Club/Playmate Child Care Center

X: Present
E: Excused
R: Resigned
U: Unexcused Absence
S/B/S: Should be Seated
H: Holiday
HS: Holding Seat

AP: Alternate Present
E/PCB: Excused, Policy Council Business
E/PCB: Excused, Policy Committee Business
RS: Reseat
S/B/RS: Should be Seated

 * Special Meeting

Current a/o 3/14/2025

CONSENT ITEM I-A

Approval of the Minutes of the January 28, 2025 Regular Meeting

RECOMMENDATION:

Approve the minutes of the January 28, 2025 meeting.

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review and approve the minutes of the January 28, 2025 regular meeting.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

MINUTES/SYNOPSIS

Sacramento Employment and Training Agency HEAD START POLICY COUNCIL Regular Meeting

Tuesday February 25, 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. Jones-Villalta called the meeting to order at 10:00 a.m., read the thought of the day, and called the roll; a quorum was met.

Members Present:

Debra Gipson, Community Agency Representative
Graciela Garduno, Treasurer, EHS San Juan Unified School District
Le Andra Jones-Villalta, Chair, Past Parent Representative
Franschelle Brown, Foster Parent Representative
Rebekah Chester, SETA-Operated Program
Aterious Cuffee, Past Parent Representative
Jovita Galvan, Elk Grove Unified School District

New Members Seated Present:

Yaneika James, Florin Grammar Head Start
Timothy M. Poole, Community Agency Representative

New Members to be Seated/Reseated but Absent:

Mariah Medina, Elk Grove Unified School District (*unexcused*)
Ingrid Diana Bejarano Izaguirre, WCIC/Playmate Child Development Center (*unexcused*)
Damaris Bernal-Perez, WCIC/Playmate Child Development Center (*unexcused*)

Members Absent:

Javana Abrussezze, SETA-Operated Program (*excused*)
Naomi Watson, SETA-Operated Program (*unexcused*)
Brenda Sevilla, Northview Head Start (*resigned 2/25/25*)
Sherrel Williams, Vice Chair, SETA-Operated Program (*resigned 2/24/25*)

I. CONSENT ITEM:

A. Approval of the Minutes of the January 28, 2025, Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Cuffee, second/Garduno, to approve the January 28, 2025, minutes as distributed.

Roll call vote:

Aye: 7 (Gipson, Cuffee, Garduno, Brown, James, Galvan, Chester)
Nay: 0

Abstention: 1 (Jones-Villalta)
Absent: 2 (Abrussezze, Watson)

II. ACTION ITEMS:

A. Timed Item 10:00 A.M. and Public Hearing:

Approval of Revisions to the Personnel Clerk Job Specification

Mr. Richardson reviewed the item and advised that the job specifications for the Personnel Clerk and Senior Personnel Analyst were updated to ensure accuracy in the duties assigned, responsibilities, and to provide additional departmental support and meet the needs of the Agency. In response to Ms. Jones-Villalta's questions, Mr. Richardson clarified that the fiscal department manages the tuition reimbursement process. Ms. Griffith further added that tuition reimbursement has also been included in the job specifications for the new Training Officer position.

Ms. Jones-Villalta opened the public hearing at 10:05 a.m.

There were no comments from the public.

Ms. Jones-Villalta closed the public hearing at 10:07 a.m.

Moved/Garduno, second/Gipson, to approve the revise job specification for the Personnel Clerk.

Roll call vote:

Aye: 7 (Gipson, Cuffee, Garduno, Brown, James, Galvan, Chester)

Nay: 0

Abstention: 1 (Jones-Villalta)

Absent: 2 (Abrussezze, Watson)

B. Timed Item 10:00 A.M. and Public Hearing:

Approval of Revisions to the Senior Personnel Analyst Job Specification

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

There were no comments from the public.

Ms. Jones-Villalta closed the public hearing at 10:09 a.m.

Moved/Garduno, second/Galvan, to approve the revised job specification for the Senior Personnel Analyst.

Roll call vote:

Aye: 7 (Gipson, Cuffee, Garduno, Brown, James, Galvan, Chester)

Nay: 0

Abstention: 1 (Jones-Villalta)

Absent: 2 (Abrussezze, Watson)

C. Timed Item 10:00 A.M. and Public Hearing:

Approval of Addition of Changes to the SETA Personnel Policies and Procedures Sections 9 and 11

Mr. Richardson reviewed the item and advised that most of updated to the SETA Personnel Policies and Procedures are to bring the Agency up into compliance for new labor laws or the 2025 year and also to clarify the Reasonable Accommodations Policy and Process.

At the request of Ms. Jones-Villalta, an update on a written statement as an acceptable certification upon returning to work for victims of acts of violence will be provided at the next meeting.

Mr. Richardson will consider Ms. Jones-Villalta's suggestion of including a more detailed explanation regarding distributing or displaying printed material under discriminative behavior relating to an individual's protected group/status.

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

There were no comments from the public.

Ms. Jones-Villalta closed the public hearing at 10:18 a.m.

Moved/Galvan, second/Garduno, to approve the updated Personnel Policies and Procedures Sections 9.10 (Domestic Violence, Sexual Assault, Stalking Leave), 9.17 (Sick Leave Accrual and Usage), 9.18 (Paid Sick Leave for Temporary Employees), Section 11.04 (Harassment, Discrimination, and Retaliation Policy and Complaint Procedure), and Section 11.17 (Reasonable Accommodation Policy and Process)

Roll call vote:

Aye: 6 (Gipson, Garduno, Brown, James, Galvan, Chester)

Nay: 0

Abstention: 2 (Jones-Villalta, Cuffee)

Absent: 2 (Abrussezze, Watson)

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

Ms. Jones-Villalta reviewed the item.

Mr. Timothy Poole submitted his application to become a Community Agency Representative on the Policy Council. He introduced himself and explained his motivation for applying to become a member.

Moved/Garduno, second/Brown, to elect Mr. Poole as Community Agency Representative and table the election of two (2) Community Agency Representatives, one (1) Grandparent Representative and alternates to the next meeting.

Roll call vote:

Aye: 7 (Gipson, Cuffee, Garduno, Brown, James, Galvan, Chester)

Nay: 0

Abstention: 1 (Jones-Villalta)

Absent: 2 (Abrussezze, Watson)

E. Election of Policy Council Secretary and Parliamentarian for Program Year 2024-2025

Ms. Jones-Villalta reviewed the item.

Ms. Cuffee nominated Ms. James for Secretary.

There were no other nominations.

Moved/Chester, second/Gipson, to approve Ms. James as Secretary and table the election of Policy Council Parliamentarian to the next meeting.

Roll call vote:

Aye: 8 (Gipson, Cuffee, Garduno, Brown, James, Galvan, Chester, Poole)

Nay: 0

Abstention: 1 (Jones-Villalta)

Absent: 2 (Abrussezze, Watson)

III. INFORMATION ITEMS:

A. Standing Information Items

➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account

Mr. Han additionally reviewed the fiscal report for the sixth month, which ended January 31, in the 2024-2025 Fiscal Year. The total year-to-date countywide expenses are at 44.5%. The Non-Federal Share Year-to-Date expenditures are at 30.6% above the required 25%. The Administrative cost is at 10.7%, below the 15% maximum. The funds of the American Rescue Plan Act (ARP) and the Corona Virus Response and Relief Supplemental Appropriation Act (CRRSA) were reviewed. SETA received the approval on the No-Cost Extension and liquidation period extension, which allows until September 30, 2025, to complete planned projects and purchases. The SETA Operated Programs Expenditures report was reviewed. The publications/advertising/printing category is expected to have an uptake as the banners and signs are being updated to reflect the new SETA logo. The credit card statements for American Express and Citibank were reviewed, and no concerns were noted. The only exception was a charge for a tape measure categorized under office supplies on January 6, 2025, which will be reviewed further. An update will be provided at the next meeting.

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 feel confident about completing projects on time before the expiration date.

➤ Community Resources

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

B. Governing Board Minutes for December 5, 2024: No questions

IV. COMMITTEE REPORTS:

➤ Executive Committee

The next meeting date and time are to be determined.

➤ Budget/Planning Committee and Fiscal Training

The next meeting will be held on Tuesday, March 11, 2025, at 1:00 p.m. at the SETA Administrative building.

V. OTHER REPORTS:

A. Executive Director: No report

B. Head Start Deputy Director:

Ms. Griffith mentioned that SETA met with a Program Specialist from the Office of Head Start, who advised that there is still limited engagement with their office. Four Office of Head Start Training and Technical Assistance members visited SETA and Delegate Agencies on February 19, 2025, as part of the Risk Assessment Notification (RAN) Review. During this visit, they examined the Correction Action Plan and the implementations at the sites, providing feedback for further improvements.

Ms. Griffith reported that SETA and the Delegates are continuing grant planning, which involves multiple fiscal and programmatic meetings. The Delegates are expected to submit their sections of the grant by March 7, 2025.

On behalf of Ms. Carr, Ms. Griffith provided the enrollment statistics as of January 2025: The countywide Head Start enrollment was at 96%, while Early Head Start enrollment was at 97%. SETA and its Delegates and Partners continue to work towards meeting and sustaining the 97% enrollment goal for both the Head Start and Early Head Start programs countywide.

Ms. Griffith also noted that the Revised Supervision Policy and Procedures and the Incident Reporting Procedures are slated for approval at the Policy Council meeting in March 2025.

C. Chair:

Ms. Jones-Villalta stated that she continues her recruitment efforts by visiting sites and connecting with parents to share the benefits of being involved with the program, including joining the two parent-led boards at SETA.

Ms. Jones-Villalta provided additional community resources for parents to share among themselves.

D. Head Start Managers:

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

Mr. Griffith provided a report on Ms. Carr's behalf under the Head Start Deputy Director's report.

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

Ms. Lamb stated that SETA is in the midst of grant planning and contingency planning, with the goal of providing the same quality of service to children and families, regardless of any funding changes. SETA continues to offer support to Delegate Agencies, which includes, but is not limited to, classroom arrangements and zoning, curriculum assistance and training, lesson planning, teacher coaching, and more.

✓ Vacant – Health, Oral Health, Nutrition, Food Services, Quality Assurance, and On-going Monitoring:

Ms. Griffith advised that the interviews to fill this vacancy will be held on March 7, 2025.

- ✓ Betsy Uda – Safe Environments, Facilities, and Licensing:
Ms. Uda advised that the facilities team is also responsible for providing support and technical assistance to the Delegates. As part of the Corrective Action Plan, the team installed multiple buzzers/chimes on doors and bells on the gates.

Ms. Uda was excited to announce that she recently conducted a walk-through at the site being constructed to meet SETA's needs and preferences at the Marisol Village apartment complex, managed by the Sacramento Housing and Redevelopment Agency (SHRA). Once completed, SETA will lease the building to house two toddler and preschool classes. Ms. Uda will keep the Board informed about the project's progress.

E. Open Discussion and Comments: None

F. Public Participation: None

VI. ADJOURNMENT: The meeting was adjourned at 11:04 a.m.

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

ACTION ITEM II-A

Timed Item 10:00 A.M. and Public Hearing

Approval of Change to the SETA Personnel Policies and Procedures Appendix A

Presenter: Bevan Richardson

RECOMMENDATION:

Open a public hearing, take public testimony, and take action to close the public hearing and approve the updated Personnel Policies and Procedures Section 9.10 "Victims of Acts of Violence Leave" and Appendix A to add the classification of Training/Staff Development Officer to the list of exempt classifications.

BACKGROUND:

The SETA Personnel Policies and Procedures provide direction to staff and periodically need to be updated in response to changes in laws, regulations, the work environment, and other needs of the Agency.

The Victims of Acts of Violence Leave policy requires an update to the certification requirements for requesting this type of leave of absence.

Also, with the increased scope of duties and expectations of the newly revived Training/Staff Development Officer, SETA is seeking approval to move the classification from non-exempt to exempt.

A redlined and clean copy of the policy change is attached for review.

The Governing Board is scheduled to take action on the policy update on April 6, 2025.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

Victims of Acts of Violence Leave

Section 9.10

A leave of absence under California's Victims of Acts of Violence Leave is a protected leave that provides reasonable and necessary unpaid leave and other reasonable accommodations to employees who are victims of a qualifying act of violence to attend legal proceedings or obtain other needed relief. This includes victims of:

- domestic violence,
- sexual assault,
- stalking,

An act, conduct, or pattern of conduct that includes causing, or threatening to cause, bodily injury or death. Unpaid leave under this policy is available for an employee who is the victim of a qualifying act of violence to attend legal proceedings or to obtain or attempt to obtain any relief necessary, including a restraining order, to ensure the employee's own health, safety or welfare, or that of the employee's child or children. Employees may also request unpaid leave for the following purposes:

1. Obtain services from a domestic violence shelter or rape crisis center.
2. Seek medical attention for injuries caused by the qualifying act of violence.
3. Obtain psychological counseling for the qualifying act of violence.
4. Take action, such as relocation, to protect against future acts of violence.

To request leave under this policy, an employee should provide their supervisor (reason for leave does not have to be disclosed to supervisor) and Human Resources with as much advance notice as practicable under the circumstances. If advanced notice is not possible, the employee requesting leave under this policy should provide Human Resources one of the following certifications upon returning to work:

1. A police report showing that the employee was a victim of a qualifying act of violence.
2. A court order protecting the employee from the perpetrator or other evidence from the court or prosecuting attorney that the employee appeared in court.
3. Documentation from a medical professional, domestic violence or sexual assault victim advocate, health care provider, or counselor showing that the employee's absence was due to treatment for injuries from domestic violence or sexual assault.
- 3.4. Any other form of documentation that reasonably verifies that the qualifying act of violence occurred, including, but not limited to, a written statement signed by the employee, or an individual acting on the employee's behalf, certifying that the absence is for a purpose authorized under this policy.

In addition, the agency will provide reasonable accommodations to employees who are victims of a qualifying act of violence for the employees' safety while at work. A reasonable accommodation may include the implementation of safety measures, such as a transfer, reassignment, modified schedule,

changed work telephone, changed work station or installed lock; assistance in documenting a qualifying act of violence that occurs in the workplace; an implemented safety procedure; or another adjustment to the employee's job duties and position.

Appendix A – (Exempt) Classifications

The following positions are designated exempt employees of SETA in accordance with the provisions of these policies and procedures.

Accountant III (Fiscal Manager)
Administration Department Chief
Administrative Services Deputy Director
CFS Deputy Director
Executive Director
Fiscal Department Chief
Head Start Deputy Director
Head Start Manager
Human Resources Manager
Information Systems Department Chief
Network Engineer
Personnel/Human Resources Department Chief
Planning and Community Development Chief
Public Information Officer
Training/Staff Development Officer
Web Innovation Engineer
Workforce Development Deputy Director
Workforce Development Manager

Victims of Acts of Violence Leave

Section 9.10

A leave of absence under California's Victims of Acts of Violence Leave is a protected leave that provides reasonable and necessary unpaid leave and other reasonable accommodations to employees who are victims of a qualifying act of violence to attend legal proceedings or obtain other needed relief. This includes victims of:

- domestic violence,
- sexual assault,
- stalking,

An act, conduct, or pattern of conduct that includes causing, or threatening to cause, bodily injury or death. Unpaid leave under this policy is available for an employee who is the victim of a qualifying act of violence to attend legal proceedings or to obtain or attempt to obtain any relief necessary, including a restraining order, to ensure the employee's own health, safety or welfare, or that of the employee's child or children. Employees may also request unpaid leave for the following purposes:

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2. A court order protecting the employee from the perpetrator or other evidence from the court or prosecuting attorney that the employee appeared in court.
3. Documentation from a medical professional, domestic violence or sexual assault victim advocate, health care provider, or counselor showing that the employee's absence was due to treatment for injuries from domestic violence or sexual assault.
4. Any other form of documentation that reasonably verifies that the qualifying act of violence occurred, including, but not limited to, a written statement signed by the employee, or an individual acting on the employee's behalf, certifying that the absence is for a purpose authorized under this policy.

In addition, the agency will provide reasonable accommodations to employees who are victims of a qualifying act of violence for the employees' safety while at work. A reasonable accommodation may include the implementation of safety measures, such as a transfer, reassignment, modified schedule,

changed work telephone, changed work station or installed lock; assistance in documenting a qualifying act of violence that occurs in the workplace; an implemented safety procedure; or another adjustment to the employee's job duties and position.

Appendix A – (Exempt) Classifications

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Accountant III (Fiscal Manager)
Administration Department Chief
Administrative Services Deputy Director
CFS Deputy Director
Executive Director
Fiscal Department Chief
Head Start Deputy Director
Head Start Manager
Human Resources Manager
Information Systems Department Chief
Network Engineer
Personnel/Human Resources Department Chief
Planning and Community Development Chief
Public Information Officer
Training/Staff Development Officer
Web Innovation Engineer
Workforce Development Deputy Director
Workforce Development Manager

ACTION ITEM II-B

Approval of Revised Supervision Policy and Procedures

Presenter: Karen Griffith

RECOMMENDATION:

Approve the revised Supervision Procedures in alignment with RAN Corrective Action Plan.

BACKGROUND:

As part of the Training and Technical Assistance offered by the Office of Head Start, SETA's Supervision Policy and Procedures were reviewed. The Procedures were assessed as being too cumbersome and lengthy with individual policies for each section of the day or areas of the center. The recommendation was to condense the Policy and Procedures into one document with clear and concise language.

Staff are available to answer any questions.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

Supervision

Policy/Procedure

Guidance: We believe it is imperative that the supervision, health, and safety of the children are of the utmost importance. This policy regarding supervision of children is adopted to ensure that the highest level of quality service and safety is maintained. This policy is in accordance with Head Start Performance Standards, Community Care Licensing requirements and SETA Head Start Standards of Conduct.

Policy: SETA Head Start mandates that no child will be left alone or unsupervised while under staff care. Visual supervision of all children will be maintained at all times. Teacher-child ratios must be met at all times.

Procedure: Classroom Supervision:

- Set up the physical environment to ensure visibility is maximized.
- Know where blind spots are and supervise those areas more closely.
- Be aware of exits, areas out of immediate view and places where children may hide.
- When arriving in a classroom, count all children and confirm with the whiteboard and sign in computer. Confirm the count verbally with staff already present.
- When leaving the classroom for any reason, make sure other staff know you are leaving and when you are returning. Use a call and response that closes the communication loop with confirmation of understanding and acknowledgment of ratio/count.
- Listen for chimes/bells that alert when anyone is entering or leaving the room; at no point should the chimes be disabled/turned off.
- Doors should not be propped open, and only adults should open doors.
- Update the whiteboard anytime a child arrives at or leaves the classroom. Follow up with a verbal confirmation with all staff.
- **Scan the entire environment and count children frequently.**

Bathroom Supervision:

- Maintain a position to visually supervise of the bathroom while in use by children.
- Barriers or dividers must not impede staff's ability to supervise children.
- When changing a soiled child, communicate with other staff to ensure whole group supervision is maintained.
- When taking children to the bathroom, make sure other staff know upon leaving and returning. Use a call and response that closes the communication loop with acknowledgement of ratios.
- Check stalls and corners of bathrooms to make sure all children have exited.

Playground Supervision:

- Position to maintain visual supervision of the entire playground with the other adults present. Staff should not gather in one area.
- Be aware of exits from playgrounds and make sure gates stay securely closed.
- Know where blind spots are or places that children may hide and supervise those areas more closely.
- Never send children into the classroom or bathroom alone.

- When leaving the playground for any reason, make sure other staff know you are leaving and when you are returning. Use a call and response that closes the communication loop with confirmation of understanding and acknowledgment of ratio/count.
- Listen for chimes/bells that alert when anyone is entering or leaving the outdoor area
- Update the whiteboard anytime a child arrives at or leaves the playground. Follow up with a verbal confirmation with all staff.
- **Scan the entire environment and count children frequently**

Zoning:

- Each class must have an active Zoning Plan and posted zones indoor and outdoor.
- Each Zone has a staff person assigned as the primary monitor for that area, and wears the corresponding Zone cards
- Staff position strategically and coordinate with others so that no area is left unsupervised, and back is not to the group.

Safe Transitions:

- The 5 steps of SUPERvision must be used when moving children from one location to another:

Stop- A clear signal to know it is time to transition

Unite & Gather- A designated space where all children come together prior to transition

Perform Sweep- A designated staff walks classroom or playground to ensure children are not hiding or left unsupervised

Exact Count- all children are counted in gathering space prior to moving to next location

Roll call & Recount- A face to name technique is used to recount children as children move to the next space

Anticipate Children's Behavior:

- Be aware of children who may need heightened supervision for any reason.
- Adjust supervision for age, ability, and temperament of each individual child.
- Be aware of changes in a child's mood and anticipate when a child may wander off, get upset, or take a dangerous risk.

Ratios:

Toddlers:

Early Head Start: 1 staff to 4 children

CCTR- Toddler State programs: Maintain a 1:4 adult-child ratio

Community Care Licensing: 1 staff per 6 children

Preschool:

Head Start: 1 staff to 10 children

CSPP- Preschool State programs: Maintain a 1:8 adult-child ratio

Community Care Licensing: 1 staff per 12 children

*Whenever groups of children of two (2) age categories are commingled and the younger age group exceeds fifty percent (50 %) of the total number of children present, the ratios for the entire group must meet the ratios required for the younger age group. If the younger age group does not exceed fifty percent (50%) of the total number of children present, the teacher-child and adult-child ratios shall be computed separately for each group.

ACTION ITEM II-C
Approval of Incident Reporting Procedures

Presenter: Karen Griffith

RECOMMENDATION:

Approve the Internal and External Reporting Procedures in alignment with RAN Corrective Action Plan.

BACKGROUND:

As part of the Training and Technical Assistance offered by the Office of Head Start, communication systems were reviewed. The need for a clear and concise written procedure was deemed necessary to ensure SETA operated and Delegates reported any OHS required incidents within required timelines.

The guidelines provide information on timelines as well as the responsibilities and roles of staff involved. Internal refers to SETA operated programs and external refers to sub-recipients.

Staff are available to answer any questions.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

Incident Reporting Procedures

Internal SETA

Required Reporting Forms

[CA Licensing Form - 624](#)

Sites are required to report all significant incidents that affect the health and safety of a child that occur in a Head Start setting where services are provided (e.g., playground, program-approved transportation, learning setting, bathroom, program-approved excursion, facility parking lot), and involve either 1) a child who participates in a setting that receives Head Start funds or 2) a staff, contractor, or volunteer who participates in a setting that receives Head Start funds.

WHERE		WHO
Any setting where Head Start services are provided. Examples include a learning setting, bathroom, playground, facility parking lot, and program-approved transportation and excursions.	AND	A child that receives services fully or partially funded by a Head Start grant, or a child that participates in a classroom at least partially funded by a Head Start grant.
		OR
		A staff member, contractor, or volunteer that participates in either a Head Start program or classroom at least partially funded by a Head Start grant, regardless of whether the child involved receives Head Start services.

Types of Reportable Incidents to OHS

- Any mandated reports regarding agency staff or volunteer compliance with federal, state, tribal, or local laws addressing child abuse and neglect or laws governing sex offenders. OHS requires an incident report if a program becomes aware of a report of suspected child abuse and neglect to child protective services or law enforcement agencies that identified agency staff or volunteers as a potential perpetrator. Mandated reporting of confirmed or suspected child abuse and neglect in other cases, such as by a parent or caregiver not funded by a Head Start grant in the child's home, does not need to be reported to OHS.
- Suspected or known maltreatment or endangerment of a child by staff, consultants, contractors, and volunteers. Definitions and examples of what OHS considers behaviors that have potential to maltreat or endanger a child are provided under 45 CFR §1302.90(c)(1)(ii).
 - Corporal punishment or physically abusive behavior* is defined as intentional use of physical force that results in, or has the potential to result in, physical injury. Examples may include, but are not limited to, hitting, kicking, shaking, biting, pushing, restraining, force feeding, or dragging.
 - Sexually abusive behavior* is defined as any completed or attempted sexual act, sexual contact, or exploitation. Examples may include, but are not limited to, behaviors such as inappropriate touching, inappropriate filming, or exposing a child to other sexual activities.
 - Emotionally harmful or abusive behavior* is defined as behaviors that harm a child's self-worth or emotional well-being. Examples may include, but are not limited to, using seclusion, exposing a child to public or private humiliation, or name calling, shaming, intimidating, or threatening a child.

- *Neglectful behavior* is defined as the failure to meet a child's basic physical and emotional needs, including access to food, education, medical care, appropriate supervision by an adequate caregiver, and safe physical and emotional environments. Examples may include, but are not limited to, leaving a child unattended on a bus, withholding food as punishment, or refusing to change soiled diapers as punishment.
- Serious harm or injury of a child resulting from lack of preventative maintenance of a Head Start facility (e.g., in a classroom, bathroom, on a playground), bus, or other approved program transportation.

Serious injuries require immediate professional medical attention, such as hospitalization, including for example:

- Broken bones
- Severe sprains
- Chipped or cracked teeth
- Head trauma
- Deep cuts
- Contusions or lacerations
- Animal bites
- Serious harm, injury, or endangerment of a child resulting from lack of supervision while in the care or under the supervision of program staff. Lack of supervision includes leaving a child alone and unattended anywhere on the grounds of a Head Start facility (e.g., in a classroom, bathroom, on a playground), as well as outside the facility in a parking lot, on a nearby street, or on a bus or another program-approved transportation or excursion while under the care of the Head Start program.
- Unauthorized release of a child from a Head Start facility, bus, or other approved program transportation to a person without the permission or authorization of a parent or legal guardian and whose identity had not been verified by photo identification.

Incident Reporting Summary

Step 1 – Possible Incident is reported by staff, volunteer, contractor, parent

Site Supervisor identifies the Type of Incident

Step 2 - Site Supervisor notifies Program Officer by end of business day or by 9 am the following day for late day occurring incidents

Step 3 - Program Officer notifies Manager and Deputy Director within 24 hours

Step 4- Manager and Deputy Director determine reporting level (Licensing, OHS)

Step 5 - Program Director Notifies Regional Office Program Specialist immediately or as soon as practicable but within 7 calendar days.

Step 6 - Required Forms Officially Submitted & Copied to Program Management

Required Information for Notification

- Location
- Type of Incident
- Date/Time
- Next Steps

Types of Accepted Notifications

- Email within 24 hours
- Phone Call or Text follow-up by Email with 24 hours

Licensing Reporting

Significant Unusual incidents need to be reported by phone within 24 hours to **CA Licensing**.

Unusual incidents may include but not limited to the below list (based on LIC 624/624B):

- Death of a Child
- Any injury to any child that requires medical attention
- Any unusual incident or child absence that threatens the physical or emotional health or safety of any child
- Any suspected physical or psychological abuse of any child
- Epidemic outbreaks
- Poisonings
- Catastrophes
- Threats of violence or an aggressive act by any adult to any staff, child or parent in the program
- Malfunctions in utilities (gas, water, power) that stops services to children for any period of time
- Fires or explosions that occur in or on the premise
- Lock Down Events

Reporting Responsibility by Role:

The Site Supervisor in collaboration with Program Officer will:

- Call Community Care Licensing Duty Officer to report the Unusual Incident.
- Complete an Unusual Incident Report Form
- Submit a copy of the unusual incident report to the Operations Manager and Compliance Manager for review.

The Compliance Manager will:

- Review, approve, and sign the Unusual Incident Report Review, approve, and provide the report to the administrative staff.
- Fax the signed Unusual Incident Report to Community Care Licensing within three days.
- Scan and email a copy to Deputy Director
- Scan copy and place on the G drive (Director Admin/Reporting/SOP)
- File original/copy in Compliance Manager Site Binder.

The Program Director will:

- Gather documents and complete Incident Resolution Form
- Notify OHS Program Specialist of incident within 7 calendar days if incident meets reporting criteria as identified in ACF-OHS-IM-24-06.

Incident Reporting Procedures

External SETA

Required Reporting Forms

[CA Licensing Form - 624](#)

Sites are required to report all significant incidents that affect the health and safety of a child that occur in a Head Start setting where services are provided (e.g., playground, program-approved transportation, learning setting, bathroom, program-approved excursion, facility parking lot), and involve either 1) a child who participates in a setting that receives Head Start funds or 2) a staff, contractor, or volunteer who participates in a setting that receives Head Start funds.

WHERE		WHO
Any setting where Head Start services are provided. Examples include a learning setting, bathroom, playground, facility parking lot, and program-approved transportation and excursions.	AND	A child that receives services fully or partially funded by a Head Start grant, or a child that participates in a classroom at least partially funded by a Head Start grant.
		OR
		A staff member, contractor, or volunteer that participates in either a Head Start program or classroom at least partially funded by a Head Start grant, regardless of whether the child involved receives Head Start services.

Types of Reportable Incidents to OHS

- Any mandated reports regarding agency staff or volunteer compliance with federal, state, tribal, or local laws addressing child abuse and neglect or laws governing sex offenders. OHS requires an incident report if a program becomes aware of a report of suspected child abuse and neglect to child protective services or law enforcement agencies that identified agency staff or volunteers as a potential perpetrator. Mandated reporting of confirmed or suspected child abuse and neglect in other cases, such as by a parent or caregiver not funded by a Head Start grant in the child's home, does not need to be reported to OHS.
- Suspected or known maltreatment or endangerment of a child by staff, consultants, contractors, and volunteers. Definitions and examples of what OHS considers behaviors that have potential to maltreat or endanger a child are provided under 45 CFR §1302.90(c)(1)(ii).
 - Corporal punishment or physically abusive behavior* is defined as intentional use of physical force that results in, or has the potential to result in, physical injury. Examples may include, but are not limited to, hitting, kicking, shaking, biting, pushing, restraining, force feeding, or dragging.
 - Sexually abusive behavior* is defined as any completed or attempted sexual act, sexual contact, or exploitation. Examples may include, but are not limited to, behaviors such as inappropriate touching, inappropriate filming, or exposing a child to other sexual activities.
 - Emotionally harmful or abusive behavior* is defined as behaviors that harm a child's self-worth or emotional well-being. Examples may include, but are not limited to, using seclusion, exposing a child to public or private humiliation, or name calling, shaming, intimidating, or threatening a child.

- *Neglectful behavior* is defined as the failure to meet a child's basic physical and emotional needs, including access to food, education, medical care, appropriate supervision by an adequate caregiver, and safe physical and emotional environments. Examples may include, but are not limited to, leaving a child unattended on a bus, withholding food as punishment, or refusing to change soiled diapers as punishment.
- Serious harm or injury of a child resulting from lack of preventative maintenance of a Head Start facility (e.g., in a classroom, bathroom, on a playground), bus, or other approved program transportation.

Serious injuries require immediate professional medical attention, such as hospitalization, including for example:

- Broken bones
 - Severe sprains
 - Chipped or cracked teeth
 - Head trauma
 - Deep cuts
 - Contusions or lacerations
 - Animal bites
- Serious harm, injury, or endangerment of a child resulting from lack of supervision while in the care or under the supervision of program staff. Lack of supervision includes leaving a child alone and unattended anywhere on the grounds of a Head Start facility (e.g., in a classroom, bathroom, on a playground), as well as outside the facility in a parking lot, on a nearby street, or on a bus or another program-approved transportation or excursion while under the care of the Head Start program.
- Unauthorized release of a child from a Head Start facility, bus, or other approved program transportation to a person without the permission or authorization of a parent or legal guardian and whose identity had not been verified by photo identification.

Incident Reporting Summary

Step 1 – Possible Incident is reported by staff, volunteer, contractor, parent

Step 2- Sub-recipient Management identifies the Type of Incident

Step 3 – Sub-recipient management or director notifies Grantee Deputy Director within 24 hours

Step 5- Sub-recipient leadership and Deputy Director determine reporting level (Licensing, OHS)

Step 6 - Deputy Director Notifies Regional Office Program Specialist immediately or as soon as practicable but within 7 calendar days.

Step 7 - Required Forms Officially Submitted & Copied to Program Management

Required Information for Notification

- Location
- Type of Incident
- Date/Time
- Next Steps

Types of Accepted Notifications

- Email within 24 hours
- Phone Call or Text follow-up by Email with 24 hours

Licensing Reporting

Significant Unusual incidents need to be reported by phone within 24 hours **to CA Licensing**.

Unusual incidents may include but not limited to the below list (based on LIC 624/624B):

- Death of a Child
- Any injury to any child that requires medical attention
- Any unusual incident or child absence that threatens the physical or emotional health or safety of any child
- Any suspected physical or psychological abuse of any child
- Epidemic outbreaks
- Poisonings
- Catastrophes
- Threats of violence or an aggressive act by any adult to any staff, child or parent in the program
- Malfunctions in utilities (gas, water, power) that stops services to children for any period of time
- Fires or explosions that occur in or on the premise
- Lock Down Events

Reporting Responsibility by Role:

Delegate Leadership will:

- Call Community Care Licensing Duty Officer to report the Unusual Incident.
- Complete an Unusual Incident Report Form
- Submit a copy of the Unusual Incident Report to the Deputy Director
- Review, approve, and sign the Unusual Incident Report
- Send the signed Unusual Incident Report to Community Care Licensing within three days.
- Scan and email a copy to Deputy Director

The Deputy Director will:

- Scan copy and place on the G drive (Director Admin/Reporting)
- Gather documents and complete Incident Resolution Form
- Notify OHS Program Specialist of incident within 7 calendar days if incident meets reporting criteria as identified in ACF-OHS-IM-24-06.
- Follow up with Sub recipient leadership on next steps

ACTION ITEM II-D

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

RECOMMENDATION:

That the Policy Council (PC) elect two (2) Community Agency Representatives and one (1) Grandparent Representative and alternates.

BACKGROUND:

This agenda item provides an opportunity for PC to elect Community Representatives for Program Year 2024-2025. The duties of PC Community Representatives are prescribed in the Bylaws in Article III – Membership, Section 2B.

SECTION 2: Parent Representatives

C. Community Representatives

Additional PC members shall include:

- Four (4) Community Agency Representatives elected by the PC. There will be four (4) alternate positions.
- One (1) Grandparent shall be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of the SOP or a Delegate Agency. There shall be one (1) Grandparent alternate 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-E

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

RECOMMENDATION:

That the Policy Council elects a Vice Chair and a Parliamentarian. If no nominations of eligible members were made, the Chair may appoint an interim Vice Chair and Parliamentarian until eligible members fill these Officer's positions.

Vice Chair:

Parliamentarian:

BACKGROUND:

This agenda item provides an opportunity for the Policy Council (PC) to elect officers for Program Year 2024-2025. The duties of PC officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PC that are not in conflict with these Bylaws, Article V – Officers, Section 2B and 2C.

Section 2B of the Bylaws states: No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office. No more than one representative per each of the SOP, Delegate Agencies, or Community Representatives shall serve as an officer.

Section 2C of the Bylaws states: A SOP Parent Advisory Committee (PAC) member who has not been re- elected/replaced (called a holding member) shall not be eligible for election to represent PAC on PC or hold an officer position.

SECTION 3: Duties of Officers

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

B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the 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.

E. The Parliamentarian shall advise the presiding officer on matters pertaining to parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

ACTION ITEM II-F
Election of Community Action Board Alternate

RECOMMENDATION:

That the Council elect one alternate to serve as Low-Income Sector representative to the Community Action Board.

BACKGROUND:

The SETA Community Action Board is comprised of representatives from the Private, Public and Low-Income Sectors. The duties of the Board include recommending allocations of Community Services Block Grant (CSBG) funds to community services agencies throughout Sacramento County.

Policy Council representatives to the Community Action Board receive a meeting reimbursement.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

INFORMATION ITEM III-A
SETA Strategic Plan

Presenter: Anita Maldonado

BACKGROUND:

This item provides the opportunity for the Executive Director, Ms. Anita Maldonado, to present the SETA Strategic Plan.

INFORMATION ITEM III-B

Standing Information

BACKGROUND:

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
- Community Resources – Parent/Staff: Ms. Le Andra Jones-Villalta
 - Dinosaur Day at the Koobs Nature Area
 - Men's Healing Circle (Hooked on Fishing Not on Violence)
 - Teen Success Program
 - The Wonder Grove Wiggle Worms
 - Trails in Bloom

NOTES:



Dinosaur Day at the Koobs Nature Area

Date & Location

📅 Sat, 05 Apr, 2025 at 10:00 am to 02:00 pm (PDT) ⓘ

[Add to Calendar](#) ▾

📍 Earl J Koobs Nature Area

La Sierra Community Center(lasi). 5325 Engle Rd, California, Carmichael, United States

[View on map](#) 🗺

About the event

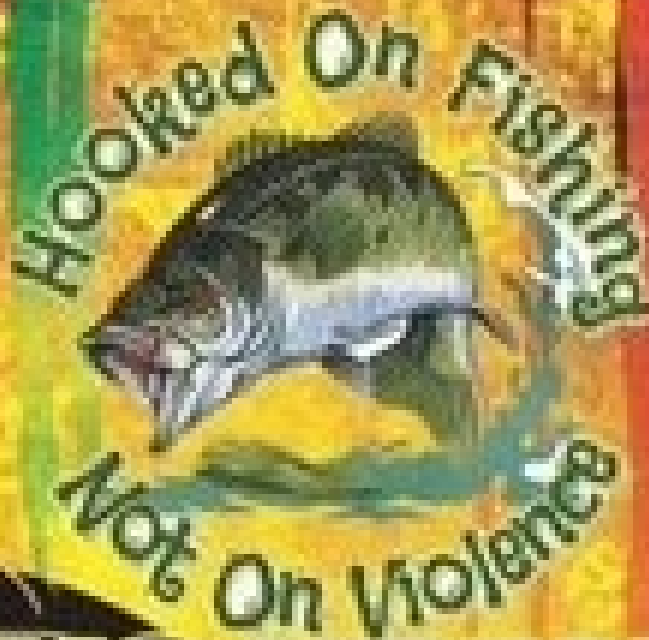
Dinosaur Day at the Koobs Nature Area

It's April public open day at the Koobs Nature Area, hosted by the Kiwanis Club of Carmichael. Come on out to Dinosaur Day at the Koobs Nature Area on Saturday, April 5, from 10am-2pm. At our public open days, we offer themed science and art activities for kids, and families can explore our 4.7 acre nature area. The Koobs Nature Area public open days are free to the community.

Note: dogs are not allowed in the Koobs Nature Area

You may also like the following events from Koobs Nature Area:

- This May, 3rd May, 10:00 am, Flowers Day at the Koobs Nature Area in Carmichael
- This June, 7th June, 10:00 am, Fruits & Vegetables Day at the Koobs Nature Area in Carmichael
- This September, 6th September, 10:00 am, Nature Smells Day at the Koobs Nature Area in Carmichael



MENS HEALING CIRCLE

Brothers healing together

INSIDE THE OBAMA ROOM

6 PM-7:30 PM EVERY WEDNESDAY NIGHT

2251 FLORIN ROAD SACRAMENTO CA 95822



JOIN SHINE TOGETHER'S Teen Success Program

BECAUSE WE ARE STRONGER
MOMS TOGETHER

shine

WE'RE HERE FOR YOU

You CAN give your baby the best life possible and reach your goals. We're here to help pregnant and parenting moms. Join for free! All you have to do is text or call to talk to our staff.

WHAT DO WE DO TOGETHER?

- ✓ Learn about baby's growth and how to support their development, plus you get free baby essentials
- ✓ Get help to obtain your high school diploma or GED
- ✓ Advocates can help you find childcare, apply to jobs, talk about challenges, and more
- ✓ Learn skills you need like budgeting, self-care, and stress management



STRONG MOMS LIKE YOU



SUPPORTIVE ADVOCATES



BUILD REAL LIFE SKILLS

ALEXIS FRUTOS
Shine Advocate



Cell: (408) 836-8445

alexisf@shinetogether.org

www.shinetogether.org

@shinetogetherorg



THE
WONDER
GROVE

WIGGLE WORMS

SUNDAYS
9:30 AM

Heritage Oak Park

1300 Lake Washington Boulevard
West Sacramento

www.thewondergrove.org





INFORMATION ITEM III-C
SETA's Recruitment Update

BACKGROUND:

SETA continues to actively recruit, screen, interview, and on-board new staff to support the Children and Family Services Department. A summary report of activities will be sent under separate cover.

NOTES:

INFORMATION ITEM III-D
SETA Governing Board Minutes

BACKGROUND:

Attached for your information is a copy of the most recent minutes of the SETA Governing Board.

Staff will be available to answer questions.

NOTES:

MINUTES/SYNOPSIS

Sacramento Employment and Training Agency GOVERNING BOARD Regular Meeting

Thursday February 6, 2025 9:00 a.m.
925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

Mr. Desmond called the meeting to order at 10:01 a.m. The roll was called and a quorum was established.

Members Present:

Patrick Kennedy, Member, Board of Supervisors
Eric Guerra, Vice Chair, City of Sacramento
Rich Desmond, Chair, Board of Supervisors
Mai Vang, Member, City of Sacramento

Members Absent: None

Recognition of Long-term Employees:

Ms. Corinne Lewis, Infant/Toddler Lead Teacher (20 years of service)

Ms. Atkinson and Ms. Ponce congratulated Ms. Corrine Lewis on her 20 years at SETA and provided her background highlights.

Ms. Emma Casebolt, Family Service Worker (25 years of service)

Ms. Keirseay congratulated Ms. Emma Casebolt on her 25 years at SETA and provided her background highlights.

Ms. Karen Griffith, Children and Family Services Deputy Director (30 years of service)

Ms. Maldonado congratulated Ms. Karen Griffith on her 30 years at SETA and provided her background highlights.

I. **CONSENT ITEMS:**

- A.** Approval of Minutes of the December 5, 2024 Regular Board Meeting
- B.** Approval of Claims and Warrants
- C.** Approval of Out of State Travel to Attend the ADP Training

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

- A.** Approval of Minutes of the November 7, 2024 Regular Board Meeting
- B.** Approval of Claims and Warrants
- C.** Approval of Out of State Travel to Attend the ADP Training

Roll call vote:
Aye: 4 (Guerra, Kennedy, Desmond, Vang)
Nay: 0
Abstention: 0
Absent: 0

II. ACTION ITEMS:

A. General Administration

1. Timed Item 9:00 A.M. and Public Hearing

Approval of Wage Increase for the Head Start Parent Intern (Temporary) Classification

Mr. Richardson reviewed the item and advised that the Agency needs approval to increase the hourly rate for the Head Start Parent Intern (Temporary) classification to \$16.50 in order to comply with the new state minimum wage.

Mr. Desmond opened the public hearing at 9:17 a.m.

There were no public comments.

Mr. Desmond closed the public hearing at 9:17

Moved/Guerra, second/Kennedy, to approve the hourly wage increase for Head Start Parent Intern (Temporary) from \$16.00 to \$16.50 per hour effective January 1, 2025.

Roll call vote:
Aye: 4 (Guerra, Kennedy, Desmond, Vang)
Nay: 0
Abstention: 0
Absent: 0

2. Timed Item 9:00 A.M. and Public Hearing

Approval of Revisions to the Training/Staff Development Officer Job Specification

Mr. Richardson reviewed the item and advised that the Agency would like to recruit a Training/Staff Development Officer to support the SETA Strategic Plan and in response to staff interest. The union is also highly supportive of reinstating this position.

Mr. Desmond opened the public hearing at 9:20 a.m.

There were no public comments.

Mr. Desmond closed the public hearing at 9:20 a.m.

Moved/Vang, second/Guerra, to approve the revised job specification for the Training/Staff Development Officer classification.

Roll call vote:
Aye: 4 (Guerra, Kennedy, Desmond, Vang)

Nay: 0
Abstention: 0
Absent: 0

3. **Timed Item 9:00 A.M. and Public Hearing**

Approval of Revisions to the Personnel Clerk Job Specification

Mr. Richardson reviewed the item and advised that it outlines the updated duties and responsibilities of the Personnel Clerk to provide additional support to the Human Resources department and meet the needs of the Agency.

Mr. Desmond opened the public hearing at 9:21 a.m.

There were no public comments.

Mr. Desmond closed the public hearing at 9:21 a.m.

Moved/Guerra, second/Vang, to approve the revised job specification for the Personnel Clerk classification.

Roll call vote:
Aye: 4 (Guerra, Kennedy, Desmond, Vang)
Nay: 0
Abstention: 0
Absent: 0

4. **Timed Item 9:00 A.M. and Public Hearing**

Approval of Revisions to the Senior Personnel Analyst Job Specification

Mr. Richardson reviewed the item and advised that it outlines the updated duties and responsibilities of the Senior Personnel Analyst to provide additional support to the Human Resources department and meet the needs of the Agency.

Mr. Desmond opened the public hearing at 9:22 a.m.

There were no public comments.

Mr. Desmond closed the public hearing at 9:22 a.m.

Moved/Vang, second/Kennedy, to approve the revised job specification for the Senior Personnel Clerk classification.

Roll call vote:
Aye: 4 (Guerra, Kennedy, Desmond, Vang)
Nay: 0
Abstention: 0
Absent: 0

5. **Review and Approval of the Agency's Independent Auditor's Report and Financial Statements for the Fiscal Year Ended June 30, 2024**

Mr. Maslac, the Fiscal Chief of SETA, reported that the annual independent auditor's report has been completed, and everything has been deemed in order. However, the auditors noted an ongoing imbalance in the accounting records that has continued for the last several years. This imbalance does not have any impact on the Agency. To address the issue, discussions are underway regarding the potential procurement of financial reporting software or the invitation of an outside expert.

Moved/Guerra, second/Desmond, to approve the Annual Auditor's Report and Financial Statements of the Agency for the fiscal year ended June 30, 2024.

Roll call vote:

Aye: 4 (Guerra, Kennedy, Desmond, Vang)

Nay: 0

Abstention: 0

Absent: 0

6. Approval of the Recommended Process for Appointing the Public Representative Member to the SETA Governing Board

Ms. Maldonado reviewed the item and informed members that SETA proposes a process outlined in the packet for recruiting and appointing the Public Representative Member to the SETA Governing Board following the recent resignation of long-standing member Ms. Scherman.

Mr. Guerra recommended excluding the requirement for approval from the Board of Supervisors and City Council from the proposed process. However, Legal Counsel stated that this approval is necessary according to the Joint Powers Agreement in place.

Moved/Guerra, second/Kennedy, to approve the recommended appointment process of the Public Representative Member to the SETA Governing Board.

Roll call vote:

Aye: 4 (Guerra, Kennedy, Desmond, Vang)

Nay: 0

Abstention: 0

Absent: 0

7. Approval to Use Fund Balance

Ms. Maldonado reviewed the item and advised that the Agency recommends approving the use of the agency fund balance to cover travel and attendance costs for the Executive Director to participate in the 2025 Capitol-to-Capitol (Cap-to-Cap) event in May.

Mr. Guerra recommended including the Chair (or the designee) of the Governing Board to attend the event and cover travel and attendance costs.

Moved/Guerra, second/Vang, to approve the use of the agency fund balance to cover travel and attendance costs for the Executive Director and/or Governing Board member to participate in the 2025 Cap-to-Cap event in May.

Roll call vote:

Aye: 4 (Guerra, Kennedy, Desmond, Vang)

Nay: 0

Abstention: 0

Absent: 0

B. Workforce Development Department

General/Discretionary:

1. Ratification of the Submission of a Letter of Interest/Application to the Employment Development Department (EDD) for the Workforce Innovation and Opportunity Act (WIOA), Title IV, Vocational Rehabilitation (VR) Funding Under the Disability Access, Equity, And Inclusion (DAEI) Grant, Program Year 2024-2025, and Authorize the Executive Director to Execute the Agreement, Subgrant Agreements, Modifications and Any Other Documents Required by the Funding Source

Ms. O'Camb advised that this item seeks the Board's approval to ratify the submission of SETA's application to EDD for a DAEI grant in the amount of \$1,469,962 to serve 210 people with disabilities over a two-year grant period, which is anticipated to commence July 1, 2025. The projects under the grant will focus on advancing local workforce area capacity that supports sustainable cross-system collaboration, co-enrollment, and shared case management between EDD and the WIOA Department of Rehabilitation programs, resulting in improved outcomes for people with disabilities. Within the application, SETA requested approval from EDD to subcontract with the Folsom Cordova Community Partnership for \$247,000 to serve 35 participants, with PRIDE Industries for benefits planning services, with Zavikon, Inc., for intensive case management for individuals with developmental disabilities, with Meristem and California Employers Association for employer outreach and education, under fee- and referral-based Vendor Service Contacts.

Moved/Guerra, second/Desmond, to ratify the submission of SETA's letter of interest/application to the Employment Development Department (EDD) for the WIOA, Title IV, Vocational Rehabilitation (VR) funding under the Disability Access, Equity, and Inclusion (DAEI) grant in the amount of \$1,469,962 to serve 210 people with disabilities (PWDs), and authorize the SETA Executive Director to execute the agreement, subgrant agreements, modifications and any other documents required by the funding source.

Roll call vote:

Aye: 4 (Guerra, Kennedy, Desmond, Vang)

Nay: 0

Abstention: 0

Absent: 0

2. Ratification of the Submission of an Application to Valley Vision Under the We Prosper Together, Catalyst Pre-Development Projects Application Request for Proposals, and Authorize the Executive Director to Execute the Agreement,

Subcontract Agreements, Modifications, and Any Other Documents Required by the Funding Source

Mr. Kim advised that this item seeks the Board's approval to ratify the submission of SETA's application to Valley Vision under the We Prosper Together, Catalyst Request for Proposals aimed at pre-development planning related projects funded with California Jobs First initiative funds. The Agency's application, submitted by the deadline, is designed to continue the talent pipeline management collaborative launched in partnership with the City of Sacramento, Capitol Impact, and others in September 2024.

Moved/Guerra, second/Kennedy, to ratify the submission of SETA's application to Valley Vision under the We Prosper Together, Catalyst Pre-development Projects Application Request for Proposals (RFP), in the amount of \$737,000, and authorize SETA's Executive Director to execute the agreement, subgrant agreements, modifications and any other documents required by the funding source.

Roll call vote:

Aye: 4 (Guerra, Kennedy, Desmond, Vang)

Nay: 0

Abstention: 0

Absent: 0

One Stop Services: No Items

Community Services Block Grant: No Items

Refugee Services:

3. Approval of Funding Augmentation Recommendation for World Relief Under the Refugee Support Services (RSS) Program, Program Year 2024-2025

Ms. O'Camb advised that this item seeks the Board's approval of the funding augmentation recommendation for World Relief's RSS program to increase the total number of refugees to be served this program year and to approve the accompanying funding augmentation item for the housing and utility supports for those additional refugees. In addition, staff seeks the Board's approval of the following funding stipulations:

- 1) Provider must allocate a minimum of 5 percent of the RSS program augmentation for supportive services. This is in addition to the housing and utilities support provided under the "additional" support service award.
- 2) Participants in Match Grant employment services are not eligible to participate in RSS-funded employment programs until all services within the Match Grant have been exhausted.

Over the past three months, World Relief demonstrated increased administrative and operational capacity through improved program performance, enrolling 41 out of a total funded enrollment of 60 through December 31, 2024. World Relief has also demonstrated improvement in program and fiscal documentation, tracking, and reporting. With this funding augmentation approved, World Relief's planned

enrollment number will increase from 60 to 75 and meet its operation capacity. All additional enrollment slots must be filled by September 30, 2025.

Moved/Guerra, second/Vang, to approve the funding augmentation recommendation for World Relief's RSS program, and the recommended augmentation for RSS "additional" support services, PY 2024-2025, as well as, the following funding stipulations:

- 1) Provider must allocate a minimum of 5 percent of the RSS program augmentation for supportive services. This is in addition to the housing and utilities support provided under the "additional" support service award.
- 2) Participants in Match Grant employment services are not eligible to participate in RSS-funded employment programs until all services within the Match Grant have been exhausted.

Roll call vote:

Aye: 4 (Guerra, Kennedy, Desmond, Vang)

Nay: 0

Abstention: 0

Absent: 0

C. Children And Family Services Department:

1. Approval of SETA Standards of Conduct

Ms. Griffith reviewed the item and stated that it represents updated Standards of Conduct that align with the revised Office of Head Start Performance Standards. These updates apply to all SETA Head Start staff. The updated Standards of Conduct include more detailed safety, supervision, and personal rights expectations.

Moved/Guerra, second/Kennedy, to approve the updated Standards of Conduct aligned to the Office of Head Start Performance Standard revision.

Roll call vote:

Aye: 4 (Guerra, Kennedy, Desmond, Vang)

Nay: 0

Abstention: 0

Absent: 0

2. Approval to Budget Modification and 1303 Facilities Renovation and Repair Application and Modifications for the Program Year 2023-2024 Head Start Basic (09CH011763)

Ms. Griffith advised that this item seeks the Board's approval to budget modification required to complete the 1303 major renovation projects at San Juan Unified School District Kingswood, Billy Mitchell, Sunrise, and Encina sites. It involves reallocating underspent funds from the Fringe Benefits, Supplies, and Other cost categories into the Personnel and Construction cost categories. Due to the increased cost compared to original estimates and Americans with Disabilities Act (ADA) accessibility standards, budget modification is needed. The projects are still scheduled to be completed by Summer 2025.

Moved/Guerra, second/Kennedy, to approve the budget modification for the 2023-24 Head Start Basic Funds and the application and modification requests to San Juan Unified School District's 1303 Facilities Renovation and Repair Applications.

Roll call vote:

Aye: 4 (Guerra, Kennedy, Desmond, Vang)

Nay: 0

Abstention: 0

Absent: 0

3. Approval to Budget Modification for the Head Start American Rescue Plan Act Funds (09HE000671)

Ms. Griffith reviewed the item. She advised that similarly to the previous item, it pertains to San Juan School District as they request budget modification for the Head Start American Rescue Plan Act Funds (ARPA) to move underspent funds from Personnel, Fringe, and Supplies to the Delegate's Construction and Other (Deferred Maintenance) cost categories to complete the structural improvements.

Moved/Guerra, second/Kennedy, to approve the budget modification request for the Head Start American Rescue Plan Act Funds.

Roll call vote:

Aye: 4 (Guerra, Kennedy, Desmond, Vang)

Nay: 0

Abstention: 0

Absent: 0

4. Approval to Revised Selection Criteria for Enrollment in Head Start or Early Head Start Programs

Ms. Griffith reviewed the item and advised that based on Performance Standards, a program must annually establish selection criteria that weigh the prioritization of selection of participants. In August 2024, the Performance Standards were updated with a statement that a program may consider the enrollment of children of staff members as part of the selection criteria. As a result, the selection criteria for enrollment in Head Start or Early Head Start programs were updated accordingly. Staff members who wish to enroll their children in the program will be required to meet eligibility requirements.

Moved/Kennedy, second/Guerra, to approve the revised Head Start Enrollment Selection Criteria and the Early Head Start Enrollment Selection Criteria for Sacramento County.

Roll call vote:

Aye: 4 (Guerra, Kennedy, Desmond, Vang)

Nay: 0

Abstention: 0

Absent: 0

5. Change of Scope for Program Year 2024-2025

Ms. Griffith reviewed the item and advised that SETA requests approval of the mid-year change to the program design to address changing community needs. Based on analyzed data, SETA requests an enrollment reduction of 90 slots, altering the funded enrollment from 3,448 to 3,358. The 90-slot reduction request within the current year translates to a 2.6% decrease in funded enrollment. This adjustment is a strategy to “right size” the program as TK expansion in Sacramento County nears full implementation by 2025-26. As a result of TK expansion, there is an increase of 3-year-olds in the Head Start program, which impacts the program’s ability to enroll due to capped class sizes of 17 students.

Ms. Griffith ensured that no child or teaching staff will be affected or displaced due to the recommended change of scope.

Mr. Guerra requested further discussion on strategy for overages and two to three years of demand data.

Moved/Guerra, second/Desmond, to approve the Change of Scope for Program Year 2024-2025, reducing enrollment by 90 slots to address changing community needs.

Roll call vote:

Aye: 4 (Guerra, Kennedy, Desmond, Vang)

Nay: 0

Abstention: 0

Absent: 0

III. INFORMATION ITEMS:

- A.** WIOA Annual Performance Report: No questions
- B.** Certification of the Sacramento Works Job Centers: No questions
- C.** Fiscal Monitoring Reports: No questions
- D.** Employer Success Stories and Activity Report: No questions
- E.** Dislocated Worker Update: No questions
- F.** Unemployment Update/Press Release from the Employment Development Department: No questions
- G.** Head Start Reports: No questions

IV. PUBLIC COMMENTS RELATING TO MATTERS NOT ON THE POSTED AGENDA: None

V. REPORTS TO THE BOARD:

- A.** Chair: No report
- B.** Executive Director:

Ms. Maldonado provided the following update on the impacts of the new administration. Congress has fully appropriated and allocated SETA's current funding, and no immediate risks to current contracts are anticipated. Operations are being managed effectively, with frequent communication among staff and efforts to align activities with the new administration's priorities.

Last week, a funding freeze memo was released in the area of Head Start, which was later rescinded. This action temporarily halted the Head Start payment system; however, the

system was restored on the same day. The Head Start Regional Office is currently unable to make public statements or respond to communications.

SETA continues to focus on enrollment, improving quality, ensuring safety, and showcasing program excellence. At this time, there are no known potential cuts to the Workforce Development side of the Agency. However, there is a need to align workforce development efforts with the goals of the economic team and the President's agenda. SETA is actively working on contingency planning and cash flow management.

Additionally, SETA has updated its website and flyers to remove any language that does not align with the new administration, thereby avoiding potential unallowable costs in the future.

- C. Deputy Directors: No report
- D. Counsel: No report
- E. Members of the Board: No report

VI. ADJOURNMENT: The meeting adjourned at 9:57 a.m.

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

COMMITTEE REPORTS ITEM IV

- Executive Committee: Ms. Le Andra Jones-Villalta

NOTES:

- Budget/Planning Committee: Ms. Le Andra Jones-Villalta

NOTES:

- Parent Ambassador Committee: Ms. Le Andra Jones-Villalta

NOTES:

OTHER REPORTS ITEM V

BACKGROUND:

A. Executive Director

This item is set aside to allow the SETA Executive Director (Ms. Anita Maldonado) an opportunity to report to the Policy Council on any items of important information or training opportunities available through the Workforce Development Department.

NOTES:

B. SETA Head Start Deputy Director

This item is set aside to allow the Head Start Deputy Director (Ms. Karen Griffith) to report to the Policy Council on any items of important information or to deal with special requests which need to be addressed.

✓ Monthly Head Start Report

NOTES:

C. Chair

The Chair of the Head Start Policy Council, on a regular basis, receives numerous items of information concerning legislation, current programs, and agency activities.

The important information from the material received and meetings attended will be shared with the entire Council, and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Council to provide input on items that may require future action.

✓ PC Recruitment

NOTES:

OTHER REPORTS ITEM V (continued)

Page 2

D. Head Start Managers

- ✓ Lisa Carr – Family Engagement, Home Base, and ERSEA Services
- ✓ Megan Lamb – School Readiness, Special Education, and Mental Health Services
- ✓ Vacant – Health, Oral Health, Nutrition, Food Services, Quality Assurances and On-going Monitoring
- ✓ Betsy Uda – Safe Environments, Facilities, and Licensing

NOTES:

E. Open Discussion and Comments

This item provides an opportunity for Head Start Policy Council members to bring up topics for discussion. Members are asked to address their requests to the Chair if they wish to speak. No action is to be taken on any item that is discussed during this meeting; the board may direct staff to place agenda items on upcoming agendas for action.

NOTES:

F. Public Participation

Participation of the general public at Head Start Policy Council meetings is encouraged. Members of the audience are asked to address their requests to the Chair if they wish to speak.

NOTES:



Seta Head Start

Food Service Operations Monthly Report

*February, 2025

2/7/25 - Home Base had a field trip to Wacky Tacky we prepared 60 sack lunches.
 EHS Home Base had a field trip to Wacky Tacky we prepared 50 sack lunches.
 2/12/25 - Home Base had a field trip to the Nature's Critters Social we prepared 80 sack lunches.
 Alder Grove ELC class was closed due to no staff.
 2/13/25 - Walnut Grove EHS class was closed due to no staff.
 Freeport had a field trip on site with Puppet Art Theater no sack lunches requested.
 2/18/25 - Crossroads Class R closed due to no staff.
 2/20/25 - Sharon Neese had a field trip on site with Music Paul no sack lunch requested.
 2/28/25 - Galt AM and PM class had a field trip to Cal-Waste Recovery Systems no sack lunch requested.

	Lunch	PM Snack	Breakfast	Field Trips
	32,236	30,927	31,187	3
Total Amount of Meals and Snacks Prepared				94,540

Purchases:

Food	\$115,321.03
Non - Food	\$16,506.11

Building Maintenance and Repair:	\$0.00
Janitorial & Restroom Supplies:	\$0.00
Kitchen Small Wares and Equipment:	\$0.00
Vehicle Maintenance and Repair:	\$0.00
Vehicle Gas / Fuel:	\$2,394.56
Normal Delivery Days	20

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

Breana.ware@seta.net

February 2025

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

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

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	1364	182	13%	739	163	22%
Twin Rivers USD	156	39	25%	56	7	13%
Elk Grove USD	440	86	20%	NA	NA	NA
Sac City USD	676	84	12%	16	1	6%
San Juan USD	712	84	12%	96	10	10%
WCIC	100	3	3%	NA	NA	NA
COUNTY TOTAL	3448	478	14%	907	163	16%

****NO REPORT RECEIVED**

AFE: Annual Funded Enrollment

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
February 2025**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (02/28/25)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
Elk Grove USD	440	438	0	100%	0% +
Sacramento City USD	676	615	0	91%	6% +
San Juan USD	712	681	20 (98%)	96%	1% +
SETA	1,364	1382	0	101%	0% +
Twin Rivers USD	156	150	0	96%	0% +
WCIC/Playmate	100	105	0	105%	0% +
Total	3,448	3,371	20 (98%)	98%	2% +

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (02/28/25)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
San Juan USD	166	154	10 (99%)	93%	2% +
SETA	739	735	0	99%	1% +
Twin Rivers USD	56	51	0	91%	8% -
SCUSD	16	15	0	94%	0%
Total	977	955	10 (99%)	98%	1%+

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30-day allowable period.
(b) Demonstrates enrollment percentages if classes were not capped/closed due to staffing shortage and or other programmatic challenges.
(c) If enrollment is less than 100%, the agency includes a corrective plan of action.
(d) Demonstrates difference in percentage of enrollment totals from previous month.

Reasons for Program Under Enrollment

Elk Grove USD

- The SYNERGY registration queue is currently at 35 families. These represent submissions from January 10, 2025, through February 27, 2025. The 24-25 EGUSD Preschool Interest Form has a total of 32 recruitment, 100 registered -not certified, and 112 waitlist-certified families. Our program currently has 10 vacancies.
- We continue to face placement challenges for families in impacted sites who want to remain on WL for their site of preference. We have offered placement at the sites with vacancies, but they have declined and prefer to wait.

Sacramento City USD

- The SCUSD waitlist has been exhausted, and we have been under-enrolled since the beginning of the school year. The ERSEA Team received the SETA-generated waitlist from ChildPlus and has contacted all listed families. Of those reached, approximately 30% indicated they would visit the Enrollment Center to obtain a packet and complete enrollment, 50% stated their child was already enrolled in another program, and 20% did not answer. Voicemail messages were left for families where possible.
- Some sites are low enrolled due to geographic location, and we have a recruitment plan in place to cover these areas. The ERSEA Team will continue to follow up with families they were unable to reach.

San Juan USD

- Due to reduced staffing -20 Head Start slots and 10 Early Head Start slots capped.
- San Juan Unified School District ERSEA team has **one** Admissions and Family Services Technician (AFST) vacancy. AFSTs are staff who primarily work with new and current families regarding eligibility and enrollment.
- Classroom and Support Staff: One home-based teacher is currently on leave; One EHS Teacher on Special Assignment (TOSA) vacancy; Two Secretary vacancies (EHS/Governance secretary, and Registration secretary.)

SETA

- Vacancies in the following positions that support classroom ratio or enrollment: 30 Education positions (Site Supervisor, Teacher, Associate Teacher, Associate Teacher/Infant Toddler, Lead Teacher/Infant Toddler) and 2 Family Services Worker.

Twin Rivers USD

- The program will begin with targeted recruitment for Rio Linda, service area is 95673, 95560 and 95652.
- Staffing vacancies for (1) Head Start Site Supervisor, (5) ECE Para Educators, (3) ECE Rover and (1) Teacher.

WCIC/Playmate

- WCIC's enrollment has increased to 100% for the month of February.

Strategies/Action Step(s) for Under Enrollment

Elk Grove USD

- Program Educators continue to focus their efforts on filling classes by circulating preschool enrollment packets within the community, district websites, posting lawn signs around school sites and in the neighboring communities, and collaborating with EGUSD FACE Department and SAFE Centers.

- Alternative recruitment strategies are the use of the Parent Child Playgroup Program. The playgroup instructor provides referrals to families who have children who meet our age requirements. Families that are currently on the TK (Transitional Kindergarten) waitlist have also been contacted by various ERSEA team members to offer them potential placement in one of our programs.

Sacramento City USD

- The enrollment team collaborated with Family Engagement, Parent Advisor and School Liaison to go out into the community to pass out our enrollment fliers, we also received fliers from these organizations to distribute to the families we serve.
- The School Community Liaison and Parent Advisor actively engage the community to raise awareness about the importance of preschool. They provide various strategies highlighting the benefits of early learning and its positive impact on children and families. Outreach efforts have taken place at locations including MLK Library, Florin Job Center, Central Library, Serna Center, Underground Books, and the Department of Human Assistance. Distributed materials include enrollment recruitment flyers, information on Parent Café and Male Involvement, and details on accessing clothing and food resources for families in need.
- The ERSEA team will meet regularly and maintain minutes & agenda for reference and accountability. The ERSEA Team met with SETA Program Manager to discuss enrollment process areas for improvement. ERSEA team will rotate and attend SETA's monthly ERSEA meeting to stay in communication with staff regarding enrollments, recruitment, take notes, and share with the other CDS's that are not in attendance that month.

San Juan USD

- New AFST and a new TOSA were hired to fill the last vacancy. Human Resources is currently processing both candidates.
- School Community workers, admin, and ERSEA content continue to target areas that are identified by enrollment data and recruitment flyers in 5 languages are distributed to schools, community agencies, and businesses in the surrounding areas. Targeted low enrollment areas on the east side, and central region of the district (95610, 95608, and 95621).

SETA

- Human Resources posted job openings within the following employment search websites: CA Head Start Assoc., CalJOBS, ZipRecruiter, Indeed and ADP WFN Recruitment Portal. The following positions were onboarded this month: 3 Head Start Teachers, 4 Associate Teacher's, and 1 Infant Toddler Lead Teacher.
- Recruitment and networking opportunities to increase awareness of Head Start services and Community Partnerships: Women's Empowerment, Fun Family Playfest and Center Unified School District.

Twin Rivers USD

- The ERSEA team recruited at the following community events: Kinder Roundup at Woodridge Elementary, Redwood Square Apartments, Harlow Complex, Rio Linda Public Library. Replaced banner at Village Elementary, also banners at all four sites with QR code direct families to complete waitlist form online.
- All the vacant positions are posted on Edjoin/Team Tailor. Admin screens, interviews, and submissions of recommendation of staffing for HR to hire. Contracted with Childcare Careers (CCC) substitutes to fill the vacancies temporarily.
- Enrollment is ongoing. Families are contacted from the ranked waiting list appropriately.

WCIC/Playmate

- WCIC's collaborate with the 16th Avenue Head Start Program to enhance recruitment efforts and distributed flyers and recruited children from Next Move Homeless Services Shelter located on Parker Avenue.
- In February 2025, WCIC provided 1 family with a monthly bus pass to support their transportation needs.