

Thought of the Day:

"There is nothing impossible to they who will try."

Author: Alexander the Great

AGENDA

Sacramento Employment and Training Agency HEAD START POLICY COUNCIL Regular Meeting

Tuesday June 24, 2025, 10:00 a.m.

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

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, ClerkoftheBoards@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 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, 82191552481# US (San Jose).

Meeting ID: 821 9155 2481

Passcode: 538571

[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 May 27, 2025, Regular Board Meeting 4-15

II. ACTION ITEMS

- A.** Election of Policy Council Vice Chair and Parliamentarian for Program Year 2024-2025 16

- B.** Election of Community Action Board Alternate 17

III. INFORMATION ITEMS:

- A.** Standing Information Items 18-28

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

- B.** SETA's Recruitment Update – Ms. Sheri Green-Johnson 29

- C.** Governing Board Minutes for April 21, 2025 30-44

IV. COMMITTEE REPORTS:

45

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

V. OTHER REPORTS:

46-52

- 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
 ✓ Veronica Jones – Health, Nutrition, Quality Assurance, and Data Systems
 ✓ Megan Lamb – School Readiness, Special Education, and Mental Health Services
 ✓ Betsy Uda – Safe Environments, Facilities, Licensing, and Food Services

- E.** Open Discussion and Comments

- F.** Public Participation

VI. ADJOURNMENT

DISTRIBUTION DATE: Tuesday, June 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
- ☐ Jasmine Nnachi, SETA-Operated Program
- ☐ Yaneika James, SETA-Operated Program
- ☐ Sequoia Burse, Twin Rivers Unified School District

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, Home Base Option
Vacant, Home Base Option
Vacant, EHS SETA-Operated Program
Vacant, EHS SETA-Operated Program
Vacant, SETA-Operated Program
Vacant, Community Agency Representative
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, February 25, and March 25, 2025

BOARD MEMBER	SITE	11/26	12/19*		1/28	2/25*	3/25	4/21*	5/27	6/24	7/22	8/26	9/23	10/28	11/25
Debra Gipson Seated 11/26	CAR	X			X	X	X	X	X						
Timothy Poole R 6/9	CAR	E			E	X	X	U	E	R					
Jovita Galvan Seated 1/28	EGUSD	E			X	X	E	U	U						
Vacant Seated	EGUSD														
Franschelle Brown Seated 11/26	FPR	X			X	X	X	X	X						
Vacant Seated	GPR														
Vacant Seated	HB														
Vacant Seated	PAR														
Aterious Cuffee Seated 11/26	PPR	X			X	X	X	E	U						
Le Andra Jones-Villalta Seated 11/26	PPR	X			X	X	E	E	X						
Vacant Seated	SCUSD														
Vacant Seated	SJUSD														
Graciela Garduno Seated 11/26	SJUSD/ EHS	X			X	X	X	X	X						
Vacant Seated	SOP														
Javana Abrussezze Seated 1/28	SOP	E			X	E	E	X	X						
Vacant Seated	SOP														
Rebekah Chester Seated 11/26	SOP	X			X	X	X	E	X						
Jasmine Nnachi Seated 3/25	SOP						X	X	U						
Yaneika James Seated 2/25	SOP				U	X	X	E	U						
Sequoia Burse Seated 3/25	TRUSD						X	U	U						
Vacant Seated	WCIC														
Vacant Seated	WCIC														

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 6/13/2025

CONSENT ITEM I-A

Approval of the Minutes of May 27, 2025, Regular Meeting

RECOMMENDATION:

Approve the minutes of May 27 2025, meeting.

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review and approve the minutes of May 27, 2025, regular meeting.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

MINUTES/SYNOPSIS

Sacramento Employment and Training Agency HEAD START POLICY COUNCIL Regular Meeting

Tuesday May 27, 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:

Graciela Garduno, Treasurer, EHS San Juan Unified School District
Franschelle Brown, Foster Parent Representative
Debra Gipson, Community Agency Representative
Rebekah Chester, SETA-Operated Program
Le Andra Jones-Villalta, Chair, Past Parent Representative
Javana Abrussezze, SETA-Operated Program (*arrived and seated at 10:31 a.m.*)

New Members Seated Present: None

New Members to be Seated/Reseated but Absent: None

Members Absent:

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

I. CONSENT ITEM:

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

The minutes were reviewed, no questions or corrections.

Moved/Brown, second/Garduno, to approve the April 21, 2025, minutes as distributed.

Roll call vote:

Aye: 3 (Garduno, Brown, Gipson)

Nay: 0

Abstention: 2 (Jones-Villalta, Chester)

Absent: 7 (Cuffee, Nnachi, Poole, Abrussezze, Galvan, James, Burse)

II. ACTION ITEMS:

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

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

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

Roll call vote:

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

Nay: 0

Abstention: 1 (Garduno)

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

B. Election of Community Action Board Alternate

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

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

Roll call vote:

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

Nay: 0

Abstention: 1 (Garduno)

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

III. INFORMATION ITEMS:

A. STEM Presentation

Ms. Garland presented on Science, Technology, Engineering, and Mathematics (STEM) in Early Childhood Education. The presentation is attached to these minutes.

B. Standing Information Items

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

Mr. Han introduced himself and reviewed the combined SETA-Operated and Delegate Agencies' HS/EHS fiscal report for the ninth month, which ended April 30, 2025, in the 2024-2025 program year. He advised that total Head Start Year-to-Date expenditures are at 69.0%. The Non-Federal Share Year-to-Date expenditures are at 31.8%, above the required 25%. The Administrative cost is 10.5%, below the 15% maximum countywide. The funds from the American Rescue Plan Act (ARP) and the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) were reviewed. The liquidation period for these funds will end on September 30, 2025, allowing additional time to complete the projects. The review of the American Express and CitiBank credit card statements didn't reveal anything atypical.

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.

➤ **Health Service Advisory Committee (HSAC):**

Ms. Le Andra Jones-Villalta advised that the next meeting will be held virtually tomorrow, May 28, 2025, to discuss the result of the survey to determine ways to address classroom stressors for teaching staff.

➤ **Community Resources**

Ms. Jones-Villalta reviewed the community resources provided in the packet.

- C.** SETA's Recruitment Update – Ms. Sheri Green-Johnson:
Mr. Richardson, on behalf of Ms. Green-Johnson, reviewed the recruitment data provided in the agenda packet as backup information. The data pertains to the period from April 13 through May 15, 2025.

- D.** Governing Board Minutes for April 9, 2025: No questions

IV. COMMITTEE REPORTS:

➤ **Executive Committee**

The next meeting will be held on Tuesday, May 27, 2025, at 11:30 a.m. at the SETA Administrative building.

➤ **Budget/Planning Committee**

The next meeting will be held on Tuesday, June 10, 2025, at 1:00 p.m. at the SETA Administrative building.

➤ **Parent/Ambassador Committee**

The next meeting will be held on Tuesday, June 10, 2025, at 11:00 a.m. at the SETA Administrative building.

V. OTHER REPORTS:

- A.** Executive Director: No report

- B.** Head Start Deputy Director:

Ms. Griffith advised that SETA had a follow-up review with the Office of Head Start (OHS) regarding the Risk Assessment Notification (RAN) and had submitted all necessary documentation for release from the RAN. The final notification is expected within 30 to 40 days.

She also mentioned that SETA has submitted self-evaluations to the California Department of Education and the California Department of Social Services, which are due by June 2, 2025.

Furthermore, Ms. Griffith noted that, due to a national restructuring and the closure of five regional Head Start offices, SETA is now part of OHS West. This new office is located in Denver, Colorado, and SETA is currently awaiting the assignment of a new program specialist from this office.

SETA plans to utilize fund savings for deferred maintenance projects, staff support, professional development, replenishing classroom materials, and covering increased costs for associations' memberships, subscriptions, and data systems fees.

Ms. Javan Abrussezze arrived and was seated at 10:31 a.m.

- C.** Chair:

Ms. Le Andra Jones-Villalta stated that the Parent/Ambassador Committee members will be visiting various centers to recruit for the Board.

D. Head Start Managers:

- ✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services: No report
- ✓ Veronica Jones – Health, Nutrition, Quality Assurance, and Data Systems:
Ms. Jones reported that the Quality Assurance unit is currently conducting final activities for monitoring the program year, with a closeout scheduled between now and June 27, 2025. Additionally, the team will conduct unannounced safety and supervision visits, as well as follow up on the implementation of assessment notification protocols at selected sites throughout the county to ensure program compliance. Furthermore, they will soon conclude their reviews of the Child and Adult Care Food Program (CACFP).

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

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

- ✓ Megan Lamb - School Readiness, Special Education, and Mental Health Services:
Ms. Lamb informed that her team is preparing for pre-service training by analyzing and updating training materials as necessary. This process takes into account observations and needs from the previous school year and includes support for Delegates.

Additionally, Ms. Lamb mentioned that SETA is getting ready for the Focus Area 1 review conducted by the Office of Head Start, which is part of the 5-year grant cycle. This review will be held virtually and will provide a comprehensive evaluation of center-based and home-based programs, governance, health, and other program operations.

Ms. Griffith also noted that the availability calendar has been submitted to the Office of Head Start to schedule the review visit between August 1, 2025, and July 2026.

- ✓ Betsy Uda – Safe Environments, Facilities, Licensing, and Food Services:
The Northview playground is expected to be completed in the first week of July. Ms. Uda will provide the Board with pictures of the project.

The lease with the new Marisol Village site has been signed, and the staff is preparing for the center to receive its license and begin operations.

Several projects are scheduled to commence soon, and the Board will be kept informed of their progress.

During the authorized voluntary Saturday workday, the facilities and kitchen staff worked together to optimize central kitchen operations and create additional space for staff.

Both the facilities and kitchen teams participated in driving safety refreshers through driving modules.

Additionally, a new snack option will be introduced at the sites, and further details will be shared in upcoming meetings.

E. Open Discussion and Comments: None

F. Public Participation: None

VI. ADJOURNMENT: The meeting was adjourned at 10:49 a.m.

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



Head Start Policy Council

STEM in Early Childhood Education

STEM learning happens naturally everyday as children explore, play, and try new things.

Children use learning experiences to build on their knowledge and solve problems.

Children need many opportunities to investigate and experiment with the world around them to build on their STEM knowledge.

Research shows there is a positive relationship between early STEM experiences and future success in school.

Science



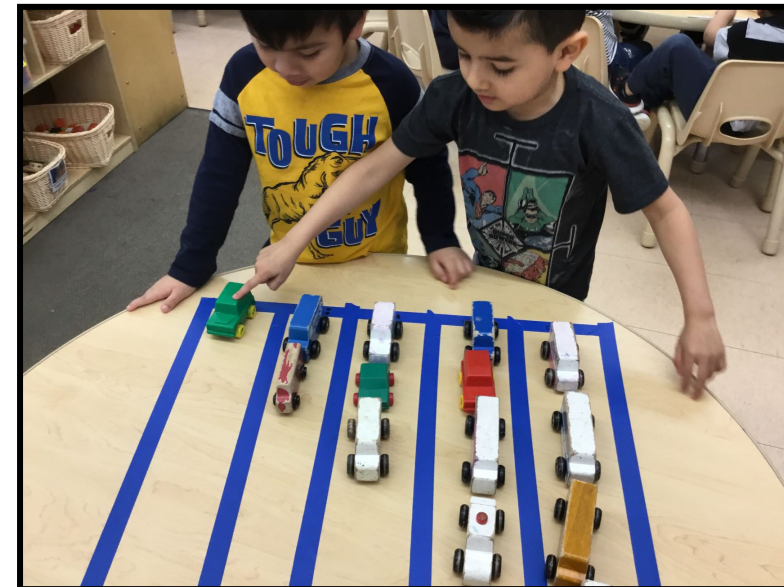
Engineering

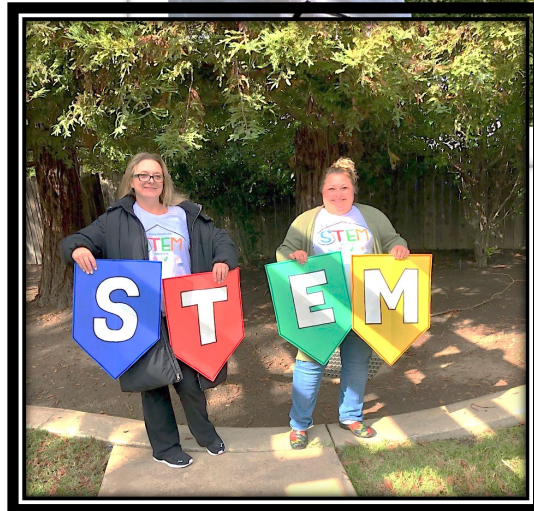
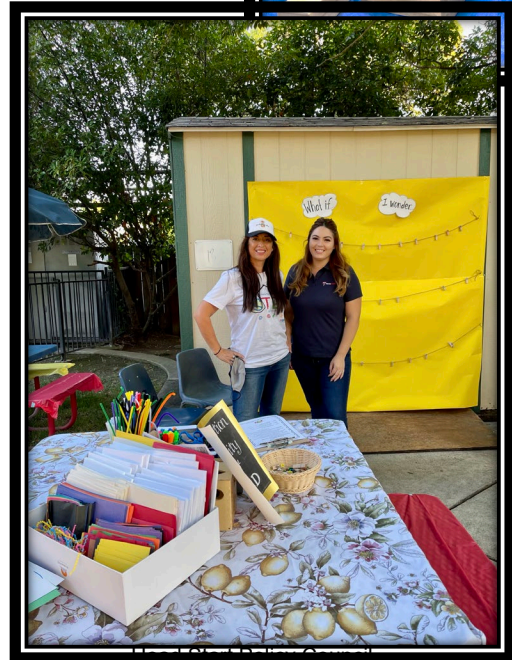


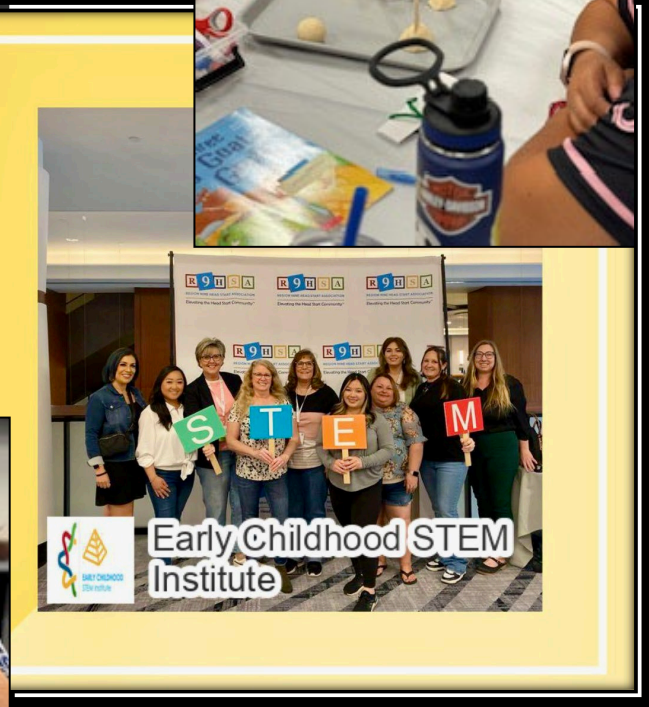
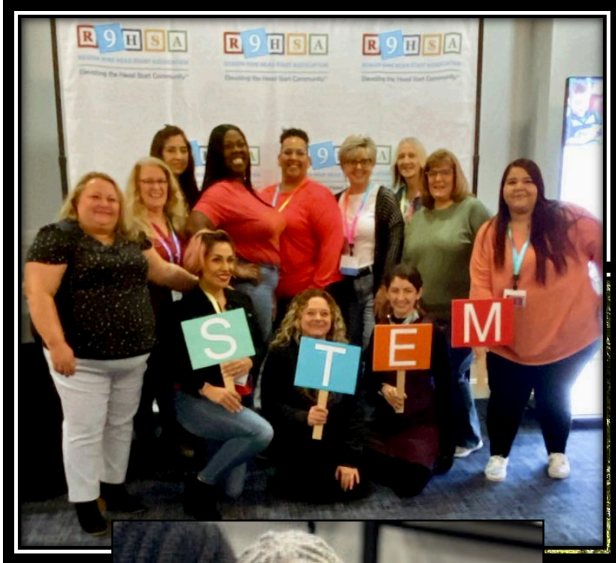
Technology



Math









“The Sturdy Nest”

Sharon Neese Preschool Teacher, Shawntay Tobeck

Bright Beginnings EHS Teacher, Gabriela Gomez Baranda



“The Sound of Music”

Preschool Home Visitors, Eileana Martinez, Doris Bernard

Cap City EHS Teacher Miss Lynch



“Structures of Strength”

Bret Harte Teachers, Preschool Maegan De Herrera, EHS Samantha Xayavong



Using STEM With Children Today...

- Visiting parks to collect natural items for activities
- Home Base, teachers are creating “Loose Parts to Go” kits with families to promote STEM at Home
- Introducing new and different materials and providing time for exploration
- Using more “big” words to explain STEM concepts to children
- Using a photo album of STEM projects from the conference to share with families
- Adding loose parts, natural items to playdough to extend learning
- Add different materials to the Interest Areas

ACTION ITEM II-A

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-B
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

Standing Information

BACKGROUND:

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

NOTES:

Lunch at the Library

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

Fuel your summer



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

Meal Locations

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



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

Summer Reading



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

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

How It Works

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



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

Earn Prizes

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

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

INFORMATION ITEM III-B
SETA's Recruitment Update

BACKGROUND:

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

NOTES:

INFORMATION ITEM III-C
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 Special Meeting

Monday April 21, 2025 4:00 p.m.

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

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

Mr. Guerra called the meeting to order at 4:08 p.m. The roll was called, and a quorum was established.

Members Present:

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

Members Absent:

Rich Desmond, Chair, Board of Supervisors

I. CONSENT ITEMS:

- A.** Approval of Minutes of April 9, 2025, Special Board Meeting
- B.** Approval of Claims and Warrants
- C.** Approval to Accept Public Workforce Capacity Funds from the James Irvine Foundation, and Authorize SETA's Executive Director to Sign the Agreement, Any Documents Pertaining to the Agreement, and Obtain City/County Approval of a New Funding Source

Mr. Kim advised that the James Irvine Foundation changed the name of the funding to Public Service Practice Change Funds.

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

- A.** Approval of Minutes of April 9, 2025, Special Board Meeting
- B.** Approval of Claims and Warrants
- C.** Approval to Accept Public Workforce Capacity Funds from the James Irvine Foundation, and Authorize SETA's Executive Director to Sign the Agreement, Any Documents Pertaining to the Agreement, and Obtain City/County Approval of a New Funding Source

Roll call vote:

Aye: 3 (Guerra, Kennedy, Vang)

Nay: 0

Abstention: 0

Absent: 1 (Desmond)

II. ACTION ITEMS:

A. General Administration

1. Approval of Appointment to the Sacramento Works, Inc. Board

Mr. Kim reviewed the item. He advised that, due to the recent departure of Mr. Victor McGee, Sacramento Job Corps Center (SJCC), there is a vacancy in the "Labor/Workforce" category. Ms. May-Va Vang, Business Engagement Manager with SJCC, recently applied and is being recommended for appointment to the Sacramento Works, Inc. Board.

Moved/Kennedy, second/Vang, to appoint Ms. May-Va Vang as the Sacramento Job Corps Center representative on the Sacramento Works, Inc. Board.

Roll call vote:

Aye: 3 (Guerra, Kennedy, Vang)

Nay: 0

Abstention: 0

Absent: 1 (Desmond)

B. Workforce Development Department

General/Discretionary: No items

One Stop Services: No items

Community Services Block Grant: No items

Refugee Services: No items

C. Children And Family Services Department:

Ms. Griffith delivered a combined presentation covering Items II-C-1-5, which is attached to these minutes. She addressed several questions from Board members, providing the following clarifications:

- The Family Development Credentialing program is an online course.
- SETA is in a kindergarten preparation program and aims for enrolled children to remain in the program until they enter kindergarten.
- To meet the needs of working families with children in the Transitional Kindergarten (TK) program, school districts offer the Extended Learning Opportunities (ELOF) program on campus. In order to be more competitive with TK, SETA has increased its service hours.

Moved/Vang, second/Kennedy, to approve the following action items:

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

Roll call vote:

Aye: 3 (Guerra, Kennedy, Vang)

Nay: 0
Abstention: 0
Absent: 1 (Desmond)

6. Approval of the Budget Modification Request for Program Year Head Start and Early Head Start Basic (09CH012795)

Ms. Griffith reviewed the item. She noted a total of \$953,978 available for budget modification. The funding will mainly be utilized towards funding the CP Huntington HS/EHS Classrooms in Program Year (PY) 2025-2026. Additionally, funds will be added to the Travel (out-of-state) category to allow staff to attend WIPFLI (7 Staff) and the National Head Start Annual Conference (4 Staff/Parent Advisory Committee/Policy Council members).

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

Roll call vote:
Aye: 3 (Guerra, Kennedy, Vang)
Nay: 0
Abstention: 0
Absent: 1 (Desmond)

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

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

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

Roll call vote:
Aye: 3 (Guerra, Kennedy, Vang)
Nay: 0
Abstention: 0
Absent: 1 (Desmond)

III. INFORMATION ITEMS:

- A. Fiscal Monitoring Reports: No questions
- B. Employer Success Stories and Activity Report: No report
- C. Dislocated Worker Update:
- D. Unemployment Update/Press Release from Employment Development Department: No questions
- E. Head Start Reports: No questions

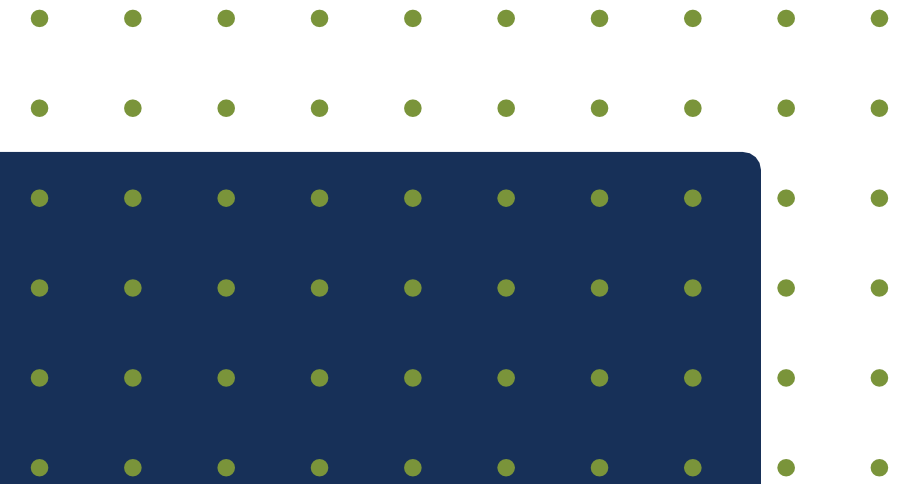
IV. PUBLIC COMMENTS RELATING TO MATTERS NOT ON THE POSTED AGENDA: None

V. REPORTS TO THE BOARD:

- A.** Chair: No report
- B.** Executive Director: No report
- C.** Deputy Directors: No report
- D.** Counsel: No report
- E.** Members of the Board: No report

VI. ADJOURNMENT: The meeting adjourned at 4:28 p.m.

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



Refunding Application 2025-2026

Year 2 of 5 Year Cycle

Sacramento Head Start & Early Head Start

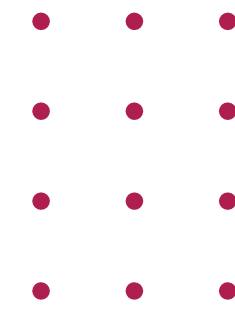
Self-Assessment Summary

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

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



Self-Assessment Highlights

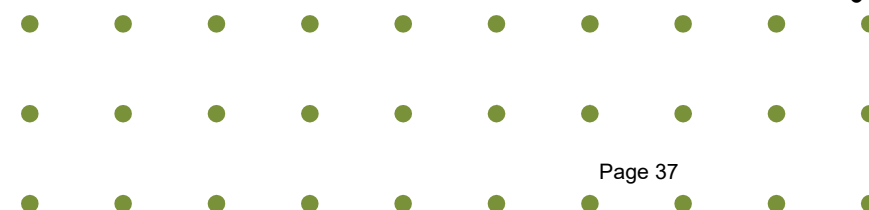


Program Strengths:

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

Growth Opportunities:

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





5 Year Goals 2025-2029

Health and Safety: Increase the health, safety and wellbeing of children birth to age 5 by expanding communication systems and education that will include parent/guardians, staff and community partners.

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

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

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



Proposed Changes 25-26

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

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



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

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



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

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



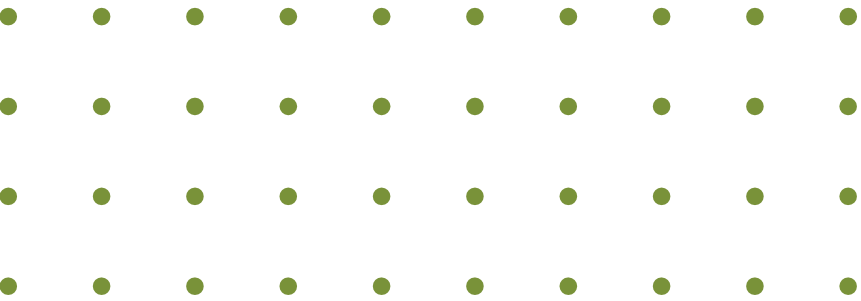
Funded Enrollment with Proposed Changes



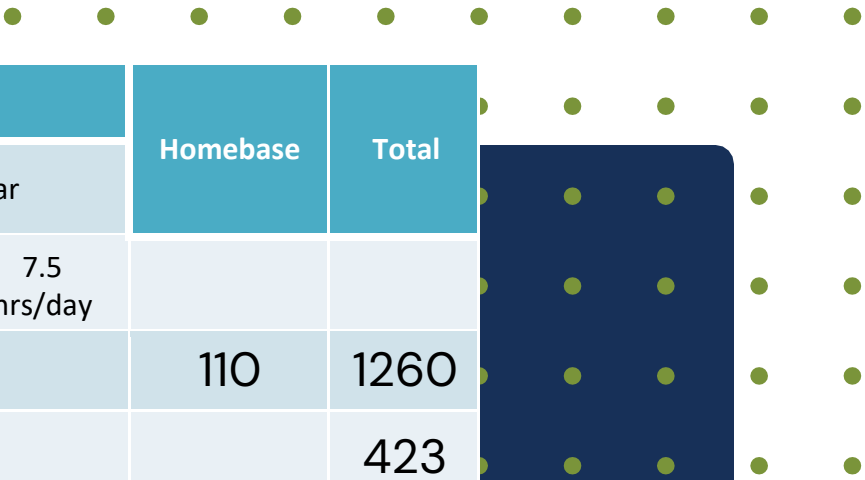
	SETA Operated Program	Elk Grove USD	Sacramento City USD	San Juan USD	Twin Rivers USD	WCIC
Head Start (ages 3–5) Total: 3148	1260	423	592	640	148	85
Early Head Start (ages birth to 3) Total: 988	746	--	24	166	52	--

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

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



Program Options - Countywide

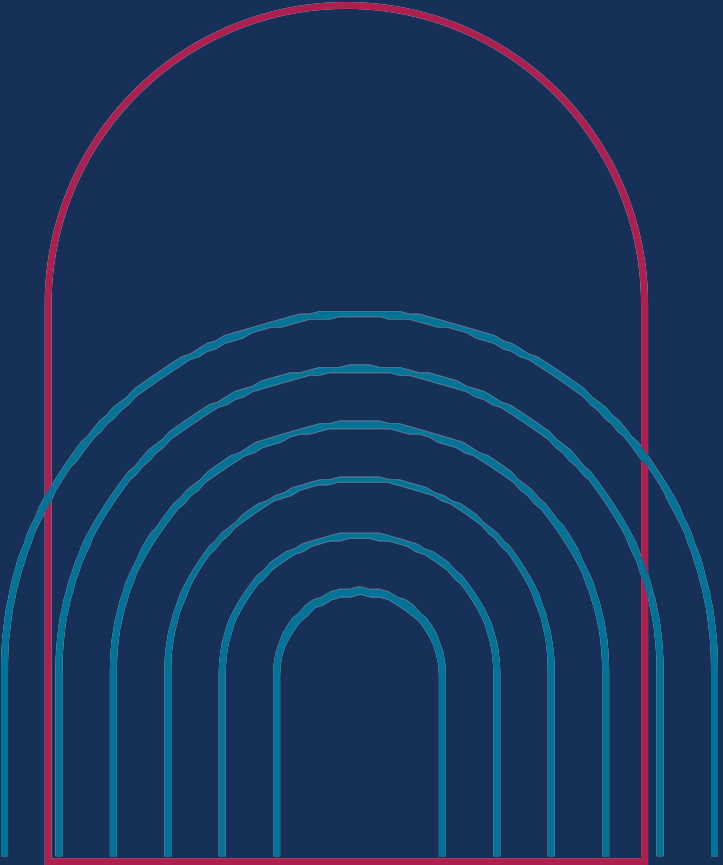


Head Start
(Children ages 3–5)

Agency	Programs with 5 Days/Week								Programs with 4 Days/Week				Homebase	Total
	Year Round						Traditional School Year		Year Round	Traditional School Year				
	4 hrs/day	6.5 hrs/day	7 hrs/day	8 hrs/day	9 hrs/day	9.5 hrs/day	6.5 hrs/day	8 hrs/day	6.5 hrs/day	3.5 hrs/day	6.5 hrs/day	7.5 hrs/day		
SETA	80	214		420	180	60	34	37	85	40			110	1260
Elk Grove USD							168			255				423
Sac City USD			40				552							592
San Juan USD							640							640
Twin Rivers USD											148			148
WCIC												85		85
Total	80	214	40	420	180	60	1394	37					110	3148

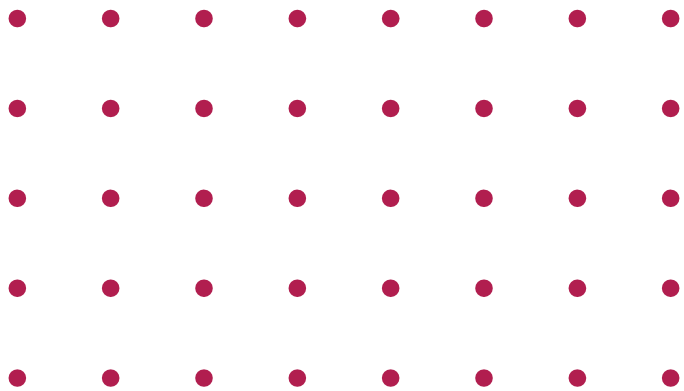
Early Head Start
(Children ages birth–3 and pregnant women)

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



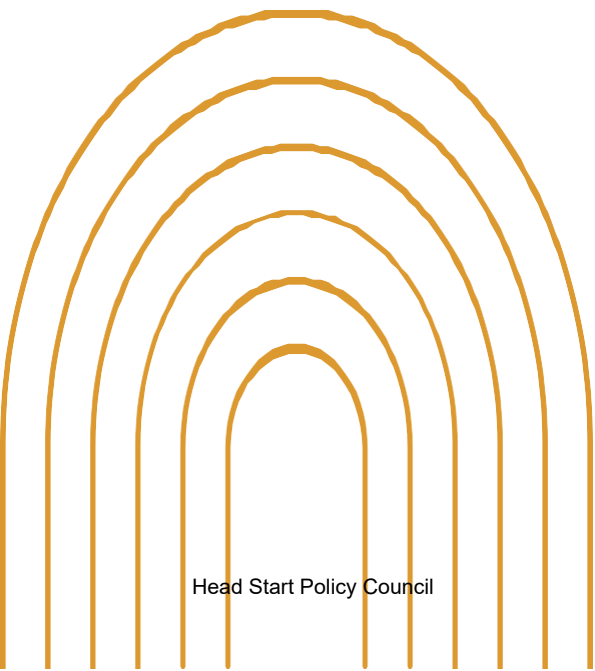
Total Head Start/Early Head Start Funding

\$72,497,077



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

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



Highlighted TTA Projects

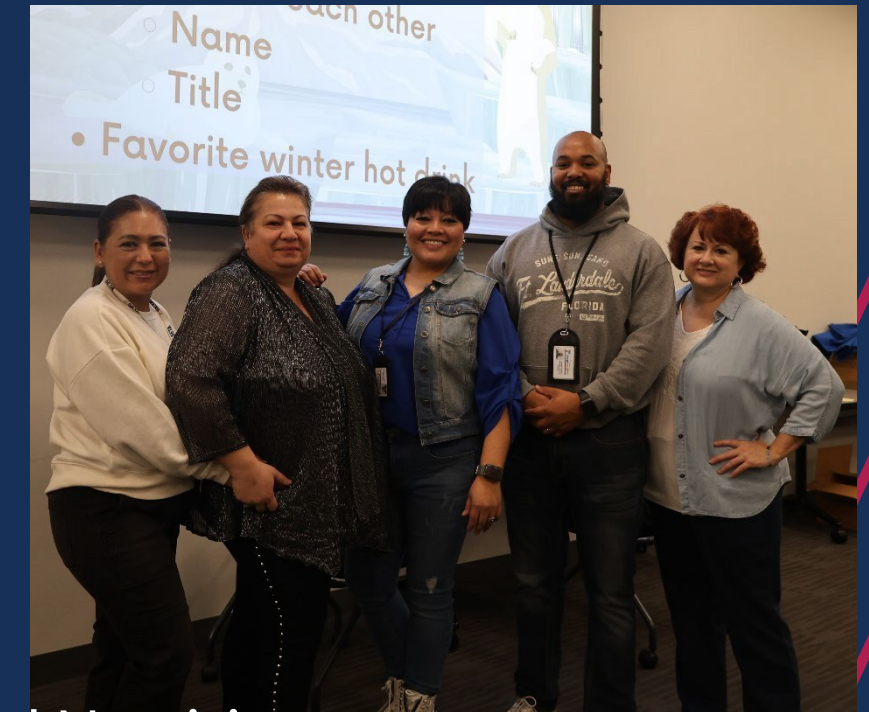
Parent Services

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

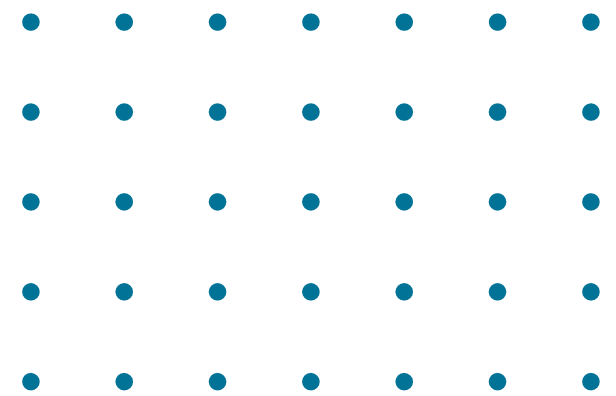


Staff Development

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



Questions



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:

- Social/Hospitality 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
- ✓ Veronica Jones – Health, Nutrition, Quality Assurances, and Data Systems
- ✓ Megan Lamb – School Readiness, Special Education, and Mental Health Services
- ✓ Betsy Uda – Safe Environments, Facilities, Licensing, and Food Services

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

*May, 2025

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

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

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

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

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

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

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

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

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

Total Amount of Meals and Snacks Prepared 106,040

Purchases:

Food \$143,052.00

Non - Food \$14,318.44

Building Maintenance and Repair:

Janitorial & Restroom Supplies:

Kitchen Small Wares and Equipment:

Vehicle Maintenance and Repair: \$1,864.62

Vehicle Gas / Fuel: \$2,284.72

Normal Delivery Days 20

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

Breana.ware@seta.net

May 2025

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

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

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

****NO REPORT RECEIVED**

AFE: Annual Funded Enrollment

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (05/31/25)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
Elk Grove USD	440	442	0	100%	2% -
Sacramento City USD	676	642	0	95%	1% -
San Juan USD	712	684	24 (99%)	96%	1% -
SETA	1,364	1,400	0	103%	0% +
Twin Rivers USD	156	156	0	100%	2% +
WCIC/Playmate	100	100	0	100%	2% -
Total	3,448	3,424	24 (100%)	99%	1% -

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (05/31/25)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
San Juan USD	166	164	10 (105%)	99%	10% +
SETA	739	747	0	101%	2% +
Twin Rivers USD	56	52	0	93%	3% -
SCUSD	16	15	0	94%	6% +
Total	977	978	10 (101%)	100%	3%+

- (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 14 families. The 24-25 EGUSD Preschool Interest Form has a total of 341 recruitment, 81 registered -not certified, and 104 waitlist-certified families. Our program currently has 1 vacancy.

Sacramento City USD

- While not exhaustive, the following key issues have been consistently observed across sites and are contributing to ongoing under-enrollment: A high proportion of families contacted require income waivers to qualify, impacting immediate eligibility.
- Persistent barriers to family engagement and recruitment, including limited access to transportation, language services, and awareness of available programs.

San Juan USD

- Continued reduction of 24 Head Start slots and 10 Early Head Start slots, due to capped classroom(s).
- San Juan Unified School District has vacancies in the following positions: ERSEA Content Specialist.
- Waitlists for Home-based programs has decreased.

SETA

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

Twin Rivers USD

- The program continues to target recruitment for Rio Linda, service area is 95673, 95560 and 95652.
- Staffing vacancies for (1) Head Start Site Supervisor, (4) ECE Para Educators, (2) ECE Rover and (1) Teacher.

WCIC/Playmate

- WCIC's enrollment has maintained at 100% for the month of May.

Strategies/Action Step(s) for Under Enrollment

Elk Grove USD

- 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 ERSEA Team actively participates in community events to promote our preschools, build relationships, and foster trust. We collaborate with the Communications Department to ensure consistent messaging and high visibility. Regular team meetings are held with documented agendas and minutes to support accountability.
- Recruitment efforts included the following locations: Central Library & Enrollment Center, that provided discussion on ESL, food resources.

San Juan USD

- New Eligibility online format and system allows for faster processing time. All PELs are up to date. 466 have been processed.
- Home Based teachers recruited in neighborhoods and families connected to their families and were able to enroll up to 11.
- EHS Secretary position was filled and started mid-May.

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: 2 Associate Teacher's and 1 Family Services Workers.
- Recruitment and networking opportunities to increase awareness of Head Start services and Community Partnerships: God's Little Lambs Free Store, WIC Breast Feeding Celebration, Mercy Housing Health fair, Afghan Support Community Resource fair, Rose Family Community Baby Shower, Unity Fair, Mirasol Village Career Fair, Heartland Community Fair. From these events, 43 families completed Interest forms for services.

Twin Rivers USD

- The ERSEA team recruited at the following community events: Bring Your Parent to School Day and May Day Community Event, in addition to using revised banners at all four sites that directs families with QR code 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 staff actively distributed flyers and recruited children from Next Move Homeless Services Shelter located on Parker Avenue. Staff continues to collaborate with the 16th Avenue Head Start Program to enhance recruitment efforts.
- In May 2025, WCIC provided 1 family with a monthly bus pass to support their transportation needs.