

Thought of the Day:
"You are your best thing."

Author: Toni Morrison

AGENDA

Sacramento Employment and Training Agency HEAD START POLICY COUNCIL Regular Meeting

Monday July 22, 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, 88251879406# US (San Jose).

Meeting ID: 882 5187 9406

Passcode: 486350

[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 June 24, 2025, Regular Board Meeting 4-8

II. ACTION ITEMS

A. Timed Item 10:00 and Public Hearing

- Approval of Change to the SETA Personnel Policies and Procedures 9-15

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

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

III. INFORMATION ITEMS:

- A.** Standing Information Items 18-30

- 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
 - Community Health Clinic – Greater Sacramento Urban League
 - Meadowview Farmers Market
 - Soul Sista Circle – Rose Family Creative Empowerment Center

- B.** SETA's Recruitment Update – Ms. Sheri Green-Johnson 31

IV. COMMITTEE REPORTS:

- 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
- Personnel/Bylaws Committee: Ms. Le Andra Jones-Villalta

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V. OTHER REPORTS:

- 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

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- ✓ Betsy Uda – Safe Environments, Facilities, Licensing, and Food Services
- E. Open Discussion and Comments
- F. Public Participation

VI. ADJOURNMENT

DISTRIBUTION DATE: Tuesday, July 15, 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
- ☐ Javana Abrussezze, SETA-Operated Program
- ☐ Jasmine Nnachi, SETA-Operated Program
- ☐ Yaneika James, SETA-Operated Program

Members to be Seated: None

- ☐
- ☐

Applications Received: None

Seats Vacant:

Vacant, Sacramento City Unified School District
Vacant, Elk Grove 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, 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	E					
Vacant Seated	CAR														
Jovita Galvan R 6/24	EGUSD	E			X	X	E	U	U	U	R				
Vacant Seated	EGUSD														
Franshelle Brown Seated 11/26	FPR	X			X	X	X	X	X	E					
Vacant Seated	GPR														
Vacant Seated	HB														
Vacant Seated	PAR														
Aterious Cuffee Seated 11/26	PPR	X			X	X	X	E	U	X					
Le Andra Jones-Villalta Seated 11/26	PPR	X			X	X	E	E	X	X					
Vacant Seated	SCUSD														
Vacant Seated	SJUSD														
Graciela Garduno Seated 11/26	SJUSD/ EHS	X			X	X	X	X	X	X					
Vacant Seated	SOP														
Javana Abrussezze Seated 1/28	SOP	E			X	E	E	X	X	E					
Vacant Seated	SOP														
Rebekah Chester Seated 11/26	SOP	X			X	X	X	E	X	X					
Jasmine Nnachi Seated 3/25	SOP						X	X	U	X					
Yaneika James Seated 2/25	SOP				U	X	X	E	U	X					
Sequoia Burse R 6/24	TRUSD						X	U	U	U	R				
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 7/14/2025

CONSENT ITEM I-A

Approval of the Minutes of June 24, 2025, Regular Meeting

RECOMMENDATION:

Approve the minutes of June 24, 2025, meeting.

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review and approve the minutes of June 24, 2025, regular meeting.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

MINUTES/SYNOPSIS

Sacramento Employment and Training Agency HEAD START POLICY COUNCIL Regular Meeting

Tuesday June 24, 2025, 10:00 a.m.
925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

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

Members Present:

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

New Members Seated Present: None

New Members to be Seated/Reseated but Absent: None

Members Absent:

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

I. CONSENT ITEM:

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

The minutes were reviewed, no questions or corrections.

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

Roll call vote:

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

Nay: 0

Abstention: 1 (Jones-Villalta,)

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

II. ACTION ITEMS:

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

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

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

Roll call vote:

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

Nay: 0

Abstention: 1 (Jones-Villalta,)

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

B. Election of Community Action Board Alternate

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

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

Roll call vote:

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

Nay: 0

Abstention: 1 (Jones-Villalta,)

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

III. INFORMATION ITEMS:

A. Standing Information Items

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

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

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

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

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

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

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

B. SETA's Recruitment Update – Ms. Sheri Green-Johnson:
Ms. Green-Johnson reviewed the recruitment data provided in the agenda packet as backup information. The data pertains to the period from May 16 through June 12, 2025.

C. Governing Board Minutes for April 21, 2025: No questions

IV. COMMITTEE REPORTS:

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

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

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

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

V. OTHER REPORTS:

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

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

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

C. Chair: No report

D. Head Start Managers:

- ✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services: No report
- ✓ Veronica Jones – Health, Nutrition, Quality Assurance, and Data Systems:
Ms. Jones reported that the Quality Assurance unit is wrapping up final activities for monitoring the program year, with a closeout scheduled before June 27, 2025.

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

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

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

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

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

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

E. Open Discussion and Comments: None

F. Public Participation: None

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

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

ACTION ITEM II-A

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

Approval of Change to the SETA Personnel Policies and Procedures

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 9.17 "Sick Leave Accrual and Usage".

BACKGROUND:

The SETA Personnel Policies and Procedures provide directions 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 Sick Leave Accrual and Usage policy has been reviewed and updated to be more comprehensive and effective. The Labor Management Committee has come to an agreement with the updates which will be included in the next contract negotiations.

A redlined and clean copy of the policy changes are attached for review.

The Governing Board is scheduled to take action on the policy update on August 7, 2025.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

Sick Leave Accrual and Usage

Section 9.17

Sick leave accruals shall be earned by regular and probationary employees based on the equivalent of full-time service from the date of appointment.

- A. Sick leave hours shall accrue to and be useable by the employee upon completion of the end of the day on the last day of the bi-weekly pay period in which it is earned. Sick leave requires the supervisor's approval and may be denied as provided below. Unapproved sick leave is an absence without leave and shall be unpaid. Unexcused sick leave is sick leave for a purpose not approved herein, or in a manner or amount which exceeds the standards defined below.
- B. Sick leave is accrued as follows:
 - 1. 40-hour work week regular employees: sick leave hours accrue on the basis of four (4) hours, per bi-weekly pay period of service, or thirteen (13) days annually, and may be accumulated without limitation.
 - 2. Less than 40-hour work week regular employees: sick leave hours shall accrue in proportion to their regular work week hours compared with the forty (40) hour work week so that 4-hour employees earn two (2) hours per bi-weekly pay period or 6.5 days annually; 6-hour employees earn three (3) hours per bi-weekly pay period or 9.75 days annually; and 7-hour employees earn three and one-half (3½) hours per biweekly pay period or 11.375 days annually.
- C. A regular or probationary employee may utilize their accumulated sick leave when unable to perform their work duties because of the following:
 - 1. Physical or mental illness
 - 2. On or off-the-job injury, including victims of domestic violence, stalking and sexual abuse as defined by the Kin Care Law
 - 3. Necessary medical or dental care
 - 4. Exposure to or having an active contagious disease such that the health of employees, or the public would be endangered by the employee being at work
 - 5. Illness, serious medical treatment, or operation in the employee's family, including parent, parent-in-law, child, spouse, registered domestic partner, grandparent, grandchild, sibling, or designated person. *Designated person is defined as a person identified by the employee at the time the employee requests paid sick days permitted to one designated person per 12-month period.
 - 6. Pregnancy and childbirth

An employee may be required to present a certificate of the attending physician or medical practitioner to substantiate the need for and use of sick leave as allowed by law. The Agency may also require a fitness for duty examination for cause as determined by observation of the employee's behavior or disclosure of their medical condition. The Agency may require a fitness for duty examination upon release to return to work from absence for a serious illness, injury, or exposure to a contagious disease.

Leaves

Sick Leave Accrual and Usage

D. The Executive Director, designee, or Appointing Authority may place an employee on involuntary sick leave when recommended by a competent medical authority and when the employee's presence at work endangers the health or work performance of the employee, other employees, the Head Start children under their supervision, or Agency clients.

~~E. Employees using excessive sick leave shall be notified of the concern by their direct supervisor as soon as practical and counseled regarding the use and abuse of sick leave. After initial verbal counseling, upon another occurrence the employee shall be notified in writing of the attendance requirements and advised that discipline may follow if the behavior is not corrected. Failure to report to work regularly and to follow procedures for calling out sick may be grounds for disciplinary action.~~

~~Excessive sick leave is defined as using sick leave in excess of that protected by law as follows:~~

- ~~1. The employee has a rate of utilization of sick leave in excess of what is protected by law, which is in excess of fifty percent (50%) of the yearly accrual. The employee will be notified of this utilization threshold when they reach forty percent (40%) usage, if possible.~~
- ~~2. The employee has a pattern of sick leave use which causes concern about its legitimacy, including time associated with weekends, holidays or other leave, and/or after refused time off for that period.~~
- ~~3. Supervisors/managers shall monitor the sick leave use by all employees under their supervisor or direction, including using sick leave covered by FMLA, Kin Care and other legally protected sick leave.~~

~~F.E.~~ If an employee in a class designated as Management in the annual salary classification plan dies while employed by the Agency, whether or not the death is job-related, the beneficiary shall be paid the monetary value of all sick leave accrued by the employee at the time of death.

F. Unused sick leave at the time of retirement shall be eligible for conversion to service credit as the retirement plan allows.

Sick Leave Review

The Agency will not tolerate abuse or misuse of an employee's sick leave privilege. Misuse of sick leave, tardiness, and failing to adhere to the call-in procedures when absent or tardy can negatively impact the performance of the employee's job or affect others in the performance of their job.

An employee who is misusing sick leave shall be notified of the concern as soon as practical and counseled regarding the use and abuse of sick leave. After the initial counseling, the employee shall be notified in writing of the attendance requirements and advised that disciplinary action may follow if the behavior is not corrected. Failure to report to work regularly and to follow procedures for calling out sick may be grounds for disciplinary action.

Prior to placing an employee on Sick Leave Verification, the Human Resources Chief (or designee) shall review all suspected misuse or abusive usage of sick leave on a case-by-case basis to ensure an employee's state and federal leave rights are not being violated. It is the department's responsibility to coordinate with the Human Resources Department prior to placing an employee on Sick Leave Verification.

Leaves

Sick Leave Accrual and Usage

Sick Leave Verification

Employees shall be placed on Sick Leave Verification if a pattern of sick leave misuse or abuse exists. This may be defined as including, but not limited to, frequent and/or consistent use of one (1) or more days of sick leave prior to/or following a holiday or other scheduled time off, calling in sick on the first or last day of the employee's workweek or shift, calling in sick on the same day of the week consistently, calling out sick after accruals have been exhausted, or calling out sick on days previously requested off but denied.

A letter will be issued from Human Resources explaining the conditions and consequences of continued behavior.

Requirements for Employees on Sick Leave Verification

G. An authorized healthcare provider must sign the medical verification form. For purposes of this section, an authorized medical provider is defined under the Family and Medical Leave Act (FMLA).

H. For sick leave use, the authorized medical provider must have physically or virtually examined the employee and determined that he/she is ill or injured and unable to perform the duties of the job and must indicate the specific date(s) the employee needs to be absent from work.

I. For sick family care, the authorized healthcare provider must have physically or virtually examined the family member and determined that the employee's care was medically necessary.

J. Medical certification forms that indicate the patient/employee was given telephone advice are not acceptable.

K. The employee must submit the medical verification form to his/her supervisor at the beginning of the shift within five (5) days of returning to work following the illness or injury. If the employee is unable to meet this requirement, the employee must engage in the interactive process to obtain the verification.

L. Examples of acceptable medical verification forms are:

1. "Employee was seen in my office or virtually on (insert date) and is unable to work on (insert date) because he/she is unable to lift more than three (3) pounds and is unable to sit for more than ten (10) minutes. Employee may return to work without restrictions on (insert date)."
2. "Employee was seen in my office or virtually on (insert date) and is unable to work on (insert date) because he/she is contagious."

M. In the event the employee cannot verify sick leave or sick family care use by providing medical verification, he/she will not be eligible for sick leave and the absence will be treated as leave without pay.

N. Once an employee has been notified in writing that medical verification is required for the use of sick leave or sick family care, he/she must see the authorized healthcare provider on the first day of the illness/injury.

~~G.~~ O. The employee must continue to provide medical verification until notified in writing that medical verification is no longer required. Employees may request to be removed after three (3) months. If determined by the Human Resources Chief (or designee) that the employee is in compliance with this policy, the employee shall be removed from Sick Leave Verification. Employees initially determined to be not in compliance by the Human Resources Chief (or designee) may request to have their compliance reviewed monthly thereafter.

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Sick Leave Accrual and Usage

Section 9.17

Sick leave accruals shall be earned by regular and probationary employees based on the equivalent of full-time service from the date of appointment.

- A. Sick leave hours shall accrue to and be useable by the employee upon completion of the end of the day on the last day of the bi-weekly pay period in which it is earned. Sick leave requires the supervisor's approval and may be denied as provided below. Unapproved sick leave is an absence without leave and shall be unpaid. Unexcused sick leave is sick leave for a purpose not approved herein, or in a manner or amount which exceeds the standards defined below.
- B. Sick leave is accrued as follows:
 - 1. 40-hour work week regular employees: sick leave hours accrue on the basis of four (4) hours, per bi-weekly pay period of service, or thirteen (13) days annually, and may be accumulated without limitation.
 - 2. Less than 40-hour work week regular employees: sick leave hours shall accrue in proportion to their regular work week hours compared with the forty (40) hour work week so that 4-hour employees earn two (2) hours per bi-weekly pay period or 6.5 days annually; 6-hour employees earn three (3) hours per bi-weekly pay period or 9.75 days annually; and 7-hour employees earn three and one-half (3½) hours per biweekly pay period or 11.375 days annually.
- C. A regular or probationary employee may utilize their accumulated sick leave when unable to perform their work duties because of the following:
 - 1. Physical or mental illness
 - 2. On or off-the-job injury, including victims of domestic violence, stalking and sexual abuse as defined by the Kin Care Law
 - 3. Necessary medical or dental care
 - 4. Exposure to or having an active contagious disease such that the health of employees, or the public would be endangered by the employee being at work
 - 5. Illness, serious medical treatment, or operation in the employee's family, including parent, parent-in-law, child, spouse, registered domestic partner, grandparent, grandchild, sibling, or designated person. *Designated person is defined as a person identified by the employee at the time the employee requests paid sick days permitted to one designated person per 12-month period.
 - 6. Pregnancy and childbirth

An employee may be required to present a certificate of the attending physician or medical practitioner to substantiate the need for and use of sick leave as allowed by law. The Agency may also require a fitness for duty examination for cause as determined by observation of the employee's behavior or disclosure of their medical condition. The Agency may require a fitness for duty examination upon release to return to work from absence for a serious illness, injury, or exposure to a contagious disease.

- D. The Executive Director, designee, or Appointing Authority may place an employee on involuntary sick leave when recommended by a competent medical authority and when the employee's presence at work endangers the health or work performance of the employee, other employees, the Head Start children under their supervision, or Agency clients.
- E. If an employee in a class designated as Management in the annual salary classification plan dies while employed by the Agency, whether or not the death is job-related, the beneficiary shall be paid the monetary value of all sick leave accrued by the employee at the time of death.
- F. Unused sick leave at the time of retirement shall be eligible for conversion to service credit as the retirement plan allows.

Sick Leave Review

The Agency will not tolerate abuse or misuse of an employee's sick leave privilege. Misuse of sick leave, tardiness, and failing to adhere to the call-in procedures when absent or tardy can negatively impact the performance of the employee's job or affect others in the performance of their job.

An employee who is misusing sick leave shall be notified of the concern as soon as practical and counseled regarding the use and abuse of sick leave. After the initial counseling, the employee shall be notified in writing of the attendance requirements and advised that disciplinary action may follow if the behavior is not corrected. Failure to report to work regularly and to follow procedures for calling out sick may be grounds for disciplinary action.

Prior to placing an employee on Sick Leave Verification, the Human Resources Chief (or designee) shall review all suspected misuse or abusive usage of sick leave on a case-by-case basis to ensure an employee's state and federal leave rights are not being violated. It is the department's responsibility to coordinate with the Human Resources Department prior to placing an employee on Sick Leave Verification.

Sick Leave Verification

Employees shall be placed on Sick Leave Verification if a pattern of sick leave misuse or abuse exists. This may be defined as including, but not limited to, frequent and/or consistent use of one (1) or more days of sick leave prior to/or following a holiday or other scheduled time off, calling in sick on the first or last day of the employee's workweek or shift, calling in sick on the same day of the week consistently, calling out sick after accruals have been exhausted, or calling out sick on days previously requested off but denied.

A letter will be issued from Human Resources explaining the conditions and consequences of continued behavior.

Requirements for Employees on Sick Leave Verification

- G. An authorized healthcare provider must sign the medical verification form. For purposes of this section, an authorized medical provider is defined under the Family and Medical Leave Act (FMLA).
- H. For sick leave use, the authorized medical provider must have physically or virtually examined the employee and determined that he/she is ill or injured and unable to perform the duties of the job and must indicate the specific date(s) the employee needs to be absent from work.

Leaves

Sick Leave Accrual and Usage

- I. For sick family care, the authorized healthcare provider must have physically or virtually examined the family member and determined that the employee's care was medically necessary.
- J. Medical certification forms that indicate the patient/employee was given telephone advice are not acceptable.
- K. The employee must submit the medical verification form to his/her supervisor at the beginning of the shift within five (5) days of returning to work following the illness or injury. If the employee is unable to meet this requirement, the employee must engage in the interactive process to obtain the verification.
- L. Examples of acceptable medical verification forms are:
 - 1. "Employee was seen in my office or virtually on (insert date) and is unable to work on (insert date) because he/she is unable to lift more than three (3) pounds and is unable to sit for more than ten (10) minutes. Employee may return to work without restrictions on (insert date)."
 - 2. "Employee was seen in my office or virtually on (insert date) and is unable to work on (insert date) because he/she is contagious."
- M. In the event the employee cannot verify sick leave or sick family care use by providing medical verification, he/she will not be eligible for sick leave and the absence will be treated as leave without pay.
- N. Once an employee has been notified in writing that medical verification is required for the use of sick leave or sick family care, he/she must see the authorized healthcare provider on the first day of the illness/injury.
- O. The employee must continue to provide medical verification until notified in writing that medical verification is no longer required. Employees may request to be removed after three (3) months. If determined by the Human Resources Chief (or designee) that the employee is in compliance with this policy, the employee shall be removed from Sick Leave Verification. Employees initially determined to be not in compliance by the Human Resources Chief (or designee) may request to have their compliance reviewed monthly thereafter.

ACTION ITEM II-B

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-C
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
 - Community Health Clinic - Greater Sacramento Urban League
 - Meadowview Farmers Market
 - Soul Sista Circle - Rose Family Creative Empowerment Center

NOTES:



Greater Sacramento
Urban League



health net

COMMUNITY HEALTH CLINIC



FREE HEALTH SCREENINGS & RESOURCES

No appointment needed, drop in to receive services.

EVERY THIRD
WEDNESDAY OF THE
MONTH



10:00 a.m. – 2:00 p.m.
GSUL Empowerment Center
3725 Marysville Blvd. Sacramento, CA 95838

WWW.GSUL.ORG

916-286-8600
health@gsul.org

Meadowview farmers market every Sunday from May to October 9am-1pm

Location: The meadowview light rail station

Address: 3501 meadowview rd Sacramento ca 95822





Soul Sista Circle

**ROSE FAMILY CREATIVE
EMPOWERMENT CENTER**

7000 FRANKLIN BLVD, STE 1020

**EVERY LAST FRIDAY OF THE
MONTH 6:30 PM-8:30 PM**



**Dinner will be served
Playcare available upon request
Contact Yolanda Stevenson at
y Stevenson@rfcecenter.com**



**Dr. Teah
Hairston-
Johnson**



Rose Family
Creative Empowerment Center



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:

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:

- Personnel/Bylaws 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

*June, 2025

6/5/25 - Franklin Head Start had an end of the year celebration field trip to Fairytale Town we prepped 21 sack lunches.

6/5/25 - Nedra Court Head Start had a field trip to the City of Sacramento we prepped 42 sack lunches.

6/6/25 - Alder Grove I/T had a field trip to Station 5 Fire Station no sack lunch was requested. (children ate the regular menu that day)

6/13/25 - Capital City had a field trip to the Sacramento Zoo we prepped 40 sack lunches.

6/27/25 - Homebase had an end of the year celebration we prepped 120 meals.

Lunch	PM Snack	Breakfast	Field Trips
29,676	27,863	27,842	5

Total Amount of Meals and Snacks Prepared	85,604
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Purchases:

Food	\$103,067.42
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Non - Food	\$11,096.21
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Building Maintenance and Repair:

Janitorial & Restroom Supplies:

Kitchen Small Wares and Equipment:	\$3,018.81
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Vehicle Maintenance and Repair:	\$1,409.92
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Vehicle Gas / Fuel:	\$1,698.18
Normal Delivery Days	22

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

Breana.ware@seta.net

June 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	256	19%	739	208	28%
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	601	17%	907	228	25%

****NO REPORT RECEIVED**

AFE: Annual Funded Enrollment

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (06/30/25)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
Elk Grove USD	440	439	0	100%	0%
Sacramento City USD	676	637	0	94%	1% -
San Juan USD	712	677	24 (98%)	95%	1% -
SETA	1,364 (1,320) ^e	1,366	0	103%	0% +
Twin Rivers USD	156	155	0	99%	1% -
WCIC/Playmate	100	100	0	100%	0%
Total	3,448 (3,404)^e	3,374	24 (100%)	99%	0%

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (06/30/25)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
San Juan USD	166	165	10 (106%)	99%	1% -
SETA	739 (721) ^e	722	0	100%	1% -
Twin Rivers USD	56	44	0	79%	14% -
SCUSD	16	14	0	94%	5% -
Total	977 (959)^e	945	10 (100%)	99%	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.
(e) Total Funded Enrollment during summer months.

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 continues to remain above the Full Enrollment Initiative (FEI) minimum threshold of 97%. This reflects our continued efforts to maintain full enrollment through active recruitment, timely eligibility determinations, and effective community partnerships.

Twin Rivers USD

- 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 June.

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 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.
- SCUSD Early Learning & Care (ELC) had the opportunity to partner with Telemundo Network, a leading American Spanish-language television network owned by NBC, to promote our Infant/Toddler and Preschool Programs. On June 16, 2025, Lorena Poon, one of the dedicated Coordinators at ELC, represented our program in an interview with Telemundo. This media appearance provided an incredible platform to raise awareness about our services and connect with the local Spanish-speaking community.
- A second opportunity for outreach, SCUSD/ELC will be participating in a community event on July 26, 2025, as part of our ongoing efforts to promote our Infant/Toddler and Preschool Programs. This event will allow us to connect directly with families, share information about our services, and continue building awareness and engagement, and strengthen our visibility within the community. Participation in community-based outreach activities such as this supports our recruitment and enrollment goals, while also fostering meaningful connections with the families we serve.

San Juan USD

- New Eligibility online format and system allows for faster processing time. All PELs are up to date. 466 have been processed.

SETA

- Human Resources posted job openings within the following employment search websites: CA Head Start Assoc., CalJOBS, ZipRecruiter, Indeed and ADP WFN Recruitment Portal.
- Recruitment and networking opportunities to increase awareness of Head Start services and Community Partnerships: Highlands Job Fair and Unity Fair. From these events, 9 families completed Interest forms for services.

Twin Rivers USD

- The ERSEA team recruited at the following community events: Bring Your Parent to School Day, 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.
- SETA will provide a waiting list of families that completed an online inquiry for services from the following zip codes: 95817, 95818, 95820, and 95824.