

Thought of the Day:

"The only limit to our realization of tomorrow will be our doubts of today."

Author: Franklin D. Roosevelt

AGENDA

Sacramento Employment and Training Agency HEAD START POLICY COUNCIL Regular Meeting

Tuesday September 23, 2025, 10:00 a.m.

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

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 <u>Zoom link</u>, or listening to the meeting on one tap mobile +16699006833, 85975591330# US (San Jose).

Meeting ID: 859 7559 1330

Passcode: 705032

<u>Join instructions</u>

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

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F. Public Participation

VI. ADJOURNMENT

DISTRIBUTION DATE: Tuesday, September 23, 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

Members to be Seated:

☐ Rashanetta Yates, SETA-Operated Program ☐

☐ Jasmine Nnachi, SETA-Operated Program☐ Yaneika James, SETA-Operated Program

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	Х		Х	Х	Х	Х	Х	Е	Х	Х			
Vacant Seated	CAR													
Vacant Seated	EGUSD													
Vacant Seated	EGUSD													
Franschelle Brown Seated 11/26	FPR	Х		Х	Х	Х	Х	Х	Е	Х	Е			
Vacant Seated	GPR													
Vacant Seated	НВ													
Vacant Seated	PAR													
Aterious Cuffee R 9/16	PPR	Х		Х	Х	Х	Е	U	Х	Х	Х	R		
Le Andra Jones-Villalta Seated 11/26	PPR	Х		Х	Х	Е	Е	Х	Х	Х	Х			
Vacant Seated	SCUSD													
Vacant Seated	SJUSD													
Graciela Garduno Seated 11/26	SJUSD/ EHS	Х		Х	Х	Х	Х	Х	Х	Х	Х			
Vacant Seated	SOP													
Javana Abrussezze Seated 1/28	SOP	Е		Х	Е	Е	Х	Х	Е	Х	Х			
Rashanetta Yates S/B/S 9/23	SOP													
Rebekah Chester Seated 11/26	SOP	Х		Х	Х	Х	Е	Х	Х	Х	Х			
Jasmine Nnachi Seated 3/25	SOP					Х	Х	U	Х	Х	Х			
Yaneika James Seated 2/25	SOP			U	Х	Х	Е	U	Х	Х	Х			
Vacant Seated	TRUSD													
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 9/15/2025

Approval of the Mi	nutes of August 26, 2025, Re	gular Meeting	
RECOMMENDATIO	ON:		
Approve the minutes	s of August 26, 2025, meeting.		
	rovides an opportunity for the P s of August 26, 2025, regular m		view and
ACTION Moved	d:	Second:	
VOTE Aye:	Nay:	Abstair):

CONSENT ITEM I-A

MINUTES/SYNOPSIS

Sacramento Employment and Training Agency HEAD START POLICY COUNCIL Regular Meeting

<u>Tuesday</u> August 26, 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

Rebekah Chester, SETA-Operated Program

Graciela Garduno, Treasurer, EHS San Juan Unified School District

Debra Gipson, Community Agency Representative

Javana Abrussezze, SETA-Operated Program

Jasmine Nnachi, SETA-Operated Program

Yaneika James, Secretary, Florin Grammar Head Start (arrived and seated at 10:06 a.m.)

Aterious Cuffee, Past Parent Representative (arrived and seated at 10:41 a.m.)

New Members Seated Present: None

New Members to be Seated/Reseated but Absent: None

Members Absent:

Franschelle Brown, Foster Parent Representative (excused)

I. CONSENT ITEM:

A. Approval of the Minutes of July 22, 2025, Regular Meeting

The minutes were reviewed, no questions or corrections.

Moved/Garduno, second/Abrussezze, to approve July 22, 2025, minutes as distributed.

Roll call vote:

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

Nay: 0

Abstention: 1 (Jones-Villalta) Absent: 3 (James, Cuffee, Brown)

II. ACTION ITEMS:

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

Approval of Revisions to the Payroll Specialist Job Specification

The public hearing was opened at 10:04 a.m.

Ms. Green-Johnson reviewed the item. She advised that the update was necessary to reflect the evolving needs of the Agency. The revised specification aims to ensure accuracy in the duties and responsibilities assigned to the role, provide enhanced support to departmental operations, and align the classification with current organizational needs.

There were no public comments on this item. The public hearing was closed at 10:05 a.m.

Moved/Garduno, second/Abrussezze, to approve the revised job specifications for Payroll Specialist classification.

Roll call vote:

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

Nay: 0

Abstention: 1 (Jones-Villalta) Absent: 3 (James, Cuffee, Brown)

Ms. James arrived and was seated at 10:06 a.m.

B. Approval of One-time Supplemental Funds for Nutrition and Health Eating for Head Start Children and Families

Ms. Nicolas reviewed the item. She advised that the Office of Head Start has announced the availability of Program Improvement one-time supplemental funds to promote nutrition services and healthy eating for enrolled children and families. Along with SETA, San Juan Unified School District (USD), and Sacramento City USD, SETA's Delegates expressed their interest in applying for these funds, which resulted in a joint application provided to this Council for approval at today's meeting.

Moved/Garduno, second/James, to approve SETA's application of One-time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families.

Roll call vote:

Aye: 6 (Garduno, Nnachi, James, Chester, Abrussezze, Gipson)

Nay: 0

Abstention: 1 (Jones-Villalta) Absent: 2 (Cuffee, Brown)

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

Roll call vote:

Aye: 6 (Garduno, Nnachi, James, Chester, Abrussezze, Gipson)

Nay: 0

Abstention: 1 (Jones-Villalta)

Absent: 2 (Cuffee, Brown)

D. Election of Community Action Board Alternate

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

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

Roll call vote:

Ave: 6 (Garduno, Nnachi, James, Chester, Abrussezze, Gipson)

Nay: 0

Abstention: 1 (Jones-Villalta) Absent: 2 (Cuffee, Brown)

III. INFORMATION ITEMS:

A. 2nd Quarter Strategic Plan Report

Ms. Maldonado, along with Ms. Tarianna Perez, presented the 2nd Quarter Strategic Plan report. 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 Program Year 2024-2025, ending July 31, 2025. SETA is currently in a closeout period. He advised that total Head Start Year-to-Date expenditures are at 92.7%. Mr. Han advised that clarification on the carryover of funds was received, stating that it's allowable only for projects listed in the initial notice of award. SETA has only one or two projects that fit this requirement. More information will be provided at future meetings. The Non-Federal Share Year-to-Date expenditures are at 33.3%, above the required 25%. The Administrative cost is 10.4%, 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 2023-2024 grant extended through July 31, 2025. SETA is currently in a closeout period. The reports included various projects planned to spend down the remaining funds.

- Health Service Advisory Committee (HSAC): Ms. Jones-Villalta advised that subcommittee develop a flyer for soliciting speakers for the semi-annual HSAC event.
- Community Resources
 Ms. Garduno reviewed the community resources provided in the packet.
- 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 July 11 through August 14, 2025.

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

D. Governing Board Minutes for June 5, 2025: No questions

IV. COMMITTEE REPORTS:

Executive Committee

The next meeting will be held on Tuesday, September 9, 2025, at 11:30 a.m. at the SETA Administrative building.

Budget/Planning Committee

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

Parent/Ambassador Committee

The next meeting date and time will be determined.

Social/Hospitality Committee

The next meeting date and time will be determined.

Personnel/Bylaws Committee

The next meeting date and time will be determined.

Ms. Cuffee arrived and was seated at 10:41 a.m.

V. OTHER REPORTS:

A. Executive Director:

Ms. Maldonado stated the annual All Staff Meeting was held on August 8, 2025, at the Flamingo Banquet Hall. The recap video of the meeting was shown. Ms. Jones-Villalta shared her enjoyment of attending and participating in that meeting.

B. Head Start Deputy Director:

Ms. Veronica Jones, on behalf of Ms. Griffith, reported that the teaching staff participated in a pre-service week in August to prepare for the new school year. Additionally, the California Department of Education (CDE) notified SETA about a state review scheduled for Spring 2026. SETA was also informed of an upcoming federal review, with the exact dates yet to be determined; however, a 45-day notice will be provided in advance. The grand opening of Marisol Village is approaching. The Annual Program Information Report is in its final stages, and details will be shared with this body at next month's meeting.

C. Chair: No report

D. Head Start Managers:

✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services: Ms. Carr stated that the new program year began on August 1, 2025. She noted that starting in September, enrollment must be at least 97%, and centers are currently working to enroll children for the fall.

As of July 2025, Ms. Carr provided the enrollment statistics: countywide enrollment for Head Start was at 105%, while Early Head Start was at 99%.

Additionally, she mentioned that SETA, the San Juan Unified School District (USD), the Sacramento County Office of Education (SCOE), and the River Oak Center for Children will host a countywide family socialization event for home-based program participants at Swanston Park, located on Northrop Boulevard.

✓ Veronica Jones – Health, Nutrition, Quality Assurance, and Data Systems: Ms. Jones reported that during the last delegate directors' luncheon in June, when they discussed the new program year and the support needed, a survey was distributed. Survey responses regarding health and nutrition highlighted the need to continue regular virtual meetings to revisit fundamental aspects, such as 30-, 45-, and 90-day requirements, running Program Information Reports (PIRs), and ChildPlus usage.

Additionally, SETA notified delegate directors last week about the upcoming Office of Head Start (OHS) Health and Safety Screener. The Quality Assurance monitoring team will evaluate facilities, hygiene practices, equipment, and supervision to ensure compliance and identify areas for improvement, highlighting strengths.

After gathering this information, SETA will conduct a review, likely by November, and report back to this body on the findings.

✓ Megan Lamb - School Readiness, Special Education, and Mental Health Services: Ms. Lamb stated that SETA is working on revamping Delegate Content meetings. The overwhelming feedback from the delegate agencies is that they want tangible outcomes for the time spent together. Therefore, SETA aims to connect discussions more closely with practical applications.

The first content meeting of the year is scheduled for mid-September. SETA hopes to have Julie Hickey, the Early Learning Solutions Specialist with Teaching Strategies, join. Teaching Strategies is the company behind the Creative Curriculum, and many of the questions received are related to the curriculum. Since SETA doesn't utilize all the different modalities available, bringing in a content area expert will empower participants not only to have their questions answered but also to know who to approach for further assistance.

Additionally, the Vice President of Teaching Strategies will meet with one of our Education Program Officers, Ms. Susan Garland, to discuss a project from last year called "The Expert Within." This project ties the curriculum to ongoing projects for teachers and students, and it has been phenomenal. Ms. Lamb stated that she couldn't be prouder of Ms. Garland as she invested so much time and energy into it, and the results were incredible.

On another note, the long-awaited Dolly Parton's Imagination Library press conference is scheduled for tomorrow at 10:00 a.m. at the Sacramento Central Library, located on I Street. The press conference is expected to last about an hour. This initiative has been in the works for some time, and many people are thrilled that it is finally coming to fruition, as it presents an excellent opportunity for families in Sacramento County.

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

Ms. Uda advised that during the delegates' pre-service period, she had the opportunity to work with San Juan USD, Sacramento City USD, Twin Rivers USD, and a team from Setta Went, focusing on children's personal rights.

She advised that there are three Cook Driver positions currently open for hiring and encouraged referring interested individuals.

Additionally, the delegate partners have been reaching out to her regarding safety issues, such as installing bells for the gates and other safety measures, and her team is actively addressing these concerns.

Lastly, many delegates have expressed interest in being able to contact her directly for questions about licensing as they seek a platform for discussions on licensing topics.

E. Open Discussion and Comments: None

F. Public Participation: None

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

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



2nd Quarter Strategic Plan Report

August 7, 2025

Presented by: Anita Maldonado, Ph.D.



Head Start Policy Council Page 1



SETA STRATEGY AND DIRECTION



A Sacramento County where all communities facing barriers can achieve their fullest potential in school, work, and life.

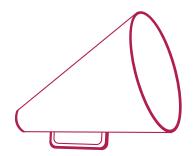


Mission

SETA transforms lives by supporting programs and partners that empower people to thrive.



STRATEGIC INITIATIVE 1



Awareness

We will enhance the clarity of our messaging for external and internal audiences, ensuring that all stakeholders are well-informed about SETA's activities, purpose, and strategic direction.

STRATEGIC INITIATIVE 2



Cohesion

We will invest in our people and processes to increase internal cohesion and culture, particularly by identifying synergies between teams, strengthening equity programs, and better supporting staff:99 13

STRATEGIC INITIATIVE 3



Partnerships

We will intentionally work to provide the necessary supports and resources for the hundreds of subrecipients and partners SETA works with.





STRATEGIC PLAN 2025-2028

STRATEGIC PLAN 2025-2028



ACTION STEPS

- Develop Messaging and Brand Identity
- O Back it up with Metrics and Stories
 - Invest in Outgoing Outreach
- Track Efforts and Measure Results





- CO Enhance Communication
- Promote Collaboration
- Improve Visability
- Promote Welcoming Culture
- Strengthen Accountability
- Improve Accessibility of Senior Leadership

ACTION STEPS

- Develop Training Program
- Pursue Continuous Improvement

BUILD PARTNERSHIPS



ACTION STEPS

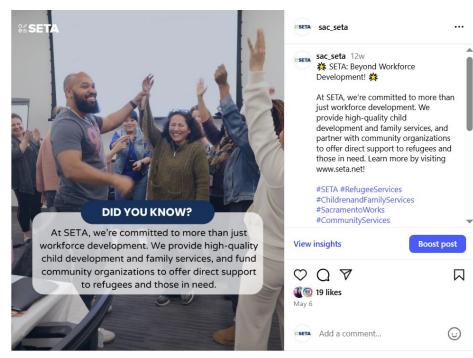
- © Establish Clear Communication Channels
- O Standardize Information and Processes
- Facilitate Partner Interactions





- CAP-to-CAP Hill Visits
- Job Fairs resulting in 34 offers
- Defensive Driver Training for Facilities/Kitchen
- Finalized Agency Website
 - News Articles/Testimonials
- External Newsletter
- Social Media
- Outreach Training
- SETA Video









Welcome!

A Summer Message from our Executive Director

Dear SETA Community

As the sun shines brighter and the days grow longer, I want to take a moment to thank each of you for being a vital part of our SETA family. This summer, we're celebrating the incredible resilience, growth, and unity that define our community.

Over the past year, we've seen remarkable progress. From empowering individuals through our programs to building stronger partnerships that uplift our neighborhoods. Your support and engagement have made all the difference.



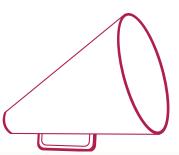
SÉSETA



Head Start Policy Council Page 15 Tuesday, September 23, 2025



Social Media







Happy #FunFriday! SETA is showing our love for #CommunityActionMonth through an array of staff selfies! Community Action Month is a time to recognize the tireless efforts



honor our amazing admin and facilities team! Join us in giving them a huge shoutout for all their hard work and dedication!



Helping Little Learners Take Big Steps! (1) At SETA, we believe every child deserves a strong start in their educational journey. One way we do that is by equipping children with essential school

1 ② 🌣

Top posts



The staff within our #SETAHeadStart program love what they do. They love helping children grow and develop, all while empowering parents. The work that we do not only affects the

21 likes



Let's end this week with an #AppreciationPost! We are so thrilled to honor our amazing admin and facilities team! Join us in giving them a huge shoutout for all their hard work and dedication!

20 likes



SETA: Beyond Workforce Development! 🗱 At SETA, we're committed to more than just workforce development. We provide high-quality child development and family services, and partner

19 likes

n Top posts



We are currently seeking a passionate, community-minded individual to serve as a Community Representative on our Governing Board! This is a rewarding opportunity to help guide

19 reactions



We are thrilled to announce our participation in the Capital Region Biotech Talent Partnership, funded by the We Prosper Together Initiative This partnership aims to build pathways to biotech

17 reactions



🧩 Join Our Team at SETA! 🗱 Are you passionate about making a difference in your community? SETA is looking for dedicated individuals to join our team and help transform lives through

16 reactions

Top posts



Our Head Start Program serves over 4500 kids daily! Through a high quality preschool program, we ensure kids and families have the support they need in nutrition, health, social-emitional learning



Head Start turned 60 this year! Our Head Start sites did an amazing job celebrating with families. Here's a little recap! Learn more at



Every year, our staff put together over 500 backpacks for our kiddos who are getting ready to transition to Kindergarten! Check out the process and the reasons why we love doing this! #earlylearning

Happy #FunFriday! SETA is showing our love for #CommunityActionMonth through an array of staff

Community Action Month is a time to recognize the tireless efforts of individuals and organizations who work to uplift others, and build stronger, more resilient communities. Our compassion and commitment are the heartbeat of change.

Let's continue to support, celebrate, and strengthen our communities—together. CalCAPA Head Start Sacramento Head Start Region 9 Head Start Association Head Start California Sacramento Works

¡Feliz #ViernesDivertido! ¡SETA está mostrando nuestro amor por el #MesDeLaAcciónComunitaria con una serie de selfies del personal!

El Mes de la Acción Comunitaria es un momento para reconocer los incansables esfuerzos de individuos y organizaciones que trabajan para elevar a los demás y construir comunidades más fuertes y resilientes. Nuestra compasión y compromiso son el latido del cambio. 🤎

Sigamos apoyando, celebrando y fortaleciendo nuestras comunidades—juntos.





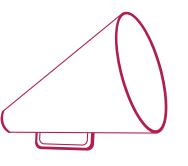
#CommunityActionMonth



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Outreach



 Created a centralized Excel Sheet on Teams

Centralized equipment and material

tracking sheet

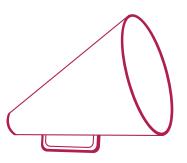






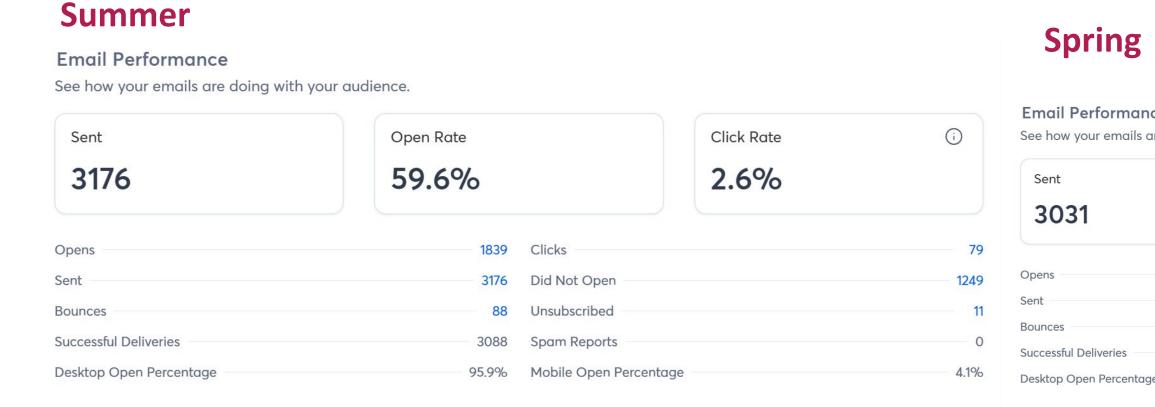


Community Newsletters



Spring

- 326 contacts in Newsletter Distribution List vs. less than 100 in last quarter
 - Partners receive as well
- Spring Newsletter 62% open rate
- Summer Newsletter 60% open rate



Email Performance See how your emails are doing with your audience. Sent Open Rate Click Rate (i) 3031 61.9% 2% 1758 Did Not Oper

Mobile Open Percentage





Cohesion

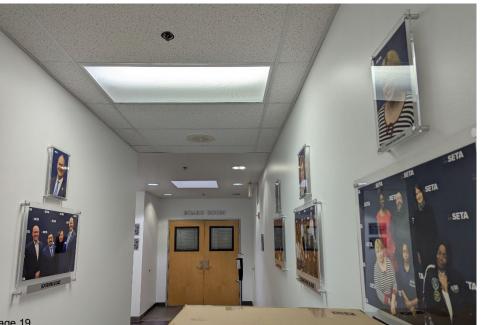


- New Labor Negotiator for Labor Management Committee (LMC)
- Candidate sourcing for Governing Board Community Representative position
- Fiscal "Get to know us" throughout agency
- Fiscal improvements to procedures and processes to increase efficiency
- Increased engagement with Ask Anita Anything Series
- Hired Staff Development and Training Officer
- **Building Enhancements**
- **Increased Safety Efforts**
- Started planning for All Staff Meeting
- Streamlined recruitment process
- Implemented new onboarding model
- Onboarding of new WC carrier including site tours
- Third-party Leave Management Platform













Head Start Policy Council

Staff Newsletters

Email performance Emails sent Delivered 5,355 5,140 ↑+3,360 vs. previous quarter ↑+3,172 vs. previous quarter Click rate → Bounced 5% 215 ↑+2% vs. previous quarter ↑+188 vs. previous quarter Sent 5,355 (100%) Overall click rate +4% vs industry average Clicked 257 (5%) vs. previous quarter *Percentages are based on total emails sent Clicks by device (i) Opens by device (257 "The visual of the board members were nice."

"It is a good way to keep all staff informed about what is happening in our agency on an overview monthly newsletter."



Download as V

Open rate

↑+7% vs. previous quarter

Unsubscribed

↑+15 vs. previous quarter

51%

15





- Cross Advisory Board Grant Award
- Partnership with DHA and Child Support
- Quarterly Delegate Director's Meetings
- Fiscal One on One Meetings with Partners
- Fiscal Weekly Meetings with PAC/PC Parents
- Established new partnership with OH West
- CAP to CAP Networking
- Concluded Job Center Visits (13)
- Partners received all our marketing materials







Head Start Policy Council Page 21 Tuesday, September 23, 2025



THANK YOU!





https://linktr.ee/sac_seta

Head Start Policy Council Tuesday, September 23, 2025

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:	Absta	ain:	

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 PC Community Agency Representative
 - Asian Resources, Inc. Digital Literacy Class
 - Asian Resources, Inc. Resume and Interview Workshop
 - North Sacramento Family Resource Center Women's Wisdom Art

NOTES:







ARIJOB CENTER 2411 Alhambra Blvd., Ste 110

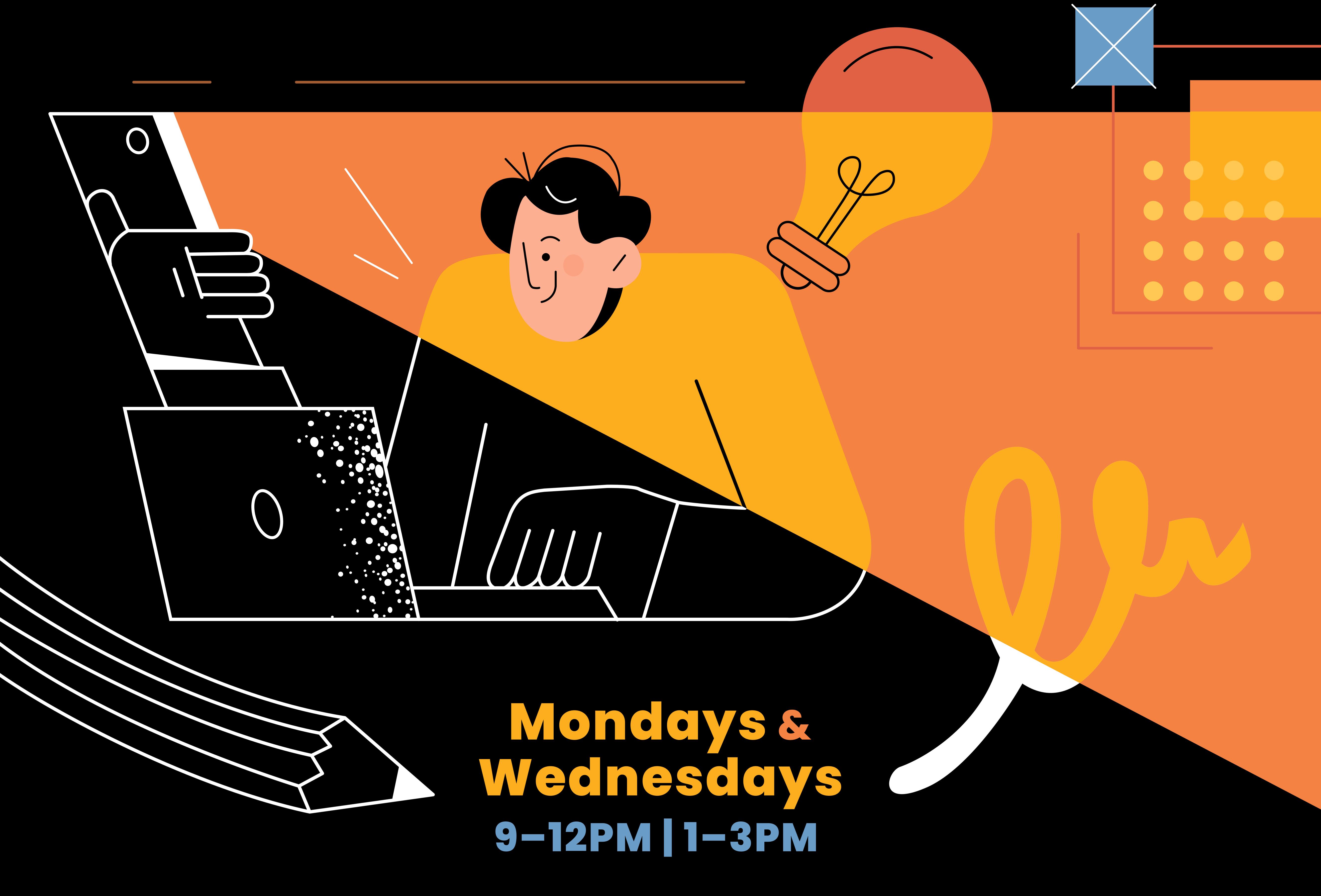
Sacramento, CA 95817

DIGITAL LITERACY CLASS

Interested in:

- How to use email?
- How to use internet?
- Microsoft Word
- Google Drive
- Typing Skills
- Online Safety
- And more?

ARI can help you!



WORKSHOP



Resume: 9AM-11AM

Interview: 1PM-3PM

EVERY*
1ST&2ND
FRIDAY



Head Start Policy Council



ARI JOB CENTER

2411 Alhambra Blvd, Ste 110
 Sacramento, CA 95817

Tuesday, September 23, 2025

QUESTIONS? CONTACT: (916) 324-6202 | AKENESE@ASIANRESOURCES.ORG

** Subject to change, call ahead to confirm

Women's Wisdom Art



Current Workshops:

Visual Journaling: Mondays 10-11:30am

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

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 Regular Meeting

<u>Thursday</u> <u>August 7. 2025.</u> 9:00 a.m. 925 Del Paso Boulevard, Suite 100, Board Room.

Sacramento, CA 95815

CALL TO ORDER ROLL CALL PLEDGE OF ALLEGIANCE

Mr. Desmond called the meeting to order at 9:03 a.m. The roll was called, and a quorum was established.

Members Present:

Rich Desmond, Chair, Board of Supervisors
Patrick Kennedy, Member, Board of Supervisors
Mai Vang, Member, City of Sacramento
Eric Guerra, Vice Chair, City of Sacramento (arrived and seated at 9:12 a.m.)

Members Absent: None

Recognition of Long-term Employees:

Ms. Cheryl Dawson, Head Start Site Supervisor (25 years of service)

Ms. Megan Lamb congratulated Ms. Cheryl Dawson on her 25 years at SETA and provided her background highlights.

Mr. Juan Jimenez, Head Start Infant/Toddler Lead Teacher (25 years of service)

Ms. Kristine Atoyan congratulated Mr. Juan Jimenez on his 25 years at SETA and provided her background highlights.

Mr. Guerra arrived and was seated at 9:12 a.m.

I. CONSENT ITEMS:

- **A.** Approval of Minutes of June 5, 2025, Regular Board Meeting
- **B.** Approval of Claims and Warrants
- **C.** Approval to Amend the Conflict of Interest Code for the Sacramento Employment and Training Agency (SETA)
- **D.** Approval of the One-Stop Share of Cost Agreement with the County Department of Human Assistance, Program Year (PY) 2025-2026, and Authorize the Executive Director to Sign the Agreement and Any Required Documents Pertaining to the Agreement

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

- A. Approval of Minutes of June 5, 2025, Regular Board Meeting
- B. Approval of Claims and Warrants

- **C.** Approval to Amend the Conflict of Interest Code for the Sacramento Employment and Training Agency (SETA)
- D. Approval of the One-Stop Share of Cost Agreement with the County Department of Human Assistance, Program Year (PY) 2025-2026, and Authorize the Executive Director to Sign the Agreement and Any Required Documents Pertaining to the Agreement

Roll call vote:

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

Nay: 0 Abstention: 0 Absent: 0

II. ACTION ITEMS:

A. General Administration

1. Timed Item 9:00 and Public Hearing

Approval of the SETA Final Budget for Fiscal Year 2025-2026

Mr. Maslac reviewed the item. The overall budget for Fiscal Year 2025-2026 is \$136,900,573, which represents a decrease of nearly \$5 million compared to the previous year. This decline is primarily due to the expiration of one-time funding. The final budget reflects several changes from the recommended budget approved by the Board in June, which are based on more accurate data available after the closeout of Fiscal Year 2024-2025. The difference between the recommended budget and the final budget is approximately \$1.7 million, largely because no new refugee funding has been allocated to the Agency this year. Additionally, the final budget includes appropriations for Valley Vision, the James Irvine Foundation, and Sacramento County NextGen funding, all of which were awarded after the recommended budget was approved.

Mr. Desmond opened the public hearing at 9:19 a.m.

There were no public comments.

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

Moved/Guerra, second/Kennedy, to adopt the attached Resolution approving the Sacramento Employment and Training Agency Final Budget for Fiscal Year 2025-2026.

Roll call vote:

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

Nay: 0 Abstention: 0 Absent: 0

2. Timed Item 9:00 and Public Hearing

Approval of Change to the SETA Personnel Policies and Procedures

Mr. Richardson reviewed the item. The Labor Management Committee has come to an agreement with the updated Personnel Policies and Procedures Section 9.17 "Sick Leave Accrual and Usage", which will be included in the next contract negotiations.

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

There were no public comments.

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

Moved/Kennedy, second/Guerra, to approve the updated Personnel Policies and Procedures Section 9.17 "Sick Leave Accrual and Usage".

Roll call vote:

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

Nay: 0

Abstention: 0 Absent: 0

3. Recommendation of the Public Representative Member to the SETA Governing Board

Ms. Maldonado reviewed the item. She recommended the following four candidates: Ms. Sarah Aquino, Mr. Devoun Stewart, Mr. Fabrizio Sasso, and Mr. Sergio Robles. Once the Board selects a final candidate, the recommendation will go for final approval to the Sacramento Board of Supervisors and Sacramento City Council.

Mr. Guerra and Ms. Vang put forward Mr. Stewart and Mr. Sasso as leading candidates.

Ms. Vang suggested selecting two or three candidates to move forward with the appointment process and possibly have public interview during one of the future Governing meetings.

The Board discussed the next steps and came to the conclusion not to remove any candidates from the recommendation list.

Moved/Guerra, second/Kennedy, to continue this item to the future meeting.

Roll call vote:

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

Nav: 0

Abstention: 0
Absent: 0

4. Approval of Reappointment to the Sacramento Works, Inc. Board

Ms. Maldonado reviewed the item—two members from the private business sector—Ms. Laurie Rodriguez, Director of People Services and Strategies at SMUD, and Ms. Shelly Valenton, Deputy General Manager/CEO at Sacramento Regional Transit, were being recommended the reappointment for a three-year term beginning August 7, 2025. They affirmed their commitment to continue the service.

Moved/Guerra, second/Kennedy, to approve the reappointment of two business sector members to the Sacramento Works, Inc. Board for a three-year term beginning August 7, 2025.

Roll call vote:

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

Nay: 0 Abstention: 0 Absent: 0

B. Workforce Development Department

General/Discretionary: No items One Stop Services: No items Community Services Block Grant:

 Approval of the Community Services Block Grant (CSBG) Request for Proposals for the 2026-2027 Program Year

Ms. Julie Davis-Jaffe provided a review of the item. She noted that CSBG Requests for Proposals (RFPs) occur every two years for CSBG funding. Following the Board's approval, the RFP will be released to the public tomorrow to invite proposals from qualified agencies aimed at addressing the needs, services, and recommendations outlined in the Community Action Plan.

An Offerors Conference is scheduled for August 14, 2025, at 10:00 a.m. This conference will be held virtually, and proposals will be due by September 5, 2025. SETA will bring the proposals back to the Board for approval at its meeting on December 4, 2025, where funding recommendations for the new fiscal year will be discussed.

The CSBG funds available for allocation under this RFP are contingent upon funding being made available to the State Department of Community Services and Development by the United States Government for this program.

Moved/Guerra, second/Kennedy, to approve the CSBG Request for Proposals for Program Year 2026-2027.

Roll call vote:

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

Nay: 0 Abstention: 0 Absent: 0

Refugee Services: No items

C. Children And Family Services Department: No items

III. INFORMATION ITEMS:

A. 2nd Quarter Strategic Plan Reports

Ms. Maldonado, along with Ms. Tarianna Perez, presented the 2nd Quarter Strategic Plan report. The presentation is attached to these minutes.

- **B.** Fiscal Monitoring Reports: No questions
- **C.** Employer Success Stories and Activity Report: No questions
- **D.** Dislocated Worker Update:

Mr. Walker reported that a meeting was held with the new Executive Director of Highlands Community Charter and Technical Schools, during which several key takeaways were noted. The new fiscal system is currently being implemented, all current Board members have been released, and five new members have been onboarded. Additionally, the attendance policy is being revamped, and the training program is being evaluated to ensure it meets the needs of the students. Mr. Walker and Ms. O'Camb also discussed the implications of the reduction in ESL services at Highlands Community Charter and Technical Schools, emphasizing the importance of continuing to meet the community's needs.

- **E.** Unemployment Update/Press Release from Employment Development Department: No questions
- **F.** Head Start Reports:

Ms. Griffith informed that SETA will be applying for Program Improvement Plan funds focused on Nutrition and Healthy Eating for Head Start children and families. The application will be presented to the Board for consideration at the September meeting.

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

Mr. Kennedy requested a written update on any impacts to the Florin Job Center regarding changes at Highlands Community Charter and Technical Schools, as they are partners.

VI. ADJOURNMENT: The meeting adjourned at 10:04 a.m.

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



2nd Quarter Strategic Plan Report

August 7, 2025

Presented by: Anita Maldonado, Ph.D.



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SETA STRATEGY AND DIRECTION



A Sacramento County where all communities facing barriers can achieve their fullest potential in school, work, and life.

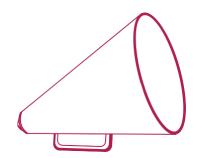


SETA transforms lives by supporting programs and partners that empower people to thrive.

Head Start Policy Council Page 43 Tuesday, September 23, 2025



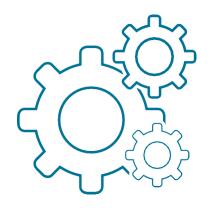
STRATEGIC INITIATIVE 1



Awareness

We will enhance the clarity of our messaging for external and internal audiences, ensuring that all stakeholders are well-informed about SETA's activities, purpose, and strategic direction.

STRATEGIC INITIATIVE 2



Cohesion

We will invest in our people and processes to increase internal cohesion and culture, particularly by identifying synergies between teams, strengthening equity programs, and better supporting staff 9.9e 44

STRATEGIC INITIATIVE 3



Partnerships

We will intentionally work to provide the necessary supports and resources for the hundreds of subrecipients and partners SETA works with.





STRATEGIC PLAN 2025-2028

STRATEGIC PLAN 2025-2028

IMPROVE AWARENESS

ACTION STEPS

- Develop Messaging and Brand Identity
- O Back it up with Metrics and Stories
 - Invest in Outgoing Outreach
- Track Efforts and Measure Results

STRENGTHEN COHESION



- CO Enhance Communication Promote Collaboration Improve Visability
- Promote Welcoming Culture
- Strengthen Accountability
- Improve Accessibility of Senior Leadership

ACTION STEPS

- Develop Training Program
- Pursue Continuous Improvement

BUILD PARTNERSHIPS



ACTION STEPS

- © Establish Clear Communication Channels
- O Standardize Information and Processes
- Facilitate Partner Interactions



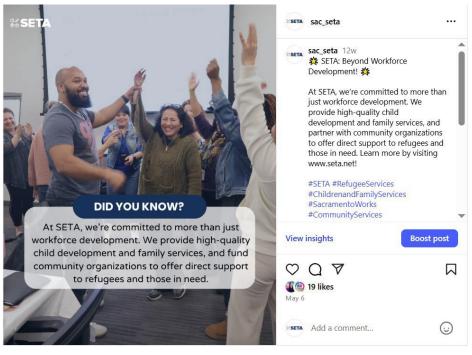






- CAP-to-CAP Hill Visits
- Job Fairs resulting in 34 offers
- Defensive Driver Training for Facilities/Kitchen
- Finalized Agency Website
 - News Articles/Testimonials
- External Newsletter
- Social Media
- Outreach Training
- <u>SETA Video</u>









Welcom

A Summer Message from our Executive Director

Dear SETA Community,

As the sun shines brighter and the days grow longer, I want to take a moment to thank each of you for being a vital part of our SETA family. This summer, we're celebrating the incredible resilience, growth, and unity that define our community.

Over the past year, we've seen remarkable progress. From empowering individuals through our programs to building stronger partnerships that uplift our neighborhoods. Your support and engagement have made all the difference.

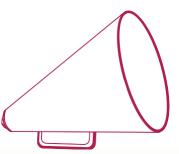








Social Media







Happy #FunFriday! SETA is showing our love for #CommunityActionMonth through an array of staff selfies! Community Action Month is a time to recognize the tireless efforts



honor our amazing admin and facilities team! Join us in giving them a huge shoutout for all their hard work and dedication!



Helping Little Learners Take Big Steps! (1) At SETA, we believe every child deserves a strong start in their educational journey. One way we do that is by equipping children with essential school

1 ② 🌣

Top posts



The staff within our #SETAHeadStart program love what they do. They love helping children grow and develop, all while empowering parents. The work that we do not only affects the

21 likes



Let's end this week with an #AppreciationPost! We are so thrilled to honor our amazing admin and facilities team! Join us in giving them a huge shoutout for all their hard work and dedication!

20 likes



SETA: Beyond Workforce Development! 🗱 At SETA, we're committed to more than just workforce development. We provide high-quality child development and family services, and partner

19 likes

n Top posts



We are currently seeking a passionate, community-minded individual to serve as a Community Representative on our Governing Board! This is a rewarding opportunity to help guide

19 reactions

We are thrilled to announce our participation in the Capital Region Biotech Talent Partnership, funded by the We Prosper Together

Initiative. This partnership aims to build pathways to biotech

17 reactions



🗱 Join Our Team at SETA! 🗱 Are you passionate about making a difference in your community? SETA is looking for dedicated individuals to join our team and help transform lives through

16 reactions

Top posts



Our Head Start Program serves over 4500 kids daily! Through a high quality preschool program, we ensure kids and families have the support they need in nutrition, health, social-emitional learning



Head Start turned 60 this year! Our Head Start sites did an amazing job celebrating with families. Here's a little recap! Learn more at



Every year, our staff put together over 500 backpacks for our kiddos who are getting ready to transition to Kindergarten! Check out the process and the reasons why we love doing this! #earlylearning



Happy #FunFriday! SETA is showing our love for #CommunityActionMonth through an array of staff

Community Action Month is a time to recognize the tireless efforts of individuals and organizations who work to uplift others, and build stronger, more resilient communities. Our compassion and commitment are the heartbeat of change.

Let's continue to support, celebrate, and strengthen our communities—together. CalCAPA Head Start Sacramento Head Start Region 9 Head Start Association Head Start California Sacramento Works

¡Feliz #ViernesDivertido! ¡SETA está mostrando nuestro amor por el #MesDeLaAcciónComunitaria con una serie de selfies del personal!

El Mes de la Acción Comunitaria es un momento para reconocer los incansables esfuerzos de individuos y organizaciones que trabajan para elevar a los demás y construir comunidades más fuertes y resilientes. Nuestra compasión y compromiso son el latido del cambio. 🤎

Sigamos apoyando, celebrando y fortaleciendo nuestras comunidades—juntos.



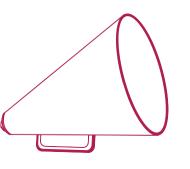
#CommunityActionMonth



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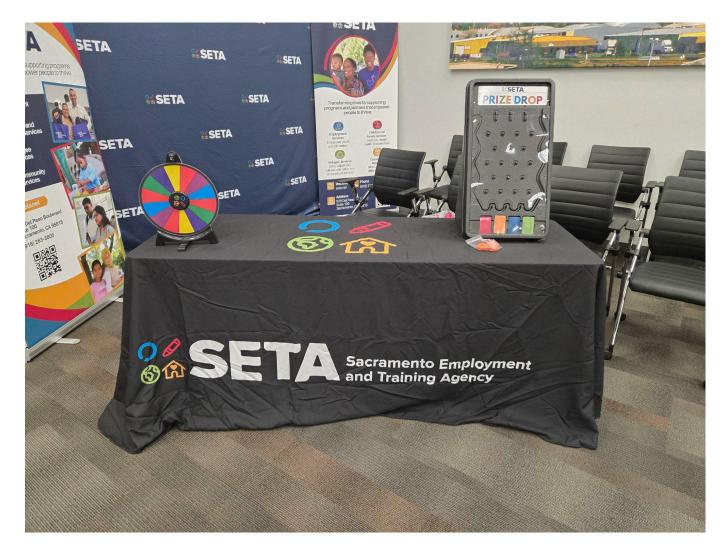
Outreach



 Created a centralized Excel Sheet on Teams

Centralized equipment and material

tracking sheet





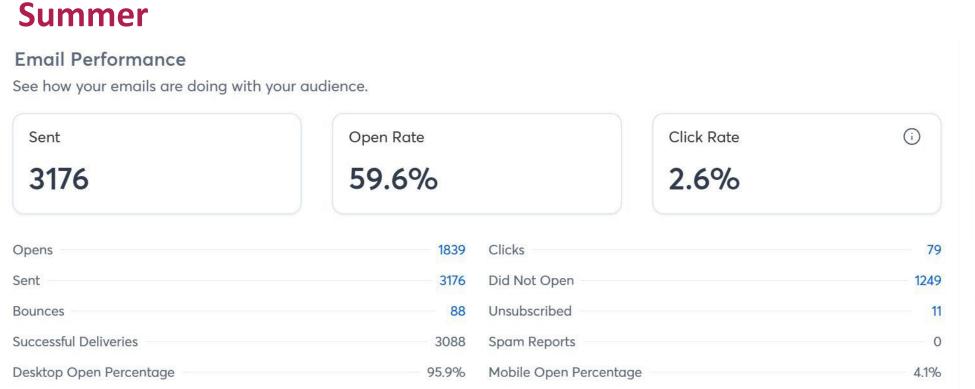




Community Newsletters



- 326 contacts in Newsletter Distribution List vs. less than 100 in last quarter
 - Partners receive as well
- Spring Newsletter 62% open rate
- Summer Newsletter 60% open rate



Spring Email Performance See how your emails are doing with your audience. Sent Open Rate Click Rate (i) 61.9% 2% 3031 1758 Opens Sent Did Not Oper Bounces Desktop Open Percentage Mobile Open Percentage





Cohesion

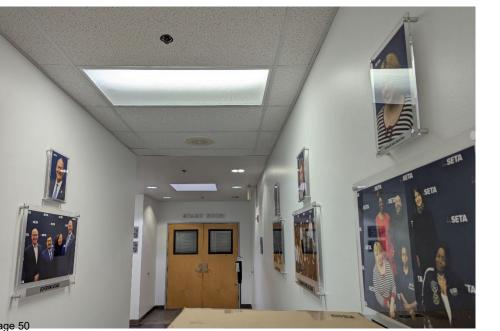


- New Labor Negotiator for Labor Management Committee (LMC)
- Candidate sourcing for Governing Board Community Representative position
- Fiscal "Get to know us" throughout agency
- Fiscal improvements to procedures and processes to increase efficiency
- Increased engagement with Ask Anita Anything Series
- Hired Staff Development and Training Officer
- **Building Enhancements**
- **Increased Safety Efforts**
- Started planning for All Staff Meeting
- Streamlined recruitment process
- Implemented new onboarding model
- Onboarding of new WC carrier including site tours
- Third-party Leave Management Platform









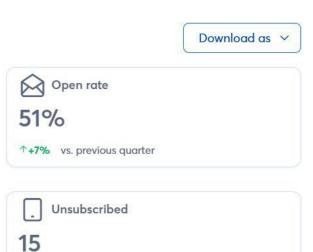




Email performance

Staff Newsletters

Emails sent Delivered 5,355 5,140 ↑+3,360 vs. previous quarter ↑+3,172 vs. previous quarter Click rate → Bounced 5% 215 ↑+2% vs. previous quarter ↑+188 vs. previous quarter Sent 5,355 (100%) Overall click rate +4% vs industry average Clicked 257 (5%) vs. previous quarte *Percentages are based on total emails sent Clicks by device () Opens by device (257 Head Start Policy Council



↑+15 vs. previous quarter

"The visual of the board members were nice."

"It is a good way to keep all staff informed about what is happening in our agency on an overview monthly newsletter."







- Cross Advisory Board Grant Award
- Partnership with DHA and Child Support
- Quarterly Delegate Director's Meetings
- Fiscal One on One Meetings with Partners
- Fiscal Weekly Meetings with PAC/PC Parents
- Established new partnership with OH West
- CAP to CAP Networking
- Concluded Job Center Visits (13)
- Partners received all our marketing materials







Head Start Policy Council Page 52 Tuesday, September 23, 2025



THANK YOU!





https://linktr.ee/sac_seta

Head Start Policy Council

COMMITTEE REPORTS ITEM IV

>	Executive Committee: Ms. Le Andra Jones-Villalta
NC	OTES:
	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

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 the 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 *August, 2025

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

Lunch PM Snack Breakfast Field Trips

26,887 25,632 27,263 0

Total Amount of Meals and Snacks Prepared 79,782

Purchases:

Food \$96,767.33 Non - Food \$10,391.28

Building Maintenance and Repair: \$2,082.21

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$614.99

Vehicle Maintenance and Repair: \$1,433.13

Vehicle Gas / Fuel: \$1,945.97

Normal Delivery Days 22

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start Breana.ware@seta.net

August 2025

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

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

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	1364	213	16%	739	107	14%
Twin Rivers USD	156	5	3%	56	5	9%
Elk Grove USD	440	28	6%	NA	NA	NA
Sac City USD	676	47	7%	16	2	13%
San Juan USD	712	Report in September	%	96	Report in September	%
WCIC	100	7	7%	NA	NA	NA
COUNTY TOTAL	3448	200	6%	907	137	15%

**NO REPORT RECEIVED

AFE: Annual Funded Enrollment

Sacramento County Head Start/Early Head Start Monthly Enrollment Report August 2025

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (08/31/25)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
Elk Grove USD	423	311	0	74%	0%
Sacramento City USD	592	529	0	89%	0%
San Juan USD	640	579	0	90%	0%
SETA	1260	1060	0	84%	0%
Twin Rivers USD	148	122	0	82%	0%
WCIC/Playmate	0 (85) ^e	0	0	0%	0%
Total	3063 (85) ^e	2601	0	85%	0%

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (08/31/25)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
San Juan USD	166	159	0	96%	0%
SETA	746	740	0	99%	0%
Twin Rivers USD	52	49	0	94%	0%
SCUSD	24	21	0	88%	0%
Total	988	969	0	98%	0%

- (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

• One major reason for under enrollment is due to the increase of 4-year old's attending TK, as every school in our district now has at least one TK on campus. As a result, leaving predominantly 3-year-olds available to our program.

Sacramento City USD

- Income eligibility guidelines continue to be a barrier, in many cases, families that are contacted require income waivers.
- Family engagement also pays a role, parents face barriers such as work schedules, transportation, or language barriers, which has made it difficult to connect with them and complete the enrollment process.
- There have been shifts in local demographics, including families relocating due to rising housing costs or changes in employment opportunities have led to a smaller population of young children in the area.

San Juan USD

- San Juan Unified School District has vacancies in the following positions: ERSEA Content Specialist.
- Waitlists for Home-based programs has decreased.

SETA

- A total of 1 site, Mirasol Villa, is pending their license for EHS and HS classrooms- totaling 28 enrollment slots.
- Additionally sites within these zip codes are experiencing low enrollment 95823, 95660, and 95833 due to the following barriers: income eligibility guidelines and families needing more days with longer program hours that meet work schedules.

Twin Rivers USD

• Twin Rivers Unified School District has vacancies in the following positions that support classroom ratio, or enrollment: 9 education positions Teachers, ECE Paraeducators, ECE Rover.

WCIC/Playmate

• Closed during Summer. Return to services September 8, 2025.

Strategies/Action Step(s) for Under Enrollment

Elk Grove USD

• Continuing community outreach and recruitment by attending back to school nights at surrounding campuses, promoting the preschool program in school newsletters, and attending community events.

Sacramento City USD

- Recruitment efforts are being strengthened through expanded community partnerships, participation in local events, and targeted outreach activities designed to connect with eligible families.
- Marketing campaigns, both online and in print, are also being used to promote services and reach families in neighborhoods where enrollment has been historically low

San Juan USD

- New Eligibility online format and system allows for faster processing time. All PELs are up to date.
- Home Based teachers recruited in neighborhoods and families connected to their families and were able to enroll up to 11.
- 2 TOSAs were able to sub in the long-term leave position and start 8 new homebased families.

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: Back to School Health and Resource Fair, Annual backpack Giveaway, Marisol Village National Night Out, Phoenix Park National night out, Antioch Progressive Church Community Outreach and Picnic, Celebrate Natomas, and Summer Carnival.

Twin Rivers USD

• All vacant positions are posted on Edjoin/Team Tailor. Admin screens, interviews, and recommends staff to HR for hiring. Contracted with Childcare Careers (CCC) substitutes to fill vacancies temporarily.

WCIC/Playmate

• Continuing community outreach and recruitment during program closure in summer months: Mail recruitment flyer to zip codes with low enrollment, post on varies social media platforms.