

Thought of the Day:

“Who you think you are each day, completely determines the universe you live in.”

Author: Ram Dass

AGENDA

Sacramento Employment and Training Agency HEAD START POLICY COUNCIL Regular Meeting

Tuesday January 27, 2026, 10:00 a.m.
925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

PUBLIC COMMENT PROCEDURES

In response to AB 2449, the Sacramento Employment and Training Agency (SETA) Head Start 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, 81941516513# US (San Jose).

Meeting ID: 819 4151 6513

Passcode: 807875

[Join instructions](#)

During the meeting any questions or comments may be submitted via the chat features on Zoom.

Accommodations

Request for Assisted Listening Devices or other considerations should be made through the Clerk’s office at (916) 263-3753. Closed captioning will be available.

This meeting is digitally recorded and available to members of the public upon request.

This document and other 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
City of Sacramento

Patrick Kennedy
BOARD OF SUPERVISORS
County of Sacramento

Devoun Stewart
PUBLIC REPRESENTATIVE

Mai Vang
COUNCILMEMBER
City of Sacramento

Anita Maldonado, Ph.D.
EXECUTIVE DIRECTOR

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

- Policy Council (PC) Meeting Attendance Update
- Introduction of Newly Seated Representatives

I.	CONSENT ITEMS:	
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	A. Executive Director – Ms. Anita Maldonado	
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	✓ Monthly Head Start Report	
	C. Chair	
	✓ PC Recruitment	
	✓ Video: "Why Are You Here?"	
	D. Head Start Managers	
	✓ Betsy Uda – Safe Environments, Facilities, Licensing, and Food Services	
	✓ Megan Lamb – School Readiness, Special Education, and Mental Health Services	
	✓ Veronica Jones – Health, Nutrition, Quality Assurance, and Data Systems	
	• Countywide OHS Health & Safety Screener – Monitoring Summary Report	
	✓ Lisa Carr – Family Engagement, Home Base, and ERSEA Services	

- E. Open Discussion and Comments
- F. Public Participation

VI. ADJOURNMENT

DISTRIBUTION DATE: Wednesday, January 21, 2026

Policy Council meeting hosted by:
Le Andra Jones-Villalta (Chair) and Craig Fowler (Parliamentarian)

ROLL CALL

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

- Gabriela Panduro, Elk Grove Unified School District
- Craig Fowler, Parliamentarian, San Juan Unified School District
- Le Andra Jones-Villalta, Chair, Past Parent Representative
- Rebekah Chester, SETA-Operated Program
- Javana Abrussezze, SETA-Operated Program
- Franschelle Brown, Foster Parent Representative

Members to be Seated:

- Latonya Peaks, Elk Grove Unified School District
- Dallas Tillis, Women's Civic Improvement Club of Sacramento, Inc. (WCIC)
- Tiffany Millier, Women's Civic Improvement Club of Sacramento, Inc. (WCIC)
- Ahmad Urfanzada, SETA-Operated Program
- Graciela Garduno, EHS San Juan Unified School District

Applications Received:

- Wanda Thomas-Johnson, Grandparent Representative

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, SETA-Operated Program
Vacant, SETA-Operated Program
Vacant, 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 2025-2026**

The **2025-2026** Board was seated on
November 25 and December 2, 2025

BOARD MEMBER	SITE	11/25	12/02*	12/16*	1/27	2/24*	3/24	4/21*	5/26	6/23	7/28	8/25	9/22	10/27
Vacant Seated	CAR													
Vacant Seated	CAR													
Gabriela Panduro Seated 11/25/25	EGUSD	X	X											
Latonya Peaks S/B/S 1/27/26	EGUSD	U	U											
Franschelle Brown Seated 12/02	FPR	X	X											
Wanda Thomas-Johnson S/B/S 1/27/26	GPR													
Vacant Seated	PAR													
Vacant Seated	PPR													
Le Andra Jones-Villalta Seated 11/25	PPR	X	X											
Vacant Seated	SCUSD													
Craig Fowler Seated 11/25/25	SJUSD	X	X											
Graciela Garduno S/B/S 1/27/26	SJUSD/ EHS	X												
Ahmad Urfanzada S/B/S 1/27/26	SOP													
Javana Abrussezze Seated 11/25	SOP	X	X											
Vacant Seated	SOP													
Rebekah Chester Seated 11/25	SOP	X	X											
Vacant Seated	SOP													
Vacant Seated	SOP													
Vacant Seated	TRUSD													
Dallas Tillis S/B/S 1/27/26	WCIC													
Tiffany Miller S/B/S 1/27/26	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 Reseated

 * Special Meeting

Current a/o 1/20/2026

CONSENT ITEM I-A

Approval of the Minutes of November 25, 2025, Regular Meeting and December 2, 2025, Special Meeting

RECOMMENDATION:

Approve the minutes of November 25 and December 2, 2025, meetings.

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review and approve the minutes of November 25, 2025, regular meeting and December 2, 2025, special meeting.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

MINUTES/SYNOPSIS

Sacramento Employment and Training Agency HEAD START POLICY COUNCIL Regular Meeting

Tuesday November 25, 2025, 10:00 a.m.
925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Ms. Le Andra Jones-Villalta called the meeting to order at 10:01 a.m., read the thought of the day, and called the roll; a quorum was met.

Members Present:

Le Andra Jones-Villalta, Chair, Past Parent Representative
Graciela Garduno, Treasurer, EHS San Juan Unified School District
Debra Gipson, Community Agency Representative
Franschelle Brown, Foster Parent Representative
Rebekah Chester, SETA-Operated Program
Javana Abrussezze, SETA-Operated Program (*arrived and seated at 10:02 a.m.*)

New Members Seated Present:

Gabriela Panduro, Elk Grove Unified School District
Craig Fowler, San Juan Unified School District
Rebekah Chester, SETA-Operated Program (*to be reseated*)
Javana Abrussezze, SETA-Operated Program (*to be reseated*)

New Members to be Seated/Reseated but Absent:

Latonya Peaks, Elk Grove Unified School District (*unexcused*)

Applications Received:

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

Members Absent:

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

I. CONSENT ITEM:

- A. Approval of the Minutes of October 28, 2025, Regular Meeting and November 4, 2025, Special Meeting

The minutes were reviewed, no questions or corrections.

Moved/Garduno, second/Brown, to approve October 28, 2025, regular meeting and November 4, 2025, special meeting, minutes as distributed.

Roll call vote:
Aye: 5 (Garduno, Chester, Brown, Gipson, Garduno)
Nay: 0
Abstention: 3 (Jones-Villalta, Fowler, Panduro)
Absent: 3 (Nnachi, James, Yates)

II. ACTION ITEMS:

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

Approval of Revisions and Updates to Policy 11.18 – Remote Work Policy to the SETA Personnel Policies and Procedures

Ms. Green-Johnson reviewed the item. She noted that the current policy has been updated to include safeguards for Personally Identifiable Information (PII) and information on equipment repair and replacement. The updates also define eligibility for positions, outline the approval process, and include a revised request form. Additionally, the policy outlines information on disciplinary recalls, work-hour requirements, and the grievance and appeal process.

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

There were no public comments.

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

Moved/Garduno, second/Gibson, to approve the revisions to Policy 11.18 – Remote Work Policy to the SETA Personnel Policies and Procedures.

Roll call vote:
Aye: 5 (Garduno, Chester, Brown, Gipson, Garduno)
Nay: 0
Abstention: 3 (Jones-Villalta, Fowler, Panduro)
Absent: 3 (Nnachi, James, Yates)

B. Approval of the Carryover Request for the Program Year 2025-2026 Head Start Basic (09CH012795)

Ms. Griffith introduced herself and reviewed the item. She advised that during the 2024-2025 Program Year, SETA was unable to complete the Sharon Neese play structure project due to its focus on concluding the Northview Major Renovation (Outdoor Area) 1303 project. SETA plans to begin purchasing and installing the Sharon Neese play structure during the second half of Program Year 2025-2026, with completion estimated no later than July 2026. At today's meeting, SETA requests carryover approval from the Board. Prior to the beginning of the project, this carryover request would also need to be approved by the SETA Governing Board, after which it can be submitted to the Office of Head Start for consideration.

Moved/Garduno, second/Abrussezze, to approve the carryover request to move the EHS Play structure Purchase and Install in the amount of \$150,000 from Program Year 2024-2025 to Program Year 2025-2026.

Roll call vote:
Aye: 5 (Garduno, Chester, Brown, Gipson, Garduno)

Nay: 0
Abstention: 3 (Jones-Villalta, Fowler, Panduro)
Absent: 3 (Nnachi, James, Yates)

C. Election of Policy Council Community Representatives and Alternates for Program Year 2025-2026

Ms. Jones-Villalta reviewed the item. She submitted her qualifying application and shared her reasoning for continuing to serve on the Board. No other applications were submitted at this time.

Moved/Garduno, second/Abrussezze, to elect Ms. Jones-Villalta as Past Parent Representative to the Policy Council for Program Year 2025-2026 and table the remaining Community Representatives vacancies to the next meeting.

Roll call vote:
Aye: 5 (Garduno, Chester, Brown, Gipson, Garduno)
Nay: 0
Abstention: 3 (Jones-Villalta, Fowler, Panduro)
Absent: 3 (Nnachi, James, Yates)

D. Election of Policy Council Officers for Program Year 2025-2026

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

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

No nominations were made for positions of Vice Chair, Secretary, or Treasurer.

Moved/Garduno, second/Chester, to elect Ms. Jones-Villalta as Chair and Mr. Fowler as Parliamentarian for the 2025-2026 Policy Council, and table the election of Vice Chair, Secretary, and Treasurer to the next meeting.

Roll call vote:
Aye: 6 (Garduno, Chester, Abrussezze, Gipson, Fowler, Panduro)
Nay: 1 (Brown)
Abstention: 1 (Jones-Villalta)
Absent: 3 (Nnachi, James, Yates)

E. Election of Community Action Board Alternative

Ms. Jones-Villalta reviewed the item. Ms. Gibson and Ms. Brown shared their experience serving on the Community Action Board.

Mr. Fowler nominated himself for the Community Action Board Alternate position. There were no other nominations at this time.

Moved/Abrussezze, second/Garduno, to elect Mr. Fowler as Community Action Board Alternate.

Roll call vote:

Aye: 7 (Garduno, Brown, Chester, Abrussezze, Gipson, Fowler, Panduro)

Nay: 0

Abstention: 1 (Jones-Villalta)

Absent: 3 (Nnachi, James, Yates)

III. INFORMATION ITEMS:

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account
Mr. Han welcomed the new Board members and advised that the standing Budget/Planning Committee meeting is held on the second Tuesday of each month at 1 p.m. Additionally, an annual fiscal training will be provided in January 2026. He invited members to attend.

Mr. Han reviewed the combined SETA-Operated and Delegate Agencies' HS/EHS fiscal report for the second month in Program Year 2025-2026, ending October 31, 2025. He advised that total Head Start Year-to-Date expenditures are at 19.7%, mainly due to late report submissions this month from the Delegates. The Non-Federal Share Year-to-Date expenditure is 29.7%, above the required 25%. The Administrative cost is 10.8%, below 15% maximum countywide. The SETA Operated Programs Expenditures Head Start and Early Head Start reports were reviewed. The American Express and CitiBank credit card statements were reviewed as well. Mr. Han stated that the charges associated with Southwest Airlines and Caesar's Palace are related to the Child Plus Scramble Conference, to which SETA sent multiple employees this year.

- Health Service Advisory Committee (HSAC):
Ms. Jones-Villalta advised that the next meeting is scheduled for January 21, 2026.

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

Ms. Green-Johnson reviewed the recruitment data provided in the agenda packet backup information. The data pertains to the period from October 10 through November 13, 2025. She encouraged members to participate in the recruitment process when they get invitation emails from SETA HR.

C. Governing Board Minutes for October 2, 2025: No questions

IV. COMMITTEE REPORTS:

- Executive Committee
The next meeting date and time are to be determined.
- Budget/Planning Committee:
The next meeting will be held on Tuesday, December 9, 2025, at 1:00 p.m. at the SETA Administrative building.
- Parent/Ambassador Committee
The next meeting date and time are to be determined.
- Social/Hospitality Committee
The next meeting will be held today at 12:30 p.m. at the SETA Administrative building. The End of the Year event date is being determined.

- Personnel/Bylaws Committee
The next meeting date and time are to be determined.

V. OTHER REPORTS:

A. Executive Director:

Ms. Maldonado introduced herself and provided the following updates:

- There was no impact on the Agency during the government shutdown.
- The Agency continues to look for alternative funding sources, particularly for the Community Services Block Grant (CSBG) funds that end in December 2025.
- The information was received from the Executive Director of the Community Action Partnership, stating that the CSBG funding is due to be released next week for the first quarter of 2026.
- The City Council of Sacramento and the Board of Supervisors of Sacramento County recently approved Dr. Devoun Stewart as the Public Representative for the SETA Governing Board, and he will be seated at the next Board meeting on December 4, 2025. Ms. Maldonado shared his professional highlights.
- The Agency will be closed starting half a day on December 24, 2025, and reopening on January 2, 2026.

B. Head Start Deputy Director:

Ms. Griffith announced that SETA is currently hiring approximately twenty Early Childhood Education Apprentices. This apprenticeship program is a partnership with the City of Sacramento, and job fairs are scheduled for next week. Apprentices will be working in SETA's state-funded full-day classrooms.

SETA is also preparing for the Focus Area 1 (FA1) review, which is expected to take place at any time but no later than July 31, 2026. A 45-day notice will be provided prior to the review. Governance training is a significant component of this evaluation. Board members have received information about the governance training; those interested in signing up should respond by December 1, 2025. SETA will cover the registration costs.

Recently, SETA completed Safety and Supervision Screenings at all SETA-operated and Delegate locations. The findings are currently being reviewed, and corrective action plans will be implemented as needed.

Additionally, SETA is initiating a restorative practices group for teachers. The group, consisting of 18 teachers, will work with a marriage and family therapist to focus on self-care to address caregiver fatigue and staff burnout. SETA is enthusiastic about this initiative, as it aims to support teachers' mental health.

C. Chair:

Ms. Jones-Villalta stated that the Policy Council members are continuing to work on the Board's recruitment.

D. Head Start Managers:

- ✓ Betsy Uda – Safe Environments, Facilities, Licensing, and Food Services: No report
- ✓ Megan Lamb - School Readiness, Special Education, and Mental Health Services: No report
- ✓ Veronica Jones – Health, Nutrition, Quality Assurance, and Data Systems: No report
- ✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services:

Ms. Carr introduced herself and welcomed new members. She provided the enrollment statistics as of October 2025: the countywide Head Start enrollment was

97%, and the Early Head Start enrollment was 99%. She advised that November should be the last month for SETA to be on Full Enrollment Plan.

E. Open Discussion and Comments:

Ms. Jones-Villalta shared information for Thanksgiving Day Free Bowling on November 27, 2025, at Country Club Lanes. The flyer will be provided.

Ms. Gibson provided information about Rosetta's Place, which helps families in crisis in the Del Paso Heights area, including after 5 p.m.

F. Public Participation: None

VI. ADJOURNMENT: The meeting was adjourned at 11:00 a.m.

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

MINUTES/SYNOPSIS

Sacramento Employment and Training Agency HEAD START POLICY COUNCIL Special Meeting

Tuesday December 2, 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 10:02 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
Craig Fowler, San Juan Unified School District
Rebekah Chester, SETA-Operated Program
Javana Abrussezze, SETA-Operated Program
Gabriela Panduro, Elk Grove Unified School District

New Members Seated/Re-seated Present:

Latonya Peaks, Elk Grove Unified School District (*unexcused*)

Applications Received:

Franschelle Brown, Foster Parent Representative (*to be re-seated*)

New Members to be Seated/Reseated but Absent: None

Members Absent: None

I. ACTION ITEMS:

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

Approval of Change to the SETA Personnel Policies and Procedures

Mr. Maslac reviewed the revisions to the SETA Travel and Mileage Policy. He advised that Travel and Mileage 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.

Ms. Jones-Villalta opened the public hearing at 10:06 a.m.

There were no public comments.

Ms. Jones-Villalta closed the public hearing at 10:06 a.m.

Moved/Abrussezze, second/Panduro, to approve the updated Personnel Policies and Procedures Section 11.07 "Travel and Mileage".

Roll call vote:
Aye: 4 (Panduro, Chester, Fowler, Abrussezze)
Nay: 0
Abstention: 1 (Jones-Villalta)
Absent: 0

B. Timed Item 10:00 AM. and Public Hearing:

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

Ms. Jones-Villalta reviewed modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council, including moving the footnote ¹ reference to Roberts Rules of Order to the bottom of the page under Article IV, Section 6, and correcting “PAC” to “PC” under Article VI, Section 1, Community Agency Committee.

Ms. Jones-Villalta opened the public hearing at 10:14 a.m.

There were no public comments.

Ms. Jones-Villalta closed the public hearing at 10:14 a.m.

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

Roll call vote:
Aye: 4 (Panduro, Chester, Fowler, Abrussezze)
Nay: 0
Abstention: 1 (Jones-Villalta)
Absent: 0

C. Election of Policy Council Community Representative for Program Year 2025-2026

Ms. Jones-Villalta advised on Ms. Franschelle Brown's application for the Foster Parent Representative vacancy. Ms. Brown expressed her motivation for continuing to serve on the Policy Council for the Program Year 2025-2026.

Moved/Abrussezze, second/Fowler, to elect Ms. Franschelle Brown as Foster Parent Representative to the Head Start/Early Head Start Policy Council for Program Year 2025-2026.

Roll call vote:
Aye: 5 (Panduro, Chester, Fowler, Abrussezze, Brown)
Nay: 0
Abstention: 1 (Jones-Villalta)
Absent: 0

II. ADJOURNMENT: The meeting was adjourned at 10:18 a.m.

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

**ACTION ITEM II-A
Election of Policy Council Community Representatives and Alternates for Program Year
2025-2026**

RECOMMENDATION:

That the Policy Council (PC) elect Community Representative and Alternates.

BACKGROUND:

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

SECTION 2: Parent Representatives

C. Community Representatives

Additional PC members shall include:

- Two (2) Parent Ambassadors shall be elected by the Parent Ambassador Committee. These representatives may or may not be a current parent. There will be two (2) alternate positions.
- One (1) Outgoing PC Chair - may not be held by any other party.
- Three (3) Community Agency Representatives elected by the PC. There will be three (3) alternate positions.
- Two (2) Past Parents shall be elected by the current PC if the outgoing PC has been dissolved. The Past Parent elected to the PC may not have a child/children currently enrolled in the HS/EHS program. There will be two (2) Past Parent alternate positions.
- One (1) Grandparent shall be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of the SOP or a Delegate Agency. There shall be one (1) Grandparent alternate position.
- One (1) Foster Parent shall be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of the SOP or a Delegate Agency. There shall be one (1) Foster Parent alternate position.

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

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

ACTION ITEM II-B
Election of Policy Council Officers for Program Year 2025-2026

RECOMMENDATION:

That the Policy Council elect Vice Chair, Secretary, and Treasurer.

Vice Chair:

Treasurer:

Secretary:

BACKGROUND:

This agenda item provides an opportunity for the Policy Council (PC) to elect officers for Program Year 2025-2026. 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.

ACTION ITEM II-B (continued)

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C. The Secretary shall call the roll, keep records of the current and preceding minutes at each meeting, and record resolutions or motions adopted, as may be necessary to expedite the PC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.

D. The Treasurer shall work with staff and Council Secretary and keep such records, files and accounts as may be necessary to expedite the PC's business, work with the Staff and Council Secretary. The Treasurer shall be a member of the Social/Hospitality Committee and the Parent Ambassador Committee.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

INFORMATION ITEM III-A
Annual Strategic Plan Report

Presenter: Anita Maldonado

BACKGROUND:

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

NOTES:

INFORMATION ITEM III-B

Standing Information

BACKGROUND:

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

NOTES:

SETA Operated & Delegate Agencies Combined Head Start/Early Head Start

Expenditures for Fiscal Year 2025-2026

For the Four Months Ended November 30, 2025

	Budget	Admin	Program	YTD Expenses	YTD %	Remaining	Non-Federal Share	NFS YTD %	Admin %
Head Start Basic									
Twin Rivers	\$ 2,552,500	\$ 71,722	\$ 593,606	\$ 665,328	26.1%	\$ 1,887,172	\$ 160,707.37	24.2%	10.8%
Elk Grove	4,136,752	68,036	702,363	770,399	18.6%	3,366,353	101,660	13.2%	8.8%
Sac City	6,158,736	182,787	2,022,636	2,205,423	35.8%	3,953,313	1,362,137	61.8%	8.3%
San Juan	7,656,919	158,937	1,645,247	1,804,184	23.6%	5,852,735	1,143,110	63.4%	8.8%
WCIC	1,478,255	36,496	399,553	436,049	29.5%	1,042,206	71,591	16.4%	8.4%
SETA	29,301,367	520,149	7,215,546	7,735,694	26.4%	21,565,673	3,659,011	47.3%	6.7%
Total	\$ 51,284,529	\$ 1,038,127	\$ 12,578,950	\$ 13,617,077	26.6%	\$ 37,667,452	\$ 6,498,217	47.7%	7.6%

Early Head Start Basic

Twin Rivers	\$ 1,138,521	\$ 37,010	\$ 386,388	\$ 423,398	37.2%	\$ 715,123	\$ -	0.0%	8.7%
Sac City	732,177	16,546	123,138	139,684	19.1%	592,493	54,036	38.7%	11.8%
San Juan	2,906,965	90,607	635,938	726,545	25.0%	2,180,420	480,954	66.2%	12.5%
SETA	15,627,612	244,650	4,518,421	4,763,071	30.5%	10,864,541	1,044,977	21.9%	5.1%
Total	\$ 20,405,275	\$ 388,813	\$ 5,663,885	\$ 6,052,698	29.7%	\$ 14,352,577	\$ 1,579,967	26.1%	6.4%

Head Start T&TA

Twin Rivers	\$ 15,930	\$ -	\$ 14,697	\$ 14,697	92.3%	\$ 1,233	\$ -		
Elk Grove	15,685	-	1,044	1,044	6.7%	14,641	-		
Sac City	31,200	40	977	1,016.80	3.3%	30,183	-		
San Juan	33,400	-	5,817	5,817	17.4%	27,583	-		
WCIC	11,700	-	-	-	0.0%	11,700	-		
SETA	419,294	2,240	32,590	34,829	8.3%	384,465	-		
Total	\$ 527,209	\$ 2,280	\$ 55,125	\$ 57,405	10.9%	\$ 469,804	\$ -		

Early Head Start T&TA

Twin Rivers	\$ 13,712	\$ -	\$ 4,741	\$ 4,741	34.6%	\$ 8,971	\$ -		
Sac City	7,500	-	-	-	0.0%	7,500	-		
San Juan	30,912	-	863	862.94	2.8%	30,049	-		
SETA	227,939	-	11,117	11,117	4.9%	216,822	-		
Total	\$ 280,063	\$ -	\$ 16,721	\$ 16,721	6.0%	\$ 263,342	\$ -		

TOTAL Head Start

Twin Rivers	\$ 3,720,663	\$ 108,732	\$ 999,432	\$ 1,108,164	29.8%	\$ 2,612,499	\$ 160,707	14.5%	9.8%
Elk Grove	4,152,437	68,036	703,407	771,444	18.6%	3,380,993	101,660	13.2%	8.8%
Sac City	6,929,613	199,373	2,146,751	2,346,124	33.9%	4,583,489	1,416,173	60.4%	8.5%
San Juan	10,628,196	249,544	2,287,865	2,537,409	23.9%	8,090,787	1,624,064	64.0%	9.8%
WCIC	1,489,955	36,496	399,553	436,049	29.3%	1,053,906	71,591	16.4%	8.4%
SETA	45,576,212	767,038	11,777,674	12,544,711	27.5%	33,031,501	4,703,988	37.5%	6.1%
Total	\$ 72,497,076	\$ 1,429,219	\$ 18,314,682	\$ 19,743,901	27.2%	\$ 52,753,175	\$ 8,078,184	40.9%	7.2%

On Budget%
33.33%

Required %
25%

Max %
15%

SETA OPERATED PROGRAMS (SOP)
Expenditures for Fiscal Year 2025-2026
For the Four Months Ended November 30, 2025

SOP HEAD START (BASIC & T&TA)	Budget	Total Expenditures	Remaining Budget	33.3%
Personnel	\$ 15,419,495	\$ 3,864,630	\$ 11,554,865	25.1%
Fringe Benefits	9,151,471	2,508,962	6,642,509	27.4%
Travel (Out-of-State)	28,000	3,198	24,802	11.4%
Supplies	365,000	62,903	302,097	17.2%
Occupancy	2,247,703	671,068	1,576,635	29.9%
Local Travel	100,000	23,886	76,114	23.9%
Nutrition Services	350,000	55,982	294,018	16.0%
Child Services	123,000	4,456	118,544	3.6%
Substitutes	350,000	254,102	95,898	72.6%
Parent Services	160,000	20,395	139,605	12.7%
Publications/Advertising/Printing	80,000	6,513	73,487	8.1%
Training or Staff Development/Parent Aides	175,144	11,069	164,075	6.3%
Operating Costs	1,170,848	283,360	887,488	24.2%
TOTAL SOP HEAD START (BASIC & T&TA)	\$ 29,720,661	\$ 7,770,524	\$ 21,950,137	26.1%
Administrative %	6.7%			
SOP EARLY HEAD START (BASIC & T&TA)	Budget	Total Expenditures	Remaining Budget	33.3%
Personnel	\$ 7,489,638	\$ 2,485,934	\$ 5,003,704	33.2%
Fringe Benefits	4,445,101	1,456,078	2,989,023	32.8%
Travel	5,000	-	5,000	0.0%
Supplies	235,000	19,628	215,372	8.4%
Occupancy	897,613	157,561	740,052	17.6%
Local Travel	40,000	13,744	26,256	34.4%
Nutrition Services	265,000	32,895	232,105	12.4%
Child Services	35,500	7,094	28,406	20.0%
Substitutes	285,000	123,236	161,764	43.2%
Parent Services	47,000	5,672	41,328	12.1%
Publications/Advertising/Printing	15,000	3,827	11,173	25.5%
Training or Staff Development	17,289	3,232	14,057	18.7%
Operating Costs	522,939	123,701	399,238	23.7%
TOTAL SETA EARLY HEAD START (BASIC & T&TA)	\$ 14,300,080	\$ 4,432,602	\$ 9,867,478	31.0%
Partners/Contractual	\$ 1,555,471	\$ 341,586	\$ 1,213,885	22.0%
TOTAL SOP EARLY HEAD START BASIC	\$ 15,855,551	\$ 4,774,188	\$ 11,081,363	30.1%
Administrative %	5.1%			
COMBINED SOP HS & EHS	Budget	Total Expenditures	Remaining Budget	33.3%
Personnel	\$ 22,909,133	\$ 6,350,564	\$ 16,558,569	27.7%
Fringe Benefits	13,596,572	3,965,040	9,631,532	29.2%
Travel (Out-of-State)	33,000	3,198	29,802	9.7%
Supplies	600,000	82,531	517,469	13.8%
Occupancy	3,145,316	828,629	2,316,687	26.3%
Local Travel	140,000	37,629	102,371	26.9%
Nutrition Services	615,000	88,877	526,123	14.5%
Child Services	158,500	11,551	146,949	7.3%
Substitutes	635,000	377,338	257,662	59.4%
Parent Services	207,000	26,067	180,933	12.6%
Publications/Advertising/Printing	95,000	10,340	84,660	10.9%
Training or Staff Development	192,433	14,301	178,132	7.4%
Operating Costs	1,693,787	407,061	1,286,726	24.0%
TOTAL SETA HS & EHS	\$ 44,020,741	\$ 12,203,126	\$ 31,817,615	27.7%
Partners/Contractual	\$ 1,555,471	\$ 341,586	\$ 1,213,885	22.0%
TOTAL COMBINED SOP HS & EHS	\$ 45,576,212	\$ 12,544,711	\$ 33,031,501	27.5%

SACRAMENTO EMPLOYMENT & TRAINING AGENCY
CORPORATE CARD - CITI Card
STATEMENT OF ACCOUNT
From OCT 11-NOV 12, 2025

#	DATE	VENDOR NAME	DESCRIPTION	AMOUNT	HS/WD/ADMIN
1	10/9/2025	THE HOME DEPOT #6649 SACRAMENTO CA	SILICONE, 10/9/25	\$102.09	HS
2	10/13/2025	SACRAMENTO MUNICIPAL 888-742-SMUD CA	LAVERNE STEWART HS, AC#3716378, 8/27-9/25/25	\$88.94	HS
3	10/13/2025	CCLD CHILD CARE 916-6541541 CA	BRIGHT BEGINNINGS, LICENSING FEE, 10/13/25	\$484.00	HS
4	10/13/2025	CCLD CHILD CARE 916-6541541 CA	FLORIN G, LICENSING FEE, 10/13/25	\$484.00	HS
5	10/13/2025	IKEA WEST SACRAMENTO WEST SACRAMENCA	NORTWIEW, WALL CLOCK, 10/13/25	\$27.30	HS
6	10/14/2025	THE HOME DEPOT #6620 SACRAMENTO CA	VARIOUS ITEMS, 10/14/25	\$174.75	HS
7	10/15/2025	AMAZON PRIME*NM6P43260 Amzn.com/billWA	PRIME MEMBERSHIP, 10/15/25	\$2.16	ADM
8	10/16/2025	AMAZON MKTPL*NM46W5D01 Amzn.com/billWA	MAGNIFYING GLASS, 10/15/25	\$31.31	ADM
9	10/17/2025	AMAZON MKTPL*NM7I82Y00 Amzn.com/billWA	SUPPLIES, 10/15/25	\$21.98	HS
10	10/20/2025	COSTCO WHSE #0471 SACRAMENTO CA	DELEGATES-VARIOUS ITEMS, 10/20/25	\$283.76	HS
11	10/20/2025	LES SCHWAB TIRES #0644 SACRAMENTO CA	TIRES REPLACEMENT FOR HS TRUCK, 10/20/25	\$605.13	HS
12	10/22/2025	THE HOME DEPOT #6649 SACRAMENTO CA	VARIOUS ITEMS, 10/22/25	\$52.89	HS
13	10/23/2025	TARGET 00021154 SACRAMENTO CA	SUPPLIES, VARIOUS ITEMS, 10/23/25	\$574.72	HS
14	10/27/2025	COSTCO MEMBERSHIP FEE 800-774-2678 WA	COSTCO MEMBERSHIP FEE, 10/30/25	\$32.50	ADM
15	10/29/2025	THE HOME DEPOT #6649 SACRAMENTO CA	ADJUSTMENT, ITEM RETURNED, 10/29/25	(\$97.78)	HS
16	10/29/2025	THE HOME DEPOT 6649 SACRAMENTO CA	LOCK SET, 10/29/25	\$97.78	HS
17	10/29/2025	THE HOME DEPOT 6649 SACRAMENTO CA	NORMA JOHNSON, ACC SN, 10/29/25	\$215.23	HS
18	10/29/2025	COSTCO WHSE #0471 SACRAMENTO CA	SUPPLIES, VARIOUS ITEMS, 10/29/25	\$1,886.44	HS
19	10/30/2025	ACT*Cosumnes ParksRec 866-5610647 CA	RENTAL HALL DEPOSIT, 7/11/25	(\$500.00)	HS
20	11/3/2025	COSTCO WHSE #0471 SACRAMENTO CA	SUPPLIES VARIOUS ITEMS, 11/3/25	\$8,972.41	HS
21	11/5/2025	LES SCHWAB TIRES #0644 SACRAMENTO CA	TIRES REPLACEMENT FOR HS TRUCK, 11/5/25	\$1,502.98	HS
22	11/6/2025	WM SUPERCENTER #3652 WEST SACRAMENCA	SUPPLIES, VARIOUS ITEMS, 11/6/25	\$195.26	HS
23	11/7/2025	THE HOME DEPOT #6649 SACRAMENTO CA	MISC ITEMS, 11/7/25	\$660.14	HS
24	11/10/2025	SACRAMENTO MUNICIPAL 888-742-SMUD CA	LAVERNE STEWART HS, AC#3716379, 9/26-10/24/25	\$73.38	HS

Note: Administrative charges are allocated between Head Start and Workforce Development.

\$15,971.37 Total

SACRAMENTO EMPLOYMENT & TRAINING AGENCY
CORPORATE CARD - AMERICAN EXPRESS
STATEMENT OF ACCOUNT
11/10/2025

#	DATE	VENDOR NAME	DESCRIPTION	AMOUNT	HS/ADMIN/WD
1	10/11/2025	AMAZON	OFFICE SUPPLY - VARIOUS ITEMS	\$54.36	ADM
2	10/16/2025	AMAZON	OFFICE SUPPLY - VARIOUS ITEMS	\$352.17	ADM
3	10/16/2025	SMARTSIGN	MAINT SUPPLY - VARIOUS ITEMS	\$379.90	ADM
4	10/17/2025	CITYOFSAC-HAGGINWOOD	TRAINING - MANAGEMENT RETREAT	(\$945.00)	ADM
5	10/18/2025	ZOOM	SOFTWARE - WEBINAR 500 MONTHLY	\$84.53	ADM
6	10/21/2025	AMAZON	OFFICE SUPPLY - VARIOUS ITEMS	\$21.72	ADM
7	10/21/2025	TARGET	GIFT CARDS - TARGET	\$1,000.00	ADM
8	10/24/2025	AMAZON	OFFICE SUPPLY - CHAIR	\$185.94	ADM
9	10/25/2025	AMAZON	OFFICE SUPPLY - VARIOUS ITEMS	\$12.39	ADM
10	10/26/2025	AMAZON	CLASS SUPPLY - VARIOUS ITEMS	\$167.60	ADM
11	10/27/2025	MENDOCINO FARMS	EMPL RECOG - CATERING	\$775.81	ADM
12	10/27/2025	AMAZON	OFFICE SUPPLY - VARIOUS ITEMS	\$105.40	ADM
13	10/27/2025	SAFEWAY	GIFT CARDS - SAFEWAY	\$950.00	ADM
14	10/27/2025	UBIQUITI STORE USA	OFFICE SUPPLY - VARIOUS ITEMS	\$165.15	ADM
15	10/29/2025	MERISTEM INC.	EMPL RECOG - MANAGEMENT RETREAT	\$500.00	ADM
16	10/29/2025	AMAZON	TRAINING - VARIOUS ITEMS	\$51.06	ADM
17	10/30/2025	ZAZZLE INC	CLASS SUPPLY - VARIOUS ITEMS	\$103.95	ADM
18	10/30/2025	ORIENTAL TRADING	EMPL RECOG - VARIOUS ITEMS	\$78.20	ADM
19	10/31/2025	AMAZON	OFFICE SUPPLY - VARIOUS ITEMS	\$401.18	ADM
20	10/31/2025	SMARTVAULT	MEMBERSHIP - SUBSCRIPTION	\$165.00	ADM
21	10/31/2025	DUO SECURITY	MEMBERSHIP - SUBSCRIPTION	\$60.00	ADM
22	11/03/2025	ELENA'S KITCHEN & CATERING	EMPL RECOG - MANAGEMENT RETREAT	\$646.80	ADM
23	11/04/2025	AMAZON	EMPL RECOG - VARIOUS ITEMS	\$87.99	ADM
24	11/04/2025	SCRIBE	MEMBERSHIP - SUBSCRIPTION	\$29.00	ADM
25	11/05/2025	AMAZON	EMPL RECOG - MANAGEMENT RETREAT	\$17.60	ADM
26	11/05/2025	AMAZON	TRAINING - MANAGEMENT RETREAT	\$240.70	ADM
27	11/06/2025	HRDQ-U	MEMBERSHIP - SUBSCRIPTION	\$999.00	ADM
28	11/06/2025	AMAZON	TRAINING - MANAGEMENT RETREAT	\$157.58	ADM
29	11/06/2025	HILTON GARDEN INN	TRAINING - CALPELRA	\$17.99	ADM
30	11/06/2025	HILTON GARDEN INN	TRAINING - CALPELRA	\$1,516.62	ADM
31	11/07/2025	BROWN INDUSTRIES	EMPL RECOG - SERVICE PINS	\$48.75	ADM
32	11/07/2025	AMAZON	TRAINING - MANAGEMENT RETREAT	\$127.08	ADM
33	11/08/2025	AMAZON	TRAINING - MANAGEMENT RETREAT	\$334.74	ADM
34	11/09/2025	AMAZON	EMPL RECOG - MANAGEMENT RETREAT	\$330.00	ADM
35	10/13/2025	SMUD	UTILITIES - VARIOUS SITES SMUD	\$10,871.21	HS
36	10/13/2025	MENTIMETER	MEMBERSHIP - SUBSCRIPTION	\$143.88	HS
37	10/13/2025	CPS HR CONSULTING	TRAINING - REGISTRATION (4)	\$119.40	HS
38	10/16/2025	SCHOOL NURSE SUPPLY	CLASS SUPPLY - VARIOUS ITEMS	\$3,974.17	HS
39	10/17/2025	OMEGA INDUSTRIAL SUPPLY	JANITORIAL SUPPLY - VARIOUS ITEMS	\$4,139.34	HS
40	10/18/2025	ZOOM	SOFTWARE - WEBINAR 500 MONTHLY	\$253.59	HS
41	10/20/2025	TEACHSTONE	TRAINING - TEACH STONE	\$320.00	HS
42	10/21/2025	CAREWELL	FOOD SUPPLY - PIDIASURE	\$164.40	HS
43	10/23/2025	AMAZON	OFFICE SUPPLY - VARIOUS ITEMS	\$405.31	HS
44	10/23/2025	NATIONAL CACFP SPONSOR	TRAINING - REGISTRATION C.LIMONES	\$24.00	HS
45	10/24/2025	JAMF SOFTWARE	MEMBERSHIP - SUBSCRIPTION	\$1,996.50	HS
46	10/26/2025	AMAZON	OFFICE SUPPLY - VARIOUS ITEMS	\$157.65	HS
47	10/27/2025	IKEA	CLASS SUPPLY - VARIOUS ITEMS	\$3,901.78	HS
48	10/28/2025	HOME DEPOT	MAINT SUPPLY - VARIOUS ITEMS	\$976.58	HS
49	10/31/2025	AMAZON	CLASS SUPPLY - VARIOUS ITEMS	\$143.66	HS
50	10/31/2025	AMAZON	CLASS SUPPLY - VARIOUS ITEMS	\$45.62	HS
51	11/01/2025	WALMART	CLASS SUPPLY - VARIOUS ITEMS	\$303.57	HS
52	11/03/2025	HAYES MANSION	TRAINING - HS CA HEALTH INSTITUTE	\$719.67	HS
53	11/03/2025	HAYES MANSION	TRAINING - HS CA HEALTH INSTITUTE	\$719.67	HS

54	11/04/2025	IKEA	CLASS SUPPLY - VARIOUS ITEMS	\$2,185.05	HS
55	11/05/2025	HAYES MANSION	TRAINING - HS CA HEALTH INSTITUTE	\$2,878.68	HS
56	11/06/2025	LOVE ACTION INT	ADVERT - HARVEST OF HOPE	\$50.00	HS
57	11/07/2025	SOUTHWEST AIRLINES	TRAINING - NHSA PARENT & FAM ENGMNT	\$3,029.96	HS
58	11/08/2025	NATIONAL CACFP ASSOCIATION	TRAINING - REGISTRATION (5)	\$375.00	HS
59	11/10/2025	SMUD	UTILITIES - VARIOUS SITES SMUD	\$4,581.84	HS
60	various	various	various	\$9,059.35	WD

Note: Administrative charges are allocated between Head Start and Workforce Development.

\$60,763.09

SETA Operated & Delegate Agencies Combined Head Start/Early Head Start

Expenditures for Fiscal Year 2025-2026

For the Five Months Ended December 31, 2025

	Budget	Admin	Program	YTD Expenses	YTD %	Remaining	Non-Federal Share	NFS YTD %	Admin %
Head Start Basic									
Twin Rivers	\$ 2,552,500	\$ 71,722	\$ 593,606	\$ 665,328	26.1%	\$ 1,887,172	\$ 160,707	24.2%	10.8%
Elk Grove	4,136,752	68,036	702,363	770,399	18.6%	3,366,353	101,660	13.2%	8.8%
Sac City	6,158,736	182,787	2,022,636	2,205,423	35.8%	3,953,313	1,362,137	61.8%	8.3%
San Juan	7,656,919	215,229	2,231,653	2,446,882	32.0%	5,210,037	1,576,596	64.4%	8.8%
WCIC	1,478,255	36,496	399,553	436,049	29.5%	1,042,206	71,591	16.4%	8.4%
SETA	29,301,367	1,349,353	9,107,027	10,456,380	35.7%	18,844,987	3,659,011	35.0%	12.9%
Total	\$ 51,284,529	\$ 1,923,624	\$ 15,056,838	\$ 16,980,462	33.1%	\$ 34,304,067	\$ 6,931,703	40.8%	11.3%

Early Head Start Basic

Twin Rivers	\$ 1,138,521	\$ 37,010	\$ 386,388	\$ 423,398	37.2%	\$ 715,123	\$ -	0.0%	8.7%
Sac City	732,177	16,546	123,138	139,684	19.1%	592,493	54,036	38.7%	11.8%
San Juan	2,906,965	122,269	858,863	981,132	33.8%	1,925,833	648,003	66.0%	12.5%
SETA	15,627,612	624,079	5,703,437	6,327,516	40.5%	9,300,096	1,044,977	16.5%	9.9%
Total	\$ 20,405,275	\$ 799,905	\$ 7,071,826	\$ 7,871,731	38.6%	\$ 12,533,544	\$ 1,747,016	22.2%	10.2%

Head Start T&TA

Twin Rivers	\$ 15,930	\$ -	\$ 14,697	\$ 14,697	92.3%	\$ 1,233	\$ -	-	-
Elk Grove	15,685	-	1,044	1,044	6.7%	14,641	-	-	-
Sac City	31,200	40	977	1,016.80	3.3%	30,183	-	-	-
San Juan	33,400	-	5,817	5,817	17.4%	27,583	-	-	-
WCIC	11,700	-	-	-	0.0%	11,700	-	-	-
SETA	419,294	6,268	49,437	55,705	13.3%	363,589	-	-	-
Total	\$ 527,209	\$ 6,308	\$ 71,972	\$ 78,280	14.8%	\$ 448,929	\$ -	-	-

Early Head Start T&TA

Twin Rivers	\$ 13,712	\$ -	\$ 4,741	\$ 4,741	34.6%	\$ 8,971	\$ -	-	-
Sac City	7,500	-	-	-	0.0%	7,500	-	-	-
San Juan	30,912	-	863	862.94	2.8%	30,049	-	-	-
SETA	227,939	-	26,820	26,820	11.8%	201,119	-	-	-
Total	\$ 280,063	\$ -	\$ 32,424	\$ 32,424	11.6%	\$ 247,639	\$ -	-	-

TOTAL Head Start

Twin Rivers	\$ 3,720,663	\$ 108,732	\$ 999,432	\$ 1,108,164	29.8%	\$ 2,612,499	\$ 160,707	14.5%	9.8%
Elk Grove	4,152,437	68,036	703,407	771,444	18.6%	3,380,993	101,660	13.2%	8.8%
Sac City	6,929,613	199,373	2,146,751	2,346,124	33.9%	4,583,489	1,416,173	60.4%	8.5%
San Juan	10,628,196	337,498	3,097,197	3,434,695	32.3%	7,193,501	2,224,599	64.8%	9.8%
WCIC	1,489,955	36,496	399,553	436,049	29.3%	1,053,906	71,591	16.4%	8.4%
SETA	45,576,212	1,979,701	14,886,721	16,866,422	37.0%	28,709,790	4,703,988	27.9%	11.7%
Total	\$ 72,497,076	\$ 2,729,836	\$ 22,233,061	\$ 24,962,897	34.4%	\$ 47,534,179	\$ 8,678,719	34.8%	10.9%

On Budget%
41.67%

Required %
25% Max %
15%

SETA OPERATED PROGRAMS (SOP)
Expenditures for Fiscal Year 2025-2026
For the Five Months Ended December 31, 2025

SOP HEAD START (BASIC & T&TA)	Budget	Total Expenditures	Remaining Budget	41.7%
Personnel	\$ 15,419,495	\$ 5,525,217	\$ 9,894,278	35.8%
Fringe Benefits	9,151,471	3,149,647	6,001,824	34.4%
Travel (Out-of-State)	28,000	7,235	20,765	25.8%
Supplies	365,000	95,682	269,318	26.2%
Occupancy	2,247,703	894,424	1,353,279	39.8%
Local Travel	100,000	30,174	69,826	30.2%
Nutrition Services	350,000	57,128	292,872	16.3%
Child Services	123,000	8,039	114,961	6.5%
Substitutes	350,000	320,657	29,343	91.6%
Parent Services	160,000	25,080	134,920	15.7%
Publications/Advertising/Printing	80,000	4,174	75,826	5.2%
Training or Staff Development/Parent Aides	175,144	23,880	151,264	13.6%
Operating Costs	1,170,848	370,746	800,102	31.7%
TOTAL SOP HEAD START (BASIC & T&TA)	\$ 29,720,661	\$ 10,512,085	\$ 19,208,576	35.4%
Administrative %	12.9%			

SOP EARLY HEAD START (BASIC & T&TA)	Budget	Total Expenditures	Remaining Budget	41.7%
Personnel	\$ 7,489,638	\$ 3,436,462	\$ 4,053,176	45.9%
Fringe Benefits	4,445,101	1,834,596	2,610,505	41.3%
Travel	5,000	2,372	2,628	47.4%
Supplies	235,000	31,247	203,753	13.3%
Occupancy	897,613	246,662	650,951	27.5%
Local Travel	40,000	17,295	22,705	43.2%
Nutrition Services	265,000	33,511	231,489	12.6%
Child Services	35,500	7,899	27,601	22.3%
Substitutes	285,000	151,759	133,241	53.2%
Parent Services	47,000	6,416	40,584	13.7%
Publications/Advertising/Printing	15,000	2,453	12,547	16.4%
Training or Staff Development	17,289	10,676	6,613	61.7%
Operating Costs	522,939	163,339	359,600	31.2%
TOTAL SETA EARLY HEAD START (BASIC & T&TA)	\$ 14,300,080	\$ 5,944,687	\$ 8,355,393	41.6%
Partners/Contractual	\$ 1,555,471	\$ 409,649	\$ 1,145,822	26.3%
TOTAL SOP EARLY HEAD START BASIC	\$ 15,855,551	\$ 6,354,336	\$ 9,501,215	40.1%
Administrative %	9.9%			

COMBINED SOP HS & EHS	Budget	Total Expenditures	Remaining Budget	41.7%
Personnel	\$ 22,909,133	\$ 8,961,679	\$ 13,947,454	39.1%
Fringe Benefits	13,596,572	4,984,243	8,612,329	36.7%
Travel (Out-of-State)	33,000	9,607	23,393	29.1%
Supplies	600,000	126,929	473,071	21.2%
Occupancy	3,145,316	1,141,086	2,004,230	36.3%
Local Travel	140,000	47,470	92,530	33.9%
Nutrition Services	615,000	90,639	524,361	14.7%
Child Services	158,500	15,938	142,562	10.1%
Substitutes	635,000	472,417	162,583	74.4%
Parent Services	207,000	31,496	175,504	15.2%
Publications/Advertising/Printing	95,000	6,627	88,373	7.0%
Training or Staff Development	192,433	34,556	157,877	18.0%
Operating Costs	1,693,787	534,085	1,159,702	31.5%
TOTAL SETA HS & EHS	\$ 44,020,741	\$ 16,456,772	\$ 27,563,969	37.4%
Partners/Contractual	\$ 1,555,471	\$ 409,649	\$ 1,145,822	26.3%
TOTAL COMBINED SOP HS & EHS	\$ 45,576,212	\$ 16,866,422	\$ 28,709,790	37.0%

SACRAMENTO EMPLOYMENT & TRAINING AGENCY
CORPORATE CARD - AMERICAN EXPRESS
STATEMENT OF ACCOUNT
12/10/2025

#	DATE	VENDOR NAME	DESCRIPTION	AMOUNT	HS/ADMIN/WD
1	11/10/2025	ANNUAL MEMBERSHIP RENEWAL FEE 11/	AMEX ANNUAL MEMBERSHIP RENEWAL	\$75.00	ADM
2	11/12/2025	MERISTEM INC	AUDITORIUM RENTAL - MGMT RETREAT	\$1,750.00	ADM
3	11/14/2025	AMAZON	TRAINING - MGMT RETREAT REFUND	(\$138.60)	ADM
4	11/17/2025	PARADYME	EQUIP MAINTENANCE - ASPEN ROOM	\$365.00	ADM
5	11/20/2025	ALBERTSON	GIFT CARDS - SAFEWAY	(\$950.00)	ADM
6	11/20/2025	ALBERTSON	GIFT CARDS - SAFEWAY	\$950.00	ADM
7	12/01/2025	MEM RWDS ANNUAL PROGRAM FEE	AMEX ANNUAL PROGRAM FEE	\$55.00	ADM
8	11/30/2025	SMART VAULT	MEMBERSHIP - SUBSCRIPTION	\$165.00	ADM
9	11/30/2025	DUO	MEMBERSHIP - SUBSCRIPTION	\$60.00	ADM
10	11/10/2025	ANNUAL MEMBERSHIP RENEWAL FEE 11/	AMEX ANNUAL MEMBERSHIP RENEWAL	\$75.00	ADM
11	11/12/2025	CALPELRA	TRAINING - CALPELRA	\$2,680.00	ADM
12	11/22/2025	HILTON GARDEN INN	TRAINING - CALPELRA (DUPLICATE CHARGE)	\$1,969.62	ADM
13	11/10/2025	ANNUAL MEMBERSHIP RENEWAL FEE 11/	AMEX ANNUAL MEMBERSHIP RENEWAL	\$75.00	ADM
14	11/14/2025	MIKES CAMERA	PRINT SUPPLY - CHAIR PHOTO	\$45.69	ADM
15	12/04/2025	SCRIBE	MEMBERSHIP - SUBSCRIPTION	\$29.00	ADM
16	12/10/2025	LATE FEE	AMEX - LATE FEE	\$39.00	ADM
17	11/11/2025	AMAZON	OFFICE SUPPLY - VARIOUS ITEMS	\$43.49	HS
18	11/11/2025	WALMART	CLASS SUPPLY - REFUND	(\$21.68)	HS
19	11/12/2025	SMUD	UTILITIES - VARIOUS SITES SMUD	\$2,529.97	HS
20	11/14/2025	AMAZON	OFFICE SUPPLY - VARIOUS ITEMS	\$371.88	HS
21	11/17/2025	CAREWELL	FOOD SUPPLY - PIDIASURE	\$147.96	HS
22	11/14/2025	PANERA BREAD	TRAINING - CREATIVE CURRICULUM	\$680.60	HS
23	11/19/2025	AMAZON	OFFICE SUPPLY - VARIOUS ITEMS	\$43.44	HS
24	11/21/2025	ULINE	CLASS SUPPLY - VARIOUS ITEMS	\$2,910.95	HS
25	11/25/2025	HOME DEPOT	CLASS SUPPLY - VARIOUS ITEMS	\$43.48	HS
26	12/09/2025	ULINE	CLASS SUPPLY - VARIOUS ITEMS	\$661.57	HS
27	11/12/2025	HSI EMERGENCY CARE	TRAINING - ONLINE INSTRUCTOR	\$60.00	HS
28	11/14/2025	CARIBE ROYALE RESORT	TRAINING - RHSA PARENT & FAM CONF	\$3,528.14	HS
29	11/24/2025	TEACHSTONE	TRAINING - OBSERVER RECERT	\$150.00	HS
30	12/04/2025	MIKES CAMERA	PRINT SUPPLY - CHAIR PHOTO	\$25.87	HS
31	various	various	various	\$8,147.45	WD

Note: Administrative charges are allocated between Head Start and Workforce Development.

\$26,567.83

SACRAMENTO EMPLOYMENT & TRAINING AGENCY
CORPORATE CARD - CITI Card
STATEMENT OF ACCOUNT
From NOV 28-DEC 25, 2025

#	DATE	VENDOR NAME	DESCRIPTION	AMOUNT	HS/WD/ADMIN
1	12/3/2025	THE HOME DEPOT #6649 SACRAMENTO CA	HS NORMA JOHNSON, REFRIGERATOR, 12/3/25	\$541.57	HS
2	12/3/2025	THE HOME DEPOT #6649 SACRAMENTO CA	HS NORTH AVE, REFRIGERATOR, 12/3/25	\$541.58	HS
3	12/3/2025	CAL-STEAM 2513 NORTH HIGHLANCA	HS WH, PLUMBING PARTS, 12/3/25	\$296.53	HS
4	12/4/2025	ORIGINAL PIZZA HOUSE & SACRAMENTO CA	HS, ANNUAL TRAINING, 12/5/25	\$70.65	HS
5	12/10/2025	WAL-MART #3652 WEST SACRAMENCA	HS WH, SUPPLIES, VARIOUS ITEMS, 12/10/25	\$181.59	HS
6	12/10/2025	CCLD CHILD CARE 916-6541541 CA	HS MARINA VISTA, LICENSING FEE, 12/10/25	\$726.00	HS
7	12/15/2025	PST* Air Filter Supply 916-3645200 CA	HS WH, VARIOUS ITEMS, 12/15/25	\$553.07	HS
8	12/15/2025	SACRAMENTO MUNICIPAL WWW.SMUD.ORG CA	LAVERNE STEWART HS, SMUD, 10/25-11/24/25	\$64.42	HS
9	12/17/2025	COSTCO WHSE #0471 SACRAMENTO CA	HS WH, SUPPLIES, VARIOUS ITEMS, 12/17/25	\$2,595.41	HS
10	12/18/2025	TARGET 00003111 SACRAMENTO CA	HS WH, SUPPLIES, VARIOUS ITEMS, 12/18/25	\$58.20	HS
11	12/22/2025	FERGUSON SACRAMENTO CA	HS NORMA JOHNSON, SUPPLIES, 12/22/25	\$272.44	HS

Note: Administrative charges are allocated between Head Start and Workforce Development.

\$5,901.46 Total

INFORMATION ITEM III-C
SETA's Recruitment Update

BACKGROUND:

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

NOTES:

INFORMATION ITEM III-D
SETA Governing Board Minutes

BACKGROUND:

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

Staff will be available to answer questions.

NOTES:

MINUTES/SYNOPSIS

Sacramento Employment and Training Agency GOVERNING BOARD Regular Meeting

Thursday October 2, 2025. 9:00 a.m.

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

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

Mr. Desmond called the meeting to order at 9:02 a.m. The roll was called, and a quorum was not established. A quorum was established at 9:16 a.m.

Members Present:

Patrick Kennedy, Member, Board of Supervisors

Rich Desmond, Chair, Board of Supervisors

Eric Guerra, Vice Chair, City of Sacramento (*arrived and seated at 9:16 a.m.*)

Mai Vang, Member, City of Sacramento (*arrived and seated at 9:16 a.m.*)

Members Absent: None

Recognition of Long-term Employees:

Ms. Betsy Uda, Head Start Manager (35 years of service)

Ms. Karen Griffith congratulated Ms. Betsy Uda on her 35 years at SETA and provided her background highlights.

Ms. Doris Bernard, Head Start Home Visitor (25 years of service)

Mr. Cristian Buckhalter congratulated Ms. Doris Bernard on her 25 years at SETA and provided her background highlights.

Ms. Shameek Ford, Children and Family Services Family Engagement Program Officer (20 years of service)

Ms. Lisa Carr congratulated Ms. Shameek Ford on her 20 years at SETA and provided her background highlights.

Mr. Guerra and Ms. Vang arrived and were seated at 10:16 a.m. A quorum was established.

III. CONSENT ITEMS:

- A. Approval of Minutes of September 4, 2025, Special Board Meeting
- B. Approval of Claims and Warrants
- C. Ratification of the Submission of an Application to the Board of State and Community Corrections (BSCC) and Approval to Accept Proposition 47 Cohort 5 Grant Funds, and Authorize SETA's Executive Director to Sign the Agreement, any Documents Pertaining to the Agreement, and Obtain City/County Approval of a New Funding Source

- D. Appointment of Member to the Community Action Board
- E. Approval of Retiree Medical Insurance Subsidy for Calendar Year 2026
- F. Approval of Agreement to Extend the Term of Current Memorandum of Understanding Between the Sacramento Employment and Training Agency (SETA) and the Unified SETA Employees, American Federation of State, County and Municipal Employees (AFSCME), Local 146

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

- A. Approval of Minutes of September 4, 2025, Special Board Meeting
- B. Approval of Claims and Warrants
- C. Ratification of the Submission of an Application to the Board of State and Community Corrections (BSCC) and Approval to Accept Proposition 47 Cohort 5 Grant Funds, and Authorize SETA's Executive Director to Sign the Agreement, any Documents Pertaining to the Agreement, and Obtain City/County Approval of a New Funding Source
- D. Appointment of Member to the Community Action Board
- E. Approval of Retiree Medical Insurance Subsidy for Calendar Year 2026
- F. Approval of Agreement to Extend the Term of Current Memorandum of Understanding Between the Sacramento Employment and Training Agency (SETA) and the Unified SETA Employees, American Federation of State, County and Municipal Employees (AFSCME), Local 146

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 0

IV. ACTION ITEMS:

A. General Administration

1. Approval of the Appointment of Youth Committee Member

Ms. Lauren Mechals reviewed the item and informed the Board that both the Sacramento Works Youth Committee and the Sacramento Works, Inc. Board have approved the recommendation to appoint Mr. David Sakauye to the Sacramento Works Youth Committee. Mr. Sakauye has been an active participant in numerous meetings and summer youth programs. He has also contributed to the work-readiness curriculum developed by SETA for the SMUD youth program and currently works at a job center as a Youth Voice Advocate.

Moved/Vang, second/Guerra, to approve the appointment of Mr. Sakauye to the Sacramento Works Youth Committee.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 0

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

Ms. Maldonado reviewed the item. She recommended the appointment of Mr. Devoun Stewart as the public representative member to the SETA Governing Board.

The members of the Board spoke in support of this recommendation based on Mr. Devon's extensive experience and education.
Moved/Guerra, second/Vang, to approve the appointment of Mr. Devoun Stewart, Ph.D., as the public representative member to the SETA Governing Board and forward such nomination for approval to the City Council and Board of Supervisors.

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

B. Workforce Development Department

General/Discretionary:

1. Approval of License for Facilities Use Agreement with the Highlands Community Charter School and Authorize the Executive Director to Execute the Agreement

This item was folded.

One Stop Services:

2. Agree with the Sacramento Works, Inc. Board to Approve the Transfer of the Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Funds to Adult Funds, Program Year (PY) 2025-2026, and Authorize Staff to Submit a Request to the State of California, Employment Development Department (EDD)

Ms. O'Camb noted that it is a recurring agenda item. Annually, SETA transfers up to 100 percent of Dislocated Worker funds to the WIOA Adult funds. This year, the amount expected to be transferred from the Dislocated Worker funds to the Adult allocation is up to \$4,373,490. The Sacramento Works, Inc. Board approved this transfer at its September 24, 2025, meeting.

Moved/Desmond, second/Kennedy, to approve the transfer of up to 100 percent, or \$4,373,490, in WIOA Dislocated Worker formula funds to the WIOA Adult formula funding stream for PY 2025-2026 and authorize staff to submit a request to transfer the funds to the State of California, EDD.

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

Community Services Block Grant: No items
Refugee Services: No items

C. Children And Family Services Department: No items

I. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Closed Session was entered at 9:33 a.m. Returned from Closed Session at 9:37 a.m.

There was nothing to report out.

Mr. Desmond left at 9:37 a.m.

II. SPECIAL GUEST: Jonathan Raymond, Highlands Community Charter Schools Executive Director

Mr. Raymond unveiled his visionary plans for the rebuilding and transformation of the Highlands Community Charter Schools.

V. INFORMATION ITEMS:

A. Fiscal Monitoring Reports: No questions

B. Employer Success Stories and Activity Report:

Mr. Walker reported that SETA is collaborating with the Department of Human Assistance (DHA) to host a large job fair for DHA customers. Currently, about 25 employees are signed up to participate in this event on October 28, 2025.

C. Dislocated Worker Update:

In response to Mr. Guerra's question, Mr. Walker advised that no WARN notices were issued for Starbucks at this time. Four facilities have closed in Sacramento County.

D. Unemployment Update/Press Release from Employment Development Department: No questions

E. Head Start Reports: No questions

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

VII. REPORTS TO THE BOARD:

A. Chair: No report

B. Executive Director:

Ms. Maldonado advised that, so far, the current government shutdown hasn't caused any disruptions to the Agency's payment management system for any of the funding sources. However, SETA is aware that processing times and support from federal agencies may be slower than usual during the shutdown. SETA will continue to monitor the situation very closely.

Additionally, a video recap of the last All Staff Meeting was shown. Mr. Guerra, who attended the meeting, shared that it was a great event.

C. Deputy Directors: No report

D. Counsel: No report

E. Members of the Board:

Mr. Kennedy expressed his gratitude to the SETA staff for participating in the District II Family Fun Resource Fair on September 20th.

Mr. Guerra conveyed his desire to continue efforts to establish the Head Start program on college campuses.

VIII. ADJOURNMENT: The meeting adjourned at 10:03 a.m.

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

COMMITTEE REPORTS ITEM IV

- Executive Committee: Ms. Le Andra Jones-Villalta

NOTES:

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

NOTES:

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

NOTES:

- Social/Hospitality Committee: Ms. Le Andra Jones-Villalta

NOTES:

OTHER REPORTS ITEM V

BACKGROUND:

A. Executive Director

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

NOTES:

B. SETA Head Start Deputy Director

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

- ✓ Monthly Head Start Report

NOTES:

C. Chair

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

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

- ✓ PC Recruitment
- ✓ Video: Why Are You Here?

NOTES:

OTHER REPORTS ITEM V (continued)

Page 2

D. Head Start Managers

- ✓ Betsy Uda – Safe Environments, Facilities, Licensing, and Food Services
- ✓ Megan Lamb – School Readiness, Special Education, and Mental Health Services
- ✓ Veronica Jones – Health, Nutrition, Quality Assurances, and Data Systems
 - Countywide OHS Health & Safety Screener – Monitoring Summary Report
- ✓ Lisa Carr – Family Engagement, Home Base, and ERSEA 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 *November, 2025

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

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



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

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

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

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

Breana.ware@seta.net

November 2025

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

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

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	1364	158	12%	739	164	22%
Twin Rivers USD	156	32	21%	56	6	11%
Elk Grove USD	440	52	12%	NA	NA	NA
Sac City USD	676	83	12%	16	2	13%
San Juan USD	712	81	11%	96	7	7%
WCIC	100	1	1%	NA	NA	NA
COUNTY TOTAL	3448	356	10%	907	179	20%

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

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

Breana.ware@seta.net

December 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).

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

****NO REPORT RECEIVED**

AFE: Annual Funded Enrollment

Countywide OHS Health & Safety Screener- Monitoring Summary Report

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

Section 1: Review Data Summary

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

To ensure full monitoring coverage within the 5-year grant cycle, sites and classrooms not included in the initial OHS Health & Safety Monitoring were selected for review during this period. The results were concluded from monitoring (SETA, SJUSD, SCUSD, TRUSD, WCIC, EGUSD) Countywide of 48 classrooms across 32 sites.

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

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

Section 2: Cross Site Performance Summary Compliance by Category

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

Category	Combined	Trend Summary
Facilities	82%	Moderate — Needs Improvement
Equip & Materials	80%	Moderate — Needs Improvement
Policies & Procedures	84%	Moderate — Needs Improvement
Active Supervision	93%	Strong Implementation — Isolated Gaps
Human Resources	94%	Strong Implementation — Isolated Gaps

A. Program Areas Combined Strengths

Across 48 classrooms, the program demonstrated strong performance in staff screening and required training, active supervision and ratio compliance, and maintaining generally safe classroom environments with appropriate equipment and materials.

Human Resources: Staff Screening, Standards of Conduct & Required Training

- Background checks and clearances completed and documented; Staff health exams and communicable disease screening (including volunteers); Standards of conduct consistently implemented; Staff trained in required health and safety topics.

Active Supervision, Ratios & Group Size

- Required staff–child ratios and group sizes maintained; Continuous visual supervision practiced; Outdoor areas enclosed and supervised using zoning and redundant checks; Secured perimeters in indoor and outdoor learning environments; Classrooms maintained ratios and constant visual supervision across most sites.

Safe Learning Environments

- Adequate space, lighting, sanitation processes; Age-appropriate classroom equipment and materials; Hazardous materials generally inaccessible to children; Emergency supplies present and accessible in most classrooms; Safe storage practices in place, with limited exceptions and emergency detection equipment in place.

B. Primary Areas Needing Improvement

Across the monitored classrooms, the most frequent non-compliance issues involved facility sanitation and structural conditions, electrical and environmental safety hazards, and gaps in emergency preparedness documentation and first-aid readiness.

Facility Sanitation, Environmental Conditions & Physical Hazards

- Worn or damaged restroom fixtures (missing bolt caps, peeling baseboards); Cracked flooring, water stains, and moisture damage; Dust, cobwebs, dead insects, and pest-related debris; Trash cans with food but no lids (indoors and outdoors).

Equipment & Hazard-Exposure Risks in Child Spaces

- Examples: Splintering wood, nail hazards, and unscreened/open windows; Cleaning supplies, hand sanitizer, toothpaste, medications, or garbage bags have potential accessibility to children; Emergency bags blocked by storage items.

Emergency Preparedness Documentation & First-Aid Readiness

- Examples: Missing or incomplete Emergency (EM) Cards; First-aid kits missing required items (e.g., tweezers, manuals); Emergency backpacks or food/water blocked or inaccessible.

Section 3: System-Level Corrective Action Priorities

Strengthening Preventive Maintenance & Environmental Safety Systems

- Implement a monthly facility and playground health & safety checklist (restrooms, ceilings, windows, cords, stacked items, trash, paint, pests, outdoor hazards).
- Require documentation of deficiencies, work orders, and completion dates.
- Assigning a site lead to review checklists and escalating unresolved hazards.

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

Improve Hazard Prevention & Equipment Safety Controls

- Establish quarterly classroom materials and equipment safety audits.
- Conduct regular safety sweeps for cords, unstable furniture, unsafe stacked items, and damaged materials.

Outcome: Fewer preventable hazard exposures and improved equipment safety consistency.

Standardized Cleaning, Hygiene, and Emergency Readiness Practices

- Post and enforce daily cleaning/sanitizing schedules in classrooms and food areas.
- Include bathroom cleanliness checks in daily opening/closing routines.
- Conduct monthly first-aid kit audits and quarterly emergency card reviews.
- Provide brief refresher during site meetings on hygiene routines and emergency documentation.

Outcome: Stronger infection control and faster, more reliable emergency response.

Monitoring results confirm that the program has strong foundational systems in place to protect children's health and safety, particularly in staffing practices, supervision, and day-to-day classroom operations. Improvement efforts are appropriately focused on facility conditions, environmental hazard prevention, and emergency readiness, strengthening consistency countywide.

Next Steps: A Corrective Action Plan (CAP) is due within 45 days of receipt of the OHS Health & Safety Screener Summary Report and must be submitted to the QA Manager for tracking and follow-up. Progress will be

monitored through corrective action updates, and findings will be integrated into the annual self-assessment and staff training plans.

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (12/31/25)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
Elk Grove USD	423	410	0	97%	+3%
Sacramento City USD	592	564	0	95%	+3%
San Juan USD	640	633	0	99%	+1%
SETA	1260	1239	0	98%	-1%
Twin Rivers USD	148	148	0	100%	0%
WCIC/Playmate	85	87	0	102%	+2%
Total	3148	3081	0	98%	+1%

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (12/31/25)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
San Juan USD	166	159	0	96%	0%
SETA	746	736	0	99%	-1%
Twin Rivers USD	52	48	0	92%	0%
SCUSD	24	24	0	100%	0%
Total	988	967	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

- There are five Elk Grove schools serving pre-school aged children in the area 95823. With the addition of Transitional Kinder at all school sites within the district, the number of age-and-income eligible students has changed.
- There are other programs that are serving pre-school aged children in the area 95828.
- We have had a few students disenroll due to being identified for special education classes or for having transportation difficulties when the site opening is too far from the students' home.

Sacramento City USD

- For the month of December SCUSD increased enrollment by 3%.
- In December, all over income waivers were fully exhausted, and families currently seeking enrollment do not meet eligibility requirements for the 100-130% income waiver.
- During this month, we had 3 Instructional Aide and 1 nurse vacancies which can contribute to enrollment delays.
- Certain zip codes, including 95817, 95818, 95832, and 95823, continue to experience lower enrollment.

San Juan USD

- The waiting list for the home-based program is low.
- ERSEA Content Specialist position became vacant in March and continues to be vacant.

SETA

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

Twin Rivers USD

- Village Early Head Start waiting list is exhausted.
- The following positions are currently vacant: Family Community Liaison (all sites), Morey Para Educators (2), Oakdale ECE Rover (1), Rio Linda Teachers (2), ECE Para Educators (2).

WCIC/Playmate

- For the month of December, WCIC's enrollment was at 102%

Strategies/Action Step(s) for Under Enrollment

Elk Grove USD

- Recruitment staff have attended school district-sponsored free food events to distribute flyers to families.
- During Policy Committee meetings, parents were provided with flyers and encouraged to recruit families in their neighborhoods to enroll in our preschool program.
- Enrollment continues to increase each month and continues to rise as children on the waiting list turn three years old.

Sacramento City USD

- Recruitment strategies have been strengthened through the placement of new banners at every pre-school site.
- Additionally, SCUSD is managing 3 Instructional Aide vacancies by actively screening and hiring for these positions in close collaboration with the Human Resources Department.
- The program is also addressing a pre-school nurse vacancy and is currently step 2 of the 7 step Human resources approval process to secure a substitute nurse. In the interim, collaboration with SCUSD's Health Services Department has allowed a Health Clerk to assist the Early Learning & Care Nurse.

San Juan USD

- ERSEA admin continues to monitor and check in with AFSTs individually to note progress, next steps, and any support needed
- School Community workers continue to target areas on the east side and central region of the district (95610, 95608, and 95621). Recruitment flyers are distributed in 5 languages to schools, community agencies, and businesses in the surrounding areas.

SETA

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

Twin Rivers USD

- All of the vacant positions are posted on Edjoin, Team Tailor, and TRUSD websites. Admin screens, interviews, and recommend staffing to HR for hiring.
- Currently we are contracted with Childcare Careers (CCC) substitute to fill vacancies temporarily.
- Enrollment is ongoing. Families are contacted from the ranked waiting list appropriately. EHS children who will age out in the coming months have started the transitioning process. EHS families who are transitioning have been contacted to start the HS registration process.
- Recruitment and networking opportunities to increase awareness of Head Start services and Community Partnerships: Foods Co, flyers were posted on social media, and banners with a QR code to our waiting list are posted at the targeted sites.

WCIC/Playmate

- WCIC continues to be fully enrolled.