



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 12.1g

Meeting Date: May 18, 2023

Subject: Approve Resolution No. 3325: Authorizing Execution of Delegate Agency Agreement from SETA

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Division: Academic Office / Early Learning and Care Department

Recommendation: None

Background/Rationale: The Office of Head Start, under the auspices of the U.S. Department of Health and Human Services/Administration for Children and Families, mandates that all Head Start governing entities receive specified reports related to the operational and fiduciary status of the program. These reports must include information and/or a status update in the followings areas: budget, credit card usage, USDA meals/snacks, enrollment, and program updates or summaries, if applicable. Attached, are essential monthly reports for Board members' review.

Financial Considerations: N/A

LCAP Goal(s): College and Career Ready; Family and Community Engagement

Documents Attached:

1. Resolution No. 3325 Authorizing Execution of Delegate Agency Agreement from SETA

Estimated Time of Presentation: N/A

Submitted by: Melissa Sigars, Director, Child Development,
Yvonne Wright, Chief Academic Officer

Approved by: Jorge A. Aguilar, Superintendent



Sacramento
Employment and
Training
Agency

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925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Main Office
(916) 263-3800

Head Start
(916) 263-3804

Website: <http://www.seta.net>

April 27, 2023

Ms. Melissa Sigars
Head Start Director
Sacramento City Unified School District
5735 47th Avenue
Sacramento, CA 95824

CFDA #93.600

Dear Ms. Sigars:

It's that time again. In order to proceed with the contract process for PY '23 - '24 Head Start program operations, the following delegate agreement documents, provided to you electronically, must be completed and submitted to SETA:

Resolution Authorizing Execution of Delegate Agency Agreement

It is required that your Board of Directors or other governing body execute the enclosed resolution for your new contract #24C5551S0. One (1) copy of the resolution must be submitted prior to agreement execution.

The following Certifications and Disclosures:

- Attachment #1 – Fair Political Practices Commission Disclosures Forms
- Attachment #2 – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
- Attachment #3 – Certification Regarding Lobbying
- Attachment #4 – Certification Regarding Drug-Free Workplace Requirements
- Attachment #7 – Certification of Accounting System

“Preparing People for Success: in School, in Work, in Life”

The following additional administrative documents may need to be updated with Karen Griffith or Gaylon M. Ndiaye, if applicable:

- Names and mailing address of current local Board of Directors or Governing Body
- Bylaws of Corporation (to include all amendments)
- Copy of current Personnel Policies & Procedures (to include copy of Board Minutes adopting policy) if different from document presently on file
- Bylaws of Policy Committee (must be approved by SETA **prior to** Provider Policy Committee approval)
- Names & mailing addresses of current Policy Committee members to include designation of alternates and officers (must correspond with Policy Committee Bylaws). If the current year's Policy Committee has not been chosen, a special condition will be included in the provider agreement requiring submission no later than November 30, 2023.
- If food services are purchased from an outside source, a certification indicating how provider handles food purchases, name of vendor and proof that health and safety standards are being met must be submitted. The certification must have the ORIGINAL signature of the Superintendent or Board of Director's Chairperson
- If provider owns or leases any vehicles, a Certification of Inspection and Licensing of Vehicles and Personnel must be submitted. The certification must have the ORIGINAL signature of the Superintendent or Board of Director's Chairperson

Time is of the essence; therefore, please submit the completed documents to Lorena.Correa@seta.net no later than **Friday, May 19, 2023.**

If you have any questions or need assistance completing these forms, please feel free to contact me at (916) 274-6390.

Sincerely,

Lorena Correa

Lorena Correa
Workforce Development Analyst III
Contracts Unit

RESOLUTION AUTHORIZING EXECUTION OF DELEGATE AGENCY AGREEMENT
FROM THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
(GOVERNMENTAL ENTITY)

WHEREAS, Sacramento City Unified School District,
(Legal Name of Entity),
a California local governmental entity (hereinafter referred to as "DELEGATE"), desires to enter into an AGREEMENT with the SACRAMENTO EMPLOYMENT AND TRAINING AGENCY, a Joint Powers Agency and Head Start Grantee (hereinafter referred to as "SETA"), for the operation of a Head Start Program under the Head Start Act, 42 U.S.C. Section 9801, et seq., as amended;

THEREFORE, BE IT RESOLVED THAT the Governing Body of DELEGATE hereby authorizes the execution of AGREEMENT #24C5551S0 by and between DELEGATE and SETA; and

BE IT FURTHER RESOLVED THAT any individual employed by DELEGATE in the position(s) of:

Title

1. Superintendent
2. Chief Business & Operations Officer
3. Director III, Early Learning and Care Department

is/are hereby authorized on behalf of and in the name of DELEGATE and as its official act and deed to sign and otherwise enter into AGREEMENT #24C5551S0 with SETA; and

BE IT FURTHER RESOLVED THAT any individual employed by DELEGATE in the position(s) of:

Title

1. Superintendent
2. Chief Business & Operations Officer
3. Director III, Early Learning and Care Department

shall be authorized to act on behalf of DELEGATE with respect to this AGREEMENT

#24C5551S0 by and between DELEGATE and SETA and that SETA may rely upon any communication or act, including telephone communication, made by the individuals authorized to act on behalf of DELEGATE pursuant to this resolution; and

BE IT FURTHER RESOLVED THAT the following individuals comprise the entire Governing Body of DELEGATE***:

<u>Name</u>	<u>Address</u>	<u>City, Zip Code</u>
1. <u>Chinua Rhodes</u>	<u>5735 47th Avenue</u>	<u>Sacramento, 95824</u>
2. <u>Lavinia Grace Phillips</u>	<u>5735 47th Avenue</u>	<u>Sacramento, 95824</u>
3. <u>Jasjit Singh</u>	<u>5735 47th Avenue</u>	<u>Sacramento, 95824</u>
4. <u>Tara Jeane</u>	<u>5735 47th Avenue</u>	<u>Sacramento, 95824</u>
5. <u>Christina Pritchett</u>	<u>5735 47th Avenue</u>	<u>Sacramento, 95824</u>
6. <u>Jamee Villa</u>	<u>5735 47th Avenue</u>	<u>Sacramento, 95824</u>
7. <u>Taylor Kayatta</u>	<u>5735 47th Avenue</u>	<u>Sacramento, 95824</u>
8. _____	_____	_____
9. _____	_____	_____

*** Add additional pages if necessary

AND BE IT FURTHER RESOLVED THAT the authority conferred pursuant to this resolution and the representations contained herein shall remain in full force and effect until written notice of the revocation thereof shall have been received by SETA.

I, _____,
(Name/Title)
of _____ Sacramento City Unified School District _____, a California
(Legal Name of Entity)
local governmental entity, do hereby certify and declare that the foregoing is a full, true and
complete copy of a resolution duly passed and adopted by the Governing Body of said entity at a
meeting of said Body duly and regularly called, noticed and held, at
_____, on the _____ day of _____, 20____, at
which meeting a quorum of the Governing Body was present and a majority of which quorum
voted in favor of said resolution, and that said resolution is now in full force and effect.

I have executed this Resolution on this _____ day of _____, 20_____.

Sacramento City Unified School District
(Name of Entity)

BY: _____
(Signature)

(Typed Name)

(Title)