

GOVERNING BOARD

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City of Sacramento

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County of Sacramento

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City of Sacramento

Thought for the Day: "If you have no confidence in self, you are twice defeated in the race of life. With confidence, you have won even before you have started"

Author: Marcus Garvey

HEAD START/EARLY HEAD START PARENT ADVISORY COMMITTEE

Date: Tuesday, March 14, 2006

Time: 6:00 p.m.

**Location: SETA Boardroom
925 Del Paso Blvd.
Sacramento, CA 95815**

While the Head Start Parent Advisory Committee (PAC) welcomes and encourages participation in the Committee meetings, it would be appreciated if you would limit your comments to five minutes so that everyone may be heard. Matters under the jurisdiction of the Head Start Parent Advisory Committee and not on the posted agenda may be addressed by the general public under Public Participation, Item IX of this agenda. The Head Start Parent Advisory Committee limits testimony on matters not on the agenda to five minutes per person and not more than fifteen minutes for a particular subject.

ADMINISTRATION

925 Del Paso Blvd., Suite 200
Sacramento, CA 95815
Tel: (916) 263-3804
Fax: (916) 263-3779
Website: www.headstart.seta.net

KATHY KOSSICK
Executive Director

NORMA JOHNSON
Deputy Director

AGENDA

I. Welcome

- A. Call to Order/Roll Call
- B. PAC Meeting Attendance Update

II. Consent Items

- A. Approval of Minutes for PAC Meeting of February 14, 2006

III. Action Items

- A. Approval of Fiscal Year 2006-2007 SETA Operated Program Tracks
- B. Approval of Fiscal Year 2006-2007 SETA Operated Program Options
- C. Selection of Representatives and Alternates to Attend the National Head Start Association Training Conference
- D. Election of Policy Council Alternates 2005-2006 (PAC)
- E. Election of Secretary

IV. Information Items

A. Standing Information

- Introduction of New Staff
- Upcoming Meetings/Trainings/Conferences/Events
 - Ms. Alma Hawkins, Ms. Belinda Malone, Mr. Robert Silva, Ms. Julita Bentz, Ms. Cathy Spivey and/or Ms. Judy Weber, Social Services/Parent Involvement Specialists Average Daily Attendance (ADA) Report – Ms. Elsie Bowers
- Monthly Special Education Report – Ms. Beverly Sanford
- Program Content Area/Mental Health Report (February, April, June, August, October) – Ms. Melanie Nicolas
- Program Content Area/Disabilities Services Report (February, April, June, August, October) -- Ms. Beverly Sanford
- Parent Leadership Institute Report(s) – March 6-8, 2006, Hilton Hotel, Concord, CA
- California Head Start Association (CHSA) Report
- Fiscal Report (February, May, August, November) Mr. Kim Peck
- Community Resources/Recognitions – Parent Advisory Committee Representative/ Staff
- Parent/Staff Recognitions
- Grandparent/Foster Parent Report – Mr. Donald Clark and Ms. Inez Whitlow
- Child Care Center Food Menu (Attached)

A. Governing Board Meeting Minutes

V. Committee Reports

- Executive Committee
 - Critique of the Parent Advisory Committee, February 14, 2006
- Personnel/Bylaws Committee
- Budget/Planning Committee
- Social/Hospitality/Fundraising
- Program Area Committee Reports:
 - Early Childhood Development and Health Services Committee
 - Family and Community Partnerships/Training Committee
 - Monitoring/Evaluation Committee (Self-Assessment) – Committee of the Whole
- Community Advocating Male Participation (C.A.M.P.) – Vacant
- Food Services Committee
- Early Head Start Committee
- Community Partnerships Advisory Committee (CPAC) – Ms. Zebadeisha Grooms (Representative)
- Health Services Advisory Committee (HSAC) – Ms. Dionne Wilson (Representative)

VI. Other Reports

- C
hair's Report – Ms. Denise Nelson
- P
olicy Council Report(s) – Ms. Sherry Gangloff, Ms. Zebadeisha Grooms, Ms. Kenesha Gray, Ms. Sarah Fuentes, Mr. Donald Clark and Ms. Ana Melara
- H
ead Start Deputy Executive Director's Report - Ms. Norma Johnson
- M
anager - Administration, Staff Development and Parent Services Report - Ms. Buffie Engstrom
- M
anager - Program Support Services Report - Ms. Brenda Campos-Peck

- M
anager, Child Development and Education Services Report - Ms. Denise Lee
- M
anager - EHS, Special Projects and Community Partnerships Report - Vacant

VII. **Center Updates**

VIII. **Discussion**

IX. **Public Participation**

X. **Adjournment**

Distribution Date: Monday, March 6, 2006

ITEM I-A – ROLL CALL

The Parent Advisory Committee Secretary will call the roll for the following members:

- ___ **Vacant**, Auberry Park Head Start
- ___ **Vacant**, Bannon Creek Head Start
- ___ Zebadeisha Grooms, Broadway Early Learning Center
- ___ Avonnee Diggs, Center of Praise Head Start
- ___ **Vacant**, Countrywood Head Start
- ___ Nysheka Robinson, Crossroads Garden Head Start
- ___ **Vacant**, CSUS Head Start
- ___ Crystal Tapa, Dos Rios Head Start
- ___ **Vacant**, Early Head Start /Home Base
- ___ **Vacant**, Florin Meadows Head Start
- ___ **Vacant**, Franklin Head Start
- ___ Kenesha Gray, Freedom Park Head Start
- ___ Dionne Wilson, Fruitridge Head Start
- ___ **Vacant**, Galt Head Start
- ___ **Vacant**, Grace Lutheran Head Start
- ___ Brenda Huerta, Grant Skills Center
- ___ **Vacant**, Hillsdale Head Start
- ___ Monica Mejia, Home Base
- ___ **Vacant**, Home Base
- ___ Camilla Varo, Job Corp Head Start
- ___ Minerva Gillette, Kennedy Estates Head Start
- ___ Tina Jimenez, La Riviera Head Start
- ___ Sara Fuentes, LaVerne Stewart Head Start
- ___ Ana Melara, Marie Cleveland's Bright Beginnings Head Start
- ___ Sherry Gangloff, Mather Head Start
- ___ **Vacant**, Mulberry Commons Head Start
- ___ **Vacant**, Nedra Court Head Start
- ___ Yvette Lee, New Helvetia 1 Head Start
- ___ **Vacant**, New Helvetia 2 Head Start
- ___ Rosalie Cornett, Northview Head Start
- ___ **Vacant**, Norwood Head Start
- ___ **Vacant**, Parker Avenue Head Start
- ___ **Vacant**, Phoenix Park Head Start
- ___ Shikira Hill, Sharon Neese Early Learning Center
- ___ Kim Creed, Sierra View Head Start
- ___ **Vacant**, Strizek Head Start
- ___ Paula Stackhouse, Vineland Head Start
- ___ Lynda Paulsen, Walnut Grove Head Start
- ___ Veronica Rodriquez, Whispering Pines Head Start
- ___ Inez Whitlow, Foster Parent Representative
- ___ **Vacant**, Foster Parent Representative
- ___ Donald Clark, Grandparent Representative
- ___ **Vacant**, Grandparent Representative
- ___ **Vacant**, Male Involvement Representative
- ___ Denise Nelson, Out Going Chair
- ___ **Vacant**, Past Parent/Community Representative
- ___ Keysha Davis, Past Parent/Community Representative

New Representatives to be seated:

- ___ Kathy Ruiz, Franklin Head Start
- ___ Donald Clark, Grandparent Representative
- ___ Rebekah Boone, Hillsdale Head Start
- ___ Minerva Gillette, Kennedy Estates Head Start
- ___ Aracely Cerpas, Nedra Court Head Start

ITEM I-B – PAC MEETING ATTENDANCE UPDATE

The PAC was seated on November 8, 2005

PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE PROGRAM YEAR 2005-2006

	CENTER	11/8	12/13	1/10	2/14	3/14	4/11	5/9	6/13	7/11	8/8	9/12	10/10
Vacant	AP												
Joanne Castillo Seated 11/05	BC	X	AP	U	U								
Zebadeisha Grooms Seated 11/05	BLC	X	X	U	X								
Avonnee Diggs S/B Seated 11/05	COP	U	X	X	X								
Vacant	CW												
Nysheka Robinson Seated 12/05	CR		X	X	U								
Vacant	CSUS												
Crystal Tapa Seated 11/05	DR	X	X	X	X								
Vacant	EHS/HB												
Vacant	EHS/HB												
Vacant	F												
Vacant	FM												
Kenisha Gray Seated 11/05	FP	X	X	U	X								
Dionne Wilson Seated 11/05	FT	X	X	X									
Vacant	G												
Vacant	GL												
Brenda Huerta Seated 11/05	GSC	X	X	X	X								
Cesar Garcia S/B Seated 11/05	H	E	X	U	U								
Monica Mejia S/B Seated 11/05	HB	U	X	X	X								
Vacant	HB												
Camilla Varo Seated 12/05	JC		X	E	X								
Minerva Gillette Seated 11/04	K	X	X	E	U								
Tina Jimenez S/B Seated 11/05	LAR	U	X	X	X								
Sara Fuentes Seated 11/05	LVS	X	X	X	E								
Ana Melara Seated 11/05	MCBB	X	E	X	X								
Sherry Gangloff Seated 11/05	M	X	X	X	X								
Vacant	MULBC												
Aracely Corpas S/B Seated 02/06	NC				AP								
Yvette Lee S/B Seated 11/05	NH1	E	X	X	X								
Vacant	NH2												
Rosalie Cornett Seated 11/05	NV	X	X	X	X								
Vacant	N												
Vacant	PA												
Vacant	PP												
Vacant	S												
Vacant	SN												
Kim Creed Seated 11/05	SVE	X	X	X	X								
Paula Stackhouse Seated 02/06	V				X								
Lynda Paulsen S/B Seated 12/05	WG		E	E	X								
Veronica Rodriguez Seated 01/06	WP	X	X	X	X								
Inez Whitlow S/B Seated 11/05	FPR	U	X	X	X								
Vacant	FPR												
Donald Clark Seated 11/04	GPR	X	X	E	U								
Vacant	GPR												
Vacant	MIR												
Denise Nelson Seated 11/05	OGC	X	X	X	X								
Keysha Davis S/B Seated 11/05	PPR	E	X	X	U								
Vacant	PPR												

Members: If you cannot attend a meeting and are going to be absent, you must:

1. First, call your Alternate to see if they can attend in your place,
2. Second, call Head Start Social Services/Parent Involvement Coordinator, Ms. Marie Desha at 263-4082, and
3. Third, please call PAC Chair, Ms. Denise Nelson at 427-9226 or the PAC Secretary, Ms. Lori Black at 263-4068.

PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE UPDATE
PROGRAM YEAR 2005-2006
(Continued)

Center Abbreviations

AP:	Auberry Park	K:	Kennedy Estates
BC:	Bannon Creek	LAR:	La Riviera
BLC:	Broadway Early Learning Center	LVS:	LaVerne Stewart
COP:	Center of Praise	M:	Mather
CR:	Crossroads Garden	MCBB:	Marie Cleveland Bright Beginnings
CSUS:	CA State University, Sacramento	MULBC:	Mulberry Commons
CW:	Countrywood	N:	Norwood
DR:	Dos Rios	NC:	Nedra Court
EHS:	Early Head Start	NH1:	New Helvetia 1
FM:	Florin Meadows	NH2:	New Helvetia 2
FR:	Franklin	NV:	Northview
FP:	Freedom Park	PA:	Parker Avenue
FT:	Fruitridge	PP:	Phoenix Park
G:	Galt	SN:	Sharon Neese
GL:	Grace Lutheran	S:	Strizek
GSC:	Grant Skills Center	SVE:	Sierra Vista Elementary
H:	Hillsdale	V:	Vineland
HB:	Home Based	WG:	Walnut Grove
JC:	Job Corps	WP:	Whispering Pines

Representative Abbreviations

FPR:	Foster Parent Representative
GPR:	Grandparent Representative
MIR:	Male Involvement Representative
OGC:	Out Going Chair
PPR:	Past Parent Representative

Attendance Record Abbreviations

X:	Present
E:	Excused
AP:	Alternate Present
AE:	Alternate Excused
U:	Unexcused
PAC:	Parent Advisory Committee

ITEM II-A – CONSENT ITEM

APPROVAL OF MINUTES FOR PAC MEETING
FEBRUARY 14, 2006

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of February 14, 2006.

NOTES:

ACTION: Moved _____ Secoded _____

VOTE: Aye _____ Nay _____ Abstain _____

MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE

MINUTES/SYNOPSIS

SETA Boardroom
925 Del Paso Blvd.
Sacramento, CA 95815

February 14, 2006
6:00 p.m.

V. Welcome

A. Call to Order/Roll Call

The meeting was called to order at 6:07 p.m. The Thought for the Day was read by Ms. Avonnee Diggs. Roll was called. (Quorum confirmed.)

Members Present:

Zebadeisha Grooms
Avonnee Diggs
Crystal Tepa
Kenesha Gray
Dionne Wilson
Brenda Huerta
Monica Mejia (6:11 arrival)
Camilla Varo
Ana Melara
Sherry Gangloff
Yvette Lee
Rosalie Cornett
Kim Creed
Veronica Rodriquez
Inez Whitlow
Denise Nelson

Members Absent:

Joanne Castillo (U)
Nysheka Robinson (U)
Cesar Garcia (U)
Minerva Gillette (U)
Tina Jimenez (U)
Sara Fuentes (E)
Shikira Hill (Resigned)
Donald Clark (U)
Keysha Davis (U)

New Representatives Seated:

Paula Stackhouse, Vineland Head Start; Carmen Huerta, Alternate for Aracely Corpas, Nedra Court Head Start; Lynda Paulsen, Walnut Grove Head Start; and Veronica Rodriguez, Whispering Pines Head Start (reseated).

New Representatives Absent:

Jenny Echols, Auberry Park Head Start (Resigned); Guadalupe Morales, CSUS Head Start (Removed); Tessa Solomon, Early Head Start (Removed); Donald Clark, Grandparent Representative (U); and Minerva Gillette, Kennedy Estates Head Start (U).

- B. PAC Meeting Attendance Update - Ms. Denise Nelson reviewed the absence reporting procedures.

IV. Information Items (Out of order)

A. Standing Information

➤ Fiscal Report (January, April, July, October)

Mr. Kim Peck reported on the SETA Head Start/Early Head Start Budgets included in the agenda. The financial reporting year was changed to begin in August and end in July. The attached budgets reflect six months into the

reporting year. Congress has reduced SETA's budget by 1 percent for the coming year. The SETA Early Head Start Budget must be watched closely because SETA is right at 50 percent. Ms. Brenda Campos-Peck shared that SETA is in the process of building another center called Grizzly Hollow, which will use some of the Program Improvement funds. Norwood and Job Corps centers will both get infant toddler playgrounds.

Mr. Peck reported on the Center Cluster Budgets included in the agenda. Center budgets are done by classroom this year. This money has to be spent by the end of July.

➤ Upcoming Meetings/Trainings/Conferences/Events

- Ms. Amy Banh, Health Nutrition Specialist, shared that she received a \$30,000 grant to do oral health training for parents. One third of our (California's) preschoolers have tooth decay. 70 percent of our (California's) kindergarteners through first-graders have tooth decay. A dental health training for parents is scheduled for March 11, 2006. (March 10th is the training; March 11th is the follow-up). (An announcement flyer was distributed.) Lunch will be provided. RSVP no later than March 2nd to Ms. Banh at 263-0610.
- Ms. Cathy Spivey reported for Mr. Bob Silva. The next C.A.M.P. activity is the Daddy and Me at the Crocker Arts Museum, Saturday, February 25, 2006, 1:00-3:00 p.m. Please bring your family. Lunch provided. Free admission and family activities. RSVP to Bob Silva by Friday, February 24th.
- Ms. Spivey shared there will be a Know Your Rights workshop, Luau Garden on Arden Way, Friday, March 3rd, 6:00-8:30 p.m. Topics will be Immigration, Health Rights, Landlord Tenant Rights, Special Education and Identity Theft and Fraud. Direct questions and RSVP to Ms. Belinda Malone. Children are not permitted to attend. Flyers in English and Spanish were distributed.

➤ Program Content Area/Mental Health Report

- Ms. Melanie Nicolas, Mental Health Coordinator, SETA Head Start/Early Head Start, shared new information on mental health requirements. With the

publication of the new PRISM tool, beginning this year reviewers will use a separate core question for mental health services. (Handout provided on Core Question 11.) Content Coordinators will be joining the Child Development and Health Services Committee meetings to provide updates and to work with parents to provide services to the SETA Operated Program. Coordinators include Ms. Nicolas, Mental Health; Ms. Beverly Sanford, Disabilities; and Ms. Susan Jaffee, Nutrition. The Mental Health Services Protocol is the tool that all reviewers will use when reviewing. Ms. Nicolas' role is to make sure SETA's and the Delegate's systems are in place. (Information provided in handout.) Parents with questions may call Ms. Nicolas at 263-3736.

VI. Consent Items

B. Approval of Minutes for PAC Meeting of January 10, 2006. Background information provided by Ms. Denise Nelson. Motion by Ms. Sherry Gangloff to approve the minutes by show of hands vote. Seconded by Ms. Kenesha Gray. No discussion. Ayes:19. Nays: 0. Abstentions: 1 (Chair, Ms. Nelson). The minutes were approved with no corrections.

III. Action Items

A. Election of Policy Council Alternates 2005-2006 (PAC). Ms. Nelson read the background information. Current Policy Council Representatives are Sherry Gangloff, Zebadeisha Grooms, Sara Fuentes, Kenesha Gray, Donald Clark and Ana Melara. Six additional Representatives are needed for Policy Council Alternate positions. Ms. Marie Desha shared information on the Policy Council.

Motion by Ms. Crystal Tapa to elect six Alternates for the Policy Council by show of hands vote. Seconded by Ms. Grooms. Ayes: 19. Nays: 0. Abstentions: 1 (Ms. Nelson.)

Nominees were Crystal Tapa, Dionne Wilson, Tina Jimenez and Paula Stackhouse, Each nominee explained why they would like to hold the position.

Motion by Ms. Jimenez to close the nominations for Policy Council Alternate by show of hands vote, with the nominee receiving the most votes being first Alternate, and the next Alternates being elected in order, respective to votes received. Seconded by Ms. Gray.

Vote results: Ms. Tapa received 9 votes (First Alternate). Ms. Stackhouse received 7 votes (Second Alternate). Ms. Wilson received 3 votes (Third Alternate). Ms. Jimenez received 0 votes (Fourth Alternate).

VII. Information Items(Continued)

A. Standing Information

- Introduction of New Staff (Ms. Amy Banh previously introduced herself.)
- Upcoming Meetings/Trainings/Conferences/Events (continued)
 - National Head Start Association Parent Training Conference Reports – Reports of Ms. Nelson and Ms. Gangloff are attached.
 - California Head Start Association (CHSA Annual Parent Conference Reports (Oral), Sheraton Grand Hotel, 1230 “J” Street (“13th and “J” Streets), Sacramento, CA, January 17-18, 2006 (Tuesday – Wednesday) – Ms. Inez Whitlow shared that she attended the dental training and learned a lot. She plans to go to the next dental training at SETA. Ms. Sherry Gangloff attended two trainings; one was a budget training. She enjoyed the conference. The food was different. She got a lot of information on health, exercise and

working with her family. She shared the information with her center. The fashion show was fun. There were a lot of people from all over. Ms. Yvette Lee shared she thought the conference was good. The workshops she wanted to attend were full. It was a great opportunity to socialize and network with her friends. She attended a workshop on Policy Council meetings and learned a lot of the jargon and terms associated with the Policy Council. She enjoyed the fashion show. Ms. Nelson attended the Parent Ambassador workshop. She learned about the goal-setting process for advocating for children. She had fun participating in the fashion show. The food was good. She did a lot of networking. Ms. Norma Johnson did not attend the fashion show, but heard was very good. Ms. Johnson brought back information from the board training she attended. This training was given by Ms. Carolyn Mangrum, Director of LACOE (Los Angeles County Office of Education), who shared how they had been marked out during a PRISM review for families being over income. SETA has a 10 percent window to allow families in who are not within the income guideline, but there is no criteria for how those families are selected. Parents will see new policies and procedures as a result of the information learned at the Conference. Ms. Desha shared that she attended a training by Ms. Carolyn Mangrum on Governance/Policy Council. Ms. Desha learned how to better read the Shared Governance Chart. The workshop was very well organized and informative. Ms. Judy Weber reported for Ms. Julita Bentz. Ms. Bentz thanked everyone who participated in the Transition Fair and gave a special thanks to Ms. Nelson for all her hard work and planning and to the Northview parent who sang. There were approximately 109 attendees. Each center should have the parent training form to select desired trainings. Contact the Training Unit with training requests. (Ms. Engstrom will provide forms at the meeting.)

- Average Daily Attendance (ADA) Report – Ms. Elsie Bowers – Report attached. Parents with questions may call Ms. Bowers at 263-3920.
- Monthly Special Education Report – Ms. Beverly Sanford – No report. (Will report next month.)
- California Head Start Association (CHSA) Report – Ms. Johnson shared she hopes the Committee reads the handout from Nike to CHSA and maybe send a letter of their own.
- Community Resources/Recognitions – Parent Advisory Committee Representative/ Staff – Ms. Nelson recognized Ms. Julie Poirier in the audience and thanked her for getting her started with SETA Head Start.
- Parent/Staff Recognitions – None.
- Grandparent/Foster Parent Report – Mr. Donald Clark and Ms. Inez Whitlow – No report.
- Child Care Center Food Menu distributed.

C. Governing Board Meeting Minutes attached.

V. Committee Reports

- Executive Committee
 - Critique of the Parent Advisory Committee, January 10, 2006, read by Ms. Yvette Lee.
- Personnel/Bylaws Committee – No report. The first meeting is February 23, 2006, Thursday, 9:00 a.m., Oak Room.
- Budget/Planning Committee – Ms. Inez Whitlow shared that the Committee talked about three-year goals and what they can cut in the budget to make ends meet. Dental care is the number one project this year because so many children have bad dental hygiene. Committee members discussed having a mobile unit

go to each center, or SETA Head Start having its own dentist for convenience to parents. The next dental health meeting is set for Friday to start tapping into community resources, such as the Rotary and Soroptimist clubs to try to save money in the budget.

- Social/Hospitality/Fundraising – No report. The first meeting is Wednesday, June 7, 2006, 1:00-3:00 p.m., Oak Room.
- Program Area Committee Reports:
 - Early Childhood Development and Health Services Committee – No report. Waiting for meeting dates and times.
 - Family and Community Partnerships/Training Committee – No report. Ms. Desha shared the third meeting will be Wednesday, March 21st, 9:30 a.m., Oak Room.
 - Monitoring/Evaluation Committee (Self-Assessment) – Committee of the Whole.
- Community Advocating Male Participation (C.A.M.P.) – Vacant.
- Food Services Committee – Ms. Kim Creed shared that the first meeting was tonight and not a lot was covered. Ms. Tapa shared that she and Ms. Creed are on the Committee. If parents have any problems with the food that is being served, bring issues to either herself or Ms. Creed, who will report the problem.
- Early Head Start Committee – No meeting. Waiting on meeting dates and times.
- Community Partnerships Advisory Committee (CPAC) – Ms. Zebadeisha Grooms (Representative) – Dates have been set. Ms. Desha will provide dates/times at the next meeting.
- Health Services Advisory Committee (HSAC) – Ms. Dionne Wilson (Representative) – Dates have been set. Ms. Desha will provide dates/times at the next meeting.

VI. Other Reports

- Chair's Report – Ms. Nelson shared the memo to parents from Ms. Johnson and Ms. Desha regarding the Annual Parent Leadership Institute. The dates are March 6-8, 2006, at the Hilton Hotel, Concord, CA. The theme is "Responsibility Equals Results." Ms. Betsy Haas, Motivational Speaker will provide training on team building and personal development. Please bring photos of yourself and family members for the photo album activity. Meals or meal reimbursements provided upon arrival at hotel. Arrive at the SETA Head Start Administrative Office Monday, March 5th at 8:15 a.m. Continental breakfast provided prior to departure. Completion of emergency card and travel guidelines required prior to departure. An Amador Stage Lines bus will depart promptly at 9:00 a.m. On the returning day, March 8th, the bus' anticipated arrival time in Sacramento will be approximately 4:30 p.m. Child care reimbursement will be \$20 per night to a total of \$40. Please call Ms. Desha at 263-4082 or Ms. Lori Black at 263-4068 by 5:00 p.m., Thursday, February 16th to confirm your acceptance to attend. Attendees must fill out an emergency card and Head Start Travel Guidelines prior to departure.
- Policy Council Report(s) – Ms. Sherry Gangloff, Ms. Zebadeisha Grooms, Ms. Kenesha Gray, Ms. Sarah Fuentes, Mr. Donald Clark and Ms. Ana Melara – Ms. Grooms shared information.
- Head Start Deputy Executive Director's Report - Ms. Norma Johnson – No report.
- Manager - Administration, Staff Development and Parent Services Report - Ms. Buffie Engstrom – No report.
- Manager - Program Support Services Report - Ms. Brenda Campos-Peck – No report.
- Manager, Child Development and Education Services Report - Ms. Denise Lee – No report.

- Manager - EHS, Special Projects and Community Partnerships Report – Vacant.

VII. Center Updates

Ms. Tapa shared that Dos Rios finally has a Parent Aide and a Teacher's Aide. They have not yet had a parent meeting.

Ms. Avonnee Diggs, Center of Praise, shared that the full-day class started a week ago. The children enjoy it. She is happy that her son, who never used to eat dinner, is hungry and tired at the end of the day.

VIII. Discussion

Ms. Gray, Freedom Park, commented that almost none of the centers have used their Field Trip money. She inquired at her center and was told it was due to transportation, that SETA cannot use busses without seatbelts. They will use the funds in the summer to bring activities to the centers.

Ms. Tapa asked if there is any other form of transportation that can be used instead of busses. Ms. Gray shared that insurance would be an issue with private cars or vans. Ms. Engstrom agreed and shared that carpooling is encouraged. When parents cannot carpool, light rail and RT passes are available.

Ms. Melara, Bright Beginnings, was told by her site supervisor they could not take the light rail or RT on field trips. Ms. Johnson advised that as long as the parent accompanies the child on public transportation, SETA would not be under transportation regulations and public transportation could then be used. Ms. Engstrom shared that this can be cleared up at the next site supervisor meeting. Ms. Johnson will check into allowing parents with adequate seatbelts and insurance to transport children on field trips.

Ms. Wilson, Fruitridge, has a child who is behaviorally challenged and hyperactive. His teacher frequently sends him home early. Ms. Johnson said that varying circumstances might call for a child to be sent home, and she named many circumstances that might warrant such a decision. SETA has a team of professionals, including social workers and a child psychologist, who can work with the teacher, child and parent, observe the classroom, assess the situation and make recommendations. Ms. Gray shared that she experienced the same with her son. She was contacted by Mr. Ronald Dent, Social Worker. Before the plan could be implemented, her son stopped acting out at school. Ms. Wilson was advised to try to set up a meeting with a social worker if she does not hear from someone soon.

IX. Public Participation

No participation.

X. Adjournment

Meeting adjourned at 7:37 p.m.

ITEM III-A – ACTION ITEM

APPROVAL OF FISCAL YEAR 2006-2007 SETA OPERATED PROGRAM TRACKS

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve Fiscal Year 2006-2007 SETA Operated Program Tracks.

RECOMMENDATION:

That the Parent Advisory Committee approves Fiscal Year 2006-2007 SETA Operated Program Tracks.

NOTES:

ACTION: Moved _____ **Seconded** _____

VOTE: Aye _____ **Nay** _____ **Abstain** _____

ITEM III-B – ACTION ITEM

APPROVAL OF FISCAL 2006-2007 SETA OPERATED PROGRAM OPTIONS

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve Fiscal Year 2006-2007 SETA Operation Program Options.

RECOMMENDATION:

That the Parent Advisory Committee approves Fiscal Year 2006-2007 SETA Operated Program Options.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-C – ACTION ITEM

SELECTION OF REPRESENTATIVES AND ALTERNATES TO ATTEND THE NATIONAL HEAD START ASSOCIATION TRAINING CONFERENCE

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to select two (2) Parent Advisory Committee Representatives to attend the National Head Start Association's 33rd Annual Training Conference, May 8-10, 2006, Detroit, Michigan.

Please see attached Conference Attendance Guidelines and conference information.

RECOMMENDATION:

That the Parent Advisory Committee selects two (2) Alternates to attend the conference.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

PARENT ADVISORY COMMITTEE REPRESENTATIVE CONFERENCE ATTENDANCE GUIDELINES

The following guidelines are for the Parent Advisory Committee members who have an interest in attending a Head Start Parent Conference are as follows:

1. Priority preference for selection to attend a Head Start Conference will be Parent Advisory Committee members who have not had an opportunity to attend an out-of-state Head Start Conference.
2. The Parent Advisory Committee (PAC) members must give a written report to the PAC at the next scheduled PAC meeting upon his/her return from the parent conference (local or out-of-state).
3. The Parent Advisory Committee Representative's report must include the Parent Advisory Committee member's name, conference date, title, location; workshops attended and networking information.
4. Any additional comments.

ITEM III-D – ACTION ITEM

ELECTION OF POLICY COUNCIL ALTERNATES 2005-2006 (PAC)

BACKGROUND:

There are currently six (6) Alternate positions to the Sacramento County Head Start Policy Council (PC), three of which are vacant.

The duties of these Representatives and Alternates include:

- ✓ Attend monthly Policy Council Meetings held at the SETA Boardroom on the fourth Tuesday of each month at 9:00 a.m.
- ✓ Attend Committee meetings as needed.
- ✓ Report to the PAC members information received and decisions made by the Policy Council.
- ✓ Policy Council Representatives must be a parent of children currently enrolled in the Head Start/Early Head Start program.

RECOMMENDATION:

That the Parent Advisory Committee elects three (3) Alternates to the Policy Council.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-E – ACTION ITEM

ELECTION OF PARENT ADVISORY COMMITTEE SECRETARY

BACKGROUND:

The Parent Advisory Committee Secretary position is currently vacant. This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect a Secretary for Program Year 2005-2006.

The duties of PAC Officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PAC that are not in conflict with these Bylaws, Article V – Officers, Section 3: Duties of Officers.

Section 3: Duties of Officers

- C. The Secretary shall keep a record of the current and preceding minutes at each meeting, record resolutions or motions adapted, as may be necessary to expedite the PAC’s business. The Secretary shall oversee the Social/Hospitality/Fundraising Committee.

NOTES:

ACTION: Moved _____ **Seconded** _____

VOTE: Aye _____ **Nay** _____ **Abstain** _____

ITEM IV-A – INFORMATION ITEMS

STANDING INFORMATION

BACKGROUND:

This agenda item provides an opportunity for information to be shared on the following:

XI..... Information

Items

A. Standing Information

- Introduction of New Staff
- Upcoming Meetings/Trainings/Conferences/Events
 - Ms. Alma Hawkins, Ms. Belinda Malone, Mr. Robert Silva, Ms. Julita Bentz, Ms. Cathy Spivey and/or Ms. Judy Weber, Social Services/Parent Involvement Specialists
- Average Daily Attendance (ADA) Report – Ms. Elsie Bowers
- Monthly Special Education Report – Ms. Beverly Sanford
- Program Content Area/Mental Health Report (February, April, June, August, October) – Ms. Melanie Nicolas
- Program Content Area/Disabilities Services Report (February, April, June, August, October) -- Ms. Beverly Sanford
- Parent Leadership Institute Report(s) – March 6-8, 2006, Hilton Hotel, Concord, CA
- California Head Start Association (CHSA) Report
- Fiscal Report (February, May, August, November) Mr. Kim Peck
- Community Resources/Recognitions – Parent Advisory Committee Representative/ Staff
- Parent/Staff Recognitions
- Grandparent/Foster Parent Report – Mr. Donald Clark and Ms. Inez Whitlow
- Child Care Center Food Menu (Attached)

NOTES:

ITEM IV-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The Governing Board Meeting minutes are attached for your review.

NOTES:

ITEM V – COMMITTEE REPORTS

BACKGROUND:

This agenda item provides an opportunity for the PAC Executive Committee to present a report.

- Executive Committee
 - Critique of the Parent Advisory Committee, February 14, 2006
- Personnel/Bylaws Committee
- Budget/Planning Committee
- Social/Hospitality/Fundraising Committee
- Program Area Committee Reports:
 - Early Childhood Development and Health Services Committee
 - Family and Community Partnerships/Training Committee
 - Monitoring/Evaluation Committee (Self-Assessment) – Committee of the Whole
- Community Advocating Male Participation (C.A.M.P.) – Vacant
- Food Services Committee
- Early Head Start Committee
- Community Partnerships Advisory Committee (CPAC) – Ms. Zebadeisha Grooms (Representative)
- Health Services Advisory Committee (HSAC) – Ms. Dionne Wilson (Representative)

NOTES:

PAC EXECUTIVE COMMITTEE CRITIQUE
OF THE FEBRUARY 14, 2006 MEETING

GOOD	NEEDS IMPROVEMENT
1. Participation by Representatives in making motions	1. Side bars (talking without being recognized by the Chair)
2. Cell phones turned off	
3. Committee Reports	
4. Great job by Chair, Denise Nelson, on timely meeting	

NOTES:

ITEM VI – OTHER REPORTS

BACKGROUND:

This agenda item provides an opportunity for other reports to be shared with PAC.

- C
Chair's Report – Ms. Denise Nelson
- P
Policy Council Report(s) – Ms. Sherry Gangloff, Ms. Zebadeisha Grooms, Ms. Kenesha Gray, Ms. Sarah Fuentes, Mr. Donald Clark and Ms. Ana Melara
- H
Head Start Deputy Executive Director's Report - Ms. Norma Johnson
- M
Manager - Administration, Staff Development and Parent Services Report - Ms. Buffie Engstrom
- M
Manager - Program Support Services Report - Ms. Brenda Campos-Peck
- M
Manager, Child Development and Education Services Report - Ms. Denise Lee
- M
Manager - EHS, Special Projects and Community Partnerships Report - Vacant

NOTES:

ITEM VII – CENTER UPDATES

BACKGROUND:

This agenda item provides an opportunity for Head Start (SOP) centers to give an update on their activities.

NOTES:

ITEM VIII – DISCUSSION

BACKGROUND:

This agenda item allows Parent Advisory Committee members the opportunity to ask questions about the program pertinent to their centers.

NOTES:

ITEM IX – PUBLIC PARTICIPATION

BACKGROUND:

Participation of the general public at the SETA-Operated Parent Advisory Committee is encouraged. Members of the audience are asked to address their request to the Chair if they wish to speak.

NOTES:
