

Thought for the Day: "We are more limited by our attitude than by the opportunities that come before us."

Author: Esteemed Human Development International

REGULAR MEETING OF THE HEAD START/EARLY HEAD START PARENT ADVISORY COMMITTEE

Date: Tuesday, April 13, 2004 (Note: meeting date)

Time: 6:00 p.m. (Note: meeting time)

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 following completion of the regular Committee for consideration. 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.

AGENDA

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

- I. **Consent Items**
 - A. Approval of Minutes for PAC Meeting of February 17 & March 9, 2004

- III. **Action Items**
 - A. Approval of Fiscal Year 2004-2005 Head Start/Early Head Start Training/Technical Assistance Grant Application
 - B. Approval of Fiscal Year 2004-2005 Head Start Tracks and Program Options
 - C. Approval of Fiscal Year 2004-2005 Head Start Center Locations
 - D. Approval of Fiscal Year 2004-2005 Early Head Start Center Locations
 - E. Election of Parent Advisory Committee Treasurer

IV. Information Items

A. Standing Information Items

- ◆ Introduction of Staff
- ◆ Upcoming Meetings/Trainings/Conferences/Events
 - Ms. Alma Walton, Ms. Belinda Malone, Mr. Robert Silva and Ms. Julita Bentz, Social Services/Parent Involvement Specialists
- ◆ Average Daily Attendance (ADA) Report - Ms. Elsie Bowers
- ◆ Monthly Special Education Report - Ms. Beverly Sanford
- ◆ California Head Start Association Conference Reports
- ◆ NHSA Annual Training Conference - April 21-24, 2004 (Wednesday - Saturday), Anaheim, CA
- ◆ Public Policy Symposium - Wednesday, April 21, 2004, Sacramento Convention Center and Capitol Building
- ◆ Annual Parent Leadership Institute, May 12-14, (Wednesday - Friday) Hilton Hotel, Concord, CA
- ◆ NHSA/Region IX Head Start Education Awards and Scholarships Application Process Training, Monday, April 12, 2004, 1:00-3:00 p.m. (See attached flyer.)
- ◆ California Head Start Association (CHSA) Report - Ms. Aisha Money
- ◆ Fiscal Report (January, April, July, October) Mr. Kim Peck
- ◆ Parent/Staff Recognitions
- ◆ Grandparent/Foster Parent Report - Ms. Penny Campbell-Mays and Denise Nelson
- ◆ Child Care Center Food Menu (Attached)

B. Parent Focus Group Interview

C. Governing Board Minutes

V. Committee Reports

- Executive Committee
 - Critique of the Parent Advisory Committee, March 9, 2004
- Personnel/Bylaws Committee
- Budget/Planning Committee
- Social/Hospitality/Fundraising
- Program Area Committee Reports:
 - Early Childhood Development and Health Service Committee
 - Family and Community Partnerships/Training Committee
 - Monitoring/Evaluation Committee (Self-Assessment)
- Community Advocating Male Participation (C.A.M.P.) - Gary Rauscher
- Food Services Committee
- Early Head Start Committee

VI. Other Reports

- Chair's Report - Mr. Hasan McWhorter
- Policy Council's Report(s) - Ms. Kama Meredith, Ms. Betty Walker, Ms. Jennifer Lozano, Ms. LaRisa Yarbrough, Mr. Hasan McWhorter, Ms. Denise Nelson
- Head Start Deputy Director's Report - Ms. Norma Johnson
- Manager - Grantee Program Operations Report - Ms. Sharon Neese
- Manager - Administration Operations Report - Ms. Buffie Engstrom
- Manager - Program Support Services Report - Ms. Brenda Flores
- Manager - EHS, Special Projects and Community Partnerships Report - Ms. Catherine Goins

VII. Center Updates

VIII. Discussion

IX. Public Participation

X. Adjournment

Distribution Date: Thursday, April 8, 2004

ITEM I-A – ROLL CALL

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

- ___ Georgia Work, Auberry Park Head Start
- ___ Christina Matson, Bannon Creek Head Start
- ___ **Vacant**, Broadway Early Learning Center
- ___ Vera Holland, Center of Praise Head Start
- ___ Silvia Sarmienta, Countrywood Head Start
- ___ **Vacant**, Crossroads Garden Head Start
- ___ Christina Canada, CSUS Head Start
- ___ **Vacant**, Dos Rios Head Start
- ___ Sherry Hall Gangloff, Early Head Start
- ___ Hasan McWhorter, Franklin Head Start
- ___ Crystal Guevara, Fruitridge Head Start
- ___ **Vacant**, Galt Head Start
- ___ **Vacant**, Grace Lutheran Head Start
- ___ **Vacant**, Grant Skills Center
- ___ **Vacant**, Hillsdale Head Start
- ___ Neikeia Campbell, Home Base/CCCP Head Start
- ___ Patricia Rodriguez, Home Base/CCCP Head Start
- ___ **Vacant**, Job Corp Head Start
- ___ Minerva Gillette, Kennedy Estates Head Start
- ___ **Vacant**, La Riviera Head Start
- ___ **Vacant**, LaVerne Stewart Head Start
- ___ Nancy Flores, Los Niños Head Start
- ___ Arlene Mendez, Marie Cleveland’s Bright Beginnings Head Start
- ___ Suzy Root, Mather Head Start
- ___ Kama Meredith, Mulberry Commons Head Start
- ___ **Vacant**, Nedra Court Head Start
- ___ **Vacant**, New Helvetia Head Start
- ___ Betty Walker, Northview Head Start
- ___ **Vacant**, Norwood Head Start
- ___ **Vacant**, Parker Avenue Head Start
- ___ LaRisa Yarbrough, Strizek Head Start
- ___ Jennifer Lozano, Vineland Head Start
- ___ **Vacant**, Walnut Grove Head Start
- ___ Joi Tikoi, Watt and “E” Head Start
- ___ Urshala Baines, Whispering Pines Head Start
- ___ Denise Nelson, Foster Parent Representative
- ___ Penny Campbell-Mays, Grandparent Representative
- ___ Gary Rauscher, Male Involvement Representative
- ___ Margie Mitchell, Out Going Chair
- ___ Aisha Money, Past Parent/Community Representative
- ___ Beverly Shah, Past Parent/Community Representative

New Representatives to be seated:

- ___ Sonja Montana, Norwood Head Start
- ___ Margorie Friedrick, Walnut Grove

ITEM I-B – PAC MEETING ATTENDANCE UPDATE

The PAC was seated on November 13, 2003
PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE PROGRAM YEAR 2003-2004

BOARD MEMBER	CENTER	11/13	12/16	1/13	2/17	3/9								
Georgia Work S/B Seated 11/03	AP	U	X	U	X	X								
Christina Matson	BC			E	X	U								
Vacant														
Vera Holland S/B Seated 02/04	COP				X	E								
Silvia Sarmienta S/B Seated 12/03	CW		AP	U	X	E								
Vacant	CR													
Christina Canada Seated 3/04	CSUS					X								
Vacant	DR													
Sherry Hall Gangloff Seated 12/03	EHS		X	U	X	E								
Hasan McWhorter Seated 11/03	FR	X	X	X	X	X								
Crystal Guevara Seated 11/03	FT	X	X	E	X	X								
Vacant	G													
Vacant	GL													
Vacant	GSC													
Vacant	H													
Neikeia Campbell S/B Seated 02/04	HB/CCCP				E	X								
Patricia Rodriguez S/B Seated 02/04	HB/CCCP				U	X								
Vacant	JC													
Minerva Gillette Seated 02/04	K				X	X								
Vacant	LAR													
Vacant	LVS													
Nancy Flores Seated 03/04	LN					X								
Arlene Mendez Seated 11/03	MCBB	X	X	X	X	X								
Suzy Root Seated 11/03	M	X	E	X	X	X								
Kama Meredith Seated 11/03	MULBC	X	U	X	X	X								
Vacant	NC													
Vacant	NH													
Betty Walker Seated 11/03	NV	X	E	X	X	X								
Sonja Montana S/B Seated 03/04	N					AP								
Vacant	PA													
LaRisa Yarbrough Seated 11/03	S	X	X	X	X	X								
Jennifer Lozano Seated 11/03	V	X	E	X	X	X								
Joi Tikoi Seated 11/03	WE	X	E	U	X	X								
Margorie Friedrick S/B Seated 02/04	WG				U	U								
Urshala Baines S/B Seated 02/04	WP				E	X								
Denise Nelson Seated 11/03	FPR	X	X	U	X	X								
Penny Campbell-Mays Seated 11/03	GPR	X	X	X	X	X								
Gary Rauscher Seated 04/03	MIR	X	E	X	E	X								
Margie Mitchell Seated 11/03	OGC	X	X	X	X	X								
Aisha Money S/B Seated 11/03	PPR	U	E	X	X	PAC								
Beverly Shah Seated 11/03	PPR	X	X	X	X	X								

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, Marie Desha at 263-4082, and**
3. **Third, please call PAC Chair, Mr. Hasan McWhorter at 429-7847 or the PAC Secretary, Lori Black at 263-4068.**

PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE UPDATE
PROGRAM YEAR 2003-2004
(Continued)

Center Abbreviations

AP:	Auberry Park	LAR:	La Riveria
BC:	Bannon Creek	LN:	Los Ninos
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	NH:	New Helvetia
FR:	Franklin	NV:	Northview
FT:	Fruitridge	PA:	Parker Avenue
G:	Galt	S:	Strizek
GL:	Grace Lutheran	V:	Vineland
GSC:	Grant Skills Center	WE:	Watt and E
H:	Hillsdale	WG:	Walnut Grove
HB/CCCP:	Home Based/Child Care Collaboration Program	WP:	Whispering Pines
JC:	Job Corp		
K:	Kennedy Estates		

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
U:	Unexcused
PAC:	Parent Advisory Committee

ITEM II-A – CONSENT ITEM

APPROVAL OF MINUTES FOR PAC MEETING
FEBRUARY 17 and MARCH 9, 2004

BACKGROUND:

The minutes of the Parent Advisory Committee meeting of February 17 and March 9, 2004 are provided for your review.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-A – ACTION

APPROVAL OF FISCAL YEAR 2004-2005 HEAD START/EARLY HEAD START TRAINING/TECHNICAL ASSISTANCE GRANT APPLICATION

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the Head Start/Early Head Start fiscal Year 2004-2005 Training/Technical Assistance Grant Application in the amount of \$369,068 Head Start, and \$114,584 Early Head Start. The Grant Application is under separate cover. The Parent Advisory Committee/Policy Council Training Committee met three times with staff to provide input on the budget.

RECOMMENDATION:

That the Parent Advisory Committee approves the Head Start/Early Head Start Fiscal Year 2004-2005 Training/Technical Assistance Grant Application.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-B – ACTION

**APPROVAL OF FISCAL YEAR 2004-2004 HEAD START
PROGRAM OPTIONS**

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the program options for Fiscal Year 2004-2005.

The SETA Operated Program's proposed options for Fiscal Year 2004-2005 are under separate cover.

RECOMMENDATION:

That the Parent Advisory Committee approves the Fiscal Year 2004-2005 Head Start Program Options.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III- C – ACTION ITEM

**APPROVAL OF FISCAL YEAR 2004-2005 HEAD START
CENTER LOCATIONS**

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the SETA Operated Program center locations for Fiscal Year 2004-2005.

The listing of SETA Operated Program center locations is under separate cover.

RECOMMENDATION:

That the Parent Advisory Committee approves the Head Start center locations for Fiscal Year 2004-2005.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III - D – ACTION ITEM

**APPROVAL OF FISCAL YEAR 2004-2005 EARLY HEAD START
CENTER LOCATIONS**

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the Early Head Start center locations for Fiscal Year 2004-2005.

The listing of Early Head Start center locations is under separate cover.

Staff will be available to answer questions.

RECOMMENDATION:

That the Parent Advisory Committee approves the Early Head Start center locations for Fiscal Year 2004-2005.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III - E – ACTION ITEM

ELECTION OF TREASURER FOR THE PARENT ADVISORY COMMITTEE

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to elect a Treasurer. The duties of the Policy Council officers shall be as prescribed in the Policy Council Bylaws, Article V, Section 3 – Duties of Officers. These duties are as follows:

Section 3: Duties of Officers

The duties of the Parent Advisory Committee officers shall be as prescribed in these Bylaws, shall also include such other duties as may be established by the Parent Advisory Committee that are not in conflict with these Bylaws.

D. The Treasurer shall keep such records, files and accounts as may be necessary to expedite the Parent Advisory Committee's business, work with the Staff/Parent Advisory Committee Secretary and oversee the Budget/Planning Committee. The Treasurer shall be a member of the Social/Hospitality/Fundraising Committee.

RECOMMENDATION:

That the Parent Advisory Committee elects a Treasurer.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM IV-A – INFORMATION ITEMS

STANDING INFORMATION ITEMS

BACKGROUND:

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

- A. Standing Information Items
 - Introduction of Staff
 - Upcoming Meetings/Trainings/Conferences/Events
 - Ms. Alma Walton, Ms. Belinda Malone, Mr. Robert Silva and Ms. Julita Bentz, Social Services/Parent Involvement Specialists
 - Average Daily Attendance (ADA) Report - Ms. Elsie Bowers
 - Monthly Special Education Report - Ms. Beverly Sanford
 - California Head Start Association Conference Reports
 - NHSA Annual Training Conference - April 21-24, 2004 (Wednesday - Saturday), Anaheim, CA
 - Public Policy Symposium - Wednesday, April 21, 2004, Sacramento Convention Center and Capitol Building
 - Annual Parent Leadership Institute, May 12-14, (Wednesday - Friday) Hilton Hotel, Concord, CA
 - NHSA/Region IX Head Start Education Awards and Scholarships Application Process Training, Monday, April 12, 2004, 1:00-3:00 p.m. (See attached flyer.)
 - California Head Start Association (CHSA) Report - Ms. Aisha Money
 - Fiscal Report (January, April, July, October) Mr. Kim Peck
 - Parent/Staff Recognitions
 - Grandparent/Foster Parent Report - Ms. Penny Campbell-Mays and Denise Nelson
 - Child Care Center Food Menu (Attached)

NOTES:

ITEM IV-B – INFORMATION ITEMS

PARENT FOCUS GROUP INTERVIEW

BACKGROUND:

This agenda item provides an opportunity for Ms. Denise Lee, Program Officer, to conduct the SETA Self Assessment Parent Focus Group Interview with the Parent Advisory Committee.

NOTES:

ITEM IV-C – INFORMATION ITEMS

GOVERNING BOARD MINUTES

BACKGROUND:

The Governing Board minutes are attached for your review.

NOTES:

ITEM -V – COMMITTEE REPORTS

BACKGROUND:

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

V. Committee Reports

- Executive Committee
 - Critique of the Parent Advisory Committee, March 9, 2004
- Personnel/Bylaws Committee
- Budget/Planning Committee
- Social/Hospitality/Fundraising
- Program Area Committee Reports:
 - Early Childhood Development and Health Service Committee
 - Family and Community Partnerships/Training Committee
 - Monitoring/Evaluation Committee (Self-Assessment)
- Community Advocating Male Participation (C.A.M.P.) - Gary Rauscher
- Food Services Committee
- Early Head Start Committee

NOTES:

PAC EXECUTIVE COMMITTEE CRITIQUE
OF THE MARCH 9, 2004 MEETING

GOOD	NEEDS IMPROVEMENT
1. Self-Assessment Training - Ms. Denise Lee	1. Members calling point of personal privilege
2. Attendance	
3. Chair - Outstanding job	
4. Timeliness of meeting	

NOTES:

ITEM VI – OTHER REPORTS

BACKGROUND:

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

- Chair's Report - Mr. Hasan McWhorter
- Policy Council's Report(s) - Ms. Kama Meredith, Ms. Betty Walker, Ms. Jennifer Lozano, Ms. LaRisa Yarbrough, Mr. Hasan McWhorter, Ms. Denise Nelson
- Head Start Deputy Director's Report - Ms. Norma Johnson
- Manager - Grantee Program Operations Report - Ms. Sharon Neese
- Manager - Administration Operations Report - Ms. Buffie Engstrom
- Manager - Program Support Services Report - Ms. Brenda Flores
- Manager - EHS, Special Projects and Community Partnerships Report - Ms. Catherine Goins

NOTES:

ITEM VII – CENTER UPDATES

BACKGROUND:

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

NOTES:

ITEM VII – 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:
