

**Thought for the Day: " Take as much time as you need to make up your mind, but once it is made up, step out on your decision like it's something you want."
Author: Vivian Baxter,
Mother of Maya Angelou**

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

Date: Tuesday, August 10, 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

- Call to Order/Roll Call
- PAC Meeting Attendance Update

II. Consent Items

- A. Approval of Minutes for PAC Meeting of July 13, 2004

III. Action Items

- A. Timed Item: 6:00 p.m. and Public Hearing: Final Reading of the Modifications to the Bylaws of the SETA Operated Head Start/Early Head Start Parent Advisory Committee - Continued Item
- B. Selection of Representative(s) and Alternate(s) to Attend the Region IX Head Start Association Annual Training Conference

IV. Information Items

- A. Standing Information Items
- Introduction of New 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
- Monthly Special Education Report
- National Head Start Institute on Father Involvement Conference Report (attached) - June 14-18, 2004, Dallas, Texas
- California Head Start Association (CHSA) Report - Ms. Aisha Money
- Fiscal Report (January, April, July, October) Mr. Kim Peck
- Community Resources/Recognitions - Parent Advisory Committee
- Representatives/Staff
- Parent/Staff Recognitions
- Grandparent/Foster Parent Report - Penny Campbell-Mays and Denise Nelson
- Child Care Center Food Menu (Attached.)
- Medical Investigation of Neurodevelopment Disorders (M.I.N.D. Institute) Presentation - Dr. Beth Goodlin-Jones
- Governing Board Minutes

V. Committee Reports

Executive Committee: Critique of the Parent Advisory Committee, July 13, 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.) - Vacant
 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. Penny Campbell-Mays, Ms. Larisa Yarbrough, Mr. Hasan McWhorter, Ms. Denise Nelson
 Head Start Deputy Director's Report - Ms. Norma Johnson
 Manager - Administration Operations Report - Ms. Buffie Engstrom
 Manager - Program Support Services Report - Ms. Brenda Campos-Peck
 Manager - EHS, Special Projects and Community Partnerships Report - Vacant

VII. Center Updates

VIII. Discussion

IX. Public Participation

Adjournment

Distribution Date: Tuesday, August 3, 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
- ___ **Vacant**, Bannon Creek Head Start
- ___ **Vacant**, Broadway Early Learning Center
- ___ Shikira Hill, 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
- ___ **Vacant**, Fruitridge Head Start
- ___ **Vacant**, Galt Head Start
- ___ **Vacant**, Grace Lutheran Head Start
- ___ **Vacant**, Grant Skills Center
- ___ **Vacant**, Hillsdale Head Start
- ___ **Vacant**, Home Base/CCCP Head Start
- ___ **Vacant**, Home Base/CCCP Head Start
- ___ **Vacant**, Job Corp Head Start
- ___ Minerva Gillette, Kennedy Estates Head Start
- ___ Jackie Russell-Saini, 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
- ___ Nekisha Woods, Norwood Head Start
- ___ **Vacant**, Parker Avenue Head Start
- ___ LaRisa Yarbrough, Strizek Head Start
- ___ **Vacant**, Vineland Head Start
- ___ **Vacant**, Walnut Grove Head Start
- ___ Joi Tikoi, Watt and "E" Head Start
- ___ **Vacant**, 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:

- ___ Jennifer Lozano, Vineland Head Start
- ___ Loretta McClendon, Crossroads Garden Head Start

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	4/13	4/27	6/8	7/13	8/10	
Georgia Work S/B Seated 11/03	AP	U	X	U	X	X	X	X	X	X		
Rebecca Navarette S/B Seated 06/04	BC								U	U		
Vacant	BLC											
Vera Holland S/B Seated 02/04	COP				X	E	X	U	X	U		
Silvia Sarmienta S/B Seated 12/03	CW		AP	U	X	X	X	X	X	E		
Vacant	CR											
Christina Canada Seated 03/04	CSUS					X	U	X	X	E		
Vacant	DR											
Sherry Hall Gangloff Seated 12/03	EHS		X	U	E	X	X	X	X	X		
Hasan McWhorter Seated 11/03	FR	X	X	X	X	X	X	X	X	X		
Crystal Guevara Seated 11/03	FT	X	X	E	X	X	X	U	X	E		
Vacant	G											
Vacant	GL											
Rosa Maria Cabrera Seated 06/04	GSC								X	U		
Vacant	H											
Vacant	HB/CCCP											
Vacant	HB/CCCP											
Vacant	JC											
Minerva Gillette Seated 02/04	K				X	X	X	X	X	X		
Jackie Russell Saini Seated 04/04	LAR						X	U	E	X		
Vacant	LVS											
Nancy Flores Seated 03/04	LN					X	X	X	E	X		
Arlene Mendez Seated 11/03	MCBB	X	X	X	X	X	X	X	X	X		
Suzy Root Seated 11/03	M	X	E	X	X	X	X	X	X	X		
Kama Meredith Seated 11/03	MULBC	X	U	X	X	X	X	X	X	X		
Vacant	NC											
Vacant	NH1											
Vacant	NH2											
Betty Walker Seated 11/03	NV	X	E	X	X	X	X	X	X	X		
Nekisha Woods S/B Seated 06/04	N								U	X		
Vacant	PA											
LaRisa Yarbrough Seated 11/03	S	X	X	X	X	X	X	X	X	E		
Vacant	SN											
Vacant	SVE											
Vacant	V											
Joi Tikoi Reinstated 04/15/04	WE							X	X	E		
Vacant	WG											
Vacant	WP											
Denise Nelson Seated 11/03	FPR	X	X	U	X	X	X	X	X	X		
Penny Campbell-Mays Seated 11/03	GPR	X	X	X	X	X	X	X	X	X		
Vacant	MIR											
Margie Mitchell Seated 11/03	OGC	X	X	X	X	X	X	X	X	X		
Aisha Money S/B Seated 11/03	PPR	U	E	X	X	PAC	X	X	X	X		

Beverly Shah Seated 11/03	PPR	X	X	X	X	X	X	X	X	X		
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Members: If you cannot attend a meeting and are going to be absent, you must:

First, call your Alternate to see if they can attend in your place,

Second, call Head Start Social Services/Parent Involvement Coordinator, Ms. Marie Desha at 263-4082, and

3. Third, please call PAC Chair, Mr. Hasan McWhorter at 429-7847 or the PAC Secretary, Ms. 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	NH1:	New Helvetia 1
FR:	Franklin	NH2:	New Helvetia 2
FT:	Fruitridge	NV:	Northview
G:	Galt	PA:	Parker Avenue
GL:	Grace Lutheran	SN:	Sharon Neese
GSC:	Grant Skills Center	S:	Strizek
H:	Hillsdale	SVE:	Sierra Vista Elementary
HB/CCCP:	Home Based/Child Care Collaboration Program	V:	Vineland
JC:	Job Corp	WE:	Watt and E
K:	Kennedy Estates	WG:	Walnut Grove
		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 III-A - ACTION

TIMED ITEM 6:00 P.M. AND PUBLIC HEARING:

Final Reading of the Modification to the Bylaws of the SETA Operated Head Start/Early Head Start Parent Advisory Committee - (Continued Item)

BACKGROUND:

The Personnel/Bylaws Committee 2003-2004 met three times to review and recommend revisions to the Bylaws of SETA Operated Head Start/Early Head Start Parent Advisory Committee. Additions are indicated by *italic* type and deletions are indicated by ~~strikethrough~~.

A public hearing was opened on Tuesday, July 13, 2004 to hear any testimony. The item was continued to the August 10, 2004 meeting, where the action of the Parent Advisory Committee will be to close the public hearing and approve the amendments to the Parent Advisory Committee Bylaws as attached.

RECOMMENDATION:

To close the public hearing and approve the amendments to the PAC Bylaws as attached.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-B - ACTION

**SELECTION OF REPRESENTATIVE(S) AND ALTERNATE(S) TO ATTEND THE
REGION IX HEAD START ASSOCIATION ANNUAL TRAINING CONFERENCE**

BACKGROUND:

This agenda item provides an opportunity for a Parent Advisory Executive Committee member to provide an update on the Policy Council/Parent Advisory (PC/PAC) Executive Committee meeting held Friday, August 6, 2004. The purpose of this meeting was to discuss and approve a recommendation to the Parent Advisory Committee on the number of Committee Representatives to attend the Region IX Head Start Association Annual Training Conference.

The Conference will be held October 19-21, 2004 (Tuesday-Thursday), in Phoenix, Arizona, at the Doubletree La Posada Resort. Conference information will be provided when received. Please see attached Conference Attendance Guidelines.

RECOMMENDATION:

That the Parent Advisory Committee, after hearing the recommendation from the Parent Advisory Executive Committee, select Representative(s) and Alternate(s) to attend the Region IX Head Start Annual Training Conference in Phoenix, Arizona, October 19-21, 2004.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

PARENT ADVISORY COMMITTEE
REPRESENTATIVE CONFERENCE ATTENDANCE
GUIDELINES

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

Priority preference for selection to attend a Head Start Conference will be Parent Advisory Committee Representatives who have not had an opportunity to attend an out-of-state Head Start Conference.

The Parent Advisory Committee (PAC) Representative 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).

The PAC Representative's report must include the PAC Representative's name; conference date, title, location; workshops attended and networking information.

Any additional comments.

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 New 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
 - Monthly Special Education Report
 - National Head Start Institute on Father Involvement Conference Report (attached) - June 14-18, 2004, Dallas, Texas
 - California Head Start Association (CHSA) Report - Ms. Aisha Money
 - Fiscal Report (January, April, July, October) Mr. Kim Peck
 - Community Resources/Recognitions - Parent Advisory Committee Representatives/Staff
 - 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

**MEDICAL INVESTIGATION OF NEURODEVELOPMENT
DISORDERS (M.I.N.D. INSTITUTE) PRESENTATION**

BACKGROUND:

This agenda item provides an opportunity for Dr. Beth Goodlin-Jones, Associate Professor of the Medical Investigation of Neurodevelopment Disorders (M.I.N.D. Institute), to share infant and child neurodevelopment disorders and research opportunities 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 REPORT

BACKGROUND:

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

Executive Committee

Critique of the Parent Advisory Committee, July 13, 2004

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)

Community Advocating Male Participation (C.A.M.P.) - Vacant

Food Services Committee

Early Head Start Committee

NOTES:

PAC EXECUTIVE COMMITTEE CRITIQUE
OF THE JULY 13, 2004 MEETING

GOOD	NEEDS IMPROVEMENT
1. Timeliness of meeting - excellent	1. Punctuality
2. Good staff support from Social Services/Parent Involvement Specialist Supervisor and Family Services Workers	2. More Representatives making motions
3. No food in Boardroom	3. Representatives need to be prepared to give reports
4. Childcare activities and staff support - excellent	

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. Penny Campbell-Mays, Ms. Larisa Yarbrough, Mr. Hasan McWhorter, Ms. Denise Nelson
Head Start Deputy Director's Report - Ms. Norma Johnson

Manager - Administration Operations Report - Ms. Buffie Engstrom

Manager - Program Support Services Report - Ms. Brenda Campos-Peck

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

ITEM VII - CENTER UPDATES

BACKGROUND:

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

ITEM VIII - DISCUSSION

BACKGROUND:

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

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.