

*Thought for the Day: "We are what we repeatedly do.
Excellence then is not an act, but a
habit."*

Author: Plato

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

Date: Tuesday, February 17, 2004 (Note: Change in meeting date)

Time: 9:00 a.m. (Note: Change of 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
- II. **Consent Items**
 - A. Approval of Minutes for PAC Meetings of January 13, 2004
- III. **Action Items**
 - A. Timed Item: 9:00 and Public Hearing: First Reading of Modification to the Bylaws of the SETA Operated Head Start/Early Head Start Parent Advisory Committee
 - B. Selection of Representatives and Alternates to Attend the National Head Start Association Annual Training Conference
 - C. Election of Policy Council Alternates
 - D. Election of Parent Advisory Committee Parliamentarian

IV. Information Items

A. Standing Information Items

- Introduction of Staff
- Upcoming Meetings/Trainings/Conferences/Events
 - Ms. Alma Walton, Ms. Belinda Malone and 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 (Attached)
- NHSA Annual Training Conference - April 21-24, 2004 (Wednesday -Saturday), Anaheim, CA
- California Head Start Association (CHSA) Report
- Fiscal Report (January, April, July, October) Mr. Kim Peck
- Community Resource/Recognitions - Ms. Catherine Goins/PAC Representatives
- Community Advocating Male Participation (CAMP) Report - Mr. Gary Rauscher
- Parent/Staff Recognitions
- Grandparent/Foster Parent Report-Ms. Penny Campbell-Mays & Ms. Denise Nelson
- Child Care Center Food Menu (Attached)

B. SETA Governing Board Minutes

V. Committee Report

- Executive Committee
 - Critique of the Parent Advisory Committee, December 16, 2003

VI. Other Reports

- Chairperson'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
- 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. CenterUpdates

VIII. Discussion

IX. Public Participation

X. Adjournment

Distribution Date: Thursday, February 12, 2004

ITEM I-A – CALL TO ORDER/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
- ___ **Vacant**, Center of Praise Head Start
- ___ **Vacant**, Countrywood Head Start
- ___ Phonvilay Kham-Avone, Crossroads Garden Head Start
- ___ Rebecca Fender, 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
- ___ Jamie Thongsontae, Hillsdale Head Start
- ___ **Vacant**, Home Base/CCCP Head Start
- ___ **Vacant**, Home Base/CCCP Head Start
- ___ **Vacant**, Job Corp Head Start
- ___ **Vacant**, Kennedy Estates Head Start
- ___ Keely Miller, La Riveria Head Start
- ___ **Vacant**, LaVerne Stewart Head Start
- ___ **Vacant**, 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
- ___ **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:

- | | |
|---|---|
| ___ Christina Matson, Bannon Creek | ___ Patricia Rodriguez, Home Base/CCCP Head Start |
| ___ Datisha Tarvin, Broadway Early Learning Center | ___ Minerva Gillette, Kennedy Estates |
| ___ Silvia Sarmienta, Countrywood | ___ Margorie Friedrick, Walnut Grove |
| ___ Sandra Cabrea, Grace Lutheran | ___ Ursha Baines, Whispering Pines |
| ___ Neikeia (Nikki) Campbell, Home Base/CCCP Head Start | |

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

APPROVAL OF MINUTES FOR PAC MEETING
JANUARY 13, 2004

BACKGROUND:

The minutes of the Parent Advisory Committee are provided for your review.

RECOMMENDATION:

That the Parent Advisory Committee approves the minutes of January 13, 2004.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

SPECIAL MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE
MINUTES/SYNOPSIS

SETA Boardroom
925 Del Paso Blvd.
Sacramento, CA 95815

January 13, 2004
6:00 p.m.

AGENDA

I. WELCOME

Ms. LaRisa Yarbrough read the thought for the day.

A. CALL TO ORDER/ROLL CALL

The meeting was called to order at 6:08 p.m. Ms. Beverly Shah called roll. No quorum.

Members Present:

Hasan McWhorter
Arlene Mendez
Suzy Root
Kama Meredith
Betty Walker
Penny Campbell-Mays
Jennifer Lozano
LaRisa Yarbrough
Gary Rauscher (Present at 6:15 p.m.)
Beverly Shah
Margie Mitchell

Members Absent:

Georgia Work (U)
Michael Vernon (Resigned)
Sherry Hall Gangloff (U)
Crystal Guevara (U)
Jamie Thongsongthae (U)
Keely Miller (U)
Arial Clark (U)
Joi Tikoi (U)
Denise Nelson (U)

New Representatives seated: Ms. Phonvilay Kham-Avone, Crossroads Gardens and Ms. Aisha Money, Past Parent/Community Representative.

Quorum confirmed.

The Chair read the rules for Representatives calling in an absence.

B. PAC Meeting Attendance Update

Ms. Beverly Shah stated that the Attendance Update shows Ms. Georgia Work as S/B - (should be seated) in November of 2003, but she was actually seated in December of 2003. The Chair stated that this matter would be taken up at the Executive Parent Advisory Committee meeting.

II. CONSENT ITEM

A. Approval of Minutes for Meeting of December 16, 2003 (Background information read by Mr. McWhorter.)

Motion by Ms. Shah to approve the minutes. Seconded by Ms. Kama Meredith.

Discussion: Page 3, Section 4-A, there should be 13 Ayes (Ms. Margie Mitchell did not vote), and 1 Abstention (by Ms. Laura Cox). Page 4, Section C, there should be 14 Ayes (Ms. Mitchell did not vote). Page 6-D, there should be 12 Ayes (one Representative had already left).

Ayes: 13 Nays: 0 Abstain: 0 Motion: Carried.

The minutes stood approved as corrected.

III. ACTION ITEMS

A. Selection of Parent Advisory Committee Members (Background information given by Ms. Marie Desha.)

The Committee member selections were as follows:

- 1) Personnel/Bylaws Committee (Staffed by Ms. Marie Desha)
Parliamentarian (currently vacant), Kama Meredith, Betty Walker
- 2) Budget/Planning Committee (Staffed by Ms. Norma Johnson)
Treasurer - Keely Miller, Beverly Shah, Aisha Money
- 3) Social/Hospitality/Fundraiser Committee (Staffed by Ms. Marie Desha)
Secretary - Beverly Shah, Treasurer - Keely Miller, LaRisa Yarbrough
- 4) Program Area Committees
 - Child Development & Health Services Committee (Staffed by Sharon Neese)
Betty Walker, Kama Meredith, Arlene Mendez
 - Family & Community Partnerships/Training Committee (Staffed by Ms. Buffie Engstrom and Joann Ingman)
LaRisa Yarbrough, Beverly Shah, Phonvilay Kham-Avone
- 5) Monitoring/Evaluation (Self-assessment) Committee (Staffed by Ms. Denise Lee)
Committee of the Whole (Everyone may attend.)
- 6) Food Services Committee (Staffed by Ms. Brenda Flores)
Suzy Root, Penny Campbell-Mays, Gary Rauscher
- 7) Early Head Start Committee (Staffed by Ms. Catherine Goins)
Kama Meredith, LaRisa Yarbrough, Betty Walker

Ms. Walker read the recommendation and made a motion to select the above Representatives by verbal vote to fill the committee slots and ratify the membership. Seconded by Ms. Arlene Mendez.

No discussion.

Ayes: 13 Nays: 0 Abstain: 0 Motion: Carried.

B. Selection of Representative and Alternate to the SETA Head Start Community Partnerships Advisory Committee (CPAC)

(Background information read by Mr. McWhorter.)

Motion by Ms. Margie Mitchell to select by ballot one Community Partnership Advisory Committee Representative and one Alternate to serve on the CPAC, with the person receiving the highest vote becoming Representative, and the second highest vote receiver becoming Alternate. Seconded by Ms. Kama Meredith.

Discussion: This committee meets twice a year. Those currently on three committees will be allowed to sit on this committee.

The following Representatives expressed an interest in holding the position and stated their reasons why: Mr. Gary Rauscher, Mr. Hasan McWhorter, and Ms. Penny Campbell-Mays. Ms. Suzy Root declined the nomination.

Mr. McWhorter did not vote.

Ayes: 12 Nays: 0 Abstain: 0 Motion: Carried.

(Meeting progressed to item IV-A pending vote.)

Mr. Gary Rauscher was elected Representative; Mr. Hasan McWhorter, Alternate.

C. Selection of Representative and Alternate to the SETA Head Start Health Services Advisory Committee (HSAC)

(Background information given by Mr. McWhorter and Ms. Brenda Flores.)

Motion by Ms. Money to elect by ballot one Representative and one Alternate to serve on the HSAC, and for each candidate to provide his or her background information. The person receiving the highest votes will become Representative; the second highest will become Alternate. Seconded by Mr. Rauscher.

Mr. McWhorter did not vote.

Ayes: 12 Nays: 0 Abstain: 0 Motion: Carried

Candidates were Ms. Aisha Money, Ms. LaRisa Yarbrough, Ms. Suzy Root, Ms. Betty Walker and Ms. Beverly Shah.

(Meeting progressed to item IV-A pending vote.)

Ms. Shah was elected Representative; Ms. Walker, Alternate.

D. Election of Policy Council Alternate

(Background information read by Mr. McWhorter.)

Motion by Ms. Shah to elect by show of hands two Policy Council Alternates, that the person receiving the highest vote become the first Alternate, and the person

with the second highest become the second Alternate. Seconded by Ms. Yarbrough.

Ms. Mitchell stated we already have Alternates one, two and three, so we cannot vote for one and two. Ms. Desha read the new order showing how numbers four, five and six are open, and that the election is for numbers four and five.

Motion amended by Ms. Shah to elect two Alternates by show of hands for positions four and five to the Policy Council; the highest vote getter will be number four, the next highest will be number five. Seconded by Ms. Walker.

No discussion.

Ms. Meredith was excused for point of personal privilege.

Ayes: 12 Nays: 0 Abstain: 0 Motion: Carried.

Item Continued to next meeting. No interested Representatives.

IV. INFORMATION ITEMS

A. Standing Information Items

- Introduction of Staff - Introductions of Ms. Lisa Carr, Program Officer; Ms. Jody Marquez, Ms. Lisa Teeney, Ms. Cathy Spivey, Ms. Judy Weber, Social Service Parent Involvement Specialist Supervisors; and Ms. Alma Walton, Social Services/Parent Involvement Specialist.
- Upcoming Meetings/Trainings/Conferences/Events
 - Ms. Alma Walton, Ms. Belinda Malone and Mr. Robert Silva, Social Services/Parent Involvement Specialists - Ms. Walton shared information on the Grandparents/Foster Parents workshops and the FLIP (Family Literacy and Involvement Program). The next FLIP book will be Froggy Goes to the Doctor. Some books are provided in different languages, on tape and in Braille. Ms. Walton does parent trainings, budget workshops, preserving family history workshops and is a part of the SETA Head Start Choir. Ms. Walton's number is 263-0540.

Executive Committee meeting, Thursday, January 15, 9:00 a.m., in the SETA Head Start Oak Room.

CHSA Conference travel meeting, Thursday, January 15, at 11:00 a.m., in the SETA Head Start Oak Room.

Mr. Robert Silva distributed handouts on Parent Resource Assistants and Male Involvement Representative Parent Volunteer Orientation, January 30, 2004, and the CAMP meeting - Daddy & Me at Discovery Museum, Saturday, January 17, at the Science and Space Center in Sacramento. Families of Representatives are invited. RSVP by Friday, January 16.

Break 7:30 – 7:40 p.m.

- PC/PAC Orientation, Friday, January 16, 2004 (8:00 a.m. - 3:30 p.m.), in Boardroom.

- PC/PAC and Delegate Officer Training - Thursday, January 29, 2004 (8:00 a.m. - 12 noon), in Redwood Room.
- 6th Annual California Head Start Association Conference - January 21-24, 2004 (Wednesday - Saturday) at the Argent Hotel in San Francisco.
- California Head Start Association (CHSA) Report – Ms. Aisha Money reported that she attended the meeting in October, as Representative for CHSA. Very informative meeting. Discussed universal preschool, reauthorization, and the Alexander Bill, which would extend Head Start in California by opening 15 extra sites. Websites of universal preschool and reauthorization are available for those interested. Ms. Money requested that Representatives attending the CHSA Conference in San Francisco bring back a detailed description on the "Caplin Regio Amelio Center" that they are going to attend. Regio Amelio is a curriculum that was designed in Rome. She will provide a written report on October's CHSA Conference she attended.
- Fiscal Report (January, April, July, October) Mr. Kim Peck – (Only center cluster reports attached.) For questions, call Mr. Peck at 263-3804 and ask to be transferred.
- Community Resource/Recognitions - Ms. Catherine Goins/PAC Representatives – No report.
- Community Advocating Male Participation (CAMP) Report - Mr. Gary Rauscher – Previously given by Mr. Silva.
- Parent/Staff Recognitions – Staff members Alma Walton, Pearl Foster, Joanne Kennedy and Brenda Flores will be recognized at the Governing Board this coming Thursday at 11:00 a.m. for their 20th Year Anniversary.
- Grandparent/Foster Parent Report - Ms. Penny Campbell-Mays and Ms. Denise Nelson – Ms. Shah provided handouts from the Grandparent/Foster Parent meeting she attended yesterday. Recognizing our heritage and appreciating our families were topics covered. Had scrap booking project. The next meeting is February 2, at 9:00 in the Redwood Room. Topic will be on asthma. Scrap booking will be continued at that meeting.

Ms. Engstrom stated that there is a low turnout at the Grandparent/Foster Parent meetings. She asked Representatives to encourage Grandparents and Foster Parents at their centers to attend the meetings, and to try to get feedback on why they are unable to attend; whether it is time, too many meetings, unaware of meetings, etc.

Kama Meredith excused at 8:20 p.m.

Child Care Center Food Menu - Attached.

B. Governing Board Minutes - Attached.

V. COMMITTEE REPORTS

- Executive Committee
 - Critique of the Parent Advisory Committee, December 16, 2003 - Attached report read by Ms. Mitchell.

VI. OTHER REPORTS

- Chairperson's Report - Mr. Hasan McWhorter – No report.

- Policy Council's Report(s) - Ms. Kama Meredith, Ms. Betty Walker, Ms. Jennifer Lozano, Ms. LaRisa Yarbrough, Mr. Hasan McWhorter, Ms. Elizabeth Gomez – No report.
- Head Start Deputy Director's Report - Ms. Norma Johnson – No report.
- Manager - Grantee Program Operations Report - Ms. Sharon Neese – Tabled.
- Manager - Administration Operations Report - Ms. Buffie Engstrom – Ms. Engstrom explained that it is very import that parents participate in all aspects of the hiring process of the teaching staff and asked which Representatives could assist. Mr. McWhorter, Mr. Rauscher, Ms. Campbell-Mays, Ms. Walker, Ms. Kham-Avone, and Ms. Lozano are Representatives interested in assisting.
- Manager - Program Support Services Report - Ms. Brenda Flores – Responsible for the facilities, supplies and equipment at centers; manager of food services; supervises the content coordinators (Health, Nutrition, Special Education and Mental Health Coordinators); and through other staff, manages the Family Services Workers. Ms. Flores stated that questions relating to these areas can be asked during this time. She requested that all issues at the center be brought through the chain of command: the Site Director or Head Teacher, then the Program Officer. She can be reached at 263-3881 for any questions.
- Manager - EHS, Special Projects and Community Partnerships Report - Ms. Catherine Goins – No report.

VII. CENTER UPDATES

Ms. Walker reported that Northview's new playground should be finished in about a month.

VIII. DISCUSSION– No discussion.

IX. PUBLIC PARTICIPATION

Ms. Shah stated that Cordova Music Boosters is having a crab feed February 7. She has tickets for those interested.

X. ADJOURNMENT– Meeting adjourned at 8:32 p.m.

ITEM III - A – ACTION

TIMED ITEM: 9:00 AND PUBLIC HEARING:
First Reading Of Modification To The Bylaws Of The Seta Operated Head
Start/Early Head Start Parent Advisory Committee

BACKGROUND:

The Parent Advisory Executive Committee (PAC) met on Thursday, January 29, 2004 to discuss changing the PAC meeting back to morning meetings. The PAC Executive Committee is requesting for input by Representatives and to make a decision as to whether the PAC meeting date/time should be changed.

RECOMMENDATION:

Open a public hearing, hear any additional testimony, and continue this item to the next Parent Advisory Committee where the action of the Committee will be to close the public hearing and approve the amendments of the PAC Bylaws (Article IV - Meetings, Section B) attached.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III - B – ACTION

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

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to select Representatives and Alternates to attend the National Head Start Association Annual Training Conference. The conference will be held April 21-24, 2004, (Wednesday - Saturday) in Anaheim, CA. See attached conference information.

RECOMMENDATION:

That the Parent Advisory Committee approves the selection of three (3) Representatives and three (3) Alternates to attend the National Head Start Association Annual Training Conference.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____



PARENT ADVISORY COMMITTEE
REPRESENTATIVE CONFERENCE ATTENDANCE
GUIDELINES

The following guidelines for Parent Advisory Committee 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 PAC Representatives who have not had an opportunity to attend an out-of-state Head Start Conference (SETA Operated or Delegate Agency Level).
2. The PAC Representative must give a written report to the Parent Advisory Committee at the next scheduled PAC meeting upon his/her return from the parent conference (Local or out-of-state).
3. The PAC Representative's report must include the PAC Representative's name, date, conference title, location, workshops attended and networking information.
4. Any additional comments.

ITEM III - C – ACTION

ELECTION OF POLICY COUNCIL ALTERNATES

BACKGROUND:

There are currently four (4) vacant Alternate positions to the Sacramento County Head Start/Early Head Start Policy Council. The Parent Advisory Committee approved to elect Policy Council Alternates at the meeting of January 13, 2004. However, there were no Representatives interested in the position. This item is on the agenda as a continued item.

The duties of an Alternate, if Representative is not available, include:

1. Attend monthly Policy Council meeting held at the SETA Boardroom on the fourth Tuesday of each month 9:00 a.m.
2. Attend Committee meeting as needed.
3. Report to PAC Representatives information received and decisions made by the Policy Council.
4. Must be a parent who currently has a child/children enrolled in Head Start/Early Head Start.

RECOMMENDATION:

That the PAC elects four (4) Alternates to the Policy Council.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-D – ACTION

ELECTION OF PARENT ADVISORY COMMITTEE PARLIAMENTARIAN

BACKGROUND:

Currently the Parliamentarian position is vacant on the Parent Advisory Committee. This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect a Parliamentarian. 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 the Bylaws, Article V, Section 3 - Duties of Officers.

Section 3: Duties of Officers

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

- E. The Parliamentarian shall advise the presiding officer on matters pertaining to Parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian is a member and sits in front by the Chair, he or she is not entitled to make motions, discuss motions, or vote. However, the Parliamentarian, if a member can vote in a ballot vote just as the Chair can.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM IV-A – INFORMATION

STANDING INFORMATION ITEMS

BACKGROUND:

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

Standing Information Items

- Introduction of Staff
- Upcoming Meetings/Trainings/Conferences/Events
 - ◆ Ms. Alma Walton, Ms. Belinda Malone and Mr. Robert Silva and Ms. Julita Bentz, Social Services/Parent Involvement Specialists
- Average Daily Attendance (ADA) Report - Ms. Elsie Bowers
- Monthly Special Education R6eport - Ms. Beverly Sandford
- California Head Start Association Conference Reports (Attached)
- NHSA Annual Training Conference - April 21-24, 2004 (Wednesday - Saturday), Anaheim, CA
- California Head Start Association (CHSA) Report
- Fiscal Report (January, April, July, October) Mr. Kim Peck
- Community Resource/Recognitions - Ms. Catherine Goins/PAC Representatives
- Community Advocating Male Participation (CAMP) Report - Mr. Gary Rauscher
- Parent/Staff Recognitions
- Grandparent/Foster Parent Report - Ms. Penny Campbell-Mays and Ms. Denise Nelson
- Child Care Center Food Menu (attached)

NOTES:

ITEM IV-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The Governing Board minutes are attached for review.

NOTES:

ITEM -V – COMMITTEE REPORT

EXECUTIVE COMMITTEE REPORT

BACKGROUND:

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

- Executive Committee
 - Critique of the Parent Advisory Committee, January 13, 2004

NOTES:

PAC EXECUTIVE COMMITTEE CRITIQUE
OF THE JANUARY 13, 2004 MEETING

GOOD	NEEDS IMPROVEMENT
1. Attendance	1. Chair - great job
2. Point of Privilege	2. Timeliness of meetings
3. Making motions	3. Staff assistance

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 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:

ITEM X – ADJOURNMENT