

**GOVERNING BOARD**

BONNIE PANNELL  
Council Member  
City of Sacramento

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County of Sacramento

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Board of Supervisors  
County of Sacramento

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Public Representative

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Council Member  
City of Sacramento

*Thought for the Day: "Tomorrow finishes what we started today."*

*Author: Unknown*

**HEAD START/EARLY HEAD START PARENT ADVISORY COMMITTEE**

**Date:** Tuesday, May 10, 2005

**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 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.

**ADMINISTRATION**

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

Website: [www.headstart.seta.net](http://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 March 8, 2005 and April 12, 2005
  
- III. **Action Items**
  - A. Election of Policy Council Alternates 2004-2005 (Continued item from March 8, 2005 meeting)
  - B. Approval of Fiscal Year 2005-2006 Head Start/Early Head Start Program Options and Tracks (Revised)
  - C. Approval of Fiscal Year 2005-2006 Head Start/Early Head Start Budget (Revised)

#### **IV. Information Items**

##### **A. Standing Information**

- 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 Public Policy Symposium Reports – Wednesday, April 20, 2005 – Sacramento Convention Center & State Capital Building
  - NHTSA Annual Training Conference – May 24 – 27, 2005 (Tuesday – Friday) Orlando, Florida
  - NHTSA Conference Travel Meeting, Friday, May 20, 2005 at 1:30 p.m., SETA Head Start
  - KinderVision Child Safety Events, Saturday, May 28, 2005, 11:00 a.m. – 3:00 p.m., Northgate San Juan Center and Saturday, May 28, 2005, 11:00 a.m. – 3:00 p.m., Valley Mack Plaza
- Average Daily Attendance (ADA) Report – Ms. Elsie Bowers
- Monthly Special Education Report – Ms. Beverly Sanford
- California Head Start Association (CHSA) Report
- Fiscal Report (January, April, July, October) Mr. Kim Peck
- Self-Assessment Questionnaire (Continued) – Ms. Buffie Engstrom
- Community Resources/Recognitions – Parent Advisory Committee Representative/Staff
- Parent/Staff Recognitions
- Grandparent/Foster Parent Report (conference) – Ms. Beverly Shah, Mr. Donald Clark, and Ms. Denise Nelson
- Child Care Center Food Menu (Attached)

##### **A. Governing Board Meeting Minutes**

#### **V. Committee Reports**

- Executive Committee
  - Critique of the Parent Advisory Committee, April 12, 2005
- 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.) – Mr. Clifton Tucker Jr.
- Food Services Committee
- Early Head Start Committee

#### **VI. Other Reports**

- Chair's Report – Ms. Denise Nelson
- Policy Council Report(s) – Mr. Art Arroyo, Ms. Mary Bishop, Ms. Antonette Dinges, Ms. Ms. Laura Jones, Ms. Minerva Gillette and Ms. Betty Walker
- Head Start Deputy Director's/PRISM Report - Ms. Norma Johnson
- Manager - Administration Operations Report – Ms. Buffie Engstrom
- Manager - Grantee Program Operations Report – Ms. Denise Lee
- 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**

X. **Adjournment**

**Distribution Date: Thursday May 5, 2005**

## 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
- \_\_\_ Sarah Johnston, Broadway Early Learning Center
- \_\_\_ Mary Frutoz, Center of Praise Head Start
- \_\_\_ Kama Meredith, Countrywood Head Start
- \_\_\_ Loretta McClendon, Crossroads Garden Head Start
- \_\_\_ Laura Jones, CSUS Head Start
- \_\_\_ **Vacant**, Dos Rios Head Start
- \_\_\_ Mary Bishop, Early Head Start/Home Base
- \_\_\_ Art Arroyo, Franklin Head Start
- \_\_\_ Ana Aguilar, Freedom Park Head Start
- \_\_\_ **Vacant**, Fruitridge Head Start
- \_\_\_ **Vacant**, Galt Head Start
- \_\_\_ Antonette Dinges, Grace Lutheran Head Start
- \_\_\_ Brenda Huerta, Grant Skills Center
- \_\_\_ Jacqueline Casanova, Hillsdale Head Start
- \_\_\_ Monica Mejia, Home Base
- \_\_\_ **Vacant**, Home Base
- \_\_\_ **Vacant**, Job Corp Head Start
- \_\_\_ Minerva Gillette, Kennedy Estates Head Start
- \_\_\_ Christina Canada, La Riviera Head Start
- \_\_\_ **Vacant**, LaVerne Stewart Head Start
- \_\_\_ **Vacant**, Los Niños Head Start
- \_\_\_ **Vacant**, Marie Cleveland's Bright Beginnings Head Start
- \_\_\_ Neikeia Campbell, Mather Head Start
- \_\_\_ **Vacant**, Mulberry Commons Head Start
- \_\_\_ Hoda el Shamy, Nedra Court Head Start
- \_\_\_ **Vacant**, New Helvetia Head Start
- \_\_\_ Betty Walker, Northview Head Start
- \_\_\_ **Vacant**, Norwood Head Start
- \_\_\_ **Vacant**, Parker Avenue Head Start
- \_\_\_ Shikira Hill, Sharon Neese Early Learning Center
- \_\_\_ Kim Creed, Sierra View Head Start
- \_\_\_ Evangelina Silva, Strizek Head Start
- \_\_\_ **Vacant**, Walnut Grove Head Start
- \_\_\_ Veronica Rodriquez, Whispering Pines Head Start
- \_\_\_ Denise Nelson, Foster Parent Representative
- \_\_\_ **Vacant**, Foster Parent Representative
- \_\_\_ Beverly Shah, Grandparent Representative
- \_\_\_ Donald Clark, Grandparent Representative
- \_\_\_ Clifton Tucker Jr., Male Involvement Representative
- \_\_\_ Hasan McWhorter, Out Going Chair
- \_\_\_ LaRisa Yarbrough, Past Parent/Community Representative
- \_\_\_ Silvia Sarmienta, Past Parent/Community Representative

### **New Representatives to be seated:**

- \_\_\_ Loretta McClendon, Crossroads Garden Head Start
- \_\_\_ Patrick Anderson, Job Corps Head Start

## ITEM I-B – PAC MEETING ATTENDANCE UPDATE

The PAC was seated on November 13, 2004

### PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE PROGRAM YEAR 2004-2005

| BOARD MEMBER                         | CENTER | 11/9 | 12/14 | 1/11 | 2/8 | 3/8 | 4/12 | 5/11 | 6/8 | 7/12 | 8/9 | 9/13 | 10/11 |
|--------------------------------------|--------|------|-------|------|-----|-----|------|------|-----|------|-----|------|-------|
| Vacant                               | AP     |      |       |      |     |     |      |      |     |      |     |      |       |
| Vacant                               | BC     |      |       |      |     |     |      |      |     |      |     |      |       |
| Sarah Johnston<br>Seated 01/05       | BLC    |      |       | X    | E   | X   | U    |      |     |      |     |      |       |
| Mary Frutoz<br>Seated 11/04          | COP    | X    | X     | X    | X   | X   | X    |      |     |      |     |      |       |
| Kama Meredith<br>Seated 3/05         | CW     |      |       |      |     | X   | X    |      |     |      |     |      |       |
| Loretta McClendon<br>Seated 08/04    | CR     | X    | E     | X    | X   | X   | X    |      |     |      |     |      |       |
| Laura Jones<br>Seated 11/04          | CSUS   | X    | X     | X    | X   | E   | U    |      |     |      |     |      |       |
| Vacant                               | DR     |      |       |      |     |     |      |      |     |      |     |      |       |
| Mary Bishop<br>Seated 12/04          | EHS/HB |      | X     | X    | X   | X   | X    |      |     |      |     |      |       |
| Art Arroyo<br>Seated 11/04           | F      | X    | X     | X    | X   | X   | X    |      |     |      |     |      |       |
| Joi Tikoi<br>Seated 11/04            | FP     | X    | X     | AP   | X   | X   | AP   |      |     |      |     |      |       |
| Vacant                               | FT     |      |       |      |     |     |      |      |     |      |     |      |       |
| Rose Maestre<br>S/B Seated 3/05      | G      |      |       |      |     | U   | U    |      |     |      |     |      |       |
| Antonette Dinges<br>Seated 11/04     | GL     | X    | X     | X    | X   | E   | X    |      |     |      |     |      |       |
| Brenda Huerta<br>Seated 01/05        | GSC    |      |       | X    | X   | X   | X    |      |     |      |     |      |       |
| Jacqueline Casanova<br>Seated 11/04  | H      | X    | X     | AP   | X   | U   | AP   |      |     |      |     |      |       |
| Monica Mejia<br>Seated 11/04         | HB     | X    | X     | X    | X   | E   | X    |      |     |      |     |      |       |
| Vacant                               | HB     |      |       |      |     |     |      |      |     |      |     |      |       |
| Vacant                               | JC     |      |       |      |     |     |      |      |     |      |     |      |       |
| Minerva Gillette<br>Seated 11/04     | K      | X    | X     | X    | X   | E   | X    |      |     |      |     |      |       |
| Christina Canada<br>Seated 3/05      | LAR    |      |       |      |     | X   | X    |      |     |      |     |      |       |
| Vacant                               | LVS    |      |       |      |     |     |      |      |     |      |     |      |       |
| Vacant                               | LN     |      |       |      |     |     |      |      |     |      |     |      |       |
| Vacant                               | MCBB   |      |       |      |     |     |      |      |     |      |     |      |       |
| Neikeia Campbell<br>S/B Seated 11/04 | M      | U    | X     | X    | X   | X   | X    |      |     |      |     |      |       |
| Vacant                               | MULBC  |      |       |      |     |     |      |      |     |      |     |      |       |
| Hoda el Shamy<br>Seated 01/05        | NC     |      |       | X    | X   | X   | E    |      |     |      |     |      |       |
| Vacant                               | NH1    |      |       |      |     |     |      |      |     |      |     |      |       |
| Vacant                               | NH2    |      |       |      |     |     |      |      |     |      |     |      |       |
| Betty Walker<br>Seated 11/04         | NV     | X    | X     | X    | E   | X   | X    |      |     |      |     |      |       |
| Vacant                               | N      |      |       |      |     |     |      |      |     |      |     |      |       |
| Vacant                               | PA     |      |       |      |     |     |      |      |     |      |     |      |       |
| Evangelina Silva<br>Seated 02/05     | S      |      |       |      | X   | AP  | U    |      |     |      |     |      |       |
| Shikira Hill<br>Seated 02/05         | SN     |      |       |      | X   | X   | X    |      |     |      |     |      |       |
| Kim Creed<br>Seated 02/05            | SVE    |      |       |      | X   | X   | X    |      |     |      |     |      |       |
| Vacant                               | WG     |      |       |      |     |     |      |      |     |      |     |      |       |
| Veronica Rodriguez<br>Seated 12/04   | WP     |      | X     | X    | X   | X   | X    |      |     |      |     |      |       |
| Denise Nelson<br>Seated 11/04        | FPR    | X    | X     | X    | X   | E   | X    |      |     |      |     |      |       |
| Vacant                               | FPR    |      |       |      |     |     |      |      |     |      |     |      |       |
| Beverly Shah<br>Seated 11/04         | GPR    | X    | X     | X    | X   | X   | X    |      |     |      |     |      |       |
| Donald Clark<br>Seated 12/04         | GPR    |      | X     | X    | X   | X   | E    |      |     |      |     |      |       |
| Clifton Tucker Jr.<br>Seated 12/04   | MIR    |      | X     | X    | X   | X   | X    |      |     |      |     |      |       |
| Hasan McWhorter<br>Seated 11/04      | OGC    | X    | X     | X    | X   | X   | X    |      |     |      |     |      |       |
| LaRisa Yarbrough<br>Seated 11/04     | PPR    | X    | X     | X    | X   | X   | X    |      |     |      |     |      |       |
| Silvia Sarmienta<br>Seated 11/04     | PPR    | X    | X     | X    | X   | U   | X    |      |     |      |     |      |       |

**Members: If you cannot attend a meeting and are going to be absent, you must: (1) 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 2003-2004  
(Continued)

**Center Abbreviations**

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

**Representative Abbreviations**

|             |                                 |
|-------------|---------------------------------|
| <b>FPR:</b> | Foster Parent Representative    |
| <b>GPR:</b> | Grandparent Representative      |
| <b>MIR:</b> | Male Involvement Representative |
| <b>OGC:</b> | Out Going Chair                 |
| <b>PPR:</b> | Past Parent Representative      |

**Attendance Record Abbreviations**

|             |                           |
|-------------|---------------------------|
| <b>X:</b>   | Present                   |
| <b>E:</b>   | Excused                   |
| <b>AP:</b>  | Alternate Present         |
| <b>AE:</b>  | Alternate Excused         |
| <b>U:</b>   | Unexcused                 |
| <b>PAC:</b> | Parent Advisory Committee |

**ITEM II-A – CONSENT ITEM**

**APPROVAL OF MINUTES FOR PAC MEETING**  
**MARCH 8, 2005 AND APRIL 12, 2005**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of March 8, 2005 and April 12, 2005.

**NOTES:**

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**ACTION:** Moved \_\_\_\_\_ Seconded \_\_\_\_\_

**VOTE:** Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_

# MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE

## MINUTES/SYNOPSIS

SETA Boardroom  
925 Del Paso Blvd.  
Sacramento, CA 95815

March 8, 2005  
6:00 p.m.

### I. **WELCOME**

#### A. **Call To Order/Roll Call**

The meeting was called to order at 6:19 p.m. Mr. Donald Clark, Vice President, served as Chair in the absence of Ms. Denise Nelson. Roll was called.

#### **Members Present:**

Sarah Johnston  
Mary Frutoz  
Loretta McClendon  
Mary Bishop  
Joi Tikoi  
Brenda Huerta  
Neikeia Campbell  
Hoda el Shamy  
Betty Walker  
Shikira Hill  
Kim Creed  
Evangalina Silva (AP - Lelia Avina)  
Veronica Rodriguez  
Beverly Shah  
Donald Clark  
Clifton Tucker Jr.  
Hasan McWhorter  
LaRisa Yarbrough

#### **Members Absent:**

Laura Jones (E)  
Art Arroyo (E)  
Antonette Dinges (E)  
Jacqueline Casanova (U)  
Monica Mejia (U)  
Minerva Gillette (E)  
Denise Nelson (E)  
Silvia Sarmienta (E)

#### **New Representatives Absent:**

Rose Maestre (U)

#### **New Representatives Seated:**

Kama Meredith, Countrywood and Christina Canada, LaRiviera.

Quorum confirmed.

#### B. **PAC Meeting Attendance Update**

(Not covered.)

### II. **CONSENT ITEMS**

#### A. **Approval of Minutes for PAC Meeting of February 8, 2005**

Motion by Ms. Beverly Shah, seconded by Ms. LaRisa Yarbrough, to accept the minutes.

Discussion: Correction to page 2: Ms. Shah did not abstain; Antonette Dinges and Denise Nelson did. By show of hands, the minutes were approved as corrected. Mr. McWhorter served as Parliamentarian in the absence of Antonette Dinges. (As advisor to the Chair, he cannot vote.) Ayes 18. Nays 0. Abstentions 2 (Donald Clark and Hasan McWhorter).

Thought for the Day read by Mr. Donald Clark.



### III. ACTION ITEMS

#### A. Selection of Representatives and Alternates to Attend the National Head Start Association Annual Training Conference

Mr. Clark asked for those who had attended an NHSA Conference or any out-of-state travel to confirm by show of hands. One member confirmed – Mr. Hasan McWhorter.

Background information and recommendation given by Mr. Clark. Ms. Marie Desha and Ms. Buffie Engstrom gave further details and information on the Conference.

Nominees: Mr. Donald Clark, Ms. Mary Bishop, Mr. Clifton Tucker Jr, Ms. Neikeia Campbell, Ms. Beverly Shah, Ms. LaRisa Yarbrough, Ms. Betty Walker, Ms. Kim Creed, Ms. Christina Canada, Ms. Mary Frutoz, and Ms. Loretta McClendon. Each nominee gave an explanation why they would like to attend.

Ms. Joi Tikoi asked to see, by show of hands, those Representatives who have attended any conference -- in state, or out of state. Ms. Shah advised that only those who have traveled out of state are given last consideration. Ms. Desha concurred.

Motion by Ms. Shah to elect two Representatives to the NHSA Conference by roll call; when the Representatives' names are called, Representatives are to name the two candidates that they would like to attend; the two persons receiving the most votes would be Representatives, and the next two would be Alternates. Seconded by Ms. Yarbrough.

(The voice vote could not detect an accurate count. The Chair called for a vote by show of hands.) Vote by show of hands: Ayes 18. Nays 0. Abstentions 2 (Kama Meredith and Hasan McWhorter.) Motion carried.

Ms. Nancy Hogan, Clerk of the Boards, explained the Conflict of Interest Statement requirements and asked Representatives to sign the form. A copy of the Conflict of Interest Code is available to those interested. A signed statement is required for assuming office and for leaving office. Ms. Hogan files all leaving office statements so that Representatives do not receive fines.

### IV. INFORMATION ITEMS

#### A. Information

- Introduction of New Staff – None.
- Upcoming Meetings/Trainings/Conferences/Events
  - Annual Parent Leadership Institute – February 16-18, 2005, Hilton Hotel, Concord, CA – Oral Reports – Ms. Shah reported on the conference. There were a lot of parents and staff from San Juan U.S.D. this year. Ms. Betsy Haas is an outstanding motivational speaker. One activity was for parents to list characterizations of ourselves that we felt were our best qualities, then share with others which characterizations in them were uplifting to us. Mr. Clark contacted Ms. Haas regarding the Decro tool kit course, which is material that enhances a service delivery. The kits are over \$100, if anyone is interested.
  - Ms. Alma Walton, Ms. Belinda Malone, Mr. Robert Silva and Ms. Julita Bentz, Social Services/Parent Involvement Specialists – Ms. Alma Walton provided handouts and reported on the Family Partnerships Unit. The Men's Legal Clinic is March 18, 2005, 6:00 -9:00 p.m., Plaza Del Paso, #200, Sequoia Room. Although this clinic will cover topics for men, women will not be turned away. Contact Mr. Bob Silva, 263-3809.

Grandparent/Foster Parent Support Group is going on a field trip in March to the North Sacramento Grandparent Support Group. The purpose for networking with other

support groups is to expose Grandparents/Foster Parents to groups they may want to join when they leave Head Start.

Ms. Julita Bentz has started a School Readiness Transition Steering Committee. The next meeting will be March 15th. Lunch will be provided. The Committee will be discussing the one page insert in called "Parent Focus" or "Parent Voice" (name still undecided), which will be in the Cornerstone Newsletter. Those submitting articles must do so by the 2<sup>nd</sup> Friday of the month. Contact Ms. Bentz at 263-8124.

The February FLIP (Family Literacy Involvement Program) book selection is "Froggie's Baby Sister." Ask staff to call Ms. Walton if centers have not received a book. Ms. Walton ran out of the Spanish books but has activity sheets in Spanish available to PAC Members. Ask staff at centers to call FLIP staff to come to the parent meetings.

### **III. ACTION ITEMS (Continued)**

#### **A. Selection of Representatives and Alternates to Attend the National Head Start Association Annual Training Conference**

Representatives selected by roll call: Beverly Shah with 7 votes, and Neikeia Campbell with 5 votes.

There was a three-way tie for Alternates #1, each having received 4 votes: Christina Canada, LaRisa Yarbrough, and Clifton Tucker. Representatives will vote by show of hands for one person, and the person receiving the highest votes will be Alternate #1.

There was a two-way tie for Alternates #2, each person having received 3 votes: Betty Walker and Mary Bishop. Representatives will vote by show of hands for one person, and the person receiving the highest votes will be Alternate #2.

The Chair stated that in the essence of time, and under the advisement of Ms. Marie Desha, there has been a process for the selection of Alternates. Ms. Yarbrough was selected Alternate #1 and Ms. Canada as Alternate #2.

#### **B. Approval of Fiscal Year 2005-2006 Head Start Program Options and Tracks**

Background information read by Mr. Clark.

Ms. Joi Tikoi asked for an explanation on how the NHSA Conference Alternates were selected under Action Item A. Ms. Engstrom stated that there had to be a run-off vote between the Alternates with four votes only. The Chair noted that the last action taken was incorrect and there had to be a vote on the three tying Alternates. A new vote by roll call was held.

### **IV. INFORMATION ITEMS (Continued)**

#### **A. Information**

- 7<sup>th</sup> Annual California Head Start Association (CHSA) Conference – February 10-12, 2005, Pasadena, CA – Written reports are attached.
- Average Daily Attendance (ADA) Report – Report handed out. Ms. Elsie Bowers may be reached at 263-3920.
- Monthly Special Education Report – Ms. Beverly Sanford – Tabled.
- California Head Start Association (CHSA) Report – No report.
- Fiscal Report (January, April, July, October) Mr. Kim Peck – No report.
- Internal Dispute Resolution and Impasse Procedure (Attached) – Ms. Buffie Engstrom explained that this is the agreed upon procedure that the Policy Council and the Governing Board (joint oversight committees) will follow should they not agree.
- Community Complaint Procedure – Attached.

### **III. ACTION ITEMS (Continued)**

#### **A. Selection of Representatives and Alternates to Attend the National Head Start Association Annual Training Conference (Continued)**

Mr. Clifton Tucker Jr. was selected Alternate #1 with 14 votes. Ms. Christina Canada was selected Alternate #2 with 12 votes. (The Chair abstained.)

#### **B. Approval of Fiscal Year 2005-2006 Head Start/Early Head Start Program Options and Tracks (continued)**

Motion by Ms. Shah to approve the FY 2005-2006 Options and Tracks by voice vote.  
Seconded by Mr. Tucker Jr.

Discussion: Ms. Engstrom explained the attached Options/Tracks. Ms. Tikoi asked why the name Watt and "E" had not been changed on the form to reflect the new name, Freedom Park. Ms. Engstrom will find out and report back.

Voice vote: Ayes 17. Nays 0. Abstentions 2 (Donald Clark and Hasan McWhorter). Motion carried.

Ms. Kama Meredith excused at 7:58 p.m.

#### **C. Approval of Fiscal Year 2005-2006 Head Start/Early Head Start Center Locations**

Background and recommendation read by Mr. Clark.

Motion by Ms. LaRisa Yarbrough, seconded by Ms. Loretta McClendon to approve the center locations by show of hands.

No discussion. Ayes 17. Nays 0. Abstentions 2 (Donald Clark and Hasan McWhorter). Motion carried.

#### **D. Election of Policy Council Alternates 2004-2005**

Background and recommendation given by Mr. Clark.

Mr. Clark shared that Ms. Jacqueline Casanova no longer holds the position and another person was moved up, leaving her position open.

Mr. Clifton Tucker Jr. excused at 8:11 p.m.

Motion by Ms. Tikoi to table this and any other information items until the next meeting by voice vote. Seconded by Ms. Loretta McClendon.

Discussion: Ms. Shah shared that this action item requiring a quorum will be presented at each PAC meeting until all positions are filled, which she pointed out strongly three or four months ago. Ms. Shah advised that the item should not be tabled. Ms. Engstrom pointed out that, in light of the motion to table the rest of the items, PAC Representatives need to be aware of the Community Complaint Procedure, which is part of the information items located after page 9 of the agenda.

Clarification was given that Item III-D and any further Standing Information Items, with the exception of Community Complaints, will be tabled, resuming with Item V, Committee Reports. Voice vote: Ayes, 13. Nays, 3. Abstentions 2 (Donald Clark and Hasan McWhorter).

Veronica Rodriquez excused at 8:12 p.m.

Hoda el Shamy excused at 8:21 p.m. (She did not vote.)

Neikeia Campbell, Shikira Hill, Brenda Huerta and Lelia Avina excused at 8:25 p.m.

Ms. Desha recommended that the Chair table the remainder of the agenda and adjourn the meeting due to the lateness of time and the number of Representatives leaving. Mr. McWhorter advised that Public Participation may not be tabled.

**IV. INFORMATION ITEMS (continued) – Tabled.**

**A. Information**

- Community Resources/Recognitions – Parent Advisory Committee Representative/Staff
- Parent/Staff Recognitions
- Grandparent/Foster Parent Report – Ms. Beverly Shah, Mr. Donald Clark, and Ms. Denise Nelson
- Child Care Center Food Menu (Attached)

**B. Governing Board Meeting Minutes – (Attached) – Tabled.**

**V. COMMITTEE REPORTS (continued) – Tabled.**

- Executive Committee
  - Critique of the Parent Advisory Committee, February 8, 2005
- 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.) – Mr. Clifton Tucker Jr.
- Food Services Committee
- Early Head Start Committee

**VI. OTHER REPORTS – Tabled.**

- Chair's Report – Ms. Denise Nelson
- Policy Council Report(s) – Mr. Art Arroyo, Ms. Mary Bishop, Ms. Antonette Dinges, Ms. Ms. Laura Jones, Ms. Minerva Gillette and Ms. Betty Walker
- Head Start Deputy Director's Report - Ms. Norma Johnson
- Manager - Administration Operations Report – Ms. Buffie Engstrom
- Manager - Grantee Program Operations Report – Ms. Denise Lee
- Manager - Program Support Services Report – Ms. Brenda Campos-Peck
- Manager - EHS, Special Projects and Community Partnerships Report – Vacant

**VII. CENTER UPDATES**

Tabled.

**VIII. DISCUSSION**

Tabled.

**VIII. PUBLIC PARTICIPATION**

None.

**IX. ADJOURNMENT**

Due to the lateness of time, the remaining items were tabled by the Chair. The meeting was adjourned at 8:27 p.m.

# MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE

## MINUTES/SYNOPSIS

SETA Boardroom  
925 Del Paso Blvd.  
Sacramento, CA 95815

April 12, 2005  
6:00 p.m.

### I. **WELCOME**

#### A. **Call To Order/Roll Call**

The meeting was called to order at 6:04 p.m. The Thought for the Day was read by Mr. Art Arroyo. Ms. Beverly Shah, sitting in for Secretary, Ms. Betty Walker, called roll.

#### **Members Present:**

Mary Frutoz  
Kama Meredith  
Loretta McClendon (6:15 arrival)  
Mary Bishop  
Art Arroyo  
Antonette Dinges  
Jacqueline Casanova (AP – Ms. Irene Harvey)  
Monica Mejia, Home Base (6:32 arrival)  
Minerva Gillette  
Christina Canada (6:15 arrival)  
Neikeia Campbell  
Betty Walker (6:12 arrival)  
Shikira Hill  
Kim Creed  
Veronica Rodriguez  
Denise Nelson  
Beverly Shah  
Clifton Tucker Jr.  
Hasan McWhorter (6:13 arrival)  
LaRisa Yarbrough  
Silvia Sarmienta

#### **Members Absent:**

Sarah Johnston (U)  
Laura Jones (U)  
Joi Tikoi (Resigned)  
Brenda Huerta (U)  
Hoda el Shamy (E)  
Evangelina Silva (U)  
Donald Clark (E)

#### **New Representatives Absent:**

Rose Maestre (U)

#### **New Representatives Seated:**

Ana Aguilar, Freedom Park

#### B. **PAC Meeting Attendance Update**

### II. **CONSENT ITEMS**

#### A. **Approval of Minutes for PAC Meeting of March 8, 2005**

The minutes will be provided in next month's agenda.

### III. **ACTION ITEMS**

#### A. **Approval of Fiscal Year 2005-2006 Head Start/Early Head Start Training/Technical Assistance Grant Application** - Background given by Ms. Denise Nelson.

Ms. Buffie Engstrom shared that there was a typo in the Training & Technical Assistance Program Narrative, page 2, Item 10. The figure should be \$51,997. Ms. Marie Desha shared that on Item 24 the language changed to "Parent Mentor/Advisor Program – Governance."

Motion by Ms. LaRisa Yarbrough to approve the Grant Application by show of hands. Seconded by Mr. Art Arroyo. Ayes 17. Nays 0. Abstentions 4 (Mr. Hasan McWhorter, Ms. Denise Nelson, Ms. Antonette Dinges and Christina Canada). Motion carried.

**B. Approval of Revised Head Start/Early Head Start Planning Process - Background given by Ms. Betty Walker.**

Motion by Ms. Kama Meredith, Seconded by Ms. Minerva Gillette, to approve the Planning Process by show of hands.

Ayes 19. Nays 0. Abstentions 2. (Denise Nelson and Antonette Dinges) Motion carried.

**C. Approval of Head Start/Early Head Start Narrative and Budget for Fiscal Year 2005-2006**  
Background given by Ms. Betty Walker.

Motion by Ms. Yarbrough to approve the Narrative and Budget by show of hands. Seconded by Ms. Kama Meredith.

Ms. Engstrom went over the Goals and Objectives included in the agenda.

Ms. Desha shared that the following new items were added to the Goals and Objectives Plan: Goal 1, No. 5, Year 4, "Home kit provided at the beginning of year to children entering kindergarten," No. 7, "Establish in classroom software lending library for enrichment activities," and No., 8, "To offer Baby Language Sign Training to Early Head Start parents"; Goal 2, "To increase and support male participation in Head Start and Early Head Start"; Goal 3, "To prepare and support parents in making changes that benefit their family's growth. A Change is About to Come: Are you Ready?" and "Identify available Resources for parents to purchase low-cost/modern computers."

Ayes 18. Nays 0. Abstentions 3 (Denise Nelson, Shikira Hill and Antonette Dinges). Motion Carried.

**D. Approval of Goals and Objectives for Year Four (2005-2006) - Background read by Ms. Betty Walker.**

Motion by Ms. Beverly Shah, to review, revise if necessary, and approve the attached Goals and Objectives by show of hands. Seconded by Ms. Mary Frutoz.

Discussion: Ms. Shikira Hill questioned the "Field Trip Fund 2004-2005" balance for Sharon Neese Early Learning Center, under "Midtown Cluster." There are no expenditures shown, but the beginning balance is more than the ending balance. Ms. Engstrom circled the item.

The question was asked if Parent Recognition was included in the budget and, if so, where it appears and how much is available. Ms. Engstrom stated that it is located in the fold where it says, "Head Teacher/ Site Directors Budget Balance 2004-2005." Ms. Engstrom thinks there is a plan to have some discussion about this. It has to meet different criteria and we need to be clearer on what it is for. Although parents have input, these funds are under the direction of the Head Teacher/Site Director.

Mr. Hasan McWhorter shared his concern that Head Start might be taking play away from the children and becoming too much of a literacy- and numeracy-focused preschool program. Studies show that preschoolers who receive the structured "drill and kill" type of education

excel in their early years, but by the time they are 13 or 14 years old, they have no interest in academics whatsoever. Ms. Engstrom assured him that that is not the case with Head Start.

Ms. Meredith shared her concern that special needs children were not addressed in the Goals and Objectives. Ms. Engstrom agreed that special needs children are not included in that figure, however, the DRDP assessment tool is only used if it's appropriate and within the context of the IEP. It is included in the T/TA Plan.

Ms. Engstrom explained what staff is responsible for carrying out the training on kindergarten readiness in Goal 1, #6: the site supervisor at the centers and Ms. Engstrom for PAC/PC.

Ayes 19. Nays 0. Abstentions 2. (Antonette Dinges and Denise Nelson). Motion carried.

New Representative for Freedom Park, Ms. Anna Aguilar, (present at 6:37 p.m.) was seated. She replaces Joi Tikoi, who resigned.

Ms. Monica Mejia, Home Base Representative, present at 6:32 p.m.

#### **IV. INFORMATION ITEMS**

##### **A. Information**

- Introduction of New Staff – Ms. Claudia Martinez just promoted from working in the Head Start kitchen to Family Services Worker.
- Upcoming Meetings/Trainings/Conferences/Events
  - Ms. Alma Walton, Ms. Belinda Malone, Mr. Robert Silva and Ms. Julita Bentz, Social Services/Parent Involvement Specialists – Report given by Mr. Robert Silva. April 30<sup>th</sup> Fatherhood Conference flyers were handed out. Men and women are encouraged to attend. Mr. Silva clarified that women are welcome to the men's Legal Clinics, and other Male Involvement activities. There may be a beauty school coming to give free hair cuts, manicures and do recruitment for the trade. Male Involvement is going to have Family Finally, sponsored by Home Depot. There will be clowns, magic shows, BBQ, lawyers, Sacramento School District Representatives, who will talk about transition to kindergarten. Mr. Silva asked parents to take a flyer back to their centers. Bilingual services are available in Spanish - Coordinate through Mr. Silva. Child care provided.

Flyers were handed out for the Grandparent/Foster Parent Support Group, May 6, 8:30 a.m. -2:30 p.m., Antioch Progressive Baptist Church. Please share at centers. Call Ms. Alma Walton if transportation is a problem.

Point of Clarification called by the Chair.

Point of Order called by Ms. Shah, asking Mr. Silva whether he was going to report on this week's Grandparent Support Group meeting. Mr. Silva asked Ms. Shah to report. Ms. Shah shared that due to the PRISM and the Special Policy Council meeting tomorrow, the next Grandparent Support Group meeting will be Thursday, April 14<sup>th</sup> at 9:00 a.m. in the in the Shasta Room.

Ms. Desha reminded the Committee that a Point of Clarification had been previously called by the Chair and all discussion must wait.

The Chair asked Ms. Shah to resume with her report. Ms. Shah reiterated her previous report on the Grandparent Support Group Meeting, adding that Ms. Denise Lee will provide information on planning a large event; Ms. Sharon Adams will share on planning

family reunions; and Ms. Shah will provide information on organization and eliminating clutter (in the absence of her mother Ms. Neosha LeForge.)

- Public Policy Symposium – Wednesday, April 20, 2005 – Sacramento Convention Center & State Capital Building. List of attendees attached. Meet Ms. Desha at SETA Head Start at 7:30 a.m. for light rail passes and meal reimbursements. Ms. Nelson covered the list of event activities.
  - NHSA Annual Training Conference – May 24 – 27, 2005 (Tuesday – Friday) Orlando, Florida. Travel meeting to be announced.
- California Head Start Association (CHSA) Report – No report.
- Fiscal Report (January, April, July, October) -- Mr. Kim Peck – Report given by Ms. Engstrom. Ms. Engstrom explained the attached fiscal reports and expenditure budgets.

A PAC Representative shared that on page 5 of the expenditure budget, under the “North Cluster, Parent Activity Fund” section, everything is reversed for Grant Skills and Hillsdale – the number of children, the math and the money.

Ms. Engstrom explained that petty cash is used for site supervisors to buy supplies for their classroom activities without having to get prior permission from the office. The maximum is \$40 per occasion.

Ms. Shikira Hill questioned the “Midtown Cluster, Field Trip Fund” section for Sharon Neese center. There is a discrepancy between beginning balance of \$1500.00 with no shown expenditures, and an ending balance of \$1278.55. Ms. Engstrom notated that discrepancy.

Ms. Hill inquired about field trips at Sharon Neese Centers. Ms. Engstrom clarified that the outside fieldtrips were eliminated due to the inability to provide transportation by bus with safety belts as required by law. That is why the field trips are held in the classroom, with visitors coming to visit, or a walking field trip. Ms. Hill was advised to bring up field trip issues with the site supervisor and early head start educator. (Home Base option field trips are called socializations.)

Ms. Walker questioned how much money is available for Staff Appreciation. Ms. Engstrom shared that it is listed under Head Teacher/Site Director Budget Balance. Although parents have input, these funds are under the direction of the head teacher/site director. SETA needs to be a little clearer about what is for. There are a lot of restrictions, such as, in order to have food, there has to be some kind of educational activity.

- Community Resources/Recognitions – Parent Advisory Committee Representative/Staff – Ms. Walker shared that the Crocker Arts museum has the Chris Webber African art exhibit, as well as different African artifacts there for the first time. They are planning to have their parent activity there. The Gallery is free every Sunday from 10:00 a.m. to 5:00 p.m.
- Parent/Staff Recognitions – No report.
- Grandparent/Foster Parent Report – Ms. Beverly Shah, Mr. Donald Clark, and Ms. Denise Nelson – Ms. Beverly Shah reported that last month the SETA Head Start grandparents carpooled to a North Sacramento Greater Community Grandparent Support Group. It was a very large group that is very involved in the community and was very welcoming. The experience was very uplifting. Penny Campbell-Mays (Policy Council Representative) is a member.



- Child Care Center Food Menu – Attached for review.

5-minute break.

## **B. Governing Board Meeting Minutes**

The minutes are attached for review.

## **V. COMMITTEE REPORTS**

- Executive Committee
  - Critique of the Parent Advisory Committee, March 8, 2005 – Read by Mr. Hasan McWhorter.
- Personnel/Bylaws Committee – Next meeting, April 28, 9:00 a.m., Oak Room next room. No report.
- Budget/Planning Committee – Meetings are over.
- Social/Hospitality/Fundraising – Next meeting June 1, 1:00 p.m., Oak Room.
- Program Area Committee Reports:
  - Early Childhood Development and Health Services Committee – Meeting will be announced soon.
  - Family and Community Partnerships/Training Committee – Next meeting April 19, 9:30-11:00 a.m. Will start planning Family Day. Please attend. A suitable location has been found to resolve past parking problems. Location to be announced at next meeting.
  - Monitoring/Evaluation Committee (Self-Assessment) – To be announced.
  - Community Advocating Male Participation (C.A.M.P.) – Mr. Clifton Tucker Jr. – Meetings are held the 2<sup>nd</sup> Wednesday. Meeting time has changed from 1:00 to 3:00 p.m. Male and female are welcome. Will be covering the Fatherhood Conference. Oak Room. Next meeting April 13<sup>th</sup> in the Oak Room.
- Food Services Committee – To be announced.
- Early Head Start Committee – To be announced.

Self-Assessment Questionnaire – Ms. Buffie Engstrom – Ms. Engstrom reported that she now has the Monitoring and Evaluation Unit and will be handling the self assessment once a year, which began in April this year. Self Assessment means we tell ourselves how we're doing. This is mandated, and is also important to us. Ms. Engstrom gathered information from the Committee and asked everyone to take notes and she will have them typed up. At the next meeting we will go over a document that she will ask the Committee to take back and complete over the course of the month with the parents at the centers. Ms. Engstrom asked the Committee focus group questions taken from the "Parent Involvement in the Sacramento County Head Start Program 2005 Self Assessment" handout. Ms. Engstrom will be back to discuss the planning and implementations and ask for Representatives' input again after the assessment.

Ms. Meredith excused at 8:06 p.m.

## **VI. OTHER REPORTS**

- Chair's Report – Ms. Denise Nelson
- Policy Council Report(s) – Mr. Art Arroyo, Ms. Mary Bishop, Ms. Antonette Dinges, Ms. Ms. Laura Jones, Ms. Minerva Gillette and Ms. Betty Walker – Mr. Arroyo shared that due to the federal review, there is a Special Policy Council meeting tomorrow at 8:30 a.m. Some Policy Council members and Executive Committee members may be asked to share some of their opinions.
- Head Start Deputy Director's Report - Ms. Norma Johnson – Tabled.
- Manager - Administration Operations Report – Ms. Buffie Engstrom – Tabled.

- Manager - Grantee Program Operations Report – Ms. Denise Lee – Tabled.
- Manager - Program Support Services Report – Ms. Brenda Campos-Peck Tabled.
- Manager - EHS, Special Projects and Community Partnerships Report – Vacant.

**VII. CENTER UPDATES**

Tabled.

**VIII. DISCUSSION**

Tabled.

**IX. PUBLIC PARTICIPATION**

No participation.

**X. ADJOURNMENT**

Meeting adjourned at 8:10 p.m.

**ITEM III-A – ACTION ITEM**

**ELECTION OF POLICY COUNCIL ALTERNATES 2004 – 2005 (PAC)**  
**(Continued item from meeting of March 8, 2005)**

**BACKGROUND:**

There are currently five (5) vacant Alternate positions for the Sacramento County Head Start Policy Council (PC).

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 Parent Advisory Committee 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 five (5) Policy Council Alternates to the Policy Council.

**NOTES:**

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**ACTION:** Moved \_\_\_\_\_ Seconded \_\_\_\_\_

**VOTE:** Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_

**ITEM III-B – ACTION ITEM**

**APPROVAL OF FISCAL YEAR 2005-2006 HEAD START/EARLY HEAD START  
PROGRAM OPTIONS AND TRACKS (REVISED)**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to approve the revised Program Options and Tracks for Fiscal Year 2005-2006.

**RECOMMENDATION:**

That the Parent Advisory Committee approves the revised Fiscal Year 2005-2006 Head Start/Early Head Start Program Options and Tracks.

**NOTES:**

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**ACTION:** Moved \_\_\_\_\_      Seconded \_\_\_\_\_

**VOTE:** Aye \_\_\_\_\_      Nay \_\_\_\_\_      Abstain \_\_\_\_\_

**ITEM III-C – ACTION ITEM**

**APPROVAL OF FISCAL YEAR 2005-2006 HEAD START/  
EARLY HEAD START BUDGET (REVISED)**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to approve the revised Head Start/Early Head Start budget for Fiscal Year 2005-2006 in the amount of \$38,835,080 for Head Start, and \$4,656,682 for Early Head Start. The Budget/Planning Committee met six times with Ms. Norma Johnson, Deputy Director, Head Start, Children and Family Services, to provide input on the budget.

Ms. Norma Johnson will be available to answer any questions.

**RECOMMENDATION:**

That the Parent Advisory Committee approves the revised Head Start/Early Head Start budget for Fiscal Year 2005-2006.

**NOTES:**

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**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:

A. Information

- 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
  - Public Policy Symposium Reports – Wednesday, April 20, 2005 – Sacramento Convention Center & State Capital Building
  - NHSA Annual Training Conference – May 24 – 27, 2005 (Tuesday – Friday) – Orlando, Florida
  - NHSA Conference Travel Meeting, Friday, May 20, 2005, 1:30 p.m., SETA Head Start
  - KinderVision Child Safety Events, Saturday, May 28, 2005, 11:00 a.m. – 3:00 p.m., Northgate San Juan Center and Saturday, May 28, 2005, 11:00 a.m. – 3:00 p.m., Valley Mack Plaza
- California Head Start Association (CHSA) Report
- Fiscal Report (January, April, July, October) – Mr. Kim Peck
- Self-Assessment Questionnaire (continued) – Ms. Buffie Engstrom
- Community Resources/Recognitions – Parent Advisory Committee Representative/Staff
- Parent/Staff Recognitions
- Grandparent/Foster Parent Report (Conference) – Ms. Beverly Shah, Mr. Donald Clark, and Ms. Denise Nelson
- Child Care Center Food Menu (Attached)

**NOTES:**

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**ITEM IV-B – INFORMATION**  
**GOVERNING BOARD MINUTES**

**BACKGROUND:**

The Governing Board Meeting minutes will be provided at the next Parent Advisory meeting.

**NOTES:**

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## ITEM V – COMMITTEE REPORTS

### BACKGROUND:

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

- Executive Committee
  - Critique of the Parent Advisory Committee, April 12, 2005
- 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.) – Mr. Clifton Tucker Jr.
- Food Services Committee
- Early Head Start Committee

### NOTES:

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**PAC EXECUTIVE COMMITTEE CRITIQUE**  
**OF THE APRIL 12, 2005 MEETING**

| <b>GOOD</b>            | <b>NEEDS IMPROVEMENT</b>               |
|------------------------|--|
| 1. Attendance.         | 1. Punctuality.                        |
| 2. Alternates present. | 2. Audience talking.                   |
| 3. Timely meeting.     | 3. Timeliness in returning from break. |
|                        | 4. Request for Point of Privilege.     |

**NOTES:**

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## ITEM VI – OTHER REPORTS

**BACKGROUND:**

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

- ✓ Chair's Report – Ms. Denise Nelson
- ✓ Policy Council Report(s) – Mr. Art Arroyo, Ms. Mary Bishop, Ms. Antonette Dinges, Ms. Laura Jones, Ms. Minerva Gillette and Ms. Betty Walker
- ✓ Head Start Deputy Director's/PRISM Report - Ms. Norma Johnson
- ✓ Manager - Administration Operations Report – Ms. Buffie Engstrom
- ✓ Manager - Grantee Program Operations Report – Ms. Denise Lee
- ✓ Manager - Program Support Services Report – Ms. Brenda Campos-Peck
- ✓ Manager - EHS, Special Projects and Community Partnerships Report - Vacant

**NOTES:**

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**ITEM VII – CENTER UPDATES**

**BACKGROUND:**

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

**NOTES:**

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**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:**

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**ITEM IX – PUBLIC PARTICIPATION**

**BACKGROUND:**

Participation of the general public at Head Start Parent Advisory Committee meetings is encouraged. Members of the audience are asked to address their requests to the Chair if they wish to speak.

**NOTES:**

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