

Thought for the Day: "Knowledge is not what you can remember, but what you cannot forget."

Author: Anonymous

GOVERNING BOARD

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City of Sacramento

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

Date: Tuesday, August 8, 2006
Time: 6:00 p.m.
Location: SETA Boardroom
925 Del Paso Blvd.
Sacramento, CA 95815

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

ADMINISTRATION

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

KATHY KOSSICK
Executive Director

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 June 13 and July 11, 2006
- III. **Action Items**
 - A. Timed Item 6:00 p.m. and Public Hearing: First Reading of the Modifications to the Bylaws of the SETA Operated Head Start/Early Head Start Parent Advisory Committee
 - B. Selection of Representatives and Alternates to Attend the Region IX Head Start Association Annual Training Conference
- IV. **Information Items**
 - A. Standing Information
 - Introduction of New Staff
 - Upcoming Meetings/Trainings/Conferences/Events
 - Ms. Alma Hawkins, Ms. Belinda Malone, Mr. Robert Silva, Ms. Julita Bentz, Ms. Cathy Spivey and/or Ms. Judy Weber, Social Services/Parent Involvement Specialists

- PC/PAC Parent Activity – Family History Center, located at 2745 Eastern Avenue, Sacramento, CA, Saturday, September 16, 2006, from 9:00 a.m.-12 noon (see attached flyer)
 - PC/PAC Annual End of Year Parent Appreciation, Saturday, October 21, 2006 from 6:00-9:00 p.m., at the Hilton Hotel – Sacramento Arden West, located at 2200 Harvard Street
 - Average Daily Attendance (ADA) Report – Ms. Elsie Bowers
 - Monthly Special Education Report – Ms. Beverly Sanford
 - Program Content Area/Disabilities Services Report (February, April, June, August, October) – Ms. Beverly Sanford
 - Program Content Area/Mental Health Report (February, April, June, August, October) – Ms. Melanie Nicolas
 - California Head Start Association (CHSA) Report
 - Fiscal Report (February, May, August, November) Mr. Kim Peck
 - Community Resources/Recognitions – Parent Advisory Committee Representative/ Staff
 - Parent/Staff Recognitions
 - Grandparent/Foster Parent Report – Mr. Donald Clark
 - Child Care Center Food Menu (Attached)
- B. Child Action, Inc. Presentation
 A. Annual Self-Assessment Update
 B. Governing Board Meeting Minutes

V. Committee Reports

- Executive Committee
 - Critique of the Parent Advisory Committee, July 11, 2006
- Personnel/Bylaws Committee
- Budget/Planning Committee
- Social/Hospitality/Fundraising
- Program Area Committee Reports:
 - Early Childhood Development and Health Services Committee
 - Family and Community Partnerships/Training Committee
 - Monitoring/Evaluation Committee (Self-Assessment) – Committee of the Whole
- Community Advocating Male Participation (C.A.M.P.) – Mr. Roy Shier
- Food Services Committee
- Early Head Start Committee
- Community Partnerships Advisory Committee (CPAC) – Ms. Zebadeisha Grooms (Representative)
- Health Services Advisory Committee (HSAC) – Ms. Dionne Wilson (Representative)

VI. Other Reports

- Chair's Report – Ms. Denise Nelson
- Policy Council Report(s) – Ms. Sherry Gangloff, Ms. Zebadeisha Grooms, Ms. Kenesha Gray, Ms. Paula Stackhouse, Mr. Donald Clark and Ms. Ana Melara
- Head Start Deputy Executive Director's Report - Ms. Robin Purdy, serving as Interim Head Start Deputy Executive Director
- Manager - Administration, Staff Development and Parent Services Report - Ms. Buffie Engstrom
- Manager - Program Support Services Report - Ms. Brenda Campos-Peck
- Manager, Child Development and Education Services Report - Ms. Denise Lee
- Manager - EHS, Special Projects and Community Partnerships Report - Vacant

- VII. Center Updates
- VIII. Discussion
- IX. Public Participation
- X. Adjournment

Distribution Date: Thursday, August 3, 2006

ITEM I-A – ROLL CALL

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

- ___ **Vacant**, Auberry Park Head Start
- ___ Coral Humphrey, Bannon Creek Head Start
- ___ Zebadeisha Grooms, Broadway Early Learning Center
- ___ **Vacant**, Center of Praise Head Start
- ___ **Vacant**, Countrywood Head Start
- ___ Nysheka Robinson, Crossroads Garden Head Start
- ___ **Vacant**, CSUS Head Start
- ___ Crystal Tepa, Dos Rios Head Start
- ___ Wendy Goins, Early Head Start /Home Base
- ___ **Vacant**, Florin Meadows Head Start
- ___ Kathy Ruiz, Franklin Head Start
- ___ Kenesha Gray, Freedom Park Head Start
- ___ Dionne Wilson, Fruitridge Head Start
- ___ Vickie Snoe, Galt Head Start
- ___ **Vacant**, Grace Lutheran Head Start
- ___ **Vacant**, Grizzly Hollows
- ___ Brenda Huerta, Grant Skills Center
- ___ Rebekah Boone, Hillsdale Head Start
- ___ **Vacant**, Home Base
- ___ **Vacant**, Home Base
- ___ **Vacant**, Illa Collin Head Start
- ___ **Vacant**, Job Corp Head Start
- ___ Themaris West, Kennedy Estates Head Start
- ___ Stephanie Turner, La Riviera Head Start
- ___ **Vacant**, LaVerne Stewart Head Start
- ___ Ana Melara, Marie Cleveland's Bright Beginnings Head Start
- ___ Sherry Gangloff, Mather Head Start
- ___ Carmen Huerta, Nedra Court Head Start
- ___ **Vacant**, New Helvetia 1 Head Start
- ___ **Vacant**, New Helvetia 2 Head Start
- ___ Rosalie Cornett, Northview Head Start
- ___ **Vacant**, Norwood Head Start
- ___ **Vacant**, Parker Avenue Head Start
- ___ **Vacant**, Phoenix Park Head Start
- ___ Sandra Reyes, Sharon Neese Early Learning Center
- ___ Kim Creed, Sierra View Head Start
- ___ Elissa Hill, Strizek Park Head Start
- ___ Paula Stackhouse, Vineland Head Start
- ___ Lynda Paulsen, Walnut Grove Head Start
- ___ Veronica Rodriguez, Whispering Pines Head Start
- ___ **Vacant**, Foster Parent Representative
- ___ **Vacant**, Foster Parent Representative
- ___ Donald Clark, Grandparent Representative
- ___ **Vacant**, Grandparent Representative
- ___ Roy Shier, Male Involvement Representative
- ___ Denise Nelson, Out Going Chair
- ___ **Vacant**, Past Parent/Community Representative

___ **Vacant**, Past Parent/Community Representative

New Representatives to be seated:

___ Merlinda Chino, Norwood Head Start

___ Laura Angel, Florin Meadows Head Start

ITEM I-B – PAC MEETING ATTENDANCE UPDATE

The PAC was seated on November 8, 2005

PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE PROGRAM YEAR 2005-2006

	CENTER	11/8	12/13	1/10	2/14	3/14	4/25	5/17	6/13	7/11	8/8	9/12	10/10
Vacant	AP												
Coral Humphrey Seated 3/06	BC					X	X	X	X	E			
Zebadeisha Grooms Seated 11/05	BLC	X	X	U	X	X	X	X	X	X			
Vacant	COP												
Alysian Gray S/B Seated 06/06	CW								U	X			
Nysheka Robinson Seated 12/05	CR		X	X	U	X	X	X	X	X			
Vacant	CSUS												
Crystal Tapa Seated 11/05	DR	X	X	X	X	U	X	X	X	U			
Wendy Goins Seated 05/06	EHS/HB							X	X	X			
Kathy Ruiz Seated 03/06	F					X	X	X	X	X			
Vacant	FM												
Keneshia Gray Seated 11/05	FP	X	X	U	X	X	X	X	X	X			
Dionne Wilson Seated 11/05	FT	X	X	X	X	X	X	X	U	X			
Vickie Snoe Seated 03/06	G					X	X	E	X	X			
Vacant	GH												
Vacant	GL												
Brenda Huerta Seated 11/05	GSC	X	X	X	X	X	X	X	U	X			
Rebekah Boone S/B Seated 03/06	H					U	X	X	X	X			
Vacant	HB												
Vacant	HB												
Vacant	IC												
Vacant	JC												
Themaris West Seated 06/06	K								X	X			
Stephanie Turner Seated 05/06	LAR							X	X	U			
Vacant	LVS												
Ana Melara Seated 11/05	MCBB	X	E	X	X	X	X	X	U	X			
Sherry Gangloff Seated 11/05	M	X	X	X	X	X	X	X	X	X			
Carmen Huerta Seated 04/06	NC						X	X	E	X			
Vacant	NH1												
Vacant	NH2												
Rosalie Cornett Seated 11/05	NV	X	X	X	X	X	X	X	X	U			
Marilyn Chino S/B Seated 07/06	N									U			
Vacant	PA												
Vacant	PP												
Sandra Reyes Seated 06/06	SN								X	X			
Elissa Hill Seated 06/06	SP								X	X			
Kim Creed Seated 11/05	SVE	X	X	X	X	X	X	E	X	X			
Paula Stackhouse Seated 02/06	V				X	X	X	X	X	X			
Lynda Paulsen S/B Seated 12/05	WG		E	E	X	X	X	X	X	X			
Veronica Rodriguez Reseated 01/06	WP			X	X	X	X	E	X	X			
Inez Whitlow S/B Seated 11/05	FPR	U	X	X	X	X	E	X	X	E			
Vacant	FPR												
Donald Clark Reseated 03/06	GPR					X	X	X	X	X			
Vacant	GPR												
Roy Shier Seated 05/06	MIR							X	X	X			

Denise Nelson Seated 11/05	OGC	X	X	X	X	X	X	X	X	X			
Vacant	PPR												
Vacant	PPR												

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

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

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

Head Start Center Abbreviations

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

Representative Abbreviations

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

Attendance Record Abbreviations

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

ITEM II-A – CONSENT ITEM

APPROVAL OF MINUTES FOR PAC MEETING
JUNE 13 AND JULY 11, 2006

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of June 13 and July 11, 2006.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

REGULAR MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE

Minutes/Synopsis

SETA Boardroom
925 Del Paso Blvd.
Sacramento, CA 95815

June 13, 2006
6:00 p.m.

At 6:11 p.m., Ms. Buffie Engstrom stated that while waiting for the Chair to arrive, Ms. Jeanie Ross will be reviewing item IV-B Information.

IV. Information Items

B. Personnel Interview and Screening Process Training

Ms. Jeanie Ross distributed a flow chart indicating the process by which SETA Head Start staff is hired. She also distributed a copy of the SETA application, job announcement, and a screening matrix. Staff assists parents in the process to screen applicants. Information about the testing process was distributed. Call Ms. Ross at 263-3812 if there are any questions. A sign-up sheet was distributed for volunteers.

Mr. Donald Clark asked if there was a report back on internal and external hires. Ms. Engstrom stated that a full report back will be provided at the Policy Council meeting.

Ms. Ross stated that the screening process is informal but the testing process is very structured and formal. Parents will be trained in all aspects of screening and testing. Ms. Paula Stackhouse stated that she was recently involved in a hiring interview which is after the testing process. She sat with a manager during the hiring interview process.

I. Welcome

A. Call to Order/Roll Call: Ms. Denise Nelson called the meeting to order at 6:20 p.m. Ms. Crystal Tapa read the thought of the day. Ms. Kenesha Gray called the roll. New representatives were seated: Elissa Hill, Strizek Park Head Start, Thamaris West, Kennedy Estates, Sandra Reyes, Sharon Neese, and Marilyn Williams, Florin Meadows.

Members Present:

Coral Humphrey
Zebadeisha Grooms
Nysheka Robinson
Crystal Tapa
Wendy Goins
Kathy Ruiz

Members Absent:

Avonnee Diggs (excused)
Dionne Wilson (unexcused)
Brenda Huerta (unexcused)
Ana Melara (unexcused)
Carmen Huerta (excused)

Kenesha Gray
Vickie Snoe
Rebekah Boone
Stephanie Turner
Sherry Gangloff
Rosalie Cornette
Kim Creed
Paula Stackhouse
Veronica Rodriguez
Lynda Paulsen
Inez Whitlow
Donald Clark
Denise Nelson
Keysha Davis
Elissa Hill
Themaris West
Sandra Reyes
Marilyn Williams

II. Consent Item

A. Approval of Minutes for PAC Meeting of May 17, 2006

Ms. Nelson reviewed the board item.

One correction was noted by the clerk. Under Item VI. Other Reports, Chair's report: "The Chair introduced Ms. Amber Clark, who is Ms. Paula Stackhouse's daughter and Alternate (at ~~Countrywood~~ Vineland)."

Moved/Gangloff, second/Creed, to approve the corrected minutes, by show of hands vote.

Show of hands vote: Aye: 21, Nay: 0, Abstentions: 3 (Gray, Nelson, Williams)

III. Action Items

A. Approval of Fiscal Year 2006-2007 Head Start/Early Head Start Program Improvement Grant Submission

Ms. Ruiz read the board item. Ms. Brenda Campos offered to answer questions.

Moved/Tepa, second/Shier, to approve the submission of the Head Start Fiscal Year 2007-2007 Program Improvement Grant Application.

Mr. Clark asked about a grant for innovative programs that works with the faith based community. Ms. Campos stated that they are two different funding

sources. Ms. Campos stated that the program improvement applications may or may not be funded.

Show of hands vote: Aye: 22, Nay: 0, Abstentions: 2 (Gray and Nelson)

B. Election of Parent Advisory Committee Officers 2005-2006

Ms. Nelson read the board item. Ms. Zebadeisha Grooms read the duties of the Treasurer and Parliamentarian.

Moved/Grooms, second/Gangloff, that the Parent Advisory Committee elect a Treasurer and Parliamentarian for Program Year 2005-2006.

Show of hands vote: Aye: 22, Nay: 0, Abstentions: 2 (Gray and Nelson)

Ms. Engstrom stated that the Budget/Planning Committee has completed their meetings for the year. Those interested in the position of Treasurer: Wendy Goins and Paula Stackhouse.

Votes: Paula: 13, Wendy: 8

Ms. Stackhouse was announced as Treasurer.

Those interested in the position of Parliamentarian: Kathy Ruiz and Crystal Tapa.

Votes: Kathy: 19, Crystal: 3

Ms. Ruiz was announced as Parliamentarian.

C. Approval of 2005-2006 Budget Revision Request to the Administration for Children and Families (AFC), SETA's Phoenix Park Head Start/Early Head Start

Ms. Inez Whitlow read the board item.

Ms. Campos stated that this board item is an example of requesting program improvement funds and not getting it; the funds for Phoenix Park are being requested from the basic grant funds.

Moved/Stackhouse, second/Whitlow, to approve the purchase of playground equipment for SETA's Phoenix Park Head Start/Early Head Start program, by show of hands vote.

Ms. Virginia Snoe asked how it was figured out that replacement was more. Ms. Campos stated that this is a new facility. Two years ago, an application was submitted for the playground equipment but it was not funded. Oftentimes, it is less expensive to completely put a new playground rather than replace or renovate playground equipment. Ms. Snoe spoke about the equipment at Galt Head Start center and stated that she did not think that it needed equipment. Ms. Campos stated that the equipment is 10 years old and in need of replacement.

Mr. Clark stated that this is a significant investment in an area that is loaded with problems. He asked what kind of contingency plan/security precautions are being taken to protect the investment. Ms. Campos replied that the facility is right at the entrance where there is a security guard and there is a wrought iron fence all around and the center is alarmed. It is very exposed to the public and part of a community building with a lot of activities going on. SETA has entered into a 10-year lease with an option to renew. SETA has an obligation to the neighborhood and the center. Nedra Court is also in a very high crime area but overall, the community takes care of the place and keeps an eye out. All of the playground pieces now have footings and can be taken out of Head Start decides to leave the area. There are, however, problems at Strizek and Fruitridge, where there are parks.

Vote on the Motion: Aye: 22, Nay: 2, Abstentions: 2 (Gray and Nelson)

- D. Approval of 2005-2006 Revision Request to the Administration for Children and Families (ACF), SETA's Job Corps. Early Head Start Program

Ms. Stephanie Turner read this board item.

Moved/Humphrey, second/Clark, to approve the purchase of playground equipment for SETA's Job Corps. Early Head Start program.

Ms. Campos reported that as a result of last year's PRISM review, it was found that the toddler playgrounds at Job Corps needed to be modified to accommodate children aged 18 months and older. Also, the play piece does not have a transfer station for children in wheelchairs. The PRISM review team did not make this a 'finding' but it was recommended that this be modified as outlined.

Vote on the motion: Aye: 22, Nay: 0, Abstentions: 2 (Gray and Nelson)

- E. Approval of 2005-2006 Budget Revision Request to the Administration for Children and Families (ACF), Solid Foundation

Ms. Snoe read this board item.

Moved/Shier, second/Creed, that the Parent Advisory Committee approve the driveway resurfacing at the Solid Foundation Head Start program.

Vote on the Motion: Aye: 22, Nay: 0, Abstentions: 2 (Gray and Nelson)

IV. **Information Items**

- A. Standing Information

- Introduction of New Staff: Ms. Campos introduced Kim Huynh Family Services Worker at Center of Praise. Ms. Huynh stated that she used to be a preschool teacher in her country of origin.
- Upcoming Meetings/Trainings/Conferences/Events: Mr. Robert Silva distributed a flyer on Summer Safety Fair to be held June 24, at the Hiram Johnson High School Family Education Center. There will be a free BBQ lunch. Mr. Silva stated that parents need to bring old life jackets which can be exchanged for new life jackets. There will be information available on how to get free bike helmets and life jackets. The DART rescue team and Coast Guard will be in attendance. There will be a number of children's activities and speakers on children's safety issues. Flyers will be sent out again; board members were asked to notify other parents in other Head Start programs of the safety fair.

Mr. Clark inquired when the parks and recreations activities start. Mr. Silva stated that these activities are coordinated with when the schools close for the summer. He will inform Mr. Clark of the details.

The next Grandparent/Foster Parent meeting will be June 14, 9:30 a.m. The topic will be how to talk to your adopted child. Another meeting will be held July 12, 9:30 a.m. The topic will be ADD and ADHD children.

The Grandparent Conference will be held in September, probably be at American River College, with the date to be announced.

- Average Daily Attendance Report: Call 263-3920 if there are questions.
- Monthly Special Education Report: Ms. Beverly Sanford reviewed the report. The data for the information in this report is provided by the preschool program and the centers working with children with disabilities. This report covers March and April. The Early Intervention Report shows the percentage of children with disabilities enrolled in the Early Head Start program. Another report will be distributed in July for the program year. Alta California Regional Center and SCOE infant program collaborate with Head Start to include severely disabled children in the centers. She distributed information on Warm Line and asked that this information be shared with other parents.

Ms. Gangloff asked how services could be provided for a child when the parent had not yet arranged for the child's assessment. Ms. Sanford stated that in case management meetings, delayed children are discussed and provision of services is sought through our partner agencies.

Ms. Themaris West asked for clarification of ages for which children receive services.

- Program Content Area/Disabilities Services Report: No additional report.

- Program Content Area/Mental Health Report: No report.
- California Head Start Association Report: No report.
- National Head Start Association Training Conference Report: Reports from Ms. Nelson and Ms. Grooms are included in the board packet.
- Fiscal Report: No report.
- Community Resources/Recognitions: No report.
- Representative/ Staff: None.
- Parent/Staff Recognitions: Ms. Desha thanked all parents for their assistance at Ms. Norma Johnson's farewell party.

Ms. Diane Chaney, Ms. Kim Creed's mother, and Ms. Mary Townsend, Ms. Gangloff's mother, were introduced.

- Grandparent/Foster Parent Report: The meeting is tomorrow.
- Child Care Center Food Menu: No questions.

B. Governing Board Meeting Minutes: No report.

V. **Committee Reports**

- Executive Committee
 - Critique of the Parent Advisory Committee: Ms. Grooms read the critique.
- Personnel/Bylaws Committee: Next meeting will be June 22, 9:00 a.m.
- Budget/Planning Committee: No more meetings for the year.
- Social/Hospitality/Fundraising: Next Meeting will be July 5, 1:00 p.m.
- Program Area Committee Reports:
 - Early Childhood Development and Health Services Committee: Next meeting will be June 15, 1:30 p.m.
 - Family and Community Partnerships/Training Committee: Next meeting will be June 20, 9:30 a.m. – 12:00 p.m.
 - Monitoring/Evaluation Committee: No report.
- Community Advocating Male Participation: Mr. Roy Shier reported on the June 4 Daddy and Me event at the River Cats. About 220 Head Start family members attended, and everyone had a good time. There were 60 tickets left over.

A flyer was distributed for the Safety Fair, June 24 at Hiram Johnson High School.

- Food Services Committee: Next meeting will be August 8, 5:00 p.m.
- Early Head Start Committee: Next meeting will be August 17, 10:00 a.m.
- Community Partnerships Advisory Committee: Next meeting will be September 21, 11:30 a.m.
- Health Services Advisory Committee: Next meeting will be November 2, 5:30 p.m.

VI. Other Reports

- Chair's Report – Ms. Nelson asked new representatives to get their Head Start attaché case from Ms. Desha. Ms. Desha ordered 50 pieces of chicken and there was not enough to go around. Board members were asked to be considerate of others and take only one piece of chicken.

Youth Job Clinic will be held June 27, 7000 Franklin Blvd., Suite 540, from 5:00 – 5:00 p.m. There will be open interviews for youth aged 14-18. Parents must be in attendance with the youth.

A memo from Ed Condon was read reporting that they have secured funding for voter registration for 2006.

Jury duty scam information was distributed.

A flyer was distributed regarding cell phone numbers being released to telemarketers. Board members were urged to call the national do not call list at 1-888-382-1222.

- Policy Council Report(s): Ms. Stackhouse provided a brief report.

Ms. Nelson told Ms. Whitlow and Mr. Clark that they have a mailbox in the mailroom.

- Head Start Deputy Executive Director's Report: No report.
- Manager - Administration, Staff Development and Parent Services Report - Ms. Engstrom spoke of the Preschool for All program. She asked parents to recruit three- and four-year olds and Early Head Start families to be enrolled in the Head Start program.
- Manager - Program Support Services Report – No additional report.
- Manager, Child Development and Education Services Report - Ms. Denise Lee spoke of the summer kick off camp. With the exception of two, all Head Start centers are open year round. This program encourages continued participation by keeping all children coming to school up to the day they go to kindergarten. Ms. Tepa asked how she could get her four-year old into the program. Ms. Lee stated that there are a couple of other centers nearby; talk to the Family Services Worker to tell them that there is another child to enroll.

Secondly, two new centers will be opening: Grizzley Hollow in Galt and a new center near Franklin. With new centers opening, staff have requested transfers to the new centers. There may be staffing changes in the centers due to the opening of the new centers. The movement will begin mid-July through September. Talk to the site supervisor or Program Officer if there are concerns.

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

VII. Center Updates

Ms. Snoe reported that Galt is putting on a parade downtown to promote Head Start.

Ms. Coral Humphrey reported that Bannon Creek is having two parent activities: one on child development and discipline and another one on scrap booking.

Ms. Rebekah Boone reported that the Hillsdale Head Start Center has had a lot of parent involvement. There was a parent meeting to discuss water safety and another one is planned for scrap booking. They will be meeting once a month. This-coming Friday is a field trip to the Sacramento Zoo.

Ms. Stackhouse spoke of a fire and safety issue workshop to be held June 27-28 at Vineland. The Sacramento Fire Department will be present on the 27th to discuss fire safety. On the 28th, a sheriff's officer and staff will assist in having their child's finger printing done. All are welcome to attend.

Ms. Tapa reported that there will be a Father's Day BBQ tomorrow for the Early Head Start Home Based program.

VIII. Discussion

Ms. Snoe inquired if a van could be utilized to bring the parents from Galt to join in the activities in Sacramento. Ms. Lee stated that parents can be transported but not children or siblings.

Ms. Themaris West expressed concern regarding how exposed the toddler's bathrooms are at Kennedy Estate. She asked if there was way to put a privacy screen there to protect the children. Ms. Lee will ask the Facilities staff to go to the bathroom to assess openness of the bathroom. Because of the fact that the children must be visible at all times, doors will not be installed.

IX. Public Participation: No comments.

X. Adjournment: Meeting adjourned at 7:55 p.m.

SPECIAL MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE

MINUTES/SYNOPSIS

SETA Boardroom
925 Del Paso Blvd.
Sacramento, CA 95815

July 11, 2006
6:00 p.m.

I. Welcome

A. Call to Order/Roll Call

The meeting was called to order at 6:00 p.m. The Thought for the Day was read by Ms. Paula Stackhouse. Roll was called; quorum confirmed.

Members Present:

Zebadeisha Grooms (6:03 arrival)
Nysheka Robinson
Wendy Goins
Marilyn Williams (6:20 arrival)
Kathy Ruiz
Kenesha Gray
Dionne Wilson
Vickie Snoe
Brenda Huerta (6:15 arrival)
Rebekah Boone
Themaris West
Ana Melara
Sherry Gangloff
Carmen Huerta
Sandra Reyes
Kim Creed
Elissa Hill
Paula Stackhouse
Lynda Paulsen
Veronica Rodriguez
Donald Clark (6:05 arrival)
Roy Shier
Denise Nelson

Members Absent:

Coral Humphrey (E)
Crystal Tapa (U)
Stephanie Turner (U)
Rosalie Cornett (U)
Inez Whitlow (E)

New Representatives Seated:

Alysian Gray, Countrywood Head Start

New Representatives Absent:

Merlinda Chino, Norwood Head Start

B. The PAC Meeting Attendance Update was read by Ms. Denise Nelson.

II. Consent Items

C. Approval of Minutes for PAC Meeting of June 13, 2006

The minutes will be provided in the August PAC agenda.

III. Action Items

A. Approval of Policy Council/Parent Advisory Committee Joint Parent Activity

Ms. Nelson reviewed the item. Ms. Marie Desha gave an overview. \$6,000 is earmarked in the Head Start/Early Head Start Basic Budget for Parent Activity; \$3,000 for PC, and \$3,000 for PAC. In the past, Joint PC/PAC activities have been chosen to better utilize funds. The activity must be educational (see Parent Activity Fund attachment). No children are allowed; it is a day for parent bonding. Examples of past activities were shared. For this year's parent activity, the Social/ Hospitality/ Fundraising (S/H/F) Committee approved a visit to the Family History Center to trace family history. This money is also used for the End of Year Parent Appreciation. Ms. Desha asked the PAC to approve or disapprove a joint PC/PAC parent activity. Ms. Stackhouse gave an overview of the last S/H/F Committee meeting. The S/H/F Committee discussed End of Year Appreciation decorations, invitations, etc., and is still deciding on a restaurant location for lunch after the Family History Center activity. Although the S/H/F Committee has full authority in deciding the details of an event, other parents may attend the meetings and share ideas and suggestions.

Motion by Ms. Sherry Gangloff to approve a joint PC/PAC parent activity by show of hands vote. Seconded by Ms. Ana Melara.

(Ms. Brenda Huerta arrived at 6:15 p.m.)

Ayes: 21, Nays: 0, Abstentions: 3 (Ms. Denise Nelson, Ms. Kenesha Gray and Ms. Brenda Huerta.) Motion carried.

IV. Information Items

A. Standing Information

- Introduction of New Staff – None.
- Upcoming Meetings/Trainings/Conferences/Events
 - Ms. Alma Hawkins, Ms. Belinda Malone, Mr. Robert Silva, Ms. Julita Bentz, Ms. Cathy Spivey and/or Ms. Judy Weber, Social Services/Parent Involvement Specialists – Ms. Malone shared on upcoming events: Daddy and Me at the Discovery Museum, July 30th, 2:00 p.m. (flyers were distributed and will be mailed); Hot August Movie Night, Cosumnes River College, 6:00-8:30 p.m., August 20th (tentative); Family Literacy Picnic at Fairytale Town (flyer to follow); and Head Start Family Day in the Park, Friday, October 6th, 10:00 a.m.-2:00 p.m. (flyer distributed – in Spanish on reverse side). Ms. Nelson shared on past Family Day in the Park events. From her experiences, it is a worthwhile event with information booths, face painting, delicious lunch, a large crowd and freebies.
- Average Daily Attendance (ADA) Report – Ms. Elsie Bowers – No report.
- Monthly Special Education Report – Ms. Beverly Sanford – No report.
- Program Content Area/Disabilities Services Report (February, April, June, August, October) – Ms. Beverly Sanford – No report.

- Program Content Area/Mental Health Report (February, April, June, August, October) – Ms. Melanie Nicolas – No report.
- California Head Start Association (CHSA) Report – No report.
- Fiscal Report (February, May, August, November) Mr. Kim Peck – No report.
- Community Resources/Recognitions – Parent Advisory Committee Representative/ Staff – None.
- Parent/Staff Recognitions – None.
- Grandparent/Foster Parent Report – Mr. Donald Clark and Ms. Inez Whitlow – No report. There will be a meeting tomorrow, July 12th.
- Child Care Center Food Menu – Attached for review.

D. Governing Board Meeting Minutes – The minutes will be provided in the August meeting agenda.

V. **Committee Reports**

- Executive Committee
 - Critique of the Parent Advisory Committee, June 13, 2006 – Ms. Themaris West read the critique.
- Personnel/Bylaws Committee – Ms. Gray shared on the last meeting. The Committee went over the modifications to the Bylaws. The next Bylaws meeting is next Thursday, July 27th, 9:00 a.m.
- Budget/Planning Committee – Meetings completed for program year.
- Social/Hospitality/Fundraising – Ms. Zebadeisha Grooms shared that the Committee decided upon an activity (genealogy) but is still deciding on a restaurant for lunch. The Committee discussed plans for the End of Year Appreciation dinner. The next meeting is Wednesday, July 19th, 1:00 p.m., Oak Room.

(Ms. Marilyn Williams arrived at 6:20 p.m. Ms. Laura Angel, Alternate for Ms. Williams, was in attendance for observation.)

- Program Area Committee Reports:
 - Early Childhood Development and Health Services Committee – There was no meeting in July; the last meeting was June 15th. Ms. Sherry Gangloff shared that the Committee discussed how SETA will no longer give blood pressure tests to preschoolers. The next meeting is Thursday, August 10th, 1:30 p.m.
 - Family and Community Partnerships/Training Committee – The next meeting is Tuesday, July 19th, Oak Room.

- Monitoring/Evaluation Committee (Self-Assessment) – Committee of the Whole
- Community Advocating Male Participation (C.A.M.P.) – Mr. Roy Shier shared that the last two meetings were cancelled due to key personnel at San Juan being on vacation.
- Food Services Committee – No report. The next meeting is August 8th, 5:00 p.m., Oak Room.
- Early Head Start Committee – No meeting in July. The next meeting is Thursday, August 17th, 10:00 a.m., Oak Room.
- Community Partnerships Advisory Committee (CPAC) – Ms. Zebadeisha Grooms (Representative) – There have been no recent meetings. The next meeting will be September 21st, 11:30 a.m., Shasta Room.
- Health Services Advisory Committee (HSAC) – Ms. Dionne Wilson (Representative) – No report. The next will be November 2nd, 5:30 p.m., Sequoia Room.

VI. Other Reports

- Chair's Report – Ms. Denise Nelson brought information on affordable housing at Silverado Creek (located at Jacinto and Bruceville) to share with Committee Representatives. Ms. Amy Banh will have a dental meeting Friday, July 14th, 9:00 a.m., which is a follow-up meeting for those who attended the first meeting. Ms. Nelson shared the memo that Ms. Desha mailed to Social/Hospitality/Fundraising Committee members. The memo requested that members come to the next meeting (July 19th, 1:00 p.m., Oak Room) prepared to share details on the cost of the hotel banquet room, parking, menus, etc., for the End of Year Appreciation. Ms. Desha asked members to make sure to ask what kind of decorations each hotel will allow (balloon arch, etc.). Ms. Nelson stated there is a food shortage for those who arrive late to dinner on PAC meeting nights. Ms. Nelson asked everyone to please be considerate of others, to take only what is appropriate, and to not cart away food.
- Policy Council Report(s) – Ms. Sherry Gangloff, Ms. Zebadeisha Grooms, Ms. Kenesha Gray, Ms. Paula Stackhouse, Mr. Donald Clark and Ms. Ana Melara – Ms. Gangloff gave an overview of the last meeting. They discussed the Head Start/Early Head Start Tobacco Free and Tuberculosis Policies and the Head Start Selection Criteria Sacramento County Over-Income Criteria.
- Head Start Deputy Executive Director's Report – Ms. Robin Purdy (serving as Interim Head Start Deputy Executive Director) – No report.
- Manager - Administration, Staff Development and Parent Services Report – Ms. Buffie Engstrom shared that SETA received a letter from ACF (the Office of the Inspector General) asking SETA and other Head Starts to provide first-day enrollment and complete attendance data for every child for the months of

November '05, and January and March '06. Delegates will also provide their information. The data will be mailed this Friday.

- Manager - Program Support Services Report - Ms. Brenda Campos-Peck – No report.
- Manager, Child Development and Education Services Report - Ms. Denise Lee – No report.
- Manager - EHS, Special Projects and Community Partnerships Report – Vacant

XI. Center Updates

Ms. Gangloff shared that Mather Head Start will have aromatherapy with massage for their parent activity.

Ms. Stackhouse shared that Vineland had a safety week. The children were excited when the fire department came with the rescue dog. She will be preparing a spaghetti meal for next Friday's parent activity. Vineland has new students.

Ms. Marilyn Williams shared that Florin Meadows Head Start will be having a Fun Day at Funderland on July 14th and a Build-A-Bear activity on July 19th. The parent activity on July 31st will be scrapbooking for the children going into kindergarten.

Ms. Vickie Snoe shared that Galt Head Start did not go to the parade as planned, but they had a parent meeting in which CHP went to the center and inspected parents' car seats. She thanked the center for the opportunity to learn that her car seat had been recalled. Galt will be having a graduation in August for children going into kindergarten.

Ms. Grooms, Broadway Head Start, shared that her son is excited about swimming with his classmates every Friday.

XII. Discussion

Ms. Themaris West, Kennedy Estates Head Start, asked if there is a grace period for picking up children from the centers. Parents scheduled to pick up their child at 12:00 p.m. are considered late at 12:01 p.m. and must sign a (late warning) form. After three warnings, the child is terminated. Ms. West was asked to call Ms. Karen Gonzales, 263-3988 or Mr. Nate Gale, 263-4083, to discuss her concerns.

Ms. Kenesha Gray, Freedom Park Head Start, asked if there is a grace period for dropping off children at centers. Breakfast is served at 8:00 a.m., but class doesn't start until 9:00 a.m. If she drops off her child at 9:00 a.m., she is considered late. Ms. Engstrom confirmed that to arrive at 9:00 a.m. on an 8:00 a.m. schedule is considered late. Parents have to abide by the contract hours or amend the contract, if necessary. Also, if a child arrives at 9:00 a.m. or after, SETA cannot get reimbursed for food that is served to the child. Ms. Gray was advised to contact her program officer regarding medical appointments that were considered unexcused by center staff, but should have been considered excused.

Ms. Rebecca Boone, Hillsdale Head Start, shared that a few months ago Ms. Denise Lee informed parents at a PAC meeting that funds were available for center gardens. Parents at Hillsdale requested funding for a garden, but have not received it. Ms. Gonzales

shared there were e-mails sent to Ms. Donna Hubbs requesting that the gardener go out to the schools. She asked Ms. Boone to follow up with Ms. Debbie Eastman.

Ms. Vickie Snoe shared that the crosswalk she requested from the City of Galt was put in front of Galt Head Start last week.

Ms. Wendy Goins, Early Head Start/Home Base, shared that only five parents attended the socialization held at Sharon Neese Early Learning Center due to problems with transportation to SETA. When socializations are held at places like the zoo, SETA teams up with SCOE and bus transportation is provided. There is always a huge parent turnout. Parents would like to know if there is any transportation assistance available for socializations held at SETA. Ms. Engstrom recommended that parents come up with suggestions on transportation and give them to Ms. Sudhira Mahajan, Early Head Start Education Coordinator, who can sort through to decide what SETA can and cannot do.

Ms. Paula Stackhouse, Vineland Head Start, shared that in front of her center there is a beautiful bench with a plaque on it dedicated to Ms. Norma Johnson.

Ms. Engstrom shared that either Norwood Head Start or Northview Head Start has been named after Ms. Norma Johnson. Norwood was the first state collaboration and first full-day center. Residents of the complex receive first preference of enrollment over the community. Ms. Nelson shared that there will be a dedication ceremony in the near future.

XIII. Public Participation

Ms. Marilyn Williams resigned from PAC because she is moving to Dallas, Texas. She brought her Alternate (Ms. Angel) to observe the meeting.

XIV. Adjournment

Meeting adjourned at 6:51.

Ms. Gangloff provided materials on various summer programs and activities for children and families. She has been attending car seat and helmet safety classes. She will receive training to teach these classes as well.

ITEM III-A – ACTION ITEM

TIMED ITEM 6:00 P.M. AND PUBLIC HEARING:
First Reading of the Modification to the Bylaws of the
SETA Operated Head Start/Early Head Start Parent Advisory Committee

BACKGROUND:

The Personnel/Bylaws Committee 2005-2006 met six (6) times to review and recommend revisions to the Bylaws the SETA Operated Head Start/Early Head Start Parent Advisory Committee.

Additions are indicated by *italic type* and deletions are indicated by ~~strikethrough~~.

RECOMMENDATION:

Open a public hearing, hear any additional testimony, and continue this item to the next Parent Advisory Committee meeting where the action of the Committee will be 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 ITEM

**SELECTION OF REPRESENTATIVES AND ALTERNATES TO ATTEND THE
REGION IX HEAD START ASSOCIATION ANNUAL TRAINING CONFERENCE**

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to select two (2) Representatives and two (2) Alternates to attend the Region IX Head Start Association Annual Training Conference in Reno, Nevada, October 11-13, 2006.

The conference will be held at the Atlantis Casino Resort and Spa Hotel. Please see attached Conference Attendance Guidelines. Additional information will be provided when received.

RECOMMENDATION:

That the Parent Advisory Committee selects two (2) Representatives and two (2) Alternates to attend the Region IX Head Start Association Annual Training conference in Reno, Nevada, October 11-13, 2006.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

PARENT ADVISORY COMMITTEE **REPRESENTATIVE CONFERENCE ATTENDANCE** **GUIDELINES**

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

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

ITEM IV-A – INFORMATION ITEMS

STANDING INFORMATION

BACKGROUND:

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

IV. Information Items

A. Standing Information

- Introduction of New Staff
- Upcoming Meetings/Trainings/Conferences/Events
 - Ms. Alma Hawkins, Ms. Belinda Malone, Mr. Robert Silva, Ms. Julita Bentz, Ms. Cathy Spivey and/or Ms. Judy Weber, Social Services/Parent Involvement Specialists
- PC/PAC Parent Activity – Family History Center, located at 2745 Eastern Avenue, Sacramento, CA, Saturday, September 16, 2006, from 9:00 a.m.-12 noon (see attached flyer)
- PC/PAC Annual End of Year Parent Appreciation, Saturday, October 21, 2006 from 6:00-9:00 p.m., at the Hilton Hotel – Sacramento Arden West, located at 2200 Harvard Street
- Average Daily Attendance (ADA) Report – Ms. Elsie Bowers
- Monthly Special Education Report – Ms. Beverly Sanford
- Program Content Area/Disabilities Services Report (February, April, June, August, October) – Ms. Beverly Sanford
- Program Content Area/Mental Health Report (February, April, June, August, October) – Ms. Melanie Nicolas
- California Head Start Association (CHSA) Report
- Fiscal Report (February, May, August, November) Mr. Kim Peck
- Community Resources/Recognitions – Parent Advisory Committee Representative/ Staff
- Parent/Staff Recognitions
- Grandparent/Foster Parent Report – Mr. Donald Clark
- Child Care Center Food Menu (Attached)

NOTES:

ITEM IV-B – INFORMATION

CHILD ACTION, INC. PRESENTATION

BACKGROUND:

This agenda item provides an opportunity for Ms. Therese Gruszka, Child Care Inclusion Specialist, to give a general overview on Child Action, Inc. and to share information and resources for children with special needs in Sacramento County with the Parent Advisory Committee.

NOTES:

ITEM IV-C – INFORMATION

ANNUAL SELF-ASSESSMENT UPDATE

BACKGROUND:

This agenda item provides an opportunity for Ms. Buffie Engstrom, Manager - Administration , Staff Development and Parent Services, to provide an update to the Parent Advisory Committee on the Annual Self-Assessment for Program Year 2005-2006.

NOTES:

ITEM IV-D – INFORMATION
GOVERNING BOARD MEETING MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to

NOTES:

ITEM V – COMMITTEE REPORTS

BACKGROUND:

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

- Executive Committee
 - Critique of the Parent Advisory Committee, July 11, 2006
- Personnel/Bylaws Committee
- Budget/Planning Committee
- Social/Hospitality/Fundraising Committee
- Program Area Committee Reports:
 - Early Childhood Development and Health Services Committee
 - Family and Community Partnerships/Training Committee
 - Monitoring/Evaluation Committee (Self-Assessment) – Committee of the Whole
- Community Advocating Male Participation (C.A.M.P.) – Mr. Roy Shier
- Food Services Committee
- Early Head Start Committee
- Community Partnerships Advisory Committee (CPAC) – Ms. Zebadeisha Grooms (Representative)
- Health Services Advisory Committee (HSAC) – Ms. Dionne Wilson (Representative)

NOTES:

PAC EXECUTIVE COMMITTEE CRITIQUE
OF THE JULY 11, 2006 MEETING

GOOD	NEEDS IMPROVEMENT
1. Attendance excellent	1. Cell phones off
2. Timely meeting	2. Talking in audience (voices carry)
3. Representatives being recognized by the Chair before leaving their seats	3. Committee meeting reports
4. Chair did good job	4. Punctuality
5. Ms. Marie Desha – good job on information sharing and support	5. Representatives were timely with questions

NOTES:

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) – Ms. Sherry Gangloff, Ms. Zebadeisha Grooms, Ms. Kenesha Gray, Ms. Paula Stackhouse, Mr. Donald Clark and Ms. Ana Melara
- Head Start Deputy Executive Director's Report – Ms. Robin Purdy, serving as Interim Head Start Deputy Executive Director
- Manager - Administration, Staff Development and Parent Services Report - Ms. Buffie Engstrom
- Manager - Program Support Services Report - Ms. Brenda Campos-Peck
- Manager - Child Development and Education Services Report - Ms. Denise Lee
- Manager - EHS, Special Projects and Community Partnerships Report - Vacant

NOTES:

ITEM VII – CENTER UPDATES

BACKGROUND:

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

NOTES:

ITEM VIII – DISCUSSION

BACKGROUND:

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

NOTES:

ITEM IX – PUBLIC PARTICIPATION

BACKGROUND:

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

NOTES:
