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KATHY KOSSICK
Executive Director

MAUREEN DERMOTT
Deputy Director

Thought for the Day: "When you contribute to others, no matter how small your talent, you expand your soul. The greatest measure of success is service to others."

Author: Esteemed Human Development International

HEAD START/EARLY HEAD START PARENT ADVISORY COMMITTEE

Date: Tuesday, December 12, 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 the Public Participation item 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.

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 November 14, 2006
- III. Information Items
 - A. Standing Information
 - Ice Breaker – Ms. Denise Nelson, Chair
 - Head Start and Program Governance Overview – Ms. Marie Desha, Services/Parent Involvement Coordinator
 - Introduction of Newly Seated Representatives
 - B. How to Present and Make a Motion
 - Ms. Denise Nelson, Chair

IV. Action Items

- A. Election of Parent Advisory Committee Officers 2006-2007
- B. Selection of Representatives and Alternates to Attend the California Head Start Association (CHSA) Annual Parent Conference
- C. Election of Policy Council Alternates 2006-2007

III. Information Items (Cont')

- Introduction of Staff
- Upcoming Meetings/Trainings/Conferences/Events
 - Ms. Alma Hawkins, Ms. Belinda Malone or Mr. Robert Silva, Social Services/Parent Involvement Specialists
 - Policy Council Special Meeting, Thursday, December 21, 2006, 9:00 a.m., SETA Boardroom.
 - Program Information Report (PIR) – Ms. Yolanda Macias, Program Officer
 - PC/PAC Orientation – Friday, January 5, 2007, 9:00 a.m. – 1:00 p.m., SETA Board Room. Registration from 8:30 – 9:00 a.m., light brunch 11:00 – 11:30 a.m.
 - PC/PAC and Delegate Agency Officer Training, Friday, January 12, 2007, 9:00 a.m. – 12:00 p.m., Redwood Room. Registration from 8:30 – 9:00 a.m., Lunch 12 noon.
 - California Head Start Association (CHSA) Annual General Conference, Hyatt Regency Hotel, New Port Beach, January 31 – February 2, 2007 (Wednesday-Friday).
- Community Resource/Recognitions – PAC Representatives/Staff
- Parent/Staff Recognitions
- Child Care Center Food Menu (Attached)

V. Committee Reports

- Executive Committee
 - Critique of the Parent Advisory Committee, November 14, 2006

VI. Other Reports

- Chair's Report
- Policy Council Report(s) – Ms. Sherry Gangloff, Ms. Tyrna Larkins, Ms. Templa Allen, Ms. Carolina Guerra, Ms. Kathy Ruiz, Ms. Kelly Wilson
- Head Start Deputy Director's Report – Ms. Maureen Dermott
- Manager - Grantee Program Operations Report – Ms. Denise Lee
- Manager - Program Support Services Report – Ms. Brenda Campos-Peck
- Manager – Parent/Family Support Report – Vacant

VII. Center Updates

VIII. Discussion

IX. Public Participation

X. Adjournment

Distribution Date: Thursday, December 7, 2006

ITEM I-A – ROLL CALL

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

- ___ **Vacant**, Auberry Park Head Start
- ___ Carolina Guerra, Bannon Creek Head Start
- ___ **Vacant**, Broadway Early Learning Center
- ___ Robert Walton, Center of Praise Head Start
- ___ **Vacant**, Countrywood Head Start
- ___ Nysheka Robinson, Crossroads Garden Head Start
- ___ Dominic Garcia, CSUS Head Start
- ___ Salina Davey, Early Head Start /Home Base
- ___ Laura Angel, Florin Meadows Head Start
- ___ Kathy Ruiz, Franklin Head Start
- ___ **Vacant**, Freedom Park Head Start
- ___ Dionne Wilson, Fruitridge Head Start
- ___ Virginia Snoe, Galt Head Start
- ___ **Vacant**, Grace Lutheran Head Start
- ___ Esmeralda Garcia, Grant Skills Center
- ___ **Vacant**, Grizzly Hollows
- ___ Killie Wilson, Hillsdale Head Start
- ___ Ashley Cleveland, Home Base
- ___ Tyrna Larkins, Home Base
- ___ **Vacant**, Illa Collin Head Start
- ___ **Vacant**, Job Corp Head Start
- ___ Mary Alston, Kennedy Estates Head Start
- ___ Maria Rangel, La Riviera Head Start
- ___ **Vacant**, LaVerne Stewart Head Start
- ___ **Vacant**, Marie Cleveland's Bright Beginnings Head Start
- ___ Sherry Gangloff, Mather Head Start
- ___ Jose Guzman, Nedra Court Head Start
- ___ **Vacant**, New Helvetia 1 Head Start
- ___ **Vacant**, New Helvetia 2 Head Start
- ___ **Vacant**, Northview Head Start
- ___ Vanessa Valencia, Norwood Head Start
- ___ **Vacant**, Parker Avenue Head Start
- ___ **Vacant**, Phoenix Park Head Start
- ___ **Vacant**, Sharon Neese Early Learning Center
- ___ **Vacant**, Sierra View Head Start
- ___ **Vacant**, Strizek Park Head Start
- ___ Templa Allen, Vineland Head Start
- ___ **Vacant**, Walnut Grove Head Start
- ___ Samantha Vang, 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
- ___ Coral Humphrey, Past Parent/Community Representative
- ___ Kim Creed, Past Parent/Community Representative

New Representatives to be seated:

- Franquell Pharms, Auberry Park Head Start
- Shannon Montgomery, Broadway Early Learning Center
- Danielle Duff, Illa Collin Head Start
- Jennifer Gonzalez, Strizek Park Head Start
- Blanca Maravilla, Walnut Grove Head Start

ITEM I-B – PAC MEETING ATTENDANCE UPDATE

The PAC was seated on November 14, 2006

PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE PROGRAM YEAR 2006-2007

COMMITTEE MEMBER	CENTER	11/14	12/12	1/9	2/13	3/13	4/9	5/8	6/12	7/10	8/14	9/10	10/9
Franquell Pharms S/B Seated 11/06	AP	E											
Carolina Guerra Seated 11/06	BC	X											
Vacant	BLC												
Robert Walton Seated 11/06	COP	X											
Vacant	CW												
Nysheka Robinson Seated 12/05	CR	X											
Dominic Garcia	CSUS	X											
Salina Davey Seated 11/06	EHS/HB	X											
Kathy Ruiz Seated 11/06	F	X											
Laura Angel Seated 09/06	FM	X											
Vacant	FP												
Dionne Wilson Seated 11/05	FT	X											
Vickie Snoe Seated 03/06	G	X											
Vacant	GH												
Vacant	GL												
Esmeralda Garcia Seated 11/06	GSC	X											
Kellie Wilson Seated 11/06	H	X											
Ashley Cleveland Seated 11/06	HB	X											
Tyma Larkins Seated 11/06	HB	X											
Danielle Duff S/B Seated 11/06	IC	U											
Vacant	JC												
Mary Alston Seated 11/06	K	X											
Maria Rangel Seated 11/06	LAR	X											
Vacant	LVS												
Vacant	MCBB												
Sherry Gangloff Seated 11/05	M	X											
Jose Guzman Seated 11/06	NC	X											
Vacant	NH1												
Vacant	NH2												
Vacant	NV												
Vanessa Valencia Seated 11/06	N	X											
Vacant	PA												
Vacant	PP												
Vacant	SN												
Jennifer Gonzales S/B Seated 11/06	SP	AP											
Vacant	SVE												
Templa Allen Seated 11/06	V	X											
Vacant	WG												
Samantha Vang Seated 11/06	WP	X											
Vacant	FPR												
Vacant	FPR												
Donald Clark Reseated 03/06	GPR	X											
Vacant	GPR												
Roy Shier Seated 05/06	MIR	X											
Denise Nelson Seated 11/05	OGC	X											
Kim Creed Seated 11/06	PPR	X											
Coral Humphrey Seated 11/06	PPR	X											

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

1. **First, call your Alternate to see if they can attend in your place,**
2. **Second, call Head Start Social Services/Parent Involvement Coordinator, 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
EHS:	Early Head Start	NC:	Nedra Court
FM:	Florin Meadows	NH1:	New Helvetia 1
FR:	Franklin	NH2:	New Helvetia 2
FP:	Freedom Park	NV:	Northview
FT:	Fruitridge	PA:	Parker Avenue
G:	Galt	PP:	Phoenix Park
GH:	Grizzly Hollows	SN:	Sharon Neese
GL:	Grace Lutheran	SP:	Strizek Park
GSC:	Grant Skills Center	SVE:	Sierra Vista Elementary
H:	Hillsdale	V:	Vineland
HB:	Home Based	WG:	Walnut Grove
IC:	Illa Collin	WP:	Whispering Pines

Representative Abbreviations

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

Attendance Record Abbreviations

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

ITEM II-A – CONSENT ITEM

APPROVAL OF MINUTES FOR PAC MEETING
NOVEMBER 14, 2006

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of November 14, 2006.

NOTES:

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

November 14, 2006
6:00 p.m.

I. Welcome

- A. Call to Order/Roll Call – The meeting was called to order at 6:01 p.m. The Thought for the Day was read by Ms. Virginia Snoe. Roll was called; quorum confirmed.

Members Present:

Coral Humphrey
Zebadeisha Grooms
Nysheka Robinson (7:40 arrival)
Wendy Goins
Laura Angel
Kathy Ruiz
Kenesha Gray
Dionne Wilson (6:05 arrival)
Virginia Snoe
Sherry Gangloff (6:06 arrival)
Kim Creed
Paula Stackhouse
Donald Clark
Roy Shier
Denise Nelson

Members Absent:

Alysian Gray (U)
Rebekah Boone (U)
Sandra Reyes (U)
Veronica Rodriguez (U)

- B. PAC Meeting Attendance Update – Ms. Denise Nelson read the PAC Meeting Attendance Update.

II. Consent Items (2004-2005 Parent Advisory Committee)

- A. Approval of Minutes for PAC Meeting of October 17, 2006 – Motion by Ms. Kenesha Gray to approve the minutes by show of hands vote. Seconded by Mr. Roy Shier. No discussion, no corrections. Ayes: 11. Nays: 0. Abstentions: 2 (Ms. Nelson and Ms. Kathy Ruiz). Motion carried.

III. Action Items

- A. Review of Applications and Election of Past Parent Alternate – The sole applicant, Ms. Kenesha Gray, explained why she would like to hold the position of Past Parent Alternate. Motion by Mr. Shier to elect a Past Parent Alternate applicant by show of hands vote. Seconded by Ms. Virginia Snoe. Ayes: 12. Nays: 0. Abstentions: 2 (Ms. Nelson and Ms. Ruiz). Ms. Gray was elected Past Parent Alternate with 12 votes.
- B. Review of Applications and Election of Grandparent Representatives and Alternates – No applications received. Motion by Ms. Nelson to table this item by way of show of hands vote to continue recruitment efforts. Seconded by Ms. Kim Creed. Ayes: 12. Nays: 0. Abstentions: 2 (Ms. Nelson and Ms. Ruiz).

- C. Review of Applications and Election of Foster Parent Representatives and Alternates – No applications received. Motion by Ms. Creed to table the item until the next meeting. Seconded by Ms. Paula Stackhouse. Ms. Marie Desha asked parents for suggestions on ways to recruit more applicants. Mr. Donald Clark suggested a community public relations outreach campaign through popular radio stations, the national public stations, public/community affairs on local satellite television stations, ethnic minority newspapers, and the Sacramento Bee's community affairs section. Ms. Dionne Wilson suggested recruiting at Head Start center parent meetings. Ms. Snoe suggested extra flyers at the centers. Show of hands vote - Ayes: 12. Nays: 0. Abstentions: 2 (Ms. Nelson and Ms. Ruiz).

IV. Information Items

A. Standing Information

- Region IX Head Start Association Professional Development Conference, Atlantis Casino Resort and Spa, October 10-13, 2006, Reno, Nevada – Reports attached. Ms. Gray shared that she had a great time. She particularly enjoyed the session, "The Seven Principles That Are Tied To Your Destiny," presented by Columbus Copeland.
- PC/PAC Annual End of Year Appreciation, Saturday, October 21, 2006, Hilton Hotel-Sacramento Arden West – Ms. Ruiz shared that the Appreciation went very well. Parents enjoyed the video that was filmed at the beginning of the year (of the Annual Parent Leadership Institute) in Concord, CA. It was nice to see how the PC/PAC parents have grown together as a team since the beginning of the year. There was an award ceremony and the food was good. She would like to see higher attendance next year.
- Executive Committee Report – Ms. Gray read the attached report.
 - Recognition of Parent Advisory Committee/Staff 2005-2006 – Certificates and/or gift bags were presented to parents and staff.
- Fiscal Report (February, May, August, November) – Mr. Kim Peck explained the Expenditure Budget and Analysis and center budget reports attached. The center budget (cluster) report details field trip, petty cash and parent activity funds and expenditures for each center. These funds will be eliminated at the end of the Fiscal Year, July 31st.
- SETA Operated Head Start Annual Self-Assessment Update – Ms. Belinda Malone did not go over the Self-Assessment report. It was distributed for information only. Due to organizational changes within the Agency, Ms. Malone's new manager, Mr. Bill Walker, needs to approve the report prior to submittal to the PAC. Ms. Malone will provide a final report at the next PAC meeting.
- Seating of New Parent Advisory Committee Representatives (2006-2007) – All Representatives who were termed out or otherwise not returning were asked to step down. (Ms. Zebadeisha Grooms, Ms. Paula Stackhouse, Ms. Wendy Goins and Ms. Kenesha Gray stepped down.) Representatives who were not replaced held their seats. Returning Representatives were Ms. Kim Creed, Ms. Coral Humphrey and Ms. Kathy Ruiz.

New Representatives Seated:

Carolina Guerra, Bannon Creak Head Start; Robert Walton, Center of Praise Head Start; Dominic Garcia, CSUS Head Start; Kathy Ruiz, Franklin Head Start; Salina Davey, EHS/Home Base Head Start; Esmeralda Garcia, Grant Skills Head Start; Kellie Wilson, Hillsdale Head Start; Ashley Cleveland, Home Base Head Start; Tyrna Larkins, Home Base Head Start; Mary Alston, Kennedy Estates Head Start; Maria Rangel, LaRiviera Head Start; Jose Guzman, Nedra Court Head Start; Venessa Valencia, Norwood Head Start; Coral Humphrey, Past Parent Representative; Kim Creed, Past Parent Representative; Strizek Park Head Start; Templa (Davis) Allen, Vineland Head Start; Samantha Vang, Whispering Pines Head Start.

Silvia Cazares, Alternate present (AP) for Jennifer Gonzalez.

New Representatives Absent:

Franquell Pharms, Auberry Park Head Start (E); Danielle Duff, Illa Collin Head Start (U).

- Introduction of SETA Head Start Staff – All staff members in attendance introduced themselves to the new PAC, including the new SETA Head Start Deputy Director, Ms. Maureen Dermott.
- Board Procedures
 - Conflict of Interest – Ms. Nancy Hogan explained the Conflict of Interest Statement requirement. All members on the Committee must file with Ms. Hogan a Statement when assuming office, annually (March or April), and when leaving office. Statements go on file with the County Clerk Recorder. Representatives with questions may call Ms. Hogan at 263-3827, or Ms. Desha at 263-4082. All SETA Board meeting agendas may be found at SETA's website, www.seta.net.
 - Reimbursements – Ms. Lashaun Burke shared that she is a past Head Start parent. She prepares the child care and transportation reimbursement stipends (\$25) for PC/PAC parents who attend meetings or assist SETA Personnel staff in conducting interviews or screening employment applications. Ms. Burke explained the reimbursement process and distributed the Reimbursement for PC/PAC Members form. For questions, call Ms. Burke at 263-3878.
 - Personnel – Ms. Jeanie Ross explained the recruitment and selection process and provided handouts, along with packets of forms. Representatives were asked to assist with filling SETA employment vacancies. Parents may call Ms. Ross at 263-3812. A sign-up sheet was distributed for those interested in volunteering.

III. Action Items (2006-2007 Parent Advisory Committee) (Continued)

- D. Election of Policy Council Representatives and Alternates – Motion by Ms. Snoe to elect (6) Representatives and (6) Alternates by show of hands. Seconded by Ms. Sherry Gangloff. Discussion: It was asked if Child care is provided during PC meetings. Child care is not provided; the children are most likely in class during that time. Ayes: 24. Nays: 0. Abstentions: 1 (Ms. Nelson). Ms. Desha shared that the

Policy Council is the legal governing body for the Head Start/Early Head Start program. PC Representatives must be involved in approving all budget funding, policies and procedures, the hiring and firing of staff and program plans, goals and objectives. PC Representatives have opportunities to attend regional, state and national conferences, and it is great opportunity to learn the Head Start/Early Head Start program.

Nominees: Sherry Gangloff, Tyrna Larkins, Templa Allen, Kellie Wilson, Carolina Guerra, Kathy Ruiz. (Donald Clark's nomination was withdrawn; he is currently a PC Grandparent Representative.) Ms. Nelson asked if Representatives were in favor of electing the six Representatives to the Policy Council. Ayes: 24 (Show of hands vote). All six nominees were elected PAC Representatives. The election of Alternates will be on next month's agenda.

- E. Election of Representatives and Alternates to Attend the 23rd Annual National Head Start Association (NHSA) Parent Training Conference (December 15-19th, 2006, New York, NY) – Ms. Nelson read the attached PAC Representative Conference Attendance Guidelines. Conference information attached. Ms. Desha explained NHSA Parent Conferences and California Head Start Association (CHSA) conferences. In the past, rather than sending two parents to the NHSA Parent Conference, SETA would send four parents from this committee to the National Training Conference. Under a provision in the Head Start Reauthorization House of Representative Bill H.R.2123, out of State travel for parents and staff may be eliminated if training can be provided at the local level. We should hear about out-of-state travel after the Senate meets in January 2007 to make a decision on Head Start Reauthorization Senate Bill S.1107. Ms. Desha referred Representatives to the National Head Start Conferences on the *Schedule H. Other* handout and explained the budget. SETA is responsible for hotel lodging, airline tickets, meals and child care reimbursement. There will be a travel meeting Wednesday, December 13th at 2:00 p.m. to go over the logistics of this conference. Family members are not allowed to attend.

Motion by Ms. Gangloff to elect two Representatives and two Alternatives to attend the National Head Start Association Parent Training Conference in New York, by show of hands vote. The parents with the two highest votes will attend, and the parents with the next highest votes will be Alternates. Seconded by Ms. Coral Humphrey. Ayes: 24. Nays: 0. Abstentions: 1 (Ms. Nelson). Nominees Virginia Snoe, Kathy Ruiz, Templa Allen, Tyrna Larkins, and Donald Clark explained why they would like to attend the conference.

Vote Results: Ms. Snoe -11; Mr. Clark - 5; Ms. Ruiz - 4; Ms. Allen - 3; Ms. Larkins - 2.
Elected Representatives: Ms. Snoe and Mr. Clark.
Elected Alternates: Ms. Ruiz and Ms. Allen.

IV. Information Items (Continued)

- B. Upcoming Meetings, Trainings, Conferences and Events
Ms. Alma Hawkins, Mr. Robert Silva, Ms. Belinda Malone, Ms. Julita Bentz, Ms. Cathy Spivey and/or Ms. Judy Weber, and Ms. Marie Desha – Ms. Sharon Adams, Program Officer, reported on behalf of the new Parent and Family Support Unit. The Unit is currently working on the Daddy and Me event coming up in December. In the future there will be Unit reports ready at each PAC meeting. Mr. Roy Sheir

shared on the past October 30th Harvest Day C.A.M.P. (Community Advocating Male Participation) activity. There were over 200 participants. Children made spiders out of Twinkies, had pumpkin carving, and were served a fried chicken dinner. Next CAMP meeting, December 13th, 2:00 - 3:30 p.m., Oak Room.

Ms. Desha shared that the PC/PAC Orientation is scheduled for Friday, January 5, 2007, 9:00 a.m. to 1:00 p.m.; registration from 8:30-9:00 a.m. Officer elections will take place at the December 12th PAC meeting. Elected officers should attend the PC/PAC and Delegate Agency Officer Training, scheduled for Friday, January 12, 2007, 9:00 a.m. – 12 noon; registration from 8:30-9:00 a.m. Representatives were asked for permission to list their phone numbers and addresses on the PAC Roster, which will be made available to staff and (PAC) peers. Anyone objecting were asked to speak with Ms. Desha after the meeting.

- V. **Discussion** – Ms. Nelson passed around an e-mail address and birthday list for parents to fill in and return to Ms. Desha. There will be a Special PC meeting, Thursday, December 21st, 9:00 a.m., Boardroom. The CHSA is looking for two to three individuals to assist with conference mail outs. The pay is \$9 per hour, plus parking and lunch. Assistants will work four to five hours, approximately 9:00 a.m.-1:00 p.m., at the CHSA office, 1109-9th Street, Suite 301. Contact Ed Condon's assistant, Christina, at 444-7760. CHSA is also excepting applications for Parent Ambassadors. Call 444-7760 for information.

Ms. Nelson met Mr. John Healey at a Community Action Board (CAB) meeting. Representatives were asked to inform any families at their centers who may need food that they can contact Mr. Healey, Food Link President and CEO, for a bag of food at 387-9000, ext 110. To make this information confidential to parents, Representatives can make an announcement at the center parent meetings to contact them after the meeting, take copies and place inside the center cubbies, or inform center FSW's and Site Directors.

Ms. Lee shared that PAC members should introduce themselves to their center staff and program officers. Ms. Lee's number is 263-3916.

Ms. Kellie Wilson (Hillsdale) shared that one of the concerns at her center is the lack of infant care at Hillsdale. She asked how Representatives should voice center concerns. Ms. Lee shared that Head Start is currently looking at the present infant care locations of SETA centers in relation to some of the partnering Delegate Agencies. Parent feedback is welcomed at PAC meetings, and Representatives may talk to site supervisors or to Ms. Lee personally.

- VI. **Public Participation** – None.

- VII. **Adjournment** – 8:11 p.m.

ITEM III-A – INFORMATION ITEM

BACKGROUND:

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

- Ice Breaker – Ms. Denise Nelson
- Head Start and Program Governance Overview – Ms. Marie Desha, Social Services, Parent Involvement Coordinator
- Introduction of Newly Seated Representatives

NOTES:

ITEM III-B – INFORMATION ITEM

HOW TO PRESENT AND MAKE A MOTION

BACKGROUND:

This agenda item provides an opportunity for Ms. Denise Nelson, Chair, to share information on how to present and make a motion with the Parent Advisory Committee.

NOTES:

ITEM IV-A – ACTION ITEM

ELECTION OF PARENT ADVISORY COMMITTEE OFFICERS 2006-2007

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect officers for Program Year 2006-2007. The duties of PAC officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PAC that are not in conflict with these Bylaws, Article V – Officers, Section 3: Duties of Officers.

SECTION 3: Duties of Officers

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

- A. The Chair of the PAC shall preside over all meetings of the PAC and implement all policies and programs of the PAC. The Chair shall act as the official agent of the PAC in all matters relating to the PAC, and shall be the chief spokesperson and public relations officer for the PAC. The Chair shall have the power to appoint, both in and out of the PAC, any additional positions as needed with ratification of the PAC. The Chair shall represent the PAC at the National Head Start Association Conference (as funds allow for representation). The Chair shall be an Ex-officio member of all committees and shall represent the PAC at all Governing Board meetings, but shall adhere to the provisions of Article IV, Meetings; Section 2F, as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PAC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume position of Chair if seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event.
- C. The Secretary shall keep a record of the current and preceding minutes at each meeting, record resolutions or motions adopted, as may be necessary to expedite the PAC's business. The Secretary shall oversee the Social/Hospitality/ Fundraising Committee.
- D. The Treasurer shall keep such records, files and accounts as may be necessary to expedite PAC's business, work with staff/PAC Secretary and will oversee the Budget/Planning Committee. The Treasurer shall be a member of the Social/Hospitality/Fundraising Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to Parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

ACTION: Moved _____ **Seconded** _____

VOTE: Aye _____ **Nay** _____ **Abstain** _____

ITEM IV-B – ACTION ITEM

SELECTION OF REPRESENTATIVES AND ALTERNATES TO ATTEND THE CALIFORNIA HEAD START ASSOCIATION (CHSA) ANNUAL PARENT CONFERENCE

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to select Representatives and Alternates to attend the California Head Start Association (CHSA) Annual Parent Conference. The Conference will be held at the Hyatt Regency Hotel, January 29-30, 2007 (Monday-Tuesday), in Newport Beach.

Please see attached Conference Attendance Guidelines and Conference information.

RECOMMENDATION:

That the Parent Advisory Committee approve the selection of two (2) Representatives and two (2) Alternates to attend the California Head Start Association Conference January 29-30, 2007.

NOTES:

ACTION: Moved _____ **Seconded** _____

VOTE: Aye _____ **Nay** _____ **Abstain** _____

PARENT ADVISORY COMMITTEE **REPRESENTATIVE CONFERENCE ATTENDANCE GUIDELINES**

The following guidelines for Parent Advisory Committee Representatives attending a Head Start Parent Conference are as follows:

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

ITEM IV-C – ACTION ITEM

ELECTION OF POLICY COUNCIL ALTERNATES 2006-2007

BACKGROUND:

Each year PAC elects six (6) Representatives and six (6) Alternates to the Sacramento County Head Start Policy Council (PC). There are currently six vacant (6) Alternate positions to the Policy Council.

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 PAC members information received and decisions made by the Policy Council.
- ✓ Policy Council Representatives/Alternates must be a parent of children currently enrolled in the Head Start/Early Head Start program.
- ✓

RECOMMENDATION:

That the PAC elects six (6) Policy Council Alternates to the Policy Council.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-C – INFORMATION ITEM (Continued)

BACKGROUND:

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

- Introduction of Staff
- Upcoming Meetings/Trainings/Conferences/Events
 - Ms. Alma Hawkins, Ms. Belinda Malone or Mr. Robert Silva, Social Services/Parent Involvement Specialists
 - Policy Council Special Meeting, Thursday, December 21, 2006, 9:00 a.m., SETA Boardroom.
 - Program Information Report (PIR) – Ms. Yolanda Macias, Program Officer
 - PC/PAC Orientation – Friday, January 5, 2007, 9:00 a.m. – 1:00 p.m., SETA Board Room. Registration from 8:30 – 9:00 a.m., light brunch 11:00 – 11:30 a.m.
 - PC/PAC and Delegate Agency Officer Training, Friday, January 12, 2007, 9:00 a.m. – 12:00 p.m., Redwood Room. Registration from 8:30 – 9:00 a.m., Lunch 12 noon.
 - California Head Start Association (CHSA) Annual General Conference, Hyatt Regency Hotel, New Port Beach, January 31 – February 2, 2007 (Wednesday-Friday).
- Community Resource/Recognitions – PAC Representatives/Staff
- Parent/Staff Recognitions
- Child Care Center Food Menu (Attached)

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, November 14, 2006.

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NOTES:

**PAC EXECUTIVE COMMITTEE CRITIQUE
OF THE NOVEMBER 14, 2006 MEETING**

GOOD	NEEDS IMPROVEMENT
1. Attendance	1. Cell phones need to be turned off during the meeting
2. Timely meeting	2. Talking in the audience
3. Chair did a good job	3. Representatives side barring

NOTES:

ITEM VI – OTHER REPORTS

BACKGROUND:

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

- Chair's Report
- Policy Council Report(s) – Ms. Sherry Gangloff, Ms. Tyrna Larkins, Ms. Templa Allen, Ms. Carolina Guerra, Ms. Kathy Ruiz, Ms. Kelly Wilson
- Head Start Deputy Director's Report – Ms. Maureen Dermott
- Manager - Grantee Program Operations Report – Ms. Denise Lee
- Manager - Program Support Services Report – Ms. Brenda Campos-Peck
- Manager – Parent/Family Support 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:
